

Emergency Action Plan

DOCKMASTER

1. Dockmaster or Coaching Co-ordinator of the Day will take immediate charge of the situation and inform the appropriate emergency services.

FIRE: Call 911

INJURY: Call 911, provide first aid

INCIDENT: (Robbery, obnoxious customer, collision, trespasser, stolen property)

Call Police: 718.875.6811 (84th Precinct – 301 Gold Street)

Call Coast Guard: VHF CH16

When the Emergency services are called, give clear directions to AREA J: 6 JORALEMON STREET – AMPLE HILLS CREAMERY).

2. The Dockmaster or Coaching Co-ordinator may then delegate an appropriate Club Member to act as Incident Co-ordinator until the emergency service arrives when they will take charge of the situation.

INCIDENT COORDINATOR

3. The Incident Co-ordinator will have overall control and responsibility and will co-opt other Club Members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs.
4. Incident co-ordinator assigns someone should stand at AREA J and escort emergency services to AREA "O" on the docks.

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Priority: The first priority is safety of everyone.

A: Onshore Incident

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- Isolate the cause of the incident
- Protect people from further harm
- As necessary, clear the docks of members of access areas and office
- Evacuate the docks as necessary, no re-entry permitted except for Club and Marina Staff and Emergency Services

B: On the Water Incident

- Racing or training is stopped to deal with the emergency and people take priority over equipment
- Skipper: Call VHF 16 if situation is life threatening
- Skipper: Call the dockmaster, report incident and your location – Establish if emergency services are required at AREA "O" the dock space next to the office.
- Monitor VHF Ch. 16 and VHF Ch. 71 at all times

- Clear dock space at AREA "O" nearest office
 - Have volunteers with a VHF on standby with docklines to secure boat
 - Have Office First Aid Kit and AED on hand to meet the boat
- Direct boat come to dock AREA "O" nearest to the office

Resources Available:

- Club Chase boats
- Office First Aid kit (additional flares)

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Nearest Medical Services:

Emergency Room Only

NYU Langone/Long Island College Hospital, 339 Hicks Street, Brooklyn, NY 11201
(718) 780-1000

Urgent Care Center

City MD – Cobble Hill – 8am to 8pm
230 Court St, Brooklyn, NY 11201
(718) 280-5362

Post Incident - Communications

- Where a person has been injured and taken to a hospital then their emergency contact on file should be informed as to where the person has been taken
- In the case of a death then the Police will take on the responsibility of informing the relatives. It may be advisable to ask the police if they wish a member of the club to assist especially if they are known to the casualty's family.
- Do not publicize the name of the casualty. Remain calm and to say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom we are co-operating, are investigating the incident.
- Report situation to Marina Management
 - Stephen Yip, Sailing Operations: 347.699.5775
 - Tim O'Brien, Marina Operations: 917.710.7127
- Incident Co-ordination should file an Incident Report online. Skipper or the first mate should also file an Incident Report online

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- Incident Co-ordinator should endeavor to do the following
 - Obtain statements from witnesses eg: Rescue boat crew, other sailors.
Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes.
 - Notes need to be taken and agreed by the witness
 - Photograph the incident location and also boats, equipment etc
 - Keep any relevant equipment eg clothing, buoyancy aids, lifejackets, logbooks
 - Secure any boats or equipment

- If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that a club official will issue a press release. The nominated Club official may produce a written statement that can be given to the press.

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Emergency Services Rendezvous Point

