

Community Sailing Center



Parent Handbook

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Lake Champlain Community Sailing Center Mission

To encourage and celebrate the responsible use and long term stewardship of Lake Champlain by fostering educational and recreational opportunities for all members of our community.

The Community Sailing Center is a community-based nonprofit organization providing access, education, and recreation on Lake Champlain for almost 8,000 people annually. The new Community Waterfront Center is a vital hub on the shores of the lake where community members and visitors to Burlington gather to play and learn on the lake together.

We engage our community with the lake through a wide range of educational and recreational programs that extend an open invitation to everyone regardless of age, gender, race, physical ability, or the means to pay. Our Signature Programs are specially designed for students, at-risk youth, women and girls, and individuals with disabilities, enabling underserved populations to access and take ownership of Lake Champlain. Our educational programs engage students in lake ecology and STEM (Science, Technology, Engineering, and Math) using sailing, place-based and experiential learning to meet the needs of local schools and their students.

Here, sailing and paddling are tools that enrich people's lives, teach valuable life lessons, offer a unique environmental education experience, and instill a sense of ownership in one of Vermont's most valuable natural resources – Lake Champlain. Along with almost 100 community partners, we provide award-winning programs to ensure our role as lake stewards and prepare the next generation of lake lovers.

Together, we are the collective voice for Lake Champlain.

As a recreational and educational cornerstone of this community, the Community Sailing Center is built on these core values:

Stewardship

Of the lake through responsible practices, environmental education, and stewardship programming.

Education

Through a curriculum of sailing instruction, water safety, personal empowerment and a welcoming environment in which to learn.

Access

To the lake, both physically and conceptually, for all lifestyles and abilities, through our curriculum and tuition subsidies for children and families.

Essential Kids Camp Program Mission

To support our local, state, and national communities by providing lake access, environmental engagement, and educational support to the children and wards of essential employees.

Program Fees and Payment Plans

Cost of Program: CSC Essential Kids Camp has a \$360 weekly fee. All weekly fees must be paid in full prior to the start of the program, unless a different payment plan has been set up between the individual and a CSC manager or director. Payments should be made for each week the child is registered for. Parents seeking a payment plan may contact the Program Administrator, and every consideration will be made to accommodate.

Enrollment Deposit: CSC requires a \$100 non-refundable deposit when a child becomes enrolled in CSC Child Care and the parent(s) has signed and submitted an enrollment agreement to secure a space. Payments can be by credit card or check. Payments by check should be mailed to Community Sailing Center, PO Box 64818, Burlington VT 05406. All reimbursements from the Vermont Department of Human Resources through the Childcare for Essential Workers program will be handled exclusively between the applicant (parent) and the State of Vermont.

Late Fees

Late payments: A \$25 late fee will be due for all late payments and/or returned checks. This will be applied to your billing statement.

Late pick-up fee: CSC Child Care closes at 5:00PM. Please allow time to check in with your child's caregiver and gather your child's belongings (depending on Covid-19 protocols) in order to leave by the posted closing time. Departing after the posted closing time will result in an additional late fee of \$5 for the first five minutes and then an additional dollar for every minute after that. The CSC will provide you with an invoice and also follow-through for the payment.

Withdrawal: We require a two-week notice should you choose to withdraw from the program or request to reduce your schedule, and program payments will be required during that two-week notice period. All unpaid fees and late fees must be paid in full at the time of notice.

If you have any questions regarding billing or payments, please contact John Nagle (john@communitysailingcenter.com), or call (802) 864-2499.

Daily Schedule

Everyday, our campers will develop their confidence, work on teamwork and grow their love and appreciation for Lake Champlain. We do this through sailing daily on our 23 ft long keelboats and on land science activities. During this time when our campers are also continuing their school year remotely, we will balance their daily school requirements with engaging time out sailing.

For examples of daily schedules, please see *Appendix A*.

Pick Up and Drop Off Policies

Here is our general policy on drop off and pick up of your camper:

- Families will communicate with the CSC and establish a time frame for pick up and drop off. CSC may request a later/earlier time frame to reduce the number of families picking up and dropping off at the same time.
- The same parent or designated adult should drop off and pick up the child every day, when possible. Older people such as grandparents should not pick up/drop off a student, because they are more at risk for serious illness unless absolutely necessary.
- Parents and caregivers who are self-quarantining due to close contact with a COVID-19 positive individual should NOT do drop-off or pick-up.
- If you are a health care worker, please identify someone else to drop off and pick up.
- The CSC requires we have the full name, phone number and a copy of the driver's license of all persons who will be dropping off/picking up a student.
- Children are released at pick up time to their parents or another designated adult – such as a grandparent or nanny. We will only release a child to an adult who has been designated as the person to pick up. If someone on the list that you have provided at the time of enrollment arrives who is not a regular person to pick up, we will call you to confirm that this is fine to release your child on that day. We require that you keep the Program Director or front desk informed of all designated adults authorized to pick up. When a person authorized to pick up a child is unknown to the staff, his/her identity may be verified prior to releasing a child – such as bringing a picture ID.
- Staff are not allowed to transport children (other than their own) from the CSC to home or from home to the CSC.

Drop Off Procedure

1. Parent or designated adult arrives at scheduled drop off time outside of CSC facility.
2. Student checked in by Staff on Attendance Sheet.
3. Students wash hands in the first floor restrooms immediately upon entering the facility.
4. Students receive a daily health check.
5. Students report to designated classroom space.

Pick Up Procedure

1. Students collect things
2. Individual students released at designated pick up time.
3. Students wash hands in first floor restrooms.
4. Staff check out student with parent or designated adult on Attendance Sheet.

Health Screening at Drop Off

We will conduct a daily health check for our staff and the children attending the Essential Kids Camp program. If any child or staff member does not pass the health check, they will not be admitted to the CSC and will be sent home immediately. We require that everyone answer the following before entering the building:

1. Have you been in close contact with a person who has COVID-19?
2. Have you felt unwell with respiratory symptoms in the last few days (i.e. have you had a cough, fever, shortness of breath, or difficulty breathing?)

We will do a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, etc.

We will then conduct a temperature screening, using the protocol provided below.

Temperature check protocol:

- Prior to temperature check, the provider will wash their hands, put on a cloth facial mask or covering, eye protection, and a single pair of disposable gloves
- The provider will check each individual's temperature with non-contact thermometer
- Remove and discard gloves after screenings

Attendance Policy

Please call the CSC if your student will be absent. A written note must be sent in when your student returns to the program after any absence. (Please indicate the type of illness and medication child is taking if applicable). A doctor's note is required if the camper tested positive for COVID-19 before returning to Essential Kids Camp.

Student's exhibiting COVID-19 symptoms will not be admitted into the facility and will be asked to see a medical professional before returning.

Camper Code of Conduct and Discipline

All campers attending CSC Essential Kids Camp will be asked to follow all safety guidelines outlined by their supervisor, treat other campers with respect, and only visit their designated classroom and bathroom.

If any camper is unwilling to maintain safe conduct while on sailing center grounds or on the water and demonstrates inability to follow the code of conduct, he/she/they will be subject to discipline according to the following steps:

1. Verbal warning from program staff.
2. Discussion with program staff, report to Program Director and documentation of behavior.
3. Notification to parents and documentation of behavior.
4. Parent conference with Program Director and program staff prior to returning to camp.
5. Chronic disciplinary issues cannot be tolerated in a waterfront program. To ensure safety and fairness to all campers and program staff, disciplinary action may include but not be limited to immediate dismissal from the camp.

Parent Access

Medical Information: Parents will have access to their own children's medical information, but will not have access to the information of other campers.

Facility Access: The CSC Essential Kids Camp program understands regulation 3.9 of the VT Afterschool Child Care Program Licensing Regulations where it states, "Parents shall have unlimited access without delay to their children whenever such children are in the care of the Afterschool Child Care Program." **However, due to COVID-19 and the Vermont Department of Health's guidance, parents and guardians will not have facility access under any circumstances due to recommendations from the Vermont Department of Health.** The CSC will continually monitor the VT Department of Health's website for guidance and changes to these recommendations.

Parent Involvement

Due to COVID-19, parents are not allowed to visit campers at the CSC during program hours. Parents and guardians are only allowed on site for drop off and pick up during their designated times.

Parents and guardians looking to support the CSC and/or the Essential Kids Camp should contact a Program Administrator or CSC director.

