

# **Ottawa Rowing Club**

## **EMERGENCY ACTION + FIRST AID PLAN**

### **EMERGENCY CONTACT INFORMATION**

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

Emergency contact and medical information for each registered rower is available in the ORC office on the Ronin Registration System.

### **REGATTA SITE ADDRESS**

RIDEAU CANOE CLUB  
802 HOG'S BACK ROAD

RCC PHONE NUMBER IS 613-225-5546

AFTER dialling 911 and within a reasonable timeframe, please contact the first ORC representative on this list. Should that individual NOT answer the phone, please proceed down the list to the next contact.

Regatta Chair	Peter Burpee	613-851-9301
Chief Umpire	Melanie Bryce	613-351-0115
ORC Executive Director	Melissa McKenzie	613-979-7002
ORC Safety Officer	Paul Hawksworth	613-410-3215
President	Peter Thompson	613-794-3786

### **AVAILABLE EQUIPMENT**

#### ***Emergency Phones:***

1. Located in RCC main office.

#### ***First Aid Supplies:***

First aid kits, ice and blankets are located with the Regatta First Aid Providers located next to the main RCC boathouse. Look for the medical tent.

#### ***Coach boat safety kit contains:***

- Flashlight
- Throw Line
- First aid kit which includes space blankets, pokey mask, non-latex gloves and whistle
- Bailer
- List of contact numbers in case of emergency or if assistance is required
- Enough life jackets for the largest crew on the water (8+).

## **NON-EMERGENCY MEDICAL CARE**

**No matter how significant the injury may seem, driving someone off-site (i.e to 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.**

Nearest Hospital: Civic Hospital, 1053 Carling Avenue

## **EMERGENCY ACTION PLAN ROLES AND RESPONSIBILITIES**

### **CHARGE PERSON**

- The most qualified first aider on-site (based on level of certification/training)
- CHECKS FOR DANGERS TO SELF AND OTHERS
- PUTS ON GLOVES
- Assesses ABC's of the individual(s) and decides if advanced medical help is required
- 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
- Directs the Call Person to call the paramedics, if required
- Performs any first aid that is required based on level of training
- Waits with the injured person until EMS arrives and the injured person is transported to a hospital
- Fills in injury and incident report form which is available at the regatta registration table.

### **CALL PERSON**

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

### **CONTROL PERSON**

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

- Helps the Charge Person as asked

## 911 SCRIPT

### Follow the 911 dispatcher's prompts

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

My name is \_\_\_\_\_.

The Rideau Canoe Club is located at 802 Hog's Back Road on the Rideau River, next to the Mooney's Bay.

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 person).

We are sending \_\_\_\_\_ (name of person) to meet the ambulance at the entrance of the Rideau Canoe Club.

Ask the dispatcher how long until the help will arrive 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.

Minimize the use of walkie talkies and do not use them to pass along confidential information.

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

## **EMERGENCY PROCEDURES**

In all on-water situations, the coxie or stroke are responsible for directing the crew. In coxless boats, the bow person shall direct the crew.

If you see an accident, please report to the nearest safety boat official immediately, who will take action or alert the rescue services by radio as necessary.

### **Safe Emergency Landing Areas**

The following areas have been identified as Safe Emergency Landing zones, and should be used during an emergency situation:

- Mooney Bay Beach
- Rideau Canoe Club Docks
- Any of the private docks that line the River shoreline

### **Swamping or Capsizing**

In the event of swamping or capsizing:

- Stroke shall take charge of the crew.
- Coxies shall sound whistle or horn. Crew shall wave to attract safety boat's attention.
- Crew unties shoes.
- Keep oars totally extended to add buoyancy and stability.
- Stay inside or with the boat; never try to swim to shore or away from the shell.
- Put on life vests when received from the safety boat.
- Off load quietly and carefully into the safety boat when instructed to do so by the coach or race official.
- In the event of a capsize each rower should climb up onto the shell.
- Do not leave the shell until instructed to enter the safety boat. Then proceed calmly and carefully to avoid capsizing or swamping the safety boat.
- If the shell swamps, stay calm. Half of the athletes should bail while the other rowers row slowly to an emergency landing area.
- In the event of a capsize where rower(s) is able to right the shell and continue rowing without assistance, they are permitted to continue heading to the start or to finish the race if they wish.

**Rowers must STAY WITH THE BOAT**, ideally getting their torso out of the water and draped over the hull, until a safety boat arrives to provide assistance.

### **Rower Overboard**

If a rower goes overboard, such as when athlete catches a crab:

- Let the boat run and hold water.
- Stroke should remove his or her oar and direct it in the direction of the overboard rower.
- The crew should then back the boat up to the rower and help him/her back into the boat.
- If a safety boat is near, let the safety boat rescue the overboard rower.

### **Rower Unconscious**

- If a rower has lost consciousness, support him/her in the water until a coach boat arrives and help him/her to the bank as quickly as possible if no safety boat is near. If necessary,

resuscitation should be applied immediately, even if the rower is still in the water. As soon as you are on shore, call 911.

### **Collision**

- If an injury occurs when rowing, as a result of a collision or other misadventure, ensure the comfort and safety of the individuals best as possible, while minimizing further aggravation of the injury. If possible, transfer the injured person to a safety boat or return to the dock.
- Before a race has started: if a crew or sculler has a collision or capsizes they should first notify the closest safety boat if the safety boat has not already responded to the incident. If a crew or sculler is unable to continue to the start and must withdraw from the race they must consult with a safety boat on how to safely travel back to the dock area. Depending on the location of the crew or sculler and the severity of injuries or damage to the equipment the safety boat may transport athletes separately or after consultation with the Chief Umpire, instruct the crew to follow in behind the next Division.
- Once a race has started: if a crew or sculler has a collision or capsizes they may continue racing provided they can get back into their boat unaided. If equipment is damaged to a point that is dangerous to continue to row the sculler or crew should try to clear their boat from the race course and wait for a safety boat to assist in recovery and first aid.
- The first priority is the safety of all athletes. Please make sure all athletes are safe before rescuing the equipment.
- When on shore call 911 or see the First Aid Responders on site.
- Report all damage and injuries to the Regatta Chair.

### **Water Pollution**

- The water on which we row may be polluted. If your boat capsizes, try to keep mouth shut to avoid swallowing water. Cuts and blisters should be treated for possible infection after rowing.

### **Extreme Weather Conditions**

- The Regatta Chair, Chief Umpire and Safety Officer will monitor the weather to ensure that conditions are safe and the Chief Umpire will suspend or delay racing in the event that temperature, wind, or other conditions place the participants beyond a manageable risk level.
- The Regatta Chair will use the public address system to notify crews if there is any change to the racing schedule due to weather conditions.
- The Regatta Chair and Chief Umpire will amend the racing schedule to maximize racing opportunities while taking into account the weather conditions.
- If there is a weather related change to the schedule beyond slight race delays the Regatta Chair will call a coaches meeting and the Chief Umpire, after consultation, will present a go forward solution for the remainder of the regatta.