



EMERGENCY ACTION PLAN & SAFETY ACTION PLAN INFORMATION

An emergency action plan (EAP) is a written document detailing WHO does WHAT, WHEN in the event of an aquatic emergency. Please check with the facility that the club is planning on utilizing for an EAP. Ideally each facility will have their own EAP. If the facility does not have one that your club can follow, please create one that can be used in critical emergency situations where everyone knows their role, and the staff is prepared.

Additionally, the club should also develop a **Safety Action Plan (SAP)** for the roles its personnel will play in the facility's EAP during an emergency. **In the event of an emergency, the coach's top priority is the safety and well-being of their swimmers.** The coach must ensure that all swimmers are present and accounted for. If the facility is closed or an evacuation is necessary, the coach is responsible for assisting with parent/guardian communication and remaining with the swimmers until each has been safely released into the care of their parent or guardian.

Please include a safety action plan for each of the emergency situations and what the coach's role is in the emergency but also taking care of the team.

An EAP should be:

- ✓ Written with copies posted in key areas for quick reference
- ✓ Simple and easy to follow
- ✓ Practiced regularly
- ✓ Designed to integrate all individuals who will be involved, including Public Safety personnel that will respond to your facility.
- ✓ Developed for different types of emergencies. See below*

**The format used to write the EAP is not as important as making sure that each responsibility is clearly assigned, and the plan is easy to follow.

Different types of EAP that needs to be developed and included:

1. Non-Life-Threatening Emergency: suspected sprains/strains, serious lacerations and/or incisions with controlled bleeding, any questions injuries
2. Life –Threatening Emergency such as: drowning, heart attack, severe bleeding, stroke, unconscious/unresponsive, etc.
3. Weather Emergency Plan: severe thunderstorm, tornado watch, Tornado warning
4. Bodily Fluids or Fecal Exposure; Fecal Accident, Vomit, Blood
5. Child Supervision: lost child, unattended child (under 12). Abducted child.

Emergency Action Plan can be in 3 different forms.

1. Venn Diagrams provide a visual picture of the relationship between all individuals involved in managing an emergency.
2. List format – step by step narratives
3. Flow chart format



Duties to be defined:

- Call EMS. Know the phone number and dialing instructions if other than 911 (such as dialing 9 first)
- Signal for equipment/help
- Clear facility of patrons or maintain surveillance
- Remove or control dangerous conditions (shut off gas, electricity, etc)
- Control or evaluate crowds and maintain supervision of the facility
- Bring equipment to the scene
- Attend to the victim and provide care
- Meet EMS, unlock gates or doors
- Notify parents or relatives
- Obtain and secure victim's personal belongings
- Gather data/write reports
- Who is to serve as a spokesperson and provide information to media