



Lancing Sailing Club

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# Emergency Action Plan

incorporating  
Major Incident Procedure



## 1. Document history

<b>Version</b>	<b>Date</b>	<b>Amendment</b>	<b>Amended by</b>
1.0	20.03.2013	Document creation	Isabelle Jackson



# EMERGENCY ACTION PLAN

**First response** The Race Officer (RO) present will take immediate charge of the situation and inform the appropriate emergency services by telephone.  
The RO may then delegate an appropriate member to act as Incident Co-ordinator until the emergency services arrive when they will take charge of the situation.

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**Protect individuals** Protect individuals from further harm  
Ensure individual life is not at risk  
Provide emergency first aid if necessary  
Isolate the cause of the incident (e.g. .turn off electricity, isolate gas)  
Evacuate the premises as necessary – **the Fire Muster Point is on the ramp on the beach**, provided the location is safe.  
**The key for the double gates opening to the main path is located in the emergency box in the clubhouse, on the wall next to the patio doors.**  
Clear the water of boats as necessary, while you deal with the incident.  
**AT SEA.** The safety boat team will contact the RO using the VHF and request emergency support on land. **The safety boat team will bring the casualty back to the beach as soon possible.**

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**Lives at risk** If lives are at risk contact Emergency Services on **999** using the club's or a member's phone  
The address for the club is: Lancing Sailing Club, Shopsdam Road, Lancing, West Sussex, BN15 8ES  
Phone number **01903 766006** (incoming and emergency calls only)  
Station someone at the end of Shopsdam Road to direct emergency services  
Ask the Emergency Services which hospital they are taking the casualty to  
Do you need to contact other agencies? Phone numbers below.

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**After the incident** Make precise notes of the incident in the Safety Log for the day, kept in the race box

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**Dealing with a Major Incident** If it is a major incident, refer to the full version of this document incorporating the Major Incident Procedure.  
*A major incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.*



## LIST OF AGENCIES AND CONTACTS

Emergency Services	999
Police non emergency	101
Environment Agency - Incident hotline	0800 807060
West Sussex County Council	01243 777100
Worthing and Adur Council(out-of-hours emergency)	07713 889 128
Environmental Health	01903 221064

### Utilities

National Gas Emergency Service	0800 111 999
Electricity – UK Power Network	0800 783 8866

### RYA

Training	0845 345 0834
Media relations	023 8060 4215

### Reporting

Health and Safety Executive (fatal or major injury only – incident at work) Incident Contact Centre (Monday to Friday 8.30 am to 5 pm) Out of hours duty officer	0845 300 9923
MAIB (Marine Accident Investigation Branch) water-based incident only	023 8023 2527



# MAJOR INCIDENT PROCEDURE

## 1. Definition of a Major Incident

A Major Incident (MI) is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.

## 2. First response

- The Officer of the day (OOD) will take immediate charge of the situation and inform the appropriate emergency service or services by telephone.
- The OOD or SI may then delegate an appropriate member to act as Incident Co-ordinator until the emergency service arrives when they will take charge of the situation.

## 3. Incident Co-ordinator

- The Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs.
- The Incident Co-ordinator will ensure that a Flag Officers (if not present at the time) are informed of the incident by telephone as soon as possible. Phone numbers are listed in on the programme card displayed in the clubhouse.

## 4. First Priority

Your first priority is, of course, the safety of participants, but afterwards you are going to have to deal with the authorities and the press.

## 5. In the Immediate Aftermath

### 5.1. Witnesses

- Get a statement from competent witnesses
- Remove the key witnesses to a place you can talk to them away from onlookers, e.g. the clubhouse
- Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes.
- Notes need to be taken and agreed by the witness.
- Statements are handed to the Honorary Secretary or, in his/her absence, kept in the safe.

### 5.2. Securing Evidence



- Photograph the incident location, boats, equipment etc
- Keep any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc
- Secure any boats or equipment

### **5.3. Managing Information**

#### *5.3.1. Dealing with Relatives or Aggrieved Parties*

- It is important to be sympathetic with these people without admitting responsibility.
- It is important to remain calm and to say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom we are co-operating, are investigating the incident.
- If there has been a fatality the police will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.

#### *5.3.2. Dealing with the Press*

- If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that a club official (a Flag Officer) will issue a press release.
- Direct statements and interviews are to be avoided unless authorised by a Flag Officer.
- The nominated Club official may produce a written statement that you can give to the press (give yourself time to collate the information).
- If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement, If the incident is attracting attention from the national media, call RYA Media Relations for advice.
- Don't hold a press conference
- Decide who will speak to the press
- Do not allow well meaning but ill-informed members to make public comments.
- Try to keep a record of whom you have spoken to, who has contacted you etc.

### **5.4. Notifications**

Consider who must be notified:

- If it is water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours.
- If it involves work-related fatal or major injury you must inform the Health and Safety Executive.

### **6. Closure**

- The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.
- In order to complete the incident response, a meeting shall be held between the club



- members involved, the OOD, the incident co-ordinator, the Commodore or his or her representative and any experts who may be required (legal, insurance, structural etc.).
- This meeting shall finalise all records of the event and determine any follow up action that may be required.
  - A record shall be made of lessons learnt and ways to improve the Major Incident response system.