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|  | Updated February 2025  Emergency Action Plan | |
| This document is intended to support members and volunteers in their response to emergencies associated with the programs and activities of the Bellingham Bay Outrigger Paddlers. Coordinators/Board Members are encouraged to review at least annually, and make changes, as needed, to meet the needs of the club and coordinating agencies. | |  |



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**Emergency Contacts**

Police/Fire/EMS **911**

Coast Guard VHF Channel 16 (or call 911)

**Name Phone Number**

BBOP Head Coach \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

BBOP Board President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

BBOP Safety Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

BBOP Race Director(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Special Event Emergency Action Plan**

**Emergency Contact Info.**

In the event of a life-threatening emergency contact Emergency Medical Services **EMS (911)**, then contact the Event Coordinator. The decision to contact EMS is not up to the victim(s). If an individual does not want advanced care they will have the opportunity to refuse care once EMS arrives.

Contact the Event Coordinator **every time**:

EMS (911) has been called or if there is an injury requiring care, missing person or hazardous condition.

Contact EMS for anyone having difficulty breathing, altered consciousness, broken bone(s), seizure, blow to the head, fall from height greater than their own. **If you are unsure in any way – call 911.**

Event Coordinator Contact Info:

Secondary Contact Info:

**Safety boats** will use VHF channel 68 for race communications and should use emergency **VHF channel 16** to establish contact with the **Coast Guard** for on the water emergencies. Monitor the VTS frequency on VHF Channel 05A.

For non-emergent communications, contact USCG Station Bellingham: 360-734-1692

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Documentation**

* **Patient Report Form** (Attachment 1, complete if assessment or aid is given to a person)
* **Incident Reporting & Instructions** (Attachment 2, complete for all medical incidents and hazards). Request assistance from the Event Coordinator (listed above).

Local Jurisdiction:

Contact the Event Coordinator (listed above) to review the full on-site Safety Plan.

# First Aid Kit & Contents

Contents of the first aid kits are based on the recommendations of the American Red Cross and the Bellingham Police Department. Two (2) first aid kits are recommended. During events, Kit 1 is to remain on shore with the land-based safety coordinator. Safety boats will be offered an identical kit, as needed.

First Aid Kit Suggested Contents Include:

|  |  |
| --- | --- |
| **Quantity** | **Item** |
| 2 | Absorbent compress dressings (5 x 9 inches) |
| 25 | Adhesive bandages (assorted sizes) |
| 1 | Adhesive cloth tape (10 yards x 1 inch) |
| 5 | Antiseptic wipe packets |
| 5 | Bio-hazard (red) bags |
| 1 | Blanket (space blanket) |
| 1 | Bleach |
| 1 | Breathing barrier (with one-way valve) |
| 1 | Emergency Plan |
| 1 | Event Contact Information |
| 1 | First aid instruction booklet |
| 2 | Glucose or equivalent |
| 1 | Instant cold compress |
| 2 | packets of non-enteric coated aspirin (81 mg each) |
| 2 | Pair of non-latex gloves (size: large) |
| 2 | Pen |
| 5 | Rescue Report, Hazard Report, Exposure |
| 1 | Roller bandage |
| 1 | Scissors |
| 1 | Sharps Container |
| 1 | Splint |
| 5 | Sterile gauze pads |
| 2 | Triangular bandages |
| 1 | Tweezers |
|  |  |
| **Optional Trauma Kit** | |
| **Quantity** | **Item** |
| 1 | AED |
| 1 | Blood Clotting Bandages |
| 2 | Chest Seal |
| 1 | Oxygen cylinder, delivery device, regulator/flow meter |
| 1 | Tourniquet |

# Emergency Action Plans

## Document Everything

After any incident, all those involved (including witnesses) should immediately write down what they did and saw. These reports should be done before sharing any information about the situation. All documentation should be collected by the Event Coordinator and given to the Safety Coordinator or other board member.

The First Responder and the Event Coordinator are responsible for completing proper documentation.

