



Killaloe Sailing Club

Emergency Action Plan

Document approved by the Committee & signed by the Commodore:

Name: John Callanan

Signed:

Date:

Revision History:

- Jul-12 Document created by Jim Ryan and approved by the KSC Committee
- Jul-16 Document revised by Sue Concannon
- Jul-16 Comments received from the committee & incorporated
- Jul-16 Document approved by KSC Committee
- Jul-16 Document signed by commodore
- Aug 16 Document revised by Sue Concannon following EAP test
- Aug-16 Document signed by the Commodore
- Aug 16 Document updated following EAP test on 18th August 2016
- Jun-18 Document signed by the Commodore
- May-20 Document signed by the Commodore, EAP Jun 2018 added.
- May 21 Document updated by Susie Coote

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1. Introduction

This document lays out the procedures that will come into force in the event of an Emergency at the Killaloe Sailing Club. This Emergency Action Plan (EAP) will be tested annually and updated as appropriate, or after a major incident. A report of the outcome of the latest test is provided in Appendix D

This document is to be viewed by all club members at Killaloe Sailing Club in conjunction with the current "Operational Procedures and Training Manual".

For full information on safety and risk assessment please refer to the KSC Safety Statement.

Each incident can be dealt with from 2 major areas, **onshore**¹, and **on water**².

The Club Safety Officer along with the names of club safety duty personnel and their duties is also listed within this document, this list will be updated when new club members are trained or when club members cease their involvement with the Club.

2. Responsibilities

In the event of any incident the following club members are assigned to deal with specific tasks

a) Safety Duty Officer

- Raising the alarm
- Assigns a member of club to contact emergency services.
- Co-ordinates evacuation
- Final head count of all club members and persons present at the club

b) Members who are qualified in First Aid

A list of club members trained to deal with emergency situations where first aid is required is posted on the club notice board and a copy is provided in appendix A of this document; their own personal safety is of utmost importance but they are also aware that they must endeavour to remove others from danger as soon as is possible.

¹ On Shore – activities that take place on the Killaloe Sailing Club Premises

² On water, activities that take place on Lough Derg which begin and finish at Killaloe Sailing Club

c) Contacts:

Position	Name	Phone No.
Committee		
Commodore	John Callanan	083 4607433
Vice Commodore	Alex Voyer	086 8231236
Rear Commodore	Sue Concannon	087 3489752
Senior Instructor	Published on club notice board	
Centre Principle	Anne Gleeson	086 3997611
Company Secretary	Susie Coote	087 9889980
Sailing Officer	Govan Berridge	085 7416898
Hon. Treasurer	Margaret Watts	087 240 8804
Club Safety Officer	Shirley O'Neill	086 8429287
Boson	Keith Drayton	087 0666668
Membership Secretary	Pat Culloo	086 2224653
Accidents must be reported to any KSC committee member		
First Aid	All Qualified members, see appendix A or notice board at Club The nearest Defibrillator is ULAC	
KSC club mobile	083 135 1196	
Emergency Services		
Ambulance	112 – note the club Eircode is V94 X226 Please see directions to club set out in Appendix C– these should be used to instruct the ambulance driver on our location	
Doctors	Dr. Ryan - Ballina Shannon Doc	061 376546 1850 212999
Hospitals	Limerick Regional	061 301111

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	St. Johns, Limerick	061 415822
Police / Gardai	Gardai – Killaloe	061 376242
	Gardai – Scarriff	061 921002
	Gardai - Limerick	061 414222
Fire Brigade	Killaloe	112 / 061 376 260
Coast Guard	Killaloe	112 / 086 8501889

3. Fire

a) On Shore:

- In the event of a fire the alarm should be raised immediately.
- Emergency services should be notified (112 or 061 376260 Fire Brigade)
- Duty Safety officer ensures Club members evacuate to the muster point in the Car Park (which is clearly marked)



- A head count should be taken to ensure all are accounted for

b) Small/localised fires:

In the event of a small fire club members may attempt to extinguish it immediately with appropriate extinguishers.

