

## Emergency Action Plan

**One Emergency Action Plan (EAP) must be completed for each venue.** If any EAP details change, a new EAP form must be completed with the new details immediately.

Location of the nearest telephone:	<b>Mobile with coach; landline wall mounted by exit door , adjacent to office In Emergency 9-999</b>
Location of the nearest first aid qualified person:	<b>School sickbay on ext 511/512; also within athlete group</b>
Location of first aid equipment:	<b>By exit door, wall mounted, adjacent to office</b>
Actions in case of emergency	
<p><b>Venue</b> - indoor swimming pool at The Dragon School Bardwell Road Oxford OX2 6SS 01865 315400 Contact Sid (caretaker) 07713 210856</p>	
<p><b>Stop session/bring activity in relevant swim lane to a halt</b></p> <ul style="list-style-type: none"> <li>▪ Use whistle or one of three poolside panic alarm buttons to alert swimmers</li> <li>▪ If necessary direct appropriate people to deal with any incident/casualty</li> <li>▪ If required, instruct swimmers to exit pool and             <ul style="list-style-type: none"> <li>○ gather in area at deep end beside diving board, or</li> <li>○ evacuate via main entrance, or</li> <li>○ evacuate via fire escape door</li> </ul> </li> </ul> <p>(after an evacuation a roll call should be conducted checking against attendance register)</p>	
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>▪ Check if first aid is required</li> <li>▪ call for any first aiders within group or call school sickbay on 511/512</li> <li>▪ if required call Emergency services on <b>9-999</b></li> </ul>	
<ul style="list-style-type: none"> <li>▪ If emergency services required, coach/supervisor to delegate someone to entrance to school in Bardwell Road to direct vehicles/personnel to swimming pool</li> <li>▪ Ensure ill/injured parties are kept warm</li> <li>▪ Ensure other swimmers are looked after</li> <li>▪ Decide whether session to be continued or abandoned</li> </ul>	
<ul style="list-style-type: none"> <li>▪ If necessary, coach/supervisor to call emergency contacts from details on attendance register</li> <li>▪ If any participants are hospitalized, coach or appointed person to ensure any belongings and vehicle are looked after (pref by emergency contact)</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Coach to complete incident/accident report form and fill in poolside Accident book</li> <li>▪ Incident may require reporting to School authorities</li> </ul>	
<ul style="list-style-type: none"> <li>▪ After incident, evaluate what happened and revisit Risk Assessment and EAP procedures if necessary</li> </ul>	
<p><b>Phil Richards, Club Coach 2/12/07</b></p>	

Notes: