

**LAKE
BRADDOCK
CREW**

**SAFETY/SECURITY
PLAN**



LAKE BRADDOCK CREW

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LAKE BRADDOCK CREW SAFETY/SECURITY PLAN

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LAKE BRADDOCK CREW SAFETY/SECURITY PLAN

A. PURPOSE

This document is a means to educate and provide the tools for a safe environment for rowing at the Bull Run Rowing Facility and Upper Occoquan River Training Area. It complements the Virginia Area Scholastic Rowing Association (VASRA) Safety Plan, the Northern Virginia Regional Park Authority Sandy Run Rowing Facility Rules and Procedures, the US Rowing Safety Video, and any safety plan, regulation, and/or procedure for other areas where the Lake Braddock Crew Team trains and competes. The specific regatta safety plans, regulations, and procedures govern that specific event. This document is only a guideline and tool for implementing a safety program. Continued safety education and training is paramount for a successful program to provide a safe/healthy environment for participants and surrounding community.

All coaches and individual rowers are expected to make themselves familiar with these guidelines and ensure others are familiar with this plan. Throughout the season, members of the Lake Braddock Crew Safety Committee will remind coaches, athletes, parents, and others about the guidelines. They are written for everyone's benefit. Furthermore, Lake Braddock Crew coaches should regularly review with their crews the proper safety procedures and the means to handle emergency situations.

B. IMPLEMENTATION

The Lake Braddock Crew Boosters and Lake Braddock Crew Team shall be responsible for implementation and enforcement of the safety guidelines issued by the Lake Braddock Crew Safety Committee in accordance with the following:

- 1. Organization of Lake Braddock Crew Safety Committee**
 - a. President
 - b. Vice President, Operations
 - c. Safety Coordinator
 - d. Head Coach
 - e. Men and Women Team Captains

- 2. Task of the Safety Committee**
 - a. Develop and maintain the safety plan and recommendations.
 - b. Sponsor safe conditioning, boating, and other educational classes.
 - c. Respond to unsafe safety/security practices referred to for action.

3. Documentation

- a. The Lake Braddock Crew Safety/Security Plan will be posted on the Lake Braddock Crew website: <http://www.bruincrew.com/> and distributed to each coach, rower, and board member.
- b. A current copy of the Plan will be included in the Lake Braddock Crew Safety/Security Book and kept at the Lake Braddock Secondary School in the Lake Braddock Crew Erg Room during winter training and the teams rowing facility at Bull Run Marina during the rowing season.
- c. A coach and rower roster will be included in the front of the book. Each coach and rower is required to read the plan and sign the designated place on the roster to verify they have done so prior to participation in the next crew practice/regatta event.
- d. Coaches and rowers are responsible for reviewing any posted change or updated safety information to the book and sign off the roster prior to a practice/regatta event. This is a GO/NO GO item, meaning NO coach/rower will participate in a practice/regatta event until all information has been signed off.
 - 1) Examples of sign off items: changes to the Safety/Security Book, recent safety/security incident report, VASRA interest item, safety video, safety test, swim test, weekly emergency procedure training, etc.

4. Incident/Injury Report (attachment 1)

- a. **Purpose:** To improve the safety and security and provide documentation of any safety or security incident involving Lake Braddock Crew coaches, rowers, and parents while conducting operations under the provisions of the Lake Braddock Crew Charter.
- b. **Instruction**
 - 1) Complete an Incident/Injury Report within 24 hours of any safety or security incident.
 - 2) Submit report to the Head Coach for signature.
 - 3) Head Coach will submit the report to the Safety Committee within 48 hours of the incident.
 - 4) Safety Committee will review and recommend corrective action.
 - 5) Any injury will be reported to the Lake Braddock Trainer.

C. SAFETY RULES

1. Ground Transportation Safety

- a. **Teenage driving restrictions:**
 - 1) **Passenger Restrictions**—If you are under age 18, you may carry only one passenger under age 18 during the first year that you hold your driver's license. After you have held your license for one year or until you reach age 18, you may carry only three passengers under age 18. Learner's permit holders may not carry more than one passenger under age 18. Passenger restrictions do not apply to family members.

Violation of either the passenger or curfew restrictions can result in the suspension of your driver's license.

- 2) **Curfew Restrictions**—Virginia's curfew laws prohibit drivers under age 18 who hold a learner's permit or driver's license from driving midnight to 4 AM. If you hold a driver's license you may drive during these hours:
 - a) In case of an emergency;
 - b) When traveling to and from work or a school-sponsored event;
 - c) When accompanied by a parent or other adult acting in place of a parent;
 - d) When responding to an emergency call as a volunteer firefighter or rescue squad member.
- 3) **Events Outside of the DC Area**—Student athletes are not permitted to drive to events out of the Washington DC area.

b. **Basic rules:**

- 1) You must use your headlights starting at dusk and during inclement weather, or whenever you use your windshield wipers.
- 2) You must signal before you change lanes, make a turn or pull in front of another vehicle.
- 3) It is unlawful to operate a motor vehicle, moped or bicycle on Virginia roadways while using earphones or headphones in both ears.

c. **Precautions To and From Bull Run Marina (map-attachment 2):**

- 1) Congested Lake Braddock Secondary School Parking Lot.
- 2) Burke Lake Road Speed Limits.
- 3) Two lane winding road.
- 4) No street lights.
- 5) Departing Bull Run Marina—left turn into flowing traffic with blind spots.
- 6) Slippery pavement, low visibility.
- 7) Speed Humps.

2. Rowing Before Sunrise or After Sunset

- a. In accordance with the Sandy Run Rowing Facility Rules and Procedures, no boats may launch before the first of light at sunrise and all boats must be off the water by sunset.
- b. If a coach anticipates rowing within ½ hour after sunrise or ½ hour prior to sunset, or visibility is poor and light levels are low, then lighting should be used for all boats (the law requires lighting for all boats when rowing before sunrise and after sunset). Each individual shell and launch is required to have its own light. This includes coach's launches and racing shells of all sizes. Lights must be visible when viewed from the bow or stern. A bright light, red on port side, green on starboard side, is mandatory. A bright white light in the stern, elevated to be the highest point, and visible from all directions is also required. In addition, steerspersons should carry a whistle or other noisemaker for audible warnings. Whistles should be used to alert others of imminent danger, or collision.

3. Shell

- a. Coxswains are responsible for all items on the “Cox Inventory” when such equipment is taken out on the water. **(diagram-attachment 5)**
- b. It is also mandatory for all coxswains to:
 - 1) Wear a personal floatation device during water practice.
 - 2) Carry a sound signaling device, whistle or air horn, during water practice.

4. Launch Boat

- a. A Life Vest Bag and Safety Bag have been established for each coach. Coaches are responsible for their respective Life Vest Bag, Coach Bag, Safety Bags, Equipment and to:
 - 1) Validate and maintain all items on the “Coaches Inventory”. **(attachment 4)**
 - 2) Ensure all safety equipment is intact and aboard the launch.
 - 3) Review Launch Checklist and Safety Procedures prior to each session.
 - 4) Review the Rower Medical History Roster as part of the safety equipment.
- b. Mandatory use of personal floatation devices for all occupants when launching, docking, and underway.
- c. Occupants of the launch should be kept to a minimum. Up to two extra people in addition to one coach should be the maximum for a 14 foot launch.
- d. Motor emergency cutoff switch must be connected to the operator when underway.
- e. Radio (or cell phone) or visual contact shall be maintained with each assigned shell at all times.