Fire extinguishers are located in the following places:

Indoor

- Changing Rooms (old) : CO2 2kg & 6kg Powder
- Changing Rooms (new) each entrance : Powder
- Inside Shed on left Powder 6kg

Outdoor

Safety Boat 1: Powder 2kg

Safety Boat 2: Powder 2kg

Safety Boat 3: Powder 2kg

All extinguishers are to be maintained annually or after discharge

c) On the water:

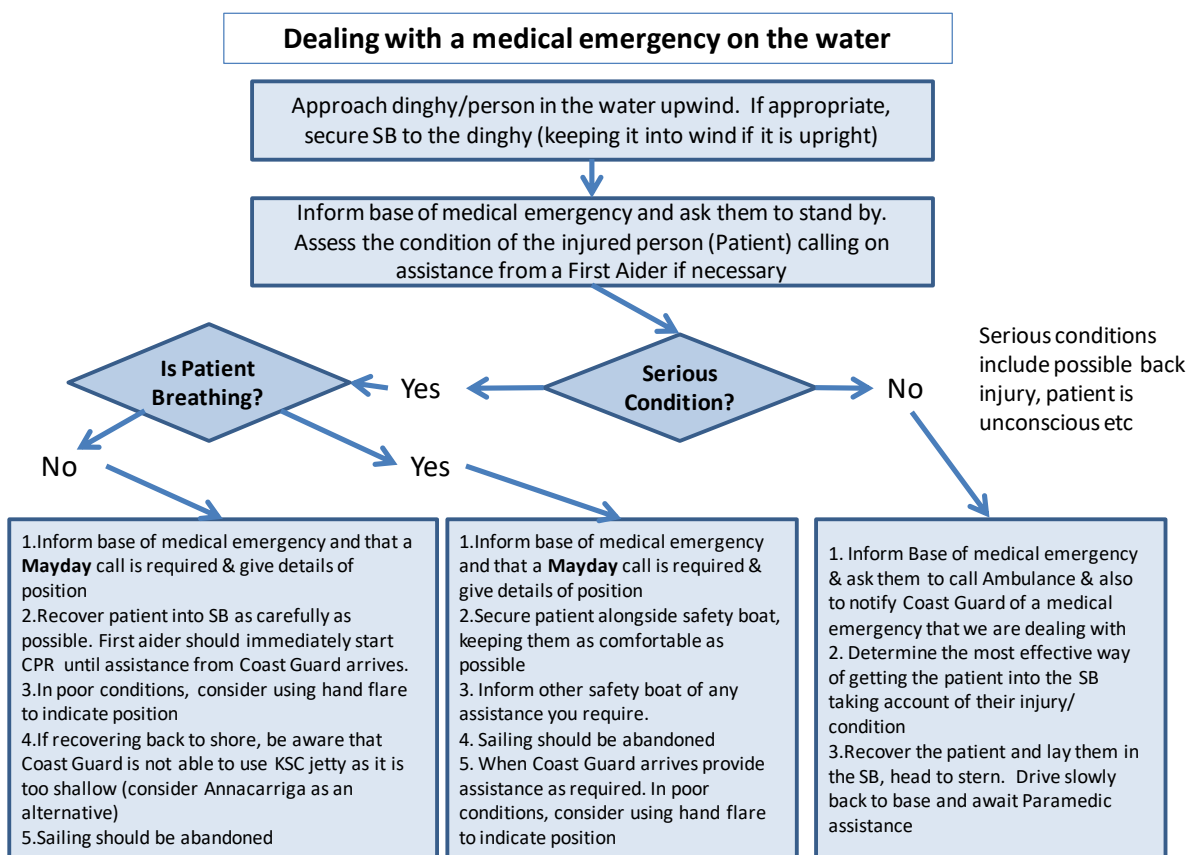
- In the event of a fire the Duty Safety Officer should be immediately notified
- Under no circumstance should club members attempt to remove the cover from an engine where fire is suspected
- The club member/ members may need to immediately evacuate the craft with all personnel; alternatively the fuel tank should be jettisoned (thrown overboard)
- The Club Safety Officer should be notified as soon as possible.
- Emergency services should be notified (via VHF channel 16 or by phone - 112 or 061 376260 Fire brigade, 086 8501889 Coast guard)
- Club members conduct head count to ensure all are accounted for
- Where necessary another craft will be dispatched to recover club members from the water.

