

# **Walton Rowing Club Emergency Response Plan (ERP)**

## **Objective**

To ensure the safety of all participants during training sessions and public regattas by providing a structured plan for responding to emergencies.

## **Section 1: General Preparedness**

### **1. Risk Assessment**

- Identify hazards such as weather conditions, river currents, weirs and obstacles.
- Determine high-risk areas and set up warning signs if necessary.
- Tow path activity (e.g. Running Events)

### **2. Personnel Training**

- All volunteers should receive training in:
  - Water rescue techniques.
  - Use of emergency communication devices.
  - Active First Aiders identified. See Appendix 3

### **3. Communication**

- Identify primary points of contact. See Appendix 1
- Maintain a clear communication system (e.g., radios, mobile phones).
- Designate emergency channels and ensure all team members are aware of protocols.
- Emergency contacts and local emergency services numbers should be readily accessible.

### **4. Safety Equipment**

- Safety boats (with trained operators).
- Life jackets and Hi-Viz vests for volunteers.
- Throw ropes and first aid kits. See Appendix 2

## **Section 2: Emergency Procedures**

### **2.1 Training Sessions**

#### **Pre-Session Safety Checks**

- Undertake risk assessment and full pre-outing briefing, to include weather and river condition updates. See Walton Club Safety Code.
- Ensure all on water coaches/volunteers wear appropriate safety gear, including personal flotation devices (PFDs).
- Confirm all safety boats are operational, equipped with rescue gear, and operated by trained personnel.
- Establish a recording system to account for every rower during the session.

#### **On-Water Emergencies**

##### **1. Capsizing or Man Overboard**

- **Immediate Actions:**
  - Nearest rowers or safety boat should assist.
  - Ensure the person in the water is in touch with capsized boat or supported with a throw line.

- Support the rower to reach the bank or brought aboard a rescue vessel.
  - **Post-Rescue Actions:**
    - Assess for injuries or hypothermia.
    - Transport the individual to shore if medical attention is required.
- 2. **Medical Emergency (e.g., heatstroke, cardiac event)**
  - **Immediate Actions:**
    - Call emergency services if appropriate (999).
    - Administer first aid (e.g., CPR, cooling, etc.) as per training.
  - **Post-Incident:**
    - Log the incident and review safety protocols.
- 3. **Adverse Weather (e.g., lightning, high winds)**
  - **Immediate Actions:**
    - Cease all rowing activities and instruct rowers to return to bank promptly.
    - Use safety boats to assist slower crews.
  - **Post-Incident:**
    - Evaluate weather conditions before resuming activities.
- 4. **Collision with Another Boat or Object**
  - **Immediate Actions:**
    - Assess for injuries and damage to equipment.
    - Notify other watercraft if navigation may be impacted.
    - Ensure boat and/or rower is capable to return to Boat House
  - **Post-Incident:**
    - File an incident report and report damage in Log Book.

## 2.2 Public Regattas

### Pre-Event Planning

- Coordinate with safety provider (RowSafe)
- Display a map of the event area with clearly marked safety zones, emergency exits, and medical stations.
- Conduct a pre-event briefing for all participants, volunteers, and safety provider.
- Ensure a sufficient number of safety boats are stationed along the course.

### During the Event

1. **Emergency Communication Protocol**
  - Use radios or mobile phones to relay emergencies to the command centre at WRC boat house.
  - Announce emergencies via public address systems if participants or spectators need to take action.
2. **Rowing Accidents (Capsize or Medical Emergency)**
  - **Immediate Actions:**
    - Dispatch the nearest safety boat to assist.
    - Notify the command centre and event medical team.
  - **Post-Incident:**
    - Provide updates to participants and spectators as necessary.
3. **Spectator Emergencies**
  - **Examples:** Medical incidents, crowd control issues.
  - **Immediate Actions:**

- Deploy on-site medical team or call emergency services.
    - Use event volunteers to manage crowd movement.
  - **Post-Incident:**
    - Log the incident for review.
- 4. **Severe Weather or River Conditions**
  - **Immediate Actions:**
    - Halt the event and announce the emergency evacuation plan.
    - Guide rowers and spectators to designated safe zones.
  - **Post-Incident:**
    - Reschedule or adjust the event as necessary.
- 5. **Large-Scale Emergency (e.g., fire, mass casualty event)**
  - **Immediate Actions:**
    - Use appropriate fire extinguisher as first response to very early stages of fire. See Appendix 2. Abandon if it does not immediately work and follow steps below.
    - Activate the event-wide emergency plan.
    - Evacuate affected areas under guidance from local emergency services.
  - **Post-Incident:**
    - Cooperate fully with investigations and adjust future plans accordingly.

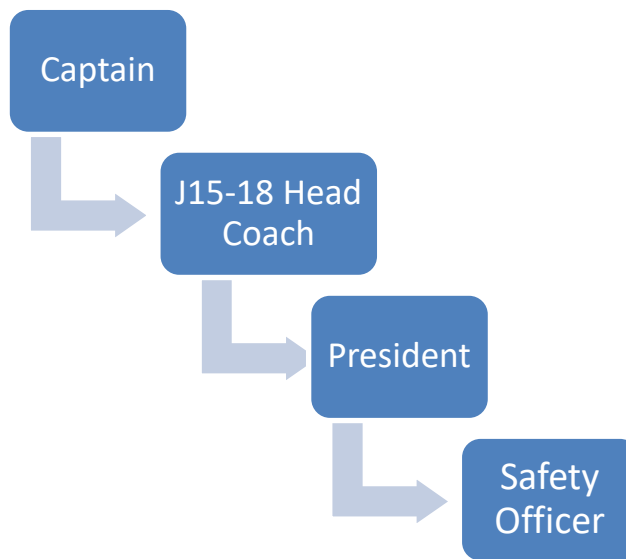
### **Section 3: Post-Emergency Protocol**

