

# 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](http://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](http://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](http://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



## 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

Stephen Hicks, Facility Manager: 919-219-3851

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