

Chew Valley Lake Sailing club

# Emergency Action Plan



Updated June 2013

This emergency action plan is designed to cover incidents both on and off the water that put people's lives and health at risk.

### For Incidents on the water:

**Please note that lives and safety come before boats. If there is any danger to the crew, deal with the incident and make sure that they are safe before worrying about the boat.** However where boats are left abandoned on the lake and the casualties are not in immediate danger, consider the application of red marker tape, or some other marker or fender to show that the crew have been accounted for.

The rescue boats should have their VHF radios tuned to channel 37 (or M1) at all times. For instruction on radio use, see appendix 1. The duty officer on shore should carry a radio at all times. Their station should be referred to as **control**, unless during racing, the race officer takes the role of "control". Rescue boat stations should be called rescue 1, rescue 2 etc...

If any rescue boat attends an incident on the water where the safety of a crew member is at risk, they should contact control immediately. **If anyone's life seems to be in danger they should ask control to ring 999 immediately and get someone to open the club gate.**

**If there is an emergency out on the lake, control can broadcast the message "Code Red". This means that all non-emergency radio communications must cease until the incident is resolved.**

**In the event of someone losing consciousness out on the lake, waste no time getting them ashore. It is not possible to do CPR in a RIB. Having picked up the casualty the rescue boat crew should head straight back to the clubhouse as soon as possible, while alerting the duty officer by radio as to the situation.**

**The easiest way to get an unconscious person safely out of a RIB is to drive the RIB straight up a slipway (while cocking up the propeller before the engine grounds!) A team of helpers can then safely transfer the casualty to the stretcher. If necessary the RIB tubes can be deflated.**

**If the casualty has had a serious back or neck injury, try to reduce movement to as little as possible. An emergency neck brace is kept above the defibrillator near the main entrance, and there is a buoyant rigid orange stretcher in the entrance to the rescue boat store.**

**If someone is unconscious but breathing normally, and has not had a back or neck injury, place in the recovery position and observe carefully while waiting for the ambulance to arrive.**

**If a casualty is unresponsive and does not appear to be breathing normally, immediately instigate the CVLSC Defibrillator algorithm that is displayed in the club and is reproduced below. The AED defibrillator is located next to the main entrance door of the club. A yellow mask and a copy of instructions are with it. Get all these to the casualty as soon as possible and attach the defibrillator.**

## For all emergencies:

**For life threatening and serious emergencies phone 999 immediately, and get someone to open the outer gate. If possible also use the public address system to request help from any health care professional or first aider.**

The club address is CHEW VALLEY LAKE SAILING CLUB, WALLEY COURT RD, CHEW STOKE, BS40 8XN. The payphone number is: 01275 332194.

**The first aid station is in the club training room, but for life threatening emergencies it is more appropriate to bring the equipment to the casualty. The AED defibrillator is located next to the main entrance door of the club. A yellow mask and a copy of instructions are with it. First aid boxes are located by the main entrance, the duty officer's desk and in the training room. If a casualty is unresponsive and does not appear to be breathing normally, immediately instigate the CVLSC Defibrillator algorithm. Bare the chest and attach the defibrillator to the casualty as soon as possible.**

**If someone is unconscious but breathing normally, and has not had a back or neck injury, place in the recovery position and observe carefully while waiting for the ambulance to arrive.**

**There are many health professionals and first aiders in the club, so at this stage get someone to put out a call for help on the PA system.**

## Defibrillator instructions:

CVLSC Notes on the use of the External Automated Defibrillator (AED)

(Information extracted from the UK Resuscitation guidelines 2010)

This algorithm is appropriate for any unconscious, unresponsive person. This includes unresponsive, drowned children. If a child appears drowned, following this algorithm will ensure the best chance of survival until medical help arrives. Before doing anything you should shout for help. **This will involve ringing 999, but if possible at the same time a call should be put out on the public address system for help from any health care professional or first aider on the premises.**

Anyone can use the AED (defibrillator). Training is helpful, but far from essential. The essential thing is to get the defibrillator switched on, and pads attached as soon as possible. Please though try to dry the chest before attaching the pads and attach them as in the diagrams shown on the pads. The machine will then give you audible instructions. **The AED will only give a shock if clinically appropriate; therefore you cannot do a victim any damage by attaching the machine.** You should though try not to touch the victim while an actual shock is given, especially if he or she is wet.

