



Creating the Safety Plan:

2014 USODA Team Trials

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Agenda

I. Background

II. Developing The Protocols

III. Lessons Learned

IV. Q & A



I. Background:

1. Regatta Chair: 2012 Champs hosted by SYC
2. “Volunteered” to be Safety Officer in 2013
3. Had 9 months to pull together our “plan”
4. My intent: Steal Shamelessly
5. Modify past safety plans to fit our needs



USODA Provided Checklist – 3 pages of really good stuff!

SAFETY OFFICER

Job Description: Manage all aspects of event safety, including on the water and ashore, coordinating medical staff, and local EMS. Coordinate with PRO and Event Chair.

Check-list:

____ Meet with Event Chair to discuss expected entries, proposed safety program, interaction with local EMS and proposed expenses.

____ Meet with ALL sub-committee chairs. Discuss proposed safety systems.

____ Draft an **"Emergency Procedures Policy"** Include a clear path to follow from an individual emergency, to shore, to the local EMS, to the hospital, include all phone numbers phone locations and radio channels to be used. Also include a separate path for an overall emergency (severe storm etc.). Make a very clear statement of the chain of command to eliminate confusion.

____ **Develop a handout that explains the Procedures on and off the water.**

____ Arrange approximately two safety boats per division. Provide Event chair and PRO with list consisting of name, boat type, days available



What I found . . .

- 1. There were no formal procedures from prior year National Qualifiers**
- 2. Our own yacht club had minimal formal documentation**
- 3. Formal procedures I obtained were mainly focused on summer programs**
- 4. Those that included a sailing element were focused on “one off” incidents**
- 5. Most regattas are run by a dedicated staff of volunteers that had:**
 - 1) Substantial “On Water” experience working together
 - 2) “Resident knowledge” etched in their heads but not written down



The Regatta Stats. . .

- 1. 200+ competitors**
- 2. 100 volunteers and spectators**
- 3. 5 square mile racing area**
- 4. 2 to 3 miles from Stamford Yacht Club**
- 5. Four day event adjacent to an active commercial harbor**



SYC Assets On Water

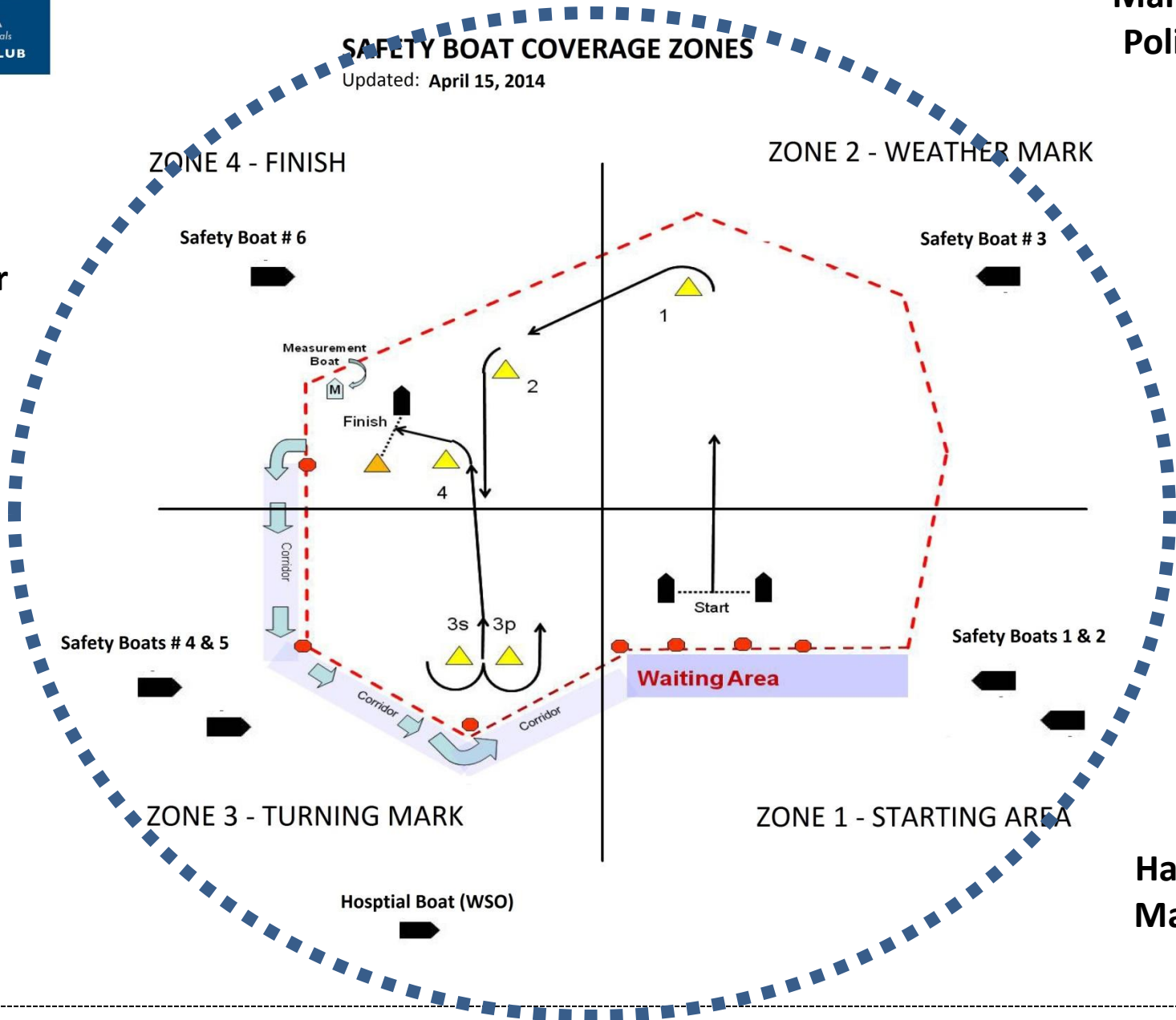
- 1. R/C - 11**
- 2. Judge Boats - 7**
- 3. Safety Boats - 6**
- 4. Coach Boats – 20 to 30**
- 5. Marine Police - 1**
- 6. Harbor Master - 1**
- 7. Hospital Boat – 1**

