

APPENDIX 3 v2026.1

Emergency Action Plan – Richard’s Endeavour.

1. CALLING THE EMERGENCY SERVICES

In case of an emergency contact the emergency services on “999” or “112” by personal Mobile Phone or by using the Boat’s Mobile Phone kept in the Kitchen/rear of the boat.

Location

Use “OpenCanal” or “What3words” (both are on the boat’s phone) or ask the Skipper for the boat’s current location. For medical emergencies identify the next bridge with road access. Refer to the Operating Instructions, kept on board, which includes bridge numbers, grid references and What 3 Words for each relevant bridge, to pass to the Emergency Services. (See Appendix 2 for maps and Appendix 1 for precise locations of Emergency Access Points).

Lookout

A lookout must be sent along the towpath to the bridge or road access in order to direct the emergency vehicles.

2. FIRE EMERGENCY PLAN

The safety of passengers and crew is paramount – the following may need to be modified depending on the severity and location of any fire.

The most likely ignition source of a fire is the kitchen cooker, followed by the microwave, and boat systems including bow thruster, engine, heater and electricals.

A kitchen fire should not be passed by crew moving from front to back or vice-versa unless you are sure it’s safe to do so.

Smoke is likely to be the first indicator, quite likely via a smoke alarm. Raise the alarm by shouting Fire, Fire, Fire and ensure crew at the bow and stern are aware.

Helm immediately moves boat to towpath in case evacuation required.

Bowman immediately turns off the gas at the cylinders, then grabs the fire extinguisher from behind the umbrellas and fights a kitchen fire from the front of the boat if safe to do so.

Crew 2 grabs the two fire extinguishers by the crew room and fights a kitchen fire from the rear of the boat if safe to do so.

Crew 3 makes the emergency call in every case.

Skipper immediately decides whether to start Evacuation Procedure in view of risk from smoke inhalation, burns etc.

Ask passengers to remain seated broadly where they are until given further instructions to avoid slips and falls. Consider moving passengers away from any fire, if necessary, but ask them to remain seated.

If the fire is not in the kitchen:

- Heating system – turn off at switch on instrument panel as a precaution.
- Inverter – turn it off if safe to do so. This will isolate portable appliances as well as the inverter itself. Do not switch off circuit breakers at this stage.
- The bow thruster and battery – another possible cause of fire located under the board on the front deck just to the rear of the front railing.
- If smoke is coming from the engine bay do not lift the engine covers – the influx of air could make a fire far worse.

Continue to assure and calm passengers, asking them to remain seated.

At any point **the Skipper may decide to EVACUATE THE BOAT** – see separate Evacuation Procedure.

1. GAS LEAK

Turn the Gas off at both the bottle and the Isolation valve off under the window to the left of the sink, and then open windows and doors to ventilate. Extinguish all naked flames and cigarettes. Do not switch on or off any Electrical Appliances or use naked flames. The boat should be evacuated and passengers moved 200 metres for safety. The fire and rescue service should be called to fully ventilate the boat and remove the gas.

4. SERIOUS COLLISION, UNDERWATER OBSTRUCTION, HARD GROUNDING OR HOOK UP/FLOODING IN LOCK

Raise alarm if not obvious to helm, check for MOB and report to Skipper.

If in a lock helm signals to onshore crew to close downstream paddles, then signals to cautiously raise upstream ground paddles and maybe gate paddles, and fill the lock (or the opposite initially, if the boat is caught under an overhang).

Instruct passengers to remain seated and assure them that the crew are dealing with the situation and to await further instructions.

Arrange first aid for any casualties – especially falls and burns in kitchen area.

Skipper to check hull for damage and decide whether to Evacuate the boat.

5. MEDICAL EMERGENCY

Our passengers are often elderly and many may suffer from chronic (long-term) medical conditions. They may suffer a medical emergency whilst onboard as can carers and crew even with no declared medical histories.

Raise the alarm and ensure crew at the bow and stern are aware.

Clear a space around the casualty. The First Aider and carer to provide First Aid.

The airway is the top priority in a first aid situation – check for breathing (chin lift) and commence CPR if required. Ask another crew member to fetch the Defibrillator, open it, switch it on and follow the instructions. Ask another crew member to call the emergency services if appropriate – see 1 above.

If the casualty is breathing but unconscious, move them into the recovery position with an open airway to help maintain breathing, then check for serious bleeding and monitor them.

