



LIFESAVING SOCIETY

The Lifeguarding Experts

Ontario Lifeguard Championship

February 17, 2024

Town of Essex – Essex Recreation Complex

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

Saturday February 17th		
10:00 am	Key Officials Meeting	Gym 1 / Stage
10:30 am	Officials Meeting	Gym 1 / Stage
11:00 pm	Lock-Up for First Aid (bring your own lunch)	Blue Room - Basement
11:00-1:30 pm	First Aid	Gym A (double gym)
1:30 pm	Opening Ceremonies	Gym A (double gym)
	Break (verify score sheets ongoing)	Blue Room
1:50 pm	Lock-Up for Water Rescue	Gym A (double gym)
2:00 – 5:00 pm	Water Rescue	Pool
	Break (verify score sheets ongoing)	Blue Room
5:15 pm	Lock-Up for Priority Assessment	Gym A (double gym)
5:30 -7:30 pm	Priority Assessment	Pool
	Break (verify score sheets ongoing)	Blue Room
8:00 pm	Award Presentations	Gym A (double gym)

Event Location

Essex Recreation Complex

242 Talbot St. N.

Essex, ON

519-776-7336 Ext. 1052

Event Organizer & Key Contacts

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

Meet Manager	Connor Marois
Chief Referee	Cynthia Cakebread
Deputy Referee	Sarah Ingleton
Event Director	Ryan Foster
Safety Officer	Head Lifeguard
Host Representative	Sarah Newton
Lifesaving Society Representative	Perry Smith

Response Personnel

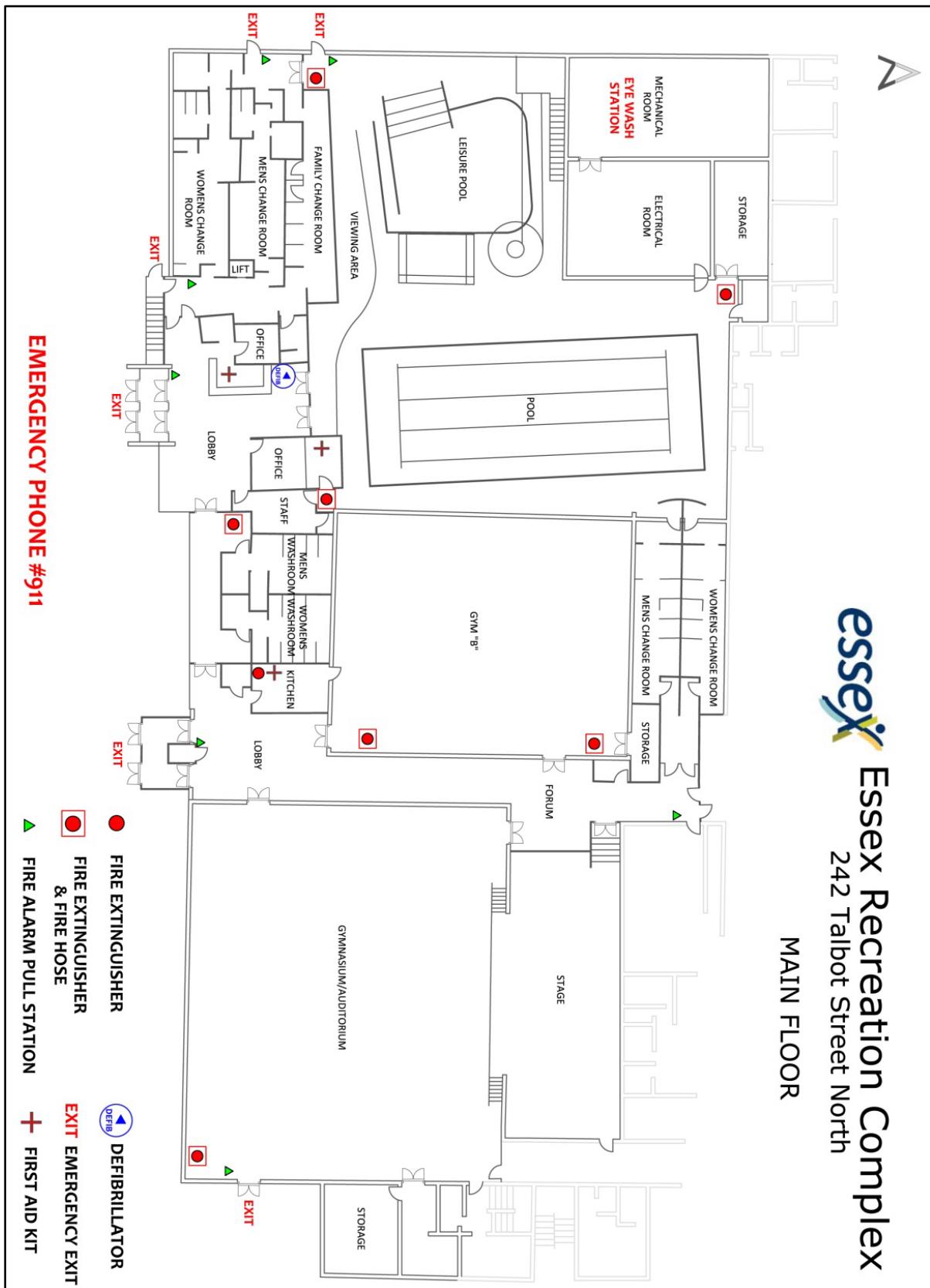
Personnel Overview	#	Name
Safety Officer	1	Head Lifeguard
Lifeguards	6	Town of Essex

