

Edwards–Knox

Central School District Pool Safety Plan

Location: Edwards-Knox Central School
2512 County Route 24
Hermon, NY, 13652
Phone: (315) 562-8131
Date: 10/4/2018

Organization and Management

1. Chain of Command

- Superintendent of Schools (Erin Woods)
- Superintendent of Building and Grounds (John Daniels)
- High School and Elementary Principals (Amy Sykes and Lura Hughes)
- Pool Facility Manager (Tomorrah Averill)
- Head Lifeguard (Andrea Heller)
- Lifeguards
- Instructor (Physical Education Staff)
- Maintenance Staff

2. Job Duties and Descriptions

- Superintendent of Schools
 - Oversees all personnel, staff and maintenance groups, seeks out responsible, qualified individuals to hire.
- Building and Grounds Superintendent
 - Supervises all maintenance staff, checks chemicals, orders supplies, oversees cleaning, etc.
- Principals (Elem./H.S.)
 - Responsible for physical education staff and supervises them.
- Pool Facility Manager
 - Authorizes the use of the pool, cleans up pool area, scheduling of lifeguards, completes timesheets, checks all certifications and makes sure they are up to date and fills out all papers for pool permit. Makes sure any organizations that use the pool after hours have a qualified lifeguard and their certifications are current and sent to the Health Department for review.
- Physical Education Staff/Instructors
 - Responsible for planning class instruction, behavior and safety of students. Record keeping of swimming abilities. Responsible for checking swimmers' dress, attendance, class organization, behavior management. Checks for band aids, bandages, sores, rashes, etc. Reports safety hazards to maintenance staff, cleans up and secures pool after each use.
- Head Lifeguard
 - Performs back up testing of chemicals, clean up and general maintenance of pool area, guards during school hours, secures pool after each use, inspects pool area and equipment before each use, checks for band aids, bandages, sores, rashes, etc. Assists in first aid and prepares written reports of incidents.

- Lifeguards
 - Must be 16 years old and possess a current American Red Cross CPR certification for the professional lifeguard which will include the use and knowledge of the AED units and should not exceed 1 year. Also must possess a current certification in lifeguarding and first aid, this certification must not exceed 2 years. They are responsible for maintaining their certifications and should remain current. Assure that all safety equipment is in place and in good repair for that day. Supervise the use of the pool and swimmers' activities in and around the pool. **Enforce** rules and regulations, assists in first aid and prepares written reports of incidents, maintains fitness, secures pool entrances after each use. Must maintain knowledge of back-boarding, CPR and all first aid. **Clean up and general maintenance of pool area, safety hazards to maintenance staff, cleans up and secures pool after each use.**
- Maintenance Staff
 - Responsible for daily maintenance **and clean up** in the pool, office, and locker room areas. Stores chemicals in chemical storage room, loads and unloads new chemicals upon arrival. **Extensive** cleaning of pool area during the summer months.

Injury Prevention

1. Daily Inspection:

- A. All lifeguarding equipment will be inspected daily to ensure that it is in good working condition, in place and any defects will be reported to the Building and Grounds Superintendent. The following items are required to be in place before the pool may open for swimmers use;
 1. Two 15ft. shepherd crooks.
 2. The spinal back board and first aid kit are to be pool side and in good condition, along with straps and head immobilizer needed for back boarding.
 3. The pocket mask will be hung next to the first aid kit on the wall next to the lifeguard station.
 4. One rescue tube for each working lifeguard will be in place for use and in good condition.
 5. The emergency phone which is located in the pool area is set up to allow the guards to dial 911.
 6. Elevated lifeguard chairs are in place, one at the center of the pool and one at the deep end.
 7. An updated safety plan will be accessible to anyone who would like to read, which is located in the pool office.
- B. Every time a lifeguard reports for duty, he/she will perform a visual safety check and answer the following questions:
 1. Is all lifesaving equipment in place? Are lifelines up?
 2. Are the rules and regulations posted for all to see?
 3. Is the pool deck surface slippery? Is it free of debris?
 4. Does the pool contain sufficient water and chemicals?
 5. Is the water at a safe level in the diving area? Is the main drain clearly visible?
 6. Is there debris floating in or laying on the bottom of the pool?
 7. Is the emergency phone working and are the numbers posted?

