

## Dock Operations and Roles

Please review safety video: [www.lethbridgedragonfest.ca/safety](http://www.lethbridgedragonfest.ca/safety)

### Dock Master (designated upon arrival or at time of volunteering)

- Dock Master - the person on the dock that leads the dock volunteers
- Dock Master ensures the safety of:
  - people on the dock and
  - boats departing and docking
- Dock Master needs:
  - working cell phone and
  - a sounding device (whistle or horn)
  - a walkie talkie (if available)
  - a toss bag
- Head Coaches or Race Director or Race Chair may take control of the dock at any time.
- The Dock Master should be familiar with the Emergency Action Plan as it pertains to boat safety or participant or volunteer falling in the water.
- Report # of boats on water (and the number of paddlers on each boat) to administration trailer after all boats have departed dock

### Dock Volunteers – Attire

- Wear shoes/sandals with good grip, not hard sole
- Cap and/or Sunglass, especially during evening practices
- Personal floatation device (PFD) is required to be worn and securely fastened at all times.
- Depending on weather conditions wind breakers and/or rain gear are advised

### Weather Conditions (review weather report prior to practice with head coaches)

- Pay attention to wind direction, currents, waves, and areas of clouds.
- Be aware of changing weather patterns and gusting conditions
- If lightening is seen or thunder heard, you need to blast the sounding device (horn/whistle) 3 times, or use the walkie/talkie (if available).
  - All boats must proceed to the dock immediately.

### Clear Voice & Commands (See Paddling Boat Commands attached)

The dock volunteers need to communicate in a loud clear voice. The steersperson is responsible for the safe operation of the dragon boat, and the dock volunteers need to communicate with each steersperson as they exit or enter the docking area. Be sure that you stay in eye contact with that steersperson. If a boat is coming toward the dock too quickly you must command “hold the boat”, for the instruction to those paddlers to slow the boat. During the festival, be sure that you use the boat number in your instructions and stay in eye contact with that steersperson.

### All Dock Volunteers must ensure that prior to a boat leaving the dock:

- Each member of the crew has a personal floatation device (PFD) or lifejacket of appropriate size for each member of the crew. The Festival requires that each crew member wear their PFD or lifejacket at all times while on the water & on the dock
- Two bailers are in the boat
- Sounding device (whistle) with the drummer or steersperson
- Toss bag in the boat
- Walkie Talkie is attached to the boat and is turned on (if available).
- Steering oar is tied into the bracket

### Loading/Unloading

- steersperson will take control upon departing, and adhere to commands from the Dock Master leaving and coming into dock,
- Loading/unloading is coordinated by the drummer, or steersperson.
- Dock volunteers may hold the ropes at the front (fore) and rear (aft) of the boats. NOTE: drummers and steers may have to perform this task.
  - If loading from the front, the person at the rear needs to release slack in the rope in order for the boat to be drawn closer to the dock and visa versa for the back end.
- The dock volunteers
  - Will watch for dockside paddlers must have their paddle fully in the boat and hold onto the dock with their outside hand to stabilize the boat (watch the fingers!!!)
  - Instruct the paddlers to NOT leave any paddles on the dock at any time
  - Instruct the paddlers to leave the dock area immediately after helping their seat partners/next paddler out of the boat. Teams are to congregate off the dock area and proceed to cool-down and debriefing.
- To make loading/unloading efficient and a team effort, paddlers need to assist each other:
  - Paddlers hold the boat next to the dock (fingers and thumbs on the inside of the boat)
  - Paddlers help each other in and out of the boat; hold paddles; assist each other
  - Dockside paddlers hold on to the dock (watch your fingers!!!) to help stabilize the boat.
  - Waterside paddlers, 'Brace the Boat' with your paddles.

**Balance the Boat – during practices only – this is NOT an option on race weekend!!**

- Once the boat is loaded, the steer may have the paddlers dock side push away from the dock with their hands and stay near the dock until balance is established.
- To make balance changes as needed:
  - Bring the boat back to the dock, the drummer and steersperson will shift people right/left and forward/back. The boat must be braced for this movement. Only one paddler at a time changes position, or enters/exits the boat for repositioning.

**Safety Count (See Dragon Boat Safety Count)**

- A safety count is done **prior** to going on to the dock. This is reported to the dock volunteers for safety purposes.

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**Boats Departing**

Only one boat may leave the dock from the same side at any one time.

