



Standard Operating Procedures

Artesia Aquatics Center

Revised: May 2023

CAMP
AQUATIC MANAGEMENT PROGRAM

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Welcome

Welcome

WELCOME TO THE TEAM!

Congratulations! You are now part of the largest youth sports and recreation network in the nation. The Artesia Aquatics Center is a first-class facility designed to serve as an integral part of the surrounding community by providing opportunities for competitive swimming, recreational swimming, gatherings, and special events. Whether our guest is here for a swim meet, a fitness class, or just swimming for fun or fitness, we are committed to providing the best experience in the industry every time they walk through our doors.

No matter your role today, if you apply your leadership with a focus on getting better each and every day, we know great things will happen within our team, and for you personally. We invite you to bring your best self to work, hold a high standard for your teammates, and join us in the effort to create world-class facilities that improve the lives of the guests we serve.

Expect challenges. There will be many. Employ a solution driven mindset and challenges become small bumps in the road that are fun to solve. Understand that every single person and position is valuable. Everyone deserves to be recognized and appreciated as a member of our team. No matter where your career journey might be, just starting out, a seasonal position between school years, an experienced professional or restarting your career, you will learn and grow personally and professionally.

The foundation of our culture is to inspire our members, guests, and each other. We will consistently demonstrate respect, treat others with dignity, embrace diversity, strive for excellence, and be accountable to those who have entrusted us with the privilege of operating this amazing facility. As you'll see, we believe in our people and strive to have each Team Member's time be filled with growth and development. Your work here will open you to new experiences.

As part of our team, your influence will be made one person at a time by building dynamic relationships with guests and fellow Team Members. You will learn quickly that we hold high expectations for our Team Members and create long-term advancement opportunities for leaders who commit themselves to achieving results that support the mission. You have our trust. We now look forward to utilizing your unique skills, experience, and developing your capabilities further to contribute to our culture. Please take the time needed to fully review this handbook and learn more about our services, brand, and policies.

You have joined an exciting team! Best of luck in your new position.

Sincerely,

Sabrina DeHoyos

General Manager – Artesia Aquatic Center

Welcome

Mission

Our mission is to improve the health and economic vitality of the community we serve.

Goals and Objectives

We strive to meet the demands of the community by offering a variety of safe, fun, and healthy recreational activities and special events. We aim to set the standard for water safety, professionalism, and customer service.

Vision

Our vision is to be the premier aquatics destination in Southern New Mexico for both competitive and recreational swimming and American Red Cross aquatics training.

General Information

Regular Hours of Operation

The Artesia Aquatics Center operates seven days a week under normal operations for the following hours:

| | |
|------------------|--------------------|
| Sunday: | 12:00 PM – 6:00PM |
| Monday – Friday: | 6:00 AM – 7:00 PM |
| Saturday: | 11:00 AM – 6:00 PM |

Holidays and Closures

Special operating hours and or closures will be developed and posted for the following holidays.

- New Year's Day
- Easter
- Independence Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Years Eve

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 supervisory approval, Team Members may use available paid time off, such as vacation.

Employee Policies

Administrative Policies and Procedures

Overview

All Employees of Artesia Aquatics Center will refer to the current Artesia Aquatic Center Employee Handbook.

Any questions regarding these policies should be addressed to your supervisor.

Uniform

Lifeguards are required to always wear their appropriate uniform. The uniform includes:

- Provided White Lifeguard Shirt
- Provided Red Lifeguard Shorts and/or Swimsuit
- Hip Pack
- Whistle

Team Members are responsible for the upkeep of their uniforms and for 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 Artesia Aquatic Center. When representing Artesia Aquatic Center (on and off-site anytime in uniform), Team Members are expected to present a clean, neat, and tasteful appearance. Team Members should dress and groom themselves according to the requirements of their position. Without unduly restricting individual tastes, the following personal appearance guidelines shall be followed:

- Shoes are required be worn at all times by all staff with the exception of lifeguards. Lifeguards are permitted to wear sandals, flip-flops, or water shoes that complement the lifeguard uniform (red, black, or white.)
- Shoes must provide safe, secure footing and offer protection against hazards.
- Clothing deemed revealing, suggestive, or distasteful by facility management is prohibited (holes or ripped clothing are not permitted).
- Mustaches and beards must be clean, well-trimmed, and neat.
- Jewelry should not be functionally restrictive, dangerous to job performance, or excessive.
- Offensive tattoos are not permitted.