Offsite Activities

All programming is to be held on the CSC site and grounds.

Swimming

Swimming and water activities are covered under our liability waiver that all parents must sign prior to the start of the Essential Kids Camp. Campers may only participate in swimming or wading activities with written permission from her/his parent. Swimming at the CSC is only permitted if campers are wearing life jackets and are in the presence of a CSC staff member assigned to those children. Dives, flips, and any other head first water entries are prohibited. Swimming after dark is prohibited.

Description of Religious Activities

Religious activities are not a part of this program.

Inclusion of Children with Special Needs and Disabilities

The Essential Kids Camp Programs are designed to help each child reach their personal developmental milestones through sailing, environmental engagement, and science activities. Our curriculum enhances each child's potential with intention to build upon skills needed for school readiness.

When an individual child is in need of extra support reaching learning objectives and goals based on each program's developmental checklist, the CSC will make every effort with the parent(s) and child to bring any necessary community resources and assistance to the child in need.

The CSC follows the steps below when identifying children in need of outside assistance:

1. The staff will evaluate the child's development through observations and documentation based on age-appropriate assessments.
2. The staff will document concerns regarding the child's social, emotional, physical, cognitive, and fine/gross motor development.
3. The staff and Program Administrator will meet with collected documentation to discuss concerns.
4. The Program Administrator will request a parent meeting to talk about the options of community resources available to child and parents.

When it is decided that additional outside support be called in for evaluation, our program uses these community resources:

- The Center on Disability and Community Inclusion
- Child Development Division of the Department for Children and Families
- Child Care Resource

These services provide our programs, children and parents with information, referrals and tools to help children reach their potential while enrolled in our center.

The CSC will make every attempt to include children receiving services. If the CSC cannot meet the needs of a child determined by appropriate professionals, alternative care may be needed.

Volunteer Policy

As per regulations and COVID-19 health recommendations from the Department of Health, there will be no volunteers present in any way during the operational hours of the CSC Essential Kids Camp. *(See Excluded Persons policy below)* All staff and administration will be trained and screened in full compliance with VT Afterschool Child Care Programs Licensing regulations.

Any volunteering will be in the form of support that does not require that volunteers be present during operational hours of the Essential Kids Camp or direct interaction with campers.

Child Confidentiality Policy

Confidentiality and Distribution of Records: Any information regarding a child, a child's family, or other matters discussed with CSC management or staff will be held in the strictest confidence. The information in your child's record is considered privileged and confidential. Only those persons directly related to the care of your child, CSC management, or regulatory agencies will have access to the record unless your written permission is given. As a parent/guardian, you may have access to your child's records within a reasonable time upon your request. Upon withdrawal of your child from the center, files will be retained for four years. As a parent/guardian, you have the right to add information, comments, data, or other relevant material to your child's record. You also have the right to request, in writing, deletion or amendment of any information contained in the record. When your child leaves the CSC, management will provide a copy of your child's record to you within a reasonable time of your written request.

Regulatory Agencies: Regulatory agencies may review your child's record in order to ensure the center has followed its requirements. All information in the record is kept confidential. The CSC is required to have a copy of all state regulations available. These regulations are available to all parents/guardians.

Sick and Ill Child Policy

Conditions for Exclusion

- Children and Staff may be excluded if in the opinion of the Program Administrator or Site Director, designee or medical professional the individual is too ill to participate.
- Staff will follow the exclusion policies as set forth in the document Signs and Symptoms of Illness Chart in the Staff Handbook.
- Additional exclusion conditions are outlined in the Health Screening section of this handbook in accordance with up-to-date guidance from the Department of Health in response to COVID-19.
- Children with auto-immune deficiencies may not participate in the camp for their own safety in accordance with up-to-date guidance from the Department of Health in response to COVID-19.

If a camper becomes ill during the hours of the Essential Kids Camp, their parent or guardian will be contacted immediately and the camper will be sent home as soon as possible. During the time the sick child remains at the CSC, they will be kept away from other campers to avoid spread of the contagion.

Medication Administration

Medications are to be used only by the person they are prescribed for. There are no exceptions to this.

Any and all medications brought onto CSC premises must be reported to the Program Administrator. They will be stored in a location inaccessible to children in their original containers labeled with the child's name, the medication name, the dosage, and the schedule of administration. Non-emergency medications (antibiotics or other medications taken at regular prescribed intervals) may possibly be carried by the instructor or, in the case of a group sail, that group's leader. The medication will be kept in the office in the WC desk when not in use where children will not have any access to it. The CSC staff are not allowed to administer non-emergency medication, but with parent permission, they may only support campers as they take their own medication. This means that the medication vessel will only be handed over to the camper and will never be opened by CSC staff. The Program Administrator will discuss with the parent, guardian or group leader and determine the best course of action for the situation.

If a child requires life-saving emergency medications such as an EpiPen or inhaler, all staff are allowed to and will be trained to administer the emergency medications.

Written permission will be obtained from parents to apply non-prescription medications and products such as ointments, creams, sunscreens, tick and insect repellants, and other topically applied ointments and lotions.

Immunization Records

Parents or guardians must provide up to date immunization records for campers participating in the program prior to the camper's participation in said program. Unvaccinated campers will not be allowed to participate in the program.

Mandated Reporters

All CSC staff involved in the supervision of campers in the Essential Kid Camp have completed the state of Vermont's Mandatory Reporter Training. As such, staff will report any suspicions of abuse or neglect to Vermont's Family Services Division within 24 hours of when any suspicious observation is made.

Missing Child Procedures

If a camper seems to be missing, CSC staff will move into its Emergency Response Plan which can be found in *Appendix A*. All other campers enrolled in the program are to gather in their pre-assigned classroom or learning space. One CSC staff is to stay with their assigned group of campers while the secondary instructor assists in locating the missing camper. If the camper is not readily located by CSC staff after 15 minutes time, the Incident Commander or Communicator will contact Burlington Police Department. An incident report will be completed, and parents will be notified immediately once a camper is determined to be missing. The Child Development Division will also be notified.

If a camper leaves the facility unattended or with an unauthorized person, the Program Administrator will immediately notify the parent(s) and provide a written report to the camper's parent within twenty-four hours.

If a camper who is enrolled and expected to attend camp does not arrive as scheduled and the parent has not notified the CSC of the camper's absence, the parent or authorized person for the camper will be contacted immediately.

Emergency Response Protocol

The CSC's Emergency Response Plan is found below in *Appendix A*. Additional safety information can be found in the CSC Safety Manual, *Appendix B*. Each month, the CSC Essential Kids Camp will conduct evacuation drills.

Emergency Plan for Campers with Special Needs

The Americans With Disabilities Act (ADA) legislated equal access to all facilities. The CSC has additional procedures in the event of an emergency for evacuation of the disabled and campers with special needs. These additional procedures are included in the Emergency Response Plan in *Appendix A*.

Emergency Contact and Pick-up Protocol

In the event of a general emergency, such as an early closing of the CSC, the Program Director will coordinate with our Main Office for sending out an email and the primary contract number will be contacted (or secondary number if we cannot reach the primary contact) that we have on record for your camper, and apprise you of the situation.

In the event of any emergency, please do not call the office directly. Instead please read information on our webpage and/or follow the directions in the email. If campers have been evacuated to a safe location, you will be notified where and when to pick-up your child. Campers will only be released to parents or guardians or an authorized adult.

If campers are to be dismissed early due to an emergency or inclement weather, you will be notified of the time of the dismissal.

Excluded Persons Policy

Any person who is not a CSC staff, program participant, or emergency response worker will not be permitted in the CSC building unless otherwise instructed by the program administrator.

Program Access and Discrimination

The CSC does not discriminate on the basis of race, color, national origin, creed, religion, marital status, gender, age, disability, sexual orientation, or other legally protected status in access to programs provided by the CSC.

The CSC is an accessible facility.

Smoke Free Policy

All areas of the Community Sailing Center and any place where an organized Community Sailing Center program is being held are designated as non-smoking areas. Employees are not

to smoke while performing their job responsibilities and when in the presence of program participants.

Pesticide Policy

No pesticides are currently used at the CSC. In the event of a pest outbreak, the least toxic pest management strategy will be implemented. No pesticides will be used unless all other nontoxic control methods have failed.

