ADVENTURE COVE

STANDARD OPERATING PROCEDURES

Counsilman · Hunsaker
AQUATICS FOR LIFE

Adventure COVE at Rose Park

THE SPORTS FACILITIES COMPANIES

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WELCOME CONTENTS

WELCOME TO THE TEAM!

Welcome to the Adventure Cove family! It is with great pleasure that we extend a warm welcome to you as a valuable addition to the Sports Facilities Companies team. As you embark on this exciting journey, we want to provide you with essential information and set the stage for a rewarding experience.

Team Member Manual/Handbook:
To ensure a smooth transition and provide you with necessary insights, we have prepared an Team Member Manual/Handbook. This comprehensive guide outlines our operations, policies, and rules. Please take the time to review it thoroughly, as it serves as a valuable resource for understanding your role and fostering a healthy work environment. Keep in mind that this handbook is not a legal document but offers essential information for your benefit.

Facility Overview:
Adventure Cove is your go-to destination for a family-friendly aquatic adventure! Our zero-depth beach entry, lazy river, and multiple water slides provide endless possibilities to make lasting memories. We strive to create an atmosphere of fun that captures the spirit of our Texas roots. With exceptional service, delicious concessions, and party pavilions perfect for special occasions, Adventure Cove has it all. Welcome to our oasis in Abilene, Texas, the premier leisure destination throughout the region, where families come together for wholesome relaxation in a safe environment surrounded by waterpark amenities. Your role plays a pivotal part in creating a welcoming and enjoyable environment.

Flexibility and Growth:
At Adventure Cove, we recognize that circumstances in the workplace may evolve. Therefore, we reserve the right to modify policies and procedures as necessary. Your adaptability and commitment to excellence will be crucial as we navigate challenges together. Expect an environment where challenges are met with solution-driven mindsets, turning them into opportunities for growth and development.

Teamwork and Leadership:
As part of our team, your contribution is instrumental in creating world-class facilities that enhance the lives of our guests. Embrace a leadership mindset focused on continuous improvement, holding high standards for yourself and your teammates. Recognize the value of every Team Member member and the uniqueness they bring to our collective success.

Culture and Values:
Our culture is built on inspiring both our Guest and each other. We consistently demonstrate respect, treat others with dignity, embrace diversity, strive for excellence, and remain accountable to those who entrust us with operating this fantastic facility.

Key Points:

- Community Engagement: Actively participate in and contribute to our community initiatives.
- Water Safety: Prioritize the safety of our Guest through rigorous training and adherence to safety protocols.
- Customer Service: Deliver exceptional customer service to create memorable experiences for our guests.

- Excellence: Strive for excellence in every aspect of your role, aiming to exceed expectations.
- Teamwork: Build dynamic relationships with Guests and fellow Team Member members, recognizing the value of each Team Member member.

Thank you for becoming a part of our exciting team! Your commitment to safety and unique skills will undoubtedly contribute to our culture and enhance our facility's reputation. We wish you the best of luck.

Sincerely,

Meg Goff
General Manager

Adventure Cove Mission & Vision

Mission
Our mission as lifeguards and swim instructors at the waterpark is to ensure the safety and well-being of all guests by providing vigilant supervision and expert instruction in swimming and water safety. We strive to create a welcoming and enjoyable environment where guests of all ages can have fun while feeling secure in our care.

Vision
Our vision as lifeguards and swim instructors is to be recognized as the premier aquatic facility and water safety education for professionals in the aquatics industry. We aim to positively impact our guests' lives by promoting a culture of safety and providing exceptional instruction in swimming and water safety. We aspire to set the standard for excellence in our field, inspiring others to follow in our footsteps and join us in our commitment to making the waterpark a safe and enjoyable place for all.

Adventure Cove General Information

Address
2742 South 9th Street
Abilene, TX 79605

Phone: (325) 455-3543

Adventure Cove is an aquatic facility in Abilene, TX with three water slides (Red Racer, Green Monster, and Big Blue), a lazy river, Stingray Bay zero-depth beach entry pool, Pete's Party Pavilion, and the Castaway Cafe. It's a great place for the citizens of Abilene to soak up the sun and cool off during the summer months.

Hours of Operations

The Adventure Cove operates seven days a week under normal operations for the following hours:

Tuesday – Saturday: 11 AM – 7 PM
Sunday – Monday: 1 – 7 PM

Holidays and Closures

- Special operating hours and/or closures will be developed and posted for the following holidays.
    - Memorial Weekend (May 25) opening day
    - 4th of July: 11 AM – 5 PM
    - Labor Day: Last day open!

At times, emergencies such as severe weather, fires, power failures, flooding, or pandemics can disrupt operations. In extreme cases, these circumstances may require the closing of our facility. When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with General Managerapproval, Team Member may use available paid time off, such as vacation.

Pool Admission

Fees

Age/Height	Cost of Admission
Kids Age 2 and Under	Free
Kids Under 48 Inches	$5.50
Kids 48 inches and Over	$7.50
Adults (Age 18 and Older)	$8.50

Admission Rules

- Children 15 and older can enter the pool by themselves
- Children under the age of 15 must be accompanied by an adult at all times
- Everyone entering Adventure Cove must pay admission
- Maximum capacity of 504
- No outside food or beverages allowed
- Only Coast Guard approved floating devices are allowed
- You must be 48 inches or taller to ride the slides
- No jeans, cutoffs, cotton clothing, shoes, glasses, chunky jewelry, hats (dri-fit shirts are okay) to be worn on slides

General Tips

- Forms of payment include cash, check, Mastercard, and Visa.
- Lockers are available on a first come, first serve basis. Guests must provide their own locks.

Refunds & Rainy Day Pass

No refunds are provided. Rainy Day passes may be given when the pool is closed by facility management for any reason.

Rainy Day passes may only given out with permission from the Management Team.

FAQ

- Do you offer season passes or discounts?
  - Sadly, we do not offer season passes or discounts at Adventure Cove.
- Can we bring in outside food or drink?
  - Outside food or drink is not allowed, the only thing we allow is a cake or cupcakes when a person rents the pavilion or has an after-hour rental.

WELCOME SECTION

Facility Rules and Policies

City of Abilene Ordinances

- The City of Abilene prohibits possessing or consuming alcoholic beverages inside buildings, facilities, and parks (Section 22-2). Violations could result in fines, penalties, and/or arrest.
- The City of Abilene's buildings, facilities, and parks are "Smoke-Free" areas (Ordinance #41-2014). Violations could result in fines, penalties, and/or arrest.

Adventure Cove

General Rules

- **Maximum capacity of 504 guests in the entire facility**.
- Guests must wear appropriate swimming attire.
- Guests must shower before entering the water or slides.
- For the safety and protection of guests, cameras, cell phones, tablets, video cameras, and any digital photography equipment are prohibited in all bathroom/locker room areas.
- Everyone entering Adventure Cove must pay admission.

Youth Policies

- Children under the age of 15 years old must be accompanied by an adult at least 18 years old.
- Adults must remain within arm's reach of children.
- Guests 15 years or older may enter Adventure Cove without adult supervision.
- Swim Diapers must be worn by anyone who is not successfully potty-trained. An additional layer must be worn over the swim diaper.
- Diapers must not be changed on the pool deck, in the pool, or on the grass. Please use the restroom to change diapers.

Food and Beverages

- No outside food and beverages are allowed
- No gum or sunflower seeds
- No food or beverages in any body of water.
- Only closed water bottles are permitted. If opened, the contents must be poured out prior to entrance. No other drinks are allowed.
- Baby products allowed - baby formula, baby food, breast pumps

Prohibited Items

- Jeans or cutoffs in the water.
- Tobacco, illicit drugs, and alcohol in the entryway or pool area.
- No animals in the fenced pool area. Service animals are allowed.
- Any item containing or made of glass, including, but not limited to, bottles, dishes, goggles, and mirrors.
- No water wings or outside inflatable devices of any kind. Only Coast Guard-approved Personal Floating Devices are permitted.
- No bikes or scooters in the entryway, sidewalks, or parking lot

Prohibited Behaviors

- No diving or jumping in the water. Please use the stairs and entrance points.
- No long breath holding allowed in the water.
- No horseplay, running, throwing objects, riding on shoulders, or playing on ladders.

- No guest shall pollute the water in any manner, spitting, spouting water, or blowing the nose in any body of water or on the deck.
- No smoking or vaping of any kind in the entryway or pool deck

Medical & Safety Policies

- Aquatic Team Member are trained in First Aid and CPR for Professional Rescuers. If you require assistance, please contact the closest Team Member.
- Guests prone to seizures or severe medical conditions must be accompanied by an individual knowledgeable of their condition and responsible for their direct supervision.
- If you suffer from a severe medical condition, please inform Guest Services upon arrival so that Team Member can be aware.

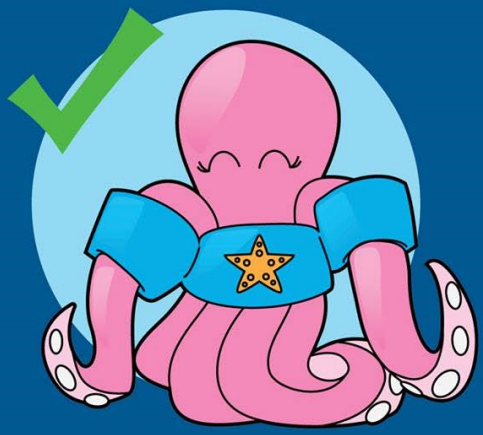
Non-compliance with the listed rules or any instruction from the aquatic Team Member may result in ejection from the pool.

- Guests with inappropriate swim attire may be asked to change or leave the facility.
- Guests who are intoxicated or are under the influence of drugs are not permitted inside the park and Adventure Cove.
- Guests engaging in "roughhousing," acting in an unsafe or profane manner, or in a manner not conducive to a family atmosphere will be required to leave immediately without a refund.
- Individuals with a cold, open sore or cut, or infectious or communicable disease are restricted from entering Adventure Cove.

AdventureCOVE

Flotation Devices

Arm Floaties
NOT ALLOWED



Puddle Jumpers
COAST GUARD APPROVED

Life Vests
COAST GUARD APPROVED

Float Suits
COAST GUARD APPROVED

Only U.S. Coast Guard Approved floating devices are allowed.

MY PARKS & RECREATION
CITY OF ABILENE

Swim Attire

AdventureCOVE

We care about our guests experiences here at Adventure Cove. To ensure safety, please follow these guidelines of proper and improper swim attire.

Appropriate

Bathing suit or standard bikini

Aqua shirt or t-shirts

Wet suit or swim suit

Board Shorts or Swim Trunks

Swim Diapers

Inappropriate

Thongs or bathing suits without proper coverage

Jeans or jean shorts

Disposable diapers

Undergarments

Mermaid tails

Activity Feature Rules

Stingray Bay

- **Max Number:** 230 Guests
- No diving
- No tubes
- No standing, climbing, or jumping on play features.

Lazy River

The Lazy River has a slow-moving current to carry you along at a peaceful pace. Relax in a tube or float around on your own, just like Larry the Turtle prefers.

- **Max Number:** 274 Guests
- Enter and exit at the stairs only. Stay behind the marked line until the exit is clear.
- No diving or jumping allowed from the slides.
- Tubes are for Lazy River and Tube Slides only.
- No stacking, standing, or throwing tubes.

Vortex Pool

- **Max users**: 35 guests *(Lazy River with Vortex should not exceed 274)*
- No tubes allowed in the vortex

Slide Rules

Big Blue

Big Blue is a speedy body slide that will have your heart racing with loop to loop turns.

- All riders must ride feet first while lying on their back with arms crossed across their chest
- Do not go down the slide head first
- Do not sit up while riding the slide
- Do not propel yourself into the ride
- Do not use this slide while under the influence of alcohol or drugs
- For the safety of our employees and guests, aquatic staff are instructed to not assist with riders entering and exiting the slides unless for emergency/rescue situations
- Hearing devices may be damaged by water - please take necessary precaution to protect these items
- Leave the run out area promptly after entering
- The line should form on the deck with one rider on each landing and one rider in the starter tub - wait until landing area is clear before entering
- Maximum rider weight is 300 pounds
- Must be 48 inches or taller to ride slides
- No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide
- No cut off jeans or swim wear with exposed zippers, buckles, rivets, or metal ornamentation; only approved swim suits allowed
- No diving from the slide
- No items that could cause injury riding a slide, such as:
    - Arm or Leg Braces
    - Body Piercings
    - Casts
    - Colostomy Bag
    - Eyewear
    - Feeding Tube
    - Footwear
    - Insulin Pump
    - Life Vests
    - Prosthetics
    - Slings
- No running, standing, kneeling, rotating, tumbling, or stopping in the flume
    - Arms and hands must remain inside the flume at all times
    - Riders should remain in proper riding position until forward movement is terminated
    - At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash area
- No tubes, mats, or life jackets are permitted on the waterslide.
- Non-swimmers are not permitted
- Only one rider at a time. Absolutely no trains or chains of riders are permitted.
- Riders must be in good health

  - Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medication should consult their physician before using this slide
  - Individuals with medical conditions including, but not limited to, pregnancy, heart, or back problems should not ride
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stations at the slide starter tub
- Service animals are not allowed on the slides
- Water depth is shallow

Failure to follow rules can result in serious injury.

Green Monster

The Green Monster is a fun-filled tube slide! Ride alone in a single tube, or grab a friend and tube down together.

- Do not use this slide while under the influence of alcohol or drugs
- For the safety of our employees and guests, aquatic staff are instructed to not assist with riders entering and exiting the slides unless for emergency/rescue situations
- Hearing devices may be damaged by water - please take necessary precaution to protect these items
- Leave the plunge pool promptly after entering
- The line should form on the deck with one rider on each landing and one rider in the starter tub - wait until landing area is clear before entering
- Maximum operational loads:
  - Single Tube - 1 person, 300 pounds
  - Double Tube - 2 persons, 600 pounds
  - The heavier rider should sit behind the lighter rider
- Must be 48 inches or taller to ride slides
- No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide
- No cut off jeans or swim wear with exposed zippers, buckles, rivets, or metal ornamentation; only approved swim suits allowed
- No diving from the slide
- No items that could cause injury riding a slide, such as:
  - Arm or Leg Braces
  - Body Piercings
  - Casts
  - Colostomy Bag
  - Eyewear
  - Feeding Tube
  - Footwear
  - Insulin Pump
  - Life Vests
  - Prosthetics
  - Slings

- No running, standing, kneeling, rotating, tumbling, or stopping in the flume
- Arms and hands must remain inside the flume at all times
- Riders should remain in proper riding position until forward movement is terminated
- At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash area
- No mats or life jackets are permitted on the waterslide.
- Non-swimmers are not permitted
- Only one rider at a time. Absolutely no trains or chains of riders are permitted.
- Riders must stay in tubes during the ride. If you accidentally fall from the tube, continue down the flume without it and exit normally.
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stations at the slide starter tub
- Riders must be in good health
  - Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medication should consult their physician before using this slide
  - Individuals with medical conditions including, but not limited to, pregnancy, heart, or back problems should not ride
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stations at the slide starter tub
- Service animals are not allowed on the slides
- Water depth is 3 feet to 6 inches
- Failure to follow rules can result in serious injury.

Red Racer

Red Racer is the new body slide in town! If you have a need for speed, this is the slide for you!

- All riders must ride feet first while lying on their back with arms crossed across their chest
  - Do not go down the slide head first
  - Do not sit up while riding the slide
  - Do not propel yourself into the ride
- Do not use this slide while under the influence of alcohol or drugs
- For the safety of our employees and guests, aquatic staff are instructed to not assist with riders entering and exiting the slides unless for emergency/rescue situations
- Hearing devices may be damaged by water - please take necessary precaution to protect these items
- Leave the run out area promptly after entering
- The line should form on the deck with one rider on each landing and one rider in the starter tub - wait until landing area is clear before entering
- Maximum rider weight is 300 pounds
- Must be 48 inches or taller to ride slides
- No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide
- No cut off jeans or swim wear with exposed zippers, buckles, rivets, or metal ornamentation; only approved swim suits allowed

- No diving from the slide
- No items that could cause injury riding a slide, such as:
    - Arm or Leg Braces
    - Body Piercings
    - Casts
    - Colostomy Bag
    - Eyewear
    - Feeding Tube
    - Footwear
    - Insulin Pump
    - Life Vests
    - Prosthetics
    - Slings
- No running, standing, kneeling, rotating, tumbling, or stopping in the flume
    - Arms and hands must remain inside the flume at all times
    - Riders should remain in proper riding position until forward movement is terminated
    - At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash area
- No tubes, mats, or life jackets are permitted on the waterslide.
- Non-swimmers are not permitted
- Only one rider at a time. Absolutely no trains or chains of riders are permitted.
- Riders must be in good health
- Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medication should consult their physician before using this slide
- Individuals with medical conditions including, but not limited to, pregnancy, heart, or back problems should not ride
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stations at the slide starter tub
- Service animals are not allowed on the slides
- Water depth is shallow
- Failure to follow rules can result in serious injury.

CASTAWAY CAFE

Castaway Cafe is your stop for drinks and treats! We have a variety of snacks, hot food, slushies, and ice cream to cool you off and fill you up. Don't miss our daily Cove Creations for combos and other surprising hot food options!

Team Members can use a 50% discount on all Concession items before, during, or after shift.

Programs Overview

Swim Lessons

Fees: $75 per person per session
Contact Information:

- Call (325) 455-3543
- Email acoveswimlessons@sportsfacilities.com

Program Summary

Registration
Software: JackRabbit

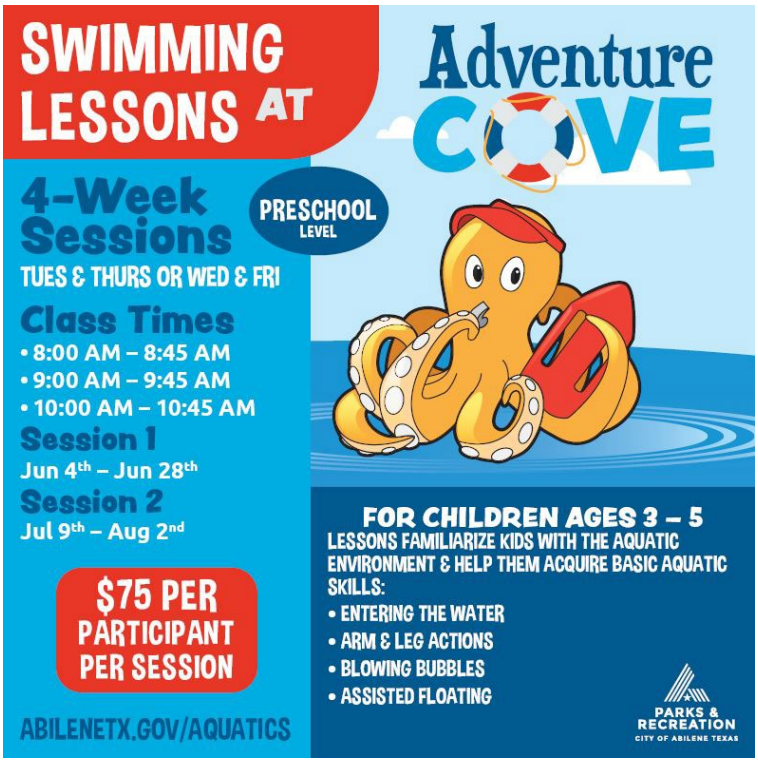
Join Pirate Pete and his band of misfits as we learn how to be safe in, around, and beside the water.

Lessons are taught by Red Cross Certified Swim Instructors.

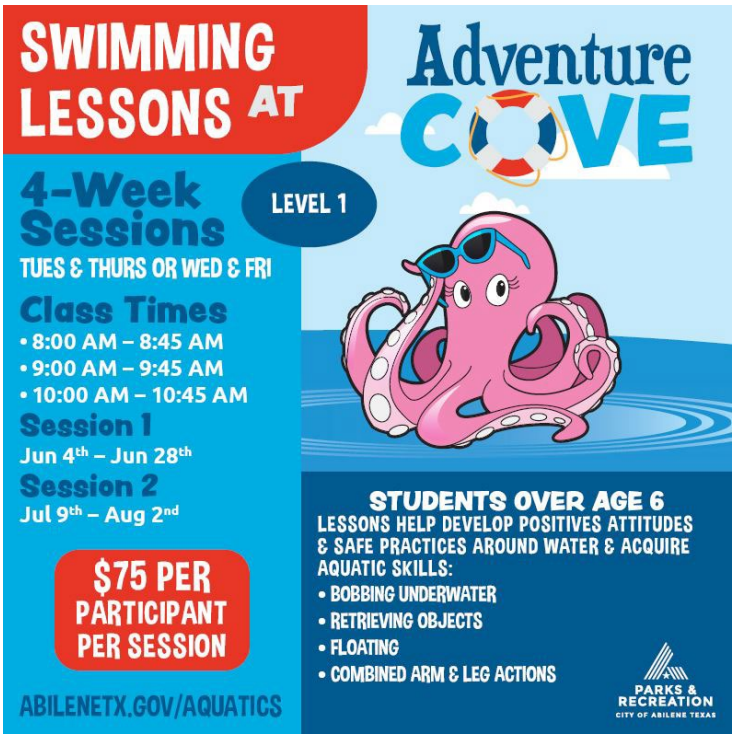
Our group swim lessons are held in the morning at Adventure Cove before we open to the public at 11:00 AM. Our instructors are all American Red Cross® Certified Lifeguards and have experience teaching swim lessons. We limit our lessons to 4 – 5 children per class.

Class Types

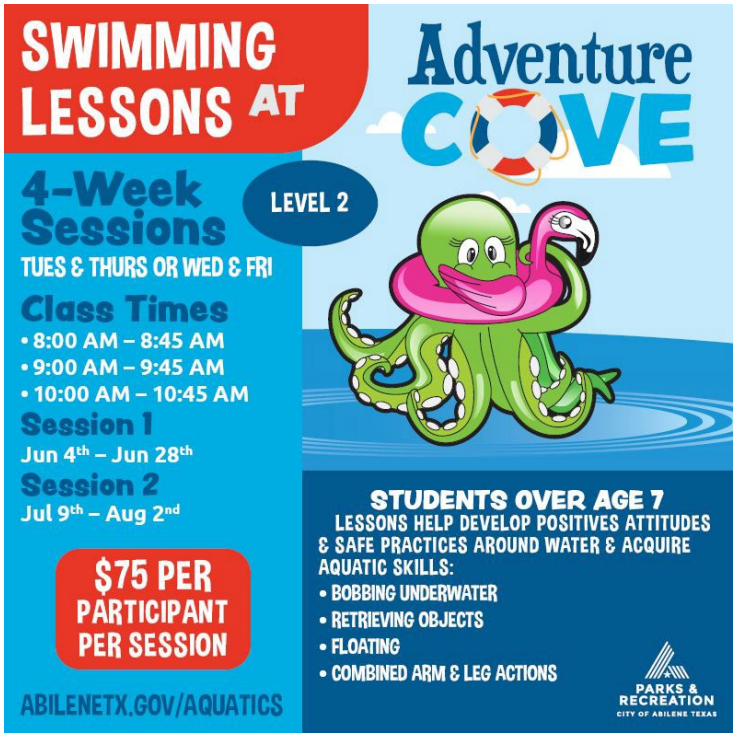
- ***Preschool:*** *Ages 3 – 5 who have had little or no swim lessons*
- ***Level 1:*** *Ages 6 and over who are beginners and have not had swim lessons*
- ***Level 2:*** *Ages 7 and over who are intermediate (have had lessons)*
- ***Level 3:*** *Ages 10 and over with some swimming skills and no fear of the water*



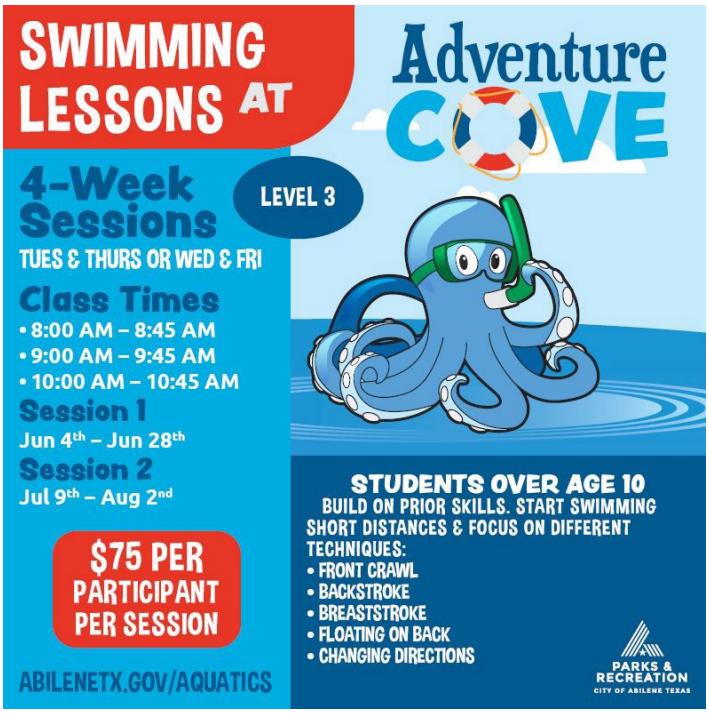
Preschool Classes
Ages 3 – 5 who have had little or no swim lessons
Choose one combination of days & time slot below
Class consists of 8 total classes



Level 1 Classes
Ages 6 and over who are beginners and have not had swim lessons
Choose one combination of days & time slot below
Class consists of 8 total classes



Level 2 Classes
Ages 7 and over who are intermediate (have had lessons)
Choose one combination of days & time slot below
Class consists of 8 total classes



Level 3 Classes
Ages 10 and over with some swimming skills and no fear of the water
Choose one combination of days & time slot below
Class consists of 8 total classes

What you can expect at your first lesson

- Your instructor will evaluate your child to determine if they are in the correct class.
- Your instructor will begin to build a warm and friendly relationship with your swimmer so that they can start establishing some trust. That way, when new or more challenging skills are introduced, your swimmer will cooperate.
- We teach water safety skills first. Once your child has been introduced to how they help themselves in water over their heads, then we move towards teaching basic or intermediate swimming skills.
- Bring a towel, sunscreen and water/drink. Goggles and hair caps are fine.

Our Policies

- Please let the instructor instruct. Sit far enough away from your child where you can see them but not interfere with the lesson. If your child misbehaves, let the instructor handle that. If the instructor needs to call you over, they will.
- Be on time! We do not offer make-up lessons or refunds if you miss class.
- We will contact you if there is a need to cancel due to inclement weather. For lessons canceled due to weather, we will try to make those up on Fridays.
- Lessons are not admittance to the park for the day. If you plan on staying, you must pay our regular admission fees.

Cost

- $75 for each session of 8 lessons
- We accept all major credit cards; no cash or checks.

Water Walkers

Fees: FREE
Contact Information:
Program Summary:
Join us for a walk in our lazy river, with no admission fee for adults aged 55 and over. Available every Wednesday from 9:00 to 10:30 AM, starting May 29th through the end of the season.

Rentals Overview

After-Hours Rentals

Fees:

Contact Information: acovereservations@sportsfacilities.com

Service Summary:

After-hour rentals cost $700 and will get you 2 hours of time. Each additional hour costs $300. This package includes up to 500 guests.

Pavilion Rental Rates

Fees:

Contact Information: acovereservations@sportsfacilities.com

Service Summary:

A fee of $200 is needed for pavilion rentals which will allow you:

- 2-hour blocks during normal business hours
- Up to 30 complimentary entries

FAQ for Rentals at Adventure Cove

- **How do I transfer/cancel my reservation?**
  - You must give us a 2 week notice, along with a required $5 fee.
  - Rescheduling will not be considered for fecal release.
- **Who are considered for complimentary entries?**
  - Complimentary entires include swimmers and non swimmers.
- **What happens if there is bad weather?**
  - The rental can be rescheduled for the next available date, must call at least 1 hour before reservation.
- **Are decorations allowed?**
  - No decorations are allowed with the exception of table top decorations. No tape, thumb tacks, nails, or staples permitted. We also don't permit piñatas, confetti, individually wrapped candy, radios, or sound systems.
- **Are outside food and drink allowed?**
  - Only approved celebratory cakes and/or cupcakes. Speak with the SFC Management Team for approval.
- **Are gift bags allowed?**
  - Gift bags are permitted and will only be allowed to be passed out as guests are exiting the facility.

Facility Events Overview

Our 2024 In-Season Programs

Water Walkers: May 29th, every Wednesday, 9am-10:30am
Champions Day: June 29th & July 27th, 9am-11am
Christmas in July: July 25th, 11am-7pm
Movie Nights: June 21st & July 19th: 7:30pm-10:30pm
Swimming Lesson 1: June 4th- June 28th
Swimming Lesson 2: July 9th - August 2nd
Doggie Day: September 7th, 11am-4pm

Follow us on IG & Facebook to keep up to date with all these programs

Adventure COVE

Splash Pad General Information

Date
April 27 – October 6th

Open Hours
Dawn to Dusk

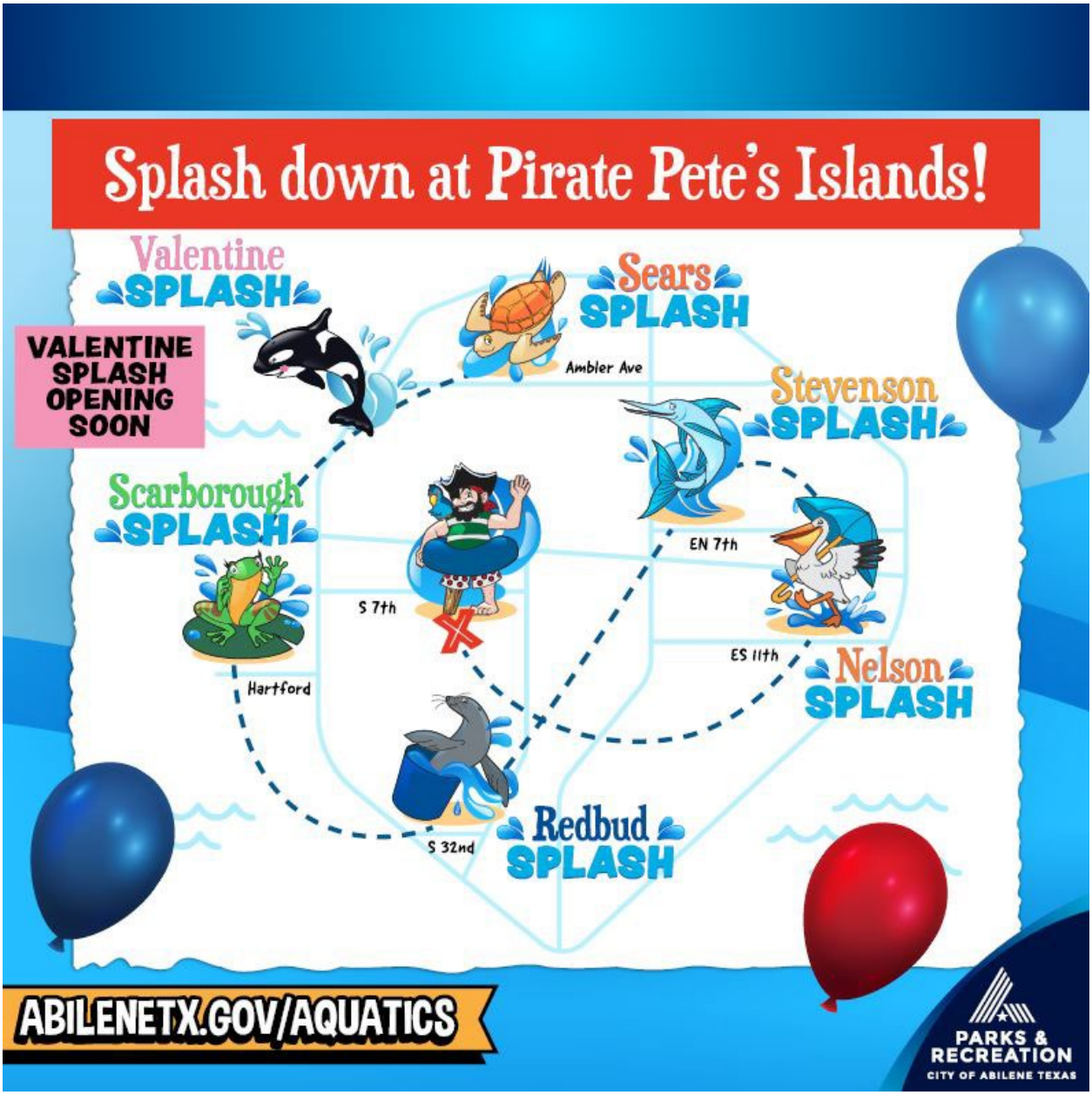
Splash Pad Locations
- Nelson Park
- Redbud Park
- Sears Park
- Stevenson Park
- Scarborough Park
- Valentine Splash • *the Ribbon Cutting has been Postponed*

Splash Pads are open seven days a week from dawn to dusk and recapture 90% of water, which is treated and recirculated providing a fun, safe, water-conservative environment for family and friends. These aquatic spots provide dozens of different water features for all ages, ranging from water sprayers to slides to massive dumping buckets, and are free to the community to enjoy. Splash Pad season runs from mid-April to mid-October.

To Report Issues or Concerns, Call:

(325) 676-6217
Monday – Friday
8:00am – 5:00pm

(325) 665-3786
Nights & Weekends


Splash down at Pirate Pete's Islands!
Valentine SPLASH
VALENTINE SPLASH OPENING SOON
Sears SPLASH
Ambler Ave
Stevenson SPLASH
Scarborough SPLASH
S 7th
EN 7th
ES 11th
Nelson SPLASH
Hartford
S 32nd
Redbud SPLASH
ABILENETX.GOV/AQUATICS
PARKS & RECREATION
CITY OF ABILENE TEXAS

Nelson Splash

Address

Grover Nelson Park
2070 Zoo Lane
Abilene, Tx 79601

Nelson Splash is located in Nelson Park next to the Abilene Zoo, Camp Barkeley Dog Park, Nelson Lake, Fort Imagination playground and Nelson Park softball fields.

Nelson Splash also has shaded picnic tables, water fountain, and restroom facilities. Open flame barbeque pits are not allowed within 100 feet of Nelson Splash.

Report Issues or Concerns

- Monday through Friday from 8:00am to 5:00pm, call (325) 676-6217
- Nights & Weekends, call (325) 665-3786

Redbud Splash

Address

3125 S 32nd Street
Abilene, Texas 79605

The 2,852 square foot splash pad has 18 water features for all ages including two slides and a large dumping bucket that everyone can enjoy! New to the splash pad is a water journey play area for small children.

Redbud Splash also has shaded benches, a picnic table, a water fountain and restroom facilities. Open flame barbeque pits are not allowed within 100 feet of the splash pad. The project was approved by voters with the May 2015 bond election.

Scarborough Splash

Address

5402 Hartford Street
Abilene, Texas 79605

This 3,000 square foot splash pad has 27 water features for all ages, shade structures and a sitting wall for parents, and a large dumping bucket that everyone will enjoy!

Scarborough Splash also has shaded picnic tables, water fountain, and restroom facilities. The splash pad recaptures 90% of water, which is treated and recirculated. This project was approved by voters with the May 2015 bond election.

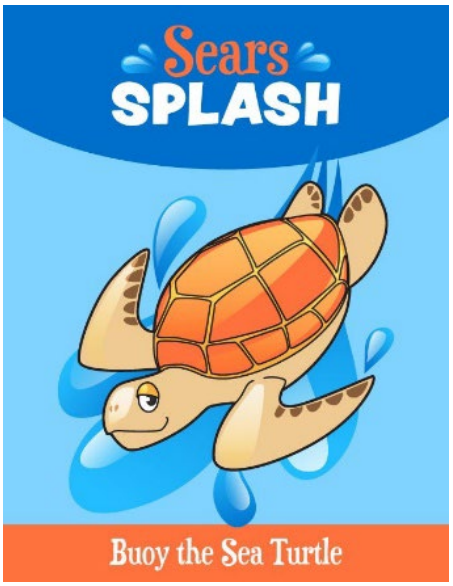
Sears Splash

Address

Arthur Sears Park
2250 Ambler Avenue
Abilene, Texas 79603

Sears Splash is 3,091 square feet and has 18 water features for all ages, according to a release from the city, including two slides and a large dumping bucket. There is also a water journey play area for small children.

The location also features shaded benches with picnic tables, a pavilion, a water fountain and nearby restroom facilities.



Stevenson Splash

Address

Stevenson Park
441 East North 7th Street
Abilene, Texas 79601

This 3,000 square foot splash pad has 22 interactive spray features, 40 foot seat wall, five shaded seating areas, and the Super Wave dumping bucket.

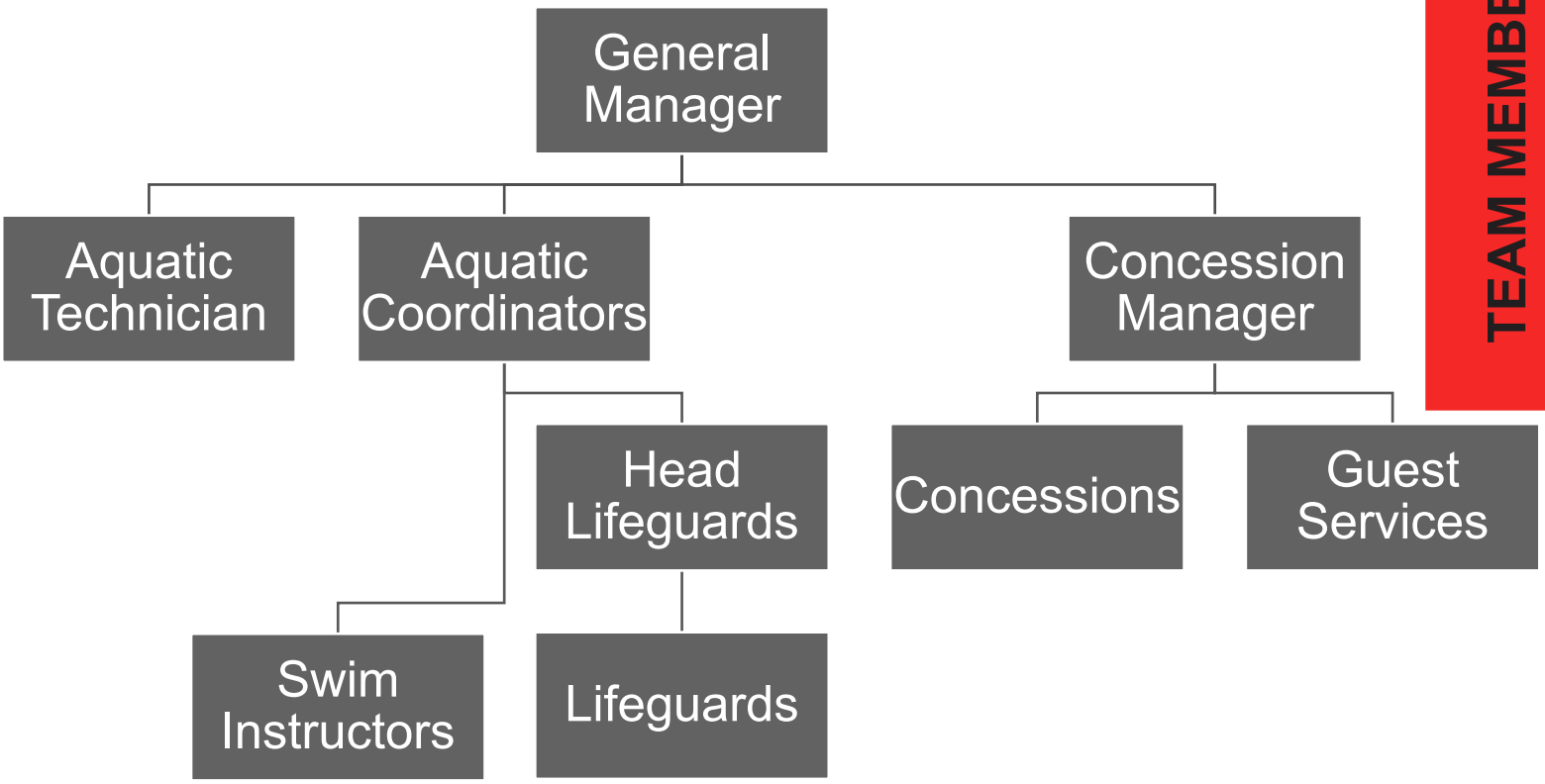
Stevenson Splash also has water fountains and restroom facilities. The splash pad recaptures 90% of water, which is treated and recirculated. This project was approved by voters with the May 2015 bond election.

Team Member Policies

TEAM MEMBERS POLICIES CONTENTS

TEAM MEMBERS POLICIES

Organizational Structure



Team Members should contact their immediate supervisor in the case of emergency at the facility or personally when it effects your ability to work.

While on duty

- Lifeguards should start with Head Lifeguard. If they are not available, contact/speak with Aquatics Coordinator. If they are not available, contact the General Manager.
- Swim Instructors should start with with Aquatics Coordinator. If they are not available, contact the General Manager.
- Head Lifeguard(s) & Aquatics Coordintor should contact the General Manager.

ANY TIME EMS IS CALLED, THE GENERAL MANAGER MUST BE NOTIFIED.

Business Information	
Business Name	Sports Facilities Management
Facility Name	Adventure Cove
Address	2742 S 9th St. Abilene, TX 79605
Facility Phone	(325) 455-3543

Fire	
Non-Emergent Fire	(325) 676-6434
Address:	250 Grape Street Abilene, TX 79601
Fire Admin	(325) 676-6676

TEXAS Health and Human Services

2·1·1 TEXAS Connecting People and Services

Local Law Enforcement	
Non-Emergent Police	(325) 673-8331
Police Address:	4565 S First Street P.O. Box 174 Abilene, TX 79604
Taylor County Sheriff Non-Emergent Number	(325) 674-1300
Taylor County Sheriff Office Address	County of Taylor County 400 Oak Street, Suite 300 Abilene, TX 79602

Local Phone Numbers	
Local Emergency Management	(325) 676-6683
Health Department	(325) 692-5600
American Red Cross Local	(325) 677-2622
Poison Control/HazMat	1(800) 222-1222
Chemical Spill	911

Local Hospitals		
Hendrick Medical Center South	(325) 428-1000	6250 US-83, Abilene, TX 79606
Hendrick Medical Center	(325) 670-2000	1900 Pine St, Abilene, TX 79601
Hendrick Emergency Care Center Plaza	(325) 670-2000	5302 Buffalo Gap Rd, Abilene, TX 79606

Insurance Company	
Company Name	PA Manufacturer Association Insurance Co
Claims Hotline	1-800-990-7465
Policy Number	GM or HR will Contact

Wildlife and Animal Control	
Animal Outreach	(325) 673-8331
Wildlife & Aggressive Animals	(325) 673-8331
Animal Bites	(325) 673-8331
Dead Animal Pick-Up	(325) 673-8331

Utility Companies	
Electricity	American Electric Power (325) 674-7574
Water Service	Water & Sewer Emergencies & Repairs (325) 676-6000

Pool Supply Company	
Company Name	Extreme Exteriors
Contact Number	(325) 698-2410

Aquatics Management Team		
Name	Title	Cell #
Meg Goff	General Manager	(817) 229-5396
Hannah Widder	Aquatics Coordinator	(325) 660-0284
Matthew Bost	Aquatics Coordinator	(813) 847-1741
Jacob Moore	Concession Manager	(325) 513-3674

Maintenance		
Name	Title	Cell #
Carl Porter	Aquatics Technician	

Team Members Policies and Procedures

Overview

All Team Memberss of Adventure Cove must refer to the current Sports Facilities Companies Team Member Handbook and SFC Adventure Cove Supplement. Any questions regarding these policies must be addressed to the General Manager.

Team Members Dress and Appearance

Review TEAM MEMBER INFORMATION in the Adventure Cove Supplement.

Uniform

Team Members are required to always wear their appropriate uniform. Team Members are not permitted to wear their uniforms when not on duty, including personal time, or if employed as a lifeguard or swim instructor elsewhere. The uniform consists of the following:

- **Lifeguard:**
  - Provided White Adventure Cove shirt or tank
  - Red Shorts and/or Swimsuit.
  - Red hip-pack with resuscitation masks and non-latex gloves.
  - Plastic whistles on breakaway lanyards
- **Head/Lead Lifeguards:**
  - Provided White Adventure Cove shirt or tank
  - Navy Blue bathing suit
  - Navy Blue hip-pack with resuscitation masks and non-latex gloves.
  - Plastic whistles on breakaway lanyards
- **Aquatics Management:**
  - SFM Polo
  - Navy Blue bathing suit
  - Navy Blue hip-pack with resuscitation masks and non-latex gloves.
  - Plastic whistles on breakaway lanyards
- **Swim Instructors**
  - Provided White Adventure Cove shirt or tank
  - Provided black swimsuit
  - Name badge
  - Wrist coil and plastic whistle
- **Guest Services/Concession**
  - Provided Adventure Cove shirt or tank

Team Members are responsible for the upkeep of their uniforms and the return of all uniforms upon separation from employment. Dress, grooming, and personal hygiene standards contribute to the morale of all Team Members and affect the business image of Adventure Cove. Therefore, when representing Adventure Cove (on and off-site anytime in uniform), Team Members are expected to present a clean, neat, and tasteful appearance. Team Membersshould dress and groom themselves according to the requirements of their position.

Sunglasses

Lifeguards must wear sunglasses when the sun and/or glare affect the ability to maintain surveillance. Sunglasses must not be excessive or disrupt the lifeguards, Team Members, or Guests. Mirrored lenses are not permitted while teaching swimming lessons.

Sunblock

Team Members must always wear SPF 30 or greater when outside.

Hat

For the most protection, wear a hat that has a brim all the way around that shades your face, ears, and the back of your neck. A tightly woven fabric, such as canvas, works best to protect your skin from UV rays. Avoid straw hats with holes that let sunlight through. A darker hat may offer more UV protection.
If you wear a baseball cap, you should also protect your ears and the back of your neck by wearing clothing that covers those areas, using sunscreen, or staying in the shade.

Hats may say "Guard" or are Adventure Cove/SFC branded. Otherwise hats should be plain with no writing and free of any logos. The General Manager must approve any deviations.

Footwear

Shoes must provide safe, secure footing and offer protection against hazards. Shoes with backing must always be worn by all Team Members and The General Manager must approve any deviations.

Grooming

- Hairstyles are expected to be in good taste.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene are not professionally acceptable.
- Perfume, cologne, and aftershave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Clothing deemed revealing, suggestive, or distasteful by Management is prohibited (holes or ripped clothing are not permitted).
- Nails should be trimmed and no longer than 2 millimeters past the nail bed.

Jewelry

Body jewelry (piercings, chains, watches, etc.) is inappropriate for Lifeguards to wear while on duty. To help minimize the risk of rips and/or snags on clothing/rescue equipment during job-related duties, hoop jewelry and/or jewelry that dangles from the body are not permitted. Aquatic Team Members are required to provide intimate resuscitation on the job; therefore, intraoral piercings (tongue rings), lip labrets, and lip piercings/jewelry are prohibited. Open wounds on the face pose an infection risk for rescuers, Guests, and co-workers. In addition, mouth and intraoral jewelry could come loose or separate during job-related duties, causing a potential for free ends to become lodged in either the rescuer or victim's airways. Jewelry should not be functionally restrictive, dangerous to job performance, or excessive. The risk of avulsion and associated open bleeding from these items is very high when performing rescue skills.

Acceptable jewelry for Lifeguards includes jewelry used for medical obligations (e.g., medic alert tag) and jewelry that poses no safety risk (e.g., plain wedding band).

Tattoos and Piercings

- Offensive tattoos are not permitted. Team Members are allowed to have tattoos but must cover them if they are considered offensive, as determined by the General Manager.
- Fresh piercings and fresh tattoos are considered open wounds. Lifeguards with open wounds are prohibited from entering the water, affecting your work schedule.
- Team Members should consult with the General Manager or SFC Human Resources Manager if they have questions as to what constitutes appropriate attire.

Professionalism

As a Team Members, you must maintain a professional attitude. Therefore, while on duty, Team Members must:

- Be attentive (sit up straight while on the stand and do not cross or prop your legs up).
- Wear a rescue tube while on the stand.
- Allow only safety equipment on the stands.
- Remain in full uniform.
- Allow only one Lifeguard on each stand at a time.
- Avoid talking to friends while on the stand.
- Always enforce all facility rules and regulations.
- Use mature judgment and common sense when safety concerns arise.

Interacting Professionally with The Public

When you are on duty, your actions should promote an atmosphere of professionalism, safety, trust, and goodwill. The following general guidelines help you display a professional image and maintain a positive relationship with Guest:

- When conducting Guest surveillance, verbal interactions should be brief, and your eyes should remain on the water. Politely refer the Guest to a Team Members who is not conducting surveillance, if necessary.
- When not conducting Guest surveillance:
- Treat people as you would like to be treated. Make every Guest feel welcome, meaningful, and respected.
- Be professional at all times. Be courteous, mature, and responsible. Never insult or argue with a Guest.
- Speak clearly and calmly at a reasonable pace and volume.
- Use appropriate language, but do not patronize or speak down to anyone, including children.
- Make frequent and direct eye contact when interacting with Guests. Remove your sunglasses, if necessary. When speaking to small children, kneel to be at eye level with them.
- Take all suggestions and complaints seriously and follow up as necessary. Avoid blaming anyone. If you cannot resolve a complaint, take it to your Management. Always follow the facility's procedures.
- Repeat the Guest's concern to them to ensure you understand it correctly.
- Refrain from making promises that cannot be kept.
- Enforce rules fairly and consistently. Be positive and nonjudgmental. Reinforce correct behavior.
- Take a sincere interest in all Guests.

Nonverbal Communication

Spoken words make up a surprisingly small part of overall communication. A listener automatically tends to judge a speaker'sspeaker's attitude based on the volume, pace, tone, and pitch of the speaker'sspeaker's voice. A listener also reacts positively or negatively to visual cues or body language. You can gauge a person's attitude as cooperative or confrontational by evaluating these cues; know that the listener is doing the same.

Nonverbal communication is also expressed while you are on duty, whether conducting Guest surveillance or performing secondary responsibilities. Guests may judge your professionalism

by observing your appearance, demeanor, posture, and behavior. Lifeguards are "on stage" and set the tone while on duty.

Interacting with Guests

Customer service is an essential aspect of our mission statement. Keep the following standards in mind when interacting with the Guests:

- Greet each customer with a smile and friendly voice.
- Every customer encounter is essential.
- Be sensitive to the customer's personality.
- Attend to business promptly.
- Explain your actions.
- Be informed about the entire facility.
- Anticipate questions and situations.
- Display a positive and professional attitude.
- Use good judgment.
- Refer difficult matters to a higher authority.

When communicating with Guests or other Team Members:

- Avoid yelling across the pool (signal the Guest to come closer to you or get another Team Members's attention).
- Keep comments positive.
- Maintain supervision of the pool regardless of whom you are talking to.

Team Members Vigilance through the Power of Hello Alert

Used effectively, the right words can be a powerful tool. Simply saying "Hello" can prompt a casual conversation with unknown individuals and help you determine why they are there. The OHNO approach – Observe, Initiate a Hello, Navigate the Risk, and Obtain Help – helps Team Members observe and evaluate suspicious behaviors, empowers them to mitigate potential risk, and obtain help when necessary.

The OHNO approach to risk prevention relies on reasonable persons to make these observations to properly detect and report terrorism/criminal-related suspicious behavior.

Observe

Stay vigilant of your surroundings.
Alert Team Members can identify suspicious behavior, such as:

- Placing an object or package and abandoning it or leaving the area.
- Prolonged interest in or taking pictures/videos of Team Members, facilities, security features, or infrastructure in an unusual or covert manner.
- Unauthorized people trying to enter a restricted area or impersonating authorized Team Members.
- Loitering at a location without a reasonable explanation.
- Avoiding security Team Members or systems.
- Expressed or implied threats of violence.

Initiate a Hello

Acknowledging a risk can deter a potential threat.
Use the Power of Hello to engage with individuals in your space by doing or saying the following (tip: active listening is key.):

- Smile, make eye contact, and introduce yourself.
- "Hello, how are you?"
- "How can I assist you?"
- "Are you looking for something or someone in particular?"
- "I will be here in case you need help."
- Approaching a person viewed as suspicious has potential risks. In some situations, it may be more advisable to report the activity to those with the authority and training to intervene.

Navigate the Risk

Navigate the risk by asking yourself if the behavior you observed is threatening or suspicious. When observing activity or behavior that would arouse reasonable suspicion of terrorism or other criminal activity, Team Members should consider these questions:

- Do they appear to be legitimately patronizing the business or service?
- Is their clothing consistent with the weather or for the gathering of the day?
- Are they avoiding security?
- Are they asking questions about business functions or Team Members information? (e.g., "Who is closing?" or "How many people work here?" etc.)
- Causing you to feel threatened? (If you feel threatened, calmly walk away and call 9-1-1.)

Obtain Help

After navigating the risk, obtain help from Management and authorities.
Using OHNO, provide the best information to first responders and security Team Members.

- Call 9-1-1 for emergencies or if you feel in danger.
- To organize your thoughts to Management or the police, ask yourself 5W's5W's:
    - What is happening?
    - Who is doing it?
    - Where is it taking place?
    - When did you observe it?
    - Why are they here?

Team Members should refer to the Active Threat Emergency Action Plan in the Safety Plan section for additional procedures.

Attendance

- **Review WORKPLACE GUIDELINES in the SFC Team Member Handbook**
- **Review TEAM MEMBER INFORMATION in the Adventure Cove Supplement.**

You are responsible for the shifts you are scheduled to work. Work schedules are designed to be as flexible as possible to fit your needs. The General Manager must be notified of and approve all scheduling changes. When necessary, the General Manager informs Team Members of the times their schedules will typically begin and end. Team Members needs and operational demands may necessitate variations in starting and ending times and variations in the total hours scheduled each day and week. The scheduling of breaks is the responsibility of the General Manager.

Changing shifts with other Team Members is generally permitted if you trade shifts with another qualified Team Members from your department. All shift changes must be requested through Paylocity and approved by the General Manager. You are still responsible for the shift if this procedure is incorrectly followed. If you fail to attend the scheduled shift, you are deemed a No Call, No Show (NCNS), even if you asked someone else to take it.

To request time off, you should update your availability in your Paylocity profile when you can and cannot work. Depending on the event's requirements, shifts are entered in the HRIS as needed. If shifts are not picked up, then manual scheduling will occur. We will work around any requested time off, but do not assume that you automatically have the requested time off. Be sure to check Paylocity daily. As mentioned above, you are solely responsible for your scheduled shifts.

Schedules

Schedules are available on Paylocity one week before the assigned shift. Shifts available within one week's notice will be offered for pick-up only but only assigned with General Manager notification. Paylocityis available on your computer or mobile device.

Unable to Work Assigned Schedule

If you cannot work an assigned schedule, as much notice as possible should be given to your General Manager. Under non-emergency circumstances, those with less than 24 hours' notice of being unable to work an assigned shift will be treated as NCNS.

Breaks

Breaks should be taken away from Guest areas. All Team Members may eat meals and take breaks in the main office and kitchen area. Lifeguards may also eat meals and take breaks in the lifeguard office. While eating meals or on break, lifeguards are still responsible for responding to emergencies when the EAP is activated.

Compensation

- **Review WORKPLACE GUIDELINES in the SFC Team Member Handbook**
- **Review TEAM MEMBER INFORMATION in the Adventure Cove Supplement.**

Clocking In/Out

All hourly Team Members will clock in and out via Paylocity. Time punch locations are geofenced, so Team Members must be in a designated area to punch in or out.

Team Members are responsible for accurately recording their time worked each pay cycle and certifying the accuracy of all time recorded. Team Members must immediately report any problems with their hours to their immediate Supervisor.

Team Members must only record time worked for themselves personally. Using another Team Member's information or recording time for another Team Member could result in disciplinary action up to and including termination of employment of both Team Members.

Time worked includes all time that a Team Member is required to be performing duties for the Company. Time worked is also used to determine overtime pay required for non-exempt/hourly Team Members. The following are considered time worked:

- Work performed away from premises approved by the General Manager or Manager on Duty or Supervisor at a Team Member's work location
- Break time such as rest periods of 15 minutes or less are counted as time worked (refer to the state rest period laws in the location where you primarily work)

Non-exempt Team Members must record all regular hours worked (tardiness, overtime, absences, and PTO). An accurate record is each Team Member's responsibility. Management is responsible for reviewing and approving Team Members' recorded time for each payroll period ensuring accuracy and that proper meal breaks and rest periods are taken as required by the Company's policy and applicable law. Failure to do so may result in disciplinary action, up to and including termination.

Payroll Calendar

The Company pay cycle for all Team Members begins on Sunday and ends on Saturday on a biweekly basis. Team Members are paid on the Friday following the previous pay cycle worked. If that pay day falls on a federal holiday, Team Members will be paid on the preceding workday.

Seasonal and Part-Time Team Members

Seasonal and part-time Team Members are not eligible for paid observed holidays.

Child Labor/Work Permit

- **Review TEAM MEMBER INFORMATION in the Adventure Cove Supplement.**

It is the responsibility Adventure Cove to follow all Texas and Federal Child Labor Laws. Adventure Cove will schedule staff between the ages of 14- and 15- year olds to the most restrictive requirement, seen below in bold.

Texas State Law	Federal Law
• **Can work no more than 8 hours in one day.** • Can work no more than 48 hours in one week. • Cannot go to work before 5 a.m. • Cannot work after 10 p.m. on a day that is followed by a school day, including summer school sessions when applicable. • Cannot work past midnight on a day that is not followed by a school day.	• **May not work during school hours.** • **Can work no more than 8 hours in a day or 40 hours in a week when school is not in session.** • **Can work no more than 3 hours in a day or 18 hours in a week when school is in session.** • **Can work only between 7 a.m. and 7 p.m. during the school year. However, between June 1 and Labor Day, they may work between the hours of 7 a.m. and 9 p.m.**

It is the responsibility of all Team Members to check their scheduled shifts within 72 hours of posting. Team Members are required to notify Aquatics Management of any shifts that do not meet Child Labor Laws immediately upon review.

In-service Training

In-service training should be scheduled on a regular and frequent basis, are mandatory, and include a variety of activities and topics. The following topics are included for regular practice and refinement:

- Emergency Action Plans (EAPs)
- Active & Passive Drowning Victims
- Spinal Injuries
- Deep Water Submerged Victims – Passive and Spinal
- Extrications
- CPR/AED
- First Aid
- Pool closures and Facility Evacuation

Lifeguards are expected to attend four hours of in-service training per month. Notice is given for in-service training dates and times, and all Lifeguards are expected to attend or make prior arrangements to make it up. Not attending in-service training may result in termination. Training is generally divided into pool and classroom sessions.

See more information in the Training Plan Section of this manual.

Lifeguard Assessments

Audits are a way to evaluate all possibilities that may cause risk for an aquatic incident. Responsibility must be taken to eliminate the opportunity for any risk in any way, including risk for the lifeguard Team Members.

Two different audits may take place at Adventure Cove: Internal Audits and Aquatic Examiner Service.

Internal Audit

Internal audits consist of the following:

Zone Verification Drills

- Visability Drills
- Live Recognition Drills
- Lifeguard Station Response Time Tests

Lifeguard Assessmesnts

- Rescue Ready Assessment
- Observation Assessment
- Skill Assessment
- Lifeguard Performance Assessment

Internal audits may be completed by Team Members in Management.

See more information in the Training Plan Section of this manual.

Aquatic Examiner Service

Sports Facilities Companies participates in the American Red Cross Aquatic Examiner Service (AES). All facility visits will be unannounced unless outlined explicitly in the AES agreement. This service benefits the Adventure Cove, the Lifeguards, and the safety of the community by:

- Providing facilities with an objective and formal evaluation of lifeguards performing Guest surveillance.
- Helping facilities build lifeguard accountability and attention to safety, professionalism, and pride through evaluation, observation, and reporting.
- Reinforcing and strengthening lifeguards' emergency response skills using Red Cross standards and benchmarks for skills and preparedness.
- Helping Management to develop goals to improve operations and training.
- Supporting the organization that participates in AES, which demonstrates commitment and priority to aquatic safety for the Team Members and the community.

Aquatics Examiners trained by the American Red Cross from Counsilman-Hunsaker will periodically visit to perform this service. Observations and skills check results will be sent to Aquatics Management when completed. You may be videotaped and photographed during the observations and skills assessments and during the facility assessment.

Annual Lifeguarding Operations Assessment (ALOA)

The Annual Lifeguarding Operations Assessment (ALOA) is a comprehensive visit that includes an annual assessment and review of the facility and video of individual lifeguards performing surveillance and skills evaluations of selected lifeguards or safety team Guests performing in team rescue scenarios. During the assessment and skills review, the General Manager will meet with an Aquatic Examiner to tour the aquatic facility. This assessment should take place while the aquatic facility is open for operations.

Quick Check

The Aquatic Facility Quick Check is after the ALOA. The Examiner checks to ensure the facility has the appropriate lifeguard safety and rescue equipment and checks water clarity and emergency communication systems. The Examiner reviews facility and administrative policies and procedures. Verify that documentation, such as incident reports, daily safety checklists, and Team Members training logs, are maintained. A Team Members should be designated to accompany the Aquatic Examiner as needed during skills evaluations and facility quick check portions of the on-site visits. This assessment should take place while the aquatic facility is open for operations.

On-Site Lifeguard Observations and Evaluations

Aquatic Examiners have a pre-arranged number of unannounced visits each season to evaluate the performance of the lifeguards and lifeguarding operations of the contracted agency and their facilities. The knowledge and skills evaluated during on-site evaluations are based on the American Red Cross Lifeguarding Program. The on-site lifeguarding observations and evaluations include:

- Observation of overall lifeguarding operations, including lifeguards performing Guest surveillance.
- Video of up to 3 individual lifeguards performing surveillance.
- Up to 3 skills evaluations of selected lifeguards or safety team Guests performing in team rescue scenarios.

Client Responsibilities

To participate in this service, the General Manager must ensure all lifeguarding Team Members (lifeguards, head lifeguards, lifeguard supervisors):

- Participate in annual pre-season orientation and training, including a comprehensive review of Lifeguarding, CPR/AED, and First Aid skills. Documentation will be reviewed during the ALOA or first contracted facility visit.
- Participate in regular and frequent in-service training.
- Knowledgeable of the facility's participation in the Aquatic Examiner Service and aware that they may be observed, evaluated, and recorded while on the job.

Additionally, the facility's Management must:

- Conduct Live Recognition Drills regularly throughout the season.
- Lifeguards should be able to recognize and get to a victim in their zone within 30 seconds for the drill to be considered successful.
- Conduct Lifeguard Station Response Time Tests during the pre-season and as needed. During the unannounced site visits, the Aquatic Examiner will verify the tracking system and zone testing used at the facility. Clients are responsible for analyzing the results and making adjustments as needed to achieve more robust operations.
- Ensure a minimum of one member of the lifeguard supervisory Team Members is certified in the American Red Cross Lifeguard Management course.
- Ensure the following equipment is available on-site so as not to interrupt facility operations during the lifeguard skills evaluations. Equipment should be clean and ready to use.
    - One rescue tube per lifeguard is being evaluated.
    - One backboard with straps and a head immobilizer device.
    - Resuscitation masks (adult and pediatric or combination masks) and several sets of non-latex gloves.
    - Supplemental resuscitation equipment
        - Bag-Valve-Mask resuscitator (BVM) in all sizes (adult, child, and infant)
        - Others utilized at the facility, such as emergency oxygen.
    - One adult and infant manikin with a clean lung installed in each. The installed lungs should be tested to ensure the airway is open and ready.
    - One AED Training unit with adult and pediatric pads and installed working batteries.
- Maintain timely and accurate records for all Red Cross courses taught and in-service training conducted.

Aquatic Facility Documentation

The following list of administrative documentation will be verified during on-site lifeguard observations and evaluations. Please maintain these in an organized fashion with easy accessibility for verification on each site visit.

- Bloodborne pathogens exposure plan
- Safety Data Sheets (SDS)
- Certifications on file for lifeguards, supervisory Team Members, and instructional Team Members
- Documentation of Lifeguard Station Response Time Testing
- Documentation of Live Recognition Drills
- Training records for orientation and annual training, as well as in-service training
- Aquatic facility safety checklist
- Blank incident report forms
- Completed incident report forms maintained.
- Blank daily logs
- Copy of local and/or health department codes for aquatic facilities
- Facility operational permit as required by law.
- Facility policies and procedures manual including:
- Standard operating procedures
- Team Members Policies and Guidelines
- Administrative policies and procedures

Document posted on site:

- Emergency phone numbers
- Emergency action plans (facility-specific)
- Lifeguard rotation plan
- Lifeguard zones for all variations of Team Members and/or activity levels
- Facility rules and regulations

Technology Use Policy

- **Review WORKPLACE GUIDELINES in the SFC Team Member Handbook**

Utilization of Technology Policy

External Communications

Phone Policy

- Excessive personal calls to or by Team Members on company phones during working hours are prohibited.
- Personal long-distance calls are not permitted.
- Team Memberss may not carry or use personal cell phones or pagers for any business while on duty.
- ANY personal phone use while on surveillance duty or while at a lifeguard station may result in disciplinary action, up to and including termination. Examples of personal phone use include, but are not limited to, the following:
    - Texting
    - Phone Calls
    - Texting or calls on a smartwatch.
    - Other distracting phones or smart devices use

Personal Cell Phones

Personal cell phones are not permitted to be on your person or used for ANY reason during working hours. Using a personal cell phone during working hours may result in disciplinary action. Cell phones should always be stored in Team Members lockers while on duty.
Exception: During facility-related emergencies when the phone system is not available, or it is not reasonable to use the on-site phone system, Team Members may utilize their personal cell phone to call 911 to contact appropriate emergency personnel.

Team Members who drive on Sports Facilities Companies business must abide by all state or local laws prohibiting or limiting mobile phone use while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the mobile phone.
Texting and e-mailing while driving is prohibited in all circumstances. Team Members who are charged with traffic violations resulting from using their mobile phone while driving in violation of the law will be solely responsible for all liabilities resulting from such actions.
Even if usage is permitted by applicable law, Team Members are not required to use any mobile phone while driving. Under no circumstances should Team Members feel that they need to place themselves at risk to fulfill business needs.

If any use while driving is permitted by applicable law, Team Members choosing to use mobile phones while traveling for Sports Facilities Companies business or in Sports Facilities Companies vehicles must use a "hands free" technology, such as "Bluetooth," so that it is not necessary to hold the mobile phone while communicating. Whenever possible, team members should proceed to a safe location and safely stop the vehicle before placing or accepting a call.

Internal Communications

This policy governs the use of technology resources owned and operated by Adventure Cove and its Team Memberss or volunteers. All technology provided by Adventure Cove is to conduct business on behalf of Adventure Cove.

Facility Electronic Media and Use Policy
Team Members use of any facility's electronic media system is not private, and Team Members using these systems should not expect their communications to be private. All Team Members are expected to abide by this policy. Any misuse of facility electronic media may result in disciplinary action. As used in this policy.

Other Technology
Team Members may not use any electronic, audio, and/or visual devices listed below while on surveillance duty or performing assigned duties. While on break and clocked in for work, Team Members may use electronic, audio, and/or visual devices when given permission only from the General Manager. Using any device while on surveillance duty, performing tasks, or without permission from General Manager will result in disciplinary actions, up to and including termination.

