

## Emergency Action Plan

In the event of an emergency, the following procedures are to be strictly adhered to:

- Remove the entire group and inform of situation.
- Effect rescue of patient and remove to safe area.
- Action first aid or get further assistance from either emergency services or lifeguards.
- Assist / reassure / treat injured patient whilst waiting for emergency services.
- Keep clients up to date of situation and continue to monitor their whereabouts.
- In the event of under 18 patients, parents or guardians to be advised ASAP.
- Decide to either continue or cancel lesson as appropriate.
- Complete accident form and where possible have patient sign.
- Report and discuss incident with head coach and other coaches.

In the event of an emergency involving an instructor whereby he/she is injured or incapacitated please follow these procedures:

- Remove all of the group from the water and gather in a safe place.
- Get further assistance from either emergency services or lifeguards.
- If there are no lifeguards to assist, either seek help from another instructor or appropriate person.
  - If the group are under 18 then seek help in pairs.

If instructor is unconscious then dial 999 and get immediate assistance.