



Twickenham Regatta 2024

Saturday 25th May 2024

www.twickenhamrc.co.uk/twickenham-regatta

EMERGENCY ACTION PLAN

THIS DOCUMENT COMPRISES THREE PARTS: **EMERGENCY INFORMATION** INCLUDING THE CONTACTS FOR KEY PEOPLE AND SERVICES REQUIRED IN EMERGENCY, SITE LAYOUT AND EMERGENCY SERVICE ACCESS POINTS. SECONDLY THERE IS A DETAILED **EMERGENCY PROCEDURES** COVERING THE PROCEDURES FOR DEALING WITH ANY MAJOR INCIDENT REQUIRING ATTENDANCE OF EMERGENCY SERVICES AND THIRDLY THE **CANCELLATION & POSTPONEMENT PROCEDURE.**

EMERGENCY INFORMATION

Emergency Telephone Numbers

Emergency Services including Coast Guard (RNLI)	999
Teddington Memorial Hospital (no A&E but has walk-in)	020 8714 4000
Kingston Hospital	020 8546 7711
West Middlesex Hospital	020 8560 2121
Teddington Lock	020 8940 8723
London VTS	020 3260 7711

Telephone numbers of officials, organisers, interested parties etc.

Race Committee Chair	Mark Vellacott	Radio & 07982 857 488
Regatta Committee Chair	Keith Baldwin	
Event Safety Advisor	Tony Alves	Radio & 07824 884 342
Welfare Officer	Susan Peacock	Radio & 07941 411 346
Safety Launches	James Lee	Radio & 07825 531 524
Hammerton's Ferry	Andy Spencer	020 8892 9620
Pier Gate Padlock Key	(Held by Hammerton's Ferry & Emergency Services)	

Locations Including National Grid Reference

Regatta Enclosure

Ham House Car Park, Ham Street
Richmond upon Thames
TW10 7RS

National Grid Reference TQ169731

What 3 Words: *///swing.smiles.dining*

Race Registration

Petersham & Ham Sea Scouts
Richmond upon Thames
TW10 7AH

National Grid Reference TQ177733

What 3 Words: *///wire.energetic.bumps*

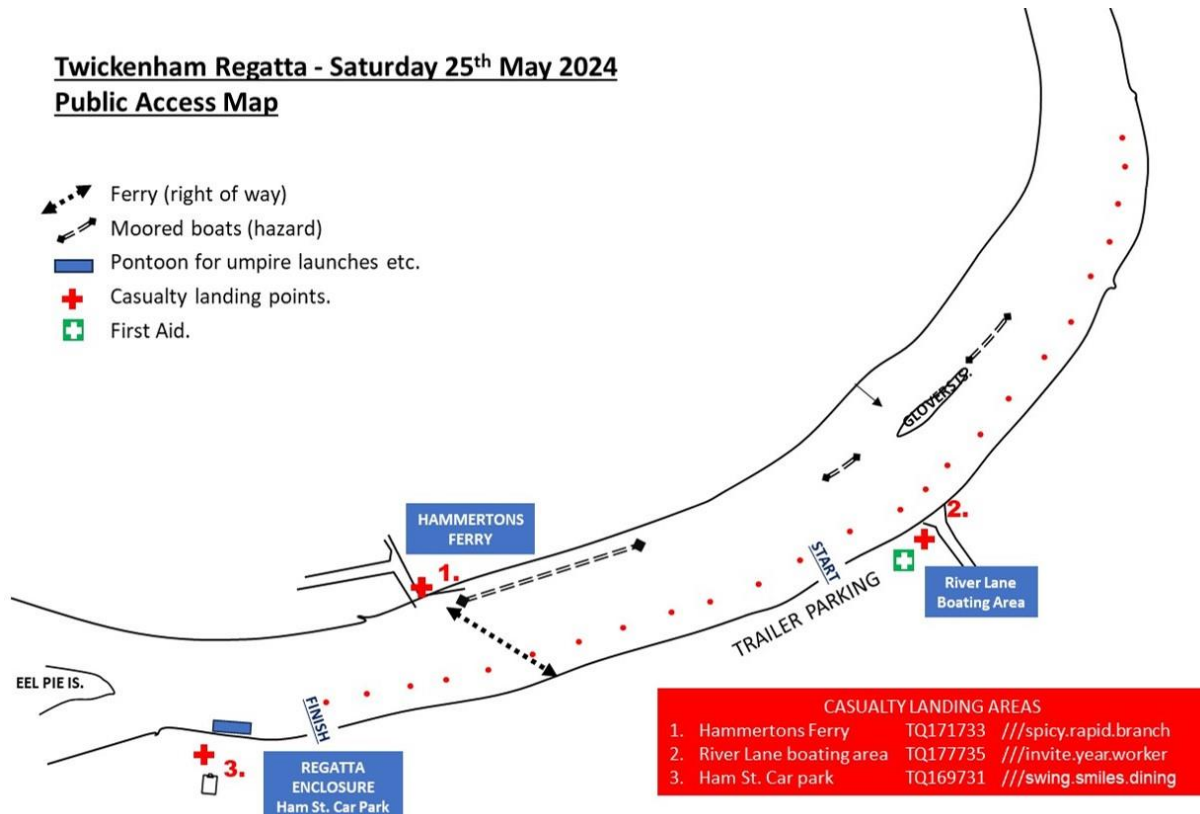
SITE & COURSE MAP WITH CASUALTY LANDING PLACES MARKED

