

# LETHBRIDGE DRAGON BOAT FESTIVAL EMERGENCY ACTION PLAN

**HENDERSON LAKE**

**PARKSIDE DRIVE SOUTH  
Lethbridge, AB**

<u>Name</u>	<u>Telephone</u>	<u>Emergency</u>
Fire Department	403 327-3333	911
Police Services	403 328-4444	911
Ambulance Service	403 327-3340	911

**Update: June 16 2013**

## HENDERSON LAKE PARTICIPANTS, OTHER TEAMS VOLUNTEERS, AND OTHER USERS

### **PARTICIPANTS**

**LETHBRIDGE DRAGON BOAT FESTIVAL  
PARTICIPANTS**

**CREWS WITH THEIR OWN BOATS**

ABREAST OF BRIDGE

IMPAVIDUS DRACONIS

DRAGON BOAT ASSOCIATION

LETHBRIDGE COLLEGE

OTHER CREWS BORROWING BOATS

### **VOLUNTEERS**

REGISTRAR

DOCKVOLUNTEER

COACHES

SAFETY ADVISOR

### **OTHER USERS**

BOY SCOUTS

KAYAKERS

CANOERS

RECREATIONAL USERS

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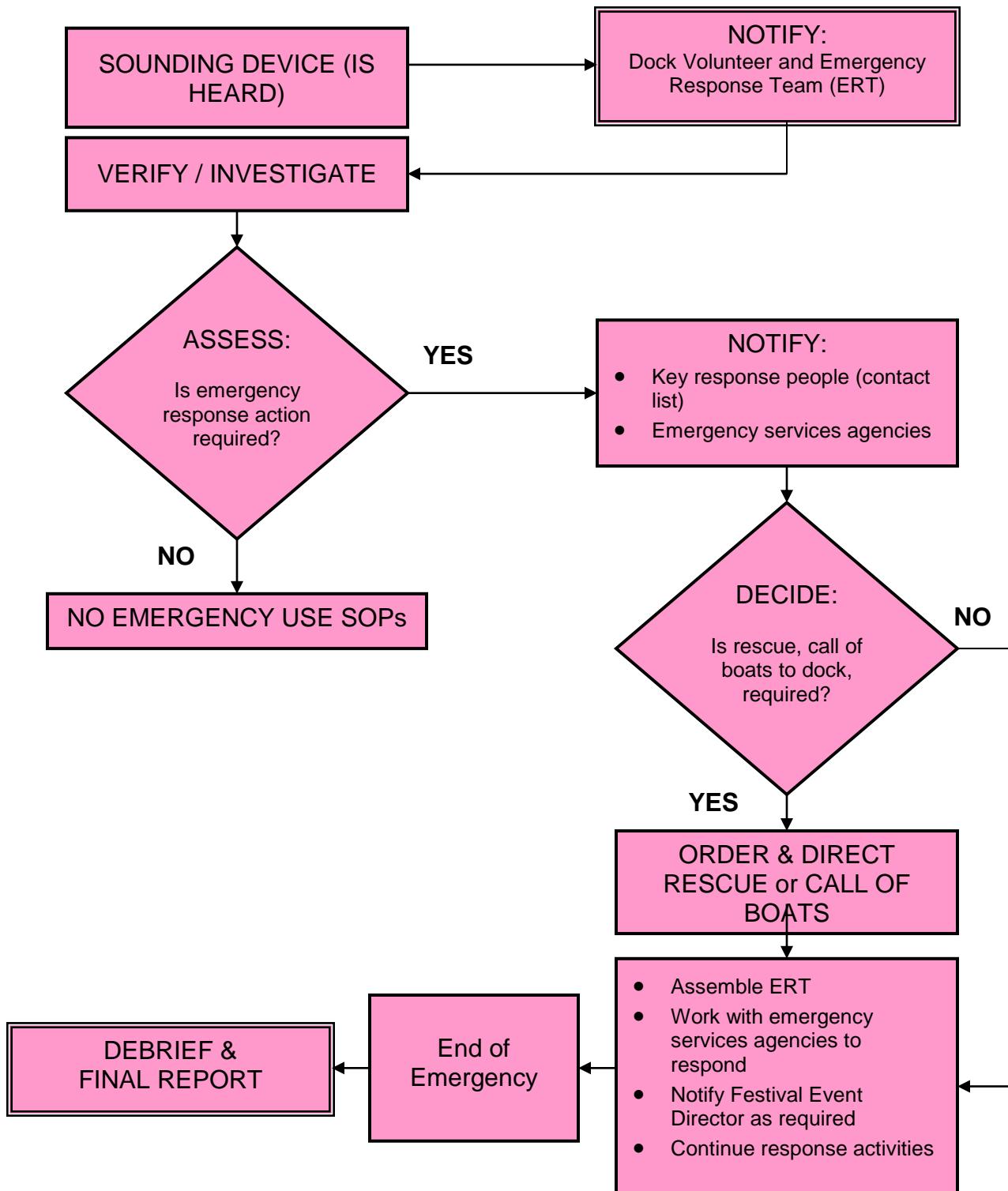
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## IMMEDIATE ACTIONS / CRITICAL INFORMATION

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**Immediate Contacts**  
**Henderson Emergency Action Plan Organization**  
**Emergency Action Plan Team Contacts - 2013**

<b>Title/Name</b>	<b>Home Phone #</b>	<b>Cell/Pager #</b>
Emergency Response Coordinator (Safety Advisor) – Karen Collin	403-315-9012	403-315-9012
Lethbridge Rotary Dragon Boat Festival (LRDBF) Event Director – Keri Colwell	403-381-6325	403-315-5242
LRDBF Race Chair – Karen Collin	403-315-9012	403-315-9012
LRDBF Public Relations – Saif Zahir	403-929-0383	403-929-0383
LRDBF Registrar – Di and Richard Tamkin	403-942-4510	N/A
Insurance Representative – Leisa Pettigrew (BFL Canada)	403-451-4145 (direct line)	1-888-451-4132 (main line) 1-866-938-5691 (after hours)

**EXTERNAL EMERGENCY CONTACTS**

<b>TITLE/NAME</b>	<b>24 HR #</b>	<b>OTHER</b>
Fire Department	911	403-327-3333
Ambulance Service	911	403-327-3340
Lethbridge Regional Police	911	403-328-4444
RCMP	911	403-329-5010
Hazardous Waste Spills	911	
Hospital – Lethbridge Regional Hospital	403-388-6111	
Power Utility - City of Lethbridge	403-320-3940	
Gas Utility – ATCO Gas	403-380-5400	1-800-511-3447
Water Utility- City of Lethbridge Waterworks	After Hours & Weekends 403-320-3850	Office Hours 403-320-3111
Alberta Municipal Affairs - Emergency Management Alberta	1-800-272-9600	
City of Lethbridge – Disaster Services Agency	403-381-5222	
Poison Control Hot Line	1-800-332-1414	
Alberta Transportation Dangerous Goods	403-329-1225	1-800-272-9600
Weather Service (Voice Report)	403-382-3068	

### OTHER CONTACTS

TITLE/NAME	WORK#	CELL/ PAGER#

## TIME AND EVENT LOG

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page No. \_\_\_\_\_

## **1.0 INTRODUCTION**

The National Coaching Certification Program, Dragon Boat Canada, Transport Canada, and other organizations recommend that an Emergency Action Plan be put in place for any sporting activity to organize individuals and groups during an emergency.

### **Lethbridge Dragon Boat Festival Emergency Action Plan:**

Lethbridge Dragon Boat Festival is committed to the health, safety and well being of its volunteers and participants. Lethbridge Dragon Boat Festival provides volunteers and participants with a safe and healthy environment, free from harassment and violence. Volunteers are provided with the equipment and training necessary to paddle safely.

### **1.1 PURPOSE**

The purpose of the Lethbridge Dragon Boat Festival Emergency Action Plan is to ensure:

- The safety and health of volunteers and participants.

This document is to be considered a training and information resource for emergency response and not necessarily an immediate reference guide during an actual emergency situation.

This guide pertains to the Lethbridge Dragon Boat Festival and Henderson Lake only. Personnel coordinate emergency response among all volunteers, participants & public.

## **1.2 POLICY**

Lethbridge Dragon Boat Festival, shall develop, train, exercise, maintain, and implement an emergency action plan for Henderson Lake to ensure timely and appropriate response to emergencies.

## **1.3 LEGISLATIVE AUTHORITY**

Emergency Medical Aid Act, first aiders must understand that if they use reasonable skill and care to the level of first aid that they have been taught, they need not fear legal action.

## **1.4 RESPONSIBILITIES**

### **Lethbridge Dragon Boat Festival Event Director**

The Lethbridge Dragon Boat Festival Event Director is responsible for ensuring the Lethbridge Dragon Boat Festival Emergency Action Plan is prepared, validated, maintained and implemented. **This Emergency Action Plan was approved by the Lethbridge Dragon Boat Festival Event Director on (date).**

### **Lethbridge Dragon Boat Festival Race Chair**

The Lethbridge Dragon Boat Festival Race Chair is responsible for appointing the Emergency Response Coordinator (Safety Advisor) and providing leadership and coordination of the development, training, exercise, validation, maintenance and implementation of the Emergency Action Plan (EAP).

### **Volunteers and Participants**

All Volunteers and Participants shall participate and collaborate with the Lethbridge Festival Boat Festival Race Chair in the development, exercise, validation, maintenance, and implementation of the Emergency Action Plan.

