

## **Emergency Action Plan (EAP)**

Emergency Action Plans typically devise roles and responsibility for the following situations:

- Overcrowding (through exceeding bather capacity or areas of overcrowding)
- Assault
- Fire
- Structural failure
- Failure of or insufficient lighting
- Dealing with casualties in the water
- Disorderly behaviour
- Lack of water clarity and water contamination
- Serious injury to swimmer
- Lock downs
- Emergency evacuations due to:
  - ❖ Toxic-gas emissions
  - ❖ Bomb threats
  - ❖ Power failure

### **The procedure should explain:**

- How to clear the pool and/or evacuate the building/pool area
- Whistle drill / alarm needs to be clear about nature of emergency i.e. pool based, or site based i.e. incident in a public area
- The roles and responsibilities of staff
- How to call for help and what help to give the people involved

## Model Emergency Action Plan

The **Risk Assessment** is to be signed by a senior member of the School Management Team and/or Governors, and must be reviewed, signed and dated on an annual basis.

The **Normal Operating Procedure** and **Emergency Action Plans** are compiled from the findings of a **Risk Assessment**, and therefore, there may be alterations that need to be made to meet individual schools' operations.

Once set and agreed, the **NOP** and **EAP** must be made available to those who may be required to operate or manage the swimming pool and its use, and their understanding of it use be tested, using the assessment template below:

	Assessor and Date	Approval and Date	Adopted as School Policy and Date
EAP			
Review #1			
Review #2			
Review #3			
Review #4			
Review #5			

## Objective and Scope

The Emergency Action Plan details the specific actions to be taken in the event of any reasonably foreseeable emergency occurring.

Staff and those responsible for groups using the pool under a hire agreement must all be aware of the procedures to be used and must be trained to work in accordance with the provisions included in the emergency action plan. *(The emergency action plan may need adapting to the circumstances in which the hirers use the pool.)*

The Pool Operator has a duty to check compliance with the requirement and to regularly review the provisions made.

The plan covers the following reasonably possible emergencies:

- serious injury to a swimmer;
- discovery of a casualty in the water;
- adverse weather, thunder and lightning in an outdoor pool;
- overcrowding;
- disorderly behaviour;
- pool water treatment;
- dealing with gross contamination;
- toxic emissions;
- chemical spillage;
- outbreak of fire or building evacuation;
- civil emergency;
- structural failure;

- lighting failure.

The plan takes into account the individual characteristics of the pool and the building, any specific hazards, the number of available staff and their training, the extent and location of first aid facilities and the type and location of other emergency equipment.

An emergency is a dangerous situation that occurs with little or no warning and requires an immediate response to avert the present danger or lessen the likely effect; it demands a swift and immediate response.

If handled properly a minor emergency is readily contained and does not become life threatening. If not dealt with promptly and efficiently a minor emergency can escalate and become a major emergency with a risk of serious injury or death.

Training and practice in these plans and procedures should take place regularly and with sufficient frequency to ensure an immediate and automatic reaction to an emergency.

#### **Reference Documents**

#### **INTERNAL**

- ❖ Plans of the building
- ❖ Lifeguard Training Schedule
- ❖ Swimming Pools
- ❖ Conditions of Swimming Pool Hire
- ❖ PAS65 – Management of Swimming Pools
- ❖ Staff Daily Rota
- ❖ General Management - Code of Practice
- ❖ Staff Signing in Book

- ❖ Pool Training Log/Attendance Register
- ❖ Individual Lifeguard Training Record
- ❖ Safe Practice in School Swimming

## **EXTERNAL**

- ❖ HS(G) 179 Managing Health and Safety in Swimming Pools
- ❖ PAS 65 Management of Swimming Pools – General Management Code of Practice
- ❖ PWTAG Swimming Pool Water Treatment and Quality Standards for Pools and Spas
- ❖ BAALPE Safe Management of Physical Education and School Sports 2012 Edition – Association for Physical Education.
- ❖ Lifeguard Training Manual
- ❖ Pool Plant Operators Certificate
- ❖ Small Pool Plant Operator Certificate

The Teacher, or other person, in Charge of Swimming, should ensure that:

- All staff are adequately trained in the procedures detailed hereafter.
- Notices are displayed to advise the general public of the arrangements.
- Exit door, signs, alarms, fire-fighting equipment and break glass call points are regularly checked and kept free from obstruction
- All exit doors operate without the aid of a key whenever the premises are occupied

(Named Position/person) will be responsible to take charge in the event of an emergency.

(Named Position/person) will be responsible to summon the emergency services in the event of an emergency. In a public pool this is likely to be the pool staff.

In a school pool the Teacher in Charge of Swimming must ensure that when the pool is let to an external user the method of summoning the emergency services is at least as adequate as the school system, e.g. when the school office is locked and not manned.

### **Serious Injury to a Bather**

Call for the assistance of *another lifeguard or school staff* either by operating the pool alarm system, using a *two-way radio*, or blowing three blasts on a whistle.