All first aid situations will be documented in the first aid book located in the pool office as well as the nurse's office. As the guard assuming their post, they must remain alert to these dangers; running, pushing, shoving, roughhousing, or horseplay in or around the pool, discarded glass or metal containers, persons playing on the ladders, non-swimmers near the deep end of the pool, patrons sitting or climbing on the float lines, improper use or unauthorized use of floating devices. In addition to these requirements, the guard must scan the pool and monitor the actions of all persons using the pool. The water area directly in front of the guard and below the lifeguard station is a potential blind spot and warrants special attention. If more than one lifeguard is on duty, designated areas of responsibility must be assigned. This will provide for better supervision of large numbers of bathers, and assistance in the event of a sudden emergency. Should such a situation arise, one guard must act as a backup lifeguard, then move to a position that allows for better surveillance until the situation is resolved or other lifeguards come to provide assistance.

2. Rules and Regulations:
 - A. The lifeguard is to assure that the signs at each entrance, containing the rules and regulations are posted in readable condition.
3. Diving Safety:
 - A. Because of the depth of our pool, diving will only be permitted at the "Deep End" of the pool. Diving will not be allowed at the shallow end or from the sides of the pool.
4. Weather:
 - A. Lighting and thunderstorms happen more often in the summer. Patron safety should never be at risk. If a storm or other bad weather is predicted, stay alert for signs of the coming storm, such as thunder and lightning or high winds. In the event of thunder or lightning, lifeguards must: clear everyone from the water and move everyone to a safe area. Keep patrons and staff out of showers and locker rooms; because water and metal can conduct electricity. Refrain from using a telephone connected to a land-line, keep everyone away from windows and metal objects, and monitor weather reports.
5. Water Quality:
 - A. The bottom of the pool's main drain must be clearly visible, all chemicals must be checked and recorded making sure the chlorine and Ph levels are maintained, and water level is satisfactory.
6. Bather Capacity:
 - A. The square footage of our pool area is 75ft. x 45ft. = 3375 sq. feet which allows us to have a capacity limit of 75 swimmers. All lifeguards working will keep a daily sign in sheet of swimmers and during open swim and make sure the capacity limit is not exceeded. A head count is to be performed using judgment depending on usage. We require one certified lifeguard per 25 bathers, thus meeting the NYS Health Department part 6-1 requirements.
7. Supervision:
 - A. Due to the instructional situation in the pool during school hours, only one lifeguard will be on duty while a teacher is instructing. However, during recreational swim, two lifeguards must be on duty at all times. This is for the safety of the patrons as well as the safety of the lifeguards on duty. Pool hours are posted in the pool area. Before opening of the pool, the lifeguard will change into their bathing suit and check all equipment. Then they will make sure they have a whistle in their possession. The lifeguard will not read or otherwise engage in activities that interfere with supervision of the bathers. They are to continually scan back and forth over the water; this should be done slowly enough to see what each swimmer is doing. During open swim times, the 4ft. float line should be in place.
 - B. During swim practices and swim meets there will always be at least one qualified lifeguard who is not coaching or instructing on duty.
 - C. If outside groups or organizations wish to utilize our pool facilities, we ask them to use one of our previously board approved lifeguards. In the event that the outside group or organization would like to use their own lifeguard; the pool supervisor would collect their appropriate documentation and submit it to the NYS Department of Health for approval.
8. Monthly Training Sessions
 - A. All lifeguards are expected to attend a monthly training session. We review and practice all rescue skills, back boarding in the shallow and deep water, in-line stabilization, and converse on issues/situations that may arise. We also condition in the water by swimming laps, performing rescues, and other activities. We cover all first aid scenarios that may arise and review the CPR skills along with using AED units. (Located outside the pool area, on the wall in front of the gymnasium) This is documented on a form which is copied and placed in the pool office.

Conditions that Require Clearing the Water, and Closing the Pool

Conditions causing the closing of the pool include, but are not limited to, any situation or event that may cause harm to swimmers, patrons, or employees.

1. If the main drain of the pool is not clearly visible, the pool must be closed. (If the bottom is not visible, a swimmer may not be either)
2. Notify the on duty maintenance workers immediately.
3. **A minimum of 0.6 ppm free chlorine is required** in the pool. Maintenance is to notify the pool staff if this is not met upon routine testing. The pool is to be closed until adequate chlorine levels can be provided.
4. If chemicals are mixed together improperly and a gas or fumes are in the air, the pool is immediately cleared and closed until checked by the Health Department.