### **Emergency Response Coordinator (ERC) (Safety Advisor)**

The ERC is responsible for directing and coordinating the planning, development, training, exercising, maintaining and implementing the Lethbridge Dragon Boat Festival Emergency Action Plan.

### **Emergency Response Team (ERT) (Coaches, Registrar, Dock Volunteer, Safety Advisor)**

The ERT is responsible for the planning, development, training, exercise, validation, and maintenance of the Emergency Action Plan. It is also responsible for implementing the Emergency Action Plan in the event of an emergency.

## **1.5 DISTRIBUTION**

Copies of the Lethbridge Dragon Boat Emergency Action Plan are distributed according to the following list. Each copy is numbered, where it is kept is identified and the person responsible for that copy is named. The Emergency Response Coordinator, is responsible for ensuring that all plan copies are updated as required.

<b>PLAN #</b>	<b>LOCATION</b>	<b>RESPONSIBLE PERSON</b>
1	On person	Lethbridge Dragon Boat Festival Event Director
2	On person	Lethbridge Dragon Boat Festival Race Chair
3	On person	Lethbridge Dragon Boat Festival Insurance Representative
4	Equipment Trailer	Registrar Volunteer/Coaches/Dock Volunteers
5	On person	Safety Advisor Volunteer
6		City of Lethbridge Fire and EMS
7		Abreast of 'bridge
8		Impavidus Draconis
9		Dragon Boat Association of Southern Alberta
10		Lethbridge College

## 2.0 ORGANIZATION: ROLES AND RESPONSIBILITIES

### 2.1 EMERGENCY RESPONSE TEAM STAFFING

POSITION	ASSIGNED	ALTERNATE(S)
Emergency Response Coordinator (Safety Advisor)	Karen Collin	
Race Chair	Karen Collin	
Festival Event Coordinator	Keri Colwell	
Volunteer Coordinator	Eva Gourny	
First Aiders	On day of event	

### 2.2 EMERGENCY RESPONSE TEAM DUTIES AND RESPONSIBILITIES

#### Emergency Response Team (ERT)

The ERT is responsible for the planning, development, training, exercise, validation, and maintenance of the Lethbridge Dragon Boat Festival Emergency Action Plan. It is also responsible for implementing the Lethbridge Dragon Boat Festival Emergency Action Plan in the event of an emergency.

#### Emergency Response Coordinator (ERC) (Safety Advisor)

The ERC is responsible to assist in the initial development of the Emergency Action Plan, and once the plan is in place to coordinate the training, exercising, testing, and maintaining of the Emergency Action Plan. The ERC is responsible for providing overall leadership to the Emergency Action Plan.

During an emergency the ERC, in conjunction with emergency response organizations: directs implementation of the Emergency Action Plan; coordinates emergency responses with Emergency Response Team members and other parties; communicates progress and activity with Race Chair, Festival Event Director and Insurance Representative, local emergency service organisations; supports an orderly transition from emergency response to return to activities; keeps a record of decisions and actions taken during the emergency; and the ERT in evaluation and debriefing of particular emergency events.

#### Festival Event Coordinator

The Festival Event Coordinator is responsible for assisting in the development, training and maintenance of the EAP. During an emergency on the day of the Festival the Festival Event Coordinator and/or the Safety Coordinator implements appropriate response procedures; maintains communication with the Head Coaches or Official in Charge and other ERT members; verifies with the Head Coaches or Official in Charge that appropriate emergency service

agencies have been notified; collects and verifies head count information from the assembly areas; and coordinates search procedures with emergency agencies as required.

### **Volunteer Coordinator**

Volunteer Coordinator also acts as a member of the ERT and assist in the development, training, and maintenance of the EAP. During an emergency Volunteer Coordinator : coordinate response procedures for the dock and on the water; Festival Event Coordinator and Head Coaches or Official in Charge as required; and report and communicate with the Festival Event Coordinator and Head Coaches or Official in Charge as appropriate.

### **Dock Volunteers**

Dock Volunteers also acts as a member of the ERT and assist in the development, training, and maintenance of the EAP. During an emergency Dock Dock Volunteers : coordinate response procedures for the dock and on the water; Festival Event Coordinator and Head Coaches or Official in Charge as required; and report and communicate with the Festival Event Coordinator and Head Coaches or Official in Charge as appropriate.

### **Official in Charge (day of event)**

Official in Charge also acts as a member of the ERT and assist in the development, training, and maintenance of the EAP. During an emergency DURING PRACTICES, the Official in charge will coordinate response procedures for the dock and on the water; Head Coaches or Official in Charge as required; and report and communicate with the Festival Event Coordinator and Head Coaches or Official in Charge as appropriate.

## 3.0 GENERAL RESPONSE PROCEDURES

### 3.1 RATIONALE FOR GENERAL RESPONSE PROCEDURES

General response procedures are required since it may be necessary to respond to an extraordinary emergency or hazard that is not specifically addressed in the Emergency Action Plan.

Included in this section are **general procedures** for evacuation, and for moving to a place of safety within the area if evacuation is not appropriate or possible.

Response procedures for specific hazards facing Henderson Lake Dragon Boat Festival participants and volunteers are detailed in section 5.

### 3.2 DETERMINING EMERGENCY LEVELS

#### Level I:

- Low impact on people, property and facility operations
- Minor injuries, minor property or environmental damage
- Little or no media attention
- Limited disruption of facility operations
- Facility ERT can handle the emergency
- No external assistance required

**Examples:** Single person overboard or single person falling off dock or guidance of stranded boat

#### Level II:

- Moderate to high impact on people, property and facility operations
- A serious injury or fatality and/or moderate damage to property and/or environment
- Potential for significant disruption of practices/festival provided from the facility
- Evacuation of facility may be required
- Incident has attracted attention of local (municipal, county) politicians
- Potential media attention
- The ERT requires assistance from local emergency services agencies
- Festival Committee may also be required

**Examples:** swamping of one boat, severe crash, explosion, bomb threat, suspicious package, etc.

#### Level III:

- High to very high impact on people, property and operations
- Multiple serious injuries or fatalities
- Significant damage to property and/or environment, public or private property
- High level of political, media, and regulatory attention
- Evacuation and relocation required
- Disruption of all events provided from the festival area
- May require complete shutdown of facility for up to two days

- Response will require involvement of local emergency services agencies and festival committee

**Examples: swamping more than one boat, severe hypothermia, severe heat stroke, major explosion.**

### **3.3 WARNING / ALERTING**

Emergency alerts will be indicated by either a sounding device THREE SHARP WHISTLE BLASTS or word of mouth (walkie-talkie). When a sounding device or alert is sounded volunteers take appropriate steps to rescue or initiate first aid or otherwise follow the direction of the ERT Festival Coaches, Registrar, and Dock Volunteer. If an emergency occurs, volunteers will meet at the dock and await further direction from the ERT or emergency agencies involved. The Lethbridge Dragon Boat Festival has sounding devices and walkie-talkie system in place.

### **3.4 ACTIVATION**

#### **Dock Volunteer/Dock Master**

Upon notification or visual of an emergency situation affecting the participants and/or volunteers will:

1. Alert members of the ERT of the emergency and its location.
2. Assess the level of emergency based on information available (see Section 3.1).
3. Take necessary actions to initiate response activities.
4. Direct emergency response operations of the ERT and coordinate response with local emergency services agencies.
5. Once declared to Emergency Services, stays in charge of the event until Emergency Services arrive.

#### **ERT Members**

Upon notification of an emergency situation affecting the participants and/or volunteers, the ERT members will:

1. Initiate immediate actions and control measures.
2. Carry out duties as assigned by the Dock Master/Dock Volunteer/Official in charge.

#### **Participants and Other Volunteers**

Upon notification of an emergency situation affecting the participants and/or volunteers, non-response personnel will:

1. Follow directions of the ERT and local emergency service agencies.
2. Take necessary actions to ensure personal safety.

### **3.5 COMMUNICATION SYSTEMS**

Communication between facility ERT, volunteers, and local emergency service agencies will most often be face to face or by telephone. **Each boat, and the Dock Volunteer may have walkie-talkies. These are tuned to CHANNEL 14 and stored in the evening in their charging devices for continual readiness.**

### **3.6 PUBLIC & MEDIA RELATIONS**

Public Information and Media Relations are the responsibility of Public and Media Relations Chair.

### **3.7 RESPONSE OPERATIONS**

The ERT conducts initial emergency response operations until local emergency service agencies arrive on the scene. Local municipal emergency services agencies assume responsibility for emergency operations once they arrive on site. The ERT members remain available to work with local emergency services agencies and provide assistance in any way possible.

It should be noted that decisions made by responders during emergency operations might affect the complexity of recovery operations. Whenever possible, decisions made during rescue operations must take into account the consequences these decisions will have on the responder or other participants.

### **3.8 EVACUATION PLANS AND ASSEMBLY POINTS**

This procedure is designed to protect the health and safety of volunteers and participants and to ensure they are rescued safely and efficiently and effectively contact emergency services. The procedure defines the occasions in which practices or festival races may be called due weather or the rescue of participants and/or volunteers may be required, and the responsibilities of the Emergency Response Team and all people. All facility volunteers and participants share responsibility for a coordinated evacuation.

Any of these procedure are not intended for the general public or crews with their own equipment.

