



EMERGENCY ACTION PLAN

JULY 2024

This document contains the emergency safety plans for the Port Credit Yacht Club.

HARBOUR EMERGENCY ACTION PLANS

Please note that Regattas held at PCYC are required to have their own on-water emergency action plans (See #5 Organized On-Water Events in this document).

Harbour: Emergency Action Plan

Call Person:

1. Calmly call 911
2. Provide all necessary information to dispatch
 - Nature of injury
 - Facility location
 - What if any first aid has been done
3. Make sure roadway is accessible and EMS can access area by victim
4. Have someone wait at main gate to direct EMS
5. Contact emergency contacts

For on-water emergency, hail marine radio CH16. If instructed to dock at PCYC, proceed to PCYC Dock Office.



After calling 911, call PCYC Emergency Contacts

- 1) **Reception:** Dave Sutman 905-278-7911 ext. 0
 - 2) **Dock Office:** 905-278-7911 ext. 245
 - 3) **General Manager:** Glenn Williams 905-301-1138
- After Hours:** 905-278-7911 ext. 233

Port Credit Yacht Club 115 Lakefront Promenade, Mississauga ON L5E 3G6
905-278-7911 ext. 245 (Dock Office) *South of Lakeshore Rd between Dixie Rd and Cawthra*

VHF Channels: PCYC Dock Office CH68 Main Club House CH68
Learn To Sail CH69 Coast Guard CH16

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, remove other participants away from scene of incident and area where emergency vehicles will come
- Protect yourself (wear gloves, mask, etc.)
- Assess ABCs (Check Airway is clear, Breathing is present, Circulation is present)
- Wait by injured person until EMS arrives.
 - Ask person questions; keep awake and alert
 - Make notes of symptoms for EMS
 - Perform First Aid as necessary
- Once EMS arrives, help with anything they may ask. Assist them with leaving the premises and answering any questions about patient
- Once EMS has left, fill out emergency accident report. Provide clear and detailed description of the series of events leading up to, including and after the accident happened.

Location of Phones: Inside Dock Office, Lifeguard Hut, Main Clubhouse (reception, bar, upstairs offices)

Location of First Aid Kits: Dock Office, Harbour Workshop, Lifeguard Hut, Inside LTS Office, Main Clubhouse kitchen, Reception

Location of AEDs: Mid-point R Dock, Heron II Signal Boat, Q & R Dock gazebos, inside clubhouse, at intersection of stairs to dining room and reception desk. Emergency stretcher is also located there

Location of Fire Extinguishers: Located on North wall, outside LTS office and south outdoor wall by exit door. Outside dock office, outside lifeguard hut, outside Harbour employee workshop, Q and R dock gazebos

