

# Kitsap Rowing Association

## Emergency Action Plan: On Water Rescue – Medical Emergency

8 March 2018

Updated: 1 March 2021

**A. Purpose:** This Emergency Action Plan (EAP) addresses steps to be taken in the event a Kitsap Rowing Association (KRA) rower experiences a medical emergency. Two categories of medical emergency are addressed in this EAP, and a quick and accurate assessment as to which type of emergency has occurred is required by the coach/launch operator, coxswain, and the person involved. The two categories of medical emergency are:

1. A minor injury (e.g., a cut or a blow to the head from catching a crab) or a relatively minor illness (asthma attack, bee sting, stomach problems, heat exhaustion, mild hypothermia, etc.). A minor injury does not require a response by emergency medical responders (triggered by a 911 call).
2. A major injury or illness requiring a 911 call requesting emergency medical response.

A flowchart depicting the response for both categories can be found at Appendix A.

**B. In the event of a minor injury or illness:**

1. The individual with the injury or illness, or another person in the shell, calls "way enough." That call will cause the cox to immediately issue the "way enough" command and begin the assessment process.
2. The cox will assess the situation with the individual and decide if care can be administered with items from shell or if assistance is required from the launch. If from the launch, the cox will summon the launch. The launch will be summoned with three short whistle blasts, the cox waving their arms, and three more short whistle blasts.
3. The launch operator will approach the shell, bow first, at a 90-degree angle to the shell on the side away from the affected rower's oar.
4. The coxswain will direct the rowers near the affected individual to move their oars away to give the launch plenty of room and assist in securing the launch to the shell. Remaining rowers will set the boat.

5. The launch operator; coach, if present; or a qualified person in the shell, will treat the injury or illness with the items available in the KRA First Aid Kit in the launch. If the treatment addresses the rower's problem, and they can continue with the row, then the launch will pull away and the row will continue.
6. If the individual is unable to continue the row a decision is needed as to whether the shell will return to the KRA dock, or the affected individual will transfer to the launch for a return to the dock.
7. If the individual returns to the dock in the shell, a decision is needed as to their ability to return home unassisted, or if their emergency contact should be called to come to the dock to take the individual home.
8. If the individual is transferred to the launch, the cox and crew will decide if it is safe to return to the KRA dock. If not, the shell should remain in the same general area while the launch returns to the dock. As soon as the condition of the injured or sick rower has been appropriately addressed at the dock, the launch will return to the shell, and the row may be continued if time and conditions permit.

**C. In the event of a major injury or illness:**

1. Anyone witnessing a major injury or illness, especially if a rower or cox slumps over and loses consciousness, will shout "STOP" – the codeword for medical emergency. That call will cause the cox, or the stroke if the cox is the affected individual, to immediately issue the "way enough" command and begin the assessment process.
2. **Assess the injury or illness.** The assessment process, conducted by the cox with the assistance of the launch operator and coach, if present:
  - a. Condition of the individual:
    - (1) Nature of the injury or illness.
    - (2) Is the individual ambulatory, breathing, conscious, or responsive?
  - b. If the individual's condition requires a 911 call requesting emergency medical response:
    - (1) Fix the location in Liberty Bay.
    - (2) Determine the location of nearest emergency landing site (ELS). KRA has identified 11 ELSs in Liberty Bay that are available in any tide condition and are readily available to emergency responders (See Appendix B).

- (3) Decide which of the following two options will most rapidly get the individual to the nearest ELS:
- (a) If the assessment indicates the individual requires Cardiopulmonary Resuscitation (CPR), then it is critical the individual be transferred into the launch as soon as possible, and the launch proceed to the nearest ELS at best speed. If so, see paragraph 4 below. Performing effective CPR as soon as possible is essential, and is impossible in a moving shell, but proper CPR can be accomplished on the bow surface of the launch. The launch can also get the individual to shore faster so that the automated external defibrillator (AED) can be used.
  - (b) Proceed to the nearest ELS with the individual in the shell. If so, see paragraph 5 below.

