



# Emergency Action Plans (EAPs)

## **EAPs**

General

Lagoon

Wakeboarding

On Sea

Missing Child

Fire Procedure

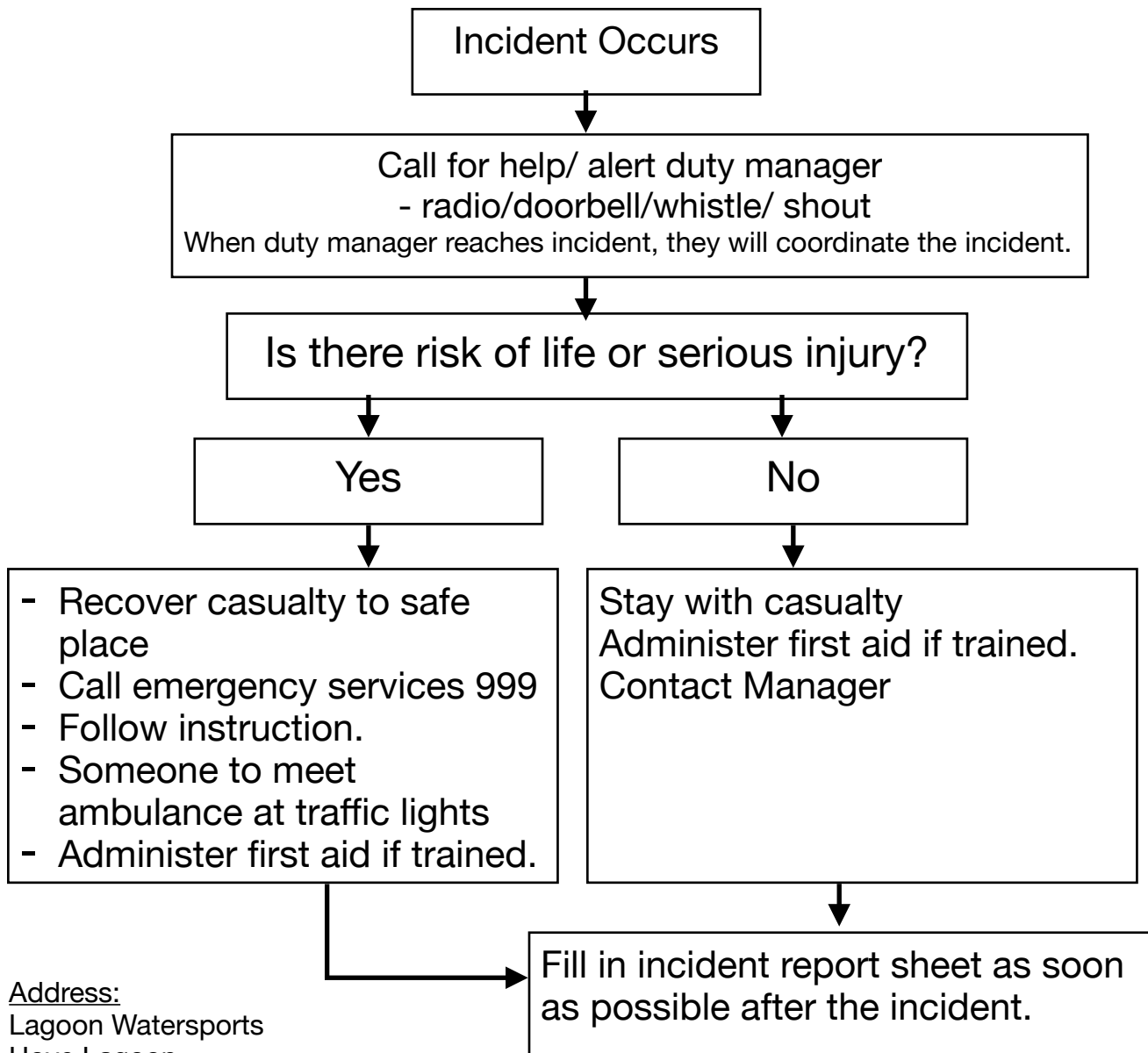


**Major Accident/Emergency :**

In addition to our emergency action plan and the above considerations and in the case of major accident (i.e. death) the following additional action will be taken.

- The DM will do his up most to contain the situation (e.g. close off the area concerned, consider closing the centre, hand over to the authorities)
- The DM will set up an incident room in the back office, which will be required by the authorities to take statements and which we can use to field press calls.
- The DM should assign someone to man the office and/or the incident location.

# Lagoon Watersports - Emergency Action Plan



Address:  
Lagoon Watersports  
Hove Lagoon  
Kingsway  
Hove  
BN34LX

Main First Aid Location:  
Upstairs Office - Orange resuscitation grab bag also available.

Nearest Hospital:  
Royal Sussex County Hospital, Eastern Road, BN2 5BE

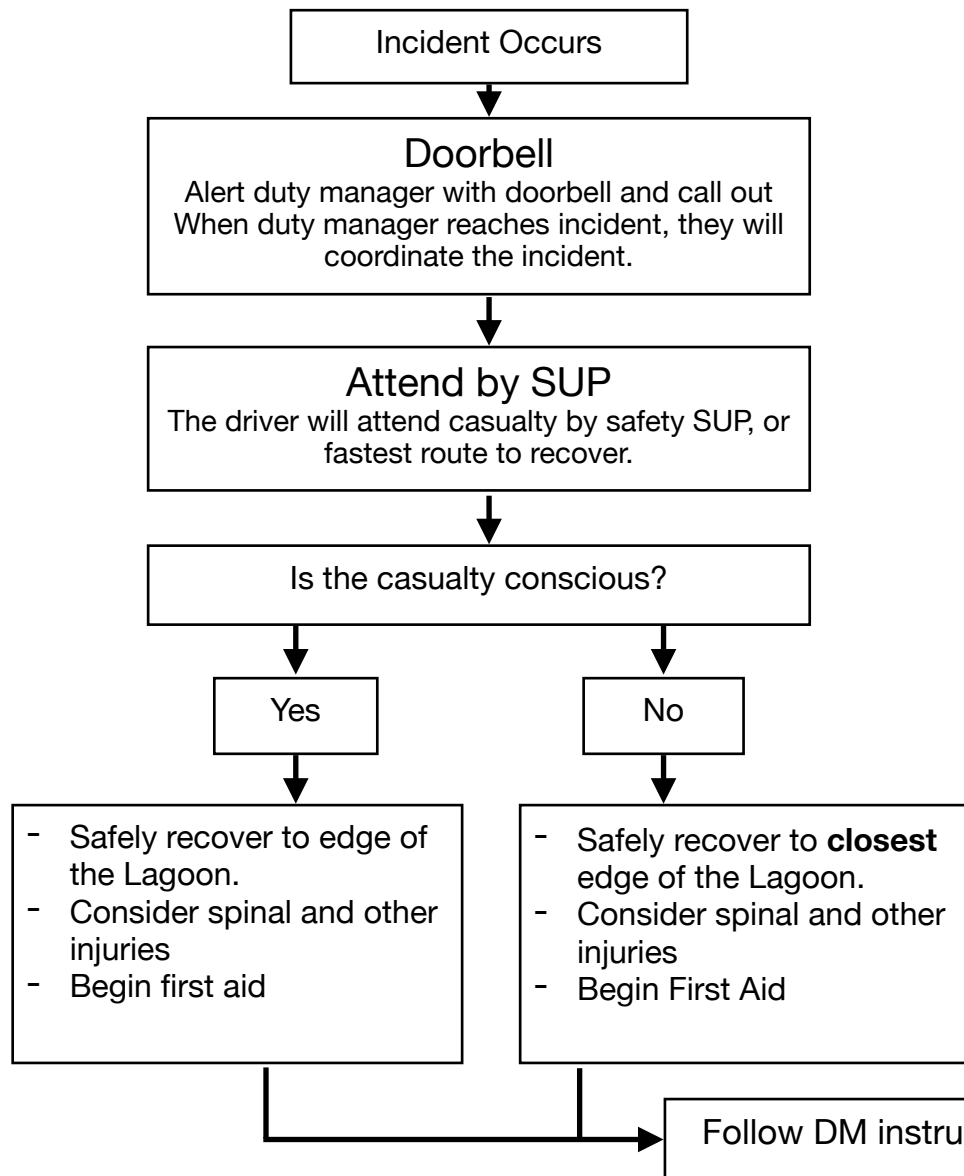
Nearest AED:  
East side of Big Beach Cafe - Code: C631X

Helicopter Landing Site:  
Beach or West side of lagoon

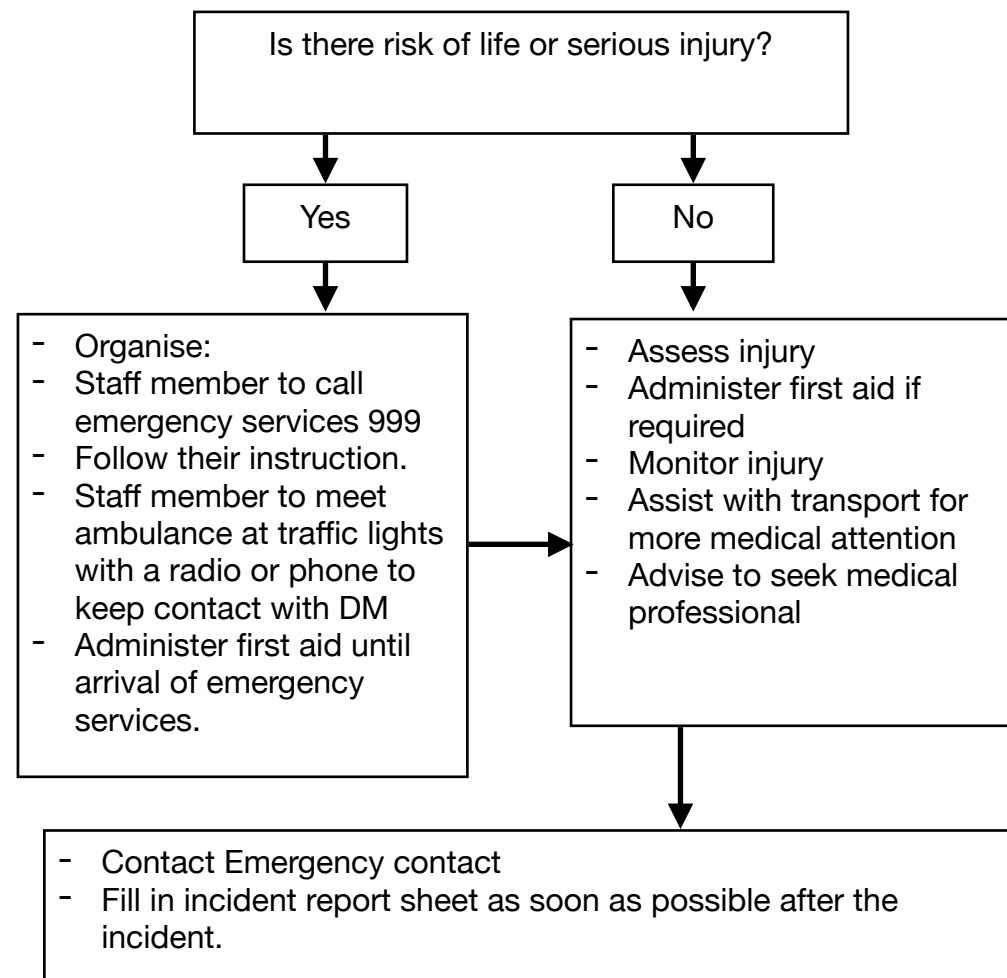


# Wakeboarding Emergency Action Plan

## The Drivers Procedure

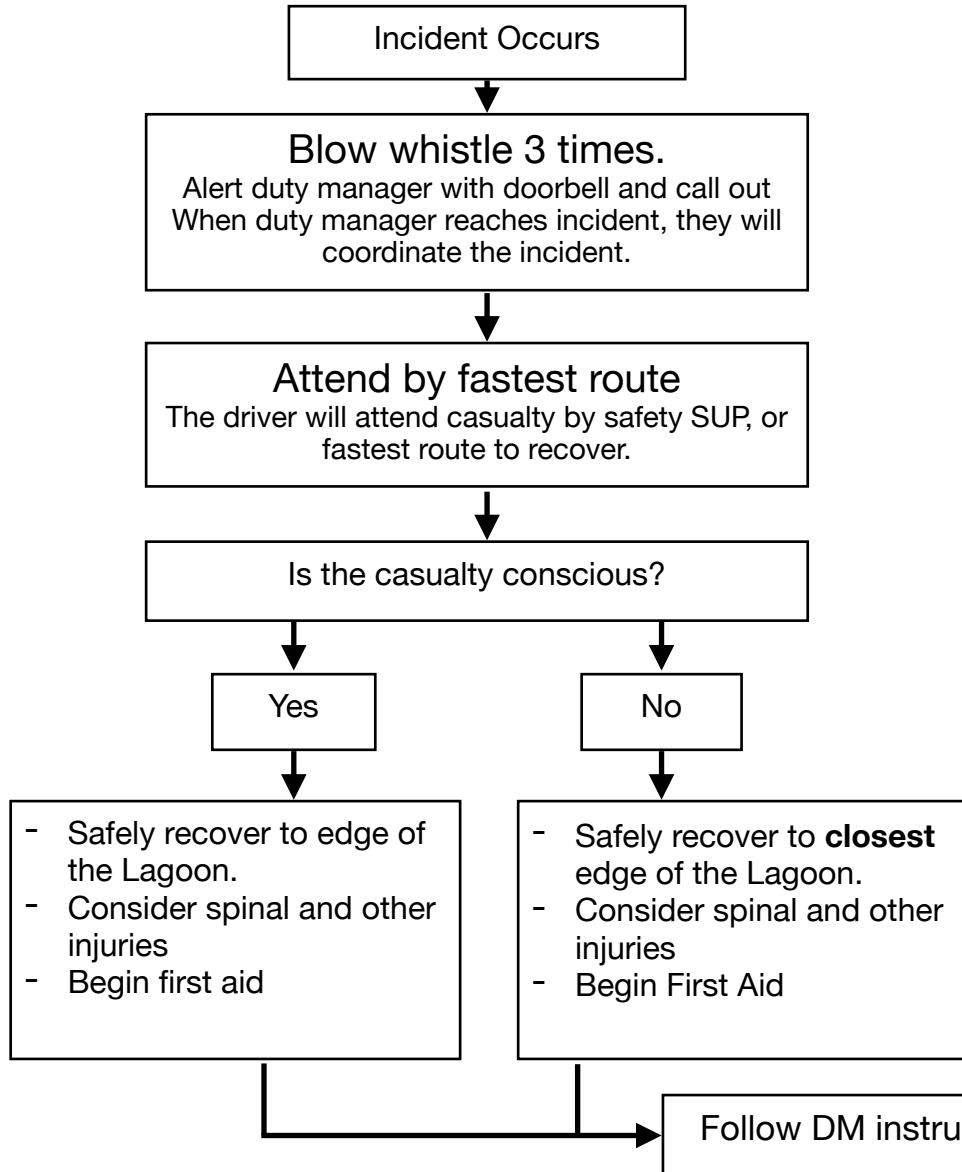


## The Duty Manager Procedure

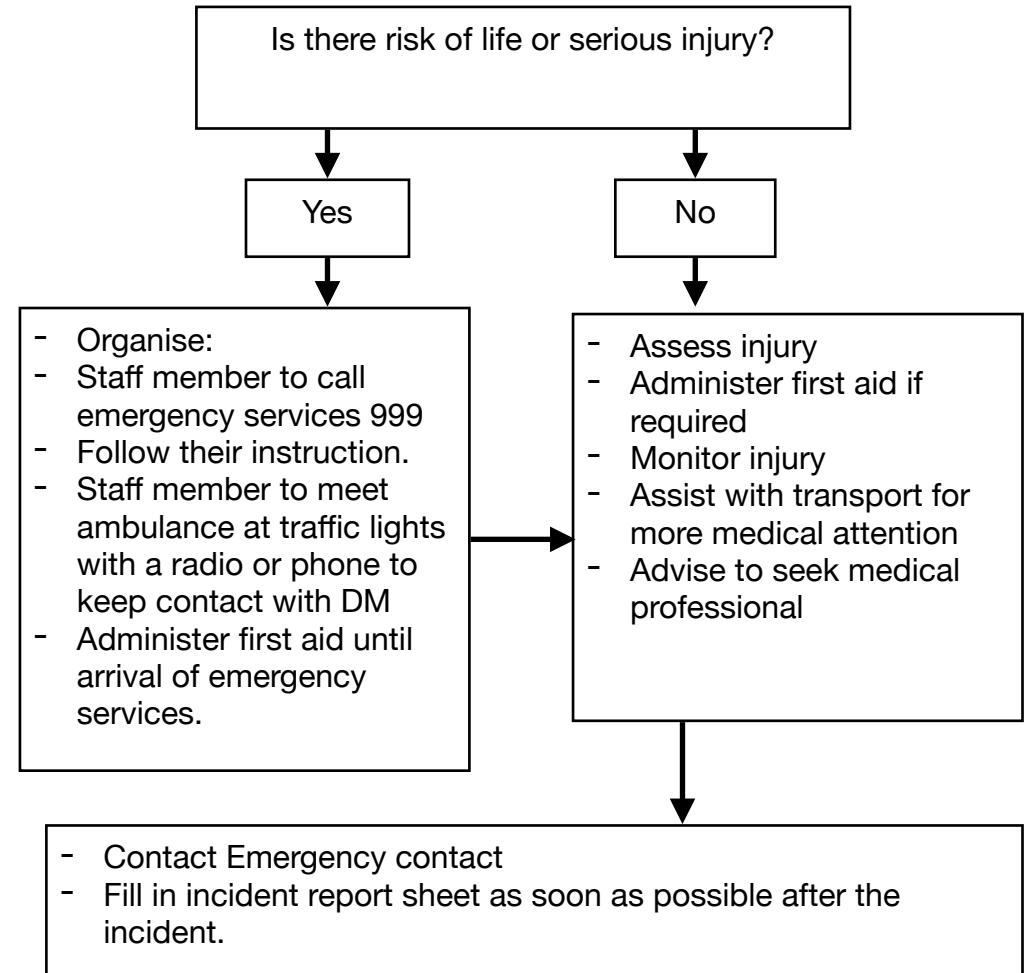


# On Lagoon Emergency Action Plan

## The Instructor Procedure

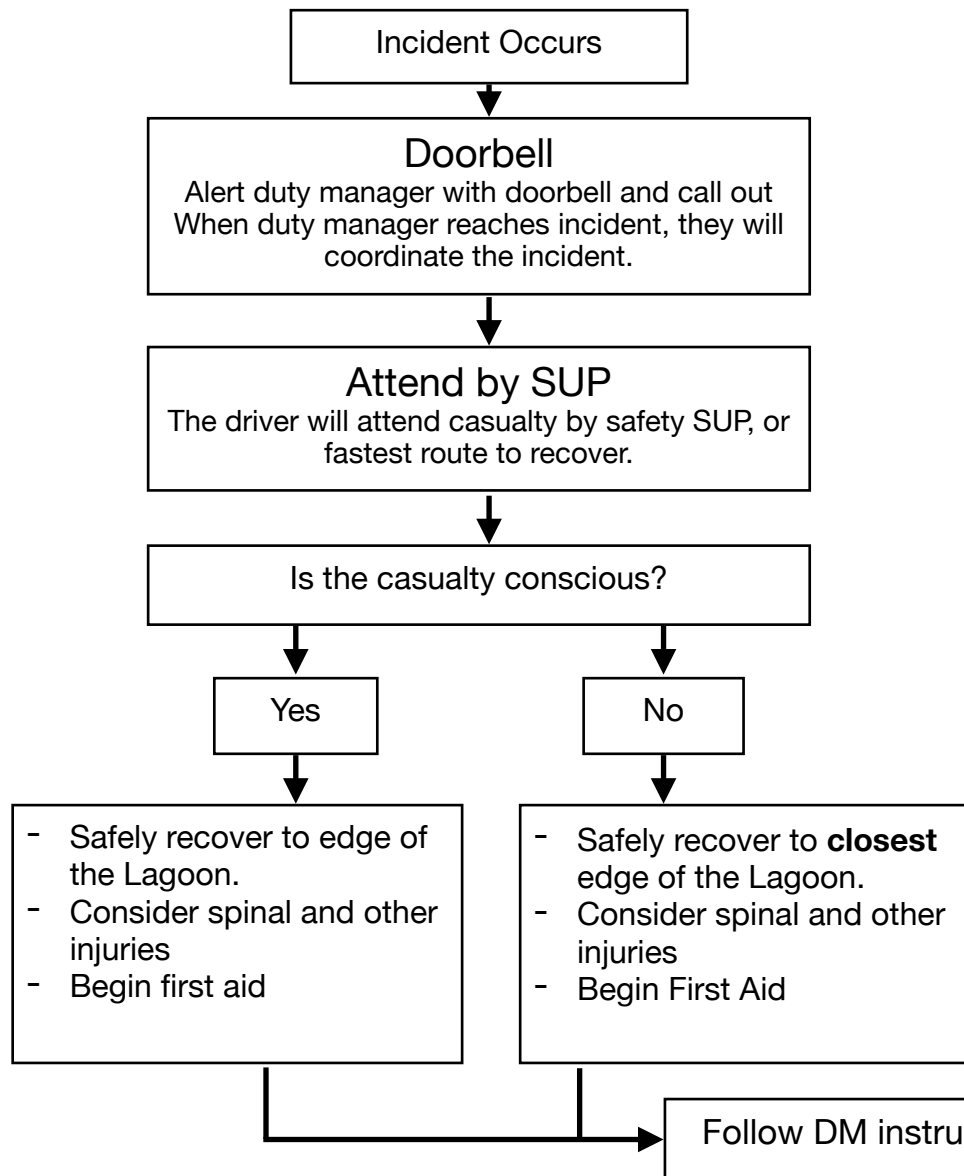


## The Duty Manager Procedure

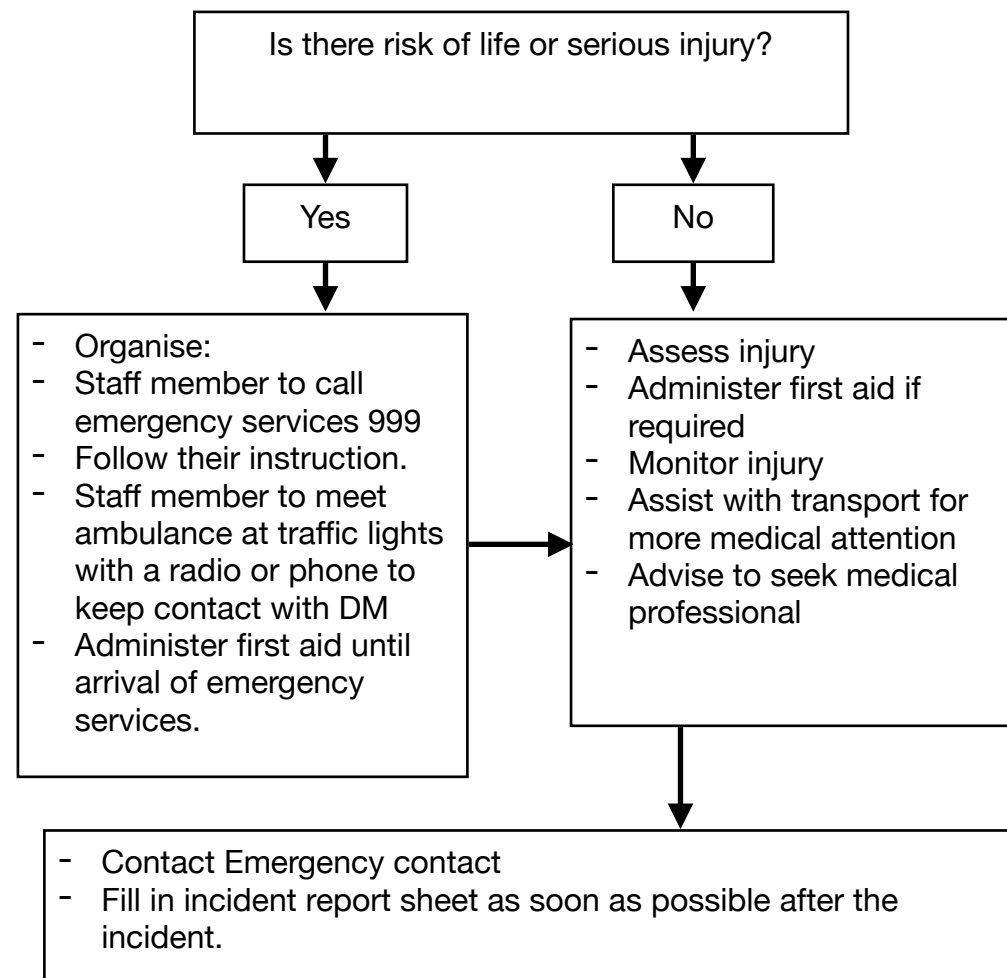


# Wakeboarding Emergency Action Plan

## The Drivers Procedure



## The Duty Manager Procedure



# Missing Child Emergency Action Plan

Report missing child to the duty manager immediately who will coordinate the response. Collect missing child search plans.

Gather and record information from instructors, office and other students - Name, age, height, description, clothes, time last seen.  
Consider stopping or reducing sessions and ensure all customers are appropriately supervised.

Senior Staff organises **search teams** for:

- Lagoon
- Beach and Shore
- Club House
- Downstairs stores and outdoor changing areas
- Big Beach Cafe and surrounding area (Small lagoon, gym, skate park, children's park.
- Promenade
- Hove Lagoon Park and adjacent road

Emergency Services: 999/112  
Nick: 07738 968837  
Jack: 07724642860  
Dom: 07769 255837  
Seafront Office: 01273 292715

The search areas may be extended.

Note: All search teams **must** have phone/radio to contact DM.

Notify the Parents/ Guardians

Inform Sea Front office

If found

If not found in 5 minutes

Accompanied by someone other than parent

Appear just lost

Call Police 999

Continue Search

Get contact details  
If Police on way try to keep on site till arrival  
Consider informing police

Return to activities and inform parents at collection

Fill in incident report sheet as soon as possible after the incident and RIDDOR if required.





# Missing Child Search Areas





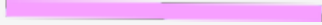


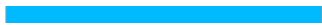
Search Area	Colour on Chart
Lagoon	<span style="display: inline-block; width: 20px; height: 10px; background-color: red; border: 1px solid black;"></span>
Beach and Shore	<span style="display: inline-block; width: 20px; height: 10px; background-color: cyan; border: 1px solid black;"></span>
Promenade	<span style="display: inline-block; width: 20px; height: 10px; background-color: yellow; border: 1px solid black;"></span>
Upstairs Club House	<span style="display: inline-block; width: 20px; height: 10px; background-color: magenta; border: 1px solid black;"></span>

Downstairs stores and outdoor changing areas	<span style="display: inline-block; width: 20px; height: 10px; background-color: lightgreen; border: 1px solid black;"></span>
Hove lagoon and adjacent road	<span style="display: inline-block; width: 20px; height: 10px; background-color: magenta; border: 1px solid black;"></span>
Big beach and surrounding area	<span style="display: inline-block; width: 20px; height: 10px; background-color: blue; border: 1px solid black;"></span>
Basin Road South	<span style="display: inline-block; width: 20px; height: 10px; background-color: green; border: 1px solid black;"></span>



Emergency Services: 999/112  
 Nick: 07738 968837  
 Jack: 07724642860  
 Dom: 07769 255837  
 Seafront Office: 01273 292715

# Missing Child Search Teams

Search Team Leader:		Phone:	
Search Area	Colour on Chart	Search team members	Contact details of search team (Phone/ Radio)
Lagoon			
Beach and Shore			
Promenade			
Upstairs Club House			
Downstairs stores and outdoor changing ares			
Hove lagoon and adjacent road			
Big beach and surrounding area			
Basin Road South			