Team Members should consult with their direct manager, General Manager, or Human Resources Representative if they have questions as to what constitutes appropriate attire.

Footwear is recommended while on surveillance duty. If footwear is used it should be easily removable without a backing. Any deviations from this will be allowed only if approved by the General Manager. Body jewelry (piercings, chains, watches, etc.) is inappropriate for Lifeguards to wear while on duty. Jewelry puts lifeguards at an increased risk for injury. 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 which poses no safety risk (e.g. plain wedding band).

Fresh piercings and fresh tattoos are considered open wounds. People with open wounds, including Lifeguards, are prohibited from entering the water. This will affect your work schedule.

Staff members are permitted to have tattoos but must cover them if they are considered generally offensive, as determined by the General Manager.

Employee Policies

Administrative Policies and Procedures

Uniform

Staff members are not permitted to wear their uniforms when they are not on duty. This includes during their personal time or if they are employed as a lifeguard or swim instructor elsewhere.

Professionalism

As a Lifeguard, you are responsible for maintaining a professional attitude. While on duty, Lifeguards must:

- Be attentive (sit up straight while on the stand and do not cross or prop 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.
- Enforce all facility rules and regulations at all times.
- Use mature judgment and common sense when safety concerns arise.
- Cell phones, headphones, or earpieces are not allowed on stand at any time.

Staff Dress/Appearance

Jewelry

In order 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 will not be permitted. Aquatic staff 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, patrons, 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.

Sunglasses

Sunglasses must be worn by lifeguards when the sun and/or glare affect the ability to maintain surveillance. Sunglasses must not be excessive or cause a disruption for the lifeguards, staff members, or guests. Mirrored lenses are not permitted while teaching swim lessons.

Sunblock

Staff members must wear SPF 30 or greater at all times when outside.

Employee Policies

Administrative Policies and Procedures

Attendance

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 corresponding department manager must be notified of and approve all scheduling changes. When necessary, managers will advise Team Members of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The scheduling of breaks is the responsibility of the department supervisors and/or managers.

Changing shifts with other Team Members is generally permitted if you trade shifts with another qualified Team Member from your department. All shift changes must be requested through Paylocity and be approved by your direct supervisor. If this procedure is not followed properly, you will still be considered responsible for the shift and you will be deemed a No Call, No Show (NCNS), even if you asked someone else to take it for you.

To request time off you should make sure you update your availability in your Paylocity profile with when you can and cannot work. Shifts are entered in the HRIS on an as-needed basis depending on the requirements of the event. If shifts are not picked up, then manual scheduling will occur. We will try to 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.

Employee Policies

Administrative Policies and Procedures

Attendance

Schedules

Schedules will be available on Paylocity one week prior to assigned shift. Shifts that become available inside of one week's notice will be offered for pick-up, but not assigned without supervisor notification.

Unable to Work Assigned Schedule

If you are unable to work an assigned schedule, as much notice as possible should be given to your supervisor. Under non-emergency circumstances, less than 24 hours notice of being unable to work an assigned shift will be treated as a NCNS.

Breaks

Breaks should be taken away from guest areas. Guest services and concessions personnel may eat meals and take breaks in the main office kitchen area. Lifeguards may eat meals and take breaks in either the lifeguard office or in the main office kitchen area. When eating meals or on break, lifeguards are still responsible for responding to emergency situations when the EAP is activated.

Compensation

Clocking In/Out

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

Payroll Calendar

Payroll calendar is located on the bulletin board in the kitchen area of the Administrative Offices.

Child Labor/Work Permit

Candidates must be a minimum of 16 years of age to be considered for employment unless approved by a Company Account Executive or a Senior Leader in the Company's Home Office.

New Mexico's Child Labor Law regulates the employment of workers under 16 years of age. All minors aged 14-15 must provide a complete work permit prior to their first day of employment.

Employee Policies

Administrative Policies and Procedures

Sick Leave Accrual

All Team Members are eligible to accrue paid sick leave that can be used to take care of themselves or a family member per New Mexico's Healthy Workplaces Act. Team Members may use accrued sick leave for the following reasons:

- Treatment or diagnosis of their own illness, injury, or health condition, or preventative medical care
- Care of a family member for treatment or diagnosis of illness, injury, or health condition, or preventative medical care
- Meetings related to their child's health or disability
- Absence necessary because of and related to domestic abuse, sexual assault, or stalking suffered by the Team Member or a family member

If a Team Member accrues Paid Time Off (PTO), they will not accrue paid sick leave in addition to PTO hours.