If pesticides are required:

- Only pesticides registered with the Vermont Department of Agriculture, Food and Markets will be used.
- They will be applied only by commercial applicators certified by the Vermont Department of Agriculture, Food and Markets.
- Parents and staff will be notified in writing of the site of application, pest to be treated, and the proposed pesticide.
- Application will be conducted in the absence of children with proper ventilation time and away from surfaces where campers touch.

Child Care Consumer Line

To file a formal complaint, voice a concern, or gather information about the CSC's licensing information and accreditations, the Child Care Consumer Line can be reached by:

Call: 1-800-649-2642 toll free in Vermont

Email: ahs.dcfcdchildcarelicensing@vermont.gov

Reasons for contacting the Child Care Consumer Line:

- Get information about the CSC's child care licensing (i.e. when we became licensed, if we are accredited, any licensing violations in the past year)
- Express a concern about the CSC Essential Kids Camp (i.e. unregulated, lack of supervision, too many children, unqualified or not enough staff, inappropriate guidance and discipline, unsafe environment)
- Make a formal complaint about the CSC Essential Kids Camp program

For more information on how to file a complaint, what constitutes a complaint, or what happens once a complaint is made, please visit the Consumer Line website at <https://dcf.vermont.gov/childcare/parents/consumer-line>.

Appendix A
Emergency Response Plan

Lake Champlain Community Sailing Center
Child Care Emergency Response Plan

FCCP/Licensee Name: _____

Child Care Program Address: 505 Lake Street Burlington, VT 05401

Reviewed/Updated: _____

Please note: This plan must be reviewed and updated at least once every 365 days. All staff must be aware of the location of this plan. All parents must be aware of this plan, particularly where children would be taken if evacuated from the childcare facility.

EMERGENCY CONTACTS

Contact	Phone
Police, Fire, Rescue	911
Poison Control	1-800-222-1222
Child Development Division	1-800-649-2642

COMMUNICATION RESOURCES

	Name	Phone	Email
Local Police	Burlington Police Department	802-658-2704	
Local Fire	Burlington Fire Department	802-864-5311 (Box 2130)	
Local Rescue	Coast Guard Station Burlington	802-951-6792	
Local Emergency Management Dir	Erica Bornemann	800-347-0488	erica.bornemann@vermont.gov
Hospital	UVMHC	802-847-0000	
Electric Company	Burlington Electric	802-865-7300	
HVAC	Vermont Energy Marshall Paulsen	802-658-6055	marshall@vtenergy.com
Water Company	Burlington Public Works	802-863-4501	
Waste Disposal	Casella Waste	735-1633	
Insurance Provider	Gowrie Group (Denece Herrera)	860-399-3615	deneceh@gowrie.com
Child Development Div	Licenser on duty	1-800-649-264 2 option 3	

Roles and Responsibilities in an Emergency

General guidelines:

- Stay calm. Taking deliberate and thoughtful actions is always better than making hasty, rash decisions.
- Radio communication should be limited to simple, necessary broadcasts only.
- Avoid broadcasting client names or other sensitive information whenever possible.
- If you don't know what to do, ask your supervisor.

Roles:

- Person Witnessing Emergency – the person to realize there is an emergency and who initiates a response.
- Incident Commander – a senior staff member who coordinates emergency efforts, doing little to no “hands-on” work.
- Communicator – a hub for all communication and information, staying at the front desk to monitor and log phone, radio, and in-person communication.
- Care Giver – the person primarily responsible for providing emergency care. Does not leave patient(s). May be the same person as the Person Witnessing Emergency.
- Group Manager – responsible for the well-being of all non-patient clients. Keeps non-patients out of the way of harm and emergency personnel.

Person Witnessing Emergency

This is the person who first realizes that there may be an emergency situation. This person would have seen or heard something suggesting that emergency action might need to be taken. Remember: better to start an unnecessary emergency response than to delay in starting a necessary one.

Responsibilities during an emergency:

1. Assess the situation. Act quickly and calmly, but be sure to do so with the right information. Starting with the right information allows for a higher overall standard of care.
2. Notify the office via radio. Doing this first will get emergency services on the scene more quickly.
3. If unable to reach the office, notify the Coast Guard via channel 16 or by the emergency phone number found in the WC/OC binder or emergency services via 911.

4. If responsible for a group of clients, send non-patients to shore (if on water) or to the building (if on land). Radio nearby staff to assist your non-patient clients to safety.
5. Provide care to patients if it is safe to do so. Do this until relieved by someone else.
6. Stay with patient if it is safe to do so. Do this until relieved by someone else.

Responsibilities after an emergency:

1. Write a thorough incident or accident report. Include all possibly relevant information.

Incident Commander

This person is responsible for overseeing and directing emergency response as a whole. This role is filled by a Sailing Center director. If no director is immediately available, this role is filled by the most senior staff member present until a director arrives.

Responsibilities during an emergency:

1. Assess the situation. Get a clear understanding of the emergency's history and current status before acting.
2. Assign roles to other staff (Care Giver, Communicator, Group Manager).
3. Decide if EMS / Coast Guard call is appropriate. Delegate to Communicator if so.
4. Decide if everyone is to leave the water. Makes radio call if so.
5. Monitors situation as a whole. Receives all new information. Coordinates all emergency efforts.

Responsibilities after an emergency:

1. Contact Operations Director. If the Incident Commander is the Operations Director: contact Executive Director.
2. Write a thorough incident or accident report. Include all possibly relevant information.
3. The Incident Commander is responsible for any media communication until the Executive Director takes over.

Communicator

This person is the hub for all communications. Makes calls to 911 and Coast Guard if appropriate. Water and land staff report to the Communicator. The Communicator keeps a running log (see appendix for a blank copy) of all external communications.

Responsibilities of Communicator

1. Stay by the phone and radio! The communicator receives and responds to all communications.

2. Call EMS/Coast Guard if decided by Incident Commander.
3. Send radio message: everyone off the water.
4. Prepare list of every group/person on the water. Provide list to the group manager to keep track of who has come to shore and who still needs to. Classes can be confirmed on shore by contacting instructors and referencing class rosters. Renters can be confirmed through the rental log.
5. Keep a detailed log of communication. A blank Communication Log can be found in the appendix of this document. Keep a detailed record of what conversations happened, what they contained and when they occurred. Conversations of particular note are: the initial emergency message, call to patient's emergency contact, any contact with non-CSC personnel. Note times of all communications, type of communication radio or phone, who it was with and what the message was. Take detailed notes about what is happening and when throughout the emergency. Make sure to note times and changes in condition of any medical conditions.

Care Giver

The Care Giver is the person immediately responsible for providing care to a patient. The Care Giver may be the Person Witnessing the Emergency, as they are the person able to most quickly respond. All CSC staff has at least First Aid and CPR training. If you have a higher level of training and believe you may be most qualified to be the Care Giver, remind the Incident Commander of your training. Do not give care that is outside of your certification level. If you are a wilderness first responder, you must be in the backcountry to give that level of care.

Responsibilities of Care Giver

1. Do not leave patient(s) until care is taken over by EMS. If you *must* leave, you *must* find someone else to take your job.
2. Administer first aid or other assistance as appropriate.

Group Manager

The Group Manager is responsible for the well-being and behavior of all non-patient CSC clients and visitors. A list of everyone on the water should be available from the communicator. The group manager is the person that all clients coming off the water will be directed to. This person can answer client questions while enabling other staff to ensure uninterrupted high quality care for the patient. This role may involve significant periods of down-time: waiting for groups to come off the water, sitting with clients while the patient is treated. It is nonetheless a critical role in the operation.

Responsibilities of Group Manager

- 1. Carry a radio.**
- 2. Quickly tell everyone on shore without a radio to meet in the building.**
- 3. Go to the building and stay by the program room, position yourself so you can see others that need direction on where to go.**
- 4. Receive non-patient clients as they come off of the water and leave the scene of the accident.**
- 5. Answer client questions as best as possible, relieve staff that are providing emergency care, ensure that care is free of distractions.**
- 6. Keep non-patient clients out of the way of Care Giver, Communicator, Incident Commander, and EMS.**

Emergency Response Plan for Campers with Special Needs

The Americans With Disabilities Act (ADA) legislated equal access to all facilities. The CSC has additional procedures in the event of an emergency for evacuation of the disabled and campers with special needs. A specific plan will be created for individual campers, based on the following special needs: Hearing impairment, speech impairment, visually impairment, mobility impairment and mentally impairment.

