

## Harrogate Tri Club: Emergency Action Plan

Date Prepared: June 29<sup>th</sup> 2020

<b>Key Details</b>	
Telephone Calmwater Bay Ski Club	04123 322977
Location of nearest qualified First Aider	Will be present at swim session. If in doubt, call 999.
Location of first aid equipment	Within Harrogate Tri Club container unit
Emergency vehicle access	Via main driveway from the A6065
Location of nearest hospital	A&E, Harrogate District Hospital Lancaster Park Rd, Harrogate HG2 7SX
Ordnance survey grid for helicopter	NGR 436011 458900
<b>Major Incident/Injury</b>	
Club safety marshal to assess situation and ensure safety of self, colleagues and group:	<ul style="list-style-type: none"> <li>- inform all staff</li> <li>- delegate responsibilities</li> <li>- designate building/areas as appropriate</li> <li>- deciding upon activity status</li> <li>-calling of emergency services</li> </ul>
Administer first aid if required and request assistance	
Club safety marshal to contact emergency member contact	
Club safety marshal to brief staff regarding :	<ul style="list-style-type: none"> <li>- confidentiality</li> <li>- action plan</li> <li>-witness statements</li> </ul>
Retain all relevant clothing/equipment	
Debrief all staff	
Complete an accident/incident report	
<b>Evacuation of Casualty from the Water</b>	
All sessions will be supervised by a club safety marshal (positioned on the pontoon, and who takes on the responsibilities set out in the OW swim session operating procedures for that day).	
Additional supervision to be provided by two volunteer kayakers.	
On seeing a swimmer in distress (on their back, raising a hand), or otherwise appearing potentially unresponsive, the nearest kayak to radio to the other kayak and club safety marshal to inform, then attend to the swimmer and assess. If the swimmer is able, they should hold on the nose of the kayak whilst they take stock and determine if they are able to make their own way back to shore if possible.	By first radioing to the other safety kayak and club safety marshal, the remaining swimmers remain supervised in the first instance.

<p>If the swimmer is responsive but requires assistance to evacuate the water, the kayak should radio in and advise, then proceed. The kayak may request assistance from a nearby swimmer with the swimmer in distress.</p>	<p>In order that the remaining swimmers are not insufficiently unsupervised, the club safety marshal will evacuate all swimmers as per the standard protocol.</p>
<p>If the swimmer is unresponsive, the kayak should radio in and advise. The additional kayak should then assist the first kayak to bring in the unresponsive swimmer. The kayak may request assistance from a nearby swimmer with the swimmer in distress.</p>	<p>In order that the remaining swimmers are not insufficiently unsupervised, the club safety marshal will evacuate all swimmers as per the standard protocol.</p>
<p>The club safety marshal remains at the top of the chain of command, delegating as necessary, and providing further decisions as necessary, based on communications with the safety kayaks.</p>	
<p>The club safety marshal to designate someone to meeting the emergency services, if they have been requested.</p>	
<p>Responsibility is assigned to the emergency services once they start to treat the casualty.</p>	
<p><b>Other Considerations</b></p>	
<p><b>Adverse Weather</b></p>	
<p>Forecast to be included in swim briefing and staff prepared</p>	
<p>Club safety marshal to monitor any change in conditions</p>	<p>If necessary, review course and alter to suit conditions</p>
<p>If conditions deteriorate, evacuate swimmers from the water</p>	
<p>Ensure all craft/equipment are safe</p>	
<p>Club safety marshal to decide upon action</p>	<p>Wait until weather improves Or Cancel session</p>
<p>Brief staff and group</p>	
<p><b>Hypothermia</b></p>	
<p>The infographic features a dark blue background with white snowflake patterns at the bottom. It lists five warning signs of hypothermia, each accompanied by a simple white icon of a person: 1. Confusion: A person with a question mark above their head. 2. Shivering: A person with wavy lines around their body indicating movement. 3. Difficulty Speaking: A person with a speech bubble containing three dots. 4. Sleepiness: A person with 'ZZZ...' above their head. 5. Stiff Muscles: A person with their arms crossed. At the bottom right, there is a NOAA logo and the text 'weather.gov/cold'.</p>	

<b>Algal Blooms</b>	
Club safety marshal to monitor conditions prior to swim session	
Club safety marshal to brief safety staff	
Discuss necessary adjustments re: launching & landing / swim area. adjust session to level of bloom and level of contact with water	
Briefing to include precautions and adjustments and end of session	
If adverse conditions, brief swimmers via tri club facebook page ahead of session if conditions unsuitable	
If club safety marshal concerned, inform Environment Agency for testing	
<b>Fire</b>	
If you suspect/see/smell fire or smoke, sound the alarm	Located in the waterski club cabin or by whistle or verbally
If you hear the alarm, evacuate immediately	To the main gate
Proceed to the assembly point	Located at the main gate
Club safety marshal will radio to the safety crew who evacuate swimmers from the water.	Via the main slipway
Roll call of swimmers by Club safety marshal	
Club safety marshal to decide if a real emergency and whether to call the emergency services or return to the centre and to the water	