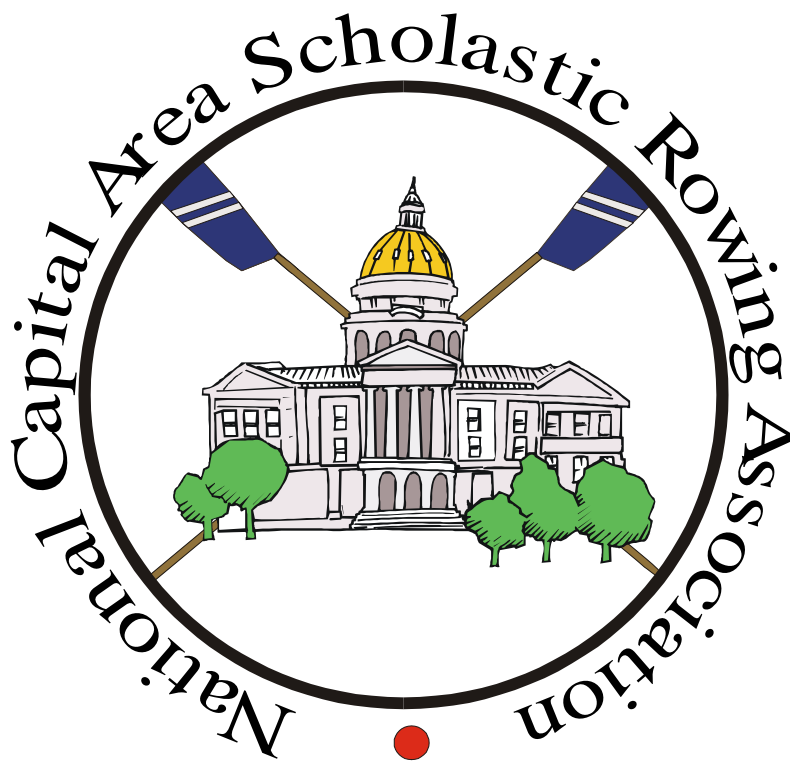


**2007**  
**NCASRA Safety Plan**



**Revised 2006**



## Introduction

Safety is the primary concern of any athletic event. Recognizing that any human endeavor carries with it some inherent risk, it is important to be prepared to meet any emergencies which should arise. The NCASRA has previously and successfully managed such incidents. However, these risks rise with the size of the event and the number of participants. In order to effectively continue to manage emergencies in the future, it is necessary to define areas of responsibility and delineate lines of action. This will ensure swift, coordinated response with minimum disruption of the overall schedule of the regatta.

As with any plan, strict adherence to the letter is not expected in all circumstances. It is impossible to anticipate all conceivable situations. Any plan merely provides the framework upon which the efforts of the individual are to be guided. Therefore, the participants are still expected to remain alert and flexible, and to exercise good judgment in all circumstances. Nonetheless, it is likewise expected that the framework provided is of sufficient quality that most circumstances will be managed by adherence to its structure.



# On-water Emergencies

## Areas of Responsibility for All Primary Respondents

The *Starter* is in charge of coordinating response to emergencies in the marshalling and starting areas.

*On-water Referees* shall be the primary respondents to on-water emergencies for the entire length of the race course.

The *Launch Master* shall be the primary respondent to all on-water emergencies for an area 300 meters up- and downriver from the boathouse, as well as, the launching dock and retrieval dock areas.

## Actions of Primary Respondents

Upon arrival the primary respondent shall assess the seriousness of the incident. If the situation can be addressed on site, administer minor first aid utilizing the first aid/safety kit nearest the site of the incident. If greater action is required, the respondent will inform the safety coordinator nearest the site to request additional medical assistance.

**If people are in the water, do not drive a launch into the immediate area until they are all accounted for.**

## Areas of Responsibility for All Secondary Respondents

At the direction of the *Regatta Director* or the nearest *Referee*, the *Shuttle Launch Driver* may become a secondary respondent to an on-water emergency.

## Actions of Secondary Respondents

All secondary respondents shall follow the instructions of the *Referee* on site.

**If people are in the water, do not drive a launch into the immediate area until they are all accounted for.**

## Reporting of On-water Emergencies

In the Starting Area, the *Starter* is responsible for coordinating response to any emergency and for reporting them to the *Chief Referee* and the *Regatta Director*.

The *Dam Safety Launch* shall immediately report all on-water emergencies in the starting area to the *Starter*.

The *Exchange Dock Master* shall immediately report all on-water emergencies in his line of sight to the closest *On-water Referee*. In the absence of an *On-water Referee*, he shall report such incidents to the nearest *Regatta Official* or *Referee*.

The *Shuttle Launch Driver* shall immediately report all on-water emergencies in his line of sight to the closest *On-water Referee*. In the absence of an *On-water Referee*, he shall report such incidents to the *Regatta Director* or nearest *Referee*, depending on which is closest to the site of the incident.

The *Dock Master* shall immediately report all on-water emergencies in his line of sight to the *Regatta Director*.

### Actions of those reporting On-water Emergencies

Unless directly involved in the emergency, all Local Organizing Committee (LOC) staff shall continue to perform their assigned duties. The LOC shall insure that each post is manned throughout the regatta.

<b>Under no circumstances will the reporter leave his post.</b>
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# On-land Emergencies

Areas of Responsibility for All Primary Respondents

The *Regatta Director* shall be the primary respondent to all on-land emergencies. .

## Actions of those Reporting On-land Emergencies

Upon arrival the primary respondent shall assess the seriousness of the incident and respond accordingly.

## Reporting of On-land Emergencies

All LOC staff shall report on land emergencies to the *Regatta Director*.

After assuring that on-land personnel are responding to an emergency, the reporter shall return to their normal regatta duties.

**Under no circumstances will the reporter leave his post.**

## Coordination of Medical Response

All medical emergencies shall be coordinated between the *Regatta Director* and the *Chief Referee*.

## Coordination of Thunder and Lightning Storm Response

The regatta will be stopped at the first sound of thunder or flash of lightning by either the *Chief Referee* or the *Regatta Director*. All further racing (including races in progress) will be stopped and the river will be evacuated.

Information concerning the suspension of the regatta will be conveyed immediately to appropriate regatta officials. Each of these individuals will report to the *Regatta Director* once their areas are cleared.

The *Starter* will direct all shells and launches in the Starting Area to disembark on the shore. The *Starter* will also ensure that the Starting Platform is evacuated. The *Starter* will be responsible for all personnel in the Starting Area, designating which areas each *Referee* and *Marshal* shall be responsible for during the implementation of the evacuation.

The *Dock Master* and the *Control Commission* will cease launching and will retrieve all shells in the immediate area. The *Dock Master* will be responsible for all personnel in the Dock Area, and will advise them as to the proper safety procedures during the evacuation.

Under no circumstances will rowing shells be portaged over the road. In the event of an emergency, shells shall be secured on shore. Shells are to be retrieved and returned to the boathouse under coaches' supervision when conditions permit.
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Return to the river and resumption of racing will be a joint decision made by the *Regatta Director* and the *Chief Referee* in consultation with the *Park Authority* and *Senior Head Coach*. Information concerning the resumption of the regatta will be conveyed immediately to the appropriate personnel.

# Safety Kits

Safety kits shall be available at the starting line, finishing line, and the boathouse.

Starting line kit:

- 1 First Aid Kit
- 20 Space Blankets
- 1 Anchor with 100 foot line
- 1 Tow line 50 feet in length
- 10 Personal Floatation Devices
- Fresh bottled water
- 10 Reusable Hot Gels

Finish line kit: (Occoquan Only)

- 1 First Aid Kit
- 20 Space Blankets
- 1 Tow line 50 feet in length
- 10 Personal Floatation Devices
- Fresh bottled water
- 10 Reusable Hot Gels

Boathouse kit:

- 1 First Aid Kit
- 20 Space Blankets
- 1 Tow line 20 feet in length
- 10 Personal Floatation Devices
- Fresh bottled water
- 10 Reusable Hot Gels
- 9 dry sweat suits

The Dam Safety Launch shall be equipped with an anchor attached to 100 feet of line

