

BHASC EMERGENCY ACTION PLAN

This document has been produced by Brierley Hill ASC to cover all emergency procedures that may arise.

Following emergency situations covered

1. Fire
2. Power failure at facility
3. Swimmers leaving the pool early due to illness
4. Evacuation of the pool
5. Medical emergency
6. Swimmer not picked up from pool
7. Away galas

1.Fire

- ◆ All teachers, session manager & other poolside personnel to have read & agreed to the facilities Emergency Action Plan regarding their fire evacuation procedures
- ◆ Teachers to be responsible for all swimmers in their lane & take them safely & quietly to the designated fire point
- ◆ Session Manager to meet all teachers & swimmers at fire point & check names against register
- ◆ If any swimmer is missing inform centre manager/fire brigade immediately
- ◆ Swimmers to be checked off register & discharged into parent/carers care
- ◆ Using mobile phone contact parent/carer of any swimmer who does not have a parent/carer present & ask them to pick up child immediately from fire point
- ◆ Teachers, Session Manager & other poolside personnel not to leave until all swimmers have left the facilities Fire Point
- ◆ Keep facility Manager informed of progress at all times.

2. Power Failure

- ◆ All teachers, session manager & other poolside personnel to have read & agreed to the facilities Emergency Action Plan regarding their fire evacuation procedures

Power Failure Cont'd

- ◆ All swimmers must leave the pool immediately
- ◆ Teachers to take all swimmers to shallow end of pool & sit them on poolside
- ◆ Session Manager to meet all teachers & swimmers poolside & check names against register
- ◆ If any swimmer is missing inform facility Manager & Lifeguard
- ◆ Teachers to be responsible for all swimmers in their lane & take them safely & quietly to the designated changing area that has been agreed by facility Manager
- ◆ Swimmers to be checked off register & discharged into parent/carers care
- ◆ Using mobile phone contact parent/carer of any swimmer who does not have a parent/carer present & ask them to pick up child immediately from collection point
- ◆ Teachers, Session Manager & other poolside personnel not to leave until all swimmers have left the collection point
- ◆ Keep facility Manager informed of progress at all times.

3. Swimmers leaving the pool early due to general illness (ie. not life threatening)

- ◆ Teacher to inform Session Manager
- ◆ Session Manager to escort swimmer to changing room
- ◆ Session Manager to inform parent/carer & discharge into their care after marking the register
- ◆ If parent/carer not in facility, Session Manager to use mobile phone/facilities phone to contact them & advise them to pick swimmer up
- ◆ Session Manager to stay with swimmer inside facility until discharged into parent/carer's care

4. Evacuation of the pool (ie substance in pool)

- ◆ Facility Manager to assess situation & advise if evacuation necessary
- ◆ Teachers to inform Session Manager
- ◆ Teachers to take all swimmers to shallow end of pool & sit them on poolside
- ◆ Session Manager to meet all teachers & swimmers poolside & check names against register
- ◆ If any swimmer is missing inform facility Manager & Lifeguard
- ◆ Teachers to be responsible for all swimmers in their lane & take them safely & quietly to the changing area
- ◆ Poolside personnel to escort swimmers to agreed meeting point agreed ie. facility function room (to be agreed with facility manager)
- ◆ Swimmers to be checked off register & discharged into parent/carers care
- ◆ Using mobile phone contact parent/carer of any swimmer who does not have a parent/carer present & ask them to pick up child immediately from collection point
- ◆ Teachers, Session Manager & other poolside personnel not to leave until all swimmers have left the collection point
- ◆ Keep facility Manager informed of progress at all times.

5. Medical emergency

- ◆ Lifeguard on duty be informed & first aider called
- ◆ Check medical checklist to obtain any information about medication being taken, if any
- ◆ If swimmer has medication with them ie asthma inhaler, swimmer to administer under supervision
- ◆ Call ambulance if necessary or in any doubt of condition
- ◆ If parent/carer not present at facility contact immediately
- ◆ Liase with facility staff at all times
- ◆ Session Manager to update register with relevant information
- ◆ Session Manager to fill out accident/incident report form & give copy to facility staff

6. Swimmer not picked up from pool

- ◆ Session Manager to contact parent/carer & inform of situation
- ◆ If parent/carer cannot be contacted us emergency contact details on membership form if different
- ◆ If still not contactable Session Manager & one other poolside personnel to wait with swimmer & phone again in 15 minutes
- ◆ If parent/carer does not arrive at facility two poolside personnel to escort swimmer home.

7. Away galas

- ◆ Team Manager is responsible for all swimmers
- ◆ Team Manager to supply all parent that are not accompanying swimmers with a contact telephone number & inform them of a collection point
- ◆ Register to be taken before departure to venue
- ◆ Register to be re-taken after gala has finished & before departure home on coach/transport provided
- ◆ If any swimmer missing inform facility management immediately
- ◆ On return to collection point Team Manager to discharge swimmers into parent/carer's care & mark register accordingly
- ◆ Team Manager & other poolside personnel not to leave collection point until all swimmers collected.