Location of VHF Radios: Dock Office, Main Reception, LTS Office

PCYC Harbour Emergency Action Plan

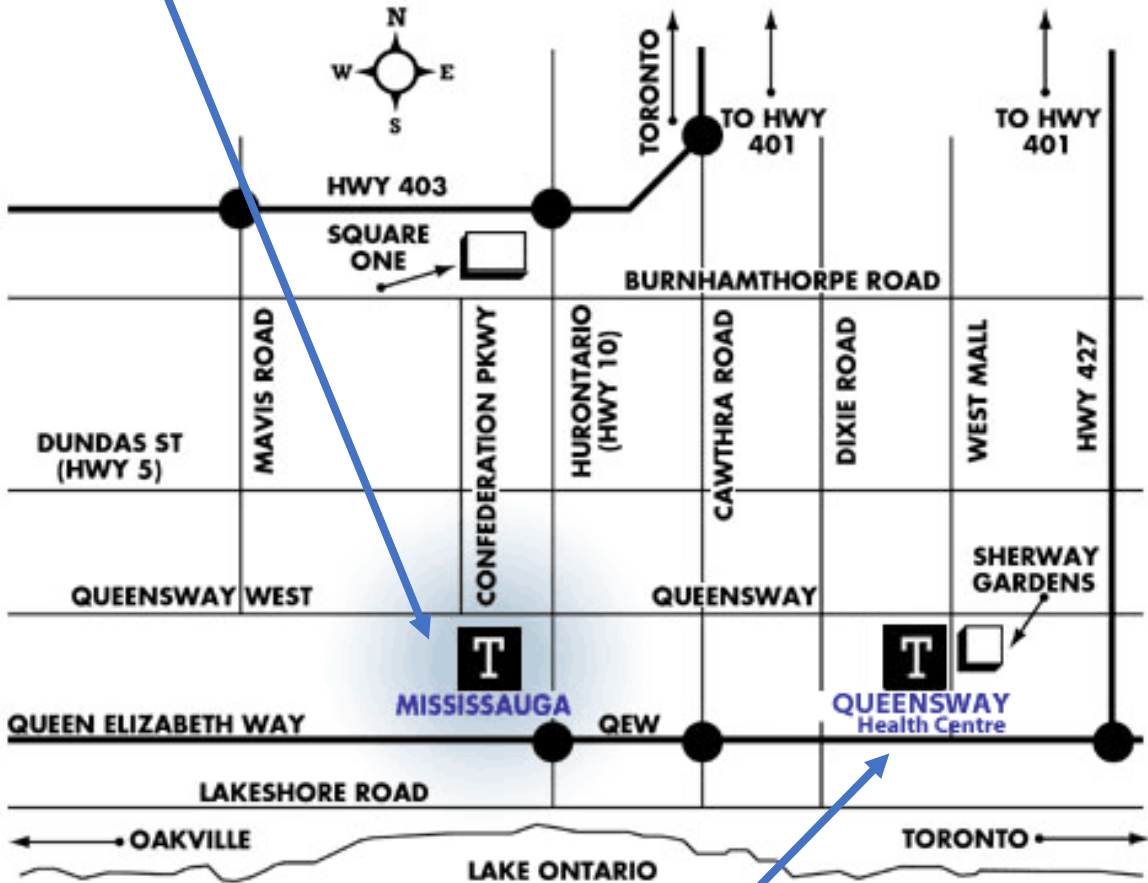
Address of Mississauga Hospital

100 Queensway West

Mississauga, ON L5B 1B8

905 848 7100

Located on southwest corner of Queensway and Hurontario



Address of Queensway Health Centre

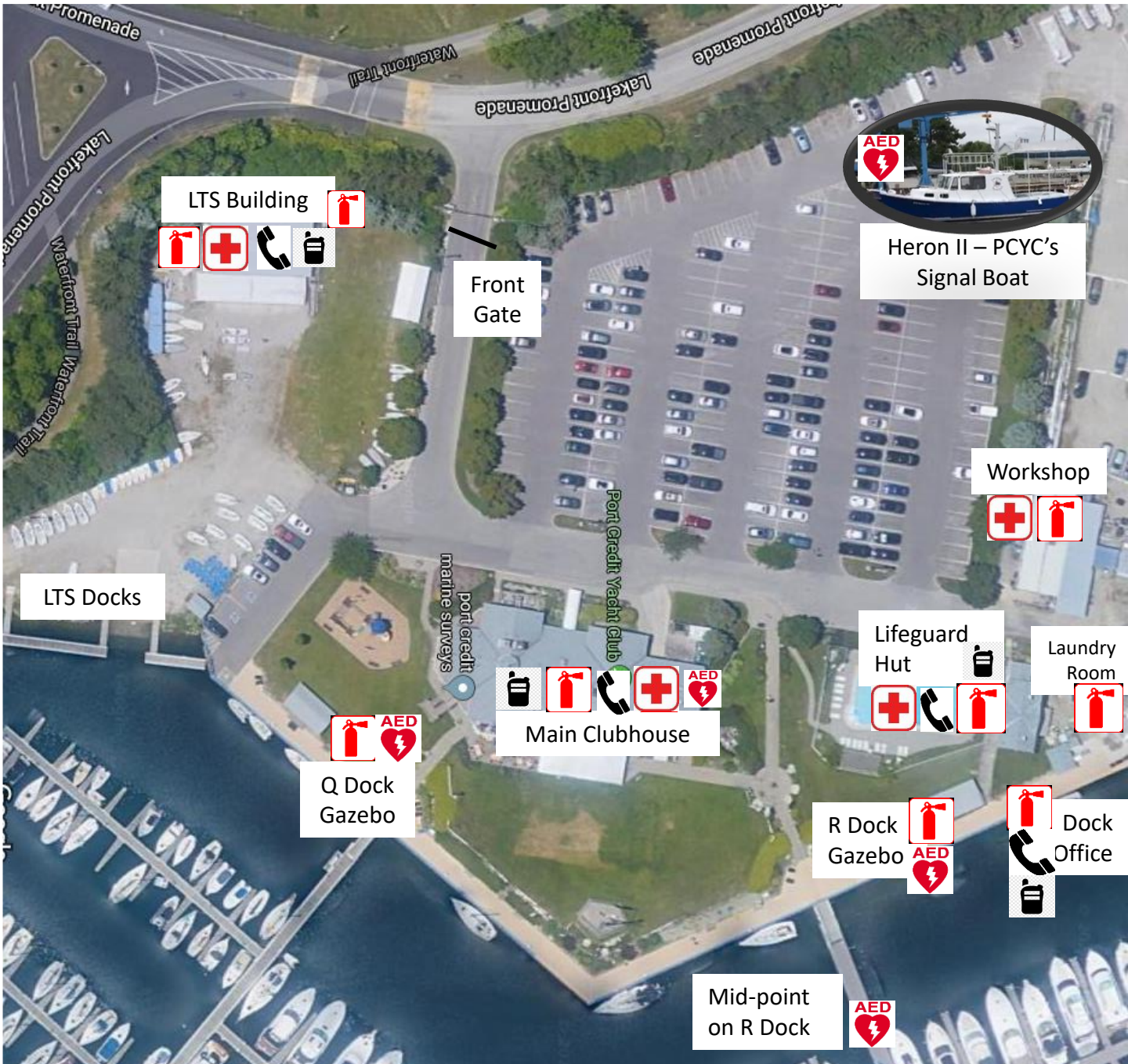
150 Sherway Drive

Toronto, ON M9C 1A5

416 259-6671

Located across from Sherway Gardens, southwest corner of Queensway and the East Mall

Location of Safety Equipment



Automated External Defibrillator



Telephone



First Aid Kit



Radio Walkies



Fire Extinguisher

High Water Action Plan

The following plan outlines a set of actions to be implemented at different high-water levels or in the event of a storm surge (up to 12" above the board walk). All members and staff would be informed immediately through emergency Flash, website, and social media when any of the following actions are implemented.

1. ELECTRICAL	
CONDITION	ACTION
Water levels at boardwalk	Harbourmaster removes contactor for irrigation by LTS ramps
Water levels 4" above boardwalk	Disconnect wall pedestals Disconnect power lines going to the three cranes and crane receptacle(s)
Water levels 10" above boardwalk	Harbourmaster shuts off electrical feeds to Q & R docks Drying and restart time would be approximately 24 hours.
2. DOCKING	
CONDITION	ACTION
Water levels 10" below boardwalk	Harbourmaster removes contactor for irrigation by LTS ramps
Water levels above boardwalk	Harbourmaster disconnects pump electrical
3. LAUNCH / HAUL OUT	
CONDITION	ACTION
