**Emergency Accident/Incident Plan/Procedures**

An emergency accident/incident is a serious incident or injury that evidently falls outside the capabilities of a qualified 1st Aider to deal with and which will almost inevitably require the involvement of the Emergency Services.

If afloat alerting of the Emergency Services can be achieved either by use of mobile phone or by using VHF radio on Channel 16. In the event that the Coastguard/ RNLI become involved, they will assume control of the incident. All staff will assume a subordinate role to the Emergency services and should work to their direction until such time as control of the incident is formally handed back.

Immediate 1st Aid. A qualified 1st Aider should administer immediate 1st Aid and stabilise the casualty if possible. If possible a different individual should be tasked to notify the Emergency Services.

Essential Information. When alerting the Emergency Services the following essential information must be communicated:

* Location of the incident (e.g. Newtownards Sailing Club pontoon, Strangford Lough – off Newtownards Sailing Club etc.). If GPS is carried a Lat/Long coordinate should be offered.
* Nature of the incident.
* Number of casualties and nature of injury.
* Means by which Emergency Services may make contact in the event of loss of communications
* An individual must be nominated to await Emergency Services at the entrance to the Club lead them to the casualty location.

Hospitalisation. Should the casualty require hospital treatment (HEAD INJURIES, LOSS OF CONCIOUSNESS, SERIOUS IMMERSION) the Emergency Service should be called as a general rule. A non-life threatening situation needing A&E treatment may be transferred by car. If the casualty is a minor the child's parents or guardian should be informed as soon as possible of the situation.

Next of Kin. In the case of serious injury or death to any person next of kin should be informed as soon as possible by the senior person on site.

Informing the Principal. The Principal is to be informed as soon as possible of any serious incident or injury requiring hospital treatment or involvement of the Emergency Services.

**Dealing with a major incident**

These notes give guidelines in the aftermath of a major accident for the SI in charge

* Your first priority is, of course, the safety of participants and instructors, but once ashore you are going to have to deal with the authorities and the press.
* Get a statement from competent witnesses
* Remove the instructor and key witnesses from the club to a place you can talk to them away from the press.
* Produce a written statement that you can give to the press:
* E.g. "NSC regrets to announce the death of a crew member who fell overboard.

When

Where

Our deepest sympathy to the relatives etc.

A full statement will be issued at 2pm tomorrow (give yourself time to collate the information).

* Don't hold a press conference
* 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 4180) who can assist with compiling your statement to the press.
* 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 Club and inform the next of kin. Do not publicize the name of the casualty until you know this has been done, even if the press appears to know who it is.
* Keep any relevant equipment e.g. Lifejackets, logbooks etc
* If required send a report to the MAIB (refer to booklet G27).
* Major accidents at RYA Training Centre’s are very rare but if you are ever unfortunate enough to be involved in one it helps if your paperwork is up to date e.g. you have a contact number for the next of kin and that your boats and instructors comply with your own safety policy and the RYA conditions of recognition.

**AFTER AN INCIDENT OR NEAR MISS INCIDENT THE ACCIDENT REPORT BOOK IN THE OFFICE MUST BE FILLED IN.**

**Emergency Telephone Numbers**

Police 999

Ambulance 999

Newtownards Hospital 02891 812661

Coastguard 02891 463933

VHF channel 16 (working 67)

Lifeboat 02891 459376

RYA Press Office 02380 604208

RYA Training 023 8060 4100 http://www.rya.org.uk/contactus/Pages/default.aspx

RYANI 02890 383812 <http://www.ryani.org.uk/>