D. INCLEMENT WEATHER

1. Coaches should use common sense in the face of inclement weather. Fast currents, high winds, large or heavy amounts of debris, extreme temperatures, lightning storms, and fog are all reasons for not practicing on the water. Lake Braddock Crew follows guidelines prescribed by the Northern Virginia Regional Park Authority for participation on the Occoquan River. It is vitally important that weather conditions be considered before participating in any on-water practice. Generally, the Head Coach will make the call after consideration of weather factors. This also may be done by the team President or Vice President of Operations. Weather decisions at regattas are made by the responsible event governing organization. In the event you are on the water with members of the team, you, as a coach, may need to make a call if changing weather conditions threaten. Weather conditions can change rapidly at Bull Run Marina, particularly in the spring, so it is important that coaches be aware of the significance of keeping this under consideration. If bad weather is threatening but is not sufficient to cancel practice, it is expected that coaches will take their boats no more than a mile downriver so they can get back quickly if needed.

2. The Head Coach is responsible for determining if weather conditions are safe for rowing. As such, Head Coach should reference latest weather forecast for the Upper Occoquan Basin before each practice:

- a. <http://www.erh.noaa.gov/ifps/MapClick.php?CityName=Clifton&state=VA&site=LWX>
- b. Contact Sandy Run Marina (703) 690-4390.
- c. Fairfax County Public Schools Hotline (800) 839-3277.

3. Precautions:

- a. **Wind:** Coaches and rowers should keep in mind that often times it is easy to launch from the dock, but much harder, particularly for novices and small boats, to land in windy conditions. Waves or swells generated by strong winds can quickly swamp a crew, especially in the widest part of the river.
- b. **Heavy Rains and Fast Currents:** After heavy periods of rain, currents can increase in speed and strength quickly. The river usually will rise over a period of 1-3 days after precipitation ends and recede in about the same amount of time. Extreme caution should be taken at these times.
- c. **Lightning Storms:** At the first sound of thunder or flash of lightning, all practices on the water will be stopped and the crews evacuated to shore. Coaches will instruct students with regard to the proper evacuation procedures. All personnel are to avoid structures and trees and keep a low profile with respect to the skyline.
 - 1) When you hear thunder use the “flash-to-bang” method to measure how close you are to lightning. For each count of 5 seconds between the sound of thunder and the lightning flash, lightning will be one-mile away. At a count of 15 seconds (3 miles), there is an imminent threat of danger. Seek shelter immediately. However, due to time involved with getting off the water, you must get to shelter at a count of 30 seconds (6 miles) when a large number of individuals is at risk. Generally, you should wait at least 30 minutes after the last lightning strike (with a flash-to-bang count of not less than 30 seconds) before resuming activities.
 - 2) It is important to stress that no lightning safety guidelines are 100% safe. When a thunderstorm threatens, get inside a home, a large building, or an automobile with a metal roof (not a convertible). Once inside a building, stay away from open windows and doors. Do not use a telephone except for emergencies.
 - 3) If you are caught outside, do not stand underneath a tall isolated tree or a telephone pole. Avoid projecting above the surrounding landscape. For example, don't stand on a hilltop. In a forest, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place, such as a ravine or valley. Get off or away from open water, tractors, and other metal farm equipment or small metal vehicles, such as motorcycles, bicycles, ATVs, and golf carts. Stay away from wire fences, clotheslines, metal pipes, and rails. If you are in a group in the open, spread out, keeping people several yards apart. If your skin tingles or hair tries to stand on end, remove metal objects (e.g., keys, belts,

watches, rings) and immediately do the "lightning safety crouch" -- squat low to the ground. Place your feet together, duck your head, crouch down and hold your hands over your ears. Make yourself the smallest target possible. Do not lie flat on the ground -- this will make you a larger target!

- d. **Fog:** Obviously limits visibility, but also mutes sounds. If caught in fog, crews should proceed with extreme caution and appropriately slower speeds in the direction of the dock. If the fog is too extreme it may be better to sit still. Be sure to make some noise so the others on the river can be alerted to your presence.
- e. **Cold Weather Rowing:** Rowing is discouraged when air and/or water temperatures are below 35 Degrees Fahrenheit. When air temperature is below 40 Degrees Fahrenheit and/or water temperature is below 50 Degrees Fahrenheit, launches must be within 35 meters of all shells, who no more than two shells per launch. Hypothermia is a swift and incapacitating killer that strikes when the combination of cold air and moisture work to decrease body temperature. It can take mere minutes before full size adults are incapable of helping themselves once hypothermia has set in. Keep in mind that you don't have to fall in the water to get hypothermia! Cold air temperatures and any moisture on the body (from being splashed, rain, sleet, and snow) can lead to hypothermia. (**charts-attachment 9 & 10**) The following measure is suggested when rowing in cold weather:
 - 1) Four Oar Rule – the boat must have a minimum of 4 oars on the water.
 - 2) Buddy System – always work in pairs while on shore and during any incident.
 - 3) Wear inflatable, compact, life vest or wet suit.
 - 4) Stay closer to shore.
 - 5) A noisemaker of some kind should be carried in each shell and be attached in some manner so as not to be lost if the shell capsizes.
 - 6) The only true safety device or practice other than common sense is a safety/coaching launch. In the event of an emergency a well-prepared safety launch can assist the individuals in question and transport them to safety. Even then hypothermia is an issue. All individuals should ask themselves before rowing if being on the water is the best and only way to train. See paragraph I for information on Hypothermia and other weather related emergencies.

E. SHELL AND LAUNCH BOAT PROCEDURES

1. Moving/Transporting Shells

- a. When lifting a shell, make sure there are enough people and they are in the appropriate position.
- b. Always use a coxswain to direct the movement of a shell. Listen for the coxswain's commands and do not talk unless necessary.

- c. When using the forklifts, ensure the shell is secure on the forks. Both lifts should work in unison while lifting and maneuvering.
- d. Raise or lower the shell evenly.
- e. Always lift the shell off the racks, don't slide it on the gunwales.
- f. Watch riggers carefully to make sure they won't hit anything.
- g. When putting a shell on the racks or on stretchers/slings, make sure it is not resting on any part of the rigger.
- h. Do not place shells on the ground. Shells should be placed on stretchers, horses, or slings so that they are properly supported.
- i. Walk around a shell. **Never step over a shell. Never** step in the bottom of the shell or drop anything heavy into the bottom of a shell.
- j. When transporting shells to on a trailer, make sure each is secure. Gunwales should be on foam/rubber protectors, never on plain metal. The shell should not be able to move in any direction. Remove all riggers and ensure seats are tied down.

2. Shell Inspection

- a. Accomplish the following inspection prior to leaving the dock: **(diagram attachment 6)**
 - 1) Overall Appearance – NO Dents / Cracks / Holes
 - 2) Bow Ball – Secure
 - 3) Bow and Stern ports – Closed
 - 4) Riggers – Secure
 - 5) Oar Locks – Secure and Working
 - 6) Seats Tracks – Secure
 - 7) Seats – Secure and Moves Freely
 - 8) Foot Stretchers – Secure / Adjusted
 - 9) Skeg – Secure
 - 10) Rudder – Secure and Moves Freely
 - 11) Steering Line – Secure / Not frayed / Movement Normal
 - 12) Lights – Installed (if required)
 - 13) Cox Box System – Check Normal Operation
 - a) Microphone
 - b) Speakers
 - c) Stroke – Seat Connection and Normal Operation
 - d) Speed Coach (if installed)
 - 14) Coxswain Safety Equipment
 - a) Personal Floatation Device
 - b) Whistle or Air Horn
 - 15) Oars (Grips, Paddle, Collar) – Secure
 - 16) **Review Safety / Emergency Procedures**
- b. Make sure no parts are missing, loose or broken. Replace missing or broken parts immediately. If something cannot be fixed, use a different shell. **Do not row a damaged shell.** Note any problems discovered before and after practice in the log. Shells must undergo routine/preventative maintenance regularly.

