CANADIAN RED CROSS
AQUATIC SAFETY PLAN
TEMPLATE FOR AQUATIC FACILITIES
2017

Disclaimer

The *Aquatic Safety Plan Guide & Template for Aquatic Facilities* is provided only as an information service by The Canadian Red Cross Society (hereinafter the "Society") in order for the Society to further its humanitarian mission to "improve the lives of vulnerable people by mobilizing the power of humanity in Canada and around the world." The *Aquatic Safety Plan Guide & Template for Aquatic Facilities* is current only as of 2017.

The *Aquatic Safety Plan Guide & Template for Aquatic Facilities* is a risk mitigation tool based on federal and provincial/territorial legislation, guidelines, and expectations around the planning needed to manage the risks associated with aquatic-related safety incidents, and the training needed to respond appropriately to these incidents if they occur.

The *Aquatic Safety Plan Template for Aquatic Facilities* is a risk preparedness strategy that helps to promote safety. The Template is meant to be adapted by the Recipient for their particular context. Use of the Template does not guarantee the prevention of aquatic-related safety incidents or replace other strategies for promoting aquatic safety.

Users of the *Aquatic Safety Plan Guide & Template for Aquatic Facilities* should consult with a qualified lawyer and/or their local health department if they need clarification on their own legislative requirements.

The Goal of Canadian Red Cross Swimming & Water Safety

The goal of Canadian Red Cross Swimming & Water Safety is to improve the quality of life by giving people the skills to make safe choices, increase physical fitness, prevent injuries, and act in emergency and rescue situations.

The Fundamental Principles of the Red Cross

Humanity: We serve people, but not systems.
Impartiality: We care for the victims and the aggressors alike.
Neutrality: We take initiatives, but never take sides.
Independence: We bow to needs, but not rulers.
Voluntary Service: We work around the clock, but never for personal gain.
Unity: We have many talents, but a single idea.
Universality: We respect nations, but our work knows no bounds.

Acknowledgements

Since 1946, Canadian Red Cross Swimming & Water Safety programs have continuously evolved. Each program revision is built on the great work completed in the previous revision. The Canadian Red Cross would like to acknowledge everyone who has worked on the Swimming & Water Safety programs and products over the years.

The Canadian Red Cross wishes to thank the many volunteers who have contributed their invaluable knowledge, time, and dedication to the current revision: the Swimming & Water Safety Technical Advisory Group, the Assistant Lifeguard Instructor Technical Advisory Group, Swimming & Water Safety Program Representatives, Lifeguard Instructor Trainers, Training Partners, the City of Spruce Grove, the City of Leduc, the City of Prince George, and the City of St. John's. Their tireless work during the development process has resulted in new programs and products of which Canadian Red Cross volunteers and staff can be very proud.

The Canadian Red Cross Society (CRCS) has made reasonable efforts to ensure the contents of this publication are accurate and reflect the latest in available scientific research on the topic as of the date published. The information contained in this publication may change as new scientific research becomes available.

This publication is available in English and in French.

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About the *Aquatic Safety Plan Template for Aquatic Facilities*

The Canadian Red Cross has created the Aquatic Safety Plan Template for the aquatic industry to use in creating their own customized plan. Although Aquatic Safety Plans are not required by legislation in all provinces/territories, all aquatic facilities can benefit from creating and implementing customized safety plans to promote the health and safety of their patrons and staff.

The template has the following goals:
- To respond to aquatic centres that need assistance in creating safety plans to meet existing legislation requirements (i.e., in British Columbia and Saskatchewan) as well as meet future guidelines
- To build Red Cross' industry reputation in the aquatic risk management field
- To ensure and enhance the health and safety of facility patrons and staff

How to use the *Aquatic Safety Plan Template for Aquatic Facilities*

This Template will help guide you to establish and document the following:
a) Facility information
b) Procedures for a serious injury, emergency, or incident
c) Lifesaving, lifeguarding, and first aid equipment requirements, policies, and procedures
d) Lifeguard, instructor, and supervision requirements, policies, and procedures
e) Pool operating procedures
f) Pool cleaning and maintenance programs and schedules

