

## **Exhibit 3**

### **Bainbridge Island Aquatic Center Emergency Action Plan**

**Bainbridge Island Aquatic Center  
Emergency Action Plan (2016)  
GENERAL PROCEDURES**

Whistles are used in emergency situation or when having difficulty gaining staff or patrons attention.

**Whistle & Hand Signals**

- 1 short whistle to gain the patrons attention
- 2 short whistles to gain another guards attention
  - Double pat on the head – cover my water
  - Fist in air- need head guard/manager
- 1 long whistle blast – guard entering the water/clear the pool/ hand signal
  - Touchdown gesture above head – bring first aid
  - Crossed arms above head – bring AED
  - Gesture to neck – spinal
  - Circling hand – long whistle blast to clear/ rotate





Bring AED Signal

Bring First Aid Supplies Signal



Need Head Guard Signal

**Communication With-in the Aquatic Center Facility**

Hand held communication devices

- Management staff, front desk staff, and the senior/head guard will be responsible for facility wide communication
- In the event of an evacuation or major incident staff will communicate via hand held devices
- These devices will remain on Channel 4
- When using hand held devices for facility wide communication keep in mind
  - People may overhear what is being said, so stay professional
  - When responding to an emergency or evacuation take the radio with you
  - Be specific
    - If there is a fire/missing child/active shooter state pertinent information (what, when, where, action) and keep it brief

## General Procedures (for most situations)

### Guard 1 (making rescue or identifying situation)

1. Blow whistle for type of emergency and appropriate hand signal.
2. Make appropriate rescue or give directions for additional help in rescue.

### Guard 2 (cover)

1. Stand-Up
2. Confirm Lazy River/Slide kill switch activated if in Nakata Pool area.
3. Confirm 911 is called if needed
4. Guard or clear the pool. Ensure patron safety, as incident requires.
5. Direct additional guards to cover, clear, or assist.

### Guard 3 (back up)

1. Stand-Up
2. Take over coverage of primary & secondary guards
3. Take direction from guard 2
4. Assist in rescue and first aid/CPR/AED as needed
5. Clear the pool, as incident requires.

### Supervisor should immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***In-Water Rescue – DISTRESSED SWIMMER***

Guard 1: Makes Rescue

1. Stand up, blow whistle once to signal other guards
2. Do the appropriate entry for your location and approach the victim.
3. Perform an appropriate and effective rescue.
4. Bring the victim to safety: nearest ladder and assist/lift victim out

Guard 2: Covers. (The closest guard to guard 1)

1. Stand-Up
2. Begin scanning Guard 1 zone in addition to yours.
3. Direct Guard 3 to cover or assist in any care to be provided (shut off Slide/River button).
4. Assist if necessary, call for back up if needed (Supervisor).

Guard 3: Assists. (The next closest guard)

1. Stand-Up
2. Take over coverage of primary & secondary guards
3. Take direction from guard 2
4. Assist in rescue and first aid/CPR/AED as needed
5. Clear the pool, as incident requires.

Supervisor: Immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Special Situations:**

**If in Lazy River**

1. Call for river to be turned off.
2. Slip in down current and approach up stream, against the current

If only two guards are on duty or 3<sup>rd</sup> guard is not in the pool area, Guard 2 may have to cover both pools from the central area or assisting in removal of victim.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***In Water Rescue – ACTIVE DROWNING***

Guard 1: Makes Rescue

1. Stand up, blow whistle once to signal other guards.
2. Do the appropriate entry for your location and approach the victim from the rear. Turn the victim onto their back using the appropriate safe and effective rescue with a rescue tube.
3. Get the victim to the nearest side and assist victim removal from water
4. Do initial assessment. Call 911 if life-threatening signs found or change in consciousness.

Guard 2: Cover (The closest guard to Guard 1)

1. Guard the zone Guard 1 was covering and own zone.
2. Clear pool if required.
3. Direct Guard 3 to cover or assist in any care to be provided

Guard 3: Backup. (The next closest guard)

1. Stand-Up
2. Take over coverage of primary & secondary guards
3. Call 911 as directed by Guard 2.
4. Assist in rescue and first aid/CPR/AED as needed
5. Clear the pool, as incident requires.

Front Desk:

1. Call 911 if requested by lifeguard.
2. Open front doors and doors to the pool.
3. Wait for 911 and direct toward victim.

Supervisor: Immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Special Situations**

If only 2 guards are on duty or 3<sup>rd</sup> guard is not in the pool area, clear both pools.

If 3 guards are on duty, 1 in Ray and 2 in Nakata an in-water rescue in Ray will require:

- Closest guard in Nakata will take central location to cover and assist
- Second guard in Nakata covers or clears entire Nakata pool

If 3 guards are on duty, 1 in Ray and 2 in Nakata an in-water rescue in Nakata will require:

- Ray guard will take a central location for communication and clear Ray pool if necessary

Situations that require clearing the pool during an active drowning rescue include:

- Remaining guards cannot effectively ensure patron safety
- 911 is called.

**Lazy River**

Call for river to be turned off (second guard should do this.)

Slip in down current and approach up stream, against the current

**Diving Area**

Guard in either chair 1 or 5 will ensure no divers are about to leave the diving board before they enter the pool.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***UNCONSCIOUS/PASSIVE DROWNING VICTIM/HEART ATTACK***

Guard 1: Makes Rescue

1. Stand up, one long whistle blast to signal other guards.
2. Yell, "Backup."
3. Do the appropriate entry for your location and approach the victim from the rear. Turn the victim onto their back using an appropriate and safe rescue with a rescue tube.
4. Get the victim to the nearest side and lift them out using the two-person backboard lift.
5. Do Initial Assessment. Call 911 as soon as unconsciousness is determined or other life threatening signs.

Guard 2: Cover (The closest guard to Guard 1)

1. Guard the zone Guard 1 was covering and own zone.
2. One long whistle blast, yell "Clear the Pool!"
3. Direct Guard 3 to assist in two-person lift, providing care
4. Assure that pool is cleared, guarding pool and deck and directing patrons away from incident and toward locker rooms.
5. Confirm that 911 has been called

Guard 3 : Backup. (The next closest guard)

Assist as directed by Rescuing Guard

Other Guards:

Assist in clearing pool, guarding deck, and other tasks as needed.

Front Desk:

1. Call 911 if requested by lifeguard.
2. Open front doors and doors to the pool.
3. Wait for 911 and direct toward victim.

Supervisor: Immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Special Situations**

If only 2 guards are on duty or 3<sup>rd</sup> guard is not in the pool area:

- Guard 2 may have to cover and clear both pools from the central area
- Guard 2 may have to close both pools in order to assist Guard 1
- Front Desk will call 911

If 3 guards are on duty, 1 in Ray and 2 in Nakata an in-water rescue in Ray will require:

- Closest guard in Nakata will take central location to clear Ray and assist
- Second guard in Nakata covers or clears entire Nakata pool

If 3 guards are on duty, 1 in Ray and 2 in Nakata an in-water rescue in Nakata will require:

- Ray guard will clear the Ray pool and then assist

**Lazy River**

Call for river to be turned off

Slip in down current and approach up stream, against the current

**Diving Area**

Guard in either chair 1 or 5 will ensure no divers are about to leave the diving board before they enter the pool.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***SPINAL INJURY- GENERAL***

Guard 1: Makes Rescue (Primary)

1. Stand up, blow long whistle blast with appropriate hand signal to other guards (long & hard)
2. Yell, "Backup."
3. Do the appropriate entry for your location and approach the victim.
4. Turn the victim onto their back using Inline Stabilization (head splint - Preferred or head/chin.)  
Check for Breathing and pulse – if no breathing & pulse remove victim immediately.
5. Work with secondary rescuer to stabilize victim on backboard (current Red Cross.)
6. Remove victim from water.
7. Do initial assessment. Ensure 911 has been summoned.

Guard 2: Cover & Backup (the closest guard to Guard 1)

1. One long whistle blasts, yell "Clear the Pool!"
2. Clear obstacles such as lane lines from path of rescuer if possible.
3. Enter water with backboard.
4. Assist with stabilization of victim on backboard, as directed by primary.
5. Assist with removal of victim from the pool, as directed.
6. Give appropriate care as directed from Guard 1

Guard 3: Backup. (The next closest guard)

1. Call 911 as soon as the backboard goes in the water and provide information found in the Initial Assessment
2. Assist Guard 1 & 2 as requested.

Other Guards:

Assist in clearing pool, guarding deck, and other tasks as needed.

Front Desk:

1. Call 911 if requested by lifeguard.
2. Open front doors and doors to the pool.
3. Wait for 911 and direct toward victim.

Supervisor: Immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Special Situations**

**Diving Area**

Move victim to 3.5' area if possible.

If not, rescue, stabilize on backboard, and remove from dive area.

**Beach Area**

Turn victim onto back using Shallow Water inline stabilization (head splint.)

If 4-5 guards are available, lift victim as a unit in order to slide backboard under victim.

If 3 or less guards are available

If victim is floating, move to deeper water near side of pool to backboard

If victim is not floating, wait for EMS assistance to lift victim and place backboard underneath.

**Ray Pool**

Move victim to north end (shallow end) of pool.



**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***SPINAL INJURY-WATER SLIDE***

**If spotted by Slide Tower Guard**

**Guard 6 (slide tower guard): Recognition**

1. With face near window, blow long whistle and make appropriate hand signal (long and loud)
2. When Guard 5 looks, point to slide trough and victim
3. Direct patrons down stairs and secure area
4. Bring backboard to slide
5. Begin primary survey
6. Give appropriate care, etc. CPR/Rescue Breathing
7. Assist paramedics with removal of victim from the trough

**Guard 5 (rope swing/dive tank): Primary**

1. Respond to alert by Guard 6 by blowing one long whistle blast
2. Guard 3 will call 911 and turn off slide
3. Step into trough and perform inline stabilization
4. Direct additional lifeguards to provide appropriate care
5. Act as “lead” if back boarding is needed
6. Work with paramedics as necessary.

**Guard 3 (tot pool/spa/shallow):**

1. Turn off slide (kill switch in guard room)
2. Blow long whistle blast and yell “Clear the Pool”
3. Ensure 911 is called – may ask Guard 7 to do this
4. Clear the pool
5. Guard pool as patrons clear out of the pool
6. Watch the deck and assist patrons into the locker rooms or to the side of the pool

**Guard 7 (on break)**

1. Call 911
2. Relay information as available
3. Transfer 911 to front desk as needed
4. Assist Primary Rescuer as directed

**Guard 1 (NW corner)**

1. Upon recognition cover dive tank as well as own area.
2. Assist in clearing the pool
3. Assist Primary Rescuer as directed

**Guards 2, 4 (River, Ray)**

1. Assist in clearing the pool toward the locker rooms and away from the water slide area
2. Guard pool as patrons clear out of the pool
3. Assist guard 5 as available and needed

**If spotted by rope swing/dive tank guard**

Proceed as indicated above with Tower Guard evacuating slide and assisting primary guard.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***SPINAL INJURY- LAZY RIVER***

Guard 1: Makes rescue (Lazy River guard)

1. Stand up, blow one long whistle blast with appropriate hand signal to other guards
2. Yell, "Turn off River"
3. Do the appropriate entry for you location and approach the victim. If current is still on, enter downstream from victim and walk up current toward victim.
4. Turn the victim onto their back using inline stabilization techniques (head/chin support –Preferred or head splint.)
5. Check for breathing & pulse – If no breathing & pulse remove on back board immediately.
6. Keep head up stream while current stops.
7. Bring the victim to the north end of lap lane.
8. Stabilize victim on backboard using appropriate back boarding techniques. (Shallow Water Back Boarding.)
9. Remove victim from water.
10. Do initial assessment.
11. Give appropriate care, etc. (CPR/AED/Rescue Breathing.)

Guard 2: Backup (Guard Tower)

1. Blow whistle twice and yell "clear the pool."
2. Activate kill switch
3. Make sure 911 has been called
4. Clear pool and direct patrons towards locker room
5. Give appropriate care as directed from Guard 1.

Guard 3: Coverage and Backup (Tower by dive tank)

1. Instruct any close swimmers to leave the pool.
2. Bring backboard to victim.
3. Assist w/ back boarding
4. Assist with removal from water.

Other Guards:

Assist in clearing pool, guarding deck, and other tasks as needed.

Front Desk:

1. Call 911 if requested by lifeguard.
2. Open front doors and doors to the pool.
3. Wait for 911 or Fire Department and direct toward victim.

Supervisor: Immediately after the incident:

1. Get witnesses written report (accident report)
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Manager and patron's primary guardian.

**Special Situations**

If only 3 guards are on duty (2 Nakata, 1 Ray) Ray Guard will,  
Clear Ray pool  
Assist with clearing Nakata or back boarding as needed.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***CHLORINE LEAK***

Guard 1: First person to detect leak – the alarm will be at guard station 3 and in Ray pump room

1. If the alarm sounds, reset the alarm one time. If it alarms again the fire alarm will automatically sound. Clear the facility and begin your emergency response plan. If the fire alarm does not sound, pull the nearest fire alarm and evacuate the pools.
2. Inform all staff of potential chlorine leak via radio, take the hand held radio with you.
3. Stand up then blow one long whistle blast to clear the pools
4. Clear the pools & facility. Pull the fire alarm if it is not sounding.
5. Make sure 911 is/ has been called (from a cell phone or school district building), do not stay in the facility
6. Clear pool to the highest point up wind and up wind (High School Football Field)
7. Do not let patrons retrieve their clothes or towels. Direct them to exit immediately.
8. Take the jump bag, AED and blankets
9. Staff meets at the front of the building and verifies all areas of the facility are clear, then lock the front doors and move up wind.
10. Do primary survey; provide care as needed, secondary survey as appropriate for staff and patrons.

Assisting guards and back up staff

1. Blow **one long whistle blast**.
2. Clear the pool & facility. Take the hand held radio with you.
3. Make sure 911 has been called.
4. Meet at the front of the building and verify all areas are clear

Front Desk:

1. Assist staff clearing the facility (check Nakata Rooms and the front bathrooms)
2. Take the emergency towel bin and the hand held radio with you.
3. Lock the front doors
4. Assist patrons in moving up wind

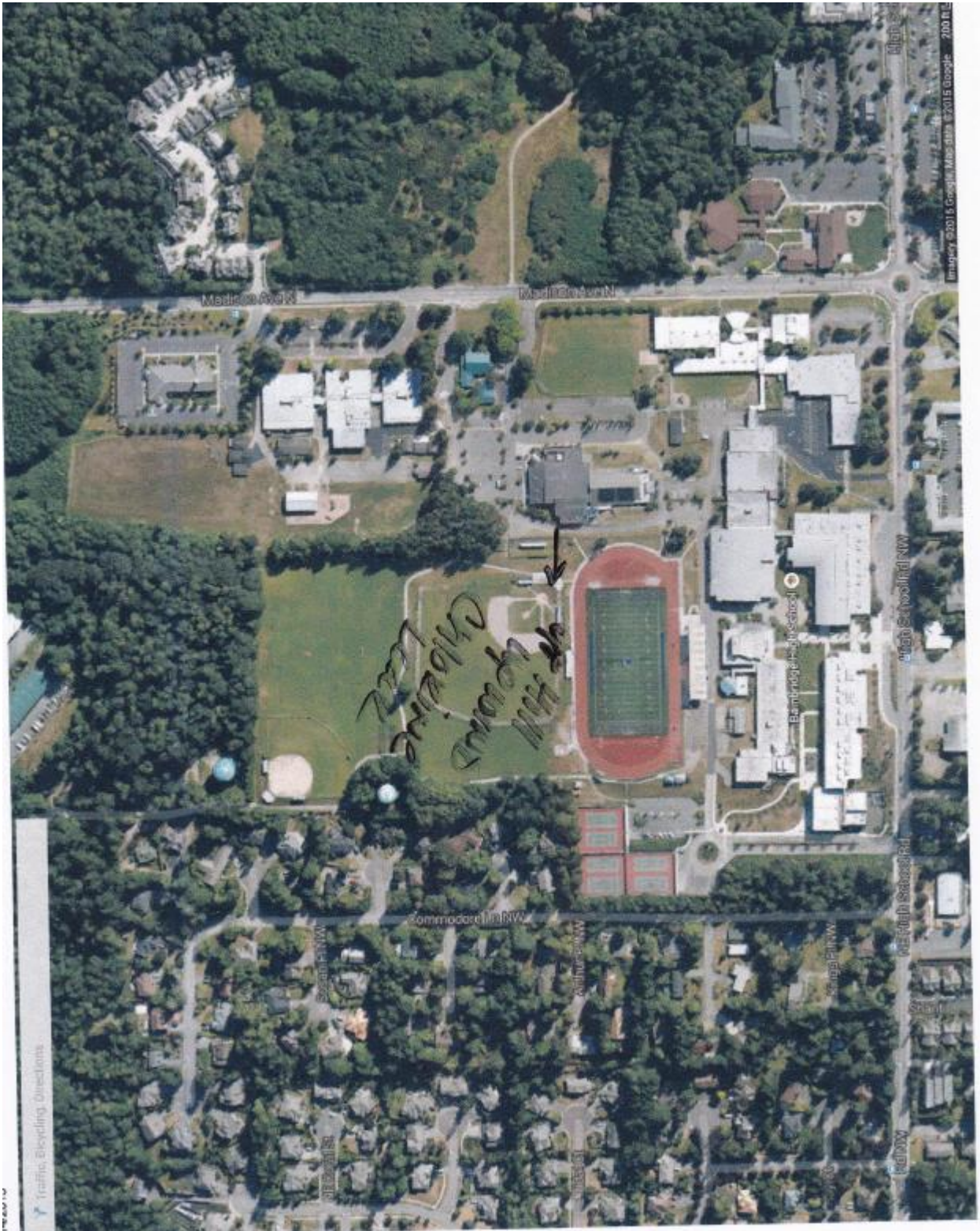
**All Staff: Meet at the front doors and ensure all areas of the building have been cleared of patrons before locking the front doors and heading up wind. Do not re-enter the facility.**

Supervisor:

Meet Fire Department and direct to chlorine room  
Call Supervisor and Pool Operator

Patrons need to move out of facility and parking lot into fresh air – up wind and uphill from the building.

See Attached Map



**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***FIRE***

Guard 1: First person to detect fire

1. Stand up, blow **two short whistle blasts** to alert other guards.
2. Pull nearest fire alarm
3. Blow one long whistle blast and clear the pool
4. Clear pool and locker rooms. Ask patrons to seek ground upwind from Aquatic Center
5. Do not let patrons retrieve their clothes or towels from locker rooms.
6. Take first aid kits (orange bag,) blankets, and towels for patrons.
7. Do the primary survey and provide necessary care.

Guards 2 & 3: Backup

1. Assist with clearing facility, including locker rooms.
2. Assist in any care to be provided.
3. Call 911 & Contact Manager if not at the facility.

