

## Emergency Action Plan

# **HANLAN BOAT CLUB** **EMERGENCY ACTION PLAN (“E.A.P.”)**

## **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 Coach** Iain Wilson (905) 401-3270
- **Head Jr. Coach** Kirsten Ryan (416) 704-7725
- **Head Sr. Coach:** Tony Tremain (416) 823-4679
- **Club President:** Janet Bolton (416) 553-0051
- **Club Vice President:** Sunny Edmunds (416) 930-3015
- **Havergal College:** Michael Greig (647) 200-6453
- **Upper Canada Col:** Emmanuel Azarcon (647) 408-8310

### **Additional Phone Numbers**

- **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:

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

## Emergency Action Plan

### 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
- In a crew boat, the **bowperson or coxswain shall take control of the crew**
  - 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 IN NEUTRAL 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 themselves, they should enter near the stern as it is the lowest part of the coach 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.

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## **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