

Ottawa River Canoe Club Emergency Action Plan

Step 1: Call 911

1. Describe event and included
 - Number of injured persons
 - Severity of injuries
 - Age of injured
 - First-aid being given
2. Provide ORCC address:

**Sheila McKee Memorial Park
1610 Sixth Line Road**
3. Provide Directions to ORCC from Ottawa (map kept posted beside EAP):
 - Take 417 to March Road exit
 - Follow March Road to Dunrobin Road
 - Turn right onto Dunrobin Road and take first right onto Riddle Road
 - Follow Riddle Road to merge into Sixth Line Road
 - Turn into ORCC driveway at 1610 Sixth Line Road at Sheila McKee Memorial Park)
 - Stay to Left of driveway split.

Step 2

- Stay calm
- Have someone remain with injured person at all times
- Provide first-aid and keep injured person warm.

Step 3

Call Sally Moizer (commodore) at 613-850-7255

Step 4

Stay calm, keep injured person warm, and remain in control of situation.

Step 5

Call L.A. Schmidt (coach) at 613-857-4662

Step 6

Remain with injured or impaired person,
Stay in charge of situation until help arrives.

Step 7

Retrieve emergency contact/waiver information of involved person/persons and notify involved parents/partners of injured person.

Step 8

Complete incident report.

ORCC Off-Site Safety

Boat Trailer Safety

- All trailers must be maintained and licensed to government standards.
- All drivers must be appropriately licensed.
- Boats must be securely and individually tied to the trailer. An additional safety rope should be affixed to encircle the boats on the trailer. Boats should be loaded in such a manner as to be balanced from front to back and left to right.
- Trailer hitch and towing ball must be compatible.

Regatta First-Aid Station

- An ORCC first-aid station will be identified near the ORCC trailer at the Regatta site
- The first-aid station will be identified by a red-cross sign with the name and cell number for the a first-aid trained responder.
- have the name and cell phone number equipped

Ottawa River Canoe Club Incident Report

This form is to be used for all incidents involving behavioural concerns, injury to person(s) or property damage. Record as much information as possible and file the form in the Incident Binder. Notify your supervisor of all incidents.

Date of Incident: _____ Time of Incident: _____

Reporter (your name & title): _____

Parent notified (full name(s)): _____

Date & time notified: _____

Persons Involved:

#1 _____ circle: Staff Camper Member Volunteer

#2 _____ circle: Staff Camper Member Volunteer

#3 _____ circle: Staff Camper Member Volunteer

Witnesses:

#1 _____ circle: Staff Camper Member Volunteer

#2 _____ circle: Staff Camper Member Volunteer

Location of Incident:

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Waterfront | <input type="checkbox"/> Boat on water | <input type="checkbox"/> Tent |
| <input type="checkbox"/> Dock | <input type="checkbox"/> Regatta | <input type="checkbox"/> Parking lot |
| <input type="checkbox"/> Swimming area | <input type="checkbox"/> Off-site event | <input type="checkbox"/> Soccer field |

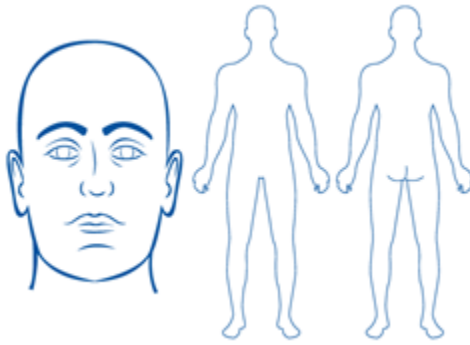
Other: _____

Was weather an element in the incident: (Y/N) _____

Description of Incident (use back of form for additional detail):

Physical Injury

Bodily Location of injury (circle areas of injury):



Description of injury: _____

Care required: (circle highest level of care needed)

First Aid Doctor appointment Emergency room Ambulance called

First Aid or Action Taken:

Harassment / Verbal Abuse / Threats / Purposeful property damage

Record below any behaviour and/or language which is in violation of the ORCC Code of Conduct. Provide details of the incident and include as many quotes/words as you can. Your memory will fade quickly so fill out this form as soon as possible. Complete front portion of this Incident Report Form. Use additional paper as required.

Indicate Code of Conduct violation:

- Lack of respect for person**
- Verbally abusive**
- Discriminatory language**
- Lack of respect for property**
- Physically abusive**
- Other**

Description of incident(s): _____

Action Taken : _____

Witness Narrative

Please write down as much detail as you can recall including any terms/words which contributed to the incident. Please sign with your full name and include the date of the event and the date that you wrote this summary:

Witness Name: _____

Date of Incident: _____

Summary of what you saw. Try to avoid describing what others heard or saw:

Witness Signature: _____

Today's date: _____