



# **Williston Sea Lions Swim Club Emergency Action Plan**

## **1 DAILY ACTIVITIES**

The Williston Sea Lions (WSL) Swim Club, parents and guests are to follow all Williston Area Recreation Center (WARC) rules and regulations when at Club practices, meets and events at the WARC. In addition, all WSL swimmers, parents and guests are to follow all USA Swimming rules and regulations when performing an activity associated with the WSL and the WARC. WSL coaches are to know and enforce all USA Swimming rules and regulations when conducting business for the WSL when on WARC property. WSL coaches, every time upon entering the swim facility, are to note where the emergency equipment is located and where the first aid supplies are kept. The Head Coach, the Board President, and the WSL Board Safety Chair, are the designated spokespersons for WSL regarding any emergency, involving WSL staff or members. The WARC aquatics director and other staff are responsible for emergency situations related to the WARC facility. All information to the public or team members is to be disseminated through the above identified individuals.

### **Emergency Contact Phone Numbers**

Shaleena Layton, WARC Aquatics Manager  
307-349-5065

Williston City Police  
701-577-1212

Rachel Carter, WSL Board President  
720-810-3299

Williston Fire Department  
701-572-3400

Caroline Oakley, Board Safety Chair  
215-760-3761

Williston CHI St. Alexius Hospital  
701-774-7400  
131 15<sup>th</sup> Ave West  
Williston, ND 58801

Poison Control  
1-800-222-1222

## 2 EMERGENCIES

In the event of an emergency situation at the pool facility, WSL coaches are to follow the instructions of the WARC facility's aquatics staff members. In addition, the WSL coaches shall take any additional actions, including those set forth below, which they deem necessary for the protection of the health and safety of WSL swimmers, staff, and/or the general public. All coaches should make every effort to be apprised of the number of kids in the pool under their supervision on a daily basis, so that in the event of an emergency all children can be accounted for.

### 2.1 WEATHER EMERGENCY

- Notify aquatics staff.
- Clear the deck and/or building, if appropriate, and send swimmers and WSL staff to a safe location.
- According to the weather emergency (for example, to the locker rooms for a tornado or severe lightning).
- Supervise swimmers and keep everyone calm.
- Fill out any necessary reports and send them to USA Swimming, if required.
- Review safety action plan and make changes if appropriate.

### 2.2 FIRE & CHEMICAL EMERGENCY

- Clear the building and take swimmers and WSL staff to the parking lot.
- Notify aquatics staff and call 911.
- Supervise swimmers and keep everyone calm.
- If false alarm, send everyone back in the building.
- If not false alarm, contact swimmers' parents to pick up swimmers.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

### 2.3 FACILITY EMERGENCY (NOT FIRE OR CHEMICAL)

- Clear the building and take swimmers and WSL staff to the parking lot.
- Notify aquatics staff and call 911.
- Contact swimmers' parents to pick up swimmers.
- Supervise swimmers and keep everyone calm.
- Fill out any necessary reports and send them to USA Swimming, if required.
- Review safety action plan and make changes if appropriate.

### 2.4 INCIDENT EMERGENCY

- Assess the situation and, if it is safe, notify aquatics staff and deal with the problem without interruption of swimmers.
- If the situation is not safe, clear the pool or building, as appropriate, and send swimmers and staff to a safe location away from the incident.
  - a. Notify aquatics staff and call 911.
  - b. Supervise swimmers and keep everyone calm.
  - c. If incident is long-lasting, contact swimmers' parents to pick up swimmers.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

## 2.5 DROWNING EMERGENCY

- If victim is active, notify aquatics staff and supervise swimmers but continue normally.
- If victim is passive, notify aquatics staff and call 911.
  - a. Clear the pool and send swimmers to a location away from the incident.
  - b. Supervise swimmers and keep everyone calm.
- Coaches with appropriate medical training should provide aquatics staff with assistance if requested (for example, CPR or Rescue Breathing).
- Meet ambulance and direct to emergency location.
- Fill out any necessary reports and send them to USA Swimming if required.
- 6. Review safety action plan and make changes if appropriate.

## 2.6 OTHER MEDICAL (NON-DROWNING) EMERGENCY

- Notify aquatics staff and call 911.
- Clear the pool and send swimmers to a location away from the incident.
- Supervise swimmers and keep everyone calm.
- Coaches with appropriate medical training should provide aquatics staff with assistance if requested.
- Meet ambulance and direct to emergency location.
- Fill out any necessary reports and send them to USA Swimming if required.
- Review safety action plan and make changes if appropriate.

## 3 WHEN CONTACTING 911

- Dial 911
- Tell EMS of the emergency with a brief description.
- Give the location of the facility if requested Williston ARC at 822 18<sup>th</sup> Street East (701-774-9773).
- Stay on the phone with the EMS personnel until they say it is ok to hang up

## 4 EMERGENCY EQUIPMENT AND SAFETY PERSONNEL

The WARC has four automatic external defibrillators (AED) as well as first aid kits located throughout the building. A general map of the building is attached. AEDs are located in aquatics, at the front desk, and upstairs in the medical cabinet. The WARC employs trained lifeguards at all pool areas during operating hours. In the event of any emergency at WARC, all WSL coaches and staff shall coordinate with the lifeguards in the case of emergency and if appropriate.

General Map of the Williston Area Recreation Center