Evacuation or Rescue **will** be conducted under the following conditions:

1. When it is not safe to remain at or on Henderson Lake.
2. At the direction of the member of the Emergency Response Team.
3. Upon using a sounding device or verbal request.

Upon receipt of direction to evacuate or rescue, all participants and volunteers:

1. Ensure any persons in the immediate area are directed to keep clear of the emergency.
2. Leave the area by following the closest and safest evacuation route as shown on the Emergency Preparedness maps available at the Registrar Trailer.
3. Or proceed to the gathering point (main dock parking lot) as directed by an ERT member.
4. Vehicles are not to be retrieved from parking areas as this may delay getting people away from danger. It may also cause congestion at the exit and hinder access for municipal emergency vehicles.
5. Individual crews (steersperson and drummer) and volunteers should report to the Official in Charge for a head count. Each crew (especially steersperson or drummer) is responsible for tracking their Crew members and completing a safety count.
6. All participants and volunteers are to wait at the gathering location until advised that it is safe to return to the practice or festival or to leave the site.

## **Emergency Response Team Functions:**

1. Volunteers in their function direct/assist participants in their area, to the gathering area (main dock parking lot).
2. Dock Volunteer conducts a visual inspection of the lake to ensure all Crews have gathered at the dock, as necessary. Dock Volunteer may need to use the sounding device or walkie-talkie to call Crews in.
3. Crews (steersperson and drummer) conduct safety counts at gathering area.
4. The Dock Volunteer or Official in Charge reports the status of the emergency to local authority as necessary.
5. Dock Volunteer report results to the Head Coaches.
6. Head Coaches, volunteers and designated participants may need to conduct water rescue, as necessary and report to the Dock Volunteer.
7. The Dock Volunteer verifies **ALL CLEAR** regarding rescue of people from the lake with local emergency services agencies, when appropriate.
8. In consultation with responding local emergency services agencies, the Head Coaches or Official in Charge will advise the participants that they may continue their practice or festival race.
9. Once practice or festival is commenced, the ERT gathers for a debriefing.

## **3.9 RELOCATION TO SAFE AREA ON THE WATER OR IN THE PARK**

### **Purpose**

Sudden occurrences such as violent people, swamping of boats, accidents or environmental conditions may require moving locations at the lake as the best response. In the event of an emergency, accident or environmental condition on the water a boat(s) may need to dock at the concession stand or west dock. In the event of an emergency, violent situation or environmental condition people may need to evacuate the parking area and/or move to the picnic shelter. The purpose of this procedure is to ensure that all people relocate to a safe area on the lake or in the park without delay. The procedure defines the occasions in which relocation to a safe area may be required, and the responsibilities of the Emergency Response Team and all volunteers and participants. All volunteers and participants share responsibility for the coordinated relocation to a safe area.

Relocation to an alternate safe area will be conducted when it is not safe or prudent to come to the main dock or stay in the main dock parking lot.

Upon receipt of direction to relocate to a safe area, all participants and volunteers:

1. Ensure any volunteers or participants in the immediate area are instructed to either evacuate in an orderly manner or move to the picnic shelter.
2. Stay away from potential hazards, trees, shore, other boats, rescue operations.
3. Remain at the safe area location, as required until advised to return to the main dock or the main dock parking area.

## **Emergency Response Team Functions:**

1. Volunteers direct participants to the 'safe area'.
2. Dock Volunteer, Registrar and Festival Coaches conduct a visual inspection of the lake and main dock parking area to ensure all persons have been relocated.
3. Crew (steersperson and drummers) conduct head counts at assembly points.
4. Head Coaches or Official in Charge and Registrar report results (including status of any other recreation users) to the Dock Volunteer.
5. The Dock Volunteer reports any emergency to local emergency services.
6. Once the danger appears to have passed, the Dock Volunteer obtains advice and direction from local emergency services agencies.
7. Registrar or assigned volunteer to direct parking lot traffic to facilitate ingress/egress of any emergency vehicles and the evacuation of the parking lot.

### **3.10 POST-EMERGENCY ACTIVITIES**

In the event that a practice is cancelled due to conditions outlined in Section 5, Crews may reschedule practices with the Registrar, pending availability.

Post-incident recovery activities should be initiated as soon as possible following an emergency event and would normally be initiated and organized by Lethbridge Rotary Dragon Boat Festival Event Director and Rotary Insurance Advisor. Activities may include:

- Clean up
- Public Relations
- Litigation
- Insurance claims
- Repair of property

Detail regarding these post-emergency activities will not be provided in this manual.

## 4.0 HAZARD ASSESSMENT

### 4.1 RATIONALE FOR HAZARD ASSESSMENTS

Hazard assessments are required to identify situations that may cause emergencies at the lake. It also assesses the probability and consequences of an emergency occurring at the lake. In the course of a hazard assessment, hazards are identified and risk levels are determined.

Listed below are hazards that may pose a threat to the volunteers, participants and the equipment. If there is exposure to hazards that are not on the list, they are to be added to the list.

#### 4.1 NATURAL HAZARDS THAT MAY THREATEN THE FACILITY

HAZARD	POTENTIAL CONSEQUENCE	RESPONSE TO HAZARD
Medical Response	Personal Injury	See attached procedures
Tornado/Windstorm	Personal Injury, death, equipment damage, stranded,	See attached procedures
Lightning and Thunderstorm	Personal Injury, death, equipment damage, fire	See attached procedures
Cold and/or Wet Conditions	Personal Injury, stranded,	See attached procedures
Person Overboard/Swamped Boat	Personal Injury, death	See attached procedures
Hot Conditions	Personal Injury, death	See attached procedures

#### 4.2 MAN-MADE HAZARDS ON SITE

HAZARD	LOCATION (if stored item)	RESPONSE TO HAZARD
Bomb threat		See attached procedures
Suspicious letter or packages		See attached procedures
Suspicious Persons		Contact Police
Third party damage		Contact Police

#### 4.3 OFF-SITE RISKS TO THE FACILITY

Man-made hazards that present risks to the facility exist at various off-site locations.

HAZARD	POTENTIAL CONSEQUENCE	RESPONSE TO HAZARD
Railroad	Hazardous Material spills, Injuries	See Appendices A for responses to hazardous spills and follow Onsite injuries procedures
Highway	Hazardous Material spills, Injuries	See Appendices A for responses to hazardous spills and follow Onsite injuries procedures
Airport	Crash, explosions	Follow directions of the local authorities with respect to the impact on the facility

It is important to assess the off site risks to the lake, as an incident outside or around Henderson Lake could have an impact.

## 5.0 HAZARD-SPECIFIC RESPONSE PROCEDURES

***EACH RESPONSE REGARDLESS OF RESULT MUST HAVE AN EVENT REPORT COMPLETED.***

### 5.1 SITUATION: MEDICAL RESPONSE

#### 5.1.1 Procedures

1. A person (i.e. a participant) discovering an injured person:
  - summons or gets a bystander to summon the Head Coaches or Official in Charge and/or a First Aider; and
  - calls local emergency services agencies (911), specifying ambulance, fire or police assistance.
2. Injured persons are not to be moved unless they are in imminent danger.
3. Do not endanger your own life in an attempt to assist another and provide instructions.
4. Stay with the injured person until help arrives in the form of a facility First Aider or emergency medical personnel from local emergency services agencies.
5. Brief the First Aider or local emergency services agencies on the condition of the injured person. Also explain what, if anything has been done for them.
6. First Aiders:
  - a. Provide first aid as required,
  - b. Ask local emergency services agencies for additional medical services as required by injured person, and
  - c. Notify the Head Coaches, who will notify the Festival Event Directorperson, Race Chairperson and Insurance Representative.
7. The ERT ensures the incident scene is secured until investigations are completed.
8. The Festival Event Directorperson will ensure that statements are taken from those involved.
9. The Festival Event Directorperson will ensure that pictures of the scene are taken as required.
10. The Festival Event Directorperson will ensure that statements for the Insurance Company, police, etc. are prepared.
11. The ERT, upon receipt of an emergency notification, proceeds to the emergency location and assists the First Aider(s) as required.

### 5.2 SITUATION: TORNADO / WINDSTORM

#### 5.2.1 General Information

Natural Hazards, such as tornadoes and severe windstorms represent an uncontrollable risk that can have a devastating effect on life and property. Environment Canada (EC) is the primary source of information for monitoring the threat of tornadoes and severe windstorms.

Environment Canada issues weather watches and warnings to advise of weather conditions that may affect personal safety and/or property. Watches and warnings are issued via EC's Weatheradio and through commercial radio and television stations. Weatheradio is located on the FM radio band at a frequency between 162.40 and 162.55 MHz, depending on the listener's location. Weatheradio broadcasts weather information 24 hours a day; this includes current conditions, and severe weather watches and warnings. Commercial radio and television stations will interrupt regular programming to issue weather watches and warnings.

- A “tornado watch” means conditions are favorable for the development of tornadoes within the areas and times specified in the watch.
- A “tornado warning” means one or more tornadoes are occurring in the area specified. The expected direction, development, and duration will be given in the warning.
- If the facility is in the path of a tornado, emergency precautions should be taken immediately.
- Be alert to what is happening outside. Some of the characteristics associated with tornadoes include:
  - A sickly greenish or greenish black colour to the sky,
  - Hail (is a real danger sign if a watch or warning has been issued),
  - Unusually high relative humidity,
  - A strange quiet that occurs within or shortly after the thunderstorm,
  - Clouds moving very fast, especially in a rotating pattern or converging towards one area of the sky,
  - A sound like a waterfall or rushing air that turns into a roar as it comes closer, the sound of a tornado has been likened to that of both railroad trains and jets,
  - Debris dropping from the sky, and or branches or leaves being pulled upwards, even if no funnel cloud is visible, and
  - An obvious “funnel-shaped” cloud that is rotating.