Here are a few recommendations on using the *Aquatic Safety Plan Template for Aquatic Facilities:*
- Collect any of your current policies and/or procedures that belong in an Aquatic Safety Plan.
- Review the contents of the Guide and Template, and determine the appropriate personnel to contribute to your Aquatic Safety Plan.
- Refer to the accompanying *Aquatic Safety Plan Guide for Aquatic Facilities* to help you complete the Template.
- If there is a section in the plan that you currently do not have a policy or procedure for, the Red Cross recommendations in that section can help you create your own policy or procedure.
- If something in the Template is not applicable to your facility, simply delete it. Please exercise care: provincial/territorial pool safety regulations should not be deleted.
- Once you have completed a draft Aquatic Safety Plan, ensure other aquatic personnel review it and provide feedback.
- The Red Cross strongly recommends you consult with your legal department on the final draft of your Aquatic Safety Plan.

Section 1 – General Facility Information

Aquatic Safety Plan Information

Aquatic Safety Plan for:	Insert facility name here.
This Aquatic Safety Plan was prepared by:	Insert first and last name and position.
Date prepared and finalized:	Insert the date (DD/MM/YY).
Prior to use at the facility, this Aquatic Safety Plan was reviewed or updated by:	Insert first and last name and position title.
Date Approved by Health Authority:	Insert the date of the review. **Delete if not applicable.**
Location(s) of the Aquatic Safety Plan:	List all places that this Aquatic Safety Plan is to be located on site.

Annual Review

Date Reviewed/Updated (DD/MM/YY)	Staff Member's Name and Position

Facility Information

Insert facility name.

Insert facility owner (municipality, university, corporation, etc.).

Insert facility physical address, mailing address, and phone number.

Insert date facility opened.

Insert a map of the aquatic centre.

Complete the description of the facility. Include all of the following specifics:
- Type of facility (e.g., indoor, outdoor, non-profit, private, school, or university)
- Operating season(s) (e.g., year-round operation)
- Aquatic centre amenities (e.g., the number and/or types of bodies of water in the facility, water features, types of change rooms, aquatic centre viewing areas, etc.)
- Facility amenities (ice rinks, soccer pitches, fitness centre, walking track, child-minding areas, children's playroom, etc.)
- Include a map of the facility if different than the map of the aquatic centre
- Muster points/meeting areas

Feature Operations

Complete the list for each body of water with the following specifics. Delete any information that is not applicable.
- Size of pool:
- Pool volume:
- Minimum Depth:
- Maximum Depth:
- Bather Capacity: according to operating license
- Features in or associated with the facility. Examples waterslide, rope swing, climbing wall, diving board/towers, bulkhead, moving floor, play features and the respective operation procedures. Include safety rules, emergency shut-offs, and other considerations for each feature.

Operating Permit

Insert information on where the Operating Permit is located and the dates for which the permit is valid.

Renovations to Facility

Insert information on:
- What renovations or upgrades have been done
- Date of renovations
- Approval process since the facility has opened

Patron/Bather Load

Maximum Bather Load	Facility Amenity

Section 2 – General Staff Information

Mission Statement and/or Vision Statement
Insert the Mission Statement and/or Vision Statement.

Code of Conduct for Staff
Insert the Code of Conduct for Staff.

Position of Trust
Insert the Position of Trust information for staff.

Organizational Chart (Org Chart)
Insert the Aquatic Centre org chart.
Insert other org charts if applicable.

Job Descriptions
Insert all job descriptions for all positions at the aquatic centre.

New Hire Orientation
Insert Orientation Forms.
Insert Training Checklists.

Staff Qualifications
List all employee:
- Positions
- Qualifications, certifications, and recertification requirements
- Required skills

Assistant Lifeguard Definition and Qualifications
Insert text.

Lifeguard Definition and Qualifications
Insert text.

Swimming Lesson Instructor Definition and Qualifications
Insert text.

Specialized Aquatic Instructor Definition and Qualifications
Insert text.