Command Centre

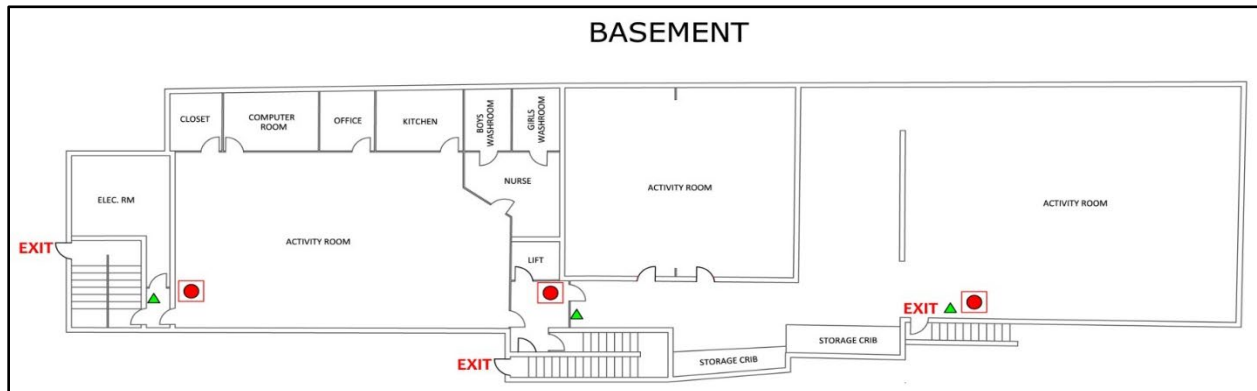
The Command Centre coordinates all emergency response, including activating EMS if necessary, under the direction of the Safety Officer and serves as the first aid location for injured competitors. The Command Centre should be equipped with first aid kits and emergency equipment as well as a reliable method for contacting EMS.

The Command Centre is located in the guard office.

