



## Incident Response and Reporting Procedures

**Purpose:** To provide appropriate protocols in the case of incidents or accidents.

**Definitions:** **A minor incident** is an occurrence, condition, situation or undesired event that adversely affects the completion of a task and that may or may not include property damage or an injury requiring first aid treatment. The situation typically requires immediate attention and can include breaking rules or failing to follow instructions. An accident will also qualify as an incident.

**A major incident** includes any situation that requires the assistance of police or emergency services (EMS), requires immediate medical attention or a condition that exposes someone to a significant health or safety risk. An accident will also qualify as an incident.

**An incident report** is a form that is filled out in order to record details of an incident. Its purpose is to document the exact details of the incident while they are fresh in the minds of those who witnessed or were involved in the event. The incident report will later be used to implement corrective actions, if needed.

**Scope:** SA team members or prospective members, coaches, boat operators, steerspersons, and drummers.

**Policy:** It is the policy of SA that safety comes first. To meet this goal, this document shall be available to all persons on the [www.survivorsabreast.com](http://www.survivorsabreast.com) website.

### **Responsibilities:**

1. Everyone is responsible for their own safety at all times while attending or engaging in activities related to Peterborough's Dragon Boat Festival, dragon boat practices, workshops and/or racing.
2. It is the responsibility of all SA team members, prospective members, coaches, boat operators, steerspersons, and drummers to read and follow the incident response and reporting procedures as outlined.
3. It is the responsibility of SA team members, prospective members, coaches, boat operators, steerspersons, and drummers to inform the SA President of an incident as soon as possible. In the case of an emergency or life-threatening accident, first contact 911.
4. Alcohol and drugs are not permitted on site during practices or race day. Anyone observed to be under the influence may, at the discretion of the the Team Captain, Coach or Steersperson during practices or other activities, be asked to leave the site.

### **Reporting an Incident:**

- If the incident is a medical or other type of emergency first call 911 and wait for emergency responders.
- If the incident is of a medical nature (but not an emergency), first aid treatment will be given by trained safety personnel if available, or transportation to seek medical treatment may be arranged.
- All incidents as defined under the Definitions heading on page 1 of this document will be reported as soon as possible.
- Anyone can report an incident either verbally or in writing to an SA board member. Information collected will include the date, time, location, contact information of person involved, witnesses and details about the incident.
- The applicable incident report will be completed by the appropriate person described in the Completing the Incident Report Section of this document.

### **Completing the Incident Report:**

- Blank incident reports are located on the Safety Boat and with the Survivors Abreast President.

#### **Incidents on the water**

- Following a major incident that occurs on the **water**, the safety boat operator and/or coach/steersperson must complete a major Incident Report for each person involved. In the case of a minor incident, a minor incident form may be filled out.
- , The incident report shall be forwarded to the SA President. This shall be done as soon as possible following the incident.

#### **Incidents on land**

- Incident reports related to SA activities will be completed by the SA President. If the SA President is not available, the incident report may be completed by any member of the Survivors Abreast Board of Directors (preferably the Team Captain), or the Coach/Steersperson. The President will be apprised of all incident reports.

### **Following an Incident:**

- All incident reports will be forwarded to the SA President
- Incident Reports will be reviewed in a timely manner either by the SA Board of Directors.
- Incident reports will also be reviewed by the Festival Safety and Security committee who will submit recommendation(s) to the SA Board of Directors.
- The purpose of reviewing incident reports is to try and determine the root and contributing causes to the incident. If necessary, additional insights and information will be sought from appropriate sub-committee chairs, or from those involved in the incident.
- If needed, a plan for corrective actions will be developed and implemented in order to prevent a similar occurrence in the future.
- The SA President will communicate recommendation(s) and corrective action(s) to all relevant parties.
- Effectiveness of the corrective action(s) will be evaluated and changes made for continual improvement.



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- Copies of the incident report and corrective actions (if any) will be kept on file by the SA President. These will be passed on to the incoming President to ensure continuity.
- Previous years records will be reviewed by the SA Board of Directors at the start of each season or planning cycle in order to:
  - Confirm that action required was implemented
  - Determine if the action was effective in prevention and recurrence
  - Identify trends.
  - Determine areas for improvement.

### **Related Documents:**

- SA Water Safety Procedures
- SA Incident Report (major or minor)
- SA Incident Flow Chart

This document and related documents will be reviewed at least annually.

<b>History:</b>	<b>Date:</b>	<b>Comments:</b>
Original Policy:	May 8, 2018	
Amendment:	Feb 2019	Separate PDBF and SA documents
Amendment:		
Amendment:		