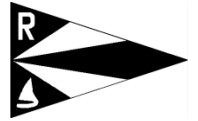


Renton Sailing Center Safety Action / Response Plan:



Facility Location: Gene Coulon Beach Park (north end at round-about)
1201 Lake Washington Boulevard North, Renton WA

Emergency Contact Procedures:

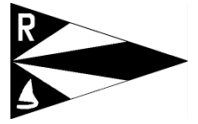
1. Hail dock instructor (if on water) via VHF channel 16.
2. Call 9-1-1 with facility location above and describe emergency.
3. Call RSC President: John Padgett (206) 206-226-2452 (cell)
4. Contact member/student Emergency Contact: *Individual Information*
5. Call Renton Parks Department Park Shop: (425) 430-6740
6. Call City Hall (Monday – Friday 8:00 am to 5:00 pm): (425) 430-6600
7. Complete RSC Accident Report Form (Attachment B).

Center Contacts:

RSC President:	John Padgett	(206) 226-2452
Vice President	Beth Frisken	(360) 871-6434
Head Dock Master:	Brett Langlois	(253) 353-3872
Safety/Maintenance	Don Pearson	(346) 253-8757
Education Director:	Tyler Wilson	(206) 618-1740



Renton Sailing Center Safety Action/Response Plan:



SAILING STAFF CERTIFICATIONS:

All sailing instructors are to be certified US Sailing Small Boat Level I and/or Basic Keelboat instructors. In order for their certification to be valid, an instructor must hold current First Aid and CPR certifications, along with a safe boating certificate recognized by the National Association of State Boating Law Administrators.

Powerboat certifications: All instructors also have a state boating license in Washington State. The certificate is recognized by the National Association of State Boating Law Administrators. Each state has different requirements. Some states allow for online training whereas other states require attending a course. The US Powerboating Safe Powerboat Handling course will often satisfy these requirements, and provides hands-on instruction.

FACILITY & SAFETY ORIENTATION:

Prior to the start of each sailing season, all policies, procedures, facilities and equipment will be reviewed with all sailing instructors. Additionally, emergency procedures will be reviewed and practiced. Any findings will be reported and addressed prior to the beginning of each session.

Prior to the start of the formal program (during prep-week or staff orientation), the grounds, buildings, equipment, and sailing area are to be inspected to determine if there are any hazards or off-limit areas that need to be identified. All instructors and volunteers associated with the Sailing Program should know where these hazards are located.

EQUIPMENT CHECK & MAINTENANCE:

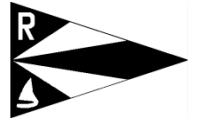
A daily check of all equipment and procedures shall be conducted to fix anything that is broken. Equipment such as center-owned boats and safety boats will be checked after each class. Daily status reports are part of the master log and any necessary repairs will be reported to the Maintenance Officer to be addressed before the next session. If a boat is determined to be unsafe, it will be immediately taken out of service and fixed before it is returned to service.

LOGS:

Members are required to log in and out for each session noting date; time; boat being utilized; and any maintenance needs found. Additionally, note any maintenance needs at [rentonsailing.org>sail>maintenance](https://rentonsailing.org/sail/maintenance) issue. Log book if found in the external hanging briefcase on the north-west dockbox.

All instructors will keep a daily log of happenings including: attendance (both students and assistant instructors), daily equipment check, damage to boats, first aid kits, life jackets, injuries, and daily rules. The Education Director will review the logs weekly or as required by the program.

Renton Sailing Center Safety Action/Response Plan:



INJURY:

Procedures are in place to deal with injuries. Instructors and dock masters are trained to react to different situations and know who to contact. A Medical Form for every student, assistant instructor, and instructor is kept on file with appropriate emergency phone numbers.

Instructors and dock masters that are certified in First Aid and CPR (cardiopulmonary resuscitation) are able to administer care for minor cuts and bruises. *All US Sailing Certified Instructors hold current CPR and First Aid certifications.*

If the injury is serious, emergency responders will be contacted and the individual may be brought to the local emergency department. An instructor will accompany the student and bring their Medical Form. Emergency numbers are posted on the south side of the dock box. Student Medical Forms are on file with the instructor.

Any injury to a sailor or instructor will be reported in writing on the **RSC Accident Report Form (Attachment B)** and when applicable, **RSC Minor Accident and First Aid Treatment Record (Attachment C)**. The forms will be completed by the instructor involved. Copies will be filed on the day of the occurrence, and a copy of the report will be retained by the instructors involved. The reports will establish the facts as they occurred and the actions taken by the instructor while dealing with the incident. Procedures for reporting any accident, minor or major, are strictly enforced.