Injury Protections and Inspection Duties

Daily Inspection:

1. Main drain gate, to be secured to the bottom of the pool and not broken.
2. Pool ladders to be firmly anchored and workable.
3. Hydraulic handicap lift secure and workable.
4. Water clarity to be such that the main drain is clearly visible.
5. Make sure covers are on the chlorine crocks and CO₂ units are intact, and labeled clearly.
6. Make sure all chemical containers are stored inside the filter room. New deliveries are to be immediately put away.
7. Filter and chemical storage room located at the far end of the pool is closed and locked at all times.
8. All entrances from the hallway and outside are to be locked at all times except when the pool is open for use and a lifeguard is on duty.

Maintenance

- CPO (Certified Pool Operator)
 - Building and Grounds Superintendent
 - One certified and trained custodian
- Handles all chemicals with gloves and mask in a well-ventilated area and are trained in proper chemical procedures.

Chemical procedures

1. MIX chemicals only in the manner the instructions on the containers say to do
2. NEVER add water to chemicals, add chemicals to water slowly
3. PROTECT eyes with glasses or mask while mixing
4. NEVER mix any chemical with powdered chlorine or liquid chlorine (sodium hypochlorite) as a dangerous gas develops immediately
5. ALWAYS use a clean dipper (free of grease, oil, or insecticides) when dipping into a container of powdered chlorine; it is a potential fire hazard even though most contain a fire retardant
6. ALWAYS keep chemicals in their original containers
7. ALWAYS keep the area dry; do not hose down the area
8. ALWAYS replace chemical container covers tightly after use
9. ALWAYS clean up spillage
10. KEEP chemicals AWAY from electrical equipment and flames
11. ALWAYS throw empty chemical bags or containers into specifically labeled containers; small quantities can mix with other trash and ignite
12. NEVER flush excessive chemicals into sewage that leads to a septic tank treatment system

When moving chemical crocks the door to the chemical room will remain open, and someone in the pool area will be aware of the situation. No one will be allowed in the pool area while this procedure is underway. The chemicals will be rechecked to make sure that all is safe, and the lifeguard will be notified that the pool will be closed until the area is free and clear of any harmful gases. This will be recorded and an administrator will be notified, who will then notify the Health Department. The pool will remain closed until everything is cleared by the DOH. If any unsafe situation arises during these procedures that would cause the pool to be closed it will be documented in the pool book located in the pool office. Then notify the DOH and the pool will remain closed.

Daily testing will be conducted at 7am, 11am, and 3pm. If at any time during the day, the chemical quality of the pool or clarity does not meet the State Sanitary Code section 6-1.111© (1) or 6-1.19 which addresses water quality/clarity, the pool will be closed immediately to the public. It will not reopen until the pool chemicals and water clarity meet the State Sanitary Code.

A free chlorine residual of 5.0mg/l or a PH of 8.2 shall **not** be exceeded in the swimming pool during use. All chlorine solutions will be added to the pool water by chemical feed equipment, conforming to standards in Section 6-1.29 item 11.1.

According to DOH State Code 11.6.1 Disinfection:

Where Carbon dioxide (CO₂) is used as a method of PH control, the following features will be provided:

1. CO₂ shall be injected into the recirculation pipe at the same point where PH adjustment solutions (i.e. acid) would normally be added. The recirculation pipe shall be of sufficient size/length to provide a minimum of 5 second contact time prior to bather contact. Cylinders are anchored to prevent damage.

DPD test kits with reagents no more than one year old capable of measuring PH/Chlorine will be available.

Cleanliness

The bottom and sides of the pool will be brushed and vacuumed and kept it free of sediment, and soil. The surface of the water will be clear of floating matter. Decks are rinsed daily and equipment checked before leaving for the day. Pool will be sufficiently clear to permit a white/black object four inches in diameter to be clearly visible from bottom/sides of pool at all times. If for any reason, the CPO or lifeguards find that the pool has inadequate levels of chemicals, pool bottom is not clear, or any other safety hazards, the pool will be closed to swimmers until those issues are resolved.

First Aid

1. Equipment:

- 2 - Shepherd's Crooks (15 feet long)
- 2 - Reaching poles
- 4 - Rescue tubes
- 1 - Rescue torpedo
- 1 - Rescue board
- 1 - Rescue Back board with head immobilizers and straps
- 1 - First aid box with gauze, band aids, tape, resuscitation mask with one way valve, scissors, gloves, roller gauze and ice pack
- 2 - Elevated lifeguard chairs

2. Communication:

A. Lifeguards

- i. **3** blows of a whistle signals an emergency occurred and a lifeguard is leaving their station.
- ii. **2** blows of a whistle signals swimmers to move to the side of the pool, exit the water and sit on the deck with their feet in the gutter.
- iii. **1** blow of the whistle signals swimmers to stop doing what they are doing in the water and listen.

