

Triangle Aquatic Center Emergency Action Plan

All Triangle 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.

Evacuation Routes and Meeting Places

- A map of evacuation routes is displayed in hallways and departments. Each map shows primary and secondary routes to an exit, depending on where employees are located in the building.
- Meeting places are established to account for individuals.
 - Primary meeting place: Corner of parking lot closest to the mall.
 - Inclement weather meeting place: Dry-land area underneath stadium seating and Classroom area.
- Employees are responsible for guiding patrons to these places in the event of an emergency.

Tornado or Severe Thunderstorm Warnings/Watches

If there has been a tornado sighting in the area, all pools and the stadium seating should be evacuated immediately. Gather in the inclement weather meeting place until the dangerous weather has subsided or moved on. The same care should be used in severe thunderstorms. For uncertain circumstances, use www.weather.com, zip code 27511, to determine how close the storm is. If lightening has been sited within one mile of the facility please clear the deck until danger has subsided. Determine lightening distance by using color coded radar images and map scale provided by www.weather.com.

Inclement Weather

Contact the Facility Manager Stephen Hicks (919-961-1193) if there is a question as to whether or not the pool will be open due to snow, ice, or other inclement weather. Local news station will be listing our hours when inclement weather is present. If facility hours are altered due to inclement weather, updates will be sent out through our website www.triangleaquatics.org, or on social media.

Power Outages

In case of major power outage, building supervisor should let people know that they are taking charge of the situation and call either VPO or COO 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 Progress Energy (listed behind telephones at Front Desk); you may have to use your cell phone if the power is out to the front desk.

Elevator Entrapment

Occasionally, elevators will malfunction and stop which results in the entrapment of a person or persons. If you become aware of this situation, please make verbal contact with the person inside of the

elevator and let them know you are aware of the entrapment and help is on the way. Notify the facility management team and the local fire department as soon as possible and remain with the person or persons trapped in the elevator until help arrives.

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 classroom, locker rooms or the upstairs administrative 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
 - Triangle Aquatic Center, 275 Convention Drive, Cary, NC 27511
- Your name and the phone number in which you are calling from
 - 919-459-4045

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, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. 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 VPO. If the alleged incident happens on the property, try to contain the area as best as possible until proper authorities arrive. Be sure to fill out an incident report form.

Extended Power Loss

Contact the facility management team. If needed, evacuate the facility. Report the outage to Progress Energy by calling 1-800-419-6356.

Chemical Spills

Immediately notify the VPO 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 (MSDS). Small spills must be handled in a safe manor while wearing the appropriate personal protective equipment.

Bomb Threats

Call 9-1-1 and then contact the facility management team. The 9-1-1 operator will then contact the Cary Police Department and they will give further instructions.

Telephone Bomb Threat Check List

Instructions: Be Calm, Be Courteous, Listen. Do Not Interrupt the Caller.

Your Name: _____ Time: _____ Date: _____

Callers Possible Identity

Male - Female

Adult - Juvenile

Voice

Characteristics

Speech

Language

_____ Loud

_____ High Pitch

_____ Raspy

_____ Intoxicated

_____ Soft

_____ Deep

_____ Pleasant

_____ Other

_____ Fast

_____ Distinct

_____ Stutter

_____ Slurred

_____ Slow

_____ Distorted

_____ Nasal

_____ Other

_____ Excellent

_____ Fair

_____ Foul

_____ Good

_____ Poor

_____ Other

Accent

_____ Local

_____ Foreign

_____ Region

_____ Race

Manner

_____ Calm

_____ Rational

_____ Coherent

_____ Deliberate

_____ Righteous

_____ Angry

_____ Irrational

_____ Emotional

Background Noise

_____ Factory

_____ Machines

_____ Music

_____ Office

_____ Machines

_____ Street

_____ Traffic

_____ Trains

ACTIVE SHOOTER & WORKPLACE VIOLENCE

An Active shooter is a person who is actively engaged in killing or attempting to kill people in a confined or populated area. Typically using firearms.

EAP Steps

Active Threat

- At the sight of an emergency, the person spotting this will use the key word “peacock” and say the location as the call to start the EAP. If possible, state a detail about the person.
 - Example: There is a peacock in the lower lobby, walking towards the competition pool, with a red backpack.
- Lifeguards will do 3 long whistles to clear the pool of swimmers & notify the coaches on deck
- Remember Run/Hide/Fight.

Run	Hide	Fight
Get the safest exit possible, and far away from the building. Do not go back for your belongings.	Hide in an area out of sight from the active threat. Block the entrance to the door and lock if possible.	As a last resort, and only if you are in immediate danger, fight. Attempt to incapacitate the active threat. Act with physical aggression, and do not fight fairly.

- When it is safe to do so, call 911. Give information on location, type of threat, and physical appearance. Do not wait for others to call.
- Once Law enforcement has arrived
 - Remain calm and listen to instructions
 - Raise your hands
 - Do not make quick movements towards officers
 - Do not stop to talk when evacuating.

Bomb Threats

Phone Calls

- In the case of a bomb threat, take down all information you can.
 - Male or female voice
 - Accents? Happy/Sad voice
 - Did it sound like they were inside or outside
 - Did they state where the bomb was.
- Notify a supervisor to call 911 if able to do so. If you cannot notify a supervisor, call 911 when the call is over.
- Law enforcement will tell you to evacuate or not.

Written Notes

- Notify a supervisor to call 911 if able to do so. If you cannot notify a supervisor, you will call 911.
- Limit the amount you handle the letter.
- Do not alarm others.
- Do not give information to anyone other than a supervisor or law enforcement.

Emergency Phone Numbers

Fire Department: 9-1-1 or 919- 469-4056

Police Department: 9-1-1 or 919-469-4012

EMS: 9-1-1 or 919-380-6909

Kenneth Tackett, Facilities Director: 919-698-7808

Mark Frank, Director of Operations: 919-796-9908

Electric Company: Duke Progress Energy 1-800-419-6356

Water: Cary Public Works and Utilities 919-469-4090

Gas Company: PSNC Energy 1-877-776-2427

Phone Company: Bell South 1-888-757-6500