LIFE JACKETS:

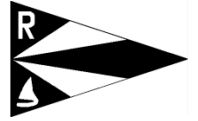
Personal flotation devices (PFD or life jackets) must be worn and properly fastened at all times when students, members, and instructors are on the dock and/or in boats. PFD must be U.S. Coast Guard approved and must be properly fitted to an individual's size and weight. PFD must be worn by students and instructors when participating in any activity on the dock or in a boat.

The PFD needs to be properly inspected regularly to ensure that it is in good functioning condition (no missing straps, torn zippers, exposed or waterlogged flotation). It is recommended that a whistle on a lanyard be attached to the PFD. If a PFD is in unsafe condition, it must be discarded and replaced immediately.

FOOTWEAR:

Shoes are required at all times and must cover the toes and enclose the foot. Shoes may be boat shoes, dinghy boots, water shoes, or regular sneakers that can get wet. This requirement applies to land activities as well as on-the-water time, and applies to students and instructors. Shoes should not have black soles. Open-toe shoes are not recommended for sailing programs.

Renton Sailing Center Safety Action/Response Plan:



EYE AND SKIN PROTECTION:

Students should have and wear adequate sunblock, a hat, and sunglasses. Students are responsible for having and applying their own sunblock. Sailors should also bring a water bottle and drink adequate water to prevent dehydration. Instructors will monitor for signs of dehydration.

STUDENTS MISSING CLASS:

When possible, parents or sailors should notify the instructor about missing classes, late arrivals, early dismissals, and vacations. Instructors should follow up if a child/student does not show up for class.

VHF RADIOS AND CELL PHONES:

A VHF radio system for communication is an integral part of the sailing program. Radios provide a means of communication between the safety boat and land base. The procedures for proper use will be reviewed with the instructors each season. Every instructor and on-duty dock master will have access to a portable VHF marine radio. Instructors will maintain contact with the assistant Instructor(s) on the dock.

Each class on the water should have one working cell phone stored in waterproof case. Cell phone use should be for emergencies only and should not distract the instructor from his/her job of running and monitoring their class.

INCLEMENT WEATHER:

The instructor/dock master will monitor the weather throughout the day and be aware of visual storm signs. On some days, classes will not go out on the water, but sailing classes will still be held. The final decision on whether or not the students or members sail should be made by the Instructor/dock master, in consultation with assistant instructors/dock masters. Wind speed (or gusts), wave height, and air temperature are critical factors in determining if sailing can take place. The Instructor, in conjunction with the assistant instructors, will assess the suitability of sailing. The Instructor is the final authority regarding conditions and sailing suitability.

SAFETY BOAT PREPARATION:

The Instructor/dock master will ensure that gas tanks are filled, oil is checked, and will review other aspects of the safety boat each day prior to the beginning of class. The Instructor/dock master will maintain a log of the fuel replenished daily. The Instructor/dock master will be responsible for determining the safety boat is in safe

operating condition prior to leaving the dock. At least one assistant instructor will be familiar with the operation of the safety boat. Only authorized people will drive the safety boats. The safety boat will be equipped with a First Aid kit.

Renton Sailing Center Safety Action/Response Plan:



SAFETY BOAT OPERATION:

Safety boat usage rules include:

- Safety boat will be in constant communication via VHF radio.
- No sailors will be left unattended on the water.
- One boat per class will have a working cell phone.
- Boats used by students/members will generally operate within the log boom, unless members are rated Intermediate. They can then sail outside within view of the dock master.
- Boats must return to the dock prior to sunset.

GENERAL Sailing Center SAFETY RULES:

The following are general safety rules that are to be followed by everyone participating in the sailing classes and as center members. These rules should be posted prominently on the dock area.

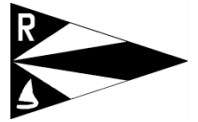
1. Life jackets must be worn and secured at all times on dock, boats, or in the water
2. Closed-toe footwear to be worn at all times
3. No running
4. No swimming
5. No jumping off boats
6. Respect one another – no hitting, pushing, roughhousing
7. Use respectful language – no swearing, foul, or rude language
8. No littering on land or water
9. Stay with the class unless you have permission from an instructor to leave
10. Prior to drills, all boats must stay within hailing distance of the safety boat
11. All boats must return to the dock prior to sunset or as deemed by the dock master
12. No destruction of center or private property
13. No smoking, drugs or alcohol
14. Watch fingers and feet between boats, docks, and moving parts
15. Boats must be properly returned and put away after use

16. Sailors must understand the Navigation Rules and Regulations and make every effort to avoid collisions

RSC Medical and Emergency Information Form

Renton Sailing Center

Attachment A



(This form must be completed and signed by you or your parent (if you are a minor) and turned in at the start of your course.)

