

<b>Things to do leading up to when the event is started</b>		<b>Tick or Time</b>
Print and read OOD Procedure (on SGBA website) and ask if anything is not clear - also see *** below		
Ensure your phone works or ask the Sailing Secretary for the club phone		
Get VHF radios from clubhouse - make sure they are charged and working - set to P4		
Meet safety crew - helm must be PB2 qualified - have they got equipment specified (radio, first aid)		
Check first aid kit in clubhouse		
Set up all OOD kit in prominent location. Head up white board as in procedure. Wear yellow hi-viz waistcoat		
If there is qualified first aider present, put name on board		
Check conditions - discuss as necessary - write on board		
Decide if allowable event area needs changing - map of area must be displayed		
If all ok and safety boat is on station with radio contact - start event and write time on board & here =>		

## During the event - check OOD Procedure for duties

### Emergency Action - \*\*\* before event starts, read Emergency Action paragraphs in Safety Boat Guidance sheet in clubhouse or website

In case of any injury on the water, safety crew will provide first aid, inform the OOD of the situation and bring the casualty ashore as a priority. If casualty is unconscious, safety crew will call ambulance & coastguard using 999. If they cannot, OOD must do so. If casualty is conscious, OOD will take advice from crew and act accordingly. If there is no other safety cover, all boats must be called in. OOD must organise helpers to meet the ambulance at the Quay and help with the casualty. **Phone 999 for ambulance - also for coastguard if required**

### Note any significant decisions or actions taken

<b>At the end of the event (when you decide to finish it)</b>		<b>Tick or Time</b>
Agree finish with safety boat helm who will inform other boats - inform those on shore		
Check board to make sure all are in before releasing safety boat - note time of end of event here =>		
Make sure everything has been put away - make a note of any damage or problems below		
Return radios to clubhouse and put on charge		
<b>Damage or other problem (describe here) - OOD must also inform quartermaster</b>		
<b>OOD name</b>	<b>Date of event</b>	<b>Please follow the OOD Procedure &amp; keep a copy of this completed checklist for at least 30 days to show that the event has been run according to the procedure. Please read paragraph 7 of the Memorandum of Delegation on the SGBA website.</b>