

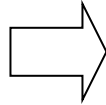


GROUP LEADER

Contact Clubhouse Officer or Chief Race Officer and give details.

Make sure you have the following information:

- Who you are and your group's name
- What the problem is
- When it happened
- Where you are
- How many are involved and who they are
- Any injuries, if known



**CLUBHOUSE OFFICER or
CHIEF RACE OFFICER**
Telephone is in porch (01983 760270)

Contact emergency services via one of the following:

- Issue a standard Mayday call on VHF Ch 16
- Telephone 999 for Coastguard, Ambulance, Fire Service or Police
- Contact the Harbour Master (VHF Ch 68)

Record details:

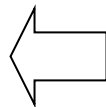
- Name of Group Leader and Group
- Nature of problem / injuries
- When incident happened
- Where group is now
- How many people are involved and whether adults or children
- What you are going to do
- Continue to record all details (including times) as events progress

Contact:

- Parents or next of kin (Contact Details in filing cabinet)
- Maintain listening watch on VHF, relay information to Group Leader

Organise:

- Help and assistance from staff/volunteers
- Locate trained First Aiders
- Ensure someone is outside building to meet emergency vehicles
- Ensure safety of injured persons and protect from unwanted attention
- Comfort and arrange for evacuation



SENIOR INCIDENT PERSON

(Centre Principal or Chief instructor if during training, Rear-Commodore Sailing if other)

Inform:

- Rear-Commodore Sailing
- Club Commodore
- Training Centre Principal) if
- Chief Instructor) appropriate
- RYA Training Department)

Duties:

- Ensure that someone follows up by keeping in touch with anyone injured or their next of kin
- Record any information obtained

DO NOT MAKE ANY STATEMENTS TO THE PRESS OR MEDIA, OR ALLOW ANYONE ELSE TO MAKE STATEMENTS



This Emergency Plan deals with major incidents afloat:

- A. Missing boat (page 2)**
- B. Multiple capsized dinghies (page 3)**
- C. Serious injury (page 4)**
- D. Non-life-threatening injury (page 4)**
- E. Action at clubhouse during major incident (pages 5 & 6)**

In an emergency situation the Chief Race Officer or Clubhouse Officer will be in charge unless he/she delegates the role to someone else. Patrol boat crews and others should report any incident to CRO/CO as soon as it occurs. Club phone number - 01983 760270 (phone in porch by front door).

A. Incident - MISSING BOAT

1. Initial checks -
 - a. Double check fleets using another observer if possible.
 - b. Has boat returned to club, gone into harbour, gone to one of the boat yards or Royal Solent Yacht Club?
 - c. Has boat gone up the river or to King's Manor?
 - d. Call Harbour Master (01983 760321) and ascertain whether boat has been seen.
2. If no sign of boat -
 - a. Get launches to start search.
 - b. Call Harbour Master (01983 760321) and ascertain that their boat staff are aware of missing craft.
 - c. Make initial radio call to Solent Coastguard on channel 16 (or phone 023 925 52100). They will ask you to switch to working channel. They will want to know details of boat and number of people on board and life saving equipment carried.
 - d. Shorten course or abandon event altogether if rest of fleet does not have adequate patrol boat cover.
3. If boat still missing -
 - a. Make follow up call to Solent Coastguard.
 - b. If in committee boat, ensure all boats are recorded in at clubhouse.
 - c. Maintain radio watch on channel as directed by Coastguard.
 - d. Assist with search and keep notes of events and times. Make sure these are kept safe ashore.
4. If/when boat is located -
 - a. Inform all involved in search - especially Solent Coastguard.
 - b. Ensure all search boats are accounted for and recovered safely.



B. Incident - MULTIPLE CAPSIZED DINGHIES - PATROL BOATS HAVING DIFFICULTY RECOVERING BOATS AND/OR CREWS.

1. Immediate actions -

- a. Ensure patrol boat crews check all capsized boats as soon as possible for injured crew, establishing that any upturned boat has no crew under it. Priority is always people before boats. Crew may have been carried away from boat by tide. Establish if anyone is missing.
- b. Patrol boats should if possible mark abandoned boats with red/white tape on rudder area or by attaching a fender to mast top.
- c. If you are in committee boat, call club house (if manned) by radio or phone (01983 760270) for additional assistance.
- d. Request additional assistance from Harbour Master (01983 760321) and, if in Solent, Royal Solent Yacht Club (01983 760256).
- e. Make initial radio call to Solent Coastguard on channel 16 (or phone 023 925 52100). They will want to know types of boats and approximate numbers involved and lifesaving equipment carried.
- f. Abandon event if weather is deteriorating or rest of fleet does not have adequate patrol boat cover.

