



Emergency Procedure

When there are RYA training activities running at the same time as normal club activities:

- **The Duty Officer and Senior Instructor (SI) must communicate and agree on the action required in the event of an emergency either on the water or on land at the club.**
 - **The SI is responsible for managing all activity and any emergencies occurring as part of the training course.**
 - **The Duty Officer is responsible for managing the club house and any non RYA activities.**
- 1. The Duty Officer* is responsible for ensuring the Emergency Services are contacted**
 - 2. Having contacted the Emergency Services the Duty Officer must arrange for them to be met at the outer cattle market gate and for them to be escorted to Site.**
 - 3. The person delegated to meet the Emergency Services should take a short wave radio with them if available or take a mobile phone- but first leave the number.**
 - 4. The Duty Officer must record the details of any such occurrence in the Accident Book which is located in the First Aid Box on the wall in the clubhouse.**
 - 5. The Duty Officer at the earliest convenience must notify one of the Senior Flag Officers.**
 - 6. In the absence of a Duty Officer the person contacting the Emergency services must follow the above instructions.**

***The name of the Duty Officer of the day is recorded on the board on the wall by the door in the clubhouse. Committee Members on entering the clubhouse volunteer their names onto the board to be Duty Officer. If sailing when no Duty Officer is in attendance the person registering the emergency acts as Duty Officer.**

TURN OVER FOR DIRECTIONS TO OTLEY SAILING CLUB

Directions to Otley Sailing Club

Leave Otley following signs to Pateley Bridge (Bridge Street)

Cross river and turn left immediately after bridge-signposted Otley Sailing Club. (Green sign)

Follow road for one mile to Clubhouse

Map Reference

Longitude

1'43'01 West

Latitude

53'54'27 North

TELEPHONE NUMBER OF CLUBHOUSE

01943850391