### 5.2.2 Procedures

#### **SCENARIO 1: Tornado / Windstorm Advance Warning is Provided**

1. In the event of a tornado warning for that evening the Official in Charge advises the rest of the ERT and post the cancellation of the practice on the website.
2. In the event of a windstorm with wind velocities greater than 32km/hr for that entire practice or festival, the Head Coaches or Official in Charge advises the rest of the ERT and post the cancellation of practice on the website.
3. Wind velocity between 20km/hr and 32km/hr, wind will be monitored at the lake.
  - a. Crews with competent steerspeople will be allowed practice.
  - b. Assistance will be provided to less experienced steerspeople.
  - c. All steerspeople will be advised to keep to the west half of the lake and clear of the shore.
4. Head Coaches or Official in Charge will advise the Dock Volunteer and all boats to keep watch for change in weather conditions and Crews that require assistance.

**Note:** the max wind velocity that an experienced steersperson may be able to handle in a D2 or 6/16 dragon boat is at or near 40km/hr wind. (210 lb (96 kg) steersperson in 40 km/hr wind with experienced paddlers experienced a sudden and significant boat shift resulting in limited control of steering)

#### **SCENARIO 2: If a Tornado Strikes or Windstorm Develops without Advance Warning**

1. After monitoring the wind velocity which suddenly increases above 32km/hr or tornado develops, the Dock Volunteer will then use a sounding device or walkie-talkie to call the boats to the main dock and then the Head Coaches or Official in Charge or Dock Volunteer will advise the rest of the ERT of the conditions.
2. If the windstorm persists above 32km/hr practices will be cancelled.

- a. If it is safe to do so at least 4 volunteers will be required to return each boat to their mooring location.
3. If a tornado develops, a volunteer will listen to the emergency radio service, at the same time all people will be advised to stay clear of any tall objects and prepare to evacuate
  - a. The volunteer will advise the ERT of the emergency broadcast.
4. The boats will be secured to the main dock until the storm passes
  - a. Serious situation may require a Crew to dock at the concession dock or the west dock. The Crew will secure the boat to the concession dock and report to the Dock Volunteer.
5. Crew (steerperson or drummer) conduct a safety count and report results to the Dock Volunteer.
6. The ERT will be advise people to stay calm and evacuate as necessary
7. All participants stay calm and follow the directions of the ERT members.
8. Should the boats be required to remain at the dock for the duration of the weather event the Official in Charge will determine security of boats.
9. If the tornado strikes the lake area the Dock Volunteer will contact local emergency services
10. Once the tornado has past the First Aiders will commence a first aid area and assist local emergency services as necessary
  - a. The Dock Volunteer will stay in contact with emergency services until they arrive.
  - b. First Aider(s) will set-up an area and assess the casualties (first aid manual term)
  - c. First Aider(s) will report to and assist local emergency services as necessary.

### 5.3 SITUATION: LIGHTNING AND THUNDERSTORM WARNING

#### 5.3.1 Procedures

##### **SCENARIO 1: If a Lightning and Thunderstorm Strikes with Advance Warning**

1. In the event of a lightning and thunderstorm for that practice or festival the Head Coaches or Official in Charge advise the rest of the ERT and post the cancellation of the practice on the website.
2. If the lightning and thunderstorm appears that it will pass the Henderson Lake area, the storm system will be continuously monitored at the lake.
3. Once the storm has passed the area the Head Coaches or Official in Charge will advise the steerspeople and Dock Volunteer to watch for lightning.
  - a. The Dock Volunteer will advise all Crews to come into the main dock using a sounding device THREE SHARP BLASTS or walkie-talkie once lightning has been seen by the Dock Volunteer or a Crew.
  - b. Serious situation may require a Crew to dock at the concession dock or west dock. The Crew will secure the boat to the concession dock and report to the Dock Volunteer.
  - c. Crew (steerperson or drummer) conduct a safety count and report results to the Dock Volunteer.
4. The Dock Volunteer or assigned volunteer advises the ERT and First Aiders of a lightning and thunderstorm.
5. The ERT informs participants of the lightning and thunderstorm and advise them to keep calm.
6. ERT instructs all participants and volunteers to move away from any tall objects and potentially prepare for evacuation of the parking area.
7. All participants stay calm and follow the directions of the ERT members.
8. The boats will be secured to the dock until the storm passes

9. If a lightning and thunderstorm strikes, the ERT provide assistance to local emergency services agencies.

#### **SCENARIO 2: If a Lightning and Thunderstorm Strikes without Advance Warning**

1. During practice or festival hours the Official in Charge, Head Coaches, Dock Volunteer, Registrar, or assigned volunteers continuously monitor weather and a lightning and thunderstorm develops.
2. Dock Volunteer or assigned volunteers advise the ERT and First Aiders of a Lightning and Thunderstorm.
3. The Dock Volunteer, in turn, advises the Crews steersperson of the storm system and call them into main dock if possible
  - a. Serious situation may require a Crew(s) to come into the concessions dock.
  - b. The Crew will secure the boat to the concession dock and report to the Dock Volunteer.
  - c. Crew (steersperson and drummer) conduct a head count and report results to the Dock Volunteer.
4. The Dock Volunteer or assigned volunteer advises the ERT and First Aiders of a lightning and thunderstorm.
5. The ERT inform participants of the lightning and thunderstorm watch and advise them to keep calm.
6. ERT instruct occupants to move away from any tall objects and potentially prepared for evacuation of the parking area.
7. All participants stay calm and follow the directions of the ERT members.
8. All boats will be secured to the dock until the storm passes.
9. Should the boats be required to remain at the dock for the duration of the weather event the Official in Charge will determine security of boats.
10. If a lightning and thunderstorm strikes, the ERT provide assistance to local emergency services agencies.

#### **5.4 SITUATION: COLD AND/OR WET CONDITIONS**

##### **SCENARIO 1: If Cold and/or Wet Conditions are Forecasted**

1. In the event of cold conditions forecasted for that practice with a wind chill temperature of 7 degrees or less the Head Coaches or Official in Charge will advise the rest of the ERT and post the cancellation of the practice on the website.
2. In the event of temperatures forecasted at 10 degrees or less and mild precipitation for that practice the advise the rest of the ERT and post the cancellation of the practice on the website.
  - a. Other variations (temperature, wind, precipitation) will be monitored and calls will be made accordingly.
3. If it is decided that due to the level of forecasted wind chill and precipitation practice will commence, Crews will need to be appropriately dressed to practice, if it is felt that a Crew or participant(s) are not appropriately dressed they may not participate.
  - a. Depending on the conditions ideally participants should have on:
    - i. Polypropylene, close fitting (wicking layer) closest to the skin
    - ii. Fleece, slight room between first layer and second layer for “trapped air” effect.
    - iii. Wind-breaking breathable layer on the outside
    - iv. A cap, hood or bandana for their head
    - v. Pure cotton clothing is not recommended due water holding capacity
  - b. Practice time may be reduced due to cold and/or wet conditions

4. If a Crew or participant(s) expresses discomfort or shivering and/or slurred speech is evident due to cold and/or wet conditions the Crew or participant(s) will have to go back to shore to warm-up.
  - a. The Head Coaches or Official in Charge and/or First Aiders will advise the participant(s) to get dry clothes, if available, space blankets and or garbage bags may also be used.
    - i. It is also important to reduce heat loss through the head.
  - b. The First Aiders, ERT or assigned volunteer will monitor their condition for hypothermia
  - c. In the event of severe hypothermia the casualty needs to be kept horizontal
    - i. The Registrar or assigned volunteer will then call local emergency services
    - ii. The Registrar or assigned volunteer will stay with the casualty until local emergency services arrives.
5. In the event that wind chill (increases) and/or precipitation (increases) to levels indicated above the Head Coaches or Official in Charge will advise the Dock Volunteer to call in all Crews into the main dock using a sounding device or walkie-talkie.
6. Crew (steerperson or drummer) conduct a safety count and report results to the Dock Volunteer.
7. The or assigned volunteer advises the ERT and First Aiders of the change in temperature or precipitation and where possible posts the cancellation of the practice on the website.
8. The ERT informs participants of the cancellation in practice.

