



Exeter Rowing Club Emergency Action Plan

The purpose of the Club Emergency Action Plan is to familiarise coaches and members with steps to take in an emergency situation. In any emergency situation it is important that decisive action is taken. Lives are often saved by quick thinking and prompt action.

Location

There may be situations when a Paramedic or Ambulance may need to be called. Anyone summoning help must be prepared to communicate the exact location, in some cases GPS from a mobile phone may assist when dialling 999 but this is not always accurate or reliable. There is a phone in the Clubhouse Bar, if this is unavailable ask a neighbour or use a mobile phone.

Coaches and Spotters should carry a mobile phone with them and download the What3words App. In an emergency, open the App and tap the 'Locate me' icon to find your current 3 word address, then dial 999 and use this information to tell the operator where you are. The location can be shared by text, email or WhatsApp. It is particularly useful in remote locations and places where there are no postcodes or it is difficult to describe your location.

Some addresses, for access by road, and What3 words locations are listed below to assist. It is easier to use What3words to give a location than a grid reference.

Location	What3words
Rowing Club 62 Haven Road Exeter EX2 8GP	///traded.plus.food
Mclaines Warehouse and Sculling Pontoon	///engine.mass.fetch
Exeter University Boat Club Pontoon Bridge Road Exeter EX2 7AA	///live.cakes.served
Car Park for access to Topsham Bridge & Turf (Accessed via Swan's Nest) Station Road Exminster	///shot.suffice.sits

Taking Charge

Where possible, the relevant coach, spotter or crew-member shall take charge of any incident; other members present should make themselves available to assist on request rather than acting independently. No-one should leave the site of an incident until it is resolved, unless they are asked to do so (e.g. to fetch help).



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Any pre-existing medical issues should be communicated to the Club particularly where this may affect training and safety.

Calling an Ambulance

- Call **999** or **112**. In the UK, the service is identical. Ask for Ambulance.
- Stay on the phone.
- Give your phone number when requested in case of accidental disconnection.
- If you are using a mobile phone, make sure you stay where there is a signal.
- You may be asked for the following information:
 - Age and gender of the casualty
 - Medical history (you may not know this)
 - Time of incident
 - What happened
 - Injuries or symptoms of the casualty
 - Vital signs - are they breathing, conscious, bleeding
 - Where the casualty is
 - What treatment have they received

Fire and Emergency

- **Alarm:** If you discover a fire or other emergency and the alarm is not already sounding sound the alarm using one of the break glass alarm call units located in the clubhouse if it is safe to do so. Failing this or if the fire is in one of the remote boat sheds the alarm should be raised by shouting fire!
- **Evacuate:** Evacuate the building as quickly as possible and ensure everyone is out paying special attention to persons with a disability and those who may be using the showers and therefore slower to respond. Close doors behind you. Only use a Fire Extinguisher if it is safe to do so.
- **Check:** On evacuation, sheds/changing rooms/committee room should be checked. This may be done by checking the door and banging on it and calling out.
- **Do not re-enter** the building
- The fire assembly point is the centre of the **Piazza Terracina** at the head of the canal basin. If numbers permit someone should be appointed to prevent others from entering the premises perhaps on their return from activity on the water as long as this can be done from a safe distance, perhaps the opposite side of the canal.
- **Roll Call** Determine as far as possible if there is anyone left in the building, be ready to give this information to the Fire Service.

First Aid and Defibrillator

- There are well-stocked first aid kits at the entrance to the boathouse next to the signing in/out board, in Maclaine's Warehouse (the Erg Room) and in the club house.
- Coaches are trained in Emergency First Aid and a list of First Aiders is located by the First Aid Kits.
- An AED (automated external defibrillator) is located outside Maclaine's Warehouse; in case of possible heart failure, access the cupboard, turn it on and follow the



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instructions. The victim and rescuer must be dry and on a solid surface for the AED to be used.

In the Event of a Capsize

- **Get free from the boat immediately and if you are OK indicate this to anyone on the bank.**
- **Stay with the boat** get as much of your body out of the water as soon as possible, draping yourself over the hull. If you can, right the boat as this will make it much easier to move otherwise stay on top of the boat and using it as a surfboard kick your legs to swim towards the bank.
- If there is more than one person in the water, stay together; hold on to each other until rescued to provide mutual warmth and support and to help ensure everyone is accounted for.
- Other boats in the vicinity should fetch help or try to assist, where possible, if spotters or coaches are not immediately available.
- A coach or person on the bank will be carrying a throwline and will assist recovery.

Hypothermia and Cold Water Shock

- Cold water immersion can cause an initial cold shock that affects muscular co-ordination and impairs the ability to swim. Heat loss from immersion can quickly cause hypothermia
- Know and watch for the symptoms of mild hypothermia (such as complaints of feeling cold and tired, poor comprehension, disorientation, poor concentration, irrational behaviour, violent outbursts and confusion)
- Coaches watch for symptoms of severe hypothermia (such as shivering, pale, blue lips and nails, rapid breathing, wheezing and coughing, fast pulse and slurred speech).
- If anyone is showing signs of hypothermia, ensure they are wrapped up warm to avoid further heat loss – emergency blanket, wrap them in a coat or whatever is available, towel and change of clothes to get them dry
- Take them to a warm place as soon as possible
- Give them high energy food/a warm drink
- Seek medical attention

Medical Emergency on the Water

- In the event that a crew member is taken seriously ill or becoming unresponsive, raise the alarm immediately; seek assistance from a coach/spotter on the bank or where assistance is not immediately available obtain help from another boat.
- Row to the nearest location where a safe landing can be made and bring the victim ashore (very little first aid can be given in the boat)
- Where possible lie them on their back on the ground and check from breathing and pulse
- If unresponsive, and not breathing normally (at least two breaths every 10 seconds), then open the airway, and
- Start chest compressions at 100 compressions per minute see the Safety Alert on Staying Alive [Safety-Alert-Staying-Alive-FINAL.pdf \(britishrowing.org\)](#)



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Concussion and Head Injury

- Recognise the signs of concussion following a head injury and take care not to move them if this is likely to cause further injury.
- Being knocked out and not coming round or difficulty staying awake and keeping their eyes open
- Having a fit (seizure); problems with vision or hearing; black eye without direct eye injury; clear fluid from the ears or nose or bleeding from the ears; numbness, weakness or problems with walking, understanding or speaking.
- These are all symptoms which require immediate medical attention, dial 999

A report of any incident (including date, time, location and all those involved) needs to be made. Notify the Club Safety Adviser **safety@exeterrowingclub.org**.