

SEAS MONMOUTH SAFETY PROGRAM



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1 Safety 'Quick Start'

1.1 Emergency Phone Numbers/ Procedure

1.1.1 Who/what

Coast Guard 24 hour Regional Contact for Emergencies (617)223-8555 or VHF Ch 16

For emergencies call 911 or your local police, or State Police Office

Be prepared to provide:

Phone number calling from (whose cell phone #)

Location

Address

Directions

Inform 911 WHAT the emergency is

Number injured or ill

Condition of the above

First aid provided – SEE BELOW

If there is someone currently certified in American Red Cross Standard first Aid and CPR,

that person shall evaluate the situation for hazards, protect the injured, and provide First Aid until relieved by more competent personnel (EMS, physician). The First Aid Person shall:

- a. Identify self to injured*
- b. Inform injured of qualifications/certifications*
- c. Inform injured of aid offered*
- d. Receive verbal permission of injured or parent/guardian BEFORE giving aid*
- e. REFRAIN from giving aid to conscious person who objects*
- f. Assume implied permission if person is unconscious, unable to respond, or if parent/guardian is absent*

- g. *Move injured ONLY if life is endangered*
- h. *Check injured for life threatening condition before providing care. Provide care only within level of training*
- i. *Never dispense aspirin, medications or other treatments unless directed by EMS or Poison control*
- j. *Post an escort by road entrance*
- k. *Complete INCIDENT FORM (See Appendix)*
- l. *Notify Club Commodore and/or Trustees*

1.2 Hospital Locations

Below are Hospital Centers located near our sailing sites. These typically provide emergency services. There may be additional Medical Treatment facilities in these areas as well. Contact 911, 411 or local Police stations for these facilities.

1.2.1 Oceanport Water Site – Monmouth Medical

Monmouth Medical Center

300 Second Avenue

Long Branch, New Jersey 07740

Emergency Department call (732) 923-7300

1.2.2 Long Branch Slips – Monmouth Medical

Monmouth Medical Center

300 Second Avenue

Long Branch, New Jersey 07740

Emergency Department call (732) 923-7300

1.2.3 Atlantic Highlands Municipal Harbor - Riverview

Riverview Medical Center

1 Riverview Plaza

Red Bank, NJ 07701

Main Phone Number: 732-741-2700

1.2.4 Brown's Point Marina

Bayshore Medical Center

727 N Beers St

Holmdel, New Jersey 07733

(732) 739-5900

2 SEAS Monmouth Safety Statement

Safety Guidelines are intended to be only suggestions. They do not purport to identify all potential safety issues that can occur, but instead to identify areas of potential hazards and awareness for all people involved in sailing and related activities.

SEAS is committed to promoting and encouraging small craft activities for recreation and sport in a manner that is safe to people and property. The basis for this safety program is that accidents causing injuries or illness to people or property are preventable and it is everyone's obligation to prevent accidents as follows:

- All club members are expected to conduct activities in a manner that actively integrates the elements of the SEAS Monmouth Safety Program into applicable aspects of SEAS activities.
- The goal of the SEAS Safety Program is zero accidents; and accident prevention is paramount importance to the club. To this end, safety takes precedence over expediency or costs.
- SEAS is committed to compliance with all relevant US Coast Guard, Federal and State requirements.
- SEAS has established guidelines that provide considerations on safety matters to all club members.
- Each skipper or officer has the responsibility through personal example to create a climate in which everyone shares a concern for their own safety and the safety of fellow club members.

*SEAS Mission: **Our mission:** to promote and encourage small craft activity as recreation and sport by providing low cost learn-to-sail programs and to encourage relationships among all persons interested in sailing craft and water safety. All persons regardless of race, creed, sex or national origin shall be eligible for membership.*

3 Objectives

3.1 *Summary of objectives of SEAS Safety Program*

- Heighten club safety awareness
- Reduce club accident rate
- Address safety issues beyond typical 'Boating Safety Course'
- Establish procedures which foster continuous improvement

3.2 *Action Items*

- Refine 'checklists' for safety considerations by activity (Sec 4)
- Revise by-laws to reflect safety culture
- Incorporate safety moment at initiation of member meetings
- Revise annual skipper orientation to reflect safety culture
- Schedule periodic safety meetings
- Encourage all members to take First Aid and CPR courses

4 SAFETY CONSIDERATIONS

Following checklists should be reviewed and edited during the season; comments and additional input is welcome. Additional categories of Safety Consideration may be defined if deemed necessary. Blank rows have been provided at the end of each list for expansion.

