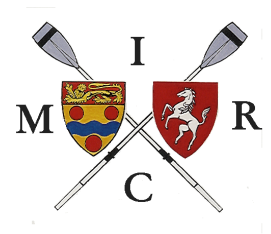


Maidstone Invicta Rowing Club

Emergency Action/Response Plan

© MIRC 2020

Maidstone Invicta Rowing Club



Summary

This Emergency Action/Response Plan has been created from guidance given from the British Rowing RowSafe 2019 Guide detailed in Appendix B.

The Club Emergency Action/Response plan details actions required if an incident were to take place.

By club members being aware of the contents of the document it will help to reduce harm that may occur due to an incident.

Separately the club's safety plan and rules detail what club members should do to help make rowing within the club safer and incidents less likely to happen

Everyone is expected to:

- a) Understand and, in an emergency, follow the Club Emergency Response Plan.
- b) Follow the instructions of Club Officers and coaches.
- c) Report any incident or condition that could give rise to an emergency to Club Officer or coach.
- d) Report incidents and near misses to British Rowing.

This document details the procedure to follow in case of an emergency and provides the club location and directions plus a map, contact details, lists of emergency access points, first aid and safety equipment locations, a list of first aiders, fire instructions, and a process for suspending and/or cancelling club activity.

Each Year the following information **MUST** be reviewed:

- a) Emergency Contact Details
- b) First Aiders

Row safe link:

<https://www.britishrowing.org/wp-content/uploads/2019/04/Row-Safe-April-2019-online.pdf>

Incident recording:

ALL incidents must be reported via the British Rowing website;

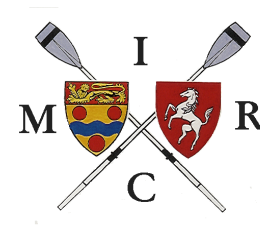
<https://incidentreporting.britishrowing.org/>

This document and the information it contains is for the sole use of Maidstone Invicta Rowing Club members only.

Copyright – MIRC 2020

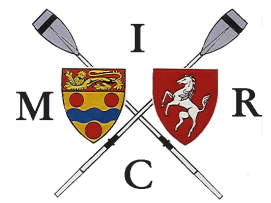
All rights reserved. No part of this document may be reproduced, stored in an information storage and retrieval system, or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or otherwise, without the prior written permission of the Maidstone Invicta Rowing Club committee.

This document has had personal information redacted so can be used use or publication outside of the Maidstone Invicta Rowing Club.



Contents

Section Number & Name	Page
1. Summoning Assistance in case of an Emergency	1
2. Club Location	4
3. Plan Showing All Emergency Access Points	6
4. Emergency Contact Details	7
EXTERNAL NUMBERS	7
CLUB NUMBERS	8
5. VHF Radio Channels	9
6. Location of First Aid Kits/Safety Equipment	10
7. First Aiders	11
8. Fire Instructions	12
9. Process for Suspending or Cancelling Club Activities (in case of Emergency)	15
10. Emergency Arrangements for Rowers with Disabilities	17
Appendix A - HEATING HYPOTHERMIA VICTIMS.....	18
Appendix B - Extract from British Rowing – RowSafe - 3.3 Club Emergency Response Plan.....	19



1. Summoning Assistance in case of an Emergency

What is the process for summoning assistance in case of an emergency?

ACCIDENTS: What to do

In cases of Accident or a lesser incident (including all Capsized boats) affecting club member or boats. Including minor incidents and capsizes.

Contact the relevant emergency services or services required as detailed in this document.

1. **SAFETY** – Ensure everyone is safe.

If anyone is in the water (including non-members or the public).

- 1.1. Firstly help everyone out of the water as soon as possible and all parties are safe.
- 1.2. Ensure they are returned to the club in a safe manor and are able to get dry and warm appropriately. Use a thermal blanket when appropriate. Hot/ warm showers are available at the club and should be used when needed, see Appendix A.

2. **SECURE!** – Secure the Boat and equipment.