#### **SCENARIO 2: If Cold and/or Wet Conditions Increase without Advance Warning**

1. In the event of cold conditions come on suddenly during practice with a wind chill equal to or less than 7 degrees the Head Coaches advise the Dock Volunteer to call in all boats to the main dock using a sounding device or walkie-talkie
  - a. If the weather persists the Head Coaches or Official in Charge will advise the ERT and where possible post the cancellation of the practice on the website.
  - b. The ERT informs participants of the cancellation of the practice
2. In the event of the temperature suddenly decreasing to 7 degrees or less and mild precipitation for that practice the Head Coaches or Official in Charge advise the Dock Volunteer to call in all boats to the main dock using a sounding device or walkie-talkie
  - a. If the weather persists the Head Coaches or Official in Charge will advise the ERT and where possible post the cancellation of the practice on the website.
  - b. The ERT informs participants of the cancellation of the practice
3. Other variations (temperature, wind, precipitation) will be monitored and calls will be made accordingly.
4. If it is decided that due to the level of current temperature and precipitation practice will continue the practice may be cut short due to the weather conditions and lack of appropriate dress by participants.
  - a. Depending on the conditions ideally participants should have on:
    - i. Polypropylene, close fitting (wicking layer) closest to the skin
    - ii. Fleece, slight room between first layer and second layer for "trapped air" effect.
    - iii. Wind-breaking breathable layer on the outside
    - iv. A cap, hood or bandana for their head
    - v. Pure cotton clothing is not recommended due water holding capacity

5. If a Crew or participant(s) expresses discomfort or shivering and/or slurred speech is evident due to cold and/or wet conditions the Crew or participant(s) will have to go back to shore to warm-up.
  - a. The Head Coaches or Official in Charge and/or First Aiders will advise the participant(s) to get dry clothes, if available, space blankets and or garbage bags may also be used.
    - i. It is also important to reduce heat loss through the head.
  - b. The First Aiders, ERT or assigned volunteer will monitor their condition for hypothermia
  - c. In the event of severe hypothermia the casualty needs to be kept horizontal
    - i. The Registrar or assigned volunteer will then call local emergency services
    - ii. The Registrar or assigned volunteer will stay with the casualty until local emergency services arrives.
6. Crew (steerperson or drummer) conduct a safety count and report results to the Dock Volunteer.

## 5.5 SITUATION: PERSON OVERBOARD OR SWAMPED BOAT

### SCENARIO 1: If a Participant or Volunteer Falls in the Water

1. Note: Personal Floatation Device (PFD) will be worn by each participant and volunteer prior to accessing the dock or paddling in a boat on the water.
  - a. The PDF needs to be approved by the Coast Guard or ULC
2. In the event that a participant or volunteer falls in the water from a dragon boat, the Crew (drummer or steersperson) shall notify the Dock Volunteer with a sounding device or walkie-talkie.
  - a. The Dock Volunteer will advise the ERT and First Aider of the incident
  - b. The Dock Volunteer will call in the remaining boats to the main dock using a sounding device or walkie-talkie.
  - c. The Dock Volunteer will contact the local emergency services and remain on the line until the status of the casualty (person in the water) has been confirmed at the main dock or local emergency service has arrived.
3. The Crew (steersperson and drummer) that has the casualty (person in the water) will conduct a safety count and report back to the Dock Volunteer, if possible.
  - a. The Dock Volunteer will advise the ERT and First Aider of the safety count, if possible.
4. Members of the ERT, First Aider(s) and assigned volunteers may use a dragon boat to assist with the rescue, where possible.
  - a. The ERT and First Aider will bring a space blanket or garbage bag, throw bag, walkie-talkie and sounding device with them.
5. In the event of a rescue and wind is present, the ERT and assigned volunteers shall rescue the person on the leeward side of the boat (wind is pushing the casualty toward the boat).
  - a. A member of the ERT will advise the Dock Volunteer of the success or failure of the rescue and the current status of the casualty
  - b. The Dock Volunteer will advise local emergency services of the rescue effort and state whether rescue boat is required.
6. If rescue is successful the casualty will be brought back to the west dock or the equipment trailer and brought in to warm-up.
  - a. The ERT and/or First Aiders will advise the casualty to get dry clothes, if available, space blankets and/or garbage bags may also be used.
    - i. It is also important to reduce heat loss through the head.

- b. The First Aiders, ERT or assigned volunteer will monitor their condition for hypothermia
  - c. In the event of severe hypothermia the casualty needs to be kept horizontal
    - i. The Dock Volunteer or assigned volunteer will stay on the line with local emergency services until they arrive
    - ii. The First Aider will stay with the casualty until local emergency services arrive.
7. Once the casualty is in the care of local emergency services, as necessary, the Head Coaches or Official in Charge will advise the Crews they may continue their practice.

### **SCENARIO 2: If a Crew Swamps a Boat**

1. Note: Personal Floatation Device (PFD) shall be worn by each participant and volunteer prior to accessing the dock or paddling in a boat on the water.
  - a. The PFD shall be approved by the Coast Guard or ULC
2. In the event that a Crew swamps a boat, the Crew (drummer or steersperson) shall notify the Dock Volunteer with a sounding device or walkie-talkie.
  - a. The Dock Volunteer will advise the ERT and First Aider of the incident
  - b. The Dock Volunteer will call in the remaining boats to the main dock using a sounding device or walkie-talkie.
  - c. The Dock Volunteer will contact the local emergency services and remain on the line until the status of the casualties (people in the water) has been confirmed at the main dock or local emergency service has arrived.
3. The Crew that has swamped the boat will conduct a safety count and report back to the Dock Volunteer, if possible.
  - a. The Dock Volunteer will advise the ERT and First Aider of the safety count if possible.
4. Members of the ERT, First Aider(s) and assigned volunteers may use dragon boats to assist with the rescue, where possible.
  - a. The ERT and First Aider will bring a space blankets and/or garbage bags, throw bag, walkie-talkie and sounding device with them.
5. In the event of a rescue and wind is present, the ERT and assigned volunteers shall rescue the people on the leeward side of the boat (wind is pushing the casualties toward the boat).
  - a. A member of the ERT will advise the Dock Volunteer of the success or failure of the rescue and the current status of the casualties
  - b. The Dock Volunteer will advise local emergency services of the rescue effort and state whether rescue boat is required.
6. If rescue is successful the casualties will be brought back to the main dock and brought in to warm-up.
  - a. The ERT and/or First Aiders will advise the casualties to get dry clothes, if available, space blankets and/or garbage bags may also be used.
    - i. It is also important to reduce heat loss through the head.
  - b. The First Aiders, ERT or assigned volunteer will monitor their condition for hypothermia
  - c. In the event of severe hypothermia the casualty needs to be kept horizontal
    - i. The Dock Volunteer or assigned volunteer will stay on the line with local emergency services until they arrive
    - ii. The First Aider will stay with the casualties until local emergency services arrive.
7. Once the casualties are in the care of local emergency services, as necessary, the Head Coaches or Official in Charge will advise the Crews they may continue their practice.

## 5.6 SITUATION: HOT CONDITIONS (Heat Cramps, Heat Exhaustion, Heat Stroke)

### **SCENARIO 1: If Hot Conditions are Forcasted**

1. In the event of hot and/or humid conditions forecasted for that practice with a humidex (relative temperature due the combination of humidity) of 32 degrees or greater the Head Coaches or Offical in Charge advise the rest of the ERT and post the cancellation of the practice on the website.
2. If it is decided that due to the level of forecasted temperatures practice will commence, Crews will need to be appropriately dressed and have water for hydration to practice
  - a. if it is felt that a Crew or participant(s) are not appropriately dressed and/or does not have water for hydration they may not participate.
  - b. Depending on the conditions ideally participants should have:
    - i. Polypropylene, close fitting (wicking layer)
    - ii. Hat or bandana to cover their head.
    - iii. Sunscreen should be applied
    - iv. Drinking Water should be with them
  - c. Practice time may be reduced due to hot and humid conditions
3. If a Crew or participant(s) expresses discomfort (heat cramps) or excessive sweating, dilated pupils, dizziness, blurred vision or headache are evident due to hot and/or humid conditions the Crew or participant(s) will have to go back to main dock.
4. Once off the dock the ERT and/or First Aiders will advise the participant(s) to remove excess clothing (e.g. PFD), and give them as much water as they want.
5. They will be assisted to a cool place to lie down and the PFD may be used to elevate their legs to bring blood back to the main organs
  - a. The First Aiders, ERT or assigned volunteer will monitor their condition for heat exhaustion or heat stroke.
6. If heat exhaustion or heat stroke is reported, the Registrar will contact the local emergency service and stay on the line until they arrive.
7. In the event of heat exhaustion the casualty needs to be kept horizontal in a cool place until medical help arrives
8. In the event of heat stroke the casualty should be kept horizontal, wet sheets need to be placed over top of them and fanned to keep them cool and sponge their armpits, neck, and groin area with cool water until medical help arrives.
9. In the event that the humidex (relative temperature) increases above the levels indicated the Head Coaches or Offical in Charge will advise the Dock Volunteer to call in all Crews into the main dock using a sounding device or walkie-talkie.
10. Crew (steerperson or drummer) conduct a safety count and report results to the Dock Volunteer.
11. The Head Coaches or Offical in Charge or assigned volunteer advises the ERT and First Aiders of the change in temperature and where possible posts the cancellation of the practice on the website.
12. The ERT informs participants of the cancellation in practice.

## 5.7 SITUATION: AIR QUALITY INDEX ()

### **SCENARIO 1: If Air Quality Index**

Alberta Environment - <http://environment.alberta.ca/0977.html>

BC Air Quality – Bluesky Forecasting System <http://www.bcairquality.com/bluesky/>

The BlueSky Western Canada Smoke Forecasting System is a collaborative effort between Alberta and British Columbia, which combines forest fire information – like location and size – with weather forecast computer models.

The system will indicate areas in Alberta and British Columbia that are expected to be impacted from forest fire smoke, and will estimate the associated smoke concentrations.

