

PURPOSE AND FACILITY INFORMATION

The purpose of this document is to outline the general procedures for responses to emergencies at the Collegiate School Aquatics Center. Since emergencies can happen anywhere in the facility at any time, the SwimRVA staff takes standard precautions to prepare for such emergencies, which include communications, trained and certified staff, medical supplies, and rescue equipment.

Facility Information:

SwimRVA – Collegiate School Aquatics Center
5050 Ridgedale Parkway
North Chesterfield, VA 23234

Phone: 804-271-8271

STANDARD PRECAUTIONS

All SwimRVA staff is certified in CPR with the use of an AED in the event of a sudden illness or cardiac emergency. Additionally, key staff and the entire Aquatics Department are also certified in Lifeguarding and use of Emergency Oxygen. All certifications are through the American Red Cross.

Lifeguards will also be stationed in several pool areas on general safety surveillance. There will be one lifeguard present on each pool area in the main competition arena (1 for the 8 lane competition course and at least 1 for the warm up area), and at least one lifeguard will be present in the Lifeguard Station, located on the South side of the competition pool deck. All other lifeguard assignments will be at the sole discretion of the SwimRVA Manager on Duty. The MOD may also assign lifeguards to walk the facility for periodic cleanliness and safety checks.

ACTIVATING A RESPONSE

All lifeguards are trained to use their whistles to activate a response or back up coverage, should it be needed. These whistle signals are two short blasts to get the attention of other aquatics employees and three short, loud blasts to activate EAP and emergency backup coverage.

Whistles will be used by the lifeguard staff to notify staff, patrons, and bystanders of an issue.

- **One short whistle blast** will get the patron's attention to address a problem.
- **Two short whistle blasts** will get the attention of another Lifeguard.
- **Three short whistle blasts** signify that a lifeguard is responding to an immediate emergency and other assistance/action is required by CSAC Staff.
- **One long whistle blast** will clear the pool.

Hand held two-way radios are also given positioned in key areas in the event that an emergency is reported by a lay responder. These areas may include any or all of the following: Managers on Duty, Meet Director, CAA Representative, Concessions, and the Lifeguard/First Aid Station. In the event that a lay responder reports an emergency to any event personnel with a radio, that person should alert the others on channel 1, and the responding personnel should confirm action immediately. Action will include bringing the Trauma Kit to the scene and calling for additional assistance or equipment as dictated by the emergency.

AVAILABLE EQUIPMENT

The following equipment is available is listed below, along with location and general use:

Item	Use	Location
Trauma Kit w/ Oxygen	First Aid, Cardiac, & Respiratory emergencies	S. of Comp Pool, adjacent to Lifeguard Station
Spinal Backboard	Potential spinal emergencies, extraction of distressed swimmers and drowning victims from pools	S. of Comp Pool, adjacent to Lifeguard Station E. of Inst. Pool, adjacent to entry doorway Wall cabinet in W. entry hallway to Comp Pool
Automated External Defibrillator (AED)	Cardiac Emergencies	Behind reception area near main entryway
Breathing Barriers	Cardiac and Respiratory emergencies	In Trauma kit and with each lifeguard
Sheppard's Hook and Ring Buoy	Aquatic Emergencies	S. side of competition arena and W. side of instructional pool area.
Simple First Aid Kits	Minor First Aid Responses	Lifeguard Station
Backup Oxygen Cylinder	Respiratory Emergencies	Lifeguard Station
Wheelchair	Transporting injured	Lifeguard Station

Trauma Bag/Response Kit

Our emergency response bag will be inventoried at the beginning of each day and will be kept at the entrance of the Lifeguard Office, located on the south side of the Competition Pool deck. This bag will be brought to the scene of any emergency by the lifeguard stationed on First Aid during an event and any secondary responder that heads to the scene of an accident. This bag contains all first aid supplies for which lifeguards are trained, emergency oxygen cylinder, regulator and tubing, gloves, a towel, cold compresses, and a wool blanket.

AED

AEDs are located:

- At the Front Desk (clearly visible on “window sill”)
- In a cabinet directly opposite the SwimRVA Learn to Swim Program Statistics (West Entryway to pool area, between the competition and instructional pools)
 - This cabinet contains a VERY loud alarm that will go off immediately when the cabinet is opened.
 - **ALL AQUATICS STAFF SHOULD RESPOND IF THIS NOISE IS HEARD.**

Other Rescue Equipment

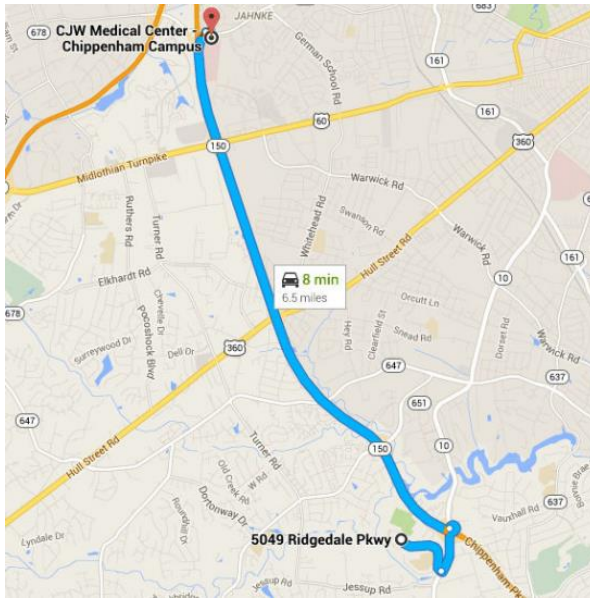
- **Life Rings/Throw Rings** are located on the wall near the locker room entrance to the competition pool and on the life vest rack in the instructional pool.
- **Back Boards** are located outside of the lifeguard office and immediately inside the entry to the instructional pool.
- **Shepherd's Hooks** are located on the wall on the south side of the competition pool near the lifeguard office and on the wall on the west side of the instructional pool (window side).
- **Additional lifeguard rescue tubes** are located inside the guard office

TRAUMA CARE

In the event of a serious emergency, a Chesterfield County Fire Station is located at 5811 Iron Bridge Rd, N. Chesterfield, VA 23234. This location is 1.7 miles from the facility and the response time in a severe emergency is less than 5 minutes.

The nearest hospital is:

CJW Medical Center – Chippenham Campus. Located at **7101 Jahnke Rd, Richmond, VA 23235**



1. Head southeast on Ridgedale Pkwy toward Rt. 10 (Iron Bridge Rd.) 0.6 MI
2. Turn left onto Rt.10 – Iron Bridge Rd 0.4 MI
3. Merge onto and take VA-150 N/Chippenham Pkwy N 5.3 MI
4. Take the Jahnke Rd Exit and turn right at the light 0.2 MI
5. CJW Hospital will be immediately on your right

EMERGENCY RESPONSE BY FACILITY LOCATION

If there is an emergency in the Instructional Pool/Therapy Pool

- Lifeguard activates the EAP with 3 whistle blasts and clears the pool (if able)
 - Upon hearing 3 whistle blasts, other guards will clear their areas of responsibility and provide secondary support to the guard in the Instructional Pool.
 - MOD/Lifeguard station will announce “CODE BLUE in the Instructional Pool” over the radio to let front desk and other employees know there is an emergency in the building. Front desk will call 9-1-1 and inform EMS of the type of incident and direct them to an alternate entrance, if appropriate.
- Primary Lifeguard assists patron or performs appropriate rescue, gets them out of the water and provides care immediately.
- The 2nd responder will bring the trauma bag to the scene (in the event that it is needed) and go help in the shallow pool.
 - Lifeguard team will fill out incident reports before victim is transported
 - Head Lifeguard or MOD calls Aquatics Manager once the scene has calmed down, if Manager is not present at the facility.
- The front desk personnel will wait at the front to escort the EMS crew through the building to the emergency.
- *** If there is no front desk personnel staffed for the event, their duties will fall on the Manager on Duty

If there is an emergency in the Competition Pool

Lifeguard activates the EAP with 3 whistle blasts and clears the pool (if able)

