

Limestone Boat & Board Club

# EMERGENCY ACTION PLAN



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

### EMERGENCY SCRIPT:

1. When the 911 dispatcher's prompts for Police, Fire or ambulance **REQUEST FIRE** regardless of emergency.
2. State the emergency clearly and quickly
3. Our boathouse is located at:

**ROTARY PARK - 1282 COVERDALE RD**

**AT THE WATER - WEST OF THE PAVILLION**

NEAREST INTERSECTION IS:  
**COVERDALE ROAD ENTRANCE**

4. My name is \_\_\_\_\_.
5. The phone number I am calling from is \_\_\_\_\_.
6. **DO NOT HANG UP.** Stay on the line and answer any questions asked by the dispatcher.
7. Provide dispatch with an alternate phone number in case you're accidentally cut off.
8. **DO NOT USE A PERSONAL VEHICLE TO DRIVE AN INDIVIDUAL TO THE HOSPITAL OR MEDICAL CLINIC; WAIT FOR THE PROFESSIONALS TO ARRIVE.**
9. Emergency contact information for all members is located in the **RED EMERGENCY BINDER IMMEDIATELY INSIDE THE DOOR OF THE CONTAINER MARKED SAFETY**
10. **AVAILABLE EQUIPMENT** is located immediately inside the container to the **RIGHT** marked **SAFETY**:
  - First Aid Kit
  - Mask and CPR kit
  - Space Blankets
  - AED – Main Bar of the Legion
11. **AFTER** dialling 911 and within a reasonable timeframe, please contact the first LBBC contact listed below. If there is no answer, please continue down the list until you have reached a representative.

Brad Brennan H 613 530-2271

C 613 539-6334

**President**

## **ROLES & RESPONSIBILITIES**

### **CHARGE PERSON CALL PERSON CONTROL PERSON**

#### **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 forms

#### **CALL PERSON**

- Dials 911 for emergency as directed by the **CHARGE PERSON**
- Provides dispatch with all necessary information (e.g. facility location, nature of injury, what, if any, first aid has been provided)
- Clears any traffic from the parking lot before the ambulance arrives so there is a clear path to the water
- Waits at the driveway entrance to direct the ambulance when it arrives. Stay back from the road, but be visible to the Emergency vehicles. It may approach from either direction.
- Calls the emergency contact person listed on the injured person's Emergency Medical Contact Form once paramedics have provided appropriate information and to which hospital the individual is being transported
- Calls the first LBBC representative listed in the Emergency Action Plan when time permits

#### **CONTROL PERSON**

- Controls the crowd including concerned paddler's parents and teammates
- Recruits help at the scene if needed
- Helps the Charge Person as asked

## **NON-EMERGENCY MEDICAL CARE**

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

Emergency contact information for all members is located in the:

**RED EMERGENCY BINDER IMMEDIATELY INSIDE THE DOOR OF THE CONTAINER MARKED SAFETY**

**Limestone Boat & Board Club**

# **SAFETY RULES**

## **Safety Rules and Regulations**

The following pages outline the safety rules that apply to all members of the Limestone Boat & Board Club (LBBC) and those who use the LBBC facilities. These rules include, but are not limited to, the Canadian Coast Guard Regulations. Safety requirements for each type of craft are listed in Appendix 1.

All members and users of the LBBC will abide by the Canadian Coast Guard Regulations. Each safety boat driver must conform to Canadian Coast Guard (CCG) licensing requirements, and provide proof of conformance to the Club President. Consequences of breaking federal regulation may result in fines from the Canadian Coast Guard, payable by the person(s) who disobeyed the regulation.

Strict enforcement of the LBBC safety rules is the duty and responsibility of every LBBC coach and member. Failure to follow the LBBC Safety Rules will result in disciplinary action, and suspension of club privileges, at the discretion of the LBBC President or Captain. Final interpretation and enforcement of the LBBC rules below will be at the discretion of the President or Captain.

## **RULES**

1. The LBBC President or Captain shall have the final say in matters related to paddling times, safety, and equipment maintenance and usage. If the LBBC Captain is not present, the most senior coach, or any other individual so designated by the Captain, will assume this responsibility.
2. All paddlers must demonstrate annually the ability to swim and to don a personal flotation device (PFD) while in the water. Red Cross, Royal Lifesaving Society and other certificates are acceptable proof. Those aged 18 and over can indicate on the registration form their ability to swim; those under 18 need signature of a parent or guardian, or must take a swim-test.
3. Each paddler and coach must ensure that the equipment under his/her control is in safe operating condition.
4. Prior to commencing rowing activities in traditional rowing shells each year, all rowers, coxswains, and coaches shall review the RCA safety video and be instructed in procedures to be followed in the event of a swamping or capsize.
5. Anyone driving a safety boat will scan their Small Craft License and send a copy of it to the club captain or president who will keep a file. A paper copy will be kept in the club as back-up.
6. Each paddler shall be instructed as to the location of safety equipment in the boathouse including telephone, emergency numbers, first aid kits, thermal blankets and lifejackets.
7. Except emergency situations, at no time will more than two (2) people be allowed in a safety or coach boat.

## Launch Times

1. Paddling after dark is not permitted at any time of the year.
2. Paddling before sunrise is only permitted under the following conditions:  

Water temperature exceeds 10°C (50°F). For a typical year, paddling before sunrise is permitted mid-May until late October. The start and end of this season will be announced each year by the captain.
3. First launch will occur no earlier than Civil Twilight (25min before sunrise), at the discretion of the captain or designate.
4. Regardless of water temperature, all paddling craft must be within 500m of a safety boat or 50m from shore until sunrise.
5. All paddling craft and safety boats must have adequate lighting in accordance with Coast Guard safety requirements as listed in Appendix 1. during dawn and dusk times.

