



LYME REGIS SAILING CLUB Ltd

Emergency Action Plan: Sailing (Instructed)

APPLICATION

- This plan applies to all LRSC Ltd situations in which sailing instruction occurs.
- It should be read by all personnel involved in on the water training or shore-based activities connected with training to sail.
- All participants are required to abide by the LRSC Ltd Rules.
- Participants under 18 years of age are required to have parents/guardians sign and return Parental Consent and Conditions Forms. They will have received Parent Advice Forms and will have been made aware of the LRSC Ltd Child Protection Policy at induction sessions.
- There are separate Emergency Action Plans for major events and non-instructed sailing.
- Officers/Instructors in Charge of a session should always identify personnel in their team with up to date first aid training.

INITIAL RESPONSIBILITY FOLLOWING AN INCIDENT

- The Officer or Instructor in Charge of the session should take control with advice from the Harbour Master, if available.

MINOR INJURIES

Actions instigated by the Officer or Instructor in Charge

- Inform Beach Master with the following information:
 - Type and extent of injury
 - Estimated time to reach the harbour
- Transport casualty to harbour as soon as possible.
- Note the position of the craft, if it is left.

Actions by Beach Master

- Notify local doctor or dial 999 as appropriate (see Emergency Phone Numbers below).
- Notify Harbour Master with brief details, if the officer/instructor in charge considers it necessary.

- Supervise first aid using First Aid Box in clubhouse.
- Any injury, no matter how small, should be entered on an Accident Record Form, including the name, age and contact information of the casualty, a brief description and time of the injury and all first aid actions.
- The pad of forms is on the shelf by the main noticeboard in the clubhouse.
- The form should be signed by the casualty and a parent/guardian for under 18s, if they are present, once they have read the entry.
- The form should then be placed in the Accident Record File, which is kept in the Club Office.
- If a parent/guardian of a person under 18 is not present, they should be contacted and given details of the incident and action taken. In all cases where First Aid has been administered the parent/guardian should be advised to have the casualty checked by a doctor.
- If the casualty is under 18 years and has what is considered a serious injury, parents/guardians must accept referral to outside emergency services. The young person should not to be allowed back on the water until the responsible agency certifies that he/she is fit to sail again.

MAJOR INJURIES/MAJOR INCIDENT INVOLVING MULTIPLE CRAFT

Actions by Officer/Instructor in Charge of Session

- ***If the Harbour Master is available***, inform him about the nature of the Incident, including numbers of boats and people involved. He will most likely make the decision on services to be alerted and tasked.
- Then inform the Beach Master.
- ***If the Harbour Master is not available***, inform the Beach Master about the nature of the incident, including the number of boats and people involved, and instruct him/her on the Emergency Services to be alerted.
- Then inform the Harbour Master or harbour staff as soon as possible.
- In both cases, arrange transport for the casualty/casualties to the harbour as soon as possible.
- Note the position of any craft left on the water.
- Take whatever actions necessary to ensure the safety of the remaining course participants on the water.

Actions by Beach Master

- Respond to Officer/Instructor in Charge's instructions about making contact with the Harbour Master or alerting Emergency Services.
- Direct anyone involved with the incident to a muster area, which may be the Club Office, the Harbour Master's Office or the Lifeboat Training Room, if prior arrangements have been made.
- Organise a team to act as spotters from the harbour and check all personnel off against the Signing on Sheet and Duty Roster or instruction team registers/record sheets.
- Relay details of unaccounted individuals to Officer/Instructor in Charge.
- Organise clear access to the slipway from the sea and road.
- Meet emergency services at top of slipway and facilitate quick pick up of any casualties.
- Supervise others involved, including, for example, any first aid deployment and RIB drivers.
- Instruct all involved not to talk about the incident to third parties.
- Organise a person to be responsible for welfare, including supporting people, providing hot drinks and contacting relatives.

Officer/Instructor in Charge Actions Ashore

- Liaise with Beach Master to ensure all personnel are safely ashore.
- The Harbour Master and Officer/Instructor in Charge should take up position in the Harbour Master's Office or a designated location, from where the situation and all assets will be controlled.
- Make a factual comment to enquiries without providing detailed information and direct enquirers to the Harbour Master's Office or other incident control point.
- Communication with the press should be arranged through one individual as the Media Focal Point, following the RYA Guidelines.
- The Officer/Instructor in Charge should inform the Commodore and relevant Club Officers.

SITUATIONS INVOLVING THE EMERGENCY SERVICES

Once the decision has been made to involve the Emergency Services, they will take over and run the situation, but there may be an interim period when they have yet to arrive. To aid their operations and investigations:

- Delegate an incident recorder to gather together all those directly involved and get statements and contact details.
- Make and retain a record of actions taken.
- Gather into a safe area any equipment relevant to the incident such as boats, lifejackets and safety equipment.
- In the case of a fatality the police will notify the next of kin.

MEDIA FOCAL POINT

The person designated as the Media Focal Point should be close to the Incident control point (e.g. Harbour Master's Office or Club Office) and take overall charge of communications with the media.

- He/she should set up communication with the RYA for support.
- No press statement should be made until discussions have been held with the RYA.
- He/she should supervise all contact with the casualties' next of kin, parents/guardians as appropriate.

DEBRIEFING

- To minimise any trauma, people directly and personally involved in a serious accident should be given the opportunity to discuss the situation with a senior member of the Club within two days of the incident.

EMERGENCY TELEPHONE NUMBERS

- Lyme Regis Harbour Master
 - Office: 01297 442137
 - Mobile: 07870240645
- Serious incident/injury
 - First Resource (Ambulance/Fire Brigade): 999
 - Lyme Doctor(s): 01297 445777
 - Lyme Regis Police: 01297 442603
 - Coastguard Solent area: 999
 - Exeter Hospital (full A & E facilities): 01392 411611
 - Dorchester Hospital (full A & E facilities): 01305 251150
 - Bridport Hospital (limited facilities/opening): 01308 411611
 - Honiton Hospital (limited facilities/opening): 01404 540540

Ring Honiton and Bridport before leaving to avoid a wasted trip.
- Defibrillators

- On the wall of the Harbour Master's Office
- On Victoria Pier

LRSC LTD INSTRUCTORS INVOLVED IN TRAINING YOUTH MEMBERS

- Oppie Cadets: Dave Stubbs: 01297 631616
- Tuesday Youth training: Sally Holman: 01297 442373 or 07748225153
- Saturday Race Group: Jerry Rook: 01460 240644
Vicky Hill: 01404 881229

LRSC LTD OFFICERS

- Welfare Officer: Helen Rook: 01460 232553 or 07808889845
- Commodore: Jerry Rook: 01460 240644
- Vice Commodore: Dave Stubbs: 01297 631616
- Hon Secretary: Sally Holman: 01297442373 or 07748225153