- Upon hearing 3 whistle blasts, other guards will clear their areas of responsibility and provide secondary support to the guard in the Competition Pool. If the pool has not been cleared due to the urgency of the emergency, the secondary responder will clear immediately upon arrival.
- MOD/Lifeguard station will announce "CODE BLUE in the Competition Pool" over the radio to let front desk and other employees know there is an emergency in the building. Front desk will call 9-1-1 and inform EMS of the type of incident and direct them to an alternate entrance, if appropriate.
- Primary Lifeguard assists patron or performs appropriate rescue, gets them out of the water and provides care immediately.
- The 2nd responder will bring the trauma bag to the scene (in the event that it is needed) and go help in the shallow pool.
 - Lifeguard team will fill out incident reports before victim is transported
 - Head Lifeguard or MOD calls Aquatics Manager once the scene has calmed down, if Manager is not present at the facility.
- The front desk personnel will wait at the front to escort the EMS crew through the building to the emergency.
- *** If there is no front desk personnel staffed for the event, their duties will fall on the Manager on Duty.

If there is an emergency elsewhere in the building

- Front desk, or whomever is first notified of the situation, will radio "Code blue in _____"
- Anyone with a radio who can assist should respond to the scene
- The lifeguard not on the guard stand, or the head lifeguard, will bring the trauma kit and AED to the scene and assist/ take over care for the Victim
 - Lifeguard team will fill out incident reports before victim is transported, any other staff who were involved in the primary response will also complete an incident report/affidavit of the incident in their own words.
 - Head Lifeguard or MOD calls Aquatics Manager once the scene has calmed down, if Manager is not present at the facility.

If there is a fire in the building

All patrons should proceed out the closest exit. No one should go back into the locker room for towels, clothes, etc

Head Lifeguard or MOD will get radios and give one to a lifeguard in each pool area as quickly as possible.

Lifeguard in Instructional Pool will blow their whistle to clear the pool and notify patrons that there is a fire in the building and to quickly and calmly leave via the nearest exit. Patrons in the Instructional Pool and Therapy Pool should exit out the side door and proceed onto the Kicker's soccer field. Lifeguard will also make sure all fire doors are closed and ensure that all patrons are out of the Instructional Pool and the Therapy Pool. CSAC staff should be the last personnel out of the building. Once everyone is out of that part of the building the lifeguard will radio the Head Lifeguard or Manager on Duty "**Instructional and Therapy Pool areas are clear**". The guard will wait for HG/MOD to acknowledge this over the radio and remain with their patrons.

Lifeguards in the Competition Pool will blow their whistle to clear the pool and notify patrons that there is a fire in the building and to quickly and calmly exit out of the nearest exit. Patrons in the Competition Pool should exit out the side door and proceed onto the side parking lot. Lifeguard will also make sure all fire doors are closed and ensure that all patrons are out of the Competition Pool and weight room. Once the Competition pool has been cleared of swimmers the lifeguard will then do a sweep of the Mezzanine and will exit out the front of the building. CSAC staff should be the last personnel out of the building. Once everyone is out of that part of the building the lifeguard will radio the Head Lifeguard or Manager on Duty "**Competition Pool area is clear**". The guard will wait for HG/MOD to acknowledge this over the radio and remain with their patrons.

The Head Lifeguard/ MOD will do a sweep through the locker rooms and make sure that all patrons are escorted out of the building. All patrons in the locker rooms should exit the building from the Competition Pool deck. The Head Lifeguard will also ensure that no one re-enters the locker rooms. CSAC staff should be the last personnel out of the building. Once everyone is out of the Competition Pool, Weight Room, and Locker rooms, the Head Lifeguard will radio "**Competition Pool and locker rooms are clear**"

The Front Desk will clear the community room, the front bathrooms, the elevator, and the lobby. CSAC staff should be the last personnel out of the building. Once everyone is out of the lobby the front desk staff will radio "**Community room and Lobby are clear.**" The staff member will wait for HG/MOD to acknowledge this over the radio and remain with their patrons. (A radio is always present at the front desk)

Once everyone is safely out of the building the Head Lifeguard/ MOD should notify management of the situation. Both the Facility Manager and the Executive Director should be notified of the incident. Call the Facility Manager first. If the Facility Manager cannot be reached by telephone send a text message that says "Code Red at CSAC" this will notify the Manager that there is an emergency at CSAC and to respond ASAP. Next, call the Executive Director. If the Executive Director cannot be reached by telephone send a "Code Red at SwimRVA" text message.