



LIFESAVING SOCIETY

The Lifeguarding Experts

Canadian Pool Lifesaving Championships

June 1 & 2, 2019

City of Markham

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 31, 2019	
4:00 – 7:00 pm	Training Time (see flyer for details)
4:00 - 7:00 pm	Registration & Check In
7:00 pm	Key Officials Meeting
Saturday June 1, 2019	
7:00 am	Coaches Meeting
7:15 am	Warm-Up
7:30 am	Officials Briefing
8:15 am	Opening Ceremonies
8:30 am	200 m Obstacle (P)
	4 X 50 m Obstacle Relay (P)
	Line Throw (P)
	100 m Rescue Medley (P)
	100 m Manikin Tow with Fins (P)
1:30 pm	Lunch
2:15 pm	Medal Presentations (Masters)
3:15 pm	Warm-Up
3:45 pm	Officials Briefing
4:30 pm	200 m Obstacle (F)
	4 X 50 m Obstacle Relay (F)
	Line Throw (F)
	100 m Rescue Medley (F)
	100 m Manikin Tow with Fins (F)
7:30 pm	Awards Presentation

Event Overview (cont'd)

Sunday June 2, 2019	
7:00 am	Coaches Meeting
7:15 am	Warm-Up
7:30 am	Officials Briefing
8:30 am	100 m Manikin Carry with Fins (P)
	200 m Super Lifesaver (P)
	4 X 25 m Manikin Relay (P)
	50 m Manikin Carry (P)
	4 X 50 m Medley Relay (P)
1:30 pm	Lunch
2:15 pm	Medal Presentations (Masters)
3:15 pm	Warm-Up
3:45 pm	Officials Briefing
4:30 pm	100 m Manikin Carry with Fins (F)
	200 m Super Lifesaver (F)
	4 X 25 m Manikin Relay (F)
	50 m Manikin Carry (F)
	4 X 50 m Medley Relay (F)
7:30 pm	Awards Presentation

Event Location

City of Markham – Markham Pan Am Centre

16 Main Street Unionville

Markham, ON L3R 2E4

905-475-4730

Event Organizer & Key Contacts

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

Meet Manager	Lorraine Wilson-Saliba
Chief Referee	Hugo Rodrigues
Deputy Referee	Cynthia Cakebread
Deputy Referee	Roger Graham
Event Director	Edmund Chan
Safety Officer	Head Lifeguards
Host Representative	Jeff McCurdy
Lifesaving Society Representative	Wendy Schultenkamper