Whilst (or after) you make sure that the people are safe before you do anything else.

- 2.1. Get someone else to secure the clubs equipment making sure it is not a hazard to any other members of the public or boats, etc.
- 2.2. Organise that all equipment and boats etc, are returned to the Club.

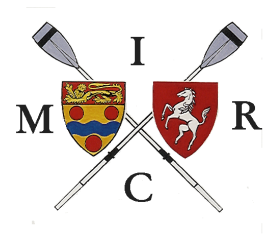
Note: If a boat is full of water always empty the water out before attempting to lift it or you will break the back of the boat).

- 2.3. The boat and equipment should then be fully checked for damage before being washed inside and out, then put away correctly. If damage has affected the equipment it should be appropriately labelled to stop it being re-use before it is repaired.

3. **DETAILS!** – Obtain details of the incident/accident.

Get the details of all the people involved.

- 3.1. If the incident involves a third party or other craft:
 - 3.1.1. Obtain the details of all parties involved including phone numbers and names and addresses. If the collision is with another boat get the boat name and registration number (which should be displayed on the outside of the boat).



3.1.2. Obtain the details of any independent witnesses to the incident.

3.2. Take photographs where possible

4. **RECORD** – the Incident

4.1. The coach or person taking charge of the incident on behalf of the club should ensure that the accident/incident is recorded via the British Rowing website and details are checked with the members involved. Those involved should confirm if they are not logging the accident/incident that this is done.

This can be done easily on the BR website, and will help provide statistics which will ultimately improve safety in the sport.

Please use the system.

You do not need a British Rowing account or membership to log an incident.

You can access it from your login page:

Non-BR members: <https://incidentreporting.britishrowing.org/>

BR members login: www.britishrowing.org/login

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- the date when the report is made
- the date, time and place of the event
- personal details of those involved
- a brief description of the nature of the event or disease.

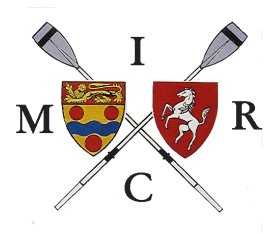
Records can be kept in any form but must conform to data protection requirements.

4.2. This report should give full details of all persons involved and how they can be contacted.

4.3. If an insurance claim is likely to be involved or if a third party is involved the full details of the third party and/or witnesses should be given.

4.4. Where possible a description of any damaged sustained by either party and plan/map of the positions of craft immediately before and after the incident.

Note: The full details of accidents are required in every case where an insurance claim is to be involved. In any incident where such details are not provided the persons involved might find they have become personally liable for the third-party costs of the incident, as our insurance company will only cover incidents where they have been made fully aware of the circumstances and details of the accident/incident.



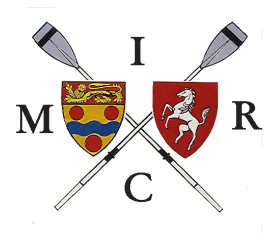
5. **RESPONSIBILITIES** – As a Member or a coach you are responsible for recording your own incidents.

All Members and their coaches have a responsibility to record the incidents/accidents they are involved with and to keep the clubs officers and Insurance provider fully informed of the details. Any one not doing so is in breach of club rules.

6. **PREVENT** – damaged boats & equipment being re-used until they have been repaired, and informing the Boatmaster.

In all cases of damage to a club boat or equipment the Boatmaster should be informed and the boat/equipment suitably labelled as damaged and not to be used so that other members do not attempt to use broken or damaged equipment.

Maidstone Invicta Rowing Club



2. Club Location

a. **Club Name:** Maidstone Invicta Rowing Club

b. **Club Address:**

Maidstone Rowing Centre
James Whatman Way
Maidstone
Kent
ME14 1LQ

c. **Club Website:** www.maidstoneinvicta.co.uk

d. **Directions for emergency services**

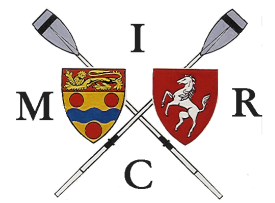
On the **A229**

a) From the **North**

- a. Driving along Royal Engineers' Road on the A229 from the North.
- b. When you reach the roundabout where the Kent History & Library Centre and Maidstone United Football Club are located take the **third** exit into James Whatman Way.

