



LIFESAVING SOCIETY

*The Lifeguarding Experts*

**Ontario Lifesaving Championships – Waterfronts**  
**Aug 17-19, 2023**  
**Town of Saugeen Shores**  
**Port Elgin Main Beach & Southampton Main Beach**

**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.

## **Events Overview**

### **2023 ONTARIO JUNIOR LIFESAVING CHAMPIONSHIPS – WATERFRONT SCHEDULE**

<b>Thursday August 17, 2023 – Port Elgin Beach – Senior/Masters</b>	
12:00 pm Set-up	3:15 pm Officials Meeting
<b>Events start at 4:00 pm</b>	
<b>Male Event</b>	<b>Female Event</b>
Oceanman (P-F)	Oceanwoman (P-F)
Ocean Relay (P-F)	
<b>Friday, August 18, 2023 – Port Elgin Beach – Senior/Masters/Juniors</b>	
7:15 am Officials Meeting	7:45 am Opening Ceremonies
<b>Events start at 8:00 am (2 water courses)</b>	
<b>Junior</b>	<b>Senior/Masters</b>
Junior Iron Guard (P-F)	Surf Ski Race (P-F)
Board Race (P-F)	Surf Race (P-F)
Surf Race (P-F)	Board Race (P-F)
Junior Iron Guard Relay (P-F)	Board Rescue (P-F)
Board Relay (P-F)	Rescue Tube Rescue Relay (P-F)
<i>*Awards will be presented at the mid-day lunch break and end of day</i>	
<b>Saturday, August 19, 2023 – Southampton Beach – Senior/Masters/Juniors</b>	
7:15 am Officials Meeting	
<b>Events start at 8:00 am</b>	
<b>Junior/Masters</b>	<b>Seniors</b>
Beach Run (P-F)	Beach Run (P-F)
Beach Flags (P-F)	Beach Sprint (P-F)
Beach Sprint (P-F)	Beach Relay (P-F)
Beach Relay (P-F)	Beach Flags (P-F)
<i>*Awards will be presented at the mid-day lunch break and end of day</i>	

## **2023 ONTARIO SENIOR LIFESAVING CHAMPIONSHIP – WATERFRONT SCHEDULE**

<b>Thursday August 17, 2023 – Port Elgin Beach – Senior/Masters</b>	
12:00 pm Set-up	3:15 pm Officials Meeting
<b>Events start at 4:00 pm</b>	
<b>Male Event</b>	<b>Female Event</b>
Oceanman (P-F)	Oceanwoman (P-F)
Ocean Relay (P-F)	
<b>Friday, August 18, 2023 – Port Elgin Beach – Senior/Masters/Juniors</b>	
7:15 am Officials Meeting	7:45 am Opening Ceremonies
<b>Events start at 8:00 am (2 water courses)</b>	
<b>Junior</b>	<b>Senior/Masters</b>
Junior Iron Guard (P-F)	Surf Ski Race (P-F)
Board Race (P-F)	Surf Race (P-F)
Surf Race (P-F)	Board Race (P-F)
Junior Iron Guard Relay (P-F)	Board Rescue (P-F)
Board Relay (P-F)	Rescue Tube Rescue Relay (P-F)
<i>*Awards will be presented at the mid-day lunch break and end of day</i>	
<b>Saturday, August 19, 2023 – Southampton Beach – Senior/Masters/Juniors</b>	
7:15 am Officials Meeting	
<b>Events start at 8:00 am</b>	
<b>Junior/Masters</b>	<b>Seniors</b>
Beach Run (P-F)	Beach Run - (P-F)
Beach Flags (P-F)	Beach Sprint (P-F)
Beach Sprint (P-F)	Beach Relay (P-F)
Beach Relay (P-F)	Beach Flags (P-F)
<i>*Awards will be presented at the mid-day lunch break and end of day</i>	

## **Event Location**

### **Water Courses:**

Town of Saugeen Shores – Main Beach  
100 Green Street  
Port Elgin, ON

Meet Manager Roger Graham cell phone TBC

### **Beach Courses:**

Town of Saugeen Shores – Southampton Chantry View Beach  
49 High Street  
Southampton, ON

Meet Manager Roger Graham cell phone TBC

## **Event Organizer & Key Contacts**

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

Meet Manager	Roger Graham
Chief Referee	Cynthia Cakebread
Deputy Referee	Edmund Chan and Bruce Hollowell
Sectional Referee	Shanna Reid
Sectional Referee	Hugo Rodrigues
Safety Officer	TBD
Host Representative	Michael Hundt
Lifesaving Society Representative	Perry Smith

## Response Personnel

Personnel Overview	# Lifesaving Society Radios	Name	# Yellow Rescue Radios
Safety Officer	1 – Radio Access	TBC	1 – Yellow Radio
Water Course: Fire Rescue Boat	1 – Radio Access	TBC	1 – Yellow Radio
Head Guard	1 – Radio Access	Saugeen Shores	1 – Yellow Radio
Lifeguards		2 – on water 2 – Public beach	2 – Yellow Radio
Meet Manager	1 – Radio Access	Roger Graham	1 – Yellow Radio

