

# SAFETY PLAN AND EMERGENCY PLAN

## ANNEX 3

### Pre-Race Meetings

- Meeting with City Safety Officials will be conducted on Wednesday, June 1, 2011, at 1:30pm to cover all contingencies, areas of responsibilities, and communications (a separate channel designated for swim communications assigned by the Fire Emergency Management Team). See emergency plan for additional details.
- A separate meeting by the Safety Officer to cover training issues with volunteer kayakers/boaters (ideally in a pool under controlled conditions to facilitate training). Cover use of safety equipment (floatation devices), whistles and flags, and procedures for dealing with a distressed swimmer in the water and abandonment procedures.

### Technical Meeting

- Mandatory technical meeting will be given by Race Director before each race. This meeting will be held just prior to anyone entering the dock. Topics to be covered:
  - In the event of abandonment, once leaving the water, all swimmers must report their status prior to leaving the venue. That check point in case of emergency will be inside the boathouse. This will be a positive check-out – the swimmer will be given a card with their number which will be signed, confirming that they are now checked out and able to vacate the venue.
  - Course instructions will be given on a large erasable board so that everyone can clearly see the venue and buoy markings. Discussion on types of buoys used: Turn buoys, course buoys, and finish buoys. Start procedures will cover where and how the swimmers will line up and the sound of the starting signal along with the flag signal for hearing impaired. The finish instructions will cover where the finish is, where to go after crossing the finish line, getting an order of finish placement number (tongue depressor), warm down area, and the exit procedures for leaving the dock.
  - Disqualification procedures will be covered by the Referee with a flag signals (yellow-warning; red-disqualified).
  - Bathrooms and locker rooms are available in the second floor of the boathouse. Bottled water is also available at the boathouse. Water will be available in all boats on the course.

### Key Personnel

- Safety Officer (or designee) will monitor weather channel for urgent weather conditions: lightning storms, tornadoes.
- Water temperature taken 1 hour prior to race in three locations over length of course at a depth of 40cm.
- Air temperature taken simultaneously, along with water quality conditions (The water authority will deem when it will be practical to check water quality and what levels are acceptable).

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- Safety Officer will meet with Safety and Security personnel to review instructions. Safety personnel will be on the bulkheads as spotters with radios. They will be a second set of eyes to the on water officials. In the event of abandonment they would assist swimmers out of the water. The Safety Officer will also conduct last minute instructions and assignments for boaters/kayakers.
- Kayakers will not follow specific swimmers, but will be spread out over the course. Turn judges will be assigned. All boaters will be checked for proper equipment, working communications, and plenty of liquids.
- Course Officer will set buoys for course, start and finish and have course finished and ready for use by no later than 2 hours prior to the start of the first race. The buoys and floating finish line will be constantly monitored during the event. Because of the tidal changes, these devices can shift at any moment.
- Swimmer unable to complete the course, personnel assisting that individual must contact the Race Dir./ Meet Ref to notify him with the swimmers name and number. The emergency personnel will address any issues pertaining to that individual's condition.
- Clerk of Course will set up registration area and monitor activity. Each swimmer will receive tattoos on both arms and shoulders. Prepare tongue depressors for each swim event.

### Dock Control

- Egress - Two security personnel at dock gate (only entrance to the dock), collecting cards for each swim participant. No one is allowed on the dock until the Meet Director gives approval. Only Officials and swimmers for a particular event are allowed on the dock. Security personnel will tally the number of swimmers entering by accepting their index card which will have their name and number corresponding to their arm tattoo. The cards will be given to the Clerk of Course by the security personnel, and a final tally number given to the Race Dir.
- Exit - Two security personnel checking swimmers as they exit the water. Another check point established at the top of the ramp, once the swimmer exits the dock. Between the two check points, swimmers will have time to warm down after the swim and before their final exit from the dock area. Once a swimmer exits the dock, they will not be permitted back on the dock.

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## **EMERGENCY PLAN**

There will be two high ranking officials from the Emergency Management Office on site during the event. The full resources of the Emergency Management Department will be available at a moment's notice through City Wide communications, with response time measured in minutes. Atlantic City is an island with all resources only blocks away. In the event of a singular occurrence, where the EMS would need to transport a participant to the hospital, another EMS would be sent to the venue.

### **Abandonment Procedures**

Termination of swim race (s) - Any one of three officials can terminate a swim due to safety considerations – Meet Director, Race Dir./Meet Ref, and/or the Safety Dir. Depending on the immediacy of the occurrence, one of the three could terminate the meet without conference. Ideally, all three would make a judgment call. If Abandonment is called, the procedure would be to alert all water personnel. All boats and kayaks should be equipped with radios, whistles/horns, and red flags. In the event of immediate abandonment, swimmers need to swim to the closest shore. Boats will transport as many swimmers as possible. Depending on the severity of the event, additional backup by Atlantic City personnel would be available in an emergency situation.

In preliminary meetings, a policy is established that any of the safety units involved can abandon the event, if in their judgment an imminent threat justifies termination of the event. Those groups would be: Emergency Mgmt. Department, Coast Guard, Marine Police or any other unit that addresses this issue in our preliminary meetings.

### **Race Director**

The Race Director has the overall authority in the following circumstances:

- Delay or change the start/warm-up times for any of the three races, but not exceeding 30 min. 1 previously announced.
- Change the map of the course of any of the three races due to safety issues.
- Review and make the final decision in questionable circumstances due to unclear finish.
- Disqualify any swimmer who does not comply with the adopted rules and procedures of the event.

### **Arrival and Departure Times**

- Arrival Time: The AC Boat House will be open to all participants at 1:30PM. On site registration will begin at 1:30PM and close 30 min. prior to each event.
- Departure Time: The AC Boat House will close at 7:00PM~7:30PM. All swimmers and participants are expected to leave the area at this time.

### **Approximate Time Duration by Race**

- 5K – Start time: 3:00PM. Expected finish time: 4:45PM~5:00PM
- 800m - Start time: 3:15PM. Expected finish time: 3:45PM ~ 4:00PM
- 2K - Start time: 5:00PM. Expected finish time: 6:15PM ~6:30PM

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## **Approximate Number of Swimmers by Race**

- 5K – 50 swimmers
- 800m – 20 swimmers
- 2K – 100 swimmers

## **Officials on Site by Department**

- Race Director –
- MA Certified Referee 1
- MA Certified Referee 2
- Safety Officer
- Course Officer
- Atlantic City Safety Management Unit
- Atlantic City Fire Department
- AC Police Department – to be assigned
- NJ Marine Police - to be assigned
- US Coast Guard - to be assigned
- EMS - to be assigned