Carry out appropriate first aid. In cases of serious injury, broken bones or unconsciousness the patient should not be moved until first aid has been given.

Bleeding should be stopped by applying a wound dressing or, if necessary, by the direct application of pressure on an artery.

All cases of head injury should be treated as serious. An ambulance will be called *by (the person in charge)* and the patient sat up to reduce the flow of blood to the injury.

Under no circumstances should the casualty be permitted to return to the pool at any stage even if they appear to be well, as delayed concussion is a real possibility and may lead to the loss of consciousness in the pool.

The *person in charge* will telephone for an ambulance and assist with first aid if necessary.

Staff will support casualties by speaking to them confidently and reassuringly.

All accidents to staff, pupils and hirers must be reported to (schools to input appropriate detail).....

Accidents, Incidents and dangerous occurrences must be reported on the latest version of the Army 510 Form to the Army Incident Notification Cell (AINC) and copied to the relevant SHE Advisor/s i.e. DCS SHE Advisor and host station SHE Advisor if relevant. The AINC will make a

judgement as to whether the Health and Safety Executive (HSE) are to be informed. In the case of a serious incident e.g. fatality, the AINC should be notified asap by telephone followed up by the Army 510 form. Contact details for the AINC are in the following [link](#).

For further information see the MOD's Health and Safety Policies and Procedures Section JSP 375 Part 2, Volume 1 Chapter 16: Accident, Incident and Near Miss Reporting and Investigation.

### **Discovery of a Casualty in the Water**

- Before entering the water to recover a casualty attract the attention of a lifeguard / rescuer and / or activate the pool alarm system.
- As soon as the alarm is activated, support staff will implement a backup action; *(This needs to be detailed and to say who will do what, for example, someone will need to find out the nature of the emergency and will need to instruct an ambulance to be called, someone will need to meet the ambulance.)*
- Enter the water in a safe manner and land the casualty at the most suitable landing point. Where the pool is an above ground construction the casualty will need to be handed from in the pool to someone standing on dry land; this procedure needs practice and should be conducted with due care to the casualty. If a spinal cord injury is suspected the casualty should be supported in the water and no attempt made to lift him/her out until the paramedics arrive.
- If breathing has ceased, commence expired air resuscitation (EAR) immediately whilst in the water and whilst towing to the side. Land the casualty and continue with EAR. The person in charge will arrange for an ambulance to be called.
- If the heart has stopped beating commence cardiopulmonary resuscitation (CPR). Continue CPR and EAR until the casualty restarts breathing and a pulse is found, or until ambulance staff takes over. Patients who have been resuscitated should be treated for shock until the ambulance arrives.
- Other pool staff must not let the level of pool supervision drop below a safe level by watching the incident and may be required to cover for absent colleagues. If necessary to ensure safety the pool should be cleared.
- Staff should ensure that a crowd does not gather around the casualty.
- .....is designated to meet the ambulance from the main road to take them to the scene of the incident as speedily as possible using the emergency exit doors adjacent to the location of the incident.

- As soon as possible after the incident all staff involved will be required to make a written statement.
- No statements shall be made to the press or other members of the public.

### **Adverse Weather Conditions [Outdoor Pools]**

If bad weather occurs and there is poor natural lighting, such that the bottom of the pool cannot be seen, the pool should be evacuated immediately, and all swimming ceased.

If the weather turns thundery and lightning threatens, evacuate the pool immediately and suspend swimming sessions.

### **Water Treatment and/or Condition**

Water treatment chemicals will be introduced into the pool, in accordance with the manufacturers' instructions, and as supported by the recognised training given to pool operators.

If the water becomes cloudy alert the person responsible for pool maintenance. The person responsible for pool maintenance will undertake a water test and apply remedial action to correct the water quality.

If the water clarity has become so poor that a brick can no longer be seen on the bottom of the pool, then the pool will need to be closed and usage suspended until such time as the remedial action takes to reduce the cloudiness.

### **Dealing with Gross Contamination:**

#### **Blood and Vomit**

In the event of a major spillage of blood in the swimming pool, the pool will be evacuated while the blood disperses via the normal pool water circulation system. This can take up to several hours, and so the pool will be closed for the remainder of that operational day.

Chemical level tests will be taken prior to reopening to confirm that disinfectant residuals and pH values are within the recommended ranges.

Any blood spillage on the poolside will be covered with paper towels, gently flooded with a strong disinfectant solution and left for at least two minutes before it is cleared away, by placing the contaminated towels into an approved medical waste unit or incinerated. The affected area can then be washed with water and detergent and, if possible, left to dry. The person clearing up the spillage will need to wear gloves and goggles.



Any blood spillage on the poolside will not be washed into the pool or poolside drains but will be wiped up with absorbent material placed into a polythene bag and disposed of in the waste.

