



Emergency Procedures

General;

All accidents, however trivial, must be recorded in the **ASA incident book** held by our Welfare Officer.

A report **MUST** be made to the Club Secretary, or Chairman if Club Secretary is not available

DO NOT discuss any matter regarding the incident with **ANYONE** other than Executive Committee or persons involved.

Always remember to get witness accounts of the incident and witness details. You should record these on paper and have them signed by the witness. Pass them to the Welfare Officer as soon as possible.

All Coaches / Teachers should at all times have;

- 1) A completed register of swimmers for each session, including medical and disability details.
- 2) A list of emergency contact numbers for those swimming.
- 3) A number to contact the Chairman, Club Secretary and Welfare Officer.
- 4) An Emergency Action Plan for the venue.

In the event of a Fire / General Alarm;

- 1) You will be notified by venue staff of what to do.
- 2) You must ensure all swimmers adhere to these instructions and are accounted for at the designated gathering point.

Single Incident (one swimmer has accident / injury);

(Swimmer rescue)

- 1) Notify venue staff for First Aid attention / Pool rescue.
- 2) Get another swimmer to get another coach or adult to assume responsibility for the injured party.
- 3) Ensure your remaining swimmers are out of the water, remain safe and are adequately supervised.
- 4) Contact parents and advise them of the arrangements made.

Multiple Accident;

- 1) Contact the Chairman / Club Secretary or Welfare Officer in that priority of order to become chief point of contact for yourself and parents, other than those that may be present (known as person of contact).
- 2) Report the incident, numbers, casualties and current situation.
- 3) **DO NOT** let swimmers use their own mobile phones. Encourage other adults present to assist you in the care of the swimmers and try to dissuade them from mobile phone contact with other parents.
- 4) Take responsibility at the incident for **ALL** swimmers. Where appropriate, enlist the assistance of other parents / adults present to assist you in ensuring the safety of the swimmers.
- 5) Account for numbers and injuries.
- 6) Know where everyone is going.

Keep the Chairman / Club Secretary informed **regularly** so that he / she may be able to receive / pass information to parents.

Chairman / Club Secretary;

Alert all parents giving them a meeting place (e.g. venue car park nearest the pool) and contact number.

All parents to receive the same information at the same time and to be told where to meet if needed to ensure the safety of the swimmers.

Emergency Telephone / First Aid Access

- Refer to Normal Operating Plans/ Emergency Action Plans for specific pools
- Coaches are advised to have their mobile phone accessible when working on poolside, and at galas and Competitions (home and away)
- Coaches are advised to check locations of telephones and First Aid supply when first using any facility