



Aquatics Area Safety and Emergency Procedures

Safety at the aquatics area is critical. All groups using the aquatics area will be given a copy of these safety and emergency procedures and will be expected to follow all of them. PA-5 Safety and emergency procedures will be reviewed annually and updated as needed by the Outdoor Program and Property team.

Prevention and Safety:

1. Lifeguards (LGs) must be present whenever swimming or boating are taking place by staff, user groups or campers. The only exception to the presence of LGs is for boating with family or all adult groups when a check out system is used.
2. The ratios below must be in place during aquatic activities and must be followed by all groups at all times.

Ratios and qualifications of leaders

All ratios are in accordance with the minimum Safety Wise requirements specified and are as follows: PA-4

- All lifeguards and watchers need to be 16 or older and the first 2 lifeguards must be 18 or older.
- There must be two adults supervising all aquatics activity at all times. PA-4B

Swimming:

| | |
|-------------------|------------------------------|
| 1-10 Swimmers | 1 lifeguard and 1 watchers |
| 11-25 Swimmers | 1 lifeguard and 2 watchers |
| 26-35 Swimmers | 2 lifeguards and 3 watchers |
| 36-50 Swimmers | 2 lifeguards and 4 watchers |
| 51-75 Swimmers | 3 lifeguards and 6 watchers |
| 76-100 Swimmers | 4 lifeguards and 8 watchers |
| 101-125 Swimmers | 5 lifeguards and 10 watchers |
| 126 -150 Swimmers | 6 lifeguards and 12 watchers |
| 151-175 Swimmers | 7 lifeguards and 14 watchers |
| 176 -200 Swimmers | 8 lifeguards and 16 watchers |

Canoeing: PA-27A

A minimum of one activity leader who has certification and/or is a lifeguard, will be present at each session. PA-23A and B Ratios will increase in line with swimming ratios.

Kayaking:

A minimum of one activity leader who has certification and/or is a lifeguard, will be present at each session. Ratios will increase in line with swimming ratios.

Fishing:

A minimum of one activity leader who has certification and/or experience in fishing will be present at each session. Fishing is conducted from the docks and wading is not permitted. Fishing from the pontoon boat will combine the requirements of the two activities i.e. 1 lifeguard and 1 fishing leader (a minimum of 2 staff) to a maximum of 10 girls.

Sailing:

A minimum of one activity leader who has certification and/or is a lifeguard, will be present at each session. Ratios will increase in line with swimming ratios.

Pontoon or other Motorized Boat:

All drivers of motorized boats must participate in a full training with the camp staff and must complete a State Boater's safety program. PA-28 There will always be 2 staff to accompany a group on the pontoon, one of whom is a lifeguard. All motorized boats must receive a daily inspection each morning before use by the maintenance team PA-29

In the event of a boating emergency, personnel trained in watercraft rescue skills should perform a boating rescue. PA-21

3. During each aquatic activity, the aquatic adult staff member with highest qualification/position shall be the lead person. The lead person will be designated at the start of each water activity. This person will assume leadership for all aquatic activities and in the event of an emergency shall take command. OM-19 PA-6A
4. Prior to allowing groups to swim, the area must be inspected for any hazards (such as rocks, trees and other objects etc in a lake)
5. Prior to each activity, watchers must be oriented to their roles and responsibilities. PA-3
6. Aquatic staff and watchers should have periodic rehearsals of aquatic rescue procedures. PA-6B
7. The buddy system is used at all aquatic activities. PA-9
8. Buddy checks need to occur at least once every 10 minutes during a swim session and will be called by the lead person. PA-9
9. All swimmers must have an assessment to swim in the intermediate or deep sections. Aquatic staff may increase the difficulty of the assessment as needed for safety but may not decrease the level of difficulty. PA-10 See "classification of swimmers" for swim assessment guidelines for each site

Lifeguard Qualifications:

1. All lifeguards must have current lifeguard certification PA-14 (including CPR and first aid). PA-17, 23
2. Before anyone is allowed to be an active lifeguard at any facility, their lifeguard and/or boating skills must be assessed by a Waterfront Director or Camp Director for each site. PA-15
3. LGs must be out of the water and following all appropriate practices and procedures. Rescue equipment must be readily available and in good repair. PA-11B PA-12B
4. Lifeguards must know where the nearest emergency phone is located and who to contact (Camp Director or group leader must be notified as well as 911 if needed)
5. Lifeguards must be fully aware of all safety regulations for activity being guarded and enforce these.

