

OARCA Coastal Rowing Club

Emergency Action Plan - Cadboro Bay

EMERGENCY CONTACT INFORMATION

- **For Marine Emergency, request assistance on VHF Channel 16, or**
- **Dial 9-1-1 on a mobile phone or landline, or**
- **Joint Rescue Coordination Centre – 250-413-8933 or Cell: #727**

COMPOUND ADDRESS

CADBORO-GYRO PARK

Sinclair Road, Victoria

[Note the phone numbers are available on the formal EAP posted on site.]

AFTER calling 9-1-1 and within a reasonable timeframe, please contact the first OARCA representative on this list. Should that individual NOT answer the phone, please proceed down the list to the next contact.

Treasurer	Ian Graeme (lives closest)	XXX
Secretary	Janice Mason	XXX
Director	Marla Weston	XXX
President	Brenda Taylor (lives farthest)	XXX

(Current as of August 30, 2026)

AVAILABLE EQUIPMENT

- No First Aid supplies are currently available onsite. Make sure you bring a First Aid kit with you.
- You are required to provide your own basic safety equipment as required by Transport Canada. This includes:
 - a personal flotation device or lifejacket of an appropriate size for each person;
 - a sound-signalling device; and
 - a watertight flashlight, if the [rowing shell] is operated after sunset or before sunrise or in periods of restricted visibility.

NON-EMERGENCY MEDICAL CARE

No matter how insignificant the injury may seem, driving someone off-site (i.e. to a hospital or medical clinic) carries GREAT MEDICAL RISK to the injured and GREAT LEGAL RISK to the driver. Please call an ambulance or have an immediate family member/legal guardian drive him/her instead.

Nearest Medical Centre

- **Royal Jubilee Hospital**

1952 Bay St, Victoria
Phone: (250) 370-8000

Emergency Room Hours: 24/7

- Alternative:

- **Victoria General Hospital**

1 Hospital Way, Victoria
Phone: (250) 727-4212
Emergency Room Hours: 24/7

EMERGENCY ACTION PLAN

ROLES & RESPONSIBILITIES

CHARGE PERSON

- The most qualified first aider on-site (based on level of certification/training)
- CHECKS SCENE FOR DANGERS TO SELF AND OTHERS
- PUTS ON GLOVES
- Assesses ABCs (airway, breathing, circulation - does the person have an open airway, are they breathing, is their heart beating, are they bleeding?) of the individual(s) and decides if advanced medical help is required
- Makes sure the person is not moved until certain that no serious injury has occurred (as deemed by a medical professional), or immobilizes the individual in case of severe injury/condition
- Directs the Call Person to call 9-1-1, if required
- Performs any first aid that is required based on level of training. If the person is responsive, you **must** get their permission (consent) before giving care.
- Waits with the injured person until the ambulance arrives and the injured person is transported to a hospital
- Fills in injury and incident report forms

CALL PERSON

- Dials 9-1-1 for emergency as directed by the Charge Person
- Provides dispatch with all necessary information (e.g. facility location, nature of injury, what, if any, first aid has been provided)
- Clears any traffic from the entrance/access road before the ambulance arrives
- Waits at the parking lot entrance to direct the ambulance when it arrives
- If possible, calls the injured person's Emergency Contact listed in the boat sign-out sheet once paramedics have provided appropriate information as to which hospital the individual is being transported
- Calls the first OARCA representative listed in the Emergency Action Plan when time permits

CONTROL PERSON

- Controls the crowd including concerned rower's crewmates
- Recruits help at the scene if needed
- Helps the Charge Person as asked

9-1-1 Script

Follow the 9-1-1 dispatcher's prompts

IF A MEDICAL EMERGENCY ASK FOR AN AMBULANCE. FOR OTHER EMERGENCIES ASK FOR FIRE DEPARTMENT OR POLICE AS APPROPRIATE.

My name is _____.

We are located at the Cadboro-Gyro Park on Sinclair Road, Victoria.

The phone number I am calling from is _____(give your number).

There is an injured person who needs medical attention/ boat rescue, etc. He/She is currently located _____ and is being provided first aid by _____(name of person).

We are sending _____ (name of person) to meet the ambulance at the Cadboro-Gyro Parking lot at the end of Sinclair Road.

Ask the dispatcher how long until the ambulance crew arrives and provide that information to the Charge Person asap.

DO NOT HANG UP

Stay on the line and answer any questions asked by the dispatcher. Provide dispatch with an alternate phone number in case you're accidentally cut off.

DO NOT USE A PERSONAL VEHICLE TO DRIVE AN INDIVIDUAL TO THE HOSPITAL OR MEDICAL CLINIC; WAIT FOR THE PROFESSIONALS TO ARRIVE.

MAYDAY - VHF CHANNEL 16

It is illegal to use a VHF radio without a Restricted Operator Certificate – Marine (ROC-M) in Canada. However, an exception will almost certainly be made in the case of an emergency. To contact the Coast Guard, change to Channel 16 on the VHF radio and say:

"MAYDAY, MAYDAY, MAYDAY."

"This is a rowing boat. This is a rowing boat. This is a rowing boat."

REPORT YOUR LOCATION. For example: "We are approximately 500 metres south of Great Chain Island."

REPORT THE NATURE OF THE EMERGENCY. For example: "One of our rowers is having cardiac issues. We need medical assistance" or "We struck a log and are sinking. We need help."

REPORT BOAT DESCRIPTION. For example: "Our boat is a long, white coastal rowing boat for 2 people."

REPORT YOUR STATUS. For example: "We are trying to make it to Great Chain Island to start CPR." or "We are in the water, wearing life jackets and holding onto the boat."

"MAYDAY. This is a rowing boat."

OVER

Wait for a response. If there is none, repeat the message.