



EMERGENCY ACTION PLAN

Liberty – 29 Palms

Created/Modified: 10/2024

Liberty Base Housing | CPEN, Yuma, 29 Palms, Coleville

(561) 906-4137 | (442) 400-2707

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Introduction

This Emergency Action Plan defines the roles and responsibilities for the Lifeguard Operations staff at the Liberty Base Housing Pools on 29 Palms military installation for the various potential emergencies that may occur at the pools, beaches, or water attractions within the operation. The plan also provides additional information such as emergency equipment locations, emergency phone numbers, and evacuation procedures. The EAP creates a safe system of responding to emergencies while minimizing risks and hazards to both facility staff and patrons.

Notes:

- The Emergency Action Plan throughout this document will be referred to as the “EAP”.
- The EAP is a key part of the facility’s overall safety plan. The EAP works in conjunction with operational procedures, facility management, and staff training.
- The EAP will be reviewed and put into scenarios through a combination of inservice training and job orientation.

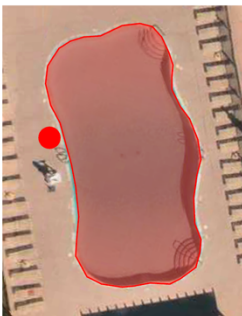
Facility Pool and Attraction Staffing Plan

During normal operations, 2 Mile, Joe Davis, Adobe, Desert View, and Ocotillo will have at least one (1) Regional Manager available by phone, one (1) Lifeguard Supervisor on site, and (1) Lifeguard minimum - (2) Lifeguards maximum at each pool depending on available staffing. The lifeguard supervisor will be on location and will commute between each aquatic facility throughout the day. The manager will have oversight of the entire operation. Each pool will have a small first aid supply on hand.

Staffing levels for each pool or attraction may vary depending on pre-approved seasonal contract. Facility Supervisors will be responsible for frequently checking each pool. They will support the Lifeguards and maintain standards.

The following list are minimum staffing levels for operation of each respective pool or attraction:

2 Mile

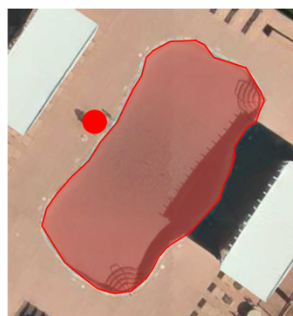


Minimum - 1 Lifeguard - Total coverage



2 Lifeguards - Zone coverage

Joe Davis

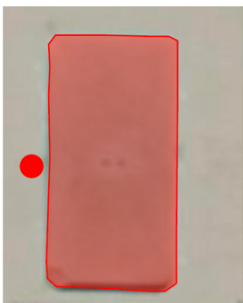


Minimum - 1 Lifeguard - Total coverage

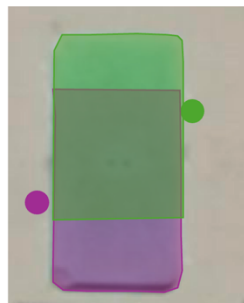


2 Lifeguards - Zone coverage

Adobe



Minimum - 1 Lifeguard - Total coverage



2 Lifeguards - Zone coverage

Desert View

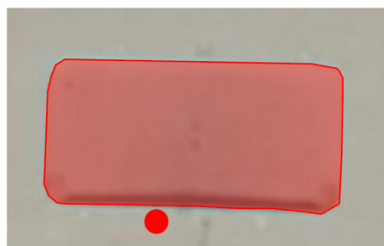


Minimum - 1 Lifeguard - Total coverage

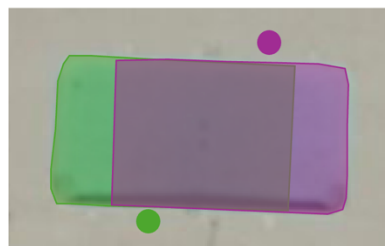


2 Lifeguards - Zone coverage

Ocotillo



Minimum - 1 Lifeguard - Total coverage



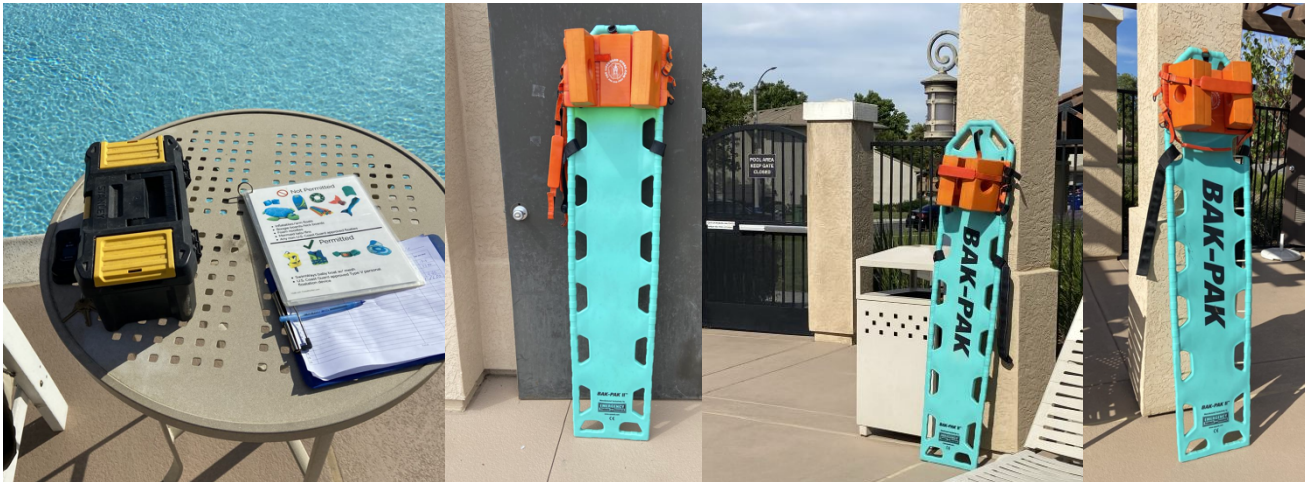
2 Lifeguards - Zone coverage

Emergency Equipment

Emergency Response Equipment is always available for during operating hours. This equipment must include the following:

- Rescue Backboard (1)
- Lifeguard Tubes (2)
- Emergency Response Bag containing:
 - Bag Valve Masks (BVM)
 - CPR Mask
 - First Aid Kit

Equipment should be inspected for proper operating condition every morning prior to opening. This inspection is noted on a daily opening checklist. This ensures all equipment is available and in good working order each day. If an item is not in good working order then it should be immediately replaced and taken out of in-service. The operation should not open without equipment in place. Each night all equipment is to be stored for safe keeping.



INSERT PHOTOS FROM POOLS WHEN AVAILABLE

Calling For Assistance

For any situation or incident that requires offsite medical care or operational/management notification, the following phone numbers can be called for additional support:

Telephone Numbers:

- Emergency 911
- Base Housing 760-362-8901
- District Manager 561-906-4137
- Security 760-830-6810
- Pool Service 760-777-2363

Premier Chain of Command for Reporting Incidents

1. Lifeguard
2. Manager
3. Regional Manager
4. HR/Ryan

Activating the EAP and Requesting Assistance

The following steps should take place to activate the Emergency Action Plan and request further assistance:

- The first responding Lifeguard will initiate the EAP by blowing two (2) long whistle blasts to notify other Lifeguards in the immediate area for assistance.
- **Additional responding lifeguards or personnel will bring any needed emergency equipment and call 911 (if warranted) and notify the supervisor.**
- Responding Lifeguard(s) and Supervisor(s) should begin immediate emergency care and seek to stabilize the patron(s) needing assistance.
- Supervisor(s) will focus on scene management, information gathering, and ensuring no additional patrons or staff members are at risk.
- All staff should conduct themselves in a manner that conveys control of the situation to the patrons. The patrons and those around you will take their cues from you.
- Do not discuss an incident with or mention past incidents to any patron or staff member other than a manager.
- Do not make any promises about refunds, payment for medical bills, etc.
- Once the scene is stabilized, the Manager and Regional manager will develop a plan to staff and re-open any closed pools as needed.