Response Personnel

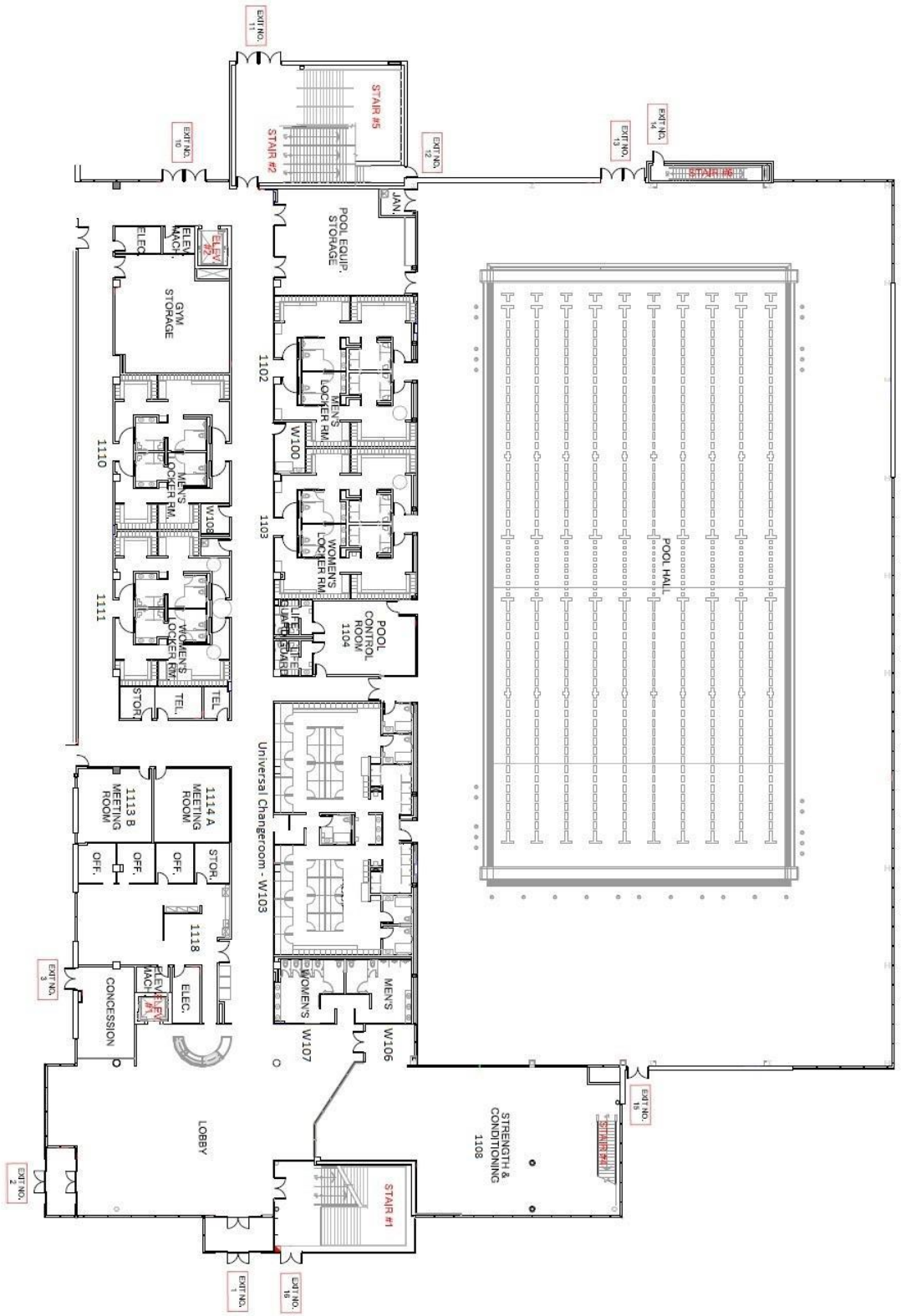
Personnel Overview	#	Name
Safety Officer	1	Head Lifeguards
Lifeguards	5	City of Markham Aquatic Staff

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



Equipment & Resources

EMERGENCY TELEPHONE	Located on the South side pool, near the hallway entrance to the pool at the focal point
FIRST AID KIT	Located at the focal point on the South side of pool, near the hallway entrance to the pool
SPINE BOARD (3)	<ol style="list-style-type: none"> 1. Located on the East wall adjacent to the emergency exit 2. Located on the west wall adjacent to the emergency exit 3. Located on the south wall adjacent to the girls change room
RING BUOYS (4)	One on each guard chair, two on the north side of the pool, two on the south side of the pool
REACHING POLE (2)	1 on each of the 2 guard chairs on the south side of the pool deck
RESCUE TUBES	Located on pool deck outside of lifeguard office, on wall hooks or Guard Chairs. For Lifeguard Use Only
FLASHLIGHT (5)	<ol style="list-style-type: none"> 1. Lifeguard Office 2. One Flash light on each of the four guard chairs
FIRE EXTINGUISHER (7)	<p>6 on pool deck</p> <p>1 in guard office</p>
FIRE ALARM (2)	Adjacent to East & West Emergency Exits
AED	Located in Guard office. Additional units can be found at the front desk and second level between the multipurpose rooms.

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	Chief Referee
Portable radio 402	Deputy Referee
Portable radio 403	Deputy Referee
Portable radio 404	NA
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	Equipment Crew
Portable radio 411	Extra
Portable radio 412	Extra

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

Emergency Response Plan

Emergency Signals

PATRON/GUARD ALERT

- one short whistle blast
- any staff that is available in the office should proceed quickly to the deck to offer assistance

GUARD LEAVING POSITION/MINOR INCIDENT

- two short whistle blasts
- all staff in the office must proceed to the deck to offer assistance

CLEAR POOL/MAJOR EMERGENCY

- one long whistle blast

Aquatic Emergency Procedures – Minor and Major

MINOR PROCEDURE

First Lifeguard:

1. Signal to the other staff with whistle and hand signals
2. Once the incident has been determined to be minor, signal ‘minor’ and ‘okay’ to the other lifeguards
3. Move to focal point where possible

Other guards on the deck:

1. Rotate positions so that the back-up guard is within verbal communication distance of the 1st guard.
2. Ensure all lifeguards on deck are aware of the situation through hand and whistle signals
3. Lifeguards to maintain scan of the pool throughout

In the event that a patron suffers a minor injury that requires assistance during the lesson program, please take the following actions:

1. Use your whistle to alert other instructors/guards that you have a problem (two short blasts). Failing that, inform (verbalize) the instructor closest to you that you have a problem.
2. Monitor the victim’s airway, breathing, and circulation. Signal that it is a minor after assessing.
3. If another staff is available, have them assume responsibility of the patron to continue treatment. While waiting for the other staff member to arrive be sure to supervise both your class and the patron – if this is not possible remove your class from the water.
4. If assistance is not available, have the class get out of water and sit against the closest wall. First or second instructor on the scene should fulfill this responsibility. The second instructor should have their class get out of water and sit beside other class. Determine if further assistance is necessary.
5. If necessary, the instructor’s class may be placed with that of another of similar ability/skill on a temporary basis (5 - 10 minutes). The number in the class cannot exceed twenty-five (25). Please plan appropriate activities.

MAJOR INCIDENT

The following pool incidents are considered major (life-threatening) emergencies and EMS activated:

- Spinal Injury
- Stroke
- Non-Breathing
- Chest Pains
- Severe Bleeding
- Shock
- Seizure
- Head Injury
- Lost child
- Unconscious victims
- Heat Stroke
- Chemical Burns
- Anaphylaxis Reaction

Note: An event or situation that involves more than one lifeguard and threatens serious damage to human welfare, the environment, or the security of the aquatic centre should be deemed a Major. All minor emergencies have the potential to progress into major emergencies.

MAJOR PROCEDURE:

First Lifeguard:

1. Signal to the other staff with whistle and hand signals

Second Lifeguard:

1. Initiate pool clear - one long whistle blast
2. Assist first lifeguard with appropriate rescue procedures

Third Lifeguard:

1. Clear Pool
2. Bring all necessary first-aid equipment to accident, including AED and Oxygen unit
3. Call EMS
4. Use AED/Oxygen as needed
5. Complete accident report form

Fourth/Fifth/Sixth/Seventh Lifeguards:

1. Assist in pool clear
2. Control crowd in appropriate location
3. Identify and communicate with witnesses
4. Assist other guards if necessary
5. Designate staff to meet EMS
6. Turn off waterslide (Milliken/Cornell) and escort patrons down staircase
7. Contact full time staff must be occur
 - a. Contact Pool supervisor → Contact Coordinator → Contact Area Manager
 - b. If you are unable to reach any of your full time staff in your area, contact a supervisor from a different area
 - c. It is the full time staff's responsibility to contact the Director and Nancy Myles of Human Resources
 - d. Nancy Myles will then contact the Ministry of Labour if needed

**Guard responsibilities may change depending on the number of staff on duty*

Cashiers:

1. Close and lock cash register, wicket, and pool office
2. Ask the supervisor how you can help

Incidents during a Lesson

In the event that a patron suffers a major injury that requires assistance during the lesson program take the following actions:

1. Use whistle to alert other staff members that you have a problem (two short whistle blasts). Inform (verbalize) the instructor closest to you that you have a problem.
2. Maintain the victim's airway, breathing, and circulation. Signal that it is a major emergency after assessing.
3. Pool should be cleared. One instructor should assume responsibility for all patrons getting out of the water. Scan pool and ensure they remain away from the victim and out of water.
4. The instructor closest to instructor signaling MAJOR should provide back up support as required. Assist with maintaining A, B, C's and removal.
5. Third instructor should ensure that EMS is contacted. Also ensure that first aid equipment is brought over as required (spinal board, AED, First Aid kit, blanket). Accident report to be complete.
6. The pool supervisor or designate will direct staff.
7. Staff to see children into change rooms until parents arrive
8. Follow up for major accident to be done.

