

1. **TITLE:** **EMERGENCY ACTION PLAN**
2. **DATE ISSUED:** July 1996 ISSUE: 1
3. **PURPOSE:** To establish guidelines on the minimum safety content of an emergency action plan.
4. **DESCRIPTION:**
  - 4.1 An emergency action (response) plan (EAP) is a set of documented and well-rehearsed procedures, which are initiated by a responsible employee on the occurrence of a major incident.
  - 4.2 The minimum safety content of an emergency action plan should include details on the following:
    - 4.2.1 **Routine aquatic emergency procedures:**
      - a] Minor incident.
      - b] Overcrowding.
      - c] Disorderly behaviour
      - d] Lack of water clarity.
      - e] Chemical irregularities
    - 4.2.2 **Major Incidents**

Incidents considered to be life threatening for any and all individuals Including:

      - a] Suspected drowning
      - b] Suspected spinal injury.
      - c] Cardiac incident
      - d] Chemical spill or leak
    - 4.2.3 **Staff Response** (eg. Supervisor or Lifeguard)
      - a] Minor incident.
      - b] Major incident.
      - c] Teamwork
      - d] Communication
      - e] Equipment
      - f] First aid.
      - g] Reporting.
    - 4.2.4 **Rescue and First Aid Equipment**
      - a] List of equipment.
      - b] Location of equipment
    - 4.2.5 **Emergency Services**
      - a] List of relevant emergency services.
      - b] Contact details for each service.
      - c] Call out procedures.

**4.2.6 Evacuation**

- a] Fire.
- b] Chemical spill or leak
- c] Bomb threat.
- d] Power failure (Blackout).
- e] Structural failure
- f] Use of outdoor pools during electrical storms (eg lightning).

**4.2.7 Critical Incident Stress (CIS) Debriefing/Post Trauma Counselling**

- a] Procedures for initiation of CIS debriefing
- b] Contact name and telephone numbers.

**GO 1.02 (cont...)**

**4.2.8 Practising Emergency Procedures**

- a] Frequency
- b] Training
- c] Simulation
- d] Public alert