**Environment Canada - Air Quality Health Index - <http://www.ec.gc.ca/cas-aqhi/default.asp?lang=En&n=CB0ADB16-1> (not available in Alberta)**

### **Province of Alberta**

The Air Quality Index is calculated from the following five continuously monitored air pollutants – carbon monoxide, fine particulate matter (PM2.5), nitrogen dioxide, ozone and sulphur dioxide. The highest AQI number for any of the five pollutants measured is the AQI value for that hour for that station. The higher the AQI number, the greater the level of pollution. A rating of 0-25 indicates Good air quality, 26-50 is Fair, 51-100 is Poor, and more than 100 is Very Poor air quality.

1. In the event of that the air quality index is in the fair, air quality (26-50) range, the Head Coaches or Official in Charge or Race Director will post the air quality index at the equipment trailer and advise crews and volunteers of the air quality index is fair and to be conscious of any respiratory concerns. Also advise those with respiratory concerns to bring any necessary medication with them.
2. If the air quality index increases from fair (26-50) to poor (51-100) during the course of a practice or the festival race, the Head Coaches or Official in Charge or Race Director may reduce the practice time or cease competition. The Head Coaches or Official in Charge will advise the Dock Volunteer to call in all boats to the main dock using a sounding device or walkie-talkie.
  - a. If the air quality index of poor persists the Head Coaches or Official in Charge will advise the ERT and where possible post the cancellation of the practice on the website.
  - b. The ERT informs participants of the cancellation of the practice.
3. In the event that the air quality index is poor (51-100) or very poor (greater than 101) prior to practice or prior or during the festival the Head Coaches or Official in Charge or Race Director will cancel the first practice and suspend races until such time as the air quality improves.
  - a. If the air quality index persists the Head Coaches or Official in Charge or Race Director will advise the ERT and where possible post the cancellation/suspension of practice/races on the website
  - b. The ERT informs participants of the cancellation/suspension of the practice/races.
4. If a Crew, participant or volunteer expresses discomfort; eye or throat irritation, coughing or light headed, the Crew, participants will have to go back to shore and/or to the equipment trailer to be assessed.
  - a. The Head Coaches or Official in Charge and/or First Aiders will advise the participant(s) or volunteers get into a comfortable position to allow them to breath. This is usually sitting upright with arms resting on a table.
  - b. The First Aiders, ERT or assigned volunteer will monitor their condition.
  - c. In the event of a severe respiratory (e.g. asthma) attack:
    - i. The Registrar or assigned volunteer will then call local emergency services
    - ii. The First Aider will assist the casualty with any prescribed medication and provide reassurance since fear and anxiety may cause the casualty to breath faster, making the situation worse.

## **5.8 BOMB THREAT**

### **Purpose**

The purpose of a planned response to a “Bomb Threat” is to minimize the potential risk to personnel and assess potential property damage. It is also to help facility personnel to not over-react to a bomb threat.

### **General Bomb Threat Procedures**

When a bomb threat is received, the person receiving the threat should:

1. Listen carefully.
2. Be calm and courteous.
3. Do not interrupt the initiator.
4. Obtain and record as much information as possible (using attached Form 1.1. in Appendix).
5. Attempt to keep the caller talking as long as possible.
6. Notify another person (ERT) on site if you can, preferably while caller is on line.
7. Notify the police (911)

### **Once Police Arrive on Scene**

1. The ERT will ensure that the police are directed to the person who received the call or package.
2. The ERT will coordinate a search of the area under police direction.

**Note: Evacuation is not normally carried out unless danger is thought to be imminent, or is ordered by the police. If the danger is thought to be imminent the ERT should verbally be advised so that evacuation procedures can commence.**

**BOMB THREAT / ANONYMOUS RECORD**

Date \_\_\_\_\_  
 Time \_\_\_\_\_  
 Caller's  Male  Female  
 Sex \_\_\_\_\_  
 Approximate Age \_\_\_\_\_  
 Accent \_\_\_\_\_

- Listen and remain calm
- Do not interrupt caller
- Attempt to keep caller talking
- Record as much information as you can while call is in progress
- Signal someone to call Police**
- Notify FERC and Chief Warden**

Threat (Exact Wording) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Questions: What time will the bomb explode? \_\_\_\_\_

Where is it located? \_\_\_\_\_

What does it look like? \_\_\_\_\_

Why did you plant the bomb? \_\_\_\_\_

Where are you calling from? \_\_\_\_\_

What is your name? \_\_\_\_\_

Did caller reveal any identifying particulars? (i.e. nickname, familiarity with staff, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_Did caller appear familiar with \_\_\_\_\_ (Facility/Area Name) Management property by  Yes  No  
 description of bomb location?

VOICE:	SPEECH:	LANGUAGE:	MANNER:	BACKGROUND:
<input type="radio"/> Loud	<input type="radio"/> Fast	<input type="radio"/> Excellent	<input type="radio"/> Calm	<input type="radio"/> Office Machines
<input type="radio"/> Soft	<input type="radio"/> Slow	<input type="radio"/> Good	<input type="radio"/> Angry	<input type="radio"/> Factory Machines
<input type="radio"/> High Pitched	<input type="radio"/> Distinct	<input type="radio"/> Fair	<input type="radio"/> Rational	<input type="radio"/> Street Traffic
<input type="radio"/> Deep	<input type="radio"/> Distorted	<input type="radio"/> Poor	<input type="radio"/> Irrational	<input type="radio"/> Airplanes
<input type="radio"/> Raspy	<input type="radio"/> Stutter	<input type="radio"/> Foul	<input type="radio"/> Coherent	<input type="radio"/> Trains
<input type="radio"/> Pleasant	<input type="radio"/> Nasal	<input type="radio"/> Use of certain words/phrases	<input type="radio"/> Incoherent	<input type="radio"/> Animals
<input type="radio"/> Intoxicated	<input type="radio"/> Slurred		<input type="radio"/> Deliberate	<input type="radio"/> Bedlam
<input type="radio"/> Familiar	<input type="radio"/> _____	<input type="radio"/> _____	<input type="radio"/> Emotional	<input type="radio"/> Party Atmosphere
			<input type="radio"/> Righteous	<input type="radio"/> Music
			<input type="radio"/> Laughing	<input type="radio"/> Voices
			<input type="radio"/> _____	<input type="radio"/> Mixed
				<input type="radio"/> Quiet
				<input type="radio"/> _____

REMARKS: \_\_\_\_\_

Name of Recorder: \_\_\_\_\_

Date: \_\_\_\_\_

## **5.9 SUSPICIOUS LETTER OR PACKAGE**

### **If a Suspicious Package Is Found**

Look for the following indicators:

- No return address
- Excessive postage
- Addressed to title only
- Badly typed or written
- Lopsided/uneven or bulky packaging
- Strange odour
- Possibly mailed from another country
- Excessive tape or string
- Wrong title or name
- Misspelled words
- Protruding wires
- Oily stains or discoloration

1. Do not touch or move package.
2. Call the police (911) and advise them of its whereabouts.
3. Vacate the immediate area of package.
4. Police will determine what to do with the package and provide instructions.
5. If police order an evacuation of the area, a member of the ERT communicates the evacuation order and the remaining ERT members direct the people in the area to evacuate and remain calm.

### **If a Suspicious Package Is Not Found**

1. Police will determine whether or not it is safe to have participants and volunteers remain in the area and advise the ERT accordingly.
2. When the **ALL CLEAR** is provided by the police, the ERT will inform any participants and volunteers
3. The Chairperson coordinates a debriefing meeting with the ERT, Race Chairperson etc.

**Note: All threats including bomb threats, genuine or otherwise, must be documented and reported to the police for follow up.**

Further detail re the handling of suspicious packages is included in the Appendix.

## **5.10 SITUATION: SUSPICIOUS PERSONS**

### **General Information**

Unknown persons may be in the area for a variety of reasons including that they are:

- New participant or volunteer.
- Member of the general public.
- Criminals conducting pre-theft activities or other criminal activity to identify potential targets.

Criminals will try to “blend in” by acknowledging greetings or inquiries from others. Criminals will not run off when challenged unless they feel threatened or they have been recognized. Once on site, criminals look for a “target of opportunity” such as wallets or purses left unattended, laptop computers, etc. Criminals normally take portable, concealable items of high value.

## 5.9.2 Procedures

### **General Response Actions**

1. Notify the Registrar of the whereabouts and actions of suspicious persons.
2. If there is no security on site, notify the Police.
3. The Registrar notifies the ERT as required.
4. The Registrar establishes a log of the incident.

### **When an Unknown Person Is Encountered at the Facility**

1. Observe the individual and evaluate whether they may represent a threat to the volunteers, participants or public. Indicators of a potential threat are:
  - Signs of alcohol use such as flushed face, glassy eyes, slurred speech and odour.
  - Signs of drug use, including dilated or pinpoint pupils.
  - A weapon or something that could be used as a weapon in their possession.
  - Unkempt appearance, including body odour, extremely dirty clothes, skin or hair.
  - Their presence makes you feel uneasy, anxious or afraid.

### **When Challenging an Unknown Person**

1. Maintain a safe distance between yourself and the person being challenged.
2. Do not place yourself between the person and an escape route.
3. Be direct and persistent but non-threatening with your enquiry.
4. Use open-ended questions such as "Who are you here to see?" or "What are you looking for?"
5. Verify their intention or other explanation through asking an appropriate person.
6. If there are inconsistencies in the confirmation suggesting a false explanation, notify the ERT as to the nature and description of the individual and the direction they were travelling.
7. If the suspect person becomes threatening, abusive, or violent, back away and wait for members of ERT to respond to the situation.
8. Other members of the ERT will repeat the above steps. If the person does not belong in the area, they will be asked to leave. If they refuse, the Registrar will contact police.

