



MAJOR INCIDENT PLAN

Definition of a Major Incident

A Major Incident is an event where there is loss of life, a serious injury, or there is substantial damage to property and/or the environment.

In the event of any major incident, your first priority is the safety of the participants, volunteers and instructors, but once ashore you are going to have to deal with the authorities and potentially the media. You should immediately contact the emergency services as appropriate.

Created March 2024 by E.Caswell

ORDER OF ACTIONS

1. Person Receiving Incident Call

- Fill in Incident Form
- Contact appropriate emergency services if necessary
- Contact Commodore and/ or Training Principal
- Designate Incident Coordinator or initiate yourself



2. Incident Coordinator

Instigate the Major Incident Plan (refer to job role and check list)



3. Review the Incident

- Incident coordinator write reports
- Any procedure changes made and recorded

INCIDENT FORM

INITIAL PHONE CALL

Name of person reporting incident	
Mobile number	
Name of injured person(s)	
Nature of injury	
Nature of incident	
Other people involved	
Names of key members at club assisting with incident	
999 Called?	
Action taken	
Current situation	
Further intentions	
Date & time of incident	
Further details about nature of incident	
Report written by	

Incident Coordinator

To be senior member of Committee/ Training Team on-site at time of incident

JOB ROLE

1. Initiate and follow the Major Incident Plan
2. Delegate roles to other members
3. Liaise between members
4. Maintain awareness of welfare of all members involved in incident/follow up
5. Continue to coordinate situation until:
 - Officially declaring emergency ended
 - Or being relieved/assisted by higher authority
6. Ensure no persons leave the site prior to a full debrief at the conclusion of the incident
7. Ensure appropriate counselling/support available
8. Ensure appropriate records are kept

Incident Coordinator's Checklist

Signed: _____

Date: ____/____/____

Action	Yes/ No	Taken by	Date/Time Completed
Incident Log opened			
Immediate course of action required Self help/outside agencies?			
Key Management team assembled?			
Ambulance/emergency services called?			
Police notified?			
Next of Kin notified?(Police to do this in case of fatality)			
On water safety secured/ activity stopped/ controlled?			
On shore safety secured?			
All craft recovered from water? (prioritise people before boats)			
Responsibilities/duties allocated?			
Control room/communications established?			
People on site contained/ informed/ asked not to post on social media?			
Committee & Trustees Notified?			
RYA notified? Training Dept: 02380604181			
Marine Accident Investigation Branch (RYA will normally refer incident to them if required) 02380232527			
H&S Executive? (Fatal and major injuries only) Incident Centre – 03453009923 Out of Hours - 01519229235			
North Yorkshire Council Report and Emergency 03001312131			
Accident/ Incident form completed?			
Media statement prepared/ issued if required?			
Follow up welfare checks carried out?			

Incident Log Compiler

JOB ROLE

1. Receive, record and pass on information
2. Standby to receive and undertake telephone calls
3. Log time and details of each call, using Incident Log
4. Contact Emergency Services as required. (liaise with Incident Coordinator)
5. Record all decisions made and actions taken on the Incident Log

Incident Log

This should be activated at the same time as the Major Incident Plan and completed by the delegated staff member.

Compiled by: _____

Date	Time	Event	Decision/Action	Taken By

Welfare Officer

JOB ROLE*

1. Communication with Incident Coordinator as to progress of people involved in the incident
(half hourly updates)
2. Setup an area for injured/ cold/ upset members with blankets, warm drinks & food
3. Ensure minor first aid issues are dealt with
4. Ensure all involved are provided with information in regard to injured friends/incidents etc.
5. Provide reassurance, sympathy and support
6. Liaise with Incident Coordinator to initiate counselling procedures.

* This role may need to be maintained for an extended time after the incident.

Media Coordinator

Media person (one person only) is designated as soon as possible after incident occurring.

JOB ROLE

1. One person to coordinate all communication with the media.
2. Ensure witnesses and members on site DO NOT to post pictures or comments on social media or talk to the press.
3. Setup media room
4. Find out facts
 - Gather relevant information and prepare report
 - Take time to organise clear view of facts before talking to media/PRO don't agree with media interpretations
5. Any media release needs to be sanctioned by the Incident Coordinator
6. Release information at certain times e.g. every half-hour
 - Restrict questions from media to facts (avoid speculation – remember there could be legal implications)
7. Provide information/facts to Communication Officer
8. Half hourly updates should include:
 - Detailed description of actions being taken at scene
 - New information on injuries/those involved (no names)
 - Locations of those involved/not involved

No updates to media without prior consultation with Incident Co-ordinator

EXAMPLE OF MEDIA RELEASE

MEDIA RELEASE

This morning an incident occurred in which a powerboat and a dinghy collided.

One person was injured and was taken by ambulance to hospital.

Our sympathies are with the person concerned and their family. We would like to thank members of the club and the emergency services for their prompt action in dealing with the incident.

It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to this incident.

We will fully cooperate with any investigation and learning outcomes.

An update will be given at 2pm tomorrow.