Water levels 4" above boardwalk	Discontinue use of travel lift No mast stepping

Winter Fleet Safety Protocols

WINTER FLEET SAFETY PROTOCOLS



MAYDAY SITUATIONS

1. If health, safety or property is in immediate danger, call 9-1-1.
2. During office hours (currently Mon-Fri 0900-1700 hrs), call Communications Office 905-278-5578.
3. After office hours, assign someone to meet EMS at front gate (pull release arm to open gate) and direct them. Email harbourmaster@pcyc.net or Glenn at gwilliams@pcyc.net.

PAN PAN/URGENT SITUATIONS

1. During office hours (currently Mon-Fri 0900-1700 hrs), call Communications Office at 905-278-5578 or Dock Office 905-278-7911 ext. 245.
2. After office hours, email Mike at harbourmaster@pcyc.net or Glenn at gwilliams@pcyc.net. They will dispatch appropriate help.

PCYC ADDRESS IS: 115 Lakefront Promenade WHAT'S YOUR BOAT ADDRESS?

Once your boat is shrink wrapped and you are in your winter slip, mark on the outside of your door the following:

1. First & last name of everyone living aboard, include your pets
2. Your slip number & telephone number

CHECK, DOUBLE CHECK FOR SAFETY

Make sure you are moored to both the dock and to the finger. Check your lines every day. Check your electrical connections daily and watch for signs of overloading. Know where the nearest dock safety ladder, rescue equipment and fire extinguishers are located.

KEEP YOUR DOCK & FINGER CLEAR OF SNOW & ICE

Keep your dock and finger clear from snow and ice. Keep a small bucket of snow/ice melter just inside the entrance to your boat so your step/ramp to the dock is ice free.

