



Pool - Evacuation Plan

When an emergency situation arises, the first priority is to ensure the safety of all staff and patrons. This plan identifies general steps to take when an emergency situation arises. It must be understood that each situation is unique, and that people must use common sense and good judgment in all situations.

There may be multiple reasons to evacuate a building such as a fire, a hazardous spill, a bomb scare or any other potentially dangerous situation. Below is a breakdown of emergency situations and the steps to be followed.

The pool has the following emergency equipment on site:

- AED: Front counter
- Flutter boards: Lifeguards carry these on deck
- Safety Pool Hook: On the west fence
- Lifebuoy: On the west fence
- Spinal Board: First aid room & outside of building on pool deck

A Fire Warden and Alternate are designated to help lead and control an emergency situation. The Fire Warden will be the most senior position on shift. The Alternate Fire Warden will be the next senior position. Those designated shall have first aid training or equivalent as well as fire extinguisher training.

All pool staff must have the following training:

- Recognized lifeguard training
- Aquatic Emergency Care training
- If Aquatic Emergency Care isn't obtained, then Standard First Aid training & CPR Level C

In the event of an evacuation:

1. One long whistle to clear the pool.
2. Staff will open the appropriate gates for exit.
3. All staff and patrons are to proceed immediately to the nearest exit and meet at the muster point at Pembina Place.
4. In the event there are non-ambulatory individuals or individuals with limited mobility in the building, a staff member will assist them out of the building to safety
5. All staff and patrons are to proceed to the Muster Point located at Pembina Place (see attached map).
6. The Fire Warden or Alternate Fire Warden will search the building and washrooms, if safe to do so. Interior doors are to remain open.
7. The Fire Warden or Alternate Fire Warden will designate a person to notify the following with a cell phone or phone inside of Pembina Place.:
 - 911 for emergency services (if necessary).
 - Public Works if assistance is required i.e. traffic control.
 - The Pool Manager if not present, or in their absence, the Assistant Pool Manager
 - The Community Services Manager

8. The Fire Warden or Alternate Fire Warden will be the primary communicator with emergency services. The Fire Warden or Alternate Fire Warden will ensure emergency services are made aware of any areas not searched or the need for possible rescue of individuals.
9. Upon evacuation, the Fire Warden or Alternate Fire Warden will lock the front door to prevent workers and/or the general public from entering the building. Once it is deemed safe to re-enter the building, the Fire Warden or Alternate Fire Warden issues instruction that it is safe to return and will unlock the door.
10. The Fire Warden and Alternate Fire Warden will be identifiable by wearing a high visibility vest.
11. In the event of inclement weather, all staff and visitors will be evacuated to inside Pembina Place at the direction of the Fire Warden or Alternate Fire Warden.
12. In the event an individual (s) are injured, the Fire Warden or Alternate Fire Warden shall assign staff to tend to the injured if it is safe to do so.
13. The Fire Warden or Alternate Fire Warden shall prevent staff and visitors from re-entering the building.
14. Patrons of the facility should not leave the muster point until all persons from the facility are accounted for.
15. Once evacuation is complete, fill out appropriate reporting forms.

Transportation of Injured Workers

Transportation of injured workers will depend on the nature of the injury. If injuries are minor and they do not warrant transportation by ambulance, a staff member will transport the individual to hospital and wait with them until treatment is complete or until a family member arrives. Any worker with a serious or life-threatening injury will be administered first aid and kept as comfortable as possible until they can be transported to an appropriate medical facility by ground or air ambulance.

Fire

1. Follow evacuation procedures.
2. If safe to do so and staff have been trained to use a fire extinguisher, staff can attempt to control and eliminate the fire. Fire extinguishers are located:
 - At the main entrance desk
 - In the staff trailer

In the event of a Tornado, Severe Storm or Earthquake

1. Proceed to the nearest safe location in the center of the building, the women's change room, and wait there until the Fire Warden or Alternate Fire Warden identifies that it is either safe to return or that staff must evacuate the facility.
2. All staff are to assist individuals with limited mobility to the nearest safe location.
3. Keep away from windows, doors, exterior walls and overhead light fixtures.
4. If there is no time, take shelter under tables or desks.

Bomb Threat

1. Follow evacuation procedures.
2. Do not touch the suspicious package and ensure patrons cannot either.



Power Outage

1. Clear patrons from the facility.
2. Determine if the power outage is town wide or facility specific.
3. If facility specific, contact the Community Services Manager.
4. Secure the facility by locking doors and ensuring there are no patrons left in the facility.

Shelter in Place

Shelter in place is the practice of going or remaining indoors during the release of an airborne hazardous material, as opposed to evacuating the area.

Why shelter in place is a good defense: Shelter in Place has been shown to be a safe response to a hazardous material release of three hours or less. Buildings slow down the movement of air and any hazardous material that does enter is weakened when it mixes with the indoor air.

The likelihood of such an event while slim would most likely occur in the event of a train derailment or tanker overturn or an industrial release of a hazardous material.

Things to do to shelter in place:

1. **REMAIN CALM.**
2. Go indoors and stay there
3. Close all outside doors and every door inside the building
4. Close all windows
5. Do not use bathroom vents or kitchen vents
6. Set thermostats so air conditioners, furnaces and hot water heaters will not come on
7. Shelter in an inside room away from windows and doors if possible
8. Do not leave the building until told to do so by Emergency Services
9. Use the telephone only for emergency purposes; as you may tie up the phone lines
10. Stay tuned to local television or radio for information

Lock Down

“Hold and Secure” should be used when it is desirable to secure the facility due to an ongoing situation outside and not related to the Pool (e.g., a bank robbery occurs nearby). In this situation, the Pool will evacuate patrons to the change rooms to stay until it is safe to either re-enter the pool or exit the building.

