Paseo Aquatics Swim Team (PAST)
Emergency Action Plan
EMERGENCY ACTION PLAN

For

Team: Paseo Aquatics Swim Team

Facility Name: The Paseo Club

Facility Address:
  ▪ The Paseo Club - 27650 Dickason Drive, Valencia, CA. 91355 ph: 661 257-0044

Facility Name: Castaic Aquatics Center

Facility Address:
  ▪ Castaic Aquatics Center - 31350 North Castaic Road, Castaic, CA. 91384 ph: 661 257-6537

DATE PREPARED: 12/30/2013
EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Castaic Aquatics Center: Jay Wolf, Chris Dahowski
The Paseo Club: Jay Wolf, Mikaela Cowan, Heather Roney

Name: Jay Wolf Club President Phone: (661) 312-9656
Name: Chris Dahowski Head Coach Phone: (818) 663-3917
Name: Mikaela Cowan Coach Phone: (661) 257-0044
Name: Heather Roney Coach Phone: (661) 257-0044

EMERGENCY COORDINATOR:

Name: Mikaela Cowan Coach Phone: (661) 257-0044

Site MONITORS (If applicable):

Site 1: Castaic Name: Jay Wolf Phone: (661) 312-9656
Site 2: Paseo Name: Jay Wolf Phone: (661) 312-9656

Date 12/30/2013
EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
  1. Emergency exits
  2. Primary and secondary evacuation routes
  3. Locations of fire extinguishers
  4. Fire alarm pull stations’ location
     a. Assembly points

- Site personnel should know at least two evacuation routes.
EMERGENCY PHONE NUMBERS

- Ambulance: 911
- Fire or Paramedics: 259-2111
- Sheriff: 255-1121
- Henry Mayo Memorial Hospital: 253-8000
- Poison Hotline (24 hrs): 800-876-4766
- Community Hotline: 255-1800
- Child Care Resource Center: 255-2474
- Highway Patrol: 257-6030
- Road Conditions: 800-427-7623
- 24 Hour Crisis Intervention: 800-635-1810
- Building Manager (if applicable):

Date 12/30/2013
UTILITY COMPANY EMERGENCY CONTACTS
(Specify name of the company, phone number and point of contact)

- Blue Barrel Disposal: 259-2398
- Chiquita Canyon Landfill: 257-3655
- SBC Communications (Phone): 800-310-2355
- Southern California Edison: 800-684-8123
- Southern CA Gas Company: 800-427-2200
- Santa Clarita Disposal: 252-8208
- Santa Clarita Water Co.(Cyn. Cnty.): 259-2737
- Valencia Water: 294-0828

Date 12/30/2013
EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Facility Emergency
- Weather Emergency
- Fire and Chemical Emergency
- Emergency Incident
- Medical Emergency
- Drowning Emergency
- Spinal Management
- Other (specify) ____________________________
  (e.g., terrorist attack/hostage taking)
FACILITY EMERGENCY

Assessment
Is it life threatening? If so, clear the building

Call 911
(if appropriate)

Direct patrons to safety

Call Aquatics Director, Head Coach and aquatic center office to notify them and for further assistance

Notify Head Lifeguards
(if unable to reach a Head Lifeguard, begin calling the people on the emergency list)

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff Briefing
WEATHER EMERGENCY

Coach/Lifeguard is alerted

3 whistles – Clear the pool area

Direct patrons nearest locker rooms and/or clubhouse

Call Aquatics Director, Head Coach and aquatic center office to notify them and for further assistance

Notify Head Lifeguards (if unable to reach a Head Lifeguard, begin calling the people on the emergency list)

Maintain crowd control keep pool clear until weather conditions improve (in the case of thunder/lightning clear pool area for minimum of 30 minutes from the last sound of thunder and/or sight of lightning.)

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff Briefing
FIRE & CHEMICAL EMERGENCY

Alarm sounds and Lifeguard is alerted

Assess the scene

3 whistles – Clear the pool/building

Chemical Direct patrons to appropriate landing, south landing is preferred

Fire evacuate area

Confirmation of alarm

Alarm confirmed

Evacuate building

Call FD/Aquatics Director

Notify Head Lifeguard

Fill out appropriate reports

Turn in reports to Head Lifeguard

Staff Briefing

False alarm

Resume Activity
Emergency Incident

Assess the scene

Safe?
Deal with problem/concern
Listen to patron
Offer a solution

Not Safe
Call 911
Call Aquatics Director/Front Desk
Notify Head Lifeguard

Fill out appropriate reports

Turn in reports to Head Lifeguard/Aquatics Director

Staff Briefing
Medical Emergency

Call Paramedics, Ambulance, Fire Dept or other

Provide the following:
A. Nature of emergency
B. Location (address)
C. Your name and phone

Do not move victim

Call the following personal trained in CPR and First Aid to provide assistance prior to the arrival of professional medical help:
Chris Dahowski Head Coach
   (661) 257-0044
Mikaela Cowan Coach
   (661) 257-0044
Heather Roney Coach
   (661) 257-0044

If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
A. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
B. Clear the air passages using the Heimlich Maneuver in case of choking.

