



LIFESAVING SOCIETY

The Lifeguarding Experts

Canadian Lifeguard Emergency Response Championships

May 13 & 14, 2017

Brock University

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

Friday May 12, 2017		
6:00 – 8:00 pm	Registration & Check In	Brock University
6:00 pm	Key Officials Meeting	
Saturday May 13, 2017		
8:30 am	Officials Briefing	Brock University
9:00 am	Coaches Meeting	
9:30 am	Opening Ceremonies	
10:00 am	First Aid Lock-Up (Prelims)	
10:30 am	First Aid (Prelims)	
12:30 pm	Water Rescue Lock-Up (Prelims)	
1:00 pm	Water Rescue (Prelims)	
4:00 pm	First Aid Lock-Up (Finals)	
4:30 pm	First Aid (Finals)	
Sunday May 14, 2017		
7:00 am	Officials Briefing	Brock University
7:30 am	Priority Assessment Lock-Up (Prelims)	
8:00 am	Priority Assessment (Prelims)	
10:00 am	Priority Assessment Lock-Up (Finals)	
10:30 pm	Priority Assessment (Finals)	
12:30 pm	Water Rescue Lock-Up (Finals)	
1:00 pm	Water Rescue (Finals)	
6:00 pm	Dinner & Awards	

Event Location

Brock University – Walker Complex and Eleanor Misener Aquatic Centre
1812 Sir Isaac Brock Way
St. Catharines, ON L2S 3A1 905-688-5550

Event Organizer & Key Contacts

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

Meet Manager	Carmen Wong
Chief Referee	Sarah Ingleton
Deputy Referee	Bruce Hollowell
Event Director	Shanna Reid
Safety Officer	Nathan Murray
Host Representative	Margie Lizzotti
Lifesaving Society Representative	Rebecca Boyd

Response Personnel

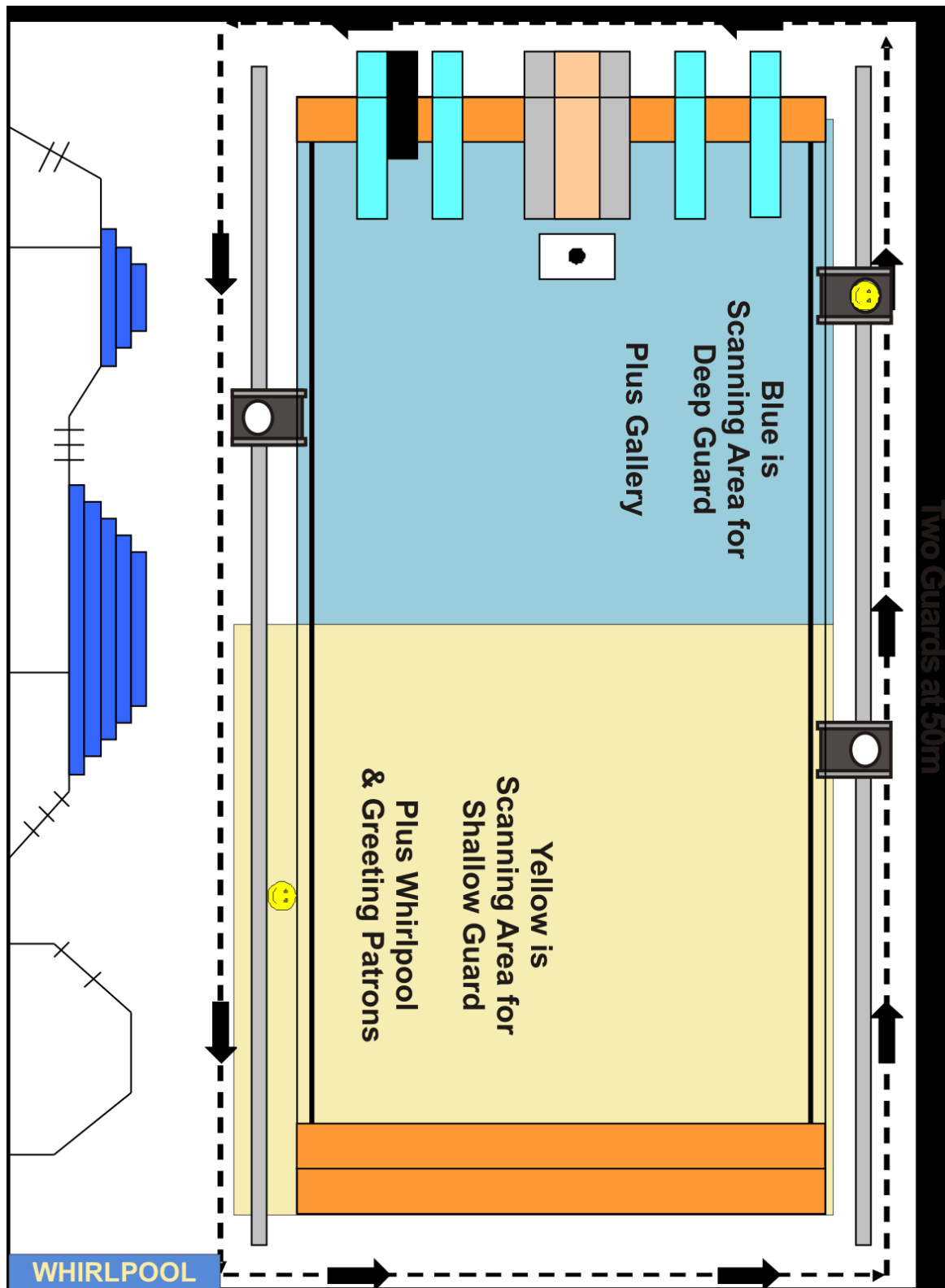
Personnel Overview	#	Name
Safety Officer	1	Nathan Murray
Lifeguards	3	Brock University

