



**LIFESAVING SOCIETY**

*The Lifeguarding Experts*

**Canadian Lifeguard Emergency Response Championships**

**May 5 & 6, 2018**

**Town of Milton**

**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 4 <sup>th</sup>   |                                       | Location              |                      |
|------------------------------|---------------------------------------|-----------------------|----------------------|
| 6:00 - 8:00 pm               | Registration & Check In               | Milton Sports Centre  |                      |
| 6:00 pm                      | Key Officials Meeting                 |                       |                      |
| Saturday May 5 <sup>th</sup> |                                       | Milton Sports Centre  |                      |
| 7:00 am                      | Officials Briefing                    |                       |                      |
| 7:30 am                      | Coaches Meeting                       |                       |                      |
| 8:00 am                      | Opening Ceremonies                    |                       |                      |
| 8:30 am                      | First Aid Lock-Up (Prelims)           |                       |                      |
| 9:00 am                      | First Aid (Prelims)                   |                       |                      |
| 11:00 am                     | Water Rescue Lock-Up (Prelims)        |                       |                      |
| 11:30 am                     | Water Rescue (Prelims)                |                       |                      |
| 2:30 pm                      | First Aid Lock-Up (Finals)            | Milton Leisure Centre |                      |
| 3:00 pm                      | First Aid (Finals)                    |                       |                      |
| Sunday May 6 <sup>th</sup>   |                                       |                       |                      |
| 6:30 am                      | Officials Briefing                    |                       | Milton Sports Centre |
| 7:00 am                      | Priority Assessment Lock-Up (Prelims) |                       |                      |
| 7:30 am                      | Priority Assessment (Prelims)         |                       |                      |
| 9:30 am                      | Priority Assessment Lock-Up (Finals)  |                       |                      |
| 10:00 am                     | Priority Assessment (Finals)          |                       |                      |
| 12:30 pm                     | Water Rescue Lock-Up (Finals)         |                       |                      |
| 1:00 pm                      | Water Rescue (Finals)                 |                       |                      |
| 5:30 pm                      | Dinner & Awards                       | The Grand Chalet      |                      |

## **Event Location**

Town of Milton – Milton Sports Centre  
605 Santa Maria Blvd  
Milton, ON L9T 6J5  
905-875-5393

Town of Milton – Milton Leisure Centre  
100 Main Street East  
Milton, ON L9T 6H7  
905-878-7946

### **Event Organizer & Key Contacts**

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

|                                   |                   |
|-----------------------------------|-------------------|
| Meet Manager                      | Laura O'Driscoll  |
| Chief Referee                     | Cynthia Cakebread |
| Deputy Referee                    | Edmund Chan       |
| Event Director                    | Carmen Wong       |
| Safety Officer                    | Carrie Clark      |
| Host Representative               | Steve Benning     |
| Lifesaving Society Representative | Rebecca Boyd      |

