

# Emergency Action Plan

Last Updated October 2025

## Important Contacts

In an emergency call 999

First and Third Trinity Boathouse  
Kimberley Road  
Cambridge  
CB4 1HJ  
(52.2114, 0.1301)  
01223 356589

Trinity College  
Trinity St.  
Cambridge  
CB2 1TQ  
(52.2071, 0.1176)  
01223 338400 (Great Gate Porters' Lodge)

Addenbrookes Hospital  
Hills Road  
Cambridge  
CB2 0QQ  
(52.1750, 0.1411)  
01223 245151 (non-emergency)

## Capsize

If out of your depth & unable to wade ashore, hold onto the capsized hull as a buoyancy aid & attempt to swim it to shore.

If the water is cold, get as much of your body out of the water as soon as possible, draping yourself over the upturned hull (if necessary turning over the hull for this purpose).

If possible, "buddy-up"; holding on to each other until rescued to provide mutual warmth and support and to help ensure all are accounted for.

Other boats in the vicinity should fetch help or a launch if one is available. **DO NOT ATTEMPT TO RESCUE FROM ANOTHER ROWING SCULL** - you are likely to tip over, putting more people in the water with no one to get help.

# In the event of serious incidents

IN A MEDICAL EMERGENCY, INCLUDING A CREW MEMBER BEING TAKEN SERIOUSLY ILL OR BECOMING UNRESPONSIVE, IMMEDIATELY:

- Raise the Alarm with the bank party or with other boats if available.
- Use a cell phone to dial for emergency assistance 999; OR if no cell phone available row to the nearest location where a safe landing can be made, get to a telephone, and make a 999 call, indicating the closest access location from the list below:

Above Baitsbite:

- Jesus Lock, Chesterton Road, Cambridge CB4 3BD
- First and Third Trinity Boathouse, Kimberley Road, Cambridge CB4 1HJ 01223 356589
- Combined Boathouse Logan's Way, Cambridge CB4 1BL
- Green Dragon Pub, 5 Water St, Cambridge CB4 1NZ 01223 505035
- Fen Road Car park (P&E), Fen Road, Cambridge CB4 1PB
- Long Reach railway bridge CB4 1UN
- The Plough, Green End, Fen Ditton, Cambridge CB5 8SX 01223 293264
- Baitsbite Lock, Milton, Cambridge CB24 6AF

Below Baitsbite

- Bridge Restaurant, Clayhithe Road, Waterbeach CB25 9HZ 01223 860622
- Clayhithe Lock, Bannold Road, Waterbeach CB25 9LN

If not in Cambridge, indicate the location as indicated on specific risk assessments.

## Possible incidents

### Hypothermia

The symptoms of hypothermia depend on how cold the environment is and how long you are exposed for. Severe hypothermia needs urgent medical treatment in hospital. Shivering is a good guide to how severe the condition is. If the person can stop shivering on their own, the hypothermia is mild, but if they cannot stop shivering, it is moderate to severe.

#### Mild cases

In mild cases, symptoms include:

- shivering
- feeling cold
- low energy,
- discomfort at higher temperatures than normal

- cold, pale skin

## Moderate cases

- The symptoms of moderate hypothermia include:
  - violent, uncontrollable shivering
- being unable to think or pay attention
- confusion (some people don't realise they are affected)
- loss of judgment and reasoning
- difficulty moving around or stumbling (weakness)
- feeling afraid
- memory loss
- fumbling hands and loss of coordination
- drowsiness
- slurred speech
- listlessness and indifference
- slow, shallow breathing and a weak pulse

## Severe cases

The symptoms of severe hypothermia include:

- loss of control of hands, feet, and limbs
- uncontrollable shivering that suddenly stops
- Unconsciousness
- shallow or no breathing
- weak, irregular or no pulse
- stiff muscles
- dilated pupils

Although hypothermia is defined as occurring when the body temperature drops below 35°C (95°F), mild hypothermia can start at higher body temperatures.

As the body temperature decreases further, shivering will stop completely. The heart rate will slow and a person will gradually lose consciousness. When unconscious, a person will not appear to have a pulse or be breathing. Emergency assistance should be sought immediately and CPR provided while the person is warmed. CPR is an emergency procedure, consisting of 30 chest compression followed by 2 rescue breaths.

