



Dealing with a Major Incident

A 'major incident' is one in which an accident or other incident has happened which has involved the emergency services (Fire, Police or Ambulance) and is serious enough such that the press or other news media might take an interest. Assuming that any immediate danger has been resolved then the following action is to be taken:

- 1) **Take Charge:** The supervising instructor during training (normally a Senior Instructor) or the Duty Officer (normal club activities) should take charge of the club's immediate response to the incident.
- 2) **Obtain Statements:** Statements should be obtained as soon as possible from those involved in the incident and key witnesses to establish what happened. It may be necessary to separate them from other club members, visitors and other parties until this has happened. (Note we are not talking about legal statements taken under oath, but it is important that the club has a clear view of what has happened.) If appropriate take photographs.
- 3) **Single Spokesperson:** The Commodore (preferably), the Health and Safety Officer or the Hon. Secretary will co-ordinate the club's response for the press or media. This will include preparing a simple written statement concerning the incident. If possible notes are to be kept of who has said what to whom.
- 4) **No Comment:** Other club members should refer any approaches to the Commodore in order to ensure a consistent response. Also be aware that the media may well have obtained some information about the incident from the emergency services. Be careful about confirming or denying any assertions or second hand information the media may have obtained. The media are unlikely to deliberately misreport statements that have been made, but they may take statements out of context. Also be aware there is no such thing as 'confidential information' as far as a reporter is concerned.
- 5) **No Names:** If there has been a fatality then do not mention the name of the victim until it has been confirmed that the Police have notified the next of kin.
- 6) **Inform RYA:** The RYA Training and/or Legal departments are to be informed ASAP. They may well offer advice on how the situation should be handled.

1.1 Key Contact details

	Name	Home	Mobile
Commodore	Martin Smethers	01425 652196	07860 352279
Health and Safety Officer	Martin Smethers	01425 652196	07860 352279
Hon. Secretary	Paul Johnson	01923 770691	07880 782944
Training Principal	Martyn Hawkins	01753 651353	07951 694 673
RYA	Duty Officer	023 80604180 023 80604181 023 80604208 023 80604215	07880 744425