

Emergency Action Plan (EAP)

Hoofer Sailing

In the case of an emergency on the lakefront, whether it be Hoofer Sailing related or otherwise, please follow these steps to ensure any situation is handled properly. For all non-emergency situations contact a building manager.

****DO IMMEDIATELY****

1. If this is a life-threatening emergency **DIAL 911.**
2. If this emergency takes place on the waters of lake Mendota, contact UW Lifesaving.
608 262 3505 OR VHF CHANNEL 16.
3. Regardless of type of emergency, contact a Memorial Union building manager **608-228-1183.**
4. Find a staff member to access and contact the member's emergency contact: found on the **LESSONS WEBSITE.**

****DO POST-EMERGENCY****

1. Fill out an **INCIDENT REPORT FORM** made available in the **OUTDOOR PROGRAMMING OFFICE** and provide a copy to the HOI and Building managers.
2. If during a lesson contact the Head of Instruction at **HEADOFINSTRUCTION@HOOFERSAILING.ORG**
608 262 1630
3. If during day-sailing contact the **COMMODORE** or **CURRENT HOOFER SAILING ADVISER**
4. **Avoid** discussing any incident directly with media and or external organizations; please direct all questions to the **BOARD OF CAPTAINS**

****Location of Emergency Equipment****

First Aid Kit: Made available in the Lakefront Locker and Outdoor Programming office

AED: Made available in the Mendota Lounge

VHF Radios: Made available in the Lakefront Locker

Fire Extinguisher: Available in the Shop and Lakefront Locker

EyeWash Station: Available in the Shop

MSDS Binder: Available in the Shop