~ 57 Total Support Boats – 4 Opti's per boat

SAFETY BOAT COVERAGE ZONES

Updated: April 15, 2014

**Coach &
Spectator
Boats**



**Harbor
Master**



My gravest concerns . . .

1. Multiple incidents happening simultaneously

- 1) Limited equipment on water
- 2) Safety resources spread too thin
- 3) Slow response time

2. Water and air temps in the low 50's

Actual: Water was 46 degrees day of show
 Air was 50 to 67 degrees
 Winds ranged from 5 to 20 knots

3. Volunteers with big hearts but that froze under pressure

4. Lack of a coordinated effort – hero mentality

5. My own blind spots



The Issues . . .

- 1. We could not force competitors to wear dry suits**
- 2. There was no agreement on when to intervene
- definition of “distressed”**
- 3. Available data on hypothermia was for US Marines, not for children**
- 4. Difficulty getting volunteers on the water to run simulations**
- 5. Different volunteers each day → Learning Curve**
- 6. Volunteers over estimating their ability**
- 7. Some sailors had been assigned coaches**



II. Developing The Protocols . . .

1. Pulled together a cross functional team

- Experienced Race Committee
- Doctors / ER Nurses
- Junior Sailor Parents
- Club Management
- Grief Counselors
- Marine Police
- Harbor Master
- EMS
- Stamford Hospital

2. Identified Incident Types

3. Developed flowcharts to document process for each



Daily Safety Duties

1. Pre-Morning Safety Meeting

- ___ Secure Daily Competitor List from R/C
- ___ Check Weather Reports
- ___ Talk with PRO

2. Safety Team Meeting: 15 minutes (Centennial Room)

- 8 am May 1 and 4 each morning
- 9 am May 2 and 3

- ___ Confirm safety boat numbers and volunteer assignments.
- ___ Review daily weather forecasts.
- ___ Expected safety problems
- ___ Assign daily duty. Zone, escort, hospital boat or other.
- ___ Review radio channels and protocol.
- ___ Confirm that each boat has:
 - ___ Gas and oil for full day.
 - ___ Patrol flag
 - ___ Radio Communications: __05__ Channel __01__ Emergency
 - ___ First-aid kit
 - ___ Water for competitors
 - ___ Daily assignment
 - ___ Grease Pencils



Daily Safety Duties (continued)

3. Post Safety Team Meeting prior to Harbor Start

- _____ Dispatch safety boats 15 minutes before sailors leave the dock.
- _____ Meet with On-shore Safety Officer (SSO).
- _____ Monitor launching, check-in and radio.
- _____ Complete Radio Check: Safety Boats, R/C and SSO

4. During Racing

- _____ Stay in touch with shore, PRO, and safety boats.

5. End of Racing Day

- _____ Survey the area all around racing area at end of day.
- _____ Set up "Chain of sight" string of escort boats to guide Optimists in.
- _____ Maintain safety ratio as boats go in.

