BAINBRIDGE ISLAND RECREATION CENTER EMERGENCY ACTION PLANS

12.5.23

EMERGENCY PHONE NUMBERS

Fire, Medical, Police

Dial 911

Hello my name is _____

I'm located at BAINBRIDGE ISLAND RECREATION CENTER

11700 NE Meadowmeer Circle Bainbridge Island, WA

I am calling from: 206-842-5661

Describe Incident _____ (Spinal injury, Heart attack)

We are administering _____ (Type of Care… first aid, CPR, AED)

*Do not hang up unless 911 instructs you to hang up.

After you call 911, IMMEDIATELY CALL:

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
- **Mike Omans 206-565-5675 (Facility Maintenance Manager)**
- **Gabe Scriven 206-825-9073 (Facility Maintenance Coordinator)**

Secondary:

- **Madison Collins 206-823-9809 (Rec Division Director)**
- **Bryan Garoutte 206-488-8587 (Rec Division Superintendent)**
- **Terry Lande 206-384-3893 (Executive Director)**

Incident reports must be filled out immediately for all injuries.

If injury was fatal - CLOSE DOWN THE BIRC. Staff cannot leave until management has a written statement from each individual on duty. No one is to discuss any part of the incident with anyone except EMS, Police, and management. Remember only facts belong in reports, not speculations.

Other Important Numbers
WA Poison Control
1-800-222-1222

Local Police (Non-emergency)
206-842-5211

Emergency Action Plan

POWER OUTAGE

- **In case of a site wide power outage the BIRC Safety Steps are as follows:**
- **Text or call ALL the primary people listed below, if not already at the rec center.**
- If you cannot reach a primary person, reach out to a secondary one.
- Immediately locate emergency lighting/flashlights that are under the spray bottle refill station at front desk.
- Close and lock the BIRC front doors to any entering members and inform them of our 30-minute policy.
    - 30-minute policy: If power has not been restored within 30 minutes (or expected restoration is expected beyond 30 minutes) any remaining members waiting in lit areas of the facility must exit the building. Closures will be determined on a case-by-case basis.
- Walk the facility and check locker rooms, **move all members to the lobby or well-lit areas.**
- Discontinue use of all fitness and electric powered equipment.
- Contact Electricity Provider for status of power issue/restoration. 1-888-225-5773
- Evacuate facility if necessary.
- BIRC phone system will be down. Be prepared to use your cell phone if necessary.
- Go to Electrical Room 1 (where music system is), open steam fuse box and switch off fuse for steam. *
- DO NOT OPEN the refrigerator doors.
- When the temperature in the deli case reads above 40 degrees, put any perishables in the freezer.

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After Power is restored

- Power on Front Desk computers
- Turn on music and lobby TV
- Walk through upstairs and turn on TV's in Fitness Floor and Selectorized Weight Room
- Walk through the building and check thermostats. Notify Facilities Maintenance of any issues.
- Reset wall clocks in all rooms if needed. Remote for tennis courts 1-3 clocks are in Dayna's desk
- Switch the Steam Room fuse back on, Electrical Room 1 (where music system is)
- Reset hot water heater timer (button towards the top on the backside), in the maintenance room

Hot water heater

Steam room fuse

Emergency Action Plan

FIRE

In case of fire or fire alarm activation, the BIRC Safety Steps are as follows:

First person to detect fire or if fire alarm sounds:

- Pull nearest fire alarm, if not already activated
- Alert ALL nearby staff and if time, use the "all page" button on the phone system to notify onsite staff.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "Please exit the building as quickly as possible"
- Clear all patrons of the facility, including the tennis courts and pool area.
- Do not let patrons retrieve their belongings from locker rooms.
- Ask patrons to head to the Meadowmeer Golf Course parking lot.
- **Call 911**
- Take red emergency bin from the front desk storage closet
- Do the primary survey and provide necessary care

Other Onsite Staff Members:

- Assist with clearing facility, including locker rooms, tennis courts, pool area and gymnasium/court 4
- **Text or call the primary people listed below, if not already at the rec center.**
- If you cannot reach a primary person, reach out to a secondary one.
- Direct patrons outside to the Meadowmeer Golf Course parking lot.
- Take red emergency bin from the front desk storage closet if someone hasn't already grabbed it.
- Vacate building
- Assist in any care to be provided

All Staff:

Meet at the BIRC front doors. If that is not possible, meet at gymnasium front door to ensure all areas of the building have been cleared of patrons before heading over to Meadowmeer Golf Course parking lot. Do not re-enter the facility.

