

JUNIOR SAILING EMERGENCY PROCEDURES AND POLICIES



2026

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BEVERLY YACHT CLUB JUNIOR SAILING PROGRAM EMERGENCY CONTACT NUMBERS – 2025

Jr. Clubhouse	508-748-0540, ext. 7
	VHF 74
Main Clubhouse	508-748-0540
	VHF 68
Emergency	911
Police	508-748-1212
Fire	508-748-1177
Harbor Master	508-748-3535
	VHF 9 & 16
Poison Control	800-222-1222
Tobey Hospital - Emergency	508-273-4180
Tobey Hospital - Main Number	508-295-0880
Health Care Consultant- TBD	
Program Director – Zev Barden	321-747-8320
Jr. Sailing Committee Chair – Rebecca Johnson	805-814-9488

By land:

Beverly Yacht Club
99 Water Street
Marion, MA 02738

By water, coordinates are:

N 41° 42' 11"
W 70° 45' 34"

Emergency Action Plan

Beverly Yacht Club Junior Sailing has provided this guide to prepare staff and volunteers for the unlikely event of an emergency situation. The aim of this document is to aid staff members in reducing the risk of damage to property, injury and loss of life in situations that may reasonably occur at the BYC

Responsibilities

1. The Junior Sailing Director shall manage the Emergency Action Plan for the BYC Junior Sailing Program. The emergency plan manager shall also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of emergency notification procedures with the appropriate authorities. The emergency plan manager shall also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan.
2. BYC Junior Sailing shall provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in the event of an emergency. BYC JUNIOR SAILING will ensure proper adherence to this plan through regular review.
3. Staff and Volunteers are responsible for following the procedures described in this plan.

Communication

During the morning briefing a radio channel will be decided on for use on the water. This channel will be noted on the white board in the Junior Clubhouse. Each powerboat MUST carry at least one VHF radio set to this channel.

1. In an emergency all nonessential chatter must cease immediately.
2. Safety craft should be contacted by their call sign (BYC JUNIOR SAILING 1 – 4) and the person ashore shall be known as “Director”
3. The responding boat should contact the Harbor Master on channel 9 or 16 and ask for the required assistance (i.e. Call 911)
4. Should the situation need immediate attention from the US Coast Guard make a MAYDAY call on Ch 16.

MAYDAY

The MAYDAY call is an internationally recognized distress signal. It is essential that all on the water staff know how to give a MAYDAY call should the need arise. When an emergency that requires immediate response occurs afloat use the below method to contact the US Coast Guard.

A MAYDAY call should only be used in a serious situation when outside assistance is required.

Speak: Slowly - Clearly – Calmly

1. Make sure communications equipment is on.
2. Select distress channels: 2182 kHz or 16 VHF-FM (156.80 MHz)
3. Press the microphone button. Calmly say: "MAYDAY - MAYDAY - MAYDAY, THIS IS THE (vessel name) (vessel name) (vessel name) OVER."
4. Release microphone button and wait for acknowledgement. If no response, repeat Step 3.
5. If there is no answer, or if Coast Guard or other vessel responds, say: "MAYDAY, THIS IS THE (vessel name/call sign)
6. State your location twice (latitude and longitude, Loran, or range and bearing from known point, etc.)
7. State the nature of distress
8. State kind of assistance desired.
9. State number of people on board and if any injuries.
10. State condition of vessel.
11. Briefly describe vessel: Length, Type/Service, Color.
12. Briefly describe type and amount of lifesaving equipment: survival craft, PFDs, EPIRB etc.
13. Say: "I WILL BE LISTENING ON CHANNEL 16."
14. End by saying: "THIS IS THE (vessel name), OVER."
15. If situation permits, stand by the radio for further communication with the US Coast Guard or other vessel. If no one answers, repeat the above, then try on channel 22.

When you have made contact with the US Coast Guard they will ask for details and provide instruction on how to proceed.

Lives before equipment

BYC JUNIOR SAILING is committed to the safety of the individual above all else. Boats may be replaced and therefore the rescue of students and staff will always trump the retrieval of equipment. It is however important to mark abandoned craft with a grease pencil with the number of sailors removed as to indicate that crew members have been rescued.