B. Anyone outside of the pool area

- i. There is a phone located on the table next to the lifeguarding office
 1. EMS - dial 911
 2. Nurse - dial 25518
 3. High school office - 25534
 4. Elementary office - 25533
 5. Outside of the school - 8, then the 7 digit number, and the 4 digit pin then #

3. Uniform:

A. Lifeguards

- i. All lifeguards are required to wear their bathing suit while working and a pair of shorts and a t-shirt if so desired. They must all be readily available for entry into the water when an emergency arises.
- ii. A whistle is required to communicate with swimmers and other guards.
- iii. While on duty a lifeguard needs to be equipped with a rescue tube, with the sash around them ready for a rescue.

Guidelines for Lifeguards

- Upon reporting to the pool for a lifeguarding shift during the school day and for Community Swim, lifeguards must install the 4 foot float line using the Shepherd's crook.
- During recreational swim the starting blocks are off limits. These are only used during swim practice or for diving instruction during school. When starting blocks are not in use, they will be covered with red covers stating that they are for swim team use only.
- When using flippers, please make sure swimmers do not walk on the deck with flippers on their feet. They need to pick out the proper size then walk them to the edge of the pool to put them on. If this is a problem, then ask the swimmer to put the flippers away, and they will not be able to use them.
- Games can be played in the pool during open swim time. If someone would like to swim laps, please have them use the lanes on the far side of the pool. Then ask the other swimmers not to interfere with the lap swimmers. A lane line may be installed to avoid any problems.
- The basketball hoops are there for enjoyment, but dunking of the ball and grabbing of the net or rim is not allowed. This apparatus is very heavy and if it should tip over someone could be seriously injured. If this becomes a problem with a group just ask for the basketballs and inform them they are not allowed to use the hoops for the remainder of the swim session.
- Kickboards may be used, but please do not allow swimmers to jump on them in the water. They may resurface and strike someone, or cause a swimmer to fall backwards and hit their head.
- The diving weights are allowed, but please explain to them that they should not throw them across the pool, as this may hit someone and cause them harm.
- All children under the age of 12 must be accompanied by a parent or guardian.
- All swimmers must sign in and if they are under the age of 12 their parent must sign in next to their name and remain in the pool area at all times.
- Lifeguards should report to work 15 minutes before their shift and close the pool 15 minutes before their shift ends allowing them to secure the pool area and notify the on duty custodians that the pool is now closed.
- The phone must be on at all times in case of an emergency or evacuation within the building.
- Lifeguards are expected to attend one in-service training session per month. These are held for one hour immediately following Community Swim.

Emergency Action Plan

Swimming Pool

EAP for the EKCS Pool

Emergency Action Plans (EAPs) are detailed plans for how everyone should respond in case of an emergency. Emergency action plans should be in the facility's policies and procedures manual. Learn and practice your assigned responsibilities in the EAP during orientation and in-service trainings. All EAPs should be practiced often to develop teamwork.

Emergency Action Plan Steps:

1. Lifeguard recognizes that someone needs immediate help:
 - a. The lifeguard recognizes an emergency in the water or on land.
 - b. Communication signals are as follows:
 - i. Three short blasts: Emergency, lifeguard is leaving his/her station.
 - ii. Two short blasts: clears the water.
 - iii. One short blast: get swimmers attention.
2. Lifeguard Activates EAP:
 - a. Before leaving a station, the lifeguard first activates the EAP by giving a prearranged signal, such as a whistle blast to alert the other guards and staff that the lifeguard is leaving his/her station for an emergency. They can provide back-up coverage, give additional help, and call EMS personnel if necessary.
3. Lifeguard follows the general rescue procedures for emergencies that occur in the water or on land:
 - a. Water emergencies
 - i. Survey the scene.
 - ii. Determine if the victim is distressed, active, or passive.
 - iii. Perform an appropriate rescue.
 - iv. Move the victim to safety by removing them from the water.
 - b. Land emergencies
 - i. Survey the scene.
 - ii. Approach the victim if the scene is safe.
 1. If the scene is unsafe, call for help or check to see what you can do without harming yourself to make the scene safe. (Unplug power sources, etc.)
 - iii. Perform primary survey.
 - iv. Summons EMS personnel if needed.
 - v. Provide proper emergency care.
 - vi. Perform secondary survey.
4. Chain of Command:
 - a. The lifeguard who made the rescue notifies the facility manager and completes necessary paper work.
 - b. With a serious injury or death, the facility manager notifies the appropriate supervisor(s) as soon as possible.
 - c. The supervisor contacts the victim's family and Health Department.
5. Witness Interviewed:
 - a. As soon as possible, the designed safety team member interviews witnesses who saw the incident. Interviews are done privately and documented in the writing.
6. Reports Completed:
 - a. The lifeguard(s) who made the rescue fills out an incident reports as soon as possible, other lifeguards and staff involved in the incident must also fill out an incident report form.
7. Equipment Checked:
 - a. The lifeguard checks the equipment and supplies used in the rescue. Any damaged or missing items are reported or replaced. If the facility was cleared during the incident, all required equipment must be back in place before re-opening the facility.

8. Corrective Action Taken and a Follow Up Discussion:
 - a. Any situation that may have contributed to the incident is corrected before the facility is reopened or as soon as possible. If needed, restrict access to any unsafe area. There should be a debriefing meeting with lifeguards and their supervisor to review the situation and how things were handled.

General Procedures for a Water Emergency

- A. Survey the Scene.
- B. Activate the EAP.
- C. Determine if the Victim is Distressed, Active or Passive.
 - a. Distressed Swimmer - One who can continue to call for help, floating, sculling, or treading water, may wave for help. Horizontal or diagonal depending on means of support. Little or no forward progress less and less able to support self.
 - b. Active Drowning Victim- Struggles to breathe; cannot call out for help. Arms to sides alternately moving up and pressing down; no supporting kick. Vertical has only 20-60 seconds before submerging.
 - c. Passive Drowning – not breathing, no arm or leg action, Horizontal or vertical; face-down, face-up or submerged. No locomotion.
- D. Enter the Water
 - a. Choose the best entry based on:
 - i. Water depth
 - ii. Your height above the water
 - iii. Location of the victim
 - iv. Facility design
- E. Perform an Appropriate Rescue
 - a. Swim to the victim to make contact and perform a rescue. Use an appropriate rescue based on the victim's condition.
- F. Move the Victim to Safety
 - a. Move the victim to the side of the pool. The kick you use to move the victim to safety depends on your strength and ability.
- G. Remove the Victim from the Water
 - a. Use the appropriate removal technique depending on the victims condition and the facilities design.
- H. Give Emergency Care as Needed
 - a. Depending upon the victims condition, you may have to give rescue breathing, CPR, or other care until EMS arrives.
- I. Epileptic Seizures
 - a. The lifeguard must immediately notify the nurse if a swimmer suffers a seizure at the pool.
 - i. If the seizure occurs in the water, the individual submerges and appears to have completely recovered, the lifeguard will still arrange for transportation to the local hospital. The swimmer should not be allowed in the water for the remainder of the day after suffering a seizure.
 - ii. If the victim experiences a seizure while in the water, several problems are encountered; the victim will not be able to assist in his or her own rescue. The victim will probably have an unprotected airway and will be susceptible to a massive aspiration of water.
 - iii. Once the victim has been removed from the water, it will be difficult to determine whether abnormalities in the victims condition are due to a near drowning or due to the after effects of the seizure.
 - iv. Procedures for victim experiencing seizure while out of the water; any obstacle that might be struck by the victim or cause injury should be cleared from that area. Convulsive movements should never be restrained, nor should any object be placed between the victims teeth. After the seizure has ended, the victims should be gently rolled onto his/her side so that saliva or food can be cleared from the mouth to provide a clear airway. Standard procedures for respiratory emergencies should be followed if the victim stops breathing after the seizure, seek medical attention.

J. Chlorine Gas

- a. If an error is made and the liquid chlorine and acid are mixed, chlorine gas will result.
 - i. The swimmers must be immediately evacuated out of the water and into the locker rooms.
 - ii. Notify maintenance staff.
 - iii. Call 911 and use the procedures posted at the phone.

K. Signals

- a. The emergency signals shall be practiced periodically to assure that lifeguards respond as specified. They are as follows; one whistle, get swimmers attention. Two whistles, clear the water and three whistles, lifeguard leaving station for emergency.

L. Logbook

- a. The lifeguard is to record all incidents in the logbook that is provided. They should include: result in death, required resuscitation, required referral to a hospital, is a bather illness associated with the water quality?
- b. Other items that need to be recorded but not reported are as following: any band-aids used, minor scratches or scrapes, minor wounds, etc.

