

INCIDENT CONTINGENCY PLAN

Contingency guidance for incidents on-the-water.

This document forms part of the RSrNYC Safety Management System.

TYPES OF INCIDENT COVERED BY THIS PLAN

1. Any incident that involves, or could involve, personal injury or fatality of any person.
2. Any incident that involves, or could involve, damage to property.
3. Any incident involving an external agency.
4. Participant unaccounted for.
5. Sight of a distress situation.
6. Adverse weather causing concern for participant safety.

RESPONSIBILITIES

Event Director

- Accountable for overall delivery of event.
- Responsible for ensuring person appointed to run activity afloat is competent for the role.
- Approve Daily Risk Assessment based on plan for day.

Sailing Manager or delegated deputy

- Ensure they are satisfied that the person appointed to run activity afloat is competent for the role.
- Approve Daily Risk Assessment based on plan for day.
- May act as Shore Contact if not afloat.

(Principal) Race Officer, Lead Coach, or equivalent

- Complete Daily Risk Assessment based on plan for day before going afloat.
- Maintain overall control of activity on the water.
- Maintain ongoing dynamic risk assessment.
- Be contactable by VHF / mobile phone at all times.
- Consider abandonment or change in plan if risk level becomes too high.
- Direct assets to respond to incidents if required.

Shore Contact

- To inform Incident Management Team in case of an incident.
- To complete and circulate Incident Report.
- To control information and records at the Club, including liaising with stakeholders, emergency services and relevant authorities.
- To appoint a Club Spokesperson or arrange a press release if appropriate.

Participants

- Should initiate all distress and assistance calls whenever possible.

RESOURCE / CONTACT LIST

INTERNAL / CLUB	
Resource	Contact
Sailing Office	02380 450302
Sailing Manager	07305 110337 07505 836387
RSrNYC Reception	02380 450300

EXTERNAL RESOURCES

Resource	VHF	Telephone
Hamble HM	68	01489 576 387
HMCG	16/62, 63 & 64	999 Emergency, 101 Other
Southampton VTS	12	02380 608 208
Portsmouth KHM	11	02392 722 351, 02392 723 694
Cowes HM	69	01983 293 952
Sea Start	37	01489 557 364
RYA Racing Incidents		02380 604160
Marine Accident Investigation Branch		02380 232527
Health & Safety Executive		01519 229235

DETAILED INCIDENT CONTINGENCY PLANS

All radio traffic to be logged and notes kept if practicable (including audiotape).

TYPE OF INCIDENT	PLAN OF ACTION						
Personal Injury	<ol style="list-style-type: none"> 1. Minor injury—first aid to be administered by fellow crew where possible. Club assets can assist if required. 2. All Club assets will be equipped with a basic first aid kit. 3. For certain events, a designated first aider will be afloat or ashore. 4. Minor injury—return to Hamble (Warsash Harbourmaster pontoon), or nearest port immediately and seek medical assistance. 5. If returning to Hamble, inform Harbourmaster enroute. 6. Casualty best left on their own boat if possible, unless directed otherwise by external agency. 7. Serious injury—Participant to contact HMCG directly if required, if participant unable - call HMCG. 						
Man Overboard / Person in the water / Capsized dinghy	<ol style="list-style-type: none"> 1. Participant to recover if possible and follow injury guidance above. 2. An asset should also be deployed immediately which can be used to recover casualty if not already recovered by participant. 						
Boat Aground or Damaged	<ol style="list-style-type: none"> 1. An asset should be deployed immediately to offer assistance. If minor damage, or boat disabled, render assistance including towing back to port if safe and possible. 2. In the case of major damage participant to contact HMCG directly immediately, if participant unable - call HMCG. Assist as directed by HMCG. 						
Request from the Coastguard for Assistance	<ol style="list-style-type: none"> 1. Follow all instructions from HMCG, deploy assets as appropriate, and keep HMCG and Club closely informed. 						
Sight of a distress situation	<ol style="list-style-type: none"> 1. An asset should be deployed immediately to offer assistance. If possible render assistance if safe to do so. 2. Participant or third party to contact HMCG directly if required, if participant unable - call HMCG. 						
Adverse weather causing concern for participant safety	<ol style="list-style-type: none"> 1. Maintain ongoing dynamic risk assessment. 2. Consider changing plan including immediate abandonment. 3. All persons to wear lifejackets. 4. Ensure all participants and organisers safely accounted for. 						
Participant unaccounted for	<ol style="list-style-type: none"> 1. Deploy assets immediately to commence search patterns. Coordinate assets from centralised location. 2. Contact HMCG if appropriate. 						
Shore-side Emergency Rendezvous (for Ambulances etc.)	<p>PRIMARY - All tidal & weather states, (Ambulance Service recommended)</p> <ul style="list-style-type: none"> • Hamble – Warsash Harbour Master’s Jetty. Hatched area on end of pontoon. • Cowes—West Cowes Trinity Landing • Portsmouth—Camber Dock, Millennium Pontoon (right hand side entering) or Gosport Marina (left hand side, doesn’t require crossing of Portsmouth Harbour) <p>SECONDARY – Beware of Tidal, Weather & Draft Restrictions</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><i>HW +/- 3 hrs shallow draft only:</i></td> <td style="width: 50%;"><i>Slipway at all tides:</i></td> </tr> <tr> <td>Solent Breezes Holiday Camp,</td> <td>Calshot Activities Centre</td> </tr> <tr> <td>Hill Head SC & Lee on Solent slipway</td> <td></td> </tr> </table>	<i>HW +/- 3 hrs shallow draft only:</i>	<i>Slipway at all tides:</i>	Solent Breezes Holiday Camp,	Calshot Activities Centre	Hill Head SC & Lee on Solent slipway	
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MAJOR INCIDENT MANAGEMENT PLAN