A staff member, present in the building, will be assigned as the Care Giver to the camper with special needs. Appropriate communication, alarms, signage, areas of rescue assistance, and accessible evacuation routes will be in place. The Care Giver will assist the camper from the moment of the start of any emergency until such time as the emergency is over, or a parent or designated adult picks up the camper.

All the specific guidelines in this plan will be implemented based on the specific emergency. The Care Giver assigned to the camper with special needs will follow the same protocols, while responding to the particular needs of the camper in relation to safety.

Fire Extinguisher Protocol

Steps for Proper Fire Extinguisher Use

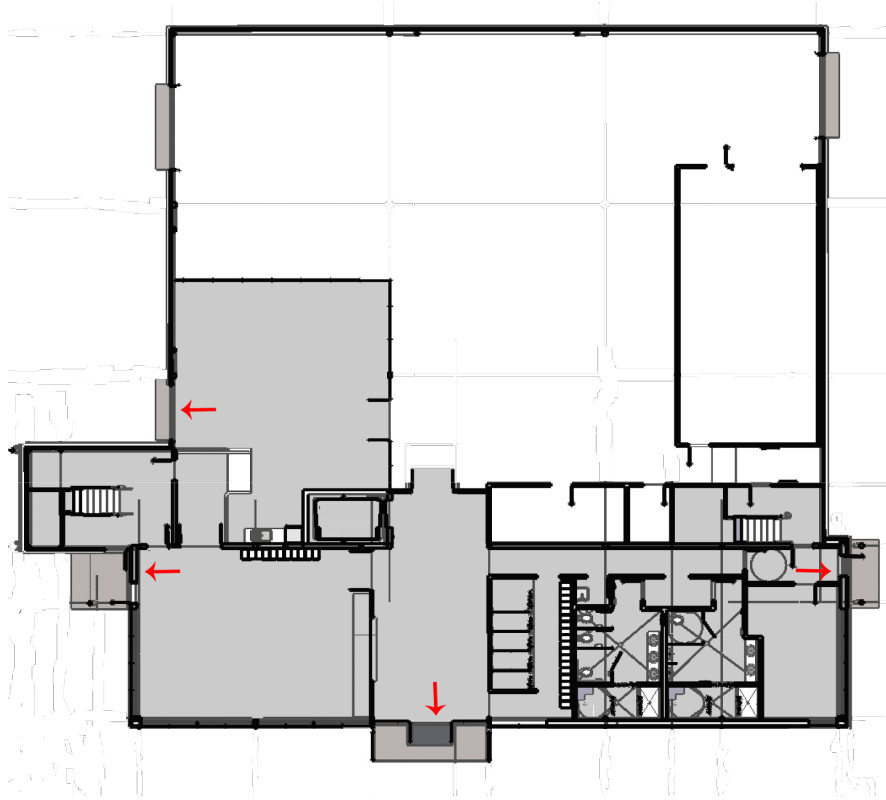
Fire extinguishers are located in the common areas and hallways at or near exit locations.

1. Identify a Clear Exit/Escape Route - Before operating the fire extinguisher, make sure you have a clear evacuation route. If you cannot put out the fire, you'll need to make a safe exit. Make sure you'll have multiple exit options nearby after you retrieve it.
2. Stand Back -Face the fire and keep your back to the clear exit you earlier identified. You should stay between six and eight feet away from the flames as you prepare to operate the fire extinguisher.
3. Discharge Extinguisher - It can be difficult to think clearly during an emergency, so fire safety has a long-standing acronym to help you recall the steps involved in operating your fire extinguisher. Just remember PASS:
 - P: Pull the pin on the fire extinguisher.
 - A: Aim the nozzle on the hose low, toward the base of the fire.
 - S: Squeeze the handle or lever to discharge the extinguisher.
 - S: Sweep the nozzle back and forth. Keep the fire extinguisher aimed at the base of the fire and move it from side to side until the flames are extinguished.
4. Keep an Eye on Things - After the flames appear to be out, continue to watch the fire area to make sure it doesn't reignite. If the fire does start up again, repeat the PASS process.
5. Call the Fire Department - If you didn't have the chance to call the fire department before discharging the fire extinguisher, do so now. They will be able to inspect the site of the fire and make sure that it is completely extinguished.
6. Get to a Safe Place - Once the fire is out, or if you are unable to extinguish the fire, leave the scene and find a place out of reach of the fire.

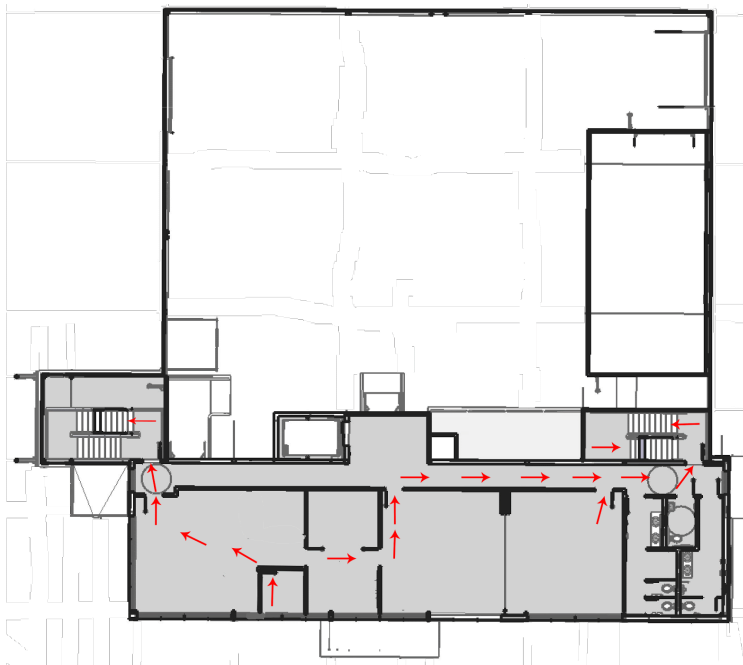
EVACUATION

Building Evacuation Route Diagram (note: This diagram must be posted on each level of the facility that is used by the children)

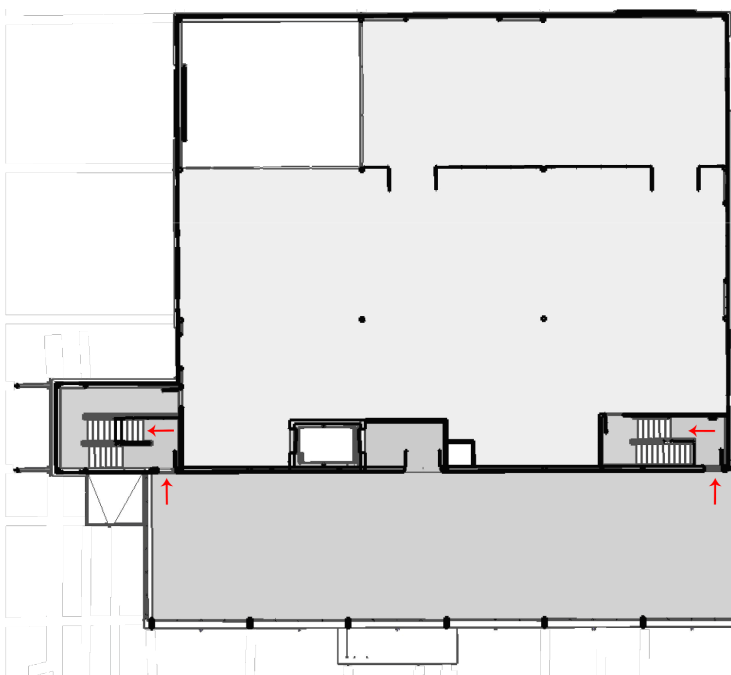
First Floor Emergency Exits



2nd Floor Evacuation Route



3rd Floor Evacuation Routes



EVACUATION - Lead children to evacuation location, take attendance, notify if missing, extra or injured children.

