**🆘 AQUATICS EMERGENCY ACTION PLAN (EAP) – TEMPLATE**

**📍 FACILITY INFO**

**Facility Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**📞 EMERGENCY CONTACTS**

| **Role** | **Name** | **Phone Number** |
| --- | --- | --- |
| Emergency (911) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Aquatics Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| General Manager | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Chemical Supplier | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Health Department | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**🚨 EMERGENCY CODES**

| **Code** | **Meaning** |
| --- | --- |
| **Code \_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Code \_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Code \_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Code \_\_\_\_\_\_\_\_** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**🏊‍♀️ STAFF ROLES DURING AN EMERGENCY**

**Lifeguard (Primary Rescuer)**

✅ Recognize emergency & blow **\_\_\_ whistle blasts**  
✅ Activate EAP alarm if applicable  
✅ Enter water & perform rescue / first aid  
✅ Direct support staff

**Secondary Lifeguard/Support Staff**

✅ Clear pool & deck  
✅ Call 911 – give:

* Facility Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Entry Instructions for EMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  ✅ Retrieve AED, First Aid supplies  
  ✅ Crowd control: Move bystanders away

**Front Desk Staff**

✅ Acknowledge alarm from pool  
✅ Call 911  
✅ Notify:

* Aquatics Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* General Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  ✅ Direct EMS to pool area

**⚡ COMMON SCENARIOS**

**🌊 Water Rescue (Active/Passive)**

* Primary rescuer enters water
* Secondary clears pool & calls 911
* Provide care until EMS arrives
* Complete incident report

**👶 Missing Child (Code \_\_\_\_\_\_\_\_)**

* Lock exits & assign staff to monitor doors
* Search facility & changing areas
* Call local police if not found in \_\_\_ minutes
* Document timeline of search

**⛈️ Severe Weather (Lightning/Tornado)**

* Evacuate pool immediately (30/30 rule or site policy)
* Move patrons to shelter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reopen only after all-clear from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🧪 Chemical Spill or Leak**

* Evacuate affected area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Call 911 for hazardous response if needed
* Secure area until cleared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**🔫 Active Shooter (Code \_\_\_\_\_\_\_\_)**

* RUN if safe, HIDE if not
* Silence phones, secure doors
* Call 911 quietly if possible
* Wait for law enforcement clearance

**💩 Fecal/Vomit/Blood Contamination (Code \_\_\_\_\_\_\_\_)**

* Clear pool immediately
* Disinfection procedure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Reopen pool only after clearance from: \_\_\_\_\_\_\_\_\_\_\_\_\_

**📦 EQUIPMENT LOCATIONS**

| **Item** | **Location** |
| --- | --- |
| AED | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| First Aid Kit | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Backboard | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Emergency Phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**🏃 EVACUATION PLAN**

* **Primary Exit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Secondary Exit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Assembly Point:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**📝 POST-INCIDENT PROCEDURES**

✅ Complete incident reports before end of shift  
✅ Notify Chain of Command: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
✅ Restock supplies & clean area  
✅ Staff debrief location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_