Supervisor Definition and Qualifications
Insert text.

Pool Operator Definition and Qualifications
Insert text.

Programmer Definition and Qualifications

Insert text.

Manager Definition and Qualifications

Insert text.

Other Staff Qualifications

List other training programs required for employment.

Record Keeping for Staff Qualifications

List the record keeping policies for staff certifications and staff training records.
List where staff records are located on site.

Uniforms

List information regarding the uniform items employee are given, when they are replaced, how to wear the uniform, guidelines on altering the uniform, and guidelines on wearing the uniform or other items bearing facility logos on site versus off site.

Lifeguard Uniforms

List the uniform items and equipment provided to lifeguards.

Assistant Lifeguard Uniforms

List the uniform items and equipment provided to assistant lifeguards.

Instructor Uniforms

List the uniform items and equipment provided to instructors.

Other Staff Uniforms

List the uniform items and equipment provided to any other staff.

Section 3 – Lifeguards

Safety Supervision and Injury Prevention

- Describe the orientation and training required for lifeguards in your facility.
- Describe the opportunities for in-service and other training.
- Provide information on staffing levels and schedules for times when the facility is in use.
- Develop written lifeguarding procedures for your facility that staff are trained on.
- Describe the Emergency Response Plan procedures and training.
- List any site-specific training at the facility that the lifeguard will require.
- Include training and information on Aquatic Safety Plan procedures.
- List any additional training for lifeguards who supervise specialized programs or facility features.

Lifeguard Positions and Rotation

Insert information on the facility's polices and procedures for lifeguard positions and rotation.
Insert a map of the aquatic facility showing the lifeguard positions and rotation.
List the rotation lengths on-deck and off-deck.

Lifeguard Stations

Insert a map and description of the lifeguard stations as well as the types of stations used and when they are used.

Elevated Stations

Insert description and use.

Ground-Level Stations

Insert description and use.

Other Stations

Insert descriptions, types, and uses.

Scanning

List the scanning pattern(s), facility guidelines for effective scanning practice, and scanning area for each lifeguard position.

Surveillance During Programming

List the scanning pattern(s) and facility guidelines for scanning practice and scanning area for each lifeguard position if guidelines vary according to program.

Instructional Programs

Insert scanning pattern(s) and guidelines.

Therapeutic Programs

Insert scanning pattern(s) and guidelines.

Competitive Events

Insert scanning pattern(s) and guidelines.

Large Groups

Insert scanning pattern(s) and guidelines.

Primary and Secondary Zone of Responsibility

List the zones of responsibility (primary and secondary) for all lifeguards, the locations of lifeguard positions, whether each lifeguard position is roaming or stationary, and the visual path of each area of responsibility.

Insert a map showing the zones, lifeguard stations, and lifeguard positions.

Lifeguard Shifts

List the facility's lifeguard shifts, including the maximum amount of time lifeguards are on deck before rotating off.

Minimum Staffing Requirements for Activities

List the facility's minimum staffing requirements.

Bather-to-Lifeguard Ratio

List the facility ratio of bathers to lifeguards and/or assistant lifeguards in the table below:

Number of Bathers	Minimum Number of Lifeguards	Minimum Number of Assistant Lifeguards (scheduled with a Lifeguard on deck)

Lifeguard Communication – Whistles, Arm Signals, Radios, Verbal Communication

Include the types of communication tools the lifeguards use during their shift.

Whistle Signals

List the whistle signals and when they are used.

Arm Signals

List the arm signals and include visual references.

Radios

List radio protocols, channels, what to do if they go in the water, which staff receive radios, etc.

Section 4 – Instructors

Safety Supervision and Injury Prevention

- Describe the orientation and training required for Instructors in your facility.
- Describe the opportunities for in-service and other training.
- Provide information on staffing levels and schedules for programs.
- Develop written instructing procedures for your facility that staff receive training on.
- Describe the Instructor Emergency Response Plan procedures and training for staff.
- Describe any site-specific training at the facility that the Instructor will require.
- Include training and information on Aquatic Safety Plan procedures.

