



LIFESAVING SOCIETY

The Lifeguarding Experts

Ontario Senior & Masters Lifesaving Championship - Pool

March 25 & 26, 2017

University of Guelph

Emergency Response Plan

Purpose

To outline roles, responsibilities and action plan in the event of a medical emergency or similar incident. To communicate with internal and external resources anticipated response and action plans.

Event Overview

Saturday March 25, 2017	
7:00 am	Key Officials Meeting / Club Check-In
7:15 am	Coaches Meeting
7:45 am	Warm-up (2 X 45 minutes)
8:15 am	Officials Meeting
9:15 am	Opening Ceremonies
9:30 am	100 m Manikin Carry with Fins
	100 m Manikin Tow with Fins
	4 x 25 m Manikin Relay
12:00 pm	Lunch Break
12:30 pm	Warm-up (2 X 45 minutes)
1:00 pm	Officials Meeting
2:00 pm	100 m/200 m Obstacle Swim
	4 X 50 m Obstacle Relay
	Line Throw
5:00 pm	Award Presentations (or 45 min. following last race)
Sunday March 26, 2017	
8:00 am	Warm-up (2 X 45 minutes)
8:15 am	Officials Meeting
9:30 am	100 m/200 m Super Lifesaver
	50 m Manikin Carry
	4 x 50 m Medley Relay
12:30 pm	Award Presentations (or 45 min. following last race)

Event Location

University of Guelph – WF Mitchell athletics Centre
50 Stone Road East
Guelph, ON N1G 2W1
519-824-4120

Event Organizer & Key Contacts

Lifesaving Society
400 Consumers Road
Toronto, ON M2J 1P8
416-490-8844

Meet Manager	Hugo Rodrigues
Chief Referee	Cynthia Cakebread
Deputy Referee	Rebecca Boyd
Deputy Referee	Bruce Hollowell
Event Director	Shanna Reid
Safety Officer	Beth Fisher
Host Representative	Beth Fisher
Lifesaving Society Representative	Lorraine Wilson-Saliba

Response Personnel

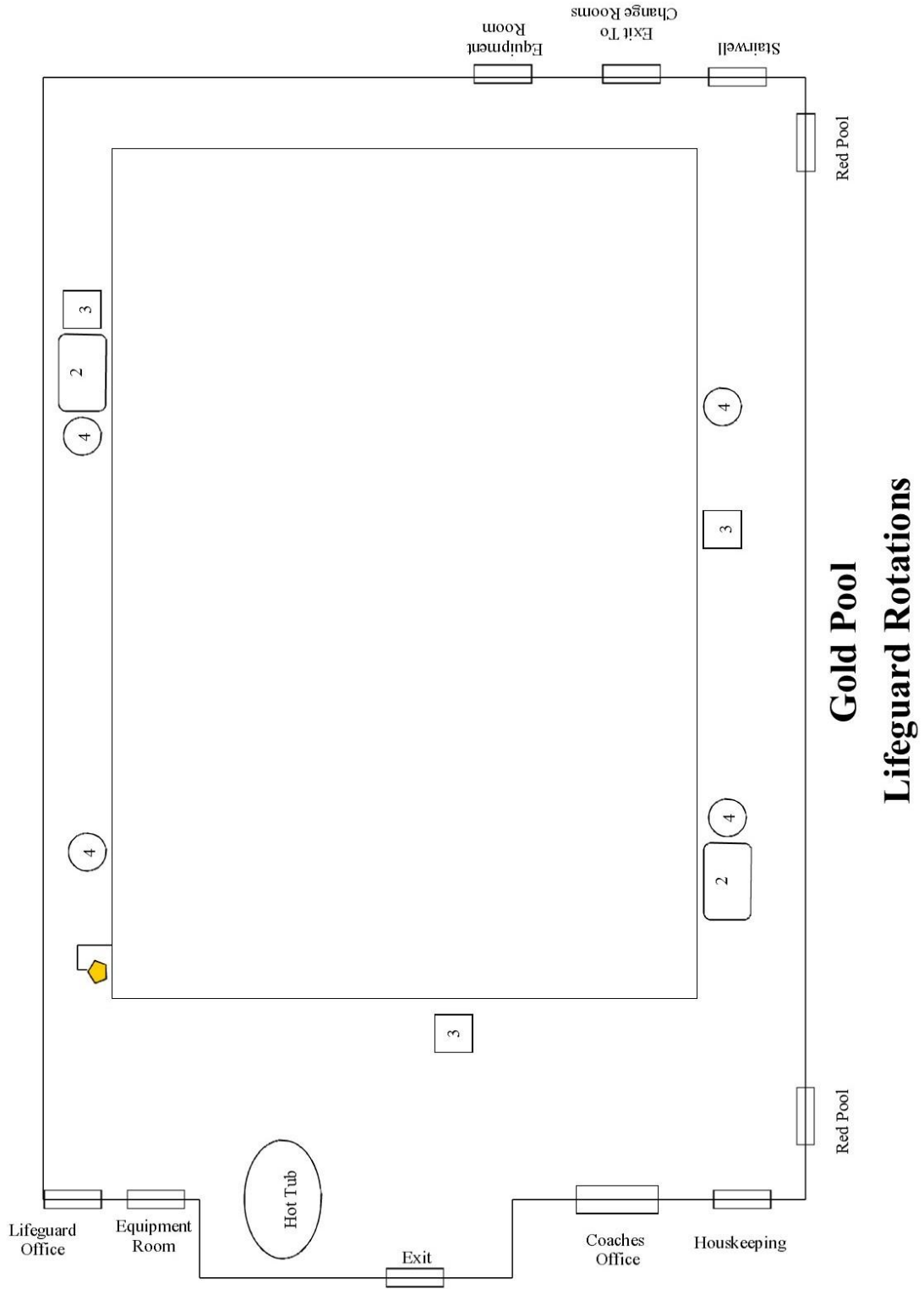
Personnel Overview	#	Name
Safety Officer	1	Beth Fisher
Lifeguards	6	University of Guelph – Athletics Department