Lifeguard Locations

Lifeguards are situated on the docks or deck so that they can easily monitor the areas that they are covering. Lead person will designate locations before any swimming begins. PA-4C

Safety rules to be followed by all:

These are also posted at each site PA-11A PA-12A PA-5A

- ❖ Swim/boat only when lifeguard and appropriate staff are present
- ❖ No running on the docks or decks
- ❖ NO diving, except for in designated areas
- ❖ Stay with your buddy at all times
- ❖ No swimming under docks or hanging on ropes where present
- ❖ No rough play
- ❖ Sun screen should be worn at all times by campers and adults
- ❖ Keep docks clear for lifeguards
- ❖ Do not distract the lifeguards
- ❖ Lifejackets must be worn at all times by campers and adults when boating
- ❖ Swimmers and Boaters must stay within designated areas
- ❖ Whistle commands:

| | |
|-----------------|---------------------------------------|
| 1 short blast: | Pay attention to lifeguard/instructor |
| 2 short blasts: | Buddy Check |
| 3 short blasts: | Rescue needed |
| 1 long blast: | Clear the water |



Staff Use of the Aquatics area PA-16

Staff may use the aquatics area during their free time or time off. All rules listed must be followed. For swimming there must be at least one lifeguard present at all times and out of the water, watching the group. The camp director must be notified if you are using the waterfront during an unscheduled program time.

Non-Lifeguards – what is my role at the aquatics area? PA-3

Remember that there will be no swimming permitted without a lifeguard present so you will always be accompanied by one. In order to understand what is expected of you please read the following and if you have any questions.....please ASK!!

Watchers PA-3

1. Watchers may be required to stand on the dock or shore and help to enforce swimming rules, count with buddy check, to answer any questions from swimmers and divert them away from distracting the lifeguards.
2. Watchers may also assist in scanning of a swim area
3. If a swimmer is in need of assistance the watcher would immediately alert a lifeguard who will implement their rescue as covered in their training.
4. The watcher will NOT attempt to perform any kind of rescue unless asked to assist by a lifeguard.
5. Watchers must remain attentive throughout any activity that they are supervising. PA-4C

Buddy Board (where applicable) PA-9

All watchers, lifeguards and swimmers should be familiar with the buddy board and how it works. If there is an inconsistency in the buddy check then the lead person will initiate a lost swimmer emergency drill.

When a buddy board is used, only the camper or staff member assigned to their buddy tag is to touch their buddy tag. Exception would be when a staff member is needed to assist clearing the buddy board during a miscount.

Emergency procedures (where applicable) PA-6

1. In an emergency situation everyone will follow the direction of the lead person.
2. Duties may include conducting a search on land around the lake and waterfront area, escorting campers to an area away from the waterfront or performing a sweep of the swim area.
3. Please ensure that in this situation you take clear direction from the person in charge and act accordingly.

Classification of Swimmers PA-10

Swim Check:

Before swimming, all participants will participate in an aquatics area safety and general orientation as well as a swim check if they would like to swim in the intermediate or deep sections.

The orientation to the aquatic area will include the following:

- ❖ Introduction to the buddy system and board if used and the sections for swimming, including shallow, intermediate and deep.
- ❖ Before campers go in the water to take the assessment, a conversation should be had with them to discuss their swimming ability, the depth of the water they'll be doing the assessment and their comfort level in water. This is to assure that each participant is comfortable taking the swim assessment.
- ❖ Participants will be given the option of taking a swim assessment to determine which section(s) they can swim in.
- ❖ Campers who do not take the swim assessment or do not complete at least the intermediate level test will automatically be classified as shallow swimmers, and receive a shallow tag/band. They will not be permitted into any other swim area without passing the swim check.
- ❖ Swim check requirements are as follows:

Swimming must be continuous and campers may not stop to stand up and rest or rest on the docks

- Camp Elk River
 - Shallow no swim check required
 - Intermediate 2 lengths and tread water for 1 minute.
- Camp Lakamaga
 - Shallow no swim check required
 - Intermediate 2 lengths and tread water for 1 minute
 - Deep 4 lengths and tread water for 2 minutes
- Camp Northwoods
 - Shallow no swim check required
 - Intermediate 2 lengths and tread water for 1 minute
 - Deep 4 lengths and tread water for 2 minutes

- Water Trampoline swimmers must have passed the intermediate swim assessment and all must be wearing a pfd.
 - Camp Singing Hills
 - Shallow no swim check required
 - Intermediate 2 lengths and tread water for 1 minute
 - Water Trampoline?
 - Whispering Hills
 - Intermediate 2 widths and tread for 1 minute.
 - Deep 4 widths and tread water for 2 minutes

Swimmers who do not pass the swim assessment or choose not to take it may swim in the intermediate section of the pool with a pfd on.

- ❖ The swim assessment will be administered by the lead person or his/her designee and will need to be administered each week or separate event.

