

**Emergency Action Plan**  
**Lake Forest Beach & Tennis Club**

**Emergency Equipment:**

- Backboard: located on a pillar by the clubhouse
- First Aid Kits: one by a lifeguard stand in the lap pool; one by the lifeguard stand in the north pool
- AED: located inside at the Front Desk

**Water Rescue**

1. One (1) Long Whistle Blow to indicate a Lifeguard is entering the water
  - a. Two (2) Long Whistle Blows to indicate a Lifeguard needs assistance (if necessary)
2. Additional Lifeguard provides total zone coverage
  - a. If necessary, additional Lifeguard clears the pool
3. Perform Appropriate Entry and Rescue
  - a. Select Premier Staff/bystanders to summon and wait for EMS, bring a backboard, bring the AED and First Aid Kit, etc., if needed
4. Assist person to safety
5. Provide required care (First Aid, CPR, etc.)
6. Complete Incident Report
7. Notify Manager on Duty
8. Assess equipment used and replace needed items

**Spinal Rescue**

1. One (1) Long Whistle Blow to indicate a Lifeguard is entering the water
  - a. Once it is determined the person has a spinal injury, two (2) Long Whistle Blows to indicate a Lifeguard needs assistance
2. Additional Lifeguard clears the pool
3. Perform Appropriate Entry and Rescue
4. Appoint Premier Staff/bystander to summon EMS
5. Inform other Lifeguards (if available) that a Backboard is needed if the person cannot self-extricate
  - a. If no other Premier Lifeguards are available and the person is still breathing, you must maintain in-line stabilization until EMS arrives.
  - b. If another Premier Lifeguard is available, secure person on the Backboard properly and remove the person from the water.
  - c. If the person is not breathing, use a single rescuer extraction to remove the person from the water, perform a primary assessment, and provide necessary care.
6. Select a bystander to bring the First Aid Kit and AED, continue giving care if needed.
7. Complete Incident Report
8. Notify Manager on Duty
9. Assess equipment used and replace needed items
10. Re-open facility if it is safe to do so

**Land Emergency**

(i.e. Cardiac Arrest, Breathing Emergencies, Stroke, Seizures, Diabetic Emergencies, etc.)

1. One (1) Long Whistle Blow to indicate an Emergency
  - a. Two (2) Long Whistle Blows to indicate a Lifeguard needs assistance (if necessary)
2. Additional Lifeguard provides total zone coverage
  - a. If necessary, additional Lifeguard clears the pool
3. Select Premier Staff/bystander to summon and wait for EMS, if necessary
4. Select Premier Staff/bystander to bring the First Aid Kit and AED
5. Clear the area
6. Provide appropriate care (i.e. CPR, Rescue Breathing, etc.) until EMS arrives
7. Complete an Incident Report
8. Notify the Manager on Duty
9. Assess equipment used and replace needed items
10. Re-open facility if it is safe to do so

### **Evacuations**

(i.e. Fire, Severe Chemical Spill, etc.)

1. One (1) Long Whistle Blow to indicate an Emergency
2. Clear the pool and locker rooms
3. Inform all patrons that they need to move to the evacuation point
  - a. The evacuation point is the parking lot
4. Bring First Aid Kit and Lifeguard Gear Box with you
5. Take a count of patrons and contact information. Do not let anyone leave until you account for them.

### **Inclement Weather**

1. Thunder or Lightning
  - a. At the first sound of thunder or the first sighting of lightning, clear everyone from the water and deck for 30 minutes. The time restarts with each sound of thunder or sighting of lightning.
2. Rain
  - a. Always assume the pool is open unless you hear otherwise from your manager or the Premier Office Staff.
  - b. If the rain is heavy enough to impair visibility of the bottom of the pool, contact your manager for authorization to close.

### **Code Brown/Orange (Fecal/Vomit Contamination)**

1. Clear all patrons from the pool
2. Notify Manager on Duty
  - a. Manager on Duty will notify the appropriate individuals
3. If possible, remove debris and dispose of properly

### **Missing Child**

1. Get an accurate description of the child and where the parent last saw them
2. Make sure that no one can exit the facility
3. Clear pool of patrons and move them to the sand
  - a. Once patrons are in the sand, make sure no one leaves
  - b. Check the bottom of the pool
4. Check all locker rooms/bathrooms/other rooms that can be accessed by patrons
5. If child cannot be located, call 911

### **Active Shooter**

1. If possible, get away from the facility/shooter.
  - a. Alert patrons to the issue without causing panic.
2. If it is not possible to run, hide in a location and barricade the door.
  - a. Turn off lights
  - b. Make sure phones are on silent
  - c. Stay out of view
  - d. Bring as many patrons as possible
  - e. Alert authorities
3. As a last resort, fight
4. Remember that First Officers will not stop to aid any injured parties as their main priority is to end the incident as soon as possible.
5. If First Officers enter the place you are hiding, do not make any sudden movements and make sure the Officers know you are not the threat.