### **Response Personnel**

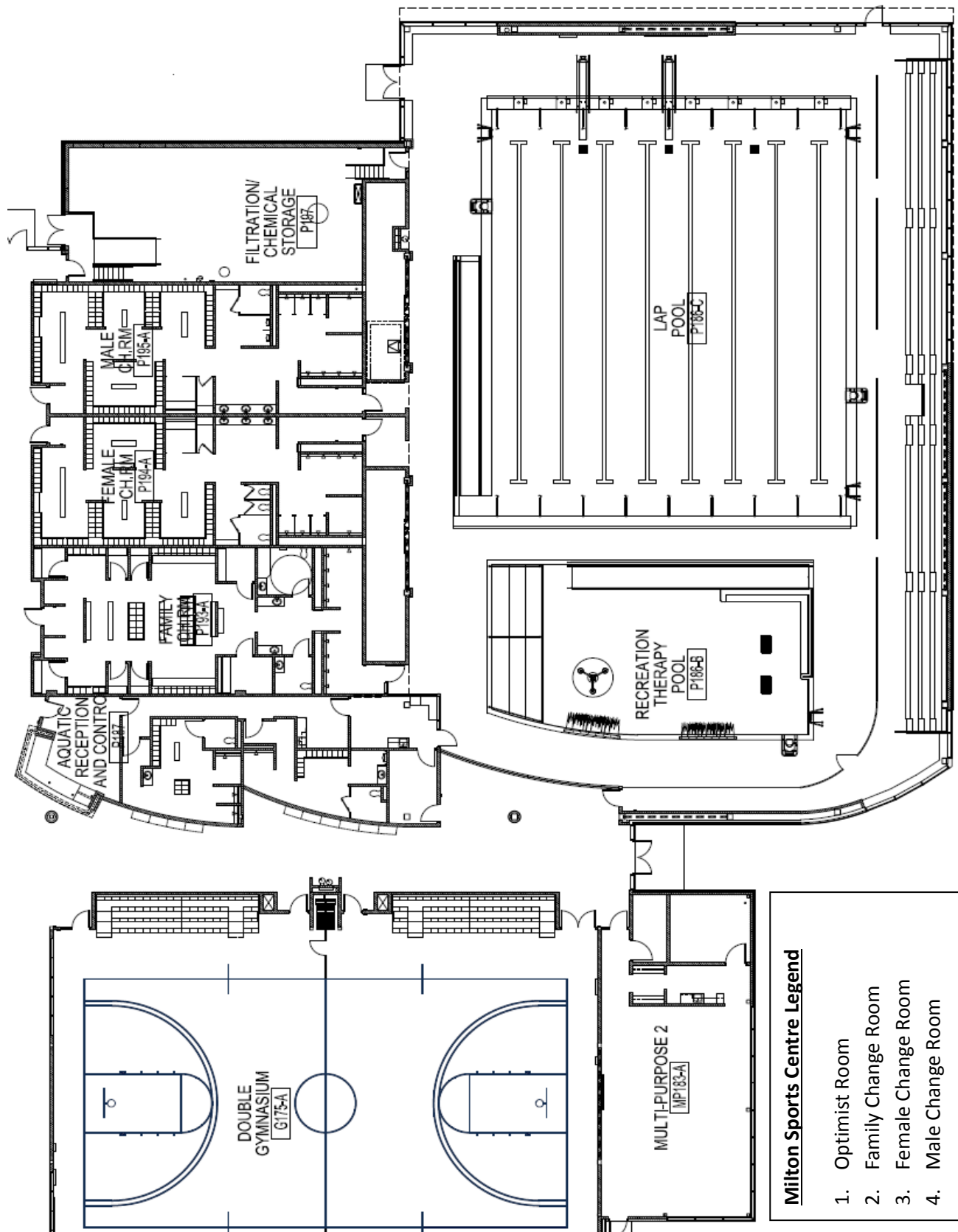
| Personnel Overview | # | Name           |
|--------------------|---|----------------|
| Safety Officer     | 1 | Carrie Clark   |
| Lifeguards         | 3 | Town of Milton |