### **When Unknown Persons at the Facility Are an Obvious Threat**

1. Notify an ERT member in the immediate area.
2. Notify the ERT as to the nature and description of the individual and the direction they were travelling.
3. The Registrar will notify the police.
4. The ERT will proceed to the incident location.
5. The ERT will attempt to remove person(s) being threatened by the unknown person from the area and, if necessary, an evacuation is recommended.

*All participants/volunteers will avoid, as much as possible, provoking the unknown person.*

## **5.10 EMERGENCY RESPONSE CHECKLISTS**

Illustrative examples of Response Checklists for each specific hazard (fire, bomb threat, suspicious package, etc.) are included in Appendix A. These checklists have been developed for each position of the FERT and for all facility occupants. This is useful information for training and exercising as well for the actual response operation when an emergency incident occurs.

LETHBRIDGE DRAGON BOAT FESTIVAL AND HENDERSON LAKE - EMERGENCY ACTION PLAN

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## 6.0 RESOURCES

### Commentary

The purpose of this section is to inventory internal and external resources that may be required in response to an emergency. If an external resource is identified, include how one would access this equipment or resource. All information on resources needs to be validated.

### 6.1 INTERNAL RESOURCES

#### Equipment

The following materials and equipment are available at the facility:

EQUIPMENT	QUANTITY
Dragon Boat (rented by Rotary Festival)	
• Henderson Lake	
Personal Floatation Device	
• Equipment Trailer	
Throw Bags	
• Equipment Trailer	
• Boats during Practice	
• Main Dock	
First Aid Kit	
• Equipment Trailer	
Sounding Device	
• Equipment Trailer	
• Steersperson During Practice	
• Dock Volunteer During Practice	
Walkie-Talkie	
• Equipment Trailer	
• Attached to Boats During Practice	
• Dock Volunteer During Practice	
Anemometer	
• Equipment Trailer	
Thermometer	
• Equipment Trailer	
Space Blankets for Hypothermia	
• Equipment Trailer	
Garbage Bags for Hypothermia	
• Equipment Trailer	
Weather Announcement Board	
• Equipment Trailer	
Fire and EMS Water Rescue Boat and Ambulance	
• Offsite municipality function	
Radio	
• In Vehicles	

## 7.0 TRAINING, EXERCISES AND PLAN MAINTENANCE

### 7.1 TRAINING

Training is a basic requirement for an effective emergency response organization, and is a continuous process. People with different roles and responsibilities require different types of training. The type of training required for each type of role at Henderson Lake is described below.

#### Participants

Anyone who may be affected by an emergency at Henderson Lake is given basic information about the emergency plan. This training, called **Plan Familiarization** consists of an overview of the plan itself and of the actions that participants should carry out to protect their own safety. Plan familiarizations sessions are generally short and do not go into extensive detail.

#### ERT members

Training for the ERT members consists of:

- Basic plan familiarization,
- Techniques of managing emergency operations

#### Off-Site Resources

Joint training with local emergency services agencies is conducted whenever the opportunity presents itself. The emergency service agencies are offered the opportunity to:

- Tour the facility.
- Review the EAP.
- Participate in training activities.
- Participate in exercises.

#### Training Frequency

Training is conducted as follows:

#### Participants and Volunteers

- **Plan Familiarization:** Minimum once per year or as circumstances warrant. All new volunteers should receive basic plan familiarization prior to participating or volunteering.

#### ERT Members

- **Managing Emergency Operations:** Once per year or as *circumstances/changes require*.

## **7.2 EXERCISES/VALIDATION**

Exercises are useful in preparing people to perform their emergency response roles. They help to:

- Test emergency plans.
- Test training.
- Familiarize volunteers with roles and responsibilities.
- Practice skills of emergency response.
- Identify opportunities to improve emergency plans.
- Test equipment, procedures and protocols.
- Develop and improve working relationships with other emergency response organizations.
- Build confidence in responders.
- Increase confidence in the plan.
- Maintain general awareness of the plan.

There are three basic types of emergency response exercises. Each serves a unique purpose. A brief description of each is given below, followed by recommendations on how often to schedule such exercises.

### **Table - Top Exercises**

Table-top exercises are round-table discussions of potential emergency situations. They are used to evaluate elements of the emergency response plan and promote thought about the plan and its suitability. Table top exercises are best used in small groups such as individual work units.

### **Drills**

Drills are hands-on activities that provide an opportunity to practice particular elements of the emergency response system such as evacuation and safety counts. They are used to develop specific skills and build confidence in people's ability to perform required tasks in an emergency.

### **Full Simulations**

Full simulations allow emergency responders to practice the complete emergency response plan. These are used primarily to see how all the different parts of an emergency response organization function together. Full simulations are generally arranged by ERT members.

### **Exercise Frequency**

- Table-Top exercises should be conducted a minimum of once per year.
- Drills should be conducted once per year.

**A full simulation emergency exercise should be conducted every 3 years.**

## **7.3 PLAN MAINTENANCE**

### **Plan Review**

The effectiveness of this emergency response plan depends on how well it is kept up to date and the effort put into continuously improving it. Plan maintenance is the key to this continuous improvement process. The EAP should be formally reviewed and updated at least once a year by the ERT.

Manual holders who find items in the manual that need to be changed or updated should advise the ERC immediately.

### **Updating**

Any changes identified in the review process will be incorporated into the EAP. Any changes identified during training and exercises will also be incorporated into the EAP when it is reviewed. Under the direction of the ERC, changes will be made to each copy of the plan on the distribution list. If major changes arise in hazards, operations

## **7.4 LIST OF REVISIONS**

**Document all revisions, giving the date and who made them.**

## APPENDIX A

### EMERGENCY RESPONSE CHECKLISTS

#### SITUATION: GENERAL RESPONSE PROCEDURES

<b>Situation: General Response Procedures</b>		
<b>Position: Emergency Response Coordinator (ERC) - Safety Advisor</b>		
	<b>ACTIONS</b>	
1.	Respond to the emergency location, if safe or required to do	<input type="checkbox"/>
2.	Assess the level of emergency based on information available	<input type="checkbox"/>
3.	Implement the Emergency Action Plan	<input type="checkbox"/>
4.	Serve as the facility's Incident Commander (IC) during emergency operations	<input type="checkbox"/>
5.	Work with other Incident Commander(s) of emergency services agencies when they arrive on scene	<input type="checkbox"/>
6.	Notify Festival Event Director, Festival Race Chair, and Insurance Representative when an emergency occurs	<input type="checkbox"/>
7.	<ul style="list-style-type: none"> <li>- Maintain ongoing communications and liaison with:</li> <li>- Local emergency services agencies</li> <li>- Registrar</li> <li>- Dock Volunteer</li> <li>- Festival Event Director</li> <li>- Festival Race Chair</li> <li>- Insurance Representative</li> <li>- Others as required</li> </ul>	<input type="checkbox"/>
8.	Provide direction to ERT following an evacuation or once safety response operations are completed	<input type="checkbox"/>
9.	Support orderly transition from emergency response operations to practice or festival	<input type="checkbox"/>
10.	Keep a written record of decisions / actions during response	<input type="checkbox"/>
11.	Ensure post incident debriefs are conducted and final report prepared and submitted to Festival Event Director, Festival Race Chair, and Insurance Representative	<input type="checkbox"/>
12.	Other duties as required	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: Registrar</b>		
	<b>ACTIONS</b>	
1.	Implement emergency response procedures including evacuation plans	<input type="checkbox"/>
2.	Serve as the facility's Incident Commander (IC) in the absence of ERC or until the ERC arrives at the site	<input type="checkbox"/>
3.	Maintain communications with the ERC	<input type="checkbox"/>
4.	Verify with ERC that appropriate emergency services agencies/authorities have been notified of the incident	<input type="checkbox"/>
5.	Collect and verify head count information from assembly areas	<input type="checkbox"/>
6.	Report head counts to ERC and on-scene emergency services agencies	<input type="checkbox"/>
7.	Coordinate search procedures with on-scene emergency services agencies, if required	<input type="checkbox"/>
8.	Other emergency response duties as required	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: Dock Volunteer</b>		
	<b>ACTIONS</b>	
1.	Know correct emergency procedures, exit routes and assembly points in the event of an evacuation	<input type="checkbox"/>
2.	Follow directions of Registrar during emergency response operations	<input type="checkbox"/>
3.	Coordinate emergency response activities including calling boats in the dock	<input type="checkbox"/>
4.	Ensure that the crews are off the water	<input type="checkbox"/>
5.	Conduct head counts at assembly point e.g. dock	<input type="checkbox"/>
6.	Report head count results and advise of crews or volunteers requiring assistance to the ERT and Registrar	<input type="checkbox"/>
7.	Other emergency response duties as assigned	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: ERT Members</b>		
	<b>ACTIONS</b>	
1.	Head Coaches or Official in Charge to review current weather conditions prior to practice and cancel, as required	<input type="checkbox"/>
2.	Commence emergency response or evacuation procedures as required	<input type="checkbox"/>
3.	Assist crews, participants or volunteers (such as those that may not be able to evacuate) that have been assigned by the ERT	<input type="checkbox"/>
4.	Report head count and evacuation status to the Registrar or Dock Volunteer	<input type="checkbox"/>
5.	Other emergency response duties as assigned	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: First Aiders</b>		
	<b>ACTIONS</b>	
1.	Provide initial first aid response to the extent of abilities and training until trained medical responders are available	<input type="checkbox"/>
2.	Report to the Registrar or Dock Volunteer on the status of casualties who have been given first aid	<input type="checkbox"/>
3.	Report to the medical responders on condition of any casualties who have been given first aid	<input type="checkbox"/>
4.	Other emergency response duties as assigned by the Registrar or Dock Volunteer	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: Festival Event Director, Festival Race Chair, and Insurance Representative</b>		
	<b>ACTIONS</b>	
1.	Prepare and implement an action plan (communications, insurance, etc) to support emergency response operations at the facility	<input type="checkbox"/>
2.	Determine whether facility and equipment is safe to use, advise from the local emergency services agencies and ERC, whether a facility and equipment is safe for practice or festival activities and inform ERC accordingly	<input type="checkbox"/>
3.	If the facility and equipment is not safe use, provide direction regarding further actions	<input type="checkbox"/>

