

Check List

Major Incident Response Plan

This advice is designed to help event organisers, clubs and coaches in dealing with a major emergency. It contains useful guidance on how to respond to an emergency or crisis and is designed to act as a “handrail” to help guide you through the steps you need to take.

ACTIONS

P R O T E C T L I F E	<i>Effect rescue.</i>
	<i>Protect individual/s from further harm. Ensure you and others are safe</i>
	<i>Administer emergency First Aid</i>
	<i>Clear the water of boats as necessary, while the incident is ongoing</i>
	<i>Evacuate premises as necessary</i>
	<i>If lives are at risk or there is serious injury call the emergency services by calling 999. Tell them what the problem is, your location, how many are involved, when it happened</i>

T A K E C O N T R O L	<i>Nominate/appoint a lead person to coordinate the incident response. Usually the Event Organiser, Safety Officer, Coach or senior club member.</i>
	<i>Share the load and nominate others, officials or volunteers to undertake roles to help manage the incident.</i>
	<i>Establish facts/sequence of events. Record the witnesses details of those involved in the incident/rescue. Take notes and record the actions taken.</i>
	<i>Photograph the incident location, boats or equipment etc if relevant</i>
	<i>Protect welfare of others. If children are involved contact Parents at an early stage</i>

N.B If the Emergency Services are called they will take control.
In the case of a fatality, the police will notify the next of kin.

I N F O R M	<i>Notify the emergency services of all the details available</i>
	<i>Determine whether you need to contact other agencies e.g. Local Authority, Environment Agency, Harbour Master/Port Authority, electricity/Gas etc</i>
	<i>Prepare to receive enquiries. Sensitively brief relevant staff/volunteers and other club members. Remind people not to pass on any names until given permission to do so.</i>
	<i>If the incident involved a work related fatality or major injury it must be reported to the Health and Safety Executive under RIDDOR.</i>
	<i>Complete a British Canoeing Incident report form https://www.britishcanoeing.org.uk/about-canoeing/safety-guidance/incident-reporting/</i>

M E D I A	<i>If you are contacted by the media, find out more details about their request and timescales.</i>
	<i>Support their request by issuing a written statement from a nominated “spokesperson”.</i>
	<i>If asked for an interview, nominate one person as the designated spokesperson and prepare a statement that can be read out Have another person with you if possible to monitor the interview.</i>
	<i>Do not give the names of casualties or those involved in the incident. Make sure your key facts are up to date and to hand.</i>
	<i>Do not give an opinion</i> <i>Stick to the facts as you know them, do not try and answer a question you don’t know the answer to.</i>

In any media, responses follow: *Pity, Praise, Promise*: -

Pity – express sympathy for those caught up in the incident

Praise – those who undertook a rescue or tackled the problem i.e. emergency services, paddlers etc

Promise – to participate fully in any investigation and learn from it to minimise the risk of it ever happening again

If there incident is a police matter you will receive support from your local constabulary.

If you require any assistance or advice contact the British Canoeing communications team at mediaenquiries@britishcanoeing.org.uk

F O L L O W U P	<i>Contact safety@britishcanoeing.org.uk for ongoing support.</i>
	<i>Retain a log of the incident</i>
	<i>Arrange a debrief for staff/volunteers and consider their welfare needs</i>
	<i>Use information gained from the incident and debrief to update Risk Assessments and local emergency action plans</i>
	<i>Ensure that any documentation pertaining to the event or incident is collated and available for any further investigation or analysis e.g. Risk Assessments, operating procedures, event information issued to participants, coaching qualifications status etc.</i>