

PENGWERN BOAT CLUB



# Emergency Response Plan

Version 1.2

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## Emergency Response Plan

The purpose of the Club Emergency Response Plan is to familiarise all club members with steps to take in an emergency.

In any emergency, it is important that decisive action is taken. Lives are often saved and property can be protected by quick thinking and prompt action.

# 1. Taking Charge

Where possible, the relevant crew member, coach, or safety lookout, shall take charge of any incident.

Other club members present should make themselves available to assist on request rather than acting independently.

No-one should leave the site of an incident until it is resolved, unless they are asked to do so (e.g. to fetch help).

One of the Club's safety launches should be used to help respond to an emergency on the water.

## 2. First Aid

### 2.1. Trained First Aiders

Qualified First Aiders include the following club members.

- Annabel Foulger
- Claudia Hamer
- Debbie Turner
- Helen Brown
- Ian Froggatt
- Jim Wilkinson
- Matt Akers
- Sharon Whitton Clements
- Tracy Banerjee

### 2.2. First Aid Kits

There are well-stocked first aid kits in the clubhouse beside the landline phone, and inside the sculling bay front-right.

### 2.3. Defibrillator

An Automatic External Defibrillator (AED) is located on the external wall by behind the steps on the right when facing the club house.

The what3words location of the AED is **hits.manage.wells**

The keycode to access the AED is **C18Y**

## 3. Calling Support Services

### 3.1. NHS 111

Call 111 for the non-emergency number, which will connect you to a highly trained adviser, supported by healthcare professionals.

NHS 111 is available 24 hours a day, 365 days a year.

You should use the NHS 111 service if you urgently need medical help or advice, but it is not a life-threatening situation.

Call 111 if:

- you need medical help fast but it's not a 999 emergency
- you think you need to go to A&E or need another NHS urgent care service
- you don't know who to call
- you need health information or reassurance about what to do next.

NHS 111 will ask you questions to assess the symptoms, then give you the healthcare advice you need or direct you to the local service that can help you best. That is likely be A&E at Royal Shrewsbury Hospital.

### 3.2. Calling an Ambulance

Call 999 for major, serious trauma incidents where there is an imminent threat to life requiring urgent critical care.

The control room dispatcher will identify the critical care services and whether they can attend.

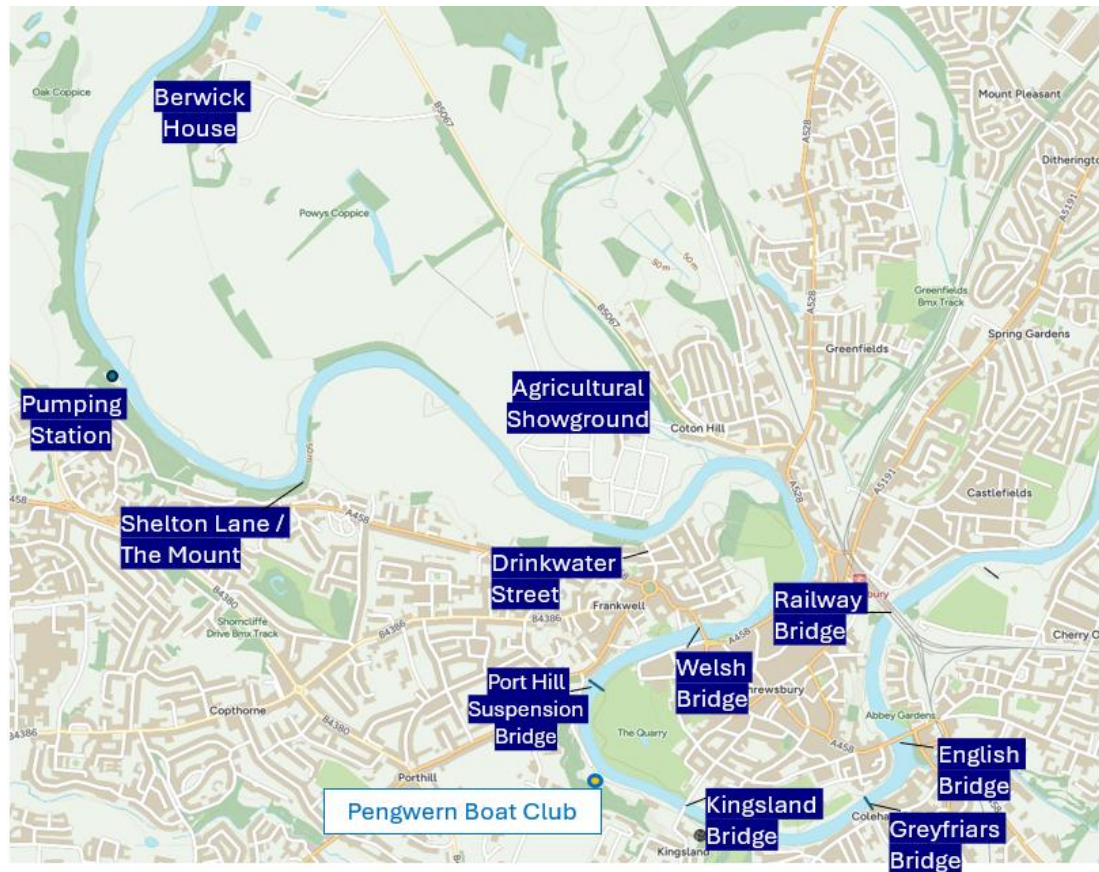
- Ask for Ambulance.
- Stay on the phone.
- Give your phone number when requested in case of accidental disconnection.
- If you are using a mobile phone, make sure you stay where there is a signal.
- You may be asked for the following information:
  - Age and gender of the casualty
  - Medical history (you may not know this)
  - Time of incident
  - What happened Injuries or symptoms of the casualty
  - Vital signs - are they breathing, conscious, bleeding
  - Where the casualty is – location
  - What treatment the causality has received.

### 3.3. Location

There may be situations when a Paramedic or Ambulance may need to be called. Anyone summoning help must be prepared to communicate the exact location.

Crews, coaches, and safety lookouts should carry a mobile phone with them and use the What3words App to find your current 3-word address.

The location of an incident could also be described in relation to the landmarks shown in *Figure 1*.



*Figure 1* Landmarks for Emergency Services

In an emergency, dial 999 and use this information to tell the operator your location or the location of the incident.

## 4. Fire and Emergency

The procedure in Table 1 below relates to fire in the clubhouse or boathouse.

Table 1 Fire and Emergency Procedure

Step	Procedure
Alarm	<p>If you discover a fire or other emergency and the alarm is not already sounding sound the alarm using one of the break glass alarm call units located in the clubhouse if it is safe to do so.</p> <p>Failing this the alarm should be raised by shouting 'fire'!</p>
Evacuate	<p>Evacuate the building as quickly as possible</p> <p>Ensure everyone is outside, paying special attention to people with a disability and those who may be using the showers and therefore slower to respond.</p> <p>Close doors behind you.</p> <p>Only use a Fire Extinguisher if it is safe to do so</p>
Check	<p>On evacuation, sheds/changing rooms/committee room should be checked. This may be done by checking the door and banging on it and calling out.</p> <p>Do not re-enter the building.</p>
Assemble	<p>The fire assembly point is in the car park outside of the clubhouse.</p>
Prevent	<p>If numbers permit someone should be appointed to prevent others from entering the premises.</p>
Roll Call	<p>Determine as far as possible if there is anyone left in the building, be ready to give this information to the Fire Service.</p>

## 5. Flood Plan

A Flood Plan written procedure is available on the Club Internet, under 'Club Procedures'.

## 6. Anti-Social Behaviour / Trespassing

If there is an issue with any of the following then please call the Police on 111, their non-emergency reporting phone number and report the incident.

If you are threatened or intimidated, then call 999.

- Local youths often congregate at the club as a place to meet and to swim during spells of warm weather.
- Rough sleepers on occasion can be found at the club.
- Evidence of use of drugs or witnessing drug taking.