



## Emergency Action Plan

### Dealing with a Major Incident: - Principal & Chief Instructor / Management

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The following Action Plan should be followed to ease any Major Incident if it was to happen within or in connection with Yacht Sail Training activities.

#### 1. SAFETY

First priority is, of course, the safety of participants and instructors.

2. Has **EMERGENCY ACTION PLAN FLOW DIAGRAM** been followed?

a. If not why not and if NOT what is next?

#### 3. WHERE & WHO IS DEALING WITH IT??

a. Is the Instructor / Participants in their Home Port OR is travel needed to get to Instructor / participants involved?

b. If away from port - ARRANGE TO ATTEND - Speak with NOA Yachting OR local Marine TAXIs in the area to arrange fast transport to the destination - Take assistance.

c. Contact Police / Search & Rescue / Safety Service for further information regarding the incident.

#### 4. STRATEGY (PART 1)

Once ashore follow strategy to deal with the authorities / media & Next of Kin's.

a. Get a statement from a competent witnesses;

b. Remove the instructor and key witnesses from the centre/yacht to somewhere they can be talked to away from the media.

5. **BRIEF STAFF** - Brief all staff working and what they are required to do.

6. **EXTRA STAFF** - Bring in extra staff to assist with communications / paperwork

7. **CONTACT "NEXT OF KIN"** - "UNLESS IT IS A FATALITY" -

*NOTE: POLICE WILL CONTACT NEXT OF KIN IF IT IS A FATALITY*

## 8. STRATEGY (PART 2)

- a. **CONTACT/UPDATE** - Principal / Chief Instructor / Management / Office so they are prepared for any phone calls

OFFICE RESPONSE's TO PHONE CALLS: (Make sure they are aware to reply)

"There is a statement being written currently, Safety contact details will be used to update family members of the situation. AND They MUST NOT give out information over the phone to INCOMING CALLS as it may be press.

- b. Produce a **WRITTEN STATEMENT** for the media, such as;

" Yacht Sail Training School regrets to announce the death of a crew member who fell overboard at night from a training yacht/Vessel.

When..... (TIME & DATE)

Where..... (AREA & CO-ORDINATES)

Our deepest sympathy goes out to the relatives..... And we will do our best to investigate this thoroughly with the police, search and rescue and the marine accident investigation bureau.

A full statement will be issued at \_\_ pm tomorrow" (*give yourself time to collate the information ALLOW 24 HOURS WHERE POSSIBLE*)

- c. **NO MEDIA CONFERENCE - YET**

Don't hold a media conference, but decide who will speak to them and collate comments for the press before the meeting.

- d. **NO STAFF COMMENTS** - Remind staff (Until full information is received)

Don't allow well meaning, but ill informed, staff to make public comments.

- e. Try to **KEEP A RECORD OF EVENTS** of whom you have spoken to, who has contacted you etc.

- f. Inform RYA Training (023 8060 4180) who can assist with compiling your statement to the press.

- g. If the rescue services have been involved the media will probably obtain some information from them - **ONLY CONFIRM WHAT IS KNOWN**

- h. 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 media appear to know it

## 9. CONTACT / UPDATE COMPANY SOLICITOR: (THEN)

- a. **INFORM MARINE ACCIDENT INVESTIGATION BRANCH** within 24 hours.

This can be done by phoning 023 8039 5500. They will inform you within 28 days whether they intend to investigate

- b. If required, send a report to the MAIB (refer to [www.maib.gov.uk](http://www.maib.gov.uk) for details)
- c. **KEEP RELEVANT EQUIPMENT** such as lifejackets, logbooks, equipment involved in the incident etc
- d. **PAPERWORK** - Make sure all relevant paper work is up to date.
- e. Your paperwork is up to date e.g. you have a contact number for the next of kin
- f. Your boat and instructors comply with your own SAFETY POLICY and the RYA conditions of recognition.

## **10. GATHER ALL DOCUMENTATION**

- a. Statements
- b. Paperwork / Qualifications
- c. Insurance Documents
- d. Solicitor
- e. Seek Advice before Media Conference (RYA/Solicitor)

## **11. MEDIA CONFERENCE - ARRANGEMENTS**