Lifeguard Requirements During Aquatic-Led Programs

Insert information regarding lifeguards or other positions to assist with any issues that arise during a lesson program or to provide help to an Instructor as needed.

Class Sizes

Insert information on the maximum number of participants in classes per Instructor.
Insert information on the requirements if the maximum numbers are exceeded.
Insert information on whether there is a different maximum for school lessons as compared to public lessons, and the rationale behind any differences.

Class Locations

Insert information on where classes are located in the pool, policies on where classes will take place if there is a pool closure, what levels are able to go in the deep end, etc.

Communication

Insert the policies on how Instructors are to communicate with each other during lessons.

Instructor Emergency Response Plan

Include the Instructor's role and responsibilities in the event of an emergency. If relevant, also explain any limitations to their role or responsibilities in emergencies.

Section 5 – Staff Training

In-Service Training

Include the following documentation:

- In-service attendance records—sign in sheets to verify attendance, meeting notes, etc.
- Performance results for each training activity
- Policy for missed in-services and follow-up plan
- In-service lesson plans, meeting notes, support material
- Follow-up timeline

In-Service Training – Lifeguards

Insert any specific lifeguard training conducted.

In-Service Training – Instructors

Insert any specific Instructor training conducted.

In-Service Training – Other Staff

Insert any other staff training that is conducted.

In-Service Training Scheduling

Include the in-service training schedule which could include:
- Number of in-service sessions per year
- Calendar of all in-services sessions planned
- Topics for in-service training
- Details on which employees are required to attend

Section 6 – Customer Service

Facility Rules
List all the general facility rules.

Signage and Pool Rules
List where signs are located in the facility.
List the pool rules that are specific to each amenity, if applicable.

Rule Enforcement, Patron Discipline, and Patron Expulsion
List the procedure for dealing with challenging behaviours on the part of patrons, including:
- How to inform and educate the patron on the rule(s) being broken
- When a patron should be removed from the facility
- Who has the authorization to require that a patron be removed from the facility
- When RCMP or other resources are required for removing a patron
- What documentation to complete in regards to patron expulsion

Facility Admission Rules
List the facility's admission rules including:
- Location of the sign listing the facility's admission rules
- The rules listed on the sign
- The supervised-versus-unsupervised age requirements
- The supervisor-to-child ratios

Swim Tests
List the following:
- Age that swim tests are applicable to
- The type of swim test that is conducted
- Who is responsible for conducting the swim test
- The location of the swim test
- The type of identification the patron is given to notify lifeguards of successful completion of the swim test
- Whether the patron should wear a lifejacket, PFD, or other flotation device

Breath Holding and Hypoxia Training
List the facility rules for breath holding and hypoxia training, including:
- The education patrons should receive on the risks associated with breath holding preceding underwater swimming and extended breath holding in the water
- The requirements for coaches on deck and the required training for their coached activities (swim club, synchronized swimming, underwater hockey, etc.)

Section 7 – Policies and Procedures

List the policies that are applicable to your facility. If there is a policy that is not applicable, delete that section.

Cellphone Policy

Include the policy regarding cellphone use and storage while on shift.

Camera Policy

Include the policy regarding use of cameras and taking photos while on shift.

Computer Policy

Include the internal policies regarding:
- Appropriate computer use
- Appropriate programs to access
- Internet use
- Email etiquette, email communication, email storing, confidentiality and record keeping
- Correct use of company email signature and company logo

Complaint Handling Process

List the process for handling patron complaints, including:
- The information to take or the form to complete
- Whom to direct the person to if there is a complaint
- How to handle the complaint
- What authority staff have to give complimentary passes, refunds, or credits on accounts

Fees/Rates

Consider listing the facility's rates to give staff quick access to all fees and policies.

Admission Fees

Insert text.

Rental Rates

Insert text.

Registered Program Fees

Insert text.

Cancellation Policies

Insert text.

Refund Policies

Insert text.