6. After all Sailors Are Off Water

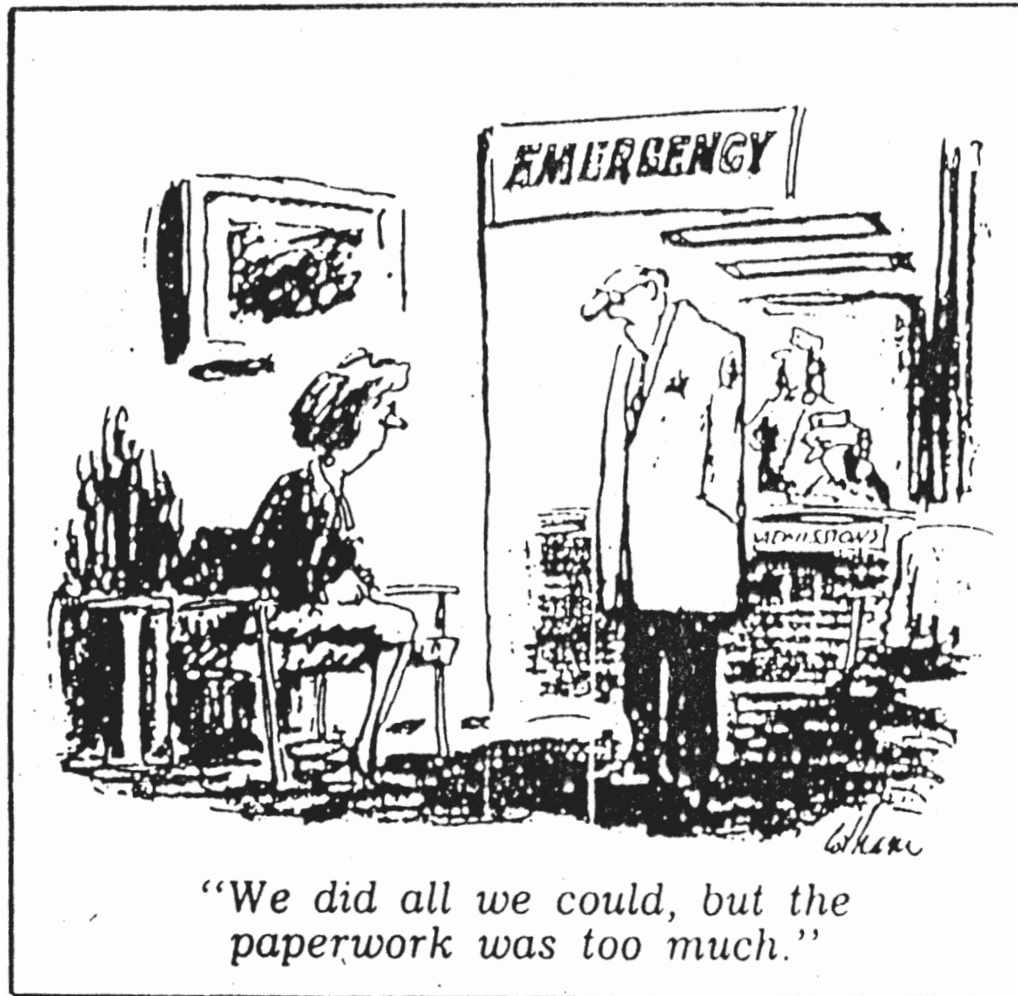
- _____ Verify tag board or other check-in is complete.
- _____ End of Day Safety Boat Debriefing



General Overview: Incident Management

- 1. Weather Event**
- 2. On Water Incident**
- 3. Code Yellow – Non Emergency Injury**
- 4. Code Red – 911**
- 5. On Shore Crisis Management Protocol**

Didn't want to over do it . . .



Guiding Principles:

- 1. Safety Tag: Going On and Coming Off Water**
- 2. Competitors to be escorted to and from race course**
 - Coaches are responsible for their sailors
- 3. Keep the participants safe: racers and volunteers**
- 4. If injured:**
 - 1) Prevent additional injury
 - 2) Stabilize them
 - 3) Transport as needed
- 5. Maintain secure communication amongst volunteer staff**
- 6. Keep sailor's family informed and involved after injury sustained**
- 7. Incident Reporting and Review → Corrective Action**
- 8. Daily Morning Briefing and after Racing Debriefing**



The Basics: Incident Management

1. Incident Identification

2. First Responder on scene (Safety Boat / Judge Boat)

3. Situation Assessment

- a. No Assistance Required
- b. Assistance Required

4. Transport to Hospital Boat

- a. Observation: remain on hospital boat / return to coach
- b. Transport to SYC Dock
 - Code Yellow (Coach / Family)
 - Code Red (911 call – Marine Police)