<b>Situation: General Response Procedures</b>		
<b>Position: Volunteers and Participants</b>		
	<b>ACTIONS</b>	
1.	Follow directions of the Registrar, Dock Volunteer and Festival Coaches and local emergency service agencies	<input type="checkbox"/>
2.	Take necessary actions to ensure personal safety	<input type="checkbox"/>

## APPENDIX B

### PROTOCOL FOR THE HANDLING OF SUSPICIOUS PACKAGES (ALBERTA)

Revised 04/18/03

This document describes the actions that should be taken following the receipt of a suspicious package and provides a proportionate response to this situation.

For the purposes of this document, “suspicious package” also includes unknown but unpackaged substances, which protocol indicators conclude, should be treated as a potential Chemical, Biological, Radiological or Nuclear (CBRN) substance.

In most incidents the initial assessment of a package, letter, envelop, canister etc. reported as “suspicious” will be identified by the local police as being a false alarm or an obvious hoax. It will then be handled as normal or discarded, no public health action taken and the people who may have been exposed, reassured there is no risk.

In the unlikely event the “suspicious package” threat is deemed credible this document describes the actions that should be taken by the applicable responders following the notification / receipt of a “suspicious package”. This protocol provides an appropriate and proportionate response to the situation. Please note this document does not cover action(s) to be taken in the event of a deliberate release of agents.

This document advises on:

- A.) Identification and confirmation of suspicious packages including, but not limited to: packages, envelopes, mail, letters, canisters, boxes etc.,
- B.) What to do if you discover a suspicious package i.e. composition and the roles and responsibilities of responding agencies that form the “Risk Assessment Team”
- C.) Identification of suspect material,
- D.) Risk assessment,
- E.) Public health / medical management of potentially exposed persons, and
- F.) Site remediation

With the introduction of RAMP™ technology into seven centers in Alberta, in late 2002, the October, 2001 version of this protocol needs to be revised. Unlike other new medical laboratory testing technology, RAMP™ has not undergone standard pre-licensing testing. Its sensitivity (i.e. the test correctly identifies all positive samples) and its specificity (i.e. the test correctly identifies all negative samples) has not been validated to medical standards, therefore, RAMP™ is not an appropriate initial medical screening tool for suspicious packages. After the risk assessment has taken place and a decision has been made by the Medical Officer of Health (MOH) to forward the sample in question to the Provincial Laboratory for biological testing, he/she may wish to consider the use of the RAMP™ technology at that time (see page 3 for the flowchart and note 11).

## PARTNERS

This document was originally developed October 18, 2001 through the partnership of:

Royal Canadian Mounted Police (RCMP)  
Canada Post  
Provincial Laboratory of Public Health (Alberta)  
Alberta Disaster Services (now EMA [Emergency Management Alberta])  
Alberta Solicitor General  
Alberta Transportation  
Alberta Health and Wellness

The revisions contained herein were identified by representatives of all of the above organizations, either through participation during a protocol review meeting in February 2003 or by way of discussions with EMA prior to the review meeting.

## GUIDING PRINCIPLES

Assume the worst-case scenario until ruled out, then gradually scale back as allowed by evidence/information.

- Critical decision-making/response must be local (with advise from “experts” if warranted).
- Use all available evidence/information to decide on the course of action.
- There is to be no further exposure (i.e. initial handlers, emergency responders, transporters, laboratory personnel, and environment).
- Determine contents expeditiously but safely. Priority is explosive ⇒ chemical ⇒ radiological agent ⇒ biological agent.
- Preserve forensic evidence.

## NOTES

A “suspicious package” is material that is something unusual and found in unexpected circumstances through notification to or discovery by a member(s) of the public, professional organization, service department and/or private or government agency. Individual judgment by these groups may involve initiation of this protocol.

There are three ways that an event may be identified or suspected.

a) **Declared by the perpetrator.**

Examples may be:

- i) Suspicious package or envelopes containing an alleged biological agent, exposing those whom open it or who are in the vicinity.
- ii) Alleged exposure of persons in a facility, confined space or large-scale event (i.e. sports stadium), to a biological agent through the ventilation system or aerosol.

b) **Advance indication** is received that an event might occur (i.e. because it has been suspected or recognized elsewhere).

c) **No announcement.** Detection depends upon preparedness and education.

Preparedness includes a high index of suspicion to consider that something may be unusual; and a willingness to communicate observations that something is, or may be, unusual to colleagues and others.

1. The public may access the protocol through:

- An emergency responder (police, fire, ambulance).
- Local Director of Disaster Services.
- An emergency room physician or nurse.
- A laboratory technician, microbiologist, infection control practitioner, infectious diseases physician or pathologist.
- A clinician in private practice or a hospital setting.
- Public health personnel (Medical Officer of Health, Public Health Nurse, Public Health Inspector, etc.).
- A Continuity or hospital pharmacist.
- A private citizen.
- Media.

2. Local police will do initial screening. Risk assessment by the police is the key to managing these incidents. On their own observation the police will identify the package into one of two categories 1) "suspicious package" or 2) "not a suspicious package".

A "suspicious package" includes, for example, a letter, bag, canister or box that raises suspicion of a maliciously placed explosive, biologic, chemical or radiological hazard within. Suspicion may be raised in a number of ways including, but not limited to, one or more of the following:

- Threatening letter and/or history of threatening letters
- Threatening phone call and/or history of threatening phone calls
- Threatening message or markings
- Unexpected delivery
- Fictitious or no return address
- Unusual point of origin, possibly mailed from a foreign country
- Excessive postage
- Post marked location that does not match return address
- No postage stamp or no canceling of postage stamp
- Misspelled word(s) particularly a common word or place.
- Poor handwritten or typed address
- Cut and paste lettering
- Addressed to title only or an incorrect title
- Marked with restrictive endorsement (i.e. "Personal" or "Confidential")
- Lopsided or uneven envelope / packaged item
- Excessive weight, rigid or bulky
- Excessive security material (i.e. tape or string)
- Package is hand-wrapped so it can only be opened one way
- Small holes in letter or package
- Noise emitting packages
- Vapour, dust / powder, fume being released
- Leaking, oily stains, discoloration or crystallization on wrapper

- Unusual odour
- Protruding wires
- Immediate adverse health effects in package handlers
- Placement of unfamiliar or unattended package adjacent to the ventilation system

- 3 The “Risk Assessment Team” is comprised of the local police (lead) and applicable Regional Health Authority Medical Officer of Health (MOH) and others as needed; (i.e. Fire, Ambulance, Hazardous Materials Units (HAZMAT), local Director of Disaster Services, Transportation of Dangerous Goods).
4. The purpose of the second screen is to:
  - Define “suspicious packages” (repeat of first screen; see note 1)
  - Determine level of human exposure. This will include all people who have been in the room with the package or suspect material and people who moved through any contaminated area (i.e. corridor). Also, people in contact with material in an open space may be identified as potentially exposed.
5. Local police to determine what to do with the package in accordance with organization policy.
6. Responsibility of local police.
7. Responsibility of local police; May need additional resources; - i.e. Hazardous Materials Unit (HAZMAT).
8. Police to call Transportation of Dangerous Goods - Coordination & Information Center (CIC) at 1-800-272-9600 for advice on transportation and further testing.
9. In determining the need for immediate antibiotic post-exposure prophylaxis for exposed individuals, the MOH may wish to consider the use of the RAMPTM technology. Factors to be considered should include:
  - The technical limitations of RAMPTM (i.e. sensitivity and specificity)
  - Circumstances surrounding exposure (i.e. type of exposure, confined air space)
  - Level of concern after following the second risk assessment (see note 4)
  - Underlying health status of the client
  - Length of time required to transport the specimen to the Provincial Laboratory of Public Health plus the turnaround time for testing (gram stain); and
  - The number of persons exposed
10. Microbiologist on call will assign tracking number and authorize transfer of material for testing at Level 3 Containment Laboratory.
11. Responsibility of local police with assistance if necessary (see note 8).
12. Initial biological laboratory testing will take place at the Provincial Laboratory of Public Health.

*Biological agent post exposure prophylaxis considered by the Medical Officer of Health using the "Public Health Guidelines for the Management of Known and Suspected Anthrax Exposures", Alberta Health and Wellness, October 31, 2001.*

## APPENDIX C

## TIME AND EVENT LOG

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Page No. \_\_\_\_\_

LETHBRIDGE DRAGON BOAT FESTIVAL AND HENDERSON LAKE - EMERGENCY ACTION PLAN

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