Money Handling Policy

List the policy for employee handling money including:

- Who handles money
- How many people are required during money handling
- Where money is stored
- How to track the amount of money on site
- Theft policy and investigation procedures
- Procedures in case of robbery

Programs

Include policies for the various programs that are offered at the facility.

Programs Offered and Description of Programs

Insert text.

Registration Guidelines

Insert text.

Confidentiality of Records and Information

Insert text.

Program Supplies

Insert text.

Program Equipment

Insert text.

Program Inventory

Insert text.

Facility Schedules

Include a description of facility programs and times offered.

Working Alone

List the working alone policy, including:
- The conditions when someone would be alone
- Accessing the building or leaving the building if working alone

Theft and Vandalism

List the theft policy, including:
- What to do when there is a complaint
- The required forms to fill out
- Information required from the patron
- When to contact the RCMP regarding theft of valuable personal belongings
- When and who can check the surveillance cameras

List the vandalism policy, including:

- What to do when something is vandalized
- The required forms to fill out
- Clean up or closure policy
- When to contact the RCMP
- When and who can check the surveillance cameras

Building Security

List all building security policies and procedures, including:

Building Lock-Up Procedure
- Policy for who can lock up
- The procedure to lock and secure the building
- Policy if the building cannot be locked or secured
- List of contact names if the building cannot be accessed

Alarm Codes
- Policy for who receives alarm codes
- Procedure for how to arm the building
- Policy if the building cannot be armed with the alarm code
- List of contact names if the alarm has been set off or issues
- Policy for deactivating staff member alarm codes upon departure of employment

Building Keys or Access Cards
- Policy for who receives keys or access cards
- Protocol for using keys or access cards
- What to do if keys or access cards are lost or stolen
- Policy for returning keys or access cards upon departure of employment

Employee Access to Facility
- Who can access the facility for opening and closing
- Employee access to facility during operational hours and before/after operational hours

Disclosure of Child Abuse & Suspected Child Abuse

List the policy for disclosure of child abuse or suspected child abuse:
- Suspicion of child abuse
- Procedures for how to report child abuse
- Confidentiality of the report and all people involved in the report
- Employee and family assistance plan resources if required for the staff member

Biohazard Exposure

Include the policy for exposure to any biohazards, e.g., needles, vomit, fecal matter, blood, bodily fluids, etc.

Section 8 – Water Quality Management

Pool Operator Qualifications and Responsibilities
List the required training courses/certifications, orientation and training checklists.

Lifeguard Responsibilities Around Water Quality Management
List the required training courses/certifications, orientation, training checklists and responsibilities.

Recreational Water Illness
Insert the facilities safe practices and health authority messages.

Microbiological Water Sampling
Insert the following details:
- Frequency of water sampling
- Pool/body of water location the samples must be taken from
- Name and position of the staff member who is responsible for water samples
- Training for taking water samples
- Where the water samples are delivered
- Policies and procedures for water samples that do not meet the provincial/territorial water quality standards

Pool Water Quality and Clarity
Insert procedures for effective water quality management, including:
- Filtration and circulation
- Information on source water and when water is required to be added to the pool
- Procedure for closing the pool when the quality or clarity does not meet provincial/territorial standards

Water Temperature
List the water temperature range for all pools at the facility, according to the facility procedures and the provincial/territorial regulations/legislation.

Water Testing Equipment
Include the following information on the facility's water testing equipment:
- Location of each piece of equipment
- Storage of equipment and water testing chemicals
- Water testing sheets and training on how to complete them

Water Testing Procedure
List the procedure for water testing, including:
- Training procedures for staff who conduct water tests
- List of staff positions that can conduct water tests
- Water test parameters for each body of water

- Documentation of the water tests
- When to add or reduce chemicals depending on the outcome of the water test

Water Testing Frequency

Indicate the staff position that is responsible for checking and adjusting water chemistry. If the responsibility is shared, include the conditions under which each staff member is responsible.