Shift Supervisors/Head Guards:

- Shift Supervisor will not assume the role of 1st guard (where possible) and will have 2nd guard take over
- **Shift Supervisor/Head Guard duties during and after a major incident are as follows:**
 1. Ensure that all guards are performing their roles correctly/accurately
 2. Provide back-up assistance for first guard
 3. Clear pool, shut down water slide at Milliken/Cornell
 4. Ensure patrons exit water; go into change rooms
 5. Assist in removal and follow up
 6. Ensure emergency phone call has been made
 7. Make sure primary life support is maintained
 8. Designate an individual to meet ambulance
 9. Ensure secondary checks are completed
 10. Ensure accident/incident report is being completed
 11. Isolate witnesses if possible and get them to write out a detailed report
 12. Liaise with cashier and provide public education, distribute swim passes
 13. Use the emergency contact #s posted in the pool office to contact a full time staff member.
 14. Have staff individually complete a detailed witness statement

15. Complete a detailed witness statement himself/herself

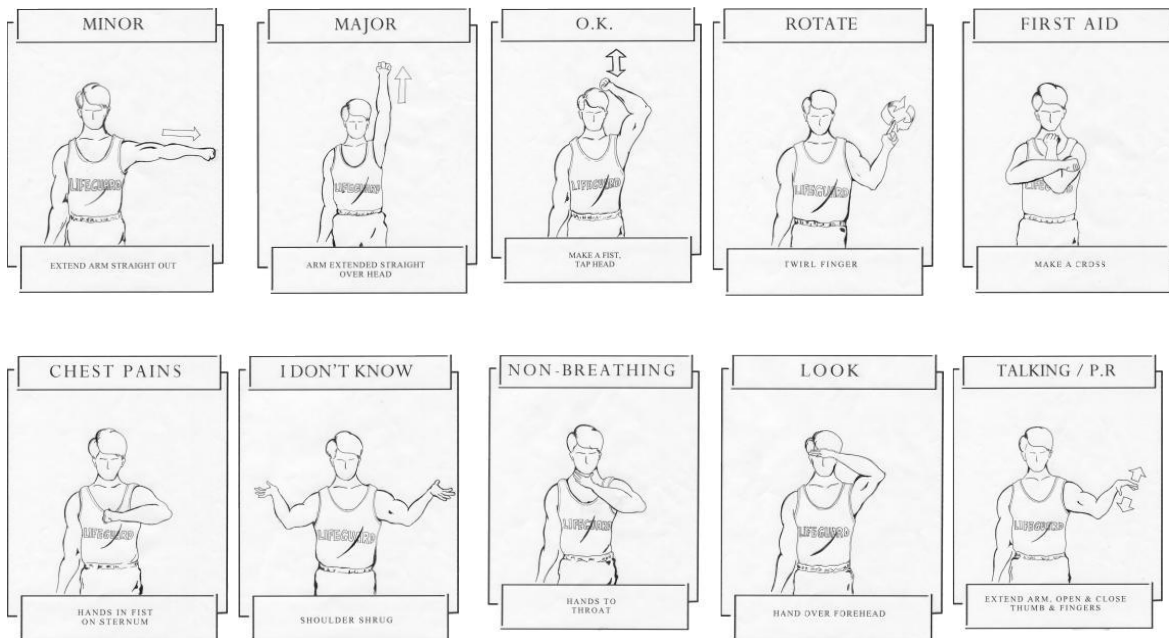
***Note:** do not remove any evidence from incident area - isolate area after the victim has been transported to hospital.

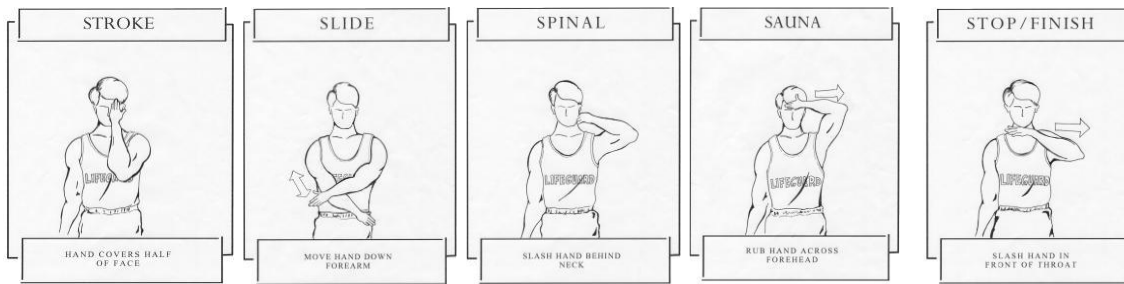
Airway Management/Oxygen Procedures:

- 1) Pulse Oxymeter can be applied on victims for pulse and blood oxygen saturation (SpO₂) readings. This is to be done during the initial victim assessment.
- 2) If oxygen levels are lower than 94% SpO₂, provide supplemental oxygen and monitor levels
- 3) If necessary, begin assembly of unit and determine choice of oxygen delivery device.
- 4) Adjust flow rate and administer oxygen to victim.
- 5) If AED is to be applied, ensure oxygen is clear of area before delivering shock.
- 6) Ensure victim's vitals are monitored and documented on incident/accident report.
- 7) Once treatment is complete, dispose of *(items)* in bio-hazard waste. *(Items)* are not to be re-used.