# **Job Descriptions**

# Shuttle Launch Driver (Occoquan Only)

- Primary Responsibility** To provide transportation between the Launch and Exchange Docks for Coaches, Finish Line staff, and personnel designated by the LOC.
- Duties**
- You must report to the launch dock 1 1/2 hours prior to the first event.
- You will provide shuttle transportation as directed by the *Launch Master* and/or *Exchange Dock Marshal*.
- Only two shuttle launches are available; therefore, every effort must be made to ensure a shuttle is available at either dock at any given time, *i.e.*: both launches are not to be at the same location simultaneously.
- Medical Emergency**
- Immediately report all medical emergencies to an *On-water Referee*, if present, or to the *Exchange Dock Marshal* or *Launch Master*. These are the primary respondents to all emergencies; however, you are reminded that they may need your assistance and you are to be prepared to execute their instructions. Under no circumstances do you take action independent of the primary respondents.
- IF PEOPLE ARE IN THE WATER DO NOT DRIVE A LAUNCH INTO THE IMMEDIATE AREA UNTIL ALL THEY ARE ALL ACCOUNTED FOR.**

# Launch Master

## Primary Responsibility

To supervise the preparation of all launches and engines, assign launches to the appropriate personnel, and control the flow of traffic at the Launch Dock.

## Duties

You must report to the Launch Dock no later than four hours prior to the first event. You will provide directions for the preparation of 12 launches and engines. Ensure engines are in working order, and that each launch has a full tank of gas, a paddle, a bailer, and the appropriate number of PFDs based on the capacity of that launch. You are to coordinate with the *Start Marshal* to ensure that the safety kit and a spare set of oars are transported to the start and stowed: the oars on the Aligner's Platform and the safety kit on the Starter's Platform.

Initial assignments of launches and drivers for the course preparation will be made under the guidance of the *Launch Master*.

1 1/2 hours prior to the first event, assignment of launches will be as follows:

- 6 deep hulls with 9.9 engines and experienced drivers for Referees
- 2 deep hulls as shuttle launches
- 2 launches and drivers for the *Start Marshal* and *Assistant Start Marshal*
- 1 launch for *Dam Safety Driver* (Occoquan only)
- 1 launch to be held in reserve at Launch Dock

You will assure that departure times are as follows:

1 hour prior to start of the regatta:

- Dam Safety Driver* (Occoquan only)
- Start Marshal* and *Assistant Start Marshal*
- All *Referees*

15 minutes prior to start of regatta:

- Exchange Dock Master* (Occoquan only)

During the regatta, you will control the traffic utilizing the shuttle launches, restricting the service to Coaches, Finish Line staff, and personnel designated by the LOC. At the end of the regatta, supervise the retrieval and storage of all equipment dispensed throughout the day.

## Medical Emergency

You are the primary respondent to all on-water emergencies in the area immediately surrounding the boathouse, as well as, for a distance of 300 meters up and down river from the boathouse.

Upon arrival assess the seriousness of the incident. If the situation can be addressed on site, administer minor first aid utilizing the first aid/safety kit available at the Finish Line, or Regatta Headquarters (whichever is closer). If greater medical assistance is required, inform the *Regatta Director* to request medical assistance.

**IF PEOPLE ARE IN THE WATER DO NOT DRIVE A LAUNCH INTO THE IMMEDIATE AREA UNTIL THEY ARE ALL ACCOUNTED FOR.**

## Dam Safety Driver (Occoquan Only)

<b>Primary Responsibility</b>	To patrol the upper reservoir near the dam to ensure the safety of rowers and to prevent rowers from venturing too near dam.
<b>Duties</b>	
<b>1,500 meter course</b>	You must be in position no later than 10 minutes prior to first arriving shell. All crews must remain between the Starter's Platform and the power lines.
<b>Medical Emergency</b>	Report all emergencies immediately to the <i>Starter</i> or the nearest <i>On-Water Referee</i> .  Under no circumstance respond directly or leave your post. The <i>Starter</i> will deploy the <i>Marshals</i> .
<b>Thunder and Lightning</b>	The <i>Starter</i> will determine your response.