5. Turn in Safety Tag

Process: On Water Weather Event Protocol

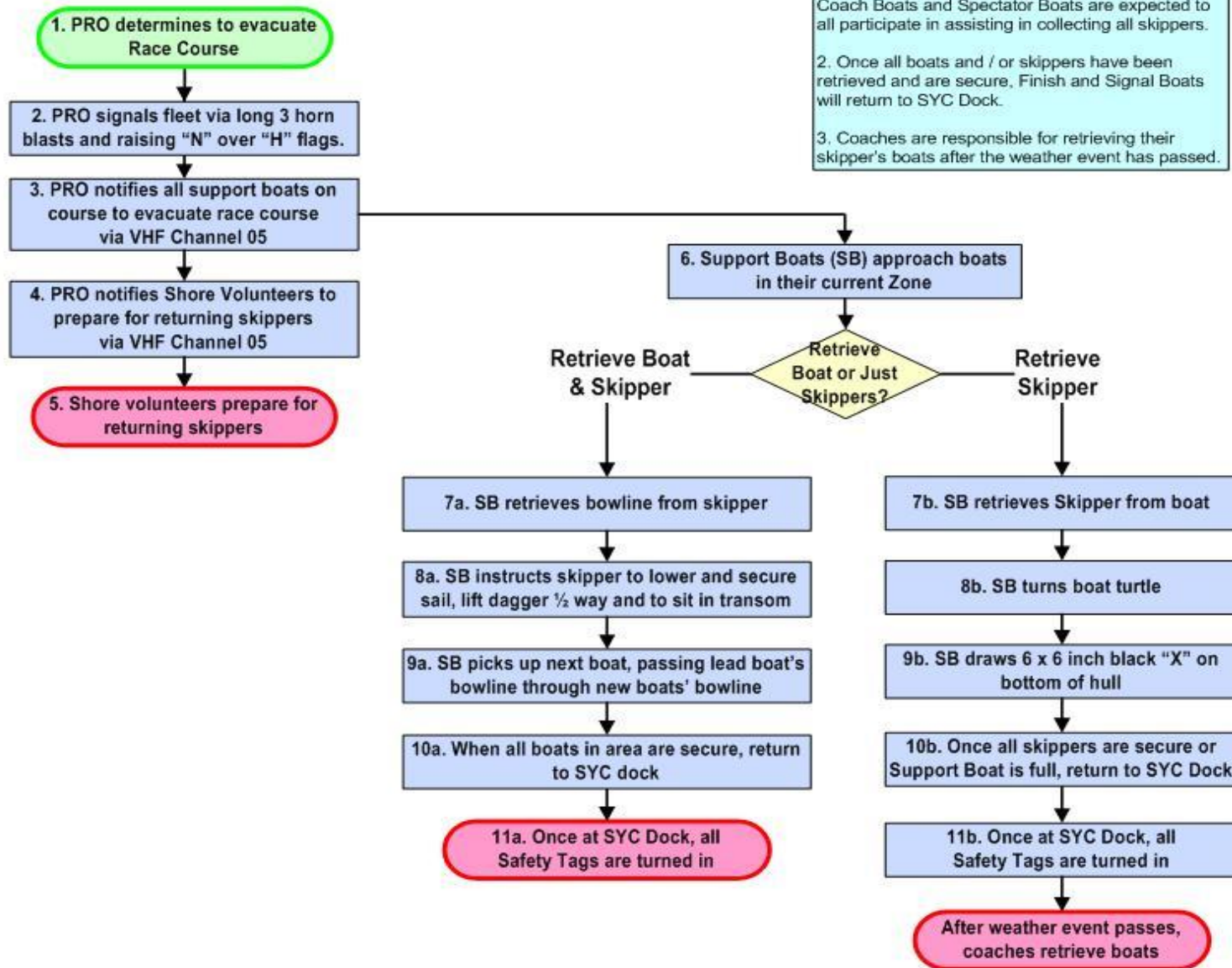
Created: March 27, 2014

Update: April 23, 2014

Revision: 5

Created By: R Boehringer

1. Weather Event



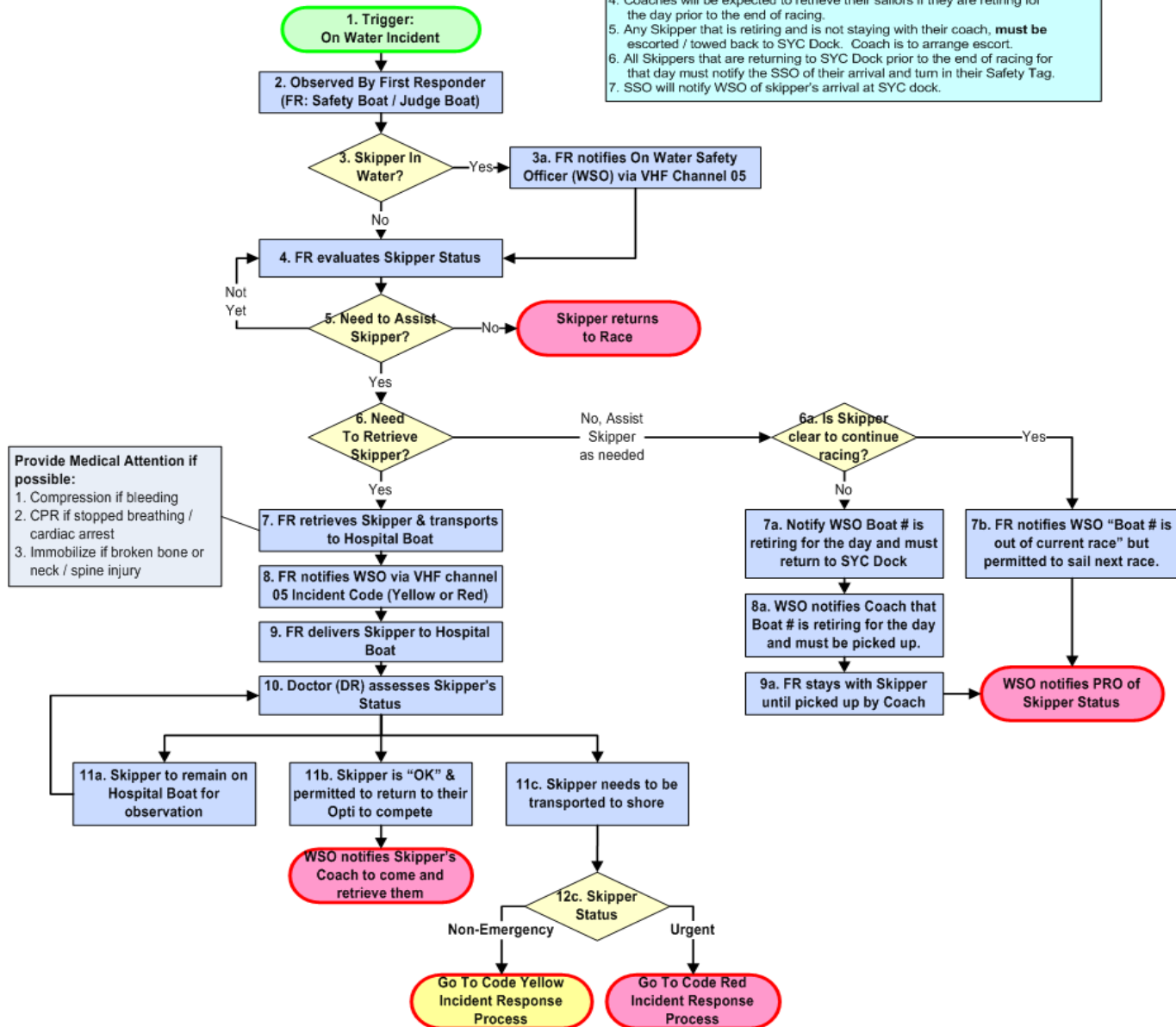
Process: On Water Incident

Created: March 27, 2014 Update: April 21, 2014
Revision: 4 Created By: R Boehringer

2. On Water Incident

On Water Incident Rules:

1. Skippers names will not be used on unsecured VHF radio transmissions.
2. General communications will be VHF Channel 05, emergency communications will be Channel 01 and secure communications will be done via Crystal radio.
3. WSO on Hospital Boat will maintain an "incident log".
4. Coaches will be expected to retrieve their sailors if they are retiring for the day prior to the end of racing.
5. Any Skipper that is retiring and is not staying with their coach, **must be escorted / towed back to SYC Dock**. Coach is to arrange escort.
6. All Skippers that are returning to SYC Dock prior to the end of racing for that day must notify the SSO of their arrival and turn in their Safety Tag.
7. SSO will notify WSO of skipper's arrival at SYC dock.



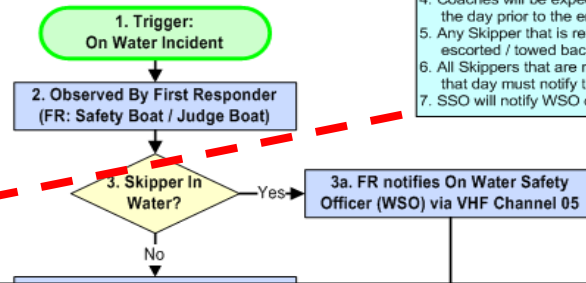
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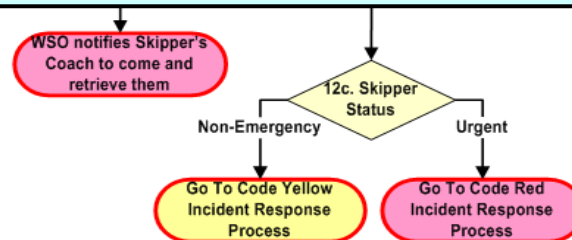
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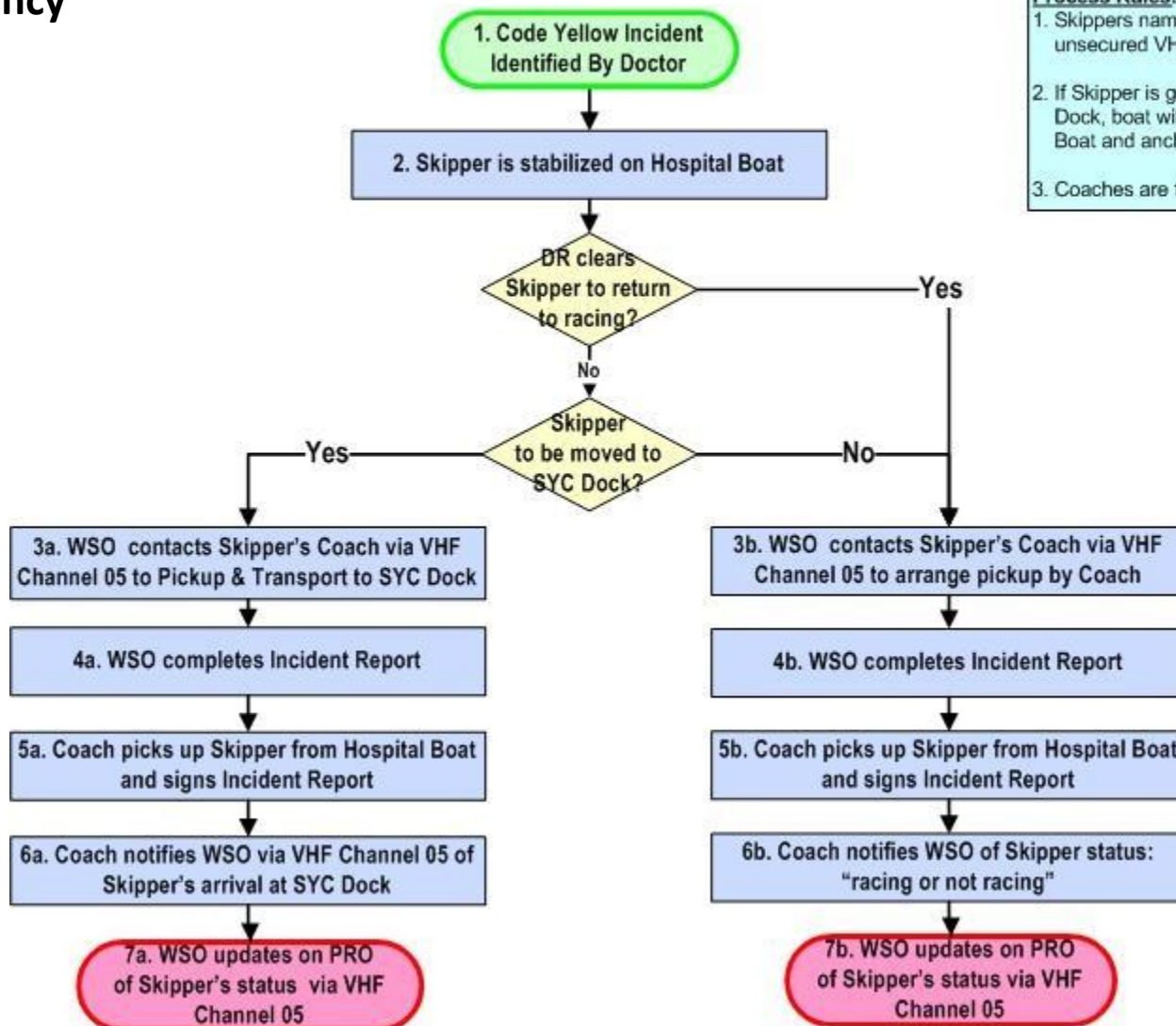
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Process: Code Yellow Incident **Non-Emergency: Handled On Water**

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3. Code Yellow **Non Emergency**



Incident Code Yellow: Skipper is Conscious