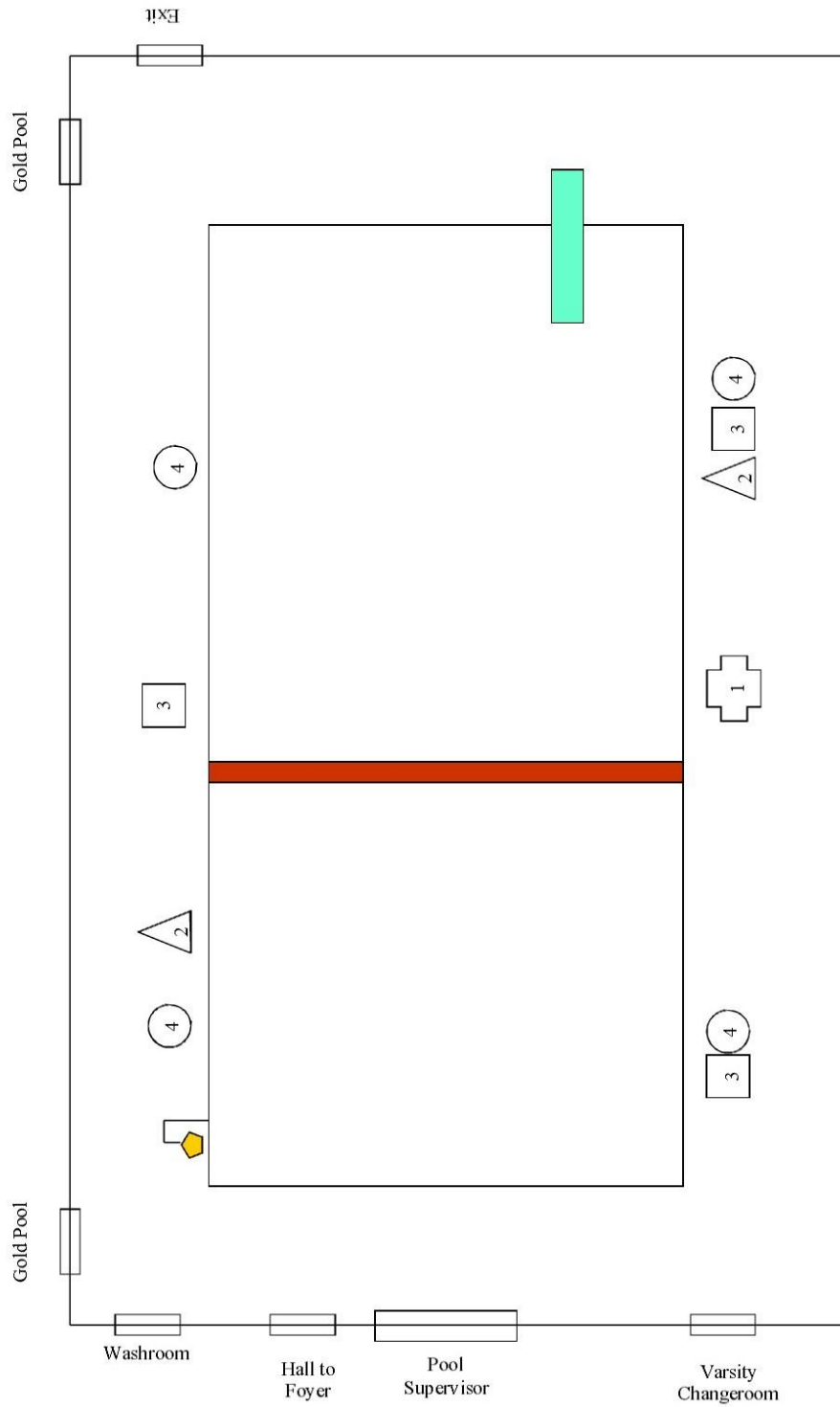
Command Centre

The Command Centre coordinates all emergency response, including activating EMS if necessary, under the direction of the Safety Officer and serves as the first aid location for injured competitors. The Command Centre should be equipped with first aid kits and emergency equipment as well as a reliable method for contacting EMS.

The Command Centre is located in the guard office.

Pool Diagrams





**Red Pool
Lifeguard Rotations**

Equipment & Resources

EMERGENCY TELEPHONE	<p>1 - Red phone located on Gold pool deck. West wall, beside Coaches office.</p> <p>2- Red phone located on the Red pool deck. West wall, beside AED cabinet.</p> <p>These phone lines connect directly to Campus Police.</p>
FIRST AID KIT (2)	<p>1 - Located on Gold pool deck, outside Coaches office.</p> <p>2- Located on Red pool deck, underneath AED cabinet.</p>
SPINE BOARD (2)	<p>1 - Located on Gold pool deck. West wall, beside Coaches office.</p> <p>2 - Located on the Red pool deck. West wall, beside AED cabinet.</p>
Throw Bags (4)	<p>1 - Located on Chair 1 – Gold Pool</p> <p>2 - Located on Chair 2 – Gold Pool</p> <p>3 - Located on north wall hooks – Red Pool</p> <p>4 – Located on south wall hooks – Red Pool</p>
