DOWNS SAILING CLUB

MAJOR INCIDENT ACTION CARD 2

INCIDENT CONTROL OFFICER

The role of the Incident Control Officer is to take a "helicopter" view of the incident to ensure the appropriate action is being taken by the Club to deal with the crisis. They should also act as point of contact with the Emergency Services.

1. Ensure the appropriate emergency services have been called. Take overall control of the incident until superseded by the coastguard/police

2. Delegate a competent club member to be Press Liaison Officer - Action Card 3. Brief the Press Liaison Officer on the situation.

3. Delegate a competent club member to be Friends & Relatives Officer - Action Card 4. Brief the Friends & Relative Officer on the situation.

4. Establish and maintain close contact with the Emergency Services attending the incident and ensure casualty details (if any) are passed to the Coastguard / Police.

5. Keep the Press Liaison Officer and the Friends & Relatives Officer up to date on developments.

6. Agree a draft press statement with the Press Liaison Officer in anticipation of any media interest.

7. Maintain a detailed incident log in chronological order to include accurate times (and date), actions taken, by whom.

8. Ensure all competent witnesses make a written record of their involvement in the incident while events are still fresh in their memory. Formal statements may be required to be provided for the relevant authorities at a later date.
9. Contact the RYA with details of the incident if the Major Incident Plan has been activated and in particular if it has led to serious injury afloat resulting in the

hospitalisation of an individual or a fatality. Also inform all DSC Executive Committee members if not present.

10. Agree with the appropriate Emergency Service when there should be stand down of the Major Incident Plan.