



Emergency Action Plan

All Idaho Central Aquatic Center employees are ultimately responsible for the safety of our patrons while in the Center. It is imperative that you understand and can effectively implement the procedures of the Emergency Action Plan (EAP). It is also important to remember that in the event of an emergency, an incident report form should be properly and completely filled out and filed at the facility.

Facility Rental and Lesson Program Policies and Procedures

- Evacuation routes include doors on the South, East and North sides of the building. Occupants should depart through the closest available door, unless the emergency conflicts that that exit. Exits are cleared marked.
- Meeting places are established to account for individuals.
 - Primary meeting place: Southeast corner of parking lot.
 - Inclement weather meeting place: Indoors within the aquatic center.
- Employees are responsible for guiding patrons to these places in the event of an emergency.

Severe Thunderstorm Warnings/Watches

If there is a severe thunderstorm that causes loss of power, all pools should be evacuated immediately. Gather in the inclement weather meeting place until the dangerous weather has subsided or moved on. For uncertain circumstances, use www.weather.com, zip code 83705, to determine how close the storm is.

Power Outages

In case of major power outage, building supervisor should let people know that they are taking charge of the situation and call the Facility Executive Director, Program Director or Administrator for direction. Lifeguards should aid patrons in any way possible, and keep a cool demeanor. Front desk should wait for contact from building supervisor to see what actions have been taken. If directed by building supervisor call Idaho Power (208-388-2323); you may have to use your cell phone if the power is out to the front desk.

Fire Emergency

When a fire is discovered activate the nearest fire alarm. Notify the fire department by calling 9-1-1. Evacuate everyone from the building and contact the facility management team. Once outside, the manager on duty should perform an accurate head count of the personnel reported to be on duty and notify the emergency personnel on hand if anyone is thought to be missing.

Lock Down Procedure

Call 9-1-1 immediately. A building lockdown will be ordered by the building manager when it is more dangerous to evacuate the building than to remain in place. When a building lockdown is ordered, persons in public spaces should seek shelter in the facility, locker rooms or the lobby area. Doors should be locked and interior lighting should be turned off. Stay away from windows and doors and remain in place. If gunfire is heard, get on the floor and remain quiet. **Do not leave your place of safety until instructed to do so by authorized personnel.**

Medical Emergency

Call 9-1-1 immediately and then call the facility management team. Provide the 9-1-1 dispatcher with the following information

- Nature of the medical emergency
- Location of the emergency
 - Idaho Central Aquatic Center, 3575 S. Findley Ave., Boise, Idaho 83705
- Your name and the phone number in which you are calling from.

Do not move the victim unless absolutely necessary. Provide CPR and First Aid if necessary until professional medical assistance arrives. In case of rendering assistance to a person(s) exposed to hazardous materials, wear the appropriate personal protective equipment, and potentially escort the injured person(s) to the chemical eyewash shower located in the mechanical room. Attempt First Aid and CPR ONLY if trained and qualified.

Lifeguards:

- **1 whistle blow:** Used to obtain the attention of a patron who is engaging in an unsafe activity.
- **2 whistle blows:** Used to alert other lifeguards, patrons, and staff members that you are entering the water in response to an emergency. Other lifeguards and staff members should react appropriately to the situation, providing help or clearing the water as needed.
- **3 whistle blows:** Used to alert other lifeguards, patrons, and staff members that you are entering the water or responding to an emergency on deck that may include a spinal injury.
 - Upon hearing 3 whistle blows other lifeguards and staff members should immediately clear the water and assist the primary rescuer by bringing back immobilization board and following directions of the primary rescuer.
- **1 long whistle blow:** Used to alert all patrons that there is a weather emergency and the water should be cleared immediately and patrons evacuated to designated area for weather emergencies.

During all life-threatening emergencies, EMS should be notified immediately by dialing 9-1-1 on one of the three wall mounted emergency telephones on each pool deck. In the event of any emergency of any type the facility management team should be alerted immediately. In addition, notify the front desk that an emergency has occurred and to be on the lookout for emergency personnel.

Sexual Molestation

If a sexual molestation claim is made by any person(s), notify the local law authorities immediately and then contact the Facility Executive Director. If the alleged incident happens on the property, try to contain the area as best as possible until proper authorities arrive.

Extended Power Loss

Contact the facility management team. If needed, evacuate the facility. Report the outage to Idaho Power by calling 208-388-2323.

Chemical Spills

Immediately notify the Facility Executive Director when a spill occurs. If necessary, evacuate the building. In the event of a large spill, contain the spill with the available equipment. Secure the area and alert other personnel. Do not attempt to clean the spill unless trained to do so. In the event of a small spill, rope off the area and deal with the spill in accordance with the instructions described in the Material Safety Data Sheet (located in the lobby office). Small spills must be handled in a safe manor while wearing the appropriate personal protective equipment.