

## 6. INCIDENT MANAGEMENT PLAN



### **Incident Management Plan Elements.**

The Plan will contain the following elements in order that any incident occurring on or off the water can be dealt with in a timely and efficient manner with nil injury to volunteers participating in club activities.

The plan shall contain:

1. Table of responsibilities identifying who is responsible for what and to whom at each stage of an incident.
2. Information and contact details required to carry out responsibilities at each level.
3. Ensure that each person is adequately trained to carry out the actions for which they are responsible.
4. Ensure that all equipment is adequate to carry out Incident response and those who will be using the equipment are trained in its operation..

During an incident;

1. Communications shall be maintained: Boat to Boat. Boat to shore. Shore to outside assistance (Ambulance) Shore to boat.
2. Actions will include but not be restricted to Rescue, first aid and further medical attention including hospital treatment.
3. Continue to provide rescue cover to remaining competitors.
4. Contact made with next of kin if necessary
5. Interaction with Media to be contained and handled by responsible flag officer.

After an incident;

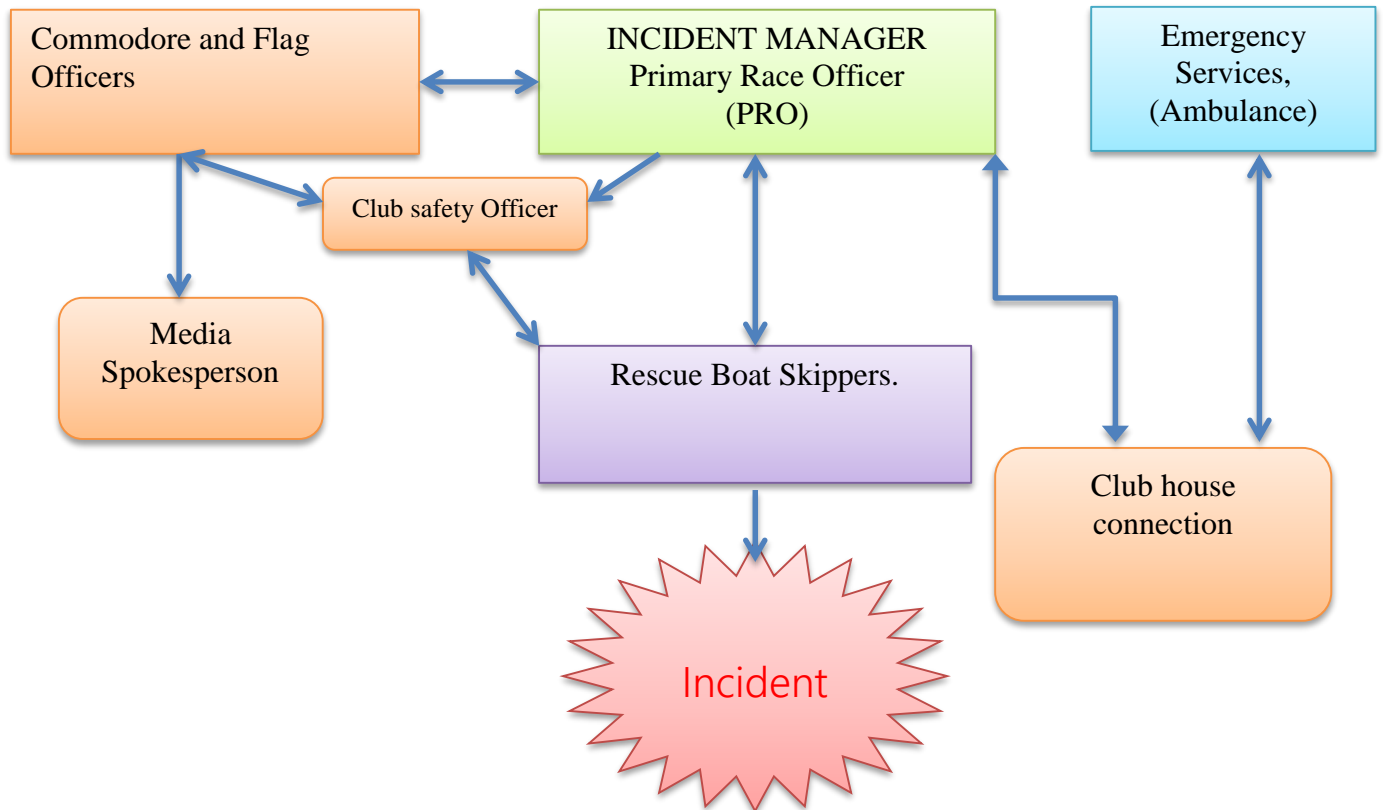
1. Carry out post incident briefing and after action review. It is imperative that information is gathered as soon as possible after the incident whilst it is still fresh in the mind of the participants. The information is necessary in the event of any legal claims and also to review our procedures and implement improvements.
2. Ensure all rescue kit is overhauled and returned to full working order.

Practical Use:

The procedure below with checklists and flow charts will be collated into a folder to be carried on Jean. Laminated copies of boat check lists will be kept on each boat.

