

KELOWNA PADDLE CENTRE SAFETY ESSENTIALS

Cover sheet for General and Emergency Safety Plan

IN AN EMERGENCY DIAL 911

ADDRESS: 3020 ABBOTT ST. KELOWNA, BC

A phone and contact list are available in the kiosk.

KPC SAFETY REQUIREMENTS:

- Sign in and out before and after paddling.
 - When sign out is closed, paddlers are responsible for telling a trusted person:
 - When they are leaving.
 - Where they are going.
 - How long they'll be gone.
 - When they are safely back.
- Personal Floatation Device (PFD)
 - **All paddlers using KPC equipment, in a KPC program, or on a surfski must wear their PFD.**
 - **Strongly recommended to be worn for all other paddlers** and *must* be on the boat/board.
- **Leashes are required when using KPC smallboats** (paddleboards, surfskis, kayaks, OC1/2s, & V1s).
- Have a signalling device (whistle, horn, etc.)
- Have a buoyant heaving line, at least 15m/50ft long.
 - Lines and boat essentials kits are available in the yellow safety locker in the courtyard.
- Check the conditions, including wind, temperature, & forecast. *Accreditations for KPC equipment are valid for conditions as good or better than you were accredited in.*
- Head to the nearest safe location on-shore in the event of thunder, lightning, severe weather, or other dangerous situation on the water. If possible, call 250-718-4004 to inform the staff of your location and situation.

KELOWNA PADDLE CENTRE SAFETY RECOMMENDATIONS

STRONGLY RECOMMENDED:

- **WEAR your PFD.**
 - Wearing a PFD is **required** when using KPC equipment, in a KPC program, or when paddling a surfski.
- Use an inherently buoyant rather than an inflatable PFD.
- Wear a leash.
 - Wearing a leash is **required** when using KPC smallboats.
- Paddle with a friend.
- Stay within swimming distance of the shore, especially if you are paddling alone or other risks may be present (e.g. unusual or uncertain conditions, cold temperatures).
- Wear high visibility clothing and choose bright colours for your equipment. *You'll be safer AND look rad like Dave.*
- Paddle into the wind when leaving KPC.
- Follow the 30-minute rule for lightning and thunder: Get off the water and seek shelter until at least thirty minutes has passed since the last sign of lightning or thunder.
- Plan ahead - know your route, landmarks & navigation aids (including those under the water), expected conditions, and other potential risks along the way.
 - *Be aware of areas with concentrated boat traffic. These are often near the bridge, the downtown Kelowna waterfront (north of the bridge), and the bay in front of Manteo Resort & Hotel Eldorado.*

BE AWARE ON THE WATER!

- 360 check often. Look all around to spot any boats or hazards in every direction. Keep an eye on boats that may be approaching.
- Monitor the conditions. *Ask the staff to explain the 'wind line', how to look for it, and what it might indicate.*

General and Emergency Safety Plan

Kelowna Paddle Centre, 2025

Location:

[Kelowna Paddle Centre,](#)

3020 Abbott Street, Kelowna, BC, V1Y1G6

Main Personnel to Contact (Emergency Call List Inside Kiosk):

1. Fraser McIntosh (778) 779 3142
2. Shift Leader (if posted and on duty)
3. Erick Van Selst (604) 726 0029

Location of First Aid	Inside the yellow locker , backups inside the kiosk under the computer to the left.
Fire extinguisher	Yellow locker
Throw lines and essentials	Yellow locker
Location of AED	To the right of the kiosk window. Close to the main entrance gate. North East area of the property
Directions for Emergency Personnel	<p>Kelowna Paddle Centre is located on Abbott street next to (North of) Pandosy Waterfront Park, there is a fenced gravel parking lot to access the site.</p> <p>Address: 3020 Abbott Street, Kelowna, BC, V1Y1G6</p> <p>Directions (from Kelowna General Hospital)</p> <ul style="list-style-type: none">● Head east towards Pandosy street (39m)● Turn right onto Pandosy street (650m)● Turn right onto Wardlaw ave (250m)● Wardlaw ave turns left and becomes Abbott street● Destination will be on the right <p>NOTE** During construction do not enter via cedar avenue or from the south, road access is CLOSED.</p>
Emergency Medical Centers	Kelowna General Hospital: 2268 Pandosy St, Kelowna, BC, V1Y1T2 (1.7 KM, 5 minute Commute)
Emergency Numbers	<p>Kelowna RCMP: 911, or 250-862-3300</p> <p>Ambulance: 911</p> <p>Fire: 911, or 250-469-8801</p> <p>Hospital (KGH) : 250-862-4000</p>

