



## **Incident Action Plan**

### **Non-life-Threatening Emergency/Injury:**

suspected sprains/strains, serious lacerations and/or incisions with controlled bleeding, any questions injuries, ect.

1. Group coach is responsible for the following: first assess the situation.
2. Perform any first aid needed. Stabilize the victim or injury. Do not move the victim unless the victim is in immediate danger. (Fire, drowning, etc.)
3. If parent/legal guardian is not on site, notify immediately.
4. Offer the victim ice or first aid materials as needed. These are the only medical items we will give out.
5. Designated reporter (RA head coach) & coach involved fills out USA Swimming Report of Occurrence (ROO) within 24hrs & notifies club owner.
6. After submitting ROO and receiving confirmation, a copy of the report will be sent to the Central California Swimming Operational Risk Chair.
7. Involved USA Swimming member will receive a follow up email regarding the process for submitting a claim to USA Swimming's Participant Accident insurance.