

APPENDIX M -EMERGENCY ACTION PLAN

In an emergency use the checklist below. Local and GYC contact details are on page 3, and RYA contacts on page 6. This document is to be kept in the Emergency Action Plan Folder as well as within GYC Operations Manual.

PROTECT LIVES	Provide emergency first aid if necessary
	Protect individuals from further harm
	Secure the scene of the incident and ensure the safety and physical/emotional wellbeing of those involved
	If lives are at risk contact emergency services
	Isolate the cause of the incident
	Clear the water of boats as necessary, while you deal with the incident
	Evacuate the premises as necessary
TAKE CONTROL	The Senior Instructor in charge on the day will take immediate charge of the situation and inform the appropriate emergency services as necessary
	The Senior Instructor may then delegate an appropriate member to act as Incident Coordinator until the emergency services arrive
	Allocate a room as the Incident Control Room e.g. Club room or Commodores Room.
	When advised of an emergency situation, act as quickly, calmly and as effectively as possible
	If there is a fatality, prime responsibility for notification of next of kin lies with the Police, similarly with injured people when a criminal offence or traffic collision occurs
	Maintain a record of key information and actions using an Incident Log Sheet (copies located in Emergency Action Plan Folder)
	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
INFORM AGENCIES	Protect and ensure the welfare of all those involved and any witnesses
	Contact emergency services if not already done
	Make sure you have the following information: • What the problem is • Your location • How many are involved • When it happened
	Notify Rear Commodore Junior Sailing and GYC RYA Principal
	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
	Notify the relevant RYA Senior Manager and Communications Team
	Do you need to contact other agencies? Harbours/Harbour Master, Electricity?

	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 & Safety Executive
MEDIA RESPONSE	Appoint one person to deal with the media; this person will be designated as the only person to make any public statements to the media
	Manage any media that are onsite - if relevant provide a room or area away from the witnesses, victim's relatives and other participants Contact the RYA Communications Team for assistance and guidance with handling the media
	Only reveal names of any victims/casualties once advised by Police that it is alright to do so. Families do not want to hear of an incident through the press or social media Do not get drawn into speculating about causes, blame or possible outcomes
	If necessary the RYA Communications Team can arrange interviews or a local press briefing; larger incidents may require a formal press conference
	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."
	Never lie to the media about something you know to be true "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; 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 risk of it happening again
POST INCIDENT	Pass your Incident Log Sheet to the Rear Commodore Junior Sailing or GYC RYA Principal
	Complete the accident or near miss form accordingly
	Arrange a debrief of all staff and identify any additional welfare needs (e.g. counselling or rewards)
	Use information gained from the debrief to review and update the Emergency Action Plan.

Emergency Contact Details:

Name	Contact Number	Comments
Guernsey Yacht Club Castle Emplacement St Peter Port Guernsey GY1 1AU	Office No. 01481 725342	
Emergency Services	112/999	
Princess Elizabeth Hospital Le Vauquiedor, St Andrews GY4 6UU	01481 220000	
First Aiders		Current list is located next to the first aid kit by the changing rooms
Rear Commodore Juniors (Mike Chapple)	07781 163311 (m)	email: rcjuniorsailing@gyc.org.gg
GYC RYA Principal (Elaine Mahy)	07781 440100 (m)	email: ryaprincipal@gyc.org.gg
Health & Safety Executive PO Box 459 Raymond Falla House Longue Rue St Martins GY1 6AF	01481 234567	
MAIB (Marine Accident Investigation Branch)	023 8023 2527	
Harbours St Julian's Emplacement St Peter Port GY1 3DL	Harbour Master 01481 720229 Port Control (24hr.) 01481 720481	Guernsey VTS can also be contacted on VHF Channel 12
Coastguard	01481 720672	VHF Channel 16 (emergency)

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 Co-ordinator

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 a Flag Officer, such as Rear Commodore Junior Sailing, Centre Principal (GYC RYA Principal) or Chief Instructor is informed of the incident as soon as possible.

Incident Control Room

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

Site Organisation

- If necessary restrict entrance or exit to and from the site by positioning a member of staff to act as gate keeper, 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 other 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 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 Guernsey Yacht Club 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 XXX

(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, 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 & 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.