- Music devices
- Headphones (over-ear, earbuds, bone conduction, etc.)
- Tablets
- Laptops
- Cameras and/or video cameras
- Microphones
- Smart devices

Public Information and Policies

All records requests must be directed to the General Manager. Adventure Cove Team Members may not release ANY records to the public or media.

The following guidelines must always be followed by Adventure Cove Team Members:

- All media requests are to be directed to the General Manager.
- Team Members should not be discussing this matter out of respect for those involved and given the active investigation internally and externally.
- Team Members should notify the General Manager immediately if the media is present. Access should not be denied while waiting to contact the General Manager unless their presence creates a safety hazard or obstruction of duties. The media may interview the public in attendance.
- Adventure Cove Team Members may not "comment" on any media on site without the direct permission of the General Manager.

Guest Inquiries

All requests must be directed to the General Manager.

Team Members Statement:

- ***Thank you for your question and concern. I don't have details regarding the matter you've referenced, but I welcome the opportunity to connect you with General Manager.***

Human Resource Policies

See the SFC Team Member Handbook

Employment Journey and Experience

See the SFC Team Member Handbook: Workplace Guidelines

Team Members Perks!

As a Team Members, you can use the facility at no charge during regular public operating hours with your General Manager's approval. A Team Members is defined as an individual Team Membersd or under contract with Sports Facilities Companies and currently on the payroll. Person(s) accompanying the Team Members to the facility will be charged under the standard fee structure. This privilege is subject to be revoked and may lead to further consequences. Team Memberss may only wear their uniform if they are working their assigned shifts.

Team Members can use a 50% discount on all Concession items before, during, or after shift. Team Members also receive free admission to the pool when off duty.

Employee Performance Plan

See the SFC Team Member Handbook

Culture and Incentives

[ADD TEXT]

Job Description

General Manager

- DEPARTMENT: OPERATIONS
- REPORTS TO: VICE PRESIDENT – AQUATICS
- STATUS: FULL-TIME (EXEMPT)

ABOUT THE COMPANY:

The Sports Facilities Companies (SFC) are the Nation's leading resources for the management and development of sports, recreation, wellness, and events facilities. As a turn-key solution for community leaders and developers alike, SFC services span the gamut of sports and recreation needs from sports tourism & recreation master planning, program planning, and feasibility through professional facility management services. Our 30+ managed venues and 1500+ team members, represented by the SF Network, welcome more than 25 million guest visits and produce over $250 million in economic impact each year.

SFC was awarded national and regional recognition as a Top Workplace by Tampa Bay Business Journal in 2022 and is considered a workplace of choice. Our mission-focused company is highly entrepreneurial, team-oriented with a culture centered on collaboration, accountability, excellence, and service. We are growing rapidly and looking for high performers at every level to grow with us.

POSITION SUMMARY:

The General Manager is responsible for the financial and operating performance of the venue. The objectives for this position include:

- Optimizing overall financial sustainability
- Creating a positive relationship with the client and stakeholders
- Creating a culture of accountability which supports the organizational values
- Meeting or exceeding annual growth objectives
- Facilitating staff collaboration
- Employee retention and staff development
- Development of employee and operating policies
- Implementation of major organizational initiatives
- Implementation of solutions and systems that support the seven areas above
- Manage overall Food and Beverage operations
- Manage overall event operations
- Maintains certifications of all Aquatics Team Members
- Thorough knowledge of aquatic operations and programing
- Standard program evaluation methods and report writing procedures
- Techniques of effective supervision and training
- Knowledge of Aquatics program activities such as swim and water safety classes, water sports and exercise programs as they pertain to the interests of faculty/staff, students, general public and others
- Skill in responding effectively to program issues and guest interests.
- Ability to plan programs, special events and community service activities
- Will be expected to work extended hours, weekends, and holidays during the season with a more flexible schedule October-March

PRIMARY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Analyze operations to evaluate the performance of the facility and its staff in order to meet objectives, and to determine areas of potential cost reduction, program improvement, or policy change
- Appoint team leaders or managers and assign responsibilities to them
- Confer with city leaders, Sports Facilities Management advisors & support team, and team members to discuss issues, coordinate activities, and resolve problems
- Coordinate the development and implementation of budgetary control systems, record keeping systems, and other administrative control processes
- Direct and coordinate an organization's financial and budget activities in order to fund operations, maximize investments, and increase efficiency
- Direct human resources activities, including the approval of human resource plans and activities, the selection of directors and other high-level staff, and establishment and organization of major departments
- Direct, plan and implement policies, objectives, and activities of organizations or businesses in order to ensure continuing operations, maximize returns on investments, and increase productivity
- Implement corrective action plans to solve organizational or departmental problems
- Prepare and present reports concerning activities, expenses, budgets, government statutes and rulings, and other items affecting businesses or program services
- Represent the organization and promote its objectives at official functions, or delegate representatives to do s
- Hires, trains, and evaluates lifeguards
- Record keeping of all logs, files, reports, communications and electronic data
- Conducts ongoing training and evaluation programs for lifeguards
- Serve as liaisons between organizations, shareholders, and outside organizations
- Administer programs for selection of any site location, potential construction needs, and provision of equipment and supplies
- Direct and coordinate activities of businesses or departments concerned with production, pricing, sales, and/or distribution of products
- Negotiate or approve contracts and agreements with suppliers, distributors, federal and state agencies, and other organizational entities
- Prepare budgets for approval, including those for funding and implementation of programs
- Review reports submitted by staff members in order to recommend approval or to suggest changes
- Schedule and monitor continued training seminar for staff on various operational, safety, and legal responsibilities
- Any additional duties assigned by the Account Executive

AQUATIC OPERATIONS

- Strategically organizes, develops, schedules, and supervises day-to-day operations of the entire facility which includes aquatics, food and beverage, party coordination, staffing, cash controls, opening and closing procedures, employee retention, staffing schedules, and coordination of all activities
- Maintains all logs, files, reports, communications, and electronic data relating to water quality inspections, incidents, maintenance reports and any other general daily reports
- Maintains high standards of cleanliness throughout the facility including locker rooms, pool, pool deck, facility grounds and all surrounding areas
- Develops strategic plans for increasing profitability using a combination of sales building and cost control

- Expert level experience with organization's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Manage and oversee the scheduling of parties and rental of the facility
- Manage and oversee admissions, sales, registrations, attendance, and monies from season passes, passbooks and programming
- Budget facility supplies costs by conducting inventory and overseeing ordering process
- Maintain certifications of all aquatic team members

MINIMUM QUALIFICATIONS

- Current American Red Cross Lifeguard and Water Safety Instructor certification r
- Current American Red Cross Lifeguard Instructor certification
- Current American Red Cross CPR for the professional rescuer certification
- Certified Pool Operator (CPO)
- Current American Red Cross Lifeguard Management Certification

DESIRED QUALIFICATIONS

- Prior responsibility in daily P&L management and budget oversight
- Proven management and leadership experience in the food and beverage, recreational and aquatics industry
- Operational knowledge of food and beverage, recreation and aquatics, parties, corporate events and team building
- Prior experience in contracting or overseeing others who have sold corporate sponsorships, birthday parties, corporate parties, camps, fitness programming, and other related services
- Prior experience managing marketing programs
- A minimum of 4 years of management experience
- Operational knowledge of risk management
- Skilled at identifying and creating opportunities to deliver revenue goals
- Aquatics programming and event operations expertise required
- Bachelor's degree in sports managemen

Aquatics Technician

- Sports Facilities Management, LLC
- LOCATION: Abilene, TX
- DEPARTMENT: AQUATICS
- REPORTS TO: GENERAL MANAGER
- STATUS: FULL-TIME (EXEMPT)

ABOUT THE COMPANY:
Adventure Cove is an aquatics facility featuring a leisure pool with a zero-depth beach entry, a lazy river, multiple water slides, concessions area, party pavilion and an incredible atmosphere! The park is focused on improving the health and economic vitality of Abilene, TX. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

Adventure Cove is a member of The Sports Facilities Companies (SFC) and is the nation's leading resource for managing and developing sports, recreation, wellness, and events facilities. We provide a highly collaborative and supportive culture that raises our team members to new levels of career growth. Together, we will carve a path in a hyper-growing industry where you will enjoy the journey and learn from the industry's best while having some fun. SFC was awarded national and regional recognition as a Top Workplace in 2022 and is considered a workplace of choice. Our mission-focused company is highly entrepreneurial, team-oriented with a culture centered on collaboration, accountability, excellence, and service. We are growing rapidly and looking for high performers at every level to grow with us.

POSITION SUMMARY:
The Aquatics Technician will be responsible for the maintenance and functional aspects of Aquatics Cove and city splashpads.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Adheres to preventative maintenance schedule for aquatics equipment (pools, pumps, motors, slides) Maintains all pool filters and cleans/changes all filters according to our SOP standards
- Assists with pool chemical application, monitoring, and balancing according to CPO standards
- Adhere to all OSHA/CPO requirements in terms of PPE and chemical application processes
- Assists with maintaining all aquatics equipment Assists with Risk Management initiatives, safety audits, and reporting results Assists with aquatics equipment inventory management
- Properly maintains all pump systems and helps coordinate repairs/inspections with contractors
- Supervises the chlorine and pH levels (and all other applicable levels) of the pools (ensures CPO standard compliance) and splashpads Provides Excellent customer service to guests and members during any interactions Completes other duties as assigned by the General Manager

THE IDEAL CANDIDATE HAS:

- Current Certified Pool Operator (CPO) certification is preferred (will provide training and certification for a candidate that does not have it)
- 1-3 years' experience in maintenance and/or operations of pool systems
- Action-oriented personality with a 'get it done' attitude and proficiency for efficiency
- The ability to thrive in a Team environment.

MINIMUM QUALIFICATIONS:

- Experience or general knowledge in general/aquatics maintenance, HVAC, electrical and/or plumbing
- Requires excellent communication skills
- Must be detail-oriented and have outstanding organizational skills Must be able to work under pressure and be decisive
- Ability to prioritize

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Must be able to lift up to 50 pounds
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, or bend
- While performing the duties of this job, the employee may work in outside weather conditions
- Employees will be exposed to outside temperatures ranging from 80-105 degrees
- The employee is exposed to hot, wet, and humid conditions
- The employee is exposed to chemicals that must be handled with extreme caution

ESTIMATED SALARY:

$20 to $28 per hour based on qualifications

Aquatics Manager

DEPARTMENT: AQUATICS
REPORTS TO: GENERAL MANAGER
STATUS: PART-TIME

ABOUT THE COMPANY:

POSITION SUMMARY:

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

MINIMUM QUALIFICATIONS:

- Current certification in Deep Water Lifeguard Training by the American Red Cross and First Aid, CPR/AED for Lifeguards or able to complete training and earn certification within 30 days of hire
- Current American Red Cross Lifeguard Instructor certification, or will acquire within the first 2 months of employment
- Experience in customer service, leadership, and team building
- Must be 18 years of age or older

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may work in outside weather conditions
- Will be exposed to outside temperatures ranging from 80-105 degrees
- Exposure to cleaning chemicals that must be handled with extreme caution
- Must be able to lift 50 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, bend, carry, lift, pull, and push
- Facility has intermittent noise
- Will be required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms
- Will be required to climb or balance; stoop, kneel, crouch or crawl
- Will occasionally lift, pull, push and/or move heavy items

Head Lifeguard

DEPARTMENT: AQUATICS
REPORTS TO: GENERAL MANAGER
STATUS: PART-TIME

ABOUT THE COMPANY:
Adventure Cove is a premier sport, recreation and entertainment destination focused on improving the health and economic vitality of Abilene, TX. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

Adventure Cove is a member of The Sports Facilities Companies (SFC) and is the nation's leading resource for managing and developing sports, recreation, wellness, and events facilities. We provide a highly collaborative and supportive culture that raises our team members to new levels of career growth. Together, we will carve a path in a hyper-growing industry where you will enjoy the journey and learn from the industry's best while having some fun.

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POSITION SUMMARY:
The Head Lifeguard position is responsible for the safety of all guests in and near the pool area and providing direction to lifeguards on shift to maintain safety wellness of guests and Team Members alike.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Enforcing all pool rules
- Preventing injuries and minimizing hazardous situations
- Provides patron surveillance whenever a patron is swimming
- Provides effective leadership and direction to lifeguards
- Conducts ongoing training and evaluation programs for lifeguards
- Ensures lifeguard staffing, coverage and job duties are compliant with all required standards & regulations
- Instruct various ages in, water safety, and any other aquatic programming
- Assign cleaning duties
- Attending in-service training as scheduled
- Provide courteous and friendly first-in-class guest service
- Assists with conducting aquatics safety audits and reporting
- Assists with executing private events or special events
- Supervise the daily cleaning and maintenance of all Aquatic areas
- Supervise chlorine/ PH levels for the pools
- Completing other duties as assigned
- Be knowledgeable about facility programs (format, pricing, meeting dates/times)
- Be knowledgeable of and enforce venue policies and procedures
- Professionally resolve guest concerns and complaints and/or direct to appropriate manager

- Maintain a clean space and perform regular walk-throughs (indoor/outdoor) to ensure venue cleanliness
- Supervise and enforce rules during events

MINIMUM QUALIFICATIONS:

- Current certification in Deep Water Lifeguard Training by the American Red Cross and First Aid, CPR/AED for Lifeguards or able to complete training and earn certification within 30 days of hire
- Current American Red Cross Lifeguard Instructor certification, or will acquire within the first 2 months of employment
- Experience in customer service, leadership, and team building
- Must be 18 years of age or older

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- While performing the duties of this job, the employee may work in outside weather conditions
- Will be exposed to outside temperatures ranging from 80-105 degrees
- Exposure to cleaning chemicals that must be handled with extreme caution
- Must be able to lift 50 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, bend, carry, lift, pull, and push
- Facility has intermittent noise
- Will be required to use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms
- Will be required to climb or balance; stoop, kneel, crouch or crawl
- Will occasionally lift, pull, push and/or move heavy items

Lifeguard

- *Abilene, TX, USA*
- *Hourly*
- *Seasonal*
- *Adventure Cove*

Sports Facilities Management, LLC
LOCATION: Abilene, TX
DEPARTMENT: AQUATICS
REPORTS TO: HEAD LIFEGUARD
STATUS: PART-TIME

ABOUT THE COMPANY:
Adventure Cove is an aquatics facility featuring a leisure pool with a zero-depth beach entry, a lazy river, multiple water slides, concessions area, party pavilion and an incredible atmosphere! The park is focused on improving the health and economic vitality of Abilene, TX. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

Adventure Cove is a member of The Sports Facilities Companies (SFC) and is the nation's leading resource for managing and developing sports, recreation, wellness, and events facilities. We provide a highly collaborative and supportive culture that raises our team members to new levels of career growth. Together, we will carve a path in a hyper-growing industry where you will enjoy the journey and learn from the industry's best while having some fun.

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PRIMARY RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Enforcing all pool rules
- Preventing injuries and minimizing hazardous situations
- Providing patron surveillance
- Handling all injuries, accidents, and emergency situations as they arise (contact Aquatics Manager or Head Lifeguard for any assistance)
- Instruct various ages in swimming, water safety, and other aquatic programming
- Completing assigned cleaning duties
- Attending in-service training as scheduled
- Passing the American Red Cross Lifeguard Training and First Aid, CPR/AED for Lifeguards
- Exceed guest expectations and deliver world class guest service
- Completing other duties as assigned

MINIMUM QUALIFICATIONS:

- Must be at least 16 years of age
- Must be able to pass an in the water swim test
- Ability to work weekends and evenings
- Ability to react calmly and effectively in emergency situations
- Excellent customer service skills

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is frequently required to walk, swim, sit, talk, and hear
- The employee is required to climb, have balance, stoop, kneel, crouch, and crawl
- The employee must occasionally lift, pull, push and/or move heavy items
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus
- May work in outside weather conditions, while performing job duties
- Minimal duties are performed in direct sunlight, and may be exposed to hot, wet, and humid conditions
- Will be exposed to outside temperatures ranging from 80-105 degrees
- Will be exposed to cleaning chemicals that must be handled with extreme caution

Guest Services Team Member

- **Sports Facilities Management, LLC**
- *LOCATION: Abilene, TX*
- **DEPARTMENT: GUEST SERVICES**
- **REPORTS TO: GUEST SERVICES MANAGER**
- **STATUS: PART-TIME**

ABOUT THE COMPANY:
Adventure Cove is an aquatics facility featuring a leisure pool with a zero-depth beach entry, a lazy river, multiple water slides, concessions area, party pavilion and an incredible atmosphere! The park is focused on improving the health and economic vitality of Abilene, TX. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

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POSITION SUMMARY:
The Guest Services Team Member provides the first point of contact for all guests. The Guest Services Team Member is expected to provide excellent customer service to all visitors and always displays a vast amount of knowledge of the facility's programs and offerings.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Greet guests and provide information, wayfinding, & courteous and friendly first-in-class service to all guests.
- Register guests and process payments for leagues, camps, clinics, drop-in, etc.
- Be knowledgeable about facility programs (format, pricing, meeting dates/times)
- Operate ticket sales booth and handle cash
- Ensure all open gym guests have a waiver on file
- Maintain confidentiality and discretion with guest and Team Member information
- Professionally resolve guest concerns and complaints and/or direct to appropriate Manager
- Know and enforce the venue policies and procedures
- Facilitate the use and maintenance of arcade games, kiosks, and POS
- Oversee the use of entertainment equipment
- Monitor inventory levels in games
- Understand the safe and proper use of entertainment equipment
- Maintain a clean space and perform regular walk-throughs to ensure venue cleanliness
- Complete special projects, daily assignments, and other duties as assigned

MINIMUM QUALIFICATIONS:

- Flexible work schedule (e.g., nights, weekends, holidays, and long hours) and regular attendance necessary
- Excellent communication skills, both verbal and written
- Ability to maintain focus in a high-volume, fast-paced environment
- Customer service and cash handling experience preferred or quick study
- Must be at least 16 years of age

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Must be able to lift 20 pounds waist high
- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, or bend
- Will be required to operate a computer
- Facility has intermittent noise

Food & Beverage Team Member - Adventure Cove

- *Abilene, TX, USA*
- *Hourly*
- *Seasonal*
- *Adventure Cove*

Sports Facilities Management, LLC
LOCATION: Abilene, TX
DEPARTMENT: CONCESSIONS
REPORTS TO: CONCESSIONS MANAGER
STATUS: PART-TIME

ABOUT THE COMPANY:
Adventure Cove is an aquatics facility featuring a leisure pool with a zero-depth beach entry, a lazy river, multiple water slides, concessions area, party pavilion and an incredible atmosphere! The park is focused on improving the health and economic vitality of Abilene, TX. You will be joining a championship level team focused on fun, fulfillment and service built to enrich the community as well as your career and personal growth.

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POSITION SUMMARY:
We are looking for positive individuals to assist with our concessions areas to provide quality service as well as consistent products.

PRIMARY RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Assist customers as needed with outstanding customer service
- Operate an electronic cash register and credit card machine
- Perform basic mathematical computations
- Balance drawer and manage daily income
- Communicate with the public in a tactful, polite, and friendly manner
- Clean concession areas and tables; assist in preparing and serving food items; fill condiment containers
- Pick up in and around concession areas
- Scrape and rinse dishes, load dishwasher and operate dishwashing machine; wash dishes, carts, pots, pans, and equipment
- Take and record temperature of food to ensure proper temperature controls in the transportation of food
- Assist in unloading, lifting, and carrying food and supplies from trucks and storage areas, and place them in designated areas

- Alert management immediately for the following incidences: suspicious acting persons, intoxicated individuals, adults with no children, etc.
- Alert management immediately regarding mistake or adjustment to the cash drawer

MINIMUM QUALIFICATIONS:

- Must be at least 16 years of age
- Must be able to work weekends, nights, and holidays
- Prior experience operating a cash register and balancing a cash drawer
- Ability to communicate in a positive, friendly manner with patrons
- One year of customer service experience with general public preferred

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Must be able to lift 40 pounds waist high
- Will be required to stand for extended periods of time
- Able to enter information on computers
- Must comply with safety and health code standards
- Good personal hygiene
- Facility has intermittent noise
- Must wear proper uniform

PREFERRED:

- Current Food Handlers Card
- CPR/First Aid Certified
- 1+ years of experience in food service environment

Swim Instructor

DEPARTMENT: AQUATICS
REPORTS TO: GENERAL MANAGER
STATUS: PART-TIME

ABOUT THE COMPANY:
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POSITION SUMMARY:

The Swim Instructor is responsible for conducting swim lessons for both group and one-on-one private swim lessons. Lessons are conducted in the morning hours and may also be offered in the evening.

THE IDEAL CANDIDATE HAS:

- American Red Cross Water Safety Instructor (WSI) or Basic Swim Instructor (BSI)
- American Red Cross Lifeguard and First Aid, CRP/AED Certified
- Experience and success in customer service, leadership, and team building
- Action-oriented personality with a 'get it done' attitude and proficiency for efficiency

MINIMUM QUALIFICATIONS:

- 2-3 years' experience of swim lessons instruction is preferred
- Requires excellent communication skills, both verbal and written
- Must have strong leadership skills
- Must be detail-oriented and have outstanding organizational skills
- Ability to maintain focus in a high-volume, fast paced environment
- Must be at least 16 years of age

WORKING CONDITIONS AND PHYSICAL DEMANDS:

- Must be able to lift 50 pounds waist high

- May be required to sit or stand for extended periods of time whether indoors or outdoors, and squat, stoop, or bend

While performing the duties of this job, the employee may work in direct sunlight and be exposed to outside weather conditions

Child Abuse Prevention & Reporting

Overview

At Adventure Cove, safety is our number one priority. The Adventure Cove understands that child abuse and inappropriate contact with youth is a pervasive problem that must be managed proactively to protect those in our care. The Adventure Cove leadership has enacted the following plan to manage our programs and minimize potential abuse incidents. If an allegation or incident occurs, we will proactively work with the authorities and the family to respond promptly and empathetically.

Adventure Cove believes the following policies are vital to protecting youth in our care and will be shared with and applied to all Team Members, volunteers, partner organizations, and guardians.

Training & Education

Code of Conduct

Team Members and volunteers will sign and date a copy of the Code of Conduct before performing any work duties. The Code of Conduct will be maintained in the Team Members file. All new Team Members will have the Code of Conduct reviewed with them when signing; the signature line should state, "I have read and understand the above as explained to me; I agree to abide by all of its conditions."

All departments will review the Code of Conduct during pre-season orientation each year and have all Team Members reconfirm that they understand their expectations as a Adventure Cove Team Members and agree to abide by them.

Child Abuse Prevention Training

All Team Members overseeing or participating in camp, swim lessons, or any activity with direct contact with children will participate in the child abuse prevention training that includes training on sexual abusers within [choose the appropriate criterion—before performing any job function, before working with children in any capacity, within 30 days of hire, or within 60 days of hire]. Any Team Members who does not complete the training as required will not be permitted to participate in activities with children until the training is completed. Team Members working directly with children will undergo a review of the training on an annual basis.

Electronic Communication Policy

The Adventure Cove has adopted an electronic communication policy. The policy will be reviewed with all Team Members and volunteers before their regular duties begin and annually thereafter. This policy aims to eliminate the potential for outside contact with program participants via electronic means. However, the Adventure Cove understands that certain communication is needed as part of program operation; the policy addresses how and when it is permitted.

Reoccurring Training

The Adventure Cove requires all Team Members working with children to participate in an annual review of abuse prevention training. Adventure Cove may perform additional training with Team Members on identifying and preventing child abuse throughout the year.

Team Members Expectations

Reporting Inappropriate Behavior and/or Violations of the Code of Conduct

Adventure Cove Team Members and volunteers are mandated by Texas State Law to report any suspicion of child abuse to the Texas Abuse Hotline. Adventure Cove Team Members will report to their General Manager any indication of or warning signs concerning abuse involving a child and any instances of Team Members violating the Code of Conduct. Adventure Cove Team Members who identify suspicious behavior or a policy violation by a fellow Team Members should report the event to their General Manager immediately.

Texas Abuse Hotline: 1-800-252-5400

Be prepared to provide specific descriptions of the incident(s) or the circumstances contributing to the risk of harm, including who was involved, what occurred, when and where it occurred, why it happened, the extent of any injuries sustained, what the victim(s) said happened, and any other pertinent information are very important.

Being Alone with Children

At no time should Adventure Cove Team Members or volunteers be in a situation where they are alone with a child or children and cannot be observed by others. The Adventure Cove will make every attempt to design and structure its programs to eliminate the potential for a Team Members to be in a one-on-one situation. Adventure Cove Team Members or volunteers should not have children enter closets or storage areas to retrieve equipment.

Hugging and Touching of Children

Appropriate physical contact is essential in the emotional development of all youth in our care. Examples of appropriate physical touch include high five, fist bumps, and side hugs. Adventure Cove Team Membersshould not perform frontal hugs of children—hugs should be from the side. Team Members and volunteers should get down to the child's physical level when possible. Team Members should not pick up school-aged children (to reduce the potential for abuse allegations and physical injury). They should not allow children to sit on their laps. Team Members and volunteers should also not wrestle with or tickle youth.

Babysitting and Outside Contact

Adventure Cove Team Members and volunteers shall not provide care (babysit), instruction, or develop/maintain relationships with children or families they meet through programs. If the Team Members has a pre-existing relationship, e.g., for babysitting, the Adventure Cove General Manager must be notified, and the relationship may continue. The family must sign a waiver acknowledging the family's pre-existing relationship with the Team Members and relieving the Adventure Cove of any responsibility for the Team Members's actions concerning that relationship. Adventure Cove Team Members may not have contact, beyond incidental, with children they meet in Adventure Cove programs outside of the Adventure Cove. Contact includes but is not limited to:

- Extra practices, coaching, or tutoring
- Special occasions such as graduation, family reunions, etc.
- Community events include living in the neighborhood or attending the same religious institution.
- Visits to any residence

Diapering Policy

- **We do not allow diapering by Team Members at our facility.** Should a child need a diaper change, we will contact the guardian and provide a changing table.
- Parents/Guardians must change a child's diaper on a changing table in the restroom. Changing diapers on the pool deck is prohibited to ensure germs and other matter are not spread on the deck or into the water.

Program Operation

Bathroom & Locker Room Policy

Youth participating in Adventure Cove programs are prohibited from taking any child to the bathroom, help in the bathroom, and/or be alone with child unobserved by other Adventure Cove Team Members and Aquatic Leadership.

A Team Members and/or member of the Aquatic Leadership must locate a parent or guardian if a young child needs to go to the bathroom. Older children may go to the restroom on their own, however, ensure a member of Aquatic Leadership is aware.

Ratio Expectations

The Adventure Cove has enacted the following age group ratios for programs. The Adventure Cove has established these ratios as minimums rather than goals to achieve. Specific programs and activities require more stringent ratios. Ratios alone do not equate to adequate supervision. However, if established ratios cannot be maintained, the activity must be changed, or additional Team Members must be added.

Program Audits

Announced and unannounced audits are conducted of all Adventure Cove programs. These audits look directly at abuse prevention practices. Individual organizations and organizational leadership perform the audits with all programs audited by Adventure Cove leadership at least twice yearly.

Regular Computer Audits

The Team Members Handbook should clearly outline the Adventure Cove's access to all messages, email, internet usage, etc. It must specify those unacceptable internet sites and let the Team Members know that they will be terminated if they visit those or similar sites. The Adventure Cove should have systems to monitor and record all Internet usage and audit this regularly to ensure compliance with the standards.

Transportation

Adventure Cove Team members and Aquatic leadership may not allow any program participant into their vehicle while on duty. Only Parent/Guardian or Emergency Personnel (such as Fire, Police, or EMS) may transport a minor.

Responding to an Allegation

Reporting Suspicious Behavior to a General Manager

All Team Members have received specific training concerning the requirement to report violations of Adventure Cove's policies immediately to their General Manager. If the General Manager does not effectively respond, the Team Members are trained to notify the next-level General Manager. Adventure Cove Team Members are expected to observe other Team Members's behaviors, including that of General Managers, and to report any suspicions to a General Manager.

Mandated Reporter

All Adventure Cove Team Members are mandated reporters concerning child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a parent, Team Members>, or other children is to be reported to the following:

Texas Abuse Hotline: 1-800-252-5400

Suspension of Team Members or Youthful Offender

Any Adventure Cove Team Members who is alleged to have abused a child is suspended with pay pending the outcome of an investigation by the Adventure Cove and appropriate authorities. If the allegation is substantiated, the Team Members is terminated. If the allegation is against a program participant, they are suspended pending the outcome of the investigation. Depending on the severity of the incident, the participant may be terminated from the program.

Incident Investigation

The Adventure Cove will investigate following any allegations of child abuse by a Team Members, participant, or Guest. In addition, Adventure Cove may utilize its insurance company, Company, or other agencies to interview Team Members, witnesses and/or children.

Insurance Company Contact

Immediately after an allegation of abuse, the General Manager will notify its insurance company. They will be asked to render assistance with the investigation and other items. The following individuals are approved to contact the insurance company:

- General Manager
- Sports Facilities Companies

Only in the absence of all the above-identified Team Members should initial contact be made by any other Adventure Cove Team Members.

Administrative Policies and Procedures

Cash Handling Procedures

Purpose

To keep cash safe and maintain proper control and recordkeeping of all cash transactions within the business.

Cash Handling Policy

Cash Drawers

- Team Members should count their drawers at the start and end of their shifts, fill out a count sheet, and sign it.
- The count sheet should list the amount of each domination and not just the total.
- For shifts longer than five hours, a count must also be performed mid-shift.
- Cash drawers should not be left unattended or open at the register for any reason.
- Cash refunds require a manager's signature.
- No-sale register till openings should be documented for manager review.
- Cash drawers should only be at the register, at the count desk, or locked in the safe.
- When the amount of cash in the drawer exceeds the predefined limit, a manager should be notified to move the excess funds to the safe.
- Any large bills (>$20) in excess of the standard cash float should be kept below the cash drawer in the register to prevent theft.

Cash Count Sheets

- When filling out a cash count sheet for a cash drawer, include all required information and sign the sheet:
  - Name
  - Date of the count
  - Time of the count
  - Cash breakdown, including all denominations of coins and bills.
  - Signature
- When final cash count sheets are made for each drawer and the safe at the facility closes, two people must count the cash separately, compare and reconcile their counts, and sign the cash count sheet.

Safe

- No cash should be left unattended. Cash drawers should be transferred to and from cash registers via the count desk only.
- All cash must be stored in the safe.
- No cash should enter or exit the safe without being counted.
- Only one manager should have the key to the safe during a shift. Two people, namely the current shift manager and the next shift manager, should count the cash in the safe, record the number on a cash count sheet, and sign it when the safe keys change hands.
- The safe should never be left open or unlocked.
- When deposit bags are removed from the safe, two people must be present; both count the bag and sign the total.

Cash Transfers

- Cash should only be transported around the business or to and from the bank when two Team Memberss are present.

- When cash is transferred from one person to another, for example, the morning shift gives the evening shift their cash drawers, both must count the cash and sign a cash count sheet.
- Two people should count the cash before being placed in the safe, and both must sign the cash count sheet.

Cash deposits

- Bank deposit sheets should match the cash count sheets exactly.
- All cash deposits should be recorded in the cash ledger.
- Two people should accompany the cash to the bank.

Responsibilities

Team Members

- Handle cash, credit/debit card, and check transactions
- Overseeing cash register operation
- Responsible for the cash on hand at their respective register.
- Count the cash on hand when assuming responsibility for the register.

Supervisor

- Responsible for distributing opening cash amounts.
- Counting end-of-day cash on hand.
- Cash on hand will be secured in the facility safe until deposited.
- Only Supervisors may access the safe.

Workplace Safety

WORKPLACE SAFETY CONTENTS

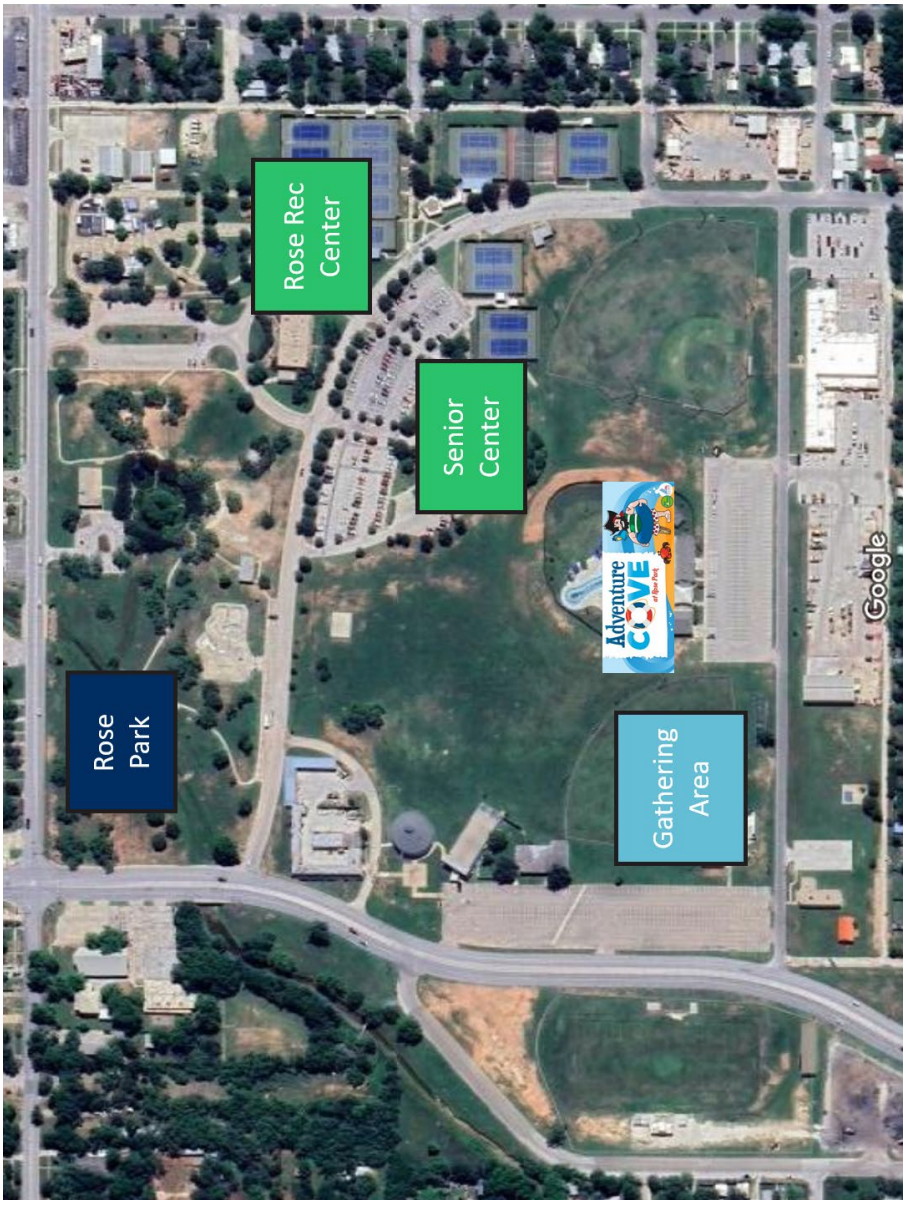
Facility Layout

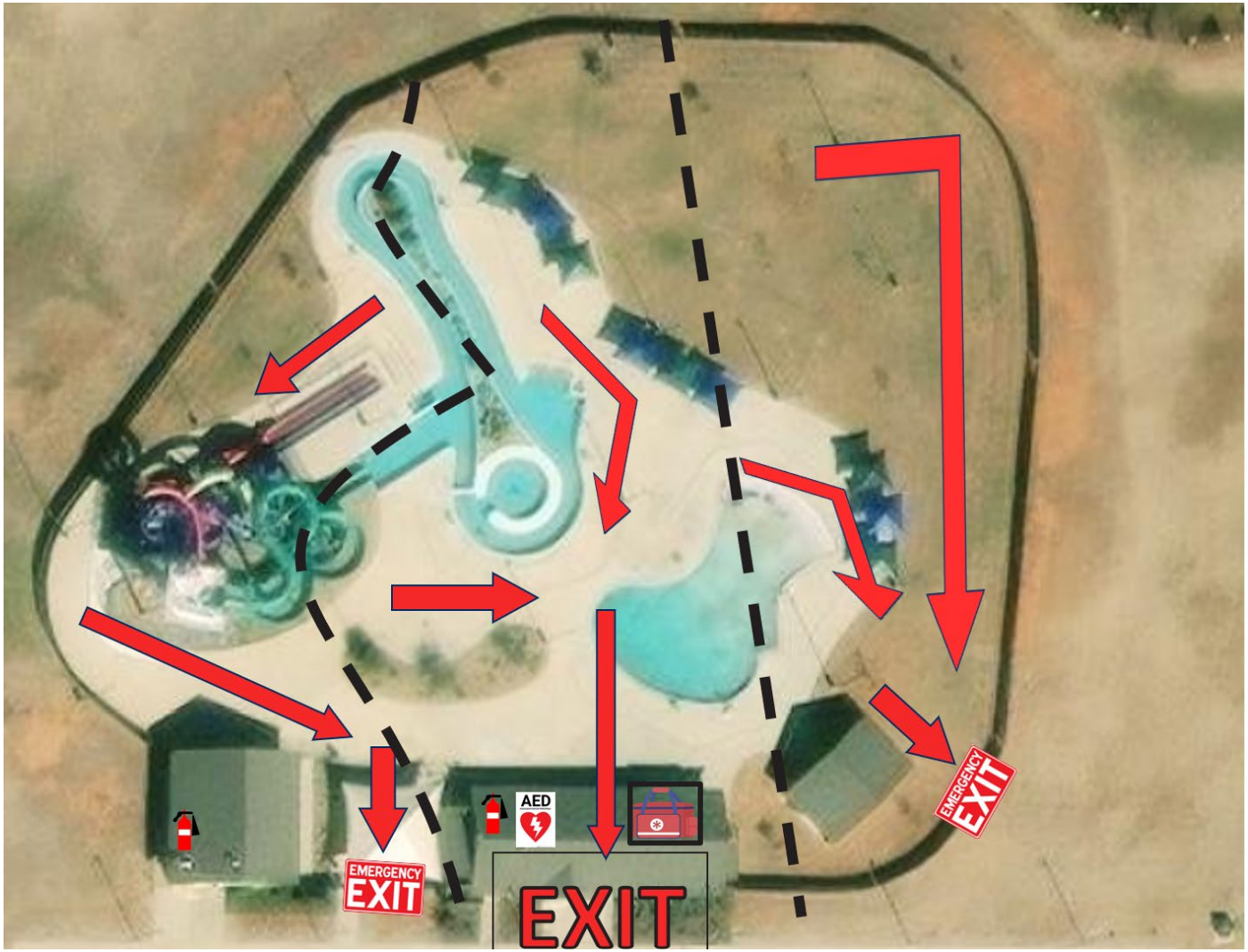
Emergency Equipment Locations:

More information on Facility Layout is located in the Safety Plan section.

Facility Evacuation

More information on Facility Evacuation Plan is located in the Safety Plan section.





EVACUATION SITE MAP

- Crash Bag
- Fire Hydrant
- AED
- Emergency Phone

THE SPORTS FACILITIES COMPANIES

Counsilman · Hunsaker
AQUATICS FOR LIFE

Management Commitment to Safety and Health

The goals for our Safety Program are to:

- Develop, implement, and maintain a safe workplace for our Team Member consistent with all applicable state and federal regulations.
- Consistently improve the safety program to minimize incidents, ensuring our Team Member' long-term safety and wellness.
- Have zero workplace incidents and celebrate an excellent safety record.

The person responsible for implementing and monitoring the Safety Program at this facility is General Manager.

Roles and Responsibilities

Employer Responsibilities

This Workplace Safety section follows the guidelines set forth by the Occupational Safety and Health Administration (OSHA). These guidelines are intended to ensure that workplace safety and health standards are met and are crucial for maintaining a safe and healthy work environment for all Team Member.

Management must lead using various techniques to demonstrate the Sports Facilities Companies's commitment to workplace safety and health.

Management may demonstrate their commitment in a variety of ways, such as:

- Setting an example by following safety rules and regulations.
- Allowing Team Member free access to tools and equipment necessary to do a job safely.
- Providing Team Member with training on specific safety issues and equipment.
- Attending Team Member training programs if appropriate to reinforce Team Member training.
- Participating in or leading safety and health committees.
- Making presentations on safety and health topics.
- Regularly emphasize the organization's concern for the safety and health of the community.
- Conducting regular inspections.
- Following up after safety incidents with thorough accident investigations, correcting problems, and post-accident Team Member training.
- Recognizing and rewarding Team Members with the best safety and health suggestions and practices.

The Sports Facilities Companies will provide the necessary medical examinations for Team Member as needed to maintain a healthy workforce. All testing results will be kept on file and maintained by federal rules and regulations relating to safety and privacy.

Team Member Responsibilities

As much as it is Sports Facilities Companies responsibility to provide a safe work environment for everyone, each Team Member plays a critical role in the success of the safety program. We ask Team Member to accept this important responsibility and commit to work in the safest manner possible to ensure their own individual health and wellness for the future. We encourage all Team Members to communicate freely about safety concerns and offer suggestions to improve safety conditions without the fear of reprisal.
All Team Members are responsible to comply with the Sports Facilities Companies's safety and health rules, including the following:

- Handling equipment and work processes in accordance with established procedures and documented protocols.
- Reporting any unsafe conditions, deficiencies in equipment, or injuries (no matter how minor) to Management immediately.
- Complying with all Management instructions for safe conduct.
- Attending accident prevention and safety training and instruction, in-service training, including practice drills.
- Obtaining permission and training before operating machinery or equipment unless part of the Team Member's regular duties.
- Following the Sports Facilities Companies's safe working rules and policies at all times.
- Wearing necessary safety and personal protective equipment (PPE) at all times.
- Asking for clarification or assistance if unsure about the safety of a particular task and stopping the work immediately until there is clear guidance to proceed.
- Never participating in horseplay, scuffling, and other acts that endanger the safety or well-being of the work team.
- Not reporting to work under the influence of alcohol and/or drugs or being impaired by fatigue, illness, or other causes that may expose the Team Member or others to injury or unsafe working conditions.
- Lifting heavy objects using proper lifting techniques to prevent injuries.

Team Member Injury and Illness

Non-Life-Threatening Emergency

- Team Member should seek immediate attention at the nearest First Aid Location or by calling for help.
    - First Aid Kit Location: Guard Shack

Life-Threatening Emergency

- Team Member should seek immediate attention by calling for help or 911. If using a land line Dial 911.
    - Crash Bag Location: Guard Shack
    - AED Location: Guard Shack
    - Emergency Phone Numbers Location: Guard Shack
    - Fire Extinguishers Location: Concession Room and Pump Room

Team Member Injury and Illness Reporting

All injuries should be reported promptly to the Management, SFC Human Resources Manager, or Sports Facilities Companies emergency response team (if available) so that arrangements can be made for medical and/or first-aid treatment.

OSHA Inspections: Team Member Responsibilities

It is our policy to fully comply and cooperate with any OSHA location inspection. Inspections typically occur due to a Team Member complaint, referral, or program inspections in certain departments or locations. The designated Sports Facilities Companies safety representative will communicate and work directly with the OSHA inspectors. Immediately contact General Manager if OSHA inspectors arrive at the work location.

- The Sports Facilities Companies's General Manager is responsible for handling inspections.
- If theSports Facilities Companies's General Manager is not available, contact you're an Aquatics Coordinator (Manager).

Incident Investigation

It is Sports Facilities Companies policy to investigate all injuries and illnesses to understand why the incident occurred and how it can be prevented from recurring. It will also serve to continuously improve our processes/procedures to create a safer workplace for all associates.

- Complete the Sports Facilities Companies 's Team Member Incident Report as soon as possible. *The Safety Plan section contains more information on filling out an incident report.*
- Review the incident investigation report with the safety committee and/or Management to determine appropriate corrective action, training, or other changes in the safety program in that work area. Any corrective actions should be communicated clearly, with responsibility for follow-up tasks assigned to the appropriate person(s) and adjustments to the job hazard analysis if needed.
- Part of the safety corrections may include Team Member coaching and counseling to correct unsafe behaviors, prevent injuries, and improve safety. Follow the Sports Facilities Companies procedure for corrective action and focus on changing behavior instead of punishment. However, in some instances, after consultation with human resources and legal counsel, egregious or willfully negligent behavior may be cause for immediate disciplinary action up to and including termination of employment.

OSHA Injury and Illness Reporting

In the case of serious injuries or fatalities, there are time-sensitive reporting requirements. Any serious injury should be reported as soon as possible in order to comply with OSHA's reporting rules, or the Sports Facilities Companies may face severe penalties. The Sports Facilities Companies safety manager or human resources manager will handle OSHA reporting; however, if needed to meet the OSHA deadlines, you can call the OSHA reporting line at 1-800-321-6742, TTY 1-877-889-5627:

- For work-related fatalities, report within eight hours.
- For work-related inpatient hospitalizations, all amputations, and all losses of an eye, report within 24 hours.

OSHA Form 300 and **OSHA Form 301** (or equivalent) needs to be completed within 7 calendar days after Management receive information that a recordable work-related injury or illness has occurred. will also need to complete.
Important tip: Be sure to check the state OSHA program for other safety and reporting requirements for additional reporting requirements.

Hazard Communication Standard

Scope

The Hazard Communication (HAZCOM) Plan was prepared according to the guidelines provided by the Occupational Safety and Health Administration (OSHA), Hazard Communication Standard (29 CFR 1910.1200). This HAZCOM Plan covers all Adventure Cove Team Member that work with chemicals and may be exposed to the effects of those chemicals.

Purpose

The purpose of the HAZCOM Plan is to ensure that Team Member who handle, use, or store chemicals in the workplace are knowledgeable of the hazards associated with the chemicals in their workplace and the methods that may be used to reduce the risk of an accident or illness resulting from the use of these chemicals. This information shall be communicated to all Team Member by means of:

- Team Member training regarding the General HAZCOM Plan, Community Services-specific HAZCOM Plans, chemical hazards, protective measures, and emergency procedures.
- Availability of and familiarity with Safety Data Sheets (SDS).
- An accurate chemical inventory of all chemicals in each workplace.
- Adherence to chemical labeling requirements.

Responsibilities

The General Manager is responsible for reviewing and overseeing the implementation of the HAZCOM plan. This includes but is not limited to coordinating implementation and enforcement, evaluating work practices and use of personal protective equipment, providing program materials, and coordinating training of all necessary Team Member.

Management will ensure that all appropriate personal protective equipment (PPE) is available, review safe work practices with all involved Team Member, and, if necessary, post signage around specific areas to indicate the hazard and limit access.

Hazard Communication Plan

Chemical Inventory

- A current and up-to-date chemical inventory of chemicals used or stored will be kept in the SDS Cabinet in the Guard Shack of the Adventure Cove.
- Inventories will be updated monthly, at a minimum, or more frequently if quantities or operational uses change significantly.
- The information will include:
    - The name of the chemical (as it appears on the SDS)
    - Quantity on hand
    - SDS is on file

Container Labels

- All chemicals will be stored in original containers with the manufacturer's label attached.
- Small quantities intended for immediate use may be placed in a container without a label, provided the individual using the unmarked container keeps it in their possession, and the product is used up during the work shift, then properly disposed of at the end of the work shift.
- Manufacturers' labels are to be maintained on all containers. If a label becomes damaged, removed, or unreadable, the container will be labeled immediately with the contents of the container, the manufacturer's name and address, and a statement of the health effects of overexposure. The SDS will be used to aid in correct and complete labeling.
- Unmarked containers will be brought to the attention of the Management and may not be used.
- Container Labeling should include the following:
    - Name, Address, and Telephone Number
    - Product Identifier
    - Signal Word
    - Hazard Statement(s)
    - Precautionary Statement(s)
    - Pictogram(s)

HCS Pictograms and Hazards

Health Hazard • Carcinogen • Mutagenicity • Reproductive Toxicity • Respiratory Sensitizer • Target Organ Toxicity • Aspiration Toxicity	**Flame** • Flammables • Pyrophorics • Self-Heating • Emits Flammable Gas • Self-Reactives • Organic Peroxides	**Exclamation Mark** • Irritant (skin and eye) • Skin Sensitizer • Acute Toxicity (harmful) • Narcotic Effects • Respiratory Tract Irritant • Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder • Gases Under Pressure	**Corrosion** • Skin Corrosion/ Burns • Eye Damage • Corrosive to Metals	**Exploding Bomb** • Explosives • Self-Reactives • Organic Peroxides
Flame Over Circle • Oxidizers	**Environment** (Non-Mandatory) • Aquatic Toxicity	**Skull and Crossbones** • Acute Toxicity (fatal or toxic)

Safety Data Sheets

- SDS are available to all Team Members during regular working hours. SDS Binders are located in Guard Shack and Pump Room.
- Whenever chemicals are ordered, whether for restocking or new procurement, the SDS must be requested on the purchase order.
- The SDS of restocked chemicals will be reviewed against the SDS on file for any information change. If there is a change in information, the most current SDS will be copied and filed as required, and the outdated SDS will be removed and disposed of.
- The SDS Binder is reviewed annually to ensure all SDS Sheets are current.

Team Member Training

- Team Member training will be conducted annually.
- New hires will be given HAZCOM training as part of their orientation before working.
- Team Member training will consist of but not be limited to:
    - Goals of the Right-to-Know/Hazard Communication Standard
    - Definition of a hazardous substance.
    - Discuss hazardous substances/chemicals on-site and chemical inventory list.
    - Methods and observations that may be used to detect the presence or release of a hazardous chemical.
    - Identifying personal protective equipment and other protective equipment.
    - Discuss reading Safety Data Sheets (SDS) and chemical labels.
    - Appropriate work practices and who to contact when an issue arises.
    - This training does not cover:
        - Hazardous Waste Operations and Emergency Response (HAZWOPER)
        - Additional HAZWOPER training will need to be obtained by Team Member who will be responsible for spill clean-ups.

Non-routine Tasks

Management will inform Team Member of any special tasks which may involve hazardous chemicals. The Management and Team Members will review the SDS and follow all recommended procedures to minimize any exposure.

Management will ensure that all appropriate personal protective equipment (PPE) is available, review safe work practices with all involved Team Members, and, if necessary, post signage around the area to indicate the hazard and limit access.

Emergency Procedure

In the event of a spill or release:

- Report any spill or release to a member of the Management and/or the General Manager.
- Put up barriers and post signs around spill to ensure unauthorized people do not enter area.
- Evacuate the immediate area.
- Avoid contact with the spill unless appropriate PPE is available and used.
- Control the spill to the level of your training. If untrained, do not expose yourself to the chemical/substance. Isolate the spill and leave it for qualified Team Member. If safely possible, move injured to safe area.
- In the event of a suspected exposure to a hazardous substance:
    - Seek medical attention.
    - Make a written report to Management.
    - Supervisors are to notify their Chain of Command.
- Trained HAZWOPER Team Member, should:
    - Determine method of exposure, inhalation, ingestion, or absorption.
    - Identify the source of the chemical and exposure effects as listed in the SDS sheet.
        - Section 4: First Aid Measures
        - Section 6: Accidental Release
        - Section 11: Toxicological Information
        - Section 13: Disposal Considerations

- Put on appropriate PPE
- Contain Spill
  - Stop or slow the source (place container upright, close valve, use containment concept under spill, bandage leaking tubing/pipe, protect storm drains/water ways, build a barrier, create a flow channel, use absorbent materials
- Absorb spilled material
  - Start from the outside and work in, place absorbent pads over material, cover all material
  - Remember the absorbed materials have the same properties and hazards as the original spilled materials
- Dispose of clean-up materials as hazardous waste
  - After material is absorbed deposit everything contaminated into waste bag, secure bag with a zip tie, place bag in spill kit container, secure lid, label with hazardous waste label
- Decontaminate all non-disposable items (brooms, dustpans) using a mild-detergent and water
- Complete Incident Report for any Guest care provided, or an Incident Report for any Team Member provided care.

Hazardous Materials Spill Kits

- 2 – Safety Goggles
- 2 – Face Shield
- 2 – Neoprene Coated Gloves
- 2 – Apron PE Coated
- HazMat Chemical Absorbent
  - 5 - 11" W x 12" - Mat Pad
  - 2 – 12" W x 12" L x 1" H – Pillow
  - 2 – ext. dia. 2" x 4' L – Sock
- 1 – Polypropylene Dustpan
- 1 – Broom or brush with polypropylene bristles
- 2 – Polyethylene Disposal Bags
- Tamperproof Seal Label
- Sign – Danger Chemical Spill – Keep Out
- Hazardous waste labels
- 1 – Polypropylene pails with lids (20-gallon drum)

Components of Personal Protective Equipment (PPE)

Eye and Face Protection

Employees can be exposed to a large number of hazards that pose danger to their eyes and face. Guidelines provided by OSHA requires employers to ensure that employees have appropriate eye or face protection when exposed to eye or face hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, potentially infected material or potentially harmful light radiation.

Many occupational eye injuries occur because employees are not wearing any eye protection while others result from wearing improper, inadequate, or poorly fitting eye protection. Employers must be sure that their employees wear appropriate eye and face protection and that the selected form of protection is appropriate to the work being performed and properly fits each employee exposed to the hazard.

Prescription Lenses

Use of ordinary prescription corrective lenses will not provide adequate protection against most occupational eye and face hazards, so employers must make sure that employees with corrective lenses either wear eye protection that incorporates the prescription into the design of adequate eye protection or wear eye protection that fits over their prescription lenses. It is important to ensure that the protective eyewear fits properly, and does not disturb the proper positioning of the prescription lenses so that the employee's vision will not be inhibited or limited. In addition, employees who wear contact lenses must wear eye or face PPE when working in hazardous conditions.

Eye Protection for Exposed Employees

Employers of employees in other job categories should decide whether there is a need for eye and face PPE through a hazard assessment.
Examples of potential eye or face hazards include:

- Dust, dirt, metal or wood chips contacting or entering the eye from activities such as chipping, grinding, sawing, hammering, using power tools, or from sources such as strong winds.
- Chemical splashes from corrosive substances, hot liquids, solvents or other hazardous solutions.
- Objects swinging into the eye or face, such as tree limbs, chains, tools or ropes.
- Radiant energy from welding, harmful rays from the use of lasers or other radiant light (as well as heat, glare, sparks, splash and flying particles).

Types of Eye Protection

Selecting suitable eye and face protection for employees should take into consideration the following elements:

- Ability to protect against specific workplace hazards.
- Should fit properly and be reasonably comfortable to wear.
- Should provide unrestricted vision and movement.
- Should be durable and cleanable.
- Should allow unrestricted functioning of any other required PPE.

General Safety Glasses

- Must have side shields, or a one-piece lens that wraps around the temple.
- Are not effective in protecting the eyes from splashes and are only recommended for use with solutions that are not likely to damage the eye, such as some buffers and salts.

Chemical Splash Goggles

- This tight-fitting eye protection completely covers the eyes, eye sockets, and the facial area immediately surrounding the eyes.
- Recommended any time a splash of chemicals or infectious substances could reach the eyes. Can act as impact goggles to prevent flying debris from reaching the eyes.
- Some goggles will fit over corrective lenses.

Face Shields

- These transparent sheets of plastic extend from the eyebrows to below the chin and across the entire width of the employee's head. Some are polarized for glare protection.
- Face shields protect against potential splashes or sprays of hazardous liquids, droplets, and particles but will not provide adequate protection against impact hazards.
- Face shields used in combination with goggles or safety spectacles will provide additional protection against splash and impact hazards. Shall be worn in conjunction with chemical splash goggles. Respiratory protective equipment might be required, depending on the task.

Hand Protection

Appropriate selection of gloves is essential to protecting hands. Chemically protective gloves are one of the most important tools to minimize dermal exposures to chemicals in research laboratories. Gloves should only be used under the specific conditions for which they are designed, as no glove is impervious to all chemicals.

It is also important to note that gloves degrade over time, so they should be replaced as necessary to ensure adequate protection. Inspect protective gloves before each use to ensure that they are not torn, punctured or made ineffective in any way. A visual inspection will help detect cuts or tears but a more thorough inspection - by filling the gloves with water and tightly rolling the cuff towards the fingers - will help reveal any pinhole leaks. Gloves that are discolored or stiff may indicate deficiencies caused by excessive use or degradation from chemical exposure.

Discard and replace any gloves with impaired protective ability. Carefully evaluate any reuse of chemical-resistant gloves, taking into consideration the absorptive qualities of the gloves. A decision to reuse chemically-exposed gloves should take into consideration the manufacturer's recommendation for proper use and storage.

Light latex, vinyl or nitrile gloves

- Type
  - Disposable nitrile (puncture and abrasion resistant, protection from splash hazards)
  - Disposable vinyl (economical, durable, similar to latex)
- Use
  - Use to work with biohazards. (human blood, body fluids, tissues, bloodborne pathogens, specimens).
  - Ensure gloves cover your entire hand and there are no holes or rips.

Chemical Resistant Gloves

Light to heavy chemical resistant gloves

- Type: Nitrile (chemical resistant, good puncture, cut and abrasion resistance)
- Use: Using apparatus under pressure, air or water-reactive chemicals

Heavy chemical resistant gloves

- Type: Butyl (high permeation resistance to most chemicals)
- Use: Working with large volumes of organic solvents; small to large volumes of dangerous solvents, acutely toxic or hazardous materials

Chemical-Resistant Boots and Over Boots

Chemical-resistant boots and over boots provide a barrier against oil, water, contaminants and harsh chemicals. They are made of chemically resistant materials such as neoprene, PVC (polyvinyl chloride) and rubber. Neoprene resists acid better than PVC, while natural rubber resists alkalis and ketones better than other materials. Chemical-resistant boots and over boots typically have ribbed soles for traction on smooth or slippery surfaces and may also have steel toes to protect against compression and injury from falling objects.

Chemical-resistant boots

Chemical-Resistant Boot Covers

Chemical-Resistant Apron

Chemical-resistant aprons protect workers from hazardous chemicals and fluid splash. Some aprons provide full-body coverage down to the knees, while others cover the torso and upper legs. They are made of durable materials such as vinyl, polyethylene and ethylene vinyl alcohol (EVOH). Vinyl resists acid, oils, grease, alkalis and solvents. Polyethylene and EVOH resist alcohol, ketones, chlorines and esters. Smocks and lab coats protect the wearer from nonhazardous chemical splash, pathogens, liquid splash and dry particulates. Chemical-resistant smocks and lab coats are made of polyethylene or polypropylene, which resists chemicals, abrasion, tears and punctures.

Respiratory Protection

Respiratory protection such as respirators and masks keep harmful particles and chemicals from entering the lungs. They may serve to filter dust or gasses or supply clean air through a sealed system.

Disposable Face Mask

- **How Well It Protects You**: Disposable face masks may block droplets. They may not filter small particles, and they do not protect against gases or vapors.
- **How Well It Protects Others Around You:** They may protect others around you.
- **Filtration:** Disposable face masks are one time use masks that provide varying levels of filtration.
- **Fit:** They cover your nose and mouth and are loose-fitting.
- **Use:** One-time use; disposable
- **Manufacturing Quality:** There are no standards or regulations for disposable face masks. It is very difficult to know the level of filtration and protection they provide.

N-95 Respirators

NIOSH Approved filtering facepiece respirator (FFR)

- **How Well It Protects You:** NIOSH Approved FFRs, such as N95 respirators, protect you against particles. They do not protect against gases or vapors.
- **How Well It Protects Others Around You:** Some NIOSH Approved FFRs have exhalation valves that open to let air escape when you breathe out. This makes it easier to breathe and can make the respirator more comfortable to wear. An FFR with an exhalation valve may not protect others as well as one without a valve.

  - Without exhalation valves: NIOSH Approved FFRs without exhalation valves filter the air you breathe out. You can use this type to protect others around you.
  - With exhalation valves: If the NIOSH Approved FFR has an exhalation valve, some of the air will come out of the exhalation valve and reduce the level of protection to others. Wearing one of these will provide similar levels of protection to others as BFCs and some disposable face masks and cloth masks.
- **Filtration:** NIOSH Approved FFRs are a disposable respirator that achieves a minimum of 95% filtration efficiency.
- **Fit:** NIOSH Approved FFRs seal against your face around the nose and mouth and are tight-fitting.
- **Use:** One-time use; disposable
- **Manufacturing Quality**: NIOSH Approved FFRs meet NIOSH requirements including demonstrated manufacturing quality.

Half-Mask & Quarter Mask Respirators

NIOSH Approved elastomeric half-mask respirator (EHMRs) and elastomeric quarter-mask respirator (EQMRs)

- **How Well It Protects You:** Protect you against gases, vapors, and particles when equipped with the appropriate filter, cartridge, or canister.
- **How Well It Protects Others Around You:** Some EHMRs and EQMRs, such as those without exhalation valves, filter the air you breathe out and you can use them to protect others around you. If the EHMR or EQMR do not filter the air you breathe out, you should not use them if your goal is to protect others around you.
- **Filtration:** These are reusable respirators that, when equipped with replaceable particle filters, achieve a minimum of 95% filtration efficiency.
- **Fit**: EHMRs and EQMRs cover the nose and mouth and are tight-fitting.
- **Use:** Reusable facepiece and replaceable canisters, cartridges, or filters
- **Manufacturing Quality:** NIOSH Approved EHMRs and EQMRs meet NIOSH requirements including demonstrated manufacturing quality.

Full-Face Respirators

NIOSH Approved elastomeric full facepiece respirator (EFFR)

- **How Well It Protects You:** Similar to EHMRs and EQMRs with greater protection of your eyes and mucous membranes gases, vapors, and particles when equipped with the appropriate filter, cartridge, or canister.
- **How Well It Protects Others Around You:** Does not filter the air you breathe out; you should not use them if your goal is to protect others around you.
- **Filtration:** These are reusable respirators that, when equipped with replaceable particle filters, achieve a minimum of 95% filtration efficiency.
- **Fit**: Fit testing required to achieve a tight fit.
- **Use:** Reusable facepiece and replaceable canisters, cartridges, or filters

Respirator cartridges

For use in half-mask respirators and full-face respirators

- **P-100:** for dust only
- **Organic Vapor (OV):** for fumes of organic solvents only
- **Acid Gas:** vapors of hydrochloric acid, sulfuric acid, etc

Emergency Eye Wash Station

When is an emergency eyewash required at your worksite?

Adventure Cove uses chemicals that are toxic by absorption or can cause corrosion, severe irritation, or permanent tissue damage, it requires an eyewash.

Where are the stations located?

The path to the emergency eyewash station must not have any obstructions, such as a door, equipment, furniture, or other objects.

Outside of Chemical Stoarge area.

What type(s) of emergency eyewash stations are available?

Emergency Eyewash Station Type

- Plumbed with potable water
- Free-standing units can be filled with potable water and disinfected according to the manufacturer's instructions. Compliant, free-standing eyewashes contain at least 9 gallons of water.
- Small, first aid eyewash bottles cannot be used in place of an eyewash station.

Water Temperature and Flow

- The water dispensed by your eyewash stations must be tepid, between 60-100 degrees Fahrenheit.
- Ensure that your units dispense a controlled flow of water at a rate of no less than 0.4 gallons (1.5 liters) per minute for 15 minutes.

How to Use an Eyewash Station in an Emergency

In an emergency scenario, an eyewash station can save your sight if properly used. Such accidents are fortunately very rare, but it’s paramount that Team Member are prepared should the worst happen.

Don’t Delay

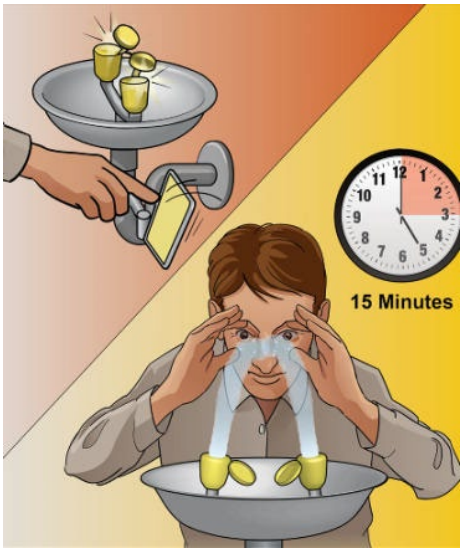
- You should go to an eyewash station when a hazardous material enters your eyes. ANSI standards recommend these should be located no more than a ten-second walk away from any hazard. All safety equipment should also be clearly signposted. Make sure you know the location of relevant safety fixtures before handling any hazardous substances.
- Don’t hesitate, even if it’s only a minor spill - the longer a hazardous substance is in contact with the eye, the more damage it does. Even small amounts of contamination can cause serious injury and even permanent loss of vision.

Activate The Unit

- Push the activation lever on the eyewash station. In order to be compliant with ANSI regulations, the lever will be clearly marked and operable with a single easy motion. All staff should already have been shown how eyewash stations are activated.
- When the lever is pushed, the dust covers will pop open, and each of the two eyewash nozzles will begin discharging water.

Flush Out Your Eyes

- Once activated, the eyewash station will continue to discharge water for a minimum of 15 minutes, meaning that it can be operated hands-free.
- Using your fingers to keep your eyelids open, lower your eyes into the stream of water issuing from the nozzles. Roll your eyes gently up and down and from side to side, ensuring the water reaches as much of the eyeballs as possible.



Contact Lenses

- If you wear contacts, gently remove them once you begin flushing. While failing to remove contact lenses can prevent the eye wash from properly irrigating the eyes, it is important not to delay flushing in order to take them out. Only do this once flushing has begun.

Keep On Flushing

- Continue to use the eyewash station in this manner for a full 15 minutes, and no less. This is the minimum amount of time that it takes to sufficiently clear the eyes of harmful chemicals - if you remove your eyes from the stream before this time has elapsed, you run the risk of permanent injury.

After Flushing

- When the 15-minute flushing period is over, seek medical assistance immediately. Do not be tempted to drive yourself, as your vision may be impaired.

Maintenance

- Flushing
  - Eyewash stations should be run on a monthly basis for 1-3 minutes, if otherwise unused, to flush stagnant water from the line. Run the water longer if the line is being used for the first time.
  - Before flushing, be sure to check if the eyewash station is plumbed. If the drain is not connected to plumbing, place a bucket underneath before turning on the water.
- Eye Wash solution must be replaced with a sterile solution (not tap water) every 6 months at a minimum.
- Clean eyewash area and keep free from contaminants.
- Fully inspect all units annually to ensure safety compliance.
- Make provisions to prevent the unauthorized shut-off of valves that have been installed in the supply line.
- Have a plan in place to prevent pipes from freezing.
- Use corrosion-resistant materials when cleaning.

Confined Space Entry Program

Purpose

The purpose of Adventure Cove's Confined Space Program is to set procedures to ensure workers' safe entry into confined spaces and permit-required confined spaces to perform routine tasks associated with their employment. This procedure is designed to provide the minimum safety requirements in accordance with the Occupational Safety and Health Administration's (OSHA) Confined Space Standard, 1910.146.

Responsibilities

Management

Management deters the Adventure Cove's confined space entry program policies. Management will provide adequate controls to provide a safe workplace and adequate resources and training to its Team Members to encourage safe work in confined spaces.