# Starter

<b>Primary Responsibility</b>	<p>To conduct the regatta in accordance with the policies and procedures of the USRA <i>Rules of Rowing</i> and the Referee Committee.</p> <p>You are to be in position no later than 30 minutes prior to the start of the regatta.</p>
<b>Duties</b>	<p>You are to ensure proper working conditions of communication equipment at the Starting Line, the presence of the first aid/safety kit, and the timely presence of the regatta support personnel in the starting area.</p> <p>You are to conduct the regatta in accordance with the aforementioned policies and procedures.</p>
<b>Medical Emergency</b>	<p>In the event of an emergency, the <i>Start Marshal</i> is the primary respondent in the Marshaling Area and the <i>On-water Referees</i> are the primary respondents for the course. You are responsible for coordinating response in the first 1/2 of the course only. Dispatch the appropriate respondents to assess the situation. If the incident can be addressed on site, coordinate use of items from first aid/safety kit. If greater response is required convey all information concerning situation to <i>Regatta Director</i> or <i>Chief Referee</i> and request necessary assistance.</p> <p>Continue to coordinate the actions of all regatta support personnel in the starting and marshaling areas as appropriate.</p> <p><b>After action report:</b> You are to report all events to the <i>Regatta Director</i> and the <i>Chief Referee</i>, including the identification of all participants so that the appropriate accident reports may be completed. In addition, you are to report any inventory depletions of the starting line first aid/safety kit to the <i>Regatta Director</i>.</p>
<b>Thunder and Lightning</b>	<p>The regatta will be stopped at the first sound of thunder or flash or lightning by either the <i>Regatta Director</i>, or the <i>Chief Referee</i>. All further racing will be stopped (including races in progress) and the river will be evacuated. You will direct all shells and launches in the Starting Area to disembark on the shore. You are responsible for the evacuation of the Starting Platform. You are responsible for all personnel in the Starting Area, designating which areas each <i>Referee</i> and <i>Marshal</i> shall be responsible for during the implementation of the evacuation, and will advise them as to the proper safety procedures during the evacuation. You will instruct personnel to avoid structures and trees and to keep a low profile with respect to the skyline. Report back to the <i>Regatta Director</i> once the Starting Area has been cleared.</p> <p>As soon as the decision to resume racing has been conveyed to you, you are responsible for the return to the river of all evacuated personnel.</p>

# On-Water Referees

## Primary Responsibility

To conduct the regatta in accordance with the policies and procedures of the USRA *Rules of Rowing* and the Referee Committee.

## Duties

You are to be in position no later than 30 minutes prior to the start of the regatta.

You are to ensure the proper safety and working conditions of your launch, and the equipment therein.

You are to conduct the regatta in accordance with the aforementioned policies and procedures.

## Medical Emergency

You are the primary respondent for all medical emergencies between the start and the finish lines.

Upon arrival assess the seriousness of the incident. If the situation can be addressed on site, administer minor first aid utilizing the first aid/safety kit on the Starter's Platform or at the Finish Line (whichever is closer). If greater medical response is required, for the first 1/2 of the course contact the *Starter*, and for the last 1/2 of the course contact the *Regatta Director*.

Provide the emergency coordinator at either of the above positions with all relevant data concerning emergency and be prepared to implement his orders.

**IF PEOPLE ARE IN THE WATER DO NOT DRIVE A LAUNCH INTO THE IMMEDIATE AREA UNTIL THEY ARE ALL ACCOUNTED FOR**

## Thunder and Lightning

If you are located in the Starting Area, the *Starter* will determine your response. If you are located in the Finish Line area, the *Exchange Dock Master* will determine your response.

# Dock Master

## Primary Responsibility

To control traffic arriving and departing at the launching dock, ensuring a timely departure of all competitors.

## Duties

You must report to the Boathouse no later than 1/2 hour before the Coaches and Coxswains meeting. You will conduct that part of the meeting which covers traffic patterns and safety rules for launching, docking, and traversing the river to the start.

You must be in position at the Launch Dock 1 hour prior to the first event.

You will ensure that:

—First call is announced 45 minutes prior to the start of each event.

—Second call is announced 40 minutes prior to the start of each event.

—Last call is announced 35 minutes prior to the start of each event.

All crews should launch no later than 30 minutes prior to their event.

As each crew approaches the dock, check them in, noting the time; assign a bow number and launching space.

Ensure that all crews launch in a timely manner, *i.e.*: there is no loitering in the Dock Area.

Control all traffic in the immediate area, instructing returning crews to yield right of way to crews proceeding to the start.

Should the regatta deviate from its schedule you are to coordinate changes in launch times with either the *Start Marshal* or the *Starter*.

Should a scheduled crew fail to check in at the Launch Dock by last call, you must ascertain as quickly as possible the launch status of that crew. Convey all information to either the *Start Marshal* or the *Starter* and the *Exchange Dock Master*.

## Medical Emergency

Immediately report all on-land medical emergencies to either the *Regatta Director* or the *Park Authority*. In the event of an on-water emergency, notify the *Launch Master*.

