

391 – DISASTER PREPAREDNESS AND EMERGENCY RESPONSE POLICY (MOUNT RAINIER POOL)

1.0 POLICY

The District maintains an all-hazards disaster preparedness and emergency response program to protect life safety, reduce risk, and support timely restoration of services at the Mount Rainier Pool.

2.0 PURPOSE

The purpose of this policy is to establish clear governance-level standards and responsibilities for disaster preparedness, emergency response, and recovery for the Mount Rainier Pool. This policy integrates and incorporates the facility's Emergency Action Plan procedures and related operational manuals, and aligns response coordination with local public safety agencies.

3.0 SCOPE

This policy applies to Mount Rainier Pool operations and to all District employees, commissioners, volunteers, contractors, vendors, and program partners present at or supporting the facility.

4.0 DEFINITIONS

- **All-Hazards:** An approach that plans for common functions (life safety, evacuation, communications, continuity) across many incident types.
- **Disaster/Emergency:** An incident or condition that threatens life safety, District assets, or the ability to operate the Mount Rainier Pool, including earthquakes, flooding, severe weather, power outages, fire, hazardous materials releases, or violent/security threats.
- **Emergency Action Plan (EAP):** The staff-level procedures for immediate response actions for incidents at the facility, including natural disasters and other emergencies.
- **Incident Commander (Facility):** The senior District employee on duty who directs facility response actions until relieved by the Aquatics Manager, the District General Manager, or public safety incident command.
- **Lockdown:** Restricting movement in and out of the facility due to a safety/security threat until cleared by law enforcement or authorized officials.
- **Recovery:** Actions taken to restore safe operations, repair damage, and return the facility to service following an incident.

5.0 POLICY STATEMENT:

- All employees, officials, and representatives of the District are responsible for:
- Acting in a manner that prioritizes life safety for patrons, staff, and responders;

- Following this policy and the District’s facility emergency procedures (EAP) and related operational manuals;
- Promptly reporting hazards, emergencies, and damage;
- Cooperating fully with emergency responders, investigations, and after-action reviews; and
- Supporting readiness through training, drills, and continuous improvement.

6.0 ROLES AND RESPONSIBILITIES

Role	Responsibilities
Board of Commissioners	Approves this policy; supports resourcing for preparedness; receives post-incident reporting and authorizes major recovery actions as needed.
District General Manager	Implements this policy; serves as executive lead for external coordination, communications strategy, and major recovery decisions; informs the Board as appropriate.
Aquatics Manager	Primary facility emergency lead; ensures the EAP is maintained, staff are trained, drills occur, emergency supplies are stocked, and the facility response is executed and documented; serves as primary liaison to South King Fire & Rescue and City of Des Moines Police at the facility.
Supervisor/Coordinator (on-duty)	Assume facility incident command until relieved; direct evacuation/lockdown, ensure 911 is called, ensure accountability of staff/patrons, and preserve incident documentation.
Employees & Volunteers	Follow EAP direction; immediately report hazards/emergencies; participate in drills; assist with evacuation/lockdown and patron safety as trained.
Contractors or Vendors (On Site)	Follow District directions during emergencies; comply with evacuation/lockdown; report hazards; cooperate with responder instructions.

7.0 PLANS AND PROCEDURES INCORPORATED BY REFERENCE

7.1 Emergency Action Plan and Operational Manual

The District maintains staff-level emergency response procedures in its Mount Rainier Pool operational documentation, including natural disasters (clearing/evacuating the pool, power outage, fire, earthquake) and other emergencies (hazardous materials, bomb threat, robbery, water chemistry emergencies, documentation/reporting). These procedures are incorporated by reference into this policy.

7.2 Security / Active Threat Procedures

The District maintains lockdown procedures for an active shooter or related threats initiated by information from the school or another source. The facility will not lift lockdown until proper clearance is received from law enforcement and/or authorized District leadership, as defined in the procedure.

7.3 Continuity of Operations Plan (COOP)

The District's Continuity of Operations Plan (Policy 392) is incorporated by reference. The COOP governs continuity of essential functions, administrative operations, staffing succession, and service restoration during extended disruptions or facility closures.

7.4 Hazardous Materials and Chemical Safety

Chemical incident response procedures, chemical inventories, and Safety Data Sheets (SDS) are maintained in the District's SDS Manual. The SDS Manual is available in the First Aid Room at the Mount Rainier Pool and is incorporated by reference into this policy.

