



Infinity Boat Club Emergency Response Plan

Purpose and Scope

This Emergency Response Plan outlines procedures to protect rowers, coaches, volunteers, visitors, and members of the public during emergencies on the water, on the bank, or within club facilities.

It applies to:

- All rowing activities (training, recreational, competitions)
- All club premises (boathouse, gym, workshop, land training areas)
- All participants (including juniors and vulnerable adults)

Roles and Responsibilities

CEO/Club Safety Adviser

- Oversees implementation of the ERP
- Conducts annual reviews and updates
- Ensures compliance with British Rowing RowSafe guidelines
- Coordinates training in emergency procedures

Coaches and Session Leaders

- Lead response to incidents during their sessions
- Conduct safety briefings
- Verify equipment condition and weather/water suitability
- Ensure attendance records and sign-out logs are completed

Launch Drivers

- Provide on-water rescue capability
- Carry required safety equipment as described in RowSafe, PFDs, first-aid kit, throwlines
- Maintain communication with the boathouse or designated shore contact

All Members

- Follow safety instructions and club rules
- Wear buoyancy aids where required
- Report hazards, near misses & injuries promptly

Communication Protocols

Emergency Services Contact

- The nearest phone is in Castlegate Quay - Watersports Centre (CQ). In emergencies during working hours, the commercial premises in Moat Street may allow use of their telephones.
- **Dial 999 and request Police / Fire / Ambulance as appropriate**
- Our address is Infinity Boat Club is Castlegate Quay, Moat Street, Stockton-On-Tees, TS18 3AZ
- Tees Barrage Control Room – 01642 633273
- River Tees Watersports Centre – 01642 628940

Club Emergency Contacts

- CEO/Safety Advisor: Cathy Rooney 07967 763538
- Welfare Officer: Michele Holdsworth Welfare@infinityboatclub.com

Radio / Mobile Communications

- Coaching launches are equipped with waterproof radios
- Coaches are also required to bring a mobile phone with them in the launch as a backup
- If only one launch is on the water a designated shore contact must be available with access to a second launch

Emergency Equipment

Located in Boathouse

- First Aid Kit (restocked quarterly)
- Defibrillator (AED) with clear signage
- Emergency throwlines and reach poles
- Thermal blankets / survival bags
- Fire extinguishers (CO₂ and foam)
- Spill kits (for fuel storage areas)

On Coaching Launch

- Buoyancy aids for all occupants
- Throwline
- Paddle
- Knife
- Safety knife + spare kill cord
- Emergency blanket
- Waterproof radio / phone
- Basic first-aid supplies

Emergency Scenarios & Procedures

Capsize or Person Overboard

- Launch driver or nearest crew responds immediately.
- Check for injuries and confirm all persons are accounted for.
- In cold conditions, hurry to extract casualty from water to reduce hypothermia risk.
- If rower cannot re-enter the boat, transfer them to the launch.
- Return to boathouse or nearest safe exit point.
- **Call 999 if: injuries suspected, hypothermia symptoms present, missing person reported**

Cold-Water Shock / Hypothermia

- Remove casualty from water.
- Move to a warm environment; remove wet clothing; wrap in blanket.
- Provide warm, *not hot*, drinks if conscious.
- **Call 999 for moderate/severe symptoms (shivering stops, confusion, drowsiness).**

Medical Emergency (Cardiac arrest, severe injury)

- **Call 999 immediately.**
- Send a responder to retrieve AED.
- Begin CPR if unresponsive and not breathing normally.
- Follow AED prompts until emergency services take over.
- Keep area clear and maintain privacy.

Collision or Equipment Damage

- Prioritize safety of individuals over equipment recovery.
- Assess for injuries.
- If on water, escort crews back to boathouse using launch.
- Report incident to Safety Adviser; record photographically if appropriate.

Missing Person on Water

- Initiate immediate search by all launches and crews in vicinity.
- Notify club's Safety Officer/CEO.
- **Call 999 – request Police/Tees River Rescue**
- Gather last-known location, time, boat type, clothing description.
- Secure all other participants at safe locations.

Fire in Boathouse

- Activate fire alarm and evacuate building.
- **Do not attempt to fight large or spreading fires.**
- Close doors behind you.
- Muster at designated assembly point
- **Call 999 – Fire Service.**
- Conduct headcount using Spond

Fuel Spill or Hazardous Materials Incident

- Stop source of spill if safe.
- Use spill kit; prevent leakage into water or drains.
- Notify Safety Adviser.
- For large spills, call 999 and follow Fire Service instructions.

Severe Weather and Environmental Hazards

Conditions that suspend rowing

- Lightning
- Fog reducing visibility <250m Development/Active
- Fog reducing visibility <150m Junior Competition
- Fog reducing visibility <100 senior Competition
- Fast-flowing or flooded river stream over 100 cubic metres per second, CEO/Safety Officer only can approve an outing
- Fast-flowing or flooded river stream over 120 cubic meters per second, no crews may boat
- High winds with gusts exceeding 30mpg or safe limits for boat types
- Ice on water
- Pollution or sewage incidents
- Temperature lower than -5 degrees

Post-Incident Actions

- Complete incident form within 24 hours.
- Safety Adviser submits report via British Rowing Online Incident Reporting System.
- Perform debrief with involved parties.
- Update risk assessments and procedures if required.
- Offer support to casualties, witnesses or staff.

Training and Drills

- Annual emergency drill: capsize recovery, AED use, fire evacuation
- Induction for new members covering emergency procedures
- Launch drivers to maintain RYA Powerboat / Safety Boat certification
- Coaches to hold valid First Aid training

Completed 21/11/2025 by Cathy Rooney