



LIFESAVING SOCIETY

The Lifeguarding Experts

Canadian Pool Lifesaving Championships

June 10-11, 2023

City of Windsor

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 June, 2023	
4:00 – 7:00 pm	Training Time
4:00 - 7:00 pm	Registration & Check In
7:00 pm	Key Officials Meeting
Saturday June 10, 2023	
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
2:00 pm	Medal Presentations (Masters)
2:15 pm	Warm-Up
2:45 pm	Officials Briefing
3:30 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)
6:30 pm	Awards Presentation

Event Overview (cont'd)

Sunday June 11, 2023	
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
2:15 pm	Warm-Up
2:45 pm	Officials Briefing
3:30 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)
7:00 pm	Awards Banquet

Event Location

City of Windsor – Windsor International Aquatic & Training Centre
401 Pitt St. West
Windsor, ON N9A 0B2
519-974-2782

Event Organizer & Key Contacts

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

Meet Manager	Hugo Rodrigues
Chief Referee	Shanna Reid
Deputy Referee	Carmen Wong
Deputy Referee	Rebecca Boyd
Event Director	Edmund Chan
Safety Officer	Head Lifeguards
Host Representative	Kenn Little
Lifesaving Society Representative	Guilaine Denis

Response Personnel

Personnel Overview	#	Name
Safety Officer	1	Head Lifeguards
Lifeguards	5	City of Windsor 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.

Equipment & Resources

EMERGENCY TELEPHONE (3)	1. East wall next to family change room 2. South wall near equipment room 3. South wall near exit doors
FIRST AID KIT (2)	1. Guard office 2. Front Desk
SPINE BOARD (2)	1. East wall next to emergency phone 2. West wall beside emergency doors
RING BUOYS (4)	One on each guard chair, two on the east side of the pool, two on the west side of the pool
REACHING POLE (4)	One on each guard chair, two on the east side of the pool, two on the west side of the pool
RESCUE TUBES	Located on pool deck outside of lifeguard office, on wall hooks or Guard Chairs. For Lifeguard Use Only
FLASHLIGHT	Located in the guard office
FIRE EXTINGUISHER	Located at the front desk and throughout the building, outside the change room hallways
FIRE ALARM	One located at each exit door going outside. Meeting place is on the north lawn at the red ribbon sculpture.
AED	Located in the guard office

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 Windsor Emergency Protocol.

Emergency Response Plan

Found at the front desk of the building. All participants will follow building emergency protocols and staff instructions/announcements.

Safety Information for Competitors, Officials, and Spectators

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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 Windsor 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 north and south ends of the pool.
14. The water temperature is usually kept at 79 degrees. Please check the posting on race day.