

Updated: 02/22/2018

Downtown Sailing Center **Emergency Action Plan** QuickView

In the event of an emergency or incident, the person responsible for the program will:

1. GET HELP...

FIRE: Get people and staff out of the area

Call **911**

INJURY: Provide immediate first aid, which may include CPR and AED use

Call **911**

Disburse onlookers

WATER-RELATED EMERGENCY: See "Emergency Action Plan" and use "Emergency Landing Areas"

Call **911 if on land - VHF Chn 16 "Mayday" or "Pan Pan" preferred on water**

Follow "Emergency Action Plan" Protocol

INCIDENT:

Robbery, threatening customer, collision (boat/car), obstinate trespasser, stolen property

Call **Police** at **911**

For less serious incidents (i.e. MD DNR/Marine Police stop, private boat unaccounted for, etc.)

Contact **Program Director and leave message or text if no answer!:**

Stuart Proctor at 443-794-5060; John O'Riordan at 410-736-0199

If unavailable, contact **Executive Director**, Lynn Handy at 443-528-4527

MISSING PROGRAMMATIC BOAT (e.g. Member Sail boat):

- Make sure all boats are accounted for at closing time.
- Search for boats before dark (all boats in sight one hour before closing); take VHF radio
- If previously accounted-for boat cannot be found, call **911** or "Pan Pan" on VHF Chn 16

2. THEN CALL... Programs Director: Stuart Proctor, 443-794-5060 **!LEAVE MESSAGE!**

3. The above will contact or (if the responder is unable to reach above Mangr: **!LEAVE MESSAGE!**):

Executive Director: Lynn Handy, 443-528-4527

4. The Executive Director is to be notified in the event of fire, serious injuries, and incidents requiring assistance from other law enforcement or emergency response agencies immediately by Programs Manager (or responder, if Programs Manager is not reached).

5. Accidents, injuries, and incidents MUST be reported in writing as soon as possible after their occurrence to the Programs Manager using appropriate form no later than the day of the incident.

Camp Forms in *Incident Report Binder*; Additional documentation in *Yellow Book*. Link:

<http://phpa.dhmdh.maryland.gov/OEHFP/CHS/Shared%20Documents/Youth%20Camps/IncidentReportForm.pdf>

Non-camp Forms also available in Incident Report Binder, BK Supplies Binder, and online at:

<https://goo.gl/forms/AK7EGSQNny7pJk062>