

EMERGENCY ACTION PLAN TEMPLATE

Directions: Fill in the information in column 3 for your location. Also remember to complete the Emergency Contact List and post it by the telephone in the pool area.

- **If a child is missing, look in the pool first!**
- **If a victim is facedown in the water, he or she must be turned face up as soon as possible.**

STEP	ACTION	LOCATION
Emergency Signal	<ul style="list-style-type: none"> ✓ Whistle: Blow the whistle ✓ Shout: "Emergency! Everyone exit the water!" 	Whistle location: <input style="width: 100%; height: 20px;" type="text"/>
CHECK the scene and victim	<ul style="list-style-type: none"> ✓ Is it safe to help? ✓ Are there life-threatening conditions? 	
	<ul style="list-style-type: none"> ✓ For a swimmer in trouble, Reach or Throw, Don't Go 	Reaching equipment and its location: <input style="width: 100%; height: 20px;" type="text"/> Throwing equipment and its location: <input style="width: 100%; height: 20px;" type="text"/>
CALL for Emergency Medical Assistance, as appropriate	<ul style="list-style-type: none"> ✓ CALL—or have someone else call—9-1-1 or the local emergency number if appropriate 	Phone location: <input style="width: 100%; height: 20px;" type="text"/> Emergency Contact List Location: <input style="width: 100%; height: 20px;" type="text"/>
CARE	<ul style="list-style-type: none"> ✓ Care for the conditions found based on your level of training or as directed by the emergency medical dispatcher or call taker. 	
	<ul style="list-style-type: none"> ✓ Direct someone to open access gates, meet EMS and guide them to pool 	Access gate key location: <input style="width: 100%; height: 20px;" type="text"/>
Assist with care	<ul style="list-style-type: none"> ✓ Return to assist with the emergency care (if you made the call for help). 	
Important Follow Up	<ul style="list-style-type: none"> ✓ Contact these individuals <ul style="list-style-type: none"> <input type="checkbox"/> Parent: <input type="checkbox"/> Relative: 	Phone list location (if not included on Emergency Contact List): <input style="width: 100%; height: 20px;" type="text"/>

The American Red Cross urges pool owners to learn how to respond to aquatic emergencies by taking first aid, CPR and water safety courses that include in-water skill practice, such as American Red Cross Basic Water Rescue and Lifeguarding.