## Treating hypothermia

As hypothermia can be a life-threatening condition, seek medical attention as soon as possible. Hypothermia is treated by preventing further heat being lost and by gently warming the patient. If you are treating someone with mild hypothermia, or waiting for medical treatment to arrive, follow the advice below to prevent further loss of heat.

Things to do for hypothermia:

- Move the person indoors, or somewhere warm, as soon as possible

- Once sheltered, gently remove any wet clothing and dry the person
  - Wrap them in blankets, towels, coats (whatever you have), protecting the head and torso first
  - Your own body heat can help someone with hypothermia. Hug them gently
  - Increase activity if possible, but not to the point where sweating occurs, as that cools the skin down again
  - If possible, give the person warm drinks (but not alcohol) or high energy foods, such as chocolate, to help warm them up
  - Once body temperature has increased, keep the person warm and dry
- It is important to handle anyone that has hypothermia very gently and carefully.

Things you should NOT do:

- Don't warm up an elderly person using a bath, as this may send cold blood from the body's surfaces to the heart or brain too suddenly, causing a stroke or heart attack;
- Don't apply direct heat (hot water or a heating pad, for example) to the arms and legs, as this forces cold blood back to the major organs, making the condition worse
- Don't give the person alcohol to drink, as this will decrease the body's ability to retain heat
- Don't rub or massage the person's skin, as this can cause the blood vessels to widen and decrease the body's ability to retain heat. In severe cases of hypothermia there is also a risk of heart attack

## Near Drowning

The goal is to safely rescue the victim and begin first aid.

In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival. Do not endanger yourself in rescuing the victim during this process.

Rescue options to reach the drowning victim in the water:

- Use a Throw Line
- Throw a rope with a buoyant object
- Use a long stick
- Bring a boat alongside the victim and tow the victim to shore. Do not haul the victim into the boat because it may cause the boat to capsize, and both of you will be in the water. Cold water may render the victim too hypothermic to grasp objects within their reach or to hold while being pulled to safety
- As a last resort, you can attempt a swimming rescue if you are sufficiently trained in water rescue. Do not attempt a rescue beyond your capabilities. Otherwise, you may harm yourself
  - For a swimming rescue, approach the person from behind while trying to calm the victim as you move closer. A panicked victim can pull you down
  - Grab a piece of clothing or cup a hand or arm under the victim's chin and pull the person face up to shore while providing special care to ensure a straight head-neck-back alignment especially if you think the person has spine injuries

## First aid for a near-drowning victim

The focus of the first aid for a near-drowning victim in the water is to get oxygen into the lungs without aggravating any suspected neck injury.

If the victim's breathing has stopped, CALL 999 and get help. Then give 5 mouth-to-mouth rescue breaths as soon as you safely can. If more than one of you is present, have one start the breaths as the other gets help. This could mean starting the breathing process in the water.

Once on shore, reassess the victim's breathing and circulation (heartbeat and pulse). If there is breathing and circulation without suspected spine injury, place the person in recovery position (lying on the stomach, arms extended at the shoulder level and bent, head on the side with the leg on the same side drawn up at a right angle to the torso) to keep the airway clear and to allow the swallowed water to drain. If there is no breathing, begin CPR (30 chest compression followed by 2 rescue breaths). If there is anyone else present send them to get a defibrillator (AED), 999 can direct to the nearest public one. Continue CPR until told to stop by medical help or the person revives. If an AED arrives turn this on and follow the instructions as soon as you can, one of those present should continue CPR in the meantime.

There is a defibrillator by Fitzwilliam boathouse, slightly upstream of First and Third on the hard.

Keep the person warm by removing wet clothing and covering with warm blankets to prevent hypothermia.

Remain with the recovering person until emergency medical personnel have arrived.

## Strong Recommendations

- Always carry a mobile phone, either in a waterproof bag in the boat or with the bank party
- Do not go out rowing alone, ever, when the water temperature is below 10 degrees C. Hypothermia is deadly quick at lower temperatures.