Team Members are entitled to accrue sick leave at the rate of one (1) hour for every 30 hours worked. Team Members can use up to 64 hours in one benefit year. The paid sick leave accrual benefit year is from January 1st to December 31st. Team Members are eligible to use earned sick leave hours in 4-hour increments. At the end of the benefit year, balances are carried over into the new benefit year. Sick leave will be paid out at the Team Member's usual rate of pay. An employer shall not require an employee to use other paid leave before the employee uses sick leave pursuant to the Healthy Workplaces Act.

Team Members will not be paid their balance of hours at the end of the benefit year or when separating from the Company for any reason. Should a Team Member be rehired within 12 months of their separation date, the Company will reinstate any unused sick leave the Team Member had previously accrued. The Team Member is entitled to use the reinstated sick leave and accrue additional sick leave upon rehire.

Retaliation against Team Members for using sick leave is prohibited by the Healthy Workplaces Act in the state of New Mexico. All Team Members have the right to file a complaint if earned sick leave accrual or use is denied or if the Team Member is retaliated against. Any employee aggrieved by a violation of the Act may file a complaint with the Labor Relations Division by calling (505) 841-4400, visiting www.dws.state.nm.us, or going to a New Mexico Workforce Connections Office.

Final Pay

New Mexico deems final pay for any involuntarily terminated or laid-off Team Members be paid within five (5) days of discharge if wages are a definite amount, or within ten (10) days if based on commission or other calculation.

In the state of New Mexico, Team Members are entitled to receive payment for all accrued or earned PTO upon separation from employment on their final paycheck.

CIVIC DUTY LAWS

New Mexico law allows Team Members whose workday begins within two (2) hours of the polls opening and ends less than (3) hours before polls close to be entitled to up to two (2) paid hours

Employee Policies

Administrative Policies and Procedures

In-service Training

In-service training should be scheduled on a regular and frequent basis, must be mandatory, and should include a variety of activities and topics. The EAP should be regularly practiced, and skills should be refined, so lifeguards are prepared to respond to a wide variety of emergencies. These may involve CPR/AED, spinal injury, pool closure or facility evacuation.

Lifeguards are expected to attend four hours of in-service training per month. Advanced notice will be given for in-service training and all Lifeguards are expected to attend or make prior arrangements to make it up. Failure to attend in-service trainings may result in termination. In-service trainings will generally be divided into pool and classroom sessions.

Lifeguard Assessments

Audits are a way to evaluate any and 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 staff. There are two different audits that may take place at Artesia Aquatics Center, the first being an internal audit, which may consist of:

1. Blind Spot Drills
2. Live Recognition Drills
3. Lifeguard Station Response Time Tests
4. Observations
5. Skill Evaluations

Aquatic Examiner Service

The American Red Cross and Counsilman-Hunsaker may conduct safety audits of Artesia Aquatics Center without notification. You may be videotaped while on duty, asked to perform Lifeguard skills, and asked questions about American Red Cross Lifeguard skills.

Human Resource Policies

Electronic Media and Use Policy

Employee use of any facility electronic media system is not private, and employees using these systems should not expect their communications to be private. All employees are expected to abide by this policy. Any misuse of facility electronic media may result in disciplinary action. As used in this policy, electronic media includes, but is not necessarily limited to the following: email (electronic-mail), internet, voice-mail, video teleconferencing, fax, diskettes, storage media, bulletin boards, television, electronic subscription services, electronic documents and any other forms of electronic communication.

Alcohol and Drug Abuse Policy

All Team Members are required to pass pre-employment drug and alcohol screenings. Additionally, Team Members will be randomly selected, via a computer-based random number generator, to submit to drug and alcohol screenings.

Employee Policies

Administrative Policies and Procedures

Human Resource Policies

Alcohol and Drug Abuse Policy

Employees must be in a condition to perform their duties safely and efficiently. They may not be at work or on on-call or standby duty while their ability to perform job duties is impaired due to on- or off-duty alcohol or drug use. They also may not possess controlled substances or prescription drugs without a prescription while on duty, or use alcohol while on work property, at work locations or while on duty. Taking of medications which may affect performance of duties must be reported to their supervisor before beginning work.