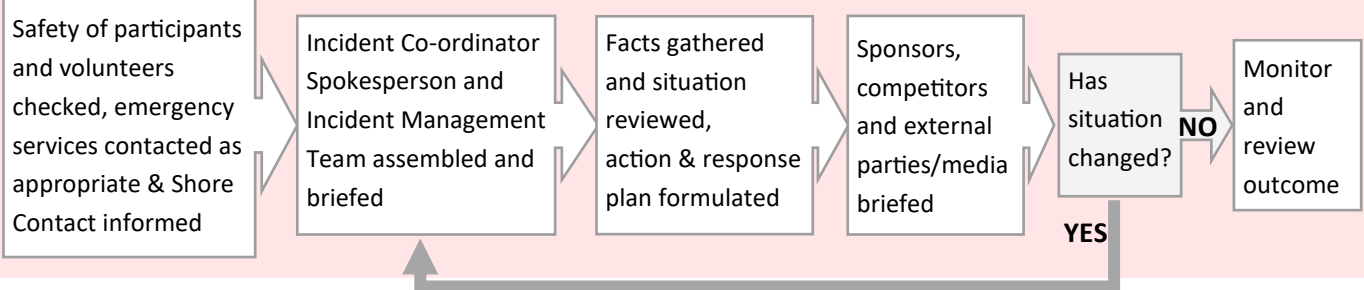
Guidance for Management of Major Incidents.

This document forms part of the RSrNYC Safety Management System.

WHAT IS A MAJOR INCIDENT?

- An incident leading to a fatality, or serious injury
- Major damage to vessels afloat or property ashore
- Loss of contact with, or overdue, group or individual
- Other circumstances in which a group or individual might be at serious risk of harm
- Serious illness of an individual or group
- Any situation that presents a serious risk to Royal Southern reputation/brand
- Any adverse situation in which the media are or may be involved

Major Incident Management Action Plan



RESPONSIBILITY: Incident Management Team (IMT)

Pre-determined team of up to 4 people, including flag officers and race management and media officials, who will assist the Incident Co-ordinator/Club Spokesperson in gathering facts, reviewing situation, agreeing action plan and press statements, and managing overall action plan. Only the Club Spokesperson will give public statements.

DESIGNATED INCIDENT MANAGEMENT TEAM

Position	Who to Call	Contact
Senior Staff:	1st: Sailing Manager: James Ripley-Giles	07305 110337 07505 836387
	2nd: Haven Manager: Brian Akerman	07305 110537 07887 486566
	3rd: General Manager: Sarah Hoare	07789 694706
Executive Committee:	1st: Rear Commodore Sailing: Mark Greenaway	07773 810167
	2nd: Vice Commodore: Lisa Rochford	07771 642445
	3rd: Commodore: Matthew Richardson	07802 796502

WHAT TO DO...