- 3. Call 911.** The situation will determine who makes the call. In the event the injured/ill individual is transported to the ELS in the shell, then the launch driver will make the 911 call (or the coach, if present). In the event the injured/ill individual is transported to the ELS in the launch, then the cox will make the 911 call while the launch operator makes an approach on the shell. If the cox is the individual with the major injury or illness, the launch operator will make the call (or the coach, if present). The 911 call will follow this script:

This is [IDENTIFY YOURSELF] with Kitsap Rowing Association reporting a medical emergency. We have an individual who is [DESCRIBE THE CONDITION]. We are located in Liberty Bay near [APPROXIMATE LOCATION WITH LANDMARKS]. We are taking the individual to [IDENTIFY THE EMERGENCY LANDING SITE ADDRESS]. Please have emergency medical responders meet us there.

**4. If transferring the individual to the launch:**

- a. The cox will summon the launch alongside to transfer the individual into the launch. The launch will be summoned with three short whistle blasts, the cox waving their arms, and three more short whistle blasts.
- b. Two people need to be in the launch to safely move an individual from the shell. If the launch operator is alone in the launch, select one of the rowers to assist in transferring the individual from the shell to the launch. Ideally, the rower selected will be CPR/AED-qualified or trained, or able to drive the launch.
- c. Moving an injured/ill individual from the shell to the launch is a tricky maneuver, especially if the individual is unconscious and it is a four-person shell. Due to obstructions in the launch and shell, the only place a launch can

bring an unconscious rower aboard is over the port or starboard bow, which involves a deadlift of approximately 18 inches.

- (1) Once the transfer process begins, the cox will be busy on the phone with 911 -- explaining the situation and telling 911 where to send the emergency responders to meet the launch.
  - (2) The rowers will assume responsibility for ensuring the shell remains stable.
  - (3) With two individuals in the launch – the launch operator and the helper (either the individual brought over from the shell or the coach/extra rower) – one will focus on holding the launch steady against the shell and the other will focus on moving the injured/ill individual into the launch.
    - (a) If the affected individual can move on their own, assist them into the launch.
    - (b) If the affected individual is unable to move into the launch on their own, place a rescue strap (stored in the clear plastic bin under the control station) high on the chest and under the arms of the incapacitated rower to gain better leverage. The rescue strap is absolutely essential to moving an unconscious individual from a shell to the launch. The double slip knot is the preferred knot to tie after the strap has been wrapped around the individual's chest and under their arms.
    - (c) The Type IV Throwable device carried aboard the launch in the gray bin, and normally used as a seat cushion, is indispensable as an ad hoc ramp/cushion for bringing the unconscious individual aboard while cushioning them from the sharp edges and fittings on the bow of the launch.
    - (d) Lift the individual into the launch and lay them flat, face up, in the bow of the launch, using the seat cushion to protect their back.
- d.** Begin appropriate medical care immediately upon getting the injured/ill individual onboard the launch. If the individual is not breathing, begin CPR.
  - e.** The launch will proceed to the nearest ELS at the maximum safe speed.
  - f.** The cox will update 911 with location information and the status of injured/ill individual.
  - g.** Once the injured/ill individual has been transferred to the launch, and conditions permit, the shell will follow the launch to the ELS.

- (1) Depending upon the situation and available personnel, the shell may opt to conduct a wet landing at the beach next to the launch. This allows additional shell crew members to assist at the ELS.
  - (2) Allow the individual's oar, and the oar of the helper transferred to the launch, to trail freely in the water.
  - (3) The cox may find it necessary to carefully reposition rowers to maintain stability, especially in a four-person shell. If, after moving the impaired rower and helper into the launch, a Four remains with two rowers on one side, the shell will capsize unless it is set by controlling one oar on either side. This must be accomplished before the launch leaves the shell.
- h.** Upon arriving at the ELS, the launch operator and helper will move the injured/ill individual ashore and continue medical care. If the individual is not breathing:
- (1) Begin CPR immediately.
  - (2) Get the AED from the launch and use it to attempt to resuscitate the individual:
    - (a) Remove clothing from the chest area.
    - (b) Dry the chest area with a clean, dry towel.
    - (c) Apply the AED and follow its prompts as it diagnoses the individual's condition.
  - i.** Transfer the individual to emergency medical responders when they arrive. Provide them with the emergency contact information for the individual. A copy of the KRA emergency contact list is inside the gray bin on the launch.
  - j.** With the injured/ill individual transferred to emergency medical responders, the launch and shell will return to the KRA dock.

