



Version: Feb 2025

St. Vincent and the Grenadines Sailing Week

Regatta Emergency Plan

Covering on-water weather and accident incidences for both Yachts and Heritage Boats participating in Regattas organised by St. Vincent and the Grenadines Tourism Authority.

Contacts information is given in Annex A of this Plan

Emergency Situations

For the purposes of responding appropriately, each situation should be classified by the most senior person on the affected boat as either:

1. Non-emergency injury or incident where the crew are able to bring the situation under control. Sudden adverse change in weather and/or sea conditions posing a risk to boats and crew; or
2. Immediate or foreseeable risk of loss of life or serious injury or major maritime event. This would cover any incident triggering a 'Pan-Pan' or 'Mayday' radio notification.

Examples of Emergency situations:

This is not intended to be exhaustive and officials and participants should exercise their own judgement as to what this may constitute depending on the circumstances at the time but at all times stay alert and act prudently – “better safe than sorry”.

- Accident at sea resulting in serious injuries eg falls, broken bones, concussion etc
- Sudden unforeseen medical conditions, eg heart attack, stroke.
- Fire at sea.
- Person overboard.
- Collision resulting in serious damage and risk of being holed.
- Drifting uncontrollably posing a risk to shipping or beaching
- Unable to stem unexpected water intake posing a risk of sinking.

Landing point for evacuation of casualties to on-shore facilities

- The Dinghy Dock at Blue Lagoon Hotel and Marina for incidents at the start of Bougainvillea cup on 13th April.
- The Main ferry dock Wharf in Canouan and/or Sandy Lane Yacht Club and Marina.
- The cruise ship dinghy dock approximately 100 metres south of the main ferry terminal.

Responsibilities

(St. Vincent and the Grenadines Tourism Authority)

- Appointing a Chairperson of the Regatta Organising Committee (ROC).
- Appointing a suitably experienced Principle Race Officer (PRO) who shall control racing. Separate PRO's may be appointed for yachts and Heritage Boats (HB's).

- Appointing a Local Race Officer (LRO) who shall support the PRO. Separate LRO's may be appointed for yachts and HB's.
- Ensure daily up to date weather reports are received and if necessary acted upon.
- Maintaining first aid kits at the regatta HQ and the main chase boat

Regatta Organisation Committee (ROC)

- Organising the regatta including start and finish points and times, courses, and setting marks.
- Appointing a Regatta Manager (note that this post may be the ROC Chair)
- Disseminating and managing this Emergency Plan.
- Providing fully fuelled chase boats (minimum of one) and appropriately qualified personnel to man them and provide 'first responder' first aid assistance.
- To ensure the chase boats have adequate first aid and fire-extinguishing equipment, and recovery-at-sea gear.
- Liaison with the SVG Coastguard.
- Communications during any emergency, including ensuring radio coverage over the entire regatta area (if necessary using the chase boat(s) as relays).

Race Participants (both yachts and Heritage boats) – normally discharged by the racing boat skipper:

Note that individuals affected by a medical emergency but denying assistance and/or treatment do so at their own risk.

- Complying with the regatta Race Instructions and Safety Instructions.
- Informing PRO & LRO during Registration and via a Medical Form (see Annex B of this Plan) of any existing or pre-existing medical conditions they or their crew may have. Note – this is not mandatory but is strongly advised.
- Being aware of this Emergency Plan including contacts information.
- Complying with any direction or instruction given by the PRO, LRO and Regatta Manager.
- In an emergency at sea complying with the directions given by the chase boat skipper and/or SVG Coastguard.
- Providing any reasonable assistance that may be required by another boat in an emergency situation arising at sea (whether a race participant or not and subject to ability to provide such assistance).

Chain of Command

Principle Race Officer (PRO) In overall charge



Local Race Officer (LRO)

Assists the PRO, if necessary handling communications or liaising with on-shore organisations and regatta HQ

Ensuring all boats are accounted-for
Arranges safety briefing for officials and ensures chase boat is operational and fueled-up



Chase boat skipper Directs the on-water first line response
Communication with the affected boat and with the PRO and Coastguard



Chase boat first responder Provides emergency first aid or fire fighting assistance
Liaison with on-shore medical facilities

SVG Coastguard Provide assistance as required
But - takes charge on the water if the situation requires it

Regatta Manager Reports to Chairman ROC (unless one and the same person)
Liaison with the on-shore emergency services including directing to pick-up point and accompanying casualty until colleagues arrive.
Arranging for incident reporting forms to be completed

Communications

- Communications during an emergency shall be by VHF radio (on shore and on water), and cellular phone.
- Personal details are not to be disseminated by VHF – instead use cell phone.
- VHF channels to use and monitor are as follows:
 - Yachts – Ch 6
 - Heritage Boats – Ch 9
 - During an emergency - Ch 16 (but only those boats involved)
- The PRO and LRO shall both monitor the relevant channel (6 or 9) from one hour prior to the start of each race until 15 minutes after the last boat has passed the finish line or has notified the PRO that it is retiring.
- The chase boat shall monitor the relevant channel from 15 minutes prior to the start until it has returned to base following completion of racing or following an instruction by the PRO to return to base. Note that only under exceptional circumstances will the chase boat(s) be 'retired' prior to the race ending and this will require the permission of either the PRO or Regatta Manager.

Emergency Procedure and Communication – During Racing:

- Affected boat skipper or crew (or PRO if a weather event): Inform PRO, LRO and chase boat(s) via VHF Ch 6 or 9. Response should be immediate. If not and request repeated, raise Coastguard on VHF Ch 16.
- If necessary other boats hearing that the call is unanswered should act as a relay as the call may be out of range due to topography.

