

Sample Emergency Action Procedure

Incident



Lifeguard recognition of victim



Activation of emergency alarm

LIFEGUARD

Clears pool



Contacts victim and moves them to safety



Places victim on backboard and prepares to administer CPR



Performs CPR as necessary

MANAGER ON DUTY

Arrives at pool



Instruct front desk staff to call 911 if necessary.



Directs bystanders to exit pool area



Goes outside, or sends other staff, to direct EMS to pool area

FRONT DESK STAFF

Retrieves AED and notifies Manager on Duty via radio.



Reports to pool area and takes direction from the lifeguard



Calls 911 if necessary



Removes backboard from wall and places it next to victim



Readies AED and prepares victim for AED administration

EMS arrives and takes over



Executive Director is notified



Incident reports filled out and signed



Equipment is checked and replaced



Staff returns to duty