M. Search Procedures for missing students

- a. If a student becomes missing after class use the following procedures to locate:
 - i. Check pool bottom.
 - ii. Check all areas in the locker room, questions students.
 - iii. Check pool deck and surroundings, upstairs, etc.
- b. If victim is found submerged: shout for help, remove person from pool safely, check vitals, etc. follow EAP.

N. Security

- a. The pool will remain locked until the lifeguard(s) are at their post and ready for work. The swimmers cannot enter the pool until the lifeguard opens the door. No one else should be opening doors unless they are the lifeguard on duty. Each lifeguard station will be equipped with appropriate equipment.
- b. The pool will be closed and locked any other times except for special occasions where only the school approved lifeguards may work. If someone else is approved to work at the pool, copies of their certifications must be forwarded to the Health Department and approved before they are allowed to work as a lifeguard.

O. Spinal Injuries

- a. Most spinal injuries at swimming pools are the result of diving into shallow water. They occur when the victim's head strikes the bottom of the pool or some other object, such as another swimmer. They may also result from jumping, falling or being pushed against solid objects.
- b. As a lifeguard, you must be able to recognize suspected spinal injuries and administer to the victim in such a way as to prevent additional injury. A mishandled spinal injury can result in permanent damage or death.
- c. In a spinal injury situation, rescue operations and assistance can be complicated. If you are faced with this type of emergency, follow these procedures:
 - i. Alert rescue authorities.
 1. Have others at the pool notify authorities, giving the location of the facility and an assessment of the situation.
 - ii. Carefully approach the victim.
 1. Never jump or dive into the water, ease in. You should enter as gently as possible to prevent additional water movement that can harm the victim.
 - iii. Prevent any movement of the victim's spine.
 1. The injured person's head, neck, and back must be immobilized to prevent movement. This is accomplished, initially, through the use of your hands, arms or body.
 - iv. If a victim is submerged, get him or her to the surface of the water.
 1. The victim must be brought to the surface before any first aid can be administered.
 - v. If necessary, rotate the victim's body so that he/she is face up.

1. The injured persons face must be kept out of the water in order for you to open the airway and begin artificial respiration, if needed.
- vi. Keep the victims airway open.
 1. If the victim is not breathing, you must start artificial respiration as soon as possible. If he/she is breathing, keep the airway open at all times.
- vii. Position a backboard under the victim.
 1. Extreme care must be used in positioning the backboard so as not to further injure the victim.
- viii. Secure the victim.
 1. It is important that the victim be properly secured to the backboard in order to prevent him or her from sliding or rolling off.
- ix. Carefully remove the victim from the water.
 1. The backboard must remain in a horizontal position when removing the victim from the water. The board and victim must be lifted upwards, carefully, so as not to tilt or rotate the victim as he or she is passed to rescue personnel.
- d. Once the victim is on firm ground, treatment for shock should be administered. Throughout the whole rescue process the victims breathing and circulation must be monitored. When in-service training classes for spinal injuries are conducted at this facility, all lifeguards must attend and participate. Practice conducted by trained personnel will concentrate on individual and team rescue efforts in order to save time.

Emergency Action Plan (Water)

- 1. Lifeguard recognizes that someone needs immediate help**
- 2. Lifeguard activates EAP**
- 3. Lifeguard follows the General Rescue Procedures for emergencies**
 - **Survey the scene**
 - **Determine if the victim is distressed, active, or passive**
 - **Perform an appropriate rescue**
 - **Move the victim to safety**
 - **Remove the victim from the water**
 - **Provide emergency care, if needed**
 - **Perform a primary survey**
 - **Call 9-1-1 or the local emergency number**
 - **Perform a secondary survey**
- 4. Chain of command notified**
- 5. Witnesses interviewed**
- 6. Reports completed**
- 7. Equipment checked**
- 8. Corrective action taken**
- 9. Follow-up staff discussion**

Emergency Action Plan (Land)

- 1. Lifeguard recognizes that someone needs immediate help**
- 2. Lifeguard activated EAP**
- 3. Lifeguard follows the General Rescue Procedures for emergencies**
 - **Survey the scene and approach the victim**
 - **Provide emergency care, if needed**
 - **Perform a primary survey**
 - **Call 9-1-1 or the local emergency number**
 - **Perform a secondary survey**
- 4. Chain of command notified**
- 5. Witnesses interviewed**
- 4. Reports completed**
- 5. Equipment checked**
- 6. Corrective action taken**
- 7. Follow-up staff discussion**

Chain of Command