Decision to Evacuate:	CSC staff will evacuate the building when the fire alarm sounds.
Notification to building occupants (staff & children):	The fire alarm will sound when there is a fire. Staff will also be in communication with one another with their radios.
Notification to parents:	The program administrator will notify parents by phone or email of the emergency.
Notification to local authorities:	The program administrator will be the contact person for local authorities and will call additional authorities if their help is needed.
Evacuation Sites:	<p>Meeting Site: Our evacuation meeting site is the eastern most parking spot in the CSC parking lot, next to the CSC bike rack.</p> <p>Neighborhood (e.g., for fire) Grassy area just south of Skate Park, off bike path.</p> <p>Out of Neighborhood (e.g., explosion, flooding): Battery Park bandshell on Battery Street, Battery Park Extension, Burlington, VT 05401</p>
Transportation (if necessary), including campers with special needs:	Transportation, if necessary, will be in staff personal vehicles. If a camper with special needs is enrolled, a vehicle with adequate and accessible equipment will be available for transportation.

System to account for all children and staff:	Staff will take attendance of their group before leaving CSC facility, and again when they arrive at the evacuation site. Staff will assign campers into buddy pairs to help keep track of all campers.
---	---

SHELTER IN PLACE - Everyone goes inside, and all doors and windows are closed. If you are sheltering in place as a result of a Hazardous Material event, turn off all window fans, air conditioners, exhaust fans, and other sources of outside air.

Decision to Shelter in Place:	Program will shelter in place if there is threat of a chemical or biological attack.
Notification to building occupants (staff, children, parents, volunteers) :	Program administrator will notify staff with radio communication.
Notification to parents:	Program administrator will notify parents by phone or email.
Notification to local authorities:	Program administrator will notify local authorities (EMS) if their assistance is needed.
Shelter-in-Place Location:	Groups will shelter in place in their assigned classrooms.
System to account for all children and staff:	Staff will take attendance at beginning of emergency, assign buddy pairs and communicate with program administrator using radios. Staff will take attendance again at end of emergency.

LOCKDOWN - Lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance.

Decision to Lockdown:	Program will go into lockdown if there is an immediate threat (active shooter, hostage situation, riot, police activity nearby or national disaster) to the staff and campers of the CSC.
-----------------------	---

Notification to building occupants (staff & children) :	Initial radio call to notify everyone and then groups will communicate via text message on personal cell phones.
Notification to parents:	Program administrator will contact parents via email or phone.
Notification to local authorities:	Program administrator will contact local authorities if the CSC is experiencing an immediate threat.
System to account for all children and staff:	Staff will take attendance, assign buddy pairs and communicate with program administrator using text message on personal cell phones. Staff will take attendance again at end of emergency.

LOCKOUT - Bring everyone indoors, lock perimeter doors, increase situation awareness, continue business as usual, and take attendance.	
Decision to Lockout:	Program will lockout to secure the CSC staff and campers from a potential threat taking place outside like police activity in the area.
Notification to building occupants (staff & children) :	Program administrator will notify staff with radio communication.
Notification to parents:	Program administrator will contact parents via email or phone.
Notification to local authorities:	Program administrator will contact local authorities if the CSC is experiencing an immediate threat.
System to account for all children and staff:	Staff will take attendance, assign buddy pairs and communicate with program administrator using radios. Staff will take attendance again when inside building.

HAZARD SPECIFIC PROCEDURES

Specific concerns relating to the location of the program, such as proximity to a nuclear reactor, an area prone to flooding or power loss should be addressed here. Please contact your Local Emergency Management Director to notify them of your location and request information about hazards that may impact your facility.

Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	
Procedure:	
Hazard:	

TRAINING

Within 365 days of opening a FCCH/CBCCPP, the FCCP/Licensee must attend an emergency preparedness training which shall include content specifically relating to sheltering in place in the event of an emergency in which the licensee and children present need to remain in the FCCH/CBCCPP for an extended period.

Date FCCP/Licensee attended Emergency
Preparedness Training:

Location of Emergency Preparedness Training:

EXERCISES

The FCCP/Licensee shall ensure that evacuation drills (fire drills) are conducted at least once a month, and children and staff are evacuated in less than three (3) minutes. At least one (1) drill every 365 days shall be conducted while children are resting.

	Date	Less than 3 mins?	Resting?	Notes
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Appendix B
CSC Safety Manual

Community Sailing Center



Safety Manual

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Emergency Contacts + First Aid Kits

Important Phone Numbers

Major Event or Emergency	---	911
Coast Guard Emergency	---	802-864-6791
Coast Guard Non-Emergency	---	802-951-6793
Burlington Police Non-Emergency	---	802-658-2704
Poison Control Center	---	800-222-1222
Community Sailing Center	---	802-864-2499
Burlington Harbormaster	---	802-865-3377

Director and Board of Director Phone Numbers

Mary Dowd, Program Director		240-481-4314
Pierre Dillon, Program Manager		207-266-7323
Colin Davis, Operations Director	---	585-329-8034 (notified about any emergency situation)
Owen Milne, Executive Director	---	802-363-3310 (notified if Colin is unavailable)
Doug Merrill , Board President	---	802-734-8843

VHF Radio Channels

Emergency Coast Guard	---	16
-----------------------	-----	----

Ferry Captain	---	7
Burlington Harbormaster	---	79 (in-house), 9 (public)
Community Sailing Center	---	77
Weather	---	(WX) 2

First Aid Kit Locations

- Filing cabinet in office
Complete first aid kit. Used for more advanced care. Used to re-stock smaller portable kits.
- Powerboats
Small basic kits. Used to treat minor wounds or control larger ones until arriving on shore.
- Keelboats (under seat hatches or in forward compartment) – *small kits*
Small basic kits. Used to treat minor wounds or control larger ones until arriving on shore.

EMERGENCY ACTION PLAN	
[a situation immediately threatening a person's life or health]	
Attempt to contact CSC before 911 or Coast Guard (channel 16). If unable to do so, do not wait for a response: contact 911 or Coast Guard (channel 16) immediately.	
On Water	On Land
Call CSC for assistance. Stay with patient. Provide first aid as able. CSC provides support, calls emergency services if necessary. CSC removes clients and non-essential personnel from water and dock. If unable to reach CSC or in need of further assistance, call Coast Guard on channel 16.	Notify office of emergency. Stay with patient. Provide first aid as able. CSC provides support, calls 911 if necessary. CSC removes clients and non-essential personnel from water and scene. Program Director or most senior staff on site calls 911.

Channel 16 script:

"Mayday, mayday, mayday. This is the Community Sailing Center. Mayday, mayday, mayday."

- This is the Community Sailing Center
- I am located [location]
- Describe emergency, kind of assistance desired, number of persons involved

"Mayday" signals grave and imminent danger (severe injury, severe allergic reaction, lost sight of person overboard...)

Flare and whistle in powerboat kit can be used to get attention of rescuers.

911 script:

- Who you are (mention CSC)
 - What happened
 - How many patients
 - Location of CSC
- Turn right onto Lake Street and follow it past Waterfront Park. Cross the train tracks and keep right to continue past the skate park. We are located at the end of the street, and our front doors face the skate park. They can pull into the gravel lot between the sailing center and the skate park.*

SEVERE WEATHER ACTION PLAN

[approaching storm, thunder/lightning, increased wind/wave velocity, severe weather warning]

Priority 1: Get all clients and staff to safety **Priority 2:** Get equipment to safety if able

BOATS MAY BE ABANDONED AT ANY TIME TO SPEED STAFF + CLIENT EVACUATION FROM WATER

Program Director or other senior staff: Decides if everyone should come in. Radios to all staff.

Instructors: Each instructor radios back to confirm they heard and are bringing their class in.

Waterfront: Radios back to confirm. Notifies renters to go to shore. Radios office when each renter is ashore.

Office: Operates office radio. Tracks who is still on water: checks people off as they come to shore, using class schedule and rental log as a reference. Responsible for ensuring everyone reaches shore.

What Constitutes Severe Weather

- Approaching storms visible by radar.
- Hearing thunder or seeing lightning.
- Increase in wind velocity and/ or sea state.
- Severe weather warnings are issued and active.

Roles and Responsibilities in an Emergency

General guidelines:

- Stay calm. Taking deliberate and thoughtful actions is always better than making hasty, rash decisions.
- Radio communication should be limited to simple, necessary broadcasts only.
- Avoid broadcasting client names or other sensitive information whenever possible.
- If you don't know what to do, ask your supervisor.