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Emergency Action Plan

FIRE ALARM TROUBLE SIGNAL

In case of fire alarm is displaying a trouble signal, the BIRC Safety Steps are as follows:

Onsite Staff Member/Supervisor:

- If fire alarm TROUBLE SIGNAL is activated - Read location on the buildings fire control panel
- Survey the area indication on the fire control panel.
- Determine if the FIRE EAP needs to be activated
- If fire is detected evacuate patrons from the building and follow FIRE EAP
- If false alarm, follow false alarm procedures below if no signs of fire

TROUBLE SIGNAL false alarm:

- Ensure its false by checking fire alarm panel (located right of the front door or in the fire sprinkler room)
    - Press ALARM ACKNOWLEDGED- It should tell you where in the facility the problem is. Write it down!
    - Press ALARM SILENCE
    - Call Fire Solutions NW 855-876-3473
- The onsite staff member/supervisor must notify all staff and patrons that it is a false alarm.
- The staff member/supervisor goes to the front office and has clerk call 911 to let them know we have a false alarm
- Call Facilities Maintenance.
- Please do not reset the alarm!
- If sprinkler heads are triggered by a false alarm, turn off the sprinklers. There is a shut off valve in the Sprinkler Room to the right of the door leading out of the room

Follow-up with the Facility Emergency Contact List:

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
- **Mike Omans 206-565-5675 (Facility Maintenance Manager)**
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Emergency Action Plan

WINTER STORMS

In case a winter storm warning or bad weather conditions, the BIRC Safety Steps are as follows:

First person to hear from management that we will be closing BIRC due to a winter storm warning or bad weather conditions:

- Activate the EAP by notifying all staff members and patrons of the winter storm warning and the facility is going to close.
- Alert ALL areas of the threat building by using the "all page" button on the phone system and by word of mouth.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "BIRC will be closing early due to the weather!"
- Walk through the facility, including tennis court 4 and gymnasium areas and have patrons leave the facility before the storm arrives and while the roads are still drivable.
- Instruct patrons to:
    - Gather their belongings. No showers!
    - Dress warmly
    - Leave the facility as soon as possible and drive, bike or walk carefully

Other Onsite Staff Members:

- Assist with getting patrons out of the facility
- Do a walk through to be sure there is no one left in the facility or surrounding outside areas except staff
- Assist in putting down salt/deicer on the sidewalks and parking lot

Front Desk Staff:

1. Prepare to close the facility by doing the normal closing procedures

Staff: Do not leave until you are released by your supervisor or someone from the management team.

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FLOODING AND WATER DAMAGE

In case of a flooding or water damage, the BIRC Safety Steps are as follows:

Serious water damage can occur from many sources: burst pipes, fire sprinkler activation, clogged drains, broken skylights and windows, construction projects, major rainstorms, water main breaks.

If a water leak occurs:

- Call the **BIRC Administrator and the Facilities Manager**.
- Give the following information:
    - Your name
    - Location of the leak (where in the building)
    - Severity of the leak
    - Indicate whether any people or equipment are involved or are in imminent danger
- If you know the source of the water and are confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously
- If there are electrical appliances or outlets near the leak, avoid contact
- If there is any possible danger, evacuate the area
- If you can do so safely:
    - Secure vital equipment, records, and hazardous materials by moving them to higher, safer ground
    - Shut off all non-essential electrical equipment
- Evacuate the building if needed
- Do not return to the building until instructed to do so

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Emergency Action Plan

TORNADO/TORNADO WARNING

In case a tornado warning, the BIRC Safety Steps are as follows:

When a warning is issued by sirens, cell phone or other means, seek inside shelter. Consider the following:

- Stay away from outside walls and windows.
- Use arms to protect your head and neck.

First person to hear the tornado warning:

- Alert ALL areas of the threat building by using the "all page" button on the phone system and by word of mouth.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "Tornado or Tornado Warning!"
- Instruct patrons and staff to get into the men's and women's locker rooms
- If there is no time to get to the locker room or locker rooms are full of people, find a small interior room on the ground floor without windows; hallways on the ground floor away from doors and windows; rooms constructed with reinforced concrete, brick, or block with no windows
- Gymnasium/court 4, get patrons and staff to the main facility in the locker rooms
- If in pool, get everyone out and inside the locker rooms as quickly as possible
- Remain sheltered until the tornado threat is announced to be over.
    - If there is building damage or injuries, do the primary survey, evacuate the facility and provide necessary care
    - Call 911 if needed

Other Onsite Staff Members:

- Assist with getting staff and patrons into the locker rooms
- Make sure 911 has been called
- Assist in any care to be provided
- Take red emergency bin, AED, and some towels if possible, bring them into the locker rooms.
- **All Staff: Meet in front of the men's and women's locker rooms and then enter locker rooms.**

Primary:

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Emergency Action Plan

EARTHQUAKE

In case of an earthquake, the BIRC Safety Steps are as follows:

First person to detect earthquake:

- Alert ALL nearby staff and if time, use the "all page" button on the phone system to notify onsite staff.
  - Press the "All Page" button on the phone.
  - Pick up the receiver
  - Speak clearly into the receiver "Take Cover"
- Instruct patrons and staff:
  - *Upstairs, get patrons away from windows and sit/lean against inner walls (without windows) or hide under something sturdy like a desk or table*
  - *Downstairs, get patrons away from windows and sit/lean against inner walls (without windows) or hide under something sturdy like a desk or table*
  - *Gymnasium/court 4, get patrons to sit/lean against outer walls*
  - *If in water, stay in water until water stops moving*
  - *Once motion has stopped, onsite staff/supervisors should instruct facility staff to clear the building*
- Clear tennis courts, gymnasium, pool and locker rooms
- Do not let patrons retrieve their belongings from locker rooms
- Take red emergency bin, AED, and some towels if possible.
- *If injuries,* do the primary survey and provide necessary care
- Call 911 and report any injuries

Other Onsite Staff Members:

- Assist with clearing the facility, including locker rooms
- Make sure 911 has been called
- Assist in any care to be provided

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

Follow-up with the Facility Emergency Contact List:

Primary:

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VERBAL OR PHYISICAL ASSAULT

In case a verbal or physical assault, the BIRC Safety Steps are as follows:

A physical assault is the intentional infliction of or attempt to inflict bodily harm upon another person. A verbal assault is an act of violence in the form of speech that can cause harm or fear to another person.

When an assault occurs:

- Notify Supervisor
- **If alone, call 911**
- Ensure the safety of members and other staff
- Staff should work as a team in response, when possible
- Use calm voice and low tones in addressing the assailant
- If behavior escalates, shout "Stop!" and continue to use a calm voice
- Disperse onlookers and keep others from congregating
- Ensure first aid is rendered to all injured parties
- Do not leave the victim alone
- Seal off area to preserve evidence for law enforcement
- Identify the assailant by name and description (e.g. clothing, height)
- If the assailant has left the building, determine direction and mode of travel
- If assailant leaves in a vehicle, provide description of the vehicle and license number
- Identify any witnesses
- Complete an Incident Report Form and turn it into the BIRC Administrator

IMMEDIATELY CALL:

Primary:

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THEFT AND VANDALISM

In case of theft or vandalism, the BIRC Safety Steps are as follows:

Property Theft:

- Collect information. Patron's name and items missing.
- Double check area to make sure items were not misplaced.
- If items cannot be found Call 911
- Notify BIRC Administrator as soon as possible
- Work with police and patron to complete police report
- Complete an Incident Report Form and turn it into the BIRC Administrator

Property Vandalism:

- Upon discovery of the vandalism, contact the BIRC Administrator and Facilities Maintenance.
- Call 911 if a report needs to be filed
- Do not move anything before doing so!
- Check immediate area for additional signs of vandalism or suspicious items
- Complete an Incident Report Form and turn it into the BIRC Administrator

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Emergency Action Plan

LOST/MISSING CHILD

In case of a lost or missing child, the BIRC Safety Steps are as follows:

- Provider responsible for child will search premises (inside and outside), including areas where child could potentially hide.
- Staff should keep program other participants calm and in one defined area
- Provider will check with others at the program for child.
- Provider or front desk staff will page child by using the "All Page" button.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "child's name".
- If the child is not located within five minutes, begin lock-down procedures and notify BIRC Administrator or person in charge of front desk that day.
- Secure the building by locking doors or sending staff members to monitor exits/entrances
- Provider should contact supervisor and inform them of the situation
- Alert staff, use the "all page" button on the phone system to notify onsite staff.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "All staff: Code Adam, Code Adam, Code Adam".
- Provider responsible for child calls law enforcement and begins documentation, including:
    - Child's name, age, height, weight, date of birth, and hair color.
    - Child's clothing that he or she was wearing, along with other identifying features.
    - Time at which child was noticed missing.
- Provider or supervisor will inform the parent(s) or guardian(s) and remain at the program.
- Continue to search for the child until law enforcement arrives.
- When Police Department personnel arrive; all staff will follow the lead investigator's directions
- Turn in a completed Incident report form to your supervisor
-

After you call 911, IMMEDIATELY CALL:

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Emergency Action Plan

ACTIVE SHOOTER

In case of an active shooter, the BIRC Safety Steps are as follows:

This plan is intended to give general guidelines on what to expect and how to best protect patrons, staff and yourself.

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

CALL 911 ASAP! Please do not assume that someone else will call.

Over the "all page" function or by a loud voice, 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 facility/pool area
    - If they will not exit – protect yourself
  - Run away from the shooter
  - If a shooter is not believed to be waiting outside, get out of the building and out of direct line of site and fire
    - Possible areas to run to are,
      - Meadowmeer Golf and Country Club
      - Nearby neighborhood and homes
  - Take as many patrons/staff as you can but do not be slowed down exiting the facility or outside areas
  - 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 location
  - Do not hide somewhere without an escape

- **FIGHT – as 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 including any gun that may be around; 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:

- Identify yourself as a BIMRPD staff member to all First Responders
    - Tasks they may assign you
        - Help evacuate the building
        - Identification of staff and patrons
        - First Aid (within your scope of training)
- We will use the gymnasium or Meadowmeer Golf Club area to reunite patrons with their families. The area will be decided depending on the final circumstances.

IMMEDIATELY CALL:

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Emergency Action Plan

LOCK DOWN

In case of a lock down, the BIRC Safety Steps are as follows:

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 neighborhood (per Law Enforcement). All doors will be secured by all staff and patrons moved onto the women's and men's lock rooms. 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.

First person to be notified of a threat, lock down:

- Notify the BIRC Administrator or front desk staff supervisor for the day.
- Alert ALL areas of the threat building by using the "all page" button on the phone system and by word of mouth.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "Due to an outside threat, BIRC is in lock down"
- Secure and lock all doors
- Move patrons into the locker rooms away from windows
- Staff then should sweep the building ensuring all patrons are in the locker rooms
- Once the threat has been neutralized and all clear has been given from Law Enforcement, normal operations can resume
- **All Staff: Meet in front of the men's and women's locker rooms and then enter the locker rooms.**

IMMEDIATELY CALL:

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Emergency Action Plan

SUSPICIOUS PACKAGE

In case of a suspicious package, the BIRC Safety Steps are as follows:

First person to discover suspicious package:

- Call 911
- DO NOT
    - Attempt to touch or move a suspicious object
    - Remove or permit anyone else to remove materials which may aid in the investigation of the crime
    - Use the telephone and tie up lines unnecessarily
- Clear the facility including pool area, tennis courts, gymnasium.
- Everyone should go to Emergency Meeting place (Meadowmeer Golf Course parking lot).
- Do not let patrons retrieve their belongings from locker rooms

Other Onsite Staff Members:

- Assist with clearing facility including pool area, tennis courts, gymnasium, and locker rooms
- Make sure 911 has been called
- Assist with getting everyone to the Emergency Meeting place (Meadowmeer Golf Course parking lot).

After you call 911, I IMMEDIATELY CALL:

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
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Emergency Action Plan

BOMB THREAT

In case of a bomb threat, the BIRC Safety Steps are as follows:

First person to speak to informant:

- Do not hang up, try to keep the caller on the line for as long as possible.
- Remain calm and refer to questions to ask.
- Questions to ask informant.
    - When is the bomb supposed to detonate?
    - How and 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?
- Alert staff of the possible bomb threat by using the "all page" button on the phone system.
    - Press the "All Page" button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver "We need to clear the building as quickly as possible"
- Make sure 911 is being called
- Do not allow the caller to know that police are being contacted
- Clear the facility including pool area, tennis courts, gymnasium.
- Everyone should go to Emergency Meeting place (Meadowmeer Golf Course parking lot).
- Do not let patrons retrieve their belongings from locker rooms

Other Onsite Staff Members:

- Assist with clearing facility including pool area, tennis courts, gymnasium, and locker rooms
- Make sure 911 has been called
- Assist with getting everyone to the Emergency Meeting place (Meadowmeer Golf Course parking lot).

After you call 911, IMMEDIATELY CALL:

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Emergency Action Plan

ARMED ROBBERY

In case of armed robbery, the BIRC Safety Steps are as follows:

- Remain calm, follow the robber's orders, do not make any sudden movements
- Give the robber what they want
- Do your best to note the robber's description (height, weight, hair color, race, gender, clothing and which way they exited the building)
- Call 911 as soon as the robber leaves
- Call Emergency Contacts
- Complete an Incident Report Form and turn it into the BIRC Administrator

After you call 911, I IMMEDIATELY CALL:

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POOL EMERGENCY BUTTON ACTIVATION

In case of pool emergency button activation, the BIRC Safety Steps are as follows:

- Front Desk staff should immediately send out an “all page” of “All Managers: Code Blue”, “Code Blue”, “Code Blue” via the front desk phone.
    - Press the “All Page” button on the phone.
    - Pick up the receiver
    - Speak clearly into the receiver “All Managers: Code Blue, Code Blue, Code Blue”
- All management and trained staff should respond immediately to the pool and begin supportive care.
- Once the "all page" has been sent out, Front Desk staff should check the pool camera and **call 911**.

Hello my name is _____

I’m located at BAINBRIDGE ISLAND RECREATION CENTER

11700 NE Meadowmeer Circle Bainbridge Island, WA

I am calling from: 206-842-5661

Describe Incident _____ (Spinal injury, Heart attack)

We are administering _____ (Type of Care… first aid, CPR, AED)

*Do not hang up unless 911 instructs you to hang up.

- A staff member should wait outside to direct the emergency crews to the pool gate opening.