Temporary Pool Closure/Clearing

If required, a Lifeguard can temporarily close a pool for the following situations:

- A medical or drowning emergency
- If they deem that the conditions are not safe (i.e. ride malfunction, weather, unsafe patron behavior, etc.)
- Water contamination or poor clarity

Patrons should be informed that they are required to exit the pool for a temporary closure. Suitable signage should be placed around pool area informing the patrons of the closure.

In a non-emergency situation, Lifeguards are required to call for assistance from the Supervisor. All pool closures should be informed to Management. Management should properly communicate the closure to the Liberty Base Housing.

In emergency situations, any staff available in that area should assist with crowd control or other requirements.

Incident Reporting

Any incident, accident, injury, or ***other unusual event* that occurs in or around the facility pools should be documented and reported to management. Incident reports must be filled out in their entirety leaving no blank spaces. Incident reports should include ONLY factual information, and should be kept confidential. Incident reports should include an official written incident report document, patron/staff details, witness statements (if applicable), and any other information that can be retrieved to assist later.

Lifeguards are responsible for initiating the incident report data collection so long as the body of water is being adequately supervised or is void of patrons. Lifeguards should not be handing the report to the guest to fill out unless there is a language barrier. Should this be the case, the lifeguard must ensure the report is legible.

Supervisors or Managers will be responsible for immediately following up on the incident report collection of information and statements. Anyone who witnessed the injury and/or was directly involved is recommended to provide a witness statement. Witnesses should provide as much detail as possible focusing only on the factual information they know first-hand. Assumptions or third-party information should not be included. Reports should be completed in full and submitted to the management as early as possible.

***other unusual event* – this can be a harassment claim, employee challenge, guest argument, guest misconduct, theft, destruction of property, employee misconduct, etc.

Pool Emergencies

Any Lifeguard discovering a potential or actual emergency situation shall activate the EAP and, without jeopardizing staff safety, begin response.

WATER RESCUE

1. Lifeguards should be ready to perform rescues and assist patrons at all times.
2. Using the STAAR technique, the Lifeguard will identify a potential distressed person. If there is ever doubt about entering the water for a rescue, the general rule to follow is **"If you don't know, GO!"**
3. The Lifeguard readies themselves. The rescue tube is in proper position with strap gathered (not caught on anything) and the whistle is ready.
4. The Lifeguard will blow one (1) loud, long whistle blast to inform anyone in the area there is a water rescue in progress. If an incident that may require additional assistance is suspected, the Lifeguard will blow two (2) loud, long whistle blasts as soon as possible. ****IF ALONE** Clear pool and select bystanders to summon EMS and bring rescue equipment**
5. The Lifeguard enters the water using the compact jump entry only. The lifeguard maintains eye contact with the distressed/drowning patron as much as possible.
6. Other Lifeguards in the immediate area shall remain alert to the rescuer's area, as well as your own until the rescuer returns.

WATER RESCUE CONTINUED - RESPONSIVE PATRON

7. After reaching the patron, the Lifeguard will perform the appropriate rescue. The Lifeguard will calm the patron by talking to them while moving to the nearest exit or shallow area.
8. Once the Patron is safely out of the water and/or out of danger, the lifeguard will speak with the rescued patron and retrieve information for a rescue report to be completed.
9. The lifeguard (or Supervisor if on site) will require a proximity policy adherence and a lifejacket or limited activities for the person based upon their abilities.
10. Once incident report is complete, the Lifeguard will return to station and resume normal duties
11. NOTE: If a Patron is coughing or having trouble breathing, the patron should be referred to further treatment for evaluation.

WATER RESCUE CONTINUED - UNRESPONSIVE PATRON

7. After reaching the patron, the Lifeguard will perform the necessary rescue. If there are no obvious signs of life, the Lifeguard will perform five (5) rescue breaths.
8. If it wasn't already done, the lifeguard will blow two (2) long, loud whistle blasts to further activate the EAP.
9. Once the patron is extricated from the water, the Lifeguard(s) will immediately perform an assessment by checking for obvious pulse and normal breathing (rise & fall of the chest).
10. Proper care should be applied depending upon the person's condition and vital signs until further support can take over or the patron is transported for further evaluation.
11. The Manager will notify the Regional Manager (if they have not already) and will assist in gathering Incident Report information, guest statements, and coordinating how the remainder of the day will go with Regional Manager.