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 pool office.

Pool Diagram – Brock University Eleanor Misener Aquatic Centre



Equipment & Resources

EQUIPMENT	BROCK UNIVERSITY
Emergency Telephone	Located on deck.
First Aid Kit	Located in the pool office.
Spine board	Located on deck in the shallow and deep end either side of exit doors
Oxygen	Located in the pool office.
AED	Located in the hallway outside of change room entrance.

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

Marshall

Responsible for assembling the competitors in the appropriate order prior to each event, and for maintaining discipline among competitors before the start.

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	Carmen Wong
Portable radio 402	Chief Referee	Sarah Ingleton
Portable radio 403	Deputy Referee	Bruce Hollowell
Portable radio 404	Event Director	Shanna Reid
Portable radio 405	Safety Officer	Nathan Murray
Portable radio 406	Host Representative	Margie Lizzotti
Portable radio 407	Lifesaving Society Representative	Rebecca Boyd
Portable radio 408	Administrative/scoring centre	Wendy Mahony
Portable radio 409	Situation Designer	Marek Holke
Portable radio 410	Marshall	TBD
Portable radio 411	Extra	
Portable radio 412	Extra	

Communication to external emergency services (fire, ambulance, police) will follow Brock University's protocol.

Emergency Response Plan

Section 2: Emergency Procedures (Aquatic)

Drowning Factors in Supervised Areas

Drowning in supervised aquatic facilities is rare. However, the chances that a drowning will occur in a supervised area are greatly increased by a combination of:

- a failure to **Recognize** the signs of distress or drowning
- Intrusion of non-lifeguard duties on a Lifeguard's primary task – preventive lifeguarding
- Distraction from surveillance duties

Your job as a Lifeguard is to recognize these factors, and take steps to eliminate them. When prevention fails, aquatic emergency procedures are initiated, as set out below.