Plan Administrator

General Manager will manage the Confined Space Entry Program and maintain all records pertaining to the plan. The Plan Administrator will also:

- Ensure a list of confined spaces at all Adventure Cove worksites is maintained.
- Ensure that canceled permits are reviewed for lessons learned.
- Ensure training of Team Member is conducted and documented.
- Coordinate with outside responders.
- Ensure that equipment complies with standards.
- Ensure that the General Manager in charge of confined space work shall:
    - Ensure requirements for entry have been completed before entry is authorized.
    - Ensure confined space monitoring is performed by Team Member qualified and trained in confined space entry procedures.
    - Know the hazards that may be faced during entry, including the mode (how the contaminant gets into the body), signs or symptoms, and consequences of exposure.
    - Fill out a permit.
    - Determine the entry requirements.
    - Require a permit review and signature from the authorized Entry Supervisor.
    - Notify all involved Team Members of the permit requirements.
    - Post the permit in a conspicuous location near the job.
    - Renew the permit or have it reissued as needed (a new permit is required every shift).
    - Determine the number of Attendants required to perform the work.
    - Ensure all Attendant(s) know how to communicate with the entrants and how to obtain assistance.
    - Post any required barriers and signs.
    - Remain alert to changing conditions that might affect the conditions of the permits (i.e., require additional atmospheric monitoring or changes in personal protective equipment).
    - Change and reissue the permit or issue a new permit as necessary.
    - Ensure periodic atmospheric monitoring is done according to permit requirements.

- Ensure that Team Member and all support Team Member adhere to permit requirements.
- Ensure the permit is canceled when the work is done.
- Ensure the confined space is safely closed, and all workers are cleared from the area.

Entry Supervisors

General Manager shall serve as the Entry Supervisor and be qualified and authorized to approve confined space entry permits. The Entry Supervisor shall be responsible for:

- Determining if conditions are acceptable for entry.
- Authorizing entry and overseeing entry operations.
- Terminating entry procedures as required.
- Serving as an Attendant, as long as the person is trained and equipped appropriately for that role.
- Ensuring measures are in place to keep unauthorized Team Member clear of the area.
- Checking the work at least twice a shift to verify and document permit requirements are being observed (more frequent checks shall be made if operations or conditions are anticipated that could affect permit requirements).
- Ensuring that necessary information on chemical hazards is kept at the worksite for the Team Members.
- Ensuring a rescue team is available and instructed in their rescue duties (i.e., an onsite team or a prearranged outside rescue service).

Attendants

Aquatic Technician and Aquatics Coordinators shall function as an Attendant(s) and shall be stationed outside of the confined workspace. The Attendant(s) shall:

- Determining if conditions are acceptable for entry.
- Be knowledgeable of and be able to recognize potential confined space hazards.
- Maintain a sign-in/sign-out log with a count of all persons in the confined space and ensure all entrants sign in and out.
- Monitor surrounding activities to ensure the safety of Team Member.
- Maintain effective and continuous communication with Team Member during confined space entry, work, and exit.
- Order Team Member to evacuate the confined space if they:
  - Observe a condition which is not allowed on the entry permit;
  - notices the entrants acting strangely, possibly as a result of exposure to hazardous substances;
  - Notices a situation outside the confined space which could endanger Team Member;
  - Notices a hazard within the confined space that has not been previously recognized or taken into consideration;
  - Must leave their work station; or
  - Immediately call the emergency phone number if crew rescue becomes necessary.
- Keep unauthorized persons out of the confined space, order them out, or notify authorized Team Member of an unauthorized entry.

Rescue Team
Adventure Cove will rely on local Emergency Services to respond and evacuate the confined space.

Team Member
Team Members who are granted permission to enter a confined space shall:

- Read and observe the entry permit requirements.
- Remain alert to the hazards that may be encountered while in the confined space.
- Properly use the personal protective equipment that is required by the permit.
- Immediately exit the confined space when:
    - they are ordered to do so by an authorized person;
    - they notice or recognize signs or symptoms of exposure;
    - a prohibited condition exists; or
    - the automatic alarm system sounds.
- Alert Attendant(s) when a prohibited condition exists and/or when warning signs or symptoms of exposure exist.

Training
Adventure Cove shall provide training so that all Team Members whose work is regulated by this Confined Space Program acquire the understanding, knowledge, and skills necessary for the safe performance of their duties in confined spaces.

Training Frequency
General Manager shall provide training to each affected Team Member:

- Before the Team Member is first assigned duties within a confined space;
- Before there is a change in assigned duties;
- When there is a change in permit space operations that presents a hazard for which an Team Member has not been trained; and
- When Adventure Cove has reason to believe that there are deviations from the confined space entry procedures required in this program, or that there are inadequacies in the Team Member's knowledge or use of these procedures.

The training shall establish Team Member proficiency in the duties required in this program and introduce new or revised procedures, as necessary, for compliance with this program.

General Training
All Team Members entering confined spaces shall be trained in entry procedures. Team Member responsible for supervising, planning, entering, or participating in confined space entry and rescue shall be adequately trained in their functional duties before any confined space entry.

Training shall include:

- Explanation of the general hazards associated with confined spaces.
- Discuss specific confined space hazards associated with the facility, location, or operation.
- Reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces.

- Explanation of permits and other procedural requirements for conducting a confined space entry.
- A clear understanding of what conditions would prohibit entry.
- Procedures for responding to emergencies.
- Duties and responsibilities of the confined space entry team.
- Description of how to recognize symptoms of overexposure to probable air contaminants in themselves and co-workers, and method(s) for alerting the Attendant(s).

Refresher training shall be conducted to maintain Team Member competence in entry procedures and precautions.

Specific Training

- Explanation of the general hazards associated with confined spaces.
- Training for atmospheric monitoring Team Member shall include proper use of monitoring instruments, including instruction on the following:
    - Proper use of the equipment
    - Calibration of equipment
    - Sampling strategies and techniques; and
    - Exposure limits (PELs, TLVs, LELs, UELs, etc.).
- Training for Attendants shall include the following:
    - Procedures for summoning rescue or other emergency services; and
    - Proper utilization of equipment used for communicating with entry and emergency/rescue Team Member.
- Training for Emergency Response Team Member shall include:
    - Rescue plans and procedures are developed for each type of confined space that is anticipated to be encountered.
    - Use of emergency rescue equipment
    - First aid and CPR techniques; and
    - Work location and confined space configuration to minimize response time.

Verification of Training

Periodic assessment of the effectiveness of Team Member training shall be conducted by General Manager. Training sessions shall be repeated as often as necessary to maintain an acceptable Team Member competence level.

Identification of Hazards and Evaluation of Confined Spaces

Survey

General Manager shall ensure a survey of the worksite is conducted to identify confined spaces. This survey can be partially completed from initial and continuing site characterizations, as well as other available data (i.e., blueprints and job safety analyses). The purpose of the survey is to develop an inventory of those locations and/or equipment at Adventure Cove that meet the definition of a confined space. This information shall be communicated to Team Member, and appropriate confined space procedures shall be followed before entry. The initial surveys shall include air monitoring to determine the air quality in the confined spaces. The potential for the following situations shall be evaluated by General Manager:

- flammable or explosive potential;
- oxygen deficiency; and
- presence of toxic and corrosive material.

Hazard Reevaluation

The General Manager shall identify and reevaluate hazards based on possible changes in activities or other physical or environmental conditions that could adversely affect work. A master inventory of confined spaces shall be maintained. Any change in designation of a confined space will be routed to all affected Team Member by General Manager.

Pre-Entry Hazard Assessment

General Manager(s) shall complete a hazard assessment before any entry into a confined space. The hazard assessment should identify the following:
the sequence of work to be performed in the confined space;
the specific hazards known or anticipated; and
the control measures to be implemented to eliminate or reduce each of the hazards to an acceptable level.
Entry shall be permitted once the hazard assessment has been reviewed and discussed by all persons engaged in the activity. Team Member who are to enter confined spaces shall be informed of known or potential hazards associated with said confined spaces.

Hazard Controls

Hazard controls shall be instituted to address changes in the work processes and/or working environment. Hazard controls must be able to either control the health hazards by eliminating the responsible agents, reduce health hazards below harmful levels, or prevent the contaminants from coming into contact with the workers.

The following order of precedence shall be followed to reduce confined space risks.

Engineering Controls

Engineering controls are those controls that eliminate or reduce hazards through the implementation of sound engineering practices.

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation removes atmospheric contaminants from a confined space, the space shall be ventilated until the atmosphere is within the acceptable ranges. Ventilation shall be maintained during the occupancy if there is a potential for the atmospheric conditions to move out of the acceptable range. When ventilation is not possible or feasible, alternate protective measures or methods to remove air contaminants and protect occupants shall be determined by General Manager before authorizing entry.

When conditions necessitate and can accommodate continuous forced air ventilation, the following precautions shall be followed:

- Team Members shall only enter the space once the forced air ventilation has eliminated any hazardous atmosphere.
- Forced air ventilation shall be directed to ventilate the immediate areas where an Team Member is or will be present within the space.
- Continuous ventilation shall be maintained until all Team Members have left the space.
- Air supply or forced air ventilation shall originate from a clean source.

Work Practices

Work practice (administrative) controls are those controls that eliminate or reduce the hazard through changes in the work practices (i.e., rotating workers, reducing the amount of worker exposure, and housekeeping).

Personal Protective Equipment (PPE)

PPE should be used if the hazard cannot be eliminated or reduced to a safe level through engineering and/or work practice controls.

General Manager(s) shall determine the appropriate PPE needed by all Team Member entering the confined space, including rescue teams. PPE that meets the specifications of applicable standards shall be selected in accordance with the requirements of the job to be performed.

Entry Permits

The Confined Space Entry Permit is the most essential tool for ensuring safety during entry in confined spaces with known hazards or unknown or potentially hazardous atmospheres. The entry permit process guides the supervisor and workers through a systematic evaluation of the space to be entered. The permit should be used to establish appropriate conditions. Before each entry into a confined space, General Manager will complete an entry permit. The General Manager will then communicate the contents of the permit to all Team Members involved in the operation and post the permit conspicuously near the work location. A standard entry permit shall be used for all entries.

Key Elements of Entry Permits

A standard entry permit shall contain the following items:

- Space to be entered.
- Purpose of entry.
- Date and authorized duration of the entry permit.
- Name of authorized entrants within the permit space.
- Means of identifying authorized entrants inside the permit space (i.e., rosters or tracking systems).
- Name(s) of Team Member serving as Attendant(s) for the permit duration.
- Name of individual serving as Entry Supervisor, with a space for the signature or initials of the Entry Supervisor who originally authorized the entry.
- Hazards of the permit space are to be entered.
- Measures used to isolate the permit space and to eliminate or control permit space hazards before entry (i.e., lockout/tagout of equipment and procedures for purging, ventilating, and flushing permit spaces).
- Acceptable entry conditions.
- Results of initial and periodic tests performed, accompanied by the names or initials of the testers and the date(s) when the tests were performed.
- Rescue and emergency services that can be summoned, and the means of contacting those services (i.e., equipment to use, phone numbers to call).
- Authorized entrants and Attendant(s) use communication procedures to maintain contact during entry.
- Equipment to be provided for compliance with this Confined Space Program (i.e., PPE, testing, communications, alarm systems, and rescue).

- Other information is necessary for the circumstances of the particular confined space that will help ensure Team Member safety.
- Additional permits, such as hot work, have been issued to authorize work on the permit space.

Permit Scope and Duration

A permit is only valid for one shift. For a permit to be renewed, the following conditions shall be met before each reentry into the confined space:

- Atmospheric testing shall be conducted, and the results should be within acceptable limits. If atmospheric test results are not within acceptable limits, precautions to protect entrants against the hazards should be addressed on the permit and should be in place.
- General Manager shall verify that all precautions and other measures called for on the permit are still in effect.
- Only operations or work originally approved on the permit shall be conducted in the confined space.

A new permit shall be issued, or the original permit will be reissued whenever changing work conditions or work activities introduce new hazards into the confined space. General Manager shall retain each canceled entry permit for at least one (1) year to facilitate the review of the Confined Space Entry Program. Any problems encountered during an entry operation shall be noted on the respective permit(s) so that appropriate revisions to the confined space permit program can be made.

Entry Procedures

When entry into a confined space is necessary, either the Entry Supervisor or General Manager may initiate entry procedures, including the completion of a confined space entry permit. Entry into a confined space shall follow the standard entry procedure below.

Before Entry

The entire confined space entry permit shall be completed before a standard entry. Entry shall be allowed only when all permit requirements are met and reviewed and signed by an Entry Supervisor. The following conditions must be met before standard entry:

- Affected Team Member shall be trained to establish proficiency in the duties performed within the confined space.
- The internal atmosphere within the confined space shall be tested by
- General Manager with a calibrated, direct-reading instrument.
- Team Member shall receive the necessary PPE as determined by the Entry Supervisor.
- Atmospheric monitoring shall take place during the entry. If a hazardous atmosphere is detected during entry:
    - Team Member within the confined space shall be evacuated by the Attendant(s) or Entry Supervisor until the space can be evaluated by General Manager to determine how the hazardous atmosphere developed; and
    - Controls shall be implemented to protect Team Member before reentry.

Opening a Confined Space

Any conditions making it unsafe to remove an entrance cover shall be eliminated before the cover is removed. When entrance covers are removed, the opening shall be promptly guarded by a railing, temporary cover, or other temporary barrier that will prevent anyone from falling

through the opening. This barrier or cover shall protect each Team Member working in the space from foreign objects entering the space. If it is in a traffic area, adequate barriers shall be erected.

Atmospheric Testing

Atmospheric test data is required before entry into a confined space. Atmospheric testing is required for two distinct purposes: (1) evaluation of the hazards of the permit space and (2) verification that acceptable conditions exist for entry into that space. Standard Confined Space Entry Procedures shall be followed if a person must enter the space to obtain the needed data. Before entry into a confined space, General Manager shall conduct testing for hazardous atmospheres. The internal atmosphere shall be tested with a calibrated, direct-reading instrument for oxygen, flammable gases and vapors, and potential toxic air contaminants in that order.

Testing equipment used in specialty areas shall be listed or approved for use in such areas by General Manager.
A nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems, shall approve all testing equipment.

Evaluation of Testing

The atmosphere of a confined space should be analyzed using equipment of sufficient sensitivity and specificity. The analysis shall identify and evaluate any hazardous atmospheres that may exist or arise so that appropriate permit entry procedures can be developed and acceptable entry conditions can be stipulated for that space. Evaluation and interpretation of these data and development of the entry procedure should involve a technically qualified professional (i.e., consultant, certified industrial hygienist, registered safety engineer, or certified safety professional).

Verification Testing

A confined space containing a hazardous atmosphere shall be tested for residues of all identified or suspected contaminants. The evaluation testing should be conducted with specified equipment to determine that residual concentrations at the time of testing and entry are within acceptable limits. The results of testing shall be recorded by the person performing the tests on the permit. The atmosphere shall be periodically retested (frequency determined by General Manager) to verify that atmospheric conditions remain within acceptable entry parameters.

Acceptable Limits

The atmosphere of the confined spaces shall be considered to be within acceptable limits when the following conditions are maintained:

- **Oxygen:** 19.5 percent to 23.5 percent;
- **Flammability:** less than 10 percent of the Lower Flammable Limit (LFL); and
- **Toxicity:** less than recognized American Conference of Governmental Industrial Hygienists (ACGIH) exposure limits or other published exposure levels [i.e., OSHA Permissible Exposure Limits (PELs) or National Institute of Occupational Safety and Health (NIOSH) Recommended Exposure Limits (RELs)].

Isolation and Lockout/Tagout Safeguards

All energy sources potentially hazardous to confined space entrants shall be secured, relieved, disconnected, and/or restrained before Team Member are permitted to enter the confined space. Equipment systems or processes shall be locked out and/or tagged out as required by the Adventure Cove Lockout/Tagout Program before permitting entry into the confined space. In confined spaces where complete isolation is impossible, General Manager shall evaluate the situation and make provisions for as rigorous an isolation as possible. Special precautions shall be taken when entering double-walled, jacketed, or internally insulated confined spaces that may discharge hazardous material through the vessel's internal wall.

Where there is a need to test, position, or activate equipment by temporarily removing the lock, tag, or both, a procedure shall be developed and implemented to control hazards to the occupants. Any removal of locks, tags, or other protective measures shall be done in accordance with the Adventure Cove Lockout/Tagout Program.

Ingress/Egress Standards

Means for safe entry and exit shall be provided for confined spaces. General Manager shall evaluate each entry and exit point to determine the most effective methods and equipment that will enable Team Member to enter and exit the confined space safely.

Appropriate retrieval equipment or methods shall be used whenever a person enters a confined space. Use of retrieval equipment may be waived by the General Manager(s) if the equipment increases the overall risks of entry or does not contribute to the rescue. A mechanical device shall be available to retrieve Team Member from vertically confined spaces greater than five (5) feet in depth.

Warning Signs and Symbols

All confined spaces that could be inadvertently entered shall have signs identifying them as confined spaces. Signs shall be maintained in a legible condition. The signs shall contain a warning that a permit is required before entry. Accesses to all confined spaces shall be prominently marked.

Lockout/Tagout Program

Purpose

The purpose of this Lockout/Tagout Program is to reduce accidental starting or activation of systems while they are being repaired, cleaned, or serviced and to comply with the Occupational Safety and Health Administration's (OSHA) standard on lockout/tagout procedures, 29 CFR 1910.147.

Responsibilities

All Team Member must comply with the Lockout/Tagout Program requirements. Team Member should understand that attempting to start, energize, or use a locked-out machine or equipment can cause loss of life or limb to another Team Member. Questions regarding the lockout/tagout procedures should be directed to General Manager. General Manager enforces the lockout/tagout procedures, including corrective disciplinary action when necessary.

Program Administrator

General Manager will maintain, review, and update the Lockout/Tagout Program at least annually and whenever new equipment or major replacement, repair, renovation, or modification of machines or equipment is performed or installed. The program administrator will:

- Complete all required training before working without supervision
- establish a Lockout/Tagout Program;
- develop, document, and use the lockout/tagout procedures;
- provide Team Member with appropriate lockout/tagout training;
- give, at no cost to Team Member, equipment needed for the Lockout/ Tagout Program; and
- ensure continued competency through training.

Authorized Team Member

Authorized Team Member, who must be listed on the Lockout/Tagout Procedure Form, shall be knowledgeable about the following:

- the Lockout/Tagout Program and energy control procedures for each piece of equipment;
- the type and magnitude of the energy that each piece of equipment utilizes; and
- the hazards of the energy.

Affected Team Member

Affected Team Member and any other Team Member whose work operations are or may be in the area must be knowledgeable about the following:

- the purpose and the use of lockout/ tagout procedures and
- are responsible for ensuring they do not attempt to restart or re-energize machines or equipment during a lockout.

An affected Team Member may become an authorized Team Member when that Team Member's duties include performing servicing or maintenance covered under the Lockout/ Tagout Program. Affected Team Member must be identified on each Lockout/Tagout Procedure Form.

Qualified Team Member
A qualified Team Member is knowledgeable in the operations of the equipment, along with the associated hazards. A qualified Team Member may work in conjunction with the authorized Team Member to perform lockout/tagout procedures.

Other Team Member
Team Member who do not work in areas where lockout may be used will be provided a brief

Lockout/Tagout Procedures

Prepare for Shutdown
The authorized Team Member must complete the following:

- Investigate and identify all forms of hazardous energy and know how to control it.
- Obtain a copy of the proper machine-specific Lockout/Tagout Procedure Form for review and use during a lockout of a machine or equipment.
- Notify all affected Team Member that a lockout or tagout system is going to be used and communicate to all affected persons the following:
    - What is going to be locked/ tagged out?
    - Why is it going to be locked/ tagged out?
    - How long will the system be unavailable?
    - Who is responsible for the lockout/tagout procedure?
    - Who should Team Member contact for more information?

Equipment Shutdown
If the machine or equipment is operating, shut it down using the manufacturer's or employer's routine stopping procedures. Equipment shutdown involves ensuring controls are in the OFF position and verifying that all moving parts, such as flywheels, gears, and spindles, come to a complete stop. Inform all affected Team Member that the machine or equipment will be shut down, even if they are not involved in the service or maintenance.

Energy Isolation
Isolate the equipment from any energy source. Isolation may mean many things, such as turning off the power at a breaker or shutting a valve. The written instructions for energy isolation will be specific to the system in your workplace. In general, these procedures are used:

Electrical Energy
Switch electrical disconnects to the OFF position. Visually verify that the breaker connections are in the OFF position. Lock the disconnects in the OFF position.

Hydraulic and Pneumatic Potential Energy
Set the valves in the CLOSED position and lock them into place. Bleed off the energy by opening the pressure relief valves or closing the airlines.

Mechanical Potential Energy
Carefully release energy from springs that may still be compressed. If this is not feasible, block the parts that may move if there is a possibility that the spring can transfer energy to it.

Gravitational Potential Energy
Use a safety block or pin to prevent the part of the system from falling or moving.

Chemical Energy
Locate chemical supply lines in the system and close and lock out the valves. Bleed lines or cap ends to remove chemicals from the system where possible.

Apply Lockout/Tagout Devices

Apply the assigned lockout device, such as a padlock, blank flanges, or bolted slip blinds, to keep the equipment in a safe (energy-isolating) position. Then, if tags are used, place a tag on the device in the same manner as the lock. Fill tags out completely and correctly using the authorized Team Member name who is performing the lockout. Pulling a fuse or flipping a circuit breaker is no substitute for locking out!

These guidelines can help ensure that the lock will not be removed during lockout/tagout procedures:

- Each lock should only have one key. No master keys are allowed.
- The system should have as many locks as people working on the equipment or machinery. For example, if a maintenance job requires three workers, then three locks should be present. Each of the individuals should place their lock on the system. Locks can only be removed by those who installed them and should only be removed using a specific process outlined in "Removing Lockout/ Tagout Devices."

Check for Stored Energy

Even after the energy source has been disconnected and the machine has been locked out, hazardous energy may remain in the machine. Make sure all parts have stopped moving. Dissipate (use up the energy), restrain, or make non-hazardous in some way all stored energy before maintenance or service begins. Ways to release stored energy can include, but are not limited to, the following:

Electrical Energy
Contact the manufacturer for guidance on finding a specific method to discharge a capacitor for a system. Many systems with electrical components, motors, or switch gears contain capacitors. Capacitors store electrical energy. In some cases, capacitors hold a charge and may release energy rapidly. In other cases, capacitors are used to remove spikes and surges to protect other electrical components. Capacitors must be discharged in the lockout process to protect workers from electrical shock.

Check for Stored Energy

Hydraulic and Pneumatic Potential Energy
Setting the valves in the closed position and locking them into place only isolates the lines from more energy entering the system. In most cases, there will still be residual energy left in the lines as pressurized fluid. Bleeding the lines through pressure relief valves can remove this residual energy.

Contact the manufacturer for more specific details.

Mechanical Potential Energy
Carefully release energy from springs that may still be compressed. If this is not possible, use blocks to hold the parts that may move if the energy is released.

Gravitational Potential Energy
If feasible, lower the part to a height where falling is impossible. If this is not possible, contact the manufacturer for guidance.

Chemical Energy
If available, bleed lines to remove chemicals from the system.

Verify Isolation of Equipment

Clear all Team Member from dangerous areas and check again to ensure the equipment is isolated correctly. De-energize equipment before repair or maintenance begins by:

- verifying that the main disconnect switch or circuit breaker cannot be moved to the ON position;
- pressing all operating controls to ensure there is no power;
- returning all power switches to the OFF or NEUTRAL position; and
- informing Team Member in the area that the work is about to begin.

Restoring Equipment to Service

When the servicing or maintenance is complete and the machine or equipment is ready to return to normal operation condition, complete the following steps:

Inspection
Ensure the work is completed and inventory the tools and equipment used.

Clean-Up
Return all towels, rags, work-aids, parts, spare parts, accessories, and damaged components to the appropriate locations or inventories.

Replace Guards
Replace all guards possible. Sometimes, a particular guard may have to be left off until adjustments can occur during the start sequence, but all other guards should be put back into place.

Check Controls
All controls should be in NEUTRAL or their safest position.

Check for Team Member
Check the work area to ensure that all Team Member have been safely positioned or removed and notified that the lockout/tagout devices are being removed.

Remove Locks and Tags
Remove only your lock or tag.

Group Lockout Procedures

Group lockout procedures give the same level of protection when multiple authorized Team Member need to work together to perform maintenance or service on a piece of equipment. A crucial part of the process is to designate a single responsible Team Member who is in charge of lockout/tagout and is accountable for the overall procedure. Each authorized Team Member must apply their lock to the points of isolation on the machine to ensure the equipment cannot be re-energized until every Team Member has completed the work and is in a safe location. Follow these group lockout procedures:

- One authorized Team Member selected by will coordinate the lockout procedure for all group lockouts.
- These rules will be reviewed with all authorized and affected Team Member by the group coordinator before the lockout.
- Each Team Member will affix their lock to the equipment being serviced.
- No Team Member will be allowed to remove another Team Member's lock. Each Team Member will remove their lock when their part of the operation is complete.
- When servicing or maintenance involves more than one shift, the off-going shift will remove their locks as the oncoming shift applies theirs.
- When equipment has only enough room for one lock, the group coordinator will place the lock on the equipment and then place the key in a cabinet or box. Each authorized Team Member will affix their lock to the cabinet or box.

Shift or Team Member Changes

During shift changes or when the authorized Team Member currently performing the repair must leave before their replacement arrives, they shall place their lock on the equipment, and then the authorized Team Member will remove their lock.

If the replacement Team Member is present during the time that the current authorized Team Member is preparing to leave, the replacement Team Member will place their lock on the equipment, and then the current Team Member will remove their lock.

Training

Team Member will be provided training to ensure they know the purpose and function of the Lockout/Tagout Program.

Authorized Team Member

Authorized Team Member will be trained on the following:

- recognizing hazardous energy sources;
- the type and magnitude of the energy available in the workplace; and
- the method and means needed for energy isolation and control.

Affected Team Member

Affected Team Member will be trained on the following:

- The purpose and use of the lockout/tagout procedure

Qualified Team Member

Qualified Team Member who are permitted to work on or near exposed energized parts shall, at a minimum, be trained in and aware of:

- the electrical lockout/tagout procedures;
- the skills needed to identify exposed live parts from electrical components;
- the skills and techniques necessary to determine the nominal voltage of exposed live parts;
- The appropriate clearance distances specified in CFR 1910.333 (c) and the corresponding voltages to which the qualified person will be exposed; and the appropriate personal protective equipment (PPE) provided by Adventure Cove and identified in the PPE Hazard Assessment.

Other Team Member

Other Team Member, whose work operations are in an area where lockout/tagout procedures may be used, will be instructed on the following:

- the lockout/tagout procedures; and
- the understanding that attempting to start up any locked-out equipment may cause injury or death.

Authorized and Qualified Team Member

Authorized and qualified Team Member will be trained before lockout procedures are performed. All affected Team Member will be given training at the time of hire. Retraining will be given whenever there is a change in:

- job assignment;
- a change in machine, equipment, or processes that would create a new hazard; or
- whenever a change would occur in the Adventure Cove's lockout/tagout procedures.

Fire Prevention Plan

Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps Team Member recognize, report, and control fire hazards.

Responsibilities

Fire safety is everyone's responsibility. All Team Member should know how to prevent and respond to fires and understand that they are responsible for adhering to company policy regarding fire emergencies.

Management

Management deters the Adventure Cove's fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace and adequate resources and training to its Team Member to encourage fire prevention and the safest possible response in a fire emergency.

Plan Administrator

General Manager will manage the Fire Prevention Plan for Adventure Cove and maintain all records pertaining to the plan. The Plan Administrator will also:

- Develop and administer the Adventure Cove Fire Prevention Training Program
- Ensure that fire control equipment and systems are properly maintained.
- Control fuel source hazards
- Conduct Fire Risk Surveys with the local fire department and other emergency responders and make recommendations.

Supervisors

Supervisors are responsible for ensuring that Team Member receives appropriate fire safety training and notifying General Manager when changes in operation increase the fire risk. Supervisors also enforce Adventure Cove fire prevention and protection policies.

Team Member

All Team Member will:

- Complete all required training before working without supervision
- Conduct operations safely to limit fire risk
- Report potential fire hazards to supervisors
- Follow fire emergency procedures.

Plan Implementation

Good Housekeeping

To limit the risk of fires, Team Member will take the following precautions:

- Minimize storage of combustible materials.
- Make sure doors, hallways, stairs, and other exit routes are free of obstructions.

- Dispose of combustible waste in covered, airtight metal containers.
- Use and store flammable materials in well-ventilated areas away from ignition sources.
- Use only nonflammable cleaning products.
- Keep incompatible (chemically reactive) substances away from each other.
- Keep equipment in good working order; inspect electrical wiring and appliances regularly; and keep motors and machine tools free of dust and grease.
- Ensure that heating units are safeguarded.
- Report all gas leaks immediately to the General Manager, who will ensure they are repaired immediately.
- Repair and clean up flammable liquid leaks immediately.
- Keep work areas free of dust, lint, sawdust, scraps, and similar material.
- Refrain from relying on extension cords if wiring improvements are needed and avoid overloading circuits with multiple pieces of equipment.
- Turn off electrical equipment when not in use.

Maintenance

General Manager will ensure that equipment is maintained according to manufacturers' specifications. Adventure Cove must also comply with National Fire Protection Association (NFPA) code requirements for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems
- Detection systems for smoke, heat, or flame
- Fire alarm systems
- Emergency backup systems and the equipment they support.

Types of Hazards

The following sections address the major workplace fire hazards at Adventure Cove's facilities and the procedures for controlling the hazards.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, Team Member will:

- Make sure worn wires are replaced
- Use only appropriately rated fuses
- Never use extension cords as substitutes for permanent wiring
- Use only approved extension cords [those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label]
- Check wiring in hazardous locations where the risk of fire is high
- Check electrical equipment to ensure it is properly grounded or double-insulated
- Ensure adequate spacing during maintenance

Office Fire Hazards

Fire risks are not limited to Adventure Cove facilities. Office fires have become more likely due to the increased use of electrical equipment, such as computers and copiers. To prevent office fires, Team Member must:

- Avoid overloading circuits with office equipment
- Turn off and unplug nonessential electrical equipment, such as coffee pots, at the end of each workday
- Keep storage areas clear of rubbish
- Ensure that extension cords are not placed under carpets; and
- Ensure that trash and paper set aside for recycling are not allowed to accumulate.

Flammable and Combustible Materials

General Manager will regularly evaluate the presence of combustible materials at Adventure Cove.

Certain substances can ignite at relatively low temperatures or pose a catastrophic explosion risk. Such substances require special care and handling.

Class A Combustibles

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas, such as offices.

To handle Class A combustibles safely:

- Dispose of waste daily.
- Keep trash in metal-lined receptacles with tight-fitting covers. Metal wastebaskets that are emptied every day do not need to be covered.
- Keep work areas clean and free of fuel paths that could allow a fire to spread.
- Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- Store paper stock in metal cabinets.
- Store rags in metal bins with self-closing lids.
- Do not order excessive amounts of combustibles.
- Frequently inspect areas where combustibles are kept.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

Class B Combustibles

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, lacquers), gases, and aerosols.

To handle Class B combustibles safely:

- Use only approved pumps, suctioning from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.

- Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks.
- Do not use a flammable liquid as a cleaning agent inside a building. The only exception is in a closed machine approved for cleaning with flammable liquids.
- Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
- Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- Know the location and how to use the nearest portable fire extinguisher rated for Class B fire.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. (NOTE: Halon is an ozone-depleting substance that is no longer manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a severe health hazard are used.)

Fire Risk Survey

General Walkthrough		
Yes	No	Item
□	□	Is the local fire department acquainted with your facility, its location, and its specific hazards?
□	□	If you have a fire alarm system, is it tested at least annually?
□	□	If you have interior stand pipes and valves, are they inspected regularly?
□	□	If you have outside, private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
□	□	Are fire doors and shutters in good operating condition?
□	□	Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
□	□	Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals?
□	□	Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
□	□	Are sprinkler heads protected by metal guards?
□	□	Is proper clearance maintained below sprinkler heads?
□	□	Are portable fire extinguishers provided in adequate number and type?*
□	□	Are fire extinguishers mounted in readily accessible locations?*
□	□	Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?*
□	□	Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

Exit Checklists		
Yes	No	Item
□	□	Is each exit marked with an exit sign and illuminated by a reliable light source?
□	□	Are the directions to exits, when not immediately apparent, marked with visible signs?
□	□	Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or with another appropriate marking?
□	□	Are exit signs provided with the word “EXIT” in letters at least 5 inches high with lettering at least 1 inch wide?
□	□	Are exit doors side-hinged?
□	□	Are all exits kept free of obstructions?
□	□	Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
□	□	Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)
□	□	Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings more than four stories high)?
□	□	Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal?
□	□	Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
□	□	Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
□	□	Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
□	□	Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
□	□	Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Flammable and Combustible Materials		
Yes	No	Item
☐	☐	Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
☐	☐	Are approved containers and tanks used to store and handle flammable and combustible liquids?
☐	☐	Are all connections tight on drums and combustible liquid piping, vapor, and liquid?
☐	☐	Are all flammable liquids kept in closed containers when not in use?
☐	☐	Are metal drums of flammable liquids electrically grounded during dispensing?
☐	☐	Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
☐	☐	Are NO SMOKING signs posted on liquefied petroleum gas tanks?
☐	☐	Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
☐	☐	Is combustible dust vacuumed rather than blown or swept whenever possible?
☐	☐	Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
☐	☐	Are fire extinguishers appropriate for the materials in the areas they are mounted?*
☐	☐	Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?*
☐	☐	Are extinguishers free from obstruction or blockage?*
☐	☐	Are all extinguishers serviced, maintained, and tagged at least once a year?*
☐	☐	Are all extinguishers fully charged and in their designated places?*
☐	☐	Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
☐	☐	Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
☐	☐	Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
☐	☐	Are all spills of flammable or combustible liquids cleaned up promptly?
☐	☐	Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

**(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)*

Date of Completion: _____

Printed name of Person completing this report: _____

Signature of Person completing this report: _____

Respiratory Protection Plan

Purpose:

The purpose of this plan is to establish a program and procedures for the use of respiratory protection at Adventure Cove.

The Occupational Safety and Health Administration Respiratory Protection Standards 29 CFR 1910.134 (General Industry) call for the development of a respiratory protection program when the use of respirators is necessary to protect the health of the Team Member or whenever the employer requires respirators. The written respiratory protection program will include and address the following categories to satisfy the minimum requirements of the Respiratory Protection Standard:

- Procedures for selecting respirators for use in the workplace
- Medical evaluations of Team Member required to use respirators
- Fit-testing procedures for tight-fitting respirators
- Procedures for proper use of respirators in routine and reasonably foreseeable emergencies
- Procedures and schedules for cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respirators
- Procedures to ensure adequate quality, quantity, and flow of breathing air for atmosphere-supplying respirators
- Training of Team Member in the respiratory hazards to which they are potentially exposed during routine and emergencies
- Training of Team Member in the proper use of respirators, including putting on and removing them, any limitations on their use, and their maintenance
- Procedures for regularly evaluating the effectiveness of the program

Responsibilities:

The General Manager is responsible for administering the respiratory protection program. This person is also responsible for:

- Identifying and evaluating respiratory hazards in the workplace by arranging for monitoring for airborne contaminants and evaluating engineering, work practice, and administrative controls
- Properly selecting and caring for respiratory protective equipment, including storage, issuance, inspection, routine cleaning and maintenance, proper use, and replacement, including change out schedules for respirator cartridges.
- Training managers and supervisors whose departments are required to use respiratory protection in the proper selection, use, and care of respiratory protection
- Coordinating medical evaluations and maintaining associated medical records
- Performing or making arrangements to perform fit testing and maintaining associated fit-testing records
- Providing initial and annual training for Team Member and maintaining associated training records
- Consulting with Team Member to ensure that they are using respirators properly and to identify any problems with respirator fit, appropriate respirator selection, proper respirator use, and proper respirator maintenance

- Evaluating the effectiveness of the respiratory protection program and making sure that the program satisfies the requirements of all applicable federal, state, or local hazard communication requirements

Management

The General Manager, is responsible for:

- Purchasing respiratory protection equipment
- Ensuring that all respiratory protection equipment purchased has been approved by the National Institute for Occupational Safety and Health

Managers and supervisors are responsible for:

- Knowing the hazards in their areas that require respiratory protection
- Knowing the types of respirators that need to be used
- Enforcing the use of respiratory protection in areas where it is required
- Ensuring that Team Member are knowledgeable about the respiratory equipment for the areas in which they work

Team Member

Team Member are responsible for the following aspects of the respiratory protection program:

- Wearing appropriate respiratory protection provided by the company to minimize exposure
- Properly use and care for respiratory protection equipment, including routine cleaning and maintenance, inspection, storage, and replacement.
- Informing the General Manager of personal changes that may affect their use of respirators
- Participating in training
- Following company instructions and warnings pertaining to respiratory protection and usage
- Understanding the consequences associated with not following company policy concerning the use of respiratory protection

Selection and Use of Respirators

Respirators will be selected according to the respiratory hazard(s) to which the Team Member is exposed and workplace and user factors that affect respirator performance and reliability.

- Only NIOSH-certified respirators will be selected.
- Respirators will be selected from a sufficient number of respirator models and sizes to ensure that the respirator is acceptable to and correctly fits the user.
- The respirator and the associated canisters, cartridges, or filter media selected will be appropriate for the chemical state, physical form, and air concentration of the contaminant.

Respiratory protection equipment will be used in accordance with the manufacturer's specifications. To ensure the proper use of respirators, respirator users must adhere to the following:

- Team Member must be clean-shaven. Team Member with facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function will not be permitted to wear tight-fitting facepieces.
- Team Member with any condition that interferes with the face-to-facepiece seal or valve function will not be permitted to wear tight-fitting facepieces.

- If a Team Member wears corrective glasses, goggles, or other personal protective equipment, such equipment must be worn in a manner that does not interfere with the seal of the facepiece to the face of the user.
- Team Member who wear tight-fitting respirators are required to perform a user seal check each time they put on the respirator.
- Each disposable respirator will be used until the cartridge or filter media requires replacement or until the facepiece is dirty.
- The service lives of disposable respirator canisters, cartridges, and filter media will be based on the manufacturer's recommendations.
- Service life and change schedule for canisters and cartridges are listed on the Respiratory Hazard Assessment Form.

Describe below the information and data relied upon, the basis for the canister and cartridge change schedule, and the basis for reliance on the data.

Fit Testing

Before an Team Member is required to use any respirator with a negative- or positive-pressure tight-fitting facepiece, the Team Member will be fit-tested with the same make, model, style, and size of respirator that will be used in the workplace.

- Team Member using tight-fitting facepiece respirators must pass the appropriate qualitative or quantitative fit tests.
- Team Member using tight-fitting facepiece respirators will be fit-tested before initial use of the respirator whenever a different respirator facepiece (size, style, make, or model) is used and annually thereafter.
- An additional fit test will be conducted whenever changes in the Team Member's physical condition (e.g., facial scarring, dental changes, cosmetic surgery, eyeglasses, or a noticeable change in body weight) could affect respirator fit.
- An additional fit test will be conducted when a Team Member reports that the respirator's fit is unacceptable. The Team Member will be allowed to select a different respirator facepiece and will be retested.
- Fit tests will be administered using an OSHA-approved QLFT or QNFT protocol.

Maintenance and Care of Respirators

Adventure Cove will provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by Team Member.

Cleaning and Disinfecting

General Manager and Aquatics Technician, will be responsible for cleaning, disinfecting, inspecting, repairing, storing, and reissuing respirators.

Each respirator user will be provided with a clean, sanitary respirator that is in good working order. Respirators will be cleaned and disinfected at the following intervals:

- Respirators exclusively used by one Team Member will be cleaned and disinfected as often as necessary to maintain the respirator in a sanitary condition.
- Respirators used by more than one Team Member will be cleaned and disinfected after every use.
- Respirators used for emergencies will be cleaned and disinfected after each use.
- Respirators used for fit testing and training will be cleaned and disinfected after each use.

Storage

Respirators will be stored to protect them from damage, contamination, dust, sunlight, extreme temperatures, excessive moisture, and damaging chemicals. Respirators will be stored to prevent deformation of the facepiece and exhalation valve.

- Respirators that are used exclusively by one Team Member will be stored in sealed bag or container with person's name labeled and placed in the pump toom.
- An Emergency Respirator is available in the pump room placed in a sealed bag.
- Unless the respirator manufacturer specifies otherwise, emergency respirators will be stored in compartments that are clearly marked as containing emergency respirators, which will be kept accessible to the work area.

Inspection

Respirators will be inspected by Team Member and the respirator station attendant at the following intervals:

- Respirators that are used on a routine basis will be inspected before each use and during cleaning.
- Emergency respirators will be inspected monthly in accordance with the manufacturer's recommendations
- Emergency respirators will be inspected before and after each use.
- Emergency escape-only respirators will be inspected before being carried into the workplace.
- Self-contained breathing apparatuses will be inspected monthly.
- Air and oxygen cylinders will be maintained in fully charged states and recharged when the pressure falls to 90% of the manufacturer's recommended pressure level.

The inspection of emergency respirators will be documented. The following information will be recorded:

- The date of the inspection
- The name or signature of the person who performed the inspection
- The findings
- The required remedial action
- The serial number or other means of identifying the inspected respirator

The storage compartment for each emergency respirator will be labeled or tagged with the most current inspection information.

Respirator inspections will include the following:

- A check of the respirator function
- A check of the tightness of connections
- A check of the condition of the various parts including, but not limited to, the facepiece, head straps, valves, the connecting tube, and cartridges, canisters, or filters
- A check of the elastomeric parts for pliability and signs of deterioration

Repairs:

Respirators that fail an inspection or are otherwise found to be defective will be removed from service and discarded, repaired, or adjusted in the following manner:

- Repairs and adjustments to respirators will be made by (Name and Title), who is trained to perform such operations.

- Only the respirator manufacturer's NIOSH-approved parts designed for the respirator will be used.
- Repairs will be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed.
- Reducing and admission valves, regulators, and alarms will be adjusted or repaired only by the manufacturer.

Information and Training

Team Member included in the respiratory protection program will receive the following training before being issued a respirator and on an annual basis thereafter or more often as necessary:

- General requirements of the OSHA Respiratory Protection Standard 29 CFR 1910.134 (General Industry).
- Purpose of respiratory protection
- How improper fit, usage, or maintenance can compromise the protective effect of the respirator.
- Limitations and capabilities of the respirator.
- Proper use of respiratory protection in emergencies
- Procedures for inspecting, putting on and taking off, using, and checking the seals of the respirator
- Procedures for maintenance and storage of the respirator
- How to recognize medical signs or symptoms that may limit or prevent the effective use of respirators

Voluntary Use of Respirators

In work areas where respirators are not required, Adventure Cove will provide respirators at the request of Team Member if it is determined that such respirator use will not in itself create a hazard.

In addition, the company will ensure that any Team Member using a respirator voluntarily is medically able to use that respirator and that the respirator is cleaned, stored, and maintained so that its use does not present a health hazard to the user.

Recordkeeping

Records pertaining to the respiratory protection program will be maintained by the General Manager. The General Manager will keep the following records:

- A written copy of the current respiratory protection program
- Respiratory Hazard Assessment Forms
- Medical evaluation records
- Fit-testing records
- Training records
- Inspection records for emergency respirators
- Respiratory Protection Program Evaluation Forms
- Warnings issued to Team Member for not following the respiratory protection program

I, _____ (Print Name), have read and understand the respiratory protection program at Adventure Cove.

Team Member Name: _____ Date: _____

Bloodborne Exposure Control Plan

Scope

The Sports Facilities Companies is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Bloodborne Pathogens Exposure Control Plan (ECP) is to comply with the Occupational Safety and Health Administration's (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

Purpose

The purpose of this exposure control plan is to eliminate or minimize Team Member occupational exposure to blood or other infectious body fluids that are visibly contaminated with blood.

Application

This Exposure Control Plan (ECP) applies to Adventure Cove Team Member who are engaged in workplace activities that may involve exposures to blood, other bodily fluids, or other potentially infectious materials.

Responsibility

Employers and employees must take responsibility for minimizing the risk of exposure to bloodborne pathogens.

The aquatic Management shall be responsible for:

- Maintaining, reviewing, and updating the ECP at least annually and whenever necessary to include new or modified tasks and procedures.
- Providing and maintaining all necessary personal protective equipment (PPE), engineering controls, labels and red bags as required by the standard. Ensuring these supplies are available at Adventure Cove.
- Ensuring all medical actions required by the standard are performed and that the appropriate employee health and OSHA records are maintained.
- Providing hepatitis B vaccines under specific circumstances as defined by an exposure determination and/or medical follow-up for exposure incidents upon request.
- Ensuring that annual and initial training is conducted and documented.
- Ensuring that the written ECP is available to employees and others as required.
- Ensuring their Team Member complies with the provisions of this plan.

Team Member are responsible for:

- Attending required training
- Utilizing proper work practices, universal precautions, personal protective equipment, and proper cleanup and disposal techniques.
- Immediately reporting all exposure incidents to General Manager.

Methods of Compliance

Engineering and work practice controls are utilized to eliminate or minimize exposure to aquatic Team Member working at the Adventure Cove. Where occupational exposure remains after the institution of these controls, personal protective equipment will be used.

Engineering Controls

Specimens of blood or other potentially infectious materials will be placed in containers that prevent leaking during collection, handling, processing, storage, transport, or shipping. These containers will be labeled with a biohazard symbol or be colored red.

The following engineering controls shall be used:

- Sharps containers
- Biohazard bags
- Biohazard containers

All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially infectious materials will be cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

Materials, such as paper towels, gauze squares, or clothing, used in the treatment of blood or other potentially infectious materials spills that are blood-soaked or caked with blood will be bagged, tied, and designated as a biohazard. The bag will be removed from the site as soon as feasible and replaced with a clean bag. Biohazard bags are red in color or affixed with a biohazard label and are available at Guard Shack.

Personal Protective Equipment

The Sports Facilities Companies will provide and ensure the appropriate personal protective equipment is readily accessible at Adventure Cove at no cost to Team Member. This includes:

- Protective Eyewear (safety goggle(s) or face shields)
- Face mask
- Gown(s)/Apron(s)
- Disposable gloves (exam-grade, non-latex, and powderless)
- Resuscitation Mask(s)
- Shoe covers

The Adventure Cove will replace or repair personal protective equipment if damaged while on duty. The Team Member is responsible for keeping their equipment in good condition, clean, and ready for use while on duty.

All Team Member using PPE must observe the following precautions:

- Utilize protective equipment in occupational exposure situations.
- Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces; replace gloves if torn, punctured, or contaminated or if their ability to function as a barrier is compromised.
- Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eyes, nose, or mouth.

- When wearing gloves or other PPE, limit how much you touch other surfaces, as pathogens can transfer to other items or surfaces that are touched.
- Remove any garment contaminated by blood or other potentially infectious materials immediately or as soon as possible in such a way as to avoid contact with the outer surface.
- Remove PPE after it becomes contaminated and before leaving the work area.
- Place all garments in the designated area or container for storage, cleaning, decontamination, or disposal.
- Wash hands immediately or as soon as feasible after removing gloves or other PPE.
- Used gloves should be disposed of in biohazardous containers.
- Never wash or decontaminate disposable gloves for reuse.

Removing Disposable Gloves

1. **Pinch the palm side of one glove** on the outside near your wrist. 	4. **Carefully slip two fingers under the wrist of the other glove.** Avoid touching the outside of the glove. 
2. **Pull the glove toward your fingertips**, turning it inside out as you pull it off your hand. 	5. **Pull the glove toward your fingertips**, turning it inside out as you pull it off your hand. The other glove is now contained inside. 
3. **Hold the glove in the palm of your other (still-gloved) hand.** 	6. **Dispose of the gloves properly and wash your hands.** (Follow facility policies for when gloves need to be disposed in red biohazard waste bag.) 

Safe Handling of Sharps

Contaminated needles, broken glass, plastic, or other sharp objects will be placed into appropriate sharps containers. The sharps containers will be closeable, puncture-resistant, labeled with a biohazard label, and leakproof. Containers will be maintained in an upright position. Containers will be easily accessible to staff and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found.

Reusable needles contaminated with blood or other potentially infectious materials will not be stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Trash bags may contain sharp objects, so avoid packing them down with your hands or swinging them near your legs when walking.

General guidelines for handling sharps:

- Aquatic Team Member who encounter improperly disposed sharps shall notify the Management of the location of the sharp(s).
- Sharps should never be recapped.
- Sharps may be moved only using a mechanical device or tool (forceps, pliers, broom, and dustpan).
- Never overfill a sharps container. Notify Management when it is two-thirds full.
- Never open, empty, or reuse a sharps container.
- Breaking, bending, or shearing of sharps is prohibited.

Sharps Injury Log

A sharp stick/sharps injury log shall be maintained and shall include the following information for each incident:

- Period of time the log covers
- Date of the incident
- Date the incident is entered into the log
- Type and brand of sharp involved
- Department or area of incident
- Description of the incident

The log(s) shall be retained for five years after the end of the log year.

Work Practice Controls

Universal Precautions

Universal precautions will be observed by all aquatic Team Member to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials will be considered infectious regardless of the perceived status of the source individual.

Housekeeping

The Management and Team Member will ensure the worksite is maintained, clean, and sanitary. All equipment, materials, environmental and working surfaces will be cleaned and decontaminated after contact with blood or other potentially infectious materials. Contaminated work surfaces will be decontaminated with an appropriate disinfectant immediately after completion of care or after any spill of blood or other potentially infectious materials.

Team Member will respond immediately to any major blood or other potentially infectious materials incident so that the area can be cleaned, decontaminated, and the material removed immediately. A major blood or other potentially infectious materials incident is one in which there will be biohazardous material for disposal.

No eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is allowed in a work area where there is a reasonable likelihood of occupational exposure. Food and drink will not be kept in refrigerators, freezers, cabinets, shelves, countertops, or benchtops where blood or other potentially infectious materials are present.

Team Member must perform all procedures and/or provide care involving blood or other potentially infectious materials in such a manner as to minimize splashing, spraying, splattering, and generation of droplets of these substances.

Hand Washing

Hand washing is the single most effective way to prevent the spread of infection. The Adventure Cove provides hand washing facilities and materials that are readily accessible to employees, or when provisions for hand washing facilities are not feasible, Adventure Cove will provide either an appropriate antiseptic hand cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.

Team Member will wash hands or any other affected skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials.
Employees will also wash their hands immediately or as soon as feasible after removing gloves or other personal protective equipment. When antiseptic hand cleaners or towelettes are used, hands will be washed with soap and running water as soon as feasible. Gloves will be immediately disposed of after use.

Key Times to Wash Hands

- Before providing care, if possible.
- Always after providing care, even when gloves are worn.
- After touching blood or other potentially infectious material
- After touching objects or surfaces that could be contaminated.
- Before putting on and after removing gloves or other PPE.

- Before and after eating and drinking.
- After using the restroom.
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

How to Wash Hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Use Hand Sanitizer When You Can't Use Soap and Water

Washing hands with soap and water is the best way to eliminate germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Hands should still be washed using soap and water as soon as handwashing facilities are available because, although alcohol-based hand sanitizers reduce the number of pathogens on the hands, they do not eliminate all types of pathogens.

How to Use Hand Sanitizer:

1. Apply the gel product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

Contaminated Laundry

Contaminated laundry will be handled as little as possible. Gloves must be worn when handling contaminated laundry. Contaminated laundry will be bagged or containerized at the location where it was used and will not be sorted or rinsed in the location of use. Containers must be leakproof if there is a reasonable likelihood of soak-through or leakage. All contaminated laundry will be placed and transported in bags or containers that are biohazard-labeled or colored red.

Post Exposure Evaluation and Follow-Up

All exposure incidents shall be reported, investigated, and documented. When the Team Member incurs an exposure incident, it shall be reported immediately to their supervisor.

Following a report of an exposure incident, the exposed Team Member shall go to an approved Adventure Cove healthcare professional for a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route(s) of exposure
- A description of the circumstances under which the exposure occurred.
- The identification and documentation of the source individual (Identification is not required if the employer can establish that identification is impossible or prohibited by state or local law.)
- The collection and testing of the source individual's blood for HBV and HIV serological status
- Post-exposure treatment for the Team Member, when medically indicated in accordance with the U.S. Public Health Service
- Counseling
- Evaluation of any reported illness

The Team Member will receive a copy of the evaluating healthcare professional's written opinion as soon as possible. The healthcare professional's written opinion for Hepatitis B vaccination is limited to the following: (1) whether the Team Member needs Hepatitis B vaccination; (2) whether the Team Member has received such a vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- Team Member was informed of the results of the evaluation.
- Team Member was informed about any medical conditions resulting from exposure to blood or other infectious materials that require further evaluation or treatment.

All other findings or diagnoses will remain confidential and not be in a written report.

All medical evaluations shall be made by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional. An accredited laboratory must conduct all laboratory tests at no cost to the Team Member. All medical records will be kept in accordance with 29 CFR 1910.1020.

Decontamination Procedures

- All contaminated work surfaces, tools, objects, etc. will be decontaminated immediately or as soon as feasible after any spill of blood or other potentially infectious materials.
- Equipment that may become contaminated with blood or other potentially infectious materials will be examined and decontaminated before servicing or use.
- Broken glassware will not be picked up directly with your hands. Sweep or brush material into a dustpan.

Procedures for Cleaning Equipment and Solid Surfaces

- Block off the area from patrons until cleanup and disinfection are complete.
- Grab the Bodily Fluid Spill Kit, containing the following items:
    - Disposable tongs
    - Disposable absorbent towels
    - Spill Control Solidifier
    - Disposable scoop and scraper
    - Biohazard bag
    - Biohazard sharps container
    - Bleach Disinfecting Solution (10% bleach/water)

Bleach Disinfecting Solution

- 10 parts cool water
- 1 part household bleach

Add the household bleach to the water and gently mix them together.

- Put on appropriate PPE. Put on disposable gloves to prevent contamination of hands.
- Remove sharp objects or infectious material using tongs or a disposable scoop and scraper. Never use your hands. Place needles or any other sharp objects in a sharps container.
- Use a solidifier to absorb blood or other potentially infectious materials. Pour the powder on the spill, then scoop up and dispose. If a solidifier is unavailable, use an absorbent disposal towel to wipe up the spill, then dispose of it. Dispose of solid material in a biohazard bag.
- Replace any disposable gloves that have been contaminated in the removal of blood or other potentially infectious materials.
- Spray the area with Bleach Disinfecting Solution on the contaminated surface(s) and allow the solution to sit for 20 minutes. Then, wipe up the solution using a clean disposal absorbent towel and dry the area.
- Disinfect cleaning materials that cannot be thrown away, such as mops and scrub brushes, by covering them with the Bleach Disinfecting Solution and letting them air dry.
- Ensure that solid materials and PPE are disposed of in a biohazard bag.

Team Member Training

The Sports Facilities Companies will ensure that all current and new Team Member with potential for occupational exposure participate in an initial and annual training program at no cost. All Team Member can obtain a copy of this plan by contacting the General Manager.

All Team Member who have occupational exposure to bloodborne pathogens must receive training on the epidemiology, symptoms, and transmission of bloodborne pathogen diseases as seen in the American Red Cross Bloodborne Pathogens training. In addition, the training program covers the following workplace elements:

- A copy and explanation of the OSHA Bloodborne Pathogens Standard.
- An explanation of our ECP and how to obtain a copy.
- An explanation of methods to recognize tasks and other activities that may involve exposure to blood and other potentially infectious materials, including what constitutes an exposure incident.
- An explanation of the use and limitations of engineering controls, work practices, and PPE.
- An explanation of the types of PPE, including location, removal, handling, decontamination, and disposal.
- An explanation of the basis for PPE selection.
- Information on the Hepatitis B vaccine, including its efficacy, safety, method of administration, the benefits of being vaccinated, and the vaccine is offered free of charge.
- Information on the appropriate actions to take and the person to contact in an emergency involving blood or other potentially infectious materials.
- An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.
- Information on the post-exposure evaluation and follow-up that the employer is required to provide for the employee following an exposure incident.
- An explanation of the signs, labels, and/or color coding required by the standard and used at Adventure Cove.
- An opportunity for interactive questions and answers with the person conducting the training session.

The person conducting the training will be knowledgeable in the subject matter covered by the elements contained in the training program as it relates to the Adventure Cove workplace.

Training Records

Team Member training records will be maintained for three years from the date the training occurred and will include the following:

- The date(s) of the training session
- The contents or a summary of the training sessions
- The name(s) and qualifications of the person(s) conducting the training.
- The name and job titles of all persons attending the training session.

Biohazard Contamination Response Plan

Purpose

The purpose of this Biohazard Contamination Response Plan is to outline the response to formed-stool contamination, diarrheal-stool contamination, vomit contamination, and contamination involving blood.

It is recommended to follow the current CDC recommendations when treating a contamination in water. More information can be found on the CDC website.
https://www.cdc.gov/healthywater/swimming/states-treated.html

Responsibility

The Management will ensure Team Member are trained on procedures for the response and cleanup, provisions for training Team Member in these procedures, and a list of equipment and supplies for cleanup. At a minimum, one person on-site while the pool is open for use shall be: Trained in the procedures for response to formed-stool, diarrheal, vomit, and blood contaminations.

Trained in PPE and other OSHA measures, including the Bloodborne Pathogens Standard 29 CFR 1910.1030, to minimize exposure to bodily fluids that may be encountered as Team Member in an aquatic environment.

Preventative Measures

The following guidelines can be used to reduce the transmission of waterborne diseases in public water venues.

Management:

- Ensure availability of trained Pool Operator anytime the facility is open, including during the weekends when pools are used most.
- Be properly trained and keep up to date with new technologies and developments in pool care.
- Maintain accurate records of disinfectant/pH measurements and maintenance activities.
- The circulation and filtration system should be properly maintained to provide maximum filtration at all times. The backwash water and filtering media should be properly disposed of so that venue water is not cross-contaminated.
- Ensure cleanliness and safety of restrooms, showers, and diaper changing areas.
- Enforce bather load limits.
- Scrub pool surfaces to remove any slime layer.
- Drain and replace portions of the water weekly to monthly, depending on usage and water quality.
- Treat the pool with a biocidal shock treatment daily to weekly, depending on water quality and frequency of water replacement.
- Institute a preventative maintenance program to replace equipment or parts before they fail (e.g., feed pump tubing, injectors, sensor probes).
- Educate pool users and parents about RWIs and appropriate pool use (i.e., no swimming when ill with diarrhea).

Maintain and Record Required Chemical Levels

State of Texas Requirements

Required Chemical Levels			
Disinfectant Levels	**Minimum**	**Ideal**	**Maximum**
Pool Free Available Chlorine	1.0 ppm	2.0 – 3.0 ppm	8.0 ppm
Combined Chlorine	None	None	0.4 ppm
pH	Not less than 7.0	7.2 – 7.6	7.8
Cyanuric Acid	None	30 – 50 ppm	100 ppm
ORP	600 mV	650 – 750 mV	900 mV
Alkalinity	60 ppm	60 ppm – 180 ppm	>180 ppm
Calcium Hardness in Pools	150 ppm	>150 – 400 ppm	1000 ppm

- Tests for disinfectant levels and pH must be made and recorded in pool logs every two hours
- If a system is used to automatically control disinfectant and pH, tests for disinfectant level and pH must be performed and the results recorded in the pool logs at least three times per day and a reading of the automatic control device must also be made and recorded in the pool logs.

Guests should be encouraged to practice the CDC's six PLEAs

- PLEASE don't swim when you have diarrhea. This is especially important for children in diapers.
- PLEASE don't swallow the pool water.
- PLEASE practice good hygiene.
- PLEASE take your children on bathroom breaks often. Use "leakproof" children's swimsuits or swim diapers.
- PLEASE change diapers in a bathroom and not at poolside.
- PLEASE wash your child thoroughly (especially the rear end) with soap and water before swimming.

Decontamination Procedures

Blood

In the water:

- Check chlorine and pH readings to determine if a pool closure is necessary. Blood contamination of properly maintained pool water does not pose a public health risk to swimmers.

On the deck:

1. Close off exposed area (10ft.)
2. Don appropriate PPE
3. Blot excess with paper towels and dispose of it in a biohazard bag.
4. Retrieve a bleach solution of 10:1 water to bleach, scrub, and let it sit for 20 minutes before rinsing it to drain.

Vomit or Formed Fecal Incidents

Incidents in the water:

1. Close the pool to swimmers. If you have multiple pools that use the same filtration system, all the connected pools must be closed to swimmers. Do not allow anyone to enter the venue(s) until the disinfection process is completed.
2. Complete the **Water Contamination Response Log**
3. Remove as much fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during disinfection). VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED
4. Using unsterilized chlorine (for example, sodium hypochlorite), raise the water's free chlorine concentration to 2 parts per million (ppm), if less than 2 ppm. Maintain free chlorine concentration at 2 ppm and water at pH 7.5 or less for 25–30 minutes.
5. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for disinfection.
6. Allow swimmers back into the water only after the disinfection process has been completed and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.

Giardia Kill or Inactivation Time for a Formed Fecal Incident	
Free Chlorine Concentration (ppm)	Disinfection Time[3]
1.0	45 minutes
2.0	25–30 minutes
3.0	19 minutes

3. These closure times are based on 99.9% kill or inactivation of Giardia cysts by chlorine at pH 7.5 or less and temperature of 77°F (25°C) or higher. The closure times were derived from the U.S. Environmental Protection Agency (EPA) Disinfection Profiling and Benchmarking Guidance Manual. These closure times do not take into account "dead spots" and other areas of poor pool water mixing.

Incidents the deck:

1. Close off exposed area (10ft.)
2. Put on appropriate PPE
3. Blot excess with paper towels and dispose of it in a biohazard bag.
4. Retrieve a bleach solution of 10:1 water to bleach, scrub, and let it sit for 15 minutes before rinsing it to drain.

Diarrheal Incidents

Incidents in water WITH stabilizer (All facilities have CYA)

1. Close the aquatic venue to swimmers. If you have multiple venues using the same filtration system, all the connected pools must be closed to swimmers. Do not allow anyone to enter the venue(s) until the hyperchlorination process is completed.
2. Complete the **Water Contamination Response Log**
3. Remove as much fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination). VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED
4. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water's free chlorine concentration (see bullets below) and maintain water at pH 7.5 or less.
5. Hyperchlorinate - Chlorine stabilizer slows the rate at which free chlorine inactivates or kills Crypto, and the more stabilizer there is in the water, the longer it takes to kill Crypto. If the cyanuric acid concentration is 1–15 parts per million (ppm)
   - Raise the free chlorine concentration to 20 ppm and maintain it for 28 hours or
   - Raise the free chlorine concentration to 30 ppm and maintain it for 18 hours or
   - Raise the free chlorine concentration to 40 ppm and maintain it for 8.5 hours.

   If the cyanuric acid concentration is more than 15 ppm, lower the concentration to 1–15 ppm by draining partially and adding fresh water without chlorine stabilizer before attempting to hyperchlorinate.
6. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for hyperchlorination.
7. Backwash the filter thoroughly after hyperchlorination has been completed. Be sure to discharge directly to waste according to state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.
8. Allow swimmers back into the water only after hyperchlorination has been completed, and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.

Incidents on the deck

- Close off exposed area (10ft.)
- Put on appropriate PPE
- Blot excess with paper towels and dispose of it in a biohazard bag
- Retrieve a bleach solution of 10:1 water to bleach, scrub, and let it sit for 20 minutes before rinsing it to drain.

Finding a Dead Animal/Animal Droppings in the Pool

Incidents in the water:

While most animals in pools do not pose a health risk to swimmers, however, some bacteria or other parasites may spread to humans. Follow the Vomit or Formed Fecal Incidents plan if a dead animal or animal droppings are found in the pool.

Steps to Keep Birds, Ducks, And Geese Away from The Pool Area

- The following steps can help encourage birds, other than ducks and geese (more information on ducks and geese is provided below), to leave the swimming pool area:
- Remove plants that produce edible nuts, fruits, and berries.
- Remove bird feeders.
- Trim or remove trees and shrubs to limit branches hanging around or over the pool that can be used by roosting birds.
- Do not feed ducks or geese; providing food attracts them and encourages them to return. Many types of ducks and geese eat grass, so reducing the area of grass lawns around the swimming pool or putting up barriers that prohibit movement between swimming pools and grass lawns, such as fences and hedges, might also help.
- Finding a Dead Animal/Animal Droppings in the Pool

Raccoons in the Pool

Raccoons can be pests and can spread germs to humans. It is important to keep raccoons out of your pool and watch for raccoon feces (poop) in and around your pool. Raccoon feces can sometimes contain the eggs of a worm called Baylisascaris procyonis, which can infect humans, particularly children, and cause severe neurologic illness. Although chlorine in pools will kill most germs that a raccoon could carry into the water, it does not kill Baylisascaris eggs.

If raccoon feces or a dead raccoon are found in the pool:

- Close the pool to swimmers. Then:
    - Test the raccoon or its feces for Baylisascaris. If the feces or raccoon tests positive for Baylisascaris, clean the pool as described in the following sections.
      OR
    - Clean the pool as described in the following sections, if you do not want to test the raccoon feces.

How do I clean my pool if it has been contaminated with Baylisascaris?

- Because Baylisascaris eggs are particularly tough, adding chlorine to the water will not kill them. If a lab test has confirmed that the raccoon was infected with Baylisascaris or you don't know if the raccoon was infected because the raccoon's feces were not tested, there are two options for cleaning your pool.
  **Remember to close the pool to swimmers until you have finished cleaning the pool.*
- Option 1:
    - Filter the pool for a minimum of 24 hours and then backwash the pool filter.
    - Put on disposable gloves to replace the material doing the filtering (if possible). Double bag the discarded material in plastic garbage bags. Remove gloves and place them in the garbage bags. Wash your hands thoroughly with soap and water afterwards.
- Option 2:
    - Backwash the pool filter.
    - Drain and hose down the pool.
    - Put on disposable gloves to replace the material doing the filtering (if possible). Double bag the discarded material in plastic garbage bags. Remove gloves and

place them in the garbage bags. Wash your hands thoroughly with soap and water afterwards.
- Refill the pool.

Decontaminating Cleaning Supplies

Clean and disinfect all supplies used to remove bodily fluids, such as nets, mops, brushes, scoops, and/or buckets. Ensure that solid materials and PPE are disposed of in a biohazard bag.

VACUUMING FECAL MATTER FROM THE WATER IS NOT RECOMMENDED

Bleach Disinfecting Solution
- 10 parts cool water
- 1 part household bleach

Add the household bleach to the water and gently mix them together.

Spray contaminated supplies with Bleach Disinfecting Solution and allow the solution to sit for 20 minutes or until they air dry.

Water Contamination Response Log

Document each fecal incident by recording the date and time of the event, whether it involved formed fecal matter or diarrhea, and the free chlorine concentration and pH at the time or observation of the event.

Before reopening the aquatic venue, record the procedures followed in response to the fecal incident (including the process used to adjust chlorine concentration and pH [if necessary], the free chlorine concentration and pH, and the hyperchlorination time).

Training

Team Member are responsible for attending Biohazard Contamination Response Plan training annually. Training objectives include the following:

- Implementing Preventive Measures
- Understanding the CDC's Six PLEAs
- Utilizing the appropriate Personal Protective Equipment
- Knowledgeable on process, roles, and responsibilities of the following:
- Decontamination Procedures in the water and on the deck for vomit, blood, formed and loose stool.
- Responding to dead animals or droppings in the pool
- Decontaminating Cleaning Supplies
- Documenting response on the Water Contamination Log

Heat-Illness Prevention Plan

Scope

- The following Heat-illness Prevention Plan was prepared using guidelines provided by the Occupational Safety and Health Administration (OSHA) and the National Institute for Occupational Safety and Health (NIOSH).
- Regions/Cities and facilities contain several heat stress variables and hazards that must be addressed before the beginning of work and during work activities. General Manager and Team Member are responsible for assessing these hazards and taking necessary corrective actions to reduce heat-related illnesses.

