



EMERGENCY ACTION PLAN

1. INTRODUCTION

The Emergency Action Plan (EAP) is for Cressey's Surf Academy staff to be both fully aware and fully informed of the procedures that must be followed in the event of an emergency or incident which may occur on the way to or from the beach and on the beach itself during a CSA Surf Session.

Staff at Cressey's Surf Academy are also aware of procedures to be taken in the event of an accident/incident. They are also fully aware of their role as a qualified instructor in taking control of the group and the situation to resolve, report and record the incident as required.

2. GENERAL INFORMATION

A copy of the EAP will be made available to the public via the CSA website. An incident report book will also be made available to all members of staff and instructors in the event of an emergency/accident/incident.

In the case of an incident/accident, an incident report form will be completed by a member of staff or the instructor at Cressey's Surf Academy.

3. INCIDENT REPORT FORMS

The incident report forms will consist of the occurrence of the incident; the cause or probable cause of the incident; where and at what time the incident occurred; what injury, if any, was sustained; and what treatment or assistance was given to the person involved.

The name, address, and details of who to contact in an emergency will also be taken from each client before the session takes place.

4. EMERGENCY SERVICES

In the case of an incident during a surf coaching session the decision will be taken as to whether it is necessary to contact the emergency services:

Serious accident:	Ambulance	999
Bomb threat, disorderly behaviour, theft:	Police	999
Fire, flood, gas leak:	Fire Brigade	999

Minor Emergencies

A minor emergency is an incident which, if handled properly, does not result in a life-threatening situation. In each case however, it is important that the incident is recorded for further analysis.

Major Emergencies

A major emergency is one where an incident occurs resulting in serious injury or a life-threatening situation. As with minor emergencies, the response to most major emergencies follows a general pattern.

Major Emergencies CSA Staff procedure:

- Surf Coach removes the rest of the group from the water (using recall signal or whistle) and informs them of the situation
- Effect rescue of patient after Surf Coach assesses the situation, informing and seeking assistance from lifeguard / other instructors as necessary, and calls for appropriate emergency support personnel or equipment (ambulance etc).
- Surf Coach and/or Lifeguard to remove patient to a safe area
- Surf Coach and/or Lifeguard to diagnose extent of injury and/or shock
- Surf Coach and/or Lifeguard initiate first aid procedures and report to ambulance staff
- Surf Coach and/or Lifeguard/Ambulance Staff (as appropriate) to remove patient to centre or hospital as appropriate
- No injured patient is allowed to walk up the beach unattended
- Surf Coach to inform the group and update them on the situation
- Patient is to be taken to hospital with emergency services or if necessary by the Surf Coach in charge or other appropriate person by car (i.e. parent) dependent on the nature of the injury
- Under 18 patients: parents / guardians are to be informed as soon as possible (parent / guardian may then take responsibility)
- Surf Coach will make a decision to continue the lesson, delay or cancel as appropriate
- Surf Coach to complete incident report form (triplicate) one for casualty, one for CSA records, one for BSA office
- Surf Coach to complete official accident report book
- Surf Coach to discuss incident and report with Head Coach
- Head Coach to Inform R.I.D.D.O.R if necessary

After a serious incident has occurred on any CSA premises or within any CSA vehicles the floor will be wiped (disinfected) and cleaned in the case of wet floor, blood, vomit and faeces.

5. JOURNEY TO/FROM AND ON THE BEACH

In the event of a lost person/client, the group must gather at the designated meeting post on the beach. Emergency services must be informed if the incident continues for more than one hour.

In the event of a road traffic accident, the situation will be assessed in accordance with DRABCROPT (Danger, Response, Airway, Breathing, Circulation, Reassurance, Oxygen, Pain/Positioning, Treatment/Transport) from the NARS Beach Lifeguard Manual, 2007. The emergency services will be contacted if necessary. A report on the occurrence of the incident will be taken from the Cressey's Surf Academy Surf Coach and if possible, a statement will be obtained from another member of staff and/or member of the public who also witnessed the event.

6. HEAD INJURIES

All head injuries are treated as serious injuries, and assessment and treatment is carried out with extreme care. Persons with face/head injuries will not be allowed to return to the surf training sessions. They are also advised to seek out advanced medical help. Where injury is serious an ambulance will be called.

If there is any doubt as to the seriousness of the injury an ambulance will be called, as there is always a possibility of delayed concussion/loss of consciousness occurring.

7. AMBULANCE CREW RESPONSIBILITIES

Surf Coach Instructors have a responsibility to treat casualties prior to the arrival of an ambulance crew. Their responsibility may end once the ambulance crew start to treat the casualty. They may or may not be supported by Beach Lifeguards, depending on the situation and their availability.

The ambulance crew have full responsibility to transport unaccompanied children to hospital. The Cressey's Surf Academy Surf Coach will have the responsibility to inform parents or the emergency contact.

8. IN THE SEA

In the case of overcrowding in the ocean the Surf Coach will inform the group to stay together. As they are all colour co-ordinated with rash vests the group should be easier to identify.

In the case of an emergency the emergency signal will be sounded to the group. The group will exit the sea and meet on the beach at the designated meeting point.

In the case of a first aid incident, the instructor will remove the group from the sea and assess the situation as to what procedure to follow next.

If a casualty, other than surf school clients, is found unconscious in the water, then the group will be removed from the water. The lifeguards, if there is a patrol on duty, will be informed of the situation, followed by the emergency services if necessary.