Aquatic Emergency Procedures Summary

Characteristics of a MINOR incident include:

- Not life-threatening.
- Handled by one Lifeguard and the pool remain open.
- Lifeguard handling incident initiates "Guard Alert" position (rescue aid raised in the air, and 2 short whistle signals) to alert other Lifeguards (unless it is an off duty guard handling the incident).
- Can include first aid incidents such as minor bleeding, nose bleeds, sprains, weak swimmer and various public relations situations.
- EMS is not required, but the Lifeguard may recommend transport to the hospital.
- Incident Report Form must be completed.

Characteristics of a MAJOR incident include:

- Life-threatening first aid incidents including suspected spinal injury, sudden cardiac arrest, stroke, unconsciousness, etc.
- Life-threatening incidents such as a bomb threat, fire, and chlorine leak, etc.
- More than 1 Lifeguard is required.
- Pool is cleared, EMS contacted and Emergency Contacts are made, as below.
- Patrons are evacuated from the pool area.
- Major Incident Box is required and all forms must be completed.

Generic Rescue Response

- Recognition of problem.
- Assess the situation:
 - Is the situation MINOR or MAJOR?
 - Is there a hazard present that needs to be dealt with first?

- Should a head/neck/spinal injury be suspected: mechanism of injury check
- Signal as a MINOR or MAJOR to the other Lifeguards (whistle, hand and voice signals).
- Other Lifeguards initiate “Guard Alert” position and shift to cover the pool to accommodate for the responding lifeguards’ absence from active guarding.
- Remove hazard as necessary.
- Enter the water/approach the Patron.
- The Lifeguard closest to the first Lifeguard acts as second lifeguard: determines whether or not he/she should enter the water as well.
- Pool cleared if necessary by remaining Lifeguards – ensure at least one Lifeguard remains responsible for clearing and watching Patrons at all times.
- Emergency Contacts made, if necessary by closest Lifeguard.
- First Lifeguard approaches the Patron and determines their Level of Consciousness (LOC).
- If conscious, the First Lifeguard maintains the Patron’s head and shoulders above the surface of the water. If unconscious, the First Lifeguard ensures the Patron’s head clear of the water. If a suspected spinal, begin spinal procedures here.
- First Lifeguard performs initial ABC check. Report findings to other Lifeguards.
- First Lifeguard tows or carries the victim back to the nearest and most appropriate edge of the pool to remove. Back-up Lifeguards assist where necessary.
- Lifeguards reassess ABCs (including the possibility of aspiration), check for major bleeding and begin treatment for shock.
- Lifeguards perform resuscitation and other treatment as required.
- Other Patrons are controlled throughout the situation.
- Lifeguards perform a head to toe body check with regular vital sign checks (every few minutes) once primary assessment is completed OR other Lifeguards are available.
- Lifeguards perform interviews with the patron, family members and witnesses.
- Lifeguards complete an Incident Report Form and a Vital Signs Form to give to the Paramedics (view in the Appendix).
- Lifeguards wait for Campus Security to bring Paramedics to the Emergency Exit doors and communicate with them OR arrange for transportation to parent/guardian.
- Resume normal operations as appropriate.
- Complete Emergency Follow-up Procedures as appropriate (see below).

Emergency Exits

Primary Exit: Change Rooms

Alternate Exits: Under the Canadian flag

Northwest Doors (Ambulance Entrance in deep end)

Staircase by Whirlpool

Lifeguarding Roles during Emergencies

First Lifeguard

- After signaling to other Lifeguards, the first Lifeguard goes immediately to the accident scene.
- The first Lifeguard is responsible for:
 - The support of the victim (if in the water)
 - The Primary Assessment (LOC, ABCs)
 - Communicating with other Lifeguards.

Second Lifeguard

- The second Lifeguard immediately goes to the assistance of the first Lifeguard, providing there are additional lifeguards/supervisors present.
 - Provides immediate assistance with Patron support and removal from the water.
 - Assists with the Primary Assessment (LOC, ABCs).
 - Initiates the Secondary Assessment (fills out Vital Sign Assessment form) and first aid treatment.
 - Relays information to other Lifeguards.
- If only two Lifeguards are on duty, the Second Lifeguard ensures the water is cleared and that Emergency Contacts are made. If there are only two lifeguards, the Second Lifeguard will assume the responsibilities of the Third Lifeguard until assistance becomes available.