EMERGENCY RESPONSE CARD

Guernsey Yacht Club, Castle Emplacement, St Peter Port Guernsey.
Tel: 01481 725342

Emergency or Life Threatening Injury - Key Steps

1. **Render assistance**
2. **Make contact** with volunteers, coaches, instructors or staff for assistance
3. **Call for Help & Emergency Medical Attention**
 - **112 / 999**
 - **Harbour Master:** VHF#16, Tel: 01481 720229
 - **Guernsey VTS:** VHF#12
 - **Coastguard:** VHF#16
 - **On shore helpers:** VHF#P4
4. **Monitor and administer first aid:** Nearest AED - Guernsey Yacht Club or Bathing Pools.
5. **Send someone** to meet/direct Emergency Services
6. **Transfer** injured to care of Emergency Team
7. **Inform** key people (Rear Commodore Junior Sailing, GYC RYA Principal or Chief Instructor and if necessary the RYA Communications Team as soon as possible).
8. **Complete an incident report**
9. **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, if using main harbour liaise with Harbour Master VHF#12.)**
 - **Age/gender/number of injured people**
 - **Type of injury/situation**

EMERGENCY RADIO PROCEDURES

Set the radio channel to 16 high power

- **Press microphone and speak your Distress or Urgency message slowly and clear**

MAYDAY, MAYDAY, MAYDAY

THIS IS..... (name of vessel 3 times)

MAYDAY..... (name of vessel, call sign & MMSI number spoken once)

MY POSITION IS..... (latitude & longitude, or true bearing From a known position)

– IF YOU DON'T KNOW, DON'T GUESS – GIVE YOUR LAST KNOWN POSITION

I AM.....(sinking, on fire, etc) **I REQUIRE IMMEDIATE ASSISTANCE**

I HAVE..... (number of persons onboard and any other relevant information such as availability of liferaft)

Intentions (e.g. abandoning to liferaft with hand held radio)

OVER – THIS MEANS “REPLY TO ME”

RELEASE THE TRANSMIT BUTTON

KEEP LISTENING ON CHANNEL 16 FOR INSTRUCTION

Emergency Response Pick up Locations:



Name	Description
1	Havelet Slipway, Castle Emplacement.
2	Lifeboat Slipway, Castle Emplacement.
3	Ro-Ro Ramps, St Peter Port Harbour.
4	Cruise Liner Pontoon, Albert Pier.

Emergency Numbers	Organisation Numbers
Guernsey VTS: VHF#12,	Guernsey Yacht Club: 01481 725342
Coastguard: VHF#16	Rear Commodore Juniors: 07781 163311
Emergency Services: 999	GYC RYA Principal: 07781 440100
Harbour Master: 01481 720229	Chief Instructor: 07911 737070

EMERGENCY INCIDENT LOG (To be passed to GYC RYA Principal on completion.)

INCIDENT:

DATE:

DETAILS:

[illegible]

To be read and understood by all those who take groups afloat for RYA training or coaching purposes.

For all incidents on the water alert the safety boat crew.

For an accident on the water:

- Safety Boat crew effect immediate First Aid.
- Safety Boat driver to use the radio to inform shore helpers and SI.
- Safety boats to oversee/effect return of patient to slipway, and the safety of the other dinghies on the sea.
- When the patient is ashore, care of the patient is to be delegated to the shore-crew member so that the safety boat can return to look after the dinghy fleet.
- Two first aid boxes are available in the GYC; one in the disabled persons toilet and the other by the GYC cupboard. The box by the GYC cupboard and contains a Vентаid (to assist with resuscitation) and an emergency space blanket. The safety boat safety packs also contain Vентаids, survival blankets and a variety of first aid equipment.
- If you feel that the situation requires immediate or further assistance call Guernsey Coastguard on Ch20 or Ch16.
- Shore-crew member to call 999 and give location, service required, type of injury, gender & age of casualty. If calling from the water agree a slipway meeting point with the emergency service.
- Delegate volunteer to go with patient to hospital.
- SI to inform parents.
- SI to inform the Principal immediately, and after the event, in writing.
- SI to inform GYC Rear Commodore Junior Sailing immediately, and after the event, in writing.
- SI to complete accident book which is held in the junior cupboard.
- GYC Rear Commodore Junior Sailing to follow up patient's progress.
- Meeting to be held with all parties involved in the handling of the incident, together with the SI and GYC Rear Commodore Junior sailing as well as 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. The RYA should be informed.

Do not talk to the media or allow other participants to do so.

If an emergency arises on the water (e.g. sudden weather change):

- Safety Boat driver to use the radio to inform shore and SI.
- If the SI feels incident warrants further action:
- **Emergency signal is 6 long blasts on a whistle and should be used to alert all sailors**
- Sailors should either group near safety boats or, if in close proximity and safe to do so, return to slipway.
- Safety boat crews to engender calm amongst sailors to ensure safe return to shore without capsize.
- SI or safety boat leader to radio to onshore helpers to be ready.

All boats must return to shore, all helpers & students to GYC Club room. Check tally board to see that all sailors have returned and are accounted for.