Name _____ Birth date _____ Gender _____

Address: _____

Do you have a history of or do you currently have any physical limitations that might prevent you from fully participating in this course? Yes No

If yes, please specify missing or injured body parts, weakness, eyeglasses, contacts, hearing aids, etc.

Do you have any learning differences that might prevent you from fully participating in this course?

Yes No If yes, please specify _____

Please check () the chronic ailments / allergies that apply and provide necessary information on revers side of this form.

() Asthma, or other respiratory problems Circulatory or heart problems

() Diabetes or hypoglycemia

() Epilepsy

() Hemophilia, or other bleeding problems

() Insect bite allergy

() Bee stings allergy

() Food/Drug allergy

() Others, if significant _____

Blood type _____ Date of last tetanus shot _____

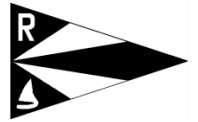
Family physician name _____ Phone _____

Date of most recent physical examination _____

RSC Medical and Emergency Information Form

Renton Sailing Center

Attachment A (cont'd)



Where are your medical records kept? _____

Insurance Carrier _____ Insurance ID _____

Who should be notified in case of emergency? Primary _____

Relations _____ Cell Phone _____ Home Phone _____

Who should be notified in case of emergency? Secondary _____

Relations _____ Cell Phone _____ Home Phone _____

I, the undersigned, do hereby authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis or procedure rendered under the general or specific supervision of any member of the medical staff or a dentist licensed under the provisions of the Education Law and/or Public Health Law of the State of Washington and on the staff of any hospital holding a current operating certificate issued by the Department of Health of the State of Washington. It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required by is given to provide authority and power to render care which the aforementioned physician in the exercise of his/her best judgment may deem advisable. It is understood that efforts shall be made to contact the above people prior to rendering treatment to the patient, but that any of the above treatment will not be withheld if any of these people cannot be reached.

Signature _____

Name (Printed) _____

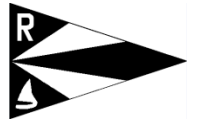
Date _____

Applicant or Parent/Guardian (if a minor)

Accident Report Form

Renton Sailing Center

Attachment B



Name of injured party _____

Address _____

Where did accident occur? (be specific)

When did accident occur? Date and time _____

Did the incident occur during sailing classes or open sailing?

In what activity was person participating when accident occurred?

What piece of equipment, if any, was involved in accident?

Was there supervision at time of accident? _____ Yes _____ No

By Whom? _____

What part of body was injured? _____

What type of injury (e.g. bruise, laceration) was sustained?

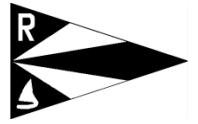
Physician's diagnosis (if known) _____

Exactly how did accident occur? Describe what happened

Accident Report Form

Renton Sailing Center

Attachment B (cont'd)



What was cause of accident?

- Participating in an unsafe act
- Defective facilities or equipment
- Personal factors (overaggressive, nervous, or other)
- Lack of knowledge or skill
- Other – please specify: _____

Was first aid administered? Yes No By whom? _____

Was injured party referred for medical assistance? Yes No

Did injured party need help in getting to medical assistance? Yes No

Name of person who accompanied injured person to medical assistance:

How could this accident have been prevented?

Names, addresses, and telephone numbers of witnesses:

1. _____
2. _____
3. _____

Corrective measures taken _____

Date person returned to program _____

Restrictions on activities _____

Report prepared by _____ Date _____

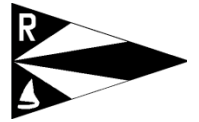
Signature _____

Draw diagram on back of this sheet, if a collision was involved. List weather conditions, water conditions, water temperature, air temperature, tide conditions, boat and equipment details, etc.

Minor Accident and First Aid Treatment Record

Renton Sailing Center

Attachment C



Date / Time	Name & Address of Person Treated	Type of Injury	Treatment	Instructor Name

