

Hollowell Sailing Club




**EMERGENCY ACTION PLAN**

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**Emergency Contact Details**

## Emergency Action Checklist

In an emergency use the checklist below. Local and HSC contact details are on Page 4, and RYA contacts on Page 7. This document should be kept in a folder on the Combi-boiler and with the RTC Operations Manual in the Race Office.

 <p><b>PROTECT LIVES</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide emergency first aid if necessary</li> <li><input type="checkbox"/> Protect individuals from further harm</li> <li><input type="checkbox"/> Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved</li> <li><input type="checkbox"/> If lives are at risk contact emergency services</li> <li><input type="checkbox"/> Isolate the cause of the incident (e.g. turn off electricity, isolate gas)</li> <li><input type="checkbox"/> Clear the water of boats as necessary, while you deal with the incident</li> <li><input type="checkbox"/> Evacuate the premises as necessary</li> </ul>
 <p><b>TAKE CONTROL</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The Duty Officer or, if operating as a Training Centre, the most Senior Instructor will take immediate charge of the situation and inform the appropriate emergency services as necessary</li> <li><input type="checkbox"/> They may then delegate an appropriate member to act as <b>Incident Co-ordinator</b> until the emergency services arrive. A Deputy/ radio operative should also be nominated. Both will wear yellow vests for ease of identification.</li> <li><input type="checkbox"/> Allocate a room as the <b>Incident Control room</b> e.g, the Race Office</li> <li><input type="checkbox"/> When advised of an emergency situation, act as quickly, calmly and as effectively as possible</li> <li><input type="checkbox"/> If there is a fatality, the prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs</li> <li><input type="checkbox"/> Maintain a record of key information and actions using an <b>incident log sheet (copies in this folder)</b></li> <li><input type="checkbox"/> Retain all equipment such as boats, lifejackets, safety equipment etc. involved in the incident in an unaltered condition so that an investigation can take place</li> <li><input type="checkbox"/> Protect and ensure the welfare of all those involved and any witnesses</li> </ul>
 <p><b>INFORM AGENCIES</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact emergency services if not already done - use the <b>Emergency Mobile Phone next to the boiler</b></li> <li><input type="checkbox"/> Make sure you have the following information: what the problem is, your location, how many are involved, when it happened</li> <li><input type="checkbox"/> Send volunteer to front gate with a radio.</li> <li><input type="checkbox"/> Notify Commodore or Training Center Principal</li> <li><input type="checkbox"/> Liaise with the local Police to ensure that parents and relatives of any injured persons are contacted quickly in order to precede the press or social media</li> <li><input type="checkbox"/> Notify the relevant RYA Senior Manager and Communications Team (see page 7)</li> <li><input type="checkbox"/> Do you need to contact other agencies? Police, Local Authority, environment agency; electricity, water or gas suppliers?</li> <li><input type="checkbox"/> In the UK, if it is a water-based incident, it is recommended that you inform the Marine Accident Investigation Branch (MAIB) at the earliest opportunity. It is not a legal requirement. If the incident involved a work-related fatal or major injury, you must inform the Health and Safety Executive</li> </ul>

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 <b>MEDIA RESPONSE</b>	<ul style="list-style-type: none"> <li>□ <b>Appoint one person to deal with the media;</b> this person will be designated as the <b>only</b> person to make any public statements to the media</li> <li>□ Manage any media that are onsite – if relevant provide a room or area away from the witnesses, victim’s relatives and other participants</li> <li>□ <b>Contact the RYA Communications Team</b> for assistance and guidance with handling the media</li> <li>□ Only reveal names of any victims/casualties once advised by the Police that it is alright to do so. Families do not want to hear of an incident through the press or social media</li> <li>□ Do not get drawn into speculating about causes, blame or possible outcomes</li> <li>□ If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference</li> <li>□ Remember – declining an interview or saying “no comment” will almost certainly look like you have something to hide. It is far better to give a factual response such as “It would be inappropriate to comment further until we’ve had the opportunity to consider all the factors contributing to this incident.”</li> <li>□ Never lie to the media about something you know to be true</li> <li>□ “Pity, Praise and Promise” is a tactic that can be used even when little is known about the crisis. You should express sympathy for those caught up in the incident; praise those who are helping in the recovery – they may be your staff or the emergency services; and finally promise to get to the bottom of the problem, to participate in any investigation and use your best efforts to put systems in place to minimise the of risk of it happening again</li> </ul>
 <b>POST INCIDENT</b>	<ul style="list-style-type: none"> <li>□ Pass your Incident Log Sheet to the Club Secretary or Training Centre Principal</li> <li>□ Complete the Accident or Near Miss form accordingly</li> <li>□ Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counselling) or rewards</li> <li>□ Use information gained from the debrief to review and update your Emergency Action Plan</li> </ul>