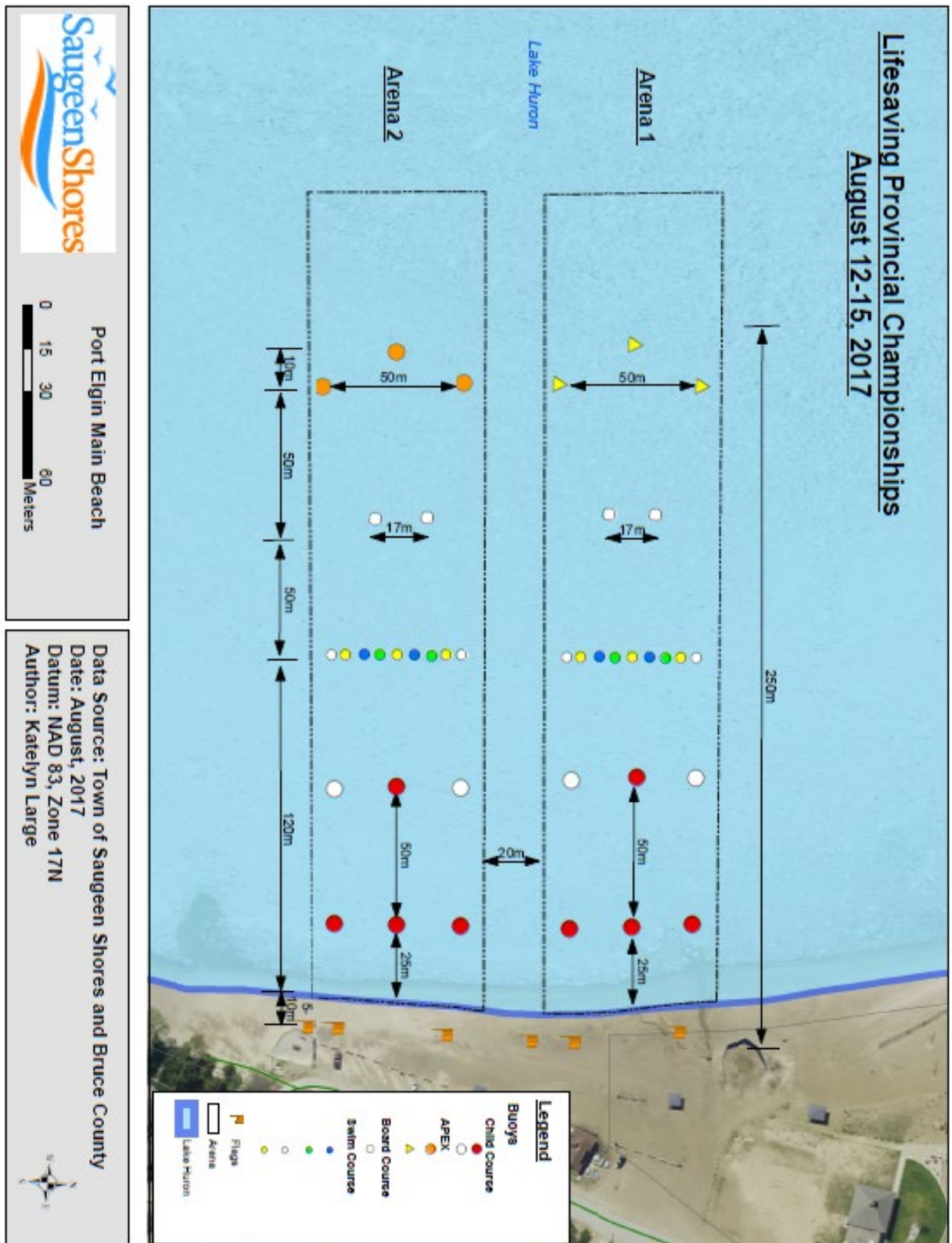
## Command Centre

The Safety Officer with Head Lifeguard(s) will coordinate all emergency response, including activating EMS if necessary. The Command Centre serves as the first aid location for injured competitors. The Command Centre will be equipped with first aid kits and emergency equipment as well as a reliable method for contacting EMS.