REACHING POLE (6)	<p>4 – Gold Pool – 4 corners of deck, against support posts.</p> <p>2 – Red Pool – north & south walls</p>
RESCUE TUBES	<p>Located on pool deck outside of lifeguard office, on wall hooks.</p> <p>For Lifeguard Use Only</p>
FLASHLIGHT (3)	<p>1- Lifeguard Office</p> <p>2- Coaches Office</p> <p>3- Pool Supervisor’s Office</p>
FIRE EXTINGUISHER	<p>1- Gold pool deck</p> <p>2- Red pool deck</p> <p>3- Gold pool gallery</p> <p>4- Lower pool lobby area</p>
FIRE ALARM (2)	<p>1- Gold pool deck</p> <p>2- Red pool gallery</p> <p>3- Gold pool gallery</p> <p>4- Lower pool lobby area</p>
AED	<p>Red Pool deck, west wall beside on-deck washroom.</p> <p>**Next closest AED Unit is located in the West Gym, inside the North west doors, closest to pool lobby.</p>

Duties & Responsibilities

Meet Management Committee

Made up of Meet Manager, Chief Referee, Host, Lifesaving Society Representative, and Safety Officer. The Meet Management Committee, in consultation with the Meet Manager and Safety Officer, may suspend or cancel the event if for any reason they feel there is a danger to competitors. The competition may re-start when the Meet Management Committee allows it.