Roles:

- Person Witnessing Emergency – the person to realize there is an emergency and who initiates a response.
- Incident Commander – a senior staff member who coordinates emergency efforts, doing little to no “hands-on” work.
- Communicator – a hub for all communication and information, staying at the front desk to monitor and log phone, radio, and in-person communication.
- Care Giver – the person primarily responsible for providing emergency care. Does not leave patient(s). May be the same person as the Person Witnessing Emergency.
- Group Manager – responsible for the well-being of all non-patient clients. Keeps non-patients out of the way of harm and emergency personnel.

Person Witnessing Emergency

This is the person who first realizes that there may be an emergency situation. This person would have seen or heard something suggesting that emergency action might need to be taken. Remember: better to start an unnecessary emergency response than to delay in starting a necessary one.

Responsibilities during an emergency:

1. Assess the situation. Act quickly and calmly, but be sure to do so with the right information. Starting with the right information allows for a higher overall standard of care.
2. Notify the office via radio. Doing this first will get emergency services on the scene more quickly.
3. If unable to reach the office, notify the Coast Guard via channel 16 or by the emergency phone number found in the WC/OC binder or emergency services via 911.
4. If responsible for a group of clients, send non-patients to shore (if on water) or to the building (if on land). Radio nearby staff to assist your non-patient clients to safety.
5. Provide care to patients if it is safe to do so. Do this until relieved by someone else.
6. Stay with patient if it is safe to do so. Do this until relieved by someone else.

Responsibilities after an emergency:

1. Write a thorough incident or accident report. Include all possibly relevant information.

Incident Commander

This person is responsible for overseeing and directing emergency response as a whole. This role is filled by a Sailing Center director. If no director is immediately available, this role is filled by the most senior staff member present until a director arrives.

Responsibilities during an emergency:

1. Assess the situation. Get a clear understanding of the emergency's history and current status before acting.
2. Assign roles to other staff (Care Giver, Communicator, Group Manager).
3. Decide if EMS / Coast Guard call is appropriate. Delegate to Communicator if so.
4. Decide if everyone is to leave the water. Makes radio call if so.
5. Monitors situation as a whole. Receives all new information. Coordinates all emergency efforts.

Responsibilities after an emergency:

1. Contact Operations Director. If Incident Commander is the Operations Director: contact Executive Director.
2. Write a thorough incident or accident report. Include all possibly relevant information.
3. The Incident Commander is responsible for any media communication until the Executive Director takes over.

Communicator

This person is the hub for all communications. Makes calls to 911 and Coast Guard if appropriate. Water and land staff report to the Communicator. The Communicator keeps a running log (see appendix for a blank copy) of all external communications.

Responsibilities of Communicator

1. Stay by the phone and radio! The communicator receives and responds to all communications.
2. Call EMS/Coast Guard if decided by Incident Commander.
3. Send radio message: everyone off the water.
4. Prepare list of every group/person on the water. Provide list to the group manager to keep track of who has come to shore and who still needs to. Classes can be confirmed on shore by contacting instructors and referencing class rosters. Renters can be confirmed through the rental log.
5. Keep a detailed log of communication. A blank Communication Log can be found in the appendix of this document. Keep a detailed record of what conversations happened, what they contained and when they occurred. Conversations of particular note are: the initial emergency message, call to patient's emergency contact, any contact with non-CSC personnel. Note times of all communications, type of communication radio or phone, who it was with and what the message was. Take detail notes about what is happening and when throughout the emergency. Make sure to note times and changes in condition of any medical conditions.

Care Giver

The Care Giver is the person immediately responsible for providing care to a patient. The Care Giver may be the Person Witnessing the Emergency, as they are the person able to most quickly respond. All CSC staff has at least First Aid and CPR training. If you have a higher level of training and believe you may be

most qualified to be the Care Giver, remind the Incident Commander of your training. Do not give care that is outside of your certification level. If you are a wilderness first responder, you must be in the backcountry to give that level of care.

Responsibilities of Care Giver

1. Do not leave patient(s) until care is taken over by EMS. If you *must* leave, you *must* find someone else to take your job.
2. Administer first aid or other assistance as appropriate.

Group Manager

The Group Manager is responsible for the well-being and behavior of all non-patient CSC clients and visitors. A list of everyone on the water should be available from the communicator. The group manager is the person that all clients coming off the water will be directed to. This person can answer client questions while enabling other staff to ensure uninterrupted high quality care for the patient. This role may involve significant periods of down-time: waiting for groups to come off the water, sitting with clients while patient is treated. It is nonetheless a critical role in the operation.

Responsibilities of Group Manager

1. Carry a radio.
2. Quickly tell everyone on shore without a radio to meet in the building.
3. Go to the building and stay by the program room, position yourself so you can see others that need direction on where to go.
4. Receive non-patient clients as they come off of the water and leave the scene of the accident.
5. Answer client questions as best as possible, relieve staff that are providing emergency care, ensure that care is free of distractions.
6. Keep non-patient clients out of the way of Care Giver, Communicator, Incident Commander, and EMS.

What do after an emergency

Transportation

At no time may any CSC staff member or volunteer transport a patient. Of course, we will assist in contacting the patient's emergency contact and/or EMS, but ultimately it is the patient who must arrange a ride or utilize the EMS system.

Incident / Accident Documentation

It is the responsibility of the primarily involved staff member to complete an accident/incident report. If multiple staff members are involved in a minor event, staff must coordinate to decide who will complete the

report. If multiple staff members are involved in a major event, each staff member must complete a separate report. All reports are to be completed as soon as possible and placed on the Program Director's desk.

Completing incident/accident reports protects you and the CSC. It is with these reports that we can track the care of a client and, if need be, demonstrate that we took all appropriate steps in a hazardous situation. Completing these forms as soon as possible provides an accurate description of events that occurred and the steps taken by CSC staff and affiliates. **When in doubt, fill a form out!**

Accident Reports – Used to document the events leading to, and the treatment of, any physical injury or first aid treatment. Blank forms are found at the front desk and in the appendix of this manual.

Incident Reports – used to document the events leading to, and the actions taken surrounding, any noteworthy or possibly traumatic event. Blank forms are found at the front desk and in the appendix of this manual.

CSC Communication

All injuries or emergency situations must be relayed to a director as soon as possible. Any situation requiring outside and/or professional medical assistance must be reported to the Operations Director as soon as possible. This can include anything ranging from an emergency distress call to an evaluation by the family doctor. If the Operations Director is not available, the Executive Director should be contacted. If the Executive Director is unavailable, the President of the Board of Directors should be contacted. These phone numbers can be found on the phone numbers page in the beginning of this manual.

This chain of contact initiates calls to other board members, the CSC's legal representatives, and media as appropriate to the situation.

Media Communication

All inquiries from non-CSC parties made regarding the event are to be referred to the Executive Director. If you are approached with questions from a member of the public or the media, please refer them to the Executive Director if possible or to another director if the Executive Director is not available.

Follow-up with involved parties

Parents / Emergency Contacts: If the patient is a minor, a director will decide how to notify the patient's parents or emergency contact. If the patient is an adult and able to delegate or make calls him/herself, no additional contact is necessary. If the patient is an adult but is unable to make decisions or calls him/herself, a director will decide how to notify emergency contacts.

Patient: A CSC director will decide how to follow up with an injured person. This person may be contacted by phone soon after the incident to confirm the CSC's hopes that they are OK and to learn any new information.

Managing Common Hazards

Severe weather

The CSC uses a colored flag system to denote different boating conditions:

Green flag – Flown when wind speed is 0 – 11 knots. All activities run normally.

Yellow flag – Flown when wind speed is 12 – 22 knots or caution is warranted due to other conditions like an incoming storm. Heavy air passes required for sailboat renters in wind above 12 knots, rental boundaries are reduced to yellow line on office chart, no paddle-craft on the water. Classes may go out in keelboats with reduced sail sizes or in 420s skippered by instructors.

In yellow flag conditions, some programs may sail while others may stay on shore. This depends on the participants' abilities. Final determinations are made by the Program Director or the senior staff member on site. In these cases, sail size may be reduced. Instructors may take students for 420 rides while staying close to the dock. Renters who have passed the heavy air test may sail within reduced boundaries

Red flag – Flown when wind speeds are above 22 knots, waves are of dangerous height and direction, or thunder or lightning is present. Everyone is off the water.