Landing Locations



In Figure 1 landing points that may be used during normal operation and in emergencies are labeled by name:

1. Junior Dock
2. Dinghy Ramp
3. Service Entrance

Landing points 1 and 2 are our main start and ending points however in an emergency it is advised that unaffected boats return to the nearest or easiest landing area. Coordination with the BYC JUNIOR SAILING Director/emergency services and affected vessel/individual(s) will determine their landing point.

Incidents and Responses

In case of Fire

Fire Drills shall be held within the first 24 hours of the beginning of each camping session. 430.210(A)

While BYC JUNIOR SAILING activities are primarily conducted outdoors it is important to note that fire is still a distinct possibility both on land and afloat.

1. Alert

In case of fire it is essential that staff are alerted immediately by triggering the fire alarm. If at sea Radio all instructors and the Director on the channel assigned in

the morning briefing. You may also dial 911 and ask for the Fire Department or if at sea turn to channel 16 and make a call to the Harbor Master.

2. Evacuate-

Once the Alarm has been raised it is essential that all staff and students are removed to a safe location. BYC JUNIOR SAILING has chosen the Flag pole as a meeting point 1, then all will proceed to the corner of Water St and South St as fire evacuation point (2). If at sea proceed to the Dinghy Ramp (3) taking care to account for all boats and students.



3. Account-

Once removed to an evacuation point (2 or 3) it is the responsibility of Senior Instructors to account for each student, volunteer and staff member in their group. Once accounted for this information must be relayed to the BYC JUNIOR SAILING Director and emergency services immediately.

Small Blaze

If a small blaze is encountered and a fire extinguisher is immediately available it may be used to combat the fire by trained employees. If there is any doubt about the ability to extinguish the fire, evacuate **immediately**.

Blaze afloat – effected craft

In case of fire aboard a BYC JUNIOR SAILING coach boat each craft must be equipped with personal floatation devices for each crew member a fire extinguisher and methods for alerting others to distress: Visual distress signals (flares, Safety Flag) Sound producing device (instructors whistle) and a VHF radio. It is the responsibility of the driver to ensure this equipment is aboard before setting off.

If a fire should occur it is important that the crew of the boat alert other staff immediately and if required the Harbor Master on VHF channel 16 via a Mayday call.

Power to the engine should be cut by removing the key or pulling the kill cord.

Anchor the craft and move all crew members to the bow of the boat to await rescue.

Should the need arise to exit the craft the crew should enter the water from the bow wearing their personal floatation devices and taking their means of signaling with them. Once in the water the crew must remain together and move away from the vessel.

Blaze afloat – other craft

The nearest craft to the affected vessel must come to its assistance and retrieve the crew. Proceed with **extreme caution** to the bow of the vessel and remove all crew members.

Powerboats that are not immediately involved with the rescue of the ablaze craft should have the sailing vessels in the BYC JUNIOR SAILING program return to the Junior Dock (fig 1 B) immediately. No powerboat is to land until all students, volunteers and staff are accounted for (excess crew members may be landed to help with head counts and group control).

Medical Emergency

Sailing is an active sport and as such there exists the potential for injury. **In a medical emergency where life is at risk the first action undertaken should be to issue a call to the Harbor Master on Ch 16 or by calling 911.**