## Thunder and Lightning

The regatta will be stopped at the first sound of thunder or flash of lightning by the *Regatta Director* or the *Chief Referee*. All further racing will be stopped and the river will be evacuated. You will cease all launching and will retrieve all shells in the immediate area. You will be responsible for all personnel in the Dock Area and will advise them as to the proper safety procedures during the evacuation. You will instruct personnel to avoid structures and trees and to keep a low profile with respect to the skyline.

# Regatta Director

## Primary Responsibility

To conduct the regatta in accordance with the policies and procedures of the NCASRA.

## Duties

You are to be in position no later than 4 hours prior to the start of the first event.

You are to supervise the activities of all personnel assigned to support the regatta.

You are to coordinate regatta activities with appropriate *Park Authority*.

You are to ensure that all key regatta positions are adequately staffed.

## Medical Emergency

You are the primary respondent in the event of an on-land emergency in the boathouse area. Upon arrival assess the seriousness of the incident. If the situation can be addressed on site, administer minor first aid utilizing the first aid available at Regatta Headquarters. If greater assistance is required, coordinate with the *Park Authority*.

In the event of a serious emergency your participation will be requested by either the *Starter*, the *Launch Master*, or the *Dock Master*, who has determined that response by the on-site medical team is required. You will coordinate what action need be taken with the *Park Authority*, dispatching the on-site medical team as necessary.

Details of all incidents involving minor first aid reported to you will be conveyed to the *Park Authority*.

## Thunder and Lightning

The regatta will be stopped at the first sound of thunder or flash of lightning by either yourself or the *Chief Referee*. All further racing will be stopped and the river will be evacuated. Information concerning the suspension of the regatta will be conveyed immediately to the *Starter*, the *Exchange Dock Marshal*, and the *Dock Master*. Each of these individuals will report to you and/or the *Chief Referee* once their areas are cleared. You will be responsible for all personnel in the Boathouse area, and will advise them as to the proper safety procedures during the evacuation. You will instruct personnel to avoid structures and trees and to keep a low profile with respect to the skyline.

Return to the river and resumption of racing will be a joint decision made by you and the *Chief Referee* in consultation with the *Park Authority* and *Senior Head Coach*. Information concerning the resumption of the regatta will be conveyed immediately to the appropriate parties.

