

Emergency Action Plan

Huntington Swimming
Using Lake Clair
1005 N Broadway
Huntington, Indiana 46750
1-260-359-9622

Huntington Swimming and Parkview Huntington YMCA are committed to employee and park patron safety. To further our commitment, this document outlines specific safety procedures to better protect the users and employees of Huntington Swimming and Parkview Huntington YMCA.

Purpose

The Occupational Safety and Health Administration requires all facilities to have an emergency action plan. The emergency action plan must outline escape route procedures, procedures to account for all employees after an evacuation, and preferred means for reporting fires. Emergency action plans for I Park will also outline emergency operations for specific incidents as well as other procedural processes. This plan will also serve as a base for emergency operations for major disasters and other severe incidents.

If you have any questions, comments, or suggestions, please feel free to contact:

Don Cozad
Safety Coordinator
1-260-519-0261

Employee Training of the Emergency Action Plan

It is the responsibility of the Park Manager and Beach Manager at the facility to train all employees of the materials presented in this document on a yearly basis. All staff members must complete this training prior to working at the facility. A record of employees who have received training will be kept .

Emergency Escape Routes

This facility has a floor plan that indicates evacuation/escape routes out of the building. The floor plan also indicates the location of fire extinguishers, alarm pads, hazards such as solvents and/or chemicals and also indicates the rally point.

Escape Route Instruction

The beach manager will have the responsibility of reviewing the escape routes with employees on a yearly (seasonal) basis. The beach manager is also tasked with ensuring employees understand the established escape routes.

Rally Points

This facility has an established rally point at a location outside and away from the building. This location will serve as a meeting place for employees in the event of an evacuation. Roll call/head count will be taken by the beach manager to ensure everyone made it safely out of the building.

Designated Rally Point: The far back parking lot

Evacuation procedures

Employees should remain inside the building during an emergency unless ordered to evacuate by the beach manager or emergency responders. Some situations would automatically warrant an evacuation such as a fire, explosion, and/or chemical spill.

If employees and/or park patrons must evacuate the building and/or deck (beach area), they will wait for the evacuation order unless the situation warrants an immediate evacuation.

Employees should follow the emergency shut down procedures if time permits and is safe to do so.

If an evacuation is ordered, the beach manager or highest trained individual should inspect the building to ensure all employees and park patrons have evacuated. Inspections should only be conducted when safe to do so.

Following the established escape routes, employees and patrons will exit the deck (beach area) and/or building proceed directly to a predetermined rally point.

Roll call will be taken at the rally point by the beach manager or designated liaison to ensure all employees have made it out of the building.

Employees may be required to “shelter in place” meaning they may have to stay in the building. A tornado may require employees and patrons to shelter in place by seeking refuge in the building.

Emergency Operations Control

The beach manager will take control of emergency situations and try and establish order, calm, and provide direction to employees and patrons. They will need to account for employees, and possibly assign rescue and/or medical duties based upon the employees training.

Emergency Coordination

Managers will coordinate emergency actions. Coordination should take place in the facility office, if at all possible.

If the emergency situation warrants a change in the location of the emergency coordination location, it will be the responsibility of the manager to notify employees of the change.

Aquatic incidents will follow established procedures as outlined by aquatic emergency plans.

First Aid Services

The beach manager will coordinate employees who have been trained in first aid. Trained employees will be available to administer first aid around the beach, or in the event of a complete evacuation, at a safe assembly area outside the beach area.

Utility Controls

All maintenance personnel will know the location and operation of main controls for shutting off the gas, electricity, and water leading into the building.

Emergency Alarms

Emergency alarms will be verbal. Upon notification an emergency alarm, employees should, if time permits, shut down their area and follow instructions.

- Managers should address any and all alarms and coordinate activities such as providing instruction to employees and notifying proper agencies.

- Managers should take roll call as soon as possible at the rally point should an alarm call for evacuation.
- Employees should follow evacuation procedures upon notification of a fire.
- Alarms for this facility may include fire, severe weather, hostile presence, aquatic emergencies.