Harassment Policy and Complaint Procedure

All employees should be treated with respect and dignity. Sexual harassment or harassment for any unlawful reason, such as that based on age, race, or national origin, will not be tolerated. Harassment includes but is not limited to: speech, such as lewd propositioning, epithets, stereotypical or derogatory comments or slurs on the basis of race, color, national origin, ancestry, religion, sex, age, physical or mental disability, medical condition, marital status, pregnancy, sexual orientation, or other protected classes. This might include inappropriate sex-oriented stories or jokes, or those based on the other protected classes (race, age, etc.). Any such actions by employees may lead to disciplinary action up to and including termination of employment.

Workplace Violence, Threats, or Security

Artesia Aquatics Center does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making either direct or indirect threats or engaging in violent activities. Artesia Aquatics Center has a Zero Tolerance standard. Any potentially dangerous situation must be reported immediately to a supervisor and your management firm account executive.

Weapons

Bringing dangerous, unauthorized, or unlawful materials such as explosives, firearms, weapons, or chemicals on Company or the Company's client's property is strictly prohibited.

The state of New Mexico prohibits firearms from being present at any location where school (K-12 and university) sponsored events are being held. This restriction applies to permitted concealed carriers as well.

Safety and Workers' Compensation

Artesia Aquatics Center strives to provide a safe working environment for you. It is your responsibility to learn the safety rules that apply to your job and report to your supervisor any conditions that you think may be unsafe. If you become aware of any unsafe conditions, whether it is in a building, parking lot, or on facility grounds, you must immediately report it to your supervisor.

If you are injured on the job, you must report it to your supervisor immediately. Your supervisor will report the injury to the HR department. Timely reporting of your injury is an important part of the required safety program. Per state law, if an injury is reported late, benefits can be delayed, and in some cases denied altogether. If you are unable to work because of a job-related injury or illness, you will need to file a claim for Workers' Compensation.

B001 Revised: 05/23

Employee Policies

Administrative Policies and Procedures

Human Resource Policies

Employment of Relatives and Fraternization

Two staff members in a dating relationship may cause serious problems with favoritism and staff members morale. In addition, problems outside of the work environment can be carried over into day-to-day operations. A dating relationship is defined as a relationship that may reasonably be expected to lead to the formation of a “romantic” relationship. This policy applies to all staff members without regard to gender or sexual orientation.

If you are related to, dating, married to, or cohabitating with another staff members, you or the other person cannot be in a position that works directly for or supervises the other person. You may not work in the same department/division with someone you are related to by blood or marriage without prior written approval by the facility management. If any situation after approval arises, management holds the right to take action. If you become related to or you start dating another staff members after you are hired, it is your responsibility and obligation to disclose the situation to a supervisor. We may require you or the other staff member involved to transfer, if it is determined that a conflict of interest exists or could possibly occur. You may also be scheduled different shifts or positions to avoid a conflict of interest and distractions during operations.

Resignation

If you determine while you are employed with Artesia Aquatics Center that you would like to end your employment, you must submit a two weeks’ written notice to the General Manager. You must also turn in your uniform, keys, and any other facility property by your last workday.

Staff Member Privileges

As a staff member you have access to use the facility during regular public operating hours at no charge with supervisor approval. A staff member is defined as an individual under contract with the aquatic facility on the payroll. Any person(s) who accompany the staff member to the facility are to be charged under the normal fee structure. Abuses of this privilege are subject to be revoked and may lead to further consequences. Employees may not wear their uniform within the park unless they are working their assigned shift.

Cash Handling Procedures

Supervisors, Guest Services personnel, and Concessions personnel will be required to handle cash, credit/debit card, and check transactions. Personnel overseeing cash register operation are responsible for the cash on-hand at their respective register at all times. It is the employee’s responsibility to count the cash on-hand at the time of assuming responsibility for the register. Supervisors are responsible for distributing opening cash amounts and for counting end-of-day cash on-hand. End-of-day cash on-hand will be secured in the facility floor safe until deposited. Only Supervisors may access the floor safe.

Employee Policies

Administrative Policies and Procedures

Child Abuse Prevention & Reporting

Overview

At Artesia Aquatics Center safety is our number one priority. The Artesia Aquatics Center understands that child abuse and the inappropriate contact of youth is a pervasive problem that must be managed in a proactive manner if we are to protect those in our care. The Artesia Aquatics Center leadership and the City of Artesia have enacted the following plan to manage our programs and minimize the potential for an abuse incident to occur. If an allegation or incident does occur, we will proactively work with the authorities and the family to respond in a prompt and empathetic manner.

