

MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.



EMERGENCY ACTION PLAN

Jackson Aquatic Center

Updated 10.11.16

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TABLE OF CONTENTS	
PHONE PROCEDURES	3
DRY CHLORINE EMERGENCIES	4
MAJOR FIGHTS	5
AQUATIC EMERGENCIES	6
MAJOR ACCIDENTS	7
SPINAL INJURIES	8
FIRE	9
BOMB THREAT	10
HEART ATTACK / RESPIRATORY EMERGENCIES	11
EQUIPMENT BREAKDOWN	12
COMMUNICATING WITH THE MEDIA	12
AFTER INCIDENT FOLLOW-UP	13
SEVERE WATHER	14

PHONE PROCEDURES



1. Call 911

2. Give 911 operator requested information:

- TYPE OF EMERGENCY – Police, Fire, Medical
- JACKSON POOL PHONE NUMBER –541-774-2490
- JACKSON POOL ADDRESS – 815 SUMMIT AVE.
- WHERE TO ENTER POOL – Enter though side gate of pool off of Clark St.

3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.

4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.

5. If possible, after dispatcher releases you contact:

Title	Name	Work Phone	Cell Phone
Recreation Supervisor	Sue McKenna	541-774-2484	541-414-9646
Recreation Superintendent	Jesse Nyberg	541-774-2482	541-261-6693
Parks Superintendent	Tim Stevens	541-774-2689	541-778-2079
Parks Supervisor	Jeff Knecht	541-774-2692	541-951-5846
Parks Supervisor	Brian Robinson	541-774-2655	541-531-8403
Parks and Rec. Director	Rich Rosenthal	541-774-2483	541-941-1494
POLICE NON EMERGENCY	541-770-4783		

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

DRY CHLORINE EMERGENCIES



EFFECTS OF EXPOSURE:

SIGNS	EYES:	Severe irritation (redness, swelling and or burns).
	INHALATION:	Shortness of breath, wheezing, choking, chest pains and impairment of lung function.
	INGESTION:	Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration
	SKIN:	Severe irritation, redness, swelling, burns, and scab formation.

ACTION	1. CALL 911	
	2. Activate following EMS Procedure	
	EYES:	Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
	INHALATION:	Remove victim to fresh air.
	INGESTION:	Immediately have victim drink large quantities of water. DO NOT induce vomiting. DO NOT give anything by mouth if the person is unconscious or is having convulsions.
	SKIN: before re-use.	Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned.

NOTE: Only authorized maintenance staff may handle dry chlorine.

MAJOR FIGHTS



A SITUATION THAT:

SIGNS

- Involves a weapon
- The Staff is unable to control the situation
- Involves large numbers of people.
- Involves Adults, or Adults and Children

ACTION

1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

AQUATIC EMERGENCIES



SIGNS	<p>NON SWIMMER</p> <ul style="list-style-type: none"> Looks afraid, head tilted back, arms flapping, may not be using legs. Is usually in a diagonal or vertical position. May or may not call out for help.
	<p>DISTRESSED SWIMMER</p> <ul style="list-style-type: none"> May be able to call for help. Tired, usually able to keep head above water, but unable to move in any direction. May quickly develop into a drowning situation if not assisted promptly. Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this be prepared to assist.
ACTION	<p>1. SOUND ONE LONG WHISTLE BLAST</p>
	<p>2. CLEAR THE AREA OR POOL AS NEEDED</p>
	<p>3. APPROACH THE VICTIM- Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:</p> <ul style="list-style-type: none"> Breathing and Pulse status Call 911 You need assistance
	<p>4. If the patron is not breathing start CPR using the protective CPR mask.</p>
	<p>5. Call 911 if necessary.</p> <p><i>"I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"</i></p>
	<p>6. Send patron or staff member to meet the EMS and direct them to the side gate of the pool off of Clark St.</p> <p style="text-align: center;"><u>DO NOT DELAY THIS CALL, STAY ON THE LINE</u></p>
	<p>7. Continue to follow appropriate Emergency Response Procedures.</p>

MAJOR ACCIDENTS



SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

ACTION

Accident is beyond Basic First Aid

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

SPINAL INJURIES



SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

FIRE



SIGNS

- Smell Smoke and presence of smoke or flame
- Warm doors and or walls

ACTION

1. **SOUND ONE LONG WHISTLE BLAST**
2. Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.
4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need fire and police, we have a possible fire. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490”

DO NOT DELAY THIS CALL, STAY ON THE LINE
5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.
6. Do not attempt to fight the fire.
7. Follow the Emergency Response Procedures posted by the phone.

BOMB THREAT



SIGNS

- A phone call saying a bomb has been placed at the pool.
- A usual package left unattended

ACTION

1. **SOUND ONE LONG WHISTLE BLAST**
2. Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.
3. CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.
4. **WHEN CALLING 911 SAY THE FOLLOWING:**

“I need the police, we have a strange unattended package / or have received a bomb threat. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”

DO NOT DELAY THIS CALL, STAY ON THE LINE
5. Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.
6. When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.
7. Follow the Emergency Response Procedures posted by the phone.

HEART ATTACK / RESPIRATORY EMERGENCIES



SIGNS

- Chest pain that radiates to arms, shoulders, neck or jaw
- Weakness, nausea, shortness of breath and perspiration
- Not admitting they may be having a heart attack
- May not be breathing

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical, we have a possible (describe problem). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 541-774-2490"

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.

3. **DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.

4. **BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR

5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.

6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.

7. Follow the Emergency Response Procedures posted by the phone.

EQUIPMENT BREAKDOWN



1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.
2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.
3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.

COMMUNICATING WITH THE MEDIA



1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 541-774-2400, located at 701. N. Columbus, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.
2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 541-774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.
3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow though with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.

AFTER INCIDENT FOLLOW-UP



1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.
2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.
3. Provide follow-up meetings' as needed depending on the severity of the incident.
4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.

SEVERE WEATHER



SIGNS

- Thunderheads
- Rain Clouds overhead
- Thunder or Lightning in the area
- High Winds

ACTION

1. If thunder and / or lightning is heard or seen, clear the pool immediately. Have all patrons and staff get indoors and off of the pool deck area.
2. Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.
3. Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.
4. Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.
5. If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 541-779-5990. If a severe storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.