

OFFICIALS INSTRUCTIONS IN EMERGENCY

FOR OFFICIALS AT GLOUCESTER REGATTA 2017

On Water

1. In the event of an accident, the first duty is to the safety of the competitor or any person in difficulty.
2. All racing to be stopped immediately, that said if it is safer to get the crew/s in trouble back to the landing stage then keep them and any other crews moving.
3. The nearest Umpire to the incident is to inform the Coordinating Umpire / Start / other Umpires before the incident and alert the Safety Boat/s if required. Be clear and concise and keep the radio messages brief.
4. Radio Circuits

Channel 1: Umpires, Safety Boats and Safety Advisor.

Channel 2: Umpires assistants (start, finish, 1, 2, & 3/commentary) and secretary

Channel 3: Incident Management

5. The Co-ordinating Umpire will confirm that racing has been suspended and the Safety Adviser is aware.
6. The Safety Advisor will take charge of the incident.
7. Capsized crews should stay with their boat until the Rescue / Safety Boat arrives.
8. Rescued Crew/s will be returned to the New Landing Stage where they will be met by the Paramedic.
9. The Paramedic will check all involved in an incident. Wet crew members are advised to shower unless otherwise advised not to by the Paramedic.
10. Any Person with a spinal injury should not be moved. If they are in the water they should be supported until the Emergency services arrive. It will be necessary to call the Fire Service who will use a spinal board and lift the person from the water.
11. In the event that the Emergency Services are summoned, the Secretary shall send a responsible person/s to be stationed at the car park gate to prevent traffic leaving the site, and allow the Emergency Vehicle clear access. That person will then meet the vehicle and direct it to the designated area. A responsible person/s may be required to aid with the exit of the ambulance.

New Boathouse: Latitude 51°50'34.20"N, Longitude 2°16'02.82"W

Alternatively the Club House will be used as an access point.

Boat House: Latitude 51°50'41.54"N, Longitude 2°15'52.11"W

Gloucester Rowing Club 326 Bristol Road Gloucester GL2 5DH

12. Racing will not resume until the Coordinating Umpire and Safety Advisor are satisfied that it is safe to do so.

Off Water

13. In the event of an accident, the first duty is to the safety of the competitor or any person in difficulty.
14. Inform the Safety Advisor, Coordinating Umpire and or Secretary. Be clear and concise and keep the radio messages brief. Full details can be passed on in person and off line.
15. Radio Circuits

Channel 1: Umpires, Safety Boats and Safety Advisor.

Channel 2: Umpires assistants (start, finish, 1, 2, & 3/commentary) and secretary

Channel 3: Incident Management

16. The Safety Advisor will take charge of the incident.
17. If racing needs to be stopped this will be managed by the race officials controlling the movements on and off the water.
18. The Paramedic will administer whatever care is required to stabilise the situation.
19. In the event that the Emergency Services are summoned, the Secretary shall send a responsible person to be stationed at the car park gate to prevent traffic leaving the site, and allow the Emergency Vehicle clear access. That person will then meet the vehicle and direct it to the designated area in the regatta field. A responsible person/s may be required to aid with the exit of the ambulance.

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First Aid - General

20. If you require first aid on the Regatta Day, the Paramedic will be situated in or near to the **New Boathouse**. A club first aider will also be available and a first aid box is situated in the **Old Clubhouse** and on each of the Launches.

INFORMATION IN CASE OF ACCIDENT OR EMERGENCY 2014

New Boathouse: Latitude 51°50'34.20"N, Longitude 2°16'02.82"W

It is accessed via Netheridge Bridge (A38) coming from the South or past Hempstead Bridge and the BT compound from the North. The Emergency Services have been sent a simple map showing the position of, and access to, the field.

Old Club House : Latitude 51°50'41.54"N, Longitude 2°15'52.11"W
Gloucester Rowing Club 326 Bristol Road Gloucester GL2 5DH
Opposite Empire Way

Useful Numbers

Emergency Services:	999
Local Police	0845 090 1234
Accident & Emergency (Gloucester Royal Hospital)	03004 222 222
Medical Advice	111
Docks Emergency Number	0800 47 999 47
Event Secretary	07795622106 (Regatta Day Only)

RADIOS

Before the Race

Turn Radio on.

Channel 1: Umpires, Safety Boats and Safety Advisor.

Channel 2: Umpires assistants (start, finish, 1, 2, & 3/commentary) and secretary

Channel 3: Incident Management

Does your radio work? Check it when you pick it up and **CALL IN WHEN ON STATION (RADIO CHECK)**

During the Race

Making a call –

- Think what you need to say before you start your transmission
- Listen for a couple of seconds
- Press the transmit button for 2 seconds and then speak
- Start with who you are calling (said twice)
- Who you are (ideally your official position i.e. Umpire 10 and not your name)
- Which channel you are on (only if there is more than 1 channel being used for the event)
- State your message.
- Once finished, pause (to ensure that you do not cut off the last words of your message) and then release the transmit button.

If you have not heard anything for a while check your radio. It may be that your radio has packed up, the battery is flat or you have accidentally changed channel or switched it off. If you are not sure try and call Race Control for a radio check.

Incident Report – keep it factual and succinct. It should include:

- **What has happened and where**
- **Number of people in the water**
- **Number of casualties and severity of any injuries**
- **Any support required**

If you are not involved, it is vital to keep quiet and listen out for instructions from the event organisers.

After the Race

Please return all your radio equipment as they are expensive bits of kit.

A few phases:

“Acknowledge”. This is a question rather than an answer - please acknowledge that you have received and understood the message.

“Confirm”. Please verify that what I said is correct.

“Correction”. An error has been made the correct version is...

“Go ahead”. Proceed with your message.

“How do you read”? How well do you receive my transmission?

“I say again”. Never say "I repeat".

“Mayday”. Indicator of distress / emergency.

“Negative”. No, not correct, I do not agree.

“Over”. Transmission ended, I expect a response.

“Out”. Conversation ended, no response expected. Do not say "over and out". That is for TV actors only.

“Pan Pan”. Indicator of urgency.

“Radio Silence”. The official term used by a controlling body to ask all parties to silence communications (as more important traffic is expected)

“Roger”. Message received and understood.

“Stand by”. Please wait.

“Say Again”. Please repeat the message. Never say "repeat".

“Station Calling”. To return a call to a station whose name was not fully understood. For example “Station Calling, message unreadable, say again”.

“That is correct”. Confirmation that the information stated is correct.

A = Alpha B = Bravo C = Charlie D = Delta E = Echo F = Foxtrot
G = Golf H = Hotel I = India J = Juliet K = Kilo L = Lima
M = Mike N = November O = Oscar P = Papa Q = Quebec R = Romeo
S = Sierra T = Tango U = Uniform V = Victor W = Whisky X = X-Ray
Y = Yankee Z = Zulu

0 = Zero 1 = Wun 2 = Too 3 = Tree 4 = Fower 5 = Fife
6 = Six 7 = Seven 8 = Alt 9 = Niner

Space for Notes – Incident details - Racing / Safety etc