Hand Signals

The following hand signals are used while guarding the pool:





Accident/Incident Reporting Procedures

- Accident reports must be filled out when any first aid is given or when any situation occurs. Fill out every section applicable on the form in ink.
- Always remember the following when filling in forms:

Incidents/Thefts

- Gather as much information from the victim as possible, including items stolen, cost of items, etc
- Any item worth over \$100, let the patron know they may contact the police

First Aid/Rescue

- At least 2 sets of Vitals must be taken and recorded.
- If victim refuses treatment, they must sign in the applicable area.
- Parents / Guardians must sign if victim is under 16 years old.
- Do not release the form to anyone other than the aquatic coordinator – if the public want a copy of the form they will need to file a formal request.
- Completed forms must be signed by the attending lifeguard.
- Be specific in the details of the accident report. Include information such as the **lifeguard jumping in the water**, etc.

Detailed Witness Statement (to be filled out by the staff)

Staff are not to discuss situation among themselves until each staff has made an individual statement. Staff are to sit down and make notes and record all information with details:

- time of incident
- number of patrons in pool
- number of guards on and who they were, where they were, rotation info
- location of incident
- what swim program did incident occur during and what was the condition
- what was your role in the accident? What were the roles of the other guards?
- What was the victim doing?
- What were the behaviours and distribution of swimmers?

- What time did the victim arrive at the pool?
- Was the victim a regular patron?
- Did you come into contact with the victim prior to the accident?
- When did your shift start?
- What was the victim's medical history?
- Was a secondary survey done?
- Was medication or food taken that day?
- What was the victim wearing?
- What was done with the victim's personal effects?
- Did the victim have any assistive aids? (cane, walker)
- What communication signals did you give or witness?
- What were your specific detailed actions during the rescue?
- Did you talk to anyone? What did you say? What did they say?
- What equipment did you use?
- What equipment did others use?
- Was CPR performed? If so, by who?
- Was AED performed? If so, by who?
- When was EMS called? What phone was used? What questions were asked?
- Was someone assigned to meet EMS? If so, where?
- When did EMS arrive?
- Was there any change to the victim's condition?
- Who was supervising the patrons?
- Who notified the supervisor?
- When was the cashier notified?
- Was the slide, splash pad, sauna, whirlpool, etc in use?

Emergency Phone Procedures (EMS)

- The Emergency Telephone is directly connected to EMS.
- To make an EMS phone call, pick up the phone.
- When it is answered by a dispatcher, give them the following information:
 1. Your name
 2. Facility Name
 3. Facility Location
 4. Call back phone number
 5. # of victims

6. Condition of victim:

1. Conscious/unconscious
2. Breathing/non-breathing
3. Pulse/pulse less
4. Explain any other injury (i.e.: spinal, broken bone, diabetic, etc.)

7. Where the staff will meet the ambulance

8. Do they require any other information/repetition of information

9. What are you doing for the victim

Focal Point and equipment

- The focal point is the location in the facility where emergency equipment and first aid supplies are located for easy access.
- Use of a focal point allows the 3rd/4th guard time to ask the 1st/2nd guard the nature of the incident and move to the focal point to set up the equipment.
- Focal Point Equipment includes stocked First Aid Kit and Spinal Board
- The focal points are located as follows:

Pan AM Pool: Located on the South side of the pool, near the hallway entrance to the pool

Missing Persons Procedures

1. In the event of a missing person, the first staff to be notified will ask for a picture (when possible) and will collect a complete description of the child including:

- name / age / gender / height / weight / hair colour
- what he / she was wearing
- last know location in the building
- any distinctive features, or other pertinent information

2. Staff will then “page” full-time maintenance staff speaking slowly and clearly: **“Attention all Staff - We have a missing person in the building. Please initiate Missing person Procedures. ”**

Follow with a brief description of the missing person.

a) The first staff to respond via radio will become the “contact person” for the process (unless otherwise specified). When paging is available, the “contact person” will page the entire building asking for the person by name to come to the front desk. When paging is not available, communication will be by radio. The “contact person” will stay with the patron that declared the missing person and will not leave them until the person is returned and the Missing Person Notice has been cancelled.

b) All areas (Pool / Fitness / Program Rooms / Library) will clear their areas as per their procedures and report in to the “Contact person” that their area is clear. (Please see below for detailed instruction).

