



Emergency Action Plan - Arrow Valley Lake

To be used in conjunction with 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 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 Lifeguards 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

MAJOR EMERGENCY

- Assess nature of emergency
- When responding to an emergency, communicate to the team that action is being taken and assistance required.



- Lifeguard to deal with the emergency based upon their evaluation until relieved of responsibility by the patrol captain.
- Other lifeguards on hearing emergency signal should offer assistance only after first securing the safety of their own patrol zone, either through the support of other lifeguards or upon clearing the water of all swimmers.
- Clearing the water and locations, of all activity in a major emergency should be carried out as a matter of urgency (controlled) in order to free lifeguards for the management of casualties and to provide a clear path for other emergency services.
- Patrol captain must always be available to respond to any emergency and should take overall control at the earliest 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.

System of Communication

- ✚ As laid down in the NOP, RLSS standard hand and whistle systems are to be adopted.
Beach Lifeguard Manual Section 6 pages 7 -10 Appendix 2 N.O.P
- ✚ Nature and position of emergency equipment
 - A first aid kit will be available..
 - Torpedo Buoys and throw bags to be made available to all Lifeguards
- ✚ Specialist first aid equipment
 - No specialist equipment exists
- ✚ Expected response times
 - Arrow Valley Lake — 5 min from notification of incident.
 - Emergency services from time of 999 call.
 - Entry via Proctors Barn Lane
 - Ambulance 10 min
 - Police 10min
 - Fire 10 min
- ✚ Key tasks
 - All Lifeguards 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 lifeguards should be aware of difficulties when dealing with relatives and leave such matters to patrol captain or senior lifeguards when possible.
- No lifeguards should respond to the press until legal advice has been obtained
- A Senior Lifeguard should be given sole responsibility to make public statements in order to prevent contradiction and confusion

Replenishment of used equipment

- This is the sole responsibility of the equipment officer. However all lifeguards 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 (he 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-traumatic stress disorder and counselling offered.

Debrief and Revision



- After any major emergency there will be a debriefing 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

- Lifeguard Incident Report Form to be completed in accordance with RLSS guidelines immediately after the incident or as soon as reasonably practicable by all lifeguards involved in rescue/incident.
- Patrol Leader/Activity Supervisor to notify all relevant authorities.

Notification of Major Incident

- Club Officials
- Commodore Redditch Sailing Club
- Insurance Company (RLSS)
- 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