

# EMERGENCY ACTION PLAN (EAP)

In the case of an emergency, it is important that everyone know when and how to respond. In order to be effective, coaches, club leadership, Referees, Meet Directors, Safety Marshals, and Club Safety Coordinators must be familiar with this plan and be prepared to act accordingly.

In situations where a club utilizes facilities that it does not own or control, it is essential that the club acknowledge existing plans and develop actions in concert with these plans. It is helpful to include representatives from the facility as part of developing emergency action procedures related to the club's use of the facility. It is important to note facility contacts that must be notified for emergencies.

## TEAM AND LOCATION

In the box below, enter the team name, the facility name, and the address of the facility. An EAP should be developed for each location:

## 911 INFORMATION

In the event that the Emergency Management System (EMS) is activated by calling 911, the person calling should provide the 911 operator with their name, the nature of the emergency, and the address of the facility and the facility entrance to be used. Please note that teams should consult with the facility personnel prior to an emergency to determine procedures for calling 911. In the box below, provide what the person calling 911 should read:

## EMERGENCY EQUIPMENT



In the event of an emergency, knowing the location of various equipment and supplies can save time and ensure that help can be provided in a timely manner. Provide the location for the following:

- First Aid Kit –
- Automated External Defibrillator (AED) –
- Backboard –
- Other (specify) –
- 

## **WEATHER EMERGENCIES**

The following are types of weather emergencies that may be encountered. In the space provided, define conditions that would warrant action and list (in order) the steps to be taken in the event of this type of weather emergency. If a particular emergency would not likely apply, delete it or indicate "Not Applicable". Add additional as needed.

### **Thunder and/or Lightning**

### **Excessive Hot or Cold Weather**



[Empty rectangular box for notes or information]

**Tornado Warning or Watch**

[Empty rectangular box for notes or information]

**Air Quality Limits Exceeded (i.e., particulates from fire/smoke)**

[Empty rectangular box for notes or information]



**Other (specify)**

**PERSONAL INJURY EMERGENCY**

No one plans to get hurt, but accidents happen. Knowing what to do quickly will help ensure that the victim receives appropriate care in a timely manner. In the section below, number and list the steps to be taken in the event of a given injury. Consult with facility/lifeguard staff to ensure response is consistent with local ordinances.

If the injury is life threatening or severe, activate EMS by calling 911. In all cases where personal injury occurs, the online [Report of Occurrence](#) must be completed and submitted to USAS.



## Head Trauma (potential concussion)

A large, empty rectangular box with a black border, intended for notes or a checklist related to Head Trauma (potential concussion).

## Spinal Trauma

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[Empty rectangular box for notes]

**Drowning**

[Empty rectangular box for notes]

**Potential Cardiac**

[Empty rectangular box for notes]



[Empty rectangular box for notes or instructions]

**Slip, Trip, or Fall (unconscious and conscious victims)**

[Empty rectangular box for notes or instructions]

**Lacerations**

[Empty rectangular box for notes or instructions]



**Other (specify)**

**FACILITY EMERGENCIES**

A facility emergency may or may not require evacuation. An evacuation plan (floor plan showing route out of the building or area) should be developed and posted for all patrons to see. Conditions for re-entry should be included when evacuation is recommended.

A plan for decontamination/disinfection (including disinfectant contact times) should be included in the appropriate sections when contact with blood and body fluids is possible.

**Fire**





[Empty rectangular box for notes or diagrams]

**Chlorine Release**

[Empty rectangular box for notes or diagrams]

**Loss of Power (loss of filtration, water circulation)**

[Empty rectangular box for notes or diagrams]

**Loss of Lighting**



[Empty rectangular box for notes or information]

**Blood or Body Fluids in Pool or on Pool Deck**

[Empty rectangular box for notes or information]

For additional information and guidance, please refer to the USA Swimming Operational Risk Committee Risk Management & Safety Manual