**BOLEH TRUST – MAJOR INCIDENT RESPONSE PLAN**

1. This Plan, approved by the Boleh Trust board, is designed to provide an ordered response by the Trust to a major incident, whether on board Boleh or ashore.  Such incidents are likely to be those which involve serious injury, loss of life, Safeguarding issues, major damage to Boleh or other property, significant financial loss or reputational damage. In many cases the Plan will be triggered by an approach for assistance from Boleh’s skipper acting on the directions given in the Skipper’s Emergency Action Plan (attached) contained in the Standard Operating Procedures for Boleh.

2. Clear responsibilities are needed throughout the process and an overriding principle is that one individual should be assigned the lead on a given activity.

**RESPONSIBILITIES**

3. The responsibilities allocated within the Plan are as follows:

1. **Overall Direction.** Boleh Trust Chair:  George Middleton.  07545 769421.  Rewe\_farm@hotmail.co.uk
2. **Operations.**  Boleh Trust lead:   George Middleton.  07545 769421.  Rewe\_farm@hotmail.co.uk

  Prime task: Support Boleh skipper.

(1).      Establish communications routes.

(2).      Liaise with: Coast Guard, Police, RNLI, SAR authority, Harbourmaster, Halcyon supervisor, Marinas, Repair facilities, Hospitals, Shore reception facilities, transport.

(3). Be aware of: wind/tide/weather, AIS position.

(4). Keep Chair informed.

c. **Administration.**  Boleh Trust lead:  Henry Middleton.  07792 527940.  hkwmiddleton@btinternet.com

  Prime task: Support BT Operations lead.

  (1). Establish communications routes.

(2). Hold/access: crew list and NOK details or contact point, Skipper/Mate records, Safeguarding policies, insurance policy, etc.

(3).     Establish responsibility for handling NOK.

(4). Liaise with: chartering organisations/schools, insurance company, Trust legal advisor, Safeguarding Officer, NOK if not otherwise covered, Health & Safety Executive, Marine Accident Investigation Board, shore authorities once operational phase is completed.

(5). Keep Chair and Trustees informed.

d.      **Press and social media.** Boleh Trust lead:  Guy Fithen.  07796 173550. guy@fithen.co.uk .

Prime task: Support BT Chair.

  (1). Establish communications routes.

(2). Hold phone/email list for Boleh team and key players.

(3). Monitor social media; work closely with website manager.

(4). Liaise with: Press and media, other interested parties, BT team.

(5). Prepare Press statements and social media response; clear with interested parties.

(6). Prepare Boleh Trust Lines to Take; hold examples covering likely issues.

(7).     Keep Chair informed.

(8). Ensure all public statements have approval of BT Chair.

e. **Safeguarding and Child Protection.** The Boleh Trust Safeguarding Officer is: Caroline Middleton. 07779 698963. cemiddleton@hotmail.com .

f. **Website and social media sites.** Website Manager: Sandrine (Sandy) Boinet. 07951 606990. Sandrine\_boinet@yahoo.com .

 **RECORD TAKING**

4. All those involved in the implementation of this Plan in response to a major incident should keep a record of the events as seen from their perspective and the actions taken or directions given. This record can then be used to assist any subsequent inquiry.

**REVIEW**

5. This Plan is to be reviewed at least annually, or on conclusion of a major incident, and the result reported to the Board.

April 2019

Attachment: ANNEX C to Boleh SOPS

SKIPPER’S EMERGENCY ACTION PLAN

(Annex C to Boleh SOPs)

**Immediate Actions & Collecting Information Following Incidents**

**Do not communicate with the Media, including social media. The Trust will take on this responsibility as part of their action plan.**

**Trust Contact Plan**

**Call in to discuss incident – this order**

**1. Halcyon: +447966 537992 or +447585 667686.**

**2. Boleh Trust: +447545 769421 or +447714 064119.**

**2. George Middleton +44 7545 769421**

**3. Henry Middleton +44 7792 527940 567890**

Escalateee

**Instigate DSC Distress/Mayday afloat or 999 alongside & respond to emergency assistance**

**Return to agreed Safe Haven and meet Trust representatives**

**Continue with planned activity**

**Call back Halcyon response. Discuss whether to continue?**

**Make contemporaneous notes. Inform marina & 3rd parties and collect witness details. Crew make independent notes, Make log book entry and collect enough information to enable you to complete Incident Report Form upon return to base. See next page for what info to collect.**

**Consider Incident Major**

**Text all numbers Major or Minor?**

**Agree Incident is Minor**

**Answer**

**No Answer**

**Both in Danger?**

**Professional Assessment and Prioritise**

**Vessel Priority**

**People Priority**

**People Injured?**

**Vessel Damaged?**

**Possible CG VHF Call, non-emergency**

**Secure Boat and Crew**

**Minor Incident**

**Major Incident**

**Professional Assessment**

**Incident Occurs**

Yes

No

Yes

No

**Immediate Actions Aide Memoire**

**1.** **Skipper Immediate actions:**

 a. First Aid and damage control

b. Call Coastguard Ch16 Ring 999 Call harbourmaster

c. Stabilise the situation – prevent it from getting worse if possible, E.G. anchor

d. Before starting motors, check for lines over the side

e. Keep log of what occurred, and steps taken subsequently

Once the situation allows, **Notify Boleh Trust – They will activate their Major Incident Response Plan:**

1. Chairman or designated Trustee make Press Release if appropriate. Neither the Skipper or Crew should talk to the media or respond to social media.
2. Boleh Trust or Chartering Organisation will inform NoK as appropriate.

c. Usually the Coastguards or Police will have released an initial press report early in the reporting cycle.

**2. Skipper Secondary Actions:**

As soon as possible (within 24 hours) the Skipper will make a written report to the Boleh Trust using the incident report form at Annex D. The report shall include details of:

1. Events leading up to the incident, including statements made by witnesses to the circumstances.
2. The location of the vessel, the weather, sea state and tide conditions prevailing at the time. The setting of the rig and sails and motors.
3. The detail of the incident itself and injuries/damage.
4. Any first aid or medical treatment given to any injured parties and by whom.
5. Outside assistance received and from whom.
6. Details of any damage control and repairs carried out.

**3. Follow Up Actions taken by the Boleh Trust:**

a. Inform MAIB if appropriate: https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/494276/AccidentReportForm-ElectronicFormV2.pdf

b. Inform HSE using the relevant RIDDOR report if appropriate. Reporting is done direct online: <http://www.hse.gov.uk/riddor/report.htm>.