### **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.

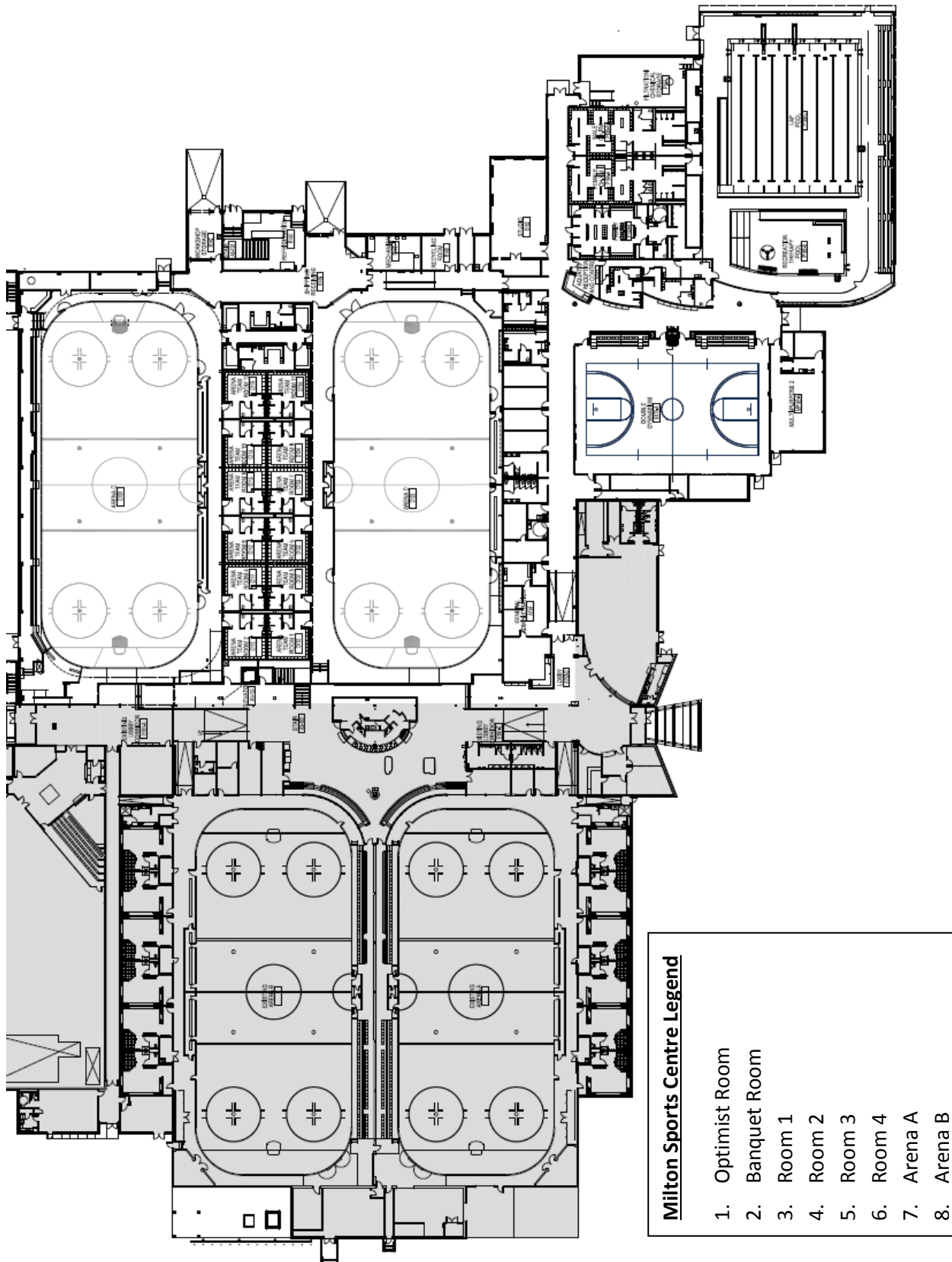
## Pool Diagram – Milton Sports Centre



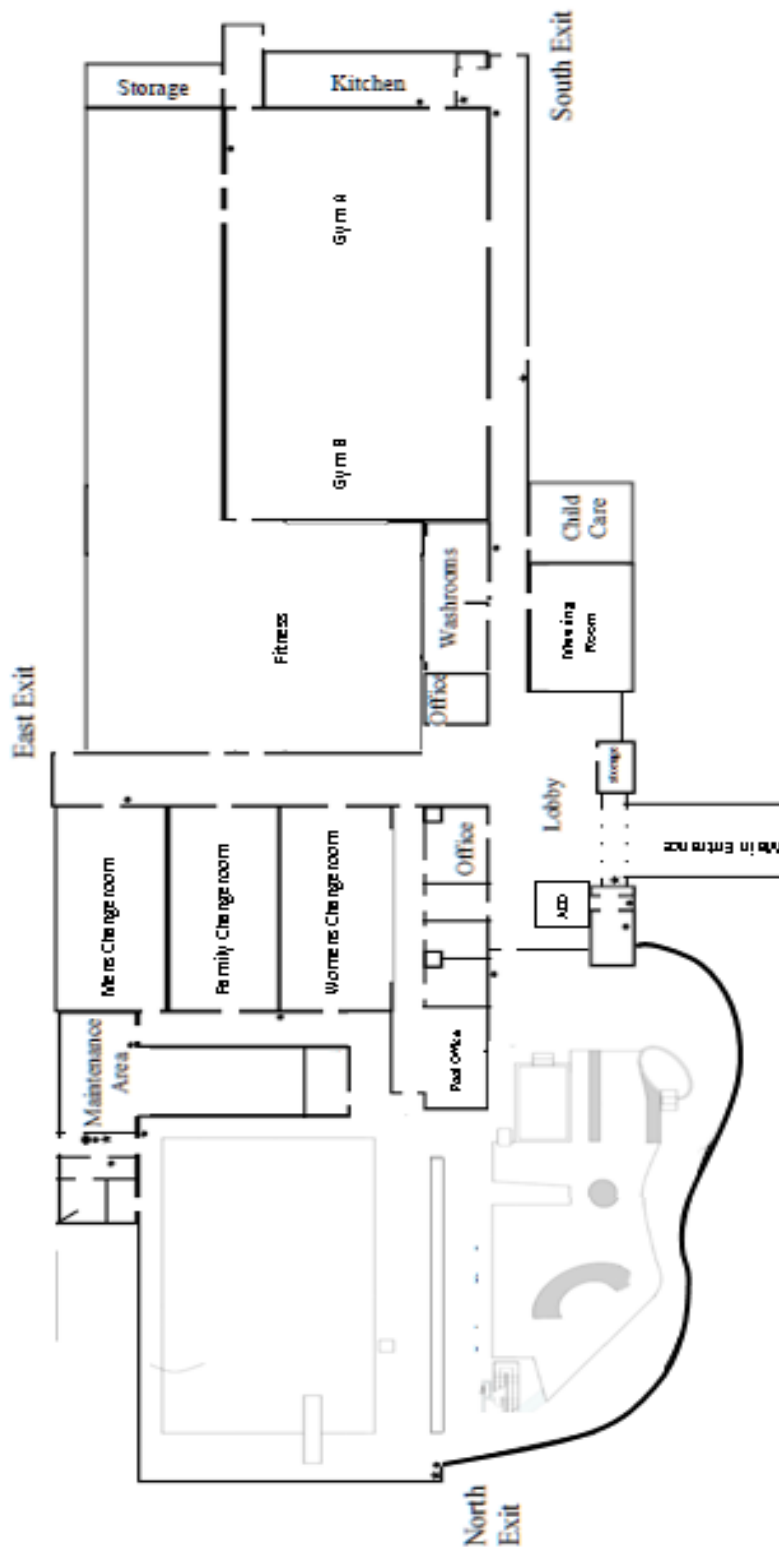
### Milton Sports Centre Legend

1. Optimist Room
2. Family Change Room
3. Female Change Room
4. Male Change Room

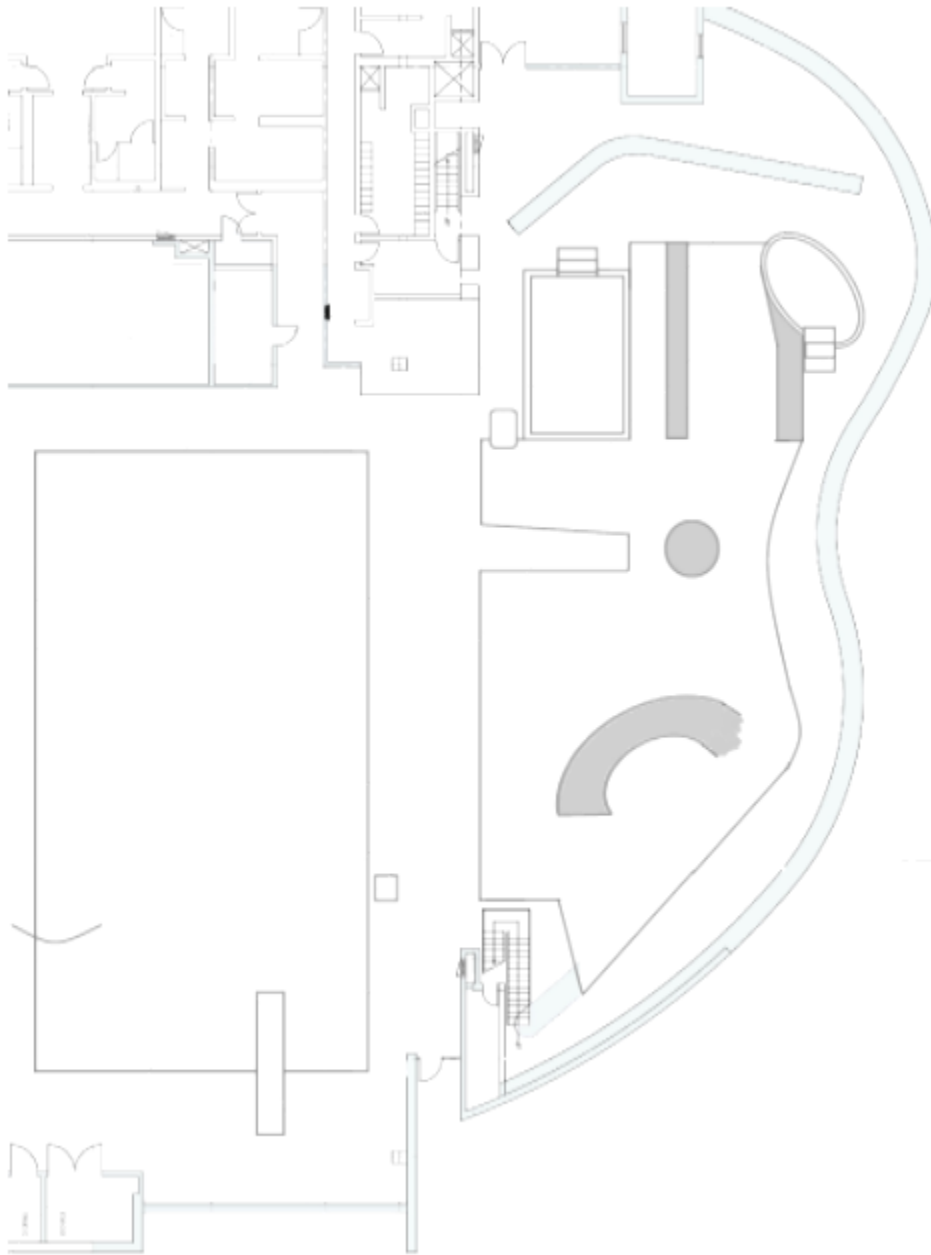
## Pool Diagram – Milton Sports Centre



## Pool Diagram – Milton Leisure Centre



## **Pool Diagram – Milton Leisure Centre**



## **Equipment & Resources**

| <b>EQUIPMENT</b>             | <b>MILTON SPORTS CENTRE</b>              | <b>MILTON LEISURE CENTRE</b>             |
|------------------------------|--|--|
| <b>Emergency Telephone</b>   | Located in the pool office               | Located in the pool office               |
| <b>First Aid Kit</b>         | Located in the pool office               | Located in the pool office               |
| <b>Spine boards</b>          | Located on the pool deck                 | Located on the pool deck                 |
| <b>Reaching poles</b>        | Located on the pool deck                 | Located on the pool deck                 |
| <b>Buoyant Throwing Aids</b> | Located on pool deck on lifeguard chairs | Located on pool deck on lifeguard chairs |
