Emergency Action Plans

An emergency action plan (EAP) written document detailing WHO does WHAT, WHEN in the event of an aquatic emergency. An EAP should be:

✓ Written with copies posted in key areas for quick reference
✓ Simple and easy to follow
✓ Practiced regularly
✓ Designed to integrate all individuals who will be involved, including Public Safety personnel that will respond to your facility.
✓ Developed for different types of emergencies. See below*

**The format used to write the EAP is not as important as making sure that each responsibility is clearly assigned, and the plan is easy to follow.

*Different types of EAP that needs to be developed

1) Non-life-Threatening Emergency: suspected sprains/strains, serious lacerations and/or incisions with controlled bleeding, any questions injuries
2) Life –Threatening Emergency such as: drowning, heart attack, severe bleeding, stroke, unconscious/unresponsive, etc.
3) Weather Emergency Plan: severe thunderstorm, tornado watch, Tornado warning
4) Bodily Fluids or Fecal Exposure; Fecal Accident, Vomit, Blood

**Emergency Action Plan can be in 3 different forms.

1) Venn Diagrams provide a visual picture of the relationship between all individuals involved in managing an emergency.
2) List format – step by step narratives
3) Flow chart format

Duties to be defined:

✓ Call EMS. Know the phone number and dialing instructions if other than 911 (such as dialing 9 first)
✓ Signal for equipment/help
✓ Clear facility of patrons or maintain surveillance
✓ Remove or control dangerous conditions (shut off gas, electricity, etc)
✓ Control or evaluate crowds and maintain supervision of the facility
✓ Bring equipment to scene
✓ Attend to victim and provide care
✓ Meet EMS, unlock gates or doors
✓ Notify parents or relatives
✓ Obtain and secure victim’s personal belongings
✓ Gather data/write reports
✓ Serve as spokesperson and provide information to media
Emergency Action Plan Examples
Courtesy of the University of Minnesota Aquatics Program

FACILITY
EMERGENCY

Assessment
Is it life threatening? If so, clear the building

Call 911
(if appropriate)

Direct patrons to safety

Call equipment room and aquatic center office to notify them and for further assistance

Notify Head Lifeguards
(if unable to reach a Head Lifeguard, begin calling the people on the emergency list)

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff Briefing

Sample Only
Create a Plan for your Facility
WEATHER EMERGENCY

Lifeguard is alerted

3 whistles – Clear the pool/building

Direct patrons to wet tunnel (southwest corner of building) If necessary, use dry tunnel

Call equipment room and aquatic center office to notify them and for further assistance

Notify Head Lifeguards
(if unable to reach a Head Lifeguard, begin calling the people on the emergency list)

Maintain crowd control and monitor situation on radio

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff Briefing

Sample Only
Create a Plan for your Facility
FIRE & CHEMICAL EMERGENCY

Alarm sounds and Lifeguard is alerted
Assess the scene
3 whistles – Clear the pool/building

Chemical
Direct patrons to appropriate landing, south landing is preferred

Confirmation of alarm

Alarm confirmed
Evacuate building
Call equip room & aquatic center office
Notify Head Lifeguard

Fire
Evacuate to landing based on weather conditions (wind direction)

False alarm
Resume activity

Sample Only
Create a Plan for your Facility

Fill out appropriate reports
Turn in reports to Head Lifeguard
Staff Briefing
EMERGENCY INCIDENT

Assess the scene

Safe
- Deal with problem/concern
- Listen to patron
- Offer a solution

Not Safe
- Call 911
- Call equip room & aquatic center office
- Notify Head Lifeguard (If unable to reach a Head Lifeguard begin calling the people on the emergency list)

Fill out appropriate reports
- Turn in reports to Head Lifeguard
- Staff Briefing

Sample Only
Create a Plan for your Facility
DROWNING EMERGENCY

3 Whistles – Clear the pool

Assess the scene

Secure additional assistance

Lifeguard enters the water

Bystanders – Call 911

Distressed Swimmer

Drowning Swimmer

Assist to safety

Appropriate rescue & tow

First Aid

CPR & First Aid

EMS – Victim to hospital

Notify Head Lifeguard
(If unable to reach a Head Lifeguard begin calling the people on the emergency list)

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff briefing and follow up counseling

Sample Only
Create a Plan for your Facility
3 Whistles – Clear the pool
Assess the scene
Secure additional assistance

Enter the water
Provide in-line stabilization

Additional assistance –
Call 911 & Aquatic Center Office
Bring backboard to primary rescuer

Secure victim on backboard
Remove from the water
Check ABC’s & monitor until EMS arrives
Notify Head Lifeguard
(If unable to reach a Head Lifeguard begin calling the people on the emergency list)
Fill out appropriate reports
Turn in reports to Head Lifeguard
Staff briefing and counseling

Sample Only
Create a Plan for your Facility
911 CALL EXAMPLE

The following is a sample of the message that is hung beside each emergency phone. This sign provides directions to the appropriate emergency entrances. It also allows untrained persons provide the appropriate information to the 911 operator.

THIS PHONE IS

FOR

EMERGENCY

USE ONLY

1. DIAL “911”.
2. Read the following message:

“AN AQUATIC EMERGENCY EXISTS AT THE UNIVERSITY AQUATIC CENTER, 1910 UNIVERSITY AVE SE. PLEASE COME AT ONCE TO THE AQUATIC CENTER’S NORTHEAST DOOR ON YOUR RIGHT AS YOU ENTER FROM UNIVERSITY AVE. IF POSSIBLE, SOMEONE WILL MEET YOU THERE AND DIRECT YOU TO THE POOL.”

“THERE HAS APPARENTLY BEEN A _____ INJURY.”

3. REMAIN ON THE PHONE WITH THE DISPATCHER UNTIL EMERGENCY PERSONNEL ARRIVE ON THE SCENE.

DO NOT HANG UP

PLEASE COMPLETE THE NECESSARY PAPERWORK AND NOTIFY THE AQUATIC DIRECTOR IMMEDIATELY AFTER THE EMERGENCY.