**HANLAN BOAT CLUB**

**EMERGENCY ACTION PLAN (“E.A.P.”)**

**(Updated March 17, 2024)**

**EMERGENCY CONTACT INFORMATION**

**Dial 9-1-1 for any emergency**

In an emergency, AFTER dialling 9-1-1, please contact representatives of the Hanlan Boat Club on this list. If one individual does not answer, proceed down the list to the next contact.

* **Facility Manager**: Paul Charuk (647) 289-5212
* **Head Adult Coach** Kirsten Ryan (416) 704-7725
* **Club President**: Janet Bolton (416) 553-0051
* **Club Vice President**: Sunny Edmunds (416) 930-3015
* **Havergal College**: Michael Greig (647) 200-6453

**Additional Phone Numbers**

* Coast Guard/Marine Police: \*16 (on cell phone)
* Toronto Harbour Marine Police: (416) 808-5800
* Outer Harbour Marina Master: (416) 462-1228
* St. Michael’s Hospital: (416) 864-5094

**BOATHOUSE ADDRESS**

6 Regatta Road

Toronto, ON

M5A 0B7

**Nearest major intersection:**

* Leslie Street and Lakeshore Boulevard East (coming from East)
* Cherry Street and Lakeshore Boulevard East (coming from West)

**AVAILABLE EQUIPMENT**

First Aid Supplies:

* Located outside of the cage at the back of Bay 4
* Located on the table at the front of Bay 3

Coach boats must carry at all times:

* Life jacket bag (Bay 4)
* Paddle
* Emergency kit (found in life jacket bag)
	+ Tow line
	+ Sound signalling device (whistle)
	+ Reflective surface
	+ Flashlight
* Walkie-talkie (cage in Bay 4)

**ON-WATER EMERGENCY**

For any athlete who has an emergency on the water:

* Stay with the boat (use as a floatation device until help arrives)
* Put on lifejackets/PFDs
* Make a loud noise to get the attention of anyone nearby who can help – use the whistle
* In a crew boat, the **coxswain shall take control of the crew (or bowperson if no cox)**
	+ Do a seat/head count to ensure that all persons are above the water and accounted for
* Wait together for a safety boat to arrive and proceed calmly into the safety boat

**COACH/SAFETY BOAT**

The following steps must be taken to ensure the safety of all parties:

* MOTOR MUST BE OFF when the coach/safety boat gets to the athlete(s)
* Open the lifejacket bag and toss lifejackets to athletes
* Do a head count and verbally confirm with coxswain/bowperson that all athletes are present
* If athlete(s) is strong enough to get into coach boat by themself, they should enter using the step ladder at the bow of the boat
	+ If an athlete needs assistance getting into the boat, go to the bow and help them in there. The motor at the stern will act as a counter balance to help with weight distribution
* If there is a second person in the coach boat, have them help athlete(s) out of the water while you act as a counter weight and keep track of the other athletes

**First priority is getting athlete(s) to land and safety**

* If hypothermia is a concern, athlete(s) should remove outer layers of clothing and put on dry layers
	+ Once on land, there are emergency blankets in the first aid kits and in the cage at the back of Bay 4
	+ Lost and found is under the table at the front of Bay 3. If athlete(s) does not have extra clothing, dry clothes can be taken from there and returned later
* If hypothermia or serious injury is a concern, leave the rowing shell and oars. Those can be retrieved later or by another coach

**EMERGENCY LANDING AREAS**

In all cases, injured athletes should be taken to Hanlan Boat Club.

If for whatever reason this is not possible, here are other Safe Emergency Landing Areas:

* **Centre Island Pier**: enter the beach area just east of the pier. There are phones off the beach by the restroom.
* **Cherry Beach**: there are public phones by the bus stop. The beach is easy to locate and access by emergency services.
* **Outer Harbour Marina (475 Unwin Avenue)**: there is a low dock for easy coach boat exit between the penultimate and last slip.

**EMERGENCY ACTION PLAN**

**Roles and Responsibilities**

For once the injured athlete(s) has been brought to land

**CHARGE PERSON**

Lead coach with the crew/athlete until a more qualified first aid person arrives (based on level of training/certification)

* CHECKS FOR DANGER TO SELF AND OTHERS
* Assesses ABCs (airway, breathing, circulation) of the individual(s) and looks for additional injury
* Ensures the injured athlete(s) is not moved until certain that no serious injury has occurred (as deemed by a medical professional), or immobilizes the athlete(s) in case of severe condition
* Directs CALL PERSON to call 9-1-1 if required
* Performs any required first aid based on their level of training
* Stays with injured athlete(s) until EMS arrives and injured is transported to a hospital
	+ Travel with athlete(s) if a family member is not present yet

**CALL PERSON**

Any person who is nearby with a cell phone

* Calls 9-1-1 if/when directed by the CHARGE PERSON
* Provides all information including
	+ Facility location
	+ Nature of injury
	+ Updates on the injured athlete(s)’s condition
	+ What, if any, first aid has been done so far
* Stay on the phone with 9-1-1 operator until EMS has arrived
* Call emergency contact of injured athlete(s)
* Call Hanlan Boat Club first representative on the list above and keeps calling until someone on the list answers

**CONTROL PERSON**

Mature, responsible person who can control a crowd (ie. assistant coach, person with strong leadership qualities)

* Controls the crowd including concerned athletes, coaches, parents not related to the injured athlete(s), and spectators
* Recruits help at scene if needed
* Assists CHARGE PERSON as needed
* Dispatches COURSE PERSON

**COURSE PERSON**

Person who can move easily and quickly

* Ensures that gate is unlocked so that EMS can access the rowing club compound (ask Head Coach or Facility Manager for code)
* Go to Unwin Avenue to direct EMS to the rowing club