Third Lifeguard

- The third lifeguard:
 - Completes the evacuation and secures the entire Aquatic Centre.
 - Makes Emergency Contacts as necessary.
 - Obtains current information on the victim.
 - Brings first aid supplies, blanket, Incident Report Form, etc. to the emergency scene (focal point).
 - Obtains information from witnesses or friends of the Patron.
 - Ensures ongoing control and comfort of other Patrons. Treat for shock as needed, care for family and friends of victim

All Lifeguards

- Once the emergency is under control, the Lifeguards (usually the third Lifeguard) begin to complete the Incident Report Form and the Vital Sign Report. The Designated Supervisor will begin to fill out the Major Incident Box.

- The entire Lifeguard team participates in transferring the Patron(s) to the care of the Paramedics.
- The team acts together to return the Aquatic Centre to normal use.
- During major situations, Lifeguards preserve the scene of the accident. Do not allow persons to disturb or alter the scene.

Emergency Signals

Whistle Signals

One short blast – patron's attention

Two short blasts – get other guard's attention (guard alert)

Long blasts – clear the pool (listen to Lifeguards for instructions)

Hand Signals

ROTATE: Circle finger in front of your face

CLEAR THE POOL: large circle above your head (and long whistle blast)

GUARD ALERT: arm extended above head

Evacuation Plan – Pool

In a coordinated evacuation of the swimming pool, on the pool deck level, the Emergency Wardens are responsible for:

1. Notifying and evacuating the occupants (staff, faculty, students and visitors) in the pool, instructing them to exit the pool through either the regular M & W main change rooms or Family change rooms (Accessible), or directly outside through either the North West pool doors (Accessible) in the Deep end or the East side doors (between the flag and the Badger), in the middle of the pool deck, on the far side of the pool.
2. Notifying and evacuating the occupants in the pool gallery, instructing them to exit the pool gallery either through the top double doors, south into the Mezzanine or exit at the north end of the gallery (farthest from the main hallway), down the stairwell, to the outside.
3. Notifying and evacuating any occupants in the pool chemical room or air handling areas, instructing them to exit up or down the staircase to the outside of the pool.
4. Once outside the pool, advising evacuees to wait in an area away from the building so Emergency vehicles and staff can deal with the situation

Pool staff and visitors will gather at the Evacuation Assembly Area; across the street by the North West (ambulance entrance) doors. Staff and visitors will wait at this location until Emergency Wardens give permission to re-enter the building, otherwise await further information which may result in moving to the Department Assembly area; Lacrosse Field by Tennis Courts.

Department Emergency coordinator does head count to account for all people after gathering at the assembly area

Emergency Follow-up Procedures

Once all first aid and Lifeguard requirements are completed, and the victim has either been sent home, sent to hospital, or transferred by EMS, the following follow-up procedures will begin:

Minor

- Lifeguards complete an Incident Report Form.
- Lifeguards place completed Incident Report Form in the “completed incident report” mailbox in the pool office.

Major

- The Designated Aquatic Supervisor will retrieve the Aquatic Major Incident Kit, and distribute roles to the staff. There are instructions in the kit.
- Each Lifeguard on duty during the major situation will complete a detailed documentation of the event from his/her own perspective (confidential).
- DESIGNATED AQUATIC SUPERVISOR will contact the Aquatic Operator or Program Supervisor or his/her designate, as well as the Director to inform him/her of the incident (immediately following the incident).
- Manager/Designate will contact University Administration and Environment Health and Safety Manager.
- No one is permitted to speak to the media. The incident is considered confidential. University Administration will determine the appropriate media spokesperson.
- Staff involved in the incident may not be permitted to work for a specific period of time as determined by the University.
- Debriefing of the incident will occur within 48 hours, and will include items recommended by the Lifesaving Society in the current edition of Alert: Lifeguarding in Action. All Lifeguards on duty during the incident, the Aquatic Management Team members, Campus Security, Human Resources and other University Administration representatives may be involved.
- The Aquatic full-time staff will determine the pool re-opening.