**5. If proceeding to the nearest ELS with the individual in the shell:**

- a.** Rowers will secure the individual in the shell. Allow the individual's oar to trail freely in the water.
- b.** The shell will row to the nearest ELS as quickly as possible. Except for the KRA dock, all emergency landing sites for the shell are beaches.

- c. The launch will accompany the shell to the ELS and provide assistance as required. The launch operator (or coach, if present) will provide the cox with the emergency contact information for the individual (A copy of the KRA emergency contact list is inside the gray bin on the launch).
- d. The shell will make a wet landing (unless returning to the KRA dock) and the cox will direct the rowers in moving the individual ashore.
- e. Once ashore, provide medical care as required. If the individual is not breathing:
  - (1) Begin CPR immediately.
  - (2) Get the AED from the launch and use it to attempt to resuscitate the individual:
    - (a) Remove clothing from the chest area (scissors are in the KRA first aid backpack).
    - (b) Dry the chest area with a clean, dry towel (a towel is in the KRA first aid backpack).
  - (3) Apply the AED and follow its prompts as it diagnoses the individual's condition.
- f. The launch operator will update 911 with location information and the status of the injured/ill individual.
- g. Transfer the individual to emergency medical responders when they arrive. Provide them with the emergency contact information for the individual.
- h. With the injured/ill individual transferred to emergency medical responders, the launch and shell will return to the KRA dock.

**6. If the cox is the injured/ill individual:**

- a. The stroke will issue the "way enough" command, conduct the assessment process, and summon the launch (if required).
- b. The launch operator or coach (if embarked) will make the 911 call.
- c. If the cox is transferred to the launch, and the stroke is brought aboard as the helper, the bow rower will take charge of the shell. If a rower has experience coxing, that rower may assume the coxswain's duties.
- d. The remaining procedures will be followed from paragraph 5 above.

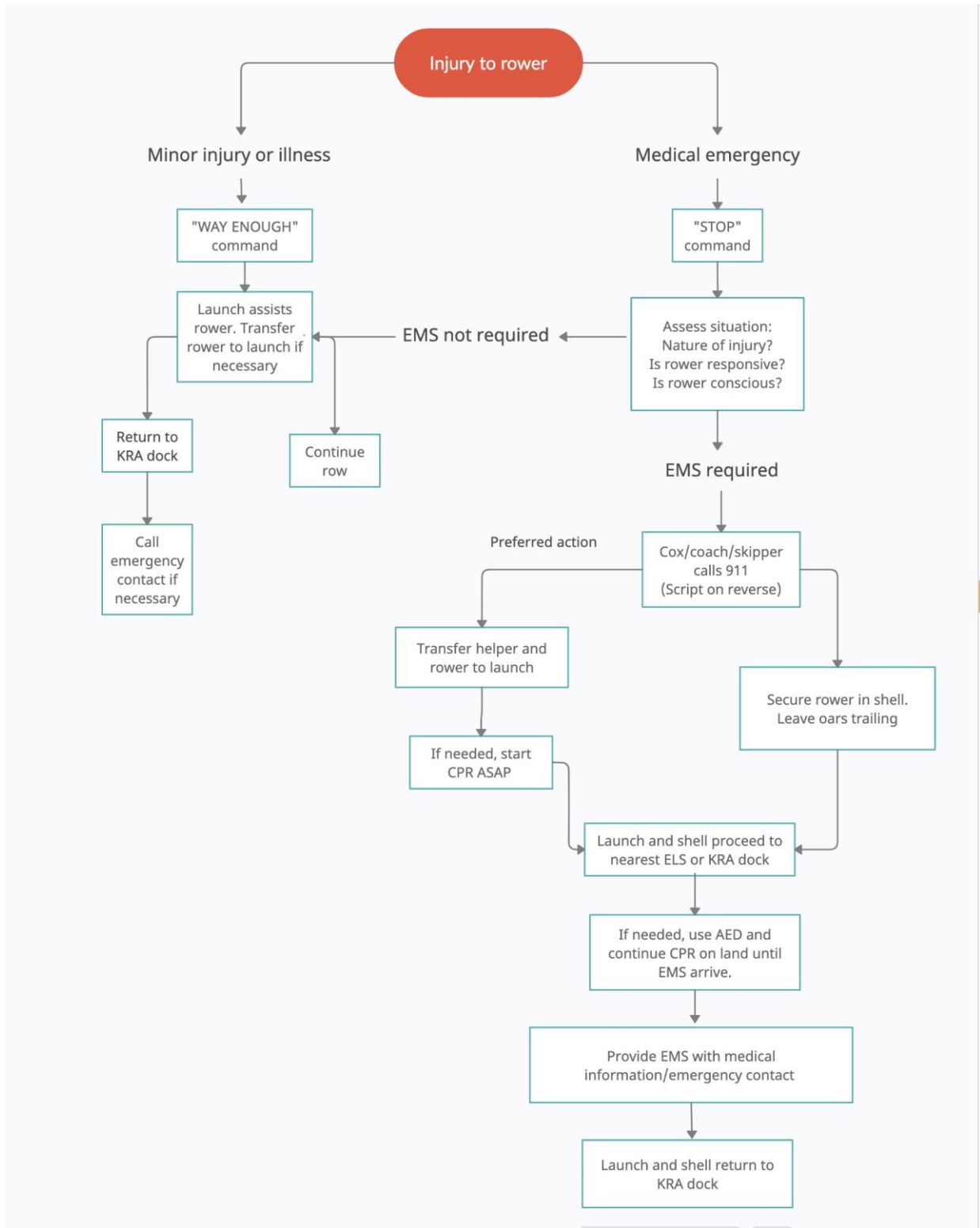
**7. If the launch operator is the injured/ill individual, and is alone in the launch:**