# PBC Dock Master (Georgetown Only)

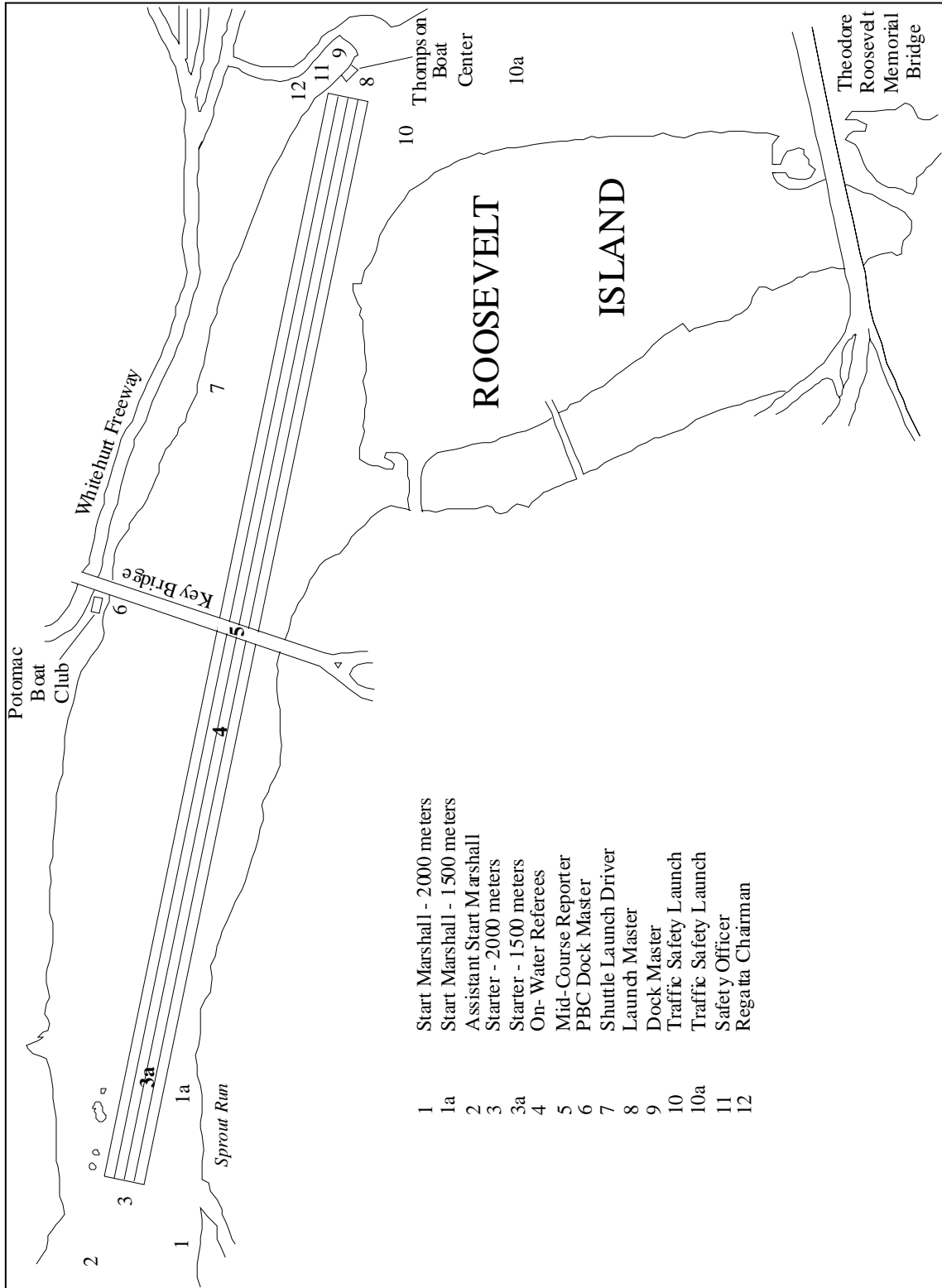
<b>Primary Responsibility</b>	To control traffic arriving and departing at the PBC dock.
<b>Duties</b>	<p>You must be in position no later than 10 minutes before the first event.</p> <p>Determine landing priorities for exchanging crews based on the racing schedule and exchange information provided at the coaches meeting.</p> <p>Control all traffic in the immediate area, instructing crews proceeding to the start to yield right of way to exchanging crews.</p>
<b>Medical Emergency</b>	<p>In the event of an emergency on the shore, you will immediately notify the <i>Starter</i>. You will bring a water emergency to the attention of an <i>On-water Referee</i>, if present. If requested by the primary respondents to the emergency, you may dispatch the reserve launch in support of the response team.</p>
	<p><b>UNDER NO CIRCUMSTANCES DO YOU LEAVE YOUR POST.</b></p>
<b>Thunder and Lightning</b>	<p>The regatta will be stopped at the first sound of thunder or flash or lightning by either the <i>Regatta Director</i> or the <i>Chief Referee</i>. All further racing will be stopped (included races in progress) and the river will be evacuated. You will direct all shells and launches in the area to disembark on the shore. You are responsible for all personnel on the dock, designating which areas each referee and marshal shall be responsible for during the implementation of the evacuation, and will advise them as to the proper safety procedures during the evacuation. You will instruct personnel to avoid structures and trees and to keep a low profile with respect to the skyline. Report back to the <i>Regatta Director</i> once dock has been cleared.</p> <p>As soon as the decision to resume racing has been conveyed to you, you are responsible for the return to the river of all evacuated personnel.</p>

