



Sail Canada
Offshore Personal Survival
Class, Facility, & Equipment Standards

Class:

- Instruction time, in person:
 - Minimum 2 calendar days
 - Maximum 9 hours per day
 - Minimum 14 hours total

- Class size, general personnel requirements:
 - 1-12 participants, one accredited instructor, or
 - 13-18 participants, one accredited senior instructor, or
 - 13-24 participants, two accredited instructors, both present at all times.
 - At least one instructor must hold Standard First Aid and CPR qualifications.

- In-the-water practical, specific personnel requirements:
 - 1-12 participants, one accredited instructor, one dedicated assistant and a qualified lifeguard, or
 - 13-18 participants, one accredited senior instructor, one dedicated assistant and a qualified lifeguard, or
 - 13-24 participants, two accredited instructors, one dedicated assistant and a qualified lifeguard.
 - Qualified lifeguards may be shared with other facility users, providing that they are within sight and hail at all times.
 - At least one instructor must hold Standard First Aid and CPR qualifications.
 - Each instructor and assistant must be fit and ready to provide immediate in-the-water assistance.

- Selected long lead time planning items:
 - risk assessment & mitigation plans (3-6 months in advance)
 - book facilities & Sail Canada accredited instructors (3-6 months in advance)
 - notification of Sail Canada and Provincial Sailing Association (3-6 months in advance)
 - market the class, arrange life raft(s), order white hand flares (2-3 months in advance)
 - order (4-6 weeks in advance) and deliver (2-3 weeks in advance) advance material to all participants (ISAF Guide to Offshore Personal Safety, RYA Sea Survival Handbook, or equivalent)
 - order (2 weeks in advance) and assemble (1 week in advance) participant handouts and class administration materials



Facilities guidelines - theory sessions

- Classroom style instruction area with capacity, seated at desks or tables, for the number of participants plus 2-3 instructors/observers
- Audiovisual capability including computer projector, projection screen or monitors, and audio for multimedia (audio recordings, videos)
- Whiteboard, blackboard or flipcharts
- Tables for sample equipment “show & tell”
- Washrooms
- Onsite or nearby facilities for refreshments, lunches
- Secure overnight storage area (desirable)

Facilities guidelines - practical sessions

- Emergency scenarios: one 45 minute time slot each day, 2-4 breakout groups of 5-6 people each, one group in the main classroom, one to three groups in nearby separate areas, preferably indoors.
- Flares, fire: 60 minutes plus setup/teardown, outdoor area approximately 100 square metres, no overhead cover or obstructions, adjacent areas safe for dispersion of smoke, no nearby ignitable material or hazards, non-combustible ground surface. Cleanup/disposal.
- Damage control: 60 minutes plus setup/teardown, indoor or outdoor area approximately 50 square metres, level ground surface that will not be damaged by tools and sharp metal, can be a covered area with a minimum 2.5 metres vertical clearance. Cleanup/disposal.
- Water: 2.5 hours of pool time plus access 30 minutes before and 30 minutes after on pool deck for setup/teardown, heated swimming pool, exclusive use area, minimum 100 square metres up to 12 participants, minimum 150 square metres for groups larger than 12 participants, minimum depth 2.2 metres, adjacent deck areas for briefings and staging equipment, changing rooms / showers / washrooms, qualified lifeguard(s) onsite, pool safety equipment onsite



Equipment & supplies guidelines:

- Lifejackets and wet weather clothing including footwear, to be provided by participants, must be scrupulously clean before arrival at pool to meet pool health & safety requirements.
- Liferrafts, recommended 6-8 person capacity, 1 raft for groups up to 12 participants, 2 rafts for groups larger than 12 participants, rafts should be 'training rafts' with modified equipment packs – include sea anchor, paddles, bailer, coit and exclude live flares.
- Immersion (survival) suits, optional, in a range of adult sizes
- Equipment & supplies kits:
 - **class administration kit** –participant check-in list with emergency contacts, waivers & consents, participant handouts, knowledge review forms, course feedback forms, certificates, copies of facility booking confirmations, course emergency protocol, ...
 - **classroom supplies & equipment kit** –pens/pencils, notepads, notebook computer, computer projector, interface cables, power cords, batteries, backups, masking tape, easel pads, marker pens, name tags, tent cards, first aid kit, classroom signage and posters, ...
 - **PFD “show & tell” kit** - assorted PFDs and personal accessories, whistles, lights, knives, crotch / leg straps, safety tethers, re-arm kits, ...
 - **MOB equipment “show & tell” kit** –deployable gear, recovery devices including lifesling, ...
 - **emergency communications and signals “show & tell” kit** –non-active EPIRBs, PLBs, AIS MOBs, SARTs, HH VHF, lights, whistles, mirrors, dummy flares, electronic flares, ...
 - **damage control “show & tell” kit** –items for flooding - bungs, emergency steering - drogue, fire – extinguishers, fire blanket, ...
 - **life raft equipment pack “show & tell” kit**, complete set of offshore equipment pack contents including water and food rations, no live flares, ...
 - **flares practical kit** –flares, buckets, extinguisher, fire blanket, personal protective equipment, instructor cellphone and HH VHF radio for communications with authorities; copy of advance notification bulletins, laminated lesson plans, ...
 - **damage control – rig cutting practical kit**, an assortment of tools, spare blades, batteries, wire and rod rigging pieces of various diameters, rigging components such as turnbuckles with clevis pins, split rings and cotter pins; personal protective equipment, laminated lesson plans, first aid kit, extinguisher, ...
 - **water practical kit** - loaner crotch straps / lines, life raft deflation tools, sponges, instructor emergency whistles, laminated lesson plans, ...