Purpose

- This heat-illness prevention plan was developed to provide supervisors and workers with the training and tools to help protect them from heat-related exposures and illnesses.

Responsibility

- It is the responsibility of the General Manager to ensure that all employees understand and adhere to the policies and procedures of this plan.
- It is the responsibility of the employee to bring to management's attention any unsafe or hazardous conditions or practices that may cause injury to either themselves or any other employees.

Engineering Controls

- Reduce radiant heat loading from the sun or other sources of radiant heat (e.g., windows receiving intense sun).
    - Shade Structures
    - Umbrellas
- Increase air speed across workers' skin using fans or air movers, to increase evaporative cooling from skin when air temperatures are below 95 °F.
    - Large Fans
    - Portable Fans
    - Fans' speed (air velocity) needs to be reduced when above 95 °F to reduce heat transfer from air to the skin.
- If humidity is below 50%, portable fans with water mist systems can be used to cool the air effectively by about 10 to 20 °F.
    - Large Fan Misters
    - Portable Fan Misters
    - When humidity is higher than 50%, misters should not be used.
- Provide a shaded and/or air-conditioned space nearby for rest and water breaks.
- Indoors
    - Maintain the recommended air temperature and humidity percentage per design parameters. Adjusting the temperature or humidity individually may affect overall air quality.
    - Window: Shades; double or triple glazed
    - Seal any air leaks at windows and doors.

Administrative Controls

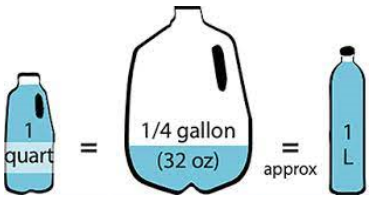
- Adjust work schedule.
  - Reduced hours per shift
  - Ensure workers are acclimated to work in hot conditions.
- Modify the work-rest schedule to shorten heat exposure periods by including frequent rest breaks. (See Temperature Adjustments for this Work/Rest Schedule section)
  - Adjusting rotations for shorter and/or more frequent breaks
  - Scheduling more staff to include more frequent breaks.
- Alert workers to extreme heat events or heat stress conditions and provide a short review of the heat-illness prevention strategies for the day.
- Work in pairs (buddy system) and monitor each other for signs and symptoms of heat stress or illness.
- Report illnesses or medical conditions that may put them at risk of heat stress (e.g., diarrhea, fever, infection, etc.)

Hydration Requirements

Hydrate Before Work

- Being hydrated when you start work makes staying hydrated throughout the day easier. If you are dehydrated when you start work, you may not be able to drink enough to catch up with your body's need for water.

Hydrate During Work



- **When working in the heat, drink 1 cup (8 ounces) of water every 15–20 minutes. This translates to ¾–1 quart (24–32 ounces) per hour.**
- The supervisor is responsible for making sure drinking water is provided, plus:
  - Ensure that water containers are clean and sanitary before filling.
  - Provide sufficient disposable cups and a place for disposing of cups.
  - Ensure workers do not share cups and dispose of used cups.
  - Prohibit workers from opening the cooler top to fill cups and instead have workers use the provided spigot.
- Pure and cool potable water must be available to workers at no additional cost.
  - Do not use water from irrigation, sprinklers, or firefighting systems.
  - Do not use water from a garden hose, as it may contain contaminants from the hose and/or bacteria and other microbes.
- Dos and Don'ts
  - DO Drink water before feeling thirsty. By the time you feel thirsty, you are already behind in fluid replacement. Dehydration is a primary contributor to heat exhaustion. Your work performance may suffer when you are dehydrated, even if you don't notice.
  - DO NOT drink more than 48 oz (1½ quarts) per hour.
  - DO eat regular healthy meals to maintain water and electrolyte balance.
  - DO NOT consume caffeine and alcohol before and during working in a hot environment.
  - DO drink sports drinks with balanced electrolytes in moderation.
  - DO NOT take salt tablets.

Hydrate After Work

- Most people need several hours to drink enough fluids to replace what they have lost through sweat. The sooner you start, the less strain you place on your body from dehydration.
- Hydrating after work is even more critical if you work in the heat regularly. Chronic dehydration increases the risk for several medical conditions, such as kidney stones.

Personal Protective Equipment

Clothing

- Sunburn affects your body's ability to cool down and can make you dehydrated.
- Wear loose, lightweight, and breathable clothing that is light-colored.
- Choose UPF-rated clothing: All clothing blocks the sun's rays to a certain extent, but clothing with a UPF rating is guaranteed protection. Standard ratings include UPF 15, UPF 30 and UPF 50+
- Wear a bandana, sun-protective neck gaiter, or other lightweight cloth that can be dunked in water and worn over your head or around your neck to keep the back of your neck cool and covered while the water evaporates. Special polymer-crystal-filled neck scarves maintain moisture for even longer periods.

Sunscreen

- General Manager will provide Team Member with broad-spectrum sunscreen with UVA/UVB protection of SPF 15 or higher.
- Team Member should apply sunscreen 30 minutes before an outdoor shift and continue reapplying according to the package directions.

Sunglasses

- Sunglasses that block both UVA and UVB rays offer the best protection. Wrap-around sunglasses work best because they block UV rays from sneaking in from the side. Polarized sunglasses are best for lifeguards to wear to reduce glare and block out harmful rays from the sun.

Hat

- For the most protection, wear a hat with a brim all the way around that shades your face, ears, and neck. A tightly woven fabric, such as canvas, works best to protect your skin from UV rays. Avoid straw hats with holes that let sunlight through. A darker hat may offer more UV protection.

Weather Monitoring

Supervisors will use **OSHA-NIOSH Heat Safety Too**l. Refer to "Temperature Adjustments for this Work/Rest Schedule" to determine modifications needed to the work schedule.

- When the temperature, indoors or outdoors, exceeds the average level, supervisors are responsible for updating the lifeguard rotations.
- Modify the work-rest schedule to shorten heat exposure periods by including frequent rest breaks. Shorter, more frequent breaks are more effective than longer, less frequent rest breaks.
- When determining the Temperature, refer to the modifications for Environmental and Humidity conditions to calculate the accurate temperature.

OSHA-NIOSH Heat Safety Tool

- A visual indicator of the current heat index and associated risk levels specific to your current geographical location
- Precautionary recommendations specific to heat index-associated risk levels
- An interactive, hourly forecast of heat index values, risk levels, and recommendations for planning outdoor work activities
- Location, temperature, and humidity controls, which you can edit to calculate for different conditions
- Signs and symptoms and first aid for heat-related illnesses

This app can be downloaded onto any smart device through the App Store or Google Play. It is also available in Spanish.
https://www.cdc.gov/niosh/topics/heatstress/heatapp.html

- **Heat Index** – If your location services is enabled, the temperature and humidity data will automatically download and the current heat index will be displayed. Beneath the calculated heat index is the associated "Precautions" button for the risk level. By clicking on "Precautions", you will arrive on a screen with risk level-specific recommendations.
- **Hourly Heat Index Forecast** – If you are interested in planning your work activities for the entire shift around the heat index, there is an hourly feature that will allow you to scroll through and determine the hottest hours of the day along with the corresponding risk level and precautions.
- **Symptoms and First Aid** – At the bottom of your app screen you will always have easy access to heat-related illness symptoms and first aid.
- **More** – The "More Tips" provides information about being prepared for emergencies, training, acclimatization, hydration, monitoring workers for heat-related illness, and breaks. There is also a list of risk factors associated with heat-related illnesses.

Is monitoring the heat index enough to keep workers safe?
Use of the heat index (or WBGT) is important, but due to a variety of other factors affecting risk, it cannot be solely relied upon to prevent heat stress among workers. For example, employers should: (1) reduce workplace heat stress by implementing engineering and work practice controls; (2) train workers before hot outdoor work begins; (3) ensure that workers are acclimatized before they work in a hot environment; (4) provide the means for appropriate hydration of workers; (5) ensure and encourage workers to take appropriate rest breaks to cool down and hydrate; and (6) give workers the opportunity to limit exposure to direct sun or other radiant heat sources by providing shaded areas as needed.

The heat index can be used as a screening tool, so that supervisors and workers can more easily recognize when additional preventive options should be implemented. For example, as the heat index increases then more water and rest breaks may become necessary. In addition, if conditions are of extreme risk, then it may be necessary to reschedule non-essential work.

Temperature Adjustments for this Work/Rest Schedule

- When the temperature, indoors or outdoors, exceeds the average level, supervisors are responsible for updating the lifeguard rotations.
- Modify the work-rest schedule to shorten heat exposure periods by including frequent rest breaks. Shorter, more frequent breaks are more effective than longer, less frequent rest breaks.
- When determining the Temperature, refer to the modifications for Environmental and Humidity conditions to calculate the accurate temperature.

Temperature (°F)	Light Work Minutes Work/Rest
90	Normal
91	Normal
92	Normal
93	Normal
94	Normal
95	Normal
96	Normal
97	Normal
98	Normal
99	Normal
100	Normal
101	Normal
102	Normal
103	Normal
104	Normal
105	Normal
106	45/15
107	40/20
108	35/25
109	30/30
110	15/45
111	Caution
112	Caution

Adjust the temperature reading as follows before going to the temperature column based on:
Environmental conditions AND Humidity

Environmental conditions:
Full sun (no clouds): Add 13°F
Partly cloudy/overcast: Add 7°F
No shadows visible, in the shade, or at night: No adjustment

Humidity
40% humidity: Add 3°F
50% humidity: Add 6°F
60% humidity or more: Add 9°F

Example Adjustment:
- Conditions at an outdoor pool are 95°F, with partly cloudy skies and 50% humidity.
- *Adjust the table as follows:*
  - Add 7°F for partly cloudy skies and 6°F for 50% humidity, to arrive at **108°F**.

A LG on stand in 106 °F temperatures should work for 45 minutes and rest for 20 minutes.

A LG in 111 °F should use extreme caution! The risk for heat injury is high in this situation.

Heat Stress Acclimatization

- Heat acclimatization is the improvement in heat tolerance that comes from gradually increasing the intensity or duration of work performed in a hot setting.
- Managers should have a formal acclimatization plan for employees working in the heat. Starting new employees at full intensity is not safe.

What are the benefits of heat acclimatization?

- Heat exposure will cause less strain on the heart and other vital organs.
- Sweating improves (higher volume, earlier onset), which cools the body more quickly. Acclimatized workers need more water—not less— due to increased sweating.
- Workers increase their ability to comfortably perform physical tasks in the heat.

Recommend Acclimatization Schedule

- Closely supervise new employees for the first 14 days or until they are fully acclimatized.

New Workers		Example 8 hrs Shift
1st day	20% usual work duration	1.5 hr
2nd day	40% usual work duration	3 hrs
3rd day	60% usual work duration	5 hrs
4th day	80% usual work duration	6 hrs
5th day	100% usual work duration	8 hrs
Previous Experience* as Lifeguard		**Example 8 hrs Shift**
1st day	50% usual work duration	4 hrs
2nd day	60% usual work duration	5 hrs
3rd day	80% usual work duration	6 hrs
4th day	100% usual work duration	8 hrs

Tips for acclimatization

- Best results will come from gradually increasing work time in hot conditions over a period of 7 to 14 days, cooling off, and fully rehydrating between shifts. Adjustments to the acclimatization schedule may be needed depending on the facility and individual factors.
- Most workers should be able to safely handle a full workload after four (4) days of gradual increase, even though they will usually still need to be fully acclimatized. Most people will continue to see beneficial improvements in heat tolerance for up to 2 weeks after exposure starts.
- Aids to Acclimation
    - Stay hydrated! Dehydration reduces the benefits of heat acclimatization.
    - Eating regular meals. Food replaces electrolytes lost in sweat, especially during the first few days of acclimatization, when you lose the most salt in sweat.
    - Physical fitness. Non-physically fit workers require more time to acclimatize fully.
- Sudden shifts in work intensity or sudden increases in environmental temperature can increase the risk of heat illness, even for acclimatized workers.

    - The body will acclimatize to the level of work demanded of it. Simply being in a hot place is not sufficient. Doing light or brief physical work in the heat will acclimatize you ONLY to light, brief work. More strenuous or longer tasks require more acclimatization.
- Pushing to the point of heat exhaustion will hurt, not help, your heat tolerance.

Disadvantages of being unacclimatized

- Readily show signs of heat stress when exposed to hot environments.
- Difficulty replacing all of the water lost in sweat.
- Failure to replace the water lost will slow or prevent acclimatization.

How quickly does the body LOSE heat tolerance after acclimatization?

- Acclimatization will be maintained for a few days after heat exposure stops but will begin to be lost after about one (1) week away from working in the heat.
- After one (1) month away from work in the heat, most people's heat tolerance will have returned to baseline.
- Working for 1–2 days in cooler conditions or taking breaks in air conditioning will not hurt acclimatization.

Training

Each Team Member will be trained in heat-illness prevention and strictly adhere to the recommended practices, except when doing so would expose them to a greater hazard. To ensure workers are prepared to work safely under hot conditions, all Team Member and supervisors who may be exposed to heat stress and heat-related illnesses will receive training on the following:

Heat-Related Illnesses (HRI)

- Recognition of the signs and symptoms of HRIs.
- Causes of heat-related illnesses and prevention.
- Proper care and use of heat-protective clothing and equipment.
- Risk Factors
    - Environmental
    - Work-Related
    - Personal
- Importance of acclimatization.
- Importance of immediately reporting HRI symptoms.
- First aid.

Effects on the Human Body

- How the Body Handles Heat
    - Increased heart rate
    - Increased blood circulation to the skin
    - Evaporative cooling from sweating
- The importance of consuming water throughout the work shift
    - One cup (8 oz.) of cool water or an electrolyte replacement fluid every 15-20 minutes; four (4) cups of water every hour.
- The importance of rest breaks and shade throughout the work shift
    - Prolonged physical exertion and muscle activity increase the body's core temperature and reduce the body's ability to cool itself. Short rest breaks are necessary to allow blood to flow to the skin to be cooled.
    - Rest breaks slow down the buildup of heat in the body from prolonged muscle activity.
    - Rest breaks are also crucial for the heart and allow your heart rate to recover from sustained heat stress and physical exertion.
    - Rest breaks in the shade help with cooling, especially if there is air movement with cool air.
- Employees are responsible for talking to their medical doctor, psychiatrist, and/or pharmacist about the effects of medications and heat-related illnesses.
    - The impacts of climate change, such as hotter weather, may negatively affect physical and mental health. If you are taking certain medications, including medications people take as part of managing mental health issues and conditions (psychotropic medications), you are also more at risk than people not taking these medications.
    - Be aware of your unique health history, what medications you are taking, how these medications may affect you (including side effects), and what support you might need during a medical emergency.
    - You can find this information by:
        - Talking with your doctor or other healthcare professional

        - Being familiar with the medications you take
        - Learning about possible medication side effects
        - Understanding what might happen during a medical emergency and what steps should be taken during or after an emergency.
    - Share any information with General Manager and/or SFC Human Resources Manager about any pertinent information, if necessary and comfortable. All information will remain confidential.

Understanding Controls (Engineering, Administrative, Hydration, and PPE)

- Daily precautions include umbrellas, PPE, and hydration.

Heat Alert Program

Based on the local Weather forecast of the National Weather Service.

- If a heat wave is predicted for the next day or days, a state of Heat Alert is declared to ensure that measures to prevent heat casualties will be strictly observed.
    - Arrange training courses for all staff to attend HRI training.
    - Review the HRI Plan and training topics to include the most up-to-date information for the facility that meets NIOSH-OSHA & CDC requirements.
    - Confirm First Aid Kit includes enough supplies to care for heat-related emergencies.
        - Cold Compresses
        - Small towels for cooling
        - Sports drinks or water
        - Safety Sheers to cut clothing.
    - Establish criteria for the declaration of a Heat Alert.
    - For instance, a Heat Alert would be declared if the area weather forecast for the next day predicts a maximum air temperature of at least 35°C (95°F) or if a maximum temperature of 32°C (90°F) is predicted and is 5°C (9°F) higher than the temperature reached on any of the preceding three days.
    - Establish Criteria for closure during a Heat Alert.

Procedures to be followed during the state of Heat Alert are as follows:

- Alert workers via Discord of extreme heat events or heat stress conditions and provide a short review of the heat-illness prevention strategies for the day.
- Remind lifeguards to stay hydrated during shifts and before and after work.
- Modify the work-rest schedule to shorten heat exposure periods by including frequent rest breaks.
    - Increase the number of lifeguards working to reduce each person's heat exposure.
    - Increase rest allowances. Allow lifeguards to recover in air-conditioned rest places.
- Remind lifeguards to utilize all forms of PPE while on surveillance duty.
- Restrict overtime work.
- Monitor the environmental heat at the facility and in the resting places.
- Postpone tasks that are not urgent (e.g., preventive maintenance involving high activity or heat exposure) until the heat wave is over.

- Turn off heat sources that are not absolutely necessary.
- Check lifeguards' core temperature during their most severe heat-exposure period, as needed.
- Send workers who show signs of a heat disorder, even a minor one, for medical evaluation. Permission of the responsible healthcare provider to return to work must be given in writing.

Emergency Procedures

- EMS should be contacted whenever a person loses consciousness or appears to have Heat exhaustion or Heat Stroke.
- Always call 911 first during an emergency.
- General Manager should be notified if any Team Member are experiencing a Heat-Related Illness.
- Employee, or person providing care, should complete an Incident Report.
- Send workers who show signs of a heat disorder, even a minor one, for medical evaluation. Permission of the responsible healthcare provider to return to work must be given in writing.
- General Manager should notify SFC Human Resources Manager if Team Member are experiencing a Heat-Related Illness.
- General Manager should review Incident Report to confirm it has been completed.
- General Manager is responsible for helping the Team Member to get shifts covered until medically released to continue working.

Ladder Safety

When using a ladder, there is a set list of safety rules that help ensure the risk of injury is minimized. Thousands of ladder injuries occur in workspaces every year, with the vast majority of them being caused by employees failing to follow basic ladder safety rules. Knowing the basic rules of ladder safety helps employees avoid accidents, keeping them safe.
Here are some of OSHA's most important guidelines to keep in mind when working with a ladder:

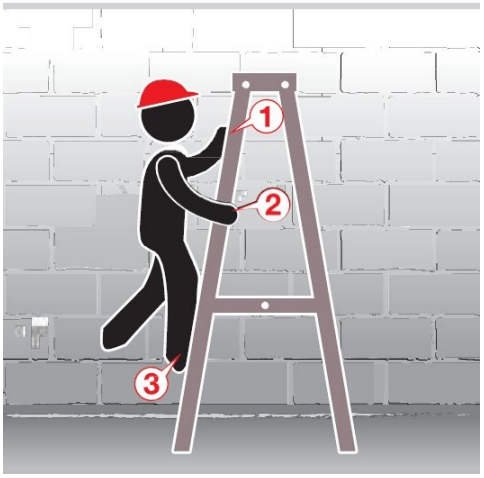
- Use ladders when necessary, rather than using an unsafe substitute such as boxes
- Keep ladders free of oil and other slippery substances
- Ladders can only be used for their designed purposes
- Ladders should only be used on even and clean surfaces
- Don't load ladders past their intended workload or weight limit
- Use ladders in traffic-free environments, use barriers or other blockers to avoid displacement from traffic

Lifeguard Stations with steps or rungs are included as ladders.

Ladder Safety Rules

General Cautions

- Inspect the ladder for missing or damaged parts before using
- Follow all posted height and weight restrictions
- Do not use ladder if you are not in good physical condition
- Be aware of your surroundings and general conditions. Area should be free of clutter.
- Ladders should be placed on a firm and level surface for stability. The surface should be able to support the weight of the ladder and the person using it.
- When using the ladder outside, be aware of slippery surfaces, windy conditions or other weather related factors
- Limit major work to after operating hours or until an area can be closed or secured
- Never use an aluminum ladder when working with or around electricity
- Having another Team Member hold large ladders when climbing
- Properly lighting the work area to identify potential dangers
- Communicating defects and hazards when noticed so they can be repaired before future use
- When using straight ladders - the base of the ladder should be placed so that it is one foot away from the building for every four feet of height to where the ladder rests against the building. This is known as the 4 to 1 rule.



Safe Ladder Practices

- Facing the ladder when climbing up or down
- Do not lean or overreach. Keep your body centered on the ladder.
- Keep steps dry and clean
- **Maintaining three points of contact at all times**
- Always using at least one hand to grip the ladder when climbing up or down.

- Always use every rung of the ladder when descending – never skip rungs or jump off a ladder.
- Keep your body and any material you carry as close to the ladder as possible – remember that the least efficient and most dangerous way of moving material between two levels is carrying it on a ladder.

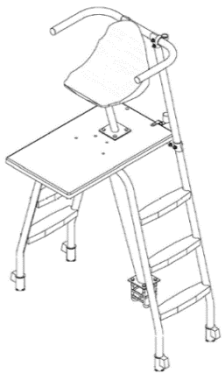
Unsafe Ladder Practices

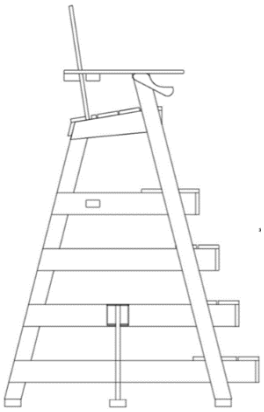
- Moving or extending ladder while in use
- Carrying objects that can cause loss of balance when climbing
- Climbing a closed ladder
- Climbing a ladder while drunk or impaired
- Standing on top of a ladder, throwing it off balance

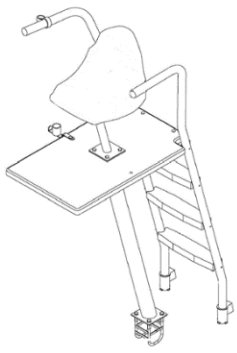
Ladder Inspection

One of the most important aspects of ladder safety is the inspection of the ladder and the area around it before use. Ladder inspection is critical, as it allows workers to identify any problems or hazards that can lead to accidents or injuries. Without a proper inspection, these dangers could go unnoticed. When performing a ladder inspection, you should look out for the following items:

- **Rungs** - Rungs should be free of debris or loose items.
- **Screws and Bolts** - All screws and bolts on the ladder should be tight and secure.
- **Hardware and Fittings** - Hardware and fittings should be securely attached.
- **Moveable Parts** - Ladder extension locks should move freely and lock correctly.
- **Readable Labels** - Labels on the ladder should be readable, and the advice should be adhered to.
- **Work Area** - The work area should be inspected to ensure no surfaces or hazards will affect the ladder's stability.







Ladder Duty Rating

Ladders are made to hold a specific amount of weight, with each ladder being assigned a rating that shows how much a ladder can hold and its designed purpose. When trying to determine the amount of weight your ladder will be holding you need to calculate your total weight, the weight of your clothing and equipment, and the weight of tools and supplies you are carrying. Never go above your ladder's weight limit because it can lead to an unbalanced ladder and cause falls. When trying to determine how much weight a ladder can hold, ladder duty ratings show as follows:

- Type III - Designed for lightweight use, usually holds around 200 lb.
- Type II - Perfect for medium-duty home projects, can hold up to 225 lb.
- Type I - Great for most projects and jobs, heavy-duty ladders that hold up to 250 lb.
- Type IA - Extra heavy-duty ladders designed for professional use, hold up to 300 lb.
- Type IAA - Extra-heavy-duty ladders used for the toughest jobs and projects, can hold up to 375 lb.

How to Transport a Ladder

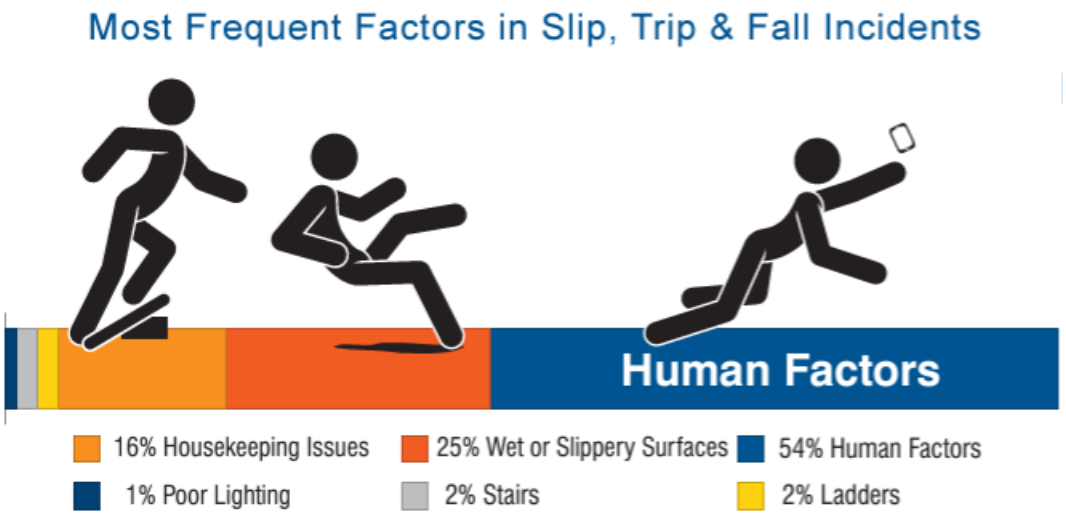
Incorrectly transporting and handling ladders or lifeguard stations is dangerous, and workers can get injured if they're not careful. Before transporting, the ladder should be closed. During transportation, a ladder should always be carried parallel to the ground, being held by the side rail. For ladders that exceed 20 feet, you should always have a second person help with transportation to mitigate the risk of injury.

Ladder Storage

Ladder use should be limited to authorized individuals who have been trained in acquisition, handling and use; they must be in good physical condition with no history of or propensity for falls or dizziness. Improperly storing a ladder or lifeguard station can harm the structural integrity of the ladder and lead to injuries. Store your ladders in a clean, dark, and dry location. When storing a ladder, ensure that nothing nearby has the potential to corrode or damage the ladder. For added support, you may want to store your ladders horizontally on racks or brackets.

Slips, Trips, & Falls

- OSHA maintains general industry regulations on walking/working surfaces that guard against hazards including clutter, protruding objects and wet conditions. These hazards can harm everyone in a facility, regardless of title or job responsibilities.
- Slips, trips, and falls cause nearly 700 fatalities per year and many more injurious accidents in the workplace according to the Bureau of Labor Statistics.
- There are three physical factors involved in slips, trips, and falls: friction, momentum, and gravity. Each one plays a role. Friction is the resistance between objects, momentum is affected by the speed and mass of an object, and gravity is the force exerted on an object by the Earth.
    - SLIPS
        - Slips are a loss of balance caused by too little friction between your feet and the surface you walk or work on. Loss of traction is the leading cause of workplace slips.
        - Slips can be caused by wet surfaces, spills, or weather hazards like ice or snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking.
    - TRIPS
        - Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance. Trips are more likely to happen when you are in a hurry and don't pay attention to where you're going.
    - FALLS
        - Falls occur whenever you move too far off your center of balance. Falls account for more workplace fatalities than any other reason.



Guidelines

Follow general guideline for walking-working surfaces, such as passageways, pool decks, storage rooms, Team Member spaces, working areas, and more.

- Keep floors clean, orderly, and dry.
- Maintain a functional drainage system if working on wet surfaces.
- Keep surfaces free of hazards such as sharp objects, loose boards, corrosions, leaks, spills, snow, and ice.

- Ensure that the working surface can support the maximum intended load.
- Provide safe means of entering and exiting from walking surfaces.
- Inspect the working surface to keep it in good condition.
- Repair hazardous floors as soon as possible.

Preventing Slips, Trips, and Falls

Slips

- Slips can be caused by wet surfaces, spills, or weather hazards like ice or snow. Slips are more likely to occur when you hurry or run, wear the wrong kind of shoes, or don't pay attention to where you're walking.
- You can help avoid slips by following these safety precautions:
    - Practice safe walking skills. Take short steps on slippery surfaces to keep your center of balance under you and point your feet slightly outward.
    - Be extra cautious on smooth surfaces such as newly waxed floors. Also be careful walking on loose carpeting.

Trips

- Trips occur whenever your foot hits an object and you are moving with enough momentum to be thrown off balance.
- To prevent trip hazards:
    - Make sure you can see where you are walking. Don't carry loads that you cannot see over.
    - Keep walking and working areas well lit, especially at night.
    - Keep the workplace clean and tidy. Store materials and supplies in the appropriate storage areas.
    - Arrange furniture and office equipment so that it doesn't interfere with walkways or pedestrian traffic in your area.
    - Properly maintain walking areas, and alert appropriate authorities regarding potential maintenance related hazards.

Falls

- To avoid falls, consider the following measures:
    - Don't jump off landings or loading docks. Use the stairs.
    - Repair or replace stairs or handrails that are loose or broken.
    - Keep passageways and aisles clear of clutter and well lit.
    - Wear shoes with appropriate non-slip soles.

When walking on icy or slippery areas:

- Wear shoes or boots with soles that provide extra traction.
- Use special care when entering and exiting vehicles. Use the vehicle for support.
- Walk with feet spread out slightly and toes pointed outward.
- Extend arms out to the sides to maintain balance.
- Take short steps or shuffle for stability.

Preventing Slips and Falls on Pool Decks

Slip, trip and fall hazards are common in all locations—but pools and pool decks present additional challenges. The following checklist is designed to help you and your teams identify and mitigate common slip, trip and fall hazards in aquatic facilities.

Walkways

- Walkways are clear of items (ex. dive rings, pool balls, kick boards, etc.)
- Pool items (ex. lifejackets, lane lines, etc.) are properly stored in their designated location.
- Pool user's belongings are properly stored in their designated location.
- Chairs are adequately spaced allowing for free-flowing traffic.
- The pool deck, and all walkways are bright, well-lit and free of shadows.

Pool & Surrounding Area Maintenance

- Drain covers are secure and not missing.
- Stairs have slip treads that are in good shape and not missing.
- Tiles and other surfaces are intact with no broken or missing pieces.
- Surfaces are flat and do not have any raised areas.
- Brightly colored floor markings or signage are present where there are uneven surfaces, elevation changes or known hazards that can’t be removed.
- Steps and ladders are fixed securely with no loose or broken pieces.
- Bleachers are clean and clear of debris and hazards.

Wet & Slippery Surface

- The pool deck is clear of collected and puddled water and is regularly monitored and cleaned as needed.
- Areas on the pool deck where water collects regularly are clearly marked.
- Mats or handrails are placed where appropriate.
- Mats are well-maintained and are flat, not cracked or uneven.
- If outdoors, all walkways are free from spilled sunscreen or tanning oils.

Patrons & Lifeguards

- Children are walking, not running on the pool deck.
- If lifeguards are wearing footwear on the pool deck, it is non-slip and appropriate for the job.
- Lifeguards and other staff walking on the pool deck are free from distractions and aware of their surroundings when walking.

Practice good housekeeping

A slip-free workspace begins with housekeeping. Removing clutter helps tidy up the floor and makes it walkable for everyone. Start good housekeeping habits with the following tips:

- Keep drawers, cabinets, and other storage items closed when not in use.
- Throw away trash in the right bin.
- Put boxes away from the main halls.
- Ensure walkways are clear
- Hide cables, extension cords, and wires in protective covers.
- Provide adequate lighting in walking areas.
- Replace cracked, worn or aged floor surfaces immediately
- Have a plan to clean wet entranceways in the winter

Install safety signs

- Safety signs and markers are a must in preventing slips, trips, and falls. Installing them warns people about walking in hazardous spaces to keep them safe.
- Different zones require specific safety signs. For example, establishments place the “Caution: Wet Floor” sign to alert guests of slippery floors.

Clean spills immediately

- Spills are one of the most common fall hazards in the workplace. They come in different forms – guests getting in and out of water, toilets and showers in bathrooms, or chemical in the pump room.
- In case of spills, have them cleaned as soon as possible. Mop and sweep or dry any substance on the floor that could slip or trip another person. Proper cleaning ensures that the floor is free from hazardous elements so that people can walk safely.

Proper Equipment and Guards

A number of aids can help increase traction or make it easier for workers to see hazards in their path of movement.

- use high traction mats
- install handrails on all stairs
- install mirrors at blind corners
- use slip-reducing cleaning products
- clearly mark off walkways
- salt walkways and parking lots every time it snows

Keep in mind that these measures don’t reduce human error but they can help you reduce (but not eliminate) the risk when employees are rushing, frustrated, fatigued or complacent.

Maintaining A Clean & Organized Workspace

Keeping your organization orderly and organized will help to prevent Team Member injuries—especially slips, trips, and falls. Sometimes, it may be challenging to identify where to begin with all the other priorities that are top of mind.

Sort

- Sorting all of your inventory will help you know where they should be placed so that they can be organized properly once they have been designated to a specific area.
- Take inventory of all items that you currently own.
- Before placing them into their proper place, clean them thoroughly.
- Place all items with other like items.

Declutter

- When an organization is cluttered, it often causes over-purchasing. This is due to the fact that when someone can't find something, they tend to buy it rather than hunt through the clutter. This can cause injury because there are now duplicates crowding space, providing more of an opportunity for someone to slip and fall.
- Ensure that everyone in the organization who has purchasing access is aware of what items the organization owns.
- If no one in your organization has used an item in the last six (6) months, and it will not be used soon, consider repurposing, donating, or discarding it.
- Ensure that the only items that are kept are the ones that are needed and unbroken.

Clean

- Clean and disinfect all working areas, breakroom spaces, equipment, and supplies used daily.
- Hold Team Member responsible for cleaning up after themselves.
- Specifically, have an expectation for employees to pick up any equipment, program materials, trash, or other materials off of the floor to prevent slips, trips, and falls.

Trash

- Reinforce the importance of throwing away trash immediately to Team Member.
- Sift through all the papers you may have lying around. Recycle any paper you do not need anymore, or consider scanning them and emailing them to yourself.

Storage

- Store items that are used frequently in an easily accessible area.
- For smaller items that need to be stored in a storage container, determine if several similar items can be stored together.
- When storing items in a container, be sure that heavy items are at the bottom and work your way up based on weight distribution.
- Label everything. Use chalkboard labels for temporary labeling, bookplate labels to organize baskets and bins, label makers for binders and small items, or silhouette/adhesive vinyl labels. Labels will ensure employees are using the correct materials, chemicals, etc.

Safety Plan

SAFETY PLAN CONTENTS

Facility Layout

- Lifeguard Chair
- Roving Guard
- ADA
- Ladder
- Chairs & Lounges
- Crash Bag
- Backboard
- Reaching Pole
- Fire Hydrant
- AED
- Emergency Phone
- Eyewash Station

Emergency Equipment

Adventure Cove must always have the appropriate rescue equipment available for emergency response and in proper working order. Using rescue equipment makes a rescue safer for both you and the victim. Verify that all equipment is in good working order and that a sufficient amount is available in proper locations.

Inspections

Head Lifeguards should inspect all first aid kits and safety equipment on the 1st and 15th of each month. The inspector should remove and discard any items not listed on the inventory list. Ensure that the appropriate supplies are available in the first aid kit.

Supply Ordering

The Head Lifeguards should notify the General Manager at the end of the inspection. The General Manager will immediately order and deliver the first aid supplies for restocking.

Equipment Requirements

- **Stocked Hip Packs:** Lifeguards are required to carry a stocked hip pack at all times while on duty. Hip packs must be stocked with resuscitation masks (adult and infant) with one-way valves, non-latex disposable gloves, and basic first aid equipment.
- **Rescue Tubes**: A minimum of 20 rescue tubes must always be available and in working order. Tubes should be kept in a location that is easily accessible to lifeguards.
- **Whistles:** Lifeguards are responsible for bringing their own whistle.
- **Backboards:** Two backboards must be readily available for each area. The backboards must always have working head immobilizers and a minimum of one strap. One backboard is located near the Guard Shack entrance and the other is next to the slide runouts.
- **AED:** At least one AED must be located within the Adventure Cove in an easily accessible location. Located in the Guard Shack.
- **Crash Bag**: One Crash Bag is required at the Adventure Cove in a location that is easily accessible during an emergency. Located in Guard Shack
- **Bag Valve Mask (BVM):** One adult, child, and infant BVM is required at the Adventure Cove in a location that is easily accessible during an emergency.
- **Lifejackets:** A minimum of 20 small and 20 medium lifejackets must be available in the Adventure Cove. Hanging them on a rack on the pool deck is recommended to keep them dry and available for use.
- **Ring buoys:** The State of Texas requires one ring buoy with throwing rope for every 2000 square feet of pool surface area up to 6000 square feet. For every additional 4000 square feet, an extra ring buoy, throwing rope, and reaching pole must be provided. The facility, with 7563 square feet of pool surface area, should have four ring buoys placed around the pool. A ring buoy throwing rope must be 1/4-inch to 3/8-inch in diameter, with a length at least two-thirds the maximum width of the pool. A USCG-approved ring buoy, maximum 24-inches in diameter, must be attached to the throwing rope.
- **Reaching Pole:** The State of Texas requires at least one reaching pole for every 2000 square feet of pool surface area up to 6000 square feet. For pools over 6000 square feet, an additional pole is needed for each additional 4000 square feet. Each pole must be light, strong, non-telescoping, at least 12 feet long, made of non-conductive material, and have a shepherd's crook. A pool with 7,563 square feet of surface area should have four reaching poles with shepherd's crooks placed around it.
- **Net:** One telescoping pole with a net is required for the Adventure Cove

First Aid Equipment

Adventure Cove should be capable of responding to emergencies within the training of CPR/AED/First Aid for the Professional Rescuer. It is required that Adventure Cove has these items on hand at all times. The First Aid kit is located in Guard Shack.

Personal Protective Equipment

- Adult Resuscitation Mask
- Infant Resuscitation Mask
- Medical Exam Gloves (non-latex)

Bloodborne Pathogens Spill Kit

- Biohazard Bags
- Biohazard Scoop
- Fluid Control Solidifier
- Medical Exam Gloves (non-latex)
- Biohazard Scoop
- Antiseptic Towelettes
- Eye and Face Shield
- Disposable shoe covers

Airway Management

- Resuscitation Mask
  - Adult and Infant Resuscitation Mask
  - Universal Resuscitation Mask
- Bag-Valve-Mask (BVM)
  - Adult, Child, and Infant

First Aid Equipment

- First Aid Guide
- Tools
  - Scissors/Trauma Sheers
  - Tweezers/Splinter Forceps
  - Tourniquet (windless)
  - Splint
- Supplies
  - Cold Pack 4" x 5'
  - Adhesive Bandage – 1" x 3"
  - Adhesive Bandage – Large Fingertip
  - Adhesive Bandage – Knuckle
  - Adhesive Bandage – Butterfly
  - Adhesive Tape – 2.5 yd
  - Eye Covering w/means of attachment – 2.9' sq
  - Roller Bandage 2" x 4 yd
  - Roller Bandage 4" x 4 yd
  - Cohesive Elastic Wrap 3" x 5 yds
  - Sterile pad 3" × 3"
  - Sterile pad 4" × 4"

- Trauma pad 5" x 9"
- Triangular Bandage 40 x 40" x 56"
- Hank's Balanced Salt Solution
- Eye/Skin Wash 4 fl. Oz
- Foil Blanket 52" x 84"
- Blood Clotting Spray
- Antiseptic Wipes 17 oz (0.5 g)
- Hand Sanitizer Packets (0.9 g)

Staffing Plan

Safety Team Members

Staff Member	Position and Certifications
All Aquatics Positions Basic Training & Certifications	• SFC Training: Sexual Harassment • SFC Training: Right to Monitor • SFC Training: SFC Handbook
Additional Training/Certification	
Lifeguard	• American Red Cross Shallow Water Lifeguard • American Red Cross Lifeguarding *(also acceptable)*
Swim Instructor	• American Red Cross Water Safety Instructor or Basic Water Instructor
Head Lifeguard	• American Red Cross Lifeguard Instructor • American Red Cross Management
Lifeguard Instructor	• American Red Cross Lifeguard Instructor
Maintenance Staff	• PHTA Certified Pool Operator and/or NRPA Aquatic Facility Operator • Respiratory Protection Training • Confined Space Training
Aquatics Coordinator	• Same as Head Lifeguard • American Red Cross Water Safety Instructor & Lifeguard Instructor • PHTA Certified Pool Operator and/or NRPA Aquatic Facility Operator
General Manager	• Same as Aquatics Coordinator • Same as Maintenance Staff
Concession	• Food Handlers Certification • Lay Responder CPR/AED

Facility Responsibilities

The Adventure Cove requires that at least six (6) lifeguards are always on surveillance duty. The facility has carefully planned the size and layout of the zones, the location of lifeguard stations, and the availability of emergency equipment. This ensures that there is adequate surveillance of patrons and that lifeguards can quickly recognize and reach a person in distress within 30 seconds. They can then start resuscitative care within 1½ to 2 minutes.

Staff Surveillance Responsibilities

Overview

The primary responsibility of your lifeguard team is to help keep patrons safe—in the water, on deck, and throughout the facility. Your lifeguard team achieves this goal by conducting effective surveillance.

Be equipped and ready for rescue.

- Wear your rescue tube with the strap over one shoulder.
- Position the rescue tube in front of you, either across your lap in an elevated station or across your torso or slightly to the side in a ground-level or walking patrol station.
- Gather and hold the excess strap in your hand.
- Wear your hip pack containing a resuscitation mask and gloves.
- Wear your whistle or other communication device.

Maintain an active posture.

- Sit with your feet flat on the platform surface and lean slightly forward with your hands on the rescue tube.
- Stand upright with your feet flat on the ground or platform surface.
- When you are walking, stand upright, keep your chin parallel to the ground and keep your eyes on the water. Take short steps and roll from heel to toe.

Scan continuously from point to point.

- **Scan the entire zone every 30 seconds.**
- Move your head and eyes during each scan to search all areas, including the area under, around and directly in front of the station.
- Adjust your position as needed to gain better visibility around water features, play features, clusters of patrons, the pool bottom, glare, or other objects such as starting blocks, stairs and backstroke flags.
- Search the bottom, middle and surface of the water.

Remain alert, attentive and focused on surveillance.

- Scan your zone continuously. Avoid being distracted by people or things outside of your zone.
- Avoid distractions (for example, socializing, using a personal smart device, daydreaming, eating, grooming).
- Change your body position as needed to remain alert.
- **Secondary duties may not be completed while on surveillance duty.**
  - Testing the pool water chemistry
  - Assisting patrons (conducting safety orientations, administering swim tests, and helping fit life jackets).
  - Performing opening duties, closing duties, or facility safety checks and inspections.

Rotations

Overview

A Head Lifeguards assigns lifeguards on a rotation schedule at the beginning of each shift. The rotation would include a minimum of six (6) lifeguards on surveillance duty and two (2) off surveillance duty. The lifeguards off surveillance duty may be on break, completing assigned secondary tasks such as cleaning, maintenance, or monitoring the front desk. **Lifeguards in the Guard Shack are still considered "On Duty" and must be ready to respond to emergencies.**

By offering this rotation, the lifeguards may actively monitor the water for no more than one (1) hour with at least a 10-minute break afterward. A lifeguard should only be on constant surveillance duty for up to 1 hour.

A minimum of six (6) lifeguards should remain on surveillance duty when one (1) or more people are in the water, even when no one is in their zone. If the pool is open, but no swimmers are in the water, one lifeguard must remain on surveillance duty.

Process

LIFEGUARDS MUST ROTATE ON TIME!

Number of Lifeguards	Rotation Time
4 or more Lifeguards	Every 15 Mins (0:00, 0:15, 0:45, 1:00)

To help minimize scanning challenges such as fatigue and monotony, lifeguard managers develop surveillance schedules that include periodic rotations from one station to another and breaks from surveillance duty.

While rotating, each lifeguard wears their own rescue tube, and both lifeguards must ensure that there is no lapse in patron surveillance, even for a moment. The lifeguards transfer scanning responsibilities back and forth as the incoming lifeguard gets into position and the outgoing lifeguard prepares to leave the station. Each lifeguard must know who is responsible for scanning, or “owning,” the zone at each point throughout the rotation.

Surveillance of the zone is maintained throughout the entire rotation process.

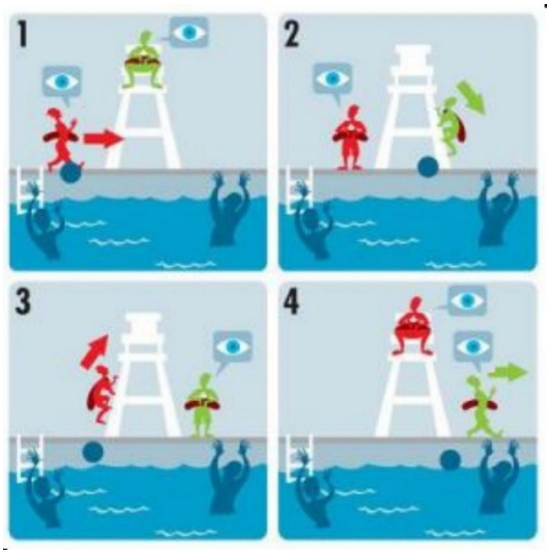
- Incoming lifeguard takes over responsibility for scanning while outgoing lifeguard climbs down from the stand (elevated station)
- Outgoing lifeguard does not rotate out until incoming lifeguard is rescue-ready.
- Outgoing lifeguard continues to scan zone as they walk away.

Incoming lifeguard is aware of activity in the zone.

- Incoming lifeguard actively scans zone as they approach station.
- Incoming and outgoing lifeguards exchange information as needed.

Rescue equipment is present and properly positioned.

- Each lifeguard wears their own rescue tube.
- Outgoing lifeguard does not transfer responsibility for zone before confirming that incoming lifeguard is rescue-ready.



Ground-Level & Walking Patrol Stations

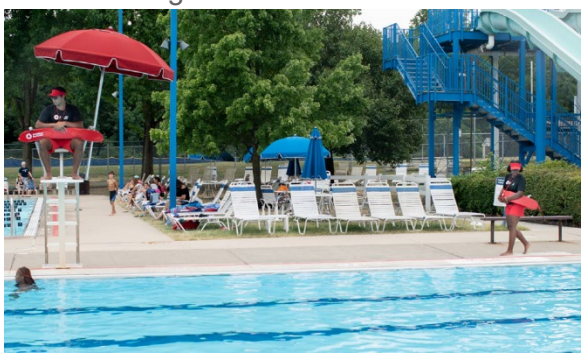
- The **incoming lifeguard** begins actively scanning the zone as they are walking toward the lifeguard station.
    - For a walking patrol station rotation, the rotation may take place at a designated "rotation spot" along the walking path. The **incoming lifeguard**:
        - Checks all areas of the water from the bottom to the surface.
        - Assesses the activity level in the zone.
        - Notes patrons in the water and on the deck.

- The **incoming lifeguard** stands to the side of the **outgoing lifeguard** and continues scanning the zone.
- The **lifeguards** exchange information about any situations that need special attention.
    - Both lifeguards continue scanning while exchanging information.
    - The lifeguards should briefly exchange information about any situations that need special attention.

- The **outgoing lifeguard** confirms the **incoming lifeguard's** readiness and visibility, signals that the zone is clear and transfers responsibility for the zone to the incoming lifeguard.
- The **outgoing lifeguard** continues actively scanning the zone as they are walking away from the lifeguard station.

Elevated Stations

- The **incoming lifeguard** begins actively scanning the zone as they are walking toward the lifeguard station. The **incoming lifeguard**:
    - Checks all areas of the water from the bottom to the surface.
    - Assesses the activity level in the zone.
    - Notes patrons in the water and on the deck.
- The **incoming lifeguard** stands to the side of the lifeguard stand and continues scanning the zone.



- After a few moments of scanning, the **incoming lifeguard** confirms that they have the zone covered and signals for the **outgoing lifeguard** to climb down from the stand.
- The **outgoing lifeguard** stands to the side of the lifeguard stand.
    - The **outgoing lifeguard** takes over responsibility for actively scanning the zone.
- The **incoming lifeguard** climbs into the stand, makes any adjustments to equipment or personal items and begins scanning.
    - The **incoming lifeguard** must be in a ready position to respond to an emergency—with the rescue tube strap over their shoulder and wearing their hip pack—before the zone transfer.
- The **lifeguards** exchange information about any situations that need special attention.
    - **Both lifeguards** continue scanning while exchanging information.
- The **outgoing lifeguard** confirms and signals that the zone is clear and transfers responsibility for the zone.
- The **outgoing lifeguard** continues actively scanning the zone as they are walking away from the lifeguard station.

Zone Coverage Overview

Coverage Types

Total Coverage

In total coverage, one lifeguard is responsible for conducting patron surveillance for the entire area. The single lifeguard is responsible for scanning the entire area, controlling activities of patrons in and out of the water and recognizing and responding to emergencies. If you are assigned total coverage and feel that your ability to see, conduct effective surveillance and keep all patrons safe is compromised, you should tell the On-Site Supervisor that additional coverage is needed.

Multi-Zone Coverage

In multi-zone coverage, the swimming area is divided into multiple areas of coverage (or zones), and one lifeguard is assigned to each zone. Multizone coverage helps to minimize blind spots and reduces the size of the area each lifeguard is responsible for scanning. When multi-zone coverage is in effect, each lifeguard on surveillance duty must know the boundaries of every zone. At minimum, each zone should overlap by several feet so that there is double coverage at the boundaries between zones. When zones overlap, each lifeguard in the adjacent zones shares responsibility for the area of overlap.

Emergency Back-up Coverage

Emergency back-up coverage is implemented when two or more lifeguards are on surveillance duty and one lifeguard must enter the water to perform a rescue. The lifeguards who remain out of the water must now take over surveillance responsibilities for the lifeguard who has entered the water. Depending on the situation and staffing levels, emergency back-up coverage might involve:

- Shifting the zone boundaries, relocating the lifeguard stations, or both to allow the lifeguards who remain out of the water to assume surveillance responsibility for the rescuing lifeguard's zone.
- Having a lifeguard who is not on surveillance duty (down guard) take the rescuing lifeguard's place at the vacant lifeguard station.
- Clearing part of the swimming area of patrons and closing it.

Station Types

Lifeguards perform surveillance duty from a variety of positions, or stations. The goal is to provide optimum visibility and coverage for the entire water area at all times. The location of the lifeguard station must permit the lifeguard to see their entire zone. The type of lifeguard station may need to be changed or the lifeguard station may need to be repositioned throughout the day to adapt to changing conditions as stated on the approved Caporella Aquatics Center Aquatics Center. Discuss with the On-site Supervisor or General Manager before making any adjustments.

When you are scanning be sure to include the area under, around and directly in front of the lifeguard stand.

Elevated Stations

An elevated station is raised off the deck or ground and provides a broad view of the zone and patron activities.

Ground-Level Station

Ground-level stations place the lifeguard in close proximity to patrons, making it easy to perform assists and enforce safety rules.

Walking Patrol Stations

A lifeguard at a walking patrol station provides surveillance coverage at ground level while moving on a defined path between fixed points. Because guards on walking patrol are mobile, they are able to position themselves within the zone to ensure the best visibility. Guards on walking patrol can also quickly move closer to investigate areas or situations of concern.

Roving

When a facility becomes unusually crowded, such as during a special event or activity, Head Lifeguards, On-Site supervisors or the General Manager might assign a lifeguard to a roving station. The roving lifeguard is assigned to an area to support, which also is covered by another lifeguard. Combining the views from elevated stations with the mobility of the roving lifeguard provides extra coverage to help ensure effective patron surveillance.

Zone Maps

The following Zone Maps are available at Caporella Aquatic Center

- Zone Map – **Swim Lessons & Water Walking – 6 Guards**
- Zone Map – **Minimum Coverage – 9 Guards**
- Zone Map – **Low Coverage – 12 Guards**
- Zone Map – **Normal Coverage – 13 Guards**
- Zone Map – **Max Coverage – 15 Guards**

The Management team will use various tools to help identify the effectiveness of their zones and make any modifications as necessary. **As a lifeguard, you may expect to participate in a variety of drills to help train you and improve performance while on-surveillance duty and during in-service duty.**

See Section 7 – Forms for full-size map views.

Communication Plan

Overview

An emergency can happen at any time. At Adventure Cove, our Team Member are always trained and prepared. In the event of an emergency, the Communication Plan is in place to identify that an emergency is taking place, activate the safety team response, and communicate.

Whistle Signals

- **One short whistle blast:** Gets the attention of a guest. Use sparingly. Always try to get a Guest's attention first by voice or hand signal.
- **Two short whistle blasts**: Signal, another Team Member.
- **Three short whistle blasts:** Activate EAP. Additional Team Member should recognize this and be ready for emergency backup coverage.
- **Two long whistle blasts:** Clear the pool. This is used for clearing the pool for any reason, including major emergencies that require the pool to be cleared.

Radio Communications

- Management and certain Team Member will maintain a handheld radio for communication. Before use, test the volume so it is reasonably audible for ongoing use but not so loud as to be intrusive or audible to Guest standing nearby.
- The two-way communication from one Team Member to another will be initiated by announcing the person calling to person calling to (i.e., "Adam to David")
- The reply from the answering person will be, "This is Person's Name."
- Keep radio communications brief and state the purpose in as few words as possible to reduce interference.
- If there is a need for lengthy communication, one party will suggest meeting at a specific location.

Emergency Response Codes

- Code Red – Fire Evacuation
- Code Orange – Hazardous Materials Spill Evacuation
- Code Yellow – Suspicious Person
- Code Green – Severe Weather
- Code Blue – Life-threatening Medical Emergency
- Code Pink – Missing Person
- Code Gray – Active Shooter
- Code Black – Hostile Intent Emergency Evacuation

Basic Two-Way Radio Etiquette Rules

- Don't interrupt if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an urgent emergency message.
- Never transmit sensitive or confidential information.
- Perform radio checks to ensure your radio is in good working condition.
    - Ensure the battery is charged and the power is on.
    - Keep the volume high enough to be able to hear calls.
- Think before you speak.
    - Decide what you are going to say and to whom it is meant.
    - Make your conversations as concise, precise, and clear as possible.
    - Avoid long and complicated sentences. If your message is long, divide it into separate, shorter messages.
    - Only use abbreviations if they are well understood by your group.

4 Golden Rules for Radio Communication

- **Clarity:** Your voice should be clear. Speak a little slower than normal. Speak in a normal tone; do not shout.
- **Simplicity:** Keep your message simple enough for intended listeners to understand.
- **Brevity:** Be precise and to the point.
- **Security:** Only transmit confidential information on a radio if you know the proper security technology is in place. Remember, frequencies are shared; you do not have exclusive use of the frequency.

Speak the Language

Radio Term	Meaning
Radio Check	What is my signal strength? Can you hear me?
Read You Loud & Clear	Response to “Radio Check”. Means your transmission signal is good.
Do You Copy?	Can you hear me?
Go Ahead	I am ready for your message
Affirmative	Same as “Yes”. Avoid “yup” or “nope” as they are difficult to hear.
Negative	Same as “No”.
Copy	You understand what was said
Wilco	Means “I will comply”.
On It	I’m in the process of doing what you asked
Roger or Ten Four	Message received and understood.
Say Again or Repeat	Repeat all of your last message
Come in	You are asking the other party to acknowledge they hear you.
Stand-by	You acknowledge the other party, but I am unable to respond immediately.
Over	Message finished, inviting others to respond if needed
Out	All conversation is finished, the channel is clear for others to use.
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency.
What’s your 20?	What’s your location
Disregard	Ignore the previous message
"10-12"	Visitors are present (be discrete)
"10-33"	Manager Needed - Help
Eyes on…	I can see what we’re talking about

During an Emergency

- After assessment, establish whether help is needed and determine the priorities for required emergency care. Render care as defined by protocols and as directed by leadership.
- Victims have the right to refuse care if they have appropriate mental capacity and are adults. Always try to communicate any risks of not receiving the appropriate care. If there is any doubt, always call 911, even if the victim refuses care with you.
- If an incident includes a life-threatening emergency, Management will summon EMS personnel by immediately calling 911. A Team Member or Guest may also make this call if necessary. .
- Notify Management of the victim's location and the extent of the injuries.
- Coordinate efforts with other professional personnel at the scene to make maximal use of all those with training to help the victim.
- When EMS personnel arrive, Management or another Team Member meets them at the Front Gate and directs them to the emergency.

Control Bystanders:

You may need to control bystanders to prevent them from interfering with a rescue. This may involve using a firm voice to ask them to move back so that care can be provided, roping off areas or positioning chairs around the emergency site, repeating commands and requests as often as necessary. Ensuring EMS personnel have a clear path and keep patrons away from the rescue scene.

Regardless of any voiced "medical training", bystanders are not allowed to intervene in the care provided to any person.

- "Medical Training" has not been verified.
- The Bystander has not received training at the facility to understand the facilities emergency response plans and how to use facility-specific equipment.
- Bystander intervention will delay or stop care being provided.
- Bystander intervention will cause confusion in the type of care provided and lifeguards' roles in care.

Termination of Care

After an emergency has been resolved, Team Member has three (3) important tasks to complete:

- Report:
  Team Member involved in the incident must complete the Incident Report immediately after providing care. Collect the required information about the victim, such as name, address, and contact information. Report observations and care of the victim to EMS personnel. All pertinent observations and all treatments must be recorded on an Incident Report.
- Advise:
  Depending on the nature of the incident, you may have to advise the victim. These may include how to prevent the injuries from happening in the future.
- Release:
  A victim may be released only when the rescue and emergency care are complete. Always be sure to document that the victim was released.

Notify the Chain of Command

Any time an emergency happens at the facility, a Team Member must notify the General Manager. Be prepared to provide the following information:

- What happened?
- When, where, and how did the incident occur?
- Identify and locate key witnesses.
- Who was involved?
- List safety steps that have been taken.

Public and Media Requests

Direct all comments, concerns, and/or questions to the General Manager or SFC Vice President – Aquatics

Do not give out any information about the incident, injured person, or anyone involved.
Do not discuss the emergency with anyone who is not a Team Member, except for safety team members who are there to assist Team Member. Speaking to people, media, or sharing on social media may lead to legal action.

Reporting

Complete all required Incident Report.

Debrief

The safety team may attend a meeting to discuss what happened before, during, and after the emergency. Avoid assigning blame or criticizing anyone's actions or reactions. The goals of the debriefing are to:

- Use the compiled information and examine the data to determine what happened.
- Discuss what went well during the emergency.
- Assess the effectiveness of the EAP.
- Discuss what needs to be improved and methods to make improvements.
- Consider new ways to prevent similar incidents.

Emergency Action Plans

Incident Reporting

Overview

An incident report formally documents workplace accidents, events, or near misses. These reports are crucial for capturing the details of the events that occur in situations like damage to company property, personal injury, health and safety issues, security breaches, or personnel misconduct.

Prompt incident reporting is crucial for accurate documentation. Studies show that witnesses tend to forget the details of an incident as time passes, especially if the event was traumatic.

Incident Reporting

During the incident (if multiple Team Member are available) or after the incident, an incident report should be completed and reported to the General Manager.

Incident Reports and documentation must only be filled out on approved forms on company property in case of further investigation. Personal devices that have information about the incident including notes, text messages, or photos may be subpoenaed.

What Needs to Be Included in an Incident Report?

For an incident report to be effective, it is necessary to include important information that will make the report helpful and clear. Incident reports should be factual, thorough, and highly detailed, and they should include these items:

- **Specific Details** – specific details of what led up to an event, how the event took place, and what happened immediately afterward. Provide more specific details of what you refer to and avoid vague statements that may cause confusion.
- **Accurate** – All data must be clear and specific. Written reports need to be legible. Always proofread your report before submission.
- **Facts** – incident reports should be factual and should not be charged with emotion or opinions.
- **Affected Persons** – every person involved in the incident should be documented, from witnesses to those injured or those causing damage.
- **Setting** – the incident's date, time, and location should always be included.
- **Administered Treatments** – if an injury occurs in the incident, the medical care provided should be recorded, and the names of the persons who administered and received medical care should be documented.
- **Damages** – the report should note any damage to a company or personal property as well as injuries sustained.
- **Supporting Evidence** – Photos, diagrams, and illustrations should be included as supporting evidence. If someone made a call connected to the event, like a call to management or 911, that information should be included in the report.
- **Signed Validation** – signatures from those involved in the incident should be collected to confirm that everyone agrees upon what has been recorded.

Incident Reporting Procedures

1) Initial responder/rescuer will complete Adventure Cove Incident Report once Guest(s) have been released. Report may be started while still providing care by the Aquatics Management Team Member.
2) The completed Adventure Cove Incident Report will be given to an Aquatics Management Team Member on duty for review.
3) Once the Aquatics Management Team Member has reviewed the Adventure Cove Incident Report, they will initial the report.
4) The Aquatics Management Team Member will file the report in the Management Desk in the Guard Shack for the General Manager's to review.
5) Once the General Manager has reviewed the completed Adventure Cove Incident Report, they will follow-up with the Aquatics Management Team Member and responder/rescuer as needed.
6) Adventure Cove Incident Report is submitted to SFC Human Resources Manager.

Incident Management Plan

Act Immediately
- Activate EAP
- Call EMS

Investigate Quickly
- Put on Personal Protection Equipment (PPE)
- Begin Primary Assessment, then follow with Secondary Assessment. Provide the appropriate care.
- Update EMS as needed.

Report the Incident
- Notify Pool Desk and Manager on Duty (MOD)
- Notify General Manager
- Complete Incident Report

Take Corrective Action
- If there is a hazard, take photographs and then correct it. If unable to correct, close the area and submit a work order for repair.

Follow-up, General Manager will:
- Gather details of the incident.
- Confirm that corrective action is completed.
- Follow-up with Guest to check in with them.

WHAT TO DO:	WHAT NOT TO DO:
• Sympathize and reassure them. • Show we CARE, regardless of fault. • Listen to concerns, take notes, and follow up promptly.	• Make promises or commit to reimbursement. • Mention or show camera video footage. • Provide internal SOPs, trainings, or documents. • Say more than you need to. • Be afraid to talk to the Guest. • Discuss fault - only discuss facts. • Disclose Staff personal information.

Preparing for Emergencies
- Know where your emergency exits and evacuation routes are located.
- Know where to find First Aid Kits and AEDs
- Know where to find and how to use Fire Extinguishers
- Know where to find calling trees and emergency phone numbers are located.

Responding to Emergencies
- Remain calm and in control; Guest reactions will reflect your own
- Always reach out to General Manager for support
- Report all emergency response incidents on the Incident Report
- When communicating on walkies (handheld radios), be sure to communicate over all channels so that everyone is informed
- For any life-threatening injuries, always call 911 first!

NOTE: If, during an emergency, a Team Member needs to enter the locker/bathroom room of the opposite sex, a verbal warning must be provided to the occupants of that locker room. If possible, a Team Member of the same sex shall first enter first to alert occupants and direct the opposite sex Team Member to the location of the incident. This SOP is not intended to interfere with any rights or protections Team Member may have under applicable employment laws.

Calling 911

Dialing Directions for calling 911

In an emergency, dial 911 from your phone immediately.

- Call 911 from a facility phone rather than a cell phone if possible.
    - The facility phone is connected to the facility's location and department area.
- If 911 is called, notify the Pool Desk that EMS personnel will be arriving and must be directed to the incident location.
    - Team Member needs to meet EMS at Front Gate
- When you call 911, be prepared to answer the Dispatcher's questions, which may include:
    - The location of the emergency, including the street address
    - The phone number you are calling from.
    - The nature of the emergency
    - Details about the emergency, such as a physical description of a person who may have committed a crime, a description of any fire that may be burning, or a description of injuries or symptoms being experienced by a person having a medical emergency.

Listen carefully to the Dispatcher and follow the instructions they provide.
Do not hang up until the Dispatcher tells you to do so.

Meeting EMS

- EMS must enter the facility at Front Gate and then be escorted to the victim.
- The management team members have keys to unlock side gates, if those are needed.
- Ensure the entryway is open and clear. EMS needs enough open space to bring in their stretcher and equipment. Keep in mind that if a victim is on a backboard at the facility, EMS will likely take the board with them.

Emergency Action Plans Overview

Adventure Cove has developed emergency response and communications plans for the following:

Water Emergencies
Distressed/Active Drowning Water Rescue
Non-Responsive Water Rescue (Passive)
Suspected Head, Neck, Or Back Injury

Land Emergencies
Medical Emergency
Breathing Emergency

Facility Emergency
Evacuation Plan
Fire/Chemical Emergencies
Inclement Weather
Active Threat
Missing Persona
Death

Responsibilities

The General Manager and others on the Management are responsible for reviewing all established responses and plans annually or more frequently as required when changes occur. The date of the plan review must be recorded on the written EAP. Adventure Cove is responsible for providing ongoing EAP training to all Safety Team Members to understand their role and responsibilities. Training Documentation of current EAPs must be maintained and available upon request.

The written EAPs must be kept at the aquatic facility and posted for Safety Team Members, health department, and facility auditors.

All Safety Team Members are responsible for attending all safety/in-service trainings and actively practicing the EAP responses.

Water Emergency— Distressed/Active Drowning Water Rescue

Recognize:

- **Initial Responder** identifies a distressed or drowning person, activates the EAP, and then enters the water.

Response

- **Initial Responder** performs the correct rescue and brings the person to the side of the pool for the person to exit or to be extricated.
- **Head Guard Roaming (HGR)** will immediately respond to signal and reach the incident location. HGR must respond to the rescue by providing emergency backup coverage or assist with the rescue as needed.
- **Lifeguard(s) from First Aid Office** deliver crash bag and backboard at incident site. Puts on disposable gloves and begins to act as assisting responder(s).
- **Manager** on duty must investigate incident, and then calls 911 if it is needed. If 911 is called, the Manager must alert the Pool Desk to stop entries and prepare for EMS to arrive, then notify GM of rescue. Manager meets EMS at the Front Gate and direct them to the incident.
- **Head Guard in the First Aid Office (HGO)** turns off water features. Identify the person and locate family or friends, obtain witness statements. Support care as needed.
- **Lifeguards On-Surveillance Duty (not provide care)** stand and point to location of emergency. Lifeguards near the incident should adjust their position to cover the zone(s) of rescuing lifeguard(s) until back-up coverage is in place or the pool is cleared.

Rescue and Care:

- Drowning person must exit from the water. Initial Responder puts on disposable gloves once out the water.
- Responders' complete rapid assessment and provide indicated life-sustaining as indicated on non-responsive water rescue (passive) EAP.
- Responders' complete secondary assessment and focused exam.
- If a head, neck, or spinal injury is suggested or if the person becomes unresponsive, EMS must be called, and the Pool Desk notified. Refer to Water Emergency— Suspected Head, Neck, or Back Injury EAP.