- (1) e.g. two boats docked on the south side, only one boat may depart at a time
  - The next boat may leave the dock when the previous boat has cleared the dock.
  - 
  - Should there be boats are on either side of the dock and therefore will not intrude each other's departure

**Docking Boats – at the main docks off north parkside drive (to be used for race weekend)**

- Dock boats starting with the south tee (maximum of 2) when possible
- Dock any remaining boats on any other tee depending on the wind
- Constantly be aware of any other boats approaching the dock. Ensure that all boats are docked safely, the boats are braced while the teams exit one paddler at a time.

## **EQUIPMENT TRAILER VOLUNTEER:**

The trailer will be opened by the coach in charge by 5:15 at the latest.

Place the paddles and PFD's outside of the trailer on the tarps

Place the steering oars outside of the trailer in a safe place.

Place the bucket of ropes near the oars.

At the end of practices, return all equipment to the trailer.

Be sure that the coach in charge knows you are leaving.

During practices: on the practice white board, mark the number of paddlers in each boat with each crew when the dock volunteers give you the information.

### **Weather Conditions (review weather report prior to practice with head coaches)**

- Pay attention to wind direction, currents, waves, and areas of clouds.
- Be aware of changing weather patterns and gusting conditions
- If lightening is seen or thunder heard, you need to blast the sounding device (horn/whistle) 3 times, or use the walkie/talkie.
  - All boats must proceed to the dock immediately.
- The Equipment Volunteer should be familiar with the Emergency Action Plan as it pertains to boat safety or participant or volunteer falling in the water.

### **Crew Information:**

Hand out crew lists to the managers or crew representative. This information shows who has signed a waiver. No one is allowed on a boat without a signed waiver.

Accept payment from crews and make sure the coach in charge takes at the end of practice.

Any issues regarding waivers – defer to the coach in charge.

**Please review Safety Protocols**

**[www.lethbridgedragonfest.ca/safety](http://www.lethbridgedragonfest.ca/safety)**

**Please review Paddle Commands**

**[www.lethbridgedragonfest.ca/safety](http://www.lethbridgedragonfest.ca/safety)**

## 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 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 will advise the steerspeople and Dock Master to watch for lightning.
  - a. The Dock Master will advise all Crews to come into the main dock using a sounding device or walkie-talkie once lightning has been seen by the Dock Master or a Crew.
  - b. Serious situation may require a Crew to dock at the concession dock. The Crew will secure the boat to the concession dock and report to the Dock Master.
  - c. Crew (steersperson or drummer) conduct a safety count and report results to the Dock Master.
4. The Dock Master 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 main 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 Head Coaches, Dock Master, Registrar, or assigned volunteers continuously monitor weather and a lightning and thunderstorm develops.
2. Dock Master or assigned volunteers advise the ERT and First Aiders of a Lightning and Thunderstorm.
3. The Dock Master, 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 Master.
  - c. Crew (steersperson and drummer) conduct a head count and report results to the Dock Master.
4. The Dock Master 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 Race Chair will determine security of boats.
10. If a lightning and thunderstorm strikes, the ERT provide assistance to local emergency services agencies.

