

# PEVENSEY BAY SAILING CLUB EMERGENCY INCIDENT PLAN

In the event of a serious incident occurring on the water during sailing activities the club's Emergency Incident Plan must be followed. A full copy is located in the operating procedures manual under the flag storage.

Is there serious injury, risk to life, or loss of life, or are Emergency Services needed?

**YES**

**MAJOR**  
Incident  
declared

Immediately notify most senior person on site who will take control as **ASHORE COORDINATOR (ASC)**

**NO**

**MINOR**  
Incident  
declared

Administer appropriate First Aid. Advise next of kin if appropriate & parents/carers for children. Report incident to committee and record all actions taken in the accidents book and incident log.

**CONTACT EMERGENCY SERVICES**

**Administer first aid - Protect individuals from further harm**

**ASHORE COORDINATOR** co-opts members to assist  
**FIRST AID RESPONSE** - *coordinate on site qualified first aiders*  
**COMMUNICATIONS** - *operate radio and telephone*  
**BEACH MASTER** - *clear beach (HH Radio)*  
**GATE CONTROL** - *open gate top bar/restrict club access (HH Radio)*

## COASTGUARD VHF Ch.16 DIAL 999 or 112

**1 Approximate location/area of incident** e.g. 1/2 mile East from Eastbourne Sovereign Harbour & up to 1 mile offshore

**2 Type of emergency** (e.g. lost windsurfer, multiple capsizes, serious injury etc.)

**3 Number of people involved and their sailing equipment.** Number of adults and children involved in the incident. Description of sailing clothing (e.g. dry/wet suits; shorts and T-shirts; buoyancy aids)

**4 Time incident occurred**

**5 Number of club RIBS afloat** their current working channel (M1(Ch.37) or P4) and Call-sign(s)

## EMERGENCY SERVICES DIAL 999 or 112

**1 The type of emergency**, details of casualties, injuries, fire or other occurrence

**2 The address of the Clubhouse:**  
Old Martello Road,  
Pevensey Bay,  
BN24 6DX

**Provide assistance with location**  
what3words:  
cartoons.simulates.boats

(200m east of Sovereign Harbour North roundabout; right turn at the sign for Bay View Park; Then at T junction turn left to Clubhouse)

**3 Club telephone number:**  
07835 791153 (and/or your mobile number if convenient)

**4 Time incident occurred**

**Advise next of kin** (Police may action this)

**Incident log to be completed**

**ASC TO REFER TO FULL INCIDENT PLAN PRIOR TO SPEAKING TO ANY MEDIA OR MEMBERS OF THE PUBLIC**

**The full incident plan must be referenced and is available in the operating procedures folder under the flag storage.**

# TAKE CONTROL

## ASHORE COORDINATOR

- Remain in the Race Box at all times during the incident, if safe to do so.
- Stay in contact with safety boat crews, beach-master and emergency services.
- Do not be distracted by operating radio/telephone themselves.
- Inform the commodore, principal or chief instructor as soon as possible.

## COMMUNICATIONS LEAD

- Must keep notes of all radio/telephone calls made including times.
- Monitor relevant radio channel and liaise with RIB boat crews or coast guard as directed.
- Record communications - log sheets are located in the full emergency incident plan document in the operating procedures folder.

## BEACH MASTER

- Assist boats ashore and direct crews to report to nominated checkpoint on lower patio area.
- Checkpoint must log all crews coming ashore, including RIB crews.

## GATE MASTER

- Ensure car park entrance top bar is open.
- Only allow emergency services onto the club site.
- Restrict access of press, general public.

**ASC to ensure Accident Book is completed.** ASC to ensure all involved record their observations of the incident, and place any boat wreckage, crew equipment in a secure location, taking photographs where appropriate. Consider relocating the involved individuals and key witnesses to somewhere where they can be debriefed away from the club/media if necessary.

# EMERGENCY CONTACT NUMBERS

Emergency services	<b>999</b>
Health and Safety Executive	Reporting fatal and major injuries only - call the Incident Contact Centre on <b>0345 300 9923</b> . Opening hours Monday to Friday 8.30am to 5 pm. <b>24/7 Duty Officer - 0151 922 9235</b>
Marine Accident Investigation Branch (MAIB)	023 8023 2527
RYA Head of Communications	023 8060 4209
RYA Safeguarding and Equality Manager	023 8060 4104
Commodore Justin Pollard	