



Row New Jersey Safety Policy and Protocols:

- **Medical Emergencies**
- **On and Off Water Protocols**
- **Fire and Other Emergency Guidelines**

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Document Purpose

The intention of this document is to highlight some potential safety considerations for a variety of situations which may be encountered. While no list can be exhaustive, this is intended to give guidance to realistic and challenging situations, and to alert coaches and athletes of recommended practices to drive the safest outcome possible. These guidelines should be understood in conjunction with the Safe Sport Policy, as stated on our website.

Coaches are requested to understand and share these recommendations with all athletes at least once per season.

Key Contacts for Safety and Emergency Issues:

	Emergency	Non-Emergency
Police	911	NJ State Police 973-663-3400
Fire	911	Hopatcong Fire Dept 973-398-0030
Ambulance		911
Josh McKay, RNJ President		646-248-0662
Jennifer Kilroy, RNJ Vice-President		978-689-5224
Program Director & Head Coach: Rob Welsh 415-264-0162		
Becca Gero 973-418-1181 Gaby Rice 862-432-5455 Brandon Tucker 703-405-6157		

Overarching Emergency Guidelines: call 911

SAFETY IS PRIORITY #1

1. **IN THE EVENT OF AN EMERGENCY GET TO A SAFE LOCATION (see Shelter Recommendations section) AFTER YOU ARE SAFE:**

2. **Dial 911 (Coaches delegate and work together, ensure someone is calling)**

All coaches and athletes should know where safety equipment is in boathouse.

Some coaches and/or athletes wait safely back from road for emergency responders, share emergency location with them.

Be prepared to answer the following:

- Where are you currently are calling from (Location/phone number)?
 - What location is emergency (location on Lake, boathouse, etc.)?
 - What is the emergency? Has it ended? Who/how many people injured?
 - Do you know the extent of the injuries? To what Hospital was the individual taken?
3. **Any time 911 is called, immediately notify RNJ staff (see above for key contacts)**
 - Notify RNJ of an emergency or of any incident that could lead to an emergency such as: Violent Acts, Natural Disasters, Fire or Building Issue, Injury or Illness

General emergency steps if someone is injured

1. STABILIZE
 - Check - Assess the situation
 - Call 911 *If victim cannot be stabilized*
 - a. Share location of emergency, who is injured? Life threatening?
 - Care - Provide First Aid. AED is located inside the brown door, to the right, head-high on the wall.
2. CONTACT victim's Emergency Contact/Parent
3. SUPERVISE - Stay with victim until:
 - a. Victim is transported or in care of Parent/Guardian or
 - b. If not a minor, the victim can assume their own care
4. REPORT to RNJ. RNJ will complete an incident report noting date, time, specifics as explained by appropriate people.

Rowing Protocols, On and Off Water

Swamped Boat

1. Get rowers and coxswain out of the water into motorized launch
2. Return the rowers and coxswain to land
3. Check each rower and the coxswain to make sure there are no injuries; provide First Aid if necessary; call 911 (if applicable)
4. Rowers and coxswain remain on land (supervised by an adult)
5. Coach will return to and retrieve swamped shell
 - a. Remove oars, place in launch
 - b. Flip shell over and tie shell to launch
 - c. Slowly pull back to the dock
 - d. Check for damage and drain any remaining water

Flipped Boat

Warm Weather -

1. Pull up to flipped shell, cut engine
2. Using a calm voice and direct instructions - the rowers/coxswain will tread water while they flip the boat back over, hoist themselves back in boat
3. Check with the rowers/coxswain, provide First Aid on the water if needed
4. If further First Aid is required, return to the dock and provide care or call 911 if necessary
5. *If no further First Aid is needed, resume practice

Cold Weather -

1. Pull up to flipped shell, cut engine
2. Remove rowers and coxswain from the water, into motorized launch
3. Return rowers and coxswain to land
4. Provide general First Aid if needed
5. Check for symptoms of Hypothermia, provide necessary First Aid and call 911
6. Rowers and coxswain remain on land with an adult

7. Coach returns to the water to retrieve shell and oars

Heat Exhaustion (overheating)

1. Notice the signs: throbbing headache, nausea, cool skin, chills, sweaty, pale pulse.
2. Stop all activity and call 911
3. Get the athlete out of the heat/sun; the athlete can sit down but remain upright
4. Place cool compresses/rags on their pulse points
5. Hydrate the athlete with small sips of water (if athlete can do so independently)
6. Monitor the athletes state closely until ambulance arrives, always protecting the athlete's head *
7. Notify RNJ

