RWYC

EMERGENCY ACTION PLAN (2019)

Dealing with a major incident

Your priority is, of course, the safety of participants and instructors. However, once ashore you need a strategy to deal with the authorities and the press.

The following procedures MUST be followed:

- Get a statement from competent witnesses.
- Remove the instructor and the key witnesses from the RWYC to somewhere you can talk to them away from the press.
- Produce a written statement, such as :

  The Royal Windermere Yacht club regrets to announce the death of ……...whilst partaking in a training course. When and Where. Our deepest sympathy to relatives etc. A full statement will be issued in due course. (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 staff to make public comments - Try to keep a record of whom you have spoken to, who has contacted you etc.
- Inform RYA training (023 8060 4181) who can assist with compiling your statement to the press.
- If the rescue services have been involved the press will probably have 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.
- If your boat has a code of practice certificate you must inform the Marine Accident Investigation Branch (MAIB) within 24 hours. You can do this by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate.
- Keep any relevant equipment such as lifejackets, logbooks etc.
- If required send a report to the MAIB.

When dealing with any major incident , it helps if:

- Your paperwork is up to date with information such as contact numbers of next of kin.
- Your boats and instructors comply with your own safety policy and the RYA's condition of recognition.

CONTACT

Training principal **Amanda Wilson 07908399637**

Commodore **Clare Houlihan 07813825659**