Advise and Release

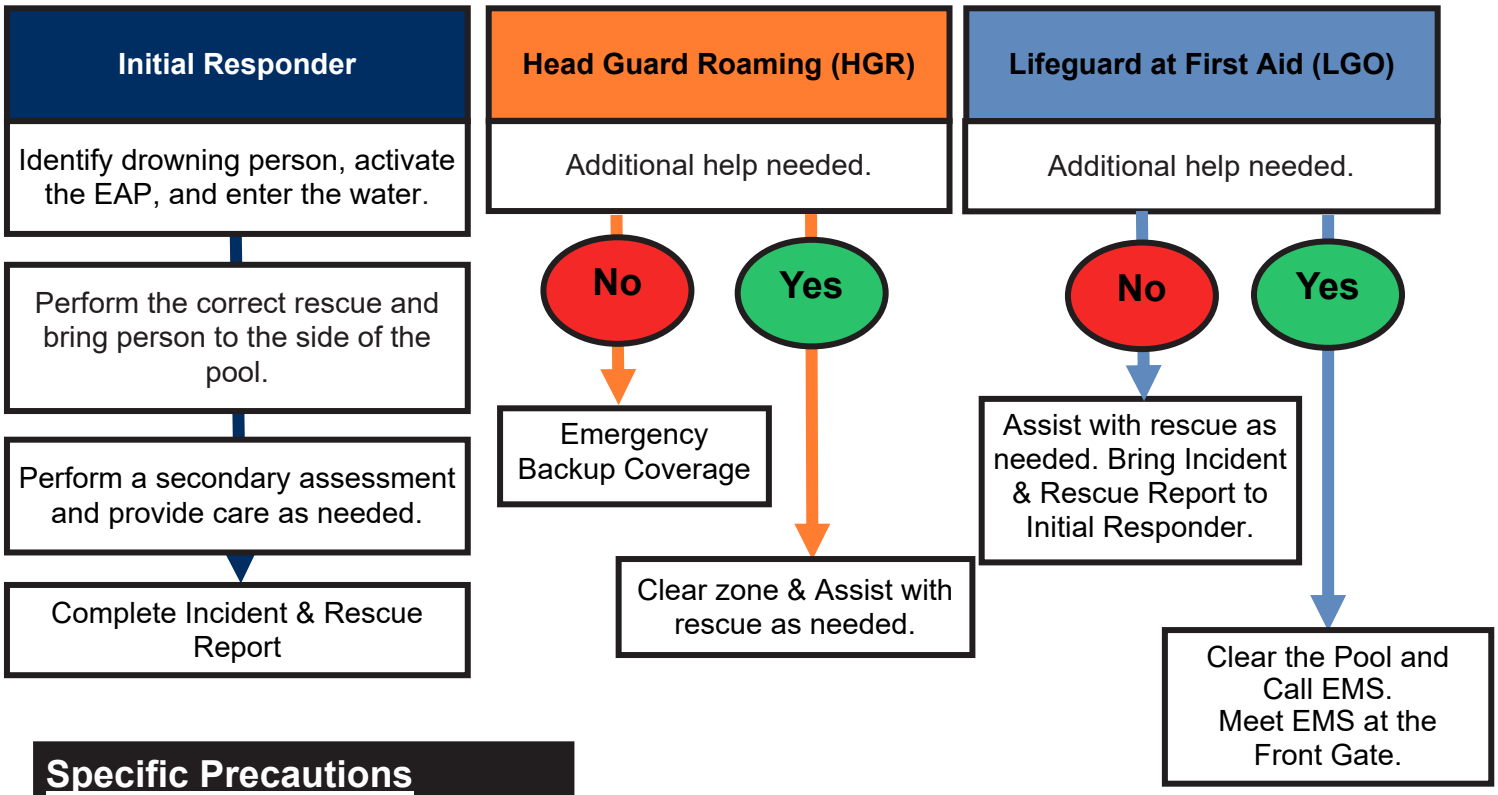
- Inform person, or parent/guardian, that drowning person should be observed for a minimum of 3 hours to 24 hours. If any signs or systems are present they must visit their nearest emergency care facility. Review Drowning Protocol.
- Person may return to water if they immediately return to a “normal state” with no breathing difficulty.
- EMS should be called for anyone with breathing difficulties. Refer to Land Emergency— Breathing Emergency EAP.

Report and Debrief

- Responders should ensure the **Incident & Rescue Report** is properly completed, including witness statements as soon as possible.
- Each responder should complete their own account of the rescue and care. Include facts only about the incident in the order in which events happened. Do not work with other responders when completing the report; only submit it to the Manager or GM for review.
- **Debrief** with the Manager or GM before returning to surveillance duty.

Reopening/Continuing Operations

- Management will determine when features are turned on.
- Safety Equipment must be checked and used products replaced.
- Safety checks of the water features must be completed before opening.
- All zones must be covered by lifeguards.



Specific Precautions

If the injury occurs on or at slide, the Assisting Responder will hit the Emergency Stop first, then provide additional support as needed.

Emergency Backup Coverage

Lifeguard(s) on stand modify coverage till pool has been cleared.

DROWNING PROTOCOL:

- A person who experiences impaired respiratory function as a result of being submerged or immersed in water has drowned.
- After a nonfatal drowning incident, you may be responsible for advising the person and family about necessary follow-up evaluation and care.
- EMS must be summoned as part of caring for any person who has drowned and requires resuscitation.

A person who returns **immediately to a normal state** with no breathing difficulty after being rescued and removed from the water should be closely observed by an attentive caregiver for a minimum of 3 hours.

- Although minimal respiratory signs or symptoms (such as sputtering and coughing) may be present initially, they should resolve quickly in order to consider that the person has returned to a normal state.
- If the person develops coughing, breathing difficulties, sleepiness, confusion or other signs or symptoms at a later time, they should seek immediate medical attention for evaluation.

A person who, after being rescued and removed from the water, and **present one or more of the following symptoms:**

  - **Excessive or prolonged coughing**
  - **Fast or hard breathing, or is not breathing normally**
  - **Altered level of consciousness**
  - **Is "not right"**
  - **Have a significant preexisting condition, especially respiratory, cardiac, pulmonary, or neurological**
- Must be advised to go to the emergency department for evaluation and monitoring.
- Often, healthcare providers can determine whether it is safe to discharge the person to home after 4 to 6 hours of evaluation and monitoring in the emergency department.

Water Emergency— Non-responsive Water Rescue (Passive)

Recognize:

- **Initial Responder** identifies a passive drowning person, activates the EAP, and then enters the water.

Response

- **Initial Responder** performs the correct rescue and brings the person to the side of the pool to be extricated.
- **Head Guard Roaming (HGR)** will immediately respond to signal and reach the incident location to act as assisting responder. HGR begins clearing area and puts on disposable gloves while the Initial Responder moves to the side with drowning person for extrication.
- **Lifeguard(s) from First Aid Office** deliver crash bag and backboard at incident site. Puts on disposable gloves and begins to set up emergency equipment in crash bag. Act as assisting responders).
- **Manager** on duty must investigate incident and calls 911. If 911 is called, Manager must alert the Pool Desk to stop entries and prepare for EMS to arrive, then notify GM of rescue. Manager meets EMS at the Front Gate and direct them to the incident.
- **Head Guard in the First Aid Office (HGO)** turns off water features and unlocks emergency exits for facility evacuation. HGO then supervises crowd control and facility evacuation. Identify the person and locate family or friends, obtain witness statements and gather person's belongings. Support care as needed, once facility is clear.
- **Lifeguards On-Surveillance Duty (not provide care)** stand and point to location of emergency. Lifeguards near the incident should adjust their position to cover the zone(s) of rescuing lifeguard(s). Clear pool and evacuate facility. Support with EAP response as directed by Aquatics Management, as needed.

Rescue and Care:

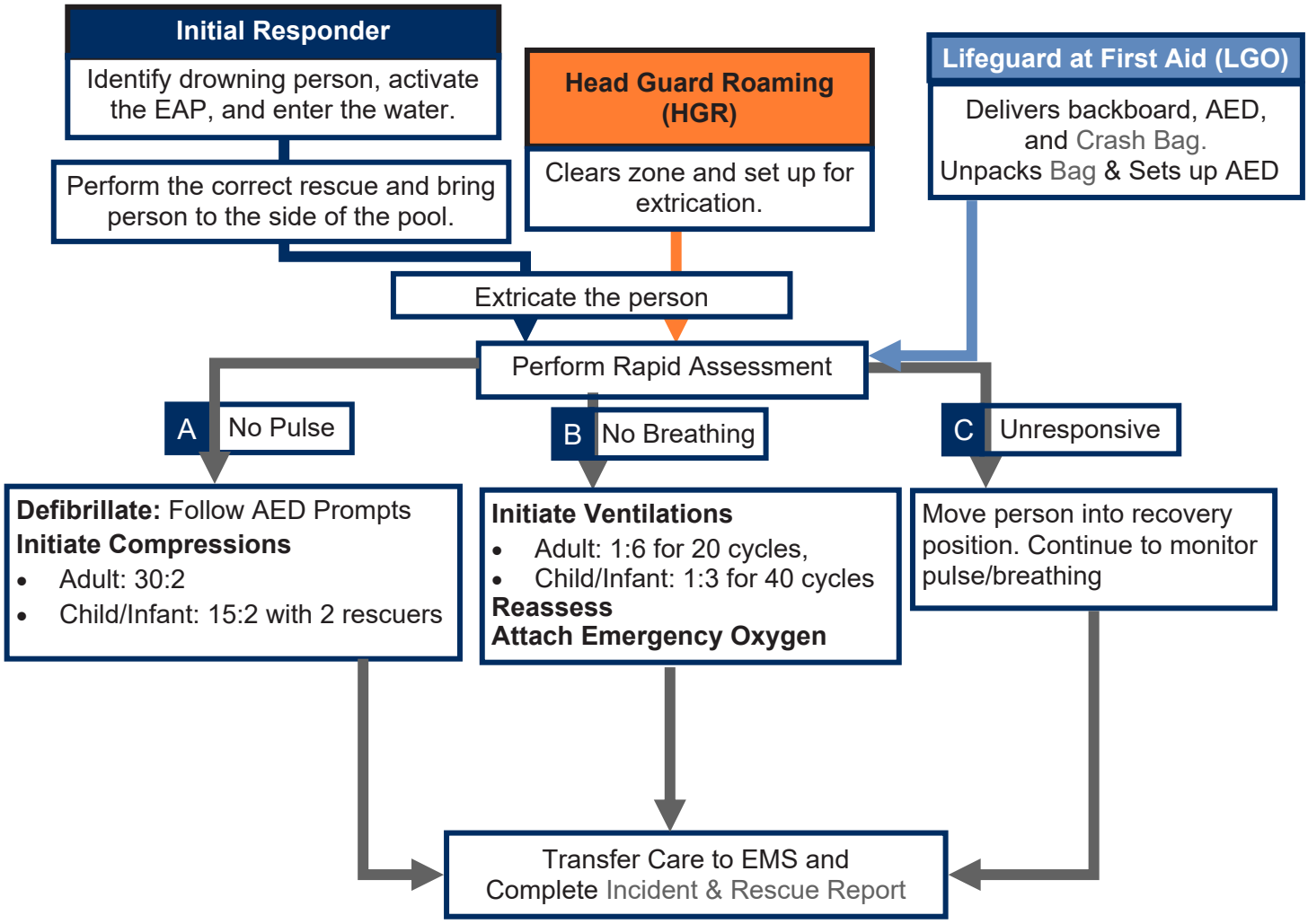
- Responders extricate the drowning person from the water. Initial Responder puts on disposable gloves once out the water.
- Responders' complete rapid assessment and provide indicated life-sustaining support according to these guidelines:
    - No Pulse: Provide CPR. Set up and use AED.
    - No Breathing: Initiate Ventilations. Reassess after 2 minutes of care. Provide on-going life sustaining support.
    - Unresponsive person who is breathing and has a heartbeat: Move into recovery position. Continue to monitor breathing and pulse and provide care for other symptoms or life-threatening injuries.
- Responder(s) transfer care to EMS, when they arrive and are ready to take over. Pass any pertinent information to EMS during transfer.

Report and Debrief

- Responders should ensure the **Incident & Rescue Report** is properly completed, including witness statements as soon as possible.
- Each responder should complete their own account of the rescue and care. Include facts only about the incident in the order in which events happened. Do not work with other responders when completing the report; only submit it to the Manager or GM for review.
- **Debrief** with the Manager or GM before returning to surveillance duty.

Reopening

- Management will determine when the facility reopens.
- Safety Equipment must be checked and used products replaced.
- Safety checks of the facility, water quality, and water features must be completed before opening.
- All zones must be covered by lifeguards.



Emergency Backup Coverage

Lifeguard(s) on stand modify coverage till pool has been cleared.

Specific Precautions

If the injury occurs on or at slide, the Assisting Responder will hit the Emergency Stop first, then provide additional support as needed.

Pool Desk

- **Stop pool entry and clear Front Gate area for EMS to enter facility.**
- **Provide Rain Checks as needed.**

Concession

- **Ensure Emergency Evacuation Gates are staffed while they are open.**
- **Support clearing the pool area and ensure no reentries.**

Non-incident Involved Safety Team Member

- **Clear facility (pool, deck, bathrooms)**
- **Gather person's belongings and family.**
- **Bring Incident & Rescue Report to scene.**
- **Assist Responder(s) in response.**

Caring for Suspected Head, Neck, or Back Injuries

Treatment

- Use appropriate personal protective equipment, such as disposable gloves and breathing barriers.
- Minimize shock by keeping the victim from getting chilled or overheated by applying an emergency blanket over the victim.
- Additionally, be prepared for the victim to vomit, as nausea is a symptom. Tilt the backboard or place the person on their side in a recovery position to help clear the vomit from the victim's mouth.
- Do not attempt to align the head and neck, unless the victim is not breathing, and you cannot maintain an open airway.
- Giving Ventilations to a Spinal Victim
    - Use the Jaw-Thrust Maneuver (without head extension)
    - Without moving or tilting the head back, lift the lower jaw up with your fingers along the jawbone to seal the mask to the face.
- Protect victim from further injury and comfort them until more advanced help arrives. Minimize movement of the victim's head by telling the victim to remain still and avoid turning or twisting their head, neck or back.
- Begin **Secondary Assessment**
    - Introduce yourself and ask for consent.
    - Ask/Tell the victim to remain still and explain how you are stabilizing and why.
    - Inform victim that you will be asking questions and tell them not to nod or shake their head but instead respond verbally to your questions, such as by saying "yes" or "no."
    - It is important to determine their physical and mental status during the assessment.

Specific Information Needed

- Mechanism of injury and forces involved.
    - Be suspicious with falls and diving accidents.
    - If victim fell, find out how far they fell.
- Past medical history. Has the victim ever had an injury to the head, neck, or spine? If so, describe the previous injury.

Neurologic Assessment

- What is your name?
- Where are you?
- What is the date?
- What time is it?
- Why are you here today?
- What just happened to you?

<u>Signs to look for when asking questions:</u>

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly

- Repeats questions
- Can't recall events prior to hit, bump, or fall
- Can't recall events after hit, bump, or fall
- Loses consciousness(even briefly)

Physical Assessment

Complete a head-to-toe examination and determine level of sensory deficit or presence of any evidence of neurologic function below level of injury.

Signs and Symptoms

- Deformities (bumps or depressions) on the head, neck, and/or back
- External bleeding of the head, neck, and/or back
- Blood or other fluids in the ears or nose
- Bruising around face and behind ears.
- Changes in the level of consciousness
- Impaired breathing
- Partial or complete loss of movement of any body part
- Loss of balance
- Loss of bowel and bladder control
- Seizure(s)
- Confusion or disorientation
- Impaired vision
- Nausea or vomiting
- Behavior similar to that of a person under the influence of alcohol or drugs (E. G., Confusion, stumbling, repeatedly asking the same questions, memory loss, nausea or vomiting, speech problems)
- Severe pain or pressure in the head, neck or back (reported by the person, or indicated by the person holding their neck, head or back)
- Back pain, weakness, tingling or loss of sensation in the head, fingers, toes or feet. This includes a change in the ability to feel heat, cold and touch..
- Persistent headache

Pain Questions

- Where do you feel pain?
- How bad is the pain on a scale of 1 to 10, with 1 being the lowest and 10 being the highest?
- Describe what the pain feels like. (Numbness, tingling, loss of feeling)
- Is the pain spreading or radiating?



Water Emergency— Suspected Head, Neck, or Back Injury

Recognize:

- **Initial Responder** identifies a person with a potential head, neck, or spinal injury, activates the EAP, and enters the water.

Response:

- **Initial Responder** approaches injured person taking care to minimize water movement. Initial Responder may assist the person out of water or must use the appropriate in-line stabilization for person and location. If using in-line stabilization, the initial responder must ensure person is face up and near the safest exit point. Perform rapid assessment to determine type of extrication will be used, either rapids (no breathing) or spinal restriction.
- **Head Guard Roaming (HGR)** will immediately respond to signal and reach the incident location to act as assisting responder. HGR begins clearing area and puts on disposable gloves while the Initial Responder initial responder must ensure person is face up and near the safest exit point. HGR will assist initial responder with extrication.
- **Lifeguard(s) from First Aid Office (LGO)** deliver crash bag and backboard at incident site. Assist with extrication, as needed, and puts on disposable gloves and begins to set up emergency equipment in crash bag. Act as assisting responder(s).
- **Manager** on duty must investigate incident and calls 911. Manager must alert the Pool Desk to stop entries and prepare for EMS to arrive, then notify GM of rescue. Manager meets EMS at the Front Gate and direct them to the incident.
- **Head Guard in the First Aid Office (HGO)** turns off water features and unlocks emergency exits for facility evacuation. HGO then supervises crowd control and facility evacuation. Identify the person and locate family or friends, obtain witness statements and gather person's belongings. Support care as needed, once facility is clear.
- **Lifeguards On-Surveillance Duty (not provide care)** stand and point to location of emergency. Lifeguards near the incident should adjust their position to cover the zone(s) of rescuing lifeguard(s). Clear pool and evacuate facility. Support with EAP response as directed by Aquatics Management, as needed.

Rescue and Care:

- Initial Responder uses in-line stabilization in the water and checks the person for breathing while in the water. Responders extricate the person based on the following:
- If the person is **not** breathing, the responders will perform an unresponsive (passive) rapid extrication. Refer to Water Rescue – Non-responsive rescue EAP.
- If the person **is** breathing, the Responders work as a team by effectively communicating to safely extricate the person from the water using the appropriate spinal motion extrication. (See Flow Chart)
    - **If the person is able to stand and walk**, assist them out of the water to a position of safety while they continue to self-splint, then have them sit in a chair or comfortable position.
- Responder puts on disposable gloves asap, once out the water.
- Once the person has been extricated, Responders will re-assess responsiveness and breathing, and provide appropriate care.
- Place an emergency blanket over the person and begin performing a secondary assessment with focused exam. Provide care for injuries presented during secondary assessment.
- Continue to monitor the person's condition, such life-threatening symptoms, breathing, and neurological status. Maintain their body temperature and protect them from further injury until EMS professionals arrive and take over care.
- Responder(s) transfer care to EMS, when they arrive and are ready to take over. Pass any pertinent information to EMS during transfer.

Report and Debrief:

- Responders should ensure the **Incident & Rescue Report** is properly completed, including witness statements as soon as possible.
- Each responder should complete their own account of the rescue and care. Include facts only about the incident in the order in which events happened. Do not work with other responders when completing the report; only submit it to the Manager or GM for review.
- Debrief with the Manager or GM before returning to surveillance duty.

Reopening:

- Management will determine when the facility reopens.
- Safety Equipment must be checked and used products replaced.
- Safety checks of the facility, water quality, and water features must be completed before opening.
- All zones must be covered by lifeguards.

Initial Responder

Identify drowning person, activate the EAP, and enter the water

Provide in-line stabilization and assess breathing

Head Guard Roaming (HGR)

Assist in Extricating the person

Assist in Providing Care to Person

Lifeguard First Aid Office

Deliver backboard, AED, and Crash Bag

Assist in Extricating the person as needed

Assist in Providing Care to Person

Breathing?

No

Immediately Perform Rapid Extrication

Perform Rapid Assessment and provide care.

Yes

Immobilize the person to the backboard.

Perform Spinal Extrication

Perform Rapid Assessment, then Secondary Assessment as indicated.
Complete Mental and Physical Assessments and continue to monitor.

Transfer Care to EMS and Complete Incident & Rescue Report

Emergency Backup Coverage

Lifeguard(s) on stand modify coverage till pool has been cleared.

Specific Precautions

- **Open the airway** using the Jaw-Thrust Maneuver (without head extension).
- **While person in on backboard**, be prepared to tip the entire board on side if person vomits.

Secondary Assessment (See page)

- SAMPLE
- Neurologic Assessment
- Focused Exam

Pool Desk

- **Stop pool entry and clear Front Gate area for EMS to enter facility.**
- **Provide Rain Checks as needed.**

Concession

- **Ensure Emergency Evacuation Gates are staffed while they are open.**
- **Support clearing the pool area and ensure no reentries.**

Non-incident Involved Safety Team Member

- **Clear facility (pool, deck, bathrooms)**
- **Gather person's belongings and family.**
- **Bring Incident & Rescue Report to scene.**
- **Assist Responder(s) in response.**

River & Slide Catch Pool (Green):

- In river, keep the person's head pointed upstream into current.
- In slide catch pool, move person to calmest area in the catch pool.
- Extrication: Spinal Motion Restriction – High Edge
  - HGR: Enter water with backboard to provide additional support while water is still moving.

Slide Runouts (Red & Blue) & Leisure Pool (Zero-Depth):

- Slide Runout, turn off water. Initial Rescuer will enter slide and stabilize the person's head from the top.
- Extremely Shallow Water (zero-depth), Initial Rescuer ensure person's face is up and stabilize head from the top.
- Extrication: Spinal Motion Restriction – Speed Slide (both locations)
  - Requires at least three (3) responders to complete this extrication.
  - HGR: Move to one side of victim and prepare to roll for backboard placement. Secure top strap over person, then takeover stabilization.
  - LGO: Move to open side with board. Center backboard under person as other responders roll the person on their side. Secure the person's head using head immobilizers and forehead strap.

Leisure Pool (Shallow water):

- Extrication: Spinal Motion Restriction – Pool Edge
  - HGR: From the side of the pool, place backboard at angle into the water. Submerging the head space of board.

Land Emergency— Medical Emergency

Recognize:

- Initial Responder identifies a person in need of medical care and activates the EAP and begins to approach person needing medical care.

Response:

- **Initial Responder** approaches the person, puts on personal protective equipment (PPE), and performs rapid assessment. Provides appropriate care.

- **Head Guard Roaming (HGR):** will immediately respond to signal and reach the incident location. HGR must respond to the rescue by providing emergency backup coverage or assist with medical care as needed.

- **Lifeguard(s) from First Aid Office (LGO):** deliver crash bag at incident site. Puts on disposable gloves and begins to act as assisting responder(s).

- **Manager** on duty must investigate incident, and then calls 911 if it is needed. If 911 is called, the Manager must alert the Pool Desk to stop entries and prepare for EMS to arrive, then notify GM of rescue. Manager meets EMS at the Front Gate and direct them to the incident.

- **Head Guard in the First Aid Office (HGO)** turns off water features if care is needed in the water. If 911 is called, HGO closes and clears facility and unlocks emergency exits for facility evacuation. HGO then supervises crowd control and facility evacuation. Identify the person and locate family or friends, obtain witness statements and gather person's belongings. Support care as needed, once facility is clear.

- **Lifeguards On-Surveillance Duty (not provide care)** stand and point to location of emergency. Lifeguards near the incident should adjust their position to cover the zone(s) if care is in the water. Management will notify Lifeguards if pool must close. Lifeguards will clear pools and evacuate the facility. Support with EAP response as directed by Aquatics Management, as needed.

Rescue and Care:

- Responders puts on disposable gloves, survey scene, perform an initial assessment, ask for consent to provide care, then performs rapid assessment.
- Provide care for conditions found.

Not Breathing:
Check for open and clear airway.
• **Yes**: Provide ventilations
  • *Adult*:
  1:6 for 20 cycles, then reassess
  • *Child/Infant:*
  1:3 for 40 cycles, then reassess
  • Continue to provide ventilations, until person begins breathing, there is no pulse (CPR), or EMS takes over for care.
• **No**: Provide care for Unconscious Choking person
• Be prepared for VOMIT, roll onto side to clear.
• Agonal Gasps are NOT breaths.
Setup BVM and Emergency Oxygen
Recovery Position and release to EMS.
	No Pulse:
	Check for open and clear airway.
	• **Yes:** Start CPR/AED as indicated
	  • *Adult*:
	  30 compressions, then 2 breaths
	  • *Child/Infant:*
	  30 compressions, then 2 breaths
	  2+ Responders:
	  15 compressions, then 2 breaths
	  • Responders should rotate positions every 2 mins or when the AED is analyzing.
	• **No:** Provide care for Unconscious Choking person
	Turn on AED and Attach AED Pads to bare dry chest.
	• Prioritize AED over BVM.
	• Do not stop CPR or delay care.
	Continue CPR, until signs of life are detected or EMS takes over care.

Unresponsive with breathing and a pulse: **Perform secondary assessment with focused exam** • Provide care for conditions or injuries presented. • Place an emergency blanket over the person. • Continue to monitor for life-threatening conditions. **Recovery Position and release to EMS.**	**Spinal Injury:** **Perform secondary assessment with focused exam** • The person should be kept in the position that they were found until EMS arrives. If the person is standing, a chair may be provided. • Responder(s) will place an emergency blanket over the person • While performing a secondary assessment, control bleeding, monitor breathing and neurologic status frequently. • If ventilations are needed, open the airway using the Jaw-Thrust Maneuver (without head extension).

Report & Debrief:

- Responders should ensure the **Incident & Rescue Report** is properly completed, including witness statements as soon as possible.
- Each responder should complete their own account of the rescue and care. Include facts only about the incident in the order in which events happened. Do not work with other responders when completing the report; only submit it to the Manager or GM for review.
- Debrief with the Manager or GM before returning to surveillance duty.

Reopening:

- Management will determine when the facility and/or feature reopens, if closed due to incident.
- Safety Equipment must be checked and used products replaced.
- Safety checks of the facility, water quality, and water features must be completed before opening.
- All zones must be covered by lifeguards.

SECONDARY ASSESSMENT

SAMPLE

S = Signs and symptoms.

- **Signs** are clues to the person's condition that you can observe for yourself, using one of your senses. *For example, you may see that the person is sweating heavily, hear wheezing when the person is breathing, or feel that the person's skin is cool and moist.*
- **Symptoms** are clues to the person's condition that only the person can describe to you, so you need to ask the person what they are feeling or experiencing. *For example, the person may tell you that they are in pain, feel nauseous, have a headache or feel dizzy.*
- Ask **follow-up questions** as needed. *For example, if the person reports pain, ask them where the pain is located, when the pain started and what the pain feels like (for example, "crushing," "stabbing," "throbbing").*

A = Allergies.

- Ask the person if they are allergic to any foods, medications or things found in the environment (such as bees).
- If the person does report an allergy, ask what type of reaction the person had in the past when exposed to the allergen and what care the person received.

M = Medications.

- Ask the person if they are taking any prescription or over-the counter medications. If the person is taking a medication, ask them what the medication is and whether they took it as prescribed today. Even if the person does not know the exact name or dose of the medication, they may still be able to tell you its purpose (for example, "I take blood pressure medication").

P = Past medical history.

- Ask the person whether they have any medical conditions; whether they have recently been ill; and whether they have recently had surgery, a medical emergency or been hospitalized.

L = Last oral intake.

- Ask when the person last had something to eat or drink.

E = Events.

- Ask the person what was happening and what they were doing just before they began to feel ill or became injured.

FOCUSED EXAMINATION

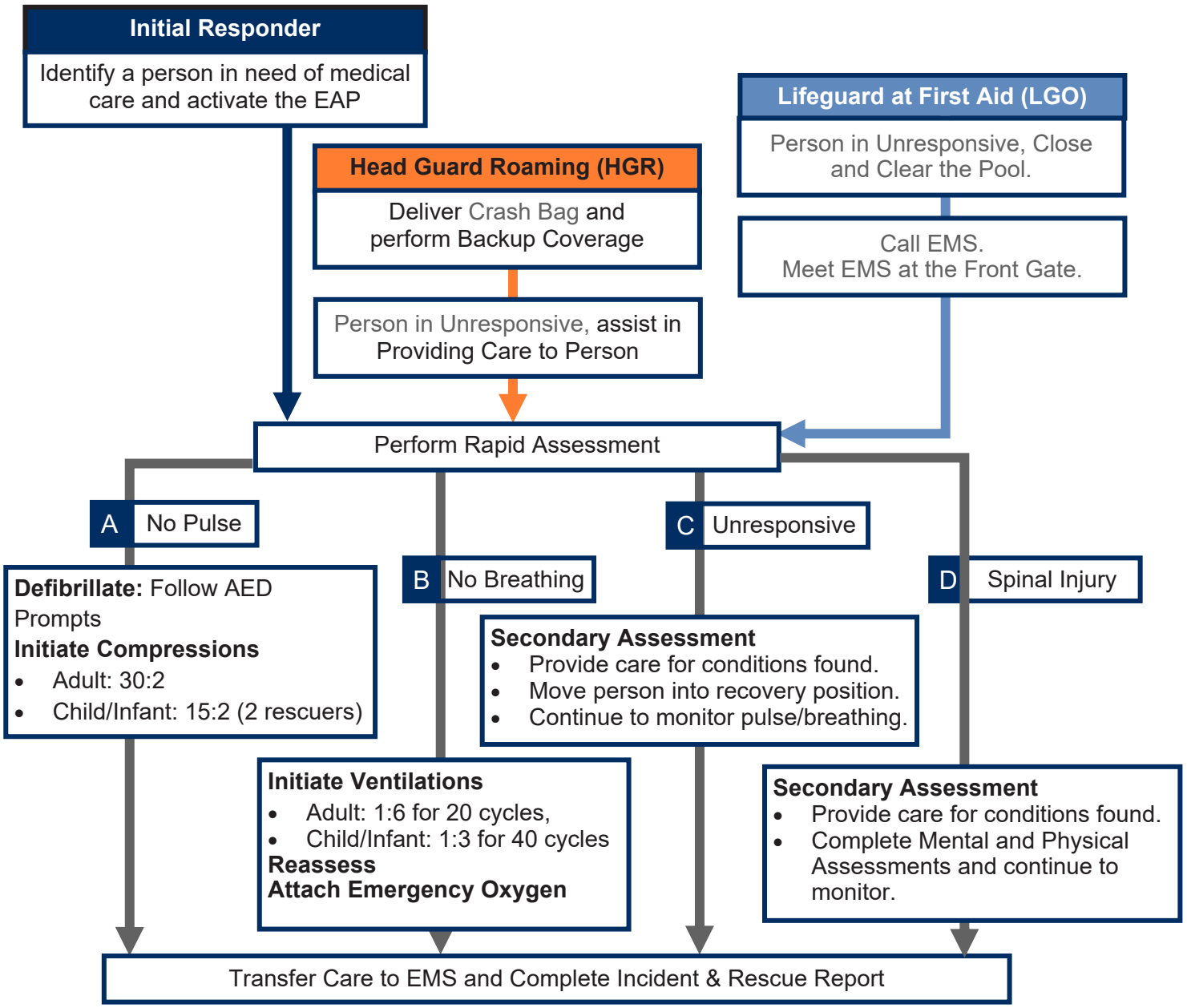
Before beginning, tell the person what you are going to do. The idea of this check is to **look for signs of illness or injury.** Focus the examination around:

- What the person (or others in the area) have told you.
- How the person is acting.
- What you see.
    - Check the part of the body that the person is saying hurts, is holding, or where you see obvious signs of injury, including bleeding, cuts, burns, bruising, swelling or deformities.
    - The person may have multiple signs of an injury or illness in different areas of their body. In this case, do a focused examination of each of these areas.

To perform a focused examination:

- Look and gently feel for signs of injury. Think of how the body normally looks. If you are unsure if a body part or limb is injured, check it against the opposite limb or other side of the body.
- Watch the person's face for expressions of discomfort or pain as you feel for injuries.
- Note if the person cannot feel you touching the body part or if touching the area causes pain.
- If the person experiences pain, stop checking that area.
- Check the person's ability to move the body part unless they are unable or unwilling to move it.
- While you are checking the person, notice how their skin looks and feels.
    - Is their skin pale, gray (ashen), blue (cyanotic) or flushed?
    - Does it feel moist or dry, cool or hot?
    - Note of any medical identification tags (typically worn around the neck, wrist or ankle).

Land Emergency— Medical Emergency



Specific Precautions

- **Open the airway** using the Jaw-Thrust Maneuver (without head extension).

Secondary Assessment (See page)

- SAMPLE
- Neurologic Assessment
- Focused Exam

CLOSURE

Pool Desk

- **Stop pool entry and clear Front Gate area for EMS to enter facility.**
- **Provide Rain Checks as needed.**

Concession

- **Ensure Emergency Evacuation Gates are staffed while they are open.**
- **Support clearing the pool area and ensure no reentries.**

Non-incident Involved Safety Team Member

- **Clear facility (pool, deck, bathrooms)**
- **Gather person's belongings and family.**
- **Bring Incident & Rescue Report to scene.**
- **Assist Responder(s) in response.**

Land Emergency— Breathing Emergency

Recognize:

- Initial Responder identifies a person with breathing diffculties and activates the EAP and begins to approach person needing medical care.

Response:

- **Initial Responder** approaches the person, puts on personal protective equipment (PPE), and performs rapid assessment. Provides appropriate care.

- **Head Guard Roaming (HGR):** will immediately respond to signal and reach the incident location. HGR must respond to the rescue by providing emergency backup coverage or assist with medical care as needed.

- **Lifeguard(s) from First Aid Office (LGO):** deliver crash bag at incident site. Puts on disposable gloves and begins to act as assisting responder(s).

- **Manager** on duty must investigate incident, and then calls 911 if it is needed. If 911 is called, the Manager must alert the Pool Desk to stop entries and prepare for EMS to arrive, then notify GM of rescue. Manager meets EMS at the Front Gate and direct them to the incident.

- **Head Guard in the First Aid Office (HGO)** turns off water features if care is needed in the water. If 911 is called, HGO closes and clears facility and unlocks emergency exits for facility evacuation. HGO then supervises crowd control and facility evacuation. Identify the person and locate family or friends, obtain witness statements and gather person's belongings. Support care as needed, once facility is clear.

- **Lifeguards On-Surveillance Duty (not provide care)** stand and point to location of emergency. Lifeguards near the incident should adjust their position to cover the zone(s) if care is in the water. Management will notify Lifeguards if pool must close. Lifeguards will clear pools and evacuate the facility. Support with EAP response as directed by Aquatics Management, as needed.

Rescue and Care:

- Responders puts on disposable gloves, survey scene, perform an initial assessment, ask for consent to provide care, then performs rapid assessment.
- Provide care for conditions found.

Not Breathing:
Check for open and clear airway.
• **Yes**: Provide ventilations
  • *Adult*:
  1:6 for 20 cycles, then reassess
  • *Child/Infant:*
  1:3 for 40 cycles, then reassess
  • Continue to provide ventilations, until person begins breathing, there is no pulse (CPR), or EMS takes over for care.
• **No**: Provide care for Unconscious Choking person
• Be prepared for VOMIT, roll onto side to clear.
• Agonal Gasps are NOT breaths.
Setup BVM and Emergency Oxygen
Recovery Position and release to EMS.
	Conscious with Breathing Difficulty
	Administer Emergency Oxygen
	• Check the cylinder.
	• Clear the valve.
	• Attach the pressure regulator.
	• Open the cylinder counterclockwise one full turn.
	  • Do not use if less than 200 psi.
	• Attach the delivery device using plastic tubing between the pressure regulator and the delivery device.
	Turn the flowmeter to the desired flow rate.
	  • *Nasal cannula:* 1 to 6 LPM
	  • *Resuscitation mask:* 6 to 15 LPM
	  • *Nonrebreather mask*: 10 to 15 LPM
	  • *BVM resuscitator:* ≥ 15 LPM
	• Verify the oxygen flow by listening for a hissing and feel for oxygen flow through the delivery device.
	• Place the delivery device on the person.
	Continue care until EMS professionals arrive and take over.

Conscious Choking
• *Adult/Child:* 5 back blows, then 5 abdominal thrusts
• *Infant:* 5 back blows, then 5 chest thrusts
 	
If person becomes unconscious
• Carefully lower the person to ground and ensure they are on a firm, flat surface.
• Immediately begin care for Unconscious Choking starting with compressions.
	Unconscious Choking
	Start CPR with mouth check/sweep as indicated
	• *Adult:* 30 compression, mouth check/sweep, 2 breaths
	• *Child/Infant:* 30 compression, mouth check/sweep, 2 breaths
	  • 2+ Responders: 15 compressions, then 2 breaths
	Continue cycles until airway is clear.
	• Be prepared for VOMIT, roll onto side to clear, then continue with cycles starting with Compressions.
	Once Airway clear, continue CPR/AED as indicated
	• *Adult:* 30 compression, 2 breaths
	• *Child/Infant:* 30 compression, 2 breaths
	  • 2+ Responders: 15 compressions, then 2 breaths
	Turn on AED and Attach AED Pads to bare dry chest.
	• Prioritize AED over BVM.
	• Do not stop CPR or delay care.
	• AED will analysis and provide shock, when needed.
	Continue CPR, until signs of life are detected or EMS takes over care.

*If you **observe frothing** in a person who has drowned, do not delay care by taking time to suction it. The **froth is not blocking the airway** and does not need to be suctioned.*

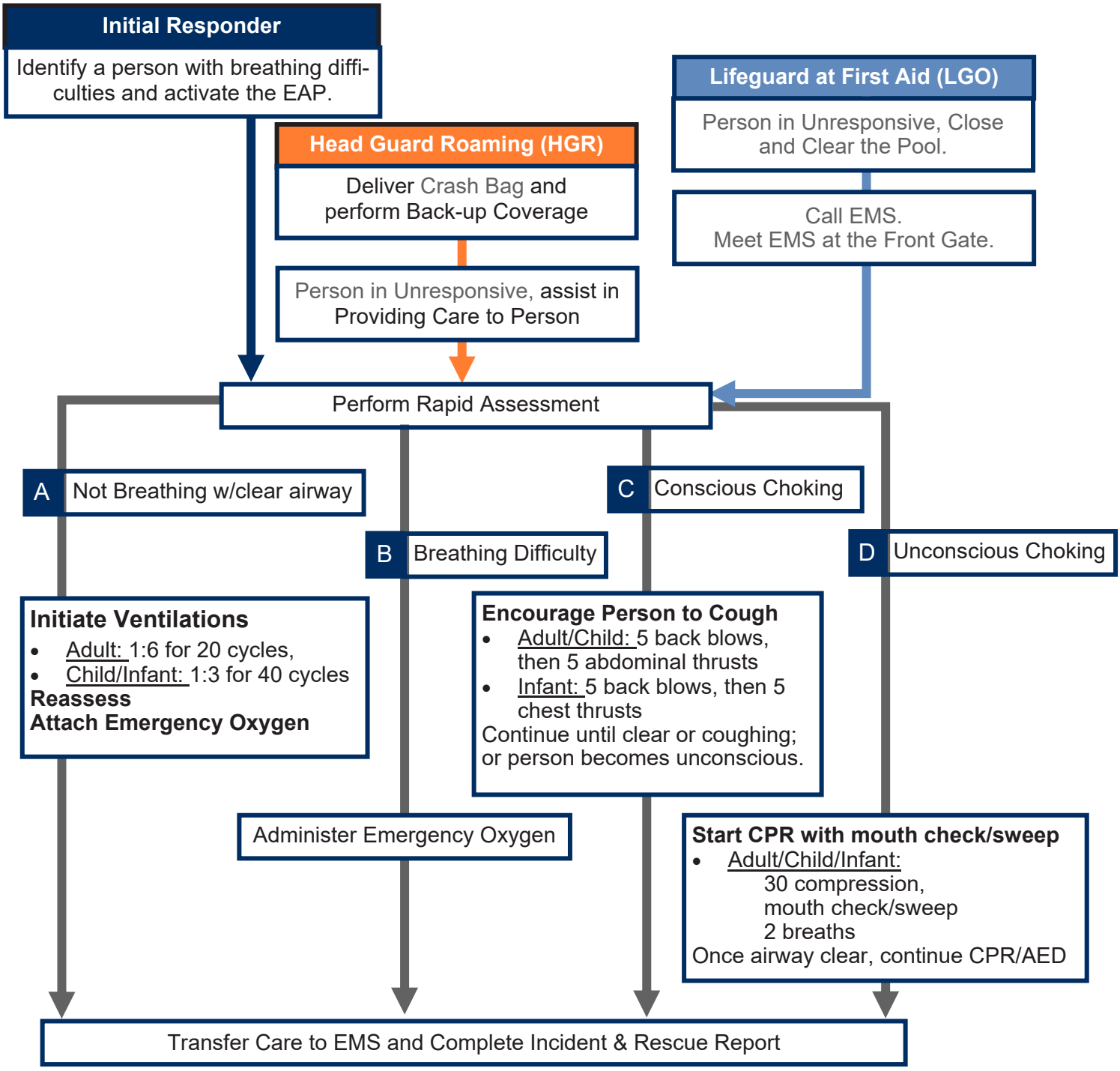
Report & Debrief:

- Responders should ensure the **Incident & Rescue Report** is properly completed, including witness statements as soon as possible.
- Each responder should complete their own account of the rescue and care. Include facts only about the incident in the order in which events happened. Do not work with other responders when completing the report; only submit it to the Manager or GM for review.
- Debrief with the Manager or GM before returning to surveillance duty.

Reopening:

- Management will determine when the facility and/or feature reopens, if closed due to incident.
- Safety Equipment must be checked and used products replaced.
- Safety checks of the facility, water quality, and water features must be completed before opening.
- All zones must be covered by lifeguards.

Land Emergency— Breathing Emergency



Specific Precautions

- **Open the airway** using the Jaw -Thrust Maneuver (without head extension) if a spinal victim.
- If you **observe frothing** in a person who has drowned, do not delay care by taking time to suction it. The **froth is not blocking the airway** and does not need to be suctioned.

CLOSURE

Pool Desk

- **Stop pool entry and clear Front Gate area for EMS to enter facility.**
- **Provide Rain Checks as needed.**

Concession

- **Ensure Emergency Evacuation Gates are staffed while they are open.**
- **Support clearing the pool area and ensure no reentries.**

Non-incident Involved Safety Team Member

- **Clear facility (pool, deck, bathrooms)**
- **Gather person's belongings and family.**
- **Bring Incident & Rescue Report to scene.**
- **Assist Responder(s) in response.**

Facility Emergency - Evacuation Plan

Detailed Guidelines

Building Evacuation Emergencies will require an appointed Team Member to assist in moving patrons to a safe place outside the building. Guest should be moved to an appropriate area outside the facility using the nearest exit. All Team Member should familiarize themselves with escape routes from their workstations. The following evacuation control plan will determine assignments for all staff assisting in the evacuation.

Causes for Full Evacuation

Threatening Weather
Fire
Bomb Scare
Carbon Monoxide
Weapons Threat
Gas/Chemical Leak
Major Mechanical System Failure

Responsibilities

Lifeguards

- Evacuate the swimming pool areas, moving people to the nearest emergency exit or safe area.
- After pool areas are vacated, evacuate locker room areas.
- Once you have confirmed these areas are clear, lifeguards will leave by the nearest emergency exit and gather in the Gathering Area. An area further away from the facility may be necessary and will be communicated by the Manager.

Managers

- Managers will evacuate their areas, including restrooms.
- Managers are responsible for confirming that all guests have left the facility by the nearest emergency exit or have moved to a designated Gathering Area.
- Managers will then evacuate themselves by the nearest emergency exit.

Evacuation During Cold Weather

Preparation:

- Create a cold weather evacuation box and store it in an accessible area during an evacuation.
- Cold Weather Evacuation Box roller bin may contain:
  - Towels, Coat/jackets and/or Parkas, and Emergency Blankets,
  - Additional items: warm blankets, gloves, hats, socks, and shoes
- Secondary Shelter Location:
  - When possible, General Manager will develop a relationship with a nearby business/building to provide shelter to individuals who are wet or highly exposed to the cold.
  - Secondary Shelter Location: _____
- Emergency exit areas outside should remain free of hazards, including snow and ice.
  - Remove snow from your walkways and parking lot and lay down salt to melt any ice, including sidewalks and pathways clear of obstructions and slipping hazards.

When evacuating the building during cold weather:

- Follow the established Evacuation Plan
- Lifeguard(s) should grab the Cold Weather Evacuation Box roller bin and take it to the evacuation area.
- If needed, lead Guest to the Secondary Shelter Location.

Helping People Move

There are many different ways to carry someone out of an emergency. The method you select might depend on the number of people around to help, the patient's weight, how quickly you need to move, and more. In any emergency move, take care to protect the head, neck, and spine. If you suspect the patient of having a head, neck, or spinal injury, only the clothes drag or blanket drag are safe ways to move the patient.

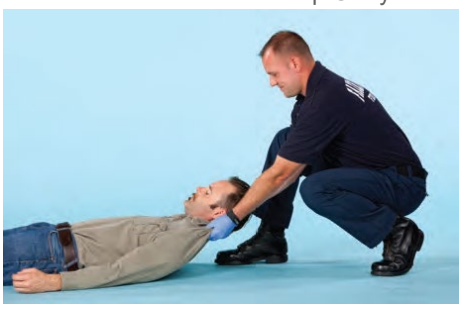
Walking Assist

Two-Person Seat Carry

Pack-Strap Carry

Pack-Strap Carry

Pack-Strap Carry

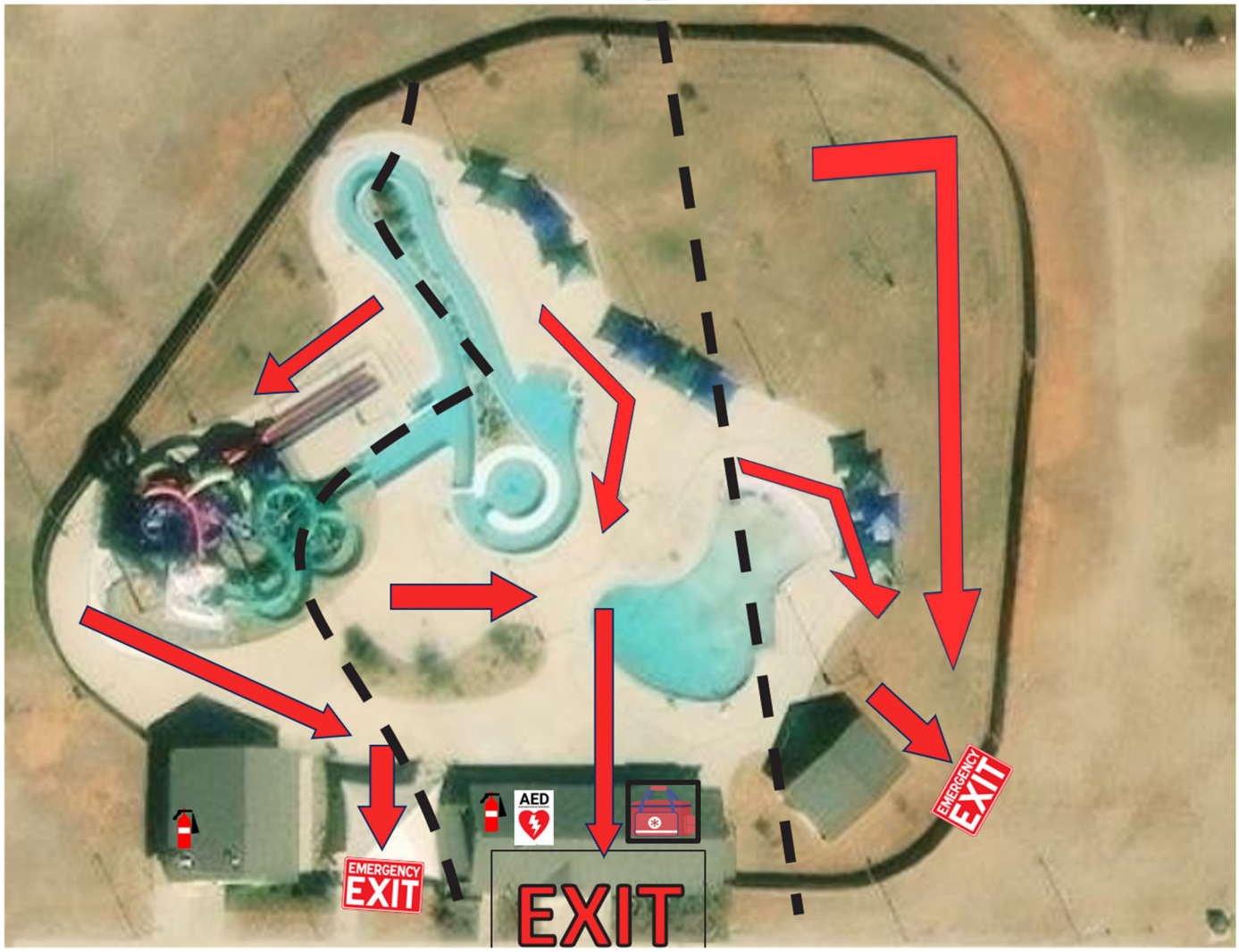


Clothes Drag

Blanket Drag

Evacuation Map

Crash Bag AED Fire Hydrant Emergency Phone



EVACUATION AREA MAP

Gathering Area

Indoor Space

Secondary Outdoor

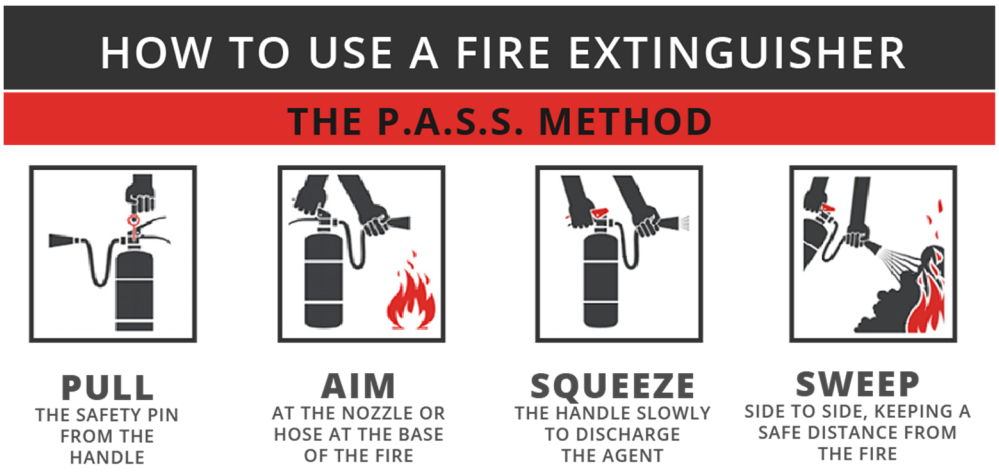
THE SPORTS FACILITIES COMPANIES

Counsilman · Hunsaker
AQUATICS FOR LIFE

Facility Emergency - **Fire/Chemical Emergencies**

Smoke or Fire

- Call EMS if smoke or fire is observed.
- Evacuate the building following the Evacuation Plan.
    - Use the stairs to get out. Do not use the elevator unless directed by the fire department. Walk — don't run — down the stairs.
    - If needed, use a fire extinguisher to clear path for evacuation.
    - Tell the fire department if someone is trapped in the building.
- If workers can't evacuate, they should:
    - Seal door gaps with jackets or towels.
    - Wait at the window.
    - Remain calm.
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by fire or emergency officials.
- FIRE EXTINGUISHER LOCATIONS: (See Facility Layout)



A		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
B		Flammable Liquids	Grease, Oil, Paint, Solvents
C		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
D		Combustible Metal	Magnesium, Aluminum, Etc.
K		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

Facility Emergency—Fire/Chemical Emergencies

- Report any spill or release to a member of the Aquatics Management and/or the <HEAD OF AQUATICS TITLE>.
- Put up barriers and post signs around the spill to ensure unauthorized people do not enter area.
- Evacuate the immediate area.
- Avoid contact with the spill unless appropriate PPE is available and used.
- In the event of a suspected exposure to a hazardous substance:
- Seek medical attention.
- Make a written report to Aquatics Management.
- Supervisors are to notify their Chain of Command.

Gas Release

- Designated Emergency Response number is EMS.
- If you smell gas and suspect a gas leak, cease all operations.
- DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT, including radios and cell phones.
- Evacuate the building using the evacuation procedure.
- During regular working hours. After exiting the building, immediately notify <PERSON RESPONSIBLE TITLE>. State the location and the extent of involvement of the gas leak.

Clean-Up

- Only trained operators/handlers and wearing the appropriate PPE are permitted to perform such cleanup.
- Move leaking or damaged cylinders outdoors or to an isolated location. Observe strict safety precautions. Work upwind, if possible.
- Allow any liquid chlorine to evaporate.
- Do not permit entry into the leak area by any other person until the chlorine has completely dispersed.
- Follow manufacturers SDS sheets for clean-up.

Do not use dry chemical or halon-type fire extinguishers where chlorine gas may be involved.

Chemical Spill Clean-up

- Determine method of exposure, inhalation, ingestion, or absorption.
- Identify the source of the chemical and exposure effects as listed in the SDS sheet.
    - Section 4: First Aid Measures
    - Section 6: Accidental Release
    - Section 11: Toxicological Information
    - Section 13: Disposal Considerations
- Put on appropriate PPE
- Contain Spill
    - Stop or slow the source (place container upright, close valve, use containment concept under spill, bandage leaking tubing/pipe, protect storm drains/water ways, build a barrier, create a flow channel, use absorbent materials
- Absorb spilled material
    - Start from the outside and work in, place absorbent pads over material, cover all material.
    - Remember the absorbed materials have the same properties and hazards as the original spilled materials.
- Dispose of clean-up materials as hazardous waste
    - After material is absorbed deposit everything contaminated into waste bag, secure bag with a zip tie, place bag in spill kit container, secure lid, label with hazardous waste label
- Decontaminate all non-disposable items (brooms, dustpans) using a mild-detergent and water
- Complete Incident & Rescue Report

Facility Evacuation & Call EMS

Initial Responder

Identify person and activate the EAP.

Head Guard Roaming (HGR)

Notify EMS

Provide additional support as needed.

Perform Rapid Assessment

A Respiratory Distress

- Maintain an open airway
- Help person to rest comfortable
- Keep from getting chilled or overheated
- Administer Emergency Oxygen, if available
- Call for Crash Bag.

Breathing Emergency

Initiate Ventilations

- Adult: 1:6 for 20 cycles,
- Child/Infant: 1:3 for 40 cycles

Reassess

B Skin Exposure

- Refer to SDS
- Remove contaminated clothing
- Wash the affected areas.

C Eye Exposure

- Refer to SDS
- Irrigate eyes with water for 15 minutes.

<u>Specific Precautions</u>

Health effects are determined by the dose (how much), the duration (how long), and the route of exposure.

<u>Secondary Assessment</u>

- **S**igns & Symptoms
- **A**llergies
- **M**edications
- **P**ast pertinent information/injuries
- **L**oss of Consciousness
- **E**vents leading up to injury/illness

- **Performed a focused exam**
  - Check the part of the body that the person is saying hurts, is holding, or where you see obvious signs of injury, including bleeding, cuts, burns, bruising, swelling or deformities. Look and gently feel for signs of injury.
  - <u>Consider:</u>
    - What the person (or others in the area) have told you.
    - How the person is acting.
    - What you see.

<u>Non-incident Involved Safety Team Member</u>

1. Clear pool
2. Call EMS and notify the Pool Desk
3. Meet & Direct EMS to scene
4. Gather person's belongings and family.
5. Bring to scene.
6. Assist Responder(s) in response.

Facility Emergency – Inclement Weather

Lightning/Thunder

- Lifeguards must notify the General Manager or Manager when they observe lightning.
- If lightning/thunder is heard/seen without observing lightning, all outdoor bodies of water must be evacuated.
- Wait 30 minutes or more after hearing the last thunder before reopening the outdoor pools.

Tornado/Inclement Weather

- Evacuate all outdoor water bodies, including the indoor/outdoor whirlpool, and move all Guest and Team Member inside. Once inside, advise Guest to stay clear of windows.
- All Guest in the pool area must then be moved to the men's or women's locker rooms. If more space is needed, Guest may be moved directly into the facility via the locker rooms.
- Once the storm has subsided, available Management must determine that the building is structurally safe before allowing Guest into other parts of the building.

Earthquakes

<u>During an Earthquake:</u>

- Evacuate all bodies of water and indoor facilities and move all guests to an identified earthquake shelter. Guest and Team Member should stay clear of windows, doorways, and objects that may fall.
    - If you are inside, stay inside.
        - All Guest and Team Member should remain in these areas until the earthquake stops. Cover your head and neck with your arms to protect yourself from falling debris.
    - If you are outside, stay outside.
        - Go to an open area away from trees, telephone poles, and buildings. Once in the open, get down low and stay there until the shaking stops.
        - Move away from buildings, utility wires, sinkholes, and fuel and gas lines. The greatest danger from falling debris is just outside doorways and close to the outer walls of buildings.

- **DROP** down onto your hands and knees before the earthquake knocks you down. This position protects you from falling but allows you to move if necessary.
- **COVER** your head and neck (and your entire body if possible) underneath a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Walker *Wheelchair*

After an earthquake:

- Look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas.
- If it is safe, relocate to the designated meeting spot.
- There can be serious hazards after an earthquake, such as damage to the building, leaking gas and water lines, or downed power lines. Do not use matches, lighters, appliances, or light switches until you are sure there are no gas leaks. Sparks from electrical switches could ignite gas, causing an explosion.
- Be prepared for an aftershock.
- Help injured or trapped persons and provide first aid. Do not move a seriously injured person unless in immediate danger.

Hurricane

- Monitor local weather stations and close and evacuate the facility in advance of the storm.
- Prepare for storm:
    - All moveable equipment must be brought into a storage area, including guard chairs, umbrellas, cones, signs, deck chairs, etc.
    - The water in the pools should be dropped at least one foot, and power to the pumps/features should be shut off. Follow Biohazard Action Plan – Decontamination Procedures for Diarrheal Incidents to increase and maintain chlorine to 20ppm.

Flash Flooding

- **If safely possible**, stop, divert, or contain the water flow. Attempt to protect equipment that may be damaged by water. Move to higher ground or a higher floor. However, do not put yourself in another room with no windows. This will ensure that you do not become trapped.
- **If there is an immediate danger** to personal safety, proceed with the Evacuation Protocol. Move to high ground. Be sure to carry your cell phone with you in case you need to call for help.
- **Always** Contact your General Manager or Manager, as well as Risk Management for instruction. If evacuation is necessary, Aquatic Maintenance Specialist or a Pool Operator trained member of Management should be prepared to power down.
- **Do not ever drive through flooded waters!** Turn Around, Don't Drown. It takes less water than you realize to sweep your car away. Six inches of water is enough to stall your vehicle, and a foot of water is enough to sweep your car away.

Power Outages

- All pools should be evacuated if the power goes out for any reason.
- After power returns, pool chemicals should be checked to ensure proper sanitation is occurring.

Reasons to Close the Pool

- Lifeguards must notify the General Manager or Manager when conditions worsen. Pools should be evacuated when the bottom of the pool or main drains cannot be seen.
- Pools should remain closed until conditions improve. Reasons to close the pool may come from:
    - Heavy fog
    - Heavy rain
    - Excessive wind

Facility Emergency – Active Threat Emergency

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s), and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

WHEN IT IS SAFE TO DO SO, CALL 911!

Lockdown Procedures

A lockdown is designed to respond to a human-related threat outside the building. Examples include civil disobedience or acts of violence that are taking place OUTSIDE of the facility.

During an emergency requiring a lockdown:

- Clear pool(s) and deck and guide them towards Facility Closure and Evacuation; utilize bathrooms only as needed.
- Lock down the building by securing all exit doors (including emergency exits) from an unauthorized entrance. Exits should remain accessible for an emergency exit if needed.
- All occupants can only be allowed to exit through the Front Gate.
- Move to a secure place away from the threat and away from exterior doors and windows, if necessary.

Team Members Supervising Children:

- Calmly inform the instructor, coach, or trainer only of the situation.
- The instructor, coach, or trainer will initiate the exit of the water or deck space to guide the participants to the Facility Closure and Evacuation; utilize bathrooms only as needed.
- The instructor, coach, or trainer is responsible for any underage participant until released to a parent/guardian.
- If parents attempt to leave with their children, invite them to stay in the Facility Closure and Evacuation; utilize bathrooms only as needed.

Wait for further instructions from local authorities or Manager.

Communication during Active Threat Emergency

Contacting 9-1-1 immediately is critical to ensuring first responders arrive quickly.

The following information will be provided to 9-1-1:

- How many suspects are there?
- Where is/are the suspect(s)?

- Have they left the scene?
- What are they wearing (including body armor)?
- Where are they moving toward?
- What types of weapon(s) are involved?
- How many shots have been fired?
- When was the last time you heard gunfire?
- Where are you located?
- How many people are with you?
- How many people are injured?
- Are there hostages?

Team Member will be notified in the following manner:

Guest will be notified in the following manner:

- seeing impaired
- hearing impaired
- non-English speakers

Profile of an Active Shooter

There are flags along the path to violence. Be aware of those around you and immediately report all potential threats to your General Manager or Manager, as well as Risk Management.

Team Member should be vigilant when people are in the facility. The Power of Hello Alert uses the OHNA Approach, empowering Team Member to observe and evaluate suspicious behaviors, mitigate potential risk, and obtain help when necessary. Used effectively, the right words can be a powerful tool. Simply saying “Hello” can prompt a casual conversation with unknown individuals and help you determine why they are there. The OHNO approach – Observe, Initiate a Hello, Navigate the Risk, and Obtain Help.

Team Member can learn more about the Power of Hello Alert in the Guest Policies section.

Recognizing a Potential Threat

Possible threat indicators include, but are not limited to, the following:

Behavioral

- Erratic or abnormal behavior
- Actions of an extremely irritated manner
- Actions of an extremely nervous/ angry manner
- Bulky or excessive clothing that does not match the season
- Individuals acting as though they are under the influence of alcohol or drugs
- Stalking or spying on others
- Prolonging interest in or taking pictures of people or infrastructure in an unusual or covert manner
- Loitering at a location without a reasonable explanation
- Asking specific questions about business functions, security, or employees
- Avoiding security personnel or systems

Situational

- Individual with strong noticeable odor of metal or gunpowder
- Individual attempting to access the facility without properly checking in at the front desk (running past the desk or using the back doors)
- Verbal threats or physical altercations
- If you see a weapon or hear someone mention bringing or using a weapon
- Individual discussing their anger or distaste towards another person or group of people.
- Individual who is angry over expulsion from the facility
- Team Member is angry over employment termination.
- An email or social media post that is threatening towards the facility, it's Guest, or Team Member.
- Placing an object or package, either in a concealed or hidden manner, that has unexplainable wires or other obvious bomb-like components and abandoning it or leaving the area.

Indicators of Potential Violence by a Team Member

Team Member typically do not just "snap" but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an Team Member may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene
- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about "putting things in order"
- Behavior which is suspect of paranoia ("everybody is against me")
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes

Remember, if you see something, say something!

Respond to an Active Shooter in the Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that Guest are likely to follow the lead of employees and managers during an active shooter situation. If there is an Active Threat at your facility, follow the **RUN, HIDE, FIGHT** procedure. Remember, communication is critical. Knowing how to communicate over the walkie and to Guest will

ensure you maintain control of the situation. Stay calm, be direct and concise, and keep information factual.

RUN

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people

Call 911 when you are safe. Afterwards, contact General Manager

Team Member should grab the Crash Bag as they evacuate the facility.
If law enforcement is not on-site, in response to an active threat, Team Member should head to the pre-determined designated rally points located a safe distance away.

Rally Location(s): Senior Center and Rose Park
Navigation Instructions:

- **Senior Center** located behind Adventure Cove. Make sure to exit one or the emergency gates and head around to Senior Center.
- **Head to Barrow street**, right to head north towards 7th street. Rose Park is located on the Southeast corner of Barrow and 7th street.

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions) and lights.
- Hide behind large items (i.e., cabinets, desks)
- Keep away from doors and windows
- Remain quiet

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.
- Remain in the secure area and wait to open the door until verbally notified by a uniformed police officer that it is safe to exit.

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against the shooter.
- Throwing items and improvising weapons in the environment, such as fire extinguishers, chairs, etc.
- Yelling
- Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating; proceed in the direction from which officers are entering the premises.

Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, law enforcement will likely hold you in that area until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

Recovery

After the active shooter has been incapacitated and is no longer a threat, human resources and/or management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone, is missing and potentially injured.
- Determining a method for notifying families of individuals affected by the active shooter, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.
- Identifying and filling any critical personnel or operational gaps left in the organization as a result of the active shooter.

Reporting

It is essential to analyze the recent active shooter situation and create an after-action report to facilitate effective planning for future emergencies. The analysis and reporting contained in this report is useful for:

- Serving as documentation for response activities
- Identifying successes and failures that occurred during the event
- Providing an analysis of the effectiveness of the existing EAP
- Describing and defining a plan for making improvements to the EAP

Reactions of Management During an Active Shooter Situation

Team Member and Guest are likely to follow the lead of Management during an emergency. During an emergency, managers should be familiar with their EAP and be prepared to:

- Take immediate action
- Remain calm
- Lock and barricade doors
- Evacuate Guest and Team Member via a preplanned evacuation route to a designated rally point.

Staff Training

To best prepare your Team Member for an active shooter situation, an Emergency Action Plan (EAP) has been created, and General Manager conducts training exercises. Together, the EAP and training exercises should prepare Team Member to effectively respond and help minimize loss of life.

Components of Training Exercises

The most effective way to train Team Member to respond to an active shooter situation is to conduct mock active shooter training exercises. Local law enforcement is an excellent resource in designing training exercises.

- Recognizing a potential threat
- Practice Lockdown Procedures
- Recognizing the sound of gunshots
- Reacting quickly when gunshots are heard and/or when a shooting is witnessed:
    - Evacuation of Guest and Team Member to designated rally point(s).
    - Hiding out
    - Acting against the shooter as a last resort
- Practice communicating EAP activation.
- Practice communicating and evacuating people who are hearing, visually, and physically impaired.
- Calling 911 and General Manager
- Reacting when law enforcement arrives
- Adopting the survival mindset during times of crisis.

Facility Emergency – Missing Persons

If a child reports that they can't find their Parent/Guardian, follow the procedures below:

- Contact Manager on Duty (MOD)
- Try to find out as much information as possible.
    - Name
    - Where they were playing, etc., and where their towel is located.
    - Try to find out the name of the parent/guardian
    - Announce over the intercom for the parent/ guardian of to come to the front desk.
- If there is no response, walk the child around the facility to help find their parent/guardian.
- If there is no response, clear the pool and begin a ground search and if necessary, initiate water search.

If a parent/guardian reports a missing/lost child or adult, follow the procedures below:

- Contact MOD
- Facility should be lockdown, allowing no entry or exit in the facility and/or aquatics area.
- Determine where the person was last seen (and when) and if the person can swim.
- Get a full description:
    - Detailed description —
        - Full Name, Age, Sex
        - Physical traits, such as height and weight
        - Hair color
        - Outfit wearing
        - Concerning medical condition
    - Contact information for missing person (if available)
    - How did the person arrive to the facility
    - Are there belongings at a designated spot
- Announce the child's name over the intercom.
- Clear the pool.
- Conduct a ground search of the area and if necessary, initiate water search.

Search
A minimum of one (1) lifeguard must remain on observation duty at the swimming pool to ensure no one enters the water.

Lifeguards and Team Member will be assigned to thoroughly search the entire facility. Each person must complete search of the following areas:

- Pools
- Bathrooms/Locker rooms (each locker and stall)
- Storage areas
- Deck
- Offices
- Pool features and storage (river tubes)

If the search is unsuccessful, the search should be terminated, and law enforcement should be contacted.

Facility Emergency – Death

Proceed with Land Emergency - Medical Emergency response procedures until local authorities arrive and take over.