LEARN TO SAIL EMERGENCY ACTION PLANS

Please note that Regattas held at PCYC are required to have their own on-water emergency action plans (See #5 Organized On-Water Events in this document).

PCYC Learn to Sail: Emergency Action Plan

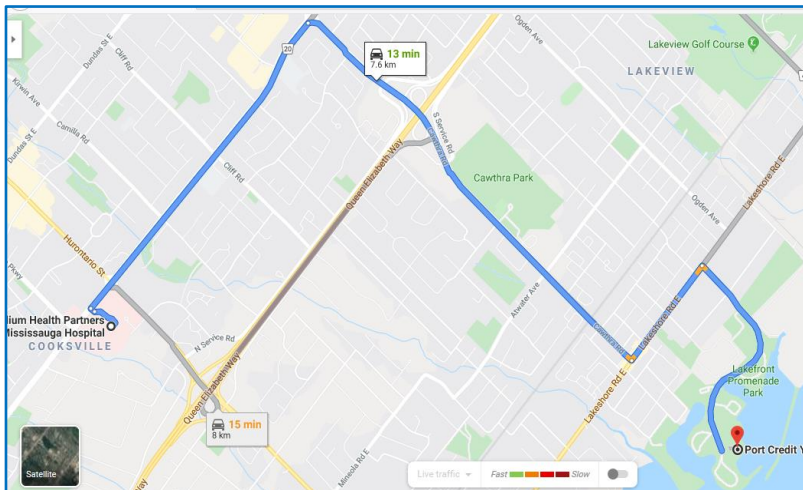
In Emergency, follow steps:

1. Check Victim
2. Calmly call 911
3. Establish roles for instructors nearby
 - a) Charge Person
 - b) Call Person
 - c) Spotter at gate to direct EMS
4. Contact Program Manager/Head Instructor
5. Locate Child's Medical info
6. Keep other children safe & away from scene and out of sight if possible
7. Notify child's parents or emergency contacts

Emergency Contacts

Ensure **ONE** of these people are contacted when there is an emergency

- 1) **Head Instructor:** Jack Porter 647-484-3096
- 2) **Program Manager:** Tristan Bourelle 647-501-1306
- 3) **General Manager:** Glenn Williams 905-301-1138
- 4) **Reception:** Dave Sutman 905-278-5578 ext. 0



Directions to Hospital from PCYC

1. Head North on Lakefront Promenade
2. Turn left onto Lakeshore Rd
3. Turn right onto Cawthra Rd
4. Turn left on Queensway
5. Left into Trillium Hospital (just West Hurontario St.)

Directions to PCYC from Hospital

1. Drive East toward Cawthra Rd.
2. Turn right, heading south, on Cawthra Road
3. Turn Left onto Lakeshore Road
4. Turn Right onto Lakefront Promenade (just East of the Tim Horton's)
5. Follow the road almost to the end. There will be a gated entrance on the left. A person will be there to direct you.

Port Credit Yacht Club
115 Lakefront Promenade,
Mississauga, ON, L5E 3G6
905-278-5578 ext. 0

Located south of Lakeshore Rd between Dixie Rd and Cawthra Rd

VHF Channels: Main Club House - CH68, Dock Office - CH68
Learn to Sail - CH69 Coast Guard CH16

Location of Phones: Inside LTS office and Main clubhouse (Reception, Bar, Upstairs offices)

Location of First Aid Kits: Inside LTS Office, Coach Boat, Main clubhouse kitchen, Reception

Location of Medical Info: Located on attendance sheets and on shelf/file by Head Instructors desk

Location of AEDs: Mid-point R Dock, Heron II Signal Boat, Q & R Dock gazebos; inside clubhouse, at intersection of stairs to dining room and reception desk. Emergency stretcher is also located there.

Location of Fire Extinguishers: Located on North wall, outside LTS office and South outdoor wall exit door. Also, each coach boat has one on board.

Location of VHF Radios: Located inside LTS building, coach boats or with instructors

PCYC Learn to Sail: Emergency Action Plan

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, remove other participants away from scene of incident and area where emergency vehicles will come
- Protect yourself (wear gloves, mask, gown if necessary)
- Assess ABCs (Check Airway is clear, Breathing is present, Circulation is present)
- Wait by injured person until EMS arrives.
 - Ask person questions
 - Keep Awake and alert
 - Make notes of symptoms for EMS
 - Perform First Aid as necessary
- Once EMS arrives, help with anything they may ask. Assist them with leaving the premise and answer any questions about patient
- Have 1 staff go in ambulance if parents or emergency contacts not present
- Once EMS has left, fill out emergency accident report. Provide clear and detailed description of the series of events leading up to, including and after the accident happened.

