# Lyme Regis Sea School

# EMERGENCY ACTION PLAN
# AND
# MAJOR INCIDENT PROCEDURE

| Version | Date | Amendment | Author |
|---|---|---|---|
| V1.0 | 06/07/2016 | First draft | NW |
| V1.2-7 | 08/07/2016 | Draft 1 | NW |
| V2.8 | 01/06/2022 | Updated after Principal change | JB |
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| V2.91 | 31/08/23 | End of Season Review | OT |

## MAJOR INCIDENT PROCEDURE

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

**First Response: The senior instructor (SI) present will take immediate charge of the situation and inform the appropriate emergency service or services by telephone/VHF.**
The SI may then delegate an appropriate member to act as Incident Co-coordinator until the emergency service arrives when they will take charge of the situation.
SI will also allocate a person to record the information of the incident using either a sheet of A4 paper, notepad or mobile phone if neither of the above are available. There is also a recording form at the back of this document.

### Incident Co-ordinator:
The incident co-coordinator will ensure that the Principal (Joshua Bolton) and LRSS Chair (If not present at the time) are informed of the incident by telephone as soon as reasonably possible. Phone numbers are listed on the emergency action plan.

While waiting for the emergency services to arrive, the Incident Co-ordinator shall open the Major Incident Procedure to access the resources within it. The MI procedure is located with all documents in LRSS cupboard OR if out in the main clubhouse by back windows, as well as digitally.

### 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 is adequate mobile coverage, 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

### 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 gatekeeper, but make sure access is maintained 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 center representative

**Dealing with Relatives or Aggrieved Parties**
It is important to be sympathetic 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 cooperating, 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 authorized by the Principal.
The nominated person may produce a written statement that you can give to the press,

e.g. “The Lyme Regis Sea School regrets 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:

If it is a water-based incident, LRSS may need to inform the Marine Accident Investigation

Branch (MAIB) within 24 hours.  Furthermore, if deemed serious enough, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) must also be contacted and informed.

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 Sea School 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.

EMERGENCY ACTION PLAN

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|---|---|
| **First Response** | The Senior Instructor **(SI) present will take immediate charge** of the situation and inform the appropriate emergency services by telephone.<br>The SI may delegate an appropriate member to act as Incident Co-coordinator until the emergency services arrive when they will take charge of the situation. |
| **Protect Lives** | • **Protect individuals from further harm**<br>• Provide emergency first aid<br>• Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved<br>• If lives are at risk or there is serious injury, contact emergency services Isolate the cause of the incident (e.g. turn off electricity, isolate gas)<br>• Clear the water of boats as necessary,<br>• Evacuate the premises as necessary |
| **Lives at risk** | • Contact Emergency Services on 999 or CH 16<br>• The Address is: Lyme Regis Sailing Club Ltd, The Cobb, DT7 3JF<br>• **The club can be hard to find - explain its on the slipway not down Monmouth street. Station someone outside the Cobb Arms to direct emergency services.**<br>• Do you need to contact other services?<br>• Use the emergency response card to check you have all the information to pass on the Emergency Services. |
| **After Incident** | • (Keep the incident log safe for future reference as required )<br>• **Complete an Accident form where necessary**<br>• **Complete a Close Call form where necessary**<br>• Arrange a debrief of all staff and identify any additional staff welfare needs (e.g. counseling) or rewards<br>• Use information gained from the debrief to review and update policies<br>• After the incident, review safety procedures |
| **Dealing With Major Incident** | • If this is a Major Incident, refer to the full version of this document incorporating the Major Incident Procedure. |

**EMERGENCY ACTION PLAN**
**List of Agencies and Contacts:**

| | | |
|---|---|---|
| Emergency Services | 999 | CH16 |
| Joshua Bolton | 07522245108 | **Always notify in an emergency** |
| Police non emergency | 101 | |
| Environment Agency | 0800 807060 | |
| West Dorset Council | 01305 251 010 | |
| RYA Training | 023 8060 4181 | |
| RYA **OUT OF HOURS** | 07789 556080 | Out of hours support and advice on dealing with the immediate issues and communicating with the media. |
| RYA Safeguarding | 023 8060 4226 | |
| Health and Safety Executive (fatal or major injury only) | Incident Contact Center 0345 300 9923 | 24/7 Duty Officer - 0151 922 9235 |
| MAIB (Marine Accident Investigation Branch) - Water-based incident only | 023 8023 2527 | |
| Solent Coastguard (Non-emergency) | 0344 778 8196 | |
| Lyme Regis Medical Center | 01297 445777 | |
| Joshua Bolton- Principal | 07522245108 | |
| Ollie Tucker - Chief Instructor | 07541949228 | |
| Jo Law- Chairperson LRSS | 07876505200 | |
| LRSC commodore- David Meehan | 07398843968 | |
| Ray Waspe - Boson | 07876354234 | |
| Welfare Officer: Joshua Bolton | 07522245108 | |

| | | |
|---|---|---|
| Lyme Harbour Master | 01297 442137/ 07870 240645 | VHF 14 |

**EMERGENCY RESPONSE CARD**

**Organisation:** Lyme Regis Sea School
**Address:** Lyme Regis Sailing Club LTD, the Cobb, Lyme Regis DT7 3JF
**Center Principal:** Joshua Bolton 07522245108