Boating Activities

Persons using watercraft will be provided the following training prior to use: PA-26

- Boarding and debarking, trimming, and movement on the craft
- The use of PFD's
- Self rescue in case of capsize or swamping

All boaters MUST wear a PFD that is well fitted and checked by lead person prior to going out in a boat. PFDs must be worn properly with all buckles fully fastened at all times PA-24

**If the group boating is all adults or all families the following would apply:
LG need not be present and**

- All participants wear a Personal Floatation Device (PFD) at all times, and PA-24
- All boating safety regulations be followed (posted by boating area), and
- The boating buddy board or other checkout system is used to account for all equipment and participants after each boating activity. One adult must be in charge of the checkout system to account for all equipment and participants. PA-22

All boating equipment (boats, paddles, PFD's etc) will be checked prior to use every session to ensure that they are in good repair. PA-29

Emergencies and Procedures PA-6A

Drowning, near drowning or swimmer in distress

1. The lifeguard that recognizes the emergency signals three short blasts on the whistle. This signal alerts other swim area staff and watchers to clear the swim areas and put rescue procedures into action.
2. Same lifeguard will perform an appropriate rescue and ask for assistance as needed.
4. If the emergency is a drowning, near drowning or major injury, 911 will be contacted. (Follow Crisis Communication Plan.) PA-6B

Buddy Count not Right

1. The lead person will give the signal (1 long blast on the whistle) for all swimmers to get out of the water.
2. Notify Camp Director/group leader of emergency. Camp Director/group leader will notify the rest of the staff in camp by having a designated person activate the sites EAP.
3. If buddy tags are used, the aquatics area staff will direct all swimmers to move their buddy tags as quickly as possible.
4. When the name of the missing person is determined, lead person or designee will notify the camp director/ group leader.
5. Campers and staff will report to the dining hall and check in with the assigned staff person.
6. One staff member will be assigned to help with camper control in the dining hall as campers check in.
7. Staff will search the camp buildings and grounds for the camper as assigned by Camp Director or designee.
8. Extra staff will be sent to the aquatics area to help as needed. Searches will be conducted as outlined below.

SEARCH PROCEDURES FOR LAKAMAGA, ELK RIVER, SINGING HILLS AND NORTHWOODS:

Begin search in the area the swimmer was last seen. If unsure of last location, search in this order.

- i. Search shallow section. Form one line by linking arms and walking together, using sweeping motions with your feet. Foot sweeps should overlap. Sweep under docks when those are reached. Once line reaches the end, turn perpendicular and search the rest of the shallow area. Search areas should overlap. Once the shallow area is completed or if there are enough staff, begin the search of the middle or intermediate swim area.
- ii. Synchronize diving or sweep if water is low in intermediate section, staying close together, and diving in unison. The lead person and/or assigned lifeguard calls the dives—
 - a. "Count off"
 - b. (when done counting off) Everyone OK . . .
 - c. Ready . . .dive
 - d. All swimmers will dive to the bottom, search for three strokes, surface, back up one stroke. Straighten the line by moving back to the person who is farthest back. Waterfront Director and/or assigned lifeguard repeat commands. Continue diving until the end of the section is reached. If anyone thinks they felt something (or saw something), but is not sure, dive that area again. The waterfront director watches carefully when staff is diving near the dock. Cover any portion not covered the first time. Keep an eye on the person on each side of you!
 - e. Any staff who are too tired to continue need to inform the waterfront staff in charge and drop out to help search on land.
- iii. Where necessary one or two pairs of staff with swim masks will search under the dock, one pair facing the other, one holding onto the dock and a partner as the partner searches. Remaining staff or once the swim area is searched, those staff will search outside the swimming area, starting from shore and continuing until staff cannot reach bottom. Check an area at least the width of the dock.

9. The search will continue until the swimmer is found or until all campers and staff are accounted for.
10. The Camp Director or designee will contact authorities for assistance if swimmer is not found within 15 minutes. If the authorities are contacted, follow crisis plan.

“EAP”

1. Lifeguard recognizes that someone needs immediate help
2. Lifeguard activates EAP
3. Chain of command notified
4. Witnesses interviewed
5. Reports completed
6. Check equipment
7. Corrective action taken
8. Follow-up discussion



Inclement Weather

Thunderstorms

In the case someone hears thunder or sees lightning (no matter how close or far), swimmers and boaters must leave the water and the beach area. Swimmers and boaters must remain away from the water for 30 minutes after the last thunder was heard or lightning was seen. The lead person will give the all-clear when swimmers and boaters may reenter the water.

Tornadoes

For tornado and other severe weather circumstances, follow the camp emergency procedures and seek shelter where appropriate.