

Feb 1, 2025

CASCADE ROWING SOCIETY
EMERGENCY ACTION PLAN

EMERGENCY CONTACT INFORMATION

EMERGENCY PHONE NUMBER: 9-1-1 FOR ALL EMERGENCIES

BOATHOUSE ADDRESS

Fort Langley Bedford Channel Billy Brown Road, Fort Langley, BC
on the Boathouse Dock below *Trails End (Smugglers Trail)* *

*[Address 23285 Billy Brown Rd #100, Fort Langley V1M 0C8]

AVAILABLE EQUIPMENT

1. EMERGENCY PHONES: Use cell phones of umpire or event staff
2. FIRST AID SUPPLIES: First aid kits are located down in the boat house and in first aid room located at the top of ramp to the left
3. ADDITIONAL FIRST AID KIT: With First Aid Lead

*****AED located in training room to the left of the ramps near plaza another
AED located at dragon boat dock *****

COACH BOAT SAFETY CONTENTS: Flashlight, Throw line, Life jackets, Warm Blankets

NON-EMERGENCY MEDICAL CARE

No matter how insignificant the injury may seem, driving someone off-site (i.e. to a hospital or medical clinic) carries **GREAT MEDICAL RISK** to the injured and **GREAT LEGAL RISK** to the driver. Please call an ambulance or have an immediate family member/legal guardian drive him/her instead.

Glover medical walk-in clinic

Phone: 604-530-3233

5796 Glover Rd #101, Langley, BC V3A 4H9

FACILITY HOURS	
Monday – Friday 8:00am – 4:00pm	Saturday / Sunday 9:00am – 4:00pm

Langley Hospital

Phone: 604-514-6000

22051 Fraser Hwy, Langley, BC V3A 4H4

FACILITY HOURS	
24 hours a Day	7 Days a week

Pharmasave Fort Langley

Phone: 604-882-0611

FACILITY HOURS	
Monday – Friday 9:00am – 5:30pm	Saturday 9:00am – 5:00pm Sunday Closed

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL – EVENT COORDINATOR

Name: **Lisa Samuel** Phone: **+1 (226) 919 - 7735**

EMERGENCY COORDINATOR – CONTACT FOR MEDICAL EMERGENCY

Name: **Alicia Borsoi** Phone: **(604) 308 – 6907**

AREA/DOCK MONITOR – SECONDARY CONTACT FOR MEDICAL EMERGENCY

Name: **Laurel Glanfield** Phone: **(604) 970 - 6885**

FIRST AID EMERGENCY ROLES & RESPONSIBILITIES

CHARGE PERSON: Alicia Borsoi, Emergency Coordinator

- o first aider on-site
- o CHECKS FOR DANGERS TO SELF AND OTHERS
- o PUTS ON GLOVES and MASK
- o Assesses ABC's of the individual(s) and decides if advanced medical help is required
- o Makes sure the participant is not moved until certain that no serious injury has occurred (as deemed by a medical professional), or immobilizes the individual in case of severe injury/condition
- o Directs the Call Person to call the paramedics, if required
- o Performs any first aid that is required based on level of training
- o Waits with the injured person until EMS arrives and the injured person is transported to a hospital
- o Fills in injury and incident report forms

CALL PERSON –designated by Charge Person

- o Dials 911 for emergency as directed by the Charge Person
- o Provides dispatch with all necessary information (e.g. facility location, nature of injury, what, if any, first aid has been provided)
- o Clears any traffic from the entrance/access road before the ambulance arrives
- o Waits at the driveway entrance to direct the ambulance when it arrives
- o Calls the emergency contact person listed on the injured person's Emergency Medical Contact Form once paramedics have provided appropriate information and to which hospital the individual is being transported
- o Calls the first VCRC representative listed in the Emergency Action Plan when time permits

CONTROL PERSON – Lisa Samuel

- o Controls the crowd including concerned rower's parents and teammates
- o Recruits help at the scene if needed

- o Helps the Charge Person as asked

911 Script

Follow the 911 dispatcher's prompts

ASK FOR THE FIRE DEPARTMENT, NO MATTER THE SEVERITY OF INJURY, A MISSING PERSON, OR OTHER CIRCUMSTANCE

My name is _____.

Our boathouse is located at Fort Langley. The address is Billy Brown Road, Fort Langley, British Columbia, Canada On the Dock with the Kayak/Paddlers.

The phone number I am calling from is _____.

There is an injured person who needs medical attention/ boat rescue, etc. He/She is currently located _____ and is being provided first aid by _____ (name of First aid).