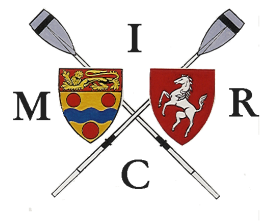
b) From the **South**

- c) Driving along Fairmeadow on the A229 from the South.
- d) When you reach the roundabout where the Kent History & Library Centre and Maidstone United Football Club are located take the **first** exit into James Whatman Way.
- e) After 50 meters you will come to a T junction facing the Maidstone United Football Club, **turn left**.
- f) The road will curve downhill to the right, after approximately 150 meters you will reach the rowing club gates straight ahead of you.



e. Map showing location



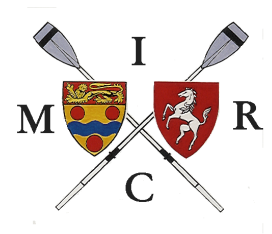


3. Plan Showing All Emergency Access Points

Location of all emergency access points including post codes and grid references where possible, to assist emergency services

Emergency Access Points:

- Lock Lane, Forstal Road, ME14 3AU
500m upstream from Malta Inn on the town side
- Allington Marina, Castle Road, ME16 0NH
- Fords Wharf, Buckland Lane, ME16 0BP
- Monktons Lane, ME14 2PY
On the town side
- Opposite the club LA Fitness (also the entrance to Whatman Park) ME16 0SN
Including the public slipway
- MIRC James Whatman Way, ME14 1LQ
On the town side
- River walk from Archbishops Palace, Bishops Way, ME15 6YE
On the town side
- Tovil bridge via Wharf Road
- Lockmeadow car park
- Unicom's Lane off of Fant Lane.

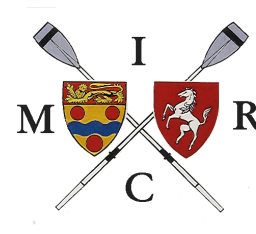


4. Emergency Contact Details

Emergency phone numbers and contact details landline telephone, if available.

EXTERNAL NUMBERS

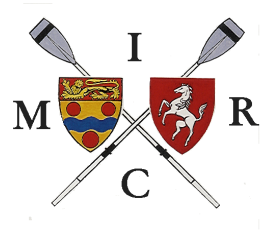
- **Ambulance Emergency or Police or Fire Emergencies** Call: 999
- **Emergency on the River – call Ambulance or Fire Rescue Services (boat):** 999
- **Nearest Public Telephone – is at Maidstone East Railway Station**
Follow the towpath towards the town until you reach the railway bridge. Go up the steps on to the public footpath over the bridge but turn away from the river and over the road, follow the path into the town. The phone box is at the end of the footpath on the left, next to the railway station entrance.
- **Nearest Accident & Emergency Hospital**
Maidstone General Hospital Hermitage Lane, Maidstone (Between the London Road Alysford and the Tonbridge Road, Barming).
Turn left at Preston Hall traffic lights on A20 Alysford and follow signs to hospital.
Hospital phone Number: 01622-729000
- **Nearest Police Station** – is in Palace Avenue Maidstone
Opposite the Bishops Palace gardens. From the main road-bridge in town take the main road one way system towards Ashford. The Police Station is about 400yards along on the right hand side next to the Magistrates Courts.
- **Other River Problems – call the Environment Agency:** 01732-875587
- **Or The Lock Keeper – Allington Lock:** 01622-757864
- **Allington Bell Passenger Boat:** 07763-242701 / 01622 661064
- **Kentish Lady Passenger boat:** 07973-866971 / 01622 753740
- **Invicta Barracks Guard Room** – normal holders of Club Keys available to members
Should be kept informed regarding the keys drawn from them. Please go up to the Invicta Barracks Guard Room. Only members on the official Key list may withdraw the keys and must have proof of identity available.
- **Other useful Phone Numbers:**
 - **Taxis & Mini Cabs (Express Cars):** 01622-561234



