

## SWIMMING WAIKATO

### Crisis Communication Plan

Original -	1 February 2019
Reviewed -	14 January 2021
Reviewed -	09 February 2022
Reviewed-	12 February 2023

### 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, onsite Pool Manager, Life Guard
3. **Senior Team Member** would then:
  - Contact Chief Executive – Darren Ward
  - Contact Board Chair – Gavin Ion or in the absence of the Board Chair, another Board Member
4. **The Chief Executive (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
  - 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