Meet Manager

Designated individual who is responsible for the organization of the competition. Before a competition, the Meet Manager or delegate must:

- Obtain from the competent authorities all the permits, authorisations or services appropriate. For open water events, personnel authorised to control boating traffic in the region of the event
- Perform a site safety inspection
- Obtain the sanction from the Lifesaving Society(as required)
- Ensure all elements of this guideline are respected
- Generally oversee the whole competition and take charge of assembling the personnel and equipment necessary
- Take all necessary measures, along with the safety personnel who have jurisdiction at the site, to exclude all other persons, including spectators, who may affect the smooth operation of the competition
- Arrange a safety and competition information session for the coaches and captains meeting
- Provide the competitors with a plan of the course or event, indicating the buoys, distances between them, significant changes in current speed or direction, the start and finish and all the number of safety and rescue craft and their relative positions on the course
- Ensure that the boat operators, lifeguards, are readily identifiable

Chief Referee

Has the authority to enforce all Lifesaving Society rules and decisions for the duration of the competition and may intervene at any stage to ensure that all Lifesaving Society regulations are observed. During the competition, the Chief Referee or delegate must:

- Ensure that all coaches and athletes adhere to the Competition Rules
- Ensure that there are an adequate number of officials throughout the competition
- Ensure all the elements of this guideline are adhered to
- Be present during the race to correct any problems that arise or that are contrary to the sanction by the federation
- Ensure that all the required personnel and equipment are in place and remain there throughout the competition

- Conduct an information session for the Lifeguards and officials regarding safety, course hazards and emergency procedures. This meeting is to define clearly the responsibilities of each person and to define their actions in applying the emergency plan
- Ensure that the area is evacuated by all competitors and remains closed when the Meet Management Committee requires it

Deputy Referee

Assists in the conduct and organization of the competition, and in the absence of the referee, assume his or her authority and responsibility.

Safety Officer

The Safety Officer is responsible for the safety management of the event and all related operations. Responsible to ensure all competition facilities are safe, and that the appropriate safety plan, equipment, procedures, and personnel are in place to ensure the safety of competitors, personnel and spectators. The Safety Officer may work in conjunction with a Head Lifeguard to manage the duties of all other lifeguards. The Safety Officer's responsibilities are to ensure:

- An Emergency Response Plan is completed and circulated to the Meet Manager/Chief Referee and any others as required in advance of the start of the competition
- All team members are aware of the Emergency Response plan in the event of a medical emergency
- Approve a safety plan to ensure personnel are co-ordinated and ensure rapid assistance to all competitors or spectators who may be accident victims. This plan must be communicated in writing to all persons involved in the management of the competition (Meet Management Committee, Meet Manager, Referee, Lifeguard, etc.)
- Identify all hazards
- All teams are aware of adverse weather conditions and how to respond in the event of an incident.
- The event is laid out in a safe fashion and approves the event layout
- The required craft and equipment are available and assigned
- All emergency personnel are certified

Emergency Personnel

Trained individuals who respond to land emergencies. The Emergency Personnel shall:

- Emergency personnel and lifeguards must possess certifications appropriate to the role there are assuming. Emergency personnel must possess a Standard First Aid certification.
- All emergency personnel and lifeguards should be attired in such a manner that they are readily identifiable to the competitors, officials and spectators. This will ensure that they may be quickly located in an emergency situation. They should also receive an orientation to the event and emergency procedures.

Lifeguards

Trained individuals who respond to in water emergencies.

Host

The Host shall:

- Manage and assign the duties of all other lifeguards. All lifeguards (including the head lifeguard) are on the water for the purposes of safety supervision of the competitors and officials. They shall not be required to marshal or direct competitors except where it is directly related to safety
- All lifeguards must hold a current NLS and Standard First Aid certifications (recognized certifications as listed in Regulation 565)
- All lifeguards must be easily identifiable by the attire they are wearing

(Reference Lifesaving Sport Event Organizers Safety Procedures Handbook October 2008)

Communication Plan

Emergency communications will be conducted via 2-way radio. Channel 1 is used for short range communication.