Hypothermia

1. Notice the signs: feeling cold, turning bluish and shivering, numbness, apathy, lethargy, disorientation, loss of mental capacity.
2. Stop all activity and call 911
3. Remove any wet clothing (if this is the cause)
4. Get the athlete to a warm car or warm building
5. Put warm, dry clothes on the athlete
6. Keep sitting upright and protect the athlete's head *
7. Monitor condition until ambulance arrives
8. Notify RNJ

Collision (shell to shell)

1. Pull up to collision and cut engine
2. Check that the athletes are uninjured
3. Remove all rowers and coxswains from the water/boats and return them to land
4. Provide any necessary first aid
5. Return to the water and retrieve the shells and oars, assess damage to the shells once back on land
6. Notify RNJ

Collision (shell to launch/motorboat)

1. Cut engine
2. Check to make sure all rowers/ coxswains are unharmed
3. Assess condition of rowing shell, if it can be rowed back to shore, do so
4. If the shell cannot be rowed back, get the rowers out of the water into the launch, return them to land (under supervision of another adult), return to the water and retrieve the rowing shell
5. Notify RNJ

Launch Breaks Down

1. Coach will notify crews that the launch is no longer working, crews should stop rowing
2. If coach cannot notify the crew (too far away or otherwise), the crew should always be aware of the coaches launch location, if it stops moving with them, they should stop rowing immediately
3. Crews will turn around and bring all boats closer to the coaches launch, so everyone remains together

4. Coach will contact other staff to get assistance with broken engine /launch

Fog

1. Do not row in fog unless your visibility to shore is at least 100 yards. Be sure to have land reference points. If fog sets in while you are on the water, move slowly, and be prepared to stop quickly.
2. If launch is present, listen to coaches and coxswains' instructions to return to the dock safely - coaches will use GPS to navigate the water
3. If a coach is not present, keep all shells together and do not move
4. If you hear a coach or emergency outfit yell to you, respond loudly so you can be located
5. Follow steps outlined above, not that a coach/emergency personnel are present

Weather: Lightning, Wind and Heavy Storms (*when already on water)

1. Radio to the other coaches to warn about the weather and inform them of your compromised situation
2. Determine whether it is safer to take crews back to our dock, or dock the boat on a dock nearby and wait for the storm/weather to pass (this is based on your location at the time that the weather becomes dangerous)
3. If the weather allows, row the athletes back to the dock carefully and as quickly/safely as possible. During a lightning storm, please proceed to the nearest shoreline; you must get off the water.
4. Dock the boat and get athletes out of the boat as soon as possible
5. Return the boat to the boathouse and take shelter (erg room).

Weather: Lightning, Wind and Heavy Storms (*at the start of practice) -

1. Refrain from taking the athletes on the water
2. Hold practice on land (indoor)

Over Exertion (i.e. passing out)

1. Clear any objects that may be dangerous or cause harm to the athlete and call 911. Put athletes in the recovery position (on their side).
2. From First Aid kit, administer smelling salts
3. Allow the athlete to regain consciousness, always protecting the athlete's head *
4. Monitor the athlete's condition until the ambulance arrives
5. Give small amounts of water to the athlete and keep them cool
6. Notify RNJ

Other Emergency Guidelines

Fire Evacuation

When an Alarm Sounds RNJ and Program Coaching Staff:

- 1.** Initiate Evacuation and if safe to do so:
- 2.** Walk the area, Knock/pound on doors as needed, IF SAFE TO DO SO
- 3.** Direct occupants to appropriate level exit stating the following:

“Fire in the building, Close your doors, Leave the building, Meet at the Safe Zone”

4. Occupants/Coaches/Athletes should Proceed to Safe Zone, Notify RNJ when safe.

Bomb Threats

IF YOU RECEIVE A CALL:

1. Stay calm
2. Be courteous
3. Be attentive to comments made and tone of the caller’s voice
4. Listen – Do not interrupt the caller – Do not transfer the call
5. Take Notes: Be as detailed as possible
6. If possible, keep caller on the line WHILE alerting authorities

TELEPHONE BOMB THREAT CHECKLIST: KEY QUESTIONS

1. Date and Time
2. Male or Female
3. Describe voice, speech and language (accent)
4. Background noises
5. Bomb Facts
 - ◆ Type of bomb and when it will go off
 - ◆ If building is occupied, inform the caller that detonation could cause injury or death

