

# **Priory Sailing Club**

**Including PSC RYA Registered Training  
Centre**

## **Emergency Action Plan (EAP)**

*Version 10.1 Last Review March 2026*

## Emergency Action Plan (EAP)

### Introduction:

The EAP deals with two situations:

1. **Major Emergency: life threatening, beyond the capacity of one Instructor to deal with and/ or requiring outside help.**
2. **Minor Emergency: not life threatening, usually within the capacity of one Instructor to deal with.**

Possible major emergencies (examples, not exhaustive list)

Apparent drowning

Hypothermia

Serious injury ashore or afloat (bleeding, fracture)

Medical emergency (e.g. heart attack, stroke)

Note: these Emergencies can happen in PSC Club activities as well as in Training - the EAP should work in all circumstances.

### MINOR EMERGENCIES - EAP

**INSTRUCTOR IS MADE AWARE OF INCIDENT.**



**INSTRUCTOR ASSISTS CASUALTY ASHORE,  
INFORMS SAFETY BOAT, (If required)  
INFORMS OTHER INSTRUCTORS TO COVER GAP. [IF  
NECESSARY, WATER IS CLEARED]**



**INSTRUCTOR ADMINISTERS FIRST AID,  
REFERS CASUALTY AS APPROPRIATE.**



**INSTRUCTOR COMPLETES REPORT IN ACCIDENT BOOK,  
REJOINS COURSE**

**MAJOR EMERGENCY - EAP****INSTRUCTOR IDENTIFYING PROBLEM RAISES ALARM****REPEATED BLASTS ON WHISTLE****(Available on shore Instructors and First Aiders muster at PB jetty, locate incident)****SAFETY BOAT TO INCIDENT (If required)  
REMOVE CASUALTY TO SHORE  
INSTRUCTOR COMMENCES FIRST AID****OTHER INSTRUCTOR / OFFICER OF THE DAY / CLUB MEMBER  
FETCHES FIRST AID KIT SUMMONS OUTSIDE HELP  
EMERGENCY TELEPHONE ON OUTSIDE WALL OF CLUBHOUSE  
(Green box by the training room, if somebody is available send them to the  
park entrance to meet the ambulance)  
Note : Defibrillator located in downstairs accessible changing room****SAFETY BOAT / OTHER INSTRUCTORS  
CLEAR ALL STUDENTS FROM WATER THEN  
PROVIDE SUPPORT AT INCIDENT  
(UP TO 3 INSTRUCTORS - ANY OTHERS TO DEAL WITH  
STUDENTS ON SHORE)****PROVIDE FIRST AID AT INCIDENT  
UNTIL OUTSIDE HELP ARRIVES  
INCOMING CALLS TO BEDFORD 271638****LOCATE AND CONTACT NEXT OF KIN  
COMPLETE INCIDENT REPORT IN ACCIDENT BOOK  
RETURN TO COURSE AND DECIDE NEXT ACTION (continue / finish)  
CONTACT PRINCIPAL AND GIVE VERBAL REPORT. PRINCIPAL TO COMPLETE  
REPORT TO RYA / RIDDOR AS REQUIRED**

**ALL PRESS ENQUIRIES TO BE DIRECTED TO THE PRINCIPAL OR  
COMMODORE WITHOUT COMMENT.**

**Immediate Action:****Instructor identifying problem**

- raises alarm
- gets casualty ashore
- ensures that other Instructors / Safety Boat crew is aware
- administers First Aid
- arranges for help to be summoned
- (999 telephone on Clubhouse Wall (green box) by Training Room)

**After water is cleared:**

- main responsibility switches to Lead Instructor (if he / she has not given first response.)
- arranges continued First Aid
- collates information to give to Ambulance crew on arrival
- contacts Next of Kin and if necessary arranges company for casualty to hospital
- assists first response Instructor to write report.
- co-ordinates arrangements for other students on course.

**Communication:**

**EMERGENCY SIGNAL IS REPEATED BLASTS ON WHISTLE.**

**IT IS INSTRUCTORS' RESPONSIBILITY TO POSSESS A WHISTLE AT ALL TIMES WHEN AFLOAT.**

**Initial communication is by voice.**

**The Lead Instructor at morning briefing will nominate an Instructor to co-ordinate.**

**NOTE: While this EAP is designed with Training Courses in mind, it can be used for general situations when an Emergency arises.**

**In a sailing club situation the OOD could have responsibility for calling the Ambulance, and competent adults could fulfil any other roles.**

**On the water, instructions should be taken from the Safety Boat if they are on duty, as they are trained to deal with emergencies on the water.**