1. **Incident Reporting**
  - Complete an incident report detailing the event, actions taken, and outcomes.
  - Submit the report to Safety Sub-Committee and British Rowing.
2. **Debriefing**
  - Hold a post-emergency meeting with Safety Officer and volunteers to review the response.
  - Identify areas for improvement and update protocols as needed.
3. **Support for Affected Individuals**
  - Provide support to rowers, volunteers, or spectators impacted by the incident.
  - Communicate with families or guardians as necessary.
4. **Review and Update Emergency Plans**
  - Regularly review and revise the ERP to reflect lessons learned and changes in regulations or conditions.

By adhering to this Emergency Response Plan, Walton Rowing Club can maintain a safe environment during both training sessions and public regattas.

## Appendix 1 – List of primary contacts

The Captain is the primary contact. If he does not answer, a Cascade process is in place as follows:



## Appendix 2 – First Aid/Medical and Safety/Rescue Equipment

### First Aid/Medical Equipment

|                   | Location                                                                                                                                                                                    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| First aid Kit x 2 | <b>Ground floor:</b><br>1 <sup>st</sup> boat bay, in cupboard on back wall, next to gym double doors.<br><b>1<sup>st</sup> floor:</b><br>Kitchen, first cupboard on right next to entrance. |
| Defibrillator     | <b>Ground floor:</b><br>On wall between club entrance door and door to boat house, at bottom of the stairs.                                                                                 |

## Safety/Rescue Equipment

|                            | Use                                                                                                                                                                                                                                                                    | Location                                                                                                                                                                                                                                                               |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Emergency throwline        |                                                                                                                                                                                                                                                                        | <b>Ground floor:</b>                                                                                                                                                                                                                                                   |
| Safety jackets             |                                                                                                                                                                                                                                                                        | 1 <sup>st</sup> boat bay, hanging on back wall, next to gym double doors.                                                                                                                                                                                              |
| Water Extinguishers<br>X5  | <b>Class A fires:</b> flammable solids eg wood, paper, textiles, coal, plastics.                                                                                                                                                                                       | <b>Ground floor:</b><br>1x next to front entrance glass door.<br>1x in gym, next to single door.<br>1x 3d boat bay, on back wall.<br><b>1<sup>st</sup> floor:</b><br>1x function room back wall, on floor.<br>1x hallway back wall, next to men changing rooms.        |
| CO2 Extinguishers<br>x4    | <b>Class B fires:</b> flammable liquid fires eg petrol, paint or spirits<br>Electrical fires: electrical equipment                                                                                                                                                     | <b>Ground floor:</b><br>1x blades bay, behind safety boat and oars.<br>1x 2 <sup>nd</sup> boat bay, on back wall.<br><b>1<sup>st</sup> floor:</b><br>1x kitchen, right of entrance door, on floor<br>1x function room, next set of double doors and cleaning cupboard. |
| Powder Extinguishers<br>x2 | <b>Class A fires:</b> flammable solids eg wood, paper, textiles, coal, plastics<br><b>Class B fires:</b> flammable liquids eg petrol, paint or spirits<br><b>Class C fires:</b> flammable gases eg propane and butane<br><b>Electrical fires:</b> electrical equipment | <b>Ground floor:</b><br>1x blades bay, next to shutter.<br><b>1<sup>st</sup> floor:</b><br>1x function room, between bar and patio doors.                                                                                                                              |
| Foam Extinguishers<br>X1   | <b>Class A fires:</b> caused by flammable solids, such as wood, paper, and textiles<br><b>Class B fires:</b> flammable liquids: such as petrol, paint or spirits<br><b>Electrical Fires:</b> electrical equipment                                                      | <b>1<sup>st</sup> floor:</b><br>1x on wall next to office.                                                                                                                                                                                                             |
| Comms radios               |                                                                                                                                                                                                                                                                        | 1 <sup>st</sup> floor in office                                                                                                                                                                                                                                        |

### Appendix 3 – List of active first aiders

|                      |                     |           |            |            |
|----------------------|---------------------|-----------|------------|------------|
| Mike Hendry          | AED                 | Red Cross | 04/03/2022 | 04/03/2025 |
| Vix Cosgrove         | AED                 | Red Cross | 04/03/2022 | 04/02/2025 |
| Matt Graywood        | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Michael Hamblin      | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Brian Martin         | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Duncan Graham        | AED                 | Red Cross | 04/03/2022 | 04/03/2025 |
| Peter Browning       | AED                 | Red Cross | 04/03/2022 | 04/03/2025 |
| Andy Knott           | BLS                 |           | 01/07/2023 | 01/07/2026 |
| Rita Pamma           | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Jabeen Mughal        | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Suzi Eatock          | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Beatrice Philpott    | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Dominique Hanaan     | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Solmaz Zadeh Herranz | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Gill Shaw            | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Nick Harris          | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Sarah Clarke         | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Sarah Ayers          | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Judy Graham          | First aider at Work |           |            | 06/06/2025 |
| Seth Hillas          | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Martim da Silva      | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |
| Benjamin Springett   | Basic life Saving   | Elements  | 11/02/2024 | 07/02/2027 |