



EMERGENCY PROCEDURE PLAN

**The Prince Edward Fitness and Aquatic Centre
(PEFAC)**

**13263B Loyalist Parkway
Picton, Ontario
K0K 2T0**

Date Prepared: Fall 2025

Date Approved by Board of Directors:

TO BE REVIEWED AT LEAST ANNUALLY AND UPDATED IF NEEDED

JANUARY 2026 REVIEW _____

JANUARY 2027 REVIEW _____

JANUARY 2028 REVIEW _____

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1. INTRODUCTION

The purpose of this plan is to ensure the safety of all members and facility users, including those requiring accessibility assistance in any type of emergency, through the establishment of proper policies and procedures and achieving high standards of safe operating conditions.

This plan identifies the risks that exist in the day-to-day operation of Prince Edward Fitness and Aquatic Centre (PEFAC), and identifies the procedures to be followed in the event of any type of emergency or crisis that occurs, specific to those with accessibility restrictions and any follow-up actions to be taken. It is intended for all members to access at their convenience.

Copies of this plan will be clearly identified and available at three (3) locations within PEFAC:

- Front Desk/Reception
- General Manager's Office
- Aquatic/Lifeguard's Office
- PEFAC Website – Accessibility Page

This Emergency Procedure Plan will be reviewed and updated annually. It will be used as a basis for staff training and all staff* are required to read this plan as part of their training in conjunction with our Emergency Action Plan.

**NOTE: Any reference to staff in this document means full and part-time employees and contract employees working at PEFAC on a regular basis.*

2. PEFAC KEY PERSONNEL NAMES

DESIGNATED RESPONSIBLE OFFICIAL

Meloni Crandall – General Manager

EMERGENCY COORDINATOR

Dawn Wade – Reception Supervisor/Health and Safety Representative

ALTERNATIVE CONTACTS

Jenna Everall – Health and Safety Representative

Mathew Smith – (Volunteer) Treasurer Board of Directors

Art Knight – (Volunteer) Chairman of the Board of Directors

3. EMERGENCY PHONE NUMBERS

Emergency phone numbers shall be clearly posted at the front desk, in the Lifeguard office, in the General Manager's office and in a visible location on each floor.

Prince Edward County Fire Department	9-1-1 OR 613-476-2602
Ambulance	9-1-1
Police (OPP)	9-1-1 OR 613-476-2151
Security – Fire Alarm, Burglar Alarm	Trinity Fire & Security Monitoring #: 1-877-592-9967 Contact: 613-394 3775
UTILITIES	
Ontario Hydro	1-800-434-1235
Tim Dainard Electric Inc	Tim Dainard: 613-968-1351 (cell) 613-416-2703 (primary)
Water/Sewage	Prince Edward County Water Services- 613-476-2148, Ext 530 Water/Sewer Emergency, After Hours: 613-967-8777
Union Gas	For gas leaks – 1-877-969-0999
Phone, Internet, TV	Eastlink – 1-888-345-1111
Plumbing	Lee Cole: 613-967-2660

4. EVACUATION ROUTES

Evacuation route maps have been placed in the following locations:

Main Floor

- Weight & Cardio Room
- Men's Change Room
- Women's Change Room
- Pool Area
- Pool/Lifeguard Office
- Squash Court Area
- Lobby (Reception Area)
- Maintenance Room
- Cleaner's Room

Second Floor

- Cycle Room
- Group Fitness Studio
- General Manager's Office
- Washrooms
- Squash Viewing Area
- Group Fitness Storage
- Personal Training Office

● Pool Viewing Area

● Storage

Lower Floor

● Outside of Squash Courts

5. POTENTIAL RISKS

PEFAC is a fitness and aquatic centre used by people of all ages. The following potential risks have been identified:

1. Fire and/or smoke
2. Injury or medical emergency outside of the pool:
 - a. to user/staff during an organized/supervised class
 - b. to user/staff while using the facility or its equipment
unsupervised
3. Drowning or individual in trouble due to medical emergency in the pool:
 - a. When lifeguard is present in the pool area
 - b. When lifeguard is not present in the pool area but is in the building
 - c. When no lifeguard is in the building but there are other people in the pool
 - d. When no lifeguard is in the building and there are no other people in the pool
4. Chemical spill within PEFAC facility
5. Loss of Power
6. Severe Weather and Natural Disasters
 - a. Lightning/thunderstorm
 - b. Blizzard
 - c. Tornado
 - d. Earthquake
 - e. Flood
7. Robbery

8. Threats

- a. to facility
- b. to person (staff, users)

9. External emergencies impacting PEFAC:

- a. Fire or chemical spill in nearby facilities requiring evacuation at PEFAC
- b. Community-wide emergency

Each of these is addressed in the Emergency Action Plan. This Emergency Procedure Plan will focus solely on risks 1 thru 3 and actions taken directly pertaining to those with accessible restrictions and/or concerns.

Incident Reports for each type of emergency are provided in each section with blank forms in Appendix II. Incident Reports are to be completed as soon as possible following incidents and submitted to the Health and Safety Committee. Blank Incident Report forms are kept at the Reception Desk.

6. GENERAL PROCEDURES

FACILITY

- All exits will be clearly marked and visible at times.
- All exits, and routes to exits, will be kept clear of obstruction at all times.
- All equipment will be maintained in operational condition at all times. An “OUT OF ORDER” sign will be placed on any equipment requiring service.
- Prominently displayed evacuation route maps shall be exhibited in each area of the building highlighting locations of evacuation routes.