4.1 WORK SESSIONS SAFETY CONSIDERATIONS

	HAZARD	PRECAUTION
1	Power tools (drills, sanders, washers, polishers, etc)	.. have rotating parts. Wear appropriate eye, ear protection. Remove loose/dangling clothing. Wear gloves when appropriate.
2	Lifting boats	...should be done with winches when possible. Have sufficient able bodied assistants to avoid heavy lifting.
3	Moving trailers	Applies to items 3, 4 & 5 - Make sure everyone is aware of what's about to happen and nobody is in a danger area
4	Mast raising - dropping	Have at least 2 means of controlling the mast during raising (line to bow, crutch assist raising, pin in base of mast). Ensure there are adequate personnel assisting and review the process prior to starting. Individuals not directly involved should stand clear.
5	Mast lowering - dropping	Have at least 2 means of controlling the mast during lowering (line to bow, crutch to ease down, support cushion to rest it upon). Ensure there are adequate personnel assisting and review the process prior to starting. Individuals not directly involved should stand clear.
6	Mast – raising/ lowering overhead lines, obstructions	Conduct survey of launch area and identify all possible overhead wires, trees, etc that might present a danger
7	Caustic Liquids/substances	Make sure appropriate protective gear (masks, gloves, etc) is available and used. Have eye wash available in case of emergency.
8	Slips / Falls / Trips/ bruises	Keep the work area tidy, remove or identify tripping hazards. Ensure all participants have suitable footwear and gloves

	HAZARD	PRECAUTION
9	Toxic Fumes	Use breathing mask, avoid use of toxic substances in confined spaces and have good ventilation
10	Dangerous behavior by individual	Advise person of SEAS Safety policy, if dangerous behavior continues ask the individual to leave
11	Electrical Shock	Keep cords and equipment away from water and use Ground Fault Interrupt (GFI) equipped outlets
12	Sun stroke / dehydration	Have adequate supply of beverages available (no alcohol) and identify shaded areas. Watch for signs of dehydration (dry mouth, sweating may stop, muscle cramps, nausea and vomiting, heart palpitations, lightheadedness
13	Falls from vessels	Use adequately sized ladders and steps. Restrict use by persons with mobility problems. Test for stability.
14	Trailer unintentional movement	Chock wheels to prevent unwanted movement. Place blocks or jack stands under stern to avoid tipping due to weight imbalances.
15	Fire	Minimize use of flammables and keep tightly closed when not in use. If flammables or open flames are in use have fire extinguisher near by
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4.2 KEELBOAT SAFETY CONSIDERATIONS

	HAZARD	PRECAUTION
1	General Conditions	Pre-departure cockpit briefings. Skipper awareness of crew capabilities and limitations
2	Emergencies	Procedures review before leaving dock. Location of safety gear, First aid kit. Make sure several people know how to use radio to call for assistance
3	Crew Overboard	Review prevention techniques, practice recovery
4	Accidental Jibing	Use preventer
5	Boom strikes	Check clearance before leaving dock and stay low. Do not try to manually control accidental jibes.
6	Rope entanglements	Keep halyards and sheets tidy, never allow them to be wrapped around an arm or leg
7	Groundings	Check charts of sailing area and identify shallow areas. Watch depth meter if available.
8	Capsizing	Minimize possibility by keeping weight to high side and reducing sail area (reefing) early or completely lowering sail.
9	Weather deteriorates	Be prepared to change plans as necessary. Do not allow desire to reach destination to overrule need to get there safely.
10	Bridge approaches, currents	Know procedures and priorities and hazards when approaching a bridge. Know boat mast height and bridge clearances
11	Seasickness	Skipper awareness of crew comfort; address proactively
12	Leaving/approaching a slip or dock	Make sure everyone knows what's going to happen and what their duties are before starting the maneuver. Be aware of dangers such as currents, prop wash, wind directions. Avoid use of Boat Hooks to fend off from other Boats / obstacles.