1. Concussion
2. Bleeding
3. Broken Bones
4. Hypothermia

Process Rules:

1. Skippers names will not be used on unsecured VHF radio transmissions.
2. If Skipper is going to be moved to SYC Dock, boat will be gathered by Coach's Boat and anchored off of race course.
3. Coaches are to notify family of injury.

Process: Code Red Incident – Transport to SYC Dock

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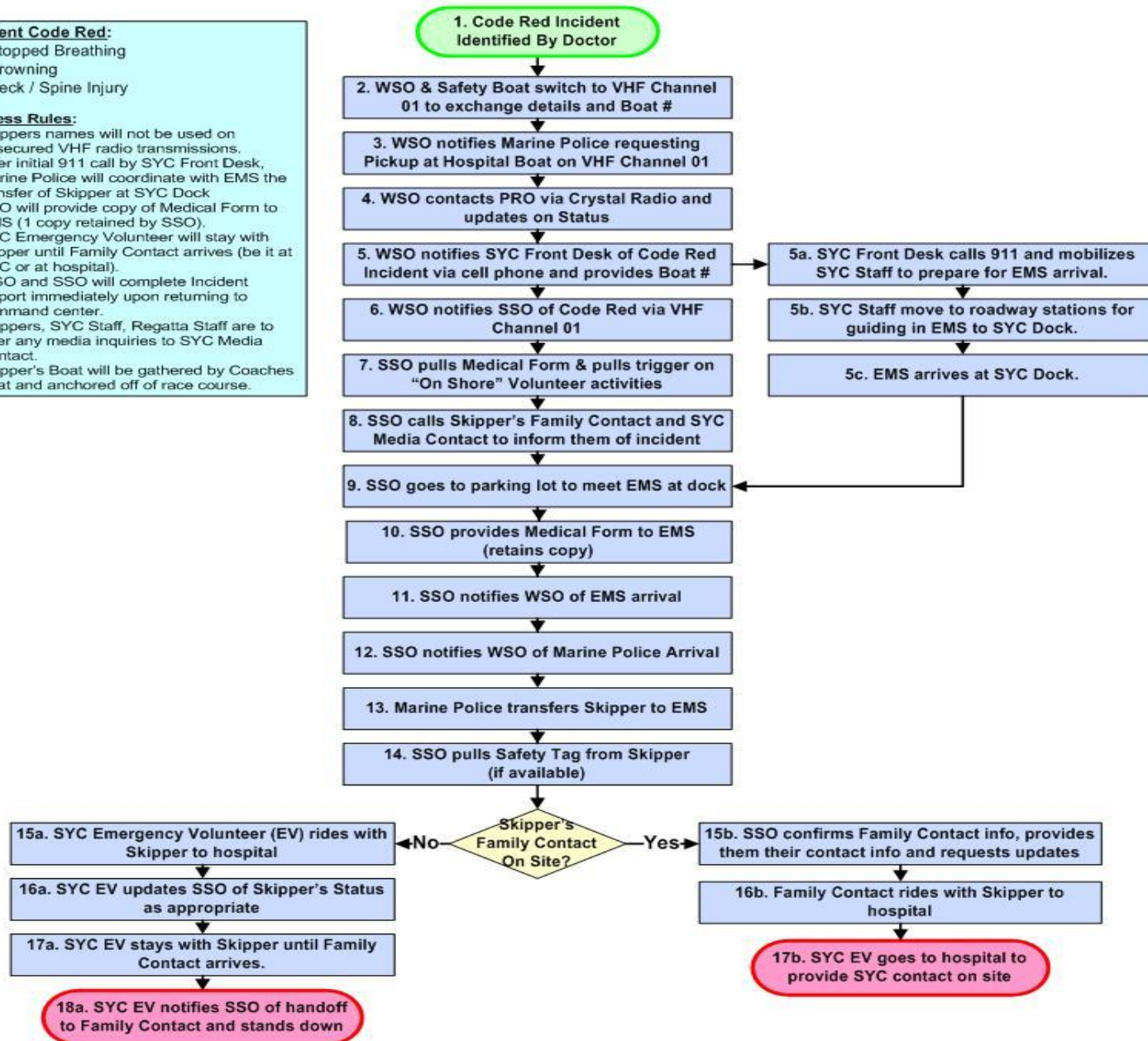
4. Code Red: 911

