

# Oxford University Rowing Clubs

## Summer Eights 2024



O U R C s

## Emergency Action Plan

### Introduction

This Emergency Action Plan is designed to act as an *aide memoire* for officials dealing with any serious incident should it occur during Rowing On or Summer Eights, on 18<sup>th</sup> May 2024, and 22<sup>nd</sup> – 25<sup>th</sup> May 2024 respectively.

### In the event of a serious incident:

- **IN A MEDICAL EMERGENCY, INCLUDING ANY CREW MEMBER BEING SERIOUSLY INJURED OR BECOMING UNRESPONSIVE, IMMEDIATELY:**
  - Marshal(s) to sound klaxon to stop the race in progress.
  - Marshal to raise the alarm with Race Desk and launch, or with other boats if available. Medical personnel to be deployed. Incident Coordinator to take control of incident. Radio to be used to alert the Senior Umpire at the earliest possible opportunity without interfering with other urgent actions. Either the IC or SU may declare a serious incident, having consulted with the other if communication restraints allow.
  - If incident is on the water, move all parties involved to the riverbank at the earliest possible opportunity. Incident Manager directed to the scene to coordinate.
  - In consultation with on-site medical personnel, use a mobile phone to dial 999 for emergency assistance if required.
  - If required, defibrillators are available at
    - Pembroke Boat House (///glitz.actual.horn),
    - Balliol Boat House (///speech.gums.stocks),
    - University College Boat House (///nation.bunks.levels),
    - Longbridges Boat House (///normal.when.sings),
    - Falcon Boat House (///margin.rating.votes) and
    - The Riverside Centre (///rider.burst.vouch).
  - Advise emergency services that the designated access point for emergency medical vehicles is at the Riverside Centre off Donnington Bridge Rd (postcode - OX4 4AZ, ///copy.bath.ridge). If this is not possible, or should medical personnel feel that one of the other emergency access points is required, the other access locations to the river are
    - Longbridges Boat House (key to gate off Donnington Bridge Rd (///causes.gets.scars) held at Race Desk),
    - University College Boat House (code for gate off Abingdon Rd (///pizza.cover.cult) held at Race Desk),
    - Boat House Island via Christ Church Meadow (///switch.caked.quest); call Christ Church Lodge on 01865-276150 to gain access.Deploy people to guide the emergency services to the required location. If necessary, the tannoy system, and marshals or members of the Event Committee, will be used to ask bystanders to clear an area to allow safe access for the emergency services (pre-scripted announcement held by Incident Coordinator).
  - Incident Coordinator to keep detailed notes of the incident and ensure the incident is reported to the appropriate bodies/persons, including college if a student is taken to hospital. The IC will have been briefed by the Coordinating SU or OURCs Senior Treasurer before racing on how to alert colleges without disclosing personal information to unsuitable people including porters and student friends.
  - Senior Umpire, in communication with the Incident Manager, to decide when normal river traffic may recommence. Senior Umpire to liaise with Race Secretary and Incident Coordinator to decide if and when racing resumes.

- **IN THE EVENT OF A BOMB THREAT OR SUSPICIOUS PACKAGE:**

**RADIOS AND MOBILE PHONES MUST NOT BE USED WITHIN 25 METRES OF AFFECTED AREA. TANNOY ALSO NOT TO BE USED.**

- Person receiving information about a bomb threat or suspect package at the river should remain calm.
- If possible, key information to be recorded, particularly if over the phone. Document and preserve as much evidence as possible whether the threat is over the phone, over social media, or face to face.
- Alert Incident Coordinator to call 999 and keep the caller talking if possible.
- IC to call Oxford University Security Services on 01865 289999.
- Incident Coordinator to alert the Senior Umpire at the earliest possible opportunity. Either the IC or SU may declare a serious incident, having consulted with the other if communication restraints allow. **All racing to be suspended until clearance given by medical staff, emergency services and Security Services as applicable.**
- Incident Coordinator to brief Race Desk and Marshals.
- Consider evacuation away from the affected area, to be done in a calm manner.
- Keep medical personnel and Security Services up to date with any new developments.

- **IN THE EVENT OF A FIREARMS OR KNIFE ATTACK:**

- **Run/Hide/Tell:**
  - **RUN:** escape if you can; consider the safest options; is there a safe route? RUN, if not, HIDE; can you get there without exposing yourself to greater danger? Insist others leave with you, but don't let their indecision slow you down; leave belongings behind; do not attempt to film the incident; RUN.
  - **HIDE:** if you cannot RUN, HIDE; find cover from gunfire e.g. substantial brickwork/heavy reinforced walls; do not approach a gunman or knifeman; be aware of your exits; try not to get trapped; be quiet, silence your phone and turn off vibrate; if in a building, lock / barricade yourself in and move away from doors.
  - **TELL: call 999 – Police;** nature of incident; location; where are the suspects? Where were suspects last seen? Describe the attacker(s), numbers, features, clothing, weapons etc.; casualties, type of injury, building information, entrances, exits, hostages etc.
- Building Invacuation or Lockdown (i.e. Rowing Club Boat Houses): remain calm; close all nearby windows and doors; external doors to be locked for invacuation; stay in the room unless in danger or instructed to move to another area of the building (e.g. instructed by police); emergency services will keep parties informed of emerging issues as and when possible; **DO NOT LEAVE BUILDING UNTIL ADVISED TO DO SO BY POLICE OR INCIDENT COORDINATOR.**
- Once alerted, Race Desk to consider radio silence in the event of such an attacker possibly having got hold of a radio. The tannoy, if available, may be used to broadcast reassurance and confirm that the police have already been called.

**The following are relevant emergency contact numbers on race days:**

Police, Ambulance, Fire Service – **999**

**If calling for assistance owing to a person trapped in the water requiring rescue beyond our capability, the Fire Brigade must be called first and informed this is a water rescue.**

Incident Coordinator – Rowing Sabbatical Officer (Samuel McLoughlin) – **07917-643030**

Race Secretary (Race Desk Phone) – **07341-500865**

Christ Church Lodge – **01865-276150**

City of Oxford Rowing Club Boathouse – **01865-242576** (may not be staffed)

Riverside Centre – **01865-328454** (may not be staffed out of hours)

Iffley Lock keeper – **01865-777277** (may not be staffed at all hours)

Oxford University Security Services control centre – **01865-272944**,  
or emergency line **01865-289999**

Mobile phone numbers for Senior Umpires, event medics and the University of Oxford Sports Safety Officer held at Race Desk.