

# [Insert Name of Org] - Emergency Response Plan Summary

[Insert = Address, phone number(s), Lat/Long #]

## Emergency or Life-Threatening Injury - Steps

1. **Render assistance**
2. **Make contact** with coaches or program staff for assistance
3. **Call for Help & Emergency Medical Attention:** *(Who to call and order should be customized for location.)*
  - **9-1-1**
  - **Harbor Master:** VHF#16, xxx-xxx-xxxx
  - **Local US Coast Guard:** VHF#16, xxx-xxx-xxxx
  - **Main Office:** VHF #, xxx-xxx-xxxx
4. **Monitor and administer first-aid** *(List AED locations, boats with AED, etc.)*
5. **Send someone** to meet/direct Emergency vehicles
6. **Transfer** injured to care of Emergency Team
7. **Debrief and inform** key people: Commodore, GM, Sailing Director, family of injured
8. **Complete an incident report**

## Be prepared to tell 9-1-1:

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured person ashore** (see below)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back number**

## Emergency Response Pick-Up Locations:



	Name	Description	Address	Cross Street	Lat/Long #s
<b>A</b>	Location Name 1	Describe...	# Street, Town, State	Street	
<b>B</b>	Location Name 2	Describe...	# Street, Town, State	Street	
<b>C</b>	Location Name 3	Describe...	# Street, Town, State	Street	

Emergency Numbers	Organization's Numbers
<b>911</b>	<b>Main Number:</b> xxx-xxx-xxxx, VHF#
<b>Harbor Master:</b> VHF#16, xxx-xxx-xxxx	<b>Launch:</b> xxx-xxx-xxxx, VHF#
<b>Harbor Police:</b> VHF#16, xxx-xxx-xxxx	<b>General Manager:</b> xxx-xxx-xxxx
<b>Local Coast Guard:</b> VHF#16, xxx-xxx-xxxx	<b>Commodore/President:</b> xxx-xxx-xxxx
<b>Local Fire:</b> xxx-xxx-xxxx	<b>Sailing Director:</b> xxx-xxx-xxxx

Date of most recent revision: \_\_\_\_\_



## Emergency Card DIRECTIONS

*Template Directions – Delete this page when complete.*

**Overview:** The Emergency Card Template gives clubs and community sailing programs a strong starting point from which to create an Emergency Card for their specific location. This template has been developed collaboratively with input from safety experts at Gowrie Group, US Sailing, and sailing programs across the country.

**Posting of Emergency Card:** Your card should be posted prominently in multiple locations at your facility – near the phones/VHF, dock office, front office, etc. It should also be laminated and given to your on-the-water staff and attached to each safety boat, coach boat, launch, and/or RC boat. Some programs find it helpful to convert their emergency plan into a waterproof sticker which they affix to each boat. It may also be appropriate to share a copy with your members and/or to post to your website.

**Determining who to call first and where to go ashore:** Take the time to team with your local Coast Guard and/or fire department to get input - every location is different.

- **Major Harbor Example:** Sailing programs located in major harbors may find that a call on VHF#16 to the Harbor Master and/or local US Coast Guard is the best first call. These resources tend to be on duty 24/7 and are equip to quickly respond to an on-the-water emergency by boat. Do your research and find out.
- **Small Harbor Example:** Programs located on small lakes or small harbors may find that calling 9-1-1 or the local emergency number for their fire station is the best first call. Do your research and find out.
- **Where to Go Ashore:** Include multiple possible locations to bring an injured person ashore; factors to consider include location of the incident, ease of transfer, tide, traffic, weather, and more.
- **9-1-1:** In some locations, calling 9-1-1 on a cell phone may result in reaching a dispatch station located in a different town/state. Make sure the caller specifies the location (city, state, Lat/Long) where help is needed.

**Review & Practice:** Annually, this Emergency Card should be reviewed, revised, and practiced.

**Delete this page when your Emergency Card is customized/complete.**

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**Disclaimers:** Although the procedure, plan, and recommendations contained in this Emergency Card Template were created by an experienced team of experts, Gowrie Group and US Sailing make no guarantee as to, and assume no responsibility for, the correctness, sufficiency or completeness of this template. Other or additional safety measures and procedures, along with a complete, detailed Emergency Action Plan (EAP) should be created to complement this Emergency Card.

**Contributors:** Content and information primarily provided by Gowrie Group and US Sailing.

**About The Burgee Program:** The Burgee Program is the only comprehensive insurance program developed to meet the unique needs of all types of sailing organizations - yacht clubs, community programs, schools, classes, fleets, paper clubs, and more. The program is managed by the marine experts at Gowrie Group, underwritten by Chubb Group of Insurance Companies, and endorsed by US Sailing. The program protects not only the organization, but also the board members, flag officers, volunteers, members, and employees. Learn more at [www.burgeeprogram.com](http://www.burgeeprogram.com), 800.262.8911, or [burgee@gowrie.com](mailto:burgee@gowrie.com).

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