## Cold Water Rules

1. Prior to Water temperature reaching 10°C no paddler shall be permitted on the water unless equipped with a full length wet suit or appropriate clothing for submersion in cold water and be comfortable with submersion for up to 20 minutes.
2. All paddlers must remain within 50m of the shore at all times. Paddlers must leave the dock to the east, circling the bay to access the North shoreline. DO NOT CUT STRAIT ACROSS UNDER COLD WATER RULES.
3. PFD must be worn at all times by anyone leaving the dock.
4. VHF Radio and/or waterproof cell phone must be taken by paddlers and be set to CH. 16
5. Individual training or paddling will only be allowed with the permission of the Club Captain and President and requests must be made in writing and include competency descriptions and demonstrate that additional safety equipment will be used appropriate to the times, conditions and temperatures of the air and water.
6. Pursuant to 5 above, NO PERSON SHALL PADDLE ALONE AT ANY TIME

## Buddy Boating (Warm Water Rules)

1. Unless otherwise permitted by the club Captain and President, all paddlers must exercise the buddy system.
2. Anyone paddling under the buddy system must **sign in and out** on the CLOTHES PEGS located inside the boathouse on the right side door.

## Traffic Patterns

1. Paddlers are expected to be aware of their surroundings at all times. Paddlers passing each other on a close course shall pass LEFT to LEFT.
2. Be defensive in your paddling with larger vessels like sail and power boats. **DO NOT ASSUME THEY SEE YOU.** Adjust your course well in advance to avoid passing closely to a larger vessel. **BE MINDFUL OF SWELLS.** They can travel long distances and catch you unaware.
3. **Rowers** shall stay OUTSIDE of the BOATING CHANNEL at all times ( because you are travelling BACKWARDS and cant see as well). **See APPENDIX 2.**
4. Paddlers that go out on the lake (past the Coronation Rd. breakwater and buoy) must be equipped with appropriate safety equipment, experience, skills, hydration and communication gear as outlined in Appendix 1. They must also be approved for open water paddling by the President or Club Captain.

## Adverse Weather

1. In the event of windy or foggy weather, the decision to put crews on the water will be made by the Senior Club representative or employee present. This responsibility shall be assumed by the senior coach or any other individual so designated by the Captain or President. In the absence of a coach, the senior athlete(s) present will have the final say.
2. NO crews will be allowed on the water if lightning threatens. If crews are on the water when lightning is spotted on the horizon, all crews will immediately head for the nearest safe haven, or LBBC dock if time permits.

**SAFE HAVENS AND MAP ARE FOUND IN APPENDIX 2.**

## **First aid**

First aid kits are available immediately inside the container to the RIGHT. When travelling to regattas, a first aid kit must be taken with the senior athlete or coach. Athletes are expected to provide their own supplies for routine first aid, including care of blisters.

## **Hypothermia Kits**

Thermal blankets are found in the safety kit.

## **EMERGENCY**

**Refer to the Emergency Action Plan**

## **RESPONSIBILITY OF PADDLERS**

- They are familiar with all safety guidelines and the Emergency Action Plan
- Equipment under his/her control is in a safe condition. This includes checking all equipment prior to rowing to ensure there are no cracks or loose equipment (including the length adjustment of paddles)
- Any damage or faulty equipment is reported to the Captain or President ASAP and if it is not in safe condition for use, a note is left on the craft to prevent its use.
- They know traffic patterns.
- They remain calm and demonstrate leadership in the event of trouble.
- They have their PFD properly fastened and their craft is equipped with the proper safety equipment
- They are aware of the direction and area that is safer for them to be paddling. heading into the wind while departing the docks, paddling on the appropriate shoreline, being mindful of other boat traffic such as pleasure boaters and sailing camps.
- They always watch for changing weather conditions and proceed to the dock or to the shoreline in the event of threatening weather (lightning, high winds, sudden change in wind or water conditions.)

## APPENDIX 1

### Proper Safety Equipment Requirements for Different Club Craft and PFD Rules

CRAFT TYPE	MINIMUM EQUIPMENT REQUIRED	COLD WATER or OPEN WATER Additional Equipment	PFD REQUIREMENT
PADDLEBOARD	PFD Leash Sound Signalling Device (whistle) Lights if used during twilight	VHF Radio CH. 16 or waterproof cell phone Hydration Appropriate cold water submersion clothing	Worn at all times
SURF SKI	PFD Leash Sound Signalling Device Lights if used during twilight	VHF Radio CH. 16 or waterproof cell phone Hydration Appropriate cold water submersion clothing	Worn at all times
ROWING PADDLE BOARD	PFD Sound Signalling Device Lights if used during twilight Heaving Line	VHF Radio CH. 16 or waterproof cell phone Hydration	Not Worn but attached to board
ROWING SHELL	PFD Sound Signalling Device Lights if used during twilight Heaving line	VHF Radio CH. 16 or waterproof cell phone Hydration	Not Worn but attached to boat or in the coach boat
CLOSED COCKPIT KAYAK or TRADITIONAL CANOE	PFD Sound Signalling Device Lights if used during twilight Heaving line if not wearing PFD	VHF Radio CH. 16 or waterproof cell phone Hydration	Worn at all times

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**ALL PADDLERS MUST WEAR A PFD AT ALL TIMES – NO EXCEPTIONS!**

## APPENDIX 2. MAP and SAFE HAVENS

