

**Ottawa Rowing Club**  
**EMERGENCY ACTION PLAN**  
Version: April 2026

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## EMERGENCY INFORMATION

**PHONE NUMBER FOR ALL EMERGENCIES**

**DIAL 9-1-1**

### **ORC Call List**

**AFTER** dialing 911 for an emergency, contact the first ORC representative on this list. Should that individual NOT answer the phone, please proceed down the list to the next contact.

|                   |                          |                |
|-------------------|--------------------------|----------------|
| Head Coach        | <b>Zak Lewis</b>         | (902) 995-0776 |
| Lead Junior Coach | <b>Meghan Jolley</b>     | (613) 408-8196 |
| Club Manager      | <b>Adrian Clementino</b> | (343) 363-9411 |
| Club Registrar    | <b>Julia Fournier</b>    | (613) 878-6063 |
| VP Administration | <b>David Jenkins</b>     | (613) 794-2200 |
| Club President    | <b>Craig Law</b>         | (343) 998-9019 |

### **Boathouse Address**

Ottawa Rowing Club  
10 Lady Grey Drive  
Boathouse Phone Number: 613-241-1120

**It is the responsibility of the recipient of an emergency call from the ORC Call List above to contact the emergency contact of the victim.**

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## ROLES AND RESPONSIBILITIES

**CHARGE PERSON** (Coach or Program Lead where applicable)

- The most qualified first-aider on-site (based on certification and training)
- Designate a CALL and CONTROL PERSON(S) to their roles
- Stabilizes scene and performs First Aid according to their Training and Scope of Practice

- Directs the CALL PERSON to call the paramedics if required
- Waits with injured person until EMS arrives and injured person is transported to hospital
- Fills out injury and incident reports with an employee using BrightHR incident reporting.

## **CALL PERSON**

- Dials 911 for emergency as directed by the Charge Person
- Provides dispatch with all the necessary information (i.e. facility location, nature of injury, what, if any, first aid has been provided)
- Clears any traffic from the entrances/access road before the ambulance arrives
- Waits at the top of the driveway entrance to direct the ambulance when it arrives
- Call the first ORC representative in the Emergency Action Plan when time permits
  - Ensure you provide the ORC representative with the following details
    - Athlete First and Last Name
    - Program
    - Nature of the Emergency
    - Destination of patient transport via Ambulance

\*The ORC representative will call the victim's emergency contact.

## **CONTROL PERSON**

- Controls the crowd including rowers, parents, coaches, and teammates
- Recruits help at the scene if needed
- Helps the Charge person as needed/requested

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# **AVAILABLE RESOURCES**

## **Emergency Phones:**

1. Located in boat bay 1 on the lower level of the new boathouse.
2. Located along the back wall of the ORC office upstairs in the new boathouse.

## **Radios**

Located in the ORC office in the charging dock on the filing cabinet.

*Between 8am and 6pm*, staff in the office are available via radio to assist.

*Outside of these hours*, responders must rely on other coach boats on the water.

ALL PROGRAMS need at least one radio with them on the water.

There should be AT LEAST 2 radios on the water at all times.

## **First Aid Kits and Automated External Defibrillator (AED)**

### **1. Primary First Aid Kit**

is located on the blue shelf outside of the interior office door, on the second floor of the new Boathouse.

### **2. 'Ouch Kit'**

is also located on the blue shelf outside of the interior office door, on the second floor of the new Boathouse. This is equipped to treat minor cuts or blisters.

### **3. small First Aid Kit in Coach Boats**

These kits are equipped only with supplies for life threatening emergencies, intended for critical intervention (large bleeds, medical emergencies, etc). They are located in the coach boat's large hockey bags, detailed below.

### **4. AED**

is located between bays 1 and 2 of the new boathouse.

## **Coach Boat Supplies and Safety Kits:**

***Coach boat supplies are stored in large hockey bags, which contain:***

- Kill switch for motor
- Bag with 9 PFD's and 9 Emergency Mylar Blankets
- Ladder
- Bailer
- Paddle
- Safety Kit
- *On-water First Aid Kit*

***Coach boat safety kit (blue Safety container) contains:***

- Flashlight
- Throw line
- Wrench
- Emergency Blanket
- Horn or whistle
- Copy of Emergency Action Plan

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# **NON-EMERGENCY MEDICAL CARE**

Driving someone off-site (i.e. to the hospital or medical clinic) carries GREAT MEDICAL RISK to the injured and GREAT LEGAL RISK to the driver. Do not transport a victim, **Call an Ambulance or immediate family member/legal guardian** for transportation.

## **Nearest Hospitals:**

1. The Ottawa General Hospital - 501 Smyth Rd - 6.9 Km
2. The Civic Hospital, 1053 Carling Avenue - 8.2 Km