



## 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 **Tallaght Sports Complex**. This should be read in conjunction with the Venue Risk Assessment.

Venue:	<b>Tallaght Sports Complex</b>	
Venue Address: (Inc. Postcode/ Grid Reference)	Tallaght Sports Complex Castle Lawns, Tallaght, Dublin 24 D24 V322	
Type(s) of Activity this EAP applies to:	Pulse TC Junior Pool Swim Session	
Who is ultimately responsible for Health & Safety during these sessions:	Venue Staff	Duty Manager has ultimately responsible. Lifeguards are initial point of contact and first responder
Location of Phone/Mobile Reception Tested:	On site in coaches will have mobile phones. (Good network coverage). Landline is located at reception.	
Location of the nearest first-aid qualified person:	Pool side Lifeguard. (On site coaches are also first aid qualified).	
Location of first-aid equipment:	At Sports Complex reception desk.	
Location of Defibrillator:	At Sports Complex reception desk.	
How to contact Emergency Services:	Contact venue staff. Dial 112/999	
How will Emergency Services be directed to the scene of an incident:	Exact address and Eircode will be passed to emergency services dispatcher by venue staff	
Who else is available to help in case of issues:	Coaches, tri leaders, parents/guardians in attendance at session.	

### **Pulse Junior Triathlon Club Contacts:**

**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](http://www.pulsetri.com)

<p><b>Evacuation:</b></p>	<p>TAKE INSTRUCTION FROM TALLAGHT SPORTS COMPLEX STAFF.          If there are no staff present, use the following guidelines:</p> <ul style="list-style-type: none"> <li>• If an emergency alarm is heard follow the directions of the duty manager or staff members</li> <li>• Direct athletes to exit the pool area via the nearest emergency exit and assemble in the carpark next to Tallaght Community School building.</li> <li>• Ensure that no-one returns to the changing rooms to collect their belongings.</li> <li>• At meeting point use sign-on sheets to ensure all athletes are accounted for.</li> <li>• Await further instructions from duty manager or emergency services (if present).</li> <li>• If available issue foil blankets or blankets to athletes</li> <li>• Do not re-enter, or allow any athlete to re-enter the building until given instruction by emergency services, if present, or duty manager</li> </ul>
<p><b>Missing Person:</b></p>	<ul style="list-style-type: none"> <li>• Lead Coach must ensure all athletes fully understand the safety briefing and to alert coaching staff if leaving pool area for any reason before session ends.</li> <li>• Confirm junior athlete is missing.</li> <li>• Alert venue staff and ask for tannoy announcement to be made.</li> <li>• Ensure all other junior athletes are accounted for and match them up with their own parents, if present.</li> <li>• 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.</li> <li>• All other available couches and adults should assist venue staff in the search of premises and surrounding area if necessary.</li> <li>• Lead Coach to telephone athlete's parent/guardian if not present at the session.</li> <li>• 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.</li> <li>• If called to attend, 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.</li> <li>• Refer media enquiries to designated person - Club Chairperson, Jennifer Shorten 083 1051501 / Club Children's Officers, Emma McGrane 087 2496706 &amp; Fergus Walsh 086 2660260.</li> <li>• Everyone to undertake search of local area under the direction of the Gardai and duty manager.</li> <li>• Club Chairperson &amp; Children's Officers to take direction from Gardai and child's parents in relation to press &amp; media releases seeking public /outside assistance (If necessary).</li> <li>• Record on Incident Report Form.</li> <li>• Investigate how incident occurred and review risk management issues.</li> </ul>

**Minor  
Injury:**

- Suspend session, if necessary.
- If necessary, make other coaches and tri leaders aware of the incident.
- Alert venue staff/first aider.
- Notify (or designate an adult) to notify parent if present 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.

<p><b>Major Injury:</b></p>	<p>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 <b>"COACHES – EMERGENCY"</b>. Stop the session.</p> <p><b>Lead Coach</b></p> <ul style="list-style-type: none"> <li>• The Lead Coach should ensure an assessment of the injured party is carried out. <b>The highest qualified paramedic / first aider present should carry out this assessment.</b> First aid treatment should only be given in line with guidance of qualification.</li> <li>• Lead Coach and designated persons to secure the area around the casualty and if necessary, shelter them from the elements.</li> <li>• Designate someone to manage other athletes, move athletes to a safe area away from the casualty.</li> <li>• Contact parent/guardian if not present.</li> <li>• Complete Accident Report Form</li> <li>• Review how incident occurred and whether any risk management issues need to be addressed.</li> <li>• Replenish first aid kit if necessary.</li> </ul> <p><b>Highest qualified Paramedic / First Aider</b></p> <ul style="list-style-type: none"> <li>• Instruct someone to call 112/999 for emergency services.</li> <li>• Assess ABCs (Airway, Breathing Circulation); <b>airway is clear, breathing is present, pulse is present, no major bleeding</b></li> <li>• If any of ABCs are compromised, initiate CPR if necessary.</li> <li>• Stay with casualty until emergency services arrive, continuing to treat the casualty and reassure them if they are responsive. Keep them warm.</li> <li>• Assist emergency services and hand over when they have taken responsibility.</li> <li>• 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.</li> </ul> <p><b>Call Person</b></p> <ul style="list-style-type: none"> <li>• Call 999/112</li> <li>• Provide exact location - <b>Tallaght Sports Complex</b> - and all necessary information to emergency medical dispatcher.</li> <li>• Ensure that you understand the response. Are they coming?</li> <li>• Ensure someone is in the car park to meet and direct emergency services to exact location.</li> </ul> <p><b>Person designated to other care for athletes</b></p> <ul style="list-style-type: none"> <li>• Take control of all other athletes; move them away from casualty and ensure their safety until they are signed out by their parent/guardian.</li> </ul>
<p><b>Covid 19 incident/out break</b></p>	<ul style="list-style-type: none"> <li>• 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 &amp; Advice.</li> <li>• Read, understand, follow and abide by the venues local Covid rules (if applicable)</li> </ul>

EAP created by:	<b>Vincent Brady</b>	Date Created:	<b>20/03/2019</b>
EAP Reviewed and Updated:	<b>Fergus Walsh</b>	Date Reviewed:	<b>01/12/2021</b>

# TALLAGHT SPORTS COMPLEX

