



Telford Sailing Club

Emergency Action Plan



Version 1.0: 8th mar 2026.

Version Control

Version	Changes	Changes made by	Approved by / date
1.0	New Document	Manuel Greenwood	08/03/2026

Purpose

This Emergency Action Plan sets out the procedures to be followed in the event of an emergency or serious incident occurring during activities at Telford Sailing Club, Priorslee Lake, Telford.

The aim is to:

- Protect life
- Prevent further injury
- Provide rapid assistance to casualties
- Ensure emergency services are contacted quickly
- Ensure incidents are recorded and reported appropriately
- Emergency Response Principles

All instructors and volunteers should follow the basic emergency sequence:

STOP – ASSESS – MAKE SAFE

1. Stop the activity immediately.
2. Assess the situation and the level of danger.
3. Make the situation safe where possible.
4. Protect the casualty and others from further harm.

Immediate Actions

- Stabilise the casualty
- Check for injuries
- Provide first aid if required
- Consult medical information/consent forms if relevant
- Ensure the casualty is not left alone

Summoning Emergency Services

Call 999 if the situation is serious or life-threatening.

Location:

Telford Sailing Club
Off Teece Drive
Priorslee
Telford
TF2 9SQ

What Three Words (Gate at entrance to Sailing Club)

///heartache.resonates.shorthand

Provide:

- Nature of the emergency
- Number of casualties
- Condition of casualty
- Any hazards present

Site Access

After calling emergency services:

- Send a responsible person to open the access gate.
- Send a person to the entrance to guide emergency services.
- Ensure access routes remain clear.

Water Based Incidents

Safety boats should recover the casualty as quickly as possible and bring them to shore.

Engines must be switched off near people in the water.

Propeller hazards must be avoided.

Roles and Responsibilities

Senior Instructor / Officer of the Day:

- Overall control of the incident
- Liaise with emergency services
- Coordinate rescue activity

Safety Boat Crew:

- Recover casualties from water
- Maintain safety of other sailors

First Aider:

- Provide first aid
- Monitor casualty condition

Major Incident

A major incident may include:

- Fatality
- Life threatening injury
- Multiple casualties
- Major property damage

Emergency services must be contacted immediately.

Equipment and incident scene should be preserved where possible.

Communication

Members and instructors must NOT speak to the press.

All media enquiries must be referred to:

- Commodore
- Principal or nominated club officer

Post Incident

- Record full details in the Accident Book.
- Record names of witnesses.
- Inform the Commodore and committee.
- Review the incident and update procedures if required.