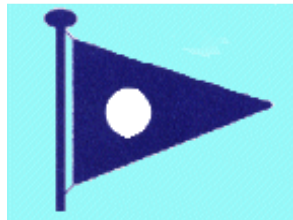




Deben Yacht Club



Major Incident Procedure



Deben Yacht Club

Major Incident Procedure

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Introduction

A major incident arises when the Club's Safety boats are unable to cope with the level of rescue work required. The OOD or Senior Instructor will decide whether to declare a major incident.

In the event of a major incident, the senior Flag Officer or Senior Instructor present shall take control of the emergency from the OOD.

He should follow this Major Incident Procedure.

Following the declaration of a Major Incident, all racing or training will be cancelled and all sailors will be sent ashore.

The overall objective is safety of life not property.

Training centre Actions

In the event of a major incident occurring during a training session then the Senior Instructor or if present the Principal will take control of the emergency.

Objectives:

Use this procedure if a Major Incident is declared. It will help you manage the crisis and reduce its effect.

Safety of life is more important than preserving property.

Checklist

- Call the appropriate Emergency service: (Ambulance, Police, Coastguard) using 999.
- Inform all safety boats that you have invoked the Major Incident Procedure.
- Delegate as many tasks as possible.
- If there are injuries, get an assistant to look for a doctor or nurse (there are many among members).
- Use the signing on sheets to identify all people (not just boats) on the water. List the names on separate sheets.
- Record names of all people safely landed at the ramps. Copy these onto the main list.
- Record names of people landed by safety boats. Copy these onto the main list.
- Ask the safety boats to relay names of people known to be safe in safety boats or on shore. Copy these onto the main list.
- Boat salvage and towing must not start until all sailors are off the water and safe.
- If anyone is to be taken to hospital – appoint someone to go with them if possible and record their departure.
- If a child is ill or injured and parents are not present – phone parents at once (numbers are in the lounge).
- Collect information to enable the event to be investigated, as outlined in the last section.



Ambulance directions

After calling an ambulance – help it to find the Clubhouse:

Send 2 to 4 runners.

- One to take the post key (in a break-glass by the telephone or on key hooks), remove the post and stand by the Level Crossing gates.
- One to the top end of The Avenue,
- One to the junction of Kingston Road and Ipswich Road,
- One to the roundabout at Cherry Tree Lane and Ipswich Road.

Whilst it is anticipated that a casualty will normally be brought back to the DYC pontoons or dinghy ramp, there may be good reasons on the day to land elsewhere.

Bringing a casualty back to the DYC pontoons, however, has the advantage that help should be readily available, additional first aid equipment is available, there is a telephone and the ambulance can drive very close to the club house.

Other suitable landing places for a casualty needing transfer to an ambulance include:

- Outside Frank Knights' workshop beside the dock. Direct ambulance to Ferry Quay (MR TM274487).
- Pontoons just up river from Everson's jetty. Direct ambulance to The Avenue (MR TM273484)
- Waldringfield beach near the road. Direct ambulance to Waldringfield Boatyard (MR TM285446)

Records

Use the Emergency Logbook to record:

- Your actions
- Messages and replies
- Telephone calls
- Decisions made
- Casualties sent by ambulance
- Each entry must include the time and date

Use a report form in Appendix XXX

Investigation of incident

Once club members or students are safely ashore, the following strategy should be followed in order to deal with the authorities and the press.

- Get a statement from competent witnesses;
- Remove the key witnesses (and instructor) from the club house to somewhere you can talk to them away from the press;
- Produce a written statement for the press, such as:
" **** *an incident has occurred and a number of casualties have been taken to hospital. When and where.. we will provide more information as it becomes available*" (give yourself time to collate the information).
- Don't hold a press conference, but decide who will speak to the press;
- Don't allow well meaning but ill informed people to make public comments;
- Try to keep a record of whom you have spoken to, who has contacted you etc;
- If the incident is during a training session, inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press;



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- If the rescue services have been involved the press will have probably obtained some information from them;
- If there has been a fatality the police will contact the centre and 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;
- Be aware that conversations over the two way radio are public, Use a telephone in preference to the radio.
- Keep any relevant equipment such as lifejackets, logbooks etc.
- If required, send a report to the MAIB (refer to booklet G27).

Support after an incident

In the period immediately following an incident, those on site may need further assistance, for example, to arrange transport away from the club or manage the return of abandoned dinghies. Those associated with the incident should be provided with details of where they may find counselling. The Club Welfare Officer will assist with locating suitable counsellors. A list of names and contact numbers may be found in Appendix 1.



Appendix 1 – Contact information.

Title	Name	Home phone	Mobile Phone
Commodore	Mel Ringer	01394 387041	
Vice commodore	John Adams	01359 230085	
Rear Commodore	Emma Barton	01394 383965	
Secretary	Michael Madden	01394 384440	
Safety Boat Captain	Dave Sutherland		
TC Principal	John Prevett	01394 385236	07771 880240
Chief Instructor (Power Boat)	Dave Sutherland		
Chief Instructor (Sailing)	Steve Scholey		
Emergency Services	Police/Fire/Ambulance	999	112
Network Rail	Saxmundham signal box	01728 602727	
MAIB	Emergency number	023 8023 2527	
HSE	Contact Line	0845 300 9923	
Environment Agency	Hotline	0800 807060	
RYA	General Number	023 8060 4100	



Appendix 2 – Emergency Actions – extract for placing in safety boats

