Most of our rescues are often straightforward recoveries of capsized paddlers either in their boat or swimming. However, in the event of something more serious it is important to manage your own safety. Ensure the rest of the group are safe. If your victim is stable position and have an airway then don’t rush in and make it worse. If your victim doesn’t have an airway then time will matter. Stabilising an airway is your priority. Subject to the situation there is less risk to ourselves if we can talk them through a self-rescue, but if they are trapped and can’t help themselves reaching / throwing something is safer for the rescuer but could take longer than paddling to them or the riskiest of them all is going yourself (swimming to them). Often swimming to the victim can be the quickest and simplest option but the risk to the safety of the rescuer needs to be seriously considered.

Having a range of rescue knowledge can give you lots of options to work quickly through without putting yourself at risk. If it is just a piece of equipment then generally it’s not a rush to save it. It is replaceable and no one should be put at risk in recovering it.

Please report any incidents, accidents, or near misses that occur on club trips to the safety officer safety@nelsonkayakers.co.nz.

This is for the committee to check that we are taking all practical steps to manage any risks and support our members to have fun and safe trips. We therefore want to promote an open culture to report incidents, a simple email will suffice and if further information is required we can follow up.
Nelson Canoe Club – Emergency / Crisis Plan – Guideline Sheet

**Accident/Incident**

**Stop and Think**

**Prioritise**

**Life Threatening Conditions for Patient**
- Rescue
- Time under water
- 1st Aid Primary & secondary checks
- Stabilise Patient
- Appoint Someone to monitor patient

**SAR**
A rescue or short search is worthwhile as long as it doesn’t endanger others

**Group Safety**
- Immediate Danger
- Emotional Issues / Problems
- Keep Group together or Get Group
- Stabilise Situation - Don't let it get worse

**Remember you can DELEGATE**

**MAKE TIME TO:**
- Look After Yourself, your own high energy level is vital for looking after others
- Eat, Drink, Think

**ORGANISE**

**Decide who is in Control ie Choose one leader to be in control**

**CHECK IN WITH:**
- Other leaders, Group
- Consider other Issues ie Hypothermia, Panic

**Evacuation / Rescue**

**OPTIONS**
Work out your options ie;
- Stay Put
- Use Cell Phone to get help and / or advice
- Self Rescue
- Party Goes for Help

**Evacuation / Rescue**

**what happens for the rest of group**

**KEEP SAFE - OPTIONS**
- Stay Put
- Return / Cancel Trip
- Continue Trip
- Modify Trip
- Divide Group
Continue to monitor patients condition

WRITE DOWN DETAILS OF:
* Patient (Report Form)
* Rescue
* Requirements for Patient
* Requirements for Individual Members of Group
* Requirements for Group as a Whole eg Food, Equipment, Clothing, Evacuation

Whatever you do take these written details with you!

DECLUSIONS
* What Course of Action to take
* Who will Stay
* Who will Go and who will be Spokesperson, i.e. go out and call police
* Have you got all the Information necessary
* Has the Spokesperson got all the Information written down and know what is expected of them? i.e. stay available for info and get info back to group if possible
* How do Parties Meet Up After Rescue

START EVACUATION / RESCUE OPERATION

For instant action eg if you think a helicopter is needed, relay details to Police as soon as possible in order for them to call out the helicopter

POLICE

CLUB SPOKESPERSON
May be required, contact the president and safety officer as soon as possible. Leader to stay in communication all the times, say nothing to external agencies ie Media

SAR Controller

Leader at incident hands over responsibility to Police SAR when they arrive. Act on instructions given / maintain contact/ relay vital info

Successful return to normal or revised programme or return to home

As soon as practical
Consider Physical / Emotional Support for Leader / Group

Incident / Accident Form completed

Debrief and Learning with Committee and Others

Follow up Procedures undertaken - Review of policies and procedures, committee & leader. Further training and development, on going support