Charge Person 1: Tristan Bourelle 647-501-1306

Charge Person 2: Jack Porter 905-484-3096

Call Person:

- Calmly call 911
- Provide all necessary information to dispatch
 - Nature of injury
 - Facility location
 - What if any first aid has been done
- Make sure roadway is accessible and EMS can access area by victim
- Have someone wait at main gate to direct EMS
- Contact Child's parents or emergency contacts

Call Person 1: Tristan Bourelle 647-501-1306

Call Person 2: Jack Porter 905-484-3096

Call Person 2: Call Person 3

Address of PCYC

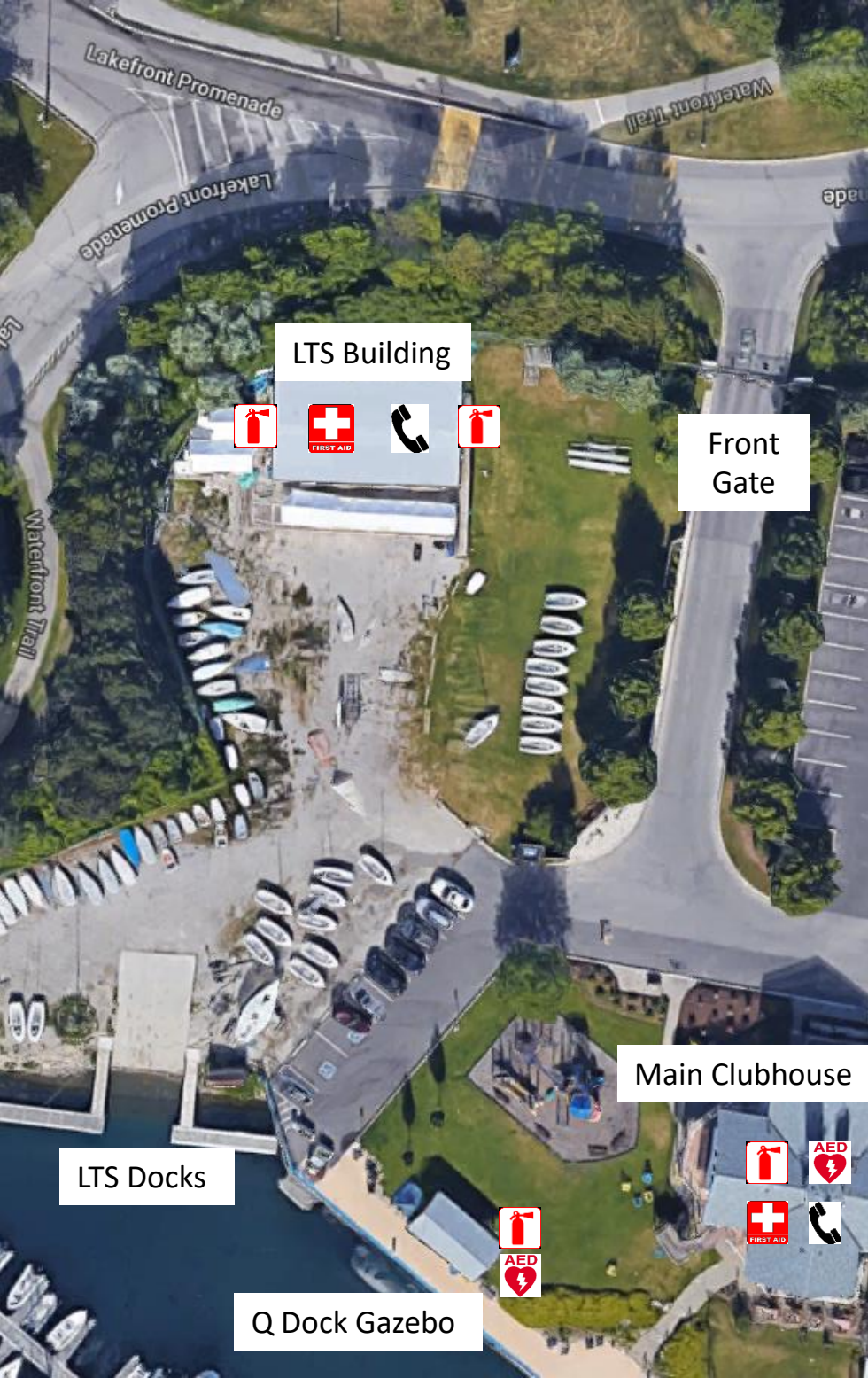
115 Lakefront Promenade,
Mississauga, ON, L5E 3G6
905-278-5578

