



# Emergency Action Plan

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# Major Incident Procedure

(Sutton Dinghy Club)

## Document Version Control & History:

	<b>Name</b>	<b>Position</b>	<b>Date</b>
<b>Drafted by</b>	Andrew Johnston	Commodore	March 2013
<b>Reviewed By</b>		General Committee	April 2013

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<b>V1</b>	April 2013	General Committee	New EAP approved
<b>V2</b>	August 2014	General Committee	DEATH Included as emergency type
<b>V3</b>	June 2015	General Committee	Pre review by ISA Sarah Louise Rossiter
<b>V4</b>	January 2016	General Committee	AED Corrections
<b>V5</b>	June 2017	General Committee	Safety Statement Review
<b>V6</b>	Aug 2018	General Committee	Review of our Risk Management

<b>Document Custodian</b>	<b>Date</b>	<b>Approved</b>	<b>Alternate</b>
Andrew Johnston	June 2019	Stephen Boyle (Commodore)	Hon. Secretary

Signed on behalf of the General Committee:

### **Club Commodore**

Stephen Boyle (June 2019)

A handwritten signature in black ink that reads "Stephen Boyle". The signature is written in a cursive, flowing style.

## **DEFINITION OF A MAJOR INCIDENT**

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

## **FIRST RESPONSE**

The Principle Race Officer (PRO) present during Club or Event racing will act as Incident Co-Ordinator and take immediate charge of the situation and inform the appropriate emergency services by telephone.

When the Club Sailing School is in operation, the Senior Instructor (SI), will act as Incident Co-Ordinator and take immediate charge of the situation and inform the appropriate emergency services by telephone.

The SI/PRO may delegate an appropriate member to act as Incident Co-ordinator

The incident co-ordinator should assess the incident and determine if and what type of emergency assistance is required.

Emergency service should be contacted immediately on 112, (or 999) with clear instructions as to needs e.g. medical evacuation, fire services etc.

## **INCIDENT CO-ORDINATOR**

The Incident Co-ordinator will have overall control and responsibility and will co-opt other members as necessary to deal with the incident such as securing the incident area, rendering first aid, preventing further injury or damage and taking appropriate photographs.

The Incident Co-ordinator will ensure that Club Officers including the Hon-Secretary are informed of the incident by telephone as soon as possible.

## **EMERGENCY REPORTING (EVACUATION PROCEDURES)**

Types of emergencies to be reported by Club personnel are:

- Medical
- Fire
- Severe Weather
- Fuel or Chemical Spill
- Death

## **EMERGENCY EXITS AND EVACUATION ROUTES**

Evacuation route maps have been posted in each area of the Club. Club staff and personnel should know the evacuation routes. The following information is marked on evacuation maps:

Emergency exits

Locations of fire extinguishers

Assembly point(s)

Primary and secondary evacuation routes

Front Exit to Car Park and Right of Way  
Rear Entrance to Deck, Slipways and Dinghy Park

## **EMERGENCY EQUIPMENT ON SITE**

First Aid and Ice is available from the Office Staff based in Dry Room

Fire Extinguishers are located:

Kitchen/Dry Room  
Workshop

## **LOCATION OF AED (Defibrillator)**

The AED is located in the wall between the Mens and Ladies Toilets in the Dry Room.

## **CONTAIN THE INCIDENT - PROTECT INDIVIDUALS**

Protect individuals from further harm.

Ensure individual life is not at risk.

Identify other people present with appropriate skills to assist in management of the incident (e.g. qualified first aider).

Provide emergency first aid if necessary.

Isolate the cause of the incident (e.g. turn off electricity, isolate gas).

Evacuate the premises as necessary - using the fire safety point in Car Park.

Clear the water of boats as necessary, while you deal with the incident.

## **CALLING THE EMERGENCY SERVICES**

112 or 999 should only be called when there is a risk to life or property, where there is a crime being committed or the prospect of a crime being committed and when a person feels their personal safety is being threatened.

If you are in any doubt however, call 112 (or 999), and don't presume someone else has.

When you dial 112 (or 999), your emergency call is answered at a Public Safety Answering Point (PSAP). The specially trained call-taker will request you to state which service you require (i.e. An Garda Síochána, Fire Service, Ambulance Service or Coast Guard) and will also check your location with you.

The call is then transferred to the Emergency Service Control Centre you requested based on your location and handled accordingly. Most importantly if the line is busy, please do not hang up. The call will be answered as quickly as possible.

Club Address: Sutton Dinghy Club, Strand Road, Sutton, Dublin 13.  
GPS coordinates (Latitude **53.376 N , Longitude -6.101 W**)  
The Club can be difficult to find – direct the emergency services as follows:

*From Sutton Cross: Taking the Greenfield Road exit, follow the road till you meet the sea. Continue to keep the sea, turning right onto Strand Road. Continue to follow this coast road till you arrive at the Clubhouse about 2km from Sutton Cross.*

*Station someone at the St Fintans Road turn-off on Strand Road to meet and direct the emergency services.*

**Remember Do Not Hang up until help arrives.**

### **IN THE IMMEDIATE AFTERMATH - WITNESSES**

Get a statement from competent witnesses

Remove the key witnesses to a place you can talk to them away from onlookers.

Explain that statements are being taken to obtain an accurate account of the incident, as these may be required for insurance, or other purposes.

Notes need to be taken and agreed by the witness.

### **SECURING THE EVIDENCE**

Photograph the incident location, boats, equipment etc

Keep any relevant equipment e.g. clothing, buoyancy aids, lifejackets, logbooks etc.

Secure any boats or equipment involved.

### **MANAGING INFORMATION & DEALING WITH RELATIVES AND AGGRIEVED PARTIES**

It is important to be sympathetic with these people, and advise them the matter will be fully investigated, without admitting responsibility at that time.

It is important to remain calm and to say that every effort is being made to mitigate the effects and that the appropriate authorities, with whom we are co-operating, are investigating the incident.

If there has been a loss of life An Garda Síochána will inform the next of kin. Do not publicise the name of the casualty until you know An Garda Síochána have informed the next of kin, even if the press appear to know who it is.

If there has been a fatality the police will inform the next of kin. Do not publicise the name of the casualty until you know this has been done, even if the press appear to know who it is.

## **DEALING WITH THE MEDIA/PRESS**

If contacted by the press or other media representative, the initial response is to acknowledge that an incident has occurred and that a club official (usually the Hon-Secretary) will issue a press release.

Direct statements and interviews are to be avoided.

If it becomes necessary to give an interview, unless confident in being able to cope with unexpected questions, it is better to read from a prepared statement.

If the incident is attracting attention from the national media, call ISA Media Relations for advice.

Don't hold a press conference

Decide who will speak to the press

Do not allow well-meaning but ill-informed members to make public comments.

Try to keep a record of whom you have spoken to, who has contacted you etc.

## **NOTIFICATIONS**

The Officers of the club will consider who must be notified, consult legal representatives, and contact interested parties Insurance Company etc. If the incident involves a work-related fatal or major injury inform the Health and Safety Executive.

## **CLOSURE**

The primary phase of the incident is closed when any injured parties have been moved from the location and all property damage has been secured so that it no longer presents a danger to club members or the public.

In order to complete the incident response, a meeting shall be held between the clubs members involved, the Principal Race Officer/Senior Instructor, the incident co-ordinator, the Club Officers including Hon-Secretary and any experts who may be required (legal, insurance, structural etc.). This meeting shall finalise all records of the event and determine any follow up action that may be required. A record shall be made of lessons learnt and ways to improve the Major Incident response system.