

Emergency Action Plan Instructions for Hosts:

The following EAP should be printed two-sided, on a single sheet of paper and laminated to protect from rain or water. At least 4 copies need to be printed and given to:

- One to each MOSS instructor
- Host contact
- On-site volunteer

To be filled in by host:

- Names and phone numbers for host contact and on-site volunteer
- Phone number and address for facility
- Pasted Google Maps image with directions to facility from closest major intersection
- On-water and on-land meeting points for emergency personnel (can be discussed with MOSS coordinator or instructors)
- Address of nearest hospital or clinic for minor incidents (non-emergency)

To be filled in by instructors:

- Names and phone numbers
- Locations of first aid kits

MOSS Host Emergency Action Plan

9-1-1 for all emergencies

Phone Number of [*Instructor 1 name*]: xxx-xxx-xxxx
Phone Number of [*Instructor 2 name*]: xxx-xxx-xxxx
Phone number for Host [*Host Contact Name*]: xxx-xxx-xxxx
Phone Number for on-site volunteer [*Name*]: xxx-xxx-xxxx

Phone number of facility: xxx-xxx-xxxx

Address of facility: **ABC Yacht Club**
 123 Park Lane,
 City, Province/Territory XXX XXX

1. Designate charge person (most senior instructor on-site)
2. Charge person assesses situation and designates a call person to call for help
 Phone – 911
 Coast Guard - *16 on cell phone
3. Caller waits by road to meet emergency vehicles and guide them to meeting point
4. Charge person sends someone for first aid equipment
 ***charge person never leaves victim**
 Locations of First Aid Kits:
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5. Charge person takes victim to closest meeting point
6. Continue first aid until EMS arrives
7. Call person to contact victim's emergency contact
8. Charge person contact Jenn at 778-848-0430 and complete accident report form

Directions to facility from closest major intersection:
(paste from Google Maps)

Meeting Points for Emergencies (EMS):
(land and water meeting points – may include a drawing)

WATER	LAND
eg. Inside Junior Float near 'A' dock ramp west of Yachting Center	eg. Yachting Center (building immediately west of WVYC)

MOSS Emergency Action Plan

Roles and responsibilities

Charge person

- ❑ Clear the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
- ❑ Designate who is in charge of the other participants
- ❑ Protect yourself (wear gloves if in contact with body fluids such as blood)
- ❑ Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- ❑ Wait by the injured person until EMS arrives and the injured person is transported
- ❑ Fill in an accident report form

Call person

- ❑ Call for emergency help
- ❑ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- ❑ Clear any traffic from the entrance/access road before ambulance arrives
- ❑ Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- ❑ Call the emergency contact person listed on the injured person's medical profile

Other Information

Address of nearest clinic:

Clinic
1234 Queen Elizabeth Drive
City, Province/ Territory XXX XXX

Address of nearest hospital:

Mercy General Hospital
1234 Queen Elizabeth Drive
City, Province/ Territory XXX XXX

After victim has been transported by EMS, contact Jenn at 778-848-0430 or Daniel at (*phone number*) to inform BC Sailing of accident.