Media Procedures

- The Director of Recreation Services will contact University Administration to handle all media inquiries. One spokesperson will be identified by the University.
- All others will respond to inquiries: “No comment.”

Telephone Emergency Procedure

1. Telephone ambulance: 911.

2. Identify yourself and location of the incident such as, "Brock University Swimming Pool."
3. Describe incident – have emergency dispatcher repeat.
4. Direct ambulance to: **Northwest Swimming Pool Entrance** (last building, west end of campus just east of the rowing centre, Campus Security will meet them at the Shaver Hospital entrance)
5. Dial Campus Security: **ext. 3200** (tell them you've called an ambulance. Ask them to meet the ambulance at the Shaver entrance to the University and escort them to the Northwest Swimming Pool Entrance.)
6. Notify the Central Equipment Room (ext. 3377) and the Welcome Desk (ext. 4060) of the incident, for assistance and to ensure that patrons are not allowed to enter the pool.
7. Continue emergency procedures as per training.
8. Open pool doors at the Northwest Entrance, and remove the bars (mulligan) between the two doors in preparation for the Paramedics.
9. Prepare for communication with the Paramedics. Information to be compiled is in the Major Incident Box.

Closure Contacts

Upon closing the pool, ensure that the following contacts are made:

Central Equipment Room: ext. 3377

Welcome Desk: ext. 4060

Parking Services: ext. 4309/4441

Parking Services Lot D: ext. 4421

Emergency Phone Numbers

Emergency Medical System: 911

Campus Security: ext. 3200

Central Equipment Room: ext. 3377

Welcome Desk: ext. 4060

Athletic Therapy Clinic: ext. 3791

Recreation Services Director: ext. 3574

Custodial Services: ext. 3508 or pager: ext.8888 + 525 + your extension

Physical Plant: ext. 3717 (call campus security outside of regular business hours)

Niagara Health System (hospitals): 905-378-4647

Poison Information Center: 1-800-268-9017

Child Protection – FACS Niagara: 1-888-937-7731

Niagara Region Sexual Assault Centre: 905-682-4584 21

Automated External Defibrillation (AED)

As part of a University-wide initiative to have defibrillators available in case of sudden cardiac arrest (SCA). An AED is positioned at the entrance to the Locker Rooms to the right of the Athletic Therapy Clinic. A second AED is located at the north end of the Beddis gym in the hallway.

A lifeguard will retrieve the AED unit from outside the change rooms. All AQUATIC SUPERVISORS are AED certified and will take control of using the machine if the lifeguard is not certified. Other Lifeguards will continue treatment as per National Lifeguard and First Aid training.

For safety reasons, Lifeguards will ensure:

- The victim has been dried, especially the chest area
- The victim is placed on a spinal board (optional).
- If used, oxygen is not to be used while the AED is delivering a shock.
- As necessary, clothing is removed for adequate pad placement and the chest is shaved.

Oxygen Equipment

The pool office first aid station is equipped with an oxygen tank, regulator, non-rebreather, Bag-Valve-Mask resuscitator and nasal cannula. An oxygen tank can be connected to any pocket mask thereby providing oxygen-rich (maximum 60%) air as rescue breathing is administered.

NOTE: while oxygen may be used in addition to the A.E.D. machine during treatment, it is not to be used while the AED is delivering a shock.

Mandatory Use of First Aid Fanny Packs

All active lifeguards are to wear available individual first aid packs at all times. They are located in the pool office first aid drawer or hanging on the office door. Extra packs are located on each of the guard chairs and the Tarzan rope platform. Staff that does not wear their fanny pack can be subject to discipline according to discipline procedure.

- The first aid packs are not a replacement for the first aid kit. They are intended for emergency response only and minor situations should still be referred to the pool office.
- Each pack should always be stocked with at least:
 - 1 Pocket Mask
 - 2 Pairs of Gloves
- It is the responsibility of all guards to ensure they refill each pack after use and confirm the contents are filled before use.