| <b>Oxygen</b>                | Not Available                            | Not Available                            |
| <b>AED</b>                   | Located on pool deck                     | In building lobby                        |



## **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                      | Laura O'Driscoll       |
| Portable radio 402 | Chief Referee                     | Cynthia Cakebread      |
| Portable radio 403 | Deputy Referee                    | Edmund Chan            |
| Portable radio 404 | Event Director                    | Carmen Wong            |
| Portable radio 405 | Safety Officer                    | Carrie Clark           |
| Portable radio 406 | Host Representative               | Steve Benning          |
| Portable radio 407 | Lifesaving Society Representative | Rebecca Boyd           |
| Portable radio 408 | Administrative/scoring centre     | Lorraine Wilson-Saliba |
| Portable radio 409 | Situation Designer                | Adrian Cossu           |
| Portable radio 410 | Situation Designer                | Nic Hay                |
| Portable radio 411 | Extra                             | TBD                    |
| Portable radio 412 | Extra                             | TBD                    |

Communication to external emergency services (fire, ambulance, police) will follow the Town of Milton protocol.

## **Emergency Response Plan**

# **AQUATIC EMERGENCY PROCEDURES**

### **DEFINITIONS**

**Minor Situation:** A situation that is considered non-life-threatening and/or can be dealt with by one lifeguard or one staff member.

**Major Situation:** A situation that is life-threatening to the person and/or requires multiple lifeguards to effectively and safely handle the rescue/incident.

**Off-Rotation Lifeguard:** Any lifeguard that is working the shift but who does not currently have an assigned position in which they are responsible for actively supervising swimmers.

### **WHISTLE SIGNALS**

**TWO SHORT BLASTS - - MINOR (Guard alert)**

**ONE LONG BLAST - - MAJOR SITUATION (pool clear required)**

**ONE SHORT BLAST - - Attention required (either participant attention or Supervisor attention)**

### **HAND SIGNALS**

**“READY” - - Fist tap on top of head**

**“INITIATE POOL CLEAR” - - pointer finger pointing up with hand spinning in circular motion**

**“SUSPECTED SPINAL INJURY” - - hand chopping motion to back of lifeguard’s neck**

### **EMERGENCY RESPONSE: MINOR SITUATION DURING GUARDED SWIM**

1. The lifeguard who sees the incident (Guard 1), blows two short blasts of the whistle and proceeds to handle the situation.
2. Upon hearing whistle blasts, the Aquatic Duty Supervisor and Off-Rotation Lifeguards proceed immediately and quickly to the position vacated by Guard 1. Staff members supervising amusement devices (tarzan rope, water slide) stop participants from continuing to use the slide/rope.
3. One Off-Rotation Lifeguard will assume Guard 1’s original assigned position and scanning responsibilities. If an Off-Rotation Lifeguard is not available to assume Guard 1’s position, the Aquatic Duty Supervisor will direct other active lifeguards to cover Guard 1’s area, or will initiate clearing the pool if effective supervision coverage cannot be maintained.
4. Once the lifeguard has assumed scanning duties, they will signal ready to the other guards and all lifeguards on deck will continue with their regular scanning and supervision of the pool. Staff members supervising amusement devices can then allow participants to return to using the slide/rope.