1. Initial Responder identifies a victim. Initial Responder activates the EAP signaling to other staff that additional support is needed.
2. Assisting Responder #1 or an Additional Safety Team Member completes or delegates the following actions:
    - Deliver additional safety equipment (AED, Oxygen, and/or Emergency Response Bag)
    - If the victim is responsive, perform Backup Coverage.
    - If the victim is unresponsive:
        - Close and clear pool
        - Call EMS
        - Notify Pool Desk and General Manager of the incident.
        - Meet EMS at Front Gate
        - Deliver the Incident Report to Initial Responder.
        - Puts on PPE.
3. Responder(s) provides life sustaining support.
4. Responder(s) transfer care to EMS when they are ready to take over care of victim.
5. Responder(s) will identify the victim and locate family or friends, obtain witness statements and gather victim's belongings.
6. Responder(s) notify supervisors and administration. Complete Incident Report and witness statements as soon as possible.

Only EMS may determine if a person is deceased.

- DO NOT touch the body after death has been declared. The Medical Examiner will be called by emergency personnel.
- Ensure Manager and General Manager are notified.
- Victim's personal belonging should be gathered and securely stored for family members to claim; or provided to local authorities if requested.
- Clear the entire area of all Guest and non-permitted Team Member and proceed with Facility Closure and Evacuation.
- Provide local authorities with any of the victim's personal contact information.
- Any questions from members/media should be directed to the General Manager or SFC General Manager.
- Once the victim is removed and authorities allow, the General Manager should follow bloodborne and biohazard protocol for the clean-up process.
- The facility may reopen once the authorities have cleared the area and the Sports Facilities Companies has approved reopening.
- Team Member should attend a staff debriefing before returning to work.

Aquatic Safety for Populations with Special Healthcare Needs

Under the Americans with Disabilities Act (ADA), persons with disabilities must be provided equal access and opportunity to use the facility. In the aquatic arena, besides providing the necessary physical accommodations like ramps and hydro-lifts, Team Member must also be prepared to assist the special needs Guest in normal activities and respond appropriately in an emergency.

There are numerous types of disabilities; each may require Team Member to respond differently to meet the specific individual's needs. Each Guest should be asked about their specific needs with regard to the aquatic facility, and that information should be shared with the rest of the Team Member to ensure that the Guest is consistently assisted in a supportive and professional manner. Common challenges are generally classed in the following three areas.

Physical

Because of the support afforded by water, many people whose disability impairs mobility on land can function independently in an aquatic environment. Water provides a unique opportunity for the development of physical and motor fitness. Buoyancy, strength, agility, and flexibility limitations are reduced in the water, but there may not be a corresponding increase in control.

- Some may require assistance from a personal caregiver or a member of the aquatic staff.
- Lifeguards should consider these patrons high-risk swimmers and pay additional attention to them while scanning.
- Encourage the use of instructional floatation devices and ensure their proper operation.

Behavioral, Developmental, and Mental

The physical skill levels of people with these challenges can range from highly impaired to unimpaired. These Guest may have the size and/or appearance of adults, but generally, they are incapable of consistently functioning as such. Enforcement of the rules may be challenging, but exceptions should not be given so that the safety of the person and other swimmers is maintained.

- Team Member should work with the swimmer and their primary caregiver to ensure that the rules of the facility are understood. This process may have to be repeated often, and a shadow or buddy swimmer may be required.
- These Guest should be classed as high-risk swimmers because they may not be able to make appropriate safety decisions consistently.
- Any repeated problems should be addressed with the caregiver; pool-use times may need to be scheduled during less populated periods.

Communications

Understanding the rules and swimming competently may be within the capabilities of people with communication challenges. However, they may need help understanding a lifeguard's instructions or expressing questions or concerns to the staff.

- The lifeguard must determine the appropriate alternative form of communication for each of these individuals.
- Using an interpreter or companion may assist the person in learning rules, asking questions, or responding to emergency communications.

In general, lifeguards need to:

- Recognize individuals with various challenges and communicate effectively with them.
- Be able to safely and efficiently assist each of them in case of need.
- Be proactive to prevent a potentially dangerous situation from becoming an emergency.
- Modify rescue protocols and procedures; regularly practice how to assist these Guest.
- Increase guard-to-swimmer ratios to provide adequate protection in pools that include groups of swimmers with disabilities.

The aquatic Team Member must remember that those with disabilities are people first – people who should be treated with the same level of respect and dignity that would be afforded to any Guest. When looking at a person with a disability, focus on the person and what they can do rather than what they cannot.

Outside Groups

Other entities at the facility should be required to provide certificates of insurance, hold-harmless waivers, indemnity agreements, and a facility agreement that contains:

- Specific day, starting time, and duration of the event
- Area of pool desired and whether the space must be separated or if it can be shared
- Average and maximum number of participants
- Ratio of partners to participants; distinction should be made between water watchers on the pool deck and swim buddies in the water
- Partner Team Member should communicate to the lifeguards on the day of the activity if there have been changes in any patient's health conditions.

Camp Counselors' Role Around the Water

It is essential that counselors understand that water activities are not break time just because lifeguards are present. Rather, water activity time is when everyone needs to be at their most vigilant. By working together with lifeguards, counselors can add extra layers of protection—helping ensure that all activities are safe and appropriate and that lifeguards can focus their attention on guarding the pool.

Below is a list of responsibilities that can be assigned to counselors to help keep aquatic activities safe. Be sure to communicate these expectations with counselors and camp leadership regularly.

Watch Campers

- Counselors should be aware of camper are in their group. Keep a special eye on non-swimmers to ensure they remain in their life jacket and in designated areas.
- Counselors are expected to be present in all areas of the pool, including in the shallow water. They should be a second set of eyes for lifeguards, not chatting or engaging with their peers.
- Counselors may not be on their phone or any smart devices.

Manage Campers in the Water

- Counselors should assist the lifeguards in ensuring that campers swim in an area specific to their ability.
- Strategically placing counselors at the float rope, or where the shallow water ends, can help ensure that nobody goes into areas they are not supposed to.
- It's also important to remind all counselors to count the faces, not just the heads, in their group often. This helps ensure they know where their campers are and how they are doing.
- Counselors should maintain roster all of campers at the pool with parent/guardian contact information if an emergency were to happen.

Test. Mark. Protect

- All counselors should assist lifeguards with the process of implementing Test. Mark. Protect. Policies by:
    - Checking that all campers in their group are marked daily.
    - Counselors should make sure to keep track of swimmers who have passed the swim test. Lifeguards have the final say regarding who passed the swim test.
    - Non-swimmers are wearing their life jackets properly.
- Campers stay in their designated area in the pool, and facility.

Enforce Rules

Counselors can play an important role in enforcing rules and encouraging appropriate behaviors. Because they often know the kids and have a direct relationship with them, they know what to look for and can be proactive in re-directing behavior. This leaves lifeguards' attention free to focus on scanning the pool.

Assist with Non-Aquatic Activities

Some campers may not enjoy swimming or might be having a bad day and choose not to swim. It's important to have some counselors actively engaging with any campers not in the water to prevent any inappropriate behaviors. Having planned, structured activities in place will help make this task easier and more effective.

Suspicious or Inappropriate Behaviors or Abuse

- Counselors should remain vigilant while at the pool and be on the lookout for suspicious or inappropriate behaviors or abuse towards youth that may include, but not limited to:
    - Photographing or videotaping youth, without express parental consent and presence
    - Inappropriate touching
    - Physical abuse
    - Emotional abuse or maltreatment
    - Sexual abuse
    - Picking favorites among youth
    - Making suggestive comments to youth
    - Seeking private time or one-on-one time with youth
    - Buying gifts for individual youth
    - Providing illegal drugs or alcohol to youth
    - Sexual exploitation
    - Neglect
    - Violation of any abuse prevention or child safety policies or procedures
- In the event a Counselor witnesses suspicious or inappropriate behavior or abuse towards youth or receives a report of suspicious or inappropriate behavior or abuse towards youth, the Counselor must do the following:
    - must interrupt the behavior.
    - Immediately report the behavior to a camp supervisor and/or make a report.

Training Plan

TRAINING PLAN CONTENTS

Team Members Hiring Skills Evaluation Requirements

Head Lifeguards

[ADD TEXT]

Swim Instructors

[ADD TEXT]

Lifeguards

General Manager has a duty to assess the skills of each member of the lifeguard team before starting work as a lifeguard. Possession of a lifeguarding certification indicates that the individual successfully completed the certification requirements on a given date. There is no guarantee of future performance. As such, General Manager must look beyond the certification to evaluate whether the applicant demonstrates the necessary knowledge, skills, and abilities to perform as a lifeguard.

Lifeguard Candidate Skill Proficiency Check form will be completed during the lifeguard interview or lifeguard assessment. General Manager must determine if the applicant is able to proceed to hiring or additional training before hiring.

- **Timed Swimming Proficiency:**
  - Complete a swim-tread-swim sequence without stopping to rest:
    - Jump into the water and totally submerge, resurface then swim 150 yards using the front crawl, breaststroke or a combination of both. (Swimming on the back or side is not permitted. Swim goggles are allowed)
    - Maintain position at the surface of the water for 2 minutes by treading water using only the legs.
    - Swim 50 yards using the front crawl, breaststroke or a combination of both.
      - Brick Test: Swim 15 yards, dive to the deepest part of pool to pick up a brick, swim to the surface, maintain two hands on the brick while returning to the start, place the brick on the wall, and hop out within 1:40 seconds.
- **Recues:**
  - Reach a drowning person at the furthest edge of the assigned surveillance zone within 20 seconds using Active Rescue (Front or Rear)
  - Submerged Passive in Shallow Water (3 FT or less)
- **Water Rescue, Extrication, and CPR:** *(Fully supplied hip pack ready to use)*
  - Timed Water Rescue: Submerged Victim Rescue in the deepest area of pool, extricate, provide a rapid assessment with two (2) successful ventilations. Complete within 1.5 to 2 minutes
  - Continue care with CPR without delay with a Single-rescuer on an adult for 3 minutes (Use CPR Skills Assessment Form to evaluate)

Team Members Onboarding

A thorough onboarding process helps new hires acclimate to their role and team, better understand the expectations of the job, and set them up for success. During onboarding, Team Members also acquires the knowledge, skills, and behaviors needed to integrate into an organization.

It begins with administrative tasks (such as paperwork) and first-day orientation, typically handled by HR. Then, there's role-specific Aquatics training and integration with the team during in-service training. This part of onboarding, typically handled by General Manager, can help them build relationships, understand team dynamics, and feel a part of the organization.

Human Resources Onboarding

Complete Paylocity training and paperwork assigned by SFC Human Resources Manager.

Aquatics Onboarding

General Manager is responsible for completing a **New Hire Checklist** for each New Hire or the **Rehire Checklist** for returning Team Members.

New Hire Team Members is expected to attend a position specific orientation training(s) before their first shift in role. Rehired Team Members is expected to attend seasonal orientation training and ensure all annual training is completed.

Head Lifeguards

[ADD TEXT]

Swim Instructors

[ADD TEXT]

Lifeguards

[ADD TEXT]

New Hire Orientation Program

Lifeguards

Lifeguards are expected to attend a Lifeguard New Hire Orientation prior to their first day on surveillance duty. The Lifeguard New Hire Orientation consists of a classroom and water session.

Classroom Session will review Adventure Cove rules and procedures, lifeguard expectations, and Emergency Action Plans.

Water Sessions will consist of a Adventure Cove tour and practice in the following:

- Water Entries and Rescue Skills
- EAPs
- Incident Report Writing
- Zone Evaluation Drills
- Whistles

Head Lifeguards

[ADD TEXT]

Swim Instructors

[ADD TEXT]

Process

Records

Adventure Cove will maintain accurate and current training records. Orientation documentation must include the following:

- Date, Time & Duration, and Location
- Subjects/Topics, Skills, Conditioning, and EAPs covered.
- Names of attendees and their signatures
- Names of instructor(s)/facilitator(s), certification level, and signature(s)

Training Requirements

In-Service Training

Lifeguards

Overview

Training does not end when the season starts, or once a lifeguard is hired. Keeping the lifeguard team sharp and informed is a top priority all season or year-round. In-service training is scheduled on a regular and frequent basis, is mandatory, and includes a variety of activities and topics. The following topics are included for regular practice and refinement:

- Patron Surveillance
    - Scanning and Victim Recognition
    - Rotations
    - Zone(s) of Surveillance
    - Back-up Coverage during Emergencies
- Lifeguard Rescue Skills in the Water
    - Entries & Approaches
    - Rescues at or near the surface of the water.
    - Submerged Rescues in shallow and deep water
    - Spinal Injuries in shallow and deep water
    - Extrications
- Lifeguard Rescue Skills on Land
    - Breathing Emergencies
    - Cardiovascular Emergencies (CPR/AED)
    - First Aid and Sudden Illness Care
- Emergency Action Plans (EAPs)
- Pool Closures, Facility Evacuation, and Shelter-in-Place Practices
- Physical Conditioning
- Facility-Specific Training
    - HazMat, Bloodborne Pathogens, and Biohazard Training and Best Practices
    - Customer Service
    - Facility Rules and Regulations
    - Record and Reporting practices
    - Conducting Safety Facility and Equipment Inspections
    - Staff Expectations and Responsibilities
    - Professionalism and Leadership

Expectation

Lifeguards are expected to attend **four (4) hours** of in-service training per month. Notice of scheduled in-services are provided in advance for in-service training dates and times. All Lifeguards are expected to attend or make prior arrangements to attend a make-up in-service. Not attending in-service training may result in termination. Training is generally divided into pool and classroom sessions. Lifeguards are expected to come to in-service training dressed in swimsuits unless otherwise directed by Management.

Schedule

Mondays from 11 AM – 12:30 PM

Monday, June 3, 2024
Monday, June 10, 2024
Monday, June 17, 2024
Monday, June 24, 2024
Monday, July 1, 2024
Monday, July 8, 2024
Monday, July 15, 2024
Monday, July 22, 2024
Monday, July 29, 2024
Monday, August 5, 2024
Monday, August 12, 2024
Monday, August 19, 2024
Monday, August 26, 2024

Process

Records

Adventure Cove will maintain accurate and current training records. In-service documentation must include the following:

- Date, Time, and Location
- Subjects/Topics, Skills, Conditioning, and EAPs covered.
- Names of attendees and their signatures
- Names of instructor(s)/facilitator(s), certification level, and signature(s)

Make-Up Policy

If a lifeguard is absent from the in-service, ensure a make-up in-service is scheduled to cover the missed training. Lifeguards are expected to give at least one week's notice to Management if they cannot attend a scheduled in-service. The Lifeguard is expected to make themselves available to attend a make-up in-service.

Make-Up In-Service is scheduled at the end of every month for 3 hours.

Head Lifeguards

Head lifeguards and Manager must attend an 2 hour in-service every other week.

Swim Instructors

[ADD TEXT]

Pre-Season Training

Lifeguards

Overview

A Pre-Season Orientation session about facility operations and lifeguards' responsibilities helps all lifeguards understand the facility, their responsibilities, and management's expectations. This orientation is critical for learning what is unique about your facility each season of the year and how it differs from others. All current, new, and returning Lifeguards must attend Pre-Season Training.

Pre-season training will include at least the following topics:

- Lifeguard Expectations & Code of Conduct
- Lifeguard Training and Conditioning Requirements
- Communication Plan
- Facility Policies and Procedures
- Primary and Secondary Responsibilities
- Reporting and Documentation Procedures and Expectations
- Emergency Action Plans
    - Plans & Updates
    - Safety Team Members & Roles
    - Communications
    - Back-up Coverage
- Zones Charts, Stations, and Responsibilities
- Safety Orientation
    - Guest Age Requirements
    - Supervision Requirement
    - Swim Tests
- Reasons for Closure
- Inclement Weather Procedures
- Biohazard Contamination Response
- Hazardous Communication Plan
- Accidental Chemical Spill Plan

In addition to responsibilities and expectations, the Pre-Season Training includes a review of first aid, CPR/AED, and lifeguarding knowledge and skills.

Head Lifeguards

[ADD TEXT]

Swim Instructors

[ADD TEXT]

Process

Records

Adventure Cove will maintain accurate and current training records. Orientation documentation must include the following:

- Date, Time & Duration, and Location
- Subjects/Topics, Skills, Conditioning, and EAPs covered.
- Names of attendees and their signatures
- Names of instructor(s)/facilitator(s), certification level, and signature(s)

Annual Training Requirements

All Team Members should attend the following trainings during their new hire orientation and annual training to review procedures.

Chemicals

Team Members who are involved in storing, using, or handling chemicals, including cleaners, disinfectants, sanitizers, etc.

Training

- Hazard Communication Plan
- Accidental Chemical Release Plan

Bloodborne Exposure & Biohazard Contamination

Team Members assigned to roles that have the potential for occupational exposure to bloodborne pathogens, pathogens that cause Recreational Water Illnesses (RWIs), or other pathogens shall be trained to recognize and respond to body fluid (blood, feces, vomit) releases.

Training

- Bloodborne Exposure Control Plan Training
- Biohazard Contamination Response Plan Training

Training and Plan information can be found in the Workplace Safety section of the manual.

Zone Verification Instructions

Recognition – American Red Cross Visibility Drill

Purpose

- To verify that objects at the bottom and the surface in all areas of the zone can be clearly seen from the lifeguard station. A visibility drill is not a test of the lifeguard's abilities. Rather, it is a test of the zone relative to the lifeguard station.

When to Conduct:

- Visibility drills should be conducted for each zone initially and any time the zone boundaries are redefined or another characteristic of the zone the zone boundaries are redefined or another characteristic of the zone changes.
- Visibility drills should be conducted when the pool is open, at different times during the day and during different activities (for example, during lap swim and then again during recreational swim).

To Conduct a Visibility Drill:

- Place an object in the zone, such as a manikin or silhouette, or a "live" drowning person in various locations in the water, including at the surface and on the bottom.
- Ask the Lifeguard if they can see the object. The Lifeguard determines if the object is something that would cause them to respond.
- Repeat in another location in the zone until all areas of the zone are tested. Each zone should be tested at different times of day and for different activities or conditions in the zone.

Objective:

- Identifying if all areas can be seen or if any areas of the zone cannot be seen or are difficult to see.

Record Results:

- The supervisor uses Visibility Drill: Lifeguard Zone Verification template form to document the zone and the results.
- Include a photo or a graphic of the zone, mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Recognize and Response – Live Recognition Drill

Purpose

- To help identify effectiveness of surveillance and ensure that lifeguards can see all areas of the zone from the bottom through to the surface and reach the extremes of each zone (furthest and deepest) in 30 seconds. Live Recognition Drill is used to evaluate the lifeguard's performance.
- These drills can also help build the long-term memory of what drowning looks like and help build confidence that they can recognize and act on the job.

When to Conduct:

- Live recognition drills should be conducted, when the pool is open for operations as a method at different times during the day and during different activities (example, water aerobics, swim lessons, free swim) to help identify the effectiveness of surveillance.

To Conduct a Live Recognition Drill

- Conduct a surprise “drowning person” drop. The lifeguard should not be aware of the introduction of a drowning person into their zone. A drowning person may include a mixture of real people and manikins or silhouettes.
- A "drowning person" should be placed at the furthest extent of the Lifeguard's zone.
- Each zone should be tested at different times of day and for different activities or conditions in the zone using different lifeguards.

Objective

- Lifeguards recognize the drowning person, activate the EAP and reach the drowning person within 30 seconds.

Record Results

- The supervisor uses Live Recognition Drill form to document the zone and the results.
- The supervisor observes and records the time of the response.
- Include a photo or a graphic of the zone to mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

MODIFIED Live Recognition Drill

Purpose

- To verify lifeguards can reach the extremes of each zone (furthest and deepest) in 20 seconds. Live Recognition Drill is used to evaluate the lifeguard's performance.
- This drill is MODIFIED since the lifeguard is aware of the drowning person is in the water and where they are located.
- Lifeguards should meet the MAHC Standard (MAHC 6.3.3.1.1) to reach the furthest extent of the assigned zone within 20 seconds.

When to Conduct:

- Modified live recognition drills should be conducted during in-service training.

To Conduct a Modified Live Recognition Drill

- Place a "drowning person" or an object in a pre-arranged location in the zone.
- A " drowning person " should be placed at the furthest extent of the Lifeguard's zone.
- Various zones and locations should be tested regularly.

Record Results

- Use Live Recognition Drill form to document the zone and the results.

Response – American Red Cross Lifeguard Station Response Time Testing Drill

Purpose

- The purpose is to test the zone relative to the lifeguard station, not a test of the lifeguard's ability to recognize drowning behaviors. This activity is evaluating each zone by getting an average time for different lifeguards.

To Conduct Lifeguard Station Response Time Testing

- To ensure ideal conditions, the zone being tested should be closed so there is no interruption. This allows management to determine whether the placement of the lifeguard station, size of the zone, and placement of Assisting Rescuer.
- Assign (1) Rescuer, (1) Assisting Rescuer, and (1) Drowning Person.
- Place the Drowning Person in the pre-arranged location within the zone.
- Directions:
    - Select a zone and station to be tested. Change station and zone regularly to practice all variations.
    - The Rescuer will simulate activating the EAP, enter the water and perform a passive submerged rescue.
    - The Drowning Person will submerge as the Rescuer gets near.
    - The Assisting Rescuer will bring the backboard and assist the Rescuer in extricating the Drowning Person. The Assisting Rescuer and Rescuer should demonstrate team communication skills during the extrication.
    - Once the Drowning Person is removed from the water, a manikin will be substituted for the Drowning Person. The Assisting Rescuer and the Rescuer will perform a rapid assessment, including giving 2 ventilations.
    - The response will be timed from activation of the EAP through the delivery of 2 ventilations. The goal is not to exceed 1½ minutes.

Objective

- Determine whether the size and shape of the zone enables any lifeguard should be able to reach a drowning person in each zone and rescue a submerged, passive drowning person, extricate, and provide two ventilations quickly–not to exceed 1 ½ minutes.
- Factor in an average recognition time of no more than 30 seconds and add it to the response time for a total that should not exceed 2 minutes.

Record Results

- The supervisor uses the Lifeguard Station Response Time Testing Drill form to document the zone and the results.
- The supervisor observes and records the time of the response.
- Include a photo or a graphic of the zone to mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Lifeguard Assessments

Lifeguard Assessments benefit the facility, lifeguards, and community by providing an objective evaluation of lifeguards' surveillance skills, improving accountability and safety, reinforcing emergency response skills, developing goals for improvement, and demonstrating a commitment to aquatic safety.

Any Team Members working as Lifeguard on surveillance duty is subject to a Lifeguard Assessment. Lifeguard Assessments are formal evaluations that will be included in Team Members personal records. Only the General Manager and other Management may conduct Lifeguard Assessments. Peers may not assess each other.

If a Lifeguard receives a "Fail" on an evaluation, they will be offered remediation. If a Lifeguard receives a "Fail" for the second time will need to attend a Lifeguard Review course at the earliest opportunity. Any failure may result in disciplinary actions, such as removal from the schedule or termination.

Lifeguards will be video recorded during the following Lifeguard Assessments. Recording will only be viewed by those on Management and SFC Human Resources Manager for Lifeguard Assessment and performance evaluation only.

Rescue Ready Assessment

It is essential to ensure that lifeguards are rescue-ready while on duty. This assessment will verify the lifeguards are in uniform, are wearing a whistle and hip pack, and the contents of the hip pack only contain essential items.

To conduct an rescue ready assessment:

- Select a lifeguard either on break or just coming on their shift.
- Ask the lifeguard to remove all contents of their hip pack on a table.
- Begin inspection by:
    - Inspecting their uniform
        - Lifeguard is wearing the appropriate uniform is presentable.
        - Footwear is easily removable without a backing
        - Wearing jewelry that poses no safety risk
    - Inspect their Whistle
        - Wearing whistle on a breakaway lanyard/wrist coil
        - Whistle is made of plastic and in good condition
        - Breakaway lanyard is not wrapped
    - Inspect their Hip Pack
        - Wearing Hip Pack
        - Hip Pack is in good condition and organized
        - Hip Pack contains appropriate resuscitation masks and disposable gloves.
        - Hip pack does not contain electronics or trash.
- The guard will receive a Pass, Needs Remediation, or Fail based on the Rescue Ready Assessment point value.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit the Rescue Ready Assessment documentation.

Observation Assessment

It is an important check to ensure that lifeguards are capable of recognizing and responding to an emergency. This assessment will verify the lifeguard's scanning and rule enforcement.

To conduct an observation:

- Locate a spot to discreetly observe lifeguard without them knowing they are being assessed. Lifeguard should not be told in advance of the Observation.
- Begin by watching the lifeguards for 4-6 minutes.
- Grade the lifeguard on the following criteria:
    - Be equipped and ready for rescue.
        - Wearing the appropriate uniform, is clean and presentable.
        - Wear your hip pack containing a resuscitation mask and gloves.
        - Wear your whistle or other communication device on breakaway lanyard or wrist coil
        - Wear your rescue tube with the strap over one shoulder.
        - Gather and hold the excess strap in your hand.
        - Position the rescue tube in front of you, either across your lap in an elevated station or across your torso or slightly to the side in a ground-level or walking patrol station.
    - Rotation
        - Surveillance of the zone is maintained throughout the entire rotation process
        - Outgoing lifeguard does not rotate out until incoming lifeguard is rescue ready
        - Outgoing lifeguard continues to scan zone as they walk away
        - Incoming lifeguard is aware of activity in the zone
        - Incoming lifeguard actively scans zone as they approach station
        - Incoming and outgoing lifeguards exchange information as needed
        - Rescue equipment is present and properly positioned
        - Each lifeguard wears their own rescue tube
        - Follows the correct rotation path of travel
    - Surveillance
        - Maintain an active posture.
        - Scan continuously from point to point.
        - Scan the entire zone every 30 seconds.
        - Move your head and eyes during each scan to search all areas, including the area under, around and directly in front of the station.
        - Adjust your position as needed to gain better visibility around features, patrons, glare, or other objects.
        - Remain alert, attentive and focused on surveillance.
        - Avoid distractions (for example, socializing, using a personal smart device, daydreaming, eating, grooming).
        - Change your body position as needed to remain alert.
        - Completing any secondary duties while on surveillance duty
        - Distracted by any objects, activities, or people while on surveillance duty
    - Rule Enforcement
        - Has an opportunity to enforce pool rules
- The guard will receive a Pass, Needs Remediation, or Fail based on the Observation Assessment point value.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit the Observation Assessment documentation.

Skills Assessment

Evaluating the lifeguard's skills helps ensure that lifeguards are appropriately trained and can quickly and efficiently provide the appropriate care for someone in need.

To conduct a skills assessment:

- Decide what skill will be completed and what equipment is necessary.
- Run the lifeguard(s) through the skill and ensure the skills follow facility-specific procedures and the American Red Cross standards.
- Grade the lifeguard(s) as the Rescuing Lifeguard on the following criteria as listed on Skill Evaluation Assessment. Skills that are tested will include one land and water from the following categories (total of 2 skills):
    - Land Skills
        - Obstructed Airway
        - CPR
    - Water Skills
        - Entry and Rescue
        - Extrication
- The guard will receive a Pass (80% or higher), Needs Remediation (Score 70-80%), or Fail (below 70%) based on the Skill Evaluation findings.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit documentation of Observation Assessment

Lifeguard Performance Assessment

This assessment combines all the assessments (Rescue Ready, Observation, and Skills Evaluation) into one comprehensive assessment.

Lifeguard must pass Performance Assessment with 80% or higher to remain on surveillance duty.

To conduct the Lifeguard Performance Assessment:

- Prepare all documentation for assessment.
- Check rotation and determine who should be assessed. If needed or able, quietly notify the Management on duty of assessment. The lifeguard should not be notified in advance of the assessment.
- Decide what skill will be completed and what equipment is necessary.
- Begin with the Observation Assessment by watching the lifeguards for 4-6 minutes.
- Make sure to locate a spot to discreetly observe lifeguard without them knowing they are being assessed.
- Complete Observation Assessment documentation.
- When the observed lifeguard is off surveillance duty, begin the Rescue Ready Assessment by asking the lifeguard to remove all contents of their hip pack on a table.
- Complete Rescue Ready Assessment documentation.
- Finally, complete the Assessment with the Skills Assessment.
- During this Lifeguard Skills Assessment, the lifeguard is tested from each the following categories (total of 4 skills):
    - Obstructed Airway
    - CPR
    - Entry and Rescue
    - Extrication
- Complete the Skills Assessment Documentation.
- Provide feedback to the lifeguard on improvements that may be needed.
- Finalize all documentation for Lifeguard Performance Assessment and submit.

If a Lifeguard does not pass Lifeguard Performance Assessment with an 80% or higher:

- Lifeguard is removed from surveillance duty.
- Lifeguard must attend remediation training with a Lifeguard Instructor/Instructor Trainer before returning to surveillance duty.

If a Lifeguard does not pass Lifeguard Performance Assessment with an 80% or higher for the second time:

- Lifeguard is removed from surveillance duty.
- Lifeguard must attend Lifeguard Review course.
- Disciplinary actions may also be taken, up to and including termination.

Maintenance Plan

MAINTENANCE PLAN CONTENTS

Facility Design Data

Adventure Cove

Pool User Limits

Approx. Usable Deck	15,330 sq. ft.
Total Pool & Splash Pad Surface Area	8,407 sq. ft.
Ratio of Deck to Water	1.82 (15,330 sq. ft. / 8407 sq. ft)
Maximum Pool Users (per TX Health Code)	700 users (8407 sq. ft / 12 sq. ft. per user)

Swimming Pools

	Leisure (Pool A)	River (Pool B)
Volume	65,016 gal.	116,088 gal.
Surface Area	3,449 sq.ft	4,114 sq.ft.
Length		
Width		
Perimeter	260-7" ft	473-5" ft
Pool Temperature Range		
Depth Range	0-4 ft.	3.5 ft
Average Depth	2.29 ft (or 2 ft)	3.5 ft
Max Bather Load	230	270

Type of Pool Surface	Plaster	Plaster
Type of Disinfection	Sodium Hypochlorite (12%)	Sodium Hypochlorite (12%)
Secondary Disinfection	UV	UV
Type of Acid	Muriatic Acid (31.4%)	Muriatic Acid (31.4%)
Type of Filter	High Rate Sand Filter	High Rate Sand Filter
Type of Filter Media	42 CF (4200LBs)/per tank	36 CF (4200LBs)/per tank
Filter Media Rate	12.3 GPM (both)	12.18 gpm/sq.ft (both)
Filter Area	55.4 sq (both)	94.8 sf (both)
Circulation/Flow Rate	679 GPM (both)	1154 GPM (both)
Pool Turnover Rate	1.68 hrs	1.6 hrs
Surge Capcity		8,452 gals
Surge Factor		2.1 gal/sft

Year Opened	2017	2017
Pool Classification	B	B
Pool Builder Company	Sunbelt Pools	Sunbelt Pools
Pool Designer Company	Water Technology Inc.	Water Technology Inc.

Slides

Slide Name	Slide A, Green Monster	Slide B; Big Blue	Slide C; Red Racer
Slide Type	54" Closed Tube Raft Slide Platform	32" Closed Tube Slide	32" Closed Tube Slide
Serial Number	ABTX14616-054A	ABTX14616-054B	ABTX14616-054C
Manufacturer	Splashtacular; Catch Pool	Splashtacular; Run Out	Splashtacular; Run Out
Date Manufactured	May 2018	May 2018	February 2019
Amusement Ride Classification	Ride other than Class A	Ride other than Class A	Ride other than Class A
Inspection Required	Annually submit AR-100 to Texas Department of Insurance (TDI)	Annually submit AR-100 to Texas Department of Insurance (TDI)	Annually submit AR-100 to Texas Department of Insurance (TDI)
TDI Inspection Number	37475	37476	37477
Inspector Company	Texas Municiple League (City owns pool & slide)	Texas Municiple League (City owns pool & slide)	Texas Municiple League (City owns pool & slide)
Previous Inspector	Mike Shaw; TMI, Loss Prevention	Mike Shaw; TMI, Loss Prevention	Mike Shaw; TMI, Loss Prevention

Water Chemistry

Sanitation and Filtration

Swimming pools are subject to constant contamination from foreign matter brought in by swimmers, including particles of dirt, organic matter, bacteria, algae, hair, makeup, suntan/body oils, leaves, mineral residue from chemicals, and other debris.

Properly maintained circulation, filtration, and sanitation are critical to clean and clear water. Monitoring the system's flow rate, the pressure gauges on the filters, and the cleanliness of the hair and lint strainers will help with circulation and filtration.

The Water Chemistry Report is an essential tool in managing the chemistry of pool water. This report is to be completed daily by the General Manager, Aquatics Coordinators, and/or the Head Lifeguards, who will perform all water testing and thus be responsible for making necessary adjustments.

Water Testing and Pool Chemicals

Free Chlorine, pH, temperature, and ORP readings are done each time indicated on the Water Chemistry Report. Combined Chlorine will be tested a minimum of three times a day and recorded on the water test report. A complete water balance report will be done once a day by Aquatics Coordinators. It will provide the pool personnel with the necessary information to make chemical adjustments to keep the pool well-maintained and safe for swimmers.

Water chemistry controllers assist pool operators by monitoring the ORP (Oxidation Reduction Potential) and the pH in the respective pool. These controllers do not replace manually testing the water by Team Member.

The General Manager and Aquatics Technician is responsible for comparing the manual test results with the controller readings and making the necessary adjustments. Only the Aquatics Technician or General Manager can adjust the controller.

SDS (Safety Data Sheets) are provided at each pool site for all chemicals used at the respective site. The General Manager is responsible for maintaining and ensuring that the SDSs are current and readily available. Refer to SDS for all information about chemicals used at the pool. These sheets are kept in the Main Pump Room and the Lifeguard Office.

Common Chemicals Found at Adventure Cove

Increase Chlorine
Calcium Hypochlorite (67%)* (Cal Hypo / Dry Chlorine)
Sodium Hypochlorite (12%) (Bleach/Liquid Chlorine)
Increase Total Alkalinity
Sodium Bicarbonate (Baking Soda)
Sodium Carbonate (Soda Ash)
Decrease Total Alkalinity
Hydrochloric Acid (Muriatic Acid) (31.4%)
Sodium Bisulfate (Dry Acid)
Increase pH
Sodium Carbonate (Soda Ash)
Decrease pH
Hydrochloric Acid (Muriatic Acid) (31.4%)
Sulfuric Acid (Pool Acid)
Increase Calcium Hardness
Calcium Chloride (100%)
Calcium Chloride (77%)
Increase Stabilizer
Cyanuric Acid (Conditioner)
Neutralize Chlorine
Sodium Thiosulfate
Sodium Sulfite

Water Chemistry Guidelines

These commonly accepted chemical parameters do not supersede local or state codes and regulations. All values in parts per million (PPM), except pH and temperature.

Parameter	Min	Ideal	Max	Pool Type
Free Chlorine *(ppm)*	1.0	2.0–4.0	5.0	Pools, Waterparks
	2.0	3.0–5.0	10.0	Spas
Combined Chlorine *(ppm)*	0	0	0.4	Pools, Waterparks
	0	0	0.5	Spas
pH	7.2	7.4–7.6	7.8	All Types
Total Alkalinity *(ppm)*	60	80-100* 100–120**	180	All Types
Visible Algae	None	None	None	All Types
Temperature °F	78°F	80.5°F	82°F	Competition Pools
	-	-	104°F	Spas

* For calcium hypochlorite, lithium hypochlorite, or sodium hypochlorite
** For sodium dichlor, trichlor, chlorine, gas, BCDMH

State of Texas Chemical Level Requirements

Pool Chemicals

Required Chemical Levels			
Disinfectant Levels	**Minimum**	**Ideal**	**Maximum**
Pool Free Available Chlorine	1.0 ppm	2.0 – 3.0 ppm	8.0 ppm
Combined Chlorine	None	None	0.4 ppm
pH	Not less than 7.0	7.2 – 7.6	7.8
Cyanuric Acid	None	30 – 50 ppm	100 ppm
ORP	600 mV	650 – 750 mV	900 mV
Alkalinity	60 ppm	60 ppm – 180 ppm	>180 ppm
Calcium Hardness in Pools	150 ppm	>150 – 400 ppm	1000 ppm

Public Interactive Water Features and Fountains (PIWF) "Splash Pad"

Required Chemical Levels			
Disinfectant Levels	**Minimum**	**Ideal**	**Maximum**
Free Available Chlorine	1.0 ppm	3.0 – 5.0 ppm	8.0 ppm
Combined Chlorine: Out-of-Door Facilities Only	0.0 ppm	0.0 ppm	1.5 ppm
Cyanuric Acid (Stabilizer) – Out-of-Door Facilities Only	0.0 ppm	20 ppm	50 ppm
pH	Not less than 7.0	7.4 – 7.6	7.8

Water Balance

Proper water balance chemistry is essential to maintaining the facility, pool shell, and system components. The Langelier Saturation Index is the industry standard for calculating water balance. The Aquatics Technician is responsible for maintaining water chemistry (balanced water).

Disinfectant Testing

Tests for residual disinfectant like free chlorine or others, such as bromine or biguanide and the disinfectant by-products combined chlorine, are the most important water chemistry tests the certified operator can perform. Only by constantly monitoring, testing, evaluating results, and taking corrective steps when necessary can the pool/spa operator be assured that the water is sanitary and the bathers are protected from disease-causing germs/pathogens.

- **DPD** has the capability of measuring both free and total chlorine and is available as a colorimetric and titration test. Most states and local codes require the use of a DPD method for chlorine and bromine testing.
- **Oxidation-Reduction Potential (ORP)** is the most common method to approximate the efficiency of the disinfectant level in automatic chemical feed systems. ORP is an electrochemical method of analysis that measures the electrical potential of chlorine or bromine, or any other oxidizer in the water. Most health codes and all chemical product labels require a test based on DPD to be used to measure the amount of disinfectant, even when ORP is employed.

DPD Testing

DPD is used to measure chlorine, combined chlorine, bromine, iodine, ozone, and chlorine dioxide in pool/spa water.

There are three DPD test methods available:

- The colorimetric test using a color comparator test block is by far the most common of the methods available.
- The titration test, called Ferrous Ammonium Sulfate-DPD (FAS-DPD), does not have the visual uncertainty that is sometimes associated with colorimetric test block comparator.
- Colorimetric photometer equipment is available to measure the amount of color due to DPD and remove variability due to the human eye and lighting conditions.

False DPD Readings

Bleaching of the DPD reagents is a major limitation of this test method. At free chlorine concentrations of 10 to 15 ppm (mg/L) and normal pH levels, the chlorine content of the sample may cause the coloration to be less intense or even colorless. As a result, the facility operator could incorrectly judge the test result for chlorine to be zero ppm (mg/L) and mistakenly add more chlorine. Errors of this type could result in chlorine concentrations above 100 ppm (mg/L).

If the certified operator notes a zero chlorine result, the following procedure is recommended:

- Perform a 1:1 dilution (or higher). Refer to the test kit manufacturer's instructions on how to perform this.
- If a temporary pink color appears, the sample water has a high chlorine content, and dilution is necessary to achieve accurate results.
- If no color develops, then the chlorine level is zero.
- A high range chlorine test strip can also be used to verify high chlorine levels and required dilution.

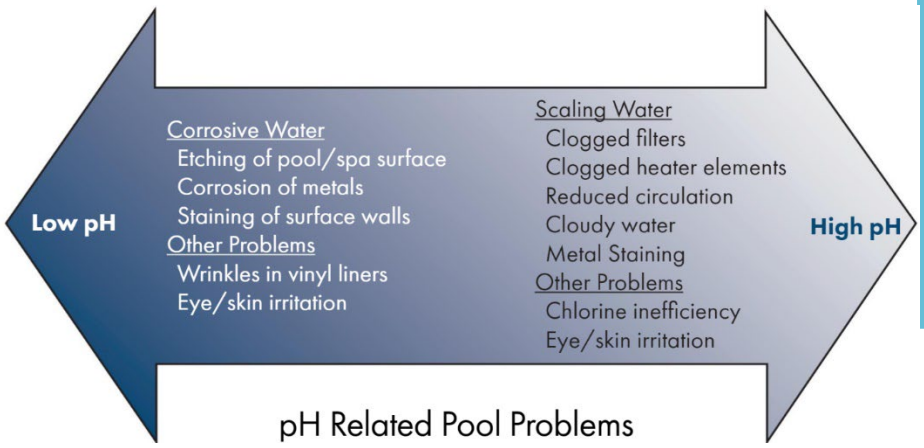
A false DPD reading may develop with a high chlorine concentration or a high pH in the water sample. The chlorine activity is much lower at a high pH, and the DPD will not bleach out.

pH Testing

As a water balance factor, pH has the most impact on properly balanced water and bather comfort. Control of pH is essential for the comfort of bathers, the efficiency of the disinfectant, and the protection of the pool system components.

The pH of tears from a human eye is about 7.5. To assist in bather comfort, the ideal range for pH is 7.4 to 7.6. There are many influencing factors that affect the pH of pool or spa water, including:

- Bather waste
- Disinfectants
- Source water
- Air-borne debris
- Water balance chemical
- Aeration
- Evaporation



The method used to control pH is maintaining the proper level of total alkalinity. Before making any pH change, test and, if necessary, correct the total alkalinity. When the alkalinity is correct, it is often found that the pH will also be correct.

The pH of pool and spa water is usually measured by adding phenol red (phenol-sulfonphthalein) indicator to a pool water sample. The phenol red indicator is yellow at a pH of 6.8, orange at 7.6, and red at 8.4. The color developed is caused by the pH of the water. The color is then compared to a standard on the colorimetric block comparator.

False pH Readings

Phenol red will only provide correct results when the pH is in the range of 6.8 to 8.4. If the sample water has a pH lower than 6.8, the color saturation will appear as if it were a pH 6.8. If the sample water has a pH higher than 8.4, the color saturation will appear as if it were a pH 8.4. In either case, the Ph must be corrected. However, a large correction required should alert the operator that there is a definite problem with the water balance that must be identified and corrected to prevent this problem from happening again.

High halogen levels from chlorine or bromine will react with the phenol red indicator for the pH test to create either chlorophenol red or bromophenol blue. Both of these reactions result in a dark purple color whenever the sample pH is above 6.6. This purple color is often confused with a pH of 8.4, and pool operators mistakenly add acid to correct what they believe to be a high pH.

Chlorine-neutralizing reagents can impact the pH. This is one of the reasons that different test kits give slightly different pH readings. When neutralizing the pH with sodium thiosulfate, the pH reading may go higher. Test kit manufacturers provide instructions concerning the number of drops of sodium thiosulfate necessary for high-chlorine correction. Some test kit manufacturers use blends of chemicals to minimize the impact on the pH reading when the chlorine has to be neutralized.

Photometers utilizing phenol red in tablet form typically prevent false readings due to high halogen levels by incorporating chlorine-neutralizing agents in the dry tablet. The halogen level can be as high as 25 ppm (mg/L) without any adverse effect on pH readings.

Temperature

Temperature is the one water balance factor that is not chemical - it is a physical factor. When testing pool chemicals, consult your test kit manufacturer's website or instructions for their recommendations on temperature extremes.

- On the high side, hot water can also distort water chemistry. If the water is warmer than 90ºF (32.2ºC), collect the water sample and let it cool down before adding reagents. Water over 90ºF can alter reactions and accelerate endpoints, leading to erratic colors and false readings.
- Low water temperatures slow the reactions of the test kit and, in some cases, prevent the desired reactions from occurring at all. When collecting the water sample from cold water, let it warm up before adding reagents.

At higher temperatures, scaling conditions have an increasing tendency to occur in a body of water. Also, warmer water usually means more chlorine demand. In addition to sunlight degradation, problems like algae are more prevalent in the summertime.

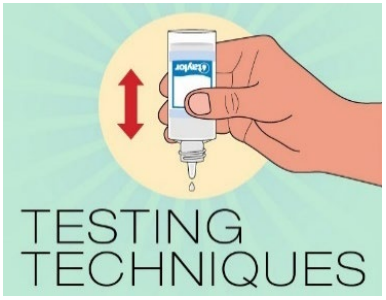
The colder the water, the water is more aggressive and hungrier for calcium. Aggressive water is more likely to etch cement to get the calcium it craves. The lower the temperature, the more aggressive the water.

Water Chemistry Testing Procedures

Follow test kit directions as provided with the test kit.

Taylor Technologies Test Kits

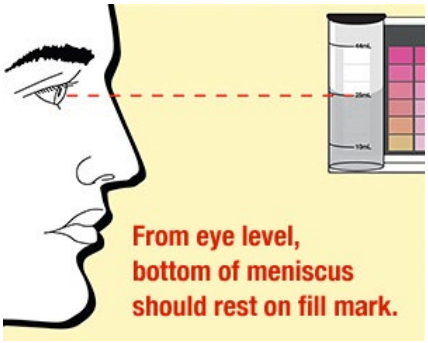
Essential Testing Techniques for Pools and Spas



- **Read the Instructions!** Don't assume you know how to do the test, especially if you switch test kit manufacturers. Not all instructions are the same! And if you purchase a new kit from the same manufacturer, it is always best practice to review the instructions to see if anything has changed. The same applies to test strips, which can have different directions from manufacturer to manufacturer.

- **Take a good representative sample (at elbow depth (18" or 45 cm):** Below the surface of the water and away from the return line since the concentrated/treated water in that area will not be representative of the water in the entire pool or spa. Sunlight can penetrate 4–6 inches below the surface and possibly affect your test results. Similarly, return lines carry concentrated amounts of treatment and sanitizer that are not representative of the entire body of water; this holds true for indoor facilities as well. If you're using test strips, follow this same advice when obtaining a water sample. Use a clean, plastic container to collect the sample. When using test strips, never dip the strip directly into a pool or spa, which could produce erroneous test results. Instead, collect a sample as described above, and then dip the strip into the sample. Don't let your sample sit around exposed to the air before you test it, even hot water from a spa. The sanitizer level is particularly apt to change if you wait. If you want to be even more exacting, you could take a sample from the shallow end and then the deep end and average out the two results.

- **Use the correct sample volume.** When filling a sample tube with water you may see a curve at the surface of the water. This curve is called a meniscus. When holding the sample tube at eye level, the bottom of this curve should rest on the appropriate fill line for the test.



- **Don't interchange reagents between different test kit manufacturers.** Reagents are created based on a number of different parameters such as sample size, view depth, drop equivalence, etc. Just because a reagent has the same name, doesn't mean it's the same strength.

- **Always hold dropper bottles straight up and down when dispensing drops of reagent.** Holding the bottle at an angle (or sideways) will distort the drop size, creating a false-high result. This is especially true when testing for total alkalinity or calcium hardness.

- **Don’t use your fingers or the palms of your hand to cover a test vial while mixing.** Even though you think your hands are perfectly clean, there are natural oils on your skin that may affect the results of your testing. Use the caps that come with the test kit.

- **NEVER shake a sample to mix the reagents unless the instruction specifically says to do so.** Shaking can actually produce a false test result. To mix properly, simply invert the sample cell a few times.

- **Don’t wait to match colors unless the instructions require a wait time.** Some reagents (those that are in a brown opaque bottle) are natural oxidizers and will react quickly with heat, air, and sunlight.

- **Follow the “endpoint + one drop” rule when performing drop tests to make sure you’ve reached the correct endpoint.** In other words, if you’re not sure that the endpoint color is correct, add one more drop. If it didn’t change color, then the previous drop was enough and record that as the total number of drops used. If the sample continues to change color, keep on adding drops until the sample stops changing color.
    - With the FAS-DPD method, an operator adds an oxidizer to a treated sample that has already turned pink/red after the addition of a powdered indicator. As the titrating reagent is added, the sample goes colorless at the endpoint of the reaction. The sample must remain colorless for at least 30 seconds to be considered the correct endpoint. This is where waiting can make all the difference. If the sample turns pink/red again within 30 seconds, then the true endpoint was not reached. At this point, the operator would continue to add the titrating reagent until the sample remained colorless for 30 seconds.

- **Use the proper light source for color matching!** The best light to use for any color-matching test is natural sunlight. Position yourself with the sun on your back or over your shoulders — DO NOT FACE THE SUN. Facing the sun will alter your eye’s ability to match colors. Remember to hold the comparator block eye level and perpendicular to the ground (don’t tilt).

- **Practice good housekeeping.**
    - Tests can be ruined by a dirty test vial or optical chamber, or by contaminating the solution with an oily finger. Reagents can be spoiled by air and humidity, or by switching dropper-bottle caps, or by wet fingers causing the reagents pads on a test strip to react prematurely. Allowing the reagent from one wet pad to run into another will also void a test strip result.
    - To prevent contamination and preserve freshness, keep reagent containers tightly closed. Don't use your finger for a stopper and don't interchange reagent caps. Hold your test strip horizontal to the ground and don't flick off excess water unless so instructed. Rinse out any test residue then wipe all equipment with a clean, dry cloth after use.

Reagent Shelf Life

All reagents have a shelf life, whether they are liquids, powders, crystals, tablets, or test-strip pads. If kept dry, powders and crystals are very stable; acids are also long-lived. Date of manufacture is not the controlling factor when it comes to shelf life—storage conditions are more important. As with all perishables, reagents are sensitive to environmental influences and will last longer under controlled conditions.

Taylor recommends:

- Storing reagents at a consistent temperature in the range of 36°F–85°F (2°C–29°C); extreme temperature fluctuation, say from a refrigerator to a hot car trunk, causes reagents to deteriorate.
- Keeping them out of prolonged direct sunlight. (Note: Brown plastic bottles help protect very light-sensitive reagents.)
- Segregating reagents from containers of treatment chemicals.
- Replacing caps immediately and tightening them carefully so exposure to air and humidity is limited.
- Avoiding switching bottle caps, placing bottle caps on soiled surfaces, repouring reagents into contaminated containers, or touching test strip pads.

Taylor formulates its reagents to remain effective for at least one year, with only very few exceptions (molybdenum indicator in liquid form is one; after four months old it should be tested against a standard periodically). As a general precaution, replace all reagents more than one year old, or at the beginning of a new testing season.

Bleaching When Doing a DPD Test

When the chlorine level exceeds 10 ppm, you may experience a “partial bleaching” (when the chlorine reading is much lower than expected) or a “complete bleaching” (where no color develops at all even though you’re sure there’s chlorine in the sample.) This situation often occurs if the water is tested too soon after shocking.

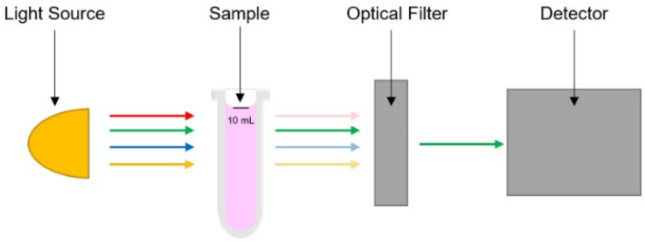
To get a reliable, accurate result, all you need to do is a 1:1 dilution (directions on how to do this are in the yellow-shaded section of the instruction in most of our test kits). Fill the smaller sample tube on the comparator to the 4.5 mL mark with your sample water. Then add 4.5 mL of water that has NO chlorine in it (bottled water usually doesn’t contain chlorine). Perform the test per the instructions. Make a color match and multiply that value by 2 for your free chlorine reading.

The FAS-DPD method is accurate for chlorine readings up to about 20 ppm. However, if bleaching does occur, you have some options for getting the right value.

- Option A: Continue to add level scoops of FAS-DPD Indicator Powder until the pink/red color stops bleaching out. Then perform the test as you normally would.
- Option B: You can predilute the sample (1:1 ratio) by adding one part sample water and one part non-chlorinated water to a container. Using this as your sample water, pour enough into the sample tube for the test (usually 25 mL). Perform the titration and then multiply the test result by 2.

Water Testing using a Palintest Photometer

Palintest photometers are designed for simplicity and are suitable for all users. If the instructions and test method is followed as specified, and Palintest reagents are used, there should be no issue with the photometer readings. We have outlined some key tips to ensure you are getting the most from your photometer.



Reagents and Method

It is important to always follow the method, used with the correct reagents, as stated in the instructions.

Only Palintest reagents should be used with Palintest photometers. We can only guarantee the results obtained from Palintest products will be within our stated accuracy ranges if the testing is carried out using Palintest reagents, as our photometers are calibrated based on our reagent formulations. For example, while DPD indicator remains constant in all DPD reagents, the exact formulation and amount used will vary between brands and therefore results will not always be comparable.

Sample

When testing the key parameters of a pool and spa, getting the sample is key.

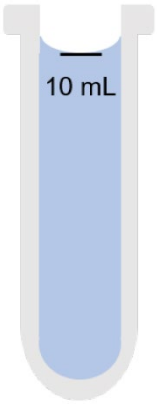
- Many modern pools have multiple outlets and inlets across the pool, and so samples should be taken at various parts of the pool at a depth of ½ foot to 1 foot.
- These locations should become the routine sampling points, and together will give an overall view of the pool water quality.

Best Practice for Water Testing

1. Always follow the test method as specified and respect the reaction time required.
2. Testing equipment should be kept clean, with no water marks, fingerprints, scratches or stains and preferably, rinsed with distilled water where applicable. Note that plasticware can deteriorate over relatively short periods of time and should be replaced regularly.
3. Always use genuine Palintest reagents, as reagents are formulated specifically for Palintest instruments and instrument calibrations are based on Palintest reagents. Do not mix and match reagents and test kits from different manufacturers.
4. Ensure that test reagents are within the best before date.
5. Reagent tablets must be fully dissolved before you try to read the result.
6. If deposits or bubbles form, leave the sample for a few minutes to clear unless the test is time specific. Bubbles can usually be cleared by using a crushing rod or by gently tapping the side of the sample tube.
7. For results that are above the range of the test, use the dilution method and test again. Dilution can be used to bring results that are above the range of the test back into range.
8. Always ‘blank’ your instrument using a test tube of your sample water without any reagents.

Hints and Tips to Testing with Photometers

1. To prolong the lifetime of your instrument and get the best performance, you should have full calibration checks each year. Check standards can help you quickly see if your instrument is within specification.
2. Always follow the test procedure carefully, making sure you add the reagents in the right order and stick to the recommended standing times and temperature conditions.
3. Test tubes must be kept in a clean condition. Always wash and dry them thoroughly after use. Dirty tubes may be soaked in a weak detergent solution but must be carefully rinsed after. Any tube that is scratched or stained must be replaced.
4. Caps and crushing rods should be cleaned immediately after use and discarded if they become stained.
5. When measuring the sample volume required, make sure that the lowest point of the meniscus in exactly on the fill line (see diagram).
6. The blank is a test tube filled with the sample water, but no reagents. The photometer uses this as a background to compare to your test sample color.
7. Do not touch the tablet reagents when transferring them to the test tube as it will contaminate them, and you will not get accurate results.
8. Ensure you fully crush the tablet. After the standing period, do not shake or invert the test tube. Some tests form fine particles which sink to the bottom and will not influence the test.
9. If bubbles adhere to the sides of the tube, rub them away gently using the crushing rod.
10. Always use the light cap on your photometer to get accurate results.
11. Never shake the tube to mix the contents, always stir it with a crushing rod.
12. The results for these tests are given in a number of different units, always quote the units when reporting your data, and check all data is expressed in the same units when making comparisons.



For information on what to do if you feel that your photometer result is incorrect, review the Palintest Photometer Support Checklist.

- ☐ Are the reagents in date?
- ☐ Have the reagents been used in the correct order?
- ☐ Has the method been followed as described in the instructions?
- ☐ Have you completed the required stand time of the sample once the reagent has been added? Please note, not all tests require a stand time.
- ☐ Have the tablets been fully crushed? The tablet should be fully dissolved to release the chemicals.
- ☐ Did you 'blank' your instrument using a test tube of your sample water without any reagents?
- ☐ Have you noticed any unexpected color change or turbidity (cloudiness) in your sample? If so, repeat the test.
- ☐ Have the test tubes been wiped down to remove any water marks or fingerprints before inserting them into the photometer?
- ☐ Was the light cap in use before taking measurements?

Instrument and Equipment Maintenance

Photometers work by measuring the amount of light that makes it through a sample to the detector. Any dirt, water marks or fingerprints on the instrument optics or test tubes will affect the light path through the sample, meaning cleaning and maintenance of your photometer is critical for ensuring the longevity of your instrument life.

- Clean the optical area of the instrument carefully with a solvent-free anti-static foam and lint free cloth.
- Testing equipment should be kept clean with no water marks, fingerprints, scratches, or stains. Preferably test equipment should be rinsed with distilled water after and prior to use.
    - Develop a cleaning schedule, which is completed every month as a minimum. Test tubes and crush rods should be cleaned once a week using a weak detergent solution. Analytical instruments should be serviced annually.
- Discard any discolored crush rods or stained test tubes as these can be a source of cross contamination.

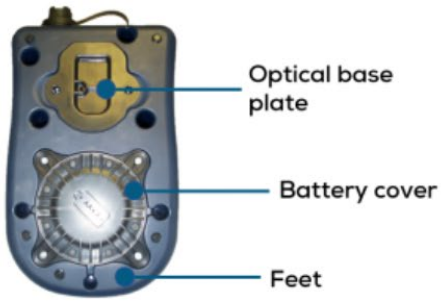
How do I clean my photometer?

Photometers should be regularly cleaned to ensure that your instrument is reading correctly and is not affected by dust or watermarks.

To clean a compact or Lumiso photometer, place a small amount of anti- static cleaning foam on to a lint free cloth and wipe the instrument.

For multiparameter photometers, you should clean several parts of your instrument. To clean, place a small amount of anti- static cleaning foam on to a lint free cloth and wipe the instrument.

- Sample holder.
    - The first image shows the surface around the sample holder, all visible marks on this area should be removed
- Outside optics base plate.
    - Turn the instrument over and undo the two screws on the base of the instrument, as demonstrated in the second image. Gently wipe the curved areas near the LEDs and the flat area on the opposite side.
- Inside optics base plate
    - Contamination on the inside of the base plate can migrate onto your calibration tubes leading to scratches which damage the standards. If marks cannot be removed from the base plate, a new base plate should be fitted.
    - When refitting or replacing a base plate, you must ensure screws are tightened so that the standards are set are the correct height. Failure to do so can lead to compromised results.



Routine Maintenance

Routine or daily maintenance is the work performed by the aquatics team members as an on-going responsibility. It begins and ends with unlocking/ locking the facility and completing opening and closing duties. In between, there may be a number of facility and pool cleaning tasks that are completed each day.

Surface Skimming

Skimming the surface of the water is the first step to cleaning the pool and should be done several times a day. Leaf nets (aka. skimmer nets, leaf rakes, and leaf skimmers) are useful for keeping large debris like leaves, twigs, grass clippings, and seeds from clogging up your skimmer basket or pool cleaner. They're made of mesh or netting material attached to a plastic or metal frame.

- Leaf skimmers are flat style and are good for skimming the surface.
- Leaf rake has a deep bag shape, which is great for gathering large amounts of leaves or collecting debris from the pool floor.

Brushing

Regular brushing is a fundamental maintenance task for all pools and spas. The frequency of brushing depends on the amount of debris that enters the water. Brushing removes the debris and biofilm from the pool and spa walls and allows for improved removal means of the circulation flow. This is particularly important for corners and steps, where water may not circulate well. The longer dirt adheres to surfaces, the more likely it will cause stains and/or start feeding algae. Pool or spa surfaces that contain algae spores should be brushed to dislodge the algae and improve the disinfectant's or algicide's efficacy. Algae on pool steps is not only gross to look at, but it can also become slick and create a safety hazard during entry and exit.

Debris brushes are made of. Brushes have either stainless steel, nylon, or polypropylene plastic bristles for plaster or vinyl surfaces, respectively. A steel brush may damage the pool wall if used on a regular basis.

When brushing make sure to brush from top to bottom and direct debris towards the deep end of the pool, where the main drain is located, facilitating effective cleaning and removal. Brushing should include steps, walls, slopes, corners, floor, and drains.

Vacuuming

Debris not only mars the appearance of the pool but can also serve as a breeding ground for algae growth. Combatting this issue requires effective debris removal, accomplished through suction-based vacuuming. Optimal vacuuming should be performed after debris has had a chance to settle. In larger pools, automated vacuuming systems can significantly aid in the process. They can be set to clean pools while others are being chemically treated, enhancing efficiency and convenience.

Manual

Leaf Vacuum

Attach a standard garden hose and telescopic pole to the leaf vacuum and turn on the water. The vacuum pulls leaves and debris off the pool bottom and into the attached bag, keeping them out of the pump's hair and lint pot. A large capacity fine mesh bag is attached to the

vacuum to collect leaves, twigs, grass clippings, and seeds that have sunk to the bottom of the pool.

Standup Vacuum
ADD DIRECTIONS

Robotic Vacuums

After each use, adhere to the manufacturer's instructions for removing and cleaning the filter cartridge(s). Regularly inspect and clean any moving parts while ensuring the power supply is disconnected. Clear any debris or hair clogging the pump's impeller using a garden hose and remove debris from between tracks and wheels. Replace worn brushes and rubber or foam rollers as needed.

Before using the robotic cleaner, become acquainted with its coverage pattern. Generally, place the unit at one end or in the middle of the pool based on its cord's length and reach. When operating the cleaner for the first time, ensure it is submerged in water, and never turn it on out of water as it can damage the unit. Always disconnect the power supply and unplug the cord before removing the cleaner from the pool to prevent accidental activation. New cleaners should undergo a full cycle to demonstrate their capabilities and ensure a clean pool.

The robotic cleaner requires its dedicated power supply, following manufacturer guidelines on its placement and distance from the pool edge. The floating power cable's length should be adjusted to cover the pool adequately, and excess cable should be coiled and placed near the power supply to minimize tangling. Connecting the floating cable to the power supply and submerging the cleaner in the pool will let trapped air escape as it slowly sinks.

Upon switching on the power supply, the cleaner might perform self-diagnostics before starting the cleaning cycle, which will generally lead to automatic shut-off once complete. Ensure no swimmers are in the pool during cleaner operation. If the cleaner exhibits poor coverage or gets stuck on obstacles, check and clean the filter, and try starting it from different locations.

Some cleaners are equipped with wall-climbing features, influenced by filter cleanliness and pool surface type. When the cycle concludes, carefully lift the cleaner from the shallow end using the handle to avoid cable damage. Routine maintenance is vital for efficiency and longevity:

Thoroughly rinse the unit after each use.

- Clean filters thoroughly to prevent efficiency loss.
- Remove cord twists and minimize them with proper functioning.
- Avoid cooling down the unit in water.
- Regularly inspect and replace belts and filters when necessary.

Tile Cleaning

Cleaning the water line and gutter tile must be done on a regular basis to maintain a clean, sanitary facility. The scum line is a collection of oils and dirt and can be a home to bacteria. Often algae growth starts in grout between tiles, with the oily material providing the nutrient base.

The tiles have a glazed, non-porous finish. A non-abrasive tile cleaner should be used to not harm this glaze. The cleaner should also be compatible with pool water chemistry: it should not cause foaming or contain phosphates.

Cleaning Surface Skimmers

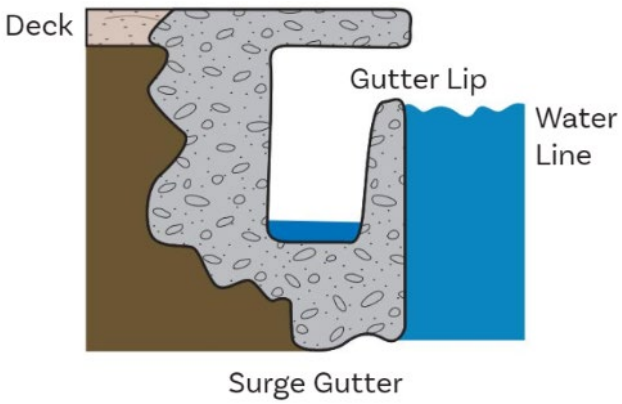
Skimmers are box-like openings in the pool wall, located at the surface of the water. Skimmers are located at regular intervals around the pool to maintain effective skimming over the entire surface area.

Inside the skimmer housing is a basket to collect larger debris. The skimmer basket must be cleaned on a routine basis to maintain water circulation (a blocked basket will reduce surface water removal).

Care must be taken to prevent direct suction with an equalizer line. These lines are usually located about one foot below the water surface. If the water level drops below the skimmer opening, the pool should be closed.

Cleaning Surge Gutters

Surge gutters are highly effective at removing large quantities of water. They can be designed for wave suppression in competition pools, and are easy to maintain by having removable covers. Surge gutters can store huge quantities of water and provide surge control for large numbers of bathers using the pool. Both surge and scum gutters require cleaning to prevent the build-up of oils and debris(biofilm) that can contribute to the growth of algae and water contamination.



Surge Gutter

To keep the grate looking new, the grate must be maintained free of debris. A mild detergent with water and a brush will keep stains from occurring. DO NOT acid wash with harsh chemicals. Regularly inspect the fasteners to ensure that the grate is properly secured to avoid any possible injuries.

Maintenance Overview

Maintaining the fun doesn't have to be time consuming or costly. Owners and Aquatics Coordinators can take simple steps to keep their waterslide in top shape.

Even the highest quality fiberglass components and steel structures need routine maintenance to continually provide the maximum return on investment. Without proper daily and seasonal maintenance, the waterslide can become unsightly or worse, unsafe.

Maintenance starters with the **Daily Inspection Checklist** which is vital for detecting the starter of any minor problems. Repairing minor problems immediately can prevent larger maintenance issues and reduce the cost of high repair bills.

One of the most important **preventative measures** is regular pressure washing to remove dirt, debris, and corrosive chemicals. Keeping the waterslide and tower clean will not only make the facility more appealing, it's a good opportunity to identify any repairs that might be missed during the daily inspection.

Water quality is also important in preventing corrosion issues. Checking and balancing the water chemicals should be part of the facility's daily procedures.

Daily Inspection Overview

As with any equipment, proper maintenance is the key to keeping patrons entertained and safe. Daily inspections will ensure that any problems are noted and resolved in a timely manner.

- **Before opening each day**, Aquatics Coordinators, maintenance supervisor or other qualified team member should inspect the waterslide. Any items of concern should immediately be submitted to the appropriate maintenance personnel for prompt attention.
- **Inspections should include all stairs, decks, structural components and slides.** They should look for any indication of damaged areas which may include chips, cracks or blisters in the finish. They should also check for missing or loose hardware.
- Once the above inspections have been completed, the **waterslide pump** should be turned on and allowed to operate for **at least 10 minutes.** Walk under the waterslide flume sections and note any leaks at the joints or at the plumbing connections.
- **The waterslide should then be ridden and any rough riding areas noted.** Repairs should be addressed at the close of the day in order to allow adequate time for repairs to properly cure. The pool water level and water quality should be checked prior to opening each day. Typically, the slide terminus should enter the pool between two inches above or six inches below the water surface for the safest ride.

The daily inspection is also a good time to note when the structure should be cleaned. Periodic cleaning is necessary to remove chlorine and other chemical build-up and maintain a smooth and clean surface. Splashtacular recommends this be performed monthly on outdoor structures. More information on recommended cleaning procedures are detailed in the next sections.

Cleaning the Fiberglass

Materials needed:

- Hose or pressure washer, sponges & bucket
- Non-scratch scouring pad

- Cleaner (car wash or similar product recommended for fiberglass)
- FSR Fiberglass Stain Remover™ by Davis Instruments

Frequent cleaning of the fiberglass will help keep the waterslide looking new and will reduce the amount of time needed to perform this maintenance task. Splashtacular recommends cleaning be performed monthly on outdoor structures. Indoor environments are highly corrosive and cleaning should be performed more often, once per week is recommended.

Wipe down all fiberglass components with a bucket of cleaner mixed with water. A non-scratch scouring pad or FSR Fiberglass Stain Remover™ by Davis Instruments is recommended for areas that are stained or have tough debris. Be sure to follow all manufacturer's instructions and always test cleaners on an inconspicuous area before proceeding.

Rinse thoroughly with a hose or pressure washer. Take care that pressure is not so high that it mars or scars the surface.