“Lockdown” should only be used when there is a major incident or threat of violence within the Pool or other Town facilities.

If a lockdown occurs, secure an area as follows:

1. Move immediately to the nearest room you feel is safe with as many people as possible
2. The Fire Warden or Alternate Fire Wardens or designates in their absence will search the building and washrooms, if safe to do so
3. Lock and barricade the door

4. Turn off the lights or maintain minimal lighting
5. Keep back from windows and doors
6. Lie flat on the floor or take cover out of sight
7. Turn cell phones on silent mode, only use a cell phone to report injured people
8. Keep calm and quiet
9. Stay in the room until police arrive. It may be several hours before you can be safely evacuated.

When contacting authorities, report the following:

1. Your specific location, building name and office / room number
2. The number of people at your specific location;
3. If there are injuries, the number and types of injuries; and
4. If you have seen an assailant or identified a threat:
 - Location and number of suspects
 - Direction of travel
 - Their clothing and description
 - Their identity if known
 - Any weapons or accessories (ex. backpack)
 - Any unusual or threatening sounds (ex. gunfire or explosion)

What if fire alarm sounds?

- DO NOT respond normally as a fire alarm during a lockdown may be a ploy by an armed intruder.
- Remain calm in your lockdown secure area, if safe to do so.
- In Case of Fire, follow Fire/Evacuation procedures.

Chemical Exposure

1. Consult appropriate SDS.
2. Follow suggested First Aid measures. Use the supplies in the first aid room as well as the eye wash station located in the mechanical room.
3. Instruct staff or patron to see a doctor if necessary.
4. Report the incident to the Pool Manager, Community Services Manager, and if necessary, the OH&S Coordinator.
5. Complete an incident report.

Missing Person

1. Gather a description of the missing person and location and time of the last known whereabouts.
2. Alert all staff of the situation.
3. One long whistle to clear the pool.
 - a. Instruct swimmers to sit on the edge of the swimming pool.
4. One guard is to maintain supervision of pool patrons while all other staff search for the missing person in the following order:
 - In the pool: scan the bottom of the pool.
 - On the deck: check the deck area and grass areas inside the fence and behind the employee trailer, paying special attention to the areas not easily visible.



- In the change rooms: Check both the change rooms and in all stalls and showers.
- In all staff areas: check the first aid room, mechanical room, office, employee trailer, sheds and old C/2 room.
- Check the area immediately outside the pool building: walk around the fence and building.
- Conduct a broad search: playground, campground, parking lot, family vehicle, and Skateboard Park.

NOTE: if there are not enough staff available to maintain supervision and conduct the search, then evacuate the facility and focus all attention on finding the missing person.

5. If search efforts fail, attempt to acquire contact information for missing person.
6. Once all previously listed steps have been completed and the person is still missing, contact:
 - 911 for RCMP and fire department
 - Pool Manager if not on duty
 - Community Services Manager
7. Complete an incident report.

Spinal Injury

1. In the event a spinal cord injury occurs, clear the pool with one long whistle.
2. Lifeguard 3 or a bystander calls 911 for an ambulance and provide crowd control.
3. Lifeguard 1 uses a slip in entry into the pool and immobilizes the head and neck and assess the ABC's (airway, breathing, circulation).
4. Lifeguard 2 gets the spine board, uses a slip in entry into the pool and helps immobilize the injured person.
5. Check for breathing and a pulse.
6. If stable:
 - Move the injured to the shallow end of the pool if possible.
 - Stabilize the injured to the spine board.
 - Monitor the ABC's.
 - Remove the injured from the pool.
 - Wait for the EMS to arrive.
7. If there is no breathing and has a pulse:
 - Lifeguard 2 immediately administers rescue breathing.
 - Move injured to the shallow end of the pool.
 - Stabilize the injured to the spinal board.
 - Remove the injured from the pool.
 - Continue rescue breathing.
8. If there is no pulse:
 - Move injured to the shallow end of the pool.
 - Immobilize head and neck.
 - Stabilize the injured to the spinal board.
 - Secure the chest strap.
 - Remove the injured from the water.
 - Administer CPR
 - Wait for EMS to arrive.
9. Maintain ABC's and await for emergency services.

10. If the injured vomits, support the board and roll the injured, clear the airways and continue monitoring ABC's.

Minor First Aid Treatment:

1. Wear Personal Protective equipment (ex. sterile gloves) located in the first aid kits and first aid room.
2. Remove injured person from the pool or pool deck to the first aid room.
3. If relocation is not possible, administer first aid on the pool deck.
4. Treat minor first aid.
5. Fill out an incident report.
6. If patron has an open wound, entry back into the pool is prohibited.

Major First Aid Treatment:

1. Wear Personal Protective Equipment located in the first aid kits and first aid room.
2. Remove the injured person from the pool or pool deck into the first aid room.
3. If relocation is not possible, administer first aid on the pool deck.
4. Complete first aid.
5. Call 911 for emergency response
6. Call the pool manager
7. Complete an incident report.

Review Date: _____

Manager: _____

Pool Manager: _____



Pool Evacuation Plan Muster Point Map