Water Test Record and Microbiological Water Sample Report Documentation

Insert the record keeping procedure for water tests, including:
- The person who is responsible for the water tests
- Where the water test records are stored
- How long the records must be kept

Pool and Amenity Closures

List fecal, vomit, and blood closure information, including:
- When to close
- How long to close
- Procedures for clean-up
- Documenting the incident

List any other conditions that would result in a pool closure.

Disinfection of Pool Water

List the disinfectant chemical used to treat the water and the procedures to use the disinfectant chemical.

List all other chemicals used at the facility for treatment of water quality including:
- Why they used
- How they are used
- When to add the chemical
- The type of chemical feeder used
- How to test for the chemical in the water to ensure levels are maintained as per provincial/territorial standards and regulations

Filters, Backwash Procedures, Hair Lint Strainer, Pumps

Insert the employee position title responsible for conducting maintenance on the mechanical equipment.

List the types of filters used, as well as:
- When the gauges should be checked
- Operating parameters
- Filter flow rates
- Preventative maintenance

Include the following information regarding backwashes:
- When backwashes are conducted
- Who conducts them
- Step-by-step procedure of how to complete a backwash
- What happens if the filter flow rate is not within the operating parameters but it isn't the normal scheduled time for a backwash
- Where the backwash water is discharged to

Include the following information regarding pumps and strainers:
- Types of pumps used
- When the gauges should be checked
- Operating parameters
- Flow rates
- Turnover rate
- Preventative maintenance for the pumps
- Emergency shut-off switches
- When and how to clean the strainers

Section 9 – Occupational Health and Safety (OH&S)

WHMIS
List when and who conducts the WHIMS training for the employees, when they are required to take the training, and how to keep the certification.

MSDS
List where the MSDS information is located, who is responsible for maintaining the information, and training on how to read and understand what the information means to the employee and employer.

Employer Responsibilities
List the employer's responsibilities in terms of MSDSs.

Worker Responsibilities
List worker responsibilities around MSDSs following staff training by the employer.

Hazard Assessments
List when and who conducts hazard assessments and the forms required to complete the assessment.

Personal Protective Equipment
List all personal protective equipment that is required for staff for the various tasks that they are required to conduct.

Include the following information:
- Who is responsible for ensuring that all the personal protective equipment is in good working condition
- Who is notified if it needs to be replaced
- How to conduct inventory on personal protective equipment
- Who is required to maintain personal protective equipment
- What to do if the proper personal protective equipment is not on site for required tasks

Emergency Showers and Eye Wash Stations
Include:
- Map showing where the emergency shower and eye stations are located
- When and why the stations would need to be used

Chemical Storage
List the following information:
- All chemicals stored on site
- Storage requirements and location
- Where the MSDS information is located
- Chemical disposal information
- Chemicals that should not be stored around other chemicals for safety reasons

Chemical Handling

Insert the following information:

- WHMIS training
- Requirements for safe chemical handling and storage
- Personal protective equipment available
- Location of WHMIS training manual and other related training manuals
- Location(s) of MSDS information

Chemical Addition Documentation

Insert the procedure and process for chemical addition, the person who is responsible for the water tests, the record keeping requirement, and how long the records are to be kept.

Mechanical Equipment Maintenance and Repair

List the information regarding the frequency of the maintenance done on the mechanical systems and other facility equipment.

Near Miss

List the process and policy for completing documentation for a near miss, when an employee is injured at the work site, and policies for keeping employees safe while working at the facility.

Electrical Safety

List the following information:

- Daily, weekly, and monthly testing procedures on all Ground Fault Circuit Interrupters (GFCIs)
- Policy if a GFCI is not working properly
- Policy if a electric outlet is not a GFCI
- Underwater light GFCI testing procedure checklist, and what to do if the GFCI is not working

Amenities Inspection

List the following information:

- Daily, weekly, and monthly inspections on all amenities
- Training for employees on conducting inspections on the amenity equipment
- Policy if an amenity is broken or in disrepair
- Policy for closing an amenity

Section 10 – Entrapment and Suction Hazards

Insert the anti-entrapment and suction hazard procedures for inspection and routine maintenance.

Insert the manufacturer information including make, model, purchase date, flow rate, and other pertinent information.