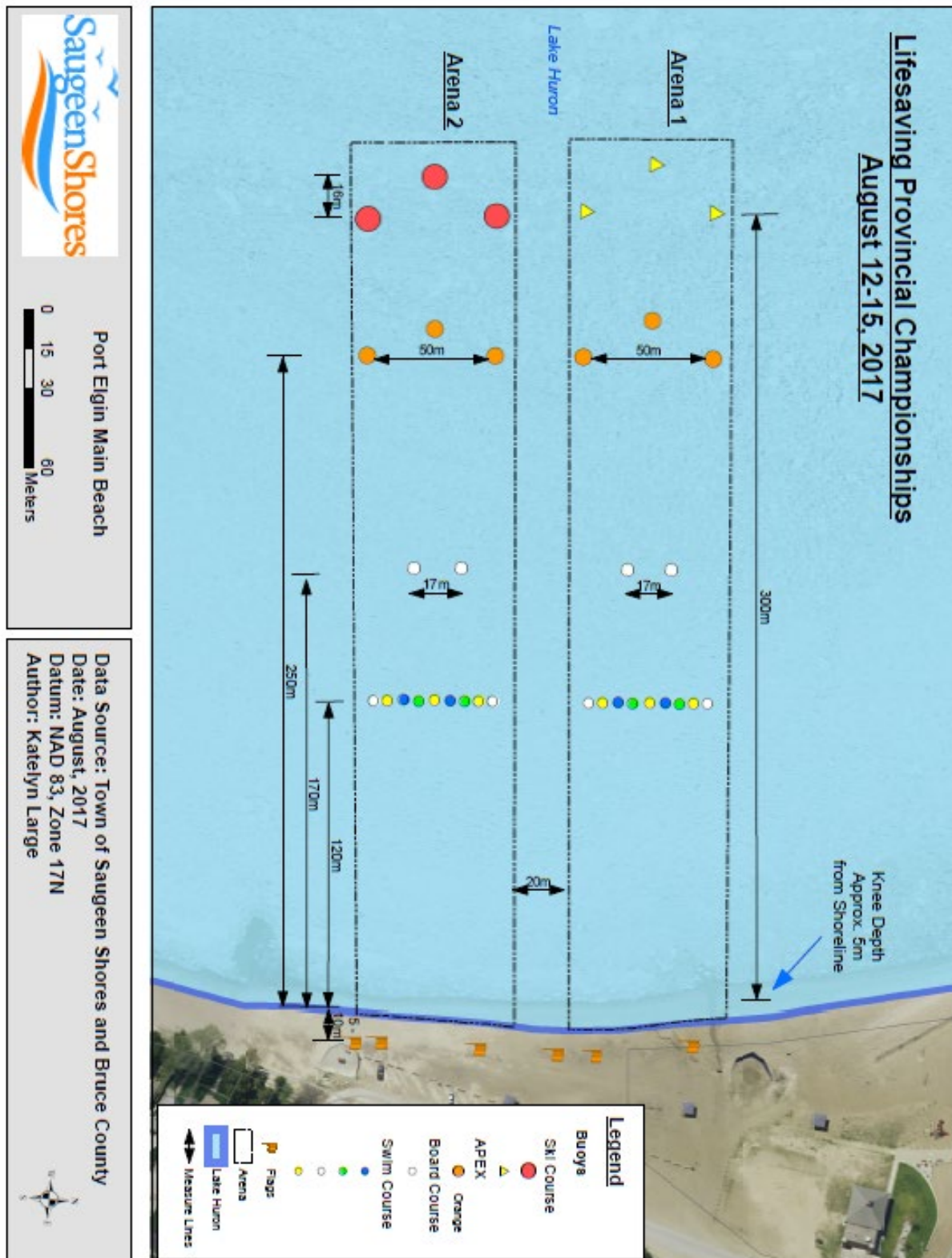
The Command Centre for **Port Elgin Main Beach** will be clearly identified with easy access to athletes and event arena.

The Command Centre for **Southampton Chantry View Beach** will be clearly identified with easy access to athletes and event arena. Will be with the scoring tent.

**Diagram – Port Elgin Water Courses: Junior/Masters**



## Diagram – Port Elgin Water Courses: Seniors





## **Equipment & Resources**

<b>EQUIPMENT</b>	<b>Port Elgin Main Beach</b>	<b>Command Centre</b>
<b>Emergency Telephone</b>	Carried by Meet Manager	Designated Cell phone Located in the First Aid Tent
<b>Major First Aid Kit</b>	Located in the First Aid Tent	Located in the First Aid Tent
<b>Additional First Aid Kits</b>	Located on course	
<b>Fanny Packs</b>	Located on each Lifeguard	
<b>Spine board</b>	Located in the First Aid Tent	
<b>Oxygen</b>		Located in the First Aid Tent
<b>AED</b>		Located in the First Aid Tent

## **Lifeguard Procedure Statement**

### **Port Elgin Main Beach, Southampton Lifesaving Waterfronts Championships 2019**

**Purpose:** To ensure that the Ontario Waterfront Championships are sufficiently supervised and lifeguarded for the duration of the Competition.

Method: Pre Staff Summer training: All individuals do beach emergency procedures on the beach. Ongoing staff training for Summer staff 2019

### **Safety Craft**

- 1 IRB 40 hp; personed by fire trained personnel
- 1 PWC; personed by pwc emergency trained & lifeguard

### **Guarding & Craft**

- 1 IRB 5 hp: personed by pwc trained
- 1 guard on land on each course
- 1 guard on each course – paddleboard or other craft

### **Safety Tent**

Located in an appropriate location that is accessible. It will be personed during the event by a lifeguard. All required equipment will be located in this location.