## Communications

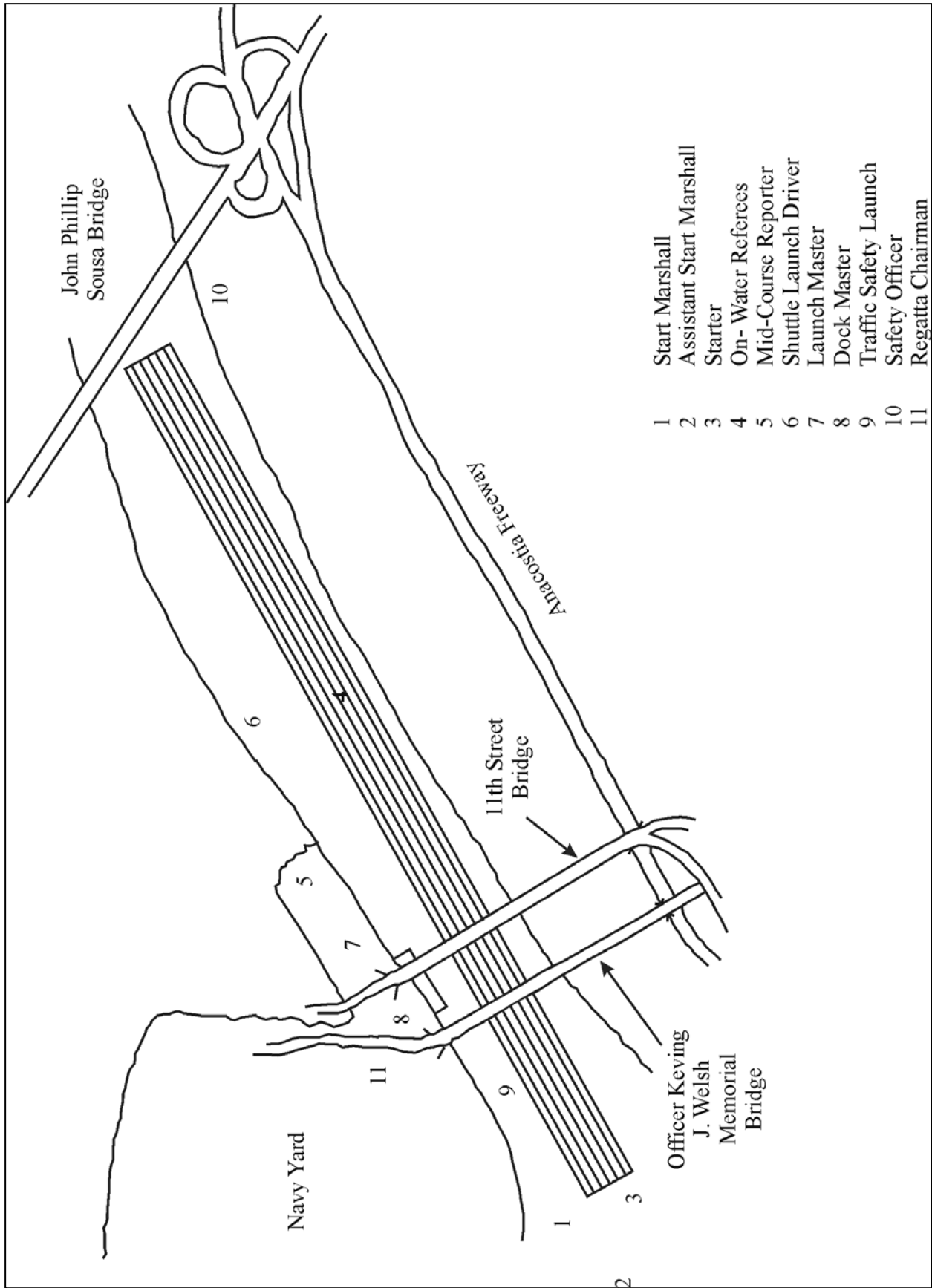
All responses will initially be reported via the normal regatta radio channels. If an incident should require continuing radio traffic *Chief Referee* or *Regatta Director* shall instruct the primary respondent to switch channels to a predetermined coordination channel. This will allow all radio traffic to be conducted with one radio per person.

<b>NCASRA Call Sign:</b>	KA 98722
FCC License:	May 25, 1994
Expiration:	May 25, 2009
File #:	873571
Sandy Run Regional Park	(703) 690-4392
DC Harbor Police	202-727-4582 and Channel 16 (marine band radio)
Thompson Boat Center	Virginia Avenue and Rock Creek Park, NW 202-333-9711, -4861, -9543
Potomac Boat Club	3530 Water St, NW 202-333-9737