At this point ask the carers, if not already involved, about any known medical history, DNR request and determine whether a call to the Emergency Services is required.

A call to 999 or 111 can provide access to expert emergency assistance to help a First Aider.

Inform the Skipper and helm of the situation and whether an Ambulance has been called.

6. MAN OVERBOARD (MOB) – IN OPEN CANAL

Whoever spots the MOB

- shouts MOB, MOB, MOB
- throws a LifeBuoy to MOB
- points at MOB continuously
- reassures MOB
- Asks MOB to try standing up as it is usually possible and immediately calms the situation. Then ask the MOB to wade towards to the towpath side.

Helm – if MOB at front stop the boat, BUT

- if MOB coming close to stern NEUTRAL
- If in doubt choose NEUTRAL

Bowman – Boathook at ready at bow

Stern crew - Boathook and ladder ready at stern

Deploy ladder by hooking over stern rail or lean against towpath

Encourage MOB to self-rescue by climbing out but beware of cold shock and provide assistance if needed

OR Deploy ladder on towpath Return along the towpath to assist with the rescue. Do not jump into the water you may also become a victim.

When back on board treat for hypothermia

- dry clothes, warm place on boat. (Spare clothes and large towel in sealed bag in crew room)
- Possibly Survival Bag and Space Blanket
- Warn of symptoms of Weil's Disease and need to see GP

If the person is unconscious, gently use the boat hook to catch clothing to pull the person to the boat or towpath. It may be necessary to move the boat back to the casualty to rescue them from the back deck; this can be done by crew on the towpath using mooring lines. The Skipper may assist them using carefully applied reverse propulsion up until the boat is approximately a full boat length from the casualty at which point the engine must be put into NEUTRAL. If

the casualty is out of reach from the towpath, a throwline should be attached to them and passed to crew on the towpath who will pull them ashore.

Crew must not enter the water to conduct a rescue as this places them in serious danger of themselves becoming a casualty.

CPR (5 rescue breaths first) should commence immediately if the person is not breathing normally.

The duty First Aider is to make regular checks on condition of any persons that have been immersed in water and should recommend that they seek professional medical advice.

Explain to the passengers what is happening. The passengers may also be suffering some form of shock because of the event.

7. MAN OVERBOARD (MOB) – IN A LOCK

Note: MOB will not be able to stand up in a lock and is very vulnerable to turbulent water and boat movements

If someone falls into the lock, let the Helm know immediately by shouting “Man Overboard” loudly. Act quickly to close all the paddles. Helm switches off the engine (RYA Page 60). Life rings and boat hooks to be deployed front and rear to help protect MOB from being crushed. There will be space in the lock to use our boarding ladder over the rear rail to recover the person, but if they can’t climb – you may need to fill the lock slowly to recover them to the side of the lock. Or, if the lock is almost empty, slowly lower the water level, open the gate and draw the person to safety using the lifeline or a rope to assist them through the lock gate to be recovered on the canal side at the lower level.

NEVER jump into the water yourself to rescue someone who has fallen in.

DEALING WITH AN EMERGENCY

1. Don't panic - Get yourself safe
2. Report the incident to the Skipper
3. Assess the situation
4. Get the rest of the party safe
5. Administer Emergency First Aid if required
6. First Aid equipment is located on the port side of the kitchen area
7. Call the Emergency Services if required
8. Notify the Trustees if there is a serious injury
9. Monitor situation and remain calm
10. Don't talk to the media at all. Refer them to the Trustees
11. Don't make any admission of liability
12. Make notes/log times wherever you can.
13. ALWAYS complete the Accident Form as soon as possible after the incident.

EMERGENCY CONTACT NUMBERS

Boat Mobile 07513 795150

Other Trustees Bob Evans 07789 895949, Sally Goodman 07769 117691, Andy Hayford 07852 159665, Cameron Wilson 07748 192342

NCBA Press Office 07899 822113

CRT National Communications Manager 07747 897783

NEAREST HOSPITALS

Airedale Royal Infirmary	01535 652511
Bradford Royal Infirmary	01274 542200
Leeds General Infirmary	0113 2432799

(Skipton General and Wharfedale General do not have A&E)

CREW ARE ASKED TO KEEP THEIR COPY OF THIS IN AN ACCESSIBLE PLACE FOR USE ON BOARD Eg. IN YOUR KIT BAG.