Fire	<p>Phone 911</p> <p>Notify safety officer who will:</p> <ul style="list-style-type: none"> • Communicate with coaches and others via megaphone identifying a safe evacuation area in case it is needed
Severe Weather	<p>All employees must monitor the weather - make sure this is done before every class or clinic.</p> <p><u>Wind and Weather:</u></p> <p>Refer to “windfinder.net” for hourly wind reports, and “environment canada” for weather alerts. Be aware of wind, lightning and heavy rains.</p> <p>If severe weather is forecasted, if need be cancel classes and notify members, especially for beginner classes.</p> <p>Check sign in sheets and make sure all are accounted for if weather suddenly shifts.</p> <p>NOTE: if you see lightning <i>immediately</i> go back ashore to KPC</p> <p>follow the “30-30 rule”:</p> <ul style="list-style-type: none"> • If lightning or thunder is less than 30 seconds away, go ashore. • Wait at least 30 minutes after the last sign of lightning before you go back on the water. • Do <i>not</i> go into the water to get people back <p><u>Fire:</u></p> <p>Refer to https://wildfiresituation.nrs.gov.bc.ca/map for localized maps</p> <ul style="list-style-type: none"> • check air quality (AQI) during fire season. • Take note of wind direction
Injuries Requiring Medical	<p>If injury occurs: notify instructors and manager (if able)</p> <p>Non-emergency: assist participant(s) to KPC</p> <p>Emergency: call 911 under the direction of the medical/First aid personnel on site</p>

	<p><u>ON WATER INCIDENT</u></p> <p>The athlete/ participant will be brought ashore to meet First Aid Providers ASAP.</p> <p>If injury appears life threatening or there is an apparent need for medical intervention, call 911 IMMEDIATELY.</p> <p><u>OFF WATER INCIDENT</u></p> <p>The athlete/ participant will be brought to KPC to meet with First Aid Providers.</p> <p>If injury appears life threatening or there is an apparent need for medical intervention, call 911</p>
<p>Potential Injury Need-to-Knows</p> <p>(refer to staff guidelines for more)</p>	<p>Hypothermia (via American Red Cross):</p> <ul style="list-style-type: none"> ● Gently move the person to a warm place. Call 9-1-1 if needed ● Monitor breathing and circulation. ● Give rescue breathing and CPR if needed. ● Remove any wet clothing and dry the person. ● Warm the person slowly by wrapping in blankets or by putting dry clothing on the person. <ul style="list-style-type: none"> ○ Hot water bottles and chemical hot packs may be used when first wrapped in a towel or blanket before applying. Do not warm the person too quickly, such as by immersing him or her in warm water. ○ Warm the core first (trunk, abdomen), not the extremities (hands, feet <p>Head Injury (possible concussion): If suspected, check for signs, this includes:</p> <p>MENTAL SYMPTOMS:</p> <ul style="list-style-type: none"> ● Inability to remember basic information (their name, time, ect) Confused, Irritable, Can't think straight, "Don't feel right" <p>PHYSICAL SYMPTOMS</p> <ul style="list-style-type: none"> ● Dizzy, Headache, Nausea, Pressure in Head, Sensitive to Light, Difficulty Balancing, Blurry Vision <p>If suspected, IMMEDIATELY Get them to stop what they are doing. Stay with them.</p> <p>If more serious "red Flag" symptoms are present, such</p>

as loss of consciousness, major headaches/pains, seizure, feeling of numbness in limbs, increasing loss of awareness, call 911.

See <https://parachute.ca/en/injury-topic/concussion/> for more info.

DO NOT remove equipment (such as helmets) as it can cause more injury.

Trouble breathing or having chest pain?

- Many of our staff have Standard First Aid and CPR Level C AED training
- AED is located at check in by the kiosk. First Aid kit is in the yellow safety locker outside the women's changeroom (northside of courtyard).
- Have the member to sit down and bring the AED and First Aid kit just in case
- Keep the member calm and seated, DO NOT get them to move or exercise.
- If the situation becomes worse, Call 9-1-1 and ask for an ambulance as this could be a potential life threatening scenario
- If the member needs First Aid, administer First Aid only if they have consented to it. If unconscious, then this is implied consent under the first aid regulations. If they wake up during the first aid, STOP IMMEDIATELY and ask for their consent to continue.
- If First Aid is administered, record in the Incident report form (in Kiosk)

Cuts

- If the staff member has valid first aid certifications (which they should) can administer first aid if consent is given
- If someone has a minor cut, administer reasonable first aid. If it is a major wound, administer first aid and/or call an ambulance based on the severity of the cut.
- Record all injuries in the incident report and all details

	<p>What do I (staff) do if a participant gets stung or bit?</p> <ul style="list-style-type: none">● First check if the person is allergic to the sting or bite● If not allergic, clean the wound and then apply ice● If allergic, with consent from either the person themselves or the guardian, help them administer their medication, never administer it yourself, as this could land you in trouble● Then call 9-1-1
--	---