



# Emergency Action Plan

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*St Mawes Sailing Club – Junior Sail Training – Updated April 2026*

## **1 Incident – multiple Capsized Dinghies - Safety Boats having Difficulty Recovering Boats and/Crews**

May be caused by sudden deterioration in the weather, squalls or freak weather conditions.

### **Immediate Action by Instructor**

- Call up *Chief/Senior Instructor* and ask to send assistance (*Chief/Senior Instructor* should get other groups off the water to nearest point of safety – may be Summers Beach/ Place/ Stoneworks Quay, until situation under control). This will also free up Safety Boats to assist.
- Call Harbour Master (VHF Channel 12 St Mawes Harbour) and ask for assistance of Harbour launch.
- Ensure all capsized boats are checked as soon as possible – head count and check for injuries. **People first**, only start to recover boats when crisis over. Mark abandoned boats with tape.
- If necessary *Chief/Senior Instructor* to call Falmouth Coastguard on VHF Channel 16/01326 317575/999 and ask for coastguard, to request further assistance.

### **Follow Up Action by Instructor**

- Check all students are accounted for.
- Abandon activity and ensure students safely back to Stoneworks Quay.
- Recover boats.
- Call *JST Principal* (Roger Boyle) on 07885 796530.
- Stand down any outside help i.e. coastguard.

## 2 Missing boat

### Instructor Action

- Double check group using observer, if possible.
- Has any other group seen the boat.
- Notify *Chief/Senior Instructor*.

### Chief Instructor Action

- Enlist shore support
  - phone *Principal (if not the Chief Instructor)*
  - phone *JST Chairman*
  - phone *Sailing Club*

To search beaches, foreshore, Stoneworks Quay etc and get any spare Club Rib's on the water.

- Get other groups off the water to a place of safety to release Safety Boats to search.
- Inform Harbour Master (VHF Ch 12 St Mawes Harbour) and ask for help from Harbour launch.
- Inform Falmouth Coastguard by VHF Ch16 or telephone 01326 317575 or 999.
- Coordinate search.

### If/when boat located

Inform all involved in search:

- Rib crews
- Shore teams
- Harbour Master
- Coastguard

### 3 Incident – Fatality

#### Instructor Action

- 1) Call 999 and seek guidance, having explained circumstances of fatality.
- 2) Ensure safety of students and instructors.
- 3) Inform *Chief Instructor*.
- 4) Return all students to shore. *Instructors* to contact parents for early collection of students.

#### Chief Instructor Action

- 1) Alert *Principal/JST Chairman*.
- 2) Get statements from competent witnesses.
- 3) Do not speak to the press, or issue any information at all, unless directly instructed by *Principal*.
- 4) Don't hold a press conference, but decide who will speak to press. Don't allow well meaning but ill-informed staff to speak to press.
- 5) Try to keep a record of whom you have spoken to, who has contacted you etc.
- 6) Inform RYA Training on 023 8060 4180.
- 7) Do not publicise name of casualty until Next of Kin informed either *by Principal/JST Chairman* or Police.
- 8) Produce a written account of what happened.
- 9) Keep any relevant equipment such as lifejackets, log books etc.

### 4 Incident – Serious Injury – Life Threatening

#### Instructor Action

- 1) Ascertain nature and extent of injury. Provide immediate First Aid.
- 2) Call Coastguard – CH16 MAYDAY or telephone 01326 317575 or 999 and ask for coastguard requesting helicopter evacuation. You will need your position and nature of injuries.
- 3) Advise *Chief Instructor* so help can be sent to look after rest of group. Group to be taken to shore as soon as practical.
- 4) Complete accident book on return to shore.

## Chief Instructor Action

Call *Principal/JST Chairman* to organise immediate notification of next of kin.

## 5 Incident – Serious Injury – Non Life Threatening

### Instructor Action

- 1) Ascertain nature and extent of injury. Provide immediate First Aid.
- 2) Call coastguard CH16 PANPAN MEDICO or telephone 01326 317575 or 999 to arrange ambulance. Rendez-vous with ambulance – village quay for preference/Polvarth boatyard or Freshwater boatyard/Percuil depending on proximity to injured party (preferably not Stoneworks due to access).
- 3) Advise *Chief Instructor* so help can be sent to look after rest of group. Group to be taken to shore as soon as practical.
- 4) Complete accident book on return to shore.

### Chief Instructor Action

Call *Principal/JST Chairman* to organise immediate notification of Next of Kin and organise someone to meet ambulance at rendez-vous point, particularly if it was Stoneworks Quay.

## 6 Incident – Fire

### Stoneworks Quay

#### Action

*Chief Instructor* will inform all *Instructors* that there is a fire on the Quay. *Instructors* to get their groups to assemble by the garage in the lane by the Quay.

### Sailing Club

#### Action

If the Fire Alarm sounds the building to be evacuated. *Instructors* to marshal their groups. *Instructor* to lead down the stairs to hold up traffic whilst students cross safely to assembly point by the Harbour Master's office on the Quay.

**Useful telephone numbers: JST Lead – Roger Boyle – 07885 796530**

**Chief Instructor – Matt Angell – 07518 149423      Safety Boat Captain –**

**Graham Salter – 07815 149423**

