

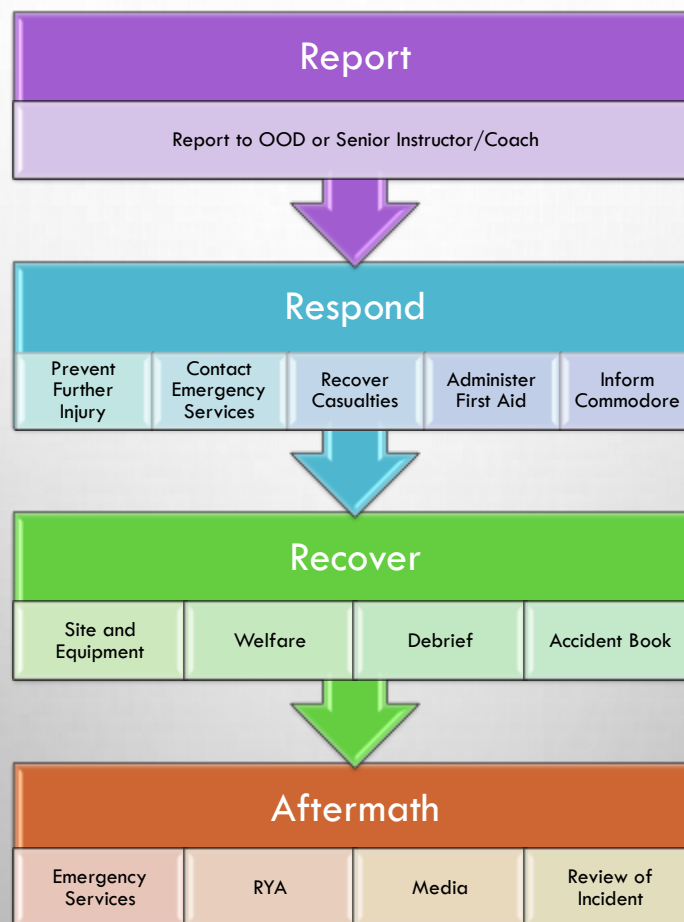
Major Incident Procedure

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. The following would be examples of serious incidents or accidents:

- An incident leading to a fatality, serious or multiple fractures, amputation, or other serious injury.
- Any situation that presents a serious risk to WWSC reputation/brand.
- Major damage to vessels afloat or property ashore.
- Other circumstances in which a group or individual might be at serious risk of harm.
- Serious illness of an individual or group.
- Any adverse situation in which the media are or may be involved.

In the event of any major incident, the priority is the safety of the members, participants, volunteers, and instructors, but once ashore the club may have to have to liaise with the authorities and potentially the media.

EMERGENCY ACTION PLAN



1. Report

Report to OOD or Senior Instructor/Coach

Any concern about an incident should be reported to the OOD (or if no OOD on duty, the senior instructor/coach or race officer).

2. Respond

In response to the reported incident, the OOD (or if no OOD on duty, the senior instructor/coach or race officer) should act as the Incident Co-ordinator.

Note, in situation where a less experienced OOD is on duty, the OOD should defer to the senior instructor/coach or race officer, especially where young people are involved.

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.

Prevent Further Injury

The priority is the personal safety of those in the vicinity. The Incident Co-ordinator should consider any action to remove people from any further danger.

If necessary, restrict entrance or exit to and from the site by positioning a member to act as gate keeper.

Identify a separate gathering area for relatives of any injured persons.

Arrange for a supply of hot/cold drinks and or food.

Contact Emergency Services

If it is deemed the Emergency Services are required.

Call the appropriate emergency services and delegate a person to go to the end of the road to meet emergency services and direct them to the incident.

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), Fire and Rescue Service (fire/rescue incidents), and Ambulance (casualty treatment). In the event of a major multiagency incident, a Lead Agency will be appointed, usually the Police, to ensure a coordinated response.

Recover Casualties

Without further risk to recovered to safety and individuals, this may require the club safety crew to be deployed or experienced safety boats from the event.

Administer First Aid

First Aid kits are located at the club house, Oppy bay and for organised training events withing the lead instructor's RIB.

If an indoor area is required to treat casualties the training room can be used.

The club maintains an automated defibrillator that is located on the front wall of the club house. Access to the device is via a key code that can be obtained from the emergency services by calling 999.

Inform Club Commodore

The Incident Co-ordinator should inform the Club Commodore of the incident and the situation.

The Club Commodore will then

- Ensure the next of kin has been contacted; If there has been a fatality the police will inform the next of kin, this will be done by the emergency services if they are involved.
- Informed the Main Committee that an incident has occurred and ensure that they should refer any enquiries to the Club Commodore.

3. Recover

Site and Equipment

- It is important to ensure that the site is secure safe and can be left unattended.
- Remove or clearly label any equipment or facilities that should not be used.

Welfare

- When dealing other parties involved with or witness to the emergency, it is important to be sympathetic (without admitting liability). Remain calm reassure them 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.

Debrief

- The Incident Co-ordinator should take a statement from competent witnesses as well as recording their names and contact details.
- Photograph the incident location, boats, equipment and secure any relevant equipment e.g., clothing, buoyancy aids, lifejackets, logbooks etc.
- 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.
- Request that anyone on site should not to talk to the media and instead refer them to the Club Commodore commodore@wwsc.org.uk.

Accident Book

- The Incident Co-ordinator must ensure that the Accident Book or the club logbook have been appropriately filled in.

4. Aftermath

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.

Emergency Services

- The Club Commodore should conduct any follow up with any emergency services that were called. This may include co-ordinating site visits or

RYA

- The Club Training Principal (training@wwsc.org.uk) may be required to report the accident or incident to the RYA if it occurred during an organised club training or coaching event.

Media

- Any immediate contact with the press should be handled by the Club Commodore using a concise, factual, written statement produced for them in consultation with Incident Co-ordinator and any other appropriate party involved in the event.

- The RYA training department (023 8060 4181) can assist with compiling a statement for the press.
- The name of the casualty must not be publicised until this has been done, even if the press appears to know who it is.
- If there has been a fatality the police will contact the RTE (recognised training establishment)

Review of Incident

The Club Commodore should ensure the Risk Management Committee review the accidents and look at lessons learned and strategies to avoid further incidents.

- 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.