## Emergency Contact Details

<b>Hollowell Sailing Club</b>	<b>Hollowell Reservoir Hollowell Northants NN6 8RN Ordnance Survey map ref SP 687 723 What 3 words Entrance: classics.grub.hagging</b>	<b>01604 740328</b>	<b>If an emergency vehicle is called send someone in a vehicle to ensure the electric gate is open: code 5453. The gates can also be opened from the club side by entering 5453 on the key pad.</b>
<b>Emergency Services</b>		<b>112/999</b>	
<b>Northampton General Hospital</b>	<b>The Avenue, Cliftonville, Northampton, NN1 5BD</b>	<b>01604 634700</b>	<b>24 hours. See adjacent sheet for directions to get there</b>
<b>Doctor</b>	<b>Pytchley Court Health Centre 5 Northampton Rd Brixworth NN6 9DX</b>	<b>01604 880228</b>	<b>Mon to Fri 0800-1800</b>
<b>Doctor</b>	<b>Guilsborough Surgery, High Street, Guilsborough, Northampton, NN6 8PU.</b>	<b>01604 740210</b>	<b>Mon to Fri 0830 to 1830 Guilsborough Surgery is open 8am – 6.30pm</b>
<b>NHS DIRECT</b>		<b>111</b>	
<b>Anglia Water warden</b>	<b>Pitsford Fishing Lodge: Senior Warden David Rowe</b>	<b>07885 135453</b>	<b>24 hrs. Call if trespassers enter the water or are causing damage</b>
<b>Anglian Water</b>	<b>Emergency</b>	<b>0800771881</b>	
<b>Western Power Distribution</b>		<b>0800 056 8090</b>	<b>Emergency contact for loss of electricity</b>
<b>First Aiders</b>	<b>Complete the first aid book if treatment is given. For head injuries issue an advice leaflet and ensure children's parents are aware.</b>		<b>A current list is located near this notice.</b>
<b>Commodore</b>	<b>H: 07963 772621 (Rachel Mc Donnell)</b>		
<b>Principal</b>	<b>M: 07939 414566 (Clive de la Fuente)</b>		
<b>Health and Safety Executive</b>	<b>Reporting fatal and major injuries only - call the Incident Contact Centre on 0345 3009923 (opening hours Monday to Friday 8.30 am to 5 pm). 24/7 Duty Officer - 0151 922 9235</b>		
<b>MAIB</b>	<b>Marine Accident Investigation Branch 023 8023 2527</b>		

## MAJOR INCIDENT PROCEDURES

### Major Incident

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

### Incident Coordinator

An 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 an HSC Officer, Centre Principal or Chief Instructor is informed of the incident as soon as possible.

The Incident Coordinator will appoint a Deputy/Radio Operative who will man the radio for the Incident Coordinator and pass on relevant information. Radio traffic should be kept to a minimum.

Both people will wear yellow fluorescent jackets for ease of identification (labelled I.C. and Radio respectively). These jackets are stored in the Race Office in the cupboard on the right hand side labelled Emergency Action. A couple of additional jackets are available for other roles (e.g. gate person).

### Incident Control Room

Where possible ensure that an incident control room is set up on a suitable part of the site (e.g. Race Office) where there are functioning mobile and landline telephones, radio communications, and access to the internet and email available.

### In the Immediate Aftermath

- Get a statement from competent witnesses as well as recording their names and contact details
- Remove the key witnesses to a place you can talk to them away from onlookers
- 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

### Securing Evidence

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

### Emergency Services

In the event of Emergency Services becoming involved, they will take control of the incident response and be responsible for situations relevant to them e.g. Police (fatalities, abduction of and search for lost children), Coastguard (marine rescue), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment). In the event of a major multi-agency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

To facilitate the arrival of the Emergency Services a volunteer should be sent to the main gate to direct the Emergency Services. This person should have a radio and know how to operate the gate. If requested by the Incident Coordinator this person can also turn away people wishing to enter the premises.

## Site organisation

- If necessary restrict entrance or exit to and from the site by closing gates and either locking them or positioning a member of staff to act as gate keeper, but make sure access is maintained for the emergency services. Should the gate code fail to operate
- If necessary clear a pathway to the incident for the emergency services
- Identify a separate gathering area for relatives of any injured persons
- Arrange for a supply of hot/cold drinks and or food
- Keep media away from gathering area for relatives
- If possible, have a separate briefing area for the media where they can be addressed by the club or training centre representative

## Dealing with Relatives or Aggrieved Parties

It is important to be sympathetic with these people, without admitting liability. Remain calm and say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom you are co-operating, are investigating the incident.

## Fatalities

If there has been a fatality the police will inform the next of kin, similarly with injured people when a criminal offence or traffic collision occurs. Do not publicise the name/s of the casualty/casualties until you know this has been formally carried out by the Police, even if the press appear to know who it is.

## 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 the club or centre will issue a press statement as soon as possible.

Direct statements and interviews are to be avoided unless authorised.

The nominated person may produce a written statement that you can give to the press, e.g. "The XYZ Sailing Club / Training Centre regret to announce the death of a member who fell overboard ...

When

Where

We extend our deepest sympathy to the relatives.

A full statement will be issued at 2pm tomorrow."

(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 the RYA Communications Team 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.