- Information must include: nature of the emergency and whether 'no-emergency incident' or 'full emergency incident', boat name and ID marks, position (GPS or by eyeball bearing), numbers of persons affected, how the emergency is being handled on-board.
- PRO to take charge instructing chase boat on Ch 6 or 9 to provide assistance. If personal information, eg name, is required this is to be handled via cell phone.
- If necessary PRO or LRO to inform by cell phone on-shore medical facilities to stand-by for casualty. PRO or LRO to also to inform Coastguard on Ch 16.
- Thereafter all VHF communications regarding the emergency shall be made on Ch 16
- Chase boat to inform affected boat, Coastguard, and PRO of its position and ETA on Ch 16.
- On arrival at the incident chase boat skipper or first responder (depending on the nature of the emergency) to assess the significance of the emergency and advise the PRO and Coastguard accordingly on Ch 16.
- Chase boat skipper to inform PRO and Coastguard of the actions it is taking to address the emergency, if necessary requesting further assistance and the nature of such further assistance (people/equipment/etc).
- If an evacuation to on-shore is required the chase boat skipper or first responder to keep PRO and Coastguard informed regularly on VHF Ch 16 until handed-over to on-shore emergency services personnel or Coastguard.
- Regatta Manager shall meet the evacuee at the Evacuation Landing Point and accompany them to hospital, keeping the LRO or PRO informed of developments by cell phone. Regatta Manager should come with the individual's Medical Form if this is available.
- PRO to keep all race participants advised of the nature and response to the emergency on Ch 6 or 9.
- Crew or Skipper of affected boat as soon as possible and no later than 15 minutes after race ends to provide Regatta Manager (or LRO if Regatta Manager occupied with the consequences of the emergency) with a verbal report of the incident, supported by the PRO and/or LRO and Chase Boat Skipper and First Responder.
- Based on this report Regatta Manager to ensure an incident reporting form is completed (pro-forma given at Annex C of this Plan).

Emergency Procedure and Communication – Outside Racing and On-Shore:

- Senior crew member to inform police or fire department or medical facilities or Coastguard (depending on nature of the emergency) by cell phone, and advise LRO or Regatta Manager in person or by cell phone as soon as practicable giving as much information as possible.
- If occurring at the Regatta HQ – inform personally the LRO or Regatta Manager in which event LRO or Regatta Manager will if necessary alert the emergency services, advising of nature of the incident and location, and if necessary providing the individual's Medical Form.
- If the individual is alone, LRO or Regatta Manager to accompany them to medical facilities. If incident is at the Regatta HQ the Regatta Manager to complete an incident reporting form.
- If the emergency is a fire, raise the alarm and attempt to fight it BUT only if suitable equipment is available and the fire is less than a 2 metre (6 foot) spread either

vertically or laterally and fire is away from flammable sources. Otherwise leave to the emergency services. Evacuate the area.

- If the emergency is assault or theft etc do not attempt to physically respond but note the appearance of the perpetrator if possible , attempt to calm and reassure the victim, and asap inform the LRO or Regatta Manager, or any local police presence.

St. Vincent and the Grenadines Sailing Week – Regatta Emergency Plan
ANNEX A
CONTACTS LIST

Note – all phone numbers are local. Non-SVG callers should preface these with (001) 784

Emergencies	111 or 999
Dr Lugo(Bequia)	534 0376
Canouan Clinic	455 5627
Canouan Police	527 4341/ 527 6352
Bequia Hospital (24 hrs)	458 3294
Bequia Clinic	457 3328
Imperial Pharmacy	458 3375 (after hours 458 3025)
Coastguard Bequia	457 4578 or VHF Ch 16 “Juliet8Bravo”
Bequia Police Station (also Fire Service)	458 3350 or VHF Ch 16 “ZedQSBequia”
Principle Race Officer (yachts)	James Benoit – via LRO (Yachts)
Principle Race Officer (double-enders)	Andre Dewer- 1302 727 6094
Local Race Officer (yachts)	Sayie Adams- 4340616
Regatta Manager	Sayie Adams 4340616

St. Vincent and the Grenadines Sailing Week – Regatta Emergency Plan
ANNEX B
PARTICIPANT’S EXISTING OR PRE-EXISTING MEDICAL CONDITION FORM
CONFIDENTIAL

Completion of this form is not mandatory but is intended to facilitate emergency medical treatment should the participant require it but be unable to communicate. Please hand in during Registration

This form will be kept confidential at regatta HQ unless required to assist any medical treatment of the participant, and at the end of the regatta will be either securely destroyed or if requested returned to the participant (participant to collect from Regatta office)

Name _____ Participating boat _____

Address and contact phone number _____

Medical condition _____

Treatment/medication _____

Home Doctor/clinician providing treatment _____

Address and phone number _____

Allergies _____

Skipper/crew member contact details _____

Signed _____ Date _____

CONFIDENTIAL

St. Vincent and the Grenadines Sailing Week – Regatta Emergency Plan
ANNEX C
INCIDENT REPORTING FORM

Name of injured party _____

Address and phone number _____

Boat name _____ Skippers name _____

Date and time of incident _____

Location of incident _____

Description of incident _____

Response to incident _____

If a medical issue has the affected person discharged themselves? _____

Signed (participating boat) _____ Capacity _____

Date _____

Signed (BSC) _____ Capacity _____

Date _____