Medical Emergency

SMALL INJURIES

In the event of a small injury (cuts, scrapes, bee stings, etc.), the Lifeguard should do one of two options:

1. Either call for assistance to provide First Aid or direct the patron to the Lifeguard who is not on stand.
2. Clear the pool and provide First Aid treatment to the patron. First Aid kits are located next to the lifeguard stand or in the guard shack. ****NOTE:** Any first aid or medical treatments should be documented on an incident report form AND reported to a Supervisors for logging the event.

****Assess equipment used and replace needed items**

LIFE-THREATENING EMERGENCIES

In the event of a life-threatening emergency, the responding Lifeguard should do the following:

1. Immediately activate the EAP with two (2) long whistles. If another lifeguard is available, have them call the manager after calling 911.
2. Emergency care will be provided as required by the responding Lifeguard(s) until further help, ambulance, or advanced medical personnel can respond and take over the treatment.
3. If a Lifeguard is not aiding in the treatment of the Patron, they should assist with crowd control and keeping the area clear.
4. The Supervisor or Manager will complete the incident reporting procedures and gather all information, statements, and other details about the incident.
5. Anyone responding should focus only on providing care and calming the patrons. Responders should never make an attempt to make a diagnosis or attempt to determine cause of the injury.

****Assess equipment used and replace needed items**

EMPLOYEE INJURIES

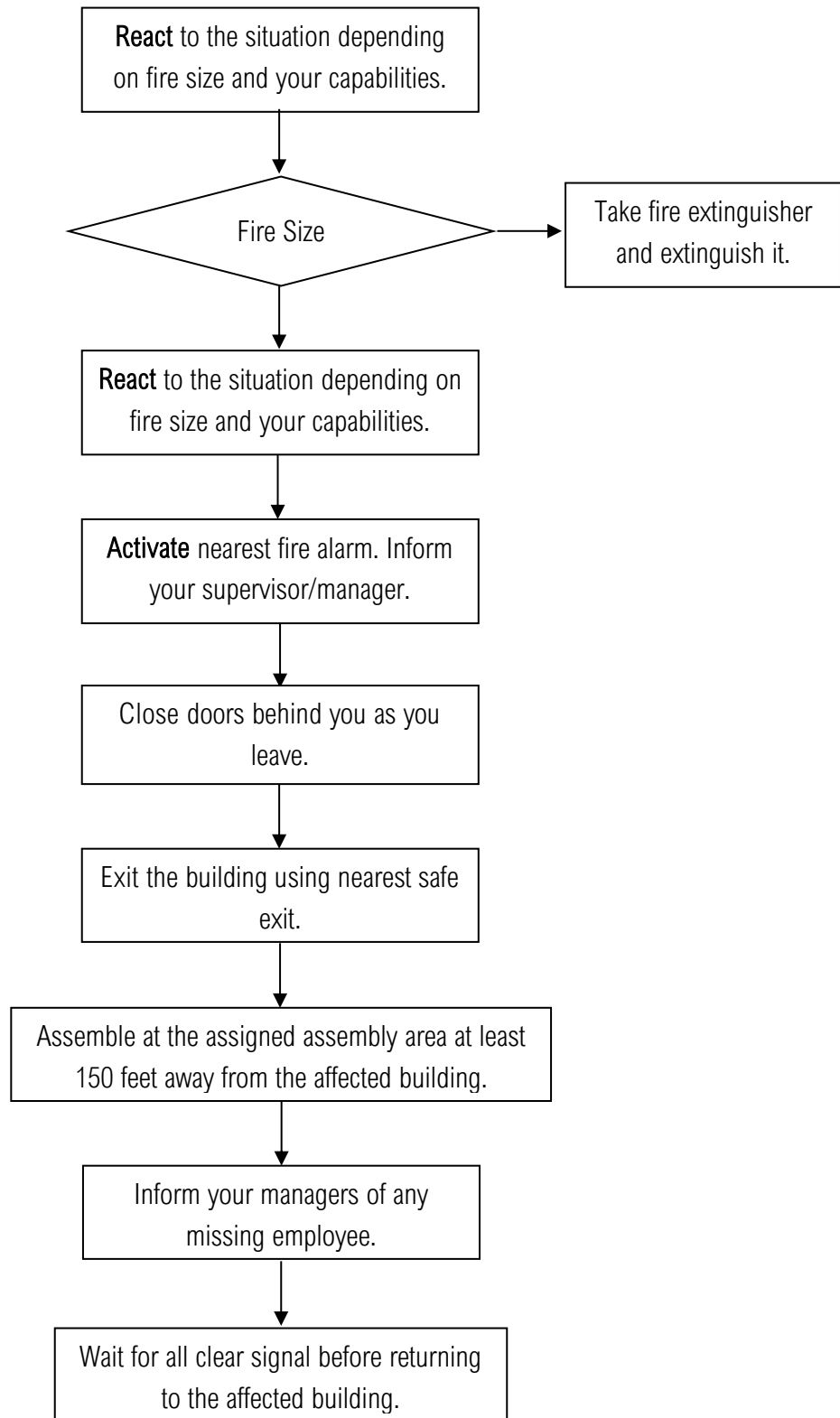
In the event of an employee injury (cuts, scrapes, bee stings, reactions, etc.), the Lifeguard should follow the below:

1. If the injury or event occurred to self, call for help (**911 if warranted** AND a manager) and provide self care to the best of your ability.
2. If another employee, provide First Aid treatment to the employee. First Aid kits are located either pool side or in the guard shack(s). Any first aid or medical treatments should be reported to a Supervisor immediately.
3. If able to do so, complete incident report noting "employee" on the document.
4. If additional care is needed for the injury, call Regional Manager and/or Director of Field Operations immediately.

Fire Emergency

FIRE PROCEDURE DETAILS:

1. All staff members should become familiar with the location of fire alarm pull stations or Emergency break glass in your area and the proper operation of that equipment.
2. Supervisors are responsible for knowing pull station locations in their work area and advising personnel of their locations.
3. If a fire is discovered:
 - **React** to the situation (clear the pool and activate EAP)
 - **Activate** the nearest fire alarm pull station/Emergency break glass (if available and if this can be done safely) to signal other staff members
 - **Inform** the nearest Supervisor or Manager
 - **Contain** the fire by closing doors upon exit
 - **Exit** the building using the nearest safe exit (tell guests to exit promptly and safely)
4. After safely exiting the building:
 - Assemble at least 150 feet away from the building.
 - Inform the nearest Supervisor or Manager of any missing staff members.
 - Wait for all clear signal
5. If a fire alarm sounds:
 - Inform the nearest Supervisor or Manager of alarm
 - Contain the fire by closing all doors upon exit
 - Exit the building using the nearest safe exit
 - Inform the nearest Supervisor or Manager if staff members or patrons need assistance
6. Special considerations:
 - If outside when the alarm sounds, stay outside and assemble with other staff members.
 - If clothing is on fire, drop to the ground and roll to extinguish the flame.
 - If injured by smoke or fire, inform a co-worker or Supervisor, and seek medical attention immediately.
 - **Do not attempt to extinguish a fire unless it is blocking the egress path, or properly trained and equipped.**
7. Mobility-impaired staff members or patron
 - If a staff member or patron needs assistance in evacuating the building, contact the nearest Supervisor or Manager immediately upon exiting.
 - No one should enter the building or attempt to return to their workstation during an emergency. Manager will give the "All Clear" signal when it is safe to do so.
8. Missing staff member(s): *(Actions supervisors must take)*
 - Check the evacuation assembly area to ensure the staff member(s) are not located.
 - If the staff member(s) aren't located, notify the nearest firefighter and inform them of the staff member(s) assigned work area so (if possible) a check can be made.
 - Provide fire department personnel with a description of the missing staff member(s) and where they were last seen.



Unruly or Violent Person(s)

In the event a Lifeguard encounters a person who is being unruly, un-cooperative, or aggressive, the Lifeguard should immediately remove themselves from the interaction and call for a Supervisor. The Supervisor should call for Security to assist with the person as needed. If a Lifeguard or Supervisor ever feel their personal safety is in question, they should immediately remove themselves and any other persons from the area, call 911, and seek a safe place until further assistance can arrive.

Security, Management, and if necessary the Police will be responsible for handling the person(s) and managing the situation accordingly.

ACTIVE ASSAILANT

In the event of a violent person:

1. Get away from the person/facility.
 - a. Alert patrons to the issue and tell them to follow
 - b. Call 911 as soon as it is safe to do so
2. If it is not possible to get away, hide in a location and lock/barricade the door.
 - a. Turn off lights and silence cell phone(s)
 - b. Stay out of view
3. As a last resort, fight.
 - a. Use anything you can as a weapon
 - b. Remember, even a sharp shooter has a hard time aiming when things are coming at their face or body
4. Responding officers will not stop to check on you as their main priority is to end the incident. Tend to injuries to the best of your ability and wait for first responders.
5. If officers enter the place you are hiding, remain calm, do not make any sudden movements, and keep hands visible.
6. Wait for further instruction from authorities.

Inclement Weather

In the event of inclement weather, the following procedures should be followed:

- If a storm is nearby, management will observe the storm and watch for storm movement and report any electrical activity.
- In the event the storm is impacting operations or the safety of any patrons or staff, Management will initiate a temporary facility closure procedure and have lifeguards clear all pools and close facility.
- All patrons will be asked to leave and staff will seek shelter and remain there until the storm has cleared unless otherwise instructed.
- Once the storm is clear, Management will initiate a re-opening by notifying Lifeguards they may return to position and reopen their facilities.

LIGHTNING

- At the first sound of thunder or the first sighting of lightning, clear everyone from the water for 30 minutes and close the facility. The time will restart after each sound of thunder or strike of lightning.
- The facility will remain closed until 30 minutes after the last visible lightning strike.

HEAVY RAIN

- If rainfall becomes so heavy that it prevents lifeguards from seeing the pool bottom, lifeguards will clear the pool, and notify the supervisor. Management will make the call to temporarily close the facility after speaking with the Regional Manager.
- The facility will remain closed until the rain has cleared and the pool bottoms can be clearly seen.

HIGH WINDS

- If winds are picking up, be on alert for it to change quickly.
- If you see furniture movement or can no longer see the bottom of the pool, clear the pool and notify your supervisor. The supervisor will give further directions on whether or not guests can stay at the facility or must leave temporarily.
- If the winds change abruptly and the deck conditions become unsafe due to debris, heavy sand, and/or furniture movement, clear the pool and the deck and seek shelter before calling your supervisor.
- The facility will remain closed until the wind has cleared and the facility can safely operate.

Earthquake

In the event of an earthquake, remain calm, activate the EAP, and follow the below steps:

- Clear the pool immediately.
- Shelter in place and give direction to the guests to shelter in place. Running around can cause further injury.
- After the shaking has subsided, instruct the guests that we will be closed for 30 minutes at least (longer based on severity of earthquake). This window will give the earth time for aftershocks, and will allow us to assess the pool, deck, and pool mechanisms.
 - Ensure no guests are injured, including yourself!
 - The manager will communicate with the Regional Manager and Premier Pool maintenance to assess safe reopening.
- Check all locker rooms/bathrooms/other rooms that can be accessed by patrons and ensure nobody was injured.
- If the facility is no longer safe, evacuate and meet at the assembly point until you receive further instruction. Driving may not be safe, therefore you should not be leaving without direction to do so.
- Management will take attendance and provide further instructions based on information collected from Premier Headquarters and/or public safety notices.

Separated Parties

In the event of parent(s) and child(ren) becoming separated, the Lifeguard will notify their Supervisor while still maintaining surveillance of their designated zone. Once the supervisor arrives, they will remain with the lost person until the person can be reunited. If the person is not reunited in 15 minutes, the Supervisor will call for additional assistance or the authorities to help locate the missing person.

Things to Note:

- Obtain an accurate description of the missing individual and where they were last seen
- Clear the pool and do a bottom sweep of all bodies of water
- Check all locker rooms/bathrooms/other rooms that can be accessed by patrons

Chemical Leaks or Spills

In the event of a chemical leak or spill, the immediate affected area must be cleared and secured. Mark off the area and proceed with clean up procedures specified in the Safety Data Sheets (SDS) for the chemical. The SDS are located in the pump room and where chemicals are stored.