Aquatic Emergency Protocol

Whistle Codes

One Short Whistle is used to gain a patron's attention

Two Short Whistles are used to gain a supervisor or another lifeguard's attention for assistance

One LONG Whistle indicates an Active Rescue/Minor Emergency is being conducted

Two LONG Whistles indicates a Major Emergency, requiring the activation of EMS.

Three LONG Whistles activates a Missing Person Protocol

Location of Rescue Equipment

Backboard, will be located outside by the lifeguard station during operational hours and in the lifeguard office during non-operational hours. The first aid kit is located in the lifeguard office in the first aid filing cabinet at all times

Roles of Employees in an Emergency

BEACH MANAGER

After following the Emergency Action Plan your responsibilities as Beach Manager are as follows:

Minor Accident/ Emergency

- Evaluate the situation and the victim to see if the staff on duty followed the proper steps to the Emergency Action Plan. See if there are any steps you need to follow up on.
- Evaluate the accident report to see if it has been filled out properly.
- Chart the accident on the accident map.
- File the accident report in the daily facility report.

Major Accident/ Emergency

- Open the Emergency Gate, located on the south end of the facility for EMS to enter the facility.
- Evaluate the situation and the victim to see if the staff on duty followed the proper steps to the Emergency Action Plan. See if there are any steps you need to follow up on.
- Call your supervisor.
- Evaluate the accident report to see if it has been filled out properly.

HEAD LIFEGUARD

As the head lifeguard duty, you are responsible for making decisions in case of an emergency.

Spinal/ Unresponsive Victim

If while on duty you have any situation that warrants the use of a backboard (spinal or unresponsive victim) should occur, it is your responsibility to make sure that all procedures are followed properly. The pool must be cleared in an orderly fashion. Remember, the primary rescuer is always in charge, but you can be there to assist or supervise in any manner that seems appropriate.

CPR/ First-Aid

As the head lifeguard on duty, it is your responsibility to supervise any first aid or CPR that is required. If there are any bodily fluids involved, the use of proper safety techniques is a must. Also, you must use your pocket mask if CPR is needed.

After an emergency, it is the head lifeguard's responsibility to properly clean any bodily fluids that may be on the deck or equipment. A kit for cleaning body fluids and/or parts is in each facility's first aid box (if available).

Water Rescues

In the case of a water rescue, you are to be on the scene as soon as you hear the whistle. If assistance is needed, you are to help in whatever fashion possible. You are to clear the scene and take over care of the victim as soon as possible. Make sure that someone is covering the area of the original rescuer.

Paperwork

After any type of emergency, the head lifeguard is to fill out the proper forms. An accident report needs to be filled out completely, for anything as small as a Band-Aid and as large as a heart attack or spinal accident.

LIFEGUARD

ACTIVE RESCUE/MINOR EMERGENCY SITUATIONS

- One long loud whistle blast signals a Minor Emergency, and the following steps will be put into action.
- The guard to the left of the primary rescuer will stand up to allow them to scan their zone and the zone of the primary rescuer. If the primary rescuer needs assistance this guard will become the secondary rescuer (unless otherwise specified by the Manager).
- A down guard will react by immediately taking a rescue tube and a towel to the scene of the rescue. They will take over scanning of the primary rescuer's zone until they are able to return to their duty.
- The manager or head guard will be responsible for completing the proper paperwork.

MAJOR EMERGENCY SITUATION

- Two long whistle blasts signals a Major Emergency, and the following steps will be put into action.
- All staff will blow the emergency whistle as soon as it is heard.
- The First Aid guard and other down guards will react by immediately taking the backboard and oxygen to the beach's sea wall.
- Guards will stay in their chair until the beach is clear. At this time one designated lifeguard will stay up and others will move to the scene for additional assistance.
- Down guards who are not assisting the victim will clear the deck of all patrons, moving them to the grass area located by the playground.
- The head lifeguard should be relieved of his/her position to go to the scene of to assist and supervise the rescue and any first aid/ CPR required.
- Keeping all areas of the beach under observation and following directives of the head lifeguard are of paramount importance during an emergency.
- Spinal injuries and unresponsive extrications require clearing the beach and other special considerations.