Avoiding Severe Weather Emergencies

Dangerous conditions will be avoided as much possible through careful monitoring of weather by outside staff and the weather radar by inside staff. If outside staff sees dark clouds or lightning, or hears thunder, they will radio to the office. If inside staff sees incoming weather on the radar, they will radio to outside staff. Outdoor staff may request a "radar check" from indoor staff at any time. Should a questionable situation arise, the director on duty will advise all staff on how to proceed. Impending bad weather is grounds for moving classes and renters closer to the dock. Thunder, lighting, or dangerously high winds are grounds for bringing everyone off the water.

When foul weather is likely, rental boundaries will be reduced to the heavy air/paddling boundary. Classes will stay nearby and upwind to speed any necessary returns to the dock - instructors should always consider a class's ability to make headway at different points of sail when presented with conditions that could demand a rapid return to the dock. The Program Director (or most senior staff member present) makes all final decisions about safety.

Procedure for sudden foul weather

EQUIPMENT MAY BE ABANDONED AT ANY TIME IF NECESSARY TO SPEED STAFF + CLIENTS RETURN TO SAFETY

If sailboats are to be abandoned floating freely on the lake, it is best to leave them turtled if possible (sailors then go to shore in a powerboat). An abandoned or turtled boat can pose a hazard to navigation for other boaters on the water. If possible, try to make the turtled boat more visible to other traffic on the water with life jackets or other bright objects. All boats that are left unmanned on the water need to be immediately reported to the Coast Guard so they can issue a local notice to mariners. You will need a detailed description of the boat that is being abandoned and exact location. In addition to notifying the coast guard a "Pan, Pan" can also be put out on VHF Channel 16 warning other boats of the hazard. You will not receive an answer to the "Pan, Pan" but all communications on channel 16 are recorded. A record of date time and message should be kept for all communications on channel 16. This will help legally protect CSC in the event one of our unmanned boats are involved in an incident. If boats are to be abandoned tied to the dock, it is best to drop their sails if possible.

Program Director or other senior staff: Decides if everyone should come in. Radios to all staff.

Instructors: Each instructor radios back to confirm they heard and are bringing their class in. When back at dock, instructors work with class to de-rig and bring boats to shore if safe to do so. Once a given class' boats are no longer on the dock, the instructor will bring their class to the building. If conditions are too dangerous for boats to be safely de-rigged, the class should go directly to the building.

WC: Radios back to confirm. Notifies renters to go to shore. Radios to office when each renter is on shore. Assists renters and classes to de-rig, pull boats, and clear the dock.

QC: Operates office radio. Tracks who is still on water: checks people off as they come to shore, using class schedule and rental log as a reference. Responsible for ensuring everyone reaches shore.

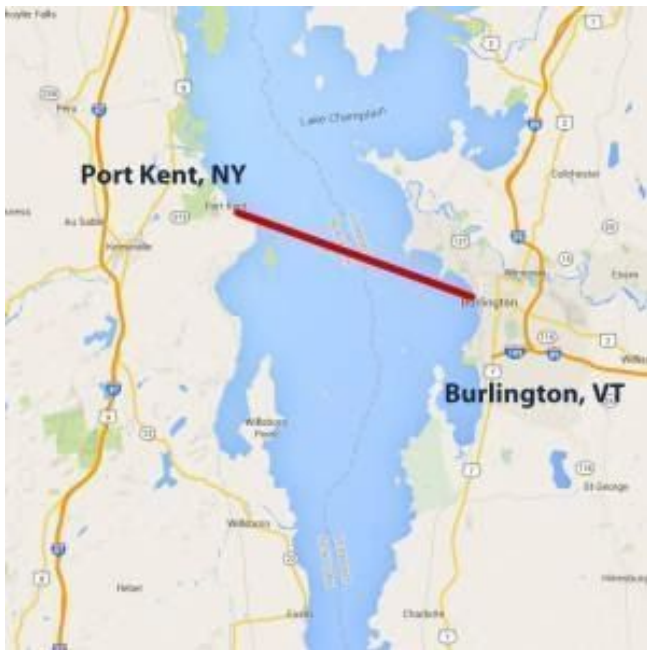
Other available staff: Check with supervisor, find out how best to help.

Afterward

Complete incident report for any close calls or harrowing situations. Complete accident reports for any injuries. Instructors should debrief with their class, thanking their group for their prompt response and allowing participants to share their experience, questions, concerns. Ask questions and get feedback. If someone is disturbed, particularly quiet or shows other signs of uneasiness notify the Program Director.

Ferry collision course

Ferries come out of the Burlington harbor multiple times a day during the summer. They sometimes go south, and sometimes cut north close to Lone Rock Point. Any on-water staff operating near their lane must maintain a constant awareness of incoming/outgoing ferries. They have the right of way!



Ferry Route

Between departures and arrivals expect ferry traffic every 20 min from 8am – 7 pm. Paddlers are extremely hard to see from the ferry. Be sure to make all paddle boarders understand this.

Avoidance

Last minute ferry emergencies can be avoided by diligence and attention. All staff on the water are asked to maintain an awareness of ferries. WCs should notify renters of the ferry lane. Instructors should keep classes from lingering in the ferry lane. When groups are crossing the ferry lane, instructors should take into consideration the group's speed and likelihood of becoming strung out – ferry lane crossings are best made quickly. Instructors shouldn't set up courses directly in the ferry lane.

Communicating with ferries

CSC staff and clients should take steps to ensure they are not in a ferry's path. If this becomes impossible, CSC staff should contact the approaching ferry via VHF radio channel 7. Hail the ferry, identify yourself, wait for response, and then explain the situation and location. **BETTER TO COMMUNICATE TOO EARLY THAN TOO LATE.** If you are close to the ferry lane and see them coming your way, call them and let them know that you plan on getting out of their way. As the burden vessel in the right away situation it is your responsibility to make contact for a passing agreement. Early clear communications is the best way to avoid a collision and keep a professional relationship on the water.

Collision or dangerously close capsizes.

Constitutes on-water emergency. Call CSC on channel 77. Coast Guard on channel 16. Beware of dangerous wake around ferry – do not allow yourself to become a second patient. Proceed as outlined in “On-Water Emergency” section.

Afterward

Complete incident report if a close call occurred. Complete accident report if medical treatment was necessary. Reports are to be completed by the staff member(s) most closely involved.

Client struck by boom

Remove from water

Staff escorts the patient to the office. If the staff member (instructor if in a class or WC if patient is a renter) is unable to leave the water, the staff member radios the office for dock support. The person who responds then escorts the patient to the office and takes responsibility for treatment.

Treatment

Significant head injuries cannot be treated by CSC staff. CSC staff’s involvement is to monitor for any symptoms that indicate the need for professional medical help. When in doubt, speak with a director about seeking professional help. Small bumps may be reduced with ice packs.

Symptoms indicating the need for immediate professional care include: lack of consciousness, change in level of awareness, pupils of different sizes, pupils non-reactive to light, unexpected change of mood or personality, sudden sleepiness, or significant visible swelling or discoloration.

All head injuries MUST be reported to parents if the patient is a minor. Symptoms of brain damage may not appear until well after an accident. Parents may be notified immediately by phone or in person at the end of the day, depending on the severity of the collision. Report head injuries to your supervisor as soon as possible. **Your supervisor will develop a plan for notifying parents.**

Afterward

Primary caregiver writes the accident report. If multiple caregivers were involved, please coordinate who will write the report! Do not simply assume someone else is doing it. If the patient is a minor, make sure you’ve checked in with your supervisor about contacting the parents!

Heat + Sun Injuries

Includes heat exhaustion, heat stroke, sunburn, and dehydration.

Prevention

Heat and sun injuries can be avoided by proper hydration and monitoring time in the sun and activity level.

All programs – Make time for regular sunblock re-application and hydration breaks (sunblock in the morning and mid-day at least, water breaks more frequently). On hot days, remind sailors to have their water bottles on the water to promote hydration. Have lunch in the shade. Cool off through swimming breaks or capsizing practice.

Youth – mandate sunblock & hydration. Monitor sunblock application and water drinking to make sure it is done properly. Young children may not accurately assess whether or not they've taken appropriate steps. The instructor is the one to decide when sunblock/hydration is adequate.

Symptoms indicating need for rest, hydration, and shade may include headaches, fatigue, and stomach discomfort.

Symptoms indicating need for professional medical help include cool and clammy skin, disorientation, inexplicably combative, no longer sweating even though other indicators worsen.