Artesia Aquatics Center believes the following policies are vital to the protection of youth in our care and will be shared with and applied to all staff, volunteers, partner organizations and guardians.

Training & Education

Code of Conduct

Staff and volunteers will sign and date a copy of the Code of Conduct prior to performing any work duties. The Code of Conduct will be maintained in the personnel file. All new staff will have the Code of Conduct reviewed with them at the time of 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 will have all staff reconfirm that they understand their expectations as an Artesia Aquatics Center staff member and agree to abide by those expectations.

Child Abuse Prevention Training

All staff members overseeing or participating in Splash 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 60 days of hire. Any staff member who does not complete the training as required will not be permitted to participate in activities with children until the training is completed. Staff members working directly with children will undergo a review of the training on an annual basis.

Electronic Communication Policy

The Artesia Aquatics Center has adopted the electronic communication policy. The policy will be reviewed with all staff and volunteers before their regular duties begin and annually thereafter. The purpose of this policy is to eliminate the potential for outside contact with program participants via electronic means. The Artesia Aquatics Center understands that certain communication is needed as part of program operation; the policy addresses how and when it is permitted.

Reoccurring Training

The Artesia Aquatics Center requires that all staff working directly with children participate in an annual review of the abuse prevention training. The Artesia Aquatics Center may perform additional training with staff on identification and prevention of child abuse throughout the year.

Employee Policies

Administrative Policies and Procedures

Child Abuse Prevention & Reporting

Staff Expectations

Reporting of Red-Flag and Inappropriate Behavior and/or Violations of the Code of Conduct

Artesia Aquatics Center staff and volunteers are mandated to report any suspicion of child abuse to the jurisdiction having authority. Artesia Aquatics Center staff will report to their supervisor any indication of or warning signs concerning abuse involving a child and any instances of staff violating the Code of Conduct. Artesia Aquatics Center staff who identify suspicious behavior or a violation of policy by a fellow staff person should report the event to their supervisor immediately.

NM Children, Youth, and Families Department: Eddy County 24-hour Reporting Hotline
1-800-797-3260

Being Alone with Children

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

Hugging and Touching of Children

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

The Artesia Aquatics Center childcare and preschool programs have adopted specific guidance regarding physical contact for staff members. Please refer to the childcare staff manual for details of the plan.

Babysitting and Outside Contact

Artesia Aquatics Center staff and volunteers shall not provide care (babysit) or instruction or develop/maintain relationships with any children or families they meet through programs. If the staff member has a pre-existing relationship, e.g., for babysitting, an Artesia Aquatics Center executive must be notified of the relationship and the relationship may continue. The family will be required to sign a waiver acknowledging the family's pre-existing relationship with the staff member and relieving the Artesia Aquatics Center of any responsibility for the actions of the staff member with regard to that relationship. Artesia Aquatics Center staff may not have contact, beyond incidental, with children they meet in Artesia Aquatics Center programs outside of the Artesia Aquatics Center. This includes but is not limited to:

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

Employee Policies

Administrative Policies and Procedures

Child Abuse Prevention & Reporting

Staff Expectations (Continued...)

Diapering Policy

The Artesia Aquatic Center staff do not perform diapering at the facility. Should a child need a diaper change, we will contact the parent/guardian and provide a changing table.

Supervision Standards

All youth who are registered into programs will always be supervised by Artesia Aquatics Center staff. This includes bathrooms, locker rooms and changing areas during Splash Camp or special events. At no time should one staff member have direct care of a single child. If a staff member becomes alone with a child, he/she should promptly move to a location where he/she can be observed by other Artesia Aquatics Center staff members.

Child Abuse Prevention & Reporting

Program Operation

Bathroom & Locker Room Policy

Youth who are participating in Artesia Aquatics Center programs are not to be sent to bathrooms without a Artesia Aquatics Center staff member present. For single stall bathrooms the Artesia Aquatics Center staff will be positioned outside of the bathroom to make sure no one else enters the restroom. At minimum, when multiple children are in the bathroom or locker room, Artesia Aquatics Center staff members will be standing in the doorway so they can have at least auditory supervision of the children. Staff members can and are encouraged to be inside the facilities so they can be easily seen by the children and so they are able to immediately stop any inappropriate activity. This is best done with multiple staff members so individual staff are not subjected to unwarranted allegations. Protocols that address the variety of unusual circumstances possible during outdoor shall be established and made part of that program/activity's operating guidelines. Counselors in training, Jr Staff and volunteers should never supervise bathrooms.