CLUB NUMBERS

All contact details and numbers should be review yearly

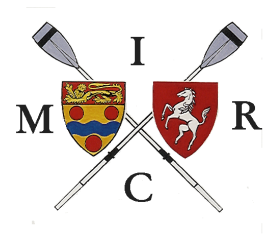
- **Club Chairman:** REDACTED – 07XXX XXXXXX
- **Club Secretary:** REDACTED – 07XXX XXXXXX
To be informed of any legal issues effecting the club.
- **Club Director of Rowing:** REDACTED – 07XXX XXXXXX
In charge of all rowing at the club and allocation of all equipment.
- **Club Treasurer:** REDACTED – 07XXX XXXXXX
- **Club Membership Secretary:** REDACTED – 07XXX XXXXXX
- **Club Welfare Office (Child Protection Policy):** REDACTED – 07XXX XXXXXX
To be Informed of any Welfare Problems including possible bullying or Child Protection Issues.
- **Club Safety Advisor:** REDACTED – 07XXX XXXXXX
To be informed with regard to any major accident at the Club or involving the Club.
- **Senior Junior Coach/ Co-ordinator:** REDACTED – 07XXX XXXXXX
- **Club Boatmaster:** REDACTED – 07XXX XXXXXX
To be informed of all damage to clubs boats and equipment.
- **Club Insurance Officer:** REDACTED – 07XXX XXXXXX
To be informed of any major damage occurring to the Clubs boats & Equipment.
- **Club Emergency Key Holder:** REDACTED – 07XXX XXXXXX
To be informed of any break in, theft or site security problems including loss of Club Keys.



5. VHF Radio Channels

Where appropriate, VHF radio channels to be used to contact navigation authority and coastguard.

This section is not applicable as there is no navigation authority or coastguard on the no tidal section of the river used by the club for rowing.



6. Location of First Aid Kits/Safety Equipment

First Aid Kit – located in the training hut (the hut nearest the gates) on the back wall as you walk through to the changing rooms on the righthand side.

Survival Blankets – are located with the first aid equipment in the white box on the wall in the training hut (the hut nearest the gates) on the back wall as you walk through to the changing rooms on the righthand side.

NOTE: First Aid Kit – does **NOT** contain any medicines

FIRST AID BOXES - Strictly EMERGENCY use ONLY

- First Aid Boxes are for EMERGENCY use ONLY.
- For genuine emergencies **when equipment is used** from this first aid box please **email Richard Stokes** with full details of **what was used** so items can be replaced:
richardjstokes@yahoo.co.uk

Eye Wash Station – is located in the training hut (the hut nearest the gates) on the back wall as you walk through to the changing rooms on the righthand side.

The nearest Automatic External Defibrillator (AED) –

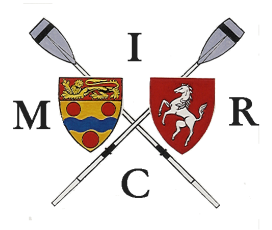
A publicly accessible defibrillator is available at the local library 1 minute walk from the rowing club and is accessible 24 hours a day.

Throw Lines & Life Buoys - In the River Boathouse nearest the river – (to the left, behind the front doors).

Life Jackets & Buoyancy Aids

- Life Jackets – are located at the rear of the kitchen hut
- Buoyancy Aids – are located in the River Boathouse nearest the river – (hanging at the rear of the boathouse).

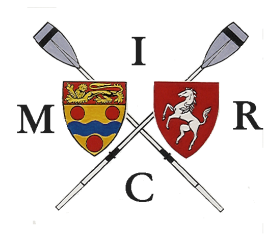
Please return ALL items to the same place after use.



