Oxford City Royal Regatta - Emergency Action Plan 2017

1 Key Roles

Race Committee – the race committee is made up of qualified British Rowing officials. They should not be needed except in the case of major incidents.

Coordinating Umpire – the qualified British Rowing official coordinating racing at any one time. Any decision on restarting racing should be made by them unless a major incident.

Umpires – qualified British Rowing officials, authorised to stop racing if required.

Marshals – club volunteers, report incidents and carry out instructions contained in plan and as requested by other officials.

Race Control – based at the rowing club coordinates the boating of crews (not authorised to stop or restart racing).

Boating Marshals – based at the rowing club landing stage and Riverside Centre, control of boating crews.

2 Incident above the Gut

2.1 Nearest Umpire

1. Halt all racing using loudhailer and radio channel 3
2. Call safety boat on radio channel 5 and inform of location and nature of incident.
3. After incident has been dealt with, complete a CORC Incident Report Form (copy attached) and return it to Race Control / Registration.

2.2 All other Umpires / Marshals

Stop ALL crews proceeding upstream. Inform crews that 'Racing has been suspended due to an incident on the course'.

1. Start – Do not allow any further races to start until incident is cleared. Halt any traffic other than safety boat(s) moving toward incident.
2. Gut – Do not allow any further boats to proceed upstream through the gut until the incident is cleared.
3. Clubhouse – do not allow any further boating until the incident is cleared.
4. Boating Marshal – do not allow any further boating until incident is cleared. If ambulance is called, go to gate and ensure ambulance has clear access to course.
5. Coordinating Umpire – Authorise restart of racing once confirmation has been received from officials at the scene that the incident has been cleared.

2.3 Nearest Safety Boat

Attend incident as quickly as possible without risking safety of other traffic.

Patient able to re-boat	**Patient requires First Aid**
Assist to re-boat Escort to nearest landing stage if required Inform Coordinating Umpire when course is clear After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration	Call second Safety Boat on radio channel 5 Transport patient to First Aid station at CORC. Advise First Aiders of casualty status on radio channel 5 and request that they call ambulance if required.

	Hand over casualty to First Aiders and brief them on any relevant information. Notify officials of progress on radio channel 3 Report to Coordinating Umpire on radio channel 3 when course is clear. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration

2.4 First Aid

Based at CORC Clubhouse.

1. Call ambulance if required. Ask them to attend CORC Boathouse, Meadow Lane OX4 4BL.
2. Attend incident
3. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

3 Incident Below the Gut

3.1 Nearest Marshal

1. Call safety boat on radio channel 5 and inform of location and nature of incident.
2. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

3.2 Other Marshals

1. Boating Marshal – do not allow any further boating until incident is cleared.
2. Additional Marshal (e.g. Clubhouse) - If ambulance is called, ensure ambulance has clear access to course.

3.3 Nearest Safety Boat

Attend incident as quickly as possible without risking safety of other traffic.

Patient able to re-boat	**Patient requires First Aid**
Assist to re-boat Escort to nearest landing stage if required After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration	Call second Safety Boat on radio channel 5 Transport patient to First Aid station at CORC. Advise First Aiders of casualty status on radio channel 5 and request that they call ambulance if required. Hand over casualty to First Aiders and brief them on any relevant information. Notify officials of progress on radio channel 3 After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration

3.4 First Aid

Based at CORC Boathouse

1. Call ambulance if required. Ask them to attend 'City of Oxford RC Boathouse Meadow Lane OX4 4BL.
2. Attend incident
3. After incident has been dealt with, complete a CORC Incident Report Form and return it to Race Control / Registration.

4 Incident in Trailer Park / Clubhouse / Riverside Centre

4.1 Nearest Official

1. Halt all boat movement until incident is cleared
2. Provide assistance as required
3. Minor incident – direct to CORC clubhouse First Aid facilities
4. Major incident – call First Aid on radio channel 5. If necessary call emergency services on 999.
5. Inform race control
6. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

4.2 Boating Marshal

1. If ambulance is called get all hands to clear route through the trailer park to allow ambulance to reach the incident.
2. If boating has stopped restart boating when it is safe to do so

4.3 First Aid

Based at CORC Clubhouse

1. Call ambulance if required. Ask them to attend 'City of Oxford RC Boathouse, Meadow Lane, OX4 4BL, accessed from Donnington Bridge'.
2. Attend incident
3. After incident has been dealt with, complete Incident Report Form and return it to Race Control / Registration.

5 Radio Procedure

1. Please ensure Channel 5 is reserved for Safety and Emergency communications ONLY. All umpires will be on Channel 1, marshals will be on Channel 3. Please keep all radio traffic to a minimum, if you are speaking no-one else can. If you need to discuss anything please use your mobile phone.
2. If racing is halted by an accident or other emergency, communications relating to the emergency (on whatever channel) have priority and other radio traffic should be kept to an absolute minimum.
3. This restriction should apply until the Race Committee announces that the emergency is over and racing can re-start.

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City of Oxford Rowing Club

www.oxfordcityroyalregatta.co.uk