There are larger first aid packs on the pool deck. These packs contain first aid supplies and incident reports. These packs are intended to be used on minor wounds or while waiting for the Trauma bag to arrive. If you use anything from these packs, please replace them.

Clearing the Pool

The pool must be cleared for any incidents for which there has been a contravention of the Ontario Public Health Act and/or other applicable legislation. Incidents include, but are not limited to:

- Major incident
- Pool fouling (as explained on page)
- Power failure
- Inadequate number of Lifeguards
- Emergency telephone failure
- Free Available Chlorine drops below .5ppm
- pH falls outside of 7.2-7.8 ppm
- Water clarity hazard – black disc cannot be seen
- Bomb threat
- Chlorine leak
- Fire
- Any other incident deemed a public safety hazard by the DESIGNATED AQUATIC SUPERVISOR

Missing Person Procedure

- Take a description of the missing person where they were last seen and at what time
- Notify all staff and remain as the “report to” person.
- A Lifeguard must always remain with the person reporting the incident and keep them calm.
- When busy, clear the pool to check for missing person. If the missing person is not in the water, allow Patrons to continue swimming.
- If not busy, signal to other Lifeguards who then check their zones without clearing – maintain visual scan of the water.
- A land search is initiated by checking all major areas of the Aquatic Centre, Walker Complex and finally the rest of the University. The DESIGNATED AQUATIC SUPERVISOR, a Lifeguard on off-rotation, Central Equipment Room, Welcome Desk Staff or Campus Security may assist in the search if necessary. The radio may be used to gain assistance.
- If the land search fails to discover the location of the missing person, the family will be notified if not already present.
- Campus Security will be contacted for assistance and for reporting (ext. 3200).
- An Incident Report Form is completed.
- Police may be notified at the discretion of Campus Security and the DESIGNATED AQUATIC SUPERVISOR.

Incident Report Forms

- There is one Incident Report Form for Patrons and Staff – Major or Minor
- The Form is located in the Staff Office, near the First Aid station.
- Complete a form if:
 - There is an injury.
 - There is inappropriate behaviour – fighting, swearing, theft, harassment, etc.
 - There is an unusual situation or action needs to be taken (i.e. Pool fouling or power outage).
- Completed forms are to be submitted to the “completed incident report” mailbox in the pool office.
- All Staff injuries must be reported to the DESIGNATED AQUATIC SUPERVISOR as soon as possible, and must immediately be sent to besafe@brocku.ca (send an email to alert that report will be sent in a.m. if incident occurred at night)
- There are also additional forms that will need to be filled out in the case of a major emergency. These forms are located in the Major Incident Box and will be distributed by the Designated Aquatic Supervisor as required.

Section 3: Emergency Procedures (Non-Aquatic)

Fire Evacuation

The Lifeguard’s priority is to protect patrons and remove them from the threat to their safety while quickly contacting the Fire Department (911).

Initiate Pool Evacuation Procedures:

1. DESIGNATED AQUATIC SUPERVISOR is to act as the primary **Emergency Warden** – action is directed through him/her (ensure you have a walkie talkie)
2. Call 911 if fire is detected.
3. Clear the pool and DIRECT all patrons to stand/sit at the Evacuation Assembly Area; by the North West (ambulance entrance) doors, while assessing the nature of the emergency.
4. Shallow end Lifeguard(s) watch the doors from each Change Room to ensure no one enters the locker rooms while other Lifeguard(s) supervise patrons on deck.
5. If necessary, the DESIGNATED AQUATIC SUPERVISOR at the time contacts the Central Equipment Room (ext. 3377), and asks to speak to a Supervisor to obtain details of the alarm. If there is no alarm, the DESIGNATED SUPERVISOR makes decisions regarding the need for an Aquatic Centre evacuation, notifying the Central Equipment Room (ext. 3377), the Welcome Desk (ext. 4060) and Campus Security (ext. 3200).
6. Call Campus Security – ensure they will contact EMS (911)

7. DESIGNATED AQUATIC SUPERVISOR is then responsible for communicating the necessary evacuation procedures to the Lifeguards – depending on the location of the fire,
8. Patrons may be evacuated:
 - a. Out the northwest exit.
 - b. Through the Change Rooms.
 - c. Out of the east side (below the flags) exit (not accessible)
 - d. Up the staircase by the spa to a fire separated area (Thistle building or another area of Walker Complex) (not accessible)

Note: If evacuating the building follow the General Pool Evacuation Procedures.

