

**THE GLIDE SURF SCHOOL  
EMERGENCY ACTION PLAN  
(E.A.P)**

**SURF COACHING AND INSTRUCTION FOR  
CROMER BEACH**

**MAY 2018**

# EMERGENCY ACTION PLAN

## 1. INTRODUCTION

The Emergency Action Plan (EAP) is for The Glide Surf School staff to be fully aware and fully informed of the procedures to be followed. This is in the event of an emergency or incident, which may occur on the way to or from Cromer promenade and on the east side of the beach itself.

The staff at The Glide Surf School are also aware of procedures to be taken in the event of an accident/incident. They are also fully aware of their role as a qualified instructor who will take control of the group and the situation to resolve, report and record the incident.

## 2. GENERAL

A map of Cromer beach has been produced so in the case of an incident/emergency, The Glide Surf School will be aware of the nearest telephone and access points to the promenade and the beach for emergency services. Access point (1) is more accessible for larger vehicles e.g. fire engine. Access point (2) is more accessible smaller vehicles. It also shows how an area will be cleared and indicated for emergency helicopters to approach and land on the beach (4-5).

The Glide Surf school instructors will be available to assist the lifeguards, and to clear and maintain an area for the Rescue Helicopter to land.

The Glide Surf School Surfing and SUP water operation area is located to the right hand side of the pier (3). Occasionally the area may extend to the west side of the pier if the sea conditions require so. All the same risk assessments; NOP's and EAP's apply.

There are stairs situated at either far end of the promenade (east and west) with access to the to the cliff top. East hand has a ramp so wheel chair access is available.

### **3. ANALYSIS OF THE EAP**

A copy of the EAP will be made available to the public. An incident report book will also be made available to all members of staff in the event of an emergency/accident/incident.

In the case of an incident/accident, an incident report form will be completed by a member of staff at The Glide Surf School.

### **4. INCIDENT REPORT FORMS**

The incident report forms will consist of the occurrence of the incident; the cause or probable cause of the incident; where and at what time the incident occurred; what injury, if any, was sustained; and what treatment or assistance was given to the person involved.

The name, address, and details of who to contact in an emergency will also be taken from each client before the session takes place.

### **5. THE GLIDE SURF SCHOOL**

In the case of an incident on Cromer promenade or the beach the RNLI (will be informed as soon as possible, and the decision will be taken as to whether it is necessary to contact the emergency services:

Serious accident:	Ambulance 999
Bomb threat, disorderly behaviour, and theft:	Police 999
Fire, flood, and gas leak:	Fire Brigade 999

### **Minor Emergencies**

A minor emergency is an incident, which, if handled properly, does not result in a life-threatening situation. In each case however, it is important that the incident is recorded for further analysis.

### **Major Emergencies**

A major emergency is one where an incident occurs resulting in serious injury or a life-threatening situation. As with minor emergencies, the response to most major emergencies follows a general pattern.

#### Major Emergencies

- Head instructor sounds a whistle, performs appropriate signal to group and alerts the RNLI.
- Head instructor and the RNLI will assess the situation and call for appropriate emergency support personnel or equipment (ambulance etc).
- Qualified instructors initiate first aid procedures and report to ambulance staff.
- Head instructor completes Incident and Accident Report Forms.

After a serious incident has occurred, the floor will be wiped (disinfected) and cleaned in the case of wet floor, blood, vomit and faeces.

In the case of a fire then all clients will gather at a designated meeting point. A head count will then be taken to ensure all persons are present.

## **6. JOURNEY TO/FROM AND ON THE BEACH**

In the event of a lost person/client, the group must gather at a designated meeting point (always the Glide Surf School premises unless otherwise stated). Emergency services must be informed if the incident continues for more than one hour.

In the event of a road traffic accident, the situation will be assessed in accordance with DRABCROPT (Danger, Response, Airway, Breathing, Circulation, Reassurance, Oxygen, Pain/Positioning, Treatment/Transport). The emergency services will be contacted if necessary. A report on the occurrence of the incident will be taken from The Glide Surf School instructor and, if possible, a statement will be obtained from another member of staff and/or member of the public who also witnessed the event.

## **7. HEAD INJURIES**

All head injuries are treated as serious injuries, and assessment and treatment is carried out with extreme care.

Persons with face/head injuries will not be allowed to return to the surf training sessions. They are also advised to seek out advanced medical help.

Where injury is serious an ambulance will be called.

If there is any doubt as to the seriousness to the injury an ambulance will be called, as there is always a possibility of delayed concussion/loss of consciousness occurring.

## **8. AMBULANCE CREW RESPONSIBILITIES**

The Glide Surf School Instructor has a responsibility to treat casualties prior to the arrival of an ambulance crew. Their responsibility may end once the ambulance crew start to treat the casualty.

The ambulance crew have full responsibility to transport unaccompanied children to hospital. The Glide Surf school instructor will have the responsibility to inform parents or the emergency contact.

## **9. IN THE SEA**

In the case of overcrowding in the ocean the instructor will inform the group to stay together. As they are all colour co-ordinated (fluro green) then the group should be easier to identify.

In the case of an emergency the emergency signal will be sounded and displayed to the group. The group will exit the sea and meet on the beach at the designated meeting point.

In the case of a first aid incident, the instructor will remove the group from the sea and assess the situation as to what procedure to follow next

If a casualty, other than surf school clients, is found unconscious in the water, then the group will be removed from the water. The lifeguards, if there is a patrol on duty, will be informed of the situation, followed by the emergency services if necessary.

## 2017 EAP : MAP OF CROMER