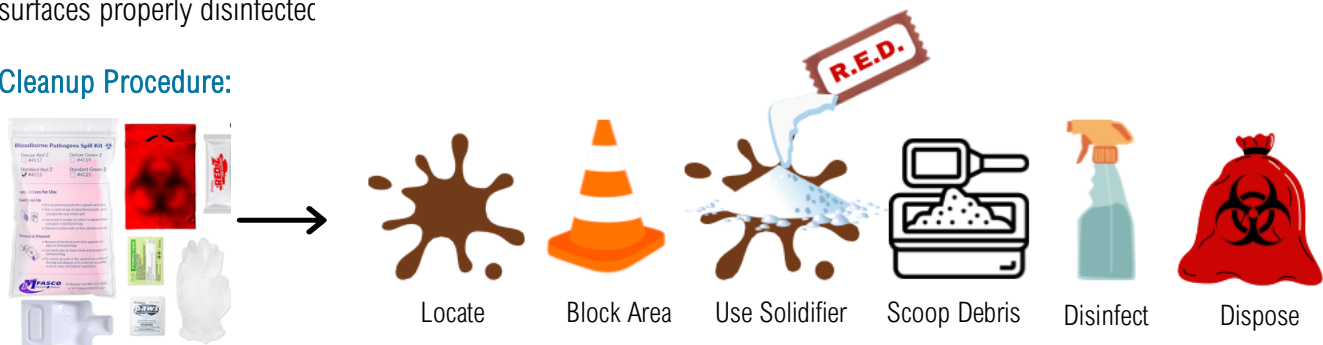
For further treatment of someone who has encountered a chemical on their face or body, follow the instructions on the SDS for "First Aid" Treatment.

- For powder, brush off with a gloved hand. Seek further medical care should irritation occur.
- For fluid, remove contaminated clothing and rinse body part under running water for 20 minutes. Seek further medical care should irritation occur.
- If in eyes, flush eyes out for 15 minutes and/or call 911 if eyewash station is not available. Seek further medical care.

Bodily Fluid Response

Bodily fluids, including blood, feces, and vomit are all considered potentially contaminated with bloodborne pathogens or other germs. Therefore, spills of these fluids on the pool deck should be immediately cleaned up and the contaminated surfaces properly disinfected.

Cleanup Procedure:



Water Contamination or Clarity Issues

WATER CONTAMINATION

If a Lifeguard is ever notified of or identifies a potential water contamination, the Lifeguard must immediately close the pool and call for a Supervisor for further assistance. Water contamination can include fecal matter, vomit, or large amounts of blood. In response to the possible spread of Recreational Waterborne Illnesses (RWI's), the following plan should be used for all pools. This plan was designed to comply with the Center for Disease Control (CDC) recommendations for water treatment. Any contamination event will be documented.

- The affected pool will suspend operation immediately when staff is notified of possible contamination or staff witnesses any possible contamination.
- The source and type of contamination will be determined as quickly as possible in order to determine the response.
- Supervisor will contact Maintenance to respond to the potential contamination.
- Any solid contaminants will be removed immediately.
- Water Quality will begin treatment of the water accordingly.
- The pool will remain closed for the required amount of time based upon the contamination type and chemical levels.
- The pool will re-open once Maintenance and Management clear the pool for safe operation.

LACK OF WATER CLARITY

If the bottom of a pool cannot be seen or the water changes color, all patrons must be evacuated from the affected pool.

1. Politely ask the patrons to leave the pool until the problem can be rectified.
2. Contact the Manager
3. Manager to ensure water checks are completed
4. Manager to rectify the problem in the correct manner.
5. Once the water clarity and readings have been restored, the Manager may allow the patrons to return into the pool.
6. A report must be completed with the water test results and action made by the manager.

