



Accident/Incident Procedures

Name of club: **ELLESMERE PORT ASC.**

Facility: **Ellesmere Port Sports Village**

Normal operating procedures (NOP): Club cabinet in Pool Equipment Room

Emergency action plan (EAP): Club cabinet in Pool Equipment Room

Location of emergency telephone: At reception desk, alternate Supervisors Office

Location of first aid equipment: At small pool adjacent spectator entrance.

Location of club accident / incident record log: Club cabinet in Pool Equipment Room

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm
- Call the EPSV Centre Staff
- EPSV Staff will take charge of incident.
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or career – see members card for emergency contact information
- Complete the club's accident / incident record log
- Inform insurer