Mullingar Sailing Club
LOUGH OWEL

Emergency Action Plan

This plan sets out how members of Mullingar Sailing Club should react in the case of an incident/accident.

This plan should be studied by all members of the Club in conjunction with the current Safety Statement, which contains full information on safety and risk assessment.

1 Objectives

- Protect casualties from further harm.
- Ensure casualties lives are not at risk-and provide life-sustaining aid if required.
- Ensure no further casualties occur.

2 Responsibilities

- For training activity the Senior Instructor (SI) shall take charge should an incident occur until relieved by the Club Commodore, Vice Commodore, Safety Officer or other member of the committee.
- For non-training activity (e.g. racing and social sailing), the Officer of the Day (OOD) is responsible for taking charge should an incident occur. The OOD may be relieved by the Club Commodore, Vice Commodore, Safety Officer or other member of the committee if present or on arrival.

3 Emergency Procedures

During a junior sailing course, the procedures below should be followed. Tasks outlined below may be delegated by the SI to competent others to ensure an effective response depending on the situation e.g. requesting help from other instructors to administer first aid, asking shore parent to contact emergency services, asking Club Safety Officer (or first committee member or on-call person notified) to notify other committee members etc.

In the event of an emergency, no junior course participants should leave without notifying an instructor or the Junior Organiser. Sign-out sheet should be used.

For other training activities or for non-training activities, the same procedural steps apply where relevant and should be carried out by the person in charge.

3.1 Emergency Procedures Ashore

3.1.1 Medical Situation

- Sailor or dinghy instructor brings casualty to the attention of the SI
- SI does the following:

- Allocates an instructor to co-ordinate the rest of the group
- Carry out initial first aid checks (check breathing / responsive) and associated actions
- Calls emergency services on 999 or 112 if necessary
- Accesses the nearest first aid kit or gets a Dinghy Instructor to bring this over to where the casualty is
- Treats the casualty where possible or gets a Dinghy Instructor to treat the casualty
- Co-ordinates the remainder of the group
- Contacts the parent / guardian / next of kin of the casualty
- Informs the Club Safety Officer, Junior Organiser and Commodore and completes an accident/incident report.

3.1.2 Fire

- In the event of a fire the alarm should be raised immediately.
- Emergency services should be notified (112 or 999)
- The SI ensures that everyone at the club evacuates to the front gate away from the fire and/or clubhouse.
- For small/localised fires, SI may attempt to extinguish it with appropriate extinguishers, but only if this can be done safely. Fire extinguishers are located in the following locations:

    - Clubhouse entry hall (6kg powder; ABC)
    - Kitchenette (2kg CO2 B & fire blanket)
    - Clubhouse lounge (under safe) (6kg powder, ABC)
    - Inside boat shed door on left (2 x 6kg powder, ABC)
    - Within each rib (2 x 2kg powder ABC / 1 x foam AB)

- In the case of any injuries, the SI contacts the parent / guardian / next of kin of the casualty.
- SI informs the Club Safety Officer and Junior Organiser and completes an accident/incident report.

3.2 Emergency Procedure Afloat

3.2.1 One Sailor in Trouble

- Sailor or dinghy instructor brings situation to the attention of the SI
- SI does the following:

    - Allocates another instructor to co-ordinate the remaining group with instructions (could be to land boats)
    - Casualty must be immediately brought ashore with another person, unless doing so would incur additional risk of injury.
    - Inform shore parent of incident via VHF and request support as needed (preparing first aid items, hot drinks, calling parent/guardian, calling emergency services)
    - Hypothermia is a particular risk afloat so casualty must be kept warm

- If necessary, SI makes direct contact with the emergency services using 999/112, and informs the Club Safety Officer and Junior Organiser (If not immediately available, contact other committee members or local club members on call).
- Minor medical emergencies can be treated with first aid
- For anything other than minor incidents, contacts the parent / guardian to report the incident and request a pick up.
- Completes an accident/incident report.