Front Desk:

1. Direct patrons outside (North Parking lot or up wind)
2. Vacate building.

## **FIRE ALARM ACTIVATE**

Supervisor:

1. If fire alarm is activated - Read location on the buildings fire control panel
2. Survey the area indication on the fire control panel
3. Determine if the FIRE EAP needs to be activated.
4. If fire is detected vacate patrons from the building
5. Follow false alarm procedures below

## **FALSE ALARM FIRE**

If the fire alarm sounds and it is determined to be a false alarm:

1. The supervisor must have guards let patrons know it is a false alarm.
2. The supervisor goes to the front office and has cashier call 911 to let them know we have a false alarm.
3. The supervisor opens up the fire alarm door (next to the helium tank) and follows the directions inside for a false alarm. **Please do not reset the alarm!**

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***EARTHQUAKE & BOMB THREAT***

Guard 1: First person to detect earthquake.

1. Stand up, two short blasts to alert other guards.
2. One long whistle blast to clear the pool and Yell, "Earthquake!"
3. Instruct patrons:
  - *On deck to sit against a wall keeping away from windows and remain in place until area stops moving.*
  - *In water to stay in water until water stops moving.*
  - *Management/head guard/senior guard should instruct facility staff to clear the building via hand held devices*
4. Clear Pool and locker rooms.
5. Do not let patrons retrieve their clothes or towels from locker rooms.
6. Take first aid kits (orange bag,) blankets and towels for patrons (kept in Nancy's office in container).
7. *If injuries*, do the primary survey and provide necessary care.

Guards 2: Backup

1. Assist with clearing facility, including locker rooms.
2. Make sure 911 has been called.
3. Assist in any care to be provided.

Guards 3: Backup

1. Call 911 and report emergency
2. Assist with clearing facility, including locker rooms.
3. Assist in any care to be provided.

Front Desk:

1. Direct patrons outside.
2. Vacate building.

## **BOMB THREAT**

Guard 1 or Cashier: First person to speak to informant.

1. Questions to ask informant.
  - When is the bomb supposed to detonate?
  - How & where did they find the bomb threat?
  - Where is the bomb located?
  - Is there more than one bomb?
  - What is your name?
  - What is your address and phone number?
2. Inform all staff of possible bomb threat via hand held devices, phone or in person
3. Make sure 911 is being called
4. Clear pool locker rooms. Ask patrons to seek higher ground upwind from Aquatic Center.
5. Do not let patrons retrieve their clothes or towels from locker rooms.
6. Take first aid kits (orange bag,) blankets, and towels for patrons.
7. *If injuries*, do the primary survey and provide necessary care.

Guards 2: Backup

Assist with clearing facility, including locker rooms.

Make sure 911 has been called.

Assist in any care to be provided.

Guards 3: Backup

Call 911 and report emergency

Assist with clearing facility, including locker rooms.

Assist in any care to be provided.

**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***MISSING CHILD***

If a child is reported missing. Staff members are directed to immediately inform the supervisor on duty of the situation. Call 911 immediately and immediately notify the Aquatic Administrator.

**Supervisor:** Ask the following questions:

1. Where was the child last seen?
  2. Name of the child?
  3. Age?
  4. What was he/she wearing?
  5. Does the parent or guardian have a picture?
- Inform all parties involved in the search that the lifeguard office is the meeting place if the child is found.
  - Inform the front desk attendant about the missing child and any information to identify the child.
  - Notify all staff on duty of the missing child
  - Management/ senior guard/ head guard should then via hand held device notify all staff of the missing child, description and the meet up spot
  - Begin searching all locker rooms (Nakata & Ray: Men, Women, & Family) Ask a staff member of each gender to search their respective areas.
  - Check all maintenance rooms, pump rooms, storage room & offices.
  - Search the outside of the facility.
  - When Police Department personnel arrive; all staff will follow the lead investigator's directions.
  - Staff is not permitted to release any information to the press, parents or guests unless directed to do so by the Parks and Recreation Director or Police Chief.