After you call 911, IMMEDIATELY CALL:

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
- **Mike Omans 206-565-5675 (Facility Maintenance Manager)**
- **Gabe Scriven 206-825-9073 (Facility Maintenance Coordinator)**

Secondary:

- **Madison Collins 206-823-9809 (Rec Division Director)**
- **Bryan Garoutte 206-488-8587 (Rec Division Superintendent)**
- **Terry Lande 206-384-3893 (Executive Director)**

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 not already done. Give care to anyone you can once you are safe.*

CHEMICAL ACCIDENT/HAZARDOUS MATERIAL

In case of a chemical accident/hazardous materials, the BIRC Safety Steps are as follows:

Chemical releases can be classified into two distinct categories:

Incidental Releases: Incidental releases are small, isolated releases of chemicals such as cleaning solvents that do not present or have the potential to cause injuries or require evacuation other than the immediate release area. Incidental releases can be cleaned up by personnel who have received proper training under the OSHA Hazard Communication Standard 29 CFR 1910.1200 and have the proper safety equipment. This type of incident would not require the response of the Local Fire Department, or outside agency

Emergency Releases: Emergency releases are those incidents that involve large quantities of chemicals and/or have the potential to cause injuries. A release that requires the response of the Emergency Response Team and/or local fire department would be considered an emergency release.

Incidental Chemical Releases:

- Call the **BIRC Administrator and the Facilities Manager**.

Emergency Chemical Releases:

- Clear the area of all patrons, instruct staff to evacuate the building and secure the area.
    - All persons should be at least 300 feet away from the suspected source of the leak
    - Prevent sources of ignition (cigarettes, electrical equipment, etc.)
    - If the situation appears to be a serious release, activate the fire alarm pull station and begin evacuation of the involved building.
- Call 911
    - Give them your name
    - Inform them of the nature of the problem
    - Inform them of the exact location of the chemical release
- Call the **Emergency Contact List:**
- Send one employee if available to meet the Emergency Response Team
- Advise the Emergency Response Team on their arrival if all personnel and patrons are accounted for.
- If an employee/patron is missing, advise response team to the last known location of the individual.
- Provide assistance to the emergency response team as requested

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
- **Mike Omans 206-565-5675 (Facility Maintenance Manager)**
- **Gabe Scriven 206-825-9073 (Facility Maintenance Coordinator)**

Secondary

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BIOHAZARD CLEANUP

In case a biohazard cleanup is necessary, the BIRC Safety Steps are as follows:

The most common biologically hazardous materials will be bodily fluids such as blood or vomit.

Staff with biohazard cleanup training will respond by doing the following:

- If necessary, mark the area with cones or caution tape.
- Obtain the Biohazard Cleanup Kit from the Fire Sprinkler Room
- Put on a pair of gloves
- Clean up the spill using industrial strength paper towels
- Red Z can be used for vomit. Read directions for Red Z on bottle before using
- Spray DMQ on the spill area once it has been cleaned up
- Let the treated surface must remain wet for 30 seconds
- Wipe up area until all is clean and disinfected
- Place paper towels and other contaminated materials into the red Biohazard bag
- Carefully remove the gloves and place them in the Biohazard bag. DO NOT allow your bare skin to come into contact with the contaminated gloves.
- Place the full Biohazard bag(s) in the Biohazard Disposal Container in the Fire Sprinkler Room. Do not walk around the building with a biohazard bag in your hand.
- Immediately wash hands with warm water and soap
- Complete an Incident Report Form and turn it into the BIRC Administrator

Emergency Action Plan

BIRC Pool

WHO TO CALL

Who do I call?

Michael Omans

- 206-565-5676 (work cell)
- 360-908-1598 (personal cell)
  - Maintenance and Mechanical Operations
  - Showers are not hot
  - No chlorine or Low or high chlorine
  - Power Outages
  - HVAC, Heating and lighting
  - Toilet running continuously
  - Water testing procedures
  - Security/monitoring cameras
  - Low shower, toilet or building water pressure
  - Chlorine Gas Alarm
  - Loose stool, Fecal/vomit Accident, Chemical Adjustment
  - Email maintenance requests to michaelo@biparks.org or leave note on daily inspection report

Jenette Reneau

- 206-488-8449 (work cell)
- 562-972-8047 (personal cell)
  - All Emergencies and 9-1-1 Calls
  - L&I and safety concerns
  - Facility schedules
  - Programs and activities
  - Program equipment
  - Lifeguarding, teams, rentals, facility schedules
  - Fecal / vomit accidents procedures

Formed Stool or Vomit Incident Reporting Form

Formed Stool Vomit (Check one)

1. Evacuate the pool and notify the front desk.
2. Test the pH and Chlorine levels of the water in the location of the incident and record the readings below:

Senior Guard:	**Date:**	**Time:**
Chlorine:	**pH:**	**Recorded by:**

3. If the chlorine is less than 2.0ppm

Contact Aquatic Facility Operator if chemical adjustment is required

Senior Guard:	**Time:** **(2.0 Cl- level reached)**

****Note: Your 30-minute closure time begins when you hit the 2.0ppm Chlorine level****

4. Remove all debris from the pool with nets, buckets and the vacuum

****Note: ALL equipment must be cleaned and disinfected after use ****

DISINFECTION: ¾ cup bleach to 1-gallon cool water for 20 minutes, use appropriate PPE

5. Clean up deck or other equipment if contaminated with fecal or vomit matter

6. **30 MINUTES** after Chlorine is at 2.0ppm you MUST RETEST the water in the area of the incident and Record below:

Senior Guard:		**Date:**		**Time:**	
Chlorine:		**pH:**		**Recorded by:**	

7. Notify supervisor of the closure including any programming that was affected

8. If the chemical tests are within normal limits, you may reopen with Senior Guard approval and notify the manager

9. Ensure all equipment is disinfected/cleaned and properly put away

1. Complete an incident/accident report and put both documents in managers mailbox

Senior Guard Signature: _____

Date Pool Reopened: _____ Time Pool Reopened:_____

Revised 9.7.2016

12.5.23

Loose Stool or Diarrhea Incident Reporting Form

1. Evacuate the pool and notify the front desk.
2. Test the pH and Chlorine levels of the water in the location of the incident and record the readings below:

Senior Guard:	**Date:**	**Time:**
Chlorine:	**pH:**	**Recorded by:**

3. **Call a Supervisor Immediately to notify and to adjust Chlorine levels!**

Check the chlorine levels in the pool every <u>30 minutes</u> or until a supervisor takes over document these recordings on the back of this form for the location of the incident.

The goal is to increase the free chlorine to 20 ppm and maintain it for about 13 hours

4. Remove all fecal debris from the pool using a net. If the portable vacuum is used it will need to be disinfected. **<u>DISINFECTION is ¾ cup bleach to 1-gallon cool water for 20 minutes with appropriate PPE</u>**
5. Remove all equipment from the pool (floats, toys, kick boards) and clean them with a follow disinfection procedure from above
6. Block off the affected pool with cones and signage.
7. 7. Put a sign outside.
8. Assist managers and front desk staff with calling and redirecting patrons.
9. Managers will tell you when we can reopen.
10. Test chemicals and record below before opening:

Senior Guard:		**Date**		**Time:**	
Chlorine:		**pH:**		**Recorded by:**	

11. Ensure all equipment is disinfected/cleaned and properly put away.
12. Complete an incident/accident report and put both documents in Managers mailbox.

Senior Guard Signature: _____

Date Pool Reopened: _____ Time Pool Reopened:_____

Revised 9.7.2016

Loose Stool or Diarrhea

Incident Reporting Form

Time	Cl2 and pH	Adjustment Made	Initials

Revised 9.7.2016

Recognition Drill

Type of Swim: Date: Time:	
Primary Rescuer: Station: Backup Staff: Station:	
Type of Drill: White Cap Silhouette Wilson (ball) u/w Disc	
Situation:	
Recognition Time: Response Time:	
Action Taken:	
Plus	Minus

General Comment:	

Supervisor of Drill: _____

GENERAL PROCEDURES for BIRC POOL

Whistles are used when having difficulty gaining staff or patrons' attention.

During emergency situations, the radio emergency button should be utilized to activate the EAP

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 (Jump Bag)

Crossed arms above head – bring AED

Gesture to neck – spinal

Circling hand – long whistle blast to clear/ rotate

Communication With-in the BIRC Facility

Handheld communication devices (i.e. Radios)

- Management and front desk staff will be responsible for facility wide communication
- In the event of an evacuation or major incident staff will communicate via handheld radio devices
- When using handheld 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