**Faecal Contamination:**

**If the release is solid, then it will be dealt with by:-**

1. Completely removing and properly disposing of the release;
2. Ensuring that the equipment is properly disinfected after use;
3. The incident is recorded.

**If the release is runny or loose (diarrhoea), the following process will be used:**

1. Should there be faecal contamination in the swimming pool, the pool will be evacuated for at least 6 turnover periods [or a minimum of 24 hrs]
2. The Free Chlorine level will be raised to its operating maximum of (*insert maximum concentration*).....
3. A coagulant will be introduced into the system. Pools that are fitted with Hi-Rate filters can use an Aluminium Sulphate tablet, by placing it in the skimmer unit/strainer basket whilst the pool is closed for use.
4. The pool floor will be swept/vacuumed to remove any solid material and collect, by use of a scoop, any floating large solids.
5. The filter will be backwashed prior to re-use, and the pool water level will be topped up, as appropriate.
6. The filter media will be allowed to settle, by running water to drain for a few minutes after the backwash process is complete.
7. The pool will be allowed to circulate for eight hours, to remove any with-held oocysts, through any imperfections in the backwash process.
8. The pool water will be re-tested and, if the results are satisfactory the pool will be re-opened.

## **Toxic Emissions**

Should any chemicals be inadvertently mixed, or otherwise come into contact with each other, the swimming pool area, and the School, will exercise its Emergency Evacuation Procedure. On the arrival of the Emergency Services, the School will be directed, by them, and undertake any further actions, or removal to alternative evacuation points deemed necessary.

## **Chemical Spillages**

The School provides an approved Chemical Spillage Kit, and this is kept in ..... which is the principal location of the [storage or use] of the chemicals used in the treatment of swimming pool water.

All operators who may be required to handle chemicals, in any way, are aware of the location of the Spillage Kit, and of its operation.

Operators, and those required to deal with a chemical spillage will comply with the model chemical procedure as indicated in the procedure attached as an appendix to this EAP. The model spillage procedures can be found at Appendix E.

## **Emergency Evacuation**

The arrangements in place to raise the alarm are as follows:

- The fire alarm is activated by.....
- Break glasses are located.....
- The alarm sounds like.....
- *(On hearing the alarm who does what to initiate an evacuation).*

A plan of the building is inserted and shows the location of fire exits, firefighting equipment and the assembly point.

Once the alarm has been raised those on poolside should blow their whistles loudly and clearly to clear the pool as quickly as possible.

The person responsible for the swimming pool (*insert job title or name*) should be notified by the person raising the alarm as to the location and nature of the fire. This person will then liaise with lifeguards / staff and co-ordinate the evacuation process.

*(This needs detailing for individual buildings and for the full range of potential types of use of the pool stating exactly who does what.)*

In the event of an evacuation the emergency services should be called. The person making the call should ask for the Fire / Ambulance Service (as required) and tell them the name of the school, the address of the pool, the location of the pool on the site, and the location of the fire giving as much information as possible.

Every person will be directed to the nearest emergency door, away from the source of the fire and to the assembly point at.....  
(Insert location).

Children are instructed to bring towels onto the poolside, to be used in the event of an emergency evacuation, as they are unable to return to the changing area, prior to leaving the area. Thermal blankets will be issued and will be brought to the assembly point by (insert job title/name).....

Once at the assembly point the person responsible for the pool will check that all staff are present against the signing-in book or class register and people in charge of groups using the pool will check that all their group members are present and correct.

### **Civil Emergency**

Should a telephone message be received that a bomb is in the building, staff are to follow local procedures.

### **Structural Failure**

Should a structural failure occur, or if danger is suspected from the building structure, the fire alarm should be activated by breaking the nearest "break glass" panel. Alternatively inform the (*person in charge of the pool via a two-way radio*). An evacuation is to be initiated.

Evacuate from the building using whichever exit doors are unobstructed by the result of the structural failure.

If the changing area lies within the structural failure area children should be taken to a place that is secure and warm.

When all emergency actions to protect life and deal with any casualties are over, the incident must be reported to the AINC who may forward report it to the HSE as a dangerous occurrence. Relevant SHE advisors must also be copied on the report.

### **Lighting Failure**

Should the lights fail; the emergency lighting will come on automatically. Notify the person in charge of the pool in case they are unaware of the lighting failure. *(In the plan, state who does this and how this is to be done.)*

Pool and / or teaching staff should ensure that the pools are cleared immediately, and pupils asked to wait on the poolside away from the pool edges until further information concerning the situation is available. Further admissions will be stopped.

Should the person in charge of the pool deem the emergency lighting to be inadequate then the pools will be cleared.

If the lighting failure is prolonged pupils should be organised into groups and led into the changing rooms by a teacher to change. Some method of supplementary light (torches etc) may be required. *(Details of where these are kept and who issues them should be included here.)*

The controlled method of changing will alter depending on the availability of natural light and emergency lighting. Directions will be given by the person in charge of the pool.