

Emergency Action Plan

General

All accidents, however trivial, must be recorded in the **ASA** incident book. 1 copy is held by Welfare Officer and one is held by Club Sec

A report **must** be made to the Club Sec or Chair if Club Sec is not available as soon as is practicable.

Do Not admit liability or 'Allege Fault'. The matter will be investigated if deemed necessary

Do Not discuss any matter regarding the incident with anyone other than Exec Committee or persons involved.

Always remember to get witness accounts of the incident and witness details. You should record these on paper and have them signed by witness. Pass them to Club Sec/Welfare as soon as possible

All Coaches/Teachers should at all times have :-

A completed register of swimmers for each session, including medical and disability details

A list of emergency contact numbers for those swimming

A number to contact the Chair/Club sec and Welfare

An EAP for the venue

In the event of a Fire/General Alarm :-

You will be notified by venue staff of what to do

You must ensure all swimmers adhere to these instructions and are accounted for at the designated gathering point.

Single Incident (one swimmer has accident/injury) :-

(Swimmer rescue)-

- 1, Notify venue staff for First Aid attention/Pool rescue.
- 2, Get another swimmer to get another adult to assume responsibility for the injured party
- 3, Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised
- 4, Contact parents and advise them of the arrangements made.

NEVER TALK TO THE PRESS. **Refer press matters only to the Chair/Club Sec**

Multiple Accident :

Contact the Chair/Club Sec or Welfare in that priority of order to become chief point of contact for yourself and parents, other than those that may be present (known as person of contact)

Report the incident, numbers, casualties and current situation

Do Not let swimmers use their own mobile phones. Encourage other adults present to assist you in the care of the swimmers and try to dissuade them from mobile phone contact with other parents.

Take responsibility at the incident for **all** swimmers, where appropriate, enlist the assistance of other parents/adults present to assist you in ensuring safety of CASC swimmers

Account for numbers and injuries.

Know where everyone is going.

NEVER TALK TO THE PRESS **Refer press matters only to the Chair/Club Sec**

DO NOT SPEAK INDIVIDUALLY TO :-

Parents, other than those present and assisting if asked, or press – Refer them to the Chair or the appropriate member for parent contact

Keep the Chair informed **regularly** so that he/she may be able to receive/pass info to parents

Chair or Person of Contact

To alert all parents giving a meeting place (Whitgift front car park) or outside venue if local, and give a contact number.

All parents to receive the same info at the same time and to be told where to meet if needed to ensure the safety of the swimmers.