

EMERGENCY ACTION PLAN (EAP's) for OOJS

Action in the likely event of;

- disorderly behaviour
- lack of water clarity or bodily waste in the water
- discovery of a casualty in the water
- serious injury to a swimmer
- emission of toxic gases
- lighting failure
- structural failure
- bomb threat
- outbreak of fire (or sounding of the alarm to evacuate the building)

Safety Systems & Emergency Equipment and its Location

- In the event of a building evacuation space blankets are located by the deep end fire exit. Reaching poles are located on each lifeguard chair in the shallow end and deep end. Poolside alarms are located also next to the lifeguard chairs.
- The Building Evacuation alarm is activated either by automatic detection of heat or smoke, or manually activated by breaking the 'Break glass' located around the centre. When activated it is a continuous electronic tone. This is your indication to act.
- All coaches must clear their squad from the pool and congregate by the deep end fire door and await instructions from the Lifeguards as to whether a full evacuation needs to take place. If a full evacuation is required space blankets should be supplied by the centre staff.

Incident Procedures

Over Crowding

If overcrowding occurs in one of your sessions and there is not enough lane space to sensibly and safely swim then your session plan should be adapted accordingly so minimal swimmers are in the pool at any one time. E.g. sprint 1 length and walk back.

Disorderly Behaviour

At all times Orpington Ojays members should act in a responsible and safe manner.

- Approach the swimmer and explain why the behaviour is inappropriate in a polite but firm manner.
- Explain that if such behaviour persists, further action will be taken
- If the behaviour persists the swimmer may be removed from the session.
- If the swimmer refuses you should contact the senior coach on poolside or the parent if they are present. Any such incident should be referred to the Head Coach and the Committee maybe notified.

Power / Lighting Failure / Emission of toxic Gas

- In any event the pool should be cleared and swimmers congregated in a safe area until the centre staff gives further information.
- In cases of evacuation a head count should be done and a register taken to ensure all squad members are present.
- The Duty Manager / Senior Member of staff with the assistance of a Duty Marshal; will ensure the building is completely cleared.

Structural Failure

- In any event of structural failure the coach will be notified by the centre staff and advised whether the session can take place.

Lack of water Clarity / Water Quality / Body Waste in water

- If solid bodily waste (Faeces /Diarrhoea) where cause is known not to infectious or viral, clear users from that area and if a scoop is successful in removing, activity may proceed. Where bodily waste is loose or without reason Evacuate the pool immediately; notify lifeguard to take further action and await response to cancel or commence the remainder of the session.

Minor Injuries

For minor injuries such as cramp, bleeding, disorientation in the water etc;

- If the casualty is in the water;
 - Effect the rescue by use of emergency equipment or, as a last resort, by entering the water. Attention of the lifeguard should be obtained.
- First Aid should be administered by a qualified member of staff.
- If the incident involves a minor, ie a person under the Age of 16, every effort should be made to contact the next of kin or responsible adult family member.
- The CWO should be advised and an accident Report process followed.

Head Injuries

- Any casualty who has suffered a head injury **MUST** be advised to go to hospital.
- The Lifeguard should be contacted, and Accident Report must be completed.

Major Injuries

Major injuries are those that may result in a life threatening situation, or require immediate hospitalisation.

- Hit emergency alarm to alert reception
- Initiate rescue as per lifeguard qualification and training.
- Parents should be notified immediately.
- Head coach should also be notified ASAP.
- Incident report must be filed and handed to CWO who will pass on to the committee.