Portable radio 401	Meet Manager
Portable radio 402	Chief Referee
Portable radio 403	Deputy Referee
Portable radio 404	Deputy Referee
Portable radio 405	Event Director
Portable radio 406	Safety Officer
Portable radio 407	Host Representative
Portable radio 408	Lifesaving Society Representative
Portable radio 409	Administrative/scoring centre
Portable radio 410	Extra
Portable radio 411	Extra
Portable radio 412	Extra

Communication to external emergency services (fire, ambulance, police) will follow University of Guelph Emergency Protocol.

Emergency Response Plan

Equipment & Resources

See above section for detailed list

Emergency Call Resource

For all Emergency calls requiring Fire, Ambulance or Police, use the identified Red Phones located on either the Gold or Red Pool decks (phone line directly linked to Campus Police). Relay all information to the dispatcher, and they will call Emergency Services dispatch. Campus Emergency Services will escort GWEMS on to campus to the most appropriate emergency exit. If you are not able to access an Emergency Phone, make a direct call to 9-1-1

Pool:	University of Guelph Pool
Phone #:	519-824-4120 ext. 56144
Address:	50 Stone Rd East, Guelph, ON N1G 2W1
Nearest Emergency Exit:	West Doors of Athletic Center on Power House Lane
Closest Main Intersection:	Gordon St and College Ave

Dealing with the Media

Following a major emergency, media may arrive at the facility or try to contact staff by phone. If this occurs, you are asked not to give any details of the incident or people involved. Your answer to any question posed by the media in regard to the incident should be, "A University spokesperson will be assigned to answer your questions." Inform the Aquatic Supervisor or Manager immediately regarding the media's questions.

Pool Clear & Whistle Signals

Recreational Swim Programs

1. Blow two short whistle blasts for a minor situation or one long blast for a major situation and to clear the pool.
2. The guard nearest the victim, the primary rescuer, executes the rescue giving the required aid from the deck or the water. If the victim is in another guard's area, notify him/her if possible, but do not waste time.
3. If present, an off duty guard replaces the primary rescuer for minor situations immediately. The remaining guards stand in the alert position, ready to help if necessary.

If the situation progresses into a major, one guard will be in charge of clearing the pool and crowd control.

FOR TWO STAFF ON DUTY SITUATIONS, the second guard replaces the primary rescuer for minor situations immediately. If the situation progresses into a major, put a responsible bystander in charge of crowd control while the other guard assists the primary rescuer.

4. Call the appropriate emergency contacts and begin filling out all necessary reports.

Specialty Rentals and Swim Competitions

Note: for specialized activities where whistle signals are used for communication (ie, waterpolo, swim meets, etc.) A specific plan will be reviewed with the managing participants from each rental and the aquatic facility to distinguish activity whistles from emergency identification signals.

Emergency Evacuation Procedures – Pool Specific

In the event of a fire alarm, lifeguards/instructors on duty will ensure proper evacuation of all patrons from the aquatic facility areas.

- All patrons will be directed in a safe manner to exit through closest identified exit.
Deck Level – North West doors of Gold Pool deck, on to loading dock area.
Gold Pool Gallery – North Emergency Exit doors in gallery, out to driveway.
Red Pool Gallery – West Emergency Exit doors at top of gallery, out to upper lobby and stairwell to exit.

Doors within the aquatic facility will be closed and locked as patrons are evacuated.

- Foyer
- Offices
- Change Rooms (wet hallway)
- Exit doors (do not leave propped open)

Once outside the facility, the Aquatic Supervisor or identified Head Lifeguard will report to the main entrance of the Athletics Centre to update the Chief Fire Warden that the pool area is clear and secure. Based on direction from the Chief Fire Warden, patrons should be further removed from the area, out to Power House Lane and towards the front of the Athletics Centre.

At no time is an individual, including an employee, permitted back in to the facility until the Chief Fire Warden has given the all clear, and the Alarms have been turned off.

