

# Oxford University Rowing Clubs

## Appendix F: Emergency Action Plan

### Summer Eights 2016

### Sponsored by Neptune Investment Management



Last changed 22/4/16 - RQ

#### Introduction:

This Emergency Action Plan is designed to act as an *aide memoire* for officials dealing with any serious incident should it occur during the Summer Eights Regatta from Wed 25<sup>th</sup> May to Sat 28<sup>th</sup> May 2016 with a qualifying session (Rowing On) held on Fri 20<sup>th</sup> May or Sun 22<sup>nd</sup> May 2016.

#### In the event of a medical incident on or in the water NOT directly before or during a race:

- Marshal to radio SU with details of incident. SU has radio priority to call for First Aid and move all parties involved to the riverbank at the earliest possible opportunity. Local marshals and the SU will ensure launch support is sent as appropriate and other crews/river traffic is kept clear.
- First Aiders to assess the situation and decide on appropriate course of action (e.g. whether ambulance is necessary).
- Incident coordinator to organise post-incident care and reporting on land depending on First Aiders assessment.

#### In the event of a medical incident on or in the water DIRECTLY BEFORE or DURING A RACE:

- Marshal(s) to sound klaxon to stop the race in progress. Immediately before the race starts they should radio the SU with a concise description of the incident but NOT sound a klaxon as crews may mistake this for a signal to start.
- Marshal to radio SU with details of incident. SU has radio priority to call for First Aid and move all parties involved to the riverbank at the earliest possible opportunity. Local marshals and the SU will ensure launch support is sent as appropriate and other crews/river traffic is kept clear.
- First Aiders to assess the situation and decide on appropriate course of action (e.g. whether ambulance is necessary).
- Incident coordinator to organise post-incident care and reporting on land depending on First Aiders assessment.

#### In the event of an actual or suspected medical EMERGENCY off the water at any time:

- Marshals should radio for first aid, giving a concise description of the incident and their location. On hearing such a transmission, the race desk or SU will instruct radio silence except with regard to the incident
- The nearest first aider should respond, If this requires the use of first aiders involved in supporting the ongoing race, or an urgent use of a launch, the race should be stopped by the use of klaxons. First aiders should request this to the race desk or SU who will initiate a klaxon and call it on the radio.
  - First Aiders to assess the situation and decide on appropriate course of action (e.g. whether ambulance is necessary).
  - Incident coordinator to organise post-incident care and reporting on land depending on First Aiders assessment.
  - SU to decide whether the incident may impact on and therefore delay the safe running of the next race.

### **In the event of a NON EMERGENCY REQUIRING first aid**

- Marshal to radio the race desk, who will coordinate the despatch of first aid appropriately.

### **General procedure:**

Use mobile phone to dial 999 for emergency assistance ONLY IF REQUESTED BY MEDICAL TEAM UNLESS – patient is not breathing, catastrophic bleeding, or unable to contact medical team or race desk.

- In the event of no mobile phone coverage there is an emergency (999 calls only) landline phone at the back of Longbridges Boathouse.
- Advise emergency services that the designated point for EMS vehicles is at the City of Oxford Rowing Club Boathouse off Donnington Bridge (postcode - OX4 4BL. If this is not possible or should Medical Team feel that one of the other emergency access points is required, the other access locations to the river are:
  - Longbridges Boat House (key to gate off Donnington Bridge (Abingdon Road side) held at Race Desk).
  - To Boat House Island via Christ Church Meadow. Call Christ Church Lodge on 01865 276150 to gain access.
  - To the rear of the hotel on Abingdon road to University College boat house.
- Incident Coordinator to ensure incident reported to appropriate bodies/persons, including College if student is taken to hospital (taking SU advice if necessary about which college officer should be contacted).

The following are relevant emergency contact numbers on race day:

Police, Ambulance, Fire Service – **999**

Incident Coordinator – Rowing Sabbatical by default – **07554 376772**

Race Desk – **07751 740304**

Race Secretary (Jonathan Williams) – **07769 614462**

Christ Church Lodge – **01865 276150**

City of Oxford Rowing Club Boathouse - **01865 242576**

Iffley Lock Keeper – **01865 777277**

Oxford University Security Services (emergency line) – **01865 289999**.

Mobile phone numbers for Senior Umpires, First Aid and Sports Safety Officer held at Race Desk.

**Incident Coordinator (IC):** Typically the Rowing Sabbatical Officer (07917 643030). The IC coordinates post-incident care Responsibilities to include working in close cooperation with the following people:

- Injured person (if applicable). Their welfare, liaising with the regatta medical staff, senior umpires, marshals and other relevant parties (e.g. EMS, family or friends of injured party, taxi) and to gather information that must be included in the incident record and possible legal reports
- Other involved persons such as witnesses and medical staff - To gather additional information that must be included in the incident record and possible legal reports
- Where applicable, to ensure incident is duly reported to appropriate bodies/persons such as Sports Safety Officer, College if student and British Rowing.