

**Greystones Sailing Club  
Emergency Action Plan (EAP) – 2026**

This Emergency Action Plan outlines the procedures to be followed in the event of an emergency during Greystones Sailing Club (GSC) training courses and organised activities. It is designed in line with **Irish Sailing Training Centre Guidelines** and applies to all instructors, volunteers, and staff.

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**1. Course Dates and Times****Monday 15th June – Friday 7th August 2026****Daily: 9:30am – 5:00pm**

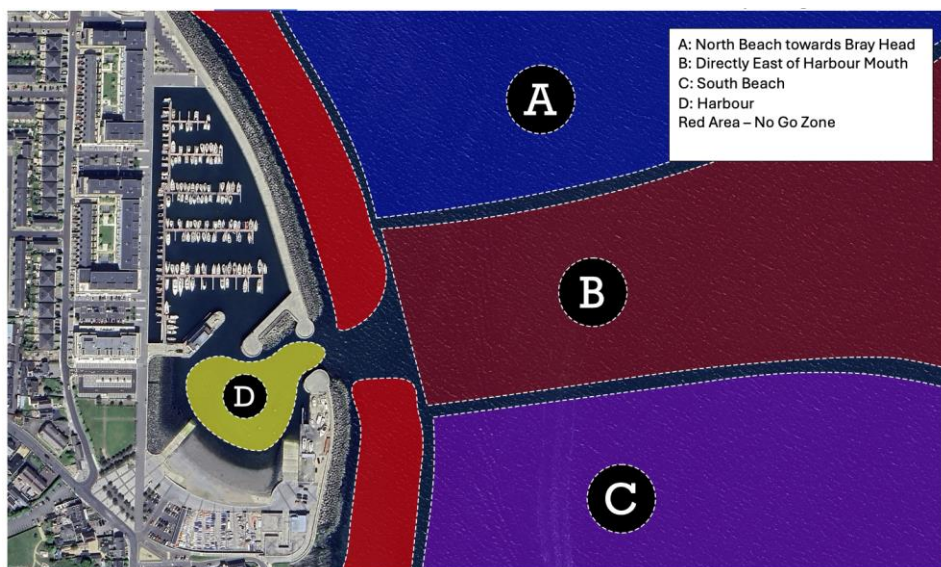
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**2. Sailing Areas****Primary Sailing Areas:**

- A. North Beach towards Bray Head
- B. Directly East of Harbour Mouth
- C. South Beach
- D. Greystones Harbour

-  =NO GO ZONE

Activities will be restricted or relocated depending on weather, sea state, visibility, and instructor-to-student ratios, as determined by the **Senior Instructor**.



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**3. Key Personnel**

- **Centre Principal:** Mark Hanley
- **Senior Instructor:** Robyn Maguire
- **Commodore:** Chris McConnell
- **Safety Officer:** Bart Krepel

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- **Child Safeguarding Officer:** Shaunna O'Farrell
- **Shore Parent / Shore Contact:** Shaunna O'Farrell
- **Dinghy Instructors & Assistant Instructors:**  
As per current employment and volunteer records

A full staff contact list is available in the **Instructor Pack and Shore Office**.

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#### 4. Emergency Contact Numbers

- **Emergency Services:** 999 or 112
- **Coast Guard (VHF):** Channel 16
- **Location:**  
Greystones Sailing Club  
Greystones Harbour  
Co. Wicklow

#### Key Contacts:

- Robyn Maguire (Senior Instructor): +353 83 066 6250
- Mark Hanley: +353 87 259 0779
- Chris McConnell: +353 85 771 5805
- Shaunna O'Farrell: +353 86 171 3586

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#### 5. General Emergency Principles (Irish Sailing Guidance)

- **Safety of people takes priority over equipment**
- The **Senior Instructor** has overall responsibility for managing emergencies
- Clear communication must be maintained at all times
- Calm, prompt, and proportionate action should be taken
- All incidents must be recorded following the event

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#### 6. Emergency on Land

1. Instructor or volunteer identifies an incident and **immediately informs the Senior Instructor**.
2. The Senior Instructor assesses the situation and takes control.
3. A qualified **first aider** attends the casualty and administers first aid.
4. If the injury or illness is serious:
  - **Emergency Services (999/112)** are contacted immediately.
5. Parents/guardians are informed as soon as practicable.
6. The area may be secured to ensure safety and privacy.
7. An **Incident/Accident Report Form** must be completed as soon as possible.

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#### 7. Emergency on the Water

1. Instructor identifies an incident and:
  - Makes the situation safe
  - Requests assistance if required
2. **Senior Instructor is contacted immediately** (VHF or phone).
3. The Senior Instructor will decide whether to:
  - Call the **Coast Guard on VHF Channel 16**

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- Recover the casualty to shore
- 4. First aid is administered as soon as possible.
- 5. Parents/guardians are contacted immediately.
- 6. If the Coast Guard is involved:
  - The Senior Instructor will act as the **single point of contact**
- 7. Once ashore, procedures for **Emergency on Land** apply.

**Note:** Any incident involving a significant fright, injury, or near miss must be treated seriously and recorded.

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## 8. Missing Person / Overdue Sailor Procedure

If a sailor is unaccounted for:

1. Inform the **Senior Instructor immediately**.
2. Account for all participants and instructors.
3. Initiate a **search of sailing and shore areas** using available safety boats.
4. If not resolved promptly, the **Coast Guard must be contacted**.
5. Parents/guardians and Club Officers are informed.
6. Incident is fully documented.

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## 9. Serious Incident or Fatality

In the event of a serious incident:

- Emergency Services and Coast Guard are contacted immediately
- The area is secured
- No statements are made to media or third parties
- The **Centre Principal / Commodore** will manage external communications
- Irish Sailing will be notified where required
- A full written report will be completed

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## 10. Post-Incident Procedures

Following any emergency:

- An **Accident/Incident Report Form** must be completed
- Any safeguarding concerns must be reported in line with the **Child Safeguarding Policy**
- Procedures will be reviewed to identify learning and improvements
- Staff involved may be offered debrief and support

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## 11. Review and Display

- This Emergency Action Plan is reviewed **annually** or following a serious incident.
- A copy is:
  - Displayed on the clubhouse noticeboard
  - Included in the Instructor Orientation Pack
  - Available to parents on request



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**Reviewed By:**

Mark Hanley – Centre Principal

**Date:**

08/02/2026



## Emergency Action Plan

### Flowchart Sample

