

EMERGENCY ACTION PLAN



An emergency action plan (EAP) is created so that calm, safe and effective action can be taken in response to the situation at hand.

The EAP for the Kingston Rowing Club should be visible and easily accessible by all individuals in the event of an emergency.

CONTENTS OF THE KRC EAP

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1.0 SAFETY SUPPLIES

Access to Telephones:

- All coaches and staff must carry working cell phones with them at all time

First Aid Supplies:

- AED located in the back of the boathouse beside the office
- First Aid Kits located in the boathouse and each coach boat on water

Health and Safety information and report forms can be found in the boathouse binder, accessible only to coaches

Coach Boat Safety Kit (must contain):

1. Flashlight
2. Buoyant heaving line
3. First Aid Kit (including thermal blanket, non-latex gloves, band aids)
4. Sound Signaling Devices (whistle, airhorn)
5. A personal PFD, as well as enough PFDs for the largest boat you have in your care
6. Bailer
7. A paddle
8. List of contact numbers in case of emergency

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2.0 STEPS TO FOLLOW WHEN INJURY OCCURS

Step 1: Control the environment to prevent further injury

- Stop all activity immediately
- Check the area for potential hazards (fire, wires, gas, glass)
- Ensure injured individual is safe from other individuals/elements

Step 2: Assess the Situation

Call 911 if
the individual:

- is not breathing
- is bleeding profusely
- has impaired consciousness
- sustained head/neck/
back injury
- is unable to move lower limbs
- is having a seizure

*If the individual
doesn't show
these signs,
move to step 3*

Step 3: Do Another Assessment of the Situation

- Ask individual about how the injury was sustained
- Determine if any witnesses were present at the time of injury/during the event
- Do not move the individual, stay with them and keep them calm

Step 4: Assess the Injury

- Have an individual trained with first aid assess the injury
- If they are unsure of the severity, proceed with EAP
- If they are certain that the injury is minor, proceed to step 5

Step 5: Return to Activity and Documenting

- If a minor injury was sustained, the individual can safely return to activity as long as no active bleeding, swelling, deformity, decreased range of motion or pain are present
- Ensure an incident report is filed and parents are called (if applicable)

IT IS BETTER TO BE SAFE, THAN SORRY

If unsure about the state an individual is in, if their injury is major versus minor or if they are stable, call medical professionals for assistance

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3.0 ROLES AND RESPONSIBILITIES OF PEOPLE INVOLVED

Person in Charge:

- Clear the risk of further harm to the injured person by securing the area and shelter the injured person
- Designate who is in charge of other participants
- Protect yourself (wear gloves if you will be in contact with bodily fluids such as blood)
- Assess ABC's (check that the airway is clear, they are breathing, they have a pulse, and that there is no major bleeding)
- If they are conscious, introduce yourself and ask for consent to help them, if needed provide first aid/CPR
- Wait by the injured person until EMS arrives and the injured person is in the care of paramedics
- Have each person that witnessed the incident fill in an incident report

Call Person:

- Call 9-1-1 for Emergency help
- Retrieve the patient's health and safety information
- Provide all necessary information to dispatch (facility location, nature of injury, what first aid is being done)
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by driveway entrance to facility to direct EMS to the injured person
- Call the Emergency contact person listed on the injured person's medical file
- Call a facility representative

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4.0 CLUB LOCATION

Kingston Rowing Club
1 Cataraqui St
Kingston, ON
K7K 1Z7

The boathouse is located on the left side of the Woolen Mill

In case of emergency, the boathouse will be used at the meeting spot for any individuals involved, meeting when safe to do so

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5.0 EMERGENCY AND NON-EMERGENCY PHONE NUMBERS

Police: (613) 549 4660

Fire: (613) 548 4001

Ambulance: (613) 548 7671

KGH Emergency: (613) 548 3232

Hotel Dieu Urgent Care: (613) 544 3400

Environmental Emergencies: 1 (800) 268 6060

Poison Control: 1 (800) 268 9017

If unsure about the individuals level of injury or if a major injury has been sustained, call 911

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6.0 SCRIPT TO USE WHEN CALLING 911

- Follow the 911 dispatcher's prompts

My name is _____ (Your name)

I am calling from the Kingston Rowing Club boathouse located at 1
Cataraqui St, Kingston

The phone number I am calling from is _____ (Your phone
number)

There is an injured person who needs (medical attention/boat rescue)

They have experienced _____ (Nature of injury) which
happened _____ (number of minutes) ago

They are currently _____ (Current state of patient)

We are sending someone to meet the ambulance at the entrance of the
location, they are wearing _____ (Description of clothing)

*(Ask how long it will take for emergency services to arrive and tell the
person in charge)

DO NOT HANG UP

-Provide the dispatcher with an alternate phone number to call in case the
call is disconnected

-Continue to provide information to the dispatcher

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7.0 DIRECTIONS TO THE NEAREST HOSPITAL FROM KRC

Hotel Dieu Hospital
166 Brock St
Kingston, ON

1. Head west towards Orchard St, travel 82m
2. Turn left onto Orchard St, travel 16m
3. Turn right onto Cataraqui St, travel 180m
4. Turn left onto Rideau St, travel 400m
5. Turn right onto Raglan Rd, travel 190m
6. Turn left at the 2nd cross street onto Montreal St, travel 750m
7. Turn right onto Brock St, travel 21m
8. The hospital will be on the left