5. Aquatic Duty Supervisor and any additional Off-Rotation Lifeguards will assist Guard 1 as needed (ie. assist with removal, bring first aid kit, perform or assist with first aid, begin incident report, etc), with the Aquatic Duty Supervisor responsible for assigning duties and directing aquatic staff as required.
6. Treatment and patient assessment may be completed on pool deck or in aquatic office, whichever is most appropriate in the situation. Incident should be reported on an incident report or on First Aid Treatment Record before patient leaves or returns to activity.

**NOTE:** At any point during an emergency response, the responding staff may determine that what was originally thought to be a minor situation is actually a major situation, or has become a major situation.

#### **EMERGENCY RESPONSE: MAJOR SITUATION DURING GUARDED SWIM**

1. The lifeguard who sees the incident (Guard 1), blows two short blasts of the whistle, or one long blast if they immediately recognize the situation as major, and initiates the rescue.
2. Upon hearing whistle blasts, the Aquatic Duty Supervisor and Off-Rotation Lifeguards proceed immediately and quickly to the position vacated by Guard 1. Staff members supervising amusement devices (tarzan rope, water slide) stop participants from continuing to use the slide/rope.
3. Once a major situation is suspected, Duty Supervisor blows one long whistle blast to initiate major emergency response.
4. Follow rescue procedure below based on position.

##### **Guard 1:**

- i. Maintain victim's airway above water as early as possible, and return victim to pool wall as quickly as possible;
- ii. Assist with removal of victim if required;
- iii. Once victim is on deck, assist Guard 2 with CPR, vitals assessment, or first aid treatment as required. Complete thorough head-to-toe secondary assessment.

**Guard 2** (either first off-rotation lifeguard to arrive at rescue position or another lifeguard assigned by Duty Supervisor):

- i. Provide in-water assistance to Guard 1 if required to quickly get victim to pool wall;
- ii. Ready pocket mask for rescue breathing and assist Supervisor with removal of victim as soon as Guard 1 gets victim to wall;
- iii. Once victim is on deck, assess breathing and begin CPR/rescue breaths if necessary;
- iv. Continue CPR or vitals assessment or first aid treatment as required.

**Additional Lifeguards:**

- i. Begin clearing all patrons out of the pools by blowing one long synchronized whistle blast and loudly inform patrons to exit the pool and enter the changerooms;
- ii. Once pool clear has begun, one lifeguard on each pool should continue to clear patrons out of pool and send them to changeroom while additional lifeguards on each pool report to Aquatic Duty Supervisor for direction.

**Aquatic Duty Supervisor:**

Oversee and coordinate rescue response, including:

- Direct an aquatic staff member to bring AED to rescue situation;
- Direct an aquatic staff member to contact 911 and request ambulance;
- Direct a staff member to inform front desk that there has been an emergency, pool will be closed until further notice, and an ambulance is on the way;
- Direct an aquatic staff member to begin completing accident report;
- Observe that appropriate CPR or first aid treatment is being provided. Provide direction to lifeguards as needed; take over providing CPR/treatment if required;
- Observe that aquatic staff providing CPR or treatment are adequately managing critical incident stress that they may be experiencing. Direct other aquatic staff members to take over for lifeguards who are not responding well to the stress of the emergency;
- Direct an aquatic staff member to contact an Aquatics Supervisor or the Aquatics Coordinator, or the Manager, Recreation Programs if full-time aquatics staff cannot be reached.

**ADAPTATIONS FOR A SUSPECTED SPINAL INJURY**

- a. If Guard 1 suspects a possible spine/neck injury when they see the injured person, they should indicate so as they respond by yelling “Spinal” and by using the suspected spinal hand signal.
- b. Upon reaching the victim, Guard 1 should immobilize the person’s neck using an appropriate spine immobilization hold. If the victim is face-down, Guard 1 should roll them face-up while maintaining spine immobilization throughout.
- c. Guard 2 enters the water, assesses whether victim is conscious or unconscious, opens the victim’s airway using a jaw thrust (if unconscious), and assesses whether or not the person is breathing.
  - i. If Guard 2 cannot determine that the person is breathing, the lifeguards should proceed to immediately get the person to the pool wall and remove them from the pool as quickly as possible so that CPR can be started. The rescue response

should now follow the regular Emergency Response for a Major Situation.

