

COLUMBUS DRAGONBOAT FESTIVAL



Official Safety Procedures

Revised May 1, 2017

Table of Contents

1. Festival Site Safety
2. Site Evacuation and Weather-Related Safety
3. On Water Safety
4. Emergency Procedures
5. Waivers

The following Safety Plan applies to the Columbus Dragonboat Festival ("Festival") activities and includes all practice sessions and race day events. During practice sessions, the Safety Officers and the Onshore Coordinator (**Victor Shambora**) will make all safety related decisions in conjunction with the Race Committee (RC) chair, **Victor Shambora**. These individuals will address all weather-related issues and all parties concerned will follow their decisions regarding cancellation of any practices or races. On the day of the Festival, the the Safety Officers will be **Cora Munoz**.

1. Festival Site Safety

1. Two days prior to the Festival Race Day, there is to be a site walk-through by several members of the organizing committee including, but not limited to, at least one (1) Safety Officer and the Onshore Coordinator.
2. At this time all hazards will be identified and a plan put in place to either restrict access to those areas deemed hazardous or to remove the hazard.
3. All first aid services during the Festival are being coordinated by the **TBD**. This includes first aid and defibrillator services for both the participants and the spectators for the Festival.
4. During all practices and the Festival itself, all safety groups will be in direct radio contact with access to a phone for contacting 911 services if required.
5. In the event of danger or unsafe water conditions please follow the "Columbus Dragonboat Festival Cancellation Plan" procedures (attached).

2. Site Evacuation and Weather-Related Safety

1. The Festival will be held rain or shine. The on-water events will not be held under conditions of strong winds or lightning.
2. In the situation where there is lightning, all boats will be kept off of the water for a period of at least twenty (20) minutes following the last occurrence and the weather stations will be monitored by Search and Rescue to determine the likelihood of recurrence.
3. In the situation where there are strong winds unsafe for competition, the races will be canceled at the discretion of the Race Committee.

4. If severe inclement weather is noted on satellite radar systems and is approaching the Festival site, the Festival Site will be evacuated.
5. The decision to evacuate the Festival Site will be communicated via loudspeaker announcements.
6. Festival personnel will visit each team site to advise them of the evacuation order.
7. Festival personnel will canvas the spectator's area to advise of the evacuation order.

3. On Water Safety

1. Each team member is solely responsible for his or her own safety at all times while engaging in activities related to participating and racing in the Dragon Boats (or other craft that may be provided for the purpose of practice). Crew members, particularly drummers and steerspersons, must be aware that they have responsibilities for the safe control of their Dragon Boat and should never head out onto the water if they are in any way impaired by spirits, drugs, or other substances that adversely affect and impair their perception, judgement, balance, reaction time, hearing and vision.
2. Personal Flotation Devices (PFDs) will be provided to all team members and must be properly worn at all times while in any craft provided both in practice and in competition. Participants are allowed to use personal PFDs provided that they meet the Coast Guard standards and are approved by festival officials.
3. Any Dragon Boat having a member of its crew not properly wearing a Personal Flotation Device as outlined, will either not be able to start the race, or will be disqualified from the event. This decision is at the sole discretion of the Chief Race Official or his/her appointed official.
4. In addition to a Personal Flotation Device, all participants are required to wear a belt or rope secured around their waist. This must be provided by the participant and must be worn at all times while in any craft in both practice and competition.
5. Festival officials must approve all steerspersons.
6. All boats must give way to other vessels.

7. Crews shall be responsible for taking all actions necessary to avoid colliding and minimizing impact with other boats and crews. Steerspersons, who are facing forwards, must be able to command the boat effectively and send effective signals to their drummers, who are facing rearwards.
8. Steerspersons will be provided to each team. In the event that a team wishes to provide their own steersperson, festival officials must approve all steerspersons and will notify them of the practice course and boundaries for each practice and race.
9. Before the start of each practice session, all paddlers are required to pair up with the paddler beside them in case of emergencies (Buddy System).

Emergency Procedures

Before entering the dragon boats the following procedures are to be followed:

1. The buddy system is implemented.
2. All crew members are wearing an appropriate Coast Guard-approved PFD.
3. Crew members who have been consuming alcohol will not be allowed into the boats.
4. The total number of people in the boat will be communicated to dock crew and to water rescue crews.
5. All crew members have been advised of what to do in case of an emergency on the water.

In the event that a boat is swamped, the following procedures must be followed:

1. Steersperson shall take charge of the crew until the Search and Rescue boats arrive.
2. All other dragon boats must stay clear of the area and not attempt to assist with the rescue. They should return to the dock area so that all rescue vessels can assist with the swamped boat.
3. The crew must hold onto the boat. Team members shall be instructed not to swim to shore.
4. Each team member should ensure that his or her partner is in view.
5. The team captain will do a headcount and ensure that all members of the boat are present and accounted for.
6. Inform Search and Rescue in case your partner is missing.
7. Each team member must follow Search and Rescue's instructions.

In the event that a paddler or drummer falls overboard the following procedures must be followed:

1. Steersperson shall take charge of the boat and have the paddlers "Hold Water" to stop the boat.
2. Steersperson will signal to the Search and Rescue boats that there is an emergency and assistance is required.
3. Crew in the water will remain with the dragon boat, but will NOT attempt to re-board the dragon boat. Search and Rescue boat will arrive to assist them from the water and bring them to the docks for follow-up care. In the event that the steersperson falls overboard the drummer will issue the command to "Hold Water" – stopping the boat; signal the Search and Rescue boats of the need for assistance.

In the event of a collision the following procedures are to be followed:

1. The race or practice is to be stopped immediately with all boats coming to a stop to avoid adding to the collision.
2. Dragon boats not involved in the collision will head immediately to the docks and not attempt to assist with the rescue.
3. Steerspersons will each take command of their crew.
4. Both boats are to stop and injuries are to be assessed before any movement of boats is initiated.
5. All paddlers will be reported to the steersperson once the buddy check is completed.
6. The steersperson will alert the Search and Rescue vessels of the situation if they are not already aware. Search and Rescue will take control of the situation when they arrive.

Swimming to Shore:

1. Crew members will only swim to shore if specifically directed to by the Search and Rescue crews.
2. Crew members will only swim to shore with their buddies and while wearing their PFD.
3. Buddy checks and head counts are to be taken by both the steersperson and the Search and Rescue boats to ensure that the location of all crew members is known.

Waivers

1. All persons practicing in or racing in a Dragon Boat (or other craft that may

be provided for the purposes of participating) must sign an Asian Festival Waiver of Liability for Activity Participation waiver. In the case of persons under the age of 18 the waiver must also be signed by their parents or guardian, accepting the risks associated with their participation in the Festival and its practices and waiving any right they may have to any cause of action against any person, corporation or organization associated with the Festival in any way.

2. No person shall be permitted to engage in any practice session unless a properly completed and signed waiver has been delivered to the Committee or its designate.
3. The Team Captain shall deliver all signed and completed waiver forms to the Festival staff prior to any team member boarding the boat for either practice sessions or on race day.

For additional safety policies and procedures, please refer to *International Dragon Boat Federation Members Handbook - Edition No. 4 - IDBF Water Safety Policy Regulations*. A copy of this portion of the handbook shall be onsite at all times during practices and races for reference.