Public Accesses:

1. Hammerton's Ferry, Orleans Road Twickenham TW1 3BL.
National Grid Reference: **TQ171733**, What 3 Words: **///spicy.rapid.branch**
2. Boating Area – River Lane (River Lane, Petersham)
National Grid Reference **TQ177735**, What 3 Words: **///invite.year.worker**
3. Ham House Car Park, Ham Street, Ham, TW10,
National Grid Reference TQ16973, What 3 Words: **///swing.smiles.dining**

Twickenham Regatta - Saturday 25th May 2024

Public Access Map



EVACUATION PLAN FOR HAM HOUSE CAR PARK & SITE CARE AT RIVER LANE

Ham Road Car Park – Regatta Enclosure

In the Event of a major incident or change of conditions the following procedures should be followed:

- Officials in the finish tent to advise all stations to listen to instructions and to try and minimise any other radio traffic. The commentator using the main PA system will warn all competitors and spectators of the danger.
- All races will stop and no boats will be allowed to take to the water at River Lane. Boats on the water will be asked to get off the water at River Lane. This will be controlled by umpires afloat.
- The member of the Organising Committee located in the finish area will notify the relevant emergency services and inform the St John Ambulance personal of the situation.
- Officials will be asked to assist in getting spectators out of the Regatta Enclosure by the nearest, safe, exit.
- Once the Regatta Enclosure is clear, officials will be positioned at the exits to prevent competitors and spectators from re-entering.
- As soon as the emergency services arrive, control of the situation will pass to the relevant officer.

MAJOR INCIDENT PROCEDURE

INTRODUCTION

The Regatta Chair (Keith Baldwin), the Race Committee Chair (Mark Vellacott) and the Safety Officer (Tony Alves) are responsible for the operation of this procedure and can declare a 'major incident', at which point this procedure applies. They should at all times do what makes sense in terms of making and communicating decisions.

A major incident is one that may affect racing and/or involves the emergency services

(this does not mean that all events that affect racing are major incidents)

Examples:

- Medical emergency on or near the course involving threat to life
- Fire or explosion near the course or in a busy area
- Civil unrest or other intrusion on the Regatta

(this does not mean that all events that may affect racing are major incidents)

Actions they can take include:

Manage the situation using the Regatta's own resources, whilst racing continues

Suspend or change the racing programme whilst the situation is dealt with

Call in appropriate emergency services (fire & rescue, ambulance, police)

In doing so they should follow these basic steps:

Incident Control: establish a clear line of command, with one senior official coordinating the incident response and liaising with the emergency services.

Access: manage the area around the incident to ensure it can be dealt with quickly and effectively, including access routes for emergency services.

Competition: if racing is affected or suspended, another senior official leads decisions on how to resume or amend the racing programme, and ensure any competitors left afloat are looked after.

Communicate: ensure all relevant people are informed quickly about the decisions made, and confirm that key people (e.g. Registration, Control, Start) have received the message.

Common considerations

- Maintain a detailed log of the incident (who, what, when, where).
- If you call the emergency services, let them take charge of the incident and follow their advice or instructions. Support them and don't tell them what to do.
- Deploy officials (spare umpires) on crowd control, and to ensure unobstructed access for emergency services. Remember several vehicles may attend.
- Actively manage competitors on the water and officials on duty. If necessary arrange transport to recover them and to return them later.
- If racing is suspended, take a realistic view of how and when it can resume. Use the down-time to plan options. Allow enough time for people to get back into place.
- Agree in advance some principles for deciding whether to resume racing in the event of a death.
- Communicate decisions effectively but concisely. Don't keep a running commentary of the incident.
- **Do not reveal personal information on the radio net: use mobile phones to communicate.**
- Check on the welfare of anyone affected by the incident (e.g. friends or relatives). Define an official to find them and support them as necessary.

