EMERGENCY PLAN

**Chain of Command**

*Emergency Action Plan - Multi-Staff*

The following procedures correspond to the flowchart entitled Emergency Action Plan – Multi-Staff (see Appendix I).

Accident or situation is a situation that demands immediate attention of the lifeguard(s).

1. The lifeguard(s) realize that a victim is in need of help.
2. The lifeguard must then notify the other lifeguards of an emergency situation. When the other lifeguards hear three short whistle blasts, the second lifeguard is responsible for covering the area of the lifeguard that left their station to assist the victim. If appropriate the lifeguard(s) should begin clearing the pool.
3. The lifeguard must then decide whether to enter the water. It is not necessary for the lifeguard to enter the water if the victim can be reached with safety equipment. If the lifeguard must enter the water, proper rescue techniques must be utilized to ensure against any further injury to the victim. The second Lifeguard should contacts Public Safety (607-274-3333).
4. If the lifeguard feels there is any chance of a head, neck or back injury, the lifeguard should make a cross with forearms to alert other lifeguard of such injury. Once contact is made with the victim, the victim should be brought to shallow water or onto the deck with skills appropriate to the event in which caused the accident. The victim should be immobilized and another lifeguard needs to notify Public Safety of this type of injury. The victim should not be moved further than is necessary.
5. The lifeguards should evaluate the victim’s condition. If no injury has taken place, the lifeguards return to duty. Before returning to duty the lifeguard should caution the victim about changes in the water depth. Public Safety should be contacted immediately regardless of their apparent condition if any person has suffered an epileptic seizure in the water.
6. In the case of an emergency, Public Safety should be contacted immediately by using the emergency phone box….locations to be determined. Do not delay. If there is an injury, the lifeguard(s) need to reassure and treat the victim until Safety arrives. When Public Safety arrives, they will evaluate conditions and determine if EMS is needed. The victim will be released if the condition does not require EMS. An accident report must be completed immediately. The Aquatics Director and A&E Center Coordinator along with Risk Management needs to be notified immediately.
7. If EMS is needed, Public Safety will activate the EMS system. While waiting for EMS personnel to arrive, Public Safety will continue to administer care to the victim. Once EMS personnel arrive, EMS takes over responsibility for the care of the victim. Public Safety will supply any pertinent information regarding the victim to EMS personnel. The Aquatics Director and A&E Center Coordinator or Risk Management will contact Tompkins County Health Dept. in severe cases.
8. All accidents/injuries must be reported to The Aquatics Director and A&E Center Coordinator. If an accident results in serious injury or death, the lifeguard must notify one of the following individuals, in order given. This must be done as quickly as possible, but only after proper care has been given to the victim.

## Emergency Phone Numbers & Rescue Personnel

**For all emergency situations call Public Safety at 607-274-3333**.

*Phone Tree - emergency situations*

Call the following staff members in this order until you reach one of them. Leaving a message does not count as reaching someone.

**Staff Member Telephone**

Head Lifeguard (only for use when Aquatics Director and A&E Center Coordinator is unavailable)

**Assistant Aquatics Coordinator: Chris Griffin**

* **Office: 607-274-5144**
* **Cell: 351-214-9934**

**Aquatics Director and A&E Center Coordinator: Michael Ariel**

* **Office: 607-274-1068**
* **Cell: 508-212-2130**

**Office of Facilities 607-274-3225**

**Public Safety and After hours facility issues** **607-274-3333**

* Lifeguardss have a duty to report suspicious activities to Public Safety Immediately. If for whatever reason the situation does not permit itself to doing so text or call the Aquatics Director and A&E Center Coordinator or Head Lifeguard for assistance at which time Public Safety will be dispatched to the pool.

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## Incident Log and guidelines for filling out an incident report

All incidents that occur must have a written report. The lifeguard who handles the injury or incident must fill out an injury report form located in the Lifeguard Notebook (See Appendix H). This report form MUST include time, actions by various individuals, witness statements and equipment use. All incidents must be recorded on the injury log sheet and must include those that:

* Result in Death
* Require Resuscitation
* Require Referral to a Medical Facility
* Bather Illness Associated with Water Quality.
* These items must be reported to the local health department within 24 hours.

For major incidents, **Public Safety should be contacted immediately by calling** 607-274-3333 (4-3333) for internal phones).

For minor incidents, the report should be filled out and recorded on the injury log sheet. All injury report forms are to be given to the Aquatics Director and A&E Center Coordinator after the conclusion of the shift the incident happened. Remember when in doubt fill it out!

If members of the victim's family were not present at the accident, they will be contacted by Campus Safety. Safety will interview any witnesses to the accident as soon as possible. There will be a staff critique, which is a meeting of all staff members to be held as soon as it is practical. The accident, its probable cause, the rescue procedures and the actions of all personnel involved will be discussed and evaluated.

Any corrective action that needs to be taken will be implemented.

### Appendix I - Emergency Action Plan Multiple Staff Flow Chart

Accident/Situation

Lifeguard Awareness

Victim Recognition

Lifeguard Reaction (contact Campus Safety)

Lifeguard Enters Water (notifies 2nd Lifeguard) 2nd Lifeguard takes over total Coverage

Clear pool if needed

NO YES

Lifeguard Contacts Victim Lifeguard Contacts Victim

Victim to Safety

Victim Ok?