- ii. If Guard 2 determines that the person is breathing, the rescue response should continue to follow the Adapted for Suspected Spinal Injury Emergency Response. Guard 2 should hold and support the victim's hips at the surface of the water, attempting to keep the victim's spine immobilized.
- d. In overseeing and coordinating the rescue response for a person with a suspected spinal injury who is breathing, the Aquatic Duty Supervisor's responsibilities include:
  - All responsibilities previously listed in Emergency Response for a Major Situation;
  - Direct a lifeguard (Spineboard Guard) to retrieve a spineboard, bring it to the anticipated point of victim removal, and ready the board in the water to receive the victim;
  - Direct aquatic staff member(s) to move, remove or sink buoy lines or lane ropes as required to safely get the victim to a shallow point for spineboard extraction;
  - Coach lifeguards through placement and securing of victim on spineboard to ensure a smooth process with spine immobilization throughout.
- e. When victim is placed on spineboard, Guard 1 and Spineboard Guard execute a smooth head changeover that maintains neck immobilization and secures victim in position.
- f. Guard 2 or Guard 1 strap victim to the spineboard with chest strap, hip strap, and additional straps as needed and available.
- g. Guard 1 immobilizes head and neck; Spineboard Guard attaches head support pack.
- h. Victim is removed from water on the spineboard. Aquatic staff continue to provide CPR as required, assess vital signs, and provide first aid treatment as required.

## **EMERGENCY TELEPHONES**

### **Use of Telephone**

Outgoing telephone lines are for business and emergency use. Appropriate discretion should be used in deciding the suitability of patron and staff use. At no time is the emergency phone to be used for non-emergency related telephone calls.

### **Emergency Phone Procedure**

Dial 9-1-1, and give the EMS dispatcher the following information:

- I am a lifeguard at (location)
- There is a person approximately \_\_\_\_ years old
- The individual's condition is \_\_\_\_ (unconscious / having difficulty breathing / injured, etc)
- We are located at (Address).
- Staff will meet you at (front doors, main gate, etc.)
- What is your estimated time of arrival?



## Emergencies Dial 9 - 1 - 1

|                          |                |
|--------------------------|----------------|
| <b>Non-Emergency</b>     |                |
| Poison Control centre    | 1-416-597-1500 |
| Halton Region Police     | 905-878-5511   |
| Fire Department - Milton | 905-878-9251   |

**NOTE:** If at any time contact with Emergency Services through an on-site telephone is not available, the facility is to be closed to the public until the communication line is re-established.

### **Evacuation & Transportation Plan**

Evacuation from the Milton Sports Centre will be provided by Town of Milton emergency services in accordance with local protocols.

|                                     |   |
|-------------------------------------|---|
| LOCATION OF<br>EMERGENCY FACILITIES | <ul style="list-style-type: none"><li>• Fire (Milton Station 3) – 610 Savoline Blvd, Milton</li><li>• Ambulance (Halton Region EMS) – 492 Childs Dr, Milton</li><li>• Police (Halton Region 12 Division) – 490 Childs Dr, Milton</li><li>• Hospital (Milton District) – 725 Bronte Street South, Milton</li></ul> |
|-------------------------------------|---|

## **Safety Information for Competitors, Officials, and Spectators**

### **Canadian Lifeguard Emergency Response Championships**

**Town of Milton**

**May 5 & 6, 2018**

1. The Safety Plan for the competition is posted on the Lifesaving Society website ([www.lifesavingsociety.com](http://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](http://www.lifesavingsociety.com)). Please read and review this plan.
3. The Town of Milton 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 in the deep end of the lap pool.
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 on the day of the championship.