List the Emergency Response Plan for entrapment-related emergencies.

Section 11 – Maintenance and Cleaning

Opening and Closing Procedure
List the facility opening and closing procedures. Include:
- Opening and closing checklists
- Which staff are assigned to each task
- Criteria for when the facility or body of water cannot be opened

Facility Safety Checklist
Include the facility safety checklist, how frequently the checklist should be completed, and what to do if something does not meet the safety checklist requirements.

Preventative Maintenance
For all equipment, list:
- Manufacturer's information
- Recommendations for equipment use
- Schedule for routine maintenance and inspection
- Schedule for equipment servicing and replacements

Maintenance Shutdown
List when the facility conducts a maintenance shutdown, including:
- Length of the shutdown
- Who is responsible for shutdown preparation
- Who is responsible for conducting the required tasks during shutdown
- Alternative employment options, if required
- Alternative facility use for members, if applicable

Cleaning and Maintenance
Insert the facility's cleaning and maintenance schedule and procedures, including:
- Frequency of cleaning and maintenance
- Chemicals or cleaners used
- Instructions on how to clean
- Required training for cleaning specific equipment
- Personal protective equipment required for specific cleaning procedures
- If contractors are hired for cleaning and maintenance and the site specific training they require.

Indoor Air Quality
Insert information on the air handling system, including:
- Preventative maintenance, inspection, and repair schedules and requirements
- Operating cycle
- Amount of outdoor air used
- Air vent position

- Exhaust procedures
- Air temperature level
- Humidity level

Include the air quality action plan in case of poor air quality, air handling system failures, or changes to facility amenities or modifications that could alter the air handling unit operational requirements.

Documentation

List the documentation required for maintenance, cleaning, and other schedules, including how long to keep the documents, where they are stored, and who completes the forms or can access the forms once in storage.

Section 12 – Emergency Response Plan (ERP)

Diagrams, maps, included for full facility—location of alarms, emergency exits, emergency vehicle access, focal points, safety equipment, First Aid Equipment, muster/meeting points

Roles and Responsibilities

Identify the roles and responsibilities of your team during an emergency.

Practicing the ERPs

List the procedures for practicing the ERPs, the timelines for practicing the ERPs, and other organizations that are included in ERP training.

Non-Aquatic Staff Providing Assistance

Identify how the facility uses non-aquatic employees in providing assistance during an ERP.

Emergency Medical Services (EMS)

Insert the procedure for contacting EMS, including the facility EMS script and where EMS access the building.

Equipment

Focal Point

List where the focal points are located and the equipment at the focal point.

Safety Equipment

List all safety equipment in the table below.

Safety Equipment	Quantity	Location	Description of Equipment

Include the maintenance and replacement schedules and the frequency of inspections.

First Aid Equipment

List all first aid equipment in the table below.

First Aid Equipment	Quantity	Location	Description of Equipment

Include the maintenance and replacement schedules and the frequency of inspections.

First Aid Equipment Inventory

Describe the inventory process at your facility:

- List how to help ensure first aid supplies and safety equipment do not go below the minimum levels.
- Describe the ordering process, when items are ordered, where they are ordered from, who is responsible for ordering the items, and how the items are delivered to the facility.
- Insert inventory checklists.

Muster Points/Meeting Places

List where all the muster points/meeting places are located in the facility and when these areas are used.

Emergency Telephone

Include where the emergency telephone is located, the list of emergency phone numbers, and the procedure and script for contacting EMS.

Emergency Response Plan Procedures

Insert the written procedure for each Emergency Response Plan, including:

- Step-by-step process
- The employees' roles and responsibilities in the event of an emergency
- Employees required to assist during a response
- The equipment required
- Report forms that are required to be completed for the different types of emergencies

Facility Evacuation

Insert procedure.

Facility Lockdown

Insert procedure.

Natural Disasters

Insert the procedure for:

- Earthquakes
- Tornadoes
- Avalanches
- Wild fires
- Floods

- Lightning and thunderstorms
- Severe weather conditions (heavy rain and hail, high wind, and/or fog)
- Power failures

Drowning Person

Insert the procedure for assisting a conscious drowning person, an unconscious drowning person, or a submerged drowning person.