	HAZARD	PRECAUTION
13	Throttle Failure-Engine does not respond to throttle/ shift. If unable to slow engine	RHODES 1) Shift to neutral, 2) Use Kill switch 3) disconnect gas line, O'Day 1)Push throttle lever all the way down to stop engine, 2) if it does not respond to the throttle lever activate the decompression lever. Lift the lever to release compression and engine shuts down immediately. 3) manually activate the throttle linkage on the engine. Engine shuts down because fuel is shut off.
14	Boat De-masting	Check for injuries and assess situation. Do NOT start engine until all persons are accounted for and shrouds / lines are clear of propeller
15	Electrical System Failure	If at night use alternative source of lighting (flashlight, glow sticks). Take note of last known good compass bearing. Have hand held VHF on board as backup.
16	Fuel Spill	Identify and stop the source of the leak. Contain spill with oil absorbent pads Properly dispose of rags/pads If it is a large spill report it to the appropriate authorities.
17	Lost / disoriented	Review chart of sailing area and boundaries before departure. Upon departure observe various landmarks and surroundings. Observe where channel markers are in relation to marina. Repeat periodically as position changes.
18	Sunburn/sunstroke	Use sunscreen and protection from sun. Avoid overexposure, learn the signs of sunstroke
19	Pre-existing medical conditions	Carry necessary medications. Inform skipper of condition and action to be taken
20	Alcohol	No use of alcohol is permitted on SEAS boats until safely tied up / moored for the day. Be aware that effect of alcohol is increased by natural stressors experienced during boating
21	Dehydration	During hot weather drink plenty of water, wear a hat with a brim to provide some shade

4.3 DAYSAILERS SAFETY CONSIDERATIONS

	HAZARD	PRECAUTION
1	Capsizing	Keep boat weight balanced, avoid overloading, reduce sail, train crew on righting technique
2	Boom strike	Remain low and seated, skipper should announce tacking and jibing
3	Crew Overboard (COB)	Keep weight low and centered, explain and practice recovery
4	Engine Failure, out of gas	Check fuel level prior to departure, verify gas vent is open, ensure engine is running smoothly before departure, learn maintenance steps
5	Becalmed	Utilize engine, hail nearby vessel for tow, use VHF to call for assistance
6	Taking on water (sinking, swamping)	Attempt to locate source of leak and stem flow. Bail, head for nearest reachable shoreline, in extreme case issue MAYDAY, stay with boat
7	Weather - Extreme winds, rough water	Monitor weather reports. Head for dock at first sign of bad weather. Reef or lower sails, keep weight low and centered, keep bow into waves
8	Weather - Lightning	Monitor weather reports. Head for dock at first sign of bad weather. Stay away from mast and metal fittings, keep low in boat
9	Grounding, striking submerged object	Raise the centerboard and sail or motor off, move weight aft, use oars to push off or kedge using anchor, check for leaks
10	Equipment loss / failure (De-masted, sail torn, rudder failure)	Secure mast, sail or rudder and use motor for propulsion and steering. Seek assistance from passing vessels, call for assistance on VHF
11	Collision	Maintain lookout at all times, appoint others to watch blind spots obscured by sails
12	Falls, slips	Advise crew on proper footwear; boarding , unloading and departure procedures, always keep one hand on boat.

	HAZARD	PRECAUTION
13	Sudden medical condition, emergency	Dependent upon urgency return to port, alert authorities, issue MAYDAY. Learn first aid, CPR.
14	Sudden decrease in visibility	Take sighting on dock approach, return buoy, or other visible object, return to dock if possible. Proceed with caution, consider dropping anchor, use sound signals to alert other boaters
15	Sprains, strains, bruises, trips during launch and retrieval	Have adequate number of lifters available, coordinate lifting activities, clear setup area of obstacles
16	Lost / disoriented	Review chart of sailing area and boundaries before departure. Upon departure observe various landmarks and surroundings. Observe where channel markers are in relation to marina. Repeat periodically as position changes.
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4.2 LASERS / SUNFISH SAFETY CONSIDERATIONS