- c. **RIGGING IS NOT TO BE CHANGED WITHOUT A COACHES PRIOR APPROVAL.**

3. Launching and Docking (photo-attachment 3)

- a. To ensure that traffic flows smoothly, crews must move on and off the dock promptly.
- b. Follow coxswains commands.
- c. Crews should place their oars on the oar racks, or land before and after rowing while handling the shells. Oars should not be placed or left on the dock.
- d. When launching, the bow of the shell should be pointed away from shore.
- e. Launching crews should move quickly. Any foot stretcher adjustment should occur on the water.
- f. Exceptions to the above:
 - 1) When a coach is instructing a novice crew about boat handling and rowing techniques.
 - 2) Minor boat repair (less than 5 minutes) may be done on the docks. If the repair is more extensive, and shells are waiting to launch on dock then the disabled shell should be removed from the dock area.
- g. When docking, give right of way to departing shells. Arriving shells should hold on the east side of the bridge and allow departing shells to exit the docking area.
- h. Check wind direction and plan approach accordingly.
- i. Be careful when landing at the dock. Remember the coxswain is in charge. Take the best approach to landing. **Do not** go fast. Always try to have someone catch you at the dock. If the landing does not look good, hold water, back off and try again.

4. River Traffic (map-attachment 7)

- a. Coxswains and launch drivers must use an imaginary line bisecting the river as a guide, and take into account seasonal conditions that may change the width of the river in places. Always row to the right side of the river when other boats are nearby.
- b. Passing while traveling in the opposite direction will be port to port, or with the port sides of both boats facing each other.
- c. Any boat overtaking another must keep a safe distance and pass on the left. The boat being overtaken has the right of way and should maintain course and speed.
- d. Bridges are especially difficult to navigate and are often a point of strange currents. Coxswains and launch drivers should take extra care to note the speed of the current, as that affects this condition the most.
- e. **Passing under a bridges.** A single file traffic pattern should be used under a bridge. At the Yates Ford Bridge at Bull Run Marina—the departing boat has the right of way. Arriving boat will hold on the eastside of the bridge until the departing boat has cleared the bridge.

5. Launch Boat Procedures

a. Before Placing Launch In Water:

- 1) Bow Line – Installed
- 2) Bow Ballast – Place in Launch
- 3) Drain Plug
 - a) Installed
 - b) Twist Tight
 - c) Locked In-Place
- 4) Safety Equipment
 - a) Life Vest / Safety Bag
 - b) Life Vest Bag
 - c) Life Jacket / Vest – 1 per person
 - d) Emergency Radio / Two-Way Radio / Megaphone
 - e) Paddle
 - f) Seat Cushion
 - g) Water Bailer
 - h) Coach Bag
- 5) Motor
 - a) Installed
 - b) Thumb Screws – Tight
 - c) Auxiliary Motor Cable (AMC) – Attached
- 6) Fuel Tank
 - a) Full
 - b) Pressure Relief Valve – Open
 - c) Hose – Attach to Motor

b. Placing Launch In Water:

- 1) Grasp bow line
- 2) Ensure area is clear
- 3) Slide launch from dock into water
- 4) Tie off bow line to dock

c. Before Starting Motor:

- 1) Complete – ‘Before Placing Launch In Water’ & ‘Placing Launch In Water’ Checklists
- 2) Install Cutoff Switch Lanyard
- 3) Set the Lateral Motor Tension
- 4) Open the Fuel Tank Pressure Relief Valve
- 5) Squeeze the Fuel Tank Primer Ball until firm
- 6) Set the Transmission to Neutral
- 7) Set the Throttle to the Start Position
- 8) Clear the Propeller Area from Debris
- 9) Pull the Starter Lanyard

F. BASIC EMERGENCY PROCEDURES

1. **Maintain Control (vehicle, craft, equipment, etc.)**
2. **Stay Calm**
3. **Analyze the Situation**
4. **Take Proper Action**
5. **Call for Assistance**
6. **Report the Incident**

G. ON-LAND EMERGENCIES

1. **Vehicle Incident**
2. **Fire**

- a. Any person who sees a fire should warn others in the vicinity, evacuate the premises, call for assistance and dial 911. **(attachment 14 and 15)**
- b. Cease all operations and turn off all equipment and main electrical power switch located on the light pole near the front of the boat house.
- c. Move all vehicles from the fire location and keep the main road open.
- d. If trapped inside or smoke is inhibiting egress, then drop to your knees and crawl to the nearest exit.
- e. Once everyone is clear of the fire, coaches must perform a head count to ensure all personnel are accounted for.
- f. Only persons familiar with the proper use of the fire extinguisher and familiar with the hazards of fighting fires should use the fire extinguisher to control and/or extinguish the fire. Fire extinguishers are located next at the back and side doors, between the garage doors, and in the shed. **(attachment 8)**
- g. Use the acrostic “PASS” acronym in operating a fire extinguisher:
 - 1) **P**—Pull the pin located in the fire extinguisher handle.
 - 2) **A**—Aim the nozzle, horn, or hose at the base of the fire.
 - 3) **S**—Squeeze or press the handle.
 - 4) **S**—Sweep from side to side at the base of the fire until it is extinguished.
- h. If the first attempt to extinguish the fire does not succeed, or if the fire is large, immediately evacuate the building/area.

H. ON-WATER EMERGENCIES

Coaches are responsible to assist any person overboard, any capsized vessel or swamped vessel. Coaches are to stop at a safe distance and offer assistance. Approach with caution and in a controlled manner. Be aware of your propeller! Use the designated position numbers located on the Occoquan River Chart **(attachment 7)**, for river rendezvous and when reporting positions on the river. Each coach will carry a two-way radio and each coach cell (2 coaches) will carry a Fairfax County Public Schools (FCPS) Emergency Radio. FCPS Emergency Radio and numbers are found in **attachment 14 and 15**.

1. Person Overboard:

When a rower is thrown overboard, they must stay below the surface of the water until the shell has passed. This prevents the rower from getting hit in the head by a fast moving rigger(s). The crew should stop rowing and hold water immediately so they can lend assistance. The crew should get the attention of the coaches' launch while the rower treads water. In the event that a launch is not nearby, the crew can back up to the rower in question so the rower can use the shell as a floatation device. It is also feasible to pass the coxswain personal floatation device to the ejected rower. Oars are no longer used as a floatation device. Once removed from the water, the coach must immediately provide appropriate first aid and evaluate them to determine if they are fit to continue or need to be evacuated. Caution: River bottom and shore line is mud (like quicksand) causing one to sink and unable to move.

a. Ejected Rower

- 1) Stay clear of shell riggers.
- 2) Tread water.
- 3) Use coxswain PFD for floatation (if needed).
- 4) Move to shell, once shell has stopped.
- 5) Hold onto the side of shell.

b. Shell

- 1) Stop rowing—hold water.
- 2) Locate ejected rower.
- 3) Pass coxswain PFD to ejected rower (if needed).
- 4) Signal for assistance.
- 5) Maneuver shell within oar length of ejected rower.
- 6) Assist rower to side of shell.

