

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) –
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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

A large, empty rectangular box with a black border, intended for a response to the question above.

Tornado Warning or Watch

A large, empty rectangular box with a black border, intended for a response to the question above.



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

[Empty rectangular box for reporting air quality limit exceedances]

Other (specify)

[Empty rectangular box for specifying other details]



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)



Spinal Trauma

A large, empty rectangular box with a black border, intended for notes or diagrams related to Spinal Trauma.

Drowning

A large, empty rectangular box with a black border, intended for notes or diagrams related to Drowning.



Potential Cardiac

A large, empty rectangular box intended for recording information related to potential cardiac incidents.

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

A large, empty rectangular box intended for recording information related to slip, trip, or fall incidents involving unconscious and conscious victims.



Lacerations

A large, empty rectangular box intended for recording information about lacerations.

Other (specify)

A large, empty rectangular box intended for specifying other details.



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

Chlorine Release



Loss of Power (loss of filtration, water circulation)

[Empty rectangular box for notes related to Loss of Power]

Loss of Lighting

[Empty rectangular box for notes related to Loss of Lighting]

Blood or Body Fluids in Pool or on Pool Deck

[Empty rectangular box for notes related to Blood or Body Fluids in Pool or on Pool Deck]

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