### **Additional Safety**

- Fire Boat on the water at all water venues (Port Elgin Main Beach)
- Ambulance on site at various times



## **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 deems it safe.

### **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.

- All Lifeguards will be in a Yellow and Red Lifeguard singlet and Red Shorts (where appropriate)

### **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 and will be in a Yellow and Red Lifeguard singlet and Red Shorts (where appropriate)

*(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	Roger Graham
Portable radio 402	Chief Referee	Cynthia Cakebread
Portable radio 403	Deputy Referee	Bruce Hollowell
Portable radio 404	Deputy Referee	Edmund Chan
Portable radio 405	Sectional Referee	Hugo Rodrigues
Portable radio 406	Sectional Referee	Shanna Reid
Portable radio 407	Safety Officer	TBD
Portable radio 408	Host Representative	Michael Hundt
Portable radio 409	Fire Rescue Boat	TBC
Portable radio 410	Clerk of Course/Marshalling Tent	TBC
Portable radio 411	Administrative/scoring centre	Perry Smith
Portable radio 412	Equipment Crew Chief	Paul Stone

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

### **Chain of Command:**

In the event of an emergency Dial 911

*You must notify 1 of the following: Direct contact must be made:*

**Michael Hundt**, Aquatic Supervisor (cell: 519-372-6803) – Also Coach & Equipment for these events

**Jayne Jagelewski**, Director (cell: 519-386-0758)

**Roger Graham**, Meet Manager (cell: TBC)

## **Emergency Response Plan**

*(Saugeen Shores Staff Manual – Spring 2018)*

### ***Whistles/Air Horn***

Whistles should be kept to a minimum and when whistles are blown they should be loud and distinct. Staff will be provided a whistle as part of their uniform.

The following whistle signals will be used during swims, lessons or other programs:

- 1 Short blast of whistle is used to get the attention of a Competitor / patron.
- 2 short blasts signals a lifeguard leaving their post. And back up is required.
- 1 long blast will indicate EVACUATION of all swimmers, in the case of an emergency.
- Air Horn may be used for Major EVACUATION in addition
- Continuous blasts on a whistle will indicate competitors exit the water (may be due to weather)

### **8.11 MINOR EMERGENCY PROCEDURES**

Minor situations are those that require the attention of only one guard Staff member. The 1<sup>st</sup> Guard is expected to deal with the situation until resolved, while back-up guard covers their zone. Any minor situations (minor injuries) must be documented on a Minor Report. Any Pull-Outs (DNS) must be documented on a full Accident Report.

#### ***Minor Emergency Procedures***

A minor emergency is defined as a situation not critical to the life of the patron.

- Lifeguard gives the signal by using 2 short whistle blasts.
- All other guards on deck go on ALERT and look to the guard to get further direction, while covering your area.
- The nearest guard goes to the situation. There is no need to clear the pool. All guards in the lifeguard chairs stand and go on Guard ALERT.
- Guards should back each other up and make sure that while the “minor” is in progress that no area of the pool is unattended.
- Office Guard or Head Guard will come out on deck, or if this is not possible a clear may have to be issued to deal with the minor emergency.
- Guards on alert will wait for the signal from the guard treating the emergency to indicate if they require help or not. If no signal given after 15 seconds then it is to be assumed that the guard requires help and the whistle shall be blown to clear the pool.
- If the signal is given that everything is under control then the guards remain on alert.
- After the rescue or first aid has been completed, guards resume their positions.
- Complete an Accident Report as soon as possible and submit it to the Aquatic Supervisor.
- Inform Aquatic Supervisor
- All Accidents are subject to privacy laws and any documentation or information must not be shared

### **8.12 MAJOR EMERGENCY PROCEDURES**

Major situations are those that require the attention of MORE than one guard Staff member, and where a life threatening scenario is occurring.

#### ***General Lifeguard Duties in a Major Emergency***

It is recognized that in a Major emergency the roles and responsibilities may vary as needed. These are general roles and responsibilities and in a Major all these areas need to be covered.

### **1<sup>st</sup> Guard: ACTION GUARD**

Communicates to other guards: 2 short blasts  
Signals Major  
Initiates rescue  
Assists in victim removal  
Primary Assessment  
Commence lifesaving protocol as required  
Vitals  
Collects valuable information from Victim (if possible)

### **Acting Supervisor / Head Guard**

Co-ordinates the rescue  
Ensures all elements are being done  
Assign duties as necessary  
Evaluates the first aid being done

### **2<sup>nd</sup> Guard: BACK UP GUARD**

Back up 1<sup>st</sup> Guard and assists with rescue if needed  
Communicates to all lifeguards  
Assists in victim removal  
Secondary Assessment  
Treatment of any injuries

### **3<sup>rd</sup> Guard: GO FOR GUARD**

Clears pool and gets people in the change room  
Initiates 911  
Get equipment that is needed for the First Aid treatment  
Designate a person to meet the ambulance at appropriate entrance  
Accident Report  
Assist in treatment of any injuries  
Collects valuable information from Victim's family

- Inform Aquatic Supervisor
- Initiate the Emergency Chain of Command IMMEDIATELY following the incident
- Do NOT talk to the Media
- Any major situations must be documented on a Major Accident Report. The major First Aid kit is located in the front office under the phone.
- All Staff are to remain on site until an initial debriefing can be done by Aquatic Supervisor or Designate.
- Follow up regarding a Critical Incident Stress Management Session is required and will be set up by the Aquatic Supervisor.

## **Major Emergency Procedures**

### **Spinal**

#### **Procedure #1 – Two Person**

##### **a) *Conscious / Breathing***

- Recognize / 2 short whistle blast
- 1<sup>st</sup> Guard slips in and immobilizes
- Check ABC's - Verified
- 2<sup>nd</sup> Guard on alert, and initiates pool clear – 1 long blast
- 2<sup>nd</sup> Guard calls 911
- 2<sup>nd</sup> Guard grabs spinal board and returns to the shallow end wall

- 1<sup>st</sup> or 2<sup>nd</sup> Guard directs bystanders
- Bystanders: patron control, grab First Aid kit, reports, blankets
- 2<sup>nd</sup> Guard slants board in resting position on side of pool and directs 1<sup>st</sup> Guard back
- Victim pushed up on board
- Head change over to trapezius / underarm hold
- Strap chest
- Strap hip
- Re-vice
- Strap head
- Remove
- Strap feet and / or any straps not yet done
- Follow-up: tighten up straps, fill out Report, secondary survey and treat for shock
- Rest and Reassure
- Inform Aquatic Supervisor and initiate the Emergency Chain of Command IMMEDIATELY following the incident
- Do NOT talk to the Media

### **Spinal Procedure #2 – Two Guard +**

#### ***b) Unconscious / Non Breathing***

- ABC's is the PRIORITY
- Recognize / 2 short whistle blast
- 1<sup>st</sup> Guard slips in and immobilizes
- Lack of ABC's communicated to 2<sup>nd</sup> Guard
- ABC's NOT Verified, Communicate to 2<sup>nd</sup> Guard and remove on spine board, strapping chest and head taking care to minimize movement of the head and spine
- 2<sup>nd</sup> Guard initiates pool clear and directs a bystander to call 911 – phone on deck
- 2<sup>nd</sup> Guard grabs AED & Spine board & Major kit

#### **1<sup>st</sup> Guard:**

- Immediately commence C.P.R
- Defib protocol initiated
- 1<sup>st</sup> Guard is in control of the CPR & Defib

#### **2<sup>nd</sup> Guard:**

- Fill out Report, secondary survey, treat for shock
- Ensures crowd control
- Ensures Ambulance is met at the appropriate door

**\*\* The victim/s should be removed as quickly as possible\*\***

**\*\* All Spinals will be removed in the shallow end by the shallow end guard tower by the Emergency Phone\*\***

**\*\* For deep end spinals 2<sup>nd</sup> Guard or 3<sup>rd</sup> Guard must remove the buoy line when in use\*\***

### **CPR Defib Protocol**

See Major Situations Protocol for steps of Rescue and Communication

1. 2 person CPR will be performed
2. The lifeguard that is trained in AED is in charge of the Defib machine
3. Place victim on the spine board to elevate off of the deck
4. Cut any clothing and expose the patients bare chest
5. Dry Chest
6. Remove chains, nitro patches with gloves
7. Turn AED on
8. Follow prompts
9. Place pads on patient's bare chest



10. Clear the patient for Analysis “I’m clear, your clear, we are all clear”
11. Defib will indicate shock or no shock

**If Shock indicated:**

12. Clear the patient for Shock “I’m clear, your clear, we are all clear”
13. Press shock button
14. Resume CPR
15. Listen for Defib prompts

**If No Shock Indicated:**

16. Resume CPR for 2 minutes (5 rounds of CPR) or until Defib prompts
17. Go to Step 8 and repeat

- Designate an individual (Staff or patron) to meet the ambulance at the north entrance of the Pool, main entrance of the School. The entrance for the Ambulance is through the school and down the ramp of the pool lobby.
- Inform Aquatic Supervisor IMMEDIATELY and follow the Chain of Command List.
- Any major situations must be documented on a Major Accident Report. The major First Aid kit is located in the front office under the phone.
- All Staff are to remain on site until an initial debriefing can be done by Aquatic Supervisor or Designate.
- Follow up regarding a Critical Incident Stress Management Session is required and will be set up by the Aquatic Supervisor.

### **8.13 MAJOR EMERGENCY FOLLOW-UP**

In the event of any Major Accident (successful or unsuccessful) the Aquatic Supervisor and / or the Head Lifeguard must initiate the Chain of Command List. If the swim has to be cancelled free passes should be issued to all patrons.

Once the pool has been cleared of the public all Staff should sit quietly and separately write down everything they remember about the accident and what occurred. This should be done IMMEDIATELY before the Staff has talked amongst themselves. Try to include:

- Where all Staff were located
- Who responded first, second, third, and so forth
- Everything they remember about the way the events unfolded
- Approximate times
- Number of patrons in their particular zone
- Everything the Staff did, heard, or saw

This information should be kept with both the Accident and Major Accident Report Sheets. Under no circumstances should Staff attempt to talk to media, family of the victim or any bystander. The Aquatic Supervisor or Designate will make all statements.