Yes No

Lifeguard returns to duty Lifeguard calls for help

Victim Given First Aid

No EMS Needed? Yes 2nd Lifeguard or support staff clears water

2nd lifeguard or support staff notifies Safety

Victim Released

Safety Calls EMS

EMS Takes Over

Chain of Command notified

Witness Interviews

Reports Completed

Corrective Action Taken Staff Critique

Appendix J - Indoor POOL Policies/Rules

Indoor POOL Policies/Rules

* The lifeguards warnings, rules, suggestions, and signs MUST be obeyed at all times.
  + - * Lifeguards and Aquatic Staff have authority to remove any individual from the facility without warning for any behavior that they feel is unacceptable or is harmful to other patrons at the pool. Additionally Lifeguards and aquatic staff can restrict the number of patrons using the pool, and sections of the pool, at any time if deemed necessary.
* Only use this facility during posted hours of operation. Entering the water without a lifeguard present and on duty is strictly prohibited; persons using the pool without the direct supervision of the lifeguard on duty are TRESSPASSING. The pool is CLOSED if and/or when lifeguards are not on duty.
* A valid Ithaca College ID is REQUIRED to use the pool EACH VISIT and must be presented to the lifeguarding staff at the check in table before entering the water.
* Unless there is a situation that requires immediate attention do NOT converse with the lifeguard(s) on duty. Any questions or concerns should be directed to the lifeguard(s) off duty, at the check in table, or to the Aquatics and Strength & Conditioning Coordinator.
  + - * Do not stand directly in front of any Ithaca College Lifeguard or station.
* Guarding chairs, rescue, and first-aid equipment will be used by the Ithaca College Lifeguards ONLY.
* THERE IS NO SUBSTITUTE FOR ADEQUATE SUPERVISION. Children under 16 years of age must be accompanied to the bathing facility by a parent or guardian, (an adult who is responsible for the children and their behavior.)
* Apparel warn in the pool must be clean swim wear that covers any private areas including buttock, pubic, and breasts.
  + - * Small Children (babies) MUST wear aquatic diapers and rubber pants.
      * Street shoes are not allowed on deck.
* Swimming aids or floatation devices
  + - * For Children - US Coast Guard Approved Flotation devices ONLY. Needs to be used with parent supervision, not as a substitution.
      * Flotation devices can be restricted or prohibited at any time for any reason without warning and must be approved by the lifeguards EACH visit BEFORE use. Prior approval is not grounds for future approval.
      * If an approved floatation device is used by an adult they can only use the PFD where they are able to easily touch the bottom of the pool.
* Persons with communicable disease (example; colds, flu, eye infections) or infections conditions should NOT use the pool.
  + - * Persons with open wounds and sores should NOT use the pool.
* Pollution of the swimming pool is prohibited. Urinating, discharge of fecal matter, expectorating or blowing the nose in any swimming pool is prohibited in New York State.
* Unnecessary roughness, pushing, horseplay, running, jumping is prohibited.
* Shallow Water - Diving in the shallow end is prohibited, No Diving (for pools with water depths less than 8 feet) Standing front dives ONLY from water depths of 9 feet or greater in designated areas ONLY.
  + - * The use of starting blocks and diving boards are prohibited, and for the Athletic Teams use only.
* Individuals who jump or dive into the pool must look out for swimming in their landing area before jumping or diving from deck. In case of an accident the person diving or jumping is at fault.
* Hanging on the lane lines is not permitted.
* No swimming under the bulkhead or moveable floor at any time. Only authorized personnel are allowed to use bulkhead.
* No Alcohol, food, or chewing of gum is permitted in the pool or locker room area.
  + - * Alcoholic beverages are prohibited. Individuals under the influence of alcohol and or other non-prescription drugs are prohibited from using the facility.
* Glass, glass containers, or breakable objects are prohibited in the pool, pool deck, and locker room areas.
* Smoking is prohibited in the pool area.
* No non-service animals/pets allowed.
* All accidents and injuries must be reported to the lifeguard immediately.
* Participants MUST shower before entering the pool.
* At the observance of thunder and lightning temporary closure of the facility is at the discretion of Lifeguarding staff.

## The following are simple etiquette guidelines that we use at the A&E Center Pool.

• Please notify the other swimmers before entering the lane.

• Please circle swim; Circle swimming is when you always swim on the right side and follow others in the lane. (note: two people splitting a lane and swimming on either side is acceptable when pool is in 25 yard configuration).

• Obey lane speed (i.e. fast swimmers in fast, slow/aqua joggers in slow)

• If you want to pass someone, tap them on their foot.

• Be aware of others in your lane – if faster let them go first, if slower give them 5 –10 second lead.

• Only swim in a water that you are comfortable – (i.e. don’t go in 50M if you can’t swim a length without stopping).

• Please use the bathroom before entering the pool – no urine, feces, spitting, blowing of nose, or other bodily excretions in the pool.

• Please do not be loud in the pool area - no shouting or inappropriate noise in the pool.

• Please return equipment after use (i.e. kickboard, pull buoys, etc…).

If you have any questions or do not understand a guideline, please speak to a Lifeguard who will direct you towards a supervisor.