As the structure gets older, you may encounter white oxidation or calcium buildup that cannot be removed using these methods. In this case the fiberglass will need to be sanded and buffed. Splashtacular is equipped to handle these maintenance issues and can provide a quote for this service if requested.

Caulking the Slide Joints

Materials needed:

- Sikaflex®-291 caulk (available for purchase from Splashtacular)
- Utility knife or scraper
- Rubber scraper (can be acquired at most auto parts stores)
- Acetone in good quality spray bottle
- Painter's rag or industrial quality paper towels

The seams should be completely clean and dry. Any old caulk and debris should be removed with a utility knife or scraper. Wipe the area with an acetone-sprayed rag or paper towel. Lay down a generous bead of caulk in the seam and use your finger to push the caulk as far into the seam as possible. Any excess should then be scraped off using a rubber scraper.

Wipe any excess off with an acetone-sprayed rag or paper towel. Take care not to put direct pressure on the seam or too much caulk will be removed.

Ideally, the caulk should be just slightly less than flush with the ride surface. Be sure to work each seam individually rather than caulking first and wiping later as this thin layer of caulk will dry very quickly, especially in direct sunlight.

Waxing the Slides

Materials needed:

- Sponges & towels
- Carnauba paste wax (car wax or similar product recommended for fiberglass)

- Mechanical buffer (minimum 2800 RPM)

Check that the fiberglass is clean and free of debris. Use a sponge to apply wax to one or two sections at a time. Buff with a towel or mechanical buffer until the surface is shiny and no film remains. Random orbital buffers are generally ineffective for this process and not recommended.

If waxing in direct sunlight, limit application to one section at a time or the film will become very difficult to remove. Slides that look blotchy and faded are typically the result of incomplete removal of film. In this event the wax should be removed by sanding and buffing. Splashtacular is equipped to handle these maintenance issues and can provide a quote for this service if requested.

Steel and Hardware Cleaning and Care

Splashtacular waterslides are proudly fabricated from high quality steel made in the USA. A hot dip galvanizing process is then applied to protect the steel from corrosion. If a powder coated finish was ordered, the galvanizing is followed by a baked-on Sherwin Williams Super Durable powder coated finish.

All steel-to-steel connection hardware is comprised of structurally approved grades of hot dip galvanized steel. All waterslide flange joint hardware is comprised of structurally approved grades of stainless steel.

Loose or missing hardware is a safety concern that should be immediately corrected. A daily visual inspection of all exposed hardware will help minimize the possibility of injury. Splashtacular includes a paint touch up kit with each waterslide. The kit includes all colors selected and additional supplies are available for purchase.

In short, every attempt has been made to provide a product that can be easily maintained by facility personnel. In addition, Splashtacular is equipped to handle all maintenance issues and can provide a quote for services the facility is not prepared to perform.

Cleaning of Steel

Materials needed:

- Hose or pressure washer
- Sponges, soft bristled brushes & bucket
- Mild Soap or Non-Chemical Cleaner (Car wash or similar product recommended for painted surfaces)
- NU-Finish Car Polish (For bringing the luster/shine back to powder coated finishes)

The waterslide structure requires very little maintenance but frequent cleaning will keep oxidation and calcium buildup from discoloring the finish. Splashtacular recommends cleaning be performed monthly on outdoor structures.

Wipe down all components with a bucket of cleaner mixed with warm water. Use a non-abrasive soft bristled brush or sponge. Rinse thoroughly with a hose or pressure washer.

For powder coated surfaces that have become dull, Splashtacular recommends applying NU-Finish Car Polish in accordance to the manufacturer's instructions.

Treads and Decking Cleaning and Care

Splashtacular's proprietary tread and decking material is made from anti-skid pultruded fiberglass. It requires very little maintenance and is resistant to stains, impact and corrosion.

Splashtacular recommends power washing to remove general dirt. A soft bristle brush and mild detergent can also be used. Other acceptable cleaning products include Simple Green® and FSR Fiberglass Stain Remover™ by Davis Instruments. Always test cleaners on an inconspicuous area before proceeding. All cleaners should be flushed thoroughly after application.

Do not use abrasive pads or cleaners, chlorine bleach, liquid grease remover, aggressive organic solvents or any other acidic based cleaner.

If you have cleaning and care related questions, please contact Splashtacular for additional assistance.

Appendices

APPENDICES CONTENTS

FOR EMERGENCY ASSISTANCE ALWAYS DIAL 911

Business Information	
Business Name	Sports Facilities Management
Facility Name	Adventure Cove
Address	2742 South 9th Street Abilene, TX 79605
Facility Phone	325-676-6484

Local Law Enforcement	
Non-Emergent Police	325-673-8331
Police Address	4565 S First Street Abilene, TX 79604
Taylor County Sheriff	(325) 674-1300
Office Address	400 Oak Street, Suite 300 Abilene, TX 79602

Fire	
Non-Emergent Fire	(325) 676-6673
Local Station	1625 Vine Street Station # 3
Admin Address:	250 Grape Street Abilene, TX 79601

Local Hospitals		
Hendrick Medical Center South	(325) 428-1000	6250 US-83, Abilene, TX 79606
Hendrick Medical Center	(325) 670-2000	1900 Pine St, Abilene, TX 79601
Hendrick Emergency Care Center Plaza	(325) 670-2000	5302 Buffalo Gap Rd, Abilene, TX 79606

Local Phone Numbers	
Local Emergency Management	(325) 676-6683
Health Department	(325) 692-5600
Local Red Cross	(325) 677-2622
Poison Control/HazMat	1(800) 222-1222
Chemical Spill	911

Wildlife and Animal Control	
Healthy Wildlife Control	(325) 673-8331
Aggressive/Dangerous	(325) 673-8331
Sick or Injured Wildlife	(325) 673-3333
Coyotes	(325) 673-3333
Snakes	(325) 673-3333
Dead Animal Pick-Up	(325) 673-8331
SPCA	(325) 698-7722

Pool Supply Company	
Company	Extreme Exteriors
Contact	(325) 698-2410

Utility Companies	
Electricity	American Electric Power (325) 674-7574
Water Service	Water & Sewer Emergencies & Repairs (325) 676-6000

Insurance Company	
Company Name	PA Manufacturer Association Insurance Co
Claims Hotline	1-800-990-7465
Policy Number	GM or HR will Contact

TEXAS Health and Human Services

2·1·1 TEXAS Connecting People and Services

Aquatics Supervisors		
Name	Title	Cell #
Meg Goff	General Manager	(817) 229-5396
Hannah Widder	Aquatics Coordinator	(325) 660-0284
Matthew Bost	Aquatics Coordinator	(813) 847-1741
Jacob Moore	Concession Manager	(325) 513-3674

Maintenance		
Name	Title	Cell #
Carl Porter	Aquatics Technician	(325) 665-3786

Respiratory Protection Training

Employee Name: _____ Start Time _____

Trainer Name: _____ End Time _____

Training Date: _____

Training Details

Initials	Item	Notes
	Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.	
	What the limitations and capabilities of the respirator are.	
	How to use the respirator effectively in emergency situations, including situations where the respirator malfunctions.	
	How to inspect, put on, take off, use and check the seals of the respirator.	
	What procedures are for maintenance and storage of the respirator.	
	How to recognize medical signs and symptoms that may limit or prevent the effective use of the respirator.	
	An understanding that employee owned respirators can not be used unless approved by the employee's manager and the Safety Manager.	
	An understanding that respirators can not be worn in areas where respiratory protection is not required.	
	The general requirements of the Respiratory Protection Program	

mployee Signature _____

Trainer Signature _____

Fire Risk Survey

General Walkthrough		
Yes	No	Item
		Is the local fire department acquainted with your facility, its location, and its specific hazards?
		If you have a fire alarm system, is it tested at least annually?
		If you have interior stand pipes and valves, are they inspected regularly?
		If you have outside, private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
		Are fire doors and shutters in good operating condition?
		Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
		Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals?
		Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
		Are sprinkler heads protected by metal guards?
		Is proper clearance maintained below sprinkler heads?
		Are portable fire extinguishers provided in adequate number and type?*
		Are fire extinguishers mounted in readily accessible locations?*
		Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?*
		Are employees periodically instructed in the use of extinguishers and fire protection procedures?*

Exit Checklists		
Yes	No	Item
		Is each exit marked with an exit sign and illuminated by a reliable light source?
		Are the directions to exits, when not immediately apparent, marked with visible signs?
		Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked “NOT AN EXIT” or with another appropriate marking?
		Are exit signs provided with the word “EXIT” in letters at least 5 inches high with lettering at least 1 inch wide?
		Are exit doors side-hinged?
		Are all exits kept free of obstructions?
		Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
		Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)
		Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings more than four stories high)?
		Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal?
		Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?
		Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
		Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
		Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
		Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Flammable and Combustible Materials		
Yes	No	Item
		Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?
		Are approved containers and tanks used to store and handle flammable and combustible liquids?
		Are all connections tight on drums and combustible liquid piping, vapor, and liquid?
		Are all flammable liquids kept in closed containers when not in use?
		Are metal drums of flammable liquids electrically grounded during dispensing?
		Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?
		Are NO SMOKING signs posted on liquefied petroleum gas tanks?
		Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?
		Is combustible dust vacuumed rather than blown or swept whenever possible?
		Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?
		Are fire extinguishers appropriate for the materials in the areas they are mounted?*
		Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?*
		Are extinguishers free from obstruction or blockage?*
		Are all extinguishers serviced, maintained, and tagged at least once a year?*
		Are all extinguishers fully charged and in their designated places?*
		Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
		Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
		Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
		Are all spills of flammable or combustible liquids cleaned up promptly?
		Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Date of Completion: _____

Signature of Person Completing Survey: _____

Print Name of Person Completing Survey: _____

Sharps Injury Log

Facility Name: _____ **Year** 2024

Department _____

Incident Date	Sharp Type: Brand & Model of Device	Description of the Incident

The log(s) shall be retained for five years after the end of the log year.

WATER CONTAMINATION RESPONSE LOG

Pool and Water Feature or Area Affected _____

Team Member Conducting Contamination Response _____

Aquatics Management on Duty _____

Date of Incident Response (mm/dd/yyyy) _____

Time of Incident _____

Length of time between the occurrence and detection of incident _____

Number of pool users in pool at the time of the incident _____

Activities/Programming when contamination was indentified

Water Quality Measurements

(measurements are spread evenly thru the closure time)

	Reading at Closure	1	2	3	4	Level Prior to Reopening
Free Residual Chlorine						
pH						
Temperature						

Stabilizer and concentration available: _____

Type/Form of Contamination in Water:

Fecal Accident (Formed Stool or Diarrhea), Vomit, Blood, Animal

Date that pool was reopened (mm/dd/yyyy) _____

Time that pool was reopened _____

Time between detection and resolution of incident

Describe remediation procedure(s) used in responding to the contamination incident:

Team Member Signature _____

Aquatics Management Signature _____

Adventure Cove Shift Rotation

Manager _____ Date _____

Head Lifeguard _____ Head Lifeguard _____

Head Lifeguard _____ Head Lifeguard _____

START TIME _____ END TIME _____

Rotation 1	**Pool:**
Zone Name	Lifeguard Name

Rotation 2	**Pool:**
Zone Name	Lifeguard Name

Rotation 3	**Pool:**
Zone Name	Lifeguard Name

Rotation 4	**Pool:**
Zone Name	Lifeguard Name

Rotation 5	**Pool:**
Zone Name	Lifeguard Name

Rotation 6	**Pool:**
Zone Name	Lifeguard Name

GM Initials: _____

Review Date: _____

Daily Checklist

Date: _____

Su M T W R F Sa

Employee Log						
Employee Name	Position	Time In	Time Out	Time In	Time Out	Total Time

Daily Water and Pool Conditions

Date: _____

Su M T W R F Sa

Water Conditions

	River				Activity Pool			
	Attendance	Chlorine	pH	Temp	Attendance	Chlorine	pH	Temp
Pre-Opening								
11:00 AM								
12:00 PM								
1:00 PM								
2:00 PM								
3:00 PM								
4:00 PM								
5:00 PM								
6:00 PM								
7:00 PM								
Closing								

Texas Ideal Ranges			
Pool Chemicals			
Disinfectant Level	Minimum	Ideal	Maximum
Free Chlorine	1.0 ppm	2.0 – 3.0	8.0 ppm
pH	7	7.2 – 7.6	7.8
Pool Tempature	78	80	82
Notify Aquatics Management if out of range immediately.			

Reporting

Incidents Occurred

Time	Type

Supply Request

Closures*

Closure Time	Reasoning	Reopen Time

*** Complete Water Comanination Log**

if closed for fecal, blood, vomit, or animals

Program Participants Count

Programs	AM	PM
Swim Lessons		
Water Walkers		
Camp		
Event:		
Other:		

Work Orders

Counsilman · Hunsaker
AQUATICS FOR LIFE

Adventure COVE at Rose Park

Lifeguard Opening Shift Duties

Dates _____/_____/2024 - _____/_____/2024

Item/Task	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
River/Slide Tubes & Runouts							
Check Pools for Foreign Objects in Slide Runouts							
Sweep Surface; remove debris and leaves BEFORE Water							
Clean walls and scum line.							
Bring out & Organize tubes							
Ensure all tubes are clean and completely inflated; no holes							
Deck							
Activity Pool - Sweep Deck & Clean the deck drains.							
River - Sweep Deck & Clean the deck drains.							
Slide - Sweep Deck & Clean the deck drains.							
Arrange the deck furniture, and lay beds flat							
Setup garbage receptacles and liners.							
Activity Pool							
Check Pools for Foreign Objects							
Skim Surface of pool; remove debris and leaves							
Vacum pool as needed; Remove & Clean Vacuum from Pool							
Clean the pool walls and scum line.							
Empty and clean the skimmer baskets							
River							
Check Pools for Foreign Objects							
Skim Surface of pool; remove debris and leaves							
Vacum pool as needed; Remove & Clean Vacuum from Pool							
Clean the pool walls and scum line.							
Empty and clean the skimmer baskets							
Bathroom Check (HG Required)							
Ensure bathroom are unlocked and open							
Ensure bathrooms are clean and ready to use							
Ensure showers are clear and stainless steel wiped down							
Sweep bathroom & Clean/r the deck drains.							
Office							
Ensure office is clean; all trash removed							
Ensure bathroom is clean							
Ensure water jug is full and ready to go							
Bring out all Life Jackets and set up							
Check ADA Lift is working, return battary to charger							
Set up out all necessary safety equipment (Rescue tubes, Backboards)							
Lot (HG Required)							
Trash Walk							
Other Duties Performed:							

Head Lifeguards Sign-Off Initials							
Coordinator Sign-Off Initials							

Date _____/_____/2024

Lifeguard Opening Shift Duties

River/Slide Tubes & Runouts *(Tubes #1-2)*	LG Initials (Completed)	HLG Initials (Confirmation)
Check Pools for Foreign Objects in Slide Runouts		
Sweep Surface; remove debris and leaves BEFORE Water		
Clean walls and scum line.		
Bring out & Organize tubes		
Ensure all tubes are clean and completely inflated; no holes		
River *(Tubes #3-4)*	LG Initials (Completed)	HLG Initials (Confirmation)
Check Pools for Foreign Objects		
Skim Surface of pool; remove debris and leaves		
Vacum pool as needed; Remove & Clean Vacuum from Pool		
Clean the pool walls and scum line.		
Empty and clean the skimmer baskets		
Deck *(Deck/Trash Walk # 1-2)*	LG Initials (Completed)	HLG Initials (Confirmation)
Activity Pool - Sweep Deck & Clean the deck drains.		
River - Sweep Deck & Clean the deck drains.		
Slide - Sweep Deck & Clean the deck drains.		
Arrange the deck furniture, and lay beds flat		
Setup garbage receptacles and liners.		
Activity Pool *(Deck/Trash Walk # 3-4)*	LG Initials (Completed)	HLG Initials (Confirmation)
Check Pools for Foreign Objects		
Skim Surface of pool; remove debris and leaves		
Vacum pool as needed; Remove & Clean Vacuum from Pool		
Clean the pool walls and scum line.		
Empty and clean the skimmer baskets		
Bathroom Check (HG Required) *(Bathroom # 1)*	LG Initials (Completed)	HLG Initials (Confirmation)
Ensure bathroom are unlocked and open		
Ensure bathrooms are clean and ready to use		
Ensure showers are clear and stainless steel wiped down		
Office *(Bathroom # 2-3)*	LG Initials (Completed)	HLG Initials (Confirmation)
Ensure office is clean; all trash removed		
Ensure lifeguard bathroom is clean		
Ensure water jug is full and ready to go		
Bring out all Life Jackets and set up		
Check ADA Lift is working, return battary to charger		
Set up out all necessary safety equipment (Rescue tubes, Backboards)		
Lot (HG Required) *(Bathroom # 4)*	LG Initials (Completed)	HLG Initials (Confirmation)
Trash Walk		
Put out umbrellas at each LG Station		

Coordinator Sign-Off Initials		

Date _____/_____/2024

Lifeguard Closing Shift Duties

Pre-Closure	LG Initials (Completed)	HLG Initials (Confirmation)
Deck & Grass - Walk to Pick up all trash		
Deck & Grass - Walk to Pick up any leftover items and put in lost & found		
Deck - Arrange the deck furniture, and lay beds flat		
Deck - Gather and Rinse Lifejackets; layout to dry		
Deck - Trash Bags removed & taken out		
Deck - Put away Umbrellas		
Deck - Rinse LG tube; wrap strap and place in bin		
Deck - Wipe down Party Pavilion		
Office - Put away and secure all safety equipment.		
Office - Table & Chairs are cleaned		
Office - First Aid bench cleared and disinfected		
Office - Clean out fridge (remove all aold/rotten items)		
Office - Clean Microwave		
Closure	LG Initials (Completed)	HLG Initials (Confirmation)
Deck		
Activity Pool - Hose down and disinfect deck		
River - Hose down and disinfect deck		
Slide - Hose down and disinfect deck		
Rinse - Trash Can Containers		
Ensure all water (hose bibs) on the deck and bathhouses are turned off.		
Start Overnight Vacuum in Pool		
Stack Tubes		
Office:		
Empty & Disenfect Fridge (Every Sunday)		
Sweep Office		
Empty & Rinse Water Jug (leave empty and upside)		
Gather all the lifejackets and bring them inside		
Bathrooms (Headguard is REQUIRED):		
Sprayed down bathroom floors		
Wipe down mirros		
Wipe Down Stainless steel handles & faucets		
Disinfect baby changing station, counters, & toilet seats		
Refill & Stock Women's tampon bags, Soap, Toilet Paper, & Paper Towels		
Place trash outside near entrance for Trash Duty		
Changed urinal pads (Every Sunday)		
Lot (Headguard is REQUIRED):		
Trash walk		
Other Duties Performed:		
Coordinator Sign-Off Initials		

Management Opening Shift Duties

Dates ____/____/2024 - ____/____/2024

Head Lifeguards	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Complete Opening Pool Chemical Checks							
Complete Slide Inspection and open slides							
Complete Daily Facility Safety Checklist							
Complete Safety and Rescue Equipment Daily Inspection							
Check team members personal safety equipment is ready.							
Make sure main drains in both pools are visible, attached and fully intact.							
Inspect all inlets and outlet fittings. Check for pool wall stains and algae.							
Turn on Radios and place at Lifeguard Stations							
Ensure the Music Radio Station is on and volume is up							
Confirm Lifeguard Opening Tasks are completed & meet expectations							
Coordinator Sign-Off Initials							

Manager On Duty (MOD)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Account for all team members are at work; contact any no-shows							
Organize team members rotation and daily duties.							
Organize any maintenance jobs that need to be done during the day.							
Unlock the entrance doors and open facility; Lock Employee Gate							
Confirm Head Guard Opening Tasks are completed & meet expectations							
Other Duties Performed:							
GM Sign-Off Initials							

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AQUATICS FOR LIFE

Adventure COVE at Rose Park

Management Closing Shift Duties

Dates _____/_____/2024 - _____/_____/2024

Head Lifeguards	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Make closing annoucements							
Ensure the Music Radio Station is off							
Clear the pool and before supervision is taken down.							
Return Radios to Charger and Turn Off							
Turn off Activity Unit and Waterslides							
Make sure main drain is visibly attached and fully intact.							
Test and log the Closing Pool chemical readings.							
Confirm Lifeguard Closing Tasks are completed & meet expectations							
Complete all maintenance reports, daily logs, and incident reports.							
Turn office lighting. Make sure security lighting is on.							
Walk entire deck & bathroom to ensure facility is clear of guests							
Coordinator Sign-Off Initials							

Manager On Duty (MOD)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Organize any maintenance jobs that need to be done prior to reopening.							
Complete any time sheets and notes to opening staff.							
Confirm Head Guard Opening Tasks are completed & meet expectations							
Walk entire deck & bathroom to ensure facility is clear							
Lock all doors and front gate							
Other Duties Performed:							
GM Sign-Off Initials							

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AQUATICS FOR LIFE

Adventure COVE at Rose Park

Daily Facility Safety Checklist

Inspector Name: _____

***Condition Status** : Mark as Poor or Good*

Completed	Initials	Item	Condition Status	Notes
Rescue Equipment				
☐		Backboard and Head immobilizer in good repair		
☐		Backboard top body strap in place and in good repair		
☐		Rescue tubes in good repair		
☐		Ring buoys with rope attached in good repair (Minimum of 3 spread out on deck)		
☐		Shepherd's crook & pole attached and in good repair (Minimum of 3 spread out on deck)		
☐		PPE Available Gloves Gowns Face Shields Bloodborne Pathogens Spill Kit		
☐		First Aid Kit Fully stocked, organized and ready.		
☐		Crash Kit Fully Stocked		
☐		AED Pads within Expiration Battery within Expiration		
☐		Hip Packs Resuscitation Mask Disposable Gloves First Aid Supplies		
☐		Emergency Oxygen Delivery System		
☐		Emergency Stops Tested and Working		

Completed	Initials	Item	Condition Status	Notes
Lifeguards				
☐		Lifeguard Stands - Steps in good repair		
☐		Lifeguard Stands - No sharp edges		
☐		Lifeguard Stands - Seat in good repair		
☐		Umbrella in Good Condition		
☐		Sunscreen Available		
Facility Security				
☐		Doors/gates and locks are in good condition		
☐		Fencing, walls, gates and doors in good condition		
☐		Self-closing/self-latching gates or doors operational		
Open Public Areas				
☐		Walkways/Decks clear, accessible, nonslip, and free of hazards		
☐		Free of standing water		
☐		Free of debris		
☐		Trash cans empty		
☐		Emergency phone or other communication device available and well-marked		
☐		Emergency exits are clear, accessible with working lights and alarms		
☐		ADA accessibility equipment secure and ready for use		
☐		Lifejackets Available and in Good Condition		
Restrooms				
☐		Free of standing water and debris		
☐		Showers: good repair, accessible, warm water available		
☐		Diaper/Changing stations: clean and good repair		
☐		Toilets: clean, good repair, bathroom appropriately stocked		

Completed	Initials	Item	Condition Status	Notes
Risk Management - Activity Pool				
☐		Water Temperature within Secified Range (Reading:_____)		
☐		Water Chemistry within Specified Range (Reading: CHL_____ ; pH_____)		
☐		Water is clear, main drain visible		
☐		Water Level (Water at grate level)		
☐		Swim Area Sections set up with ropes/buoys		
☐		Ladders/Stairs - Rails firmly anchored to pool deck		
☐		Ladders/Stairs - Rungs/Steps intact and cleared of debris		
☐		Ladders/Stairs - No sharp edges		
☐		"Depth" & "No diving" markers; stair strips; in good repair and visible		
☐		Surrounding Desk in good repair		
☐		Bottom Free of Hazards		
☐		Bottom Drain Covers Undamaged and Secure		
☐		Recirculation inlets functional (Returns or Water Jets)		
Risk Management - River				
☐		Water Temperature within Secified Range (Reading:_____)		
☐		Water Chemistry within Specified Range (Reading: CHL_____ ; pH_____)		
☐		Water is clear, main drain visible		
☐		Water Level (Water level should cover bottom half of skimmer opening)		
☐		Ladders/Stairs - Rails firmly anchored to pool deck		
☐		Ladders/Stairs - Rungs/Steps intact and cleared of debris		
☐		Ladders/Stairs - No sharp edges		
☐		"Depth" & "No diving" markers; stair strips; in good repair and visible		
☐		Surrounding Desk in good repair		
☐		Bottom Free of Hazards		
☐		Bottom Drain Covers Undamaged and Secure		
☐		covers in good repair		
☐		Recirculation inlets functional (Returns or Water Jets)		

Completed	Initials	Item	Condition Status	Notes
Equipment / Chemical Room				
☐		Respirators clean and function checked.		
☐		SDS binder complete and up-to-date		
☐		Fire extinguishers charged and ready for use		
☐		Emergency exitrs clear, accessible with working lights and alarms		
☐		Automated feeder and controller operable		
☐		Recirculation pump: approved, good repair, operating		
☐		Pump strainer: baskets in good condition, not clogged		
☐		Chemicals: labeled, stored safely, secured		
☐		Appropriate Personal Protective Equipment (PPE) available		
☐		Suction Fittings Undamaged and Secure		
☐		Circulation System withing Specified Ranges Flow Rates Filter Differential Hair/Lint Strainer Gutter/Skmmer Baskets		
Facility Signage				
☐		Safety and rules signs and other signage are in place and in good repair		
☐		Chemical storage areas has required warning signs		
☐		Inclement weather policy posted		
☐		Facility rules specific to the waterpark attractions or features posted		
☐		Facility rules and regulations posted		
☐		Telephone - Directions for Emergency Calls Posted		
Pool Deck - Activity Pool				
☐		Free of standing water		
☐		Free of debris or broken tiles		
☐		Drains clear and functional		
☐		All electrical outlets covered		
☐		Furniture in good repair		
☐		Pool drains free of debris		
☐		Umbrellas/shade structure in good repair		

Completed	Initials	Item	Condition Status	Notes
Pool Deck - River				
☐		Free of standing water		
☐		Free of debris or broken tiles		
☐		Drains clear and functional		
☐		All electrical outlets covered		
☐		Furniture in good repair		
☐		Pool drains free of debris		
☐		Umbrellas/shade structure in good repair		
Pool Deck - Slide				
☐		Free of standing water		
☐		Free of debris or broken tiles		
☐		Drains clear and functional		
☐		All electrical outlets covered		
☐		Furniture in good repair		
☐		Pool drains free of debris		
☐		Umbrellas/shade structure in good repair		

Inspector Signature: _____ Date: _____

General Manager Name: _____

General Manager Signature: _____ Review Date: _____

Waterslide Opening Checklist

Inspector Name: _____

Date:_____

Initial name in each box when task is completed; and it the slide is in good working order.

Immediately notify GM if something is working correctly. Contact Aquatic Tech if GM is unavailable.

	Slide A Green Monster	Slide B Big Blue	Slide C Red Racer
	Before the Waterslide pumps are turned on:		
Remove debris from stairs, decks and slides			
Inspect structure for missing or loose hardware, this is safety concern that should be immediately corrected.			
Inspect structure any corrosion and note the location.			
Walk waterslide with bare feet and inspect for cracks, chips, or bubbles on the fiberglass surface			
Note location(s) of scratches,chip, or cut hazard. Any hazards must be repair before slide opens.			
Note location of any fractures and/or spider cracks. Slide must not open. Promptly notify Splashtacular as the slide has been compromised.			
	After the Waterslide pumps are turned on:		
Allow pumps to run for a minimum of 10 minutes			
Note any water leaks in the plumbing connections or slide joints			
Check water level			
Check water quality			

Inspector Signature: _____ Date: _____

GM Initial: _____ Date: _____

Daily Safety and Rescue Equipment Inspection

Inspector Name: _____

Date:_____

Condition Status	Poor
	Good

EMERGENCY OXYGEN	QTY	Available	Condition Status	Ready to Use
Cylinder is secured in way to prevent it from falling or being knocked over.				
Clearly labeled to identify the contents. If not, report and remove from use.				
Cylinder is free of corrosion, pitting, cuts, gouges, digs, bulges, neck defects and general distortion.				
Oxygen regulators, tubing, etc. shall be kept clean and free of all organic materials.				
Non-rebreathers with tubing in all 3 sizes.				
BVM's with face masks and tubing in all 3 sizes.				
Resuscitation Masks with tubing in Adult/Child and Infant.				
Open tank valve. Check pressure gauge. Verify tank is full (psi > 200 psi).				
Briefly open valve. Valve should have high flow, no whistle, and fully stop when released.				

AED	QTY	Available	Condition Status	Ready to Use
Confirm pads as plugged into device				
Confirm Infant/Child Key is available				
Confirm availability of razor and towel				
AED status indicator has flickering green light				

RESCUE TUBES	QTY	Available	Condition Status	Ready to Use
Tubes in Good condition				
Straps are in good condition and attached to tube				

BACKBOARD	QTY	Available	Condition Status	Ready to Use
Backboard equipped with a head immobilizer and sufficient straps				
head immobilizers in good condition				
Straps in good condition				
Backboards are available in the correct places on the pool deck				

EMERGENCY COMMMUNICATION	QTY	Available	Condition Status	Ready to Use
Emergency phone is well marked and easy to access				
Emergency phone instructions are clearly posted.				
Emergency phone numbers are posted near Emergency phone.				
Radios				

LIFEJACKETS	QTY	Available	Condition Status	Ready to Use
All straps are intact and work properly. Tug back straps to ensure straps do not break.				
All buckles are intact and work properly.				
No rips, tears, or mold on jacket				

Inspector Signature: _____ GM Initial _____ Date: _____

Weekly Crash Bag Inspection

Inspector Name: _____ **Date:** _____

Crash Bag		Good Condition	
Organized and easy to find supplies			
Bag and pockets are easy to open			
Clean, no dirt or contamination; no damage present			
First Aid Equipment	**QTY**	**Good Condition**	**Expired**
First Aid Guide			
Tools			
Scissors/Trauma Sheers			
Tweezers/Splinter Forceps			
Tourniquet (windless)			
Splint			
Supplies			
Cold Pack 4" x 5'			
Adhesive Bandage – 1" x 3"			
Adhesive Bandage – Large Fingertip			
Adhesive Bandage – Knuckle			
Adhesive Bandage – Butterfly			
Adhesive Tape – 2.5 yd			
Eye Covering w/means of attachment – 2.9' sq			
Roller Bandage 2" x 4 yd			
Roller Bandage 4" x 4 yd			
Cohesive Elastic Wrap 3" x 5 yds			
Sterile pad 3" × 3"			
Sterile pad 4" × 4"			
Trauma pad 5" x 9"			
Triangular Bandage 40 x 40" x 56"			
Hank's Balanced Salt Solution			
Eye/Skin Wash 4 fl. Oz			
Foil Blanket 52" x 84"			
Blood Clotting Spray			
Antiseptic Wipes 17 oz (0.5 g)			
Hand Sanitizer Packets (0.9 g)			
Supplies with Medication			
Burn Dressing (gel soaked)			
Burn Treatment 12 oz (0.9 g)			
Antibiotic Application 1/7 oz (0.5 g)			
Low-dose aspirin (81 mg x 4)			
Oral glucose tablet, minimum of 20 g			

Bloodborne Pathogens Spill Kit	QTY	Good Condition	Expired
Biohazard Bags			
Biohazard Scoop			
Fluid Control Solidifier			
Medical Exam Gloves (non-latex)			
Biohazard Scoop			
Antiseptic Towelettes			
Eye and Face Shield			
Disposable shoe covers			
AED	**Available**	**Ready to Use**	
AED status indicator has flickering green light			
AED in Carrying Case			
AED electrode pads attached in AED			
Verify battery is installed in AED.			
Pediatric key (pink) is present in red carrying case			
Hand Towel			
Scissors			
Razor (for shaving chest)			
Resuscitation Masks attached(Adult/Child and infant)			
Oxygen	**Available**	**Ready to Use**	
Cylinder is secured			
Regulator is attached to cylinder			
Adult/Child Resuscitation Mask is attached with tubing to Regulator			
Oximeter is attached to regulator			
Non-Rebreather available in all 3 sizes			
Airway Management	**Available**	**Ready to Use**	
Resuscitation Mask - Adult/Child			
Resuscitation Mask - Infant			
BVM - Infant bag with mask			
BVM - Child bag with mask			
BVM - Adult bag with mask			
V-Vac Suction Unit with cartridge installed			
V-Vac Suction Unit spare cartridge			

Inspector Signature: GM Initial Date:

Weekly First Aid Box Inspection

Inspector Name: _____

Date: _____

First Aid Equipment	QTY	Good Condition	Exipired	Notes
First Aid Guide				
Tools				
Scissors/Trauma Sheers				
Tweezers/Splinter Forceps				
Tourniquet (windless)				
Splint				
Supplies				
Cold Pack 4" x 5'				
Adhesive Bandage – 1" x 3"				
Adhesive Bandage – Large Fingertip				
Adhesive Bandage – Knuckle				
Adhesive Bandage – Butterfly				
Adhesive Tape – 2.5 yd				
Eye Covering w/means of attachment – 2.9' sq				
Roller Bandage 2" x 4 yd				
Roller Bandage 4" x 4 yd				
Cohesive Elastic Wrap 3" x 5 yds				
Sterile pad 3" × 3"				
Sterile pad 4" × 4"				
Trauma pad 5" x 9"				
Triangular Bandage 40 x 40" x 56"				
Hank's Balanced Salt Solution				
Eye/Skin Wash 4 fl. Oz				
Foil Blanket 52" x 84"				
Blood Clotting Spray				
Antiseptic Wipes 17 oz (0.5 g)				
Hand Sanitizer Packets (0.9 g)				
Bloodborne Pathogens Spill Kit	**QTY**	**Good Condition**	**Exipired**	**Notes**
Biohazard Bags				
Biohazard Scoop				
Fluid Control Solidifier				
Medical Exam Gloves (non-latex)				
Biohazard Scoop				
Antiseptic Towelettes				
Eye and Face Shield				
Disposable shoe covers				
Eye Wash Station	**QTY**	**Good Condition**	**Exipired**	**Notes**
Accessible to lifeguard staff				

Inspector Signature: _____ GM Initial _____ Date: _____

AED - Monthy Inspection Form

Zoll AED+Plus

ITEMS	SERIAL NUMBER	EXPIRATION DATE
AED Unit	(01) 0 0847946 00223 7 (21) X17D912793	
Battery	(10) Duracell Coppertop CR123 batteries	(1) year from Battery Manufacturer Date
Spare Battery	(10) Duracell Coppertop CR123 batteries	

ITEMS ISSUED	SERIAL NUMBER	EXPIRATION DATE
CPR-D-padz (8yrs +)		
SPARE CPR-D-padz (8yrs +)		
Pedi-padz II (Infant-8yrs*)		

**Pedi-Padz II is design for Infant/Children less than 55 lbs*

INSPECTION / MAINTENANCE	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Defibrillator Unit													
1.	**START: Run Self Test** (Remove the Battery for 5 seconds, then reinstall)												
2.	AED is easily accessible in Emergency Response Bag												
3.	Ensure AED is clean, no dirt or contamination; no damage present on AED or accessories												
4.	After Self Test - Check the flickering green LED status indicator light (Found on right/front side of case) It will flicker every 4-5 seconds												
Cables and Connectors													
1.	Inspect for cracks, broken wire, or damage												
2.	Connectors secure and are not damaged												
AED Pads													
1.	1 set of AED electrode pads attached in AED and within expiration dates.												
2.	1 set of spare AED electrode pads in the sealed package is within expiration date and available in the red carry case.												
3.	Pediatric key (pink) is present in red carrying case												
AED Batteries													
1.	Verify battery is installed in AED.												
2.	Verify installed battery is within the expiration date												
3.	Verify spare battery is within expiration date												
AED Unit Supplies													
1.	Hand Towel												
2.	Scissors												
3.	Razor (for shaving chest)												
5.	Resuscitation Masks (Adult/Child and infant)												
6.	Non-latex disposable gloves (2 sets)												
	INSPECTOR'S INITIALS:												
	Inspection Completion Date:												

Monthly Adminstrative Paperwork Checklist

	YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DOCUMENTATION POSTED (OR EASILY ACCESSIBLE) - ACCURATE AND UP TO DATE													
Zones of surveillance diagrams posted													
Lifeguard rotation plans posted													
EAPs posted													
Emergency phone numbers posted													
Facility rules and regulations													
Blank incident report forms													
Adventure Cove Aquatics Manual (SOP)													
Sports Facilities Companies Handbook													
Texas of Pool Code													
Bloodborne pathogens exposure control plan													
Recreational Water Illness policy and procedure													
Inclement Weather policy and procedures													
RECORDS & REPORTS - UPDATE & ORGANIZED													
Safety Data Sheets & accessible to team members													
Team Members Certifications													
Orientation And Annual Training Records													
In-Service Training Records													
Incident Report on file													
Posted Current Operational Permit													
Lifeguard Station Response Time Test documentation													
CHECKLISTS - UP TO DATE, COMPLETED, REVIEWED, AND ORGANIZED													
Shift – Rotation Documentation													
Daily – LG Opening & Closing Duties													
Daily – Water & Pool Condition													
Daily – Facility Safety Checklist													
Daily – Opening Procedure Checklist													
Daily - Safety and Rescue Equipment Inspection													
Daily – Waterslide Inspection													
Daily – Opening & Closing Duties													
Weekly – First Aid Inventory													
Weekly – Emergency Bag Inventory													
Monthly – AED Inspection													
	INSPECTOR'S INITIALS:												
	Inspection Completion Date:												
	General Manager Initials												

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AQUATICS FOR LIFE

Adventure COVE at Rose Park

Post-Incident Report

Location: **Date:** **Time:**

Name	Location at Facility	Winess Statement
Guest 1		Y / N / NA
Guest 2		Y / N / NA
Guest 3		Y / N / NA
Guest 4		Y / N / NA

Name	Department	Location	Witness Statement
Supervisor 1			Y / N / NA
Supervisor 2			Y / N / NA
Supervisor 3			Y / N / NA
Employee 1			Y / N / NA
Employee 2			Y / N / NA
Employee 3			Y / N / NA
Employee 4			Y / N / NA
Employee 5			Y / N / NA
Employee 6			Y / N / NA
Employee 7			Y / N / NA

Reportable Item		Management Initials		
Type of Incident (i.e. ride/attraction accident, unresponsive victim in the water, conscious victim in water, land emergency, etc.)	Y / N / NA		Daily Reports Collected? (i.e water quality reports, incident reports, safety checklists, etc.)	Y / N / NA
Water Clarity Acceptable	Y / N / NA		Photo of swimming area?	Y / N / NA
Lifeguards in Appriopriate Zone	Y / N / NA			
EAP Followed	Y / N / NA			

Before the Incident	Description
What happened before the incident? (i.e. what was the victim doing before the incident occurred? Where were lifeguards posted and who was at each station?, etc.) *Note: use additional pages if necessary*)	

During the Incident	Description
Where the incident occurred? (i.e. "The incident occurred at the 5ft mark in lane one of the competion pool")	
What care was provided?	

After the Incident	Description	
Police report number collected?	Y / N / NA	
Officer name collected?	Y / N / NA	
Officer phone number collected?	Y / N / NA	
Were there any risks that influenced this incident?		
Were steps taken to mitigate risks in the future?		
Report Complete by:		

Radio Term	Meaning
Radio Check	What is my signal strength? Can you hear me?
Read You Loud & Clear	Response to “Radio Check”. Means your transmission signal is good. Al- so use ” Read you 5-by-5″.
Do You Copy?	Can you hear me?
Go Ahead	I am ready for your message
Affirmative	Same as “Yes”. Avoid “yup” or “nope” as they are difficult to hear.
Negative	Same as “No”.
Copy	You understand what was said
Wilco	Means “I will comply”.
On It	I’m in the process of doing what you asked
Roger or Ten Four	Message received and understood.
Say Again or Repeat	Repeat all of your last message
Come in	You are asking the other party to acknowledge they hear you.
Stand-by	You acknowledge the other party, but I am unable to respond immediately.
Over	Message finished, inviting others to respond if needed
Out	All conversation is finished, the channel is clear for others to use.
Break, Break, Break	You are interrupting in the middle of communication because you have an emergency.
What’s your 20?	What’s your location
Disregard	Ignore the previous message
"10-12"	Visitors are present (be discrete)
"10-33"	Manager Needed - Help
Eyes on…	I can see what we’re talking about

EVACUATION SITE MAP

Crash Bag

Fire Hydrant

AED

Emergency Phone

THE SPORTS FACILITIES COMPANIES

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AQUATICS FOR LIFE

Lifeguard Chair

Roving Guard

ADA

Ladder

Chairs & Lounges

Crash Bag

Backboard

Reaching Pole

Fire Hydrant

AED

Emergancy Phone

Eyewash Station

EVACUATION AREA MAP

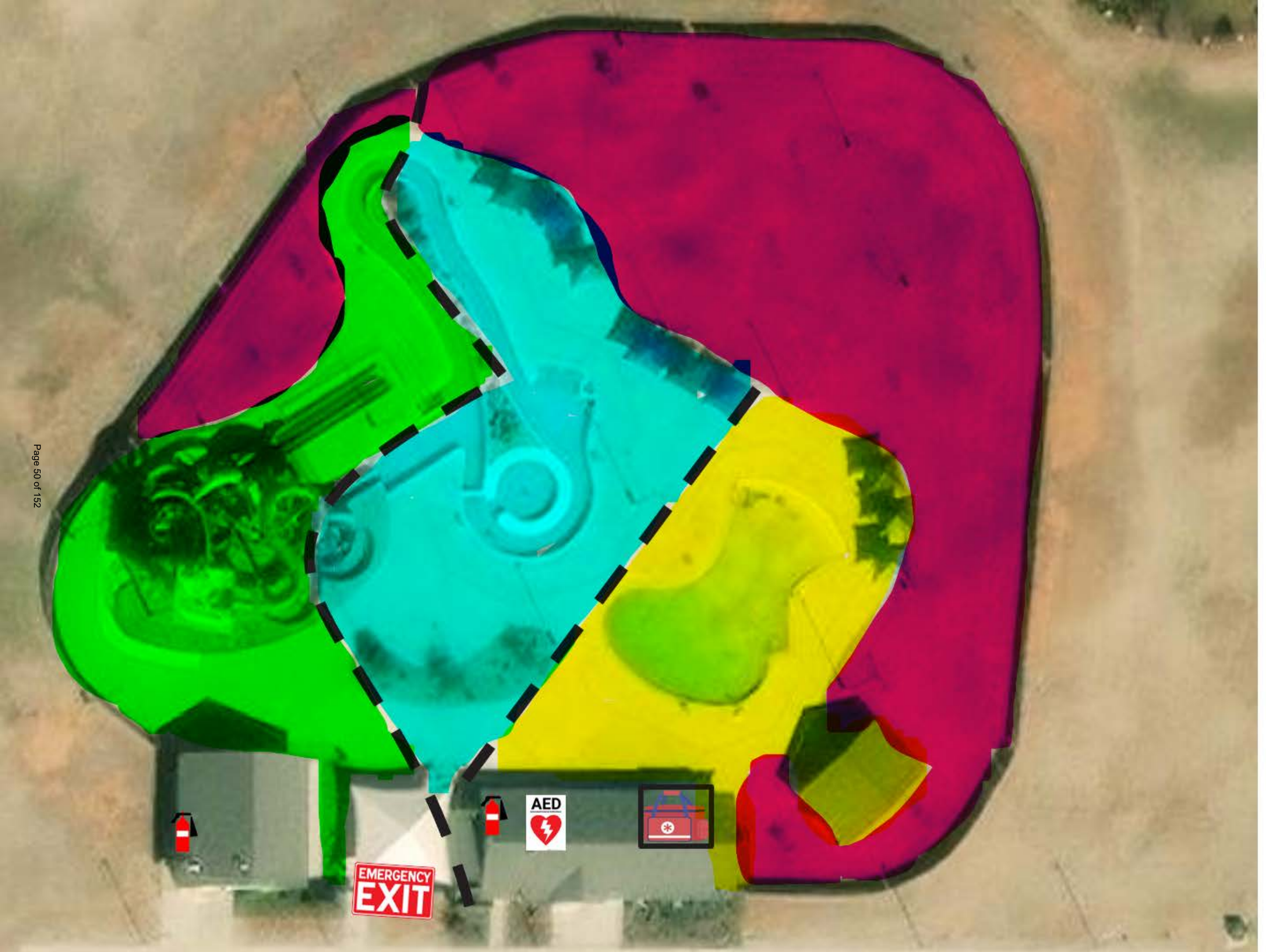
Gathering Area

Indoor Space

Secondary Outdoor

THE SPORTS FACILITIES COMPANIES

Counsilman · Hunsaker
AQUATICS FOR LIFE



Cleaning Zones

Activity Pool Zone

River Zone

Slide Zone

Grass Area

THE SPORTS FACILITIES COMPANIES

Counsilman · Hunsaker
AQUATICS FOR LIFE

Swim Lessons & Water Walking (6 Guards)

Rotate every 15 minutes

Rotation 1 Stations

Zone Coverage

(1) A1
(2) A2
(3) L2 – Walking Patrol
(4) L3 – Walking Patrol
(5) Back-up – Coverage *(Not Break)*
(6) Break (15 mins)

Stingray Bay - Activity (A)
Lazy River (L)
Slides (S)

Minimum Coverage
(9 Guards)
Rotate every 15 minutes

Rotation 1 Stations
Zone Coverage
(1) A1
(2) A2
(3) L1
(4) L2
(5) Break (15 mins)

Rotation 2 Stations
Zone Coverage
(6) L3 - Walking Patrol
(7) S3 – Slide Runouts
(8) S4 – Bottom of Green
(9) Back-up – Coverage *(Not Break)*
(10) Break (15 mins)

Concession Lead
(1) S1 – Top
(2) Break (15 mins)

Stingray Bay - Activity (A)
Lazy River (L)
Slides (S)

THE SPORTS FACILITIES COMPANIES

CHAMP AQUATIC MANAGEMENT PROGRAM

Low Coverage (12 Guards)
Rotation Plan
Rotate every 15 minutes

Rotation 1 Stations
Zone Coverage
(1) A1
(2) A2
(3) L1 – Lazy River
(4) Break (15 mins)

Rotation 2 Stations
Zone Coverage
(5) L2
(6) L3
(7) L4
(8) Break (15 mins)

Rotation 3 Stations
Zone Coverage
(9) S1 – Top
(10) S3 – Slide Runouts
(11) S4 – Bottom of Green
(12) Back-up – Coverage *(Not Break)*

Stingray Bay - Activity (A)
Lazy River (L)
Slides (S)

THE SPORTS FACILITIES COMPANIES

CHAMP AQUATIC MANAGEMENT PROGRAM

Normal Coverage (13 Guards)
Rotation Plan
Rotate every 15 minutes

Rotation 1 Stations
Zone Coverage
(1) A1
(2) A3 – Walking Patrol
(3) A2
(4) Break (15 mins)

Rotation 2 Stations
Zone Coverage
(5) L1
(6) L2
(7) L3
(8) L4
(9) Break (15 mins)

Rotation 3 Stations
Zone Coverage
(10) S1 – Top
(11) S3 – Slide Runouts
(12) S4 – Bottom of Green
(13) Back-up – Coverage *(Not Break)*

Stingray Bay - Activity (A)
Lazy River (L)
Slides (S)

Max Coverage (15 Guards)
Rotation Plan
Rotate every 15 minutes

Rotation 1 Stations
Zone Coverage
(1) A1
(2) A4 – Walking Patrol
(3) A2
(4) A3 – Walking Patrol
(5) Break (15 mins)

Rotation 2 Stations
Zone Coverage
(6) L1
(7) L2
(8) L3
(9) L4
(10) Break (15 mins)

Rotation 3 Stations
Zone Coverage
(11) S1 – Top Green
(12) S2 – Top R/B
(13) S3 – Slide Runouts
(14) S4 – Bottom of Green
(15) Back-up – Coverage *(Not Break)*

Stingray Bay - Activity (A)
Lazy River (L)
Slides (S)

THE SPORTS FACILITIES COMPANIES

CHAMP AQUATIC MANAGEMENT PROGRAM

EAP Responsibilities

Management

Anytime 911 is called the GM must be notified

- Investigate Incident
- Call 911 & Meet EMS
- Ensure Incident Report is properly completed.
- Debrief Lifeguard(s)
- Determine if:
  - Lifeguard should return to duty
  - Reopen pool, if pool was closed.

CHAMP
AQUATIC MANAGEMENT PROGRAM

EAP Responsibilities

Head Lifeguard

First Aid Office

Anytime 911 is called the GM must be notified

- Turn off water features
- Supervise Lifeguard Responsibilities with crowd control and/or closure
  - Closure: Unlock Emergency Exit gates
- Join in with care to relieve exhausted staff, as the need arises
- Work with Management to complete Incident Report
- Complete a safety check of all equipment and supplies used in emergency. Repack and stock crash bag.
- If facility was closed, Management will decide when and how to reopen. Support LG team and Management as needed.

CHAMP
AQUATIC MANAGEMENT PROGRAM

EAP Responsibilities

Head Lifeguard

Roaming

- Based on the incident:
  - Take over back-up coverage (and LG position in rotation) until rescuing LG can return rotation. *(Active/distress)*
  - Support back-up coverage while zone is cleared, then assist rescue as needed. *(unresponsive/seizure/spinal)*
- Act as Assisting Rescuer
- Work with Management to complete Incident Report
- Complete a safety check of all equipment and supplies used in emergency. Repack and stock crash bag
- If facility was closed, Management will decide when and how to reopen. Support LG team and Management as needed.

CHAMP
AQUATIC MANAGEMENT PROGRAM

EAP Responsibilities

Lifeguards

First Aid Office

Work as a team and effectively communicate with team members and guests.

- **Respond to EAP activation by bringing the Crash Bag and Backboard to scene.**
- Work as Assisting Rescuer(s) and provide appropriate care.
- Work with Management to complete Incident Report.
- Clean and inspect safety equipment and supplies used.

CHAMP
AQUATIC MANAGEMENT PROGRAM

EAP Responsibilities

Lifeguards

On-Surveillance Duty

When it doubt, go right away!

Work as a team and effectively communicate with team members and guests.

CHAMP
AQUATIC MANAGEMENT PROGRAM

- **Recognize and respond to any emergencies observed in assigned zone, either on land or in water.**
- Rescuing Lifeguard(s) must **activate the EAP** signal and provide appropriate care.
- **Lifeguard(s) not involved in care must stand up at their station and point to location of emergency.**
- **Lifeguards near the incident should adjust their position and expand their zone to cover the zone(s) of rescuing lifeguard(s).**
- Clear rescuing lifeguard(s)'s zone of guests to allow space for lifeguard(s) to provide care.
- Clear pool and follow evacuation plan, if Aquatics Leadership determines if the pool must be closed.
- Support with EAP response as directed by Aquatics Leadership, as needed.

Lifeguard Candidate Skill Proficiency Check

Lifeguard Overview

The General Manager has a duty to assess the skills of each member of the lifeguard team before starting work as a lifeguard. Possession of a lifeguarding certification indicates that the individual successfully completed the certification requirements on a given date. There is no guarantee of future performance. As such, the General Manager must look beyond the certification to evaluate whether the applicant demonstrates the necessary knowledge, skills, and abilities to perform as a lifeguard.

- Timed Swimming Proficiency
- Water Rescues
- CPR

The General Manager must determine if the applicant is able to proceed to hiring or additional training before hiring.

Lifeguard Candidate Skill Proficiency Form

Candidate Name_____ Assessor _____ Date_____

- ☐ **Timed Swimming Proficiency:**
  - ☐ Complete a swim-tread-swim sequence without stopping to rest:
    - ☐ Jump into the water and totally submerge, resurface then swim 150 yards using the front crawl, breaststroke or a combination of both. (Swimming on the back or side is not permitted. Swim goggles are allowed)
    - ☐ Maintain position at the surface of the water for 2 minutes by treading water using only the legs.
    - ☐ Swim 50 yards using the front crawl, breaststroke or a combination of both.
  - ☐ Brick Test: Swim 15 yards, dive to the deepest part of pool to pick up a brick, swim to the surface, maintain two hands on the brick while returning to the start, place the brick on the wall, and hop out within 1:40 seconds.
- ☐ **Recues:**
  - ☐ Reach a drowning person at the furthest edge of the assigned surveillance zone within 20 seconds using Active Rescue (Front or Rear)
  - ☐ Submerged Passive in Shallow Water (3 FT or less)
- ☐ **Water Rescue, Extrication, and CPR:** (Fully supplied hip pack ready to use)
  - ☐ Timed Water Rescue: Submerged Victim Rescue in the deepest area of pool, extricate, provide a rapid assessment with two (2) successful ventilations. Complete within 1.5 to 2 minutes
  - ☐ Continue care with CPR without delay with a single-rescuer on an adult for 3 minutes (Use CPR Skills Assessment Form to evaluate)

Candidate Signature_____ Assessor Signature_____

Lifeguard Candidate Skill Evaluation Check
Single Rescuer Adult CPR

_____ **Actual Time Started** **Date:** _____

Scenario: Passive Drowning adult removed from the water.		
RAPID ASSESSMENT	**Point Value**	**Point(s) Awarded**
Scene size-up	1	
Use of PPE (wears gloves)	1	
Checks for bleeding	1	
Checks for responsiveness	1	
Summons EMS personnel	1	
Opens and maintains open airway throughout assessment	1	
Check for breathing and pulse for no more than then (10) seconds	1	
Uses proper hand position	1	
Give two (2) ventilations	1	
Ventilations make the chest clearly rise and fall and last about 1 second each	1	
Response: "The adult is not breathing, and you cannot find a pulse"		
SINGLE-RESCUER CPR	**Point Value**	**Point(s) Awarded**
Victim is on flat, firm surface	1	
ADULT: Compresses chest at least 2 in. (at least 24 of 30 compressions)	1	
Uses proper hand position with interlaced fingers	1	
Compresses and fully releases the chest without pausing or taking hands off chest. (at least 24 of 30 compressions)	1	
Compress the chest at a rate of at least 100 per minute (15 compressions) but no more than 120 per minute (18 compressions).	1	
Use appropriate resuscitation mask and places it correctly on victim	1	
Open airway (head tilt/chin lift)	1	
Gives 2 ventilations that make the chest clearly rise and that last about 1 second each	1	
Gives ventilations and returns to chest compressions in less than 10 seconds	1	
Perform cycles of 30 compressions and 2 ventilations	1	

_____ **Actual Time Ended** **SCORE:** **20** _____

Score 16-20	**Pass**
Score 14-15	**Needs Remediation**
Score 13 or lower	**Fail**

Critical Fails:

_____ Failure to use correct resuscitative mask

_____ Failure to demonstrate effective CPR

_____ Failure to perform CPR with correct compression to ventilation ratio

New Hire Checklist

Name _____ **Start Date:** _____

Email: _____

Position _____ **Hours:** Seasonal Part Time Full Time

(Circle One)

Cell Phone # _____ **Birthday** _____

COMPLETED WITH HR

DATE COMPLETED	INTIALS	
_____	_____	APPLICANT RESUME COMPLETED
_____	_____	APPLICANT APPLICATION COMPLETED
_____	_____	OFFER EMAIL ACCEPTED
_____	_____	NEW PAPERWORK COMPLETED
_____	_____	DRUG TESTING RESULTS PROVIDED
_____	_____	BACKGROUND CHECK (IF OVER 18 YEARS OLD)
_____	_____	HARASSEMENT TRAINING
_____	_____	DIVERSITY AND DISCRIMINATION TRAINING
_____	_____	E-VERIFY COMPLETED
_____	_____	COMPANY ORIENTATION COMPLETED
_____	_____	FACILITY SPECIFIC BBP TRAINING COMPLETED
_____	_____	FACILITY SPECIFIC HAZMAT TRAINING COMPLETED

General Manager Signature: _____

Checklist Complete Date: _____

COMPLETED WITH AQUATICS MANAGEMENT

DATE COMPLETED	INTIALS	
_____	_____	INTERVIEW & PRE-SERVIC EVALUATION COMPLETED
_____	_____	AVAILABILITY SHEET SUBMITTED
_____	_____	3 REFERENCES 1 _____ 2 _____ 3 _____
_____	_____	CERTIFICATION(S) LG _____ LGI _____ Swim Instructor/WSI _____ EpiPen/Asthma _____ BBP _____ Oxygen _____ Waterpark _____ LG Management _____ LGIT _____ WSIT _____ CPO/AFO _____
_____	_____	AQUATICS ORIENTATION COMPLETED
_____	_____	FACILITY TOUR
_____	_____	SETUP CRM/MEMBERSHIP INFO & PICTURE
_____	_____	PARKING STICKER/PASS ASSIGNED
_____	_____	SECURITY MEETING & FOB/KEY ASSIGNMENT
_____	_____	STAFF SCHEDULER SOFTWARE LOGIN
_____	_____	AQUATICS MANUAL AGREEMENT
_____	_____	ASSIGN SCHEDULED SHADOW SHIFTS
_____	_____	ASSIGN PEER MENTOR
_____	_____	UNIFORM ASSIGNED SIZES: _____ Shorts _____ Shirt _____ Suit
_____	_____	SEND NEW EMPLOYEE ANNOUCEMENT TO TEAM
_____	_____	IN-SERVICE COMPLETED* *LGs must complete before going on stand
_____	_____	LIFEGUARD WINTER APPERAL CHALLENGE (SEASONAL)

Rehire Checklist

Name _____ **Start Date:** _____

Email: _____

Position _____ **Hours:** Seasonal Part Time Full Time
(Circle One)

Cell Phone # _____ **Birthday** _____

DATE COMPLETED	INTIALS	
_____	_____	AVAILABILITY SHEET SUBMITTED
_____	_____	VERIFY CERTIFICATION(S)

LG _____ LGI _____ Swim Instructor/WSI _____
EpiPen/Asthma _____ BBP _____ Oxygen _____ Waterpark _____
LG Management _____ LGIT _____ WSIT _____ CPO/AFO _____

_____	_____	VERIFY CRM/MEMBERSHIP INFO & PICTURE
_____	_____	VERIFY PARKING STICKER/PASS ASSIGNED
_____	_____	SECURITY MEETING & FOB/KEY ASSIGNMENT
_____	_____	REACTIVATE STAFF SCHEDULER SOFTWARE LOGIN
_____	_____	AQUATICS/SEASONAL ORIENTATION COMPLETED
_____	_____	IN-SERVICE COMPLETED*

*LGs must complete before going on stand

_____	_____	LIFEGUARD WINTER APPERAL CHALLENGE (SEASONAL)
_____	_____	VERIFY AQUATICS MANAUL AGREEMENT
_____	_____	UNIFORM ASSIGNED

SIZES: _____ Shorts _____ Shirt _____ Suit

To Be Completed with HR

_____	_____	APPLICANT APPLICATION COMPLETED
_____	_____	NEW/REHIRE PAPERWORK COMPLETED
_____	_____	BACKGROUND CHECK (IF OVER 18 YEARS OLD), IF NEEDED
_____	_____	E-VERIFY COMPLETED, IFNEEDED
_____	_____	COMPANY ORIENTATION COMPLETED, IF NEEDED
_____	_____	VERIFY ANNUAL FACILITY SPECIFIC BBP TRAINING COMPLETED
_____	_____	VERIFY ANNUAL FACILITY SPECIFIC HAZMAT TRAINING COMPLETED

General Manager Signature: _____

Checklist Complete Date: _____

Seperation Checklist

Name _____ **Last Day Date:** _____

Position _____ **Hours:** Seasonal Part Time Full Time

(Circle One)

DATE COMPLETED	INTIALS	
_____	_____	SEND TERMINATION PAPERWORK WITH LAST DAY TO HR
_____	_____	COLLECT PARKING STICKER/PASS
_____	_____	COLLECT FACILITY FOB/KEY
_____	_____	COLLECT UNIFORM
_____	_____	CLOSE CRM/MEMBERSHIP ACCOUNT
_____	_____	REMOVE SCHEDULING SOFTWARE ACCESS

Complete Section Below If Resignation

_____	_____	RECEIVED RESIGNATION LETTER
_____	_____	SEND RESIGNATION LETTER TO HR
_____	_____	COVER SHIFTS, IF NEEDED

Complete Section Below If Termination

_____	_____	COLLECT STAFF PIP DOCUMENTATION
_____	_____	NOTIFY DIRECT SUPERVISOR TO GAIN APPROVAL
_____	_____	SEND PIP DOCUMENTATION TO HR TO NOTIFY AND TO GAIN APPROVAL
_____	_____	COVER ALL SHIFTS, IF NEEDED
_____	_____	SUBMIT FINAL HOURS TO HR
_____	_____	SET UP MEETING WITH EMPLOYEE TO NOTIFY (Manager & Witness must be present)
_____	_____	PROVIDE FINAL PAYCHECK TO EMPLOYEE OR INFORMATION REGARDING IT IN MEETING
_____	_____	SEND MEETING NOTES TO HR, IF HR NOT PRESENT

General Manager Signature: _____

Checklist Complete Date: _____

Lifeguard New Hire Orientation

Name _____ **Start Date:** _____

Classroom Session

- ____ Mission and Core Values
  - ____ Organization's mission & values
  - ____ Department's mission & values
- ____ Goals
  - ____ Aquatics Goals
  - ____ Seasonal Goals
- ____ Facility Staff Organization
  - ____ Facility Organizational Chart
  - ____ Aquatics Organizational Chart
- ____ Staff Expectations
  - ____ Primary and Secondary Duties
  - ____ In-Service Training Expecations
  - ____ Code of Conduct
  - ____ Interaction with staff and Customer Service
  - ____ Uniform Requirements
  - ____ Personal Technology Policies
  - ____ Social Media Policies
  - ____ Communication Procedures
  - ____ Documentation and Reports
  - ____ Schedule
    - ____ Availability and Hours
    - ____ Sick or call-in procedures
    - ____ Holidays or personal time off
    - ____ Substitution procedures
  - ____ Payroll
    - ____ Clock-in/Out
    - ____ Meals and other breaks
    - ____ Pay Period
- ____ Staff Performance Plans
  - ____ Staff Evaluations
  - ____ Performance Improvement Palns
  - ____ Staff Rewards and Incentives
- ____ Facility
  - ____ Hours of operations
  - ____ Rules & Policies
  - ____ Non-Swimmer Policy and Swim Test Policy
  - ____ Administering Swim Tests
- ____ Surveillance
  - ____ Scanning and Searching Expectations
  - ____ Rotation Expecations and Process
  - ____ Zone Charts and Requirements
  - ____ Zone Evaluations
  - ____ Back-up Coverage
- ____ Discuss Emergency Action Plans
  - ____ Safety Team Members' Roles and Responsibilities
  - ____ Water and Land Emergency Procedures
    - ____ Rescuers
    - ____ Back-up Coverage
    - ____ Communicating During an Emergency
    - ____ Contacting and Meeting EMS
    - ____ Incident Reports
    - ____ Follow-up Procedures
  - ____ Reasons for Pool Closure
  - ____ Facility Evacuations & Shelter-in-Place Plans
  - ____ Inclement Weather Plan
  - ____ Accidental Chemical Release Plan
  - ____ Biohazard Contamination Response Plan
  - ____ Facility Hazard Communication Standard

Lifeguard New Hire Orientation

Name _____ **Start Date:** _____

Water Session

_____ Aquatics Facility Tour

- _____ Location of Safety Equipment
- _____ Lifeguard Stations
- _____ Water features & activities
- _____ Water slides
- _____ Emergency stuff-off switches
- _____ ADA Access & how to operate.
- _____ Storage Areas
- _____ Employee Only Areas
- _____ Restrooms & Locker rooms
- _____ Pool Lights
- _____ Facility Lock-up Keys

Skill Practice

- _____ Active Victim Rescues
- _____ Passive Victim Rescues
- _____ Submerged Victim Rescue in Deep water with extrication and ventilations in 1.5 to 2 minutes, followed by 3 minutes of CPR.
- _____ Timed swimming proficiency (e.g., 500 yards in under 10 minutes; 25-yard sprint in under 20 seconds)

_____ Emergency Action Plans

- _____ Practice common emergencies at the facility on deck and in the water
- _____ Site-specific emergencies, including water features and emergency stop buttons.
- _____ Deep Water Emergencies
- _____ Spinal Emergencies
- _____ Complete incident reports for scenarios

_____ Station Practice

- _____ Live Recognition Drills
- _____ Lifeguard Station Respons Times Testing
- _____ Rotation
- _____ Entries into water from each station

_____ Whistle Practice

- _____ Communication equipment location (radios, speakers, etc.)
- _____ Hazardous Areas, such as the pump room and chemical storage
- _____ Evacuation Routes
- _____ Emergency Shelter-in-Place Routes and Locations

Lifeguard Pre-Season Orientation

Name _____ **Start Date:** _____

Classroom Session

- _____ Facility Staff Organization
  - _____ Facility Organizational Chart
  - _____ Aquatics Organizational Chart
- _____ Staff Expectations
  - _____ Primary and Secondary Duties
  - _____ In-Service Training Expecations
  - _____ Code of Conduct
  - _____ Interaction with staff and Customer Service
  - _____ Uniform Requirements
  - _____ Personal Technology Policies
  - _____ Social Media Policies
  - _____ Communication Procedures
  - _____ Documentation and Reports
  - _____ Updates to Opening, Closing, and Cleaning Duties
  - _____ Schedule
    - _____ Availability and Hours
    - _____ Sick or call-in procedures
    - _____ Holidays or personal time off
    - _____ Substitution procedures
  - _____ Payroll
    - _____ Clock-in/Out
    - _____ Meals and other breaks
    - _____ Pay Period
- _____ Staff Performance Plans
  - _____ Staff Evaluations
  - _____ Performance Improvement Palns
  - _____ Staff Rewards and Incentives
- _____ Facility
  - _____ Hours of operations
  - _____ Rules & Policies
  - _____ Non-Swimmer Policy and Swim Test Policy
  - _____ Administering Swim Tests
- _____ Surveillance
  - _____ Scanning and Searching Expectations
  - _____ Rotation Expecations and Process
  - _____ Zone Charts and Requirements
  - _____ Zone Evaluations
  - _____ Back-up Coverage
- _____ Review Emergency Action Plans
  - _____ Safety Team Members' Roles and Responsibilities
  - _____ Water and Land Emergency Procedures
    - _____ Updates for Season
    - _____ Back-up Coverage
    - _____ Communicating During an Emergency
    - _____ Contacting and Meeting EMS
    - _____ Incident Reports
    - _____ Follow-up Procedures
  - _____ Reasons for Pool Closure
  - _____ Facility Evacuations & Shelter-in-Place Plans
  - _____ Inclement Weather Plan
  - _____ Accidental Chemical Release Plan
  - _____ Biohazard Contamination Response Plan
  - _____ Facility Hazard Communication Standard

Lifeguard Pre-Season Orientation

Name _____ **Start Date:** _____

Water Session

_____ Aquatics Facility Tour

- _____ Evacuation Routes
- _____ Emergency Shelter-in-Place Routes and Locations

_____ Skill Practice

- _____ Active Victim Rescues
- _____ Passive Victim Rescues
- _____ Submerged Victim Rescue in Deep water with extrication and ventilations in 1.5 to 2 minutes, followed by 3 minutes of CPR.
- _____ Timed swimming proficiency (e.g., 500 yards in under 10 minutes; 25-yard sprint in under 20 seconds)

_____ Emergency Action Plans

- _____ Practice common emergencies at the facility on deck and in the water
- _____ Site-specific emergencies, including water features and emergency stop buttons.
- _____ Deep Water Emergencies
- _____ Spinal Emergencies
- _____ Complete incident reports for scenarios

_____ Station Practice

- _____ Live Recognition Drills
- _____ Lifeguard Station Respons Times Testing
- _____ Rotation
- _____ Entries into water from each station

_____ Whistle Practice

In-Service Lesson Plan

Facility Name _____ Start time _____ Date _____

Training Location _____ End time _____

In-Service Leaders Names **Certification**

In-Service Leader # 1: _____ LGI LGIT LGM

In-Service Leader # 2: _____ LGI LGIT LGM

In-Service Leader # 3: _____ LGI LGIT LGM

In-Service Leader # 4: _____ LGI LGIT LGM

In-Service Leader # 5: _____ LGI LGIT LGM

In-Service Leader # 6: _____ LGI LGIT LGM

Topics

Staff Expectations	Water Features/Activities	Reasons for Pool Closure
Primary/Secondary Duties	Water Slides	Evacuation & Shelter-in-Place Plans
Facility Policies/Procedures	Scanning/Surveillance	Inclement Weather Plan
Documentation/Reports	Rotation Procedures	Accidental Chemical Release Plan
Programs/Events	Zone Charts	Biohazard Contamination Response Plan
Customer Service	Emergency Action Plans	Hazard Communication Standard
Other		

Water Skills	Land Skills	Additional
Assists	Rapid Assessment	Conditioning
Entries & Approaches	Giving Ventilations	Oxygen
Rescues At/Near the Surface	One-Rescuer CPR	Epi-Pen
Submerged Passive Rescues	Two-Rescuer CPR	Asthma
Rapid Extrications	Conscious Choking	Suction
Spinal Rescues At/Near the Surface	CPR with Airway Obstruction	BBP
Spinal Submerged Rescues	Recovery Position	Waterpark/Attraction
Spinal Motion Restriction Extrication	Using an AED	Waterfront

First Aid Skills

Brakes/Sprains	Insect Bites/Stings	Seizure
Closed Wounds	Mammal Bites	Severe Bleeding
Cold Illness	Mouth Injuries	Shock
Diabetic Emergencies	Nosebleeds	Stroke
Electrical/Chemical Burns	Open Wounds	Sudden Illness
Eye Injuries	Poison	Tourniquets
Heart Attack	Severed Body Parts	
Heat Illness	Other:	

Equipment

_____ Rescue Tube(s)

_____ Backboard(s)

_____ Adult BVM(s)

_____ Child BVM(s)

_____ Infant BVM(s)

_____ Adult Manikin(s)

_____ Child Manikin(s)

_____ Infant Manikin(s)

_____ Trainer AED(s)

_____ Crash Bag(s)

_____ Oxygen Supplies

_____ First Aid Supplies

_____ Gloves

_____ Hip Pack(s)

_____ Resus. Mask(s)

In-Service Leaders Signatures

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

In-Service Sign-in Sheet

Facility Name _____ Start time _____ Date _____

Training Location _____ End time _____

	Print Full Name	Signature Full Name	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

In-Service Sign-in Sheet

	Print Full Name	Signature Full Name	Time In	Time Out
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
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47				
48				
49				
50				

Recognize and Response – Live Recognition Drill

Purpose

- To help identify effectiveness of surveillance and ensure that lifeguards can see all areas of the zone from the bottom through to the surface and reach the extremes of each zone (furthest and deepest) in 30 seconds. Live Recognition Drill is used to evaluate the lifeguard's performance.
- These drills can also help build the long-term memory of what drowning looks like and help build confidence that they can recognize and act on the job.

