



**Cullaun Sailing Club
Kilkishen Co. Clare**

www.cullaunsailingclub.com

**CULLAUN SAILING CLUB
EMERGENCY ACTION PLAN
INCORPORATING MAJOR INCIDENT PROCEDURE**

DOCUMENT HISTORY

| Version | Date | Amendment | Amended by |
|---------|----------------------------|-----------|----------------|
| Draft | 24 th July 2012 | Initial | Brian Connolly |



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EMERGENCY ACTION PLAN

1.0 MAJOR INCIDENT PROCEDURE

1.1 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.

1.2 FIRST RESPONSE

- The Officer of the day (OOD) or, if operating as a Training Centre, the senior instructor (SI) present will act as Incident Co-Ordinator and take immediate charge of the situation and inform the appropriate emergency services by telephone.
- The OOD/SI may then 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.

1.3 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 or the General Secretary (if not present at the time) are informed of the incident by telephone as soon as possible.

1.4 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 muster point by the main gate.
- Clear the water of boats as necessary, while you deal with the incident.

1.5 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



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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.

Cullaun Sailing Club Address:

**Cullaun Sailing Club
Kilkishen
Co. Clare**

The Club can be difficult to find – direct the emergency services as follows:

- **From Kilkishen:** Take the Tulla road out of Kilkishen (R462) after approx 1 1/2 miles (you will see the lake to your left) take the next left turn (gorteen), follow this road for 1/2 mile crossing a small river bridge and take the next left into the coilte forest, sign posted “Cullaun Wood” and on to a gravel road, follow this road to its end (400yds), taking a left into a car park. GPS coordinates below

| Latitude | Longitude |
|-----------|-----------|
| 52.823461 | -8.775344 |

Remember **Don't Hang up** until help arrives.

Station someone at the Kilkishen-Tulla Road Junction to meet and direct the emergency services.

Ask the Emergency Services which hospital they are taking the casualty to.

Ensure the route is clear for the emergency services to enter the club.

Do you need to contact other agencies? Environment Protection Agency, ESB.

Other phone numbers:

- Clare County Council 065-6821616
- ISA 01-280 0239
- ESB Networks Ltd 1850 372 999 (emergency line)
- Environmental Protection Agency 1890 335 599
- Shannondoc 1850 212 999

2.0 AFTER THE INCIDENT

- Make notes of the incident and pass to the Club Secretary and safety Officer.
- Complete an Accident form where necessary and lodge the completed record with the Club Safety Officer.

2.1 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.



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2.2 SECURING THE EVIDENCES

- 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.

3.0 MANAGING INFORMATION

3.1 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 this has been done, even if the press appear to know who it is.

3.2 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 (General 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.

3.3.1 NOTIFICATIONS

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

3.3.2 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 OOD/SI, the incident co-ordinator, the Club directors or his or their representative 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.