8.0 PREPAREDNESS AND MITIGATION

8.1 Hazard Identification (Seattle-area / aquatic facility)

The District will maintain an all-hazards profile specific to an aquatic facility, including (at minimum): earthquake, flooding/water intrusion, severe weather (wind/snow/ice), power outage, fire, hazardous materials/chemical release, and violent/security threats.

8.2 Facility Readiness and Safety Checks

The District will maintain routine facility inspections and readiness activities consistent with facility operational requirements to ensure a safe environment for patrons and staff.

8.3 Emergency Supplies and Equipment

The Aquatics Manager will ensure emergency equipment is present, accessible, and maintained (e.g., first aid supplies, flashlights, AED, radios/phones, emergency signage, key access to utility shutoffs).

8.4 Coordination and Pre-Incident Planning

The District will coordinate as appropriate with:

- **South King Fire & Rescue** (fire/EMS/hazmat response and reentry clearance)
 - **City of Des Moines Police Department** (security threats, lockdown, criminal incidents)
- Pre-incident coordination may include walkthroughs, contact updates, and joint exercises.

9.0 RESPONSE: ACTIVATION, COMMUNICATIONS, AND LIFE SAFETY

Staff shall evacuate and secure the facility following an earthquake in accordance with the Emergency Action Plan. Reentry and reopening requirements are governed by Section 9.0 of this policy.

9.1 Activation and Immediate Actions

Any employee may initiate emergency actions when life safety is at risk, including calling 911 and initiating EAP signals (e.g., clearing the pool, evacuation, lockdown). Natural disaster and emergency procedures are maintained in the facility documentation.

9.2 911 and Responder Interface

When calling 911, staff will provide: facility name/location, nature of incident, injuries, hazards (including pool chemicals), and the best access point for responders. The incident lead will meet responders, provide keys/access, and coordinate under responder incident command.

9.3 Patron Accountability and Assembly Areas

The incident lead will direct patrons to safe areas/assembly and will conduct accountability checks for staff and, when feasible, program participants (e.g., swim lesson rosters, teams, childcare groups).

9.4 Evacuation vs. Shelter-in-Place / Lockdown

- **Evacuation** will be used for fire, suspected bomb, structural concerns, and other conditions where remaining inside is unsafe.
- **Lockdown** will be used for active threats or police-directed containment. Lockdown steps include clearing the pool, locking doors, directing patrons to locker rooms, turning off lights, and maintaining calm until law enforcement clearance is obtained.
- **Shelter-in-place** may be used for external hazards (e.g., nearby police activity, airborne hazards) as directed by emergency officials.

9.5 Incident Communications

The District General Manager (or designee) will manage external communications and public updates (website/social media/media) to ensure accurate, consistent messaging. Operational communications and staff direction remain with the incident lead.

10.0 RECOVERY AND RETURN TO OPERATIONS

10.1 Damage Assessment and Safety Clearance

After an incident, the Aquatics Manager and District General Manager will assess facility condition and determine next steps. Reentry and reopening will not occur until hazards are mitigated and, when applicable, clearance is obtained from responding agencies and/or qualified inspectors. Following an earthquake, the Mount Rainier Pool shall not reopen until the facility has been inspected and approved for reentry by the Fire Marshal or other authorized building official.

10.2 Temporary Closures and Program Impacts

When closure is required, staff will implement public notice procedures consistent with the facility's operational guidance for environmental conditions and closures.

10.3 Documentation and After-Action Review

The District will complete incident documentation and conduct an after-action review to identify corrective actions, training updates, and facility improvements.

11.0 TRAINING, DRILLS, AND EXERCISES

11.1 Training Requirements

The District will provide initial and ongoing emergency training relevant to pool operations, including evacuation, emergency communications, and scenario-based drills (earthquake, power outage, fire, chemical/hazmat, lockdown). The facility manual includes emergency response provisions and staff training expectations.

11.2 Drills

The Aquatics Manager will schedule and document periodic drills appropriate to the risk profile and staffing patterns.

12.0 RECORDS, REPORTING, AND DOCUMENT CONTROL

12.1 Incident Records

Incident reports, drill logs, corrective action tracking, and plan updates will be maintained as District records consistent with records retention requirements.

12.2 Plan Availability

Current versions of this policy and the incorporated EAP procedures will be maintained in accessible locations (e.g., supervisor binder, staff shared drive) and made available during onboarding and trainings.

13.0 POLICY REVIEW

This policy shall be reviewed at least every three years or sooner as required by law, operational changes, facility renovations, hazard updates, or lessons learned from incidents or drills.

14.0 REFERENCES

- Mount Rainier Pool Operation Manual – Emergency Response Provisions
- SDS Manual