



Emergency Action Plan

Introduction

This Emergency Action Plan (EAP) is intended to provide Brighton Surf Lifesaving Club coaches, safety team and members an overview of the procedures to be followed in the event of an incident or emergency during a surf life saving training session, whether that be at a pool, in the sea, on the beach or on the way to the beach.

Emergency

1. In the event of any emergency, the first coach or safety team member to become aware of the situation must signal all other members of the team and ensure that the competent person in charge¹ (as shown on the session's ARA) is informed immediately.
2. Ideally, one qualified lifesaver will initiate first aid while another assesses the situation and calls for appropriate emergency support personnel or equipment (BHCC Seafront office / lifeguards, Coastguard ambulance etc) as required.
3. All related coaching or training activities should be stopped, and all trainees should be mustered safe from harm on the beach by the equipment store.
4. The CPIC should ensure that the emergency contact (held by the group's captain or lead coach) is informed.
5. As soon as the situation is resolved and all club members are safe and accounted for, the initial reporter should complete an incident report and discuss the incident with the club's Safety Officer at the first opportunity.
6. In the event of a major incident involving any hospitalisation, the initial reporter **MUST** inform SLSGB within 24 hours. When available this should be done through the club's Safety Officer.

Communications

Standard SLSGB hand signals and whistle communications will be used for members without radio communications.

The competent person in charge will have a mobile telephone and a VHF radio (if IRBs are in use).

¹ Competent person in charge is defined in SLSGB's National Safety Guide For Training and Coaching <https://www.sls.gb.org.uk/document/national-safety-guide-training-coaching-2017/>

Emergency Services, Agencies, Authorities and Organisation Contacts

Agency	Responsibility	Contact Details
SLSGB	National Operations and Safety Manager	amayhew@slsgb.org.uk mail@slsgb.org.uk 01392 369111
Sea Lanes	Ross Gilbert	rossgilbert@qedproperty.com 07837 444343
BHCC Lifeguards Seafront Office	Initial emergency response. Rescue in session area. Safety Management of non-participating beach users. Waterfront area liaison	VHF radio – L1 01273 292715
Police	Law enforcement	999
Coastguard	Coastal Rescue SAR	999
Ambulance Service	Pre-Hospital Care Casualty Transportation to Hospital	999

In the event of a lost person in or on the water

1. All related coaching or training activities should be stopped, and all trainees should be mustered safe from harm on the beach by the equipment store.
2. In parallel the CPIC must ensure that the emergency contact (as held by the group's captain or lead coach) is contacted to ensure that the individual has not left the session un-noticed.
3. Notify the BHCC Seafront Officer (& Lifeguards on patrol in season).
4. If the incident continues for more than 20mins, the emergency services must be informed, call 999 and ask for the Coastguard.



Head Injuries

All head injuries are to be treated as serious injuries. Assessment and treatment must be carried out with extreme care. If the lifesaver dealing with the injury is in any doubt as to the seriousness to the injury call an ambulance. There is always a possibility of delayed concussion/loss of consciousness occurring.

Persons with any face/head injuries must not be allowed to return to the session. As soon as the immediate symptoms have been dealt with, they (and where appropriate their parent/carer) must be warned about the dangers of concussion and advised to seek out advanced medical help.

Ambulance Crew Responsibilities

Coaches/ Trainers have a responsibility to treat casualties prior to the arrival of an ambulance crew.

The ambulance crew have full responsibility to transport unaccompanied children to hospital. The SLSGB Coach/Trainer will have the responsibility to inform parents/carers or the emergency contact.

General

In the event of an incident or injury, qualified members, coaches and safety team members should:

- Follow the guidance in this document.
- Remain calm and objective.
- Provide comfort and reassurance to all affected.
- Adhere to SLSGB procedures for the injury/incident in question.
- Assist the lifesavers involved as directed if you are competent to do so.

Following completion of the incident report, the Safety Officer will ensure the incident is reported to SLSGB using the online form which can be found using the following link

<https://www.sls.gb.org.uk/incident-report/> The Safety Officer will meet with those involved and make any suggestions for actions required to prevent recurrence to the club's committee.

Post incident support

SLSGB's post incident support leaflet can be found using the following link www.sls.gb.org.uk/wp-content/uploads/2015/06/Post-Incident-Support-Leaflet-2016.pdf Confidential post incident support is also available within the club. Please approach any of the club's committee to discuss any concerns you may have.