2. Capsized Shell

When a boat swamps, flips, or capsizes, the crew should remain with it. The shell will float (an important reason to close bow and stern ports before going on the water). If, for some reason, the shell sinks below the surface, it should be rolled so the bottom is facing the sky. This traps air underneath the shell and increases buoyancy. At no time should any crew member leave the shell to swim to shore. A short swim can be far longer than it appears due to currents, wind, water temperature, or personal fatigue.

- a. Stay calm. The first thing that should be done in a team shell is for the coxswain or bow person to get a head count to make sure all rowers are accounted for.
- b. While holding onto the shell, the crew should attempt to get the attention of other crews or coaches on the water, waving and making as much noise as necessary to attract attention. If no crews or launches are nearby, attract the attention of people on shore.
- c. If the water and air temperatures are low, then the crew members should move along the shell and huddle together in pairs near the middle of the shell. Effort should be made to keep as much of the body out of the water as possible. This can include draping oneself over the top of the hull. A

minimum of movement is essential to retain body heat. Constantly check on crewmates and talk to each other.

d. **To recap procedures:**

- 1) Stay calm.
- 2) Stay with the shell.
- 3) Take a headcount.
- 4) Pair up and keep communicating with one another.
- 5) Attract attention of launches, crews, or people on shore.
- 6) If need be, roll shell over and drape the body across the hull (sinking shell or cold conditions).
- 7) Wait for help.

3. **Swamped Shell**

When a shell takes on water over the gunwales or through a hull puncture, the coxswain will assess the situation. The shell will float (an important reason to close bow and stern ports before going on the water). Rowers should stay in the shell unless the interior water has reached the gunwales, meaning the shell is swamped. If swamped, the weight of the rowers may cause enough force against the floatation of the ends to damage or break the shell. Coxswain will direct rowers with the following procedures:

- a. Coxswain directs rowers to untie and count off, then by seat number rowers should carefully, but quickly, slip overboard.
- b. If the boat is taking on excessive water, unload rowers by pairs starting in the middle of the shell (as soon as possible to avoid damage to the boat).
- c. Rowers should keep together in pairs with the coxswain joining the stern pair.
- d. If rescue becomes long or difficult, take the following steps:
 - 1) Remove oars and place them parallel to the shell.
 - 2) Rowers should move to the bow and stern ends of the shell.
 - 3) Roll the shell inverted to form a more stable platform. Rowers can now lie across on top of the hull or hold across in pairs.

4. **Recovering a Swamped Shell**

Once you have properly taken care of your rowers who were involved in a capsize or swamping incident, your next step is to recover the shell. Not only is essential to protect valuable equipment, but it also minimizes traffic hazards for other users of the river. There are very definite steps to go about getting a shell back to the house and out of the water without creating additional damage. The same basic procedures for towing the shell can be used for moving a slightly swamped shell (gunnels above water), or dry shell as well. However, you may remove the oars and place them in the coach's launch.

- a. First and foremost, slow down, and assess the situation. One person needs to be in charge of the operation and give out direction to other helping parties.
- b. Then you need to identify wind speed and direction, current speed and direction, and other hazards. Once you have these details in hand you can decide how best to move into position to work on the shell. Move slowly!

- c. Immediately recover all gear that has floated away from the shell, because later recovery can be difficult. This may include loose oars, Cox boxes, speed coaches, etc. Recovering clothing is less important unless it is needed for emergency survival. For an 8, or possibly even a 4, you will need two launches and experienced coaches. You must determine if the shell is in danger of fully sinking due to damage.
- d. If the shell is not already upright, roll it over so that it is keel down. Before doing so remove the oars unless they are providing floatation for a severely damaged shell.
- e. Loop a rope through the bow or stroke seat foot stretcher and fasten securely. Alternatively, attach the rope to the stern or bow most riggers (i.e. bow pair).
- f. Equalize and center the rope by looping it around the bow or stern, (depending on which foot stretcher is tied off), and secure with knots. Do this several times. Lead the remaining tow line out and attach to the stern of your launch.
- g. At a slow and controlled pace move the launch away and towards your destination. While moving the shell make sure that the propeller is clear of the tow rope.
- h. Once the shell is back at the dock, the real work begins. Get as many people along the shell as possible as this will be heavy work.
- i. Make sure that everyone lifts from the legs and not from their lower backs. Everyone will lay hands on the shell and lift very slowly so that the dock side gunnel tilts up and the water side gunnel tilts towards the water. This is to slowly drain as much water out of the shell as possible before attempting to lift the shell. The water side gunnel will still be in contact with the water. As people lift, the keel will be oriented so it is parallel to the dock.
- j. Once a sufficient amount of water has been drained, the shell can be lifted in a regular fashion. Alternatively, the shell can be placed back in the water and a pump can be used to remove more water. The shell will still be heavy with water! Be careful.
- k. The shell may now be lifted over heads. First open the bow and stern deck ports. Alternating bow and stern, drop one end as low as possible while keeping the other end at head level. This will drain any remaining water that is trapped in the shell. People will definitely get wet during this process, so make sure they have rain gear or clothing during cold weather.

I. MEDICAL EMERGENCIES

1. Hypothermia (chart-attachment 9 & 10)

Hypothermia is a condition that occurs when the temperature of the human body is lowered to a dangerous point due to exposure to cold and/or wet conditions. Cold temperatures and wet conditions work together to pull heat away from the body lowering the body's core temperature. Even in mild conditions, the addition of rain or submersion in cold water and can sufficiently reduce body warmth to trigger hypothermic conditions in the body. A person's condition can degrade rapidly impairing breathing and coordination making it impossible to swim or keep one's

head above water. Emergency action needs to be taken no matter what the level of hypothermia.

a. **Early Hypothermia**

Symptoms: rapid shivering, numbness, and loss of strength and coordination, semi-consciousness.

Action: Maintain open airway. Transfer to a warm environment as soon as possible. Remove wet clothing. Use blankets to help warm individual or if available a warm shower. Warm torso area first. Seek medical attention.

(attachment 14 and 15)

b. **Profound Hypothermia**

Symptoms: Person will be pale, stiff, and cold. Unresponsive to stimuli, and possibly unconscious. Little or no cardiac or respiratory activity will be present.

Action: Move or manipulate as gently as possible. Prevent further heat loss, but **DO NOT** attempt to re-warm. Maintain open airway, and activate EMS procedures. Call for emergency help immediately! **(attachment 14 and 15)**

2. Heat-Related Emergencies (chart attachment 11)

Higher temperatures and high humidity can lead to heat-related illnesses that coaches and rowers need to keep in mind. As humidity rises, the body's ability to cool off through sweating is diminished since evaporation is limited. The best way to avoid heat-related injuries is to practice at cooler times of the day such as early morning or late afternoon. The body needs time to acclimate to increased temperatures. Intake of fluids is also important and should be encouraged. Dehydration further impairs the body's ability to cool off. There are two major related heat illnesses to be aware of: heat exhaustion and heat stroke.

a. **Heat Exhaustion**

1) Early symptoms: heavy sweating, cramps, tiredness, weakness, malaise, mild decrease in performance.

Action: rest and fluid replacement.

