



CODE RED CHECKLIST

Incident on the Water

V4.0 13/09/2025



Session Manager

- Call 999 (using your own phone) and ask for the Ambulance
- Start Incident Log.
- Handover the session to the Pontoon Manager.
- Allocate a lead First Aider.
- Prepare Pontoon 4 to receive Safety Boat (with help from First Aider and/or others if available):
 - Clear end of Pontoon 4 of all boats.
 - Clear Pontoon 4 of all unnecessary persons.
 - Clear Pontoon 4 of any unnecessary objects (wheelchairs, keel hoists, pumps etc.).



Pontoon Manager

- Tell Club House not to send down more clients.
- Keep all boats on the water (unless and emergency arises).
- Keep clear of Pontoon 4.
- Manage on going session. (You may need to appoint another Pontoon Manager).



First Aider

- Bring Emergency Box to Pontoon 4.
- Receive casualties (there could be more than one) onto Pontoon 4 with Session Manager.
- Administer First Aid as required until ambulance comes.
- Speak to emergency services as required. (Session Manager has them on the phone).



Reception

- Keep all Clients and their Carers in the club house.
- Explain to the Carers that there is a medical incident. Try to maintain calm.
- You may be required to send a specific Carer down to Pontoon 4 (if their client is involved in the incident and there are specific medications etc. for that client).



Appendix - Contents of Emergency Box

- Waterproof logbook (with emergency numbers and What Three Words).
- Pen.
- Defibrillator (with spare pads, shaver and scissors).
- First Aid Kit.
- Lifting Straps (for lifting casualty out of boat).
- Emergency Survival Blankets (x8).