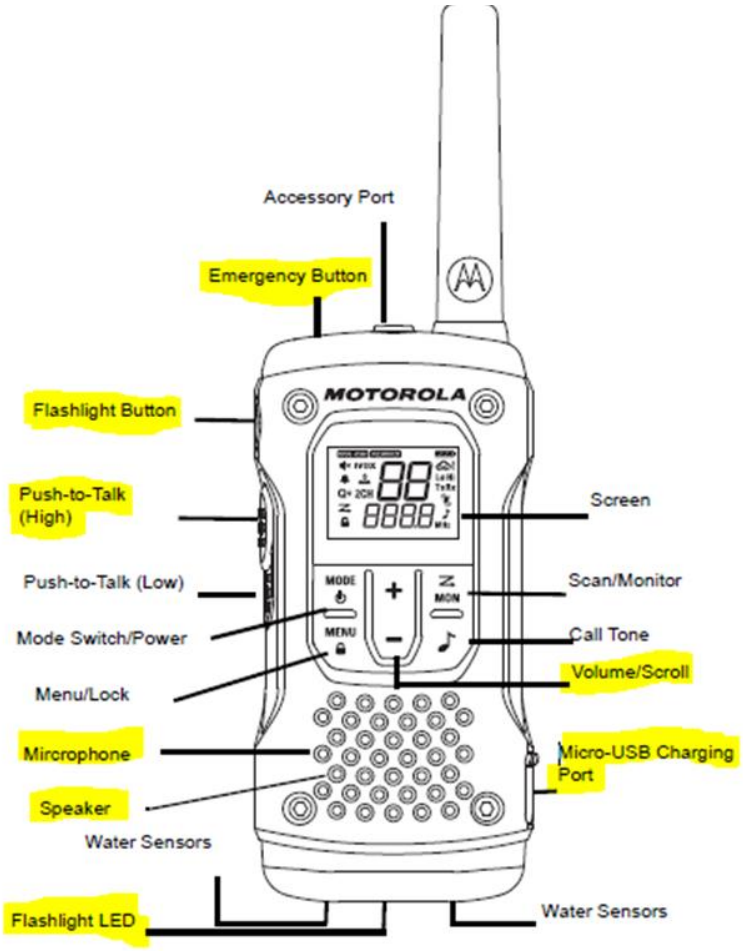
PA System

- PA System microphones are located at the front desk and Electrical room at BIRC
- Press the button and speak clearly
- Utilize this tool if needed to gain all patron and staff attention

BIRC POOL COMMUNICATION RADIO

The BIRC pool will be utilizing handheld radios for general communication and activating the EAP.

Below you will find a reference diagram on radio usage. The BIRC radios will be operating on Channel 21 (large number on screen). The channel should not be adjusted without management's approval.



- The Push-to-Talk (High) button should be used for all general communication with staff
    - Hold the button down and speak into the radio
    - Please note the location of the microphone when speaking
- Emergency Button (orange button on top) should be used to activate EAP
    - Alarm will sound on all radios
    - This will open constant 1 way communication for 30 seconds
- Volume Button (+ & - vertically displayed) will adjust the speaker's volume.
- Charging Port (located on the lower righthand side) open the protective cap and plug in power cable when not in use.
- Flashlight Button (located on the top lefthand side) will turn the light on the bottom of radio on
    - There are two light settings: Red and White illumination

Primary Rescuer:

1. Activate the EAP with the radio
2. Perform appropriate entry and approach to the victim
3. Perform a safe and affective rescue
4. Move the victim to the nearest, appropriate extraction point
5. Remove the victim from the water using an appropriate extrication technique
6. Continue providing care if needed
7. Advise, report and release if appropriate

Back-up Coverage: Should be the closest to Primary Rescuer

1. Stand ready to assist
2. Scan your zone and the Primary Rescuers zone
3. Direct Secondary Rescuers and additional assistance
4. Assist if necessary, call for additional back up if needed

Secondary Rescuer:

1. Stand ready to assist
2. Follow the direction of the Back-up Coverage guard and Primary Rescuer
3. Summon EMS, Fire or 911 if required
4. Get additional equipment (backboard, first aid, AED)
5. Assist with rescue/extrication/care

Front Desk Staff:

1. Summon EMS, Fire or 911 if not done by guards
2. Meet EMS at the front door and escort them to the victim
3. Assist staff with clearing the area and bystanders

Additional Staff/Guards:

1. Assist with the incident as directed by Primary or Back-up Coverage
2. Notify Aquatic Administrator or chain of command utilizing the Emergency Phone Numbers
3. Call the patron's primary guardian if necessary
4. Assist in controlling the scene and bystanders

Supervisor/Manager:

1. Fill out documentation
2. Have all active rescuers fill out accident/incident reports
3. Notify Aquatic Administrator if not already done

Notify Facility Emergency Contact List of the incident (if necessary) examples: if EMS or 911 has been called, large scale rescue, backboarding, etc.

Facility Emergency Contact List:

Primary:

- **Julie Miller 206-319-3770 (BIRC Administrator)**
- **Mike Omans 206-565-5675 (Facility Maintenance Manager)**
- **Gabe Scriven 206-825-9073 (Facility Maintenance Coordinator)**

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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 not already done. Give care to anyone you can once you are safe.*

SPECIAL CONSIDERATIONS for BIRC POOL

When Should You Clear the Pools?

- You cannot safely monitor the patrons while the rescue is occurring, or follow-up care being provided
- Your assistance is needed, and it will remove surveillance coverage from the pools
- Life threatening situation and full team response will be needed

RAIN

The pool will remain open during light rain unless it is raining hard enough to obstruct the lifeguard's scanning of the bottom of the pool. This can be tested by the lifeguard placing a cone at the bottom of the pool's deep end or using the grates on the bottom of the pool's deep end. If these items are not easily viewed, the pool should be closed until they are viewable. Once viewable, the pool should be rechecked for safety and reopened.