Ratio Expectations

The Artesia Aquatics Center has enacted the following age group ratios for programs 10 children to 1 staff member for classroom activities, 5 children to 1 staff member or lifeguard for in-water activities. The Artesia Aquatics Center has established these ratios as minimums, not goals to achieve. Certain programs and activities require more stringent ratios. Swim lessons may never have a ratio of more than 5 children to 1 instructor. Ratios alone do not equate to effective supervision, but if established ratios cannot be maintained the activity will be changed or additional staff members added.

Program Audits

Announced and unannounced audits will be conducted of all Artesia Aquatics Center programs. These audits will look directly at abuse prevention practices. The audits will be performed by individual organizations and organizational leadership with all programs audited by Artesia Aquatics Center leadership at least twice yearly.

Employee Policies

Administrative Policies and Procedures

Child Abuse Prevention & Reporting

Program Operation (Continued...)

Special Needs Participants

Special needs program participants are, indeed, more at risk than others and need to be more closely supervised to prevent peer-to-peer abuse and the staff supervising them needs to be more closely supervised to prevent a predator from taking advantage of their impairment to abuse them. All youth with special needs will be evaluated against our organization's eligibility requirement to determine if a youth and family can be safely served at Artesia Aquatics Center.

Adult Member Expectations Around Children

Adult Members are expected to use decent language and act in a positive manner. Members who talk in a sexual manner, perform sexual gestures, sexual acts, or attempt inappropriate contact with a child will have their membership suspended or terminated depending on the degree of the offense. The police may be contacted, if warranted. No use of cameras or cell phones is allowed by members in the locker room areas. Note: Member records can be run automatically against child abuse and sex offender registries for each state, if your organization's software vendor has such capability.

Departing Program

Youth will only be released to guardians listed on the approved pick-up list. Youth may not leave programming or walk home.

Responding to an Allegation

Reporting Suspicious Behavior to a Supervisor

All staff members have received specific training concerning the requirement to report violations of Artesia Aquatics Center policies immediately to their supervisor. If the supervisor does not effectively respond, the staff members have been trained to notify the next level supervisor. Artesia Aquatics Center staff are expected to observe other staff members' behaviors, including that of supervisors, and to report any suspicions to that a supervisor.

Mandated Reporter

All Artesia Aquatics Center staff members are mandated reporters with regard to child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member or other child will be reported to NM Children, Youth, and Families Department: Eddy County 24-hour Reporting Hotline 1-800-797-3260

Suspension of Staff or Youthful Offender

Any Artesia Aquatics Center staff member who is alleged to have abused a child will be suspended with pay pending the outcome of an investigation by the Artesia Aquatics Center and appropriate authorities. If the allegation is substantiated, the staff member will be terminated. If the allegation is against a program participant, he/she will be suspended pending the outcome of the investigation. Depending on the severity of the incident, the participant may be terminated from the program.

Employee Policies

Administrative Policies and Procedures

Child Abuse Prevention & Reporting

Incident Investigation

The Artesia Aquatics Center will perform an investigation following any allegation of child abuse by a staff member, participant or member. The Artesia Aquatics Center may utilize its insurance company, PA Manufacturers Association Insurance Company or other agencies to interview staff, witnesses and/or children.