Rescue forms may be found in the attachments to this document.

## Debrief

After individual reports have been completed, the entire board will be debriefed by the Event Coordinator. Debriefing should include what was done well, any improvements or changes that need to be made, and any questions the board may have.

Incidents can be traumatic to witnesses and responders. Take care to never assign fault at a debriefing and to ensure that all those involved are comfortable and, if necessary, monitored. A Critical Incident Stress Mangagement (CISM) program will be made available.

## First Responder

The First Responder in any situation will determine the most likely problem and initiate the appropriate action. The First Responder will continue care until relieved by an equally or more qualified responder, the victim recovers, the scene becomes unsafe, or you are too exhausted to continue.

## Additional Responders

Assist the First Responder(s) as needed. Ensure EMS 911 has been contacted, if necessary. Provide crowd control and retrieve any needed equipment or additional assistance. Assist with documentation. Meet and direct EMS to incident.

Take over for the First Responder if he/she is unable to continue or if skills outweigh the first responder.

# Special Emergencies

In the event of a special emergency, the appropriate club representative (e.g. head coach, race director, safety coordinator) will be contacted immediately. For incidents of actual or potential death, injury, property damage or other relevant situation Police/Fire/EMS 911 will be contacted.

## Death or Severe Injury

A death or severe injury is a possibility at any event. Any situation of this nature should be treated with utmost respect and care for friends and family of the victim(s).

* Initiate emergency action plan by calling for help.
* Contact EMS 911.
* Continue to care for victim until EMS asks you to stop you are exhausted or the situation becomes unsafe.
* Isolate observers from patient(s)
* Address the initial emotional needs of family, friends, volunteers, staff and spectators, making them as comfortable as possible.
* Document incident (and ask witness(es) to document incident) including contact information. Gather information, only. Do not share information with bystanders, the media, etc.
* Contact Event Coordinator. The coordinator will decide whether the incident will cancel the remainder of the event.
* Do not clean up any pathogens left by the incident unless you have the appropriate PPE (see below)
* It is imperative to debrief with all those involved. Contact a Board member for guidance.

## Procedure for potential pathogen cleanup

* Use gloves or other barriers between you and potentially infectious materials.
* Sanitize spills and equipment with 1 part bleach to 10 parts water.
* Place all contaminated waste and clothing in a biohazard (red) bag.
* Place any sharps (needles, contaminated broken glass, etc.) in a sharps container.
  + When picking up sharps use tongs or a scoop of some type.
* Bio hazard materials must be disposed of through a biohazard treatment facility.
  + Contact the Bellingham Fire Department located at 1800 Broadway for disposal (360) 778-8450.
* Contaminated clothing must be washed in hot water and bleach before re-use.

## Procedure for potential exposure

All exposures will be treated as hazardous.

* Use gloves or other barriers when performing or assisting with first aid or CPR.
* Immediately wash hands and other exposed areas thoroughly with soap and hot water.
* Remove and isolate potentially contaminated clothing in a biohazard container.
* Document incident detailing any type of exposure.
* Notify the appropriate club representative of the potential exposure immediately.

## Fire

Document all fires major or minor. A fire is considered major if smoke or flames jeopardize the health of people, and/or it requires a fire extinguisher or Fire/EMS to extinguish.

* Initiate emergency action plan by calling for help.
* Contact Fire/EMS 911.
* Completely evacuate structure or area.
* People may re-enter the structure or area only when instructed to do so by Fire/EMS.

## Oil/gas/unknown chemical spills

## If you notice any spill to water, call the WA Department of Ecology

* For gasoline, they will generally ask you to stay away from the spill and let it evaporate. For oil, they may send a team to cleanup. The Community Boating Center should have a spill kit on hand to deal with small spills.
* If you note someone actively spilling gas, oil, etc., approach them only if you feel that it is safe to do so. Call 911 if necessary.

## Hazardous Conditions

There are several hazardous conditions that may impact club programs and equipment use. Any closure or cancellation will be communicated as promptly as possible to members by the communication coordinator.