We are sending _____ (name of person) to meet the ambulance at the walkway to fort Langley boathouse ramps.

Ask the dispatcher how long until the fire crew arrives and provide that information to the Charge Person asap. **DO NOT HANG UP**

Stay on the line and answer any questions asked by the dispatcher. Provide dispatch with an alternate phone number in case you're accidentally cut off.

DO NOT USE A PERSONAL VEHICLE TO DRIVE AN INDIVIDUAL TO THE HOSPITAL OR MEDICAL CLINIC; WAIT FOR THE PROFESSIONALS TO ARRIVE.

THE FIRST AID LEAD HAS THE AUTHORITY TO REQUEST SPECIFIC EMERGENCY RESPONDERS OR DESIGNATED THE ECOMM TO DECIDE SHOULD THE SITUATION WARRANT IT.

FIRE EMERGENCY

FIRE ALARM LOCATION: ATHLETIC TRAINING FACILITY

FIRE EXTINGUISHER LOCATION: ATHLETIC TRAINING FACILITY

When fire is discovered:

1. Activate nearest fire alarm
2. Notify the local fire department – call 911
3. If the fire alarm is not available notify the Emergency Coordinator about the fire emergency by Voice, Phone, Radio.

Fight the fire ONLY if:

1. The Fire Department has been notified
2. The Fire is small and not spreading to other areas
3. Escaping the area is possible by back up to the nearest exit.
4. The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency occupants must:

1. Leave the building or area using the designated escape routes
2. Assemble in the designated meeting place: open area plaza at top of boathouse ramp
3. Remain outside until the competent authority (Designated Official, Emergency Coordinator) announces that it is safe to re-enter.

Designated Official must:

1. Disconnect utilities and equipment unless doing so jeopardizes his/her safety
2. Coordinate an orderly evacuation of personnel
3. Perform an accurate headcount of personnel reported to the designated meeting place
4. Determine a rescue method to locate missing personnel
5. Provide the Fire Department with the necessary information about the facility

Area/Dock Monitor must:

1. Ensure that all attendees have evacuated the area/dock
2. Report any problems to the Emergency Coordinator

EARTHQUAKE EMERGENCY

1. Stay calm and await instructions from the Emergency Coordinator or the Designated Official
2. Keep away from overhead fixtures, windows, and electrical power.
3. Evacuate as instructed by the Emergency Coordinator or the Designated Official

BEDFORD CHANNEL FLOOD EMERGENCY

1. Go to high ground and stay there
2. If on the dock go to designated meeting place
3. Be ready to evacuate as directed by the Emergency Coordinator and/or Designated Official

BEDFORD CHANNEL LIGHTNING EMERGENCY

1. All people must be out of the water and off of the docks
2. If able all boats out of water or securely tied to the dock
3. If on the dock go to designated meeting place
4. Be ready to evacuate as directed by the Emergency Coordinator and/or Designated Official

EMERGENCY REPORTING AND EVACUATION PROCEDURES FOR: FIRE/EARTHQUAKE/FLOOD/LIGHTNING

MEETING PLACE: OPEN AREA PLAZA AT TOP OF BOATHOUSE RAMP

EMERGENCY COORDINATOR is responsible for contacting 911

AREA/DOCK MONITOR is responsible for directing to meeting place

DESIGNATED RESPONSIBLE OFFICIAL is responsible for meeting the emergency responders, receiving and implementing their instructions.

If no emergency responders attend the scene in an emergency, then it is the responsibility of the emergency coordinator to implement the evacuation route procedure if the meeting place is or becomes unsafe.

EVACUATION ROUTES
EVACUATION ROUTES IN CASE OF:
FIRE/EARTHQUAKE/FLOOD/LIGHTNING

ASSEMBLY POINT: FORT LANGLEY PARK (BASEBALL DIAMOND)
ADDRESS: 9089 Nash St. Langley B.C.

DIRECTIONS:

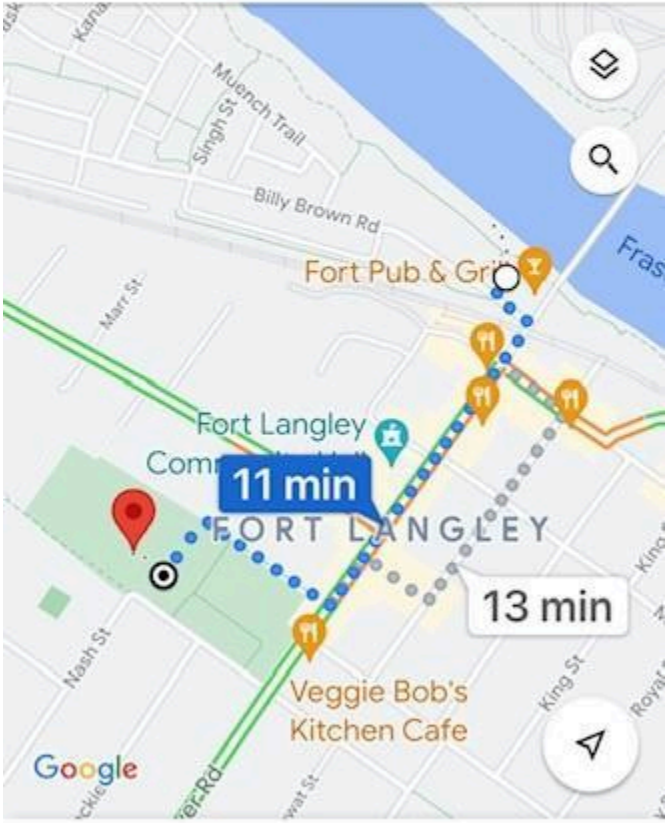
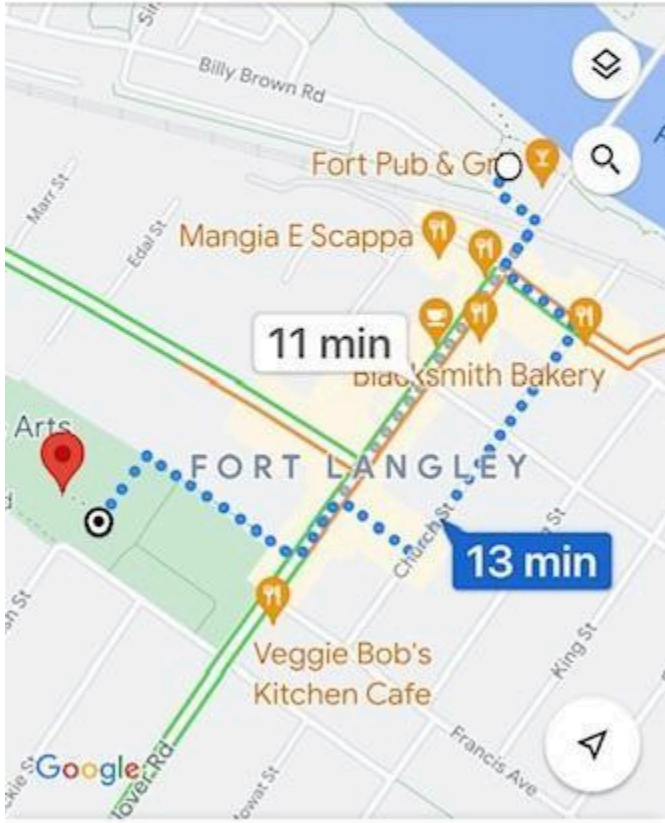
Primary Route: 11 minutes Walking

- 1. Head southwest towards Billy Brown Rd**
- 2. Turn LEFT on Billy Brown Rd**
- 3. Turn RIGHT on Glover Rd**
- 4. Continue 450 meters**
- 5. Turn RIGHT just past the “Living Waters Church”**
- 6. Continue 290 meters**
- 7. Fort Langley Park will be on your LEFT side.**

Secondary Route: 13 minutes Walking

- 1. Head southwest towards Billy Brown Rd**
- 2. Turn LEFT on Billy Brown Rd**
- 3. Turn RIGHT on Glover Rd**
- 4. Turn LEFT on Mavis Ave**
- 5. Turn RIGHT onto Church St.**
- 6. In 300 meters turn RIGHT towards Glover Rd (just past the BC Liquor Store)**
- 7. Turn LEFT onto Glover Rd**
- 8. Cross the street**
- 9. Turn RIGHT just past the “Living Waters Church”**
- 10. Fort Langley Park will be on your LEFT side**

MAP BELOW FOR EMERGENCY EVACUATION ROUTE

Primary Evacuation Route	Secondary Evacuation Route
<div><div>1:49</div><div>Fort Langley Youth Rowing Societ... Fort Langley Park</div><div>3 min 11 min 4 min</div><div>11 min (800 m) Mostly flat via Glover Rd/Trans Canada Trail</div></div>	<div><div>1:50</div><div>Fort Langley Youth Rowing Societ... Fort Langley Park</div><div>3 min 11 min 4 min</div><div>13 min (1 km) Mostly flat via Church St</div></div>