4. Medical emergency

a) On Shore:

- In the event of an incident a club committee member should be immediately notified
- Emergency services should be notified (112 Ambulance- see directions to the club set out in appendix C)
- Duty Safety Officer co-ordinates club members to take control the situation
- A Trained First aider should stabilize injury with assistance from other club members if required
- The Club Safety Officer should be notified as soon as possible

b) On the water:



- In the event of an incident the Duty Safety Officer/OOD should be immediately notified. Persons onshore should be notified by VHF Radio (Channel 10)
- Emergency services should be notified on VHF channel 16 using the emergency protocol detailed in Appendix B (or phone 112 Ambulance, 086 8501889 Coast guard) see directions to the club set out in appendix C)
- The Safety Duty Officer/OOD involved should attempt to stabilize the situation and await assistance
- Where necessary another craft will be dispatched to assist with first aid or to recover casualty

c) First Aid Equipment

For any First aid situation the first aid equipment is located in the following areas:

Indoor

- Boat Shed: First Aid box
- Changing Rooms (old): First Aid box

Outdoor

- Safety Boat 1: First aid kit
- Safety Boat 2: First aid kit
- Safety Boat 3: First Aid Kit

First aid kit contents:

The first aid kits onshore contains the following:

Resuscitation masks	Gloves
Large sterile dressing	Cooling gel (for burns)
Finger dressing	Cool pad (for burns)
Conforming bandage	Triangular bandages
Adhesive tape, 2.5cm wide	Antiseptic wipes (5)
Foil blanket	Saline eye rinse
Savlon/antiseptic cream	Eye pad dressing
Antihistamine cream	Medium sterilised dressing
Hand sanitizer	safety pins (pack of 6)
Micropoor	Bivy Bag
Fleece Blanket	COVID Masks

5. Missing person/people on the water

- In the event of a missing person all other club members in the area should be immediately notified and dispatched to assist in the search.
- The OOD/Safety Duty officer should notify the Emergency services via VHF channel 16 using the emergency protocol detailed in appendix B (or phone 112 Ambulance, 086 8501889 Coast guard)
- Those onshore at the club should be notified by VHF (Channel 10)
- The Safety Duty Officer involved should ensure that others on the water stay together and safe until assistance arrives or go ashore if safe to do so.

6. Chemical spill

a) On Shore:

- In the event of a Chemical spill the Club Safety Officer should be immediately notified.
- The Duty Safety Officer should be notified immediately.
- Emergency services should be notified (112 or 061 376260 Fire Brigade)

If evacuation is required follow these steps

- The Duty Safety Officer directs club members to evacuate to the assembly point (in the car park) if necessary.
- A Club member conducts head count to ensure all are accounted for.

Where evacuation is not necessary

- Clean up the spill using cleaning products.
- Ensure Personal Protective Equipment (i.e. gloves, mask, glasses and coveralls) are worn
- For flammable liquids use 'Defy' to neutralise and rinse with water

If chemicals come in contact with skin

- Follow instructions on packaging and seek medical advice
- Treat as medical emergency if necessary

b) On the water:

- In the event of a petrol or oil spill inform the Safety Duty Officer
- Use 'Defy' to neutralise the spill

The following are the Hazardous chemicals stored at KSC:

Chemical	Location
Petrol	Petrol storage cabinet/Powerboats
LPG	Domestic Gas Bottle
Paint	Boat shed
White spirits	Boat shed
Acetone	Boat shed
Paint stripper	Boat shed
Engine oils	Boat shed/Powerboats
Cleaner sanitizer	Changing Room/toilet
Milton	Changing Rooms/Toilet

7. Adverse Weather conditions

Certain weather conditions may affect the safety of club members involved in water-based activities at the club. Under normal circumstances weather will be forecast in advance so an emergency can be avoided, the following is a plan to deal with unforeseen weather conditions. (i.e. Squalls, Lightning storms)

a) On Shore:

- In the event of a squall or thunder/lightning club members should take immediate action to stay safe and where possible members should go indoors, if remaining outdoors they should stay away from tall masts.
- The club safety officer should be notified as soon as possible
- Duty Safety Officer Co-ordinates club members to take care and control of the situation.

b) On the water:

- In the event of a squall or thunder/lightning the OOD/Duty Safety Officer should take immediate action
- All on the water should return to KSC immediately, unless on a day trip, in which case members should be brought ashore as soon as possible.
- If a lightning storm is overhead and there is a risk of boats being struck by lightning, if it is not possible to return to shore safety, members should 'turtle' boats and be picked up by the Safety Boats. Once the storm has passed then members will be taken back out to recover their boats
- Once ashore club members should not attempt to de-rig any craft until the storm has subsided (in the case of a squall sailing boats should be head to wind with sails un-sheeted).
- Where possible persons should go in doors, if remaining outdoors they should be kept away from tall masts or flag posts.
- Duty Safety Officer co-ordinates club members and controls the situation
- The Safety Officer should be notified as soon as possible

c) Blow Out:

A blow out is defined as a multiple capsize in adverse weather where crews and equipment become scattered.

