



LIVERPOOL VICTORIA ROWING CLUB - CLUB EMERGENCY RESPONSE PLAN

1. Expectations

1.1 Everyone is expected to:

- Understand and, in an emergency, follow the Club Emergency Response Plan
- Follow the instructions of Club Officers and coaches
- Report any incident or condition that could give rise to an emergency to a Club Officer or coach
- Report incidents and near misses to British Rowing

1.2 Club Officers are expected to:

- Use the club's Risk Assessment to produce or update the Club Emergency Response Plan
- Brief members and others using the club facilities on the content of the Club Emergency Response Plan and make it available. The plan includes:

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2. The process for summoning assistance in case of an emergency

- 2.1 An incident on the water should be notified by a coach or other participant to an accompanying safety/coaching launch. The driver of that safety/coaching launch should have a club VHF radio (stored in the Committee Room and maintained on full charge)/mobile phone with him/her to summon assistance to the boathouse.
- 2.2 If participants require removal from the water to the First Aid Point in the boathouse, then a Safety Boat will be used to carry them. If the incident is on land, then the First Aid team should be notified in person or via mobile phone. Casualties will be taken to the First Aid Point, or the First Aider will attend them on site.
- 2.3 Following assessment by the First Aid team, a casualty may be transferred to hospital. The First Aid team will assess whether the casualty should attend the Minor Injuries Unit at Victoria Central Hospital (Mill Lane, Wallasey CH44 5UF), or Accident and Emergency at Arrowe Park Hospital (Arrowe Park Road, Upton CH49 5PE, tel: 0151 678 5111). If no First Aid team member is available, then an assessment should be made of the need to call an ambulance.

3. Location of the Club

- 3.1 Wallasey Bridge Road, Birkenhead, CH41 1EB. Ambulance access point, main gate to Liverpool Victoria Rowing Club boathouse, Latitude 53.4106986257 N, Longitude -3.0544540062 W. OS Grid Reference 330005 Easting, 390950 Northing.

4. Emergency Telephone Numbers

- 4.1 There is a telephone in the Liverpool Victoria Rowing Club boathouse lobby and in the Committee Room, on the first floor of the boathouse (0151 639 0354). The Alfred Dockmaster telephone number is 0151 647 8074. Marine Operations can be contacted on VHF Channel 12 and 22.

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5. First Aid Point/Qualified First Aiders

- 5.1 First Aid Point is on the first floor of the Liverpool Victoria Rowing Club boathouse. It may be staffed by a rota of First Aiders from Liverpool Victoria Rowing Club, consisting of up to a qualified GP, Accident and Emergency SRN and qualified Ambulance Paramedic. There is a dedicated 'warm room' on the ground floor of the boathouse, with a shower, within which participants suffering from cold/immersion can be warmed. There is a First Aid kit in the locker marked 'First Aid' in the boathouse and a second kit in the Committee Room.
- 5.3 A list of Qualified First Aiders is placed on the noticeboard on the first floor corridor.

6. Instructions in the Event of Fire

- 6.1 In the event of a fire in the boathouse, those discovering the fire should activate the fire alarm (points throughout the building). All occupants of the building should leave immediately through the nearest available fire exit (at the base of each staircase at the front and rear of the building, clearly marked with a green running person). Breaking the glass in the fire alarm point will automatically alert the emergency services. The lift should not be used and any persons with limited mobility should be helped from the building (an Evac Chair is available on the rear landing of the boathouse).
- 6.2 All occupants should go to the Fire Assembly Point under the notice on the corner of the neighbouring warehouse nearest the main access gate for a roll call. The Senior Club Officer/Fire Marshal on site will call the Fire Service on 999 to confirm attendance. The Senior Club Officer/Fire Marshal on site will liaise with the Chief Fire Officer in attendance.
- 6.4 Any fire should not be tackled unless it is minor in nature and there is a low risk of personal injury. It is important that fire extinguishers are only operated by those with experience in their use. All participants must follow all instructions given by Fire Service Personnel.
- 6.5 A list of Fire Marshals is placed on the noticeboard on the first floor corridor.

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7. Process for suspending or cancelling the club activities in case of an emergency

7.1 In case of an emergency, all participants will be sent home. Junior Co-ordinators/Club Coach will ensure that all junior participants are accounted for and that their parents are aware of the situation. The Captaincy Team/Junior Co-ordinators will notify all participants of suspended/cancelled activities and will then advise all members when activities can resume.

8. Emergency arrangements for people with disabilities

8.1 In the event of a fire, those with limited mobility will be assisted from the boathouse (there is an Evac Chair available on the rear landing of the boathouse).

9. Chemical Incident at Lewis’s Quay

9.1 In the event of a chemical incident at the adjoining United Molasses tank farm, the rowing club will be advised by telephone by the Site Manager at the tank farm. All participants will be advised by megaphones, to congregate in the Liverpool Victoria Rowing Club boathouse, under cover. The boathouse can accommodate 400 people. All doors and windows will be closed, as appropriate. The Senior Officer of the Club present will liaise with the Site Manager at the tank farm or the Emergency Services, as appropriate and will be advised by them, when it is safe to leave the building.

Club Emergency Response Plan for	Liverpool Victoria Rowing Club		
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