



SMUS Community Rowing Centre:  
High Tide Flooding Emergency Action Plan

In the event of an extreme high tide it is conceivable, however unlikely, that the SMUS Community Rowing Centre could face flooding. This document acts as the emergency action plan (EAP) in such a circumstance.

1. **PLANNING:** Flooding related to an abnormally high tide, or a “King Tide”, will generally come with extreme weather warnings. Although many weather patterns are difficult to predict with certain accuracy, high tides and tide patterns can be predicted with greater accuracy. The Facility Manager, or someone standing in his/her place (Manager), will monitor weather forecasts in the lead up to an extreme high tide to ensure the maximum window of time is available to deploy the High Tide Flooding EAP and evacuate equipment from the facility.
  
2. **PHONE CALLS:** The Manager will make the following phone calls ahead of any actions being taken to protect the building and equipment:
  - 250-812-0573                      Michael Murgatroyd, SMUS Safety Officer
  - 250-480-9330                      Doug Park, SMUS Head of Maintenance
  - 250-414-6930                      Derek Kasper, Jawl Properties Facility Operations Manager
  - 250-920-3373                      City of Victoria Emergency Management Agency
  - 250-995-7654                      Victoria Police Department’s Non-Emergency Line
  - 250-883-3118                      Erik Ages, Manager of Fairway Gorge Paddling Club
  
3. **PRE-FLOOD SANDBAGGING:** In anticipation of any flooding, with 6 hours to go before the peak of the high tide, the Manager and staff will meet at the rowing centre to sandbag the first few feet of each boat bay door, and the main entrance door. Empty sandbags are stored in the work bay in a labelled Rubber-Made bin, and the Manager will purchase sand in the truck en route to the boathouse. The truck can be backed as close to the rowing centre as possible to unload the sand. Sandbags should be piled 6 inches above the predicted high tide water level.

Ahead of sandbagging, all gas tanks in the gas shed should be loaded into the Safety Boats. Each of the Safety Boats should have plugs inserted and then be wheeled out of the boat bays, up the ramp to the space in front of QM Engineering, untied from their trailers and re-tied to the handrail, maximizing the lead on the rope.
  
4. **INITIATION OF HIGH TIDE EAP:** The Manager must continue to assess the risk of flooding and make the decision to execute the High Tide Flooding EAP. This decision must happen in a timely fashion, no later than four hours before the scheduled high tide (HT-4hrs). Once the decision is made, the Manager will contact staff (including coaches) and adult club members to

help evacuate vulnerable equipment. A staff phone list is posted in the office, and the most recent phone list for members will be looked up through the RCA Web Registration System. All staff and club members will coordinate to arrive at the boathouse at HT-3hrs, including the arrival of the truck and trailer. *\*Once there is any standing water in the facility during the evacuation process the power to the facility must be turned off. The Manager will work with Jawl Properties to ensure that the power is completely shut off. Battery-powered flashlights from the safety launches are to be used in cases when there is not enough natural light to conduct the evacuation.*

**5. ON-SITE ACTIONS:**

- a. Inside the boat house, starting with the bottom boats in each boat bay, members will de-rig and load the trailer in accordance to the High Tide Flooding EAP Trailer Map (see below). Once the bottom racks have been evacuated, members will start on the second-from-bottom racks and de-rig and load those boats. Lower level oar racks also need to be emptied and loaded onto the trailer. This process will continue until the trailer is full and needs to be taken off-site. If the predicted high tide water level is above the second rack, the remaining boats stored within 12 inches of the predicted high tide water-level should be taken out of the boat house and securely tied to stretchers in the breezeway between the two main structures of the 2940 Jutland Road building.
- b. Staff will divide their numbers and empty the office, coach’s room and the work bay:
  - i. **Office:** Computers and paper files are to be loaded into the back bench of the truck for transport. Paper files are to be carefully loaded into a large Rubber-Made bins currently located on the right at the back of the work bay. Any small appliances, such as the telephones, calculator and printer should also be loaded into the truck.
  - ii. **Coach’s Room:** All rowing electronics, floater suits and personal belongings should be loaded, individually or in a Rubber-Made bin, onto the back bench of the truck. Life jacket bags should be loaded onto the trailer.
  - iii. **Work Bay:** Chemicals must be responsibly loaded separately into a Rubber-Made bin and loaded onto the trailer. Power tools, boat lights, appliances (bar fridge, heater and microwave), maintenance logs, radios, first aid kits, spill kit, and any other valuables that would suffer water damage are to be loaded onto the back bench of the truck. Regatta equipment (heaters, propane tanks, tents and tables) can all be loaded onto the trailer. LEAVE ANYTHING THAT WILL NOT SUFFER WATER DAMAGE.

**High Tide Flooding Emergency Action Plan: Trailer Map**

Determination (2X)   Enterprise (1X)   Champion (2X)   Fortitude (2X) Steadman (2X)   Walinga (2X)   TBD (1X)   Drew Harrison (1X)		
Shergold (8+) & Pocock (1X)	Sea Biscuit (4X) & Vivat (1X)	No Name Hudson (8+)
TBD (4X) & Souza (1X)	Hall (4X) & Aylard (2X)	Norja (4X) & Engage (1X)
Conviction (4X)	Confidence (4X)	Resilience (4X)
Oars and bins	Oars and bins	Oars and bins