

Emergency Action Plan

Bury Lake Young Mariners



1 Major Incident

The course / session leader should take initial command of an incident, providing that they are not a casualty and summon further help from the Warden / Group Leader / Duty SI. The Warden / Group Leader / Duty SI shall maintain overall responsibility for the base and the incident.

1.1 Dial 999 and ask for appropriate emergency service

Location:

Bury Lake Young Mariners

Bury Lake

Rickmansworth Aquadrome

WD3 1NB

Entrance off Harefield Road via Frogmoor Lane

Telephone Number: 01923 772015

1.2 Information to provide the operator

- Nature of injury
- Age and sex of casualty
- Conscious or unconscious
- Breathing or not breathing

1.3 Perform First Aid

- Do first aid to the best of your knowledge and experience.
- Remember to wear gloves and protect your safety
- Do not administer any pills or lotions except when immediate threat to life.

1.4 Delegate

- A person with a key to open the gates for the emergency services.
- A person to accompany the casualty if going off site.
- A person to make notes on everything you do and the time.
- Evacuate the water and close the base if necessary

1.5 Additional steps

- Find out the name, address, number and any other details of the casualty.
- Contact Next of Kin and inform them of the nature of the injury, hospital the person is attending, and contact details of the person accompanying the casualty.
- Contact the BLYM Chair and RYA Principal. Do not speak to the press or a third party.
- Fill in an accident form and place in post box at earliest convenience.

Bury Lake Young Mariners

Rickmansworth Aquadrome, Frogmoor Lane, Hertfordshire, WD3 1NB

Clubhouse: 01923 772 015 | Email: enquiries@blym.org.uk | Website: <https://blym.org.uk>

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2 Minor Incident

Carry out first Aid to the best of your knowledge and experience:

- Remember to wear gloves and protect your safety
- Do not administer any pills or lotions
- Fill in an accident form and place in post box at earliest convenience.

3 Fire

The New Boathouse and Wet Zone Buildings are fitted with automatic Fire Detection and Alarm systems with Fire Alarm Panels and instructions for resetting Alarms when necessary. In the old Clubhouse Building the fire alarm is the continuous ringing of the fire bell situated by the fire exit double doors in the briefing room. In the event of a fire the fire service should be immediately called.

3.1 Evacuation procedures

1. On hearing the fire alarm, the base must be evacuated immediately to the assembly point.
2. The assembly point is the marked grassed area by the BLYM car park.
3. Conduct a headcount
 - a. Group Leaders are responsible for accounting for all members of their group.
 - b. The Duty SI is responsible for accounting for all course participants and instructors
4. No person may re-enter the premises unless instructed to do so by the Warden.
5. The Warden / Group Leader / Duty SI shall, if safe to do so, check the building and changing rooms to ensure it is empty.

If a powered or sailing craft catches fire, everyone should evacuate if safe to do so. This may mean transferring craft or entering the water. The fire should only be tackled if necessary to protect life.

3.2 Additional Steps

- Fire extinguishers are to be checked on an annual basis to ensure they are still in good operational condition. A record of checks should be made on the apparatus.
- Contact the BLYM Chair and RYA Principal. Do not speak to the press or a third party.
- Fill in an accident form and place in post box at earliest convenience.

4 VHF Radio

The club operates on channel **P4/M2/P01**.

In urgent or emergency situations, such as medical emergencies, entrapments or severe weather the following message format should be used:

“Indigo, Indigo, Indigo, call sign (craft or person name), nature of emergency, location”

On hearing this message, radio silence should be maintained. The Warden / Group Leader / Duty SI will make contact. Course leaders should ensure that all of their instructors are briefed on this protocol.

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5 Emergency Action to be taken afloat

- Indigo call on VHF Radio
- Protect life and limb
- The Warden / Group Leader / Duty SI should take charge, delegating responsibilities to the appropriate people. Where necessary the water should be evacuated.
- Immediate first aid should be delivered by a qualified first aider using the first aid kit in every rescue boat
- Bring casualties ashore as quickly as possible if safe to do so. If it is unsafe to move a casualty (e.g. suspected spinal or neck injury) they should be left in a safe position and emergency services should be informed. Someone must stay with the casualty

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