

# Victoria City Rowing Club Emergency Action Plan

## EMERGENCY CONTACT INFORMATION

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

Emergency contact and medical information for each rower is located in binders labelled "Masters/Seniors," "Juniors" and "Programs" within the VCRC office. For Summer Programs and Adult Learn to rows the forms are located in the coaches room.

### **BOATHOUSE ADDRESS**

VICTORIA ROWING SOCIETY BOATHOUSE  
**EAGLE BEACH, SOUTHEAST END OF ELK LAKE**  
5100 PAT BAY HIGHWAY

BOATHOUSE PHONE NUMBER IS 250-658-5331

AFTER dialling 911 and within a reasonable time frame, please contact the VCRC club manager or a VCRC board member. Contacts are posted by the emergency phone.

Club Manager: clubadmin@vcrc.bc.ca

### **AVAILABLE EQUIPMENT**

Emergency Phone:

- Located upstairs at the South entrance of the boathouse outside the VCRC office

First Aid Supplies:

- First aid kits are located on the window sill outside the VCRC office and in the VCRC boat bay below the sign-out log
- Additional supplies are located in a marked bin within a grey cabinet in the South lounge, the lounge adjacent to the VCRC admin office
- Spine board and cervical spine collar are located in the hallway at the back of the main VCRC bay (beside the door to the change rooms).

Coach boat safety kit contents:

- Flashlight
- Throw line
- First aid kit which includes space blankets, pocket mask, non-latex gloves and whistle

## **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.**

- Care Point Medical Centre  
Suite 140-777 Royal Oak Dr.  
Broadmead Village

Facility Hours:

Monday 8am to 7pm  
Tuesday 8am to 7pm  
Wednesday 8am to 7:30pm  
Thursday 8am to 6pm  
Friday 8am to 7pm  
Saturday 9am to 5pm  
Sunday 10am to 4pm

Phone: 250-479-7147

- Saanich Peninsula Hospital  
2166 Mt. Newton X Road  
Saanichton, BC

Facility Hours: 24/7

Phone : 250-544-7676

# EMERGENCY ACTION PLAN ROLES & RESPONSIBILITIES

## 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 entrance/access road before the ambulance arrives
- Waits at the driveway entrance to direct the ambulance when it arrives
- 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 VCRC representative listed in the Emergency Action Plan when time permits

## CONTROL PERSON

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

# 911 Script

Follow the 911 dispatcher's prompts

**ASK FOR THE FIRE DEPARTMENT, NO MATTER THE SEVERITY OF INJURY, A MISSING PERSON, OR OTHER CIRCUMSTANCE**

My name is \_\_\_\_\_.

Our boathouse is located at Elk Lake. The address is 5100 Pat Bay Hwy, at Eagle Beach ON THE SOUTHEAST END OF THE LAKE.

The phone number I am calling from is 250-658-5331.

There is an injured person who needs medical attention/ boat rescue, etc. He/She is currently located \_\_\_\_\_ and is being provided first aid by \_\_\_\_\_ (name of person).

We are sending \_\_\_\_\_ (name of person) to meet the ambulance at the driveway to Eagle Beach.

Ask the dispatcher how long until the fire crew arrives and provide that information to the Charge Person asap.

**DO NOT HANG UP**

Stay on the line and answer any questions asked by the dispatcher. Provide dispatch with an alternate phone number in case you're accidentally cut off.

Minimize the use of walkie talkies and do not use them to pass along confidential information.

**DO NOT USE A PERSONAL VEHICLE TO DRIVE AN INDIVIDUAL TO THE HOSPITAL OR MEDICAL CLINIC; WAIT FOR THE PROFESSIONALS TO ARRIVE.**