

*Requirements:*

- *Check School Emergency Action Plan for precedent and consistency*
- *This procedure to be circulated to all coaches, committee, school officers required to be aware, and posted on the Club webpage.*

## **EMERGENCY ACTION PLAN**

### **1. INTRODUCTION**

- The purpose of this procedure is to outline the action to be taken in the event of an emergency within the pool and poolside areas.
- The Sharks Committee will ensure coaching staff and volunteers are aware of their responsibilities in respect of this procedure.

### **2. RESPONSIBILITIES**

- Responsibility for carrying out emergency action rests with swimming coaches and Sharks committee members.
- The swimming coach is responsible for controlling the incident / accident and for taking the decision to evacuate the pool if necessary.

### **3. PROCESS**

#### **3.1 Raising Alarms**

- The method of communication using a whistle is as follows:
  - 1 Whistle Blast – attracts the attention of the pool users
  - 2 Whistle Blasts – attracts the attention of other pool staff / coaches / committee members.
  - 3 Whistle Blasts – indicates that the coach is about to take emergency action
  - 1 Long Whistle Blast – attracts the attention of the pool users to prepare for an evacuation
- Whistles will be used sparingly and will be followed by relevant verbal or visual instruction, e.g. hand signals.

#### **3.2 Minor Emergencies**

- Minor incidents or emergencies, if handled properly, will not result in a life-threatening situation.
  - Examples of incidents of this nature include a swimmer slipping poolside, a minor cut or bruise and a simple reaching rescue.

- These may result in increased risk of a more serious incident if not correctly managed.
- In order to ensure an appropriate response, the coach, on becoming aware of the incident will follow the process below:
  - Notify other pool staff that they have to respond to an incident by blowing three whistles
  - Other pool staff will move to cover area or request additional assistance if necessary
  - A first aider will administer aid or provide appropriate assistance
  - Casualty will be referred to appropriate location
  - Accident / Incident Report completed as necessary

### **3.3 Major Emergencies**

- A major emergency is where an incident occurs resulting in a serious injury or life-threatening situation.
- In most cases, more than one coach or committee member will be involved and in extreme situations, all members will be required to provide support.
- The process for dealing with major emergencies is as follows:
  - The swimming coach will raise the alarm by using the pool alarm, blowing three whistles and/or use of hand signals
  - If the school office has not been notified already, the nearest coach will notify the school of this emergency.
  - The coach will initiate rescue / first aid and remove casualty from the area as required
  - The support team members will cover the area vacated, assist the coach and evacuate the pool if necessary
  - The coach will ensure an ambulance is requested, and take control of the situation, including managing and assisting other swimmers.
  - A coach or committee member or responsible adult will be assigned to meet the ambulance crew to brief them and escort them to the scene of the incident
  - Responsibility is assigned to the ambulance crew once they start to treat the casualty
  - The coach will ensure that safe levels of supervision are maintained for the duration of the incident and subsequent action
- The coach will ensure that an Accident / Incident Report is completed and the necessary follow up action is taken.

### **3.4 Disorderly Behaviour**

- It should be noted that incidents of this nature within the pool or around poolside may detract the attention of pool staff away from their primary duties of pool supervision and coaching.
- Assistance from other staff will be requested immediately a coach feels their attention is being drawn away from their primary duties.
- Coaches have authority to, temporarily or permanently, cancel attendance at swimming sessions or club night by swimmers who do not adhere to the required standards of conduct reasonably expected of a swimmer of that age and experience.

## **Emergency Action Plans**

### **Emergency Procedures**

- All routines and relevant notices should be brought to the attention of pupils when they first visit the pool and should be re-emphasised on subsequent visits.
- Emergency procedures to clear the pool should be practised during the first swimming session and then at regular intervals.

### **Potential Emergencies**

The greatest risk is from a child suffering an accident and possibly becoming unconscious in the water. If this occurs, the following procedure should be followed.

- The staff leader should move all other children to the side or out of the pool of the pool
- The emergency signal to clear the pool is one long loud blast on the whistle.
- Staff should facilitate a rescue, using whatever equipment and methods are deemed necessary.
- Once the child is safely removed from the pool, appropriate first aid, including CPR, may be administered and help should be summoned.
- If an ambulance is required, staff will use their mobile to call 999, or if the signal fails, they will contact the secretary or caretaker on the walkie talkie, who will use the landline to call an ambulance.
- Staff may also use the air horn to attract help.
- As soon as possible, the remainder of the class should be removed to the changing rooms.
- The injured child will be removed from the swimming pool area in whatever way is necessary, given their injuries.

### **Epileptic Fit**

Should a child suffer an epileptic fit whilst in the pool, a staff member should enter the water and support the child, holding their face clear of the water, until the fit ends. They should not attempt to remove the child from the water. Once the fit has finished, the child should be removed from the pool and appropriate first aid administered.

The remainder of the class should be made to exit the pool and enter the changing rooms as soon as is possible.

### **Asthma Attack**

Every class teacher should ensure that they bring their children's inhalers to the pool when swimming, just as they should when conducting any PE activity. If a child suffers an asthma attack, they should be removed from the pool, take their inhaler and then treated as normal. Help should be summoned from the school office.

### **Human waste**

If there is evidence of human waste in the water, the pool must be vacated immediately. The pool will then be treated fully, as described in section 3.09.

### **Fire alarm**

If the fire alarm sounds, the staff member must act in an appropriate manner.

- They should evacuate the pool.
- They must gather the children and complete a roll call.
- They must then send the children to put on their shoes and towels, and to collect their clothes.
- They should contact the secretary on the walkie talkie to determine where the fire is located, which muster point to join and to confirm that the class members are all accounted for.

### **Storm**

If a storm should gather the children must be removed from the pool, in case of a lightning strike.

### **Recording Incidents**

Any accident, 'near miss', or health and safety issue must be brought to the attention of the site manager immediately. There is a record book in the school office and this must be completed, whenever such an incident occurs and the details shared with the site manager