## Emergency or Life Threatening Injury –

1. Render assistance

2. Make contact with volunteers, coaches, instructors or course staff for assistance

3. Call for Help & Emergency Medical Attention:
Emergency Services: 999
Harbor Master: VHF 14 Tel: 01297 442137
Coastguard: VHF 16
Center/ Club House: VHF M1/37
**Be prepared to tell 999:**
Who you are your name and call back number
• Current location of injured person
• Description of boats (if requesting on-water help)
• Where you plan to bring injured person ashore (see pick up locations below **ensure any access points are manned**)
• Age/gender/number of injured people
• Type of injury/situation

4. Monitor and administer first aid (AED located by the Harbor office/ RNLI station)

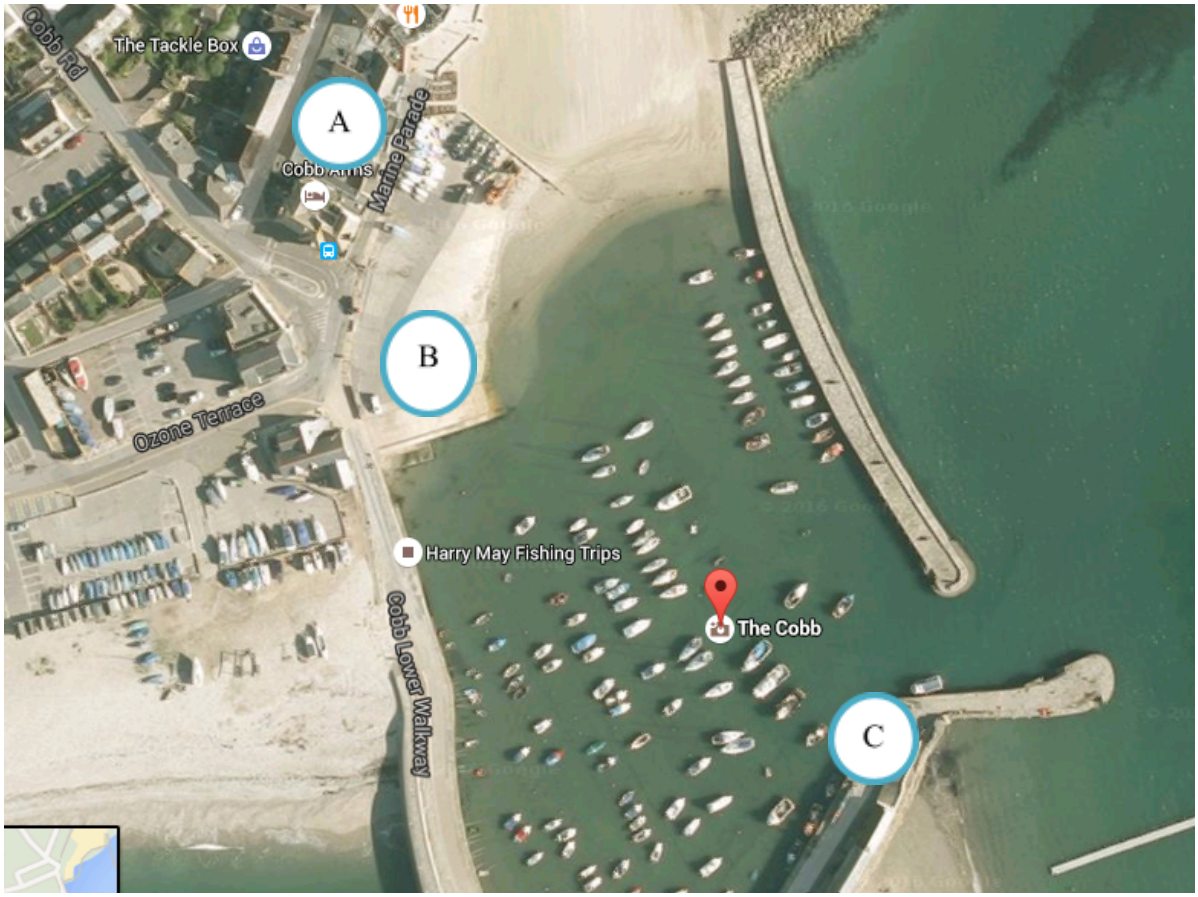
5. Send someone to meet/direct Emergency Services. (Stand by Cobb Arms to direct to slipway/Clubhouse)

6. Transfer injured to care of Emergency Team

7. Inform key people (Center Principal or Chief Instructor and if necessary the RYA Communications Team as soon as possible).

8. Complete an incident report and debrief.

# Emergency Response- Pick up locations




| Name | Location | What 3 words |
|---|---|---|
| A | LRSC Clubhouse | Brightens.switched.wildfires |
| B | Slipway | Poetry.crackles.unstable |
| C | Pontoon/Aquarium | Undertook.parsnip.romance |

EMERGENCY INCIDENT LOG

INCIDENT DATE _____

DETAILS _____

_____

_____

| Time | Issue/Action/Decision | Responsible Person | Status |
|---|---|---|---|
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