Incident Code Red:

1. Stopped Breathing
2. Drowning
3. Neck / Spine Injury

Process Rules:

1. Skippers names will not be used on unsecured VHF radio transmissions.
2. After initial 911 call by SYC Front Desk, Marine Police will coordinate with EMS the transfer of Skipper at SYC Dock
3. SSO will provide copy of Medical Form to EMS (1 copy retained by SSO).
4. SYC Emergency Volunteer will stay with skipper until Family Contact arrives (be it at SYC or at hospital).
5. WSO and SSO will complete Incident Report immediately upon returning to command center.
6. Skippers, SYC Staff, Regatta Staff are to refer any media inquiries to SYC Media Contact.
7. Skipper's Boat will be gathered by Coaches Boat and anchored off of race course.



Process: On Shore Crisis Management Protocol

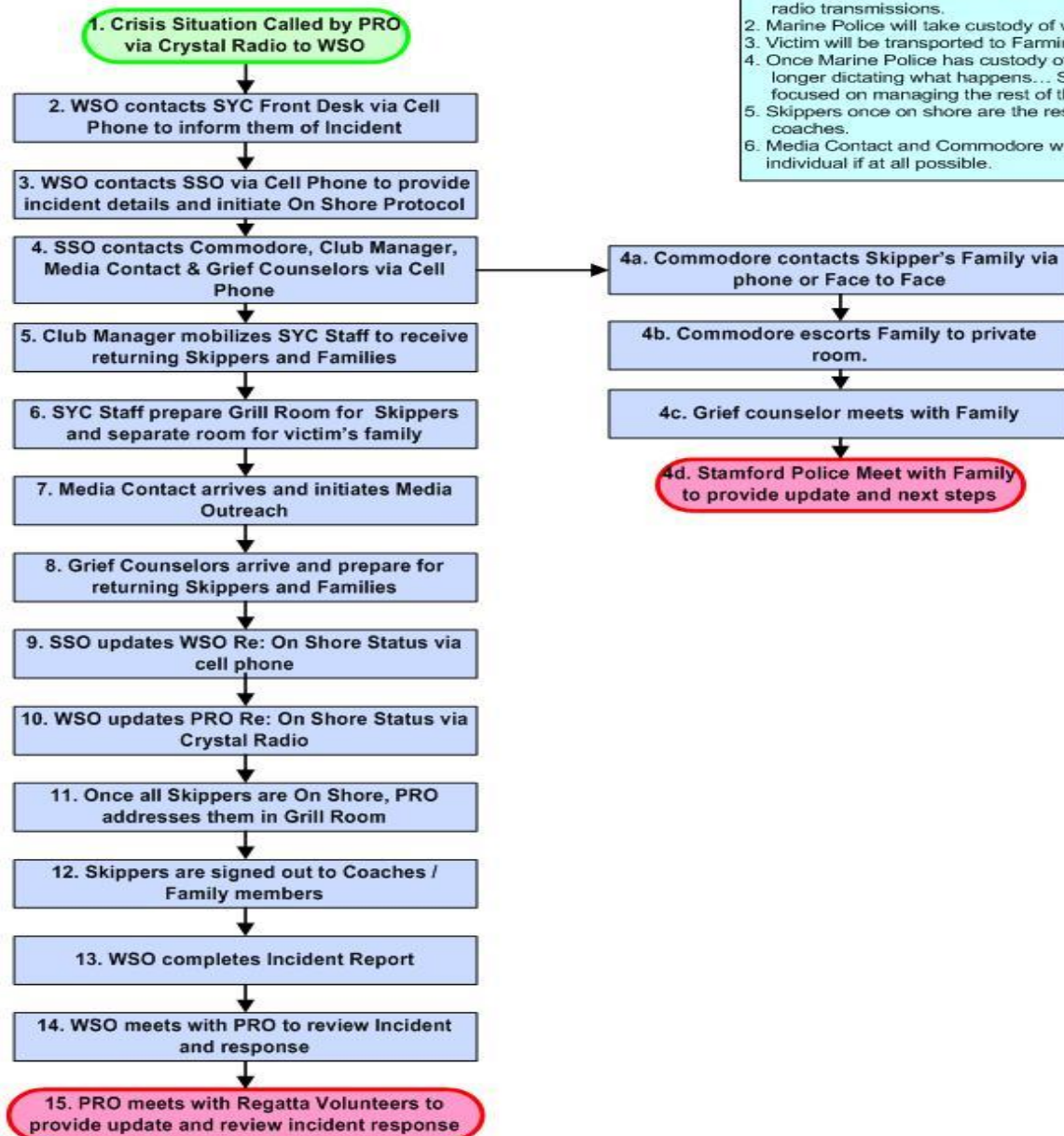
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5. On Shore Crisis Management