For additional precautions to be observed on SEAS sponsored Smallboat Days see the checklist in the Appendix for the “SMALL BOAT DAY SAFETY SUGGESTIONS” and “SMALL BOAT DAY STAFFING”

	HAZARD	PRECAUTION
1	Capsizing	Keep boat weight balanced, ease sail, train on righting technique. Stay with boat
2	Boom strike	Remain low, control tacking and jibing
3	Crew Overboard (COB)	Keep weight low and balanced, learn and practice righting
4	Becalmed	Hail nearby vessel for tow, signal via whistle or use VHF to call for assistance
5	Taking on water (sinking, swamping)	Attempt to locate source of leak and stem flow. Bail, head for nearest reachable shoreline, stay with boat
6	Weather - Extreme winds, rough water	Monitor weather reports. Recall boats at first sign of bad weather. Lower sail, keep weight low and centered, keep bow into waves
7	Weather - Lightning	Monitor weather reports. Recall boats at first sign of bad weather. Head for shore, stay away from mast and metal fittings, keep low in boat
8	Grounding, striking submerged object	Raise the centerboard, move weight aft and sail off
9	Equipment loss / failure (De-masted, sail torn, rudder failure)	Test and verify equipment installation prior to departure. Secure mast, sail or rudder. Seek assistance from passing vessels, signal with whistle or call for assistance on VHF
10	Collision	Maintain lookout at all times, watch blind spots obscured by sails
11	Falls, slips	Don't stand in boat, wear proper footwear, learn departure and landing procedures, always keep one hand on boat.
12	Sudden medical condition, emergency	Alert other members of condition if known, request chase boat to keep watch

	HAZARD	PRECAUTION
13	Throttle Failure-Engine does not respond to throttle/ shift. If unable to slow engine	
14	Sudden decrease in visibility	Take sighting on dock approach, return buoy, or other visible object, return to dock if possible. Proceed with caution, consider dropping anchor, use sound signals to alert other boaters
15	Lost / Disoriented	Review chart of sailing area and boundaries before departure. Upon departure observe various landmarks and surroundings in relation to launch area. Repeat periodically as position changes. Generally we launch from a south shore. If you are facing a bridge our launch area will be to your port (left) side. Watch for the Chase boat if it is use.
16	Unable to get back to launch area due to tides/ winds/ current	Hail nearby vessel for tow, signal via whistle or use VHF to call for assistance. Watch for and signal Chase boat if it in use. Don't panic – the shoreline is very populated and help will not be far away. Small boat organizer can provide Telephone # and VHF channel to facilitate contact.
17	Hypothermia	Dress appropriately. Expect cooler temperatures on the water. Avoid prolonged exposure to cold water and winds. Body heat loss in water may be 25 times greater than in the air.
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4.5 CHASE SAFETY BOAT SAFETY CONSIDERATIONS

The SEAS Safety Boat (aka Chase Boat) should available at all SEAS sponsored small boat days and small boat events

	HAZARD	PRECAUTION
1	Capsizing	Keep boat weight balanced, avoid overloading. Avoid sharp turns.
2	Propeller strike	Turn off engine whenever near someone in water and during recovery operations
3	Crew Overboard (COB)	Keep weight low and centered, explain and practice recovery
4	Engine Failure, out of gas	Check fuel level prior to departure, verify gas vent is open, ensure engine is running smoothly before departure, learn maintenance steps, hail nearby vessel for tow, use VHF
5	Sheared propeller pin	Maintain spares on board, replace if possible. Row for show, hail nearby vessel for tow, use VHF
6	Taking on water (sinking, swamping)	Attempt to locate source of leak and stem flow. Bail, head for nearest reachable shoreline, in extreme case issue MAYDAY, stay with boat
7	Weather - Extreme winds, rough water	Keep weight low and centered, keep bow into waves
8	Weather - Lightning	Head for shore, stay away from metal fittings, keep low in boat
9	Grounding, striking submerged object	Shut motor off, raise engine, move weight aft, use oars to push off or kedge using anchor, check for leaks
10	Equipment / boat recovery	Secure line to mast or bow cleat. Consider transferring skipper to chase boat. Tow at slow speed Seek assistance from passing vessels, call for assistance on VHF
11	Collision	Maintain lookout at all times, appoint other crew members to watch for boats in need of assistance
12	Falls, slips	Advise crew on proper footwear; boarding , unloading and departure procedures, always keep one hand on boat.