3.2.2 Multiple Sailors in Trouble

- Sailor or dinghy instructor brings situation to the attention of the SI
- SI does the following:

    - Allocates another instructor to co-ordinate the remaining group with instructions (could be to land boats).
    - Prioritises recovery of casualties and sailors in the water, with help of other safety boats as needed, leaving capsized boats to recover later, but informing others involved in the emergency response that sailors have been recovered from them.
    - Inform shore parent of incident via VHF and request support as needed (preparing first aid items, hot drinks, calling parent/guardian, calling emergency services)
    - Alert emergency services if necessary (112/999)
    - Contact the Club Safety Officer and Junior Organiser. If not immediately available, contact other committee members or local club members on call.
    - Casualties & all sailors must be immediately brought ashore, unless doing so would incur additional risk of injury.
    - Adequate safety boats must stay afloat until all sailors are in.
    - Hypothermia is a particular risk afloat so sailors must be kept warm
    - Casualties treated with first aid
    - Contacts all parents / guardians / next of kin to arrange a pick up
    - Completes an accident/incident report.

- Once all persons are safely removed from the water, dinghies should be righted and collected. Damaged equipment should be reported to the Fleet Captain or the equipment owner.

3.2.3 Fire

- Smoking is prohibited on the rib.
- In the event of a fire on a rib the SI should be immediately notified
- Under no circumstance should the rib crew or passengers attempt to remove the cover from an engine where fire is suspected
- For small/localised fires, rib crew may attempt to extinguish it with rib fire extinguisher, but only if this can be done safely.
- The rib may need to be immediately evacuated of all personnel
- The Club Safety Officer should be notified as soon as possible.
- Emergency services should be contacted by phone (112 or 999).
- The SI shall conduct a head count to ensure all people in the vicinity are accounted for.

- Where necessary another craft will be dispatched to recover affected rib crew / passengers from the water.

4 Dealing with a Major Incident

- Should a major incident occur the Commodore or Vice Commodore will take command of the situation or in their absence they will appoint a competent person from the Committee.
- All members of the Committee will be contacted and asked to attend.
- Prepare statement for the press if necessary. No statements, comments or interviews will be given to the press unless agreed by the committee.
- Key personnel and witnesses will be asked to complete statements on site if they are in a position to do so.
- The press will not be allowed access to key personnel and witnesses.
- If there has been a fatality the Gardaí will be contacted and they will contact next of kin.
- The Club will not release the names of any casualties until their families have been informed, even if others, including the press, appear to know.
- If assistance is required contact Irish Sailing training staff – contact details on its website

5 Locations of first aid kits

- Primary first aid kit is beside kitchenette on top of filing cabinet
- Small first audit kits are on each safety rib.

