DOWNS SAILING CLUB

MAJOR INCIDENT ACTION CARD 4

FRIENDS & RELATIVES OFFICER

1. Obtain a briefing from the Incident Control Officer and maintain close contact.

2. In the case of any casualties or "missing" persons make contact with the friends /relatives and offer support, practical and emotional. This may well involve dealing with friends and relatives on the telephone as well as those on site.

3. Act as source of information for other friends and relatives keeping them informed of any developments so that the Incident Control Officer and others can manage the incident without distraction. Liaise with the Press Liaison Officer so any information given to the press can be made available to friends/relatives.

4. Do not reveal or confirm the identity of any casualties unless you are advised by the police, casualty themselves or next of kin that it is all right to do so.

5. Do not be drawn into speculating about causes, blame or possible outcomes of the incident with friends/relatives.

6. Do not comment to the media; leave that to the Press Liaison Officer, as it is important to have a single consistent message.

7. If necessary designate another club member to assist you particularly if there are a lot of inquiries from friends/relatives (ENSURE that person reads and understands the contents of this action card).

8. It may well be the Police take over this role and become the source of contact for Friends and relatives.