Facility Diagram – Main Floor



Facility Diagram – Basement



Equipment & Resources

EMERGENCY TELEPHONE	Red phone located on wall beside guard office on deck. This is a Bell line and automatically dials 911 Dispatch Walkie to front desk is on a guard at all times and radio's front desk when there is an emergency.
FIRST AID KIT	Located at the front desk & in the Guard office on deck
SPINE BOARD	<ol style="list-style-type: none"> 1. Located next to the lap pool at shallow end near guard office 2. Located next to the leisure pool, under the slide platform
RINGBUOY (2)	Located on the guard chair on the on east side of the lap pool and the chair next to the leisure pool
REACHING POLE (2)	Located along the north wall near the lap pool deep end and the west side wall near the leisure pool
RESCUE TUBES	Each guard has one on their person when guarding, with additional located on pool deck inside the guard office door. Additional Rescue Tubes are stored in the equipment room
FLASHLIGHT (2)	Located in the pool office in the major incident kit in the guard office and at the front desk
FIRE EXTINGUISHER (3)	Located in the unit located next to the guard office, equipment room and public use changerooms on the west side of the facility
FIRE ALARM (3)	<ol style="list-style-type: none"> 1. Located at the emergency exit beside the public changerooms on the west side of the facility. 2. Located at both entrances (Aquatic & Gymnasium) 3. Located at exits from basement stair wells

EYE WASH STATION	Located in chemical storage area east end of pool deck across from the chlorine storage tank
EMERGENCY PUMP SHUT-OFF	Red Button - Located on the wall in the guard office at the back
AED	<ol style="list-style-type: none"> 1. Located next to the front desk beside the viewing gallery doors. 2. Located across from Gym A Northwest doors.

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	Meet Manager
Portable radio 402	Meet Manager Intern
Portable radio 403	Chief Referee
Portable radio 404	Deputy Referee
Portable radio 405	Event Director
Portable radio 406	Event Director
Portable radio 407	Safety Officer
Portable radio 408	Host Representative
Portable radio 409	Lifesaving Society Representative
Portable radio 410	Marshall
Portable radio 411	Administrative/scoring centre
Portable radio 412	Situation Designer

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

Emergency Response Plan

Filter Shut Off Switches

- All pools are equipped with on deck emergency filter shut off switches. When pressed, they emit both a visual and auditory signal (red light and buzzer) that the filters have been stopped. Staff should shut off the filters when an emergency requires it. Contact the facility operator to have the system reset.

Whistle Signals

The Town of Essex has adopted the following whistle signals for use in communicating with other staff and public.

- 1 short whistle blast = guard attention/public attention
- 2 short whistle blasts = lifeguard or instructor alert
- 1 long whistle blast = clear the pool

Emergency Telephone Use

In the event of a life-threatening emergency, dial 911 or 8-911. (Please make yourself familiar with the phone system at the locations where you work).

When placing the call, please indicate the specific services that are required.

Minor Accident

A minor emergency is usually considered to be one that can be dealt with by one lifeguard (the nearest) and does not require EMS activation.

Minor Incident

They may include service complaints, minor building difficulties, lost/stolen items, etc.

Major Accident

A major emergency is usually life threatening and requires the involvement of 2 or more lifeguards.

Minor Accident

During guarded programs:

- Lifeguard signals to team "GUARD ALERT" (2 blasts)
- Adjacent lifeguards move to cover the zone being left vacant and assume lifeguard alert position. Guards on an off-deck rotation rotate on deck to cover position(s) left vacant. If all guards are on duty, and the attending guard cannot adequately cover their area while dealing with the situation, you will be required to clear the pool.
- If the guard-to-patron ratio falls below the stated standard, the pool must be cleared.
- Lifeguard involved administers minor first aid and/or assists victim.
- Lifeguard involved completes accident report. The report must be handed to the Safety Officer and appropriate aquatic staff by the end of the shift.

- Lifeguard refers victim to appropriate location (to parents, send victim home, return to water.)
- Lifeguard returns to position and signals other guards that they are back on duty.

Minor Incident

During guarded programs:

- Assess the situation, and communicate to other guards. If the situation is serious and the bather load requires that all lifeguards are on duty, and you cannot cover your area adequately, you will be required to clear the pool.
- Call for assistance if necessary.
- If the situation will disrupt other patrons, attempt to move to a more private area. Avoid putting yourself in a position where you are alone with the patron.
- Attempt to resolve the situation in a calm, rational and professional manner. If you are unable to solve the problem, provide the patron with the name and facility phone number of the supervisor in charge.
- Complete the required incident/accident report form. Attempt to record the person's name and telephone number.
- If it is a complaint, provide the participant with an appropriate form so that they may record their concern. Ensure that this form gets to the appropriate supervisor.