Annex A Emergency Contacts

These Telephone Numbers should be posted adjacent to the First Aid Box

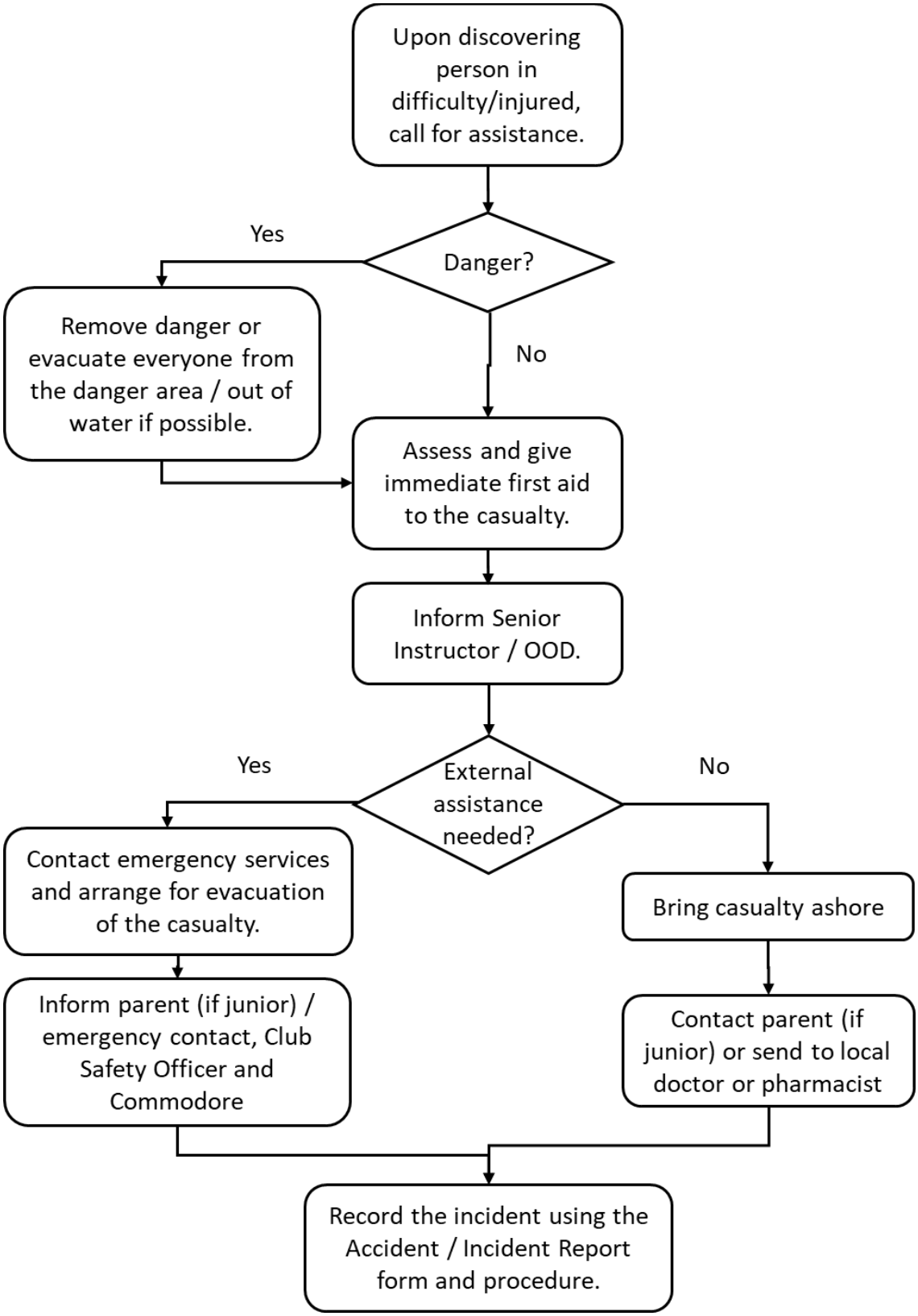
Ambulance:	**999 or 112**
Fire Brigade:	**999 or 112**
Gardai:	**999 or 112 (Mullingar: 044 93 84000)**
Hospital: Midlands M'Gar	**044 93 40221**
Club Contacts **Commodore: Mark Collins** **Junior Organiser: David Maxwell** **Children's Officer: Caroline Butler** **Safety Officer: Kieran Milner**	 **087 2050920** **086 8201350** **086 8609196** **086 8342204**
Additional members living locally and available on-call: **Gearóid O'Brádaigh: 087 2217818** **Pat McArdle: 086 8189387**	

Qualified First Aiders

All instructors, plus the following members:

- Piotr Bielicki
- Michael Collender
- Mark Collins
- David Maxwell
- Gearóid O'Brádaigh
- Ali Smith
- Damien Smith
- Brian Staunton
- Brian Walker
- Michael Walsh
- Paul Walsh
- Nuala Weir

Annex B Emergencies Afloat - Flowchart



Annex C Document History

Version	Date	Brief Description of Change
1.0 - 1.5	2022 - 2024	Past versions.
1.6	5 Jun 2025	Updated contacts list (Annex A)
1.7	25 Jun 2026	Updated contacts list (Annex A)