

---

**Safety and Emergency Plan – November 26<sup>th</sup> 2022****Event: Claire Jones Memorial Swim Meet****Date: November 25<sup>th</sup> 2023****Facilities Name: Dr. Duncan Murray Recreation Centre****Facility Address: 805 Switzer Dr.****Purpose**

The host organizing committee shall prepare a safety and emergency plan to ensure:

- The general safety of competitors, competition personal and spectator during the competition
- The Town of Hinton personnel and procedures are in place in case of minor or major incidents involving injury to or illness of competitors, competition personal and spectators

The following overview will outline the facilities that will be utilized during the 2023 Claire Jones Memorial Swim Meet. It will clearly identify those persons with the authority to initiate the Safety and Emergency Plan and outline command and control functions.

General procedures can be found with the Town of Hinton Emergency Procedures guidelines, in conjunction with Alberta legislation and regulations pertaining to pool operations.

**Emergency Procedures (Major/Minor Incidents)**

Town of Hinton facility staff will notify the appointed Lifesaving Society Safety Officer of any major incident that occurs on site including any drowning, resuscitation, suspected spinal injury and possible fracture.

The Dr. Duncan Murray Recreation Centre will be supervised by certified Lifesaving Society National Lifeguards employed by the Town of Hinton. Employees will deal with emergencies as per Town of Hinton emergency procedures. The Competition Management Team will assist with managing the competition participants and volunteers during an emergency.

**Medical Facilities****On Site Service**

All first aid services can be provided within the Dr. Duncan Murray Recreation Centre. It is at the discretion of the Town of Hinton emergency procedures as to whether a patient should be transported to a facility off-site.

**Hinton Healthcare Centre:**

ADDRESS : 1280 Switzer Dr.

PHONE : 780-865-3333

**Code of Conduct**

All volunteers, officials, competitors, and coaches should adhere to the Codes of Conduct outlined in the 2022 AB/NWT Competition and ILS Competition Manual (2022 edition). The Hosting Organizing Committee will be responsible for ensuring that these codes are enforced. Anyone not adhering to the safety procedures as prescribed in the 2022 AB/NWT Competition and ILS Competition Manual (2022 edition) may be disqualified or removed from the property. Unsafe actions and behaviors will not be tolerated.

**Safety Officer/Chain of Command**

The Host has a designated Safety Officer. The designated Safety Officer is to liaise with the Town of Hinton staff regarding competition safety. The Town of Hinton will be required to report and document any incidents that occur at the facility during the event.

Town of Hinton staff will be responsible for initiating the Town of Hinton's Emergency Safety Plan:

- Aquatic Supervisor – Alexa McEachern  
Phone: 780-740-8063 Call Sign: Supervisor

**2023 Claire Jones Memorial Swim Meet**

---

- Town of Hinton Lifeguards –  
Phone: 780-865-6034 Call Sign: Lifeguard

The following personnel are authorized to activate the Town of Hinton Safety and Emergency Plans:

- **Safety Officer - TBD**  
Phone: Call Sign: Safety Officer
- **Meet Manager** – Mayce Mack/Alexa McEachern  
Phone: 587-597-8101/780-865-0121 Call Sign: Meet Manager
- **Referee – TBD**  
Phone: Call Sign: Referee

**Operational Procedures**

Operational procedures require the facility meet the minimum Alberta health regulations and safety guidelines. Lifesaving sport competition may require temporary alterations to these, for example, circulation may need to be turned down/off to minimize the movement of the manikins once they are placed.

**General Safety**

- The Dr. Duncan Murray Recreation Centre will adhere to the Alberta Governments regulations as well as facility specific rules that will be followed to ensure all patrons safety.
- Certified Lifesaving Society National Lifeguards are to be supplied by the facility for the duration of the event.
- All general rules and procedures pertaining to competition can be found in the 2022 AB/NWT Competition Manual and ILS Competition Manual (2022 edition)

**Warm Ups**

- Athletes should observe all warmup procedure in accordance with the *Lifesaving Society AB/NWT Sanctioned Warm up Procedures* and Town of Hinton staff.

**Emergency Procedures**

- All emergency procedures for the Dr. Duncan Murray Recreation Centre have been identified in the Town of Hinton Pool Safety Plan and should be adhered to by all staff and patrons.

**Contingency Plans**

All contingency plans are decided by the Host Organizing Committee. The committee has the right to postpone, reschedule, or cancel an event or competition if the venue is deemed unsafe.