All Staff are reminded that whenever an accident is successful or not, the chances are high that they will suffer some sort of Critical Incident Stress. The Aquatic Supervisor will organize a Critical Incident Stress Management Session for all members of the team.

## **SECTION 11 WATERFRONT**

### **11.1 GENERAL**

The Town of Saugeen Shores has many beaches that are very popular during the summer months. Although we do not currently lifeguard these beaches, the Town of Saugeen Shores Centennial Pool

Staff and Saugeen Shores Lifesaving Club have a presence on the beach during the summer months. This presence is through provided programming at the waterfront, lifeguarding events to ensure safety, and SSLC practices occurring on a regular basis. This section will provide the policies to follow in the event of an emergency. The Guide to Waterfronts (Lifesaving Document is referenced in this section), as is the National Lifeguard Open Water manual

### ***Sunsmart***

All Town Staff are encouraged to apply appropriate sun screen and are encouraged to wear a hat, long shirts and sunglasses when their duties require them to be outdoors. This will apply to the following scenarios for Staff, volunteers and participants.

## **11.2 SAUGEEN SHORES LIFESAVING CLUB**

SSLC is known to and is encouraged to practice waterfront and surf events on the Saugeen Shores Beaches. The Main Beach is the main practice spot for this group. It is appropriate for SSLC members to practice on craft when there is no chance of running into members of the public and every precaution must be considered to ensure that the public are not in danger. When SSLC members are practicing they must be with another SSLC member and using the appropriate safety gear. When waves are 1m or higher safety vests must be worn on the craft.

Although we are not directly responsible for the safety of the public while at the beach, it is the understanding that if an issue arises that the lifeguards use this section, the Waterfront Guidelines, and their skills and training to assist within their ability. If it is during a waterfront program where Staff is responsible for registered program participants, it is understood that the program participants are our first priority and that they must be secure and safe prior to additional rescue measures can take place.

## **11.3 PROGRAM EMERGENCY PROCEDURES**

In a beach setting there will always be 2 or more Staff to ensure the safety of the program. The ratios for beach programs are 1 to 6. All Staff will do training in a beach environment to ensure proper protocol is followed. The NL Waterfront Standard will apply.

Rescue Equipment:

When at the beach the following safety equipment must be present for the Staff to use in an emergency:

- Paddleboard(s)
- Rescue Cans
- Spinal Board and Collars
- First Aid Kit
- O2 & Defib
- Mask, Snorkel, Fins
- Drowning Buoy
- Identified Control Centre
- Communication (i.e. radios) Land Line phone identified

### ***Head Counts and Buddy System***

During beach programs, children will be asked to use the buddy system. This will ensure that buddies are always together for further safety. Head Counts will be done by the Programming Staff on a regular basis. The Staff may also call Buddies – to ensure the buddies are in close proximity to each other.

With all beach programming the registered participant must have a minimum swimming ability of 1 length of a recognized stroke and able to tread for 1 min. There are no exceptions.

## **Equipment**

Use of Inflatable Dingy with motor (see SOP-CP-016) When using craft lifeguards and instructors must wear an approved PFD. Only trained and qualified staff will be eligible to use this apparatus.

All staff that will be required to use waterfront rescue equipment must be shown in progression how to use paddle boards / surf skis, kayaks appropriately. They also must be trained how to be safe with the equipment and how to treat the equipment properly. Any deviation from proper use may result in the participant being banned from the equipment.

### **11.4 LIFEGUARDING SPECIAL EVENTS**

It may be asked that the Town of Saugeen Shores provide lifeguards for special events to ensure the safety of the participants. Along with our emergency procedures for pool scenarios this will act as a guide to appropriately identify risks and minimize for safety.

A request in writing must be sent to the Aquatic Supervisor or designate and the EVENT APPLICATION TO LIFEGUARD must be filled out. The request must be verified by the Head of the Department or designate

The requesters must meet a minimum liability and must be fully insured to be eligible for this service.

### **11.5 EVENT MANAGEMENT**

Upon request for lifeguards for a beach event the following will be required:

- Town Approval
- Proof of Insurance
- Audit done on proposed location, filled out and submitted to the Town
- Event Rules and Regulations submitted
- Appropriate fees paid
- NLS Waterfront Lifeguard Status
- The event must be clearly marked and identified
- Safety Plan must be made for each event

There will be no less than 3 lifeguards for beach events and may require more. Considerations for additional Staff will include:

- Size of venue
- Number of anticipated participants
- Risk of activity

(Audit will verify number of lifeguards needed)

The Event will be clearly identified to the public and signage will include that Lifeguards are positioned for event purposes.