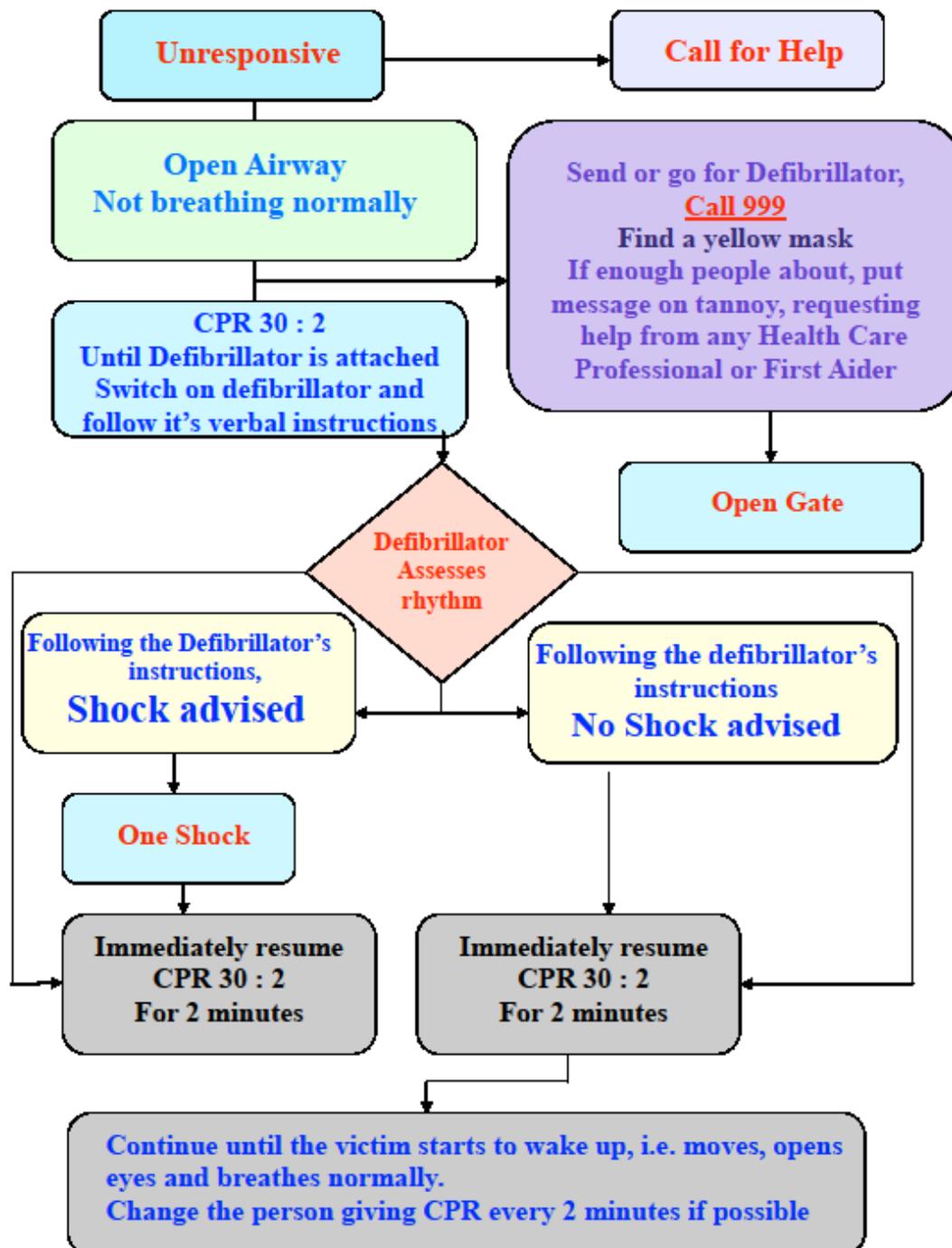
Do not waste time feeling for a pulse. Get on with attaching the AED and following the audible instructions. Initially getting the chest compressions right is more important than the rescue breaths. Do not waste time if you are having difficulty with the rescue breaths. The chest compressions should be interrupted as little as possible. Chest compressions should be given at the rate of 100-120 compressions a minute. Place the heel of your hand on the centre of the chest with the other hand

on top. You should compress the breast bone (sternum) by 5-6cms. (In a child the compression should be about 1 third of the chest.) Carry on following the AED instructions until medical help arrives, or the victim starts to move, open eyes and breathe normally.

