

Emergency Action + Safety Plan

Head of the Rideau

EMERGENCY CONTACT INFORMATION

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

REGATTA SITE ADDRESS

Main Site:

Mooney's Bay Park and Beach

2960 Riverside Dr., Ottawa, ON K1V 8N4

Secondary site (results, finish line, motor boats only)

Rideau Canoe Club

804 Hog's Back Rd, Ottawa, ON K2C 0B1

AFTER calling 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.

- First Aid attendant: St John's Ambulance
- Safety Advisor: Jennifer Jones 514-772-5366
- Regatta Chair: Peter Burpee 613-851-9301
- Regatta Co-Chair/Medical Advisor: Julia Fournier 613-878-6063
- Chief Umpire: Melanie Bryce 819-351-0115
- ORC Administrator: Adrian Clementino 343-363-9411
- ORC President: Craig Law 343-998-9019
- Safe Sport- Rowing Lise Maclean 613-404-2000 <https://ottawarowingclub.com/safe-sport/>

AVAILABLE EQUIPMENT

Phone: Cell phones and walkie talkies only on the main site and long range radios on course

Automated External Defibrillator (AED): At First Aid station on the beach.

First Aid Supplies: First aid kits and blankets are located with the Regatta First Aid Providers tent next to the Control Commission. The first aid kits will contain, at a minimum, antiseptic wipes, gauze pads, roller bandages, adhesive tape, adhesive bandages, instant ice packs, and gloves.



Each coach boat safety kit contains:

- Flashlight
- Throw Line
- First aid kit which includes space blankets, Surgical 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+)
 - Motor Kill Switch will be worn

NON-EMERGENCY MEDICAL CARE

No matter how insignificant 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

ROLES AND RESPONSIBILITIES

CHARGE PERSON

- 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/control commission.

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 the 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

My name is _____.

Mooney's Bay is located at 2960 Riverside Dr., Ottawa, ON K1V 8N4.

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 Mooney's Bay Park.*

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.

ORC SAFETY PLAN

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.

Radio Protocol When Emergency

In the event of an emergency the person using the radio will say, “ Safety Safety, Safety...” At this time, All other communications stop and Safety Advisor is the only one to use the radio. The starter will stop sending boats.

Safe Emergency Landing Areas

In the event that there is ample time to evacuate the course the safety boat stationed at the start will sweep the course from start to finish so that all crew boats row back to the launch areas safely.

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

Safety boats have to take injured athletes to the Mooney's Bay Beach site where the first aid attendant is stationed. The driver must lift the motor when approaching shallow water.

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 the safety boat's attention.
- Crew use the quick release on shoes to remove feet from shoes and exit the boat.
- Keep oars totally extended to add buoyancy and stability.
- 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. Never try to swim to shore or away from the shell
- Put on a life vest 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 one at a time.
- 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.

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 to rescue the rower:

- The safety boat should approach slowly from downwind to avoid drifting over the victim and turn off the engine when they've reached the victim.
- Determine if everyone is OK and that all the crew is present. Bring the victim into the safety boat and then proceed to secure the victim's equipment.
- Head for shore. Important note: once the victim is on shore, it is the safety boat driver's responsibility to make sure they connect with their coach or other responsible adult. If this is not possible, decide appropriate action.

Collision

- If an injury occurs when rowing, as a result of a collision or other misadventure, ensure the comfort and safety of the individual as 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 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 race.
- Once a race has started: if a crew or sculler has a collision, they may continue racing provided it is safe to do so. 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.
- From a safe landing area Call 911.
- Contact the Safety Officer and First Aid Responders on site.

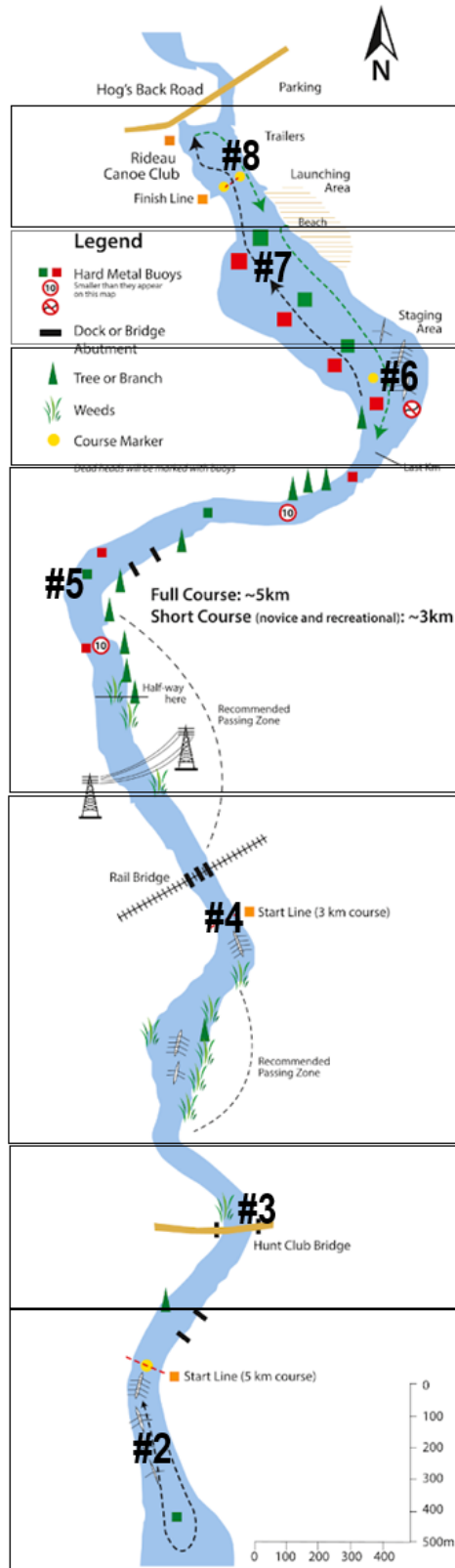
Extreme Weather Conditions

- **Resources: Environment Canada website and phone line: 613-998-3439**
- The Regatta Chair, Chief Umpire and Safety Advisor 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, poor air quality 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.
- In the event of poor water conditions in the Mooney's Bay area, a shortened course will be implemented. The finish line will be relocated at the Rideau River opening. Post-race, all boats must proceed along the west bank (toward Rideau Canoe Club) until they are directed to cross the Mooney's Bay to exit the water at the beach.



Positioning of the motor boats

HEAD OF THE RIDEAU REGATTA COURSE MAP



#1 follows last racing boat

INJURY AND INCIDENT REPORT FORM

Date:

Name of person in charge:

Site where injury\incident took place:

Time of day of injury\incident:

Injured person name, address, telephone number:

Nature of injury\incident:

Give details of how and where the injury\incident took place:

Describe what activity was taking place (launching, warm-up, racing, etc)

Give full details of the action taken including any first aid treatment

Were any of the following contacted:

Ambulance:

Police:

Parent/carer:

What happened to the injured person following the incident (eg. went to hospital, went home)

Signature:

Name (print):

Date: