

Emergency Procedures

Contents

Overdue return	2
Procedures	2
Crisis management	4
Leader	4
Further assistance	4
Operations Manager	5
Owner	5
What needs to be communicated?	5
Incident Management/ 1st Responder Guide	6
Patient Record	9
Emergency Contact numbers	10

Overdue return

Every volunteer leader and member must know the following procedure and be prepared to act.

The area co-ordinator in the centre becomes the person in charge when a club trip hasn't reported in by the designated return time.

1. The designated return time isn't the earliest time home but the worst-case scenario which will, if possible, allow enough daylight for a search.
2. Every minute counts when people are in the water and you've a maximum of 15 minutes to find the group.

Procedures

A. Make contact

1. Check the answer phone for messages.
2. Phone all the contact numbers supplied, starting with a mobile phone number direct to the person.
3. If it's possible that your missing kayakers are still on the water, you must use their Call Sign on VHF.
4. If a VHF isn't available or is outside the coverage, contact the Coastguard or Harbour Master and ask them to make a call.
5. If there's still no contact you must call all other phone numbers listed on the Participant List.

Ask each: *Have you heard from them?*

B. Raise the alarm

If it's been 15 minutes without satisfactory contact, you must advise the coastguard in your area and / or the police of:

- The route: the departure point, planned route, and any landing points.
- The kayaks: how many and what type and colours.
- Communication devices: call signs or phone numbers
- Additional safety equipment.
- Participants: names and experience levels.

C. Advise the committee

Call:

1. Your co-ordinator
2. A Yakity Yak Kayak Club Trust committee member.

D. Rescue

Liaise with rescue services and offer all assistance and information needed.

Crisis management

If there's a serious incident or accident, you should follow these steps.

Leader

The senior volunteer leader present should get someone to check that everyone is safe.

- Invite help from skilled people.
- Use equipment that's available.
- If you're involved in an accident/ incident, the first priority is to secure the scene. This requires the leader to take control or, in some cases, delegate to an assistant.
- You must secure the rest of the group and deal with first aid issues. This is imperative, as many incidents will turn into accidents if attention isn't paid to the overall situation.

Example

An example used at first aid training is a car accident with no injuries. Everyone's looking at the damage when another car rounds a corner and drives into the crashed cars. This second accident was caused by no accident control to warn approaching drivers.

A similar situation can occur kayaking when a paddler needs helping back into their kayak – while this happens, the unsupervised group gets into trouble.

Always stop and think before you leap in. Think about 'the big picture', delegate jobs to those that are capable and, if possible, stand back and organise.

Further assistance

If further assistance is required, call for local help or the area's emergency services:

- Police or ambulance: Dial 111.
- May Day call on VHF channel 16 – activate PLB.

Once this call has been made and the situation is under control, the club member in charge should then contact the co-ordinator:

Co-ordinator

Then calls the Yakity Yak committee member:

What needs to be communicated?

- The facts known at this stage
- Who was involved?
- What happened?
- Where did it occur?

Members and their family – support on site through a club liaison person:

.....
Support person's name

Legal support – notified and brought up to speed:

.....
Person's name

.....
Work phone

.....
Home phone

.....
Mobile

Media spokesperson decided on:

.....
Person's name

.....
Work phone *Home phone* *Mobile*

Decide on telephone numbers to be used for incoming calls allowing a free line for outgoing calls

.....
Incoming calls *Outgoing calls*

Is there a need for a committee member to travel to the Centre?
Yes / No – and who's suitable and available:

.....
Name

What will be the contact schedule between the co-ordinator and committee?

15 min 30 min 45 min 60 min

The Yakity Yak Kayak Club committee will regularly update the Yakity Yak Kayak Club regions. They will pass on the facts so that members will be kept informed of developments and avoid speculation. It could be by telephone conference on a fixed schedule of:

15 min 30 min 45 min 60 min

Yakity Yak Kayak Club regions not involved with the situation will: Update all current leaders with the facts from the Yakity Yak Kayak Club updates and instruct leaders and members not to comment to third parties.

Not contact the region involved until given the approval to do so though the update service.

Not give the update service access codes to any other parties.

Make no comment on the situation to any third party, apart from providing the official spokesperson's contact numbers.

Incident Management / 1st Responder Guide

Incident Type: **Serious Injury /Illness**

1. CONTROL

Assess & Contain

- Is it safe?
- Establish leadership

Remove people from hazard

- Move person/group to a safe location via safe route.
- If 'Serious Harm' do not disturb scene



2. EMCARE

Primary Survey

Danger

- Is it safe?
- Glove up

Response

- Responds to: Voice / Pain / None

Send for help

- Call for help

Airway

- Clear of obstructions,
- Finger sweep any visible obstructions
- Open airway head tilt, chin lift (or jaw thrust re/ c-spine)

Breathing

- Look, listen, feel for 10 secs.

Circulation

- No pulse - Begin CPR [30-2, Adult; 5 quick then 30-2, Child]
- Body sweep for life threatening bleeding
- Control bleeding – apply pressure & elevate

Patient details

- Name, age, sex, group?

Systematic Check

- Head, chest, abdomen, pelvis, extremities, back.
- What do you see / feel?

Assign scribe & take notes

Signs & Symptoms

- What patient tells you

Allergies

-

Medication

- What? Why? Last taken?

Past med history

-

Last food/drink

- Fluids, Food

Events prior

- Black outs, dizziness?

Vital Signs

- Take Notes every 15 mins until stable, then ½ hourly
- Use 'Patient Assessment Form'



PTO

3. CLARIFY YOUR PLAN

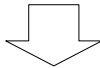
What needs to be done?

Prioritise

- Do you need help?
- Establish 1x helper/patient & a scribe
- Keep warm, comfortable, stable & reassure
- Can you transport to vehicle & evacuate?
- Emergency runners req? (> 2 pax, give precise instructions actions/assistance required)

Look after rest of group

- Brief remainder of group
- Check/move so are safe, warm, comfortable
- Check/treat for shock?
- Identify someone in charge



4. COMMUNICATE

If required notify Emergency Services

- Make call directly & request ambulance / police / fire
- Provide clear info re/ extent of injury (esp if condition critical) 111

Notify "On-Call Manager"

- Call & provide details re/ support req. On Call: Office:

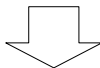
Who else needs to know?

- Client Rep/ Local Venue/Transport Provider

Media Statement

- "I am sorry I am unable to help you but please contact xxxx on zzzz for more information."

Record Info



5. EVACUATE

Establish safe route into site for Emergency Services

- 2x pax to direct Emergency traffic to site
- Helicopter landing required – clear landing, secure loose items & indicate wind direction

Safely evacuate all present

- Return to Base/overnight accom together

Patient Record

Name	
.....	
Address	
.....	
Age	
.....	
Accident details	
.....	
Chief Complaint	
.....	
Other	
.....	
Allergies	Medical Conditions
.....
Medical Alert	On Medication
.....

Vital Sign	Breathing		Pulse		Skin & Temp	Pupils	Loc
Record Time	Rate/Min.	Depth, noise, odours	Rate/Min.	Rhythm, strength	Colour, temp, moisture	Size, react to light	Alert, confused, unresponsive
.....

Time	Food & Drink	Pain Levels	Medication Amount & Route
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Emergency Contacts

Yakity Yak Committee	Name	Mobile	Home	Other
Settlor	Peter Townend	027 452 9255	09 473 0797	09 476 7066
Trustee	Treff Barnett	027 747 5317	09 473 0797	
Committee	James Fitness	027 541 4474	09 424 3123	09 421 1558
Assistance	Detail	Location	Phone	
Emergency	Police, Fire, Ambulance or Coastguard			111
Police	Non Emergency			105
Coastguard			VHF Emergency Channel 16	
Harbour Master			VHF Emergency Channel 16	
Hospital				
Poisons Centre				0800 764 766
Medic Alert	Check number on bracelet			