

**DATE:** March 11, 2016

**TO:** Safety supervisors, lifeguards, affiliate members

**SUBJECT:** **IMPLEMENTATION OF EMERGENCY PROCEDURES AND SUPERVISION ORGANIZATION PLAN**

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Supervision and emergency interventions in public pools and beaches should not be left to chance. A public pool or beach's emergency procedures and supervision organization plan must be developed according to the facility's particularities, equipment and staff resources in a given period of time.

This is why it is crucial that the staff of a public pool or beach is informed and properly trained to carry out emergency procedures and supervision organization plan.

#### STATEMENT OF POSITION

1. Emergency procedures and supervision organization plan must be specifically adapted to the public pool or beach's particularities, activities and staff resources.
2. The staff training, as well as the content of emergency procedures and supervision organization plan must be updated annually or as soon as required, including in these specific cases:
  - a new type of activity is held;
  - any change within the public pool or beach that is affecting supervision or emergency procedures.
3. Orienting new staff members must include training them and providing them with information in regards to emergency procedures and supervision organization plan that have been specifically adapted to the public pool or beach.
4. At least once a year, the staff of a public pool or beach must participate to in-service trainings, including an evacuation drill, and receive information about emergency procedures and supervision organization plan.

## IMPLEMENTATION

All pool operators must ensure that emergency procedures and supervision organization plan are comprehensive, up-to-date, and easily accessible to all staff members, and that they include:

- Organization chart and telephone contact list
- Name of the person in charge during the public pool or beach's opening hours
- Safety rules of the public pool or beach
- Evacuation procedures
- Missing person procedures
- Communication means, procedures and codes
- Mandatory pool shut down situations
- Minor and major incident procedures
- Position and coverage zone of each staff member
- Lifesaving Society Official Positions

Each staff member is also responsible for being informed and knowing emergency procedures and supervision organization plan.

Pool operators must ensure that the following elements are put into practice during the orientation of new staff members, on the job and at least once a year during a supervised drill session with the aquatic staff members:

- Minor and major incident procedures
- Evacuation procedures
- Missing person procedures
- Supervision organization plan (rotations, coverage zones, emergency equipment, particularities of each zone of the public pool or beach, etc.)
- Lifesaving skills and competencies required to adapt rescues to the public pool or beach's characteristics (slides, diving board, ramps, stairs, whirlpools, etc.).

The pool operator must keep records of trainings and information sessions with the aquatic staff members.

A public pool or beach's characteristics include its accessories (water slide, diving board, large inflatables, etc.), its activities (pool hours for adults, pool hours for all, courses, etc.), or its design (number of pools, reflections on water, obstructions to vision, etc.).

The pool operator must facilitate the implementation of emergency procedures and supervision organization plan that are specific to the public pool or beach's characteristics. For that purpose, training and information sessions must include evaluations, practical or theoretical exercises and practical demonstrations; posters reminding emergency procedures and supervision organization plan must be displayed in the workplace, and any other appropriate measure must be taken. The pool operator must also plan how often and when training and information sessions will take place.

## References:

1. *Alert: Lifeguarding in action*, chapter 10
2. *National Lifeguard Award Guide*, item 7, p.16
3. CSST intervention report, no RAP0801896
4. *Regulation respecting occupational health and safety*, sections 34 and 35
5. Coroner investigation report no A-165122
6. European and French standard NF EN 15288-2 (Nov. 2008) : *Swimming pools – safety requirements for operation*
7. *Model for Aquatic Health Code* – CDC (august, 2014)
8. Lifesaving Society Ontario Branch's staff training standard (2001)

Every Lifesaving Society's OFFICIAL POSITION must be respected by all certified members (Bronze Medallion award holders, Bronze Cross award holders, lifeguards, instructors, etc.) and its affiliate members as soon as it is published.

The Lifesaving Society is a non-profit organization whose purpose is to prevent drowning and water-related traumas.