	HAZARD	PRECAUTION
13	Sudden medical condition, emergency	Dependent upon urgency return to port, alert authorities, issue MAYDAY. Learn first aid, CPR.
14	Sudden decrease in visibility	Take sighting on dock approach, return buoy, or other visible object, return to dock if possible. Proceed with caution, consider dropping anchor, use sound signals to alert other boaters
15	Sprains, strains, bruises, trips during launch and retrieval	Meet with participants and discuss safety expectations. Select launch area carefully, remove or identify any hazards in area. Back trailer sufficiently into water, no personnel on board during launch/retrieval process. Use winch to control boat during launch and retrieval.
16	Fire/ Explosion	Maintain and inspect fuel system. Sniff for fumes. Refuel tanks off boat. Learn location and use of fire extinguisher. Turn boat into wind, keep fire downwind. Issue MAYDAY
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4.6 CHARTER CRUISING SAFETY CONSIDERATIONS
(also see SAILING SAFETY CONSIDERATIONS)

	HAZARD	PRECAUTION
1	General	Review LOG book if available to identify past problems – confirm they have been addressed
2	Equipment Malfunction	Verify all equipment is fully functional per the Charter Companies checklist. Do NOT omit any items! Request repair of major defects before departure.
3	Checklist omits important items	Check engine fluids, fuel tank, water tank. Conduct walk thru of entire boat from bow to stern and test all systems, note and request correction of any hazards. Run motor in forward and reverse. Locate fire extinguishers and verify they are charged.
4	Sails / running gear do not function properly	Fully extent all sails and verify they are in good shape and operational. Identify reefing points if provided. Test furling systems, blocks and winches. Identify and test all running gear.
5	Electronics do not work	Test GPS, depth meter, wind speed, alarms, lights, auto pilot, etc
6	Safety equipment is out of date or non-functional	Verify all Coast Guard required safety equipment is present, accessible and has current expiration dates. Inspect life jackets. If inflatable life vests are provided verify their activation mechanism is armed and current.
7	Equipment failure after departure	Bring backup handheld GPS, VHF, cellphone, detail charts of sailing area, flashlights etc. Determine if its safe to continue charter or if a return to port is warranted.
8	Difficulties while at sea	Contact charter company and notify them asap. Determine if its safe to continue charter or if a return to port is warranted.
9	Seasickness/ medical issues	Pack routine medications, seasickness pills/ pads.

	HAZARD	PRECAUTION
10	Weather conditions may change /deteriorate	Check weather forecast prior to departure for departure and destination areas. Monitor weather forecasts periodically. Identify alternate safe harbors.
11	Emergency Health Problems	Have each crew member prepare list of ailments, medical conditions, copy of prescriptions, medications and who to notify in event of emergency.
12	Unexpected delay / serious problem encountered	Know local frequencies monitored by Coast Guard, Marine Police, Towing Companies. Note their phone numbers as well if cell phones are functional. Prepare sail plan and leave with relative or charter company
13	Injuries, blisters, splinters	Tubes of antiseptics, bandaids, sunscreen, tweezers, mole skin, sailing gloves
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4.7 TRAILER TOWING SAFETY CONSIDERATIONS

	HAZARD	PRECAUTION
1	Trailer, boat or boat contents may not be properly secured	Before leaving: Secure vessel on trailer Secure gear in trailer Raise engine/drive unit Attach crisscrossed chains Check Tires, wheels, bearings Check lights and brakes Perform walk around check
2	Drivability of tow vehicle may be affected	On the Road: Avoid sudden stops Allow extra following and passing distance Steer wide on turns Practice backing
3	During boat launch	Launching: Don't block ramp traffic Load boat at top of ramp Make sure drain plug is in place Check for obstructions behind trailer Have assistant provide guidance Always set brake, place in park, chock wheels
4	During boat retrieval	Back trailer into water Set brake, place in park, chock wheels Move / align vessel on trailer Raise outdrive or outboard Winch vessel onto trailer Pull the boat well away from the ramp as soon as possible
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5.0 INCIDENT REPORTS

5.1 SEAS Requirements

SEAS requires that any and all incidents involving serious injury to personnel or damage to equipment be reported to the Commodore and Executive Board. The Incident report included in the Appendix of this document shall be used for the report. Copies of the Incident Report are included aboard the Keelboats, available on the SEAS Web site and in the Daysailer dock box.