7. First Aiders

List of qualified First Aiders (with photos where practical):

- Duncan Bain
- Richard Baldwin
- Oliver Barton
- Eric Gerrits
- Clive Harlow
- Brian Humphris
- Pete McLarney
- Kevin Mills
- Liz Ridgway



8. Fire Instructions

a) Instructions on what to do in the event of a fire

The following “Emergency Action Plan in Event of Fire” contained in this section should be posted in all buildings where club members and relevant persons can read it and become familiar with its contents.

EMERGENCY ACTION PLAN IN EVENT OF FIRE

You **MUST NOT** put yourself at risk in the event of a fire

DO NOT attempt to tackle a fire if it puts you at risk

Please ensure you familiarise yourself with following emergency procedures and advice.

If You Discover A Fire:

- Any person discovering or suspecting a fire should immediately raise the alarm and leave the building by the nearest exit.
- Make others aware that there is a fire and that the building should be evacuated.
- Anyone discovering a fire in any of the buildings or in the grounds should take the responsibility of calling the fire brigade.

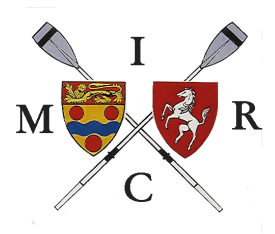
To Call the Fire Brigade in Cases of Fire

- Dial ‘999’ or ‘112’
- Give the operator your telephone number and ask for FIRE
- When asked by the operator give the following location details:

Maidstone Rowing Centre
James Whatman Way
Maidstone
Kent
ME14 1LQ

DO NOT REPLACE THE RECEIVER UNTIL THE ADDRESS HAS BEEN CONFIRMED BY THE OPERATOR OR WHEN INSTRUCTED

- Meet the Fire Brigade on arrival and provide as much relevant information as possible to assist with the situation, including:
 - The location and nature of the fire
 - Any persons trapped
 - The location of any hazards (e.g. flammable liquids/gases)
 - The location of the electricity and water supply cut off points as follows:
 - Electricity main circuit board – in the cupboard below the stereo system in the gym.
 - Water – in the boiler room cupboard on the righthand side between the male and female changing rooms in the gym.
 - Keys for the above are in the bottom cupboard below the stereo system in the gym.



Building Evacuation

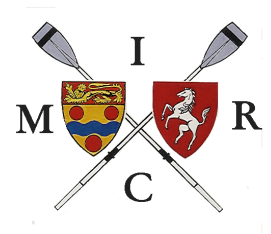
On hearing the alarm raised about a fire, the occupants should investigate the cause and if necessary all persons should immediately leave the building by the nearest exit bearing in mind the following instructions where possible.

- a. Switch off electrical appliances/lights as you leave.
- b. Close all windows.
- c. Do not put yourself or others at risk.
- d. Do not re-enter the building until authorised to do so.
- e. On leaving the building, report to the assembly point which is located up the road on the opposite side to the football club entrance as show on the map below.
- f. Do not leave the assembly point without informing others so they are aware you are safe and do not return to the club until authorised to do so.
- g. If you are aware of any person left in the building/onsite inform the Fire Brigade immediately.
- h. Do not stop to collect personal belongings.

Location of Assembly Points with plan/map

When making your way to the assembly point from the club once the alarm has been raised avoid vacating the club by walking between the boat storage sheds or between the boat house and training hut using the covered area.



