

Emergency Action Plan 2012

Location: Upton Warren Sailing Centre, Worcester Road, Upton Warren.
BROMSGROVE B61 7ER

Time: Sunday Evening between 6.00pm and 8:00pm, cover to be provided for RLSS open water activities.

This emergency Action Plan is to be used in conjunction with the Droitwich Lifesaving Club Normal Operation Procedures at all times.

INCIDENT HANDLING

Incidents fall into two main categories, Minor or Major Emergencies

- Minor being one that can normally be handled by one person (team captain to assign) and dealt with properly and promptly will not result in a life threatening situation. Examples:
 - minor first aid
 - assistance to tired swimmers
 - inappropriate activity
- Major being one requiring urgent action or life threatening. Examples
 - cardiac arrest
 - suspected spinal injury
 - mass evacuation
 - discovery of casualty in water

Any Supervisors spotting an incident should make the distinction between these types of Emergency and take appropriate action with regard to the following guidelines.

MINOR EMERGENCY

- Assess urgency bearing in mind the need to maintain a safe patrol zone
- Do you need to act
- Assistance required
- Communicate with rest of team if you need to respond in order to ensure continued observation of your zone
- Take action ensuring you are not endangering the lives of other users
- Return to duty as soon as possible
- Ensure the team captain is informed

MAJOR EMERGENCY

- Assess nature of emergency
- When responding to an emergency communicate to the team that action is being taken and assistance required.
- Supervisor deals with emergency based upon their evaluation until relieved of responsibility by patrol captain.
Other Supervisors on hearing emergency signal should offer assistance only having first secured the safety of their own patrol zone, either through the support of other Supervisors or upon clearing the water of all swimmers.
- **A supervisor must be assigned to care for the parent(s)**
- Clearing the water and location, of all activity in a major emergency should be carried out as a matter of urgency (controlled) in order to free

IT Services 28/8/11 10:59

Comment [1]: added

Emergency Action Plan 2012

Supervisors for the management of casualties and to provide a clear path for other emergency services. **This should be done by three clear whistle blasts.**

- **Patrol captain must always be available to respond to any emergency and should take overall control at the soonest opportunity**
- In circumstances where a casualty requiring treatment has suffered respiratory or cardiac arrest, an ambulance should be called as a priority. In other serious emergencies, the patrol captain should decide on the need for any additional medical support.
- Where an ambulance is required, anybody that is felt capable to make the phone call can, on instruction from the Patrol Captain.

IT Services 28/8/11 10:58

Comment [2]: Should this be changed?

IT Services 28/8/11 11:01

Comment [3]: Added

➤ **System of Communication**

- As laid down in the NOP, RLSS standard hand and whistle systems are to be adopted.

➤ **Nature and position of emergency equipment**

- Both land based Supervisors as well as captian will carry first aid bags at all times, containing emergency first aid equipment. (Trauma Bag)
- Torpedo Buoys and throw bags to be made available to all Supervisors
- A supervisor will be on paddle craft with torpedo bouys

➤ **Expected response times**

- Patrol zone A and B only - 1 min from first sighting
- Upton Warren Site - 5 min from notification of incident.
- Emergency services from time of 999 call.
 - Ambulance 15 min
 - Police 15 min
 - Fire 15 min

➤ **Key tasks**

- All Supervisors to be made aware of emergency
- Patrol captain to take control as soon as possible
- Emergency services to be called if required
- Observer positioned at site entrance to direct emergency services
- Clear access to incident -Cars-Equipment-Barriers-Members of the public.

➤ **Procedure for Casualty Handling**

- No unnecessary movement of casualties particularly in cases of suspected spinal injury
- Care of head at all times
- Assistance required for lifting of unconscious casualties

➤ **Public relations/Press**

- Try to reassure and be positive but do not promise the impossible
- During or after an incident Supervisors should be aware of difficulties when dealing with relatives and leave such matters to patrol captain or senior Supervisors when possible.

Emergency Action Plan 2012

- All press matters will be conducted through Worcester county council press office.
 - No Supervisors should respond to the press until advice has been obtained
 - A Senior Supervisors should be given sole responsibility to Liaise with Worcester County Council press office in order to prevent contradiction and confusion
- **Replenishment of used equipment**
- This is the sole responsibility of the equipment officer, however all Supervisors are expected to inform him/her of any usage or damage.
- **Staff Welfare**
- The safety of all patrol members is of primary importance at all times
 - Team members should advise the Patrol Captain of any Physical or Emotional problems before or during a patrol
 - Members involved in a major emergency should be made aware of Post Trauma Stress Disorder and counselling offered.
- **Debrief and Revision**
- After any major emergency there will be a debrief conducted by the patrol captain, in order to assist in the completion of club and statutory requirements.
 - As soon as possible after such a major emergency an extraordinary general meeting of the club committee will be called to discuss and consider implications and to perform a procedural review.
- **Reporting**
- Where incidents have involved any hospital visits or ambulances on site, this should be immediately reported to:
 - 1 Phil Ascough (Head of Centre) 01527 576670 **mob 07747761644**
 - 2 Alistair Hodgson (Operations Manager) 01905 380175 mob 07752308405
 - 3 Tim Bosley (Course Director) mob 07580032626
 - 4 Mark Parnham (Course Director) mob 07879660922
- As per Upton Warren Policy 2011.
- Incident Report Form (DLGC02) to be completed in accordance with RLSS guidelines ASAP by all Supervisors involved in rescue/incident.
 - Captain to notify all necessary regulatory authorities, site operators and complete a detailed report for presentation at club committee meeting.
- **Notification of Major Incident**
- Club Officials
 - Officials of Upton Warren OEC
 - Insurance Company (RLSS)

Emergency Action Plan 2012

- Health and Safety Executive or the local authority Environmental Health Officer by quickest means available. (RIDDOR - Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 1985)
- Death or Seriously Injured -notify as above but also complete Form F2508 (obtained from HMSO) within 7 days.