## 5.5 SITUATION: PERSON OVERBOARD OR SWAMPED BOAT

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

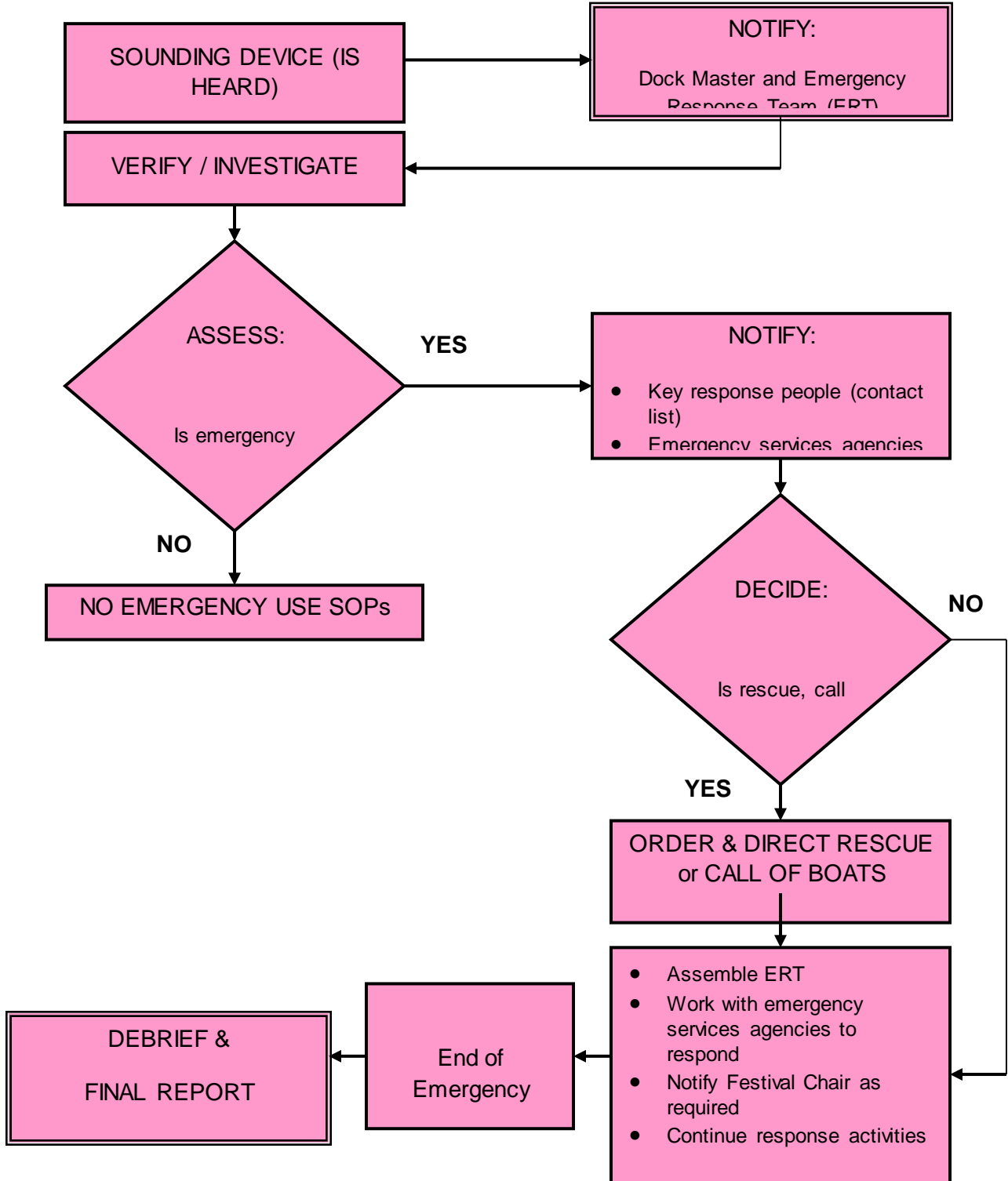
1. Note: Personal Floatation Device (PFD) will be worn by each participant and volunteer prior to accessing the dock or paddling in a boat on the water.
  - a. The PDF needs to be approved by the Coast Guard or ULC
2. In the event that a participant or volunteer falls in the water from a dragon boat, the Crew (drummer or steersperson) shall notify the Dock Master with a sounding device or walkie-talkie.
  - a. The Dock Master will advise the ERT and First Aider of the incident
  - b. The Dock Master will call in the remaining boats to the main dock using a sounding device or walkie-talkie.
  - c. The Dock Master 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 Master, if possible.
  - a. The Dock Master 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 Master of the success or failure of the rescue and the current status of the casualty
  - b. The Dock Master 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 main dock 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 Master 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 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 PDF 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 Master with a sounding device or walkie-talkie.
  - a. The Dock Master will advise the ERT and First Aider of the incident
  - b. The Dock Master will call in the remaining boats to the main dock using a sounding device or walkie-talkie.
  - c. The Dock Master 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 Master, if possible.
  - a. The Dock Master 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 Master of the success or failure of the rescue and the current status of the casualties
  - b. The Dock Master 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 Master 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 will advise the Crews they may continue their practice.

# IMMEDIATE ACTIONS / CRITICAL INFORMATION

## GENERAL RESPONSE PROCEDURE FLOWCHART



# IMMEDIATE CONTACTS

HENDERSON EMERGENCY ACTION PLAN ORGANIZATION

## EMERGENCY ACTION PLAN TEAM CONTACTS

TITLE/NAME	WORK#	CELL/ PAGER#
Emergency Response Coordinator		
Safety Advisor		
Lethbridge Dragon Boat Festival Chair		
Lethbridge Dragon Boat Festival Race Chair		
Lethbridge Dragon Boat Insurance Representative		
Head Coach		
Head Coach		

**THIS INFORMATION IS IN A BINDER IN THE  
EQUIPMENT TRAILER.**