When to Conduct:

- Live recognition drills should be conducted, when the pool is open for operations as a method at different times during the day and during different activities (example, water aerobics, swim lessons, free swim) to help identify the effectiveness of surveillance.

To Conduct a Live Recognition Drill

- Conduct a surprise “drowning person” drop. The lifeguard should not be aware of the introduction of a drowning person into their zone. A drowning person may include a mixture of real people and manikins or silhouettes.
- A "drowning person" should be placed at the furthest extent of the Lifeguard's zone.
- Each zone should be tested at different times of day and for different activities or conditions in the zone using different lifeguards.

Objective

- Lifeguards recognize the drowning person, activate the EAP and reach the drowning person within 30 seconds.

Record Results

- The supervisor uses Live Recognition Drill form to document the zone and the results.
- The supervisor observes and records the time of the response.
- Include a photo or a graphic of the zone to mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

MODIFIED Live Recognition Drill

Purpose

- To verify lifeguards can reach the extremes of each zone (furthest and deepest) in 20 seconds. Live Recognition Drill is used to evaluate the lifeguard's performance.
- This drill is MODIFIED since the lifeguard is aware victim is in the water and where they are located. Lifeguards should meet the MAHC Standard (MAHC 6.3.3.1.1) to reach the furthest extent of the assigned zone within 20 seconds.

When to Conduct:

- Modified live recognition drills should be conducted during in-service training.

To Conduct a Modified Live Recognition Drill

- Place a "drowning person" or an object in a pre-arranged location in the zone.
- A " drowning person " should be placed at the furthest extent of the Lifeguard's zone.
- Various zones and locations should be tested regularly.

Record Results

- Use Live Recognition Drill form to document the zone and the results.

Live Recognition Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

Swim Lessons & Water Walking (6 Guards)

Live Recognition Drill Record Sheet

	Response Time (Lifeguard must reach drowning person within 30 sec)				
Lifeguard Full Name	**Time**	**Time of Day**	**Activities/Condition**	**Notes**	**Completed by**
Jane Doe	*:18*	*3:35 PM*	*Open Swim*	*Busy Day*	*Management Name*

Live Recognition Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

Minimum Coverage (9 Guards)

Live Recognition Drill Record Sheet

	Response Time (Lifeguard must reach drowning person within 30 sec)				
Lifeguard Full Name	**Time**	**Time of Day**	**Activities/Condition**	**Notes**	**Completed by**
Jane Doe	*:18*	*3:35 PM*	*Open Swim*	*Busy Day*	*Management Name*

Live Recognition Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

Low Coverage (12 Guards)

Live Recognition Drill Record Sheet

	Response Time (Lifeguard must reach drowning person within 30 sec)				
Lifeguard Full Name	**Time**	**Time of Day**	**Activities/Condition**	**Notes**	**Completed by**
Jane Doe	*:18*	*3:35 PM*	*Open Swim*	*Busy Day*	*Management Name*

Live Recognition Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

Normal Coverage (13 Guards)

Live Recognition Drill Record Sheet

	Response Time (Lifeguard must reach drowning person within 30 sec)				
Lifeguard Full Name	**Time**	**Time of Day**	**Activities/Condition**	**Notes**	**Completed by**
Jane Doe	*:18*	*3:35 PM*	*Open Swim*	*Busy Day*	*Management Name*

Live Recognition Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L) and the drowning person (D) locations that were tested.

Max Coverage (15 Guards)

Live Recognition Drill Record Sheet

	Response Time (Lifeguard must reach drowning person within 30 sec)				
Lifeguard Full Name	**Time**	**Time of Day**	**Activities/Condition**	**Notes**	**Completed by**
Jane Doe	*:18*	*3:35 PM*	*Open Swim*	*Busy Day*	*Management Name*

Recognition – American Red Cross Visibility Drill

Purpose

- To verify that objects at the bottom and the surface in all areas of the zone can be clearly seen from the lifeguard station. A visibility drill is not a test of the lifeguard's abilities. Rather, it is a test of the zone relative to the lifeguard station.

When to Conduct:

- Visibility drills should be conducted for each zone initially and any time the zone boundaries are redefined or another characteristic of the zone the zone boundaries are redefined or another characteristic of the zone changes.
- Visibility drills should be conducted when the pool is open, at different times during the day and during different activities (for example, during lap swim and then again during recreational swim).

To Conduct a Visibility Drill:

- Place an object in the zone, such as a manikin or silhouette, or a "live" drowning person in various locations in the water, including at the surface and on the bottom.
- Ask the Lifeguard if they can see the object. The Lifeguard determines if the object is something that would cause them to respond.
- Repeat in another location in the zone until all areas of the zone are tested. Each zone should be tested at different times of day and for different activities or conditions in the zone.

Objective:

- Identifying if all areas can be seen or if any areas of the zone cannot be seen or are difficult to see.

Record Results:

- The supervisor uses Visibility Drill: Lifeguard Zone Verification template form to document the zone and the results.
- Include a photo or a graphic of the zone, mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Visibility Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

SHAPE OF ZONE: _____ **DEPTH RANGES:** _____

TYPE OF POOL ACTIVITIES: _____

- Include a photo or a graphic of the zone.
- Mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Swim Lessons & Water Walking (6 Guards)

Visibility Drill Record Sheet

Lifeguard Name	Object 1	Object 2	Object 3	Object 4	Object 5	Object 6
Jane Doe	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☒ Yes ☐ No*
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Visibility Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

SHAPE OF ZONE: _____ **DEPTH RANGES:** _____

TYPE OF POOL ACTIVITIES: _____

- Include a photo or a graphic of the zone.
- Mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Minimum Coverage (9 Guards)

Visibility Drill Record Sheet

Lifeguard Name	Object 1	Object 2	Object 3	Object 4	Object 5	Object 6
Jane Doe	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☒ Yes ☐ No*
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Visibility Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

SHAPE OF ZONE: _____ **DEPTH RANGES:** _____

TYPE OF POOL ACTIVITIES: _____

- Include a photo or a graphic of the zone.
- Mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Low Coverage (12 Guards)

Visibility Drill Record Sheet

Lifeguard Name	Object 1	Object 2	Object 3	Object 4	Object 5	Object 6
Jane Doe	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☒ Yes ☐ No*
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Visibility Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

SHAPE OF ZONE: _____ **DEPTH RANGES:** _____

TYPE OF POOL ACTIVITIES: _____

- Include a photo or a graphic of the zone.
- Mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Normal Coverage (13 Guards)

Visibility Drill Record Sheet

Lifeguard Name	Object 1	Object 2	Object 3	Object 4	Object 5	Object 6
Jane Doe	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☒ Yes ☐ No*
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Visibility Drill

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

SHAPE OF ZONE: _____ **DEPTH RANGES:** _____

TYPE OF POOL ACTIVITIES: _____

- Include a photo or a graphic of the zone.
- Mark the locations lifeguard and of the drowning person/submerged object locations that were tested. Indicate if the object was on the surface (S), in the middle of the water (M), or at the bottom of the pool (B).

Visibility Drill Record Sheet

Lifeguard Name	Object 1	Object 2	Object 3	Object 4	Object 5	Object 6
Jane Doe	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☐ Yes ☒ No*	*☒ Yes ☐ No*	*☒ Yes ☐ No*
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
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	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

Response – American Red Cross Lifeguard Station Response Time Testing Drill

Purpose

- The purpose is to test the zone relative to the lifeguard station, not a test of the lifeguard's ability to recognize drowning behaviors. This activity is evaluating each zone by getting an average time for different lifeguards.

To Conduct Lifeguard Station Response Time Testing:

- To ensure ideal conditions, the zone being tested should be closed so there is no interruption. This allows management to determine whether the placement of the lifeguard station, size of the zone, and placement of Assisting Rescuer.
- Assign (1) Rescuer, (1) Assisting Rescuer, and (1) Drowning Person.
- Place the Drowning Person in the pre-arranged location within the zone.
- Directions:
    - Select a zone and station to be tested. Change station and zone regularly to practice all variations.
    - The Rescuer will simulate activating the EAP, enter the water and perform a passive submerged rescue.
    - The Drowning Person will submerge as the Rescuer gets near.
    - The Assisting Rescuer will bring the backboard and assist the Rescuer in extricating the Drowning Person. The Assisting Rescuer and Rescuer should demonstrate team communication skills during the extrication.
    - Once the Drowning Person is removed from the water, a manikin will be substituted for the Drowning Person. The Assisting Rescuer and the Rescuer will perform a rapid assessment, including giving 2 ventilations.
    - The response will be timed from activation of the EAP through the delivery of 2 ventilations. The goal is not to exceed 1½ minutes.

Objective

- Determine whether the size and shape of the zone enables any lifeguard should be able to reach a drowning person in each zone and rescue a submerged, passive drowning person, extricate, and provide two ventilations quickly–not to exceed 1 ½ minutes.
- Factor in an average recognition time of no more than 30 seconds and add it to the response time for a total that should not exceed 2 minutes.

Record Results

- The supervisor uses the Lifeguard Station Response Time Testing Drill form to document the zone and the results.
- The supervisor observes and records the time of the response.

Include a photo or a graphic of the zone to mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Lifeguard Station Response Time

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Swim Lessons & Water Walking (6 Guards)

Lifeguard Station Response Time Record Sheet

	Response Time (Response time within 1:30 seconds from EAP activation to 2 rescue breaths)		
Lifeguard Name	**Time**	**Results**	**Notes**
Jane Doe	*1:21*	☒ *Successful* ☐ *Unsuccessful*	*Improve Entry and Putting on Gloves*
		☐ *Successful* ☐ *Unsuccessful*	
		☐ *Successful* ☐ *Unsuccessful*	
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		☐ *Successful* ☐ *Unsuccessful*	

Lifeguard Station Response Time

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Minimum Coverage (9 Guards)

Lifeguard Station Response Time Record Sheet

	Response Time (Response time within 1:30 seconds from EAP activation to 2 rescue breaths)		
Lifeguard Name	**Time**	**Results**	**Notes**
Jane Doe	*1:21*	*☒ Successful ☐ Unsuccessful*	*Improve Entry and Putting on Gloves*
		☐ Successful ☐ Unsuccessful	
		☐ Successful ☐ Unsuccessful	
		☐ Successful ☐ Unsuccessful	
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Lifeguard Station Response Time

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Low Coverage (12 Guards)

Lifeguard Station Response Time Record Sheet

	Response Time (Response time within 1:30 seconds from EAP activation to 2 rescue breaths)		
Lifeguard Name	**Time**	**Results**	**Notes**
Jane Doe	*1:21*	☒ *Successful* ☐ *Unsuccessful*	*Improve Entry and Putting on Gloves*
		☐ *Successful* ☐ *Unsuccessful*	
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		☐ *Successful* ☐ *Unsuccessful*	

Lifeguard Station Response Time

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Normal Coverage (13 Guards)

Lifeguard Station Response Time Record Sheet

	Response Time (Response time within 1:30 seconds from EAP activation to 2 rescue breaths)		
Lifeguard Name	**Time**	**Results**	**Notes**
Jane Doe	*1:21*	*☒ Successful ☐ Unsuccessful*	*Improve Entry and Putting on Gloves*
		☐ Successful ☐ Unsuccessful	
		☐ Successful ☐ Unsuccessful	
		☐ Successful ☐ Unsuccessful	
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Lifeguard Station Response Time

POOL: _____ **DATE:** _____

CONDUCTED BY: _____ **TIME OF DAY:** _____

ZONE: _____ **TYPE OF STATION:** _____

- Include a photo or a graphic of the zone.
- Mark the locations of the lifeguard (L), drowning person (D), safety equipment (E) used, and Assisting Rescuer (A) locations that were tested.

Max Coverage (15 Guards)

Lifeguard Station Response Time Record Sheet

	Response Time (Response time within 1:30 seconds from EAP activation to 2 rescue breaths)		
Lifeguard Name	**Time**	**Results**	**Notes**
Jane Doe	*1:21*	☒ *Successful* ☐ *Unsuccessful*	*Improve Entry and Putting on Gloves*
		☐ *Successful* ☐ *Unsuccessful*	
		☐ *Successful* ☐ *Unsuccessful*	
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Lifeguard Assessments

Lifeguard Assessments benefit the facility, lifeguards, and community by providing an objective evaluation of lifeguards' surveillance skills, improving accountability and safety, reinforcing emergency response skills, developing goals for improvement, and demonstrating a commitment to aquatic safety.

Any Team Members working as Lifeguard on surveillance duty is subject to a Lifeguard Assessment. Lifeguard Assessments are formal evaluations that will be included in Team Members personal records. Only the General Manager and other Management may conduct Lifeguard Assessments. Peers may not assess each other.

If a Lifeguard receives a "Fail" on an evaluation, they will be offered remediation. If a Lifeguard receives a "Fail" for the second time will need to attend a Lifeguard Review course at the earliest opportunity. Any failure may result in disciplinary actions, such as removal from the schedule or termination.

Lifeguards will be video recorded during the following Lifeguard Assessments. Recording will only be viewed by those on Management and SFC Human Resources Manager for Lifeguard Assessment and performance evaluation only.

Rescue Ready Assessment

It is essential to ensure that lifeguards are rescue-ready while on duty. This assessment will verify the lifeguards are in uniform, are wearing a whistle and hip pack, and the contents of the hip pack only contain essential items.

To conduct an rescue ready assessment:

- Select a lifeguard either on break or just coming on their shift.
- Ask the lifeguard to remove all contents of their hip pack on a table.
- Begin inspection by:
    - Inspecting their uniform
        - Lifeguard is wearing the appropriate uniform is presentable.
        - Footwear is easily removable without a backing
        - Wearing jewelry that poses no safety risk
    - Inspect their Whistle
        - Wearing whistle on a breakaway lanyard/wrist coil
        - Whistle is made of plastic and in good condition
        - Breakaway lanyard is not wrapped
    - Inspect their Hip Pack
        - Wearing Hip Pack
        - Hip Pack is in good condition and organized
        - Hip Pack contains appropriate resuscitation masks and disposable gloves.
        - Hip pack does not contain electronics or trash.
- The guard will receive a Pass, Needs Remediation, or Fail based on the Rescue Ready Assessment point value.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit the Rescue Ready Assessment documentation.

Lifeguard Rescue Ready Inspection

Lifeguard Name _____ Date: _____

Assessor Conducting: _____

		Earn Points			Max Point Value	Point(s) Awarded
Uniform Inspection						
Dressed in appropriate uniform and is presentable		Yes	No		1	
Footwear easily removable with backing in place		Yes	No	No Footwear	1	
Wearing jewelry which poses no safety risk		Yes	No	No Jewelry	1	
Whistle						
Wearing whistle on a breakaway lanyard/wrist coil		Yes	No		1	
Whistle is made of plastic and in good condition		Yes	No		1	
Breakaway lanyard is not wrapped		Yes	No	Wrist Coil	1	
Hip Pack						
Wearing Hip Pack		Yes	No		1	
Hip Pack is in good condition and organized		Yes	No		1	
Contains						
Electronic Devices		Yes	No		1	
Resuscitation Mask *(Circle available masks)*		Adult/Child (0.5 pt)	Infant (0.5 pt)		1	
	Mask seal is properly inflated	Yes/No (0.5 pt)	Yes/No (0.5 pt)		1	
	One-way valve is available	Yes/No (0.5 pt)	Yes/No (0.5 pt)		1	
Disposable Gloves						
	Non-latex & Non-powdered	Yes	No		1	
	Gloves are not discolored, torn or punctured	Yes	No		1	
				Score:	**14**	

List Additional Contents or other Notes:

_____

_____

_____

_____

Score 12-14	**Pass**
Score 10-11	**Needs Remediation**
Score 9 or lower	**Fail**

Lifeguard Signature: _____

Assessor Signature: _____

Aquatics Director Initials: _____

Date: _____

Reason(s) for Automatic Failure

Not wearing appropriate lifeguard uniform _____

No wearing a whistle _____

Not wearing a hip pack _____

Electronic Device is found in the hip pack _____

Resusication Mask is unavailable or is missing parts _____

Disposable gloves are unavailable _____

Observation Assessment

It is an important check to ensure that lifeguards are capable of recognizing and responding to an emergency. This assessment will verify the lifeguard's scanning and rule enforcement.

To conduct an observation:

- Locate a spot to discreetly observe lifeguard without them knowing they are being assessed. Lifeguard should not be told in advance of the Observation.
- Begin by watching the lifeguards for 4-6 minutes.
- Grade the lifeguard on the following criteria:
    - Be equipped and ready for rescue.
        - Wearing the appropriate uniform, is clean and presentable.
        - Wear your hip pack containing a resuscitation mask and gloves.
        - Wear your whistle or other communication device on breakaway lanyard or wrist coil
        - Wear your rescue tube with the strap over one shoulder.
        - Gather and hold the excess strap in your hand.
        - Position the rescue tube in front of you, either across your lap in an elevated station or across your torso or slightly to the side in a ground-level or walking patrol station.
    - Rotation
        - Surveillance of the zone is maintained throughout the entire rotation process
        - Outgoing lifeguard does not rotate out until incoming lifeguard is rescue ready
        - Outgoing lifeguard continues to scan zone as they walk away
        - Incoming lifeguard is aware of activity in the zone
        - Incoming lifeguard actively scans zone as they approach station
        - Incoming and outgoing lifeguards exchange information as needed
        - Rescue equipment is present and properly positioned
        - Each lifeguard wears their own rescue tube
        - Follows the correct rotation path of travel
    - Surveillance
        - Maintain an active posture.
        - Scan continuously from point to point.
        - Scan the entire zone every 30 seconds.
        - Move your head and eyes during each scan to search all areas, including the area under, around and directly in front of the station.
        - Adjust your position as needed to gain better visibility around features, patrons, glare, or other objects.
        - Remain alert, attentive and focused on surveillance.
        - Avoid distractions (for example, socializing, using a personal smart device, daydreaming, eating, grooming).
        - Change your body position as needed to remain alert.
        - Completing any secondary duties while on surveillance duty
        - Distracted by any objects, activities, or people while on surveillance duty
    - Rule Enforcement
        - Has an opportunity to enforce pool rules
- The guard will receive a Pass, Needs Remediation, or Fail based on the Observation Assessment point value.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit the Observation Assessment documentation.

Observation Assessment

Lifeguard Name _____ Date: _____

Assessor Conducting: _____

	Earn Points		Max Point Value	Point(s) Awarded
Be equipped and ready for rescue.				
Wearing the appropriate uniform, is clean and presentable.	Yes	No	1	
Wear your hip pack containing a resuscitation mask and gloves.	Yes	No	1	
Wear your whistle or other communication device on breakaway lanyard or wrist coil	Yes	No	1	
Wear your rescue tube with the strap over one shoulder.	Yes	No	1	
Gather and hold the excess strap in your hand.	Yes	No	1	
Position the rescue tube in front of you, either across your lap in an elevated station or across your torso or slightly to the side in a ground-level or walking patrol station.	Yes	No	1	

Notes:

Rotation				
Rotates on time Start time: _____	Yes	No	1	
Surveillance of the zone is maintained throughout the entire rotation process	Yes	No	1	
Outgoing lifeguard does not rotate out until incoming lifeguard is rescue-ready	Yes	No	1	
Outgoing lifeguard continues to scan zone as they walk away	Yes	No	1	
Incoming lifeguard is aware of activity in the zone	Yes	No	1	
Incoming lifeguard actively scans zone as they approach station	Yes	No	1	
Incoming and outgoing lifeguards exchange information as needed	Yes	No	1	
Rescue equipment is present and properly positioned	Yes	No	1	
Each lifeguard wears their own rescue tube	Yes	No	1	
Follows the correct rotation path of travel	Yes	No	1	

Notes:

Other rotating lifeugard name:

Surveillance				
Maintain an active posture. (select one)	Yes	No	1	
_____ Sit with your feet flat on the platform surface and lean slightly forward with your hands on the rescue tube.				
_____ Stand upright with your feet flat on the ground or platform surface.				
_____ When you are walking, stand upright, keep your chin parallel to the ground and keep your eyes on the water. Take short steps and roll from heel to toe.				
Scan continuously from point to point.	Yes	No	1	
Scan the entire zone every 30 seconds.	Yes	No	1	
Move your head and eyes during each scan to search all areas, including the area under, around and directly in front of the station.	Yes	No	1	
Adjust your position as needed to gain better visibility around features, patrons, glare, or other objects.	Yes	No	1	
Remain alert, attentive and focused on surveillance.	Yes	No	1	
Avoid distractions (for example, socializing, using a personal smart device, daydreaming, eating,	Yes	No	1	
Change your body position as needed to remain alert.	Yes	No	1	
Completing any secondary duties while on surveillance duty	Yes	No	1	
Name the task(s):				
Distracted by any objects, activities, or people while on surveillance duty	Yes	No	1	
Name the Distraction(s):				

Notes:

Rule Enforcement				
Has an opportunity to enforce pool rules *(Point Value is always 1)*	Yes	No	1	1
If yes, the Lifeguard adequately enforces pool rule(s)	Yes	No	1	

Name the rule(s): _____

Notes:

Score:	28	

Skills Assessment

Evaluating the lifeguard's skills helps ensure that lifeguards are appropriately trained and can quickly and efficiently provide the appropriate care for someone in need.

To conduct a skills assessment:

- Decide what skill will be completed and what equipment is necessary.
- Run the lifeguard(s) through the skill and ensure the skills follow facility-specific procedures and the American Red Cross standards.
- Grade the lifeguard(s) as the Rescuing Lifeguard on the following criteria as listed on Skill Evaluation Assessment. Skills that are tested will include one land and water from the following categories (total of 2 skills):
    - Land Skills
        - Obstructed Airway
        - CPR
    - Water Skills
        - Entry and Rescue
        - Extrication
- The guard will receive a Pass (80% or higher), Needs Remediation (Score 70-80%), or Fail (below 70%) based on the Skill Evaluation findings.
- Provide feedback to the lifeguard on improvements that may be needed.
- Complete and submit documentation of Observation Assessment

Lifeguard Skills Assessment

Lifeguard Name: _____ Date: _____

Assessor Conducting: _____ Time Start: _____

Lifeguard 2 Name: _____ Time End: _____

Lifeguard 3 Name: _____

Lifeguard 4 Name: _____

Lifeguard 5 Name: _____

			Max Point	Point(s) Awarded
LAND SKILLS - OBSTRUCTED AIRWAY			**22**	
Required	X	Rapid Assessment		
Required (Pick One)	_____	CPR W/ Obstructed Airway		
	_____	Conscious Choking - Adult		
	_____	Conscious Choking - Child		
	_____	Conscious Choking - Infant		
	_____	Single Rescuer - Adult		
	_____	Single Rescuer - Child		
	_____	Single Rescuer - Infant		
	_____	Two Rescuer - Adult		
	_____	Two Rescuer - Child		
		Two Rescuer - Infant		
Optional *(Bonus*		Giving Ventilations	**5**	
WATER SKILLS - ENTRY & RESCUE			**13**	
Required	_____	Activate, Entry, and Approach* *(*Required with Water Rescues)*		
(Pick One)	_____	Active Rescue (Front or Rear)*		
	_____	Passive Rescue (Front or Rear)*		
	_____	Submerged Rescues (Deep or Shallow)*		
	_____	Head Splint - In-Line Stabilization In Water Rescue*		
	_____	Rapid Extrication Using a Backboard— Pool Edge		
	_____	Rapid Extrication Using a Backboard— Zero-Depth		
		Extrication Using Spinal Motion Restriction		

COMMENTS: _____ TOTAL POINTS **35**

Lifeguard Signature and Date: _____

Assessor Signature and Date: _____

General Manager Signature and Date: _____

Score 28 - 35	**Pass**
Score 25-27	**Needs Remediation**
Score 24 or lower	**Fail**

Reason(s) for Automatic Failure

Unable to perform skill to meet objective _____

Miss 7 or more on Land Skills _____

Miss 5 or more on Water Skills _____

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Adventure COVE at Rose Park

Notes:

_____

_____

_____

_____

Reason(s) for Automatic Failure

_____ Not wearing uniform, whistle, and/or hip pack

_____ Leaves station before incoming lifeguard takes over

_____ Secondary duties intrude on surviellance duty

_____ Does not continuously scan the entire zone

Score:	**28**	

Score 22-28	**Pass**
Score 20-21	**Needs Remediation**
Score 19 or lower	**Fail**

Lifeguard Signature:

_____ Date: _____

Assessor

_____ Date: _____

General Manager Signature:

_____ Date: _____

CPR Skills Sheet

Lifeguard Name: _____ Date _____

Assisting Rescuer Name _____

Assessor Conducting: _____ **Total Points Earned** _____

Point(s) Awarded	Value	RAPID ASSESSMENT (REQUIRED)
	1	Scene size-up
	1	Use of PPE (wears gloves)
	1	Checks for bleeding
	1	Checks for responsiveness
	1	Summons EMS personnel
	1	Opens and maintains open airway throughout rapid assessment
	1	Check for breathing and pulse for no more than ten (10) seconds
	1	Uses proper hand position
	1	Give two (2) ventilations (for any victim who is unresponsive as a result of a drowning) *(Point may be given if not a result of drowning and is not attempted)*
	1	Ventilations make the chest clearly rise and fall and last about 1 second each *(Point may be given if not a result of drowning and is not attempted)*
	10	

Point(s) Awarded	Value	SINGLE-RESCUER CPR
	1	Victim is on flat, firm surface
	1	(SELECT ONE AGE GROUP)
		ADULT: Compresses chest at least 2 in.
		CHILD: Compresses chest about 2 in.
		INFANT: Compress chest about 1½ in.
	1	Uses proper hand position
	1	Compresses and fully releases the chest without pausing or taking hands off chest
	1	Compress the chest at a rate of at least 100 per minute but no more than 120 per minute.
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	Open airway (head tilt/chin lift)
	2	Gives 2 ventilations that make the chest clearly rise and that last about 1 second each
	1	Gives ventilations and returns to chest compressions within 10 seconds
	2	Perform cycles of 30 compressions and 2 ventilations
	12	

Point(s) Awarded	Value	GIVING VENTILATIONS (BONUS POINTS)
	1	Opens airway
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	(SELECT ONE AGE GROUP)
		ADULT: 1 ventilation about every 5-6 seconds.
		CHILD/INFANT: 1 ventilation about every 2-3 seconds
	1	Ventilations make the chest clearly rise and fall and last about 1 second each
	1	Rescuer rechecks for breathing and a pulse about every 2 minutes
	5	

Continued on back

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Adventure COVE at Rose Park

Awarded	Value	TWO-RESCUER CPR—ADULT
	1	Victim is on flat, firm surface
	1	Compresses chest at least 2 in.
	1	Rescuer place two hands on the center of the chest
	1	Compresses and fully releases the chest without pausing or taking hands off chest
	1	Compress the chest at a rate of at least 100 per minute but no more than 120 per minute.
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	Open airway (jaw thrust)
	1	Gives 2 ventilations that make the chest clearly rise and that last about 1 second each
	1	Gives ventilations and returns to chest compressions within 10 seconds
	1	Perform cycles of 30 compressions and 2 ventilations
	1	Rescuers change positions at least every 2 minutes
	1	Changes positions in 5 seconds
12		

Awarded	Value	TWO-RESCUER CPR—CHILD
	1	Victim is on flat, firm surface
	1	Compresses chest about 2 in.
	1	Rescuer place two hands on the center of the chest
	1	Compresses and fully releases the chest without pausing or taking hands off chest
	1	Compress the chest at a rate of at least 100 per minute but no more than 120 per minute.
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	Open airway (jaw thrust)
	1	Gives 2 ventilations that make the chest clearly rise and that last about 1 second each
	1	Gives ventilations and returns to chest compressions within 10 seconds
	1	Perform cycles of 15 compressions and 2 ventilations
	1	Rescuers change positions at least every 2 minutes
	1	Changes positions in 5 seconds
12		

Awarded	Value	TWO-RESCUER CPR—INFANT
	1	Victim is on flat, firm surface
	1	Compress chest about 1½ inches deep
	1	Rescuer uses the encircling thumbs technique.
	1	Compresses and fully releases the chest without pausing or taking hands off chest
	1	Compress the chest at a rate of at least 100 per minute but no more than 120 per minute.
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	Open airway (jaw thrust)
	1	Gives 2 ventilations that make the chest clearly rise and that last about 1 second each
	1	Gives ventilations and returns to chest compressions within 10 seconds
	1	Perform cycles of 15 compressions and 2 ventilations
	1	Rescuers change positions at least every 2 minutes
	1	Changes positions in 5 seconds
12		

Obstructed Airway Skills Sheet

Lifeguard Name: _____ Date _____

Assessor Conducting: _____ **Total Points Earned** _____

Point(s) Awarded	Value	RAPID ASSESSMENT (REQUIRED)
	1	Scene size-up
	1	Use of PPE (wears gloves)
	1	Checks for bleeding
	1	Checks for responsiveness
	1	Summons EMS personnel
	1	Opens and maintains open airway throughout rapid assessment
	1	Check for breathing and pulse no more than then (10) seconds
	1	Uses proper hand position
	1	Give two (2) ventilations (for any victim who is unresponsive as a result of a drowning) *(Point may be given if not a result of drowning and is not attempted)*
	1	Ventilations make the chest clearly rise and fall and last about 1 second each *(Point may be given if not a result of drowning and is not attempted)*
10		

*** BONUS POINTS FOR GIVING VENTILATIONS IS LOCATED ON CPR SKILLS SHEET**

Point(s) Awarded	Value	CONSCIOUS CHOKING - ADULT AND CHILD
	1	Position yourself slightly behind the victim.
	1	Place one arm diagonally across the victim's chest
	1	Bends the person forward at the waist for back blows
	1	Gives 5 back blows
	1	Strikes the back with heel of one hand in the center of the back between shoulder blades.
	1	Each back blow is a separate and distinct attempt to dislodge the object
	1	Adjust to stand behind the victim to maintain balance.
	1	Make a fist with one hand and place it thumb-side down against the victim's abdomen
	1	Places fist within 2 inches of navel
	1	Cover the fist with your other hand and give quick, upward thrusts.
	1	Gives 5 abdominal thrusts
	1	Each abdominal thrust is a separate and distinct attempt to dislodge the object
12		

Point(s) Awarded	Value	CPR W/ AIRWAY OBSTRUCTION (Single Rescuer)
	1	Victim is on flat, firm surface
	1	(SELECT ONE AGE GROUP)
		ADULT: Compresses chest at least 2 in.
		CHILD: Compresses chest about 2 in.
		INFANT: Compress chest about 1½ in.
	1	Uses proper hand position
	1	Perform 30 compressions
	1	Compresses and fully releases the chest without pausing or taking hands off chest
	1	Opens the victim's mouth to look for a visible object
	1	If an object is visible, performs a finger sweep to remove the object
	1	Open airway
	1	Attempt to give 2 ventilations that last about 1 second each
	1	Use appropriate resuscitation mask and places it correctly on victim
	1	Return to compressions within 5 seconds
	1	Continue cycles of 30 compressions, Mouth Check, and 2 ventilations until airway is clear
12		

Point(s) Awarded	Value	CONSCIOUS CHOKING - INFANT
	1	Positions the infant face-down along your forearm.
	1	Keeps the head lower than the chest
	1	Lower the infant onto thigh, keeping the infant's head lower than their chest.
	2	Give 5 back blows with the heel of hand between the infant's shoulder blades.
	1	Each back blow should be a distinct attempt to dislodge the object.
	1	Turn the infant face-up, positioning the infant between both forearms, supporting the infant's head and neck.
	1	Lower the infant onto thigh with the infant's head lower than the chest.
	2	Give 5 chest thrusts.
	1	Put two or three fingers on the center of the chest just below the nipple line and compress the chest about 1½ inches.
	1	Each chest thrust should be a distinct attempt to dislodge the object.
12		

Water Rescue Skills Sheet

Lifeguard Name: _____ Date _____

Assisting Lifeguard Name: _____

Assessor Conducting: _____ **Total Points Earned** _____

Awarded	Point(s) Value	Activate, Entry, and Approach (REQUIRED)
	1	Activate EAP
	1	Equipment is properly positioned for the appropriate entry
	1	Appropriate entry is selected for the situation
	1	Focus on the victim is maintained
	1	Approaches victim safely and quickly
	1	Equipment is properly positioned for the appropriate approach
	6	

Awarded	Point(s) Value	Active Rescue (FRONT OR REAR)		
	1	Communicates with the victim		
	4	(Select Front or Rear)		
		Front	2	Rescue tube is slightly submerged and thrust into the victim's chest to provide support
			2	Lifeguard's arms are extended with elbows locked
		Rear	2	Lifeguard squeezes the rescue tube against the victim's back to provide support for the victim and safety for the rescuer
			2	Rescue tube remains in place and is repositioned if it slips out
	1	Victim's mouth and nose are maintained above water		
	1	Tows the victim to a safe exit point		
	7			

Awarded	Point(s) Value	Passive Rescue (FRONT OR REAR)		
	1	Communicates with the victim		
	2	(Select Front or Rear)		
		Front	1	Pulls and twists the victim's opposite arm to turn the victim over
			1	Rescue tube is thrust under the victim's back as the victim is turned over
		Rear	1	Rescue tube is squeezed between rescuer's chest and victim's back
			1	Leans back to pull victim face-up
	1	Rescue tube is placed under the victim's back so that the victim's head falls		
	1	Holds the victim's wrist of one arm until in position with other arm to tow the		
	1	Victim's mouth and nose are maintained above water		
	1	Tows the victim to a safe exit point		
	7			

Awarded	Point(s) Value	SUBMERGED VICTIM RESCUES (Deep or Shallow)
	1	Rescue strap is around the shoulder of the rescuer, unless water is deeper than the tube strap length
	1	Submerges to grasp victim
	1	Maintains grasp of the victim and brings to the surface
	1	Victim's mouth and nose are maintained above water
	1	Rescue tube is placed under the victim's back so that the victim's head falls back to an open airway position
	1	Holds the victim's wrist of one arm until in position with other arm to tow the victim to safety
	1	Tow the victim to safety
	7	

Awarded	Point(s) Value	HEAD SPLINT - IN-LINE STABILIZATION IN WATER
	1	Provide in-line stabilization by moving victim's arms to a secure position against the victim's head
	1	Equal pressure on both arms is maintained throughout rescue
	1	Transitions to an overarm head splint (for face-down victims) while maintaining in-line stabilization
	1	Check for responsiveness and breathing
	1	Communicates with the victim
	1	Victim's mouth and nose are maintained above water
	1	Move victim to a safe location to prepare for back boarding
	7	

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Adventure COVE at Rose Park

Extrication Skills Sheet

Lifeguard Name: _____ Date _____

ɜisting Lifeguard Name: _____

Assessor Conducting: _____ **Total Points Earned** _____

Point(s) Awarded	Value	EXTRICATION USING A BACKBOARD—POOL EDGE OR STEPS
	1	Rescuer calls for a backboard
	1	Backboard head immobilizer blocks are removed
	1	Backboard is placed vertically against the wall
	1	Lifeguard(s) communicates what, how and/or when actions happen
	1	Rescuing lifeguard raises one of the victim's arms so that the assisting responder can grasp the arm
	1	Assisting rescuer holds the backboard with one hand and the victim's forearm with the other hand
	1	The rescuing lifeguard slides the rescue tube out from under victim before contact with the board.
	1	Victim is placed onto the board, centered, and head is positioned on the head space
	1	Rescuing lifeguard moves to the side of the victim
	1	Control of the backboard is maintained
	1	Victim's face remains out of the water
	1	Extricate the victim from the water
	1	Backboard is carefully lowered to the ground
	13	

Point(s) Awarded	Value	EXTRICATION USING A BACKBOARD - Zero-Depth
	1	Rescuer calls for a backboard
	1	Backboard head immobilizer blocks are removed
	1	Assisting rescuer enters water with backboard
	1	Lifeguard(s) communicates what, how and/or when actions happen
	1	The rescuing lifeguard slides the rescue tube out from under victim before contact with the board.
	1	Assisting rescuer submerges the backboard and positions the board under the victim
	1	Each lifeguard moves behind the victim’s head, grasps one of the victim’s wrists and one of the handholds of the backboard
	1	Victim is placed onto the board, centered, and head is positioned on the head space
	1	Rescuing lifeguard moves to the side of the victim
	1	Control of the backboard is maintained
	1	Victim's face remains out of the water
	1	Extricate the victim from the water
	1	Backboard is carefully lowered to the ground
	13	

Awarded	Value	EXTRICATION USING SPINAL MOTION RESTRICTION
	1	Rescuer calls for a backboard
	1	Assisting responder removes head immobilizer from the backboard
	1	Rescuing lifeguard maintains in-line stabilization before victim is placed on backboard
	1	Lifeguard(s) communicates what, how and/or when actions happen
	1	Victim's face remains out of the water
	1	(SELECT LOW OR HIGH EDGE)
	Low 1	Assisting responder(s) place the board in the water at an angle, submerging the head space of the board
	High 1	Assisting responder enter waters & submerges the backboard under the victim beyond the victim's head
	1	The victim is placed on the center of the board with their head on the designated headspace
	1	Assisting responder stabilizes the board and takes over in-line stabilization
	1	Rescuing lifeguard secures one strap high across the victim's chest, under the victim's armpits
	1	Rescuing lifeguard takes over in-line stabilization
	1	Assisting responder secures the head immobilizer and strap across the victim's forehead
	1	Extricate the victim from the water
	1	Backboard is carefully lowered to the ground

13

Lifeguard Performance Assessment

This assessment combines all the assessments (Rescue Ready, Observation, and Skills Evaluation) into one comprehensive assessment.

Lifeguard must pass Performance Assessment with 80% or higher to remain on surveillance duty.

To conduct the Lifeguard Performance Assessment:

- Prepare all documentation for assessment.
- Check rotation and determine who should be assessed. If needed or able, quietly notify the Management on duty of assessment. The lifeguard should not be notified in advance of the assessment.
- Decide what skill will be completed and what equipment is necessary.
- Begin with the Observation Assessment by watching the lifeguards for 4-6 minutes.
- Make sure to locate a spot to discreetly observe lifeguard without them knowing they are being assessed.
- Complete Observation Assessment documentation.
- When the observed lifeguard is off surveillance duty, begin the Rescue Ready Assessment by asking the lifeguard to remove all contents of their hip pack on a table.
- Complete Rescue Ready Assessment documentation.
- Finally, complete the Assessment with the Skills Assessment.
- During this Lifeguard Skills Assessment, the lifeguard is tested from each the following categories (total of 4 skills):
    - Obstructed Airway
    - CPR
    - Entry and Rescue
    - Extrication
- Complete the Skills Assessment Documentation.
- Provide feedback to the lifeguard on improvements that may be needed.
- Finalize all documentation for Lifeguard Performance Assessment and submit.

If a Lifeguard does not pass Lifeguard Performance Assessment with an 80% or higher:

- Lifeguard is removed from surveillance duty.
- Lifeguard must attend remediation training with a Lifeguard Instructor/Instructor Trainer before returning to surveillance duty.

If a Lifeguard does not pass Lifeguard Performance Assessment with an 80% or higher for the second time:

- Lifeguard is removed from surveillance duty.
- Lifeguard must attend Lifeguard Review course.
- Disciplinary actions may also be taken, up to and including termination.

Lifeguard Performance Assessment

Lifeguard Name: _____ Date: _____

Assessor Conducting: _____ Time Start: _____

Lifeguard 2 Name: _____ Time End: _____

Lifeguard 3 Name: _____

Lifeguard 4 Name: _____

Lifeguard 5 Name: _____

			Max Point Value	Point(s) Awarded
RESCUE READY	Required		14	
OBSERVATION	Required		16	
SKILLS	Required			
LAND SKILLS - OBSTRUCTED AIRWAY			22	
Required	X	Rapid Assessment		
Required (Pick One)	_____	CPR W/ Obstructed Airway		
	_____	Conscious Choking - Adult		
	_____	Conscious Choking - Child		
		Conscious Choking - Infant		
Optional *(Bonus Points)*		Giving Ventilations	5	
LAND SKILLS - CPR			22	
Required	X	Rapid Assessment		
Required (Pick One)	_____	Single Rescuer - Adult		
	_____	Single Rescuer - Child		
	_____	Single Rescuer - Infant		
	_____	Two Rescuer - Adult		
	_____	Two Rescuer - Child		
		Two Rescuer - Infant		
Optional *(Bonus Points)*		Giving Ventilations	5	
WATER SKILLS - ENTRY & RESCUE			13	
Required	X	Activate, Entry, and Approach		
Required (Pick One)	_____	Active Rescue (Front or Rear)		
	_____	Passive Rescue (Front or Rear)		
	_____	Submerged Rescues (Deep or Shallow)		
		Head Splint - In-Line Stabilization In Water		
WATER SKILLS - EXTRICATION			13	
Required (Pick One)	_____	Extrication Using a Backboard - Edge or Steps		
	_____	Extrication Using a Backboard - Zero-Depth or Steep Steps		
		Spinal Backboarding Procedure		
		TOTAL POINTS	100	

Max 105 Points

COMMENTS:

Reason(s) for Automatic Failure

TOTAL POINTS	**100**

Max 105 Points

_____ Failed Rescue Ready

_____ Failed Observation

_____ Failed Skill

Score 80 - 100	**Pass**
Score 70 - 79	**Needs Remediation**
Score 69 or lower	**Fail**

Lifeguard Signature: _____ Date: _____

Assessor Signature _____ Date: _____

General Manager Signature: _____ Date: _____

2024 Activity Pool Chemical Log

Pool Volume 65,016 **Surface Area** 3,449

	Pool Conditions			Chemical Readings						Guage Readings (Turnover (hr) = Pool Volume ÷ Flow Rate ÷ 60)					Tasks		
Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	Ozone	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

2024 Lazy River Chemical Log

Pool Volume 116,088 **Surface Area** 4,114

	Pool Conditions			Chemical Readings						Guage Readings (Turnover (hr) = Pool Volume ÷ Flow Rate ÷ 60)					Tasks		
Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Date		Main Drain Condition	Main Drain Visable	Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1			Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
	Bather Count			ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential					
Time																	
Air Temp	Water Level	Visable Algae	Water Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	LSI	High Rate Sand Filter 2			Actual Turnover	UV	Filter Backwash	Chemicals Added	

Notes:

Example Chemical Log

Pool Volume 147,100 **Surface Area** 4,643

	Pool Conditions			Chemical Readings						Guage Readings (Turnover (hr) = Pool Volume ÷ Flow Rate ÷ 60)					Tasks		
				Chlorine (FC+CC=TC)				pH Test		High Rate Sand Filter 1							
Date	Bather Count	Main Drain Condition	Main Drain Visible	ORP	Free	Combined	Total	Controller	Water	Influent	Effluent	Differential	Flow Rate (GPM)	Motor Vacuum Gauge	Clean Chlorinator	Clean Pump Strainer	Intials
1/1/2024	86	Good	Y	786	3	0	3	7.4	7.4	11	20	8	771.5	10		x	JK
Time	Water Level	Visible Algae	Air Temp	Total Alkalinity	Calcium Hardness	TDS	LSI	CYA	Water Temp	High Rate Sand Filter 2			Actual Turnover	Ozone	Filter Backwash	Chemicals Added	
	Good	None	93	100	800			40	80	9	18	9	3				

Notes:

Bather Count Number of People in the water at the time of record

Main Drain Condition Good, Blocked, Damaged, or Missing

Main Drain Visable Yes or No

Water Level Correct, Low, or High

Water Temp Temperature taken from a set point (either pool theramonitor or chemical controller)

Visable Algae None, Cloudy, Green, Black, Yellow

Chemical controller readings ORP and pH

TDS Conductivity Meter; or titration or step strips

Notes Any additional comments of current conditions or repairs

Conversions		
Ounces to Pounds	Oz ÷ 16 = Pounds (lbs)	
Fluid Ounces to Gallons	Fl oz ÷ 128 = Gallons (gal)	
Fluid Ounces to Cups	Fl oz ÷ 8 = Cups	
Yards to Feet	Yards × 3 = Feet (ft)	
Meters to Feet	Meters × 3.28 = Feet (ft)	
Surface Area (Square Feet)		
Rectangle/Square	Length × Width = Square Feet (ft^2)	
Circle	Radius × Radius × 3.14 = Square Feet (ft^2)	Diameter ÷ 2 = Radius
Volume (gallons)		
Pool Volume (gal)	Surface Area × Average Depth × 7.5 = Gallons (gal)	
Volume of 1 inch	Surface Area × 0.0833 × 7.5 = Gallons (gal)	
Water Testing		
Combined Chlorine (ppm)	Total Chlorine – Free Chlorine = Combine Chlorine	
Breakpoint (ppm)	(Combined Chlorine X 10) – Free Chlorine = Breakpoint ppm	
Total Alkalinity (adjusted)	TA (reading) – (CYA ÷ 3) = TA (actual) (When using Cyanuric Acid)	
Water Balance		
Saturation Index (SI)	$pH + Temp^f + CH^f + TA^f - TDS^f = SI$	f = Factor in Chart (p.67)
Spa Water Replacement		
Replacement Interval (days)	Spa Volume ÷ 3 ÷ Users per Day = Days	
Turnover Rate vs Flow Rate		
Turnover Rate (hrs)	Pool Volume ÷ Flow Rate ÷ 60 = Hours (hrs)	
Flow Rate (gpm)	Pool Volume ÷ Turnover Rate ÷ 60 = Gallons per Minute (gpm)	
Filter Sizing		
Filter Surface Area (ft^2)	Flow Rate ÷ Filter Media Rate = Filter Surface Area (ft^2)	
Filter Media Rate (gpm/ft^2)	Flow Rate ÷ Filer Surface Area = Filter Media Rate (gpm/ft^2)	
Flow Rate (gpm)	Filter Surface Area × Filter Media Rate = Flow Rate (gpm)	
Heater Sizing		
British Thermal Units (BTU)	Pool Volume × 8.33 × Temp Adjustment = BTU	

Pool Equipment Inventory

Equipment Type	Manufacturer Company	Model	Serial Number	Part Number	Date Installed	Maintenance Frequency	Vendor Company

Equipment Contact Info

Manufacturers

Company Name	Contact Name	Contact Email	Contact Phone	Notes

Vendor/Suppliers

Company Name	Contact Name	Contact Email	Contact Phone	Notes

Chemical Inventory List

Building	Room	Chemical/Product Name	Manufacturer	SDS Update Date	Required PPE

Buildings

Main Building **Rooms**: 101 (LG Office/Break); 102 (Check-in); 103 (LG Bathroom/Toilet); 104 (Concesion); 105 (Storage/Electronics); 112 (Storage/Water Heater - External)

Bathrooms **Rooms**: 106 (Men's Vestibule); 107 (Men's Restroom); 108 (Family Restroom); 109 (Family Restroom); 110 (Women's Vestibule); 111 (Women's Restroom);

Mechanical **Rooms**: 201 (Upstairs); 202 (Pump Pit/downstairs); 205 (Chlorine); 206 (Acid)

Water Chemistry Guidelines

These commonly accepted chemical parameters do not supersede local or state codes and regulations.

Parameter	Min	Ideal	Max	Pool Type
Free Chlorine *(ppm or mg/L)*	1.0	2.0–4.0	5.0	Pools, Waterparks
	2.0	3.0–5.0	10.0	Spas
Combined Chlorine *(ppm or mg/L)*	0	0	0.4	Pools, Waterparks
	0	0	0.5	Spas
Total Bromine *(ppm or mg/L)*	2.0	4.0–6.0	10.0	All Types
PHMB *(ppm or mg/L)*	30	30–50	50	All Types
pH	7.2	7.4–7.6	7.8	All Types
Total Alkalinity as $CaCO_3$ *(ppm or mg/L)*	60	80-100* 100–120**	180	All Types
Total Dissolved Solids *(ppm or mg/L)*	NA	NA	1,500 over startup	All Types
Calcium Hardness as $CaCO_3$ *(ppm or mg/L)*	150	200–400	1,000	Pools, Waterparks
	100	150–250	800	
Heavy Metals	None	None	None	All Types
Visible Algae	None	None	None	All Types
Bacteria	None	None	Local Code	All Types
Cyanuric Acid *(ppm or mg/L)*	****	30–50	****	All Types
Temperature °F/°C	78°F (25.5°C)	80.5°F (26.9°C)	82°F (27.8°C)	Competition Pools
	-	-	104°F	Spas
	-	Personal Preference	104°F	Other Pools
Ozone *(ppm or mg/L)*	-	-	0.1 over 8 hr time wtd. avg.	All Types
ORP	Calibrate to Disinfectant Level*****			All Types

* For calcium hypochlorite, lithium hypochlorite, or sodium hypochlorite

** For sodium dichlor, trichlor, chlorine, gas, BCDMH

*** Start-up includes the TDS contribution of salt found in chlorine generating systems

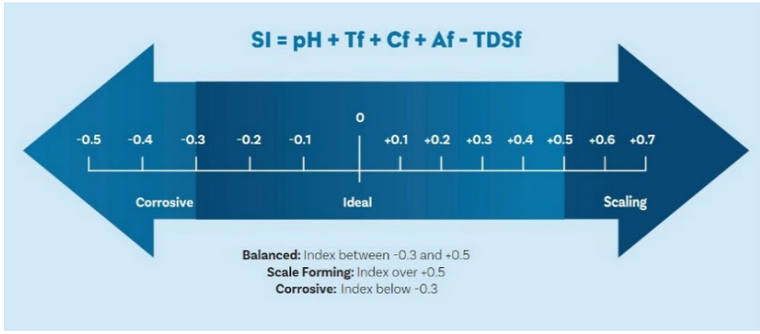
**** Dictated by local codes. Typically 100 ppm (mg/L). Some codes are higher, some are lower

***** Some local codes may dictate a minimum and maximum

STATE/LOCAL Water Chemistry Guidelines			
Parameter	**Min**	**Ideal**	**Max**
Free Chlorine			
Combined Chlorine			
pH			
Total Alkalinity			
Calcium Hardness			
Temperature			
Cyanuric Acid (CYA)			
Total Dissolved Solids			
ORP			

Calculating the Saturation Index

Saturation Index Factors						
Temperature		**Calcium Hardness**		**Alkalinity**		**TDS**
Degrees	Tf	ppm	Cf	ppm	Af	TDSf
32	0	25	1	25	1	≤ 800
37	0.1	50	1	50	2	– 12.1
46	0.2	75	2	75	2	801 - 1,500
53	0.3	100	2	100	2	– 12.2
60	0.4	125	2	125	2	1,501 - 2,900
66	0.5	150	2	150	2	– 12.3
76	0.6	200	2	200	2	2,901 - 5,500
84	0.7	250	2	250	2	– 12.4
94	0.8	300	2	300	3	>5,500
105	0.9	400	2	400	3	– 12.5
		800	3	800	3	



Saturation Index Worksheet				
	Original		Updated	
	Value	Factor	New Value	Factor
pH	→		→	
Temperature				
Calcium Hardness				
Total Alkalinity				
Sub-Total	+		+	
Total Dissolved Solids				
Saturation Index	=		=	

Calculating Chemical Adjustments

Dosages to Treat	10,000 Gallons		
Chemical	Desired Change		
Increase Chlorine	**1 ppm**	**5 ppm**	**10 ppm**
Chlorine Gas	1.3 oz	6.7 oz	13 oz
Calcium Hypochlorite (67%)*	2 oz	10 oz	1.25 lbs
Sodium Hypochlorite (12%)	10.7 fl.oz.	1.7 qts	3.3 qts
Lithium Hypochlorite	3.8 oz	1.2 lbs	2.4 lbs
Dichlor (62%)	2.1 oz	10.75 oz	1.3 lbs
Dichlor (56%)	2.4 oz	12 oz	1.4 lbs
Trichlor	1.5 oz	7.5 oz	14 oz
Increase Stabilizer	**10 ppm**	**30 ppm**	**50 ppm**
Cyanuric Acid	13 oz	2.5 lbs	4.1 lbs
Neutralize Chlorine	**1 ppm**	**5 ppm**	**10 ppm**
Sodium Thiosulfate	2.6 oz	13 oz	26 oz
Sodium Sulfite	2.4 oz	12 oz	1.5 lbs
Increase Total Alkalinity	**10 ppm**	**30 ppm**	**50 ppm**
Sodium Bicarbonate	1.4 lbs	4.2 lbs	7.0 lbs
Sodium Carbonate	14 oz	2.6 lbs	4.4 lbs
Sodium Sesquicarbonate	1.25 lbs	3.75 lbs	6.25 lbs
Decrease Total Alkalinity	**10 ppm**	**30 ppm**	**50 ppm**
Muriatic Acid (31.4%)	26 fl.oz.	2.4 qts	1 gal
Sodium Bisulfate	2.1 lbs	6.4 lbs	10.5 lbs
Increase/Decrease pH	For more information on pH adjustments, follow chemical testing kit directions		
Increase Calcium Hardness	**10 ppm**	**30 ppm**	**50 ppm**
Calcium Chloride (100%)	0.9 lbs	2.8 lbs	4.6 lbs
Calcium Chloride (77%)	1.2 lbs	3.6 lbs	6.0 lbs

These commonly accepted chemical parameters do not supersede manufacturers' instructions. Smart phone apps can help calculate associated pool volume and dosage. Chemical amounts have been rounded off for convenience. Always follow the instructions on the manufacturer's label for exact dosage amounts.

	Actual Pool Volume	**Desired Chemical Change**	
Amount of Chemical (from product label)	÷ 10,000 gal (from product label)*	÷_____ppm (from product label)*	**Total**
	x	**x**	**=**

Common Pool Calculations

Conversions		
Ounces to Pounds	Oz ÷ 16 = Pounds (lbs)	
Fluid Ounces to Gallons	Fl oz ÷ 128 = Gallons (gal)	
Fluid Ounces to Cups	Fl oz ÷ 8 = Cups	
Yards to Feet	Yards × 3 = Feet (ft)	
Meters to Feet	Meters × 3.28 = Feet (ft)	
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Rectangle/Square	Length × Width = Square Feet (ft^2)	
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Pool Volume (gal)	Surface Area × Average Depth × 7.5 = Gallons (gal)	
Volume of 1 inch	Surface Area × 0.0833 × 7.5 = Gallons (gal)	
Water Testing		
Combined Chlorine (ppm)	Total Chlorine – Free Chlorine = Combine Chlorine	
Breakpoint (ppm)	(Combined Chlorine X 10) – Free Chlorine = Breakpoint ppm	
Total Alkalinity (adjusted)	TA (reading) – (CYA ÷ 3) = TA (actual)	(When using Cyanuric Acid)
Water Balance		
Saturation Index (SI)	$pH + Temp^f + CH^f + TA^f - TDS^f = SI$	f = Factor in Chart (p.67)
Spa Water Replacement		
Replacement Interval (days)	Spa Volume ÷ 3 ÷ Users per Day = Days	
Turnover Rate vs Flow Rate		
Turnover Rate (hrs)	Pool Volume ÷ Flow Rate ÷ 60 = Hours (hrs)	
Flow Rate (gpm)	Pool Volume ÷ Turnover Rate ÷ 60 = Gallons per Minute (gpm)	
Filter Sizing		
Filter Surface Area (ft^2)	Flow Rate ÷ Filter Media Rate = Filter Surface Area (ft^2)	
Filter Media Rate (gpm/ft^2)	Flow Rate ÷ Filer Surface Area = Filter Media Rate (gpm/ft^2)	
Flow Rate (gpm)	Filter Surface Area × Filter Media Rate = Flow Rate (gpm)	
Heater Sizing		
British Thermal Units (BTU)	Pool Volume × 8.33 × Temp Adjustment = BTU	

Seasonal Opening Checklist

Check	Initials	Item
□		Start seasonal opening procedures at least one month prior to the scheduled opening day.
□		Hire the pool staff. Plan pre-season training programs.
□		Conduct a complete inventory.
□		Check for winter damage and vandalism.
□		Make sure that chemical and maintenance contracts are in effect.
□		Check to see that repairs and/or renovations scheduled during the off-season were
□		Order staff uniforms. Purchase sunscreen products and personal protective gear.
□		Replace worn or missing rescue equipment.
□		Restock the first aid kit.
□		Prepare all record forms and logs. Revise the staff, policy and operating manuals.
□		Pump any accumulated water and debris off the top of the winterizing pool cover.
□		Remove the winter pool cover. Clean and store it away for the season.
□		Turn the water supply back on.
□		Have the phone company restart service.
□		Empty all debris from the pool. Don’t try to pump out dead or decaying leaves and animals.
□		Check for proper operation of the hydrostatic relief valve.
□		Drain the pool with a trash pump, after verifying hydrostatic relief valve operations.
□		Pump remaining liquid from the pool using a sump pump with an auto shut-off.
□		Rinse down the pool using a high pressure nozzle and hose. Flush out the gutters or skimmers.
□		Sandblast, acid wash, chlorine wash, recoat, repaint, replaster, fiberglass, and/or patch liner tears, or otherwise prepare the pool surface.
□		Paint or touch-up depth markings, drop-off lines, lane lines and targets, step edges, and graphics before refilling the pool.
□		Clean all pool and deck equipment.
□		Remove the winterizing plugs and expansion blocks. Uncap the inlets.
□		Lubricate all metal parts and hardware.
□		Replace gutter drain grates, bolts, gaskets, inlets, and plugs.
□		Verify main drain grates and sumps are VGB Act compliant, not expired, and installed in accordance with the manufacturer’s instructions. Confirm proper operation of any secondary suction safety systems.
□		Clean and replace skimmer baskets, weirs, and lids.
□		Reassemble circulation pipes, the pump, and the motor. Drain anti-freeze from all piping and flush with fresh water.
□		Pressure test all circulation lines to make sure the pipes have not broken during the offseason. Repair broken pipes to prevent leaks from developing.

Check	Initials	Item
□		Service and reinstall flow meters, pressure and vacuum gauges, thermometers, and humidity meters.
□		Reinstall the hair and lint skimmer basket. Replace gaskets or o-rings. Make sure the lid seals tightly.
□		Replace cracked or chipped tile.
□		Replace broken or burnt out pool lights, lenses and seals. Lubricate and tighten bolts and reinsert in the pool wall.
□		Check that all ground wires are connected.
□		Service the heater, replace elements, turn on the gas and relight the pilot, or check electrical connections.
□		Clean the filter media or elements. Repair or replace filter elements or cartridges if necessary. Close and re-plug the filter tank.
□		Test the manual air pressure relief valves on pressurized filter tanks.
□		Drain and clean the surge chamber. Check that valves, overflow, and water level devices are in operating order.
□		Obtain the maintenance and start-up chemicals.
□		Reinstall the chemical feeders, controllers, probes, and other feed pumps.
□		Begin filling the pool with water at least seven to ten days prior to the anticipated opening day.
□		Start circulating and filtering the water as soon as possible after the water level covers the inlets. Remember to temporarily shut off the skimmer lines to prevent air from entering the system.
□		Adjust the pressure inlets to maximize circulation. Perform a dye test if needed.
□		Treat the water to prevent the growth of algae or bacteria.
□		Add chemicals to achieve water balance, obtain acceptable water clarity, prevent damage (sequestering agents or chelating agents), or prevent chlorine loss (stabilizer).
□		Restock the test kit with fresh reagents. Calibrate testing instruments.
□		Vacuum the pool and backwash as needed until the water clears.
□		Turn on the water heater and begin to raise the water temperature to desired levels.
□		Cover the pool with a solar or insulating pool blanket to help prevent heat loss and reduce energy costs.
□		Reinstall ladders, rails, guard chairs, backstroke flags, and stanchions.
□		Replace handles on hose bibs and fill spouts.
□		Clean and disinfect the decks. Inspect for cracks or deterioration. Resurface if necessary.
□		Clean and arrange the deck furniture.
□		Repaint, spruce up, and clean the pool building, locker rooms, and auxiliary areas.
□		Replace vandalized or missing signs. Check that all signage required by code is posted.
□		Stock supplies.
□		Continue regular grounds maintenance.
□		Conduct a pre-opening inspection and facility safety audit.
□		Run mandatory pre-season training for the facility staff.

Seasonal Closing Checklist

Check	Initials	Item
□		Adjust the chemical balance of the pool water to recommended levels.
□		Treat facility water with appropriate products to minimize algae, bacteria, or damage to surfaces.
□		Clean and vacuum the pool.
□		Empty and store skimmer baskets and hair and lint traps for the winter.
□		Backwash the filter thoroughly and clean the filter media or elements.
□		Drain sand filters. Remove cartridges or D.E. filter elements, inspect for tears or excessive wear, and store.
□		Lower the water level to below the skimmers and return lines for plaster pools. If needed, remove the remaining water from the circulation lines using an air compressor or industrial type tank vacuum cleaner.
□		Open all pump room valves and loosen the lid from the hair and lint skimmer. However, if the filter is below pool water level, close the valves leading from the pool to the filter.
□		Grease all plugs and threads.
□		Add antifreeze formulated specifically for recreational water applications to the pipes to prevent bursting. Do not use automotive antifreeze.
□		Plug the skimmer or gutter lines. Winterize with antifreeze and expansion blocks. Secure the skimmer lids to the deck to prevent their loss. Plug vacuum and wall return lines and the main drain
□		Make sure the hydrostatic relief valve is operational.
□		Drain and protect pumps. If a pump and motor will be exposed to severe weather, disconnect, lubricate, perform seasonal maintenance of the pump, and store. Add antifreeze to help protect pumps and seals from any residual water left after draining.
□		Clean surge pits or balancing tanks.

Check	Initials	Item
□		Disconnect all fuses and open circuit breakers.
□		If underwater wet niche lights are exposed to the elements, remove them from their niches and lower them to the bottom of the pool.
□		Drain the pool water heater. Grease the drain plugs and store for the winter.
□		Turn off the heater gas supply, gas valves, and pilot lights.
□		Install the winter safety cover.
□		Properly store any unused chemicals as described on their labels to prevent containers from breaking and the mixing of potentially incompatible chemicals. Dispose of test reagents, disinfectants, and other chemicals that will lose their potency over the winter.
□		Disconnect, clean and store the chemical feeder, controllers, and other chemical feed pumps. Store controller electrodes in liquid.
□		Clean and protect pressure gauges, flow meters, thermometers and humidity meters.
□		Store all deck furniture (chairs, lounges, tables, umbrellas, etc.). Identify and separate all furniture in need of repair.
□		Remove deck equipment, hardware, and non-permanent objects such as ladders, rails, slides, guard chairs, starting blocks, drinking fountains, handicapped lifts, portable ramps, clocks, weirs, and safety equipment to prevent vandalism. Store in a clearly-marked, identifiable, weather-protected location. Cap all exposed deck sockets.
□		Remove the diving boards. Store the boards indoors, upside down and flat so they will not warp.
□		Turn off the water supply to restroom showers, sinks, and toilets. Drain the pipes and add antifreeze. Remove shower heads and drinking fountain handles. Open hose bibs and fill spouts.
□		Have the phone company disconnect the pool telephone and discontinue service for the winter.
□		Install a pool deck alarm system.
□		Inventory all supplies and equipment. Make suggestions for preventative maintenance and repair, upgrading, and needed equipment purchases.
□		Confirm security of facility to prevent unauthorized access.
□		Agree to a periodic facility inspection procedure during the offseason.
□		Store ADA compliant pool lift.

Waterslide Winterization Checklist

YEAR: _____

	Slide A Green Monster	Slide B Big Blue	Slide C Red Racer
Clean entire waterslide structure *(See SOP or SplashTacular Operations Manual)*	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Wax waterslides *(See SOP or SplashTacular Operations Manual)*	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Cover waterslide supply pipes at the starter tubs to keep debris and wildlife from entering the pipes	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Remove the canopy fabric (if included), signs and any other items that are not a permanent part of the structure and store in a protected location	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Close and secure gate	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			

Aquatic Technician Signature: _____

Date: _____

General Manager Signature: _____

Date: _____

Seasonal Opening Checklist

YEAR: _____

	Slide A Green Monster	Slide B Big Blue	Slide C Red Racer
Clean entire waterslide structure *(See SOP or SplashTacular Operations Manual)*	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Wax and caulk waterslides *(See SOP or SplashTacular Operations Manual)*	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Uncover waterslide supply pipes at the starter tubs	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Replace the canopy fabric (if included), signs and any other items that were stored during the off-season.	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			
Complete Daily Inspection Checklist and report any areas of concerns to Aquatic Tech & GM	*Date Completed:*	*Date Completed:*	*Date Completed:*
Full Name of person completing			

Aquatic Technician Signature: _____

Date: _____

General Manager Signature: _____

Date: _____