## 6. INCIDENT MANAGEMENT PLAN

### Incident Management Plan – Organisational Chart (Race/Regatta On-Water Incident)



#### Outline of responsibilities.

**Incident Manager:** The PRO will assume the responsibilities of Incident Manager who will be responsible for overall management of the incident. If there is another suitable person on the Start boat the PRO may delegate the role of Incident Manager to them in order to maintain his duties as PRO.

The Incident Manager will be responsible for directing the activities of the Rescue Boats, monitoring the progress of the incident by radio communications with the rescue boats, communicating with the club house to arrange further support and contacting emergency services if required.

The Incident Manager will maintain a log of the event and report back to the Commodore/Club Safety Officer to debrief on the event.

**Rescue Boat Skippers:** Will follow directions from the Incident Manager and report the progress of the incident to the IM. First Skipper to arrive will evaluate the Incident and if necessary request back up boat(s) to attend. If he considers outside assistance is necessary the skipper shall advise the IM. He shall follow the procedures necessary to resolve the incident. On the completion of the day's activities he shall contact the PRO/IM and the Club Safety officer to debrief on the event.

## 6. INCIDENT MANAGEMENT PLAN

**Commodore/Flag Officer:** Shall be advised ASAP that an incident has occurred and shall be responsible for contacting family, dealing with any Media contact which may arise and any other stakeholders outside the LCSC.

**Club Safety Officer:** Shall be responsible to ensure that all personnel are debriefed on the conclusion of on water activities and shall prepare and record a report on the incident along with an after action review. These shall be tendered to the Committee along with any recommendations.

### **Incident Management Team Duties:**

Coordinate the management of an incident concerning the safety of competitors in a race or participants in training activities.

Provide the liaison with other agencies. (Emergency services, police etc)

Conduct debriefing and After Action Review for incidents and report findings to the LCSC Committee.

Deal with parents/relatives of persons involved in the incident

Deal with the Media.

### **Communications:**

*This section to be developed to include a survey of available equipment.*

*Possible Emergency Flag to be considered???*

### **Debriefing and After Action Review:**

A debriefing shall be carried out as soon as possible after the completion of on water activities. All those involved in the incident should attend and the meeting should be chaired by either the Safety Officer or by a member of the Safety Committee or the Regatta Safety Officer.

The purpose of the debriefing is to establish a time line of the incident and to establish the facts of the incident.

The After Action Review will ask the following questions:

- What went well?
- What could have been done better?
- What lessons have we learned for the future?
- How did our equipment function? Does it need replacement or is other equipment needed?
- Did our procedures and processes stand up to dealing with the incident?

### **Incident procedures:**

Develop procedures and flow charts for following events.

- Person in water
- Person in water separated from boat.
- Person in water unable to get clear of boat/under boat.
- Boat capsized, crew unable to right boat due exhaustion/cold
- Boat disabled -

## 6. INCIDENT MANAGEMENT PLAN

### Incident Management Plan –Checklists, Emergency Procedures and Flowcharts:

<b>PRO Check list</b>
Pre race preparation: <ul style="list-style-type: none"> <li>➤ Conduct meeting with Start boat and rescue boat crews.</li> <li>➤ Confirm that PRO will take the role of Incident Manager if necessary.</li> <li>➤ Confirm all boat crews are capable of carrying out their duties.</li> <li>➤ Confirm Radio communications and frequencies. Test call on the water.</li> <li>➤ Confirm that boat crews have completed equipment checks.</li> <li>➤ Discuss weather conditions and potential problem areas.</li> </ul>
<b>On the Water:</b>
<ul style="list-style-type: none"> <li>➤ Carry out radio checks.</li> <li>➤ If incident occurs Rescue Boat crew to notify PRO/IM</li> <li>➤ IM to commence log of incident</li> <li>➤ IM to assess nature of incident and decide on Priority Level and take action accordingly.</li> </ul>
<b>Minor Incident:</b>
<ul style="list-style-type: none"> <li>➤ IM to instruct Rescue boats to assist as required by first responder.</li> <li>➤ IM to coordinate further resources as required.</li> <li>➤ Storm Imminent – abandon race and instruct RBs to shepherd fleet to shore.</li> </ul>
<b>Major Incident:</b>
<ul style="list-style-type: none"> <li>➤ IM to contact emergency services and activate shore support.</li> <li>➤ Consider Abandoning Race in order to concentrate resources to deal with the incident. (Not enough boats remain available to continue to give support to the fleet.)</li> <li>➤</li> </ul>

<b>Emergency Contacts</b>		
<b>Title</b>	<b>Name</b>	<b>Phone No</b>
Commodore	Neil Caldwell	0427 004 987
Vice Commodore		
Rear Commodore		
Secretary	Tony Matta	0418 737 823
Treasurer		
Learn to Sail	Minyon Avent	0434 027 728
<b>Emergency services</b>		<b>000</b>
Ambulance	<i>Non Emergency</i>	13 12 33

## 6. INCIDENT MANAGEMENT PLAN

<b>Rescue Boat Check Lists- Sample</b>		
Number	Item	Date checked
	Life jackets	
	Flares	
	Space blanket	
	Throw rope/Bag	
	Fire extinguisher (Expiry date _____ )	
	Anchor, chain and rope. Check bitter end secured.	
	Pump/bailing equipment	
	Oars, paddles boathook.	
	Space blanket	
	Water.	
	Knife/Shears	