5.2 BOATING ACCIDENTS/DUTIES IN CASE OF ACCIDENTS

Injuries and property damage which meets the following guidelines must also be reported to the NJ Marine Police. The following is extracted from the NJ State Police Boating safety Manual

“As required by the Navigational Rules International-Inland, if you are involved in a boating accident, you are required to render any assistance necessary to any of the people involved in the accident as long as you can do so without causing any further injuries or damage to any of the people or vessels involved.

Also, you shall supply the operator of the other vessel and any people that were injured in the accident with your name and address as well as your vessel information.

If the accident that you are involved in results in property damage in excess of \$2,000, injury or the death or disappearance of a person, you and the other operator are required to file a full description of the accident with the New Jersey State Police, Marine Law Enforcement station in the area where the accident occurred. The full description will also include any forms provided to you by the New Jersey State Police.

If you are involved in a boating accident on the waters of the State of New Jersey, which includes up to three (3) nautical miles offshore, in which death or disappearance of a person occurs, you must report the accident without delay to the New Jersey State Police, Marine Law Enforcement station in the area where the accident occurred. All other boating accidents that result in personal injury or property damage in excess of \$2,000 must be reported within ten (10) days to the New Jersey State Police, Marine Law Enforcement.”

State and Federal Requirements

Federal Regulations (33 CFR 174.121) require accident report data to be forwarded to Coast Guard Headquarters within 30 days of receipt by a state

5.3 Casualty and Accident Reporting Guidelines

“Casualty and accident reporting applies to each “vessel” used by its operator for recreational purposes or vessels that are required to be numbered and are not subject to inspection.

The term “vessel” includes every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on the water. Terms used to describe the various types of watercraft are: airboats, auxiliary sailboats, cabin motorboat, canoe, houseboat, inflatable boat, kayak, open motorboat, personal watercraft, pontoon boat, raft, rowboat, and sailboat.
“

5.4 Reportable Boating Accidents

“A vessel is considered to be involved in a “boating accident” whenever a death, missing person, personal injury, property damage, or total vessel loss results from the vessel's operation, construction, seaworthiness, equipment, or machinery.

The following are examples of accident types:

- *Grounding, capsizing, sinking, or flooding/swamping*
- *Falls in or overboard a vessel*
- *Persons ejected from a vessel*
- *Fire or explosions that occur while underway and while anchored, moored or docked if the fire resulted from the vessel or vessel equipment.*
- *Water-skiing or other mishap involving a towable device*
- *Collision with another vessel or object*
- *Striking a submerged object*
- *A person struck by a vessel, propeller, propulsion unit, or steering machinery*
- *Carbon monoxide exposure*
- *Electrocution due to stray current related to a vessel*

- *Casualties while swimming from a vessel that is not anchored, moored or docked.*
- *Casualties where natural causes served as a contributing factor in the death of an individual but the determined cause of death was drowning.*
- *Casualties from natural phenomena such as interaction with marine life (i.e. leaping sturgeon causes casualty to person) and interaction with nature (i.e. mountain side falls onto vessel causing casualties).*
- *Casualties where a person falls off an anchored vessel.”*

APPENDIX A – Liability Release

**SEAS Monmouth
Release of Liability**

Name:

Street:

City, Zip:

Date:.....

The undersigned recognizes that sailing involves certain inherent risks, and agrees to hold harmless and release from liability SEAS Monmouth and/or its members and instructors for any injury or damage suffered.

Signed:

Date:

If the individual named above is under 18 years of age, this release must also be signed by a parent or guardian:

Signed:.....

Date:

Relationship:.....