### CVLSC Automated External Defibrillator Algorithm

(Anyone can use this on an unresponsive casualty. Training is NOT essential)

Updated Jan 2013



## **Fire**

- Evacuate the building; use the club PA which is located in the race hut and call the emergency.
  - Only if it is safe to do so make checks on all club areas to ensure they have been evacuated
  - DO NOT ATTEMPT to extinguish the fire
  - Assemble all at the South end of the car park
  - Call 999 from your mobile and summon to CHEW VALLEY LAKE SAILING CLUB, WALLEY COURT RD, CHEW STOKE, BS40 8XN. The payphone number is: 01275 332194
- MAKE SURE THE OUTER GATE IS OPENED SO THE SERVICE CAN GAIN ACCESS**
- On arrival of the services be sure to tell them which areas have not been checked as being cleared before evacuation**

## **Lightning**

Lightning is a hazard to sailing boats and can be fatal. If you see a thunderstorm passing over the lake curtail all sailing. If necessary boats should be abandoned with sailing crews taken off by the rescue boats

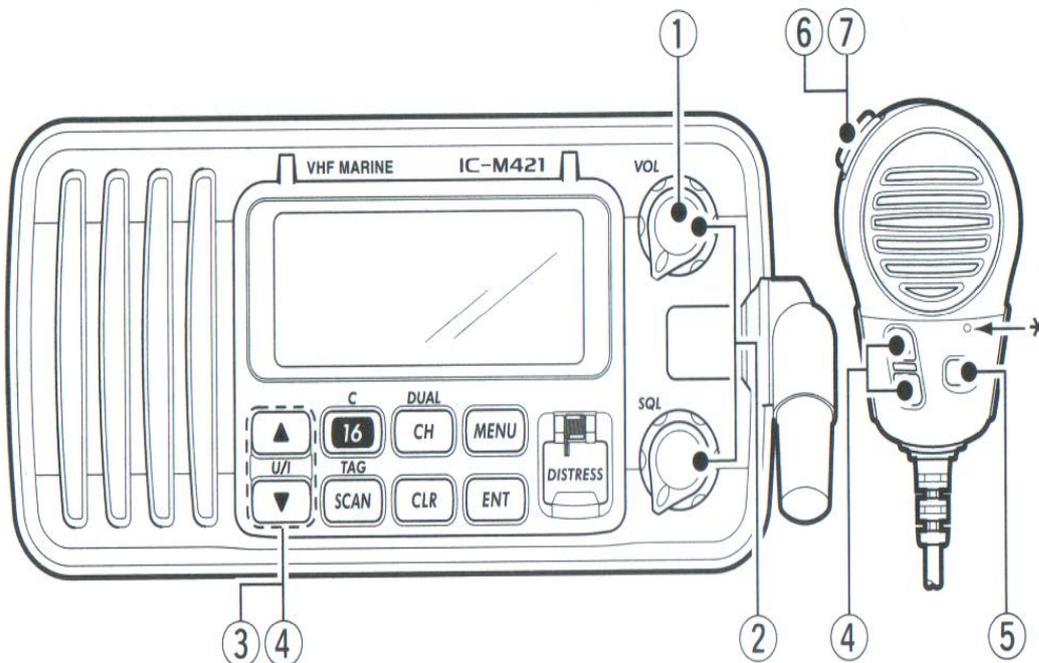
## **Appendix 1: Radios.**

### **CLUB VHF RADIOS – FIXED (RIBS)**

These radios are wired into the engine ignition circuit, the ignition key needs to be ON for the radio to work (even if the engine is not running).

The radio should come on with channel 37 showing on the display. Should channel 16 be displayed, use buttons 3 or 4 to change to channel 37. DO NOT TRANSMIT ON CHANNEL 16.

To adjust the speaker volume, turn knob 1. To speak to other radio users, press the “Push to Talk” button (6) on the side of the microphone. Release the PTT button when you finish speaking.



**CLUB VHF RADIOS – HANDHELD: There are 2 types of club handheld radio.**

### **(IC-M33 Submersible and Buoyant)**

The ON/OFF switch is a push button on top of the unit. Push and hold to operate.

Volume control – push volume button and then adjust using up/down keys. Holding volume button in operates mute function.

The radio should default to our working channel 37 (or M1). If it switches to any other channel, use up/down keys to return to 37. DO NOT TRANSMIT ON CHANNEL 16.

To speak to the other radio users, press the “Push to Talk” button on the left side of the unit and

Speak clearly into the microphone. Release the PTT button when you finish speaking.

On/Off Button

PTT Button

Volume Button

Up/Down Buttons



## **Entel HT – Submersible, Will Not Float**

Not to be used afloat.

The ON/OFF switch is the domed knurled twist knob on the top of the handset. Turn fully clockwise for maximum volume. You should not need to adjust the squelch control, which is the knurled ring below the on/off switch.

The radio should default to our working channel 37 ( or M1). If it goes to the emergency channel (16), press the A/B button to revert to channel 37. DO NOT TRANSMIT ON CHANNEL 16.

If you press the A/B button for too long (3 seconds), it will change to channel 16 (calling channel). Press A/B again to get back to channel 37.

To speak to the other radio users, press the “Push to Talk” button on the left side of the unit and speak clearly into the microphone. Release the PTT button when you finish speaking.

