

Emergency Action Plan (EAP)

The following is provided as a template to facilitate the documentation of a specific Emergency Action Plan (EAP) to be followed during a particular type of emergency event managed by aquatic staff. Individual Emergency Action Plans should be created for all emergency events involving the response of aquatic staff, detailing that response until care is completed or is transferred to emergency medical services. An EAP is the basis for site specific application of ILTP™ skills. Refer to the CARMP Handbook for additional information about EAPs, including operating criteria.

Organization:

Facility:

Pool / Attraction:

**Type of
Emergency Event:**

**Minimum Number of
Staff Involved:**

Emergency Action Plan Title:

Equipment Detail

Describe all equipment items to be used by staff, including exact locations:

Recognition of the Guest in Distress and Activation of the EAP

Guest recognized under what conditions and by whom :

**How is the EAP activated;
Does EMS need to be contacted? If yes by whom:**

LEVEL ONE: Initial Response

**Describe the actions by the initial or "Primary" Responder
(Include communication and equipment used during response):**

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(Continued)

Emergency Action Plan Title:

LEVEL TWO: Secondary Response

Describe the actions by the "Secondary" Responder as this person provides direct assistance to the "Primary"
(Include communication and equipment used during response):

LEVEL THREE: Tertiary Response

Describe the actions by any remaining Line or Supervisory Staff in response to this emergency event
(Include communication and equipment used during response):

TEAM MANAGEMENT

Describe the actions of the Lifeguard Emergency Responder Team
as they provide care to the guest until care is transferred to EMS or the guest is released:

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Emergency Action Plan Title:

FOLLOW UP TASKS

Detail the specific follow up tasks to be completed by LIFEGUARDS and other Line Staff in that were directly or indirectly involved in providing care during this incident:

Detail the specific follow up tasks to be completed by SUPERVISORY STAFF:

REPORTING INCIDENTS TO JEFF ELLIS & ASSOCIATES, INC.

You should consider any aquatic or non aquatic incident (where lifeguards provided care) resulting in a guest or staff member requiring resuscitation, oxygen delivery, CPR, spinal immobilization, AED use, or hospitalization as a potential catastrophic aquatic incident. **IMPORTANT NOTE:** Even minor incidents may receive significant media attention depending on the level of news occurring on a particular day.

You **MUST** call Ellis & Associates, Inc. at 1-800-742-8720 **within one (1) hour of any aquatic incident** which meets the definition above. Failure to comply with this reporting requirement jeopardizes the ability of Ellis & Associates, Inc. to properly investigate the incident and assist you legally and may jeopardize your client status.

Please have the following information ready for the initial phone report: 1) Client name; 2) Contact person; 3) Direct phone and cell phone numbers; 4) Brief description of the incident. A Jeff Ellis & Associates, Inc. representative will follow up with you by phone, based upon the information provided by you during your initial reporting and will determine what additional action is needed.