Equipment Required: the location and placement of equipment will be identified in the audit

- Paddleboard(s)
- Rescue Cans
- Spinal Board and Collars
- First Aid Kit
- O2 & Defib
- Mask, Snorkel, Fins
- Drowning Buoy
- Identified Control Centre
- Communication (i.e. radios) Land Line phone identified

Other equipment may need to be considered depending on the event i.e. motorized boat.

### **11.6 SCENE MANAGEMENT**

Scene Management includes a lifeguard team's response to the victim(s), incident, bystanders, witnesses, other professional help (paramedics). There will always be a designated Head Guard for the event.

***The First Lifeguard***, after recognizing a situation, is responsible for signaling appropriately and is responsible for the rescue. They will also initiate the primary assessment until other lifeguards arrive and are able to assist. The First Lifeguard will be responsible for victim care and communication. (The First Lifeguard will be in charge of Triage in the event of multiple casualties). The First Lifeguard will be in charge until the Head Lifeguard is able to assume responsibility and take control.

***The Second Lifeguard*** is responsible for relaying the signal appropriately and then supporting the First Lifeguard's treatment efforts. Upon arriving on scene the Second Lifeguard will update the radio call to inform his or her Head Guard of any additional information about the patient. The Second Lifeguard will assist the First Lifeguard with any physical requirements (i.e. carries, CPR, boarding). The Second Lifeguard is then responsible for the Secondary Assessment.

***The Third Lifeguard*** is responsible for crowd control and greeting / directing E.M.S. upon arrival in a general major situation. Particular situations will require the Third Lifeguard to assist the First and Second Lifeguard's treatment effort (i.e. spinals, multiple victims, line searches, dragging); in this case a patron or additional lifeguard will be delegated to meet with E.M.S. The Third Lifeguard may also assist the Second Lifeguard's efforts in the secondary assessment by recording vitals and commencing the appropriate Accident Report.

***Any additional Lifeguards*** will assist in any of the above that is needed; the Head Guard will begin filling out all necessary paperwork. In particular situations the Head Guard will be responsible for providing advanced patient care (oxygen, suction, A.E.D).

#### ***In the case of an event injury / rescue within the EVENT***

The event will be halted and participants will be asked to return to shore and to follow lifeguards instructions

#### ***In the case of an event injury / rescue outside of EVENT***

In any event that may require lifeguards there may be accidents occurring outside the event scope. The event organizers must be made aware that if this occurs the lifeguards will need to respond to the emergency and the event will be halted so that appropriate measures can be carried out. The event participants must be secure first.

## 11.7 OXYGEN PROCEDURES

The Oxygen Kit(s) will be supplied by the Town of Saugeen Shores Fire Department. Head Lifeguard will be trained in the use of oxygen, the maintenance of the kits, the use of airways, and suction.

1. The event tank(s) will be inspected by the Aquatic Supervisor to ensure that a minimum of a full tank be available, with BVM, suction, 4 Re-breathers (2 adult, 2 child), and Barrier Mask
2. The location of the O2 Kit will be in the Command Centre
3. By utilizing the oxygen while providing ventilations through the attachment of tubing between the inlet on the mask and the tank (see chart for appropriate levels)
4. By employing oxygen for all patients suffering from shock or respiratory distress. For these situations the non-rebreather mask should be used with a flow of (see chart for appropriate levels)
5. By understanding how to use the V-vac suction unit in order to ensure a clear airway after a patient has vomited and the lifeguard has already performed a digital sweeping. The proper execution of the V-vac employs a series of maximum fifteen seconds long of suction, while keeping the tip of the device visible at all times.
6. By understanding that the usage of this equipment will constitute a major intervention and appropriate notification and paper work is required.

## 11.7 BEACH ROTATION

Beach rotation will differ slightly depending on the event. For each event an audit will be performed and it will be clearly identified as to the appropriate rotation for the lifeguards.

The lifeguards, prior to the event, will have the opportunity to practice the rotations and become familiar with the protocols outlined for that particular event.

A map will be used for the event and will be clearly identified with the following

- Command Centre location
- First Aid Stations
- Lifeguard Positions and Rotation
- Land Line Phone Connections
- Event Parameters & Signage

### **Purpose:**

To provide a Health and Safety Standard that outlines guidelines on how to use and check the Inflatable dingy to ensure it is safe and functional.

### **Scope:**

All staff who use the Inflatable Boat; Driver and Crew

### **Responsibility:**

Staff members who operate the dingy are responsible for reporting damage and defects noted when inspecting the boat & motor.

The operator & crew of the Inflatable must have Pleasure Craft Operators (PCO) Card.