Major Accident

- Lifeguard nearest the accident signals other guards (2 short whistle blasts).
- Remaining guards move around the pool to cover the rescue guard's area. Guards on an off-deck rotation come on deck to cover position(s) left vacant.
- The first rescue guard notifies the second guard that it is a major emergency. The second guard assists the primary guard. The remaining guards clear the pool. Some of the remaining guard's responsibilities are to arrange for the following items:
 - Notify Emergency Medical Services
 - Retrieve AED (Automatic External Defibrillator) unit
 - Notify the customer service representative staff of the emergency and that EMS will be arriving. Clear the pool and re-route patrons.
 - Locate witnesses and obtain names and information.
 - Gather responsible bystanders to assist the actions of the lifeguards.
 - Complete accident report.
 - Support the rescue efforts of the primary lifeguards.
- Assessment of victim and treatment for injuries must be done at the earliest possible moment. This should include at least 2 sets of vitals to be recorded on the accident report.
- All reports must be given to the Aquatic staff on duty.

After a major accident or incident:

- Contact the Assistant Manager - Aquatics, or Manager – Recreation & Culture,
- All staff involved must individually complete a detailed statement of their involvement. Include an account of actions prior to and actions during the accident/incident. Do not consult with others when writing the report. Hand all reports in to the supervisor after the accident/incident.
- Staff should greet police or EMS personnel at the scene. All guards should be available to speak with police and answer their questions.
- All guards should remain at the facility, until dismissed.
- Do not speak to the media or any other persons except EMS personnel and immediate supervisor. Supervisors will make the decision as to when the pool will re-open.
- Full-time staff will liaise with the hospital or family for a report on the victim.
- If the victim is a staff member, follow appropriate Health and Safety procedures.
- All staff involved will have the opportunity to attend a Critical Incident Stress Management session where circumstances warrant.

Town of Essex Pool Evacuation Procedures

Areas to Evacuate

- Training pool
- Leisure pool
- Lap pool
- Lifeguard Office
- Staff Change rooms & Guard office
- Public Change rooms
- High School Change rooms
- Equipment room
- Basement

Exit Doors

Area	Primary Exit
Training pool	Aquatic main Entrance
Leisure pool	
Lap Pool & Equipment room	
Public Changerooms	
Staff Change rooms & Guard office	
Basement	Clear blue room, use exit at top of stairs
Viewing Gallery	Aquatic main Entrance

Emergency Responsibilities

- Clear patrons to the exit doors.
- Wait for the information from Facility Operators as to whether or not to exit the facility.
- Exit immediately if obvious signs of danger.
- Wait for the all clear from Facility Operators before allowing patrons to return into the facility.

Areas to Evacuate

- Pool.
- Public Change rooms (Male, Female, Universal).
- Equipment storage room.

Exit Doors

- South door from pool/ lobby to parking lot.

Evacuation & Transportation Plan

Evacuation from the Essex Recreation Complex will be provided by local services in accordance with local protocols.

LOCATION OF EMERGENCY FACILITIES	
	Town of Essex
Ambulance	<ul style="list-style-type: none">• Windsor-Essex EMS 911
Fire	<ul style="list-style-type: none">• Essex Fire and Rescue 911
Police	<ul style="list-style-type: none">• OPP 911
Hospital	<ul style="list-style-type: none">• 911

Safety Information for Competitors, Officials, and Spectators

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Town of Essex

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 Town of Essex 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 before and after their event/race.
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 blast indicate an emergency; one short whistle blast is used for competitor's attention.
11. 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.
12. Diving into the water is only permitted from the starting blocks or the deep end wall where the starting blocks are located.
13. The water temperature is usually kept between 82 – 83 degrees. Please check the posting on competition day.