THUNDER AND LIGHTENING

The pool will be closed when either a lightning strike is seen or heard. The pool deck should be cleared for safety. The pool deck and pool must remain closed for 30 minutes from the last thunder or lightning strike. After the 30 minutes, the pool should be checked for safety and reopened.

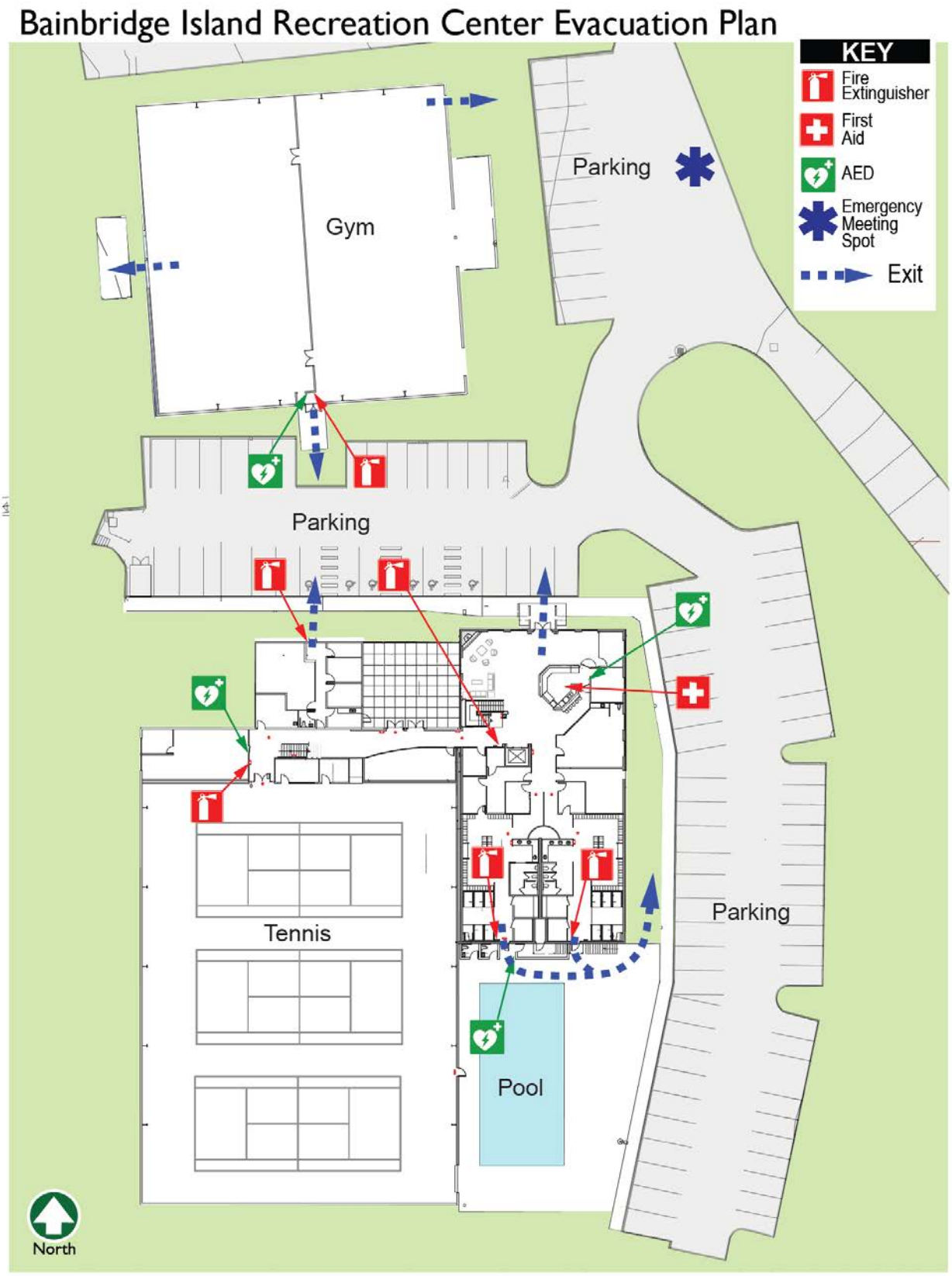
EXTREME HEAT

During days when there are excessive heat warnings or increased chance for extreme heat, supervisors may alter the schedule to increase break frequencies to ensure staff and patron safety. Staff should utilize the lifeguard umbrellas provided, sun protection and stay hydrated. Additional staff may be added to the schedule to assist with rotations and decrease time without water breaks.

SMOKE

During days when there are smoke advisories, supervisors may alter the pool schedule to decrease smoke exposure for staff and patrons.

FACILITY EVAUATION MAP FOR DOWNSTAIRS



12.5.23

FACILITY EVAUATION MAP FOR UPSTAIRS