

# SHORT EMERGENCY PLAN & CONTACTS

Position / Role	Name (s)	Mobile Contact #'s
Organizing Committee Chair	Mark Nixon	At Race Control or by RADIO NETWORK
Race Committee Chairman RCC	Mike Newsome	At Race Control or by RADIO NETWORK
<b>Water Safety Adviser WSA</b>	Paul Crooke	At Race Control or by RADIO NETWORK
<b>Regatta Welfare Officer RWO</b>	Joanna West	At Race Control or by RADIO NETWORK
Entries Secretary	Katherine Pond	At Raft control

## Emergency Services: 999

Organisation / Facility Service:	Details / Address / Phone #	Organisation / Facility Service:	Details / Address / Phone #
Staines Police Non-emergency number	101	Nearest public telephone =	In WSPC or in Runnymede Pleasure Grounds

**Environment Agency -**  
Kings Meadow Road  
Reading RG1 8DQ

**Middle Thames Offices:**  
08708 506 506 or  
0845 601 5336

Old Windsor Lock

Tel: 01753 861822			
<b>Hospitals / A &amp; E</b>	King Edward VII Hospital St. Leonard's Road Windsor SL4 3DP Tel: 01753 860441	St Peters Hospital Chertsey – 01932 722321 (Open 24 hours)	Ashford Hospital London Road Staines TW15 3AA 01784 884448 (Gen)

## GENERAL EMERGENCY INFORMATION:

**Paramedics** will be located near the Car Park close to Raft Control. There will be two Safety Boats on the Course (call signs "Safety Start" & Safety Finish"). **First Aid & Safety Boats will be on the main radio network)**

Persons **injured on the water** should be taken either to the nearest ambulance located at the Car Park adjacent to Raft Control. Notify Race Control/ Race Committee Chair(Radio Channel\*\*) of the incident & your location, who may then assist in contacting or directing the required Emergency Services to you.

Persons **injured on land** should be taken to First Aid/Ambulance if it is safe & appropriate to move them. Any incident involving children or vulnerable adults **MUST** be attended by the Regatta Welfare Officer.

**INCIDENTS & NEAR MISSES on water:** - In the event of an incident the Race Committee Chair will co-ordinate the incident with the Safety Advisor, Safety Boats, First Aid & the nearest official. If there is an incident declared then please keep the radio network for the RCC and the nearest safety boat and official nearest the incident. In the event of Emergency Services being required this will be co-ordinated by Race Control in conjunction with the Event Paramedics and Organising Committee chair.

All Safety Incidents will be co-ordinated through Race Control. Racing will not be suspended unless the incident is urgent/of sufficient priority. **ONLY THE RACE COMMITTEE CHAIR or SAFETY ADVISOR CAN SUSPEND AND START RACING.** Please note: There is NO RIVER CLOSURE & there will be potential risks from third party vessels navigating past the regatta in the Navigation Channel which is adjacent to the Berkshire bank.

Should any patient need transfer to **hospital**, this will be done by the emergency services/ambulance unless expressly directed otherwise.

All accidents and emergencies must be reported to the Regatta Water Safety Advisor as soon as is practicable, or to another Regatta Committee Member/Official if not available.

### Emergency Procedures (Land) – Fire & Evacuation

It is impossible to describe a procedure for every circumstance but the following "Standard Procedure" can be modified to suite the circumstances, as appropriate, for Fire, Accident, Explosion, & Suspect Package.

For the purposes of this section only, the "Key Person" will be any regatta official first at the scene.

4.1 The **STANDARD PROCEDURE** in all (land) emergencies is as follows:

First person to discover /observe an incident or emergency will be the "Key Person" & is to try to remain calm, and radio information immediately to Race Control (Finish) or the nearest official in area, or to find the nearest person with a radio to do this.

Key person assesses the situation and contacts Race Control/Chief Umpire with information regarding the incident including location, nature, description and casualties if appropriate.

Race Control immediately alert Paramedics/Ambulance/Safety Boat or emergency service (if appropriate). Calls to Emergency Services should include the event postcode (**TW20 0AA**) or the \*Race Control is then to contact other key persons/officials as necessary to be sent to support (if appropriate).

Only Race Control will suspend racing (if appropriate) or initiate water / site evacuation procedures.

Key person in area takes control of the situation and appoints other team members to assist by keeping accesses clear, evacuating onlookers and collecting loud hailer to use if necessary.

Key person to organise evacuation procedure if appropriate—Parking Attendants / Key Persons are instructed to leave a way clear for the ambulance & any other required emergency vehicles though please note that alternative access to the riverside (nearer to the Start) can be obtained via the Nicolls boat yard upstream of the Start.

On arrival of professional emergency services, key person and all others to allow professionals to take control, and carry out their instructions.

**EVACUATION:** \* As a general rule, we would evacuate towards the Pleasure Grounds into the larger meadow areas to avoid obstructing access to emergency vehicles. Persons already located in the

Pleasure Grounds would not follow this route but merely move away from the river into the Council car park area keeping all emergency routes clear.

**MISSING/FOUND CHILDREN:**

Details of any **missing children** should be **reported to Race Control** or the Regatta Welfare Officer (RWO) as soon as possible. The RWO or Race Control will alert key persons across the whole site using two way radio to undertake an initial search. They will also alert emergency services if it is appropriate or if the child is not found promptly.

**Found children** – any found children should be brought to Race Control (FINISH TENT) & the Regatta Welfare Officer must be summoned to attend to that child. The commentary team will attempt to contact parents/guardian of the child in the first instance by means of a discrete PA announcements without broadcasting the child's name.

Refer to Regatta Welfare Policy

Thank you.

Mark Nixon  
Organising Committee Chair  
Egham Regatta

\*\* - Radio channels are confirmed on the day of racing