

# Scottish Sub Aqua Club

## Action plan in the case of notification of a fatality

Introduced 15 December, 2011



Fatal accidents should be notified to HQ at the earliest opportunity.

- 1) HQ should log date and time of incident referral, noting any details available. A folder should be created for the incident, starting a time line, and adding a record of subsequent contacts, difficulties, relevant communications (e.g. copies of emails), lawyer contacts, requests for information, and Incident Reports. Any and all “actions” as a result of the above should also be logged.
- 2) HQ should immediately alert
  - Chairman
  - NDO
  - National Coach
  - Board member in charge of Insurance about the incident, confirming receipt of the information in each case.
- 3) The National Coach (NC) should:
  - contact the relevant Regional Coach(es) and BDO of the Branch(es) concerned to gain details of the incident, culminating in compiling Incident Reports *from all members present at the incident*, within a week of the incident date.
  - direct the attention of the BDO to the “Advice to BDOs in the event of a fatality” document on our website.
  - apprise the NDO of any problems in securing the Incident Reports; the NDO will pass on this information to Chairman and Board member i/c Insurance; the details of the delay will also be logged with HQ.

(should the NC not be available, the NDO will assume the responsibilities above)
- 4) The Incident Reports will be sent as soon as possible to HQ; their arrival date will be logged.
  - The original Reports are to be kept secure at HQ. Two copies will be made, and sent to:

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- the NDC member i/c Incidents (to be raised as an anonymous report at the next NDC meeting),
  - the Board member i/c Insurance (for onward transmission to our Brokers).
- 5) A Board-appointed member will be tasked with overseeing the investigation into the incident.
- 6) In the case of an Instructor being involved in the incident, his or her Instructor status will be suspended, without prejudice, pending investigation. Letters (reference x and y respectively) explaining the rationale and process will be sent under the Chairman's signature to the Instructor and their BDO via recorded delivery.

### Notes:

- Consideration must be given to sensitivity in a distressing situation, particularly when asking for accounts of traumatic events.
- On no account is information to be given to outside parties (e.g. press reporters); the Board will issue any statements, if required.
- HQ must clear all requests for information (e.g. from insurers and police) with the Board member i/c insurance before issuing relevant information. In case of dubiety, or if the Board member concerned is unavailable, opinion on the matter should be canvassed via the Board email loop.