



**National Coasteering Charter**  
promoting safe coasteering

## **Emergency Action Plan**

For any National Coasteering Charter (NCC) Event

In the event of an incident or accident occurring during any NCC event the following action is to be taken:

1. Ensure you are in a safe position to continue giving assistance.
2. Ensure any other participants are in a safe position, remove them from the water to a safe location if necessary.
3. Ascertain the nature and extent of any injury to the casualty.
4. If deemed necessary move any casualties to a safe location (out of the water if necessary) to administer further aid.
5. If necessary contact the emergency services giving the following information:
  - a. Nature of emergency
  - b. Location
  - c. Number of people involved
  - d. Response required
  - e. Any further information asked for
6. Continue giving first aid as necessary to the casualty or if deemed acceptable remove the casualty from the scene to an appropriate location to promote further treatment or recovery.
7. When possible and using your available resources remove the rest of the group back to the base location.
8. Contact the NCC event coordinator (ASAP) and provide them with the information below.

### Further action

1. As soon as possible make the following records of the incident/accident and any verbal conversations held with any party:
  - a. Nature, time and date of the occurrence
  - b. Location of incident, sea conditions at the time of the incident
  - c. Name of injured party/ies
  - d. Actions taken so far
  - e. Any witness statements, containing the following information:

(Ask any witnesses to refrain from making any comments referring to responsibility or apportioning blame).

    - i. Witness name and contact details
    - ii. Time and date
    - iii. Nature of incident
    - iv. Witness statement, stating what they saw and any further relevant details.

All records, reports and witness statements are to be kept in a safe and secure location and sent to the NCC event/workshop admin within 48 hours of the occurrence.

**DO NOT TALK TO ANY MEDIA, IF ASKED FOR DETAILS/COMMENTS DIRECT THE ENQUIRER TO THE NCC CHAIR VIA EMAIL.**