Types of Crises:

1. Death On Water

Process Rules:

1. Skippers names will not be used on unsecured VHF radio transmissions.
2. Marine Police will take custody of victim.
3. Victim will be transported to Farmington for Autopsy.
4. Once Marine Police has custody of victim, SYC is no longer dictating what happens... SYC's role will be focused on managing the rest of the participants.
5. Skippers once on shore are the responsibility of their coaches.
6. Media Contact and Commodore will be the same individual if at all possible.



Incident Tracking

2014 KO Sailing / USODA Team Trials at Stamford Yacht Club

Sail#	First Name	Last Name	Club / Team	Coach	Coach Boat #	Needing Assistance	Hospital Boat	Transport to SYC	Transport via EMS	Comments
1288	Joseph	Gallagher	RIOT	Bugs Bunny	3					
1616	Stephen	Streater		Daffy Duck	5	10:15	10:45			Returned to racing
1903	Emily	Mueller		Road Runner	7					
5436	Ripley	Shelley		Yosemite Sam	9	1:10	1:20			Retired for day @ 1:30pm, on coach's boat
6630	Brian	Nelson		Foghorn	12					

Incident Reporting

INCIDENT REPORT

TYPE OF INCIDENT:

___ FACILITY EMERGENCY

___ WEATHER EMERGENCY

___ ACCIDENT/INJURY: BLEEDING, BROKEN BONE, CONCUSSION, DROWNING, NECK/HEAD/SPINAL INJURY

1. Name of injured party
2. Address and phone number
3. If minor, parent or relative name, address and phone number
4. Was a parent or relative contacted? By whom? (Date and time of contact)
5. When did incident occur? Date and Time
6. Where did incident occur? (Dock, Water, Dry Sail Area, Parking Lot, etc.)
7. Weather conditions if applicable.
8. Describe details of incident (attach additional sheets if needed)
9. Are there any pictures or video of the incident? If yes, who has them?_
10. What type of injury (e.g. bruise, laceration) was sustained?



Incident Reporting

INCIDENT REPORT (CONTINUED)

11. Who was the first on the scene (name, address and phone number)?
12. Was immediate medical assistance provided? If so, by whom?
13. Describe assistance provided.
14. Did Coast Guard, Marine Police or Fire Department respond? ____Yes ____No
15. How long after the incident did emergency personnel arrive?
16. Name, address and phone number of organization and person(s) who provided medical assistance
17. Did injured party need additional medical assistance beyond EMT? ____Yes ____No
18. Where?
19. List all known witnesses to the incident, including First Responders, Instructors, Race Committee, Employees, (attach additional sheets if needed)
20. Report prepared by
21. Date Report Prepared
22. Date Report Submitted
23. Signature
24. *Draw diagram on incident on attached sheet if a collision was involved*

III. Lessons Learned:

1. Plan on the unexpected and be flexible / adaptable
 - 1) Code Brown





III. Lessons Learned:

1. Plan on the unexpected and be flexible / adaptable
 - 1) Code Brown
 - 2) Police Motorboat damaged
 - 3) Irrate Parents
 - 4) Coaches not following “rules”
2. Have multiple means of radio / cell phone contact
3. Over Communicate during the regatta
4. Set Expectations early



IV. Your Questions?

Please remember . . .



Safety is serious stuff!

via [Reposti.com/p/i6](https://www.Reposti.com/p/i6)