## Notifications

Consider who must be notified in accordance with the requirements of your location.

In the UK:

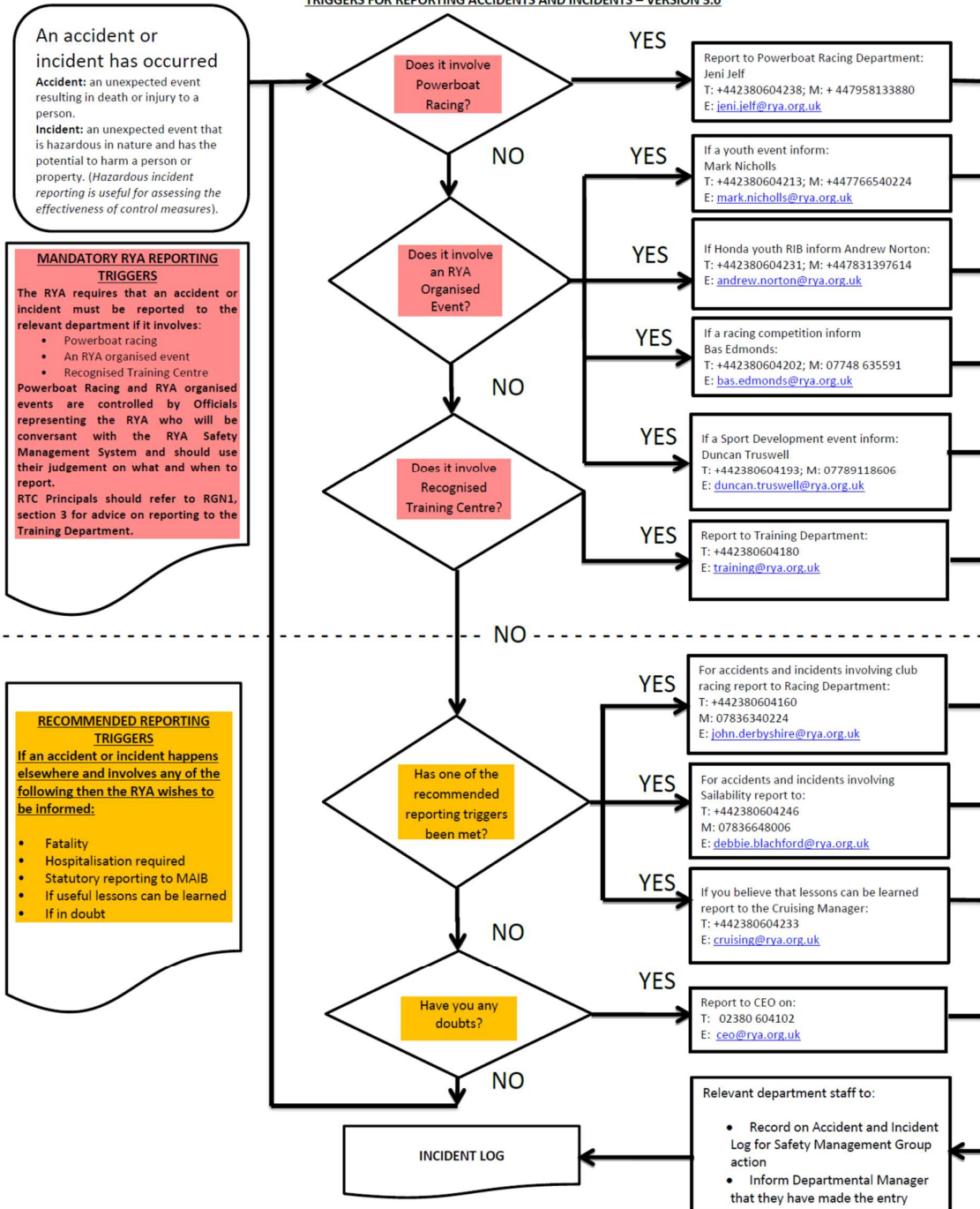
- If it is water-based incident, you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours.
- If it involves work-related fatal or major injury you must inform the Health and Safety Executive.

### **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.
- A meeting should be held with all those involved in the handling of the incident and any experts who may be required (legal, insurance, structural etc.).
- This meeting should finalise all records of the event and determine any follow up action that may be required.
- A record should be made of lessons learnt and a plan developed for implementing ways to improve procedures and the major incident response system.

# RYA Reporting Triggers

TRIGGERS FOR REPORTING ACCIDENTS AND INCIDENTS – VERSION 3.0





<b>Version</b>	<b>Date of issue of Emergency Action Plan</b>	<b>Author</b>	<b>Changes</b>
1.0	14/2/2016	C de la Fuente	New Issue
2.0	15/2/2017	C de la Fuente	Updated after exercise
3.0	10/03/2022	C de la Fuente	Reviewed and updated tel nos, gate code etc.
3.1	14/04/2023	C de la Fuente	Change of Commodore
3.2	01/03/2024	C de la Fuente	New gate code, correction to postcode
3.3	23/03/2025	C de la Fuente	Change of Commodore

