

Maidstone Small Boats Head

Sunday October 19th 2025

Emergency Action Plan

Introduction

The MSBH Safety Plan contains full details of the safety provision for the event and actions to be taken in the event of a safety incident. This Emergency Action Plan is designed to act as an additional reference should a serious incident occur which requires the attendance of the professional emergency services.

Key officials:

Race Committee Chair (RCC) – Harry Salmon
Event Rowing Safety Advisor (ERSA) – Suzanne Davies
Race Secretary – Darren Prentice
Welfare Officer – Anne Salmon

Examples of serious incidents:

Rower collapsing unconscious in a boat or on land due to medical emergency
Rower entering the water and getting into difficulties/goes missing
Collision between boats causing serious injuries to one or more rowers
Casualties on land caused by fire, vehicle collision, etc.

Action Plan:

- Umpires, lead marshals and safety boat crews have radios and should advise the RCC of an incident **before** trying to deal with it. Alert the RCC stating clearly “Emergency alert, emergency alert” and give as much detail about the incident as possible including; **Location, nature of the emergency, perceived severity of any injuries, number of casualties and support required**. The RCC will co-ordinate any response and all other officials should avoid using their radios unless asked to respond.
- The RCC should summon the relevant emergency service(s) immediately and order racing suspended. Course umpires and marshals should ensure crews and rowers in their sector are safe. Hold crews on the water as the boating area may need to be kept clear to evacuate a casualty.
- If the casualty cannot be returned to the boathouse by safety boat then the First Aider should attend the scene of the incident and report to the RCC. The Event Safety Plan contains details of road access attendance points along the course.
- The RCC and/or the ERSA should attend the scene, if practicable, and direct support from marshals, umpires and other MIRC members prior to the arrival of the emergency services.
- Race Registration will become the Incident Control Centre and deal with the emergency services if they arrive at the boathouse location and also with liaison with club emergency contacts.
- Once external emergency services are on the scene they will take control of the incident and MSBH officials should be concerned with the safety of all competitors, volunteers and visitors. After the incident members of the Race Committee will meet immediately to decide whether it is appropriate to continue to run the event and will document the decision taking in to consideration the nature of the incident and whether the race officials/volunteers are in a position to proceed.

British Rowing Guidance Documents

The British Rowing 'Guidelines for Responding to Major Incidents at Competitions' will be followed where possible. Members of the Race Committee dealing with the incident will meet to make an initial summary of the steps taken to manage the incident, actions taken and nominate a single point of contact for any media enquiries. The British Rowing 'Guidelines for Dealing with the Aftermath of a Serious Incident at a Club or Competition' will be followed where possible.

Link to documents on British Rowing website:

<https://www.britishrowing.org/knowledge/guidelines-on-major-incidents/>

Maintaining a log

Race Registration should keep a log of the activities relating to the incident. This should include time and content of the initial radio message and subsequent radio messages, when the emergency services were summoned and when they arrived on scene, etc. Recording of radio transmissions will be sufficient if this is in place.

Dealing with the public and press

Whilst dealing with the incident key officials will have no time to liaise with competitors, club members or the public. Be aware however that the incident may well be recorded on mobile phones by passers by or people attending/watching the race. Images and comments may be posted online over which the event has no control.

All statements about the incident should be coordinated through the key official nominated by the Race Committee and based on the British Rowing 'Guidelines for Dealing with the Aftermath of a Serious Incident at a Club or Competition' as mentioned above.