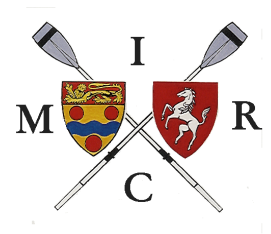


b) Firefighting Equipment

- All buildings – Fire extinguishers
- Kitchen – Fire extinguishers and Fire blanket

c) Other Area

- Smoking is prohibited throughout the club and is illegal within buildings.
- Contractors/workmen on site should make every effort to maintain a tidy environment, with waste material being removed from the building regularly. Under no circumstances should combustible materials be stored in exit routes.
- Fire exits and exit routes must not be obstructed.
- Every effort should be made to keep combustible materials away from potential sources of ignition (e.g. heaters, lights, etc.)
- RAMS (Risk Assessment Method Statement) should be completed prior to commencement of work by contractors/3rd parties. If the works are major or prolonged this assessment should be submitted in writing to the club committee.
- If 'hot work' is being undertaken suitable precautions should be taken.
- Suitable fire fighting equipment should be provided by the contractors/3rd parties if appropriate to the task.
- The contractor should read the emergency procedure and make themselves familiar with exit routes and the assembly point.
- Contractors should be suitably qualified and insured for the work they are doing.
- In the event of queries relating to the above points, the contractors/3rd parties should contact the club committee.



9. Process for Suspending or Cancelling Club Activities (in case of Emergency)

The following section provides details of the process/procedure for suspending or cancelling club activities in case of an emergency.

This should be read in conjunction with the MIRC Risk Assessment document.

River conditions can be accessed on the Environment Agency's website for Allington lock at: <http://www.allingtonlock.co.uk/home.php>

Emergency Cancellation of Rowing Activity

In the event of emergency where rowing needs to be cancelled/suspended and rowers need to come off the water the following actions should be followed. This may be due to weather conditions (e.g. wind, rain, thunder/lightning, etc), river flow, tree fall, river obstruction, rowing incident, incident on the water not related to rowing or other factors that cause the necessity to come off the water.

The MIRC Risk Assessment document covers a variety of circumstances with regards to the rowing club's activity but is not a definitive list.

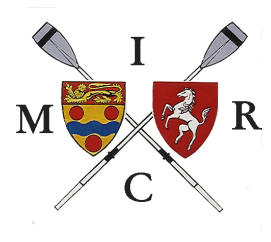
Once emergency cancellation of rowing activity has become a necessity or has been decided:

- The river condition board should be put to **RED** to warn other crews **NOT** to boat.
- Club members should cycle from the club
 - (One member) Upstream from the club as far as possible to East Farleigh if necessary.
 - (One member) Downstream from the club as far as the Malta Inn at Allington lock if necessary.
- All crews on the water should be informed to return to the club paddling light and then come off the water.
- If there is an obstruction in the river crews may need to come off the river and walk the boat and equipment back to the club.
- Any crews who are aware of the need to come off the water should inform other crew so they are aware of the instruction and potential hazard.
- Once returned to the club boats should be taken off the water as per standard practice, washed down and put back on their racks unless instructed otherwise.

Partial Obstruction

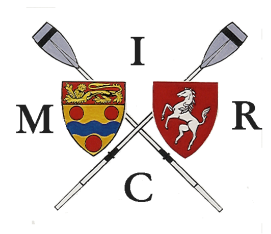
If there is a partial obstruction on the river it may be possible to continue rowing. Rowers should slow at the obstruction, turning if necessary and warn other rowers as they return in the opposite direction so they are aware of the potential hazard.

Maidstone Invicta Rowing Club



Re-Commencement of Rowing

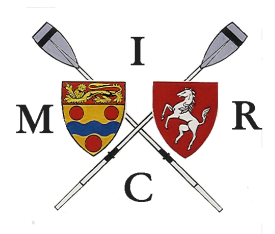
Once the incident has been dealt with and a decision has been made that rowing can recommence, rowing activity can recommence as per normal.



10. Emergency Arrangements for Rowers with Disabilities

This section covers where relevant, emergency arrangements for people with disabilities.

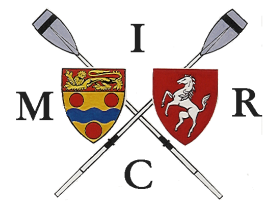
For rowers with disabilities emergency arrangements should be followed in the 'Process for Suspending/Cancelling Club Activities (in case of Emergency)' section with the additional help as defined for disabilities as covered in place as defined by the disabilities rowing risk assessment.



