

SILVER SPOKES CYCLING CLUB	Revision 1
EMERGENCY RESPONSE PROCEDURE	April 2022

1. Definitions

“SSCC” – The Silver Spokes Cycling Club

“Participant” – An individual who is taking part in an SSCC cycling event

“Ride Leader” – A Participant who has been designated by SSCC to be in charge of a SSCC group ride

2. Purpose

SSCC endeavors to ensure that club rides are carried out in a safe manner. However, it is recognized that cycling does involve risks and that accidents may occur from time to time. This procedure is intended to provide guidance for SSCC Ride Leaders and other Participants in handling accidents, falls or medical emergencies that may happen during a club ride.

3. Responsibilities

Ride Leader

The Ride Leader is responsible for taking charge of the emergency scene and directing other Participants in carrying out the actions outlined below. Ride Leaders shall familiarize themselves with, and be prepared to implement, the SSCC Concussion and Return to Ride Policy if necessary.

Other Participants

Other Participants are responsible for carrying out instructions from the Ride Leader, or advising him/her immediately if they are unable to do so. In the event that the Ride Leader is involved in the accident or emergency, one or more Participants shall take over the Ride Leader duties.

4. Actions

Immediately following an accident or medical emergency the Ride Leader shall ensure that the following actions are taken:

1. ***Stay calm and collected.***
2. Determine if all involved are responsive and assess the situation for injuries.
3. Get everyone not involved off to the side of the road and out of the way of traffic
4. Make sure the scene is safe from traffic; create a road block if necessary. Assign one or more persons to manage traffic if safe to do so.
5. Call 911 if required. (Police, Fire, Ambulance). If necessary to direct EMS, assign someone to determine exact location via nearest “911 number.”

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6. Perform first aid on victims if needed. Check airway, breathing. Stop bleeding as required using a tourniquet if necessary. Keep victims warm and comfortable.
7. Check victims' helmets for damage (cracked, impacted) to determine if there is any possible head trauma.
8. If there is a suspected concussion, follow the protocol in the Concussion and Return to Ride Policy.
9. If victims are conscious and do not exhibit signs of traumatic injury, and it is safe to do so, assist them in moving to the side of the road; otherwise, do not move them until EMS arrives.
10. Make access for emergency vehicles as required.
11. Call emergency contacts for any injured participants. (Participants are required to carry this information on SSCC rides)

After injured riders have been treated or taken to hospital by EMS:

1. Photograph scene if possible. Ask witnesses for statements, or arrange to get them at a later date. Get names and phone numbers.
2. Remove any damaged bikes or equipment from road.
3. Arrange for bicycles and other materials to be picked up and taken to a safe storage place.
4. If necessary, due to lack of daylight, arrange for rides back to the ride start location.

5. Follow Up

The Ride Leader shall:

1. The Ride Leader shall report the accident to the SSCC Board of Directors at silverspokes1939@gmail.com at the earliest opportunity.
2. The Ride Leader shall download and complete an OCA Sport Injury Report Form. This can be found at: <http://www.ontariocycling.org> (About>Forms Literature & Policies>Organizers Form>Incident Report). The form must be submitted to the OCA office by the Ride Leader. One form must be submitted per individual involved.