

## WSC MAJOR INCIDENT PLAN

### DEFINITION:

Any Incident involving Death, Serious Injury, or Serious Damage occurring on Club Property, whether by Fire, Explosion, Collision, Aircraft Crash or other manner.

### PERSON IN CHARGE:

- a) OOD On race days – abandon racing
- b) Senior Club Officer or Official
- c) Person in charge of any organised session
- d) Person in charge of any affiliated group

### ACTION:

#### 1. LIFE:

Preserve that of those involved and ALL others on site.

#### 2. ASSISTANCE:

Dial 999 for Police, Fire, or Ambulance stating:-

- Club Tel. No: 01285 861670
- Location: Lake 26, Cotswold Water Park,  
Whitefriars Lane, Ashton Keynes,Wilts SN6 6QR
- Map Ref: SU 042 952
- Incident: Details and Numbers involved
- Gate: Gate no. (arrange for opening of)

*( NOTE: 999 system is in Glos. The Club is in Wiltshire )*

#### 3. FIRST AID:

- Send First Aiders to scene (list of First Aiders should be kept in first aid cabinet or readily accessed)

#### 4. EVACUATE BUILDING / COMPOUND:

- Consider need to evacuate.
- Check: All Clubhouse rooms and toilets.
- ASSEMBLY POINT: nearest Car Park

#### 5. FIRE:

- If discovered Dial 999
- Evacuate building by safest marked exit.
- Close doors and do not re-enter until it is safe to do so.
- ASSEMBLY POINT: nearest Car Park.
- Extinguishers in lobby: ONLY use if safe to do so.

**6. ACCESS:**

- Send person to – Open padlocked gate on lane THEN Go to junction of lane / Main Road to direct emergency services

**7. WITNESSES:**

- Compile a list of ALL PRESENT AT SCENE.
- Obtain initial details of incident – AND WRITE IT DOWN

**8. EVIDENCE:**

- Photograph – Incident Site / Items Involved.
- Preserve all items involved – particularly those that may have failed.

**9. PRESS:**

- Nominate a PRESS OFFICER.
- Members and witnesses should make “No comment” to the press.
- Do not hold a press conference.
- Names of casualties – do not release until next of kin informed. Police normally inform in fatalities.
- Produce a written press statement. (RYA – 02380 627451 – can help with compilation)
- Record details of those with whom in contact.

**10. INVESTIGATION:**

- Assist with any Police, Fire, Health & Safety, RYA or other External Investigation.
- Club to carry-out its own Investigation.
- Investigation findings to be incorporated where appropriate in Club Policy documents.

To minimise the risk of an internally caused major incident, all Club members and, particularly heads of all sections and groups, should familiarise themselves with the Clubs Health and Safety Policy and, where appropriate, RTE and RYA guidelines.