Treatment

All cases of heat injury should be initially treated by removing the patient from the sun and the heat and helping them to hydrate with water. If symptoms dictate a more advanced state of distress (heat stroke), seek immediate medical assistance. Any instructor responsible for a minor with symptoms even approaching those necessitating professional help must notify their supervisor. The supervisor will then decide how to best notify the parents.

Afterward

Preventative steps (sunblock, hydration breaks, preemptive time in the shade) do not require an incident or accident report. Any steps taken in response to symptoms of heat exhaustion or heat stroke must be documented with an accident report. The staff member responsible for the patient (instructor if a student, WC/OC if a renter) must notify his or her supervisor of the treatment. If the patient is a minor, the supervisor will decide how to notify the parents.

Minor injury

Very minor injuries may be treated on the water with the supplies from either a powerboat or keelboat first aid kit. If the injury demands a higher level of care than can be practically provided on the water:

Remove from water

Escort patient to office. If unable to leave water, bring the patient to the dock and radio office for support on the dock – the person who responds then escorts the patient to the office and takes responsibility for treatment. If on a keelboat program, the office may send someone in a powerboat to retrieve the patient.

Treatment

Provide first aid treatment in the office.

Afterward

All first aid must be documented in an accident report written by the caregiver, regardless of how minor. If patient is a minor, parents must be notified of any first aid given. In the case of a camper with a very minor injury (minor bump, splinter, very small cut, etc.), the instructor may simply notify the parent at the end of the day. Anything more significant must be reported to your supervisor. When in doubt, report it to your supervisor.

Health Info, Medication, Dangerous Allergies

Health Information

- *Class participants' health information is tracked on class rosters, on their waivers, and in the waivers Google spreadsheet.*
- *Group sail participants' information is tracked on their waiver. Group leaders can be asked for details.*
- *Renters' health information is tracked on their waivers and in the waivers Google spreadsheet.*

Instructors teaching a class: Know your students' health information! This enables you to recognize meaningful symptoms and to provide better care in case of an emergency. Have a plan to prevent/manage any threatening conditions: Who will carry the Epipen? Does the student know how to use it? Can the camper sit next to someone eating a food they are allergic to or do they need more distance?

Instructors leading a group sail: The partner organization's leader is the primary person responsible for treatment of injuries and knowledge of participant health (though CSC staff will of course assist whenever appropriate). CSC instructors leading a group sail should ask the group leader about any health conditions to be aware of before leaving shore.

Waterfront Coordinators: Each renter's health information is on his or her waiver and in the waiver Google spreadsheet. Check this document for relevant conditions if a renter is ever in need of medical attention and is unable to effectively advocate for himself (due to youth, disability, or loss of consciousness)

Notify your supervisor if you have a client with a significant medical concern such as a severe allergy, heart disease, hemophilia (blood that doesn't clot) or another potentially dangerous condition. This lets your supervisor better support you and the client in case of an emergency.

Medications, Epipens, Inhalers

Medications are to be used only by the person they are prescribed for. There are no exceptions to this.

Non-Emergency Medications – Carried by the instructor or the student?

Adults should carry, track, and administer their own medication. In youth programs, any medication should be reported to the Program Director. Non-emergency medications (antibiotics or other medications taken at regular prescribed intervals) may possibly be carried by the instructor or, in the case of a group sail, that group's leader. CSC staff are not qualified to administer medication, they may only support clients as they take their own medication. This means that any medication vessel will never be opened by and only handed over by CSC staff to the client. The Program Director will discuss with the parent, guardian or group leader and determine the best course of action for the situation. The medication may be left in the office in the WC desk when not in use.

Emergency Medication – Carried by the instructor or the student?

Emergency medicine includes any medicine taken in response to changing conditions or which may need to be taken immediately in response to an event (Epipen, Benadryl, inhaler). Adults should carry, track, and administer their own medication. In group sails, it is the responsibility of that group's leader to make decisions about medication management.

In youth programs, the Program Director should be notified of the medication and the condition. The Program Director will determine, on a case by case basis, whether the youth or the instructor will carry the emergency medication. In cases where the instructor carries the medication, the Program Director will support the instructor and youth to develop a plan for how s/he can get the instructor's help should they need it. If the youth will carry the medication on his/her own, the youth will be the one to make the decision about when to use the medication.

Life-Threatening Allergies

Renters are responsible for managing their own allergies and medications. CSC staff will of course assist if asked.

Adult sailors are responsible for managing their own allergies and medications. CSC staff will of course assist if asked. Instructors are responsible for knowing all relevant conditions as reported on their class roster. Notify your supervisor when you have a student with a severe allergy in your class. This helps your supervisor to support you and your client in case of a reaction.

Youth sailor allergies are managed on a case by case basis. Questions to ask when you learn that your student has an allergy: How severe is the reaction? How close to the substance does the person need to be to trigger a response (eat? smell? touch?)? Does the person carry any medication (benadryl? epipen?)? Notify your supervisor when you have a student with a severe allergy in your class. This helps your supervisor to support you and your client in case of a reaction.

List of Supplies

First Aid Kits

Powerboat + Keelboat Kits

- 4 gloves (2 pairs)
- Waterproof medical tape
- 3 large and 3 small gauze pads
- 5 alcohol swabs
- 5 small band aids
- 5 big band aids
- 3 individual use antibiotic ointment *OR* 1 tube antibiotic ointment

Additional Equipment on Powerboats

- Whistle
- Knife
- Flares
- Fire Extinguisher
- Registration

Office kit in first aid cabinet

- Tweezers
- Squirt gun – for filling with water and flushing a wound
- CPR + First aid reference sheets
- Flashlight – for checking pupils
- Sugar packets – for diabetic shock
- Antibiotic ointment – individual use packets and tubes
- Emergency blanket
- Triangle bandages
- Rolled gauze
- Small band aids (1-2 boxes)
- Big band aids (1-2 boxes)
- Alcohol swabs
- Soap
- Rubbing alcohol
- Hydrogen peroxide
- Eye wash and eye cup
- Gloves

Power Boat Safety Equipment

- First Aid Kit
- Fire Extinguisher
- Anchor
- Knife
- Kill Cord
- Radio
- Paddle

Appendix C

Sample Daily Schedules

A Day at the Community Sailing Center

Day of Program for 6 and 7 year olds

8 am - 9 am--Arrival at your designated time

- Health screening/temperature check
- Wash hands

9 am - 12 pm--Morning Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity
 - Topic introduction (i.e. weather, bodies of water, water quality, environmental stewardship)
 - Observations at dock/picnic tables (What do you see, smell, hear?)
 - Educational game/activity/project (i.e. invasive species tag, bird feeders)
 - Discussion, questions, & wrap-up (What did you learn, what will you do differently?)

12 pm - 1 pm--Lunch and Quiet Time

1 pm - 4 pm--Afternoon Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity

4 pm - 5 pm--Pick up at your designated time

- While awaiting pick up, students will have the opportunity for:
 - School work help
 - Reading
 - Knot tying practice
 - Art

Day of Program for 8-10 year olds

8 am - 9 am--Arrival at your designated time

9 am - 12 pm--Morning Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity
 - Topic introduction (i.e. weather, lake ecology, water quality, environmental stewardship, geology)
 - Observations at dock/picnic tables (What do you see, smell, hear?)
 - Educational game/activity/project (i.e. invasive species tag, bird feeders)
 - Discussion & wrap-up (What did you learn, what will you do differently?)

12 pm - 1 pm--Lunch and Quiet Time

1 pm - 4 pm--Afternoon Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity

4 pm - 5 pm--Pick up at your designated time

- While awaiting pick up, students will have the opportunity for:
 - Homework help
 - Reading
 - Knot tying practice

Day of Program for 11-13 year olds

8 am - 9 am--Arrival at your designated time

9 am - 12 pm--Morning Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity
 - Topic introduction (i.e. ecology, chemistry, water quality, geology, climate change, environmental stewardship)
 - Observations at dock/picnic tables (Data collection)
 - Educational game/activity/project (i.e. invasive species tag, bird feeders)
 - Discussion, questions, & wrap-up (Graphing, conclusions)

12 pm - 1 pm--Lunch/Reading/School Work Assistance

1 pm - 4 pm--Afternoon Activity

- Learn to sail curriculum and sailing practice on keelboats in Burlington Bay
- Snack Break
- Science Activity

4 pm - 5 pm--Pick up at your designated time

- While awaiting pick up, students will have the opportunity for:
 - Homework help

- Reading
- Knot tying practice