

12.3B Incident Response Guide



ABBREVIATIONS					
A	Ambulance		MoP	Member of Public	
CG/HMCG	Coastguard		P	Police	
EOD	Explosive Ordnance Disposal		PMR	Private Mobile Radio	
FB	Fire Brigade		PV	Persons Visible	
MIPDANIO	VHF Mayday call headings		POB	Persons On Board	

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Incidents at SEA	ACTION !	contact	details required	THINK !
1. Inflatable out to sea	<ol style="list-style-type: none"> 1. Notify HMCG 2. Report empty inflatables to locally designated HMCG numbers unless you suspect they were previously occupied, then treat as an emergency 	CG	<ul style="list-style-type: none"> ▪ Bearing ▪ Distance ▪ Colour/markings ▪ PV – adults/children/disabled ▪ Wind/tide direction 	<ul style="list-style-type: none"> ▪ Locate target ▪ Maintain continuous eye contact ▪ Call over instructions to your colleague
2. Person washed out to sea	Notify HMCG	CG	<ul style="list-style-type: none"> ▪ Bearing ▪ Distance 	<ul style="list-style-type: none"> ▪ Locate target ▪ Maintain continuous eye contact ▪ Call over instructions to your colleague
3. Pollution / oil slick / polluted wildlife	<ol style="list-style-type: none"> 1. Notify HMCG and check who will dispose/clean-up 2. Advise public to keep away if safe to do so 	CG	<ul style="list-style-type: none"> ▪ Size of slick ▪ Bearing ▪ Distance ▪ Direction of travel ▪ Number / type of dead animals (5 or more dead birds) 	
3. Surfer or wind / kite surfer down and distressed	Notify HMCG	CG	<ul style="list-style-type: none"> ▪ Bearing ▪ Distance ▪ Sail / kite colours or markings 	<ul style="list-style-type: none"> ▪ Locate target ▪ Maintain continuous eye contact ▪ Call over instructions to your colleague
4. Mayday/PanPan/Securité (Radio traffic – usually Channel 16 and/or DSC Alarm)	<ol style="list-style-type: none"> 1. Do not respond by radio 2. If no HMCG acknowledgement or incorrect information being passed notify HMCG 3. Note details in MIPDANIO format 4. Provide updated information to HMCG by normal coastguard number 	CG	<ul style="list-style-type: none"> ▪ Everything you hear, especially <ul style="list-style-type: none"> ○ Location details ○ Bearings ○ POB 	<ul style="list-style-type: none"> ▪ Locate target ▪ Maintain continuous eye contact ▪ Call over instructions to your colleague
5. Fire on vessel	Notify HMCG	CG	<ul style="list-style-type: none"> ▪ Everything you see, especially <ul style="list-style-type: none"> ○ Location details ○ Bearings ○ Description of vessel ○ POB 	<ul style="list-style-type: none"> ▪ Locate target ▪ Maintain continuous eye contact ▪ Call over instructions to your colleague

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Incidents on SHORE	ACTION !	contact	details required	THINK !
1. Pollution / oil slick / polluted wildlife	<ol style="list-style-type: none"> 1. Notify HMCG and check who will dispose/clean-up 2. Advise public to keep away if safe to do so 	CG	<ul style="list-style-type: none"> Size of slick Bearing Distance Number/type of dead animals (5 or more dead birds) 	
2. Seal washed up injured	<ul style="list-style-type: none"> Ensure not just resting Advise public not to touch Notify HMCG or local contact 	CG or local contact	<ul style="list-style-type: none"> What / where is the injury Access point details 	Keep a safe distance from the injured creature
3. Seal washed up dead	<ul style="list-style-type: none"> Advise public not to touch Notify HMCG or local contact 	CG or local contact	<ul style="list-style-type: none"> Location of carcass Access point details 	Risk of infection
4. Munitions/HazChem/ unidentified boxes/ canisters/containers	<ol style="list-style-type: none"> 1. Notify HMCG 2. Advise public to stay away and upwind if safe to do so 	CG	<ul style="list-style-type: none"> Description of containers Details of any markings 	<ul style="list-style-type: none"> HMCG will inform Fire and Rescue service and Bomb Disposal (EOD) Identify markings by binoculars only Do not approach the item
5. Life raft, lifebelt or emergency clothing	<ul style="list-style-type: none"> Do not allow public to interfere with items Notify and preserve for HMCG 	CG	<ul style="list-style-type: none"> Description of items – colours, markings, potential capsized vessel 	Ensure items not washed away by tide if safe to do so
6. Significant amount of washed-up debris	<ul style="list-style-type: none"> Notify HMCG for disposal or local contact Advise public to keep away 	CG or local contact	<ul style="list-style-type: none"> Description of items – colours, markings, potential capsized vessel 	Impediment to public health or safety

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7. Child lost	<ol style="list-style-type: none"> 1. Notify HMCG 2. Inform police 3. Commence visual sweep of area 	CG P	<ul style="list-style-type: none"> ▪ Description of child ▪ Details of: <ul style="list-style-type: none"> ○ Where found ○ Time found ○ Clothing 	Follow 'Safeguarding Flowchart' – Section 10.1
8. Child brought in by MoP or found by NCI	<ol style="list-style-type: none"> 1. Notify HMCG 2. Inform police 3. Ask first informant not to leave 		<ul style="list-style-type: none"> ▪ Description of child ▪ Details of: <ul style="list-style-type: none"> ○ Name/address/contact details of finder ○ Where found ○ Time found ○ What circumstances 	Follow 'Safeguarding Flowchart' – Section 10.1
9. Serious crime – theft; assault; anti-social behaviour ...	<ol style="list-style-type: none"> 1. Call 999 for police 2. Observe and take notes / photographs 3. Keep telephone line clear for police call-back 4. Notify HMCG if required 	P CG	<ul style="list-style-type: none"> ▪ Description of alleged perpetrator/s ▪ Location of incidents(s) ▪ Alleged perpetrators' exit route 	<ul style="list-style-type: none"> ▪ Do not try to apprehend ▪ Keep CCTV record if available
10. Fire	<ol style="list-style-type: none"> 1. Call 999 for fire brigade 2. Advise of access 3. Notify HMCG if required 	FB CG	<ul style="list-style-type: none"> ▪ What, where, severity and grid reference 	
11. Injury, accident or medical situation	<ol style="list-style-type: none"> 1. Call 999 for ambulance service 2. Arrange ambulance/paramedic access 3. Notify HMCG if required 	A CG	<ul style="list-style-type: none"> ▪ Individual's details where possible: <ul style="list-style-type: none"> ○ Name / age ○ Current medication ○ Nature of injury / illness ○ Address 	Do not render First Aid, or provide medicines or give First Aid advice, unless qualified to do so

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12. Dangerous items brought by MoP eg <ul style="list-style-type: none">○ Hazchem○ Munitions○ Flares	Notify HMCG with details and await their direction	CG	<ul style="list-style-type: none">▪ Record name and address of finder▪ Description of items	<ul style="list-style-type: none">▪ Do not accept custody of any items whatsoever▪ Provide finder with HMCG number
13. Lost / found property	<ul style="list-style-type: none">▪ Do not accept found property▪ Refer loser / finder to police	n/a		Not our responsibility

This list is neither definitive nor exhaustive