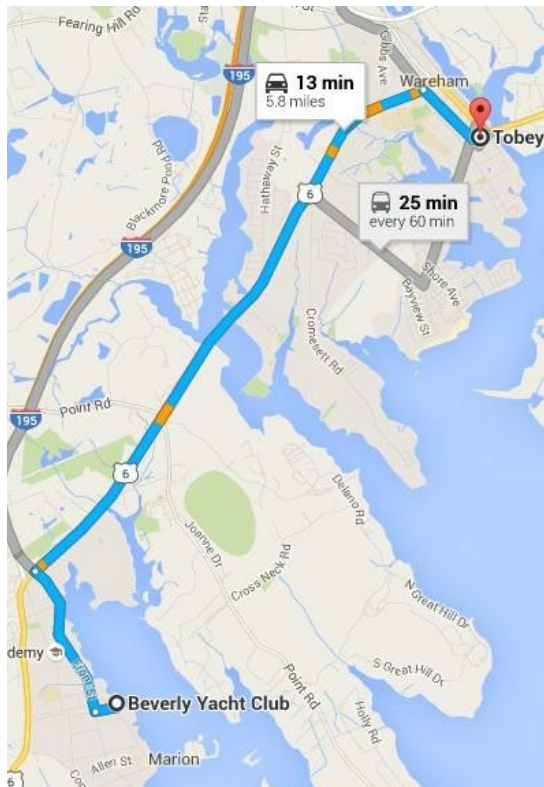
First Aid locations



In Figure 3 the locations of First Aid Kits and Automatic Electronic Defibrillators (AED) are marked: In the Junior Clubhouse.

Nearest Hospital

The nearest ER is located Tobey Hospital at 43 High St Wareham, MA 02571 508-295-0880. Figure 4 shows the fastest route to the hospital.



Responding to Injury

US Sailing Instructors are required to have valid First Aid/CPR training that is recognized by the US Coast Guard. This will form the basis of any response to an injury. When an injury occurs it is important to respond quickly and effectively:

- Uses good judgment, if the situation is serious always call 911 first. If it is a mild injury, report it to the Senior instructor/Director.
- When approaching the victim be sure to check the area for any potential hazards. Do not put yourself at risk. If approaching a victim in the water ensure the engine is turned off before you reach them.
- Assist the victim and deem what further action is required as per First Aid Training.

Adverse Weather

Lightning

Lightning presents a major risk. Should lightning be spotted or thunder heard it is to be communicated to all BYC JUNIOR SAILING staff. Once the alarm has been raised all craft are to head for shore immediately and head counts are to be taken before the final safety vessel docks.

Squalls and High winds

Squalls may precede storms and can be sudden and violent. Should a major Squall hit the first priority is getting students to shore. Capsizes are likely and rather than wasting time the capsized students should be recovered, the boat abandoned and labeled with a grease pencil with the number of students recovered to indicate this. Once ashore a head count should be conducted before safety vessels dock or proceed to recover abandoned craft.

Heat

The summer is hot. The possibility of heat or sunstroke exists, while BYC JUNIOR SAILING will take all precautions to avoid this although accidents may still happen. If an individual should be suffering from signs of heat or sunstroke they should be removed to the shore immediately and placed in the club with a First aid Certified US Sailing instructor. An accident report MUST be filled out and if severe, the emergency services contacted.

Hurricane

The BYC JUNIOR SAILING will not operate when a Hurricane watch or warning is issued for the Buzzard's Bay area. Every effort will be made to secure the BYC JUNIOR SAILING site and equipment before any such event.

Cold

BYC JUNIOR SAILING operates throughout the spring and summer months, in temperature ranges that will allow for hypothermia to develop. Should any individual begin to show the signs of hypothermia they are to be wrapped up well and brought ashore immediately. A First Aid trained US Sailing Instructor must remain with the individual and provide aid to the best of their ability. In severe cases the emergency services must be contacted. An accident report MUST be filled.

Missing Camper or Staff

Should any individual be unaccounted for it is the responsibility of BYC JUNIOR SAILING instructors to find them:

Afloat

1. Alert all members of staff
2. If once alerted the individual(s) still can't be located issue a radio call to the Harbor Master on ch 16 immediately.
3. Cease all on the water camper activities, returning to the nearest convenient landing site.
4. All powerboats are to remain afloat, Instructors and volunteers may be dropped ashore to supervise.

5. Once a head count and boat count has been completed ashore powerboats are to start search patterns as depicted in US Powerboating's *Safety, Rescue & Support Boat Handling*.
6. Continue the search until the individual(s) is found or the emergency services take control.

Ashore

1. Alert all members of staff
2. Gather each group and perform head counts
3. Assign Instructors to check specific BYC JUNIOR SAILING/BYC locations (bathrooms, clubhouse, docks, swim area, parking lot/boat parking), maintain supervision for the groups
4. If the individual(s) are not located contact the emergency services by calling 911
5. The search should continue until relieved by the emergency services or the individual(s) is found.