APPENDIX B – Incident Report

SEAS Monmouth Incident Report Form

Date of Incident _____

Time of Incident _____

Location of Incident _____

Name of Vessel _____

Skipper of Vessel _____

Crew and Passengers _____

Description of injury or damage (if any other vessel was damaged, please include all known details about the vessel, the damage, and the owner):

Conditions at the time of the incident (weather, visibility, wind speed, etc)

NAME (print) SIGNATURE _____

Submit this form to SEAS Monmouth Commodore

APPENDIX – C SMALL BOAT DAY SAFETY SUGGESTIONS

- Preparation – Coordinators should review checklist to ensure all necessary equipment and sufficient support personnel are available.
- Have sign-in sheet, liability releases, and membership forms available at launch site. Club roster with member's names and emergency call up info should also be on site.
- Display telephone number for first aid and police serving launch site on the sign-in sheet.
 - Oceanport Police (732)222-6300 or 911
 - Launch location is Pocano Ave at end of Port Au Peck Ave.
- Chase boat manning – 2 persons (operator and observer) should be on board the chase boat at all times when small boats are in use. Consider rotating one person from chase boat each hour using a pre-arranged signup sheet.
- Chase boat equipment – ensure there is a boarding ladder and all required Coast Guard equipment on the chase boat. Use the ladder from the O'Day DS II if necessary. Return it at end of event.
- Chase boat Communications – the chase boat must have at least one of the following for ship-to-shore communications, in declining order of preference: (1) a portable VHF marine radio; (2) a standard UHF or CB radio; or (3) a cellular phone. The frequency, channel, and/or telephone number being used and/or monitored should be recorded at the launch site and a corresponding device must be available to contact the chase boat. Chase boat operators will maintain communication with a Shore Contact (Trip/Event Coordinator, or other designated person) whenever small boats are in use.
- Small boat surveillance – the chase boat should periodically perform a visual accounting for all small boats (perhaps every half-hour) on the water and at the launch site. In the event a boat is unaccounted for a search should be initiated.
- Require participants to check-in after an hour on the water. Use this time to update them on any changes in weather conditions, event-ending time and to afford others an opportunity to use the boat.
- Small boat recall – a means should be established to recall all small boats in the event of threatening weather or other emergency (perhaps 4-5 blasts on an air horn and/or a flag waved from the chase boat)

- Small boat communications – equip each small boat user with a marine safety whistle. Attach a marine safety whistle to all SEAS provided life jackets. (Maybe we can give them out to the attendees who make the small donation.)**
- Small boat sailing areas – depending upon weather conditions and skill level of participants consider restricting small boats to predetermined areas – perhaps a half-mile radius of the launch site - provide maps of the area to each small boat user (consider restricting sailing into mooring areas, out of sight of the launch area or chase boat).**
- Require Life jackets/ CG approved PFD's be worn by all participants while on small boats**
- First aid kit should be readily available at the launch site – make participants aware of its location.**

APPENDIX – D SMALL BOAT / SAILFEST STAFFING

The following are merely suggestions and should be considered in light of number of participants, which boats are in use and weather condition.

SEAS SMALL BOAT (SB) DAY Volunteers / Staffing			
Date:	Time:	Place:	
Volunteer Position	Description	Skills Needed	When needed
SB Day Primary Contact	Main point of contact for event, oversees all activities. Makes decision on event cancellation in inclement weather/ high winds, has overall responsibility	Overall knowledge of sailing and event	2 weeks prior to event
SB Day Organizer	Arranges for staffing positions below. May enlist aid of others. Gets volunteers names, contact phones, email addr etc. Communicates with staff on needs, cancellations	Good communication skills, organized	2 weeks prior to event - up to day of event
SB Day Publicity	Sends out via email and/or hardcopy notices of event, date, time place, contacts, directions, what to bring , expect etc	Good communication skills, organized	2 weeks prior to event, one week prior to event
Safety Boat Operator	Launches and retrieves Safety boat. Operates safety boat whenever SB are on water. Provides guidance to on-water sailors, assists sailors in distress, tows boats ashore if needed.	NJ Safety Boating license. Familiar with operating small outboard boat with wheel steering.	Prior to event start, whenever boats are on water
Safety Boat Spotter/ Assistant	Monitors on-water activity, provides advice and guidance to new sailors. Identifies unsafe conditions (sailing without life jacket, between moorings, outside designated area etc). Watches for sailors in distress, helps upright boats, renders emergency assistance, and maintains radio contact with Shore Safety staff.	Familiar with small boats and radio operation	Whenever boats are on water

Shore Safety Staff /
Spotter

Instructs sailors before boarding boats on safety procedures (designated sailing area, presence of safety boat, use of whistle. Identifies non-swimmers and novice sailors - communicates any safety concerns to Safety boat via radio.