INCIDENT REPORT FORM

Regatta Chair: *Keith Baldwin* *07802 794769*
Race Committee Chair: *Mark Vellacott* *07982 857488*
Safety Advisor: *Tony Alves* *07824 884342*

Summary of decision

Incident controller _____

<input type="checkbox"/>	Called 999 at (time) _____ by _____
<input type="checkbox"/>	Instruct Regatta Control to announce decision on all radio networks
<input type="checkbox"/>	Confirm Start and On-Course officials received and understood the decision
<input type="checkbox"/>	Announce decision over commentary
<input type="checkbox"/>	Organise officials to manage emergency access to site
<input type="checkbox"/>	Organise officials to manage evacuation of the course &/or buildings (if applicable)
<input type="checkbox"/>	Arrange transport to collect athletes who have come ashore other than in the boating area
<input type="checkbox"/>	Confirmation from officials that required evacuation is complete
<input type="checkbox"/>	Contact and support any affected victims, relatives and friends
<input type="checkbox"/>	Set a time to review and amend the decision (e.g. as the weather improves)
<input type="checkbox"/>	Publish statement on the website & social media channels
<input type="checkbox"/>	Alert British Rowing
<input type="checkbox"/>	Post a statement at Crew Registration
<input type="checkbox"/>	Plan transport to return athletes to their boats (other than in the boating area) on re-start

PA / Commentary: Standard Statement

"This is an important announcement for all competitors and spectators. Due to an emergency situation, racing has been temporarily suspended. No competitor should go afloat for the time being. A further announcement will be made in ___ minutes, at _____ (time). We ask that everyone immediately clear the _____ (area) to allow emergency services safe and unobstructed access to the _____ (location).

CANCELLATION & POSTPONEMENT PROCEDURE

INTRODUCTION

The Race Committee Chair (Mark Vellacott), the Regatta Controller and the Safety Advisor (Tony Alves) are responsible for the operation of this procedure and should constantly monitor racing conditions. They should at all times do what makes sense in terms of making and communicating decisions. When making substantive decisions they should meet in person if possible; in extreme circumstances they can do so by radio or mobile phone.

Cancellation or postponement may arise from, for example:

- Steadily worsening weather resulting in unsafe or unfair racing
- Temporary weather crisis such as a thunderstorm or squall
- Major incidents such as an accident (on water or on land) or a security alert

Actions they can take include:

Change the course: shorten the course at the Start or Finish

Change the timetable: run later or potentially cancel some races

Change the draw:

In doing so they should follow these basic steps:

Evaluate: actively gather data in person or from relevant people (e.g. umpires & regatta officials) in order to make well-informed decisions, concentrating on facts rather than opinions.

Decide: consider all reasonable actions in the circumstances, then select those that are in the best interests of the safety of competitors and officials, and of fair racing.

Communicate: ensure all relevant people are informed quickly about the decisions made and confirm that key people (e.g. Registration, Regatta Control, the Start) have received and understood the message.

Common considerations:

- Speed is of the essence. It may be best to suspend racing immediately for, say, 30 minutes to allow proper consideration of timetable, draw or other major changes. A full decision can then be made and announced later.
- It's often wise to stop crews boating immediately even if firm decisions have yet to be made.
- In worsening weather, racing should be suspended when conditions become unfair, rather than waiting until they are unsafe.
- The quickest way to clear competitors from the course may be to race them to the finish.
- Head of Control Commission should work with Reading Rowing Club marshals to control all the boating rafts to ensure quick and efficient de-boating.
- If competitors are evacuated from the course other than at the finish, they need to be provided with warm, dry cover if possible.
- Officials and stakeboat volunteers may need attention as well as competitors.
- There are well-established guidelines on actions in the event of a thunderstorm.

COMMUNICATION CHECKLIST

Summary of decision

Incident controller _____

<input type="checkbox"/>	Radio Control Commission to stop boating (may be done whilst a decision is being made)
<input type="checkbox"/>	Consult Redraw Manager (Louise?) before making decisions that affect the draw or timetable
<input type="checkbox"/>	Confirm Redraw and Registration understand the decision and resultant changes
<input type="checkbox"/>	Confirm Start understands the decision
<input type="checkbox"/>	Instruct Radio Control to announce decision on all radio networks (RCC/Coord/Chief Marshal)
<input type="checkbox"/>	Announce decision over commentary
<input type="checkbox"/>	Announce decision in TWRC
<input type="checkbox"/>	Organise officials to manage evacuation of the course &/or buildings/tents
<input type="checkbox"/>	Arrange transport to collect athletes who have come ashore other than in the boating area
<input type="checkbox"/>	Confirmation from officials that required evacuation is complete
<input type="checkbox"/>	Set a time to review and amend the decision (e.g. as the weather improves)
<input type="checkbox"/>	Post a statement at Registration
<input type="checkbox"/>	Publish statement on TWAR website & social media channels
<input type="checkbox"/>	Plan transport to return athletes to their boats, other than in the boating area, on re-start

PA / Commentary: Standard Statement

"This is an important announcement for all competitors and spectators. Racing has been temporarily suspended. No competitor should go afloat for the time being. A statement will be made in ____ minutes, at _____ (time). Please listen for further announcements at that time."

Emergency Re-draw

Un-raced races may be cancelled and finals based on the times recorded in earlier rounds. The Organising Committee may determine and communicate a decision.