Fuel Spills

If fuel is discharged into the water every effort should be made to find and stop the leak. Once the discharge has been stopped, get extra assistance if needed. The spill should be contained using absorbent pads and beams. DO NOT use detergents as these will only disperse the fuel.

The spill must be reported to the Coast guard at:

U.S. Coast Guard National Response Center 1-800-424-8802

Report the following information:

- Location of the incident
- Cause or source of spill
- The type of fuel spilled
- The amount of fuel spilled
- Level of danger or threat
- Weather conditions at location

Entrapment

During an entrapment it is essential that the response be quick and calm. In a situation where entrapment is suspected:

- Alert other instructors
- Approach the craft and cut power to the engine

- Right the boat as quickly as possible, this may require you to enter the water and right the boat, making sure to anchor the powerboat before exiting it.
- Maintain boat balance and help the sailor free.

It may take lots of weight on the center board to right an inverted dinghy.

Should the incident be more serious, have an instructor call 911 or issue a call to the HarborMaster.

Reporting Accidents and Incidents

Accidents occur when an individual(s) is injured, incidents when a dangerous situation occurs but injury is avoided. It is important to report both accidents and incidents to help BYC JUNIOR SAILING learn and develop responses to dangerous and potentially dangerous situations.

Accident Reports

Accident reports must be filled out for any injury, no matter how minor, to Students, Volunteers and Staff. Accident reports must be filled out as soon as possible after an accident has been dealt with and should contain all the information about the accident that can be remembered. The sheets may be found in the Junior Clubhouse. Once completed the sheets must be kept and a parent/guardian signature taken for any injured child (under 18). **The incident will be outlined in detail in the medical/emergency log book. Log book entries must be made on sequential lines and lines may not be skipped between entries. The program director must review and sign the entry.**

Incident reports

In case of a near miss, damage to boats or other dangerous situation an incident report must be filled. These reports may be kept, used to debrief and form future policy for dealing with given situations in a safe manner. **The incident will be outlined in detail in the medical/emergency log book. Log book entries must be made on sequential lines and lines may not be skipped between entries. The program director must review and sign the entry.**

Major Accident/Incident

While it is extremely unlikely, there is always a chance that a major accident/incident may occur (i.e. the loss of life). It is essential that all Staff and Volunteers connected with BYC JUNIOR SAILING are familiar with our procedures.

The first priority will be dealing with the safety of Students, Volunteers and Staff. Once this is dealt with it is important that we have a strategy for dealing with the authorities and press:

It is essential that we keep accurate records of all details, big or small, concerning the incident. Good record keeping will help BYC JUNIOR SAILING, US Sailing and the authorities assess the incident and devise safeguards to prevent future incidents. Record keeping will also help protect Instructors and BYC JUNIOR SAILING from future litigation.

1. Isolate those involved from the press and take statements from each person.
2. Produce a short statement of the facts but nothing more: What, Where, When. Indicate when a fuller statement will be released (24 hours)
3. We will not hold a press conference but will designate a spokesperson.
4. **Staff and Volunteers MUST not talk to the press no matter how well meaning.**
5. Records should be kept of who was spoken to, what was said and when it was said.
6. Inform, MDPH, LBOH, and US Sailing as they will be able to support BYC JUNIOR SAILING.
 - a. Marion Board of Health 508-748-3507 Lori
 - b. US sailing 1-800-877-2451
 - c. Online reporting information: Community Sanitation Program Rec Camp Injury/Incident Report and Notification Form.
<https://redcap.ehs.mass.gov/redcap/surveys/?s=LY94XWXRYWLFLCFR>
7. If the emergency services have been involved it is likely that the press will have contacted them.
8. If there has been a fatality the police will contact BYC JUNIOR SAILING and the next of kin. It is essential that we do not publicize names until the next of kin have been informed, even if the press know.
9. The National Transportation Safety Board (NTSB) should be Informed:
45065 Riverside Parkway
Ashburn, Virginia 20147
Phone: 571-223-3930
FAX: 202-688-2591
10. Keep all relevant equipment and records (life Jackets, Log books etc).

These steps are made easier by adherence to our paperwork and standard operating policies.

This camp must comply with regulations of the Massachusetts Department of public health and be licensed by the local board of health.

