

## EMERGENCY OPERATING PROCEDURES

### DORCAN POOL

- All paddlers/coaches/instructors/parents to follow any instructions given by pool eyes to:
  - Assist someone
  - Exit the pool water
  - Evacuate the pool area
- If appropriate, emergency contact(s) to be notified.
- Accident/Incident form to be completed.
- Pool eyes to contact Dorcan centre staff in event of accident/injury and they will take control.
- If the alarm sounds, everyone to exit the pool area via the emergency doors, leaving everything behind.
- Pool eyes to pick up the box containing the register and the red emergency dry bag.
- Everyone to meet at the designated emergency evacuation point in the car park, pool eyes to take a register of everyone who is there.
- Everyone to follow instructions given by centre staff/emergency services.

### COATE WATER

- Duty officer/first aider to administer first aid as required and to contact emergency services if needed.
- If appropriate, emergency contact to be notified.
- Accident form to be completed.
- If on the water, first aider to administer first aid as required and to get the casualty off the water in the safest and quickest way possible.
- If entrapment occurs, group leader/first aider to give guidance to the group depending upon the situation and perform a rescue as needed. Emergency services to be called if appropriate. A Near Miss form to be completed

### TRIPS

- Trip leader/first aider to administer first aid as required and to get the casualty off the water in the safest and quickest way possible.
- Emergency services to be called if needed.
- Land-based contact to be contacted to notify the relevant emergency contacts of the situation along with the Chairperson, Safety Officer and Welfare Officer.
- Accident/incident/near miss form to be completed.
- If entrapment occurs, trip leader and deputy trip leader give guidance to the group and perform a rescue as needed. Emergency services to be called if appropriate. Land-based contact to be contacted to notify the relevant emergency contacts of the situation along with the Chairperson, Safety Officer and Welfare Officer.
- If capsizes occurs, trip leader and assistant leader performs rescue, keeping the rest of the group safe.
- If someone capsizes twice or more on a trip, a Near Miss form is to be completed.
- If Land based contact is notified by the trip leader of any injuries or entrapments, to contact the relevant emergency contacts for the people involved and to pass on any information they have

about the event and any hospital the casualty may have been taken to. The Land based Contact also needs to notify the Chairperson, Safety Officer and Welfare Officer of the incident.

- If the Land based contact has not heard from the trip leader within half an hour of the expected finish time, they need to attempt to message and/or call the trip leader to find out what is happening. If they are unable to contact the trip leader then they need to attempt to message and/or call the Assistant Trip Leader, if they are unable to contact the assistant leader then they need to notify the emergency services, the Chairperson, Safety Officer, Welfare Officer and the emergency contacts of the situation.

Reviewed by: L. Goddard (Chair)  
J. Thomas (Treasurer)  
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