*Located south of Lakeshore Rd between
Dixie Rd and Cawthra Rd*

Address of Trillium Hospital

100 Queensway West
Mississauga, ON L5B 1B8
905 848 7100

*Located on southwest corner of
Queensway and Hurontario*



Location of Safety Equipment



Fire Extinguisher



First Aid Kit



Telephone



Automated External Defibrillator

Drop locations from On Water:

- 1) Dock Office area
- 2) LTS Docks

Nearest Ambulance Satellite Station

938 East Avenue
(905) 791-7800

Major intersection: Lakeshore Road East and East Avenue



Heron II – PCYC's Signal Boat

Safety Procedures for PCYC Organized On-Water Events

Preamble

Port Credit Yacht Club is committed to providing a safe environment for all its activities both on the water and on shore. It is recognized that weather conditions directly affect the potential for injuries on the water. This is especially true during organized regattas when competitors are focused on achieving results. The Racing Rules of Sailing acknowledge this and at Section 4 state:

“DECISION TO RACE

The responsibility for a boat’s decision to participate in a race or to continue racing is hers alone”.

This makes it clear that the individual must decide whether their vessel, equipment and crew can handle the weather conditions present.

It is also recognized that there are times when incidents can occur anywhere on the property that cause injury or require medical assistance. This procedure is to be utilized when such an incident occurs, and the affected party needs to be given medical aid.

All members of the Event Team share responsible for a safe, fair and quality event.

Abbreviations used:

EC – Event Chair (or designate)– Leads the people involved in organizing the event. **PRO**- Principal Race Officer- person in charge of racing if there is more than one course. **CRO**- Course Race Officer- person in charge of racing on one course.

CJ- Chief Judge

SC- Safety Chair (if appointed)

GM- General Manager (or designate)

HM- Harbour Master (or designate)

In all Organized PCYC events, except regularly scheduled weekday and weekend closed events, the EC will contact the Peel Police Marine Unit at 905-453-3311 ext. 4799 and advise them of the date(s) and time(s) the event will take place.

Near Shore Course Races

When a member of the Race Committee becomes aware of an incident that could cause injury to a person or an actual injury, they are to immediately assess the injury and contact the Course Race Officer and advise them of the incident or injury.

1. They will provide any assistance they can to the injured party and if they believe the person needs medical attention, they will transport them to shore if they are able. They will advise the CRO if they are not able (vessel inoperative, anchored etc.) in which case the CRO will assign another boat or contact the Police at: 905- 825-4747 ext. 4713 to arrange assistance.
2. The Course Race Officer will, if necessary, arrange for a vessel to transport the injured person ashore and contact the Harbour Staff on Channel 68 (or by other pre-arranged method) advising them of the situation.
3. The Course Race Officer will make a record of the date and time of the report and the actions taken.
4. The Vessel designated to transport the party to shore will proceed in a safe manner to the "Q" Dock area in front of the Visitor reporting dock (west of the flagpole) using their discretion with regards to the speed limits in the Harbour.
 - a. They shall give whatever immediate first aid they are able to provide to the victim during transport.
 - b. They shall assist Shore Staff to transfer the victim to a place of comfort providing them with whatever information they have relating to the incident.
 - c. They shall notify the EC of the incident.
 - d. They shall direct all enquiries to the GM.
 - e. As soon as possible, they shall return to the racing area and resume their assigned duties.

Ashore

1. The Harbour Master shall:
 - a. Upon being advised of an incident ascertain the condition of the injured party and, if necessary, notify the Police and Ambulance of the situation.
 - b. The HM shall advise the GM
 - c. If an Ambulance has been ordered, make sure that the gate is open and that there is a person at the entrance to direct them to the west side of the Clubhouse and to "Q" dock area (west of the flagpole).
 - d. They shall reaffirm the location the party is to be taken to.
 - e. On the victim's arrival ashore, they shall assist the boat crew to remove the injured party and take them to a place of comfort.
 - f. The Harbour Master will make out an incident report detailing the circumstances of the incident and provide this to the GM.
 - g. All enquiries are to be directed to the GM.
 - h. In the event of multiple occurrences, the GM will be located centrally and will remain in that location to take charge of directing staff, members and volunteers.
 - i. As soon as possible, staff shall return to their assigned duties.