3. The contact person will direct facility staff by name (via radio) to go to the exterior entrances. (Including hospital access at Cornell). Staff will confirm which exit they are at and maintain the best visual location of the entrance. Staff may only leave that location if relieved of the “post” by another staff. At Cornell, staff will also be directed to notify hospital security and parking enforcement.
4. The contact person will then release the description of the missing person to all staff. It is important that staff remain calm and do not panic.
5. The “contact person” will then direct as many additional employees as possible to “sweep” each room including basement, stairwells, storage rooms, and public washrooms proceeding from one end of the building to another, locking or “securing” rooms in accordance with fire regulations as each one is checked. The “contact person” will also ask two staff to go to the parking garage (Cornell, Centennial) and perform a sweep with one staff stationed at the ground level of the parking garage, the second will proceed upward through the garage walking along each level. Whenever possible, two staff should also be asked to walk the exterior perimeter of the building (in opposite directions). (As many staff as possible should be carrying a radio at this point.)
6. If the person is found alone staff may: escort the person back to the parent or guardian with permission of the child, or notify the contact person of their location and stay with the person until the caregiver / parent or support person arrives.
7. Should the person be missing for more than 10 minutes, encourage patron to call the police and make a report. Staff will not prevent a caregiver / parent or support person from calling the police at any time. Staff at the entrances will be notified when the police have been contacted and to await their arrival.
 - As soon as the person is found the full-time “contact person” will let all staff know when the emergency has ended by stating on the radio or by page “**Attention all Staff – Missing Person has been found – Alert Cancelled .**” Repeat once more and ask that all staff check in to say they have heard you.

NOTES:

- An incident report must be filled in for any Missing Person.
- The Community Manager must be notified as soon as possible.
- Check the change room(s), equipment room, viewing areas, sauna, whirlpools and slide.
- It is CRITICAL that you ensure the missing person is NOT in the water.

Procedures for Handling the Media

- As per procedure PR.02.06 (Media Relations):
- All comments relating to City business are to come from council members unless otherwise directed by the Mayor and Council. Refer the media to Corporate Communications. Their contact number is: 905-415-7548.

Signs and Symptoms of First Aid Injuries

- A complete list of signs and symptoms and the appropriate first aid treatment can be found in the Canadian first aid manual stored in each first aid kit.
- Some common signs and symptoms and treatment include:

Cross Contamination

- In first aid training and delivery, the risk of acquiring communicable diseases such as Hepatitis B, flu strains, or common colds is only slightly greater than in everyday activities if proper precautions are taken.
- In performing rescue breathing or first aid treatment lifeguards should exercise caution utilize the following PPE.
- Gloves
- Pocket Mask
- After performing first aid, all staff are to wash their hands thoroughly. All used first aid supplies must be disposed of in the biohazard containers provided.

Automated External Defibrillation (AED)

- AED units are to be used on all unconscious non-breathing persons.
- Should there be excessive moisture move the person from freestanding water to a dry area (the person may be placed on a spinal board to accomplish this).
- Be sure to dry both the person and yourself to increase the effectiveness of the shock.

Airway Management/Oxygen Use

- Providing oxygen to a victim is useful to promote recovery. Persons who receive oxygen may find it easier to breathe; it can reduce pain, return skin to a normal colour, reduce a rapid pulse rate and improve the level of consciousness.
- Oxygen is not to be used on a person suspected of hyperventilating.
- Oropharyngeal airways are to be used by staff that have a current airway management certification and have maintained their skill.
- Opening and maintaining the airway using the heel-tilt/chin lift is an acceptable alternative.

Oxygen Device	Common Flow Rate
Nasal Cannula	1-4 litres per minute
Simple Face Mask	10-15 litres per minute
Pocket Mask	
Bag Valve Mask	

Dispensing Medication Policy

- As per policy PO.09.01 (Dispensing Medications Policy) A City of Markham employee will not administer medication to a participant, with the exception of the EpiPen.

Epipen Use

In all cases when an Epi Pen has been administered intentionally or by accident, 911 must be called and an ambulance must take the child to hospital for observation and or further medical attention.