Missing Person

Insert the procedure.

Minor and Major First Aid Emergencies

Insert the procedures for responding to the following minor and major first aid emergencies. You may wish to include procedures for additional first aid emergencies not listed in this template.

- **AED use**
- **Anaphylaxis**
- **Assisting with medication**
- **Asthma**
- **Bone, muscle, and joint injuries**
- **Bleeding**
    - Life threatening external bleeding
    - Non-life threatening external bleeding
    - Nosebleeds
- **Burns**
- **Chest pain**
    - Heart attack
    - Stroke
- **Choking**
    - Partial Choking
    - Complete Choking
    - Unresponsive Choking
- **CPR**
- **Concussions**
- **Cuts and scrapes**
- **Dehydration**
- **Diabetic emergencies**
- **Electrical shock**
- **Fainting**
- **Heat-related incidents**
- **Hyperventilation**
- **Opioid-related**
- **Poisoning**
- **Seizures**

- **Shock**
- **Unconscious, non-breathing, and/or pulseless**

Suspected Head and Spine Injuries

Insert procedures for responding to suspected head and spine injuries.

Removal of a Non-Breathing Person
Insert procedure.

Removal, Two-Rescuer, Backboard/Extraction Board
Insert procedure.

Removals With a Ledge
Insert procedure.

Removals at Zero-Depth
Insert procedure.

Removals from Deep Water
Insert procedure.

Removals from Waterslide
Insert procedure.

Removals from Stairs
Insert procedure.

Removals from Diving Board
Insert procedure.

Removals from Play Structure
Insert procedure.

Removals from Lazy River
Insert procedure.

Removals from Whirlpool
Insert procedure.

Removals from Hot Tub
Insert procedure.

Removals from Steam Room
Insert procedure.

Removals from Wave Pool
Insert procedure.

Health/Hygiene Emergencies

Insert procedures for the following emergencies:

- Fecal/vomit incidents
- Urine on deck
- Open sores, skin conditions, etc.
- Sharps procedure, containment, and removal
- Blood and bodily fluid exposure (in and out of water)

Other Emergencies

Insert procedures for the following emergencies:

- Entrapped person in locker, change room, or other dry place
- Entrapped person in pool
- Hostile patron
- Bomb threat
- Weapon threat
- Preventative procedure – pool clears

Release of Injured/Ill Person

Insert procedure for releasing an injured/ill person, including:

- When to call EMS/9-1-1
- Who will call EMS/9-1-1
- When it is appropriate to release the person from your care
- What instructions to give to the person when releasing them

Reports

Insert the procedure for completing reports related to emergency responses. Include a copy of each report that is required to be completed:

- Incident/accident report
- First aid report
- Refusal of treatment report/patron release form
- Customer service report
- Near miss report
- WCB report—refer to provincial/territorial WorkSafe information, documents, etc.
- Water rescue report
- Suspected abuse of a patron report

Section 13 – Critical Incident Information

Insert the incident response plan, the forms required, the staff that are involved, and any outside services required.

- Information on who to contact
- Critical incident documentation and forms
- Staff debrief procedures
- Clean up procedures
- Closing and re-opening procedures
- Media response
- Post-incident investigation
- Staff follow-up
- Legal considerations

Section 14 – Unsupervised Pools

If this section is applicable to your Aquatic Safety Plan, please list each pool that is permitted to operate without a lifeguard on duty as well as where the sign is posted to notify patrons that there is no lifeguard on duty.

Unsupervised Pools in Specified and/or Limited Situations

If this section is applicable to your facility's Aquatic Safety Plan, please list each pool that is permitted to operate without a lifeguard on duty. In addition, list all the conditions, including the days and times in which this is applicable. Include the content and location of the notice posted at the entrance of the pool facility that states all the information required by the province/territory's legislation and regulations for unsupervised pools in specific and/or limited situations.