## Air Quality - Outdoor

Air quality is monitored and rated by the Washington State Department of Ecology. They have developed the Washington Air Quality Map.

* + - * https://enviwa.ecology.wa.gov/mobile/
      * When air quality is rated 101-150, participants of all programming will be notified that sensitive groups may experience worsened symptoms and should adjust exertion and time spent outdoors accordingly.
      * Air quality rated above 150 will require cancelling all outdoor athletic programs.
      * Air quality rated above 200 requires cancelling all strenuous activities whether indoor or outdoor.
      * Air quality over 300 is considered hazardous and BBOP practices or events should not be held.

## Damaged Equipment

Any equipment deemed unusable by coaches or steerpersons should be reported immediately to the Equipment Manager.

## Lightning/Thunder

The information is gathered from the [CDC](https://www.cdc.gov/features/lightning-safety/index.html) (Center for Disease Control and prevention) and [NOAA](https://www.weather.gov/safety/lightning-sports) (National Oceanic and Atmospheric Administration). A significant threat of lightning can extend 6-10 miles from the base of a storm and thunder can be heard 10 miles from a storm.

**Seen or Heard**

If lightning is seen or thunder heard all paddlers should go to a place of safety. Activity can resume after lightning/thunder has not been seen or heard for a period of 30 minutes.

**When to Cancel an Event**

In the case of an event where participants cannot quickly move to a safe zone (e.g. paddling) the entire event may need to be postponed or cancelled. The most current weather data will be used to determine whether an event should be cancelled. The coach or steerperson will make the decision, but no one will be asked to paddle or participate if they do not feel that it is safe to do so.

## Media

Incidents or Accidents

* Do not give out information
* Refer all questions regarding any incident or accident to the Safety Coordinator or designee, who will serve as the Public Information Officer for the incident.

## If pressed simply say “no comment”

## Missing Person

A Missing Person is one who is presumed to be a victim of some type of injury or other type of hazard at an unknown location.

Once a missing person is reported:

* Keep the reporter with you until the victim is found or an equally/more qualified person takes over for you.
* Get a description of the missing person including boat type and color, clothing color, pfd color, age, gender, and other identifying characteristics.
* Determine the missing person’s last known location.
  + If the last known location was in the water or other hazardous area, contact Police/Fire/EMS 911.
* After a certain period of time contact Police/Fire/EMS 911 for assistance
  + The amount of time will vary depending on the age, location, situation and other factors. If in doubt – call.

## Natural Disaster/Hazardous Material Spill

A **Natural Disaster** is any uncommon occurrence caused by Mother Nature. Natural disasters that may happen in the Pacific Northwest include floods, volcanic eruptions, earthquakes, and tsunamis (tidal waves).   
A **Hazardous Material** spill is recognized in different ways. Common factors are smell, a visible spill, or discoloration of water or air. People may become ill or lose consciousness with no obvious cause with some hazardous exposures.

**Action**:

It is difficult to plan for a natural disaster because they are unpredictable in timing, force and damage. The following are steps to follow in the event of a natural disaster.

* Initiate emergency action plan by calling for help.
* Communicate to the best of your ability with other coordinators to determine the extent of damage/injuries, if any.
* Collect injured, volunteers, and medical resources in one area.
* Determine how to best maintain the safety of the individuals in your care.
* If necessary, communicate/coordinate with Police/Fire/EMS.

# Supporting Documents

The following documents and report forms are available in the [BBOP Shared Google Drive](https://drive.google.com/drive/folders/1-GajBKD55Hpztw9kbxQ3X-_UI6stpaQO?usp=drive_link). The organization reviews and updates this plan and supporting documents as needed, at least annually.

## Documents:

* Steerpersons checklist
* First Aid kit contents
* Safety bag contents
* Youth Paddling Policies and Safety Guidelines
* Winter paddling rules
* Huli recovery procedure

## Report Forms:

* Accident-Hazard Report
* Rescue Report