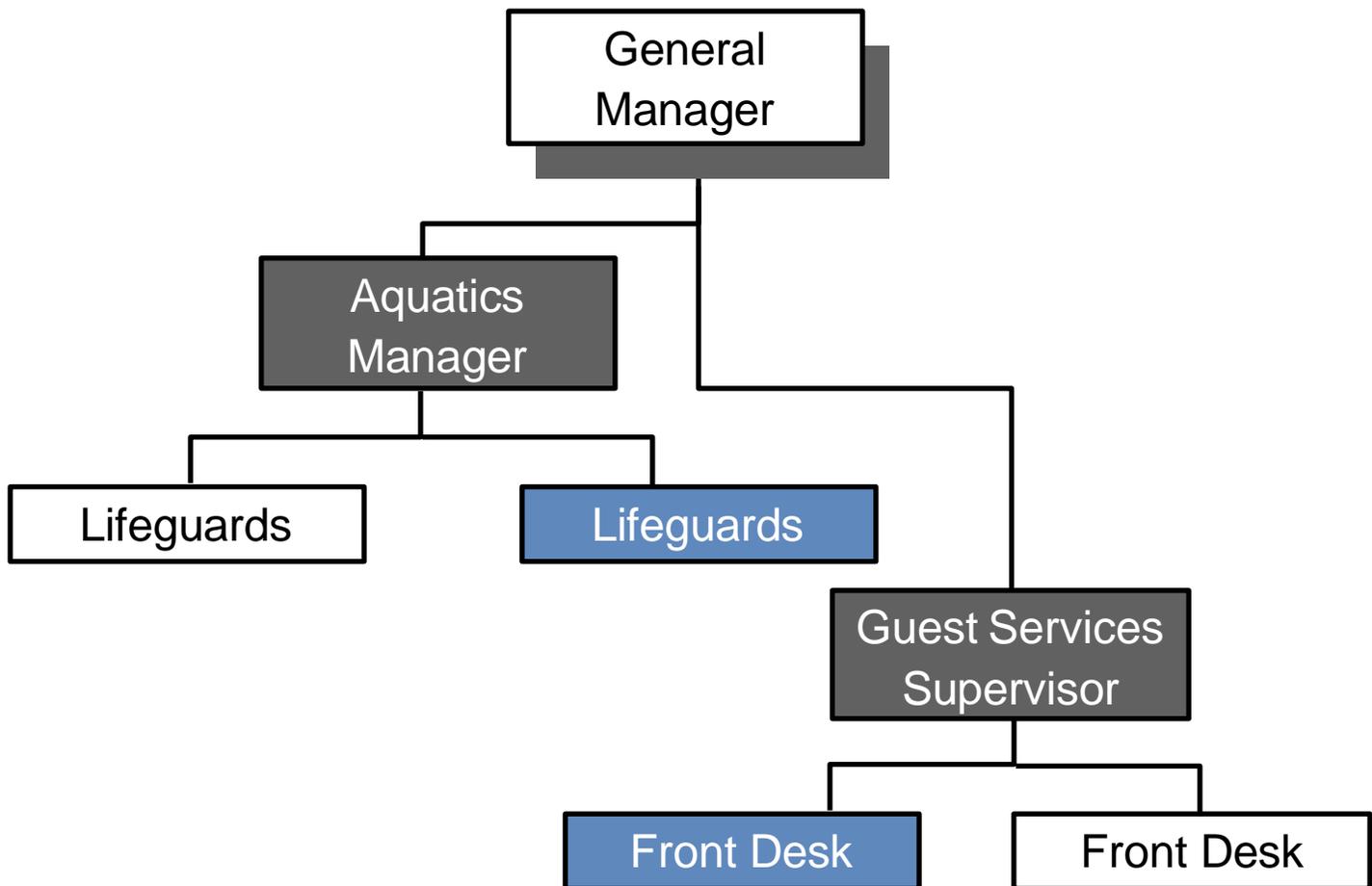
Insurance Company Contact

Immediately after an allegation of abuse the Artesia Aquatics Center will notify its insurance company, PA Manufacturers Association Insurance Company. They will be asked to render assistance with the investigation and other items. The following individuals are approved to contact PA Manufacturers Association Insurance Company: General Manager. Only in the absence of all of the above identified staff members should initial contact be made by any other Artesia Aquatics Center staff member.

The phone number for PA Manufacturers Association Insurance Company is 603-570-5213. Their after-hours crisis hotline number is 1-800-990-7465.