### Pre-use inspection procedure:

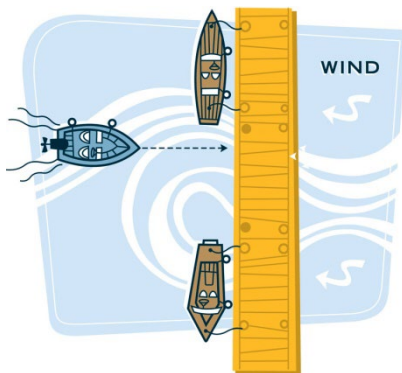
1. You may be required to blow the dingy up, as it may be stored deflated.
2. Use the inflating device to blow up (do not fully inflate)
3. Place the support forms in the boat and then fully inflate
4. Place boat near the water or in the water and properly place motor and gas tank in the back of the boat. Ensure the clamps are on tight and that the gas tank is off to the opposite side of the motor operator – Safe lifting practices are mandatory.
5. Inspect the lines (ropes) looking for knots and fraying – there will be knot in the front line as this will be hand hold for the Crew person in the inflatable
6. Ensure all required safety gear is on board including:
  - a) Bailing container
  - b) Throwing aid and rope
  - c) Whistle or communication device
7. Check the following:
  - a) Fuel level
  - b) Note: when filling there is a gas to oil ratio 50 to 1 and using high octane only
  - c) Propeller
8. Engine starting procedure:
  - a) Engine operator is in the boat the crew is out of the boat stabilizing the craft.
  - b) The boat will be in a position as to ensure the propeller is in the water. This will therefore put the front support crew in deeper water.
  - c) Start the engine – pull and put to idle
  - d) When engine crew gives the signal the support crew jumps into the boat
  - e) Balancing out the sides and providing the support for plane.

### Use In waves:

1.
  - a) When entering from shore: Time it between sets and gun the motor on the upward crest of the wave the crew will need to lean out to balance the forward action. On the back side of the wave the throttle can be released to ensure a smooth transition.
  - b) When coming into shore: stay with the crest of the wave when possible and ride the wave in. The support crew may find they have to lean back to the stern to ensure the boat stays level.
  - c) Both the driver and the crew must be physically fit to ride in waves, and must have the comfort to ride in waves.

### Docking procedure:

The boat responds very nicely when turning. Use caution when approaching docks and other stationary objects.



When the wind is blowing off the dock, it is recommended to approach bow first at 90 degrees to the dock. Use sufficient speed to maintain steerage and aim for where you want the stern to end up.



When the bow is approximately 1.5 meters from the dock, change your direction of approach to about 45 degrees. Fenders should be in position and mooring lines at the ready.



Centre the helm, shift to reverse, then gently apply throttle while turning towards the dock to draw the stern in



Shift to neutral when stopped. The crew may then throw a line or step to shore to secure the boat. The engine crew stays with the motor always.

## **Evacuation & Transportation Plan**

Evacuation from Town of Saugeen Shores beaches will be provided by emergency services in accordance with local protocols.

LOCATION OF EMERGENCY FACILITIES	<ul style="list-style-type: none"> <li>• Fire Station 60 – 612 Emma Street, Port Elgin</li> <li>• Ambulance (Bruce County Paramedic 29) – 369 Mary St, Wiarton</li> <li>• Police (Saugeen Shores Police Services) – 620 Tomlinson Drive</li> <li>• Hospital (Saugeen Memorial) – 340 High Street, Southampton</li> </ul>
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## **Safety Information for Competitors, Officials, and Spectators**

### **Ontario Lifesaving Championships – Waterfronts**

**Aug 17-19, 2023**

#### **Town of Saugeen Shores**

#### **Port Elgin Main Beach & Southampton Main Beach**

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. All coaches will receive the Emergency Plan in their Team Package.
4. The Town of Saugeen Shores lifeguard staff members are to take control of any situation. Follow their direction.
5. 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.
6. All spectators, coaches, and athletes not participating in the event, must keep clear of marshalling and competition areas.
7. The Command Centre is located in the clearly identified first aid tent or officials' tent. This serves as a first aid location for injured competitors, contacting EMS, and is equipped with emergency response equipment.
8. All competitors must check in with the marshal before their event/race.
9. All competitors must check-in with the Sectional Referee or designate (ie: recorder) after their event/race.
10. If a competitor does not follow the check-in process, officials must notify the Sectional Referee or designate immediately. The competitor may be subject to disqualification.
11. Competitors with medical conditions have identified these to their coach.
12. Whistle/Air Horn procedures
  - 1 Short blast of whistle is used to get the attention of a Competitor / patron.
  - 2 short blasts signals a lifeguard leaving their post. And back up is required.
  - 1 long blast will indicate EVACUATION of all swimmers, in the case of an emergency.
  - 1 long Air Horn blast may be used for Major EVACUATION in addition
  - Continuous blasts on a whistle will indicate competitors exit the water (may be due to weather)
13. The Meet Management Committee may suspend or cancel the event if for any reason they feel there is a danger to competitors. The competition may restart when the Meet Management Committee allows it.
14. If an event/ 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.

15. During a competition the competitor must stop when the Meet Management Committee considers that the state of the competitor's health makes it impossible for them to compete normally or they risk severe effects to their physical condition.
16. A competitor may be removed from an event at any time, if he or she puts themselves or any other competitor in peril or who refuses to comply with the directions of the organization.
17. The water temperature will be posted/Communicated to Coaches each race day.
18. Wet suits will be allowed when the water temperature is 16 C or lower.