MEMBERS

- Those who have a disability that requires assistance will have filled out the Accessibility Support Form when initially purchasing a membership which provides information for staff to better accommodate them.
- Requests for alternate formats such as large print, digital or communication supports can be provided to any individual in need.
- If a member has a hearing or visual impairment will be immediately notified of alarms or emergency by staff through the use of physical notification or direct assistance.
- Members who require accessibility support will be informed of all exit routes and the location of safe areas when purchasing a membership.

STAFF

- During emergencies staff members will assist those who require assistance do to a disability in order to safely evacuate the building

- All staff will be First Aid and CPR certified
- All staff will be trained in the use of the AED.

7. DETAILED PROCEDURES FOR EACH RISK

1. FIRE AND SMOKE

Emergency procedures signage will be affixed to the wall at all fire alarm pull stations and in the lobbies on both main and second floors. At least one copy of the fire emergency procedures shall be prominently posted and maintained on each floor area.

IF YOU DISCOVER A FIRE:

- Leave the fire area immediately and close doors to confine fire. Alert Designated Official (if not you) and occupants.
- Staff will identify and assist members who have mobility, visual, hearing or other accessibility support during evacuation.
- If I am a member who requires assistance, I will signal to staff or move to my designated area while waiting for support.
- Staff will:
 - Provide verbal directions or physical support as needed i.e guiding, pushing a wheelchair or providing arm support.
 - Use the nearest accessible exit or alternate route as per training
 - All staff will assist in clearing the building and ensure that members with accessibility needs are safely evacuated.
- Staff will ensure that all members are moving to the Designated Outside Assembly Area on the grass immediately west (towards No Frills) of the building.
- Exit the building via the nearest exit.

- If smoke is heavy in the corridor, it may be safer to remain in your area; close and seal the base of the door. Staff will stay with members and notify emergency personnel of their location.
- If you encounter smoke in the stairway, use an alternate exit or if all stairways are affected, it may be safer to stay in your area and wait for assistance.
- Once outside staff will
 - Complete a head count and compare it with the room count list
 - Staff will confirm that all individuals requiring accessibility support are accounted for and are safely out of the building or are being assisted by emergency responders.

2. INJURY OR MEDICAL EMERGENCY (NOT IN POOL)

In the event of a medical emergency such as an injury or health episode:

Member Actions:

- If I experience or witness a medical emergency and have accessibility needs I will do the following:
 - I will signal or call for help by using my voice, pressing the emergency pool button or by asking another member for help.
 - I will follow staff instructions to ensure my safety and the safety of others
 - If I am the individual who is in need of assistance I will stay as still as possible until a staff member who is trained in First Aid/CPR has arrived to assist me.

Staff Actions:

- Staff will respond to the individual immediately

- Staff will stay with the member at all times until emergency responders arrive (if needed)
- If the member requires the use of a mobility aid staff will ensure it remains nearby when needed
- In the event there are communication barriers staff will use clear, calm language or gesture to ensure a thorough understanding on both ends

3. DROWNING OR MEDICAL EMERGENCY IN POOL

General

- All necessary equipment for emergency response will be strategically located and in good working- order (i.e. first aid kits, spinal boards, guard buoys, safety rings, rescue pole)
- Emergency phones will be in working order and checked daily upon opening.
- The black disc on the bottom of the pool will always be clearly visible from 9ft.
- All lifeguards will hold a valid NLS certification.
- All instructors will hold a valid swim instructor certification.

PEFAC's pool is a Class B pool which means that lifeguards are only required when there are 10 or more people in the pool who are not participating in a PEFAC program or class. Pool use is monitored and lifeguards called to the pool area as required. If there are no lifeguards available and pool users

reach the capacity, no new users are permitted in the pool area until someone leaves or a lifeguard becomes available.

As a result, there are three potential scenarios when a drowning or medical emergency occurs in the pool:

- A. When there is no lifeguard in the pool area but there is one in the building
- B. When there is no lifeguard in the building

Under each scenario, there are three different risks:

1. Drowning – victim is conscious
2. Drowning – victim is unconscious
3. Medical emergency

Each scenario, and each risk is discussed separately below, the last item related to the pool is what to do in the event of lightning and thunderstorms.

A. IF LIFEGUARD IS NOT PRESENT BUT AQUATICS STAFF IS IN THE FACILITY

Member Actions:

- If I notice an individual in distress I will immediately press the emergency pool button alerting staff members in the reception area, use the emergency phone located in the lifeguard office, or ask another pool user to help alert reception or other staff members.
- If I cannot reach the emergency pool alarm or access the emergency phone I will signal to another member for assistance or move to the nearest door to reception and call for help.

Drowning - Conscious

Member Actions

- If I see someone struggling, I will alert staff or another member immediately and, if possible, use rescue equipment (e.g., safety ring or buoy).
- If I cannot safely access or use the equipment, I will signal for help and stay in a safe position until trained staff arrive.

Staff Actions

- Staff will evaluate the situation in a timely manner.
- Staff will apply their First Aid/ CPR training to assist the individual
- When the lifeguard is on scene, staff will assist as First Assistant and ensure that any members with accessibility needs remain safe and supported during the response.

Drowning – Unconscious

Member Actions

- If I notice someone who is unconscious, I will signal for help immediately or ask another member to alert staff.
- I will move away from the area and follow the directions provided by staff

Staff Actions

- Staff will immediately evaluate the situation
- Staff will apply their First Aid/CPR training
- Staff will contact emergency services

Medical Emergency

Member Actions

- If I notice someone who is unconscious, I will signal for help immediately or ask another member to alert staff.
- I will move away from the area and follow the directions provided by staff

Staff Actions

- Staff will immediately evaluate the situation
- Staff will apply their First Aid/CPR training
- Staff will contact emergency services