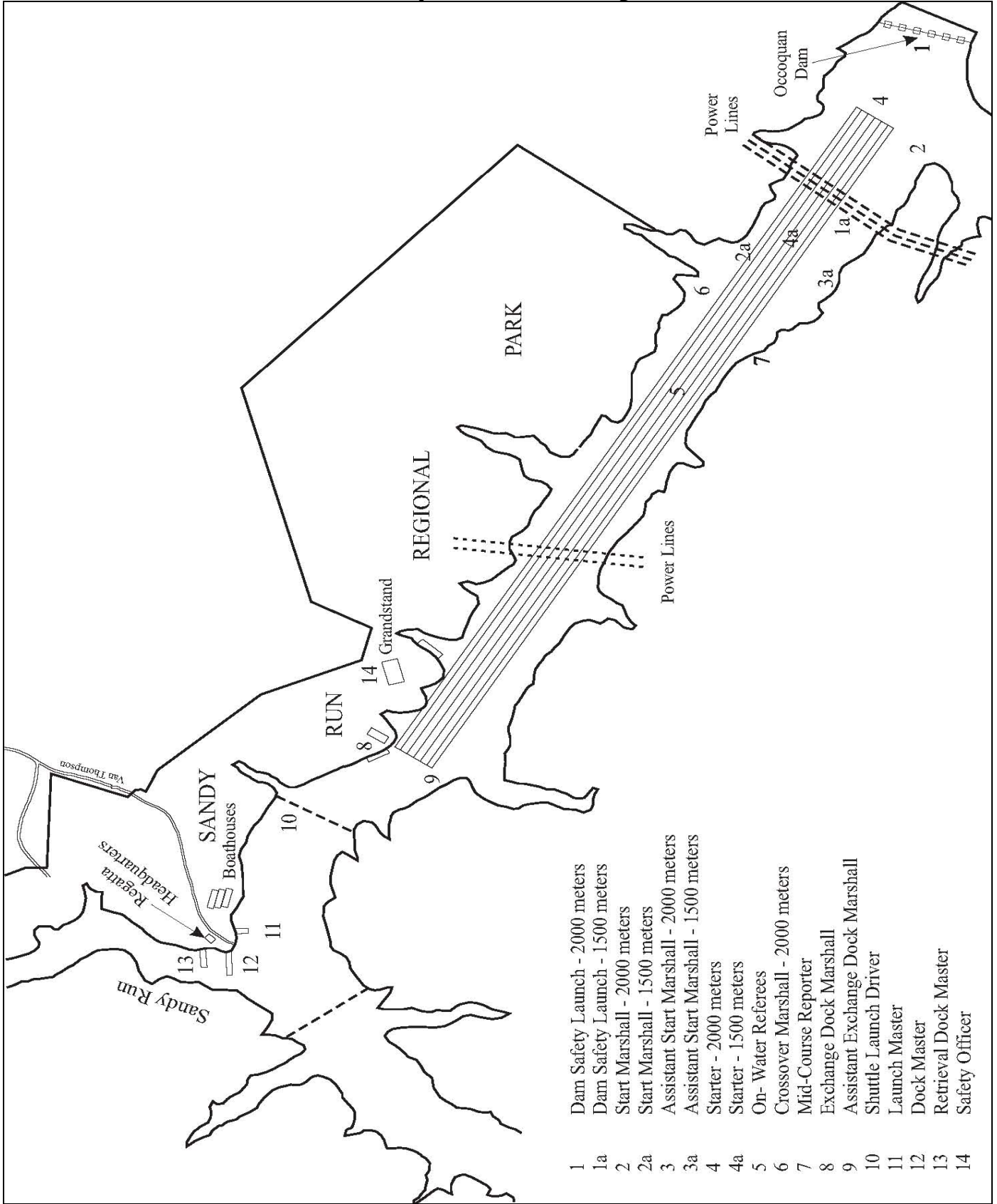
# Potomac Course Map



# Anacostia Course Map



# Sandy Run Course Map



- 1 Dam Safety Launch - 2000 meters
- 1a Dam Safety Launch - 1500 meters
- 2 Start Marshalls - 2000 meters
- 2a Start Marshalls - 1500 meters
- 3 Assistant Start Marshalls - 2000 meters
- 3a Assistant Start Marshalls - 1500 meters
- 4 Starter - 2000 meters
- 4a Starter - 1500 meters
- 5 On-Water Referees
- 6 Crossover Marshalls - 2000 meters
- 7 Mid-Course Reporter
- 8 Exchange Dock Marshalls
- 9 Assistant Exchange Dock Marshalls
- 10 Shuttle Launch Driver
- 11 Launch Master
- 12 Dock Master
- 13 Retrieval Dock Master
- 14 Safety Officer