In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

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Drowning Emergency

3 whistles-Clear the pool

Asses the scene

Secure additional assistance

Lifeguard enters water

Distressed Swimmer
  - Assist to Safety
  - First Aid

Drowning swimmer
  - Appropriate rescue & tow
  - CPR & First Aid
  - EMS – Victim to hospital

Bystanders Call 911
  - Notify Aquatics director and Front Desk
  - Meet Ambulance
  - Provide any additional assistance as directed by the lifeguard

Notify Aquatics director, Front Desk and Head Lifeguard

Fill out appropriate reports

Turn in reports to Head Lifeguard/Aquatics Director

Staff Briefing
Spinal Management

3 whistles – clear the pool

Assess the scene

Secure additional assistance

Enter the water

Provide in-line stabilization

Additional Assistance Call 911 and Aquatics Director/Head Lifeguard

Bring backboard to primary rescuer

Secure victim on backboard

Remove from the water

Check ABC’s & monitor until EMS arrives

Notify Aquatics director, Front Desk and Head Lifeguard

Fill out appropriate reports

Turn in reports to Head Lifeguard/Aquatics Director

Staff Briefing
TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.
YOUR NAME: __________________________  TIME: _____________  DATE: ____________
CALLER’S IDENTITY SEX:  Male _____ Female ____ Adult ____ Juvenile ____ APPROXIMATE AGE: _____
ORIGIN OF CALL:  Local ___________ Long Distance ___________ Telephone Booth __________

VOICE CHARACTERISTICS
___ Loud  ___ Soft
___ High Pitch  ___ Deep
___ Raspy  ___ Pleasant
___ Intoxicated  ___ Other

SPEECH
___ Fast  ___ Slow
___ Distinct  ___ Distorted
___ Stutter  ___ Nasal
___ Slurred  ___ Other

LANGUAGE
___ Excellant  ___ Good
___ Fair  ___ Poor
___ Foul  ___ Other

ACCENT
___ Local  ___ Not Local
___ Foreign  ___ Region
___ Race

MANNER
___ Calm  ___ Angry
___ Rational  ___ Irrational
___ Coherent  ___ Incoherent
___ Deliberate  ___ Emotional
___ Righteous  ___ Laughing

BACKGROUND NOISES
___ Factory  ___ Trains
___ Machines  ___ Animals
___ Music  ___ Quiet
___ Office  ___ Voices
___ Machines  ___ Airplanes
___ Street  ___ Party
___ Traffic  ___ Atmosphere

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS
AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off?  Certain Hour ____ Time Remaining__________

Where is it located?  Building _____ Area ________________

What kind of bomb? __________________

What kind of package?______________

How do you know so much about the bomb?__________________________

What is your name and address? _______________________________________

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same
line and dial *57 (if your phone system has this capability). Listen for the confirmation
announcement and hang up.

Call Security at ________________ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?
Write out the message in its entirety and any other comments on a separate sheet of paper and
attach to this checklist. Notify your supervisor immediately.
911 Call Example

Dial 911

Read the following

"An Aquatic Emergency exists at The Paseo Club pool area 27650 Dickason Valencia, Ca 91355 or Castaic Aquatics Center - 31350 North Castaic Road, Castaic, CA 91384

A Paseo club employee will meet you at the front desk and direct you to the pool area. There has apparently been a injury."

Remain on the phone with the dispatched until emergency personnel arrive on the scene

DO NOT HANG UP

Please complete the necessary paperwork and notify the Aquatic Director immediately after the emergency.
The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

Facility: Castaic Aquatics Center or The Paseo Club

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Responsibility</th>
<th>Date</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jay Wolf Club</td>
<td>President</td>
<td>All Coaches/Swimmers</td>
<td>12/30/2013</td>
<td></td>
</tr>
<tr>
<td>Chris Dahowski</td>
<td>Head Coach</td>
<td>All Coaches/Swimmers</td>
<td>12/30/2013</td>
<td>CPR, AED, APT, First Aid, FS</td>
</tr>
<tr>
<td>Mikaela Cowan</td>
<td>Coach</td>
<td>All Swimmers</td>
<td>12/30/2013</td>
<td>CPR, AED, APT, First Aid, FS</td>
</tr>
<tr>
<td>Heather Roney</td>
<td>Coach</td>
<td>All Swimmers</td>
<td>12/30/2013</td>
<td>CPR, AED, APT, First Aid, FS</td>
</tr>
<tr>
<td>Steffen Land</td>
<td>Coach</td>
<td>All Swimmers</td>
<td>12/30/2013</td>
<td>CPR, AED, APT, First Aid, FS</td>
</tr>
</tbody>
</table>

- APT - Athlete Protection Training
- FS – First Responder Training
- AED – Automated External Defibrillator
- CPR – Cardiopulmonary Resuscitation