Power Failure

The emergency lighting system should come on automatically.

- Retrieve emergency flashlights for the staff from the office
- Clear the pool and ask patrons to sit/stand at the Evacuation Assembly Area; by the North West (ambulance entrance) doors, while assessing the nature of the emergency. **Stay with your class** if it is a swim lesson or swim practice that has been cleared, until the extent of the problem is understood. Ensure all patrons are out of the water (scan pool & bottom with flashlight)
- Check whether all lights in the facility are affected or just those in the pool (contact via walkie talkie or Welcome Desk at ext. 4060, Central Equipment Room at ext. 3377 and Campus Security at ext. 3200).
 - If only the pool is affected, check the circuit breakers – located in the electrical room, between the pool deck and the Family Change Room.
 - If lights are out throughout the facility, contact Physical Plant at ext. 3717 (day time) or Campus Security at ext. 3200 (after hours).
- Explain the situation to all patrons. If the power is not to be immediately restored, guide them to the Change Rooms and use flashlights to help gather their clothes and exit the building. Central Equipment Room staff will also help with directing patrons in the Change Rooms.
- At least one lifeguard remains on deck until all patrons have left and the doors are locked.
- Central Equipment Room supervisor will contact Facility Manager and/or Director (if not in the building) about the possibility of closing the facility
- Do not speculate with patrons about what ‘might’ happen

Chlorine Gas Leak

Protection of patrons and Staff is the overriding Lifeguard priority. Follow these steps:

Initiate Pool Evacuation Procedures:

1. Clear the pool and DIRECT all patrons to stand/sit at the Evacuation Assembly Area; by the South (change rooms) doors, while assessing the nature of the emergency.
2. Shallow end Lifeguard(s) watches the doors from each Change Room to ensure no one enters the locker rooms while other Lifeguard(s) supervise patrons on deck. Change Room doors are locked.
3. Lifeguards open all exit doors.
4. At the discretion of the DESIGNATED AQUATIC SUPERVISOR, patrons may be evacuated:
 - a. Through the Change Rooms
 - b. Up the staircase by the spa.
5. The DESIGNATED AQUATIC SUPERVISOR may decide to direct patrons:
 - a. In another location of the Walker Complex
 - b. In the Thistle Building
6. 5. The DESIGNATED AQUATIC SUPERVISOR contacts the Central Equipment Room (ext. 3377, ask to speak to a Supervisor), the Welcome Desk (ext. 4060) and Campus Security (ext. 3200) to notify them about the chlorine gas leak.
7. 6. From a safe location, the DESIGNATED AQUATIC SUPERVISOR contacts the police and fire department (911), the Aquatic Operations Supervisor and the Chlorine Gas Supplier – Clear Tech (1-800- 387 -7503).
8. 7. No one enters the chlorine gas storage room without emergency breathing apparatus.
9. 8. Lifeguards will provide appropriate emergency care to anyone suffering from exposure to chlorine.

Bomb Threat

A bomb threat may be received in many ways:

- Phoned in.
- Note left with Staff or on deck.
- Suspicious package discovered.

Initiate Pool Evacuation Procedures:

1. Clear the pool and DIRECT all Patrons to stand/sit at the Evacuation Assembly Area; by the North West (ambulance entrance) doors, while assessing the nature of the emergency.
2. Shallow end Lifeguard(s) watch the doors from each Change Room to ensure no one enters the locker rooms while other Lifeguard(s) supervise Patrons on deck. Change Room doors are locked.
3. Contact EMS (911).