Regatta Safety Guidelines

Preamble: PCYC host two types of events, Near Shore Course races and Offshore Races:

-Near shore events consist of “round the buoy” races and shorter distance “point to point” races along the shore. (i.e., Club race nights, Open Regatta, Steerers/Four Sisters);

-Offshore involves sailing long distances away from shore (i.e., Susan Hood, LO300, LOSH etc.).

For all near shore events the following guidelines are to be followed. The Safety Procedures for Offshore events will be covered in Appendix A to this document.

Guidelines for Near Shore Events:

1. It is imperative that the PRO and EC are always able to be in contact .
2. Likewise, the EC and the GM must be able to communicate when needed.
3. A Race Advisory Committee (RAC) consisting of the PRO, EC, Safety Chair (if appointed) and the CRO('s) should meet and decide on race conditions prior to releasing competitors for racing each day.
4. No near shore course race should be run in wind speeds exceeding 24 knots regardless of Class guidelines. Keelboat regattas may have higher wind limits, however, in all cases, the wind, wave and forecast conditions should be considered before commencing any race.
5. During near shore course racing if the wind exceeds 24 knots continuing to race should be evaluated based on the wave and current conditions as well as the type of boats and apparent skill levels of the competitors.
6. If racing is Abandoned or Postponed on the water and competitors are being sent to Harbour, HM, EC, SC (if appointed) a PRO must be notified as soon as possible.
7. When competitors are returning to harbour, all race committee boats are to focus on escorting them ashore. PRO or CRO should assign boats to various locations as needed to monitor the safe return of all boats.

Appendix A: Offshore Races

Offshore races are really divided into phases and the phases may be broken into sub phases depending on factors such as location. The following table correlates phase, sub- phase with the Safety Procedures to be used.

PHASE	SUB-PHASE	LOCATION	SAFETY PROCEDURES
START	Near PCYC		Follow procedures for PCYC Near Shore Events
	Outside vicinity of PCYC		Follow PCYC Offshore Safety Procedures
RACE			Follow PCYC Offshore Safety Procedures
FINISH	On water	Near PCYC	Follow procedures for PCYC Near Shore Events
	On water	Outside vicinity of PCYC	Follow PCYC Offshore Safety Procedures
	On shore	Near PCYC	Follow procedures for PCYC Near Shore Events
	On shore	Outside vicinity of PCYC	Follow PCYC Offshore Safety Procedures

Safety Procedures for Offshore Races

Any incident or emergency in open waters, outside of the area for the RC to respond, will be managed and coordinated by the applicable mandated governmental Search and Rescue (SAR) organization. In the case of Lake Ontario, Canadian and USA waters, the mandated SAR organization is the Joint Rescue Coordination Centre (JRCC) Trenton (Central & Arctic Canada)

JRCC Trenton coordinates and tasks all air and maritime resources responding to on water incidents and emergencies, such as:

- Federal government resources
- Provincial/State government resources
- Municipal resources
- Aboriginal resources
- Volunteer SAR resources
- Vessels responding under the law of the sea and Canada Shipping Act, including and especially sailboats participating in the Offshore Sailboat Race

While the event is within the operational jurisdiction of JRCC Trenton, JRCC Trenton will communicate with all tasked vessels via Canadian Coast Guard (CCG) Radio Prescott.

To ensure the appropriate and timely response to an open water incident or emergency, JRCC Trenton needs to be enabled, as followed:

Via CCG Radio Prescott when on the water

- VHF-FM Marine Channel 16
- *16 on cell phones in Canada
- Directly
 - JRCC Trenton - 1-800-267-7270
 - jrcctrenton@sarnet.dnd.ca for communications not of an urgent nature

LOOR Events

Abbreviations used in Appendix A

EC	LOOR Chair or designate
CRO	LOOR Race Officer running the event
SC	LOOR Race Management, Technical & Safety Committee (RMT&SC) Chair or designate
CLUBCCCT	Club's Crisis Communications Team comprised of: <ul style="list-style-type: none">• GM – PCYC General Manager or designate• On Call PCYC Flag Officer or designate• EC - LOOR Chair or designate• CRO - LOOR Race Officer running the event

While the event is within the operational jurisdiction of JRCC Trenton, JRCC Trenton will communicate with all tasked vessels via Canadian Coast Guard (CCG) Radio Prescott.