Facility Evacuation Procedures

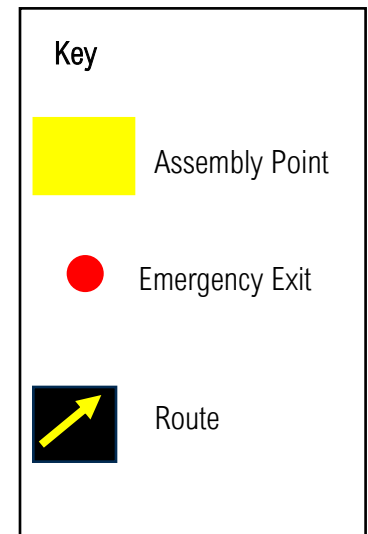
EVACUATION

In the event of a Fire, Severe Chemical Spill, or need to evacuate, it is important to know how to get out and where to go once you are out. Every situation is different, but going to an agreed upon meeting location will aid in ensuring your safety and that of your peers. Remember to stay calm, bring others with you but do not delay your safety to coax others, and follow the below steps.

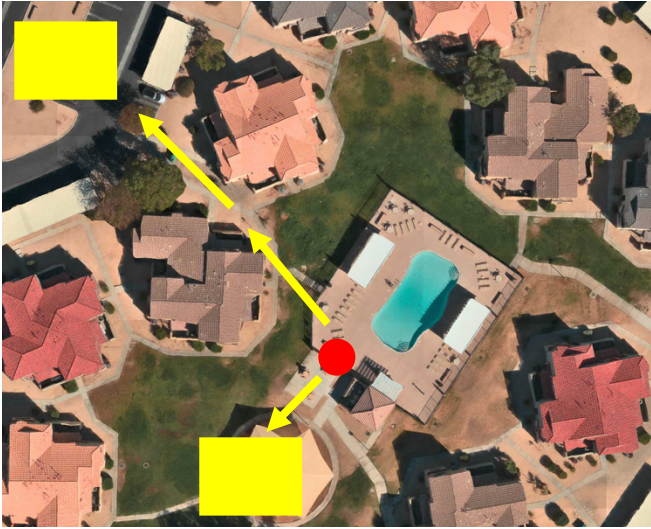
1. Activate the EAP (ONE long whistle blast)
2. Clear the pool
3. Inform all patrons that they need to evacuate and tell them you are going to the assembly area
4. Bring First Aid Kit and Binder with you
5. Take count of patrons and contact information
6. Wait for further instruction

EVACUATION ROUTES




2 Mile



Joe Davis



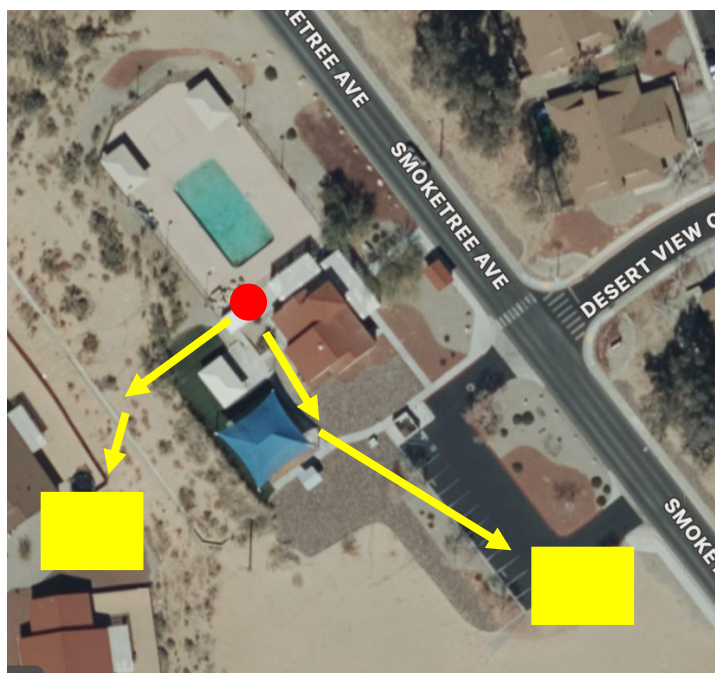
Key

-  Assembly Point
-  Emergency Exit
-  Route




Adobe



Desert View



Key

-  Assembly Point
-  Emergency Exit
-  Route

Ocotillo