- One lifeguard should be assigned the responsibility of communicating with the cashier about the incident and waiting at the gate for EMS access.

Missing Person Protocol

In the event that a person becomes missing within the Aquatic Center and the management is made aware of the situation, the following protocol will be implemented:

- THREE LONG WHISTLES will be blown by the supervisor on duty to signal to the active lifeguards.
- The lifeguards who are guarding the beach will clear the beach of patrons.
- A supervisor and or cashier will secure the main entrance to the facility by shutting the gates and remain there until the person is found.
- All guards will immediately run to both sides of the beach area and grab the nets waiting in the water. 3 guards will begin dragging the big swim area. 2 guards on either side on a pull and 1 guard will be following the net. 2 guards will begin dragging the baby area. 2 guards on either side on a pull. Once they reach the jet floats, the pulls will go under the jet floats and they will begin to drag the big swim area starting in the deepest part.
- The down guards will obtain the description of the missing person from the senior supervisor and begin to clear the beach of patrons, moving them to the grass by the play ground area.
- Once cleared, a down guard will search the concession stand and locker room areas.
- If the missing person is not found at this time, a cashier will call 911 to inform the police of the missing person.
- Search will continue into the park where the police will join the search.

Senior supervisor should get the following information from the parent/guardian:

- Name: _____
- Age: _____
- Race: _____
- Height/Weight: _____
- Hair Color: _____
- Eye Color: _____
- What the child is wearing: _____

- Last Known Location/Time: _____
- _____
- _____

Severe Weather Protocol

Designated Shelter Area: Women's Locker Room

TORNADO DANGER SIGNS

- Dark, often greenish sky
- Wall cloud
- Large hail
- Loud roar, similar to a freight train

CAUTION:

- Some tornadoes appear as a visible funnel extending only partially to the ground. Look for signs of debris below the visible funnel.
- Before a tornado hits, the wind may die down and the air may become very still.
- An approaching cloud of debris can mark the location of a tornado even if a funnel is not visible.
- Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

TORNADO WATCHES AND WARNINGS

A TORNADO WATCH is issued by the National Weather Service when tornadoes are possible in our area. Remain alert for approaching storms. This is the time to remind staff and patrons where the safest places within your facility are located. Listen to the radio or television for further developments.

- A TORNADO WARNING is issued when a tornado has been sighted or indicated by weather radar. The tornado warning sirens will be sounded. If a tornado warning is issued and the sky becomes threatening, move to your pre-designated place of safety. Turn on a radio or television and wait for further information.

For strong storms or severe weather including severe thunderstorms and/or tornadoes:

- Listen for tornado sirens and latest advisories on radio WIBC 1070.
- If necessary, initiate emergency shutdown procedures but do not evacuate the building.
- Immediately go to the basement, storm shelter, or the lowest level of the building.
- If there is no basement, go to an inner hallway or small inner room without windows, such as a bathroom or closet. Stay indoors away from windows.
- Go to the center of the room. Stay away from corners; they tend to attract debris.
- Get under a piece of sturdy furniture such as a workbench or table and hold on to it.
- Protect your head and neck.
- Stay in your safe location until storms have passed. Emergency Management does not sound "all clear sirens."
- After severe weather passes:
 - Keep away from broken windows.

- If going outside be aware of the possibilities of downed power lines.
- Ask park patrons if they are missing anyone in their party.

For more information contact Emergency Management at 327-3900 or visit their web site at www.indygov.org/ema

Important Phone Numbers

<u>Emergencies</u>	911
Police Dispatch	356-7113 (Non emergency number for Police)
Poison Information	1-800-222-1222
Emergency Management/Brian Topp	1-260-358-4870

For emergency notification information: www.indygov.org/listserv/

American Red Cross Disaster Safety Link: www.redcross.org/services/disaster/keepsafe/

Facility Contacts:

Don Cozad 1-260-359-9622
1-260-519-0261