



Emergency Action Plan

This document outlines the steps to be carried out in the event of an emergency or accident arising during a club training session or event at **Corkagh Park Cycle Track, Green Isle Road Car Park**. This should be read in conjunction with the Venues Risk Assessment.

Venue:	Corkagh Park Cycle Track, Green Isle Road Car Park	
Venue Address: (Inc. Postcode/ Grid Reference)	Naas Road, Bedlesshill, Co Dublin (no eircode)	
Type(s) of Activity this EAP applies to:	Pulse TC Junior Run Session	
Who is ultimately responsible for Health & Safety during these sessions:	Lead Coach	No venue staff. Lead Coach has ultimate responsibility.
Location of Phone/Mobile Reception Tested:	On site in coaches' and tri leaders' possession. Good network coverage	
Location of the nearest first-aid qualified person:	Coaches and tri leaders on site.	
Location of first-aid equipment:	Small first aid kit with lead coach. Larger kit in car park in lead coach's car	
Location of Defibrillator:	N/A	
How to contact Emergency Services:	Mobile Telephone. Dial 112 or 999	
How will Emergency Services be directed to the scene of an incident:	Corkagh Park, Cycle Track access via the Car Park on the Green Isle Road	
Who else is available to help in case of issues:	Coaches, tri leaders, parents/guardians in attendance at session.	

Pulse Junior Triathlon Club Contacts: *(as at 30/11/21)*

Lead Coach: This information is circulated by Junior Training Rep in advance of the session.

Club Children's Officers: Emma McGrane 087 2496706 & Fergus Walsh 086 2660260

Club Designated Liaison Person: Fergus Walsh 086 2660260 & Liz O'Connor 086 3165006

Club Junior Covid Officer: Mick Brett 087 2225288

Club Chairperson: Jennifer Shorten 083 1051501

Club Junior Training Rep: Mick Brett 087 2225288

Club Website: www.pulsetri.com

<p>Evacuation:</p>	<ul style="list-style-type: none"> • Lead Coach will instruct other coaches and tri leaders that an evacuation is required and to lead their groups of athletes and parents to the car park, or outside of the park entirely if the evacuation so requires. • Athletes and parents should be instructed to form a line in pairs and coaches/tri leaders should safely walk the athletes and parents to the vehicle entrance of the car park. • Assemble on the grass at the entrance unless otherwise instructed by the emergency services. • Coaches, tri leaders and parents need to be vigilant in supervising athletes at the assembly point. • Person who was responsible for sign-in should count the athletes and conduct a role call at the assembly area. • Re-admission to training area will only be permitted upon receiving instructions from emergency services.
<p>Missing Person:</p>	<ul style="list-style-type: none"> • Confirm junior athlete is missing. • Ensure all other junior athletes are accounted for and match them up with their own parents, if present. • Lead Coach should designate at least 2 adults, a tri leader (and parent if present) to manage the safety of any athletes whose parents are not present. • Lead Coach should instruct remaining coaches, tri leaders & attending parents (with their own children) to conduct search of local area. The Lead coach should divide up the park and surrounding areas (if necessary) and designate these area's to different groups to search so as to ensure all areas are included and searched. • Lead Coach to telephone athlete's parent/guardian if not present at the session. • Lead Coach to contact the Gardai. Dial 999/112. • Lead Coach to contact one of the Club Children's Officers, Emma McGrane 087 2496706 or Fergus Walsh 086 2660260 and club Chairperson Jennifer Shorten 083 105150. • Provide Gardai with a photograph of the child, an accurate description, age and what they were wearing and all information as to where and when athlete was last seen. • Refer media enquiries to designated person - Club Chairperson, Jennifer Shorten 083 1051501 / Club Children's Officers, Emma McGrane 087 2496706 & Fergus Walsh 086 2660260. • Everyone to undertake search of local area under the direction of the Gardai. • Club Chairperson & Children's Officers to take direction from Gardai and child's parents in relation to press & media releases seeking public /outside assistance (If necessary). • Record on Incident Report Form. • Investigate how incident occurred and review risk management issues.

Minor Injury:

- Suspend session, if necessary.
- If necessary, make other coaches and tri leaders aware of the incident.
- Designate a tri leader to notify parent if parent is at the venue.
- The Lead Coach should ensure an assessment of the injured party is carried out. **The highest qualified paramedic / first aider present should carry out this assessment. First aid treatment should only be given in line with guidance of qualification.**
- Paramedic/First Aider to stay with injured party, keep them calm; tone and body language are critical. Ensure the paramedic / first aider is not left alone with the injured party and there is a tri leader / adult / parent also present at all times.
- If possible, have the injured party move him/herself to a safe place but do not attempt to move an injured party.
- If the injured party is an athlete and assessor is sure the injury is minor, he/she should ensure **none** of the following are present before allowing them return to activity:
 - Swelling
 - Deformity
 - Continued bleeding
 - Reduced range of motion
 - Pain when using the injured part
- Lead coach (or designate another coach / tri leader), to manage the safety of other participants and only restart the session if it is safe to do so and injured party is not at risk or distracted.
- Lead Coach to gather all facts about the incident from the injured party and any witnesses.
- Lead coach should record all details on an Accident Report Form and the Session Plan.
- Review and ascertain if any risk management issues need to be addressed.
- Lead Coach to replenish first aid kit thereafter.

<p>Major Injury:</p>	<ul style="list-style-type: none"> • In the event of a major injury, make all other coaches, tri leaders and marshals aware by performing 2 loud blows of the whistle or shouting "Coaches – EMERGENCY". • Stop the session. <p>Lead Coach</p> <ul style="list-style-type: none"> • The Lead Coach should ensure an assessment of the injured party is carried out. The highest qualified paramedic / first aider present should carry out this assessment. First aid treatment should only be given in line with guidance of qualification. • Lead Coach and designated persons to secure the area around the casualty and if necessary, shelter them from the elements. • Designate someone to manage other athletes, move athletes to a safe area away from the casualty. • Contact parent/guardian if not present. • Complete Accident Report Form • Review how incident occurred and whether any risk management issues need to be addressed. • Replenish first aid kit if necessary. <p>Highest qualified Paramedic / First Aider</p> <ul style="list-style-type: none"> • Instruct someone to call 112/999 for emergency services. • Assess ABCs (Airway, Breathing Circulation); airway is clear, breathing is present, pulse is present, no major bleeding • If any of ABCs are compromised, initiate CPR if necessary. • Stay with casualty until emergency services arrive, continuing to treat the casualty and reassure them if they are responsive. Keep them warm. • Assist emergency services and hand over when they have taken responsibility. • Provide emergency services with details of any known medical history and medication. Ask parent in attendance or Club Children's Officer, who has these details on athlete's TI Form 11, whichever is quicker. <p>Call Person</p> <ul style="list-style-type: none"> • Call 999/112 • Provide exact location - Corkagh Park Cycle Track, Green Isle Road Car Park - and all necessary information to emergency medical dispatcher. • Ensure that you understand the response. Are they coming? • Go to car park to direct emergency services to exact location (or assign someone else to do this task). <p>Person designated to other care for athletes</p> <ul style="list-style-type: none"> • Take control of all other athletes; move them away from casualty and ensure their safety. • Bring all athletes to the car park and have parents sign them out.
<p>Covid 19 incident/outbreak</p>	<ul style="list-style-type: none"> • Covid Officer to ensure all relevant actions are carried out in full to be compliant with the most up to date HSE / Government Covid 19 Guidelines & Advice.

EAP created by:	Dee Needham	Date Created:	06/05/2021
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Corkagh Park Cycle Track, *Green Isle Road Car Park*

