

## EMERGENCY ACTION PLAN (EAP)

The Emergency Action Plan (EAP) gives specific instructions on the action to be taken, by all staff, in the event of a foreseeable emergency.

### OVERCROWDING

- Do not allow any more people into the pool
- And remove the excess swimmers immediately!

### DISORDERLY BEHAVIOUR (INCLUDING VIOLENCE TO STAFF)

- Inform the Group Leader immediately. If the offender is not one of your group call the Pool Manager
- If necessary, clear the pool and isolate offenders
- Do not argue and do not attempt any physical intervention
- Call 112 (or 999) if necessary

### LACK OF WATER CLARITY

- If the clarity of the water deteriorates during a session clear everyone from the pool IMMEDIATELY and call the Pool Manager
- If the clarity of the water is poor on entering the building do not allow the swimmers to enter the pool and call the Pool Manager
- The Pool Manager will:
- Conduct a water test
- Check that the plant room equipment is operating correctly
- Close the pool until normal conditions are restored

### Faecal or Vomit Contamination

- Clear the pool IMMEDIATELY
- Ensure all swimmers shower thoroughly
- Close the pool and call the Pool Manager (who is a trained Pool Plant Operator)
- No unauthorised personnel are to enter the pool building until the 'all clear' has been given by the Pool Manager
- The Pool Manager will:
- Remove the contaminant
- Conduct a water test
- Close the pool until normal conditions are restored

### Diarrhoea Contamination

- Clear the pool IMMEDIATELY
- Ensure all swimmers shower thoroughly
- Close the pool and call the Pool Manager (who is a trained Pool Plant Operator)
- No unauthorised personnel are to enter the pool building until the 'all clear' has been given by the Pool Manager
- The Pool Manager will:
- Remove as much of the contaminant as possible

- Maintain chemical levels at top of range
- Add coagulant filter for three turnover cycles
- Backwash as recommended for filter
- Reopen the pool when normal conditions are restored

## **ON DISCOVERING A FIRE**

- Activate the alarm
- Call swimmers from the water
- Instruct everyone to leave via the nearest exits and go to the fire assembly point (the paddock opposite the pool complex entrance)
- If it is safe to do so, check the changing rooms, toilets and showers to ensure nobody is left in the building and ensure all doors and windows are closed
- Call 112 and ask for the fire brigade
- Call the Pool Manager
- Do not re-enter the building (or allow anyone else in your group to do so) until the Pool Manager gives the 'all clear'

## **OUTBREAK OF FIRE (OR SOUNDING OF THE ALARM TO EVACUATE THE BUILDING)**

### **ON HEARING THE FIRE ALARM SIGNAL**

- Leave via the nearest exit and go to the fire assembly point (the paddock opposite the pool complex entrance)
- If it is safe to do so, check the changing rooms, toilets and showers to ensure nobody is left in the building
- Do not re-enter the building (or allow anyone else in your group to do so) until the Pool Manager gives the 'all clear'

## **LIGHTING FAILURE**

In the event of mains failure, the emergency lighting will automatically come on. There will be sufficient lighting to enable staff to clear the pool/changing rooms but the emergency lighting is not sufficient to continue using the complex safely.

- Instruct people to change and clear the building, collecting all their belongings
- Close all the doors
- Call the Pool Manager

## **STRUCTURAL FAILURE**

If any signs of main structural failure appear, clear the building IMMEDIATELY and contact the Pool Manager.

## **EMISSION OF TOXIC GASES**

If there is a release of toxic gases, clear the pool IMMEDIATELY.

- On leaving the building, activate the fire alarm and move to the fire assembly point (the paddock opposite the pool complex entrance)
- Contact the emergency services by dialling 112 or 999
- Contact the Pool Manager

## **SERIOUS INJURY TO A SWIMMER**

- Assess the injury and administer first aid and/or call the emergency services on 112 or 999

- Keep the injured person safe and warm
- Clear the pool instructing the other swimmers to get changed and wait in the reception area or leave the premises, as necessary
- Call the Pool Manager, who will make any arrangements necessary for cancelling subsequent swim sessions
- Call the parent, guardian and/or next of kin of the injured swimmer, if appropriate
- If the injured swimmer is suspected of having sustained a spinal injury, stabilise them in the water or poolside and do not attempt to move them prior to the arrival of the emergency services
- All serious injuries requiring hospital treatment MUST be reported in the Accident Book in the Reception Area. Provide the following information:
  - Name and address of the injured party
  - Contact telephone number
  - Age
  - Cause of accident

(A brief description of the events leading to the accident, any action taken and by whom).

You have a legal duty to supply this information.

Failure to do so could lead to the cancellation of your group's swimming pool booking.

#### DISCOVERY OF A CASUALTY IN THE WATER

Rescue the casualty and follow the instructions above for Serious Injury to a Swimmer.