2. Follow up actions -

- a. Get patrol boats to recover any crew from boats drifting towards danger (offshore, ferry, pier, bridge).
- b. Remember - an inverted dinghy is often safe for crew to sit on.
- c. If you are in committee boat, confirm with club (if manned) that they have initiated Emergency Plan (see page 5).
- d. Maintain radio watch.
- e. Assist with recovery and keep notes of events and times and see that these are kept safe ashore.

3. If/when all crew/boats are recovered -

- a. Inform all involved in recovery - especially Solent Coastguard.
- b. Ensure all search boats are accounted for and recovered safely.



C. Incident - SERIOUS INJURY

1. Ascertain number and names of casualties and their injuries if known.
2. Initiate call on channel 16 (or phone Solent Coastguard on 023 925 52100) so that Coastguard can get helicopter to scene with minimum of delay, if required. If at Club, use base station, which has longer range. Use official call sign - "Yarmouth Sailing Club".
3. If you are in committee boat, inform clubhouse (if manned) of situation by radio (or phone 01983 760270).
4. In the unlikely event of committee boat having to return to harbour with casualty:
 - a) get others to finish race or cancel,
 - b) inform Harbour staff (01983 760321) of situation and follow their advice as to which pontoon to go to.
5. Maintain radio watch.
6. Keep notes of events, actions taken and by whom, and at what times and see these are kept safe ashore.

D. Incident - NON-LIFE-THREATENING INJURY

1. Ascertain nature and extent of injury.
2. Get patrol boat to pick up casualty and take to nearest pontoon (see 4 above if in Solent).
3. If you are in committee boat, inform clubhouse (if manned) by radio or phone (01983 760270) of number, names and possible injuries of casualties.
4. Continue to finish racing or abandon event if appropriate.
5. Keep notes of events and times and see these are kept safe ashore.
6. Complete accident/incident report (in kitchen cabinet with First Aid box).



E. ACTION AT CLUBHOUSE DURING MAJOR INCIDENT

During a major incident the Chief Race Officer/Clubhouse Officer, if not on shore, is likely to need significant shore-based assistance. Any experienced member must be prepared to co-ordinate this role.

1. COMMUNICATION

- a. Organise someone to man radio (use base station which has longer range to contact emergency services) and/or telephone.
- b. Keep notes of events, actions, times.

2. EXTRA HELP

There may be an unused club boat available. Additionally there may be members who own RIBs who, provided they are experienced and suitably equipped, could act as patrol boat crews. BUT care must be taken: inexperienced boat handlers can make situations worse. In bad weather they might themselves become casualties.

If the situation requires you should:

- a. Request additional patrol boats.
- b. Consider asking for support from Harbour staff (01983 760321).
- c. Ascertain whether you have a doctor or nurse present to help with returning casualties.

3. RECEPTION OF RETURNING SAILORS AFTER MULTIPLE CAPSIZE

- a. Ensure members on shore are mobilized to receive returning sailors.
- b. Nominate someone to log in all returning sailors and patrol boat crews.
- c. Check for injuries. If ambulance required dial **999** and ask someone to await its arrival by the road.
- d. Anyone who has ingested a significant amount of salt water must be sent to hospital immediately.

4. RECEPTION OF SERIOUSLY INJURED SAILOR

- a. Phone for ambulance - **999**.
- b. Arrange for someone to be on relevant slipway to await arrival of injured person.
- c. Ensure access gates are open for ambulance staff access.



- d. Ensure someone is positioned on road to meet ambulance staff.
- e. Ensure next of kin (if known) are informed that accident has occurred and ambulance attending. (A membership list with additional contact details can be found in the store room in top left filing cabinet drawer under 'Contact Details'.)
- f. Update all concerned, in particular Chief Race Officer.
- g. Keep notes of events, actions taken (and by whom), times, etc. and make sure these are kept safe and filed with report.

5. AFTER ANY INCIDENT

Complete accident/incident report (in kitchen cabinet with First Aid box) and file in filing cabinet under "Accident Reports".

If a casualty refuses further treatment against advice, make a note of this in the accident report.

FOLLOW-UP

Monitor casualty progress at St Mary's Hospital - 01983 524081.

Keep in touch with casualty's home/next of kin to assure them that YSC is concerned for their welfare.

Ensure that Club Commodore or other Club Officer is aware of the incident.

PRESS/PUBLIC RELATIONS

In the event of a major emergency, it will not be long before the press start asking questions. **It is advisable not to talk to them.** The RYA PR helpline and the Harbour Master should be kept informed.