Non-Aquatic Emergency Procedures

Facility Evacuation

- In the event that the fire alarm sounds or an emergency evacuation is required, prompt action is required for the safe and orderly evacuation of patrons.
- Following is a listing of areas and the individual in charge (or designate). Also listed are the actions required of this individual (s).

FACILITY FIRE OFFICER Facility Coordinator or Designate

- Will oversee evacuation of facility.
- Will attempt to assess seriousness of the situation (direct to pool whether to evacuate).
- Will attend to building/equipment needs.
- Will liaise with emergency services personnel.
- Will file a detailed report of the incident afterwards.

POOL AREA Aquatic Coordinator or Designate

Upon hearing fire alarm:

- Staff should immediately begin their facility appropriate, evacuation procedures all lifeguards must immediately clear their pool and surrounding change rooms onto the deck. All patrons must then be directed out through the designated emergency exits and towards their designated safe spot. The designated safe spot is listed below.
- All pools are single stage evacuation procedures except for Pan Am.
 - Pan Am will hold in their secure locations until otherwise notified or the second stage fire alarm goes off
- If you have time, Lock all change rooms access doors and those that lead to the pool deck, (except the men's change room to deck at Thornlea). Angus Glen Change room gates will drop automatically.
- Ensure that pool control desk attendant has secured that area.
- Ensure that "Special Needs" patrons are provided adequate assistance.
- If evacuation is required, commence in a safe and orderly manner and remember to take the evacuation kit with you, when possible.
- When patrons are cleared, assign another staff member to prevent patron entry to facility, and proceed to appropriate entrance to facility for further instruction.
- Cashiers close the wickets and lock the cash.

- Assign one staff person to stay with the group outside in case of a First Aid Emergency and to act as a liaison with the Fire Department and / Facility Designate.

Make note of your facility specific evacuation procedures, including storage of emergency blankets and keys for off-site locations.

Pan Am: Evacuation kit kept in guard office. Evacuate to the south parking lot – at least 150 metres away from building.

Power Failure

- In the event that a power failure occurs in the facility, please take the following actions:
 1. Once the lights go out, blow one long whistle blast and clear the entire pool area. Have patrons sit on deck until the power is returned the facility is officially closed
 2. Have lifeguard walk around the pool deck with a flashlight, checking underwater to ensure the pools have all been cleared.
 3. Have guards check the change room(s) to ensure that patrons are safe and informed of the situation. It is best that guards work in pairs in this instance if possible. Failing that, have a back-up system (i.e., if you are not back within one minute, I will back you up).
 4. Consult with facility operators if power does not return within ten (10) minutes. Patrons cannot use facility until power returns as lights, filter and chemical systems will not be operating.
 5. If facility is closed ensure the safety of patrons in change room(s). Please make sure ALL patrons have left the pool deck. Keep a staff member on the deck to ensure that patrons do not return to the deck.
 6. Cashier will prevent new patrons from entering the facility.

Emergency Stop Button/Filter Shut off Switches

- Emergency stop buttons/filter shut off switches are located in the pool office at each location (except at Morgan where it is in the Filter room and Milliken Mills and the Pan Am Centre, which are on the deck by the Spa and Mechanical room door and the focal point for Pan Am).
- The emergency stop button is to be pressed in the following situations:
 - ☒ Pool Fouling
 - ☒ Bather Entanglement
 - ☒ Major emergency

Gas Leak

1. The fire alarm should be set off and the fire department notified of the situation.
2. In an orderly manner, evacuate the facility through non-contaminated exits checking isolated areas such as washrooms, change rooms, etc.
3. If anyone has been exposed to the gases, an ambulance is to be called.

4. Someone is to be stationed outside the main entrance to the facility to advise emergency personnel of the situation upon their arrival.
5. DO NOT comment to the media.
6. Reopen the facility when your supervisor and the fire department confirm that the problem is resolved.
7. Document all facts relating to the situation.
8. Meet with staff to discuss the incident and review their performance during the incident. Also discuss any concerns.

Safety Information for Competitors, Officials, and Spectators

Canadian Pool Lifesaving Championships

June 1 & 2, 2019

City of Markham

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 City of Markham 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 indicates an emergency; one short whistle blast is used for competitor's or other lifeguard'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 east and west ends of the pool.
14. The water temperature is usually kept between 79-80 degrees. Please check the posting on race day.