4. The DESIGNATED AQUATIC SUPERVISOR at the time contacts the cage (Central Equipment Room), ext. 3377 (ask to speak to a Supervisor), the Welcome Desk (ext. 4060) and Campus Security (ext. 3200) to notify them about the bomb threat or to obtain details.
5. Patrons are directed outside, and are instructed to remain away from the building.
6. Lifeguards will provide appropriate emergency care to anyone suffering from varying degrees of shock.

Lockdown

This will occur when it MAY NOT BE SAFE TO EVACUATE the building or area that you are presently in, as you may be evacuating into danger.

Three Steps:

1. **Secure Immediate Area**
 - Gather together as many people as you can that are within your immediate area
 - Wherever you are at the time of notification is most likely the safest place to remain unless notified otherwise. As the pool is an open area, attempt to utilize the equipment room or pump room as a more secure place for patrons to stay. If an office is open, it is good to use, as there is computer and hard-line phone access.
 - Lock and/or barricade the door where possible
 - Make the room or area you are in appear unoccupied
 - Turn off lights or maintain minimal lighting
 - Close any blinds on windows
 - Quiet cell phones
 - Remain calm and ask others with you to remain quiet and out of sight
 - Take adequate cover/protection i.e. concrete walls, thick desks, filing cabinets
 - If someone tries to gain access to area do not let them in
2. **Communicate**
 - Designate one person to communicate for your group any threat, injury and location to 911, Campus Security ext. 3200/4300 (security@brocku.ca)
3. **Monitor**

University Communications at www.brocku.ca or via voice mail messaging

Theft

On the rare occasion, theft does occur at Brock University. Lifeguards should assist Patrons to look for their belongings, which may have been misplaced. In case the object turns up at a later date, take their name, phone number and a description of the lost item. Patrons have the right to report the incident to Campus Security and make a report.

Encourage Patrons to lock all belongings in a locker and leave valuables at home. Lifeguards should not be responsible for the safekeeping of Patron belongings. Patron should be made aware that Brock University is not responsible for lost or stolen items.

Vandalism

Any Brock University property that is vandalized should be reported to the Equipment room supervisor and Campus Security (ext. 3200). An Incident Report Form must be completed. If the property damage is severe, the DESIGNATED AQUATIC SUPERVISOR will need to use their judgment regarding the safety of the pool remaining open.

Pool Fouling Procedure (Niagara Regional Public Health Department)

In appendix

On Deck Fouling

- Section off affected area.
- Clean and disinfect the area and equipment with chlorine.
- The activities in the pool should remain unaffected by the fouling.

Evacuation & Transportation Plan

Evacuation from the Brock University will be provided by emergency services in accordance with local protocols.

LOCATION OF EMERGENCY FACILITIES	<ul style="list-style-type: none">• Fire (St. Catharines) – 285 Pelham Road• Ambulance (Niagara EMS) – 509 Glendale Avenue East• Police (Niagara Regional) – 68 Church Street• Hospital (St. Catharines General) – 1200 Fourth Avenue
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Safety Information for Competitors, Officials, and Spectators

Canadian Lifeguard Emergency Response Championships

May 13 & 14, 2017

Brock University

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. Brock University 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 pool 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 marshal before their event. All competitors must check-in with the Event Director after their event.
8. If a competitor does not follow the check-in process, officials must notify the Event Director immediately.
9. Competitors with medical conditions have identified these to their coach.
10. One long whistle blasts indicate a major emergency; two short whistle blasts indicate a minor emergency; one short whistle blast is used for competitor's attention.
11. If an event 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.
12. Diving into the water is only permitted from the starting blocks or the deep end wall where the starting blocks are located.
13. Victim preparation will occur with thought for victim safety (e.g. victims should not be simulating shallow water dives).
14. Judges and other officials will intervene if and when competitors compromise victim's safety or put themselves in harm.
15. The water temperature is usually kept between 82°F and 83°F. Please check the posting at the competition.