



SWIMMING WAIKATO

Crisis Communication Plan

Original: 1 February 2019

PURPOSE

To provide a step by step process for anyone who is involved in, or close to, a serious incident / accident while involved with a Swimming Waikato activity ie, swimming meet, combined squad camp, team trip.

DEFINITION OF SERIOUS

An incident/accident which has caused a staff member, athlete, support person to be seriously injured, require hospitalisation or, in extreme circumstance, the person has died.

PRODECURE

- 1. Dial 111 (or appropriate number) and deal with emergency**
- 2. Contact most senior team member** closest to the situation i.e. Technical Director, Team Manager, Hub Head Coach, Executive Officer, onsite Poll Manager, Life Guard
- 3. Senior Team Member** would then:
 - Contact Executive Officer – Cherie McCleery
 - Contact Board Chair – Sean Lewis or in the absence of the Board Chair, another Board Member
 - Contact Hub Head Coach – Darren Ward
- 4. The Executive Officer (or other relevant person)** will immediately:
 - Liaise with Police (if required)
Note: In the event of a death, it is the responsibility of the New Zealand Police to inform the next of kin
 - Liaise with person's next of kin
 - Liaise with Media (in consultation with the EO / Board Chair)
 - Oversee arrangement of getting relevant people transported to the location if required
 - Contact the Swimming Waikato Board
 - Prepare a press release (if required)
 - Assess Insurance requirements
 - Carry out relevant Health & Safety requirements