2) Advanced Symptoms: profuse sweating, muscle incoordination, impaired judgment, and emotional changes.

Action: If there is mild temperature elevation, an ice pack may be used to help cool the body to normal temperatures. Several days' rest may be necessary and re-hydration is a priority.

b. **Heat Stroke**

Symptoms: confusion, nausea, vomiting, and seizures. The victim loses consciousness. Body temperature rises as high as 106. Skin is dry and clammy.

Action: Get medical help immediately! Lower body temperature by immersing in water, maintain horizontal position of victim. Stop treatment when victim is conscious. **(attachment 14 and 15)**

3. Asthma

a. In an acute attack, the airways are greatly narrowed by swelling, bronchoconstriction and mucus plugging. It's like running on the spot for a

few minutes and breathing through a straw. The diaphragm and chest walls become exhausted and the ability to adequately ventilate the air sacs in the lungs fall. The result is that not enough oxygen can get into the blood and excess carbon dioxide cannot be removed.

Symptoms: Severe shortness of breath, deterioration of peak flow by 50%, feel frightened that will not get enough breath, difficulty speaking, difficulty walking, disorientation, feeling cold/clammy/weak, blueness of the lips and fingertips, wheeze starts to get less but there is no improvement in the ability to breathe.

Action:

Sit the person comfortably upright, stay calm and reassuring;
give 2-4 puffs of a Reliever inhaler/puffer (preferably the patients);
wait 5-10 minutes and if no improvement give 4 puffs;
if little or no improvement, call for 911 and keep giving 4 puffs every 5 minutes until the ambulance arrives. **(attachment 14 and 15)**

4. Diabetes

- a. A diabetic emergency occurs when there is a severe imbalance between the amount of insulin and sugar in the body. A conscious casualty with diabetes might be able to tell you what is wrong. However, keep in mind that they may be confused. An unconscious casualty may be wearing a medical bracelet or necklace that will tell you that they have diabetes. Two conditions may result in a diabetic emergency. Seek medical help. **(attachment 14 and 15)**

- 1) **Diabetic Coma:** Not enough insulin, causing a high level of sugar or hyperglycemia.

Cause: Not taking enough insulin, eating too much food, and doing less exercise than usual.

Symptoms: Strong and rapid pulse; shallow breathing; pale and sweating skin; odorless breath; faintness to unconsciousness developing quickly; headache; trembling; and hunger.

Action: Casualty needs sugar.

- 2) **Insulin Shock:** Too much insulin, causing a low level of sugar or hypoglycemia.

Cause: Taking too much insulin, not eating enough food or vomiting, and doing more exercise than usual.

Symptoms: Weak and rapid pulse; deep and sighing breathing; flushed/dry/warm skin; smell of musty apple or nail polish breath; gradual onset of unconsciousness; unsteady walk; and nausea.

Action: Casualty needs insulin.

- b. **First Aid for a Diabetic Emergency** begins with a scene survey:
 - 1) If the casualty is unresponsive, get medical help immediately. **(attachment 14 and 15)**
 - 2) Do a primary survey and give first aid for life-threatening conditions.
 - 3) Place the unconscious casualty into the recovery position and monitor the **ABC's** until medical help can take over.

Airway—to ensure a clear airway

Breathing—to ensure effective breathing

Circulation—to ensure effective circulation

- 4) Look for a medical alert device that will give you more information about the casualty's condition.
- 5) If the casualty is **conscious** and know what is wrong then assist them to take what is needed—sugar or prescribed medication.
- 6) If the casualty is **confused** about what is required then give them something to eat or drink and get medical help.

5. Resuscitation (CPR)

- 1) **Call Emergency FIRST. (attachment 14 and 15)**
- 2) Place on back.
- 3) If not possibility of neck injury, with hand on forehead and other hand under chin, tilt head back to free tongue so not blocking windpipe.
- 4) Hold nose shut - cover mouth with your mouth and give 2 breaths (each 1.5-2 seconds and see chest rise).
- 5) Put heel of one hand midway between nipples and put other hand on top of first.
- 6) Press down 15 times 1.5-2in (3.75-5cm) rate about 2 per second.
- 7) **CYCLE:** Repeat 2 breaths followed by 15 chest presses.
- 8) If you feel pulse return, continue with breaths only.
- 9) Continue until movement or rescue team comes.
- 10) If person vomits, turn the head to the side and try to sweep out or wipe off the vomit. Continue with CPR.

6. Serious Bodily Injury

- a. Isolate the injured area and take proper action to maintain a stable condition. When treating a casualty, assume that shock is present or will occur shortly. By waiting until actual signs and symptoms of shock are noticeable, the rescuer may jeopardize the casualty's life. Seek medical help.
(attachment 14 and 15)

b. Shock

Symptoms: Sweaty but cool skin (clammy skin); weak and rapid pulse; paleness of skin (in dark-skinned individuals they may have a grayish look to their skin); restlessness, nervousness; thirst; loss of blood (bleeding); confusion (or loss of awareness); faster-than-normal breathing rate; blotchy or bluish skin (especially around the mouth and lips); nausea and/ or vomiting.

Action:

Position the casualty on their back, unless a sitting position allows easier breathing. If the casualty is vomiting, position on their side to let the fluid drain from the mouth.

Elevate the casualty's feet higher than the heart, unless the casualty has an abdominal or chest wound or an unsplinted leg fracture.

Loosen clothing that may bind around the neck and waist.

Keep the casualty from becoming cold or overheating. Reassure the casualty, and do not give them any food or drink. However, if you know that help is not going to arrive for over an hour, give the casualty small amounts of fluids at room temperature every fifteen minutes. Seek medical help. **(attachment 14 and 15)**

J. SECURITY

1. Personal Security

- a. **NO** rowers shall be present at Bull Run Marina alone. At least two people shall always be present. Coaches and rowers should use a buddy system when leaving the rowing facility, such that no one leaves alone.
- b. Secure all personal articles. It is the responsibility of each individual to ensure all personal articles are secure.
- c. Vehicles should be locked when not in use. It is the responsibility of each individual to ensure vehicles are secure.
- d. It is each individual's responsibility to remain alert and aware of their surrounding.
- e. Report all incidents and suspicious individuals to the coaches and security committee. **(attachment 1)**

2. Marina Lockup

- a. Follow the "Marina Lockup Procedures" contained in **attachment 12**.
- b. Procedures are also posted on the Boat House Door.

3. Erg Room Lockup

- a. Follow the "Erg Room Lockup Procedures" contained in **attachment 13**.
- b. Procedures are also posted on the Erg Room Door.