Familiar with
radio operation

Whenever boats
are on water

Volunteer Position	Description	Skills Needed	When needed
Setup Supervisor	Directs setup staff in unloading boats from trailer, stepping of mast, rigging lines, raising sail. Conducts final inspection before use by sailors	Knowledge of boats and rigging them	One hour prior to event scheduled start
Setup Crew	Operates under guidance of Setup Supervisor to unload and rig boats.	Some strong backs	One hour prior to event scheduled start
Breakdown Supervisor	Directs breakdown staff in dropping and folding sails, unstepping of mast, coiling rigging lines, loading boats on trailer, stowing life jackets, etc. Conducts final inspection of trailer prior to transportation.	Knowledge of boats and unrigging them	At Event conclusion
Breakdown Crew	Operates under guidance of Breakdown Supervisor to unrig and stow boats on trailer	Some strong backs	At Event conclusion
Daysailer Skippers(if used)	Sails/motors Daysailers from marina to water site. Skipper daysailers while at small boat site, supervise and instruct guests on boat. Return boat to marina	Qualified Daysailer skipper	Beginning of event until conclusion. May start late / end early to avoid crowding/ confusion at water site.
Greeter	Maintain sign-in sheet, liability forms, donation jar. Meet sailors as they arrive. Determine if they are there for the SEAS event. Have members sign-in, get liability releases from guests, non-members. Point out donations appreciated but optional.	People person	As needed from beginning of event until conclusion.
Scheduler	If there are more people than boats maintain a signup sheet for usage of boats. Instruct sailors on time allowed out before they must check in to see if others are waiting their turn. Suggest they check in every 30 minutes - if no one on list they can sail another 30 minutes.	Timekeeper	As needed from beginning of event until conclusion.
Refreshments	Provides refreshments (may be as simple as water jugs or bottled water) at club expense		Beginning of event

Volunteer Position	Description	Skills Needed	When needed
Grounds Maintenance	Inspect area for forgotten items. Trash. Ensure nothing is left behind and launch area is in better condition than when we arrived.	Sanitation engine	Conclusion of event
Canopy Setup	Unfold and setup canopy (if used) prior to event start time	Engineering degree in structural integrity	30 minutes prior to event start
Canopy Takedown	Take down, fold and store in bag	Good with spatial relation problems	At conclusion of event

NOTE: SOME POSITIONS MAY BE COMBINED. NUMBER OF VOLUNTEERS NEEDED DEPENDS UPON EXPECTED TURNOUT.

Member Input for Future Additions, Improvements, Modifications:

SEAS members are encouraged to contribute to these guidelines based upon their own knowledge and experience. If you feel an area has been omitted, needs clarification or is mis-categorized please call it to the attention of a member of the Safety Committee or Executive Board.. All comments and inputs are welcome. Additional categories for Safety Considerations may also be defined if deemed necessary.

Suggestions for improvement will be reviewed by the Safety Committee on an as needed basis with at least one Annual scheduled review. It is anticipated that comments and suggestions for improvement will be incorporated into this document during the off season and be available on the SEAS web site prior to the Spring activities.

Potential Future Additions:

Develop further details on SEAS Accident Reporting Process as needed

Possibly include: Lessons Learned, Followup Actions, Annual Reporting and Maintaining of Records

- Establish a binder / folder to centralize all Accident / Incident Reports
- Develop a Followup Disposition Report to be used with each Accident/Incident
 - Above would contain information such as: date EB received report, estimated dollar value of damage (repairs, replacement, towing, medical cost, potential liability, etc)
 - Monetary cost to be paid by Skipper/Crew (if any))
 - Portion or dollar value subsidized by SEAS
 - Reimbursement expected / received from insurance
 - Risk reduction / safety steps recommended to mitigate future occurrences
 - Follow-up actions to be taken (contact insurance, reimburse individuals, impose sanctions)
 - Annual review presented to membership to increase awareness of potential problems



SAFETY FIRST AND FOREMOST