- In the event of a blow out the Duty Safety Officer should be informed immediately and he/she should coordinate rescue activities
- Any club members onshore should help to operate rescue craft
- Priority should be given to persons in the water; they should be removed back to KSC as soon as possible.
- Once all persons are safely removed from the water equipment should be righted and collected, in certain circumstance it may be possible to continue the session.
- Any injured persons should be treated immediately and any damaged equipment should be reported to the Duty Safety Officer

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- The Club Safety Officer should be informed of the incident as soon as possible

Care should be taken not to overload rescue craft during a rescue situation

Appendix A - List of members who have a first aid qualification

Qualified First Aiders Jul-16	
	Certificate current?
Aoife O'Mara	Yes
Birgit Strohwal	Yes
Bob Strunz	Yes
Brian Griffin	Lapsed
Cillian O'Mara	Lapsed
Colin Harte	Yes
Conall Coleman	Yes
Daniel O'Sullivan	Yes
David Coleman	Yes
Denis Murphy	Yes
Derek Brennan	Yes
Evan Jones	Yes
Jim Ryan	Yes
John Bolger	Yes
John Callanan	Yes
Jonathan Cooper	Yes
Kieron Concannon	Yes
Liz Cooper	Yes
Myke O'Leary	Yes
Pat Culloo	Yes
Paul O'Brien	Yes
Rae Hughes	Yes
Reggie Hart	Yes
Ronan Gilmartin	Yes
Ross O'Brien	Yes
Stephany Gorski	Yes
Stuart Walker	Yes
Tadg Farrell	Yes
Warren Carway	Yes

Appendix B – VHF Emergency Protocol

EMERGENCY

VHF RADIO PROCEDURES

IF LIFE IS IN DANGER – CALL OUT THE EMERGENCIES SERVICES

If the boat or a person is in grave and imminent danger and immediate assistance is required.

⇒ Check that your radio is switched on and high power setting is selected.

⇒ **Select Channel 16**

⇒ Press the transmit button, and say slowly & clearly:

Mayday, Mayday, Mayday

Mayday, This is... KILLALOE SAFETY ONE EI-OR-2
ECHO INDIA OSCAR ROMEO TWO (repeat the name of your boat 3 times)

My position is... (use latitude and longitude, or a true bearing and distance from a known point. EG **“One mile west of DEER ROCK On the SOUTHERN END OF LOUGH DERG. Or 52 Degrees 50.925minutes NORTH /8 degrees 28.253 minutes WEST”** ..If you don't know, don't guess.

I am (sinking, on fire, etc.) or I have a suspected; Head Injury/Heart attack/ Casualty/Missing, etc. I require immediate assistance.

I have... (number of people on board and any other useful information—drifting, flare fired etc.) I have one sailing dinghy sinking /on fire / or a sailor casualty

“Over” - this means please reply

Now release the transmit button and listen for a reply, Keep listening on Channel 16 for instructions

If you hear nothing then repeat the distress call.

Appendix C - Directions to the club to be given to Ambulance/emergency services

(Note: despatch a club member to the top of the drive wearing a high visibility jacket to guide the Ambulance in)

Club Eircode is V94 X226

Directions:

From Killaloe take the R463 towards Scariff. Pass 2 Mile gate, ULAC (University of Limerick Adventure Centre) and immediately after Annacarriga take right turn into club drive. A club member will be waiting at the top of the drive to guide you in

From Scariff take R463 towards Killaloe. Go through Ogonnoloe and past Tinerana. Approximately 2km after Tinerana, turn left into the club drive just before Annacarriga. A club member will be waiting at the top of the drive to guide you in

Appendix D – Outcome of latest EAP test

Email to the KSC Committee, Friday 19th August 2016

Our EAP test last night was successful (Stefany rescued and back on shore in one piece!) and was a good learning experience for all concerned. Thank you to John, Michael, Reggie and Derek and, of course, Stefany for all playing their parts so well. The coast guard was in attendance and we had a good discussion with them after the event – unfortunately, new health and safety guidelines mean that they cannot rescue people from the water in a training scenario so we had to adapt our injury plan so that a KSC SB could rescue the casualty. They were generally happy with the way in which we handled things and we discussed the difference between their protocols and ours (driven by equipment – their soft sided rib and our hard plastic boats, and staffing levels – them 6 us 2). We had a debrief with our team afterwards and the following points came up:

1. Ours was a medical emergency but not a terribly serious one so the SB team were able to assess the injury by speaking to the patient and determine that it was safe for us to recover her. We then informed base and asked them to call for an ambulance. If it was a serious injury then the procedure needs to be different – we would be asking base to do a Mayday call and would simply hold the injured person along side until the coast guard arrived. They might then decide to recover the injured person themselves or call in the helicopter. If the coast guard does the recovery then the draft on their rib is too deep for our jetty so the ambulance would need to be directed to Annacarigga

I plan to update the EAP to distinguish between serious injuries and those where we can recover the patient and I think we could usefully add this to the safety hand book

2. We need to decide how we will handle the rest of the fleet when an emergency arises. In theory, one boat can deal with the emergency and the other can cover the fleet but you could easily see a situation where the 2 safety boats would both need to assist. We could instruct the fleet ashore when the incident happens but this would rely on them all seeing the 'abandon sailing' flag (and obeying it) and if they did, we would have a lot of dinghies all coming ashore at the point when the SB might be trying to get in with the casualty. Distinguishing between serious and not so serious situations may be useful here as well and we also obviously need to take account of the weather as in testing conditions abandon sailing is the only option

I'll give this a bit more thought and see if I can come up with a draft for us to consider further. One benefit of all the training that is going on at the moment is that we actually have 3 SBs on the water and on race days the OOD can also help

3. We usually only have one person on base but in an emergency this person would need extra help (eg someone to go to the end of the drive and guide the ambulance in). It was suggested that we should ask an experienced sailing crew to go back in and help on shore in this circumstance

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4. The Coast Guard recommended we look at having a rescue harness in each SB. The harness goes under the arms of the casualty and has 2 handles on the back and 2 on the front so it makes it easier for 2 people to get someone out of the water. I'll look into these and see what they cost but it could be a useful addition to our equipment list
5. The coast guard also said that as our patient was conscious, we should have the patient head to stern when we're bringing them in (we had her head to bow)
6. The VHF manual needs an update to put the Call sign on the same page as the Mayday protocol. I'll also add the directions to the club (including the Eircode) to the VHF manual (they're currently in the EAP appendix) so that the person on base has everything in the same place
7. Final point was that we need to establish where the helicopter would land if it needs to. I'll speak to the coast guard about this.

I think this is about it but for those involved if I've missed anything please let me know. I'll make the necessary changes to the EAP & Safety Hand Book and update the EAP with the test results this time around. I think we all found it a very useful exercise and would recommend repeating it (probably without the coast guard) on a regular basis

Kind regards

Sue

Note: updates subsequently made to section section 4 & appendix B of this document and the VHF Manual has been updated

Safety Refresher Exercise June 2018

Email to the KSC Safety Officer & Secretary, 13th Feb 2019

Scenario; Capsize

RS Vision Capsize and turtled, two crew on Board. Only one crew member visible on upturned Hull. Weather and Lake conditions were moderate.

Severity; Major

As Safety situations go, this would rank as a Major incident so it was imperative that the rescue was conducted in an urgent, co-ordinated and effective manner.

Situation;

Upon arrival at the incident one casualty was sitting on upturned Hull clasping the centre Board, reporting a Broken leg. Second crew member missing assumed to be under Hull.

Second crew member un-responsive. As Crew member on Hull was stable and responsive the immediate concern was for the missing Sailor.

Actions;

Given the circumstances, a call was immediately put out for further Safety Boat assistance, also KSC Base was advised of the situation and a request for external Emergency medical assistance made.

The Crew member on the Hull indicated to the Safety Team that they were comfortable enough to stay in place. Our priority in any case was to concentrate on the missing sailor. Following repeated callouts and Knocks on the Hull it became apparent that this person was probably at serious risk. A second Safety Boat was now on Station.

At this point I entered the Water with a view to locating the missing casualty. Approaching the Hull the casualty floated out from under the Dinghy in an unresponsive State. I immediately grasped casualty by flotation device and ensured that their face remained above water level.

Given that the second Safety Boat had two crew on Board I proceeded to assist the casualty to this point as they could immediately retrieve and transport to KSC Base for urgent attention.

The second casualty was then taken on Board our Safety Boat and transported to the Club Base for treatment.