(ATTACHMENT 1)

LAKE BRADDOCK CREW INCIDENT/INJURY REPORT

NAME: _____

DATE OF INCIDENT: _____ **TIME OF INCIDENT:** _____

INDIVIDUALS INVOLVED: _____

WITNESSES: _____

PERSONAL INJURIES:

SPECIFIC EQUIPMENT INVOLVED:

ESTIMATED EQUIPMENT DAMAGE:

DESCRIPTION OF INCIDENT:

RECOMMENDATION FOR AVOIDING SIMILAR INCIDENTS:

HEAD COACH SIGNATURE: _____

(ATTACHMENT 3)

LAKE BRADDOCK CREW
ROWING FACILITY AND DOCK PHOTO
12619 Old Yates Ford Road, Clifton, VA



(ATTACHMENT 4)

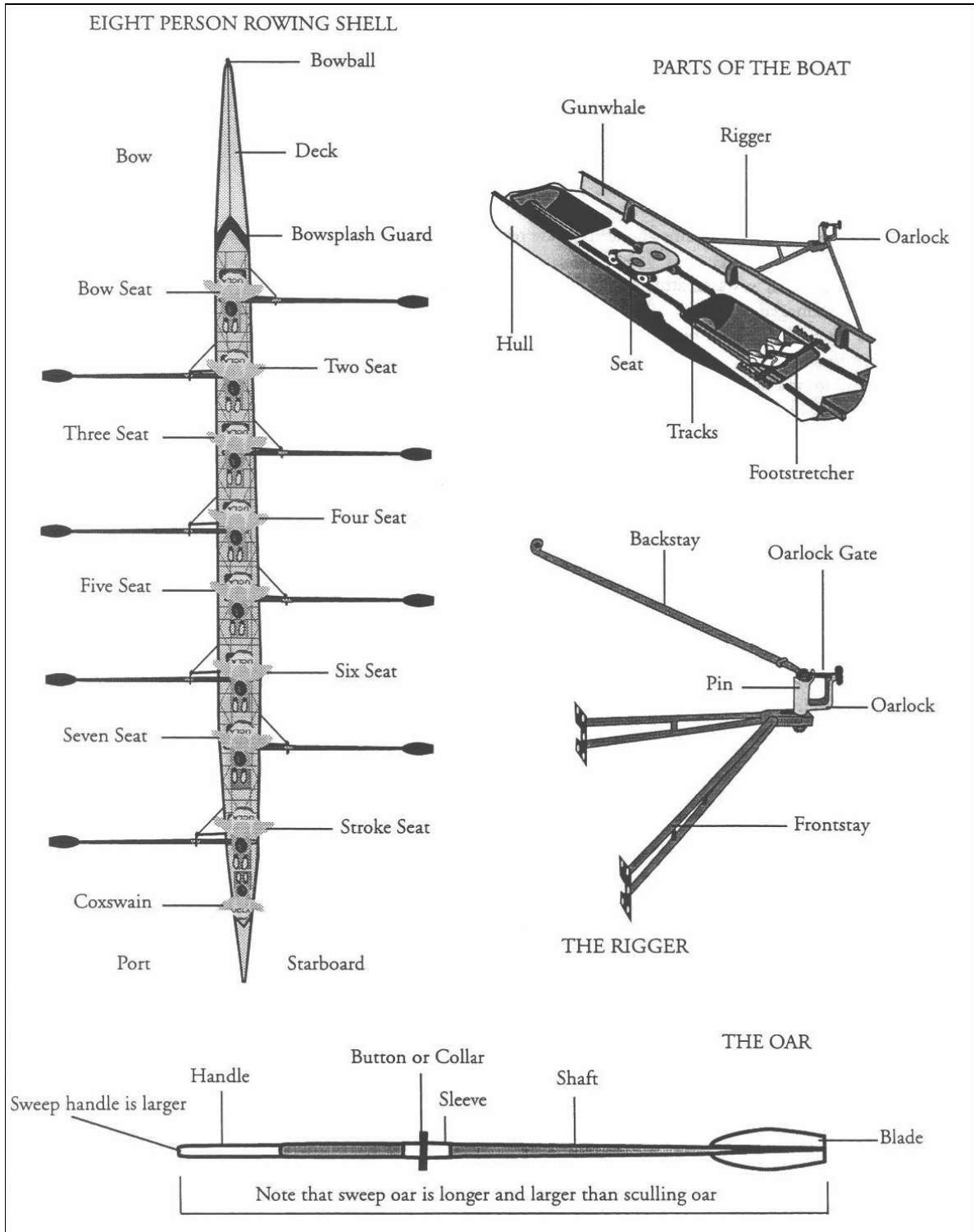
<u>COACHES INVENTORY</u>		
Category	Item	Amt
Life Vest / Safety Bag		
	Life Vest/Safety Bag	1
	Air Horn	1
	Anchor	1
	Emergency Blankets	9
	Emergency Paddle	1
	First Aid Kit	1
	Flashlight	1
	Map (Occoquan)	1
	Throw Rope	1
	Vests	4
	Whistle	1
Life Vest Bag		
	Life Vest Bag	1
	Vests	6
Coach Bag		
	Bag	1
	Crescent Wrench	1
	Drain Plug	1
	Duct Tape	1
	Emer Blankets	3-4
	Flashlight	1
	Gear Wrench 3/4	1
	Gear Wrench 7/16	1
	Medical Supplies	various
	Pliers	1
	Screwdriver-Phillips	1
	Screwdriver-STD	1
	Tape Measure	1
	Whistle	1
	Individual Emergency Medical History	laminated pages
	Launch Procedures Checklist	1
Separate Items		
	Life Jacket	1
	Megaphone	1
	Paddle	1
	Radio Emergency	1
	Radio Two-Way	1
	Radio Headset	1
	Seat Cushion	1
Motor		
	Nissan 9.8 / 9.9	1
	Cut Off Switch	1
	Fuel Tank	1
	Fuel Tank Hose	1

(ATTACHMENT 5)

<u>COX INVENTORY</u>		
Category	Item	Amt
NK Cox Box / Vox Control Unit		
	Cox Control Unit	1
	Microphone	1
	Headband	1
Coxmate / Sykes Control Unit		
	Cox Control Unit	1
	Microphone	1
	Headband	1
Cox Separate Items		
	Bag	1
	Flashlight	1
	Life Jacket	1
	Medical Supplies	various
	Radio Two-Way	1
	Radio Adapter	1
	Whistle	1