## Bainbridge Island Aquatic Center

### Emergency Action Plan (2016)

#### *Active Shooter*

Active shooter incidents are not an area that can be given a specific plan or rules for this type of event. This plan is intended to give general guidelines on what to expect and how to best protect staff, patrons and yourself.

If you hear gun fire or someone states there is an active shooter:

Most importantly, CALL 911! Please do not assume that someone else will call.

Over the hand held devices state there is an active shooter, where they are located and what they look like if possible.

- RUN
  - Broadcast that there is an active shooter
  - Get patrons out of the water quickly
    - If they will not exit – protect yourself
  - Run away from the shooter
    - Do not be a hero
  - If a shooter is not believed to be waiting outside get out of the building and out of direct line of site
    - Possible areas to run to are buildings and their parking lots
      - Ordway Elementary
      - Commodore
      - School Administration Building
      - High School
      - Teen Center and East High School Parking Lot
        - On the weekends or at night the churches in the area would also be a point of safety
  - Take all people with you that you can but do not be slowed down exiting the area
  - Don't allow others to enter the area – notify them there is a shooter
- HIDE
  - Only hide if you are unable to get out and RUN or it is not safe outside
  - Find an area you can lock, barricade the door or secure in some way
  - Make that area dark and stay out of sight
  - Silence your cell phone/ radio or anything that would give away your position
  - Do not hide somewhere without an escape
- FIGHT – last resort
  - If you are trapped and cannot get away or hide, fight
  - Keep moving – moving targets are hard to hit
  - Distract the shooter by throwing objects at them
  - If you have enough people try to take them down
    - Sit on them- do not give them an opportunity to stand up

Other key points: This will be a super charged situation. Try to stay calm and think. If you can't escape and the police are on their way do not make yourself a target. Do not pick up a weapon; officers are trained to take down subjects. Put the gun in a trashcan or kick it away, but do not hold onto the weapon. Keep your hands visible and fingers spread if they ask you to show your hands. Do not give them a reason to suspect that you are the shooter. After the threat has been neutralized, our role as staff is to assist 911 and First Responders in any way we can.



After the event there are a few key things that will need to happen:

- You will be easily identified by your uniform, so assist officers and safety personnel
  - Tasks they may assign you
    - Help evacuate the building
    - Water retrievals
    - Identifications of patrons
    - First Aid (within our scope of practice)
- We will use the schools as an area to reunite patrons with their families

**Do not speak to the media.** Do not speak to anyone outside of the first responders and Park District Management. Notify management of the incident if it has not already been done. Give care to anyone you can once you are safe.

See Map



**Bainbridge Island Aquatic Center**  
**Emergency Action Plan (2016)**  
***LOCK DOWN***

In the event of a threat to the facility we will go into lock down mode. Such instances will be warranted with a threat at the nearby schools (per Law Enforcement). At this time all doors will be secured by all staff and patrons moved into the pool locker rooms of Nakata. No person will be allowed to enter or exit the facility during an active lock down. Once the threat has been neutralized and Law Enforcement states it is safe, we will resume normal operations.

When a staff member is notified of a threat and lock down procedures need to be activated:

1. Management, front desk staff, head/senior guard needs to notify all areas of threat via the hand held device (radio)
2. Secure and lock all doors
3. Move patrons into the pool deck area away from windows
4. Staff then should sweep the building ensuring all patrons are on the pool deck
5. Once the threat has been neutralized and the all clear sign is given from Law Enforcement normal operations can resume

Front Desk:

- Ensure that the doors are locked in the front
- Move all patrons from the lobby area onto the pool deck
- Check the locker rooms
- Clear Nakata A,B,C rooms

Guard Staff:

- Clear the pool
- Ensure all doors leading outside are locked
- Keep patrons in the facility on the pool deck until the lock down is over

# Facility Maps