Appendices

Appendix A - HEATING HYPOTHERMIA VICTIMS

In cases of cold conditions or hypothermia. Please use the Disabled Shower room using its Heaters to dry and warm the person. If need they should be given a warm shower before drying them out in a warm environment & changing in the warm. They must change into dry warm clothing.



Appendix B - Extract from British Rowing – RowSafe - 3.3 Club Emergency Response Plan

Emergency Response Plan

Should include:

- The process for summoning assistance in case of an emergency.
- The location of the club, including postcode and directions for emergency services.
- A plan showing all emergency access points, with post codes and grid references where possible, to assist emergency services.
- Emergency phone numbers and the location of the nearest landline telephone, if available. o Where appropriate, VHF radio channels to be used to contact navigation authority and coastguard.
- The location of First Aid kits and, if available, the nearest Automatic External Defibrillator (AED).
- List of qualified First Aiders (with photos where practical).
- Instructions on what to do in event of a fire, how to evacuate the building and the location of Assembly Points.
- Process for suspending or cancelling the club activities in case of an emergency.
- Where relevant, emergency arrangements for people with disabilities.

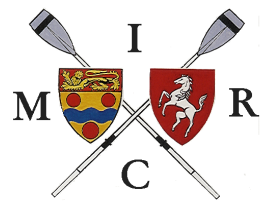
Everyone is expected to:

- Understand and, in an emergency, follow the Club Emergency Response Plan.
- Follow the instructions of Club Officers and coaches.
- Report any incident or condition that could give rise to an emergency to Club Officer or coach.
- Report incidents and near misses to British Rowing.

Club Officers are expected to:

- Use the club's Risk Assessment to produce or update the Club Emergency Response Plan.
- Brief members and others using the club facilities on the content of the club Emergency Response Plan and make it available. The plan should include:
 - The process for summoning assistance in case of an emergency.
 - The location of the club, including postcode and directions for emergency services.
 - A plan showing all emergency access points, with post codes and grid references where possible, to assist emergency services.
 - Emergency phone numbers and the location of the nearest landline telephone, if available. o Where appropriate, VHF radio channels to be used to contact navigation authority and coastguard.
 - The location of First Aid kits and, if available, the nearest Automatic External Defibrillator (AED).
 - List of qualified First Aiders (with photos where practical).
 - Instructions on what to do in event of a fire, how to evacuate the building and the location of Assembly Points.
 - Process for suspending or cancelling the club activities in case of an emergency.
 - Where relevant, emergency arrangements for people with disabilities.
- Provide adequate First Aid cover including provision for people suffering from mild hypothermia (people with severe hypothermia should be taken to hospital).
- Provide sufficient, correctly positioned fire extinguishers and fire blankets, emergency lighting and clearly marked fire exits.
- Maintain emergency equipment such as fire extinguishers and fire blankets, check that fire exits are clear and that emergency lighting and fire doors are in working order.

Maidstone Invicta Rowing Club



- Prominently display notices showing key location and contact information in the club.
- Brief members and others using the club facilities on what to do in an emergency and how to use any equipment.
- Establish contact details and any relevant medical or other information for each member in case of emergency. Ensure that this information is kept confidential and only available to those who need it. Upload the Emergency Response Plan as part of the annual safety audit.
- Where appropriate, ensure that someone in each boat knows how to use a VHF radio and the correct channels to use.
- If going to sea, ensure that someone in each boat knows how to describe where the boat is.

Coaches are expected to:

- Read and understand the Club Emergency Response Plan.
- Ensure that rowers know what to do in an emergency and where to find the notices showing key location and contact information.
- Ensure that participants know the location of First Aid kits including an AED, if available.
- Where appropriate, ensure that someone in each boat knows how to use a VHF radio and the correct channels to use.
- If going to sea, ensure that someone in each boat knows how to describe where the boat is.
- Report any incidents to the Club Officers and British Rowing.