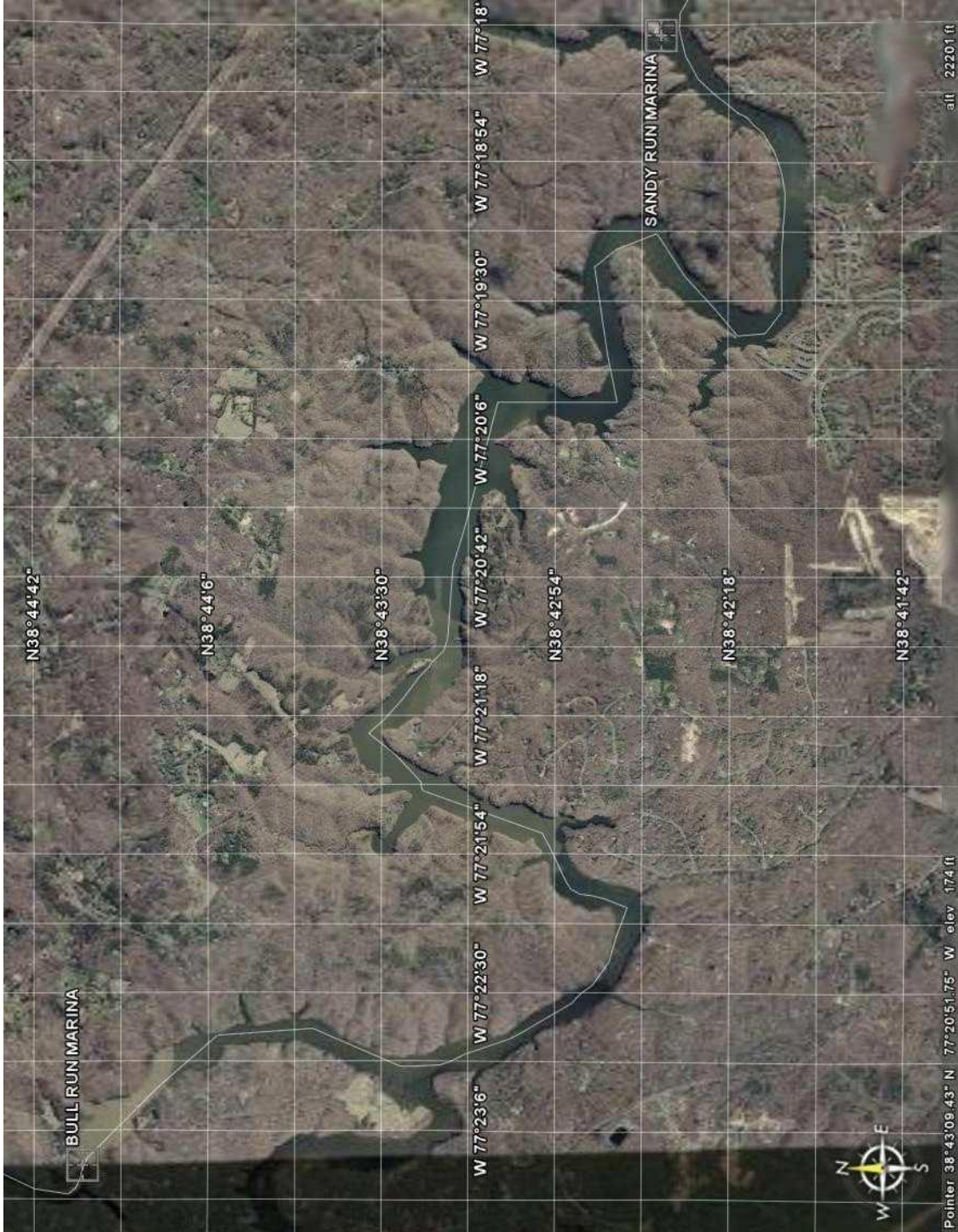
(ATTACHMENT 6)

SHELL DIAGRAM



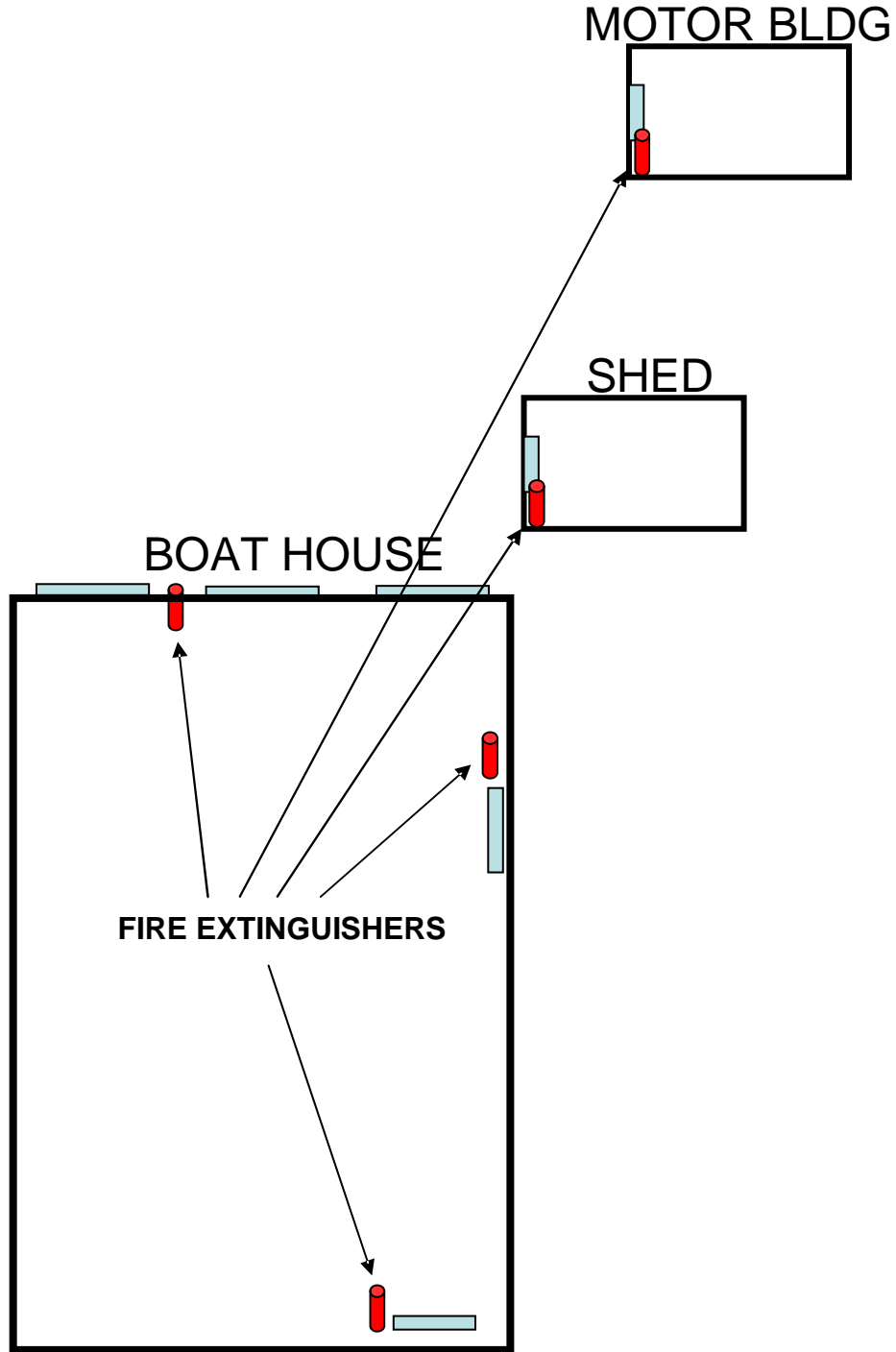
(ATTACHMENT 7)

LAKE BRADDOCK CREW OCCOQUAN RIVER CHART



(ATTACHMENT 8)

LAKE BRADDOCK CREW
ROWING FACILITY BUILDING DIAGRAM
(FIRE EXTINGUISHERS)



(ATTACHMENT 9)

Wind Chill Chart

Wind (mph)

Temperature (°F)	Wind (mph)												
	Calm	5	10	15	20	25	30	35	40	45	50	55	60
40	36	34	32	30	29	28	28	27	26	26	25	25	
35	31	27	25	24	23	22	21	20	19	19	18	17	
30	25	21	19	17	16	15	14	13	12	12	11	10	
25	19	15	13	11	9	8	7	6	5	4	4	3	
20	13	9	6	4	3	1	0	-1	-2	-3	-3	-4	
15	7	3	0	-2	-4	-5	-7	-8	-9	-10	-11	-11	
10	1	-4	-7	-9	-11	-12	-14	-15	-16	-17	-18	-19	
5	-5	-10	-13	-15	-17	-19	-21	-22	-23	-24	-25	-26	
0	-11	-16	-19	-22	-24	-26	-27	-29	-30	-31	-32	-33	
-5	-16	-22	-26	-29	-31	-33	-34	-36	-37	-38	-39	-40	
-10	-22	-28	-32	-35	-37	-39	-41	-43	-44	-45	-46	-48	
-15	-28	-35	-39	-42	-44	-46	-48	-50	-51	-52	-54	-55	
-20	-34	-41	-45	-48	-51	-53	-55	-57	-58	-60	-61	-62	
-25	-40	-47	-51	-55	-58	-60	-62	-64	-65	-67	-68	-69	
-30	-46	-53	-58	-61	-64	-67	-69	-71	-72	-74	-75	-76	
-35	-52	-59	-64	-68	-71	-73	-76	-78	-79	-81	-82	-84	
-40	-57	-66	-71	-74	-78	-80	-82	-84	-86	-88	-89	-91	
-45	-63	-72	-77	-81	-84	-87	-89	-91	-93	-95	-97	-98	

