**🆘 Emergency Action Plan (EAP) – Outline Format**

**I. Introduction to the EAP**

A. Purpose  
1. To provide a structured, site-specific response plan for aquatic emergencies.  
2. To ensure all staff are trained and confident in their roles during emergencies.  
B. Scope  
1. Applies to all aquatic staff, patrons, and facilities.  
2. Covers water emergencies, medical events, environmental hazards, and security threats.

**II. EAP Activation**

A. When to Activate  
1. Life-threatening incidents (drowning, cardiac arrest, severe injury).  
2. Facility emergencies (chemical spills, power outages).  
3. Security threats (lost child, active shooter).  
B. Activation Methods  
1. Whistle signal: \_\_\_ long blasts.  
2. Alarm button location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
3. Radio/Communication call-out protocol: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**III. Roles and Responsibilities**

A. Primary Lifeguard  
1. Recognize emergency.  
2. Activate EAP signal.  
3. Perform rescue or provide immediate care.  
B. Secondary Lifeguard  
1. Clear the pool area.  
2. Retrieve emergency equipment (AED, First Aid Kit).  
3. Assist primary as needed.  
C. Front Desk Staff  
1. Call 911:  
a. Facility Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
b. Entry instructions for EMS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
2. Alert chain of command.  
D. Management  
1. Coordinate response efforts.  
2. Manage media inquiries.

**IV. Emergency Scenarios and Procedures**

**A. Water Rescue – Active Victim**

1. Lifeguard response steps.
2. Secondary staff crowd control.
3. Equipment required: rescue tube, backboard.

**B. Water Rescue – Passive/Submerged Victim**

1. Lifeguard response with spinal precautions if needed.
2. Two-person extrication procedure.

**C. Lost or Missing Child (Code Adam)**

1. Lock all facility exits immediately.
2. Assign staff to search zones: pool deck, locker rooms, outdoor areas.
3. Notify local authorities if child not found within \_\_\_ minutes.

**D. Chemical Spill or Leak**

1. Evacuate pool area.
2. Isolate spill if safe to do so.
3. Contact chemical response team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E. Severe Weather (Code Gray)**

1. Clear pool deck at first sign of lightning or thunder.
2. Shelter patrons in designated areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Resume operations after all-clear.

**F. Active Shooter/Threat (Code Black)**

1. Secure in place if safe.
2. Evacuate if possible via exits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Call 911 discreetly.
4. Follow law enforcement directions.

**V. Equipment and Resource Locations**

A. AED – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
B. First Aid Kits – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
C. Backboards – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
D. Emergency Phones – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
E. Evacuation Assembly Area – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VI. Post-Incident Procedures**

A. Complete incident report.  
B. Notify chain of command.  
C. Debrief staff and review response effectiveness.  
D. Restock emergency supplies.

**VII. Staff Training and Drills**

A. Monthly in-service trainings covering:  
1. Water rescues.  
2. Medical emergencies.  
3. Security threats.  
B. Documentation of staff participation.

**VIII. Communication Plan**

A. Chain of command for notifications.  
B. Media response: Direct all inquiries to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
C. Parent/Guardian notification procedures in child-related incidents.