- ✓ Take responsibility, act fast and activate the plan.
- ✓ Set-up an Incident Control Room (ICR) in a suitable place separate from ongoing race management, where there are functioning telephones, radio communications, and access to the internet / email.
- ✓ Arrange a separate briefing area for the media where they can be addressed by the Club Spokesperson and a relatives gathering area, both with food/drink.
- ✓ Appoint IMT members to act as hosts for the police, media, etc and brief them not to disclose information.
- ✓ Complete and circulate incident report forms.
- ✓ Gather facts – assess the situation, take witness statements, secure & photograph relevant evidence and anticipate possible escalation points.
- ✓ Formulate and initiate action and response plans with Club Spokesperson/Liaison Officer.

IN THE AFTERMATH

- ✓ Inform MAIB or Health & Safety Executive if required.
- ✓ Assess what we have done or are doing to fix the problem and highlight what we have learned or will improve.
- ✓ Rebuild relationships, especially with social networks where we have made new connections and critics.
- ✓ Manage residual emotion – continue to demonstrate appropriate empathy.
- ✓ Review the media interaction and sentiment analysis.
- ✓ Plan to appropriately mark closure.

MAJOR INCIDENT COMMUNICATIONS PLAN

Guidance for Communication of Major Incidents.

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RESPONSIBILITY: Incident Co-ordinator/Club Spokesperson

To control information and records at the club with help of the rest of the Incident Management Team, including liaising with ROs, emergency services, relevant authorities, competitors, relatives and media.

WHAT NOT TO DO...

- × If attracting National media attention, don't hold a press conference without calling RYA Communications Team.
- × Reveal names of any victims/casualties unless advised by the Police or Coastguard that it is alright to do so.
- × Allow well-meaning but poorly informed members to make public comments.
- × Conduct direct statements and interviews unless authorised.
- × Hold a snap press conference.
- × Get drawn into speculating about causes, blame or possible outcomes.
- × Lie to the media about something you know to be true.
- × Post anything online unless accurate, respectful and timely (remember that rumour spreads quickly).

TOP MEDIA TIPS

- 1) Rehearse before 'going live', know key messages.
- 2) Declining an interview or saying "no comment" will look like you have something to hide.
- 3) Better to give factual response, e.g. "It would be inappropriate to comment further until we've had the opportunity to consider all the factors contributing to this incident".
- 4) Try to be helpful & honest, don't exaggerate and don't obscure facts.
- 5) "Pity, Praise and Promise" is a tactic that can be used even when little is known about the crisis.
- 6) When framing answers, you can also use RACE: Remorse—Action—Context—Exception

WHAT TO DO...

- ✓ Take responsibility, act fast and activate the plan.
- ✓ Work with the Incident Management Team to setup an Incident Control Room (ICR) and media briefing area, appoint hosts, make reports and gather facts.
- ✓ Try to keep a record of who has contacted you and statements issued, if any.
- ✓ **If the Coastguard is actively involved, all press queries should be referred to them.**
- ✓ Be readily accessible to the news media and meet deadlines.
- ✓ If contacted by the press, the initial response is to acknowledge that an incident has occurred and that the club will issue a press statement as soon as possible.
- ✓ Demonstrate concern and empathy; this is a reputation-forming (good or bad) time.
- ✓ Dispel rumours – say what we know to be factually correct and brief spokespeople.
- ✓ Publish statement on website and social media.
- ✓ If the incident is attracting adverse attention from the media, call the RYA Communications Team for advice.

EXAMPLE PRESS STATEMENTS

- 1) "An incident has taken place today during [EVENT]. The race management team is currently working with [...] and no further details can be given at this time."
- 2) "The Royal Southern will be issuing a statement on today's incident at [TIME] when there will be an opportunity to interview [NAME, POSITION AT CLUB]. The [EVENT] is [DESCRIPTION] held in the Solent and run by a highly experienced race management team."
- 3) "We are deeply saddened that an incident during [EVENT] has resulted in [DETAILS]. We send our deepest condolences to the family(ies) concerned. We will publish a full statement as soon as the facts are known and in the meantime would like to thank [WHO], and we will continue to cooperate as investigations take place."

