



Emergency Action Plan (EAP) Policy

Purpose: To ensure all staff know how to respond effectively to emergencies, safeguarding participants, staff, and visitors during every session.

Policy Statement:

- Lead staff are responsible for preparing a **session-specific EAP** for every activity or venue.
- **If a participant has specific health needs** that require additional planning, an **individual EAP** will be created to ensure their safety.
- The EAP must be shared with all assistant staff **before the session begins**.
- The plan must be **practical, clearly communicated, and understood** by all staff.

Contents of an EAP:

Each session-specific or individual EAP must include:

1. **Staff Roles and Responsibilities** – lead, assistant, first aiders, and evacuation responsibilities.
2. **Emergency Contact Numbers** – parents/guardians, emergency services, venue contacts.
3. **Defibrillator Location** – clearly identified and accessible.
4. **Gate Codes / Access Information** – for secure exit or emergency access.
5. **Incident Action Plan** – step-by-step response for medical emergencies, injuries, missing participants, or other incidents.
6. **Communication Plan** – how staff communicate during an emergency (radios, phones, whistle signals).
7. **Special Considerations** – participant medical needs, allergies, disability access.

Procedures:

- Lead staff create the EAP **for each session** and brief all assistants.
- Lead staff will also **create an individual EAP for any participant** who has specific health needs or medical conditions.
- Assistant staff must **acknowledge understanding** of the EAP before the session starts.

- EAPs are **reviewed and updated regularly** or if the session, venue, or participants change.
- All incidents are **recorded and reviewed** to improve future EAPs.

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