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- VHF-FM Marine Channel 16
- *16 on cell phones in Canada
- Directly
 - JRCC Trenton - 1-800-267-7270
 - jrcctrenton@sarnet.dnd.ca for communications not of an urgent nature

Overview:

As the actual response to any open water incident and emergency will be coordinated and managed by JRCC Trenton, LOOR will be functioning in a support role to:

- JRCC Trenton
 - By providing them any necessary information
- Port Credit Yacht Club with respect to the Club's Crisis Communications Plan and Club's: Crisis Communications Team CLUBCCT
 - the Club can deliver its media communications with respect to incident or emergency and if appropriate, in conjunction with JRCC Trenton, CCG or other first responders;
 - the Club can communicate with those involved in the incident or emergency or their relatives or emergency contacts;
 - Monitoring media and social media for the incident or emergency.

As part of the Government of Canada, the JRCC Trenton and CCG Prescott Radio may have restrictions on what information they can release for privacy and other legal reasons.

This Section is divided into two parts:

1. Incident & Emergency Plan – To address open water incidents or emergencies during the race
2. Overdue racing vessel – To address the situation where all, but one or two, have finished the race and it's reasonable to expect that all racers should have finished

Incident & Emergency Plan

1. If LOOR Race Committee/Shoreline & Logistics becomes aware of an incident, confirm if JRCC is aware of it
2. If incident involves sinking, major injury, death or missing participant, crew or boat, LOOR to cease all social media and media activities
3. All communications with respect to the incident or emergency are to be tracked and logged
4. LOOR to notify those in the chain **CLUBCCT**
5. No one from LOOR to discuss with the media and to refer all inquiries to the designated individual in the ***PCYC Crisis Communication Plan***
6. Provide any requested information to JRCC Trenton, CCG Prescott or other legally entitled organization tasked with immediately addressing the incident or emergency
7. If inquiries from emergency contacts or immediate family of those involved, warm transfer them to JRCC Trenton
8. At the request of designated individuals in the ***PCYC Crisis Communication Plan*** issue or distribute releases from the ***PCYC Crisis Communication*** Team via LOOR social media and media vehicles;
9. Only resume normal social media and media communications upon the direction of the designated individuals in the ***PCYC Crisis Communication Plan***;
10. LOOR not to discuss the incident outside:
 - The LOOR Committee and only on a need to know basis;
 - PCYC Crisis Communication Team;
 - JRCC Trenton;
 - CCG Prescott Radio;

Other legally entitled organization; Overdue Racing Vessel

Plan for Events with Tracking

If a vessel is overdue, the following steps are to be taken:

Check the status of tracking submissions

- a. If no longer transmitting for three or more cycles, determine location of last transmission.
 - i. If last location is marina or yacht club, contact PIC to determine why they haven't notified the Race Committee
 - ii. If location is on water,
 1. Attempt to contact the vessel using any of the following:
 - a. Cell phone number *Boat Emergency Phone* in YachtScoring registration
 - i. Voice & SMS
 - b. Email address
 2. If not successful
 - a. Contact CRO to engage JRCC Trenton
 - i. Engage the CLUBCCT
 - b. If CRO unavailable, JRCC Trenton for their assistance
- b. If transmitting
 - i. From a marina, yacht club or onshore, determine why they haven't notified the Race Committee
 - ii. If on water, follow track for progress.

Overdue Racing Vessel Plan for Events without Tracking

If a vessel is overdue, the following steps are to be taken:

1. If CRO not engaged, contact CRO
2. Radio call using 25-watt transmitter on VHF 71 and 16 to:
 - a. Vessel in question
 - b. Racing fleet to determine if racing fleet has any knowledge of the vessel
3. If no success, attempt to contact the vessel using any of the following:
 - a. Cell phone number *Boat Emergency Phone* in YachtScoring registration
 - i. Voice & SMS
 - b. Email address
4. If no success, attempt to contact the vessel using any of the following:
 - a. YachtScoring Home Phone if different from *Boat Emergency Phone*
 - b. Yacht Scoring Mobile Phone, if different from *Boat Emergency Phone*
 - c. YachtScoring Shore Emergency Contact Phone Number, if different from
Boat Emergency Phone
1. If no success,
 - a. Engage JRRRC Trenton for their assistance
 - b. Engage CLUBCCT