

Emergency Operating Procedure

Emergency Information, Action Plan and Procedures

- The following measures have been taken to ensure that should an incident or emergency occur during a club session, the situation will as best as possible, be dealt with promptly and efficiently:
- A first aid kit will be held and maintained in the club house and will be available during club sessions.
- On club events, coaches/event leader will carry a first aid kit in the kayak or canoe they paddle.
- With rise in mobile phone usage and the subsequent demise of public telephones it is advisable that a mobile phone is carried by the coach/trip leader as well as a VHF radio for sea trips.
- If emergency services need to be contacted for an incident on the River Wansbeck dial 999 . The following address should be provided;

The Club House, Blackclose Bank, Ashington, Northumberland, NE63 8TF

Defibrillators (External unit 24/7) locations in Ashington include:

- CAMBOIS ROWING CLUB, BLACK CLOSE BANK, ASHINGTON
 - JT DOVES, NORTH SEATON ROAD, ASHINGTON, NE63 8ST
 - NCEA JAMES KNOTT COF E PRIMARY, NORTH SEATON ROAD, ASHINGTON, NE63 8ST
- For trips/events away from the river Wansbeck, as part of the float plan a route should be provided giving locations to which emergency services can be called.
 - All accidents should be reported to the safety officer and recorded in the accident book and also be reported to the Paddle UK using the Accident Report Form.
 - Where accidents, near misses or emergency services are involved the club chairman should also be contacted. Details can be found on the website.

Emergency Action Plan (EAP)

- Make sure you are safe
- Make sure the group is safe
- Make sure the individual concerned is safe
- Effect the rescue of individual(s) as far as you are able
- Call/send for assistance (as required)
- Take the casualty and group to the safest and closest accessible shore to get off the water. If the casualty is unable to be taken to shore, call for a rescue and keep the group and casualty together until rescue arrives.
- If ashore, diagnose the extent of the injury and effect first aid/further action.

Procedures following a serious accident or fatality

- Assuming the casualty is now in the hands of the emergency services (whenever possible the activity leader/other responsible club member should stay with the casualty until next of kin/ parent or guardian is in attendance.
- Contact the next of kin/parent or guardian of young person or vulnerable adult and give them relevant information – include contact details of the club chairman.
- Contact the club chairman and appraise him of the incident (contact info. above)
- No comment is to be made to outside parties, such as the press, other than to give them the name of the designated contact – Club Chairman.
- Coach/activity leader to gather written statements from all members (and others) involved in the training/activity when the incident happened. If verbal statements are given, these should be transcribed and signed as accurate.
- The club chairman to contact the committee and ensure that a meeting occurs to go over the incident (where possible with all involved).
- Complete an "Accident Report Form" as soon as possible after the incident.
- The club chairman to contact Paddle UK.