Employee Policies

Administrative Structure



Legend:

Department Head

Full-Time Position

Part Time Position

Temporary/Seasonal

Employee Policies

Emergency Phone Numbers

| Business Information | |
|----------------------|------------------------------------|
| Business Name | Sports Facilities Management |
| Facility Name | Artesia Aquatics Center |
| Address | 711 Bowman Dr, Artesia NM 88210 |
| Facility Phone | (575) 746-8525 |

| Emergency Numbers | |
|---------------------|----------------|
| Emergency Number | 911 |
| Non-Emergent Police | (575) 746-5000 |
| Poison Control | (800) 222-1222 |
| Animal Control | (575) 746-5041 |

| Utility Companies | |
|-------------------|----------------|
| Natural Gas | 1-888-664-2726 |
| Electricity | 1-575-746-3571 |
| Water Service | 1-575-746-9821 |

| Insurance Company | |
|-------------------|--|
| Company Name | PA Manufacturer Association Insurance Co |
| Claims Hotline | 1-800-990-7465 |
| Policy Number | 822201-12-70-98-2 |

| Facility Managers | | | |
|---------------------|---------------------------|--------------|--------------|
| Name | Title | Office # | Cell # |
| Todd Fizer | General Manager | 575-746-0889 | 401-207-1977 |
| Sheena White | Aquatics Manager | 575-746-0525 | 916-841-7944 |
| Sabrina DeHoyos | Guest Services Supervisor | 575-746-0525 | 575-513-9841 |
| Heather Satterfield | Head Lifeguard | 575-746-0525 | 575-914-8007 |

Employee Policies

Internal Communications

Phone Policy

- Excessive personal calls made to or by employees on Company phones during working hours are prohibited.
- Personal long-distance calls are not permitted
- Employees should not carry or use personal cellular phones or pagers for any personal business while on duty.
- ANY personal phone use while on the stand or on surveillance duty 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 smart watch
 - Other distracting phone or smart device use

Personal Cell Phones

Personal cell phones are not permitted to be used for ANY reason during non-break/working hours. Any use of a personal cell phone during working hours will result in disciplinary action. Lifeguards are allowed to have cell phones on their person for emergency purposes and only emergency purposes.

Exception: *During facility related emergency situations when the phone system is not available and/or it is not reasonable to use the on-site phone system, staff may utilize their personal cell phone to call 911 or contact appropriate emergency personnel.*

Social Media Policies

We encourage you to participate in and contribute to the Artesia Aquatics Center community via social media positively and constructively. All Artesia Aquatics Center employees are advised to follow the guidelines below when posting to any social media site or service, or other internet site, from any profile or account, even those that are private:

1. When posting to a social media site or other internet site, remember that what you post reflects on Artesia Aquatics Center. Do not post anything that may damage Artesia Aquatics Center reputation or public standing.
2. Unless authorized to do so, never post to a social media site or other internet site as an "official" or "unofficial" Artesia Aquatics Center representative.
3. Always make it clear that any views you express are your own.
4. Always be respectful of others. This includes employees and customers, as well as individuals unrelated to Artesia Aquatics Center. Do not post anything that could be seen as inappropriate, demeaning, abusive, threatening, etc.
5. Always assume that anything you post on the internet is permanent and accessible to the public.
6. If you spot a potential social media or public relations issue, please inform your supervisor as soon as possible.

Employee Policies

Public Information and Policies

All records requests must be directed to the General Manager. Artesia Aquatics Center staff may not release ANY records to the public or media.

The following guidelines are to be followed by Artesia Aquatics Center staff at all times.

1. All media requests are to be directed to the General Manager.
2. If media is present, employees should notify General Manager immediately. Access should not be denied while waiting to contact the supervisor immediately. Access should not be denied while waiting to contact the supervisor unless their presence creates a safety hazard or obstruction of duties. The media may interview the public in attendance.
3. Artesia Aquatics Center staff may not comment to any media on site without the direct permission of the General Manager.

Interacting with Patrons

Customer service is a very important aspect of our mission statement. Keep the following standards in mind when interacting with the patrons:

- Greet each customer with a smile and friendly voice.
- Every customer encounter is important.
- 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 higher authority.

When communicating with patrons or other staff:

- Avoid yelling across the pool (signal the patron to come closer to you or have another Lifeguard get their attention).
- Keep comments positive.
- Maintain supervision of the pool regardless of who you are talking to.

Employee Policies

Utilization of Technology

This policy governs the use of Technology resources owned and operated by Artesia Aquatics Center and its employees or volunteers. All technology provided by Artesia Aquatics Center is provided for the purpose of conducting business on behalf of Artesia Aquatics Center.

Privacy

No expectation of privacy

Access Requirements

No personal views

Follow applicable laws

No access of improper material

Available Technologies

- Digital Marketing Monitors
- Digital Documentation
- Certification/Training Tracking
- Scheduling
- Time Keeping
- Records

Employee Policies

Recruitment

Recruitment Process

Applications

All prospective