AFTER THE CALL:

1. Notify Police (Dial 911) and call RNJ
2. Follow direction given by law enforcement or emergency response personnel
3. Complete the Bomb Threat Checklist

Suspicious Packages/Objects

1. If a suspicious looking object is found or is in question DO NOT open or move the article
2. Notify the appropriate parties: 911, RNJ

Active Assailant

1. Assess the situation- know your surroundings:
 - Note the two nearest exits in any facility you visit
2. If you are able, **EXIT THE BUILDING** to safety:
 - Keep your hands empty and visible while exiting
 - Comply with the commands of Law Enforcement
 1. DO NOT engage with them unless asked to do so
3. If exit is not possible, **HIDE** in a room:
 - Barricade the door
 - Turn off lights
 - Silence cell phones and remain quiet
 - Contact authorities when it is safe to do so
4. As a last resort, attempt to **FIGHT** & take the assailant down:
 - When shooter is at close range and you cannot flee:
 1. Use nearby objects as weapons

2. Collaborate with those around you
3. Commit to your actions
5. When safe to do so, call 911 & RNJ

Earthquake and Tornadoes

IF INSIDE THE BUILDING:

1. The strongest building we likely have is the concrete building; stand near the center wall, away from the windows.
2. Stay inside and position yourself away from objects that may fall
 - Under Desk, Interior Doorway
 - DO NOT stand under light fixtures
 - Stay away from windows, mirrors, filing cabinets, electrical equipment, boat storage racks

IF OUTSIDE THE BUILDING:

1. Move to an open area away from buildings, trees and power lines
2. Return to building if safe and entry is authorized by emergency personnel
3. If Building has been evacuated, proceed to Safe Zone

AFTER AN EARTHQUAKE

1. Be prepared for aftershocks
2. Prepare for Evacuation
 - Remain in place until an RNJ leader or other jurisdictional authorities, direct you to evacuate
 - RNJ Leaders shall notify all personnel to evacuate the building as follows: “Evacuate the Building, Go to Safe Zone”

Mental Illness

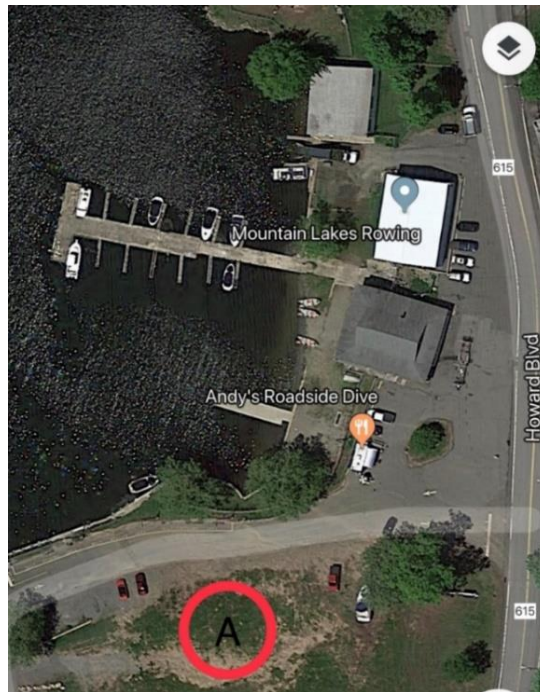
The Following Behaviors Indicate the Presence or Onset of a Mental Health Issue:

1. If the following behaviors are exhibited, treat as a MEDICAL EMERGENCY:
 - Suicidal attempt, threat or stated intention- DIAL 911, specify that you are calling about a mental health emergency. Then Contact RNJ.
 - Loss of contact with reality:
 - Seeing, smelling or hearing things that cannot be confirmed (presence of auditory/visual hallucinations)
 - Confusion about or unawareness of surroundings
 - Inability to care for oneself
2. If the following behaviors are exhibited, treat as ACTIVE ASSAILANT:
 - A homicidal attempt, gesture, threat or stated intention: Exit the area to safety, once safe, DIAL 911 THEN CONTACT RNJ
 - Behavior posing a threat to others:
 - Argumentative, belligerent or threatening hostile behavior
 - Violent or aggressive behavior that warrants a call to the authorities

Interior Shelter Recommendations

Building Name	Recommended Interior Shelter Location
Cement Building	Stand near the center of the room, away from windows and potential falling objects

Exterior Shelter Recommendations



Primary Evacuation/Safe Zone – A