Frostbite Times		
■ 30 Minutes	■ 10 Minutes	■ 5 Minutes

$$\text{Wind Chill (°F)} = 35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$$

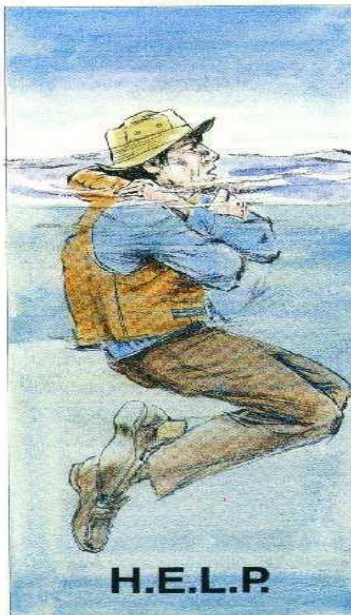
Where, T = Air Temperature (°F)
 V = Wind Speed (mph)

(ATTACHMENT 10)

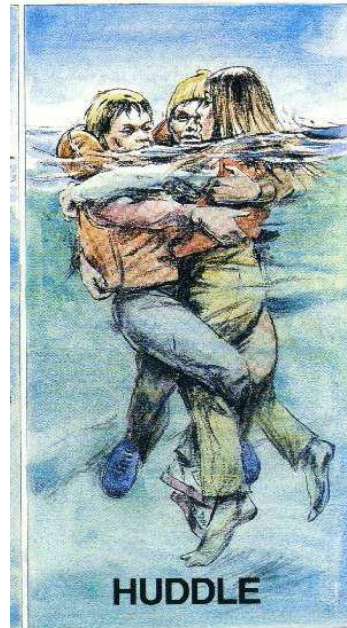
WATER TEMPERATURE EXPOSURE TIMES

Water Temperature	Exhaustion	Survival Time
32.5	15 min	15 min to 45 min
32.5 - 40	15 to 30 min	30 min to 90 min
40 to 50	30 min to 1 hr	1 hr to 3 hrs
50 to 60	1 hr to 2 hrs	1 hr to 6 hrs
60 to 70	2 hrs to 7 hrs	2 hrs to 40 hrs
70 to 80	3 hrs to 12 hrs	3 hrs to indefinite
Over 80	Indefinite	indefinite

Heat **E**scape
Lessening **P**osture



Extends survival time
by 50% over swimming
or treading water



(ATTACHMENT 11)

		HEAT INDEX CHART								
		RELATIVE HUMIDITY								
TEMPERATURE F°		10 %	20 %	30 %	40 %	50 %	60 %	70 %	80 %	90 %
		104°	98	104	110	120	>130	>130	>130	>130
102°	97	101	108	117	125	>130	>130	>130	>130	
100°	95	99	105	110	120	>130	>130	>130	>130	
98°	93	97	101	106	110	125	>130	>130	>130	
96°	91	95	98	104	108	120	128	>130	>130	
94°	89	93	95	100	105	111	122	128	>130	
92°	87	90	92	96	100	106	115	122	128	
90°	85	88	90	92	96	100	106	114	122	
88°	82	86	87	89	93	95	100	106	115	
86°	80	84	85	87	90	92	96	100	109	
84°	78	81	83	85	86	89	91	95	99	
82°	77	79	80	81	84	86	89	91	95	
80°	75	77	78	79	81	83	85	86	89	
78°	72	75	77	78	79	80	81	83	85	
76°	70	72	75	76	77	77	77	78	79	
74°	68	70	73	74	75	75	75	76	77	

Directions: Locate the current temperature on the left column and then locate the relative humidity on the top row. Follow the temperature across and the humidity down until they meet; this measurement is the heat index. The heat index will increase 15 degrees in direct sunlight.

Extreme Danger: >130	Heat Stroke likely to occur when working under these conditions. The Head Coach (or designee), LBC President, and/or VP for Ops will issue Heat Stroke Alert and guidance.
Danger: 105-130	Heat Exhaustion or Heat Cramps likely. Heat Stroke may occur upon prolonged exertion. Head Coach (or designee), LBC President, and/or VP for Ops will issue an Alert and guidance.
Extreme Caution: 90-104	Heat Cramps or Heat Exhaustion likely to occur. Coaches will implement adjusted schedule and workout procedures.
Caution: <90	Heat Fatigue may occur. Normal workout conditions should be observed.

(ATTACHMENT 12)

MARINA LOCKUP PROCEDURES

LAUNCHES:

Cabled and Padlocked / Key Stowed

“Sea locker” or MOTOR BUILDING:

Motors – On Rack / Not Tightened

Fuel Tanks & Gas Cans – Stowed in Yellow Gas Locker

Gas Locker – Doors Closed / Secure

Equipment – Stowed

Light – Off (fan is automatic)

Doors – Closed / Padlocked / Key Stowed

MARINA BUILDING:

Ergs – Stowed

Lights – Off

Water Side Door – Locked / Key Stowed

Parking Lot Door – Locked / Key Stowed

RESTROOMS:

Men’s Door – Locked / Key Stowed

Women’s Door – Locked / Key Stowed

SHED:

Equipment – Stowed

Door – Padlocked / Key Stowed

BOAT HOUSE:

Shells – Stowed

Oars – Stowed

Lifts – Stowed Position

Trash – Picked Up

Rear Door Light – Off

Rear Door – Locked and Dead Bolted

Equipment Boxes (Black) – Locked

Emergency Radios – Stowed & Charging

Cox Box Cabinet –Locked

Rear Fan – On (if hot or moisture)

Front Vent – Open (if hot or moisture)

Garage Doors – Down

Lights – Off

Side Door Light – Off

AFTER COMPLETING THE ABOVE PROCEDURES:

Boat House Side Door – Secure & Locked

Padlock both entrance ramp cables

Padlock main gate when departing marina

(ATTACHMENT 13)

ERG ROOM LOCKUP PROCEDURES

- 1. Clean Room**
- 2. Take Out Trash**
- 3. Take Your Clothes**
- 4. Equipment – Stowed**
- 5. Fans – Off**
- 6. Stereo – Off**
- 7. Lights – Off**
- 8. Door – Lock With Key (Coaches)**

(ATTACHMENT 14)

EMERGENCY CONTACT NUMBERS

Fairfax Fire & Rescue	911 (703) 691-2131
Prince Williams Fire & Rescue	911 (703) 792-6805
FCPS Hotline (weather & emergency messages)	(800) 839-3277
Sandy Run Regional Park	(703) 690-4392
Lake Braddock Secondary School	(703) 426-1000

Inova HealthPlex

(703) 797-6800

**6355 Walker Lane
Springfield, VA
(off Franconia)**



**Inova Emergency Care
Center**

(703) 877-8200

**4315 Chainbridge Road
Fairfax, VA**

