

Ottawa Rowing Club

EMERGENCY ACTION PLAN

EMERGENCY CONTACT INFORMATION

EMERGENCY PHONE NUMBER FOR ALL EMERGENCIES 9-1-1

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

BOATHOUSE ADDRESS

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

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ROLES AND RESPONSIBILITIES

CHARGE PERSON

- The most qualified first-aider on-site (based on certification and training)
 - Checks for dangers to self and others
 - Puts on gloves
 - Assesses ABCs 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, or immobilizes the individuals 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 injured person until EMS arrives and injured person is transported to hospital
 - Fills out injury and incident report from which is available on ORC Website under “Safety Tab”

CALL PERSON

- Dials 911 for emergency as directed by the Charge Person
- Provides dispatch with all the necessary information (i.e. facility location, natures 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
- Calls the emergency contact person listed on the injured person's emergency medical information once the paramedics have provided appropriate information to which hospital the individual is being transported
- Call the first ORC representative in the Emergency Action Plan when time permits

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CONTROL PERSON

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

AFTER dialing 911 for an emergency 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.

Head Coach	Zak Lewis	(902) 995-0776
Club President	Craig Law	(343) 998-9019
VP Administration	David Jenkins	(613) 794-2200
Club Registrar	Julia Fournier	(613) 878-6063

AVAILABLE EQUIPMENT

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.

First Aid Supplies:

First aid kits and blankets are located in the following locations:

1. Between boat bays 1 and 2 at the front of the new boathouse.
2. At the rear of the lower boat bay of the old boathouse.
3. On the second level of the new boathouse right outside the office in First Aid Cabinet.
** note: each coach boat should be equipped with a blue safety container that includes an emergency blanket **

The **Automated External Defibrillator (AED)** is located between bays 1 and 2 of the new boathouse.

Coach boat contains:

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

Coach boat safety kit contains:

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

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NON-EMERGENCY MEDICAL CARE

No matter how significant the injury may seem, 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. Please call an Ambulance or have an immediate family member/legal guardian drive the incumbent instead.

Nearest Hospital: Civic Hospital, 1053 Carling Avenue