**CONTACT NUMBER IN THE EVENT OF A MECHANICAL EMERGENCY
(chemical readings, pool fouling, housekeeping)**

MAINTENANCE (Physical Resources)

519-824-4120 ext. 53854 (Day)

519-824-4120 ext. 52245 (After 4pm and weekends)

Emergency Reporting

For all incidents, including emergency medical, theft, vandalism, child abuse, harassment, etc. a University of Guelph Incident Report must be completed. See below regarding completion & submission of Incident Reports.

Copies of reports, along with a guided 'How To' sheet is available at each First Aid kit on the Gold & Red Pool decks.

University of Guelph Injury and Incident Reporting

Effective: December 2006

Intent: To define injury/incident reporting procedures for all University of Guelph staff, in compliance with the Occupational Health and Safety Act.

All workplace injuries and/or diseases shall be reported by employees and students within 24 hours to:

- their supervisor who will notify
- Occupational Health Services (OHS) and Environmental Health and Safety (EHS) by completing the **incident report form** and faxing it to **519-780-1796**.

IMPORTANT INSTRUCTIONS REGARDING CRITICAL INJURIES

A Critical Injury is an **injury** to any **person** on University controlled property of a serious nature that:

- Places life in jeopardy, **or**
- Produces unconsciousness, **or**
- Results in substantial loss of blood, **or**
- Fractured leg or arm, **or**

- Amputation of leg, arm, hand or foot, **or**
- Burns to more than 10% of body, **or**
- Loss of sight in an eye.

Responsibilities: Arrange immediate first aid and/or emergency medical aid (**911**) for injured person with **minimal to no disruption of the accident scene**, see as Section 51(2) of the Occupational Health and Safety Act.

Contacts: **Immediately** report all critical injuries by phone to all of the following:

- Supervisor, Lead Hand or Alternate Supervisor (senior co-worker)
- EHS (519-824-4120 ext.53282)

After hours EHS personnel can be reached through the Campus Police (519-824-4120 ext.52000 or 2000).

- EHS staff will call the Ministry of Labour** (24 hours) 1-800-268-6060
- If no direct contact is made with EHS staff within 30 minutes, the supervisor must call the MOL
- A Bargaining Unit Representative and the Worker Health and Safety Representative must be contacted.

Important: **Preserve the scene** of critical injury until Ministry of Labour Inspector advises otherwise. The injured person must be cared for but all other equipment, materials, tools, chemicals and surrounding area must be untouched and marked off with caution tape.

Reporting: Supervisor will ensure incident report is complete and submit to OHS, as above. Supervisor must complete investigation within 24 hours and send to EHS (fax 519-824-0364). Any additional investigation will be continued as required.

Safety Information for Competitors, Officials, and Spectators

Ontario Senior & Masters Lifesaving Championship - Pool

March 25 & 26, 2017

University of Guelph

1. The Safety Plan for the competition is posted on the Lifesaving Society website (www.lifesavingsociety.com). Please read and review this plan.
2. An Emergency Response Plan for the competition is posted on the Lifesaving Society website (www.lifesavingsociety.com). Please read and review this plan.
3. The University of Guelph lifeguards are to take control of any situation. Follow their direction.
4. In an emergency, a competitor should raise their arm and call for assistance. If you notice another competitor in distress, stop and alert officials and/or lifeguards.
5. All spectators must keep clear of marshalling and competition areas.
6. The Command Centre is located in the guard office. This serves as a first aid location for injured competitors, contacting EMS, and is equipped with emergency response equipment.
7. All competitors must check in with the official in their lane before and after their race.
8. If a competitor does not follow the check-in process, officials must notify the Event Director immediately.
9. Competitors must ensure that their rescue tube does not become entangled with the starting block when starting their race.
10. Competitors with medical conditions have identified these to their coach.
11. One long whistle blast indicate an emergency; one short whistle blast is used for competitor's attention.
12. If a race needs to be cancelled at any point, multiple whistle blasts will sound. All competitors must stop and follow the direction of the officials and/or lifeguards.
13. Diving into the water is only permitted from the starting blocks or the deep end wall where the starting blocks are located.
14. The water temperature is usually kept between 81 – 82 degrees. Please check the posting on race day.
15. The leisure pool (red pool) is off-limits during the competition.