- a.** If the launch is at rest in the water, the shell will approach and transfer a rower onto the launch to assess the launch operator’s condition. If an emergency response is required:
  - (1) Transfer a second rower onto the launch and begin appropriate medical care immediately. If the individual is not breathing, begin CPR.
  - (2) If one of the transferred rowers can operate the launch, they will proceed to the nearest ELS at best safe speed. The cox will call 911, request emergency medical response, and advise as to the emergency landing site being used.
  - (3) If the transferred rowers cannot operate the launch, the cox will ask 911 for an emergency maritime response, probably from Poulsbo Fire or Poulsbo Police. Use emergency flares to help emergency responders locate the launch; flares are stored in the transparent bin under the control station in the launch.
  
- b.** If the launch is moving, the shell will not try to approach the launch. The cox will ask 911 for an emergency maritime response, follow the launch at best speed, and keep emergency responders aware of the location of the launch.

**APPROVAL AND REVIEW**

<b>APPROVAL AUTHORITY</b>	<b>KRA BOARD</b>	<b>COMMENT</b>
<b>DATE APPROVED</b>	<b>8 March 2018</b>	
<b>REVIEW AUTHORITY</b>	<b>Safety Committee</b>	
<b>DATE OF REVIEW</b>	<b>1 March 2021</b>	
<b>NEXT REVIEW DATE</b>	<b>1 March 2022</b>	

# Appendix A



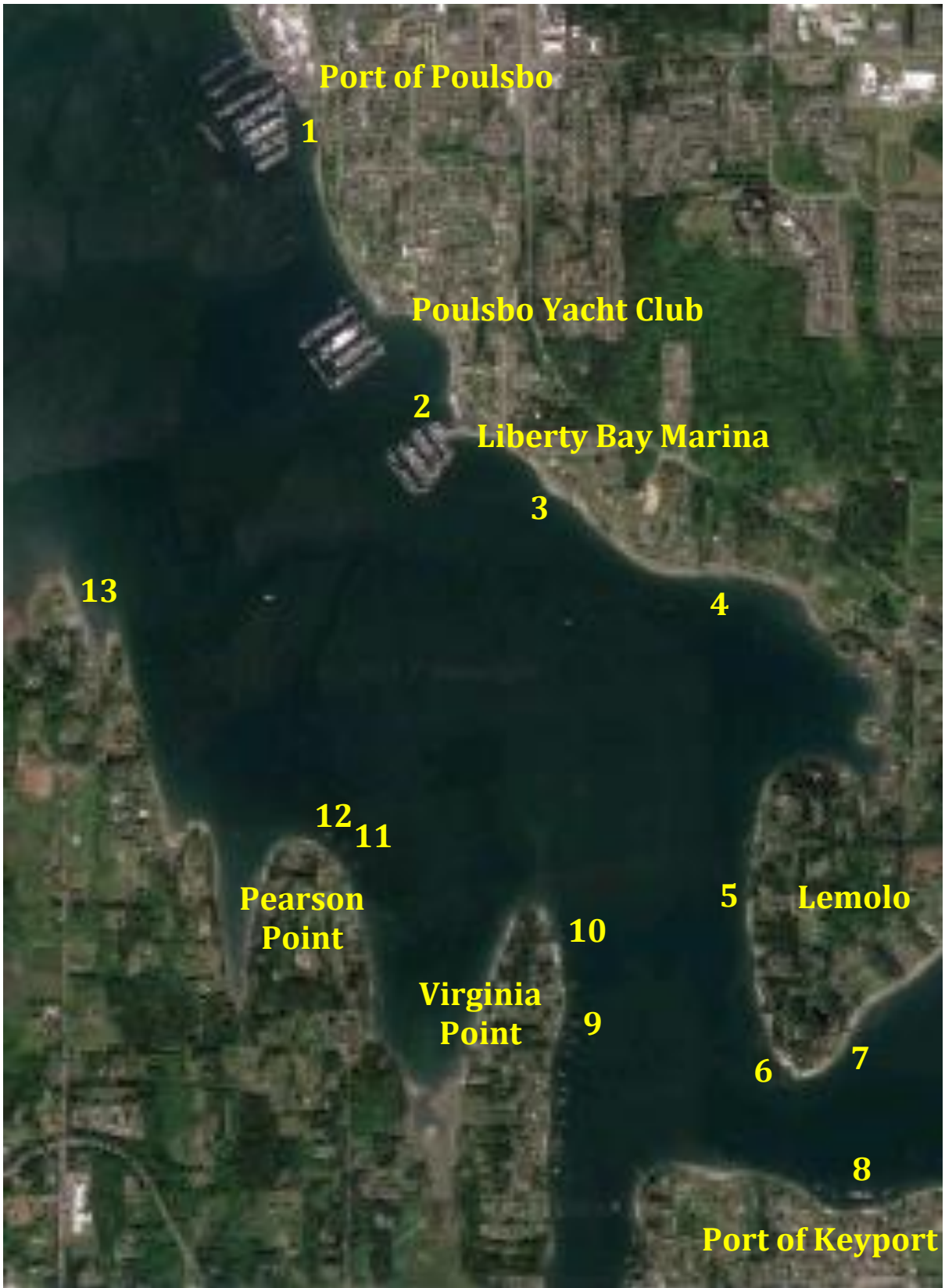


# Appendix B

## Emergency Landing Sites (ELs)

KRA has identified 13 Emergency Landing Sites (ELs) in Liberty Bay. These sites are available in any tide condition and were selected based on closeness to KRA rowing routes, ease of making a beach or pier landing, and ease of access for Emergency Medical Services (EMS -- normally the Poulsbo Fire Department).

1. The Port of Poulsbo – The Discovery Center Boat Launch, 18743 Front St NE, Poulsbo, WA 98370
2. Oyster Plant Park, 17791 Fjord Dr NE, Poulsbo, WA 98370
3. Redacted for web use
4. Redacted for web use
5. ~~Redacted for web use~~ **NO LONGER APPROVED**
6. Redacted for web use
7. Redacted for web use
8. The Port of Keyport, 15501 Washington Ave NE, Keyport, WA 98345
9. ~~Redacted for web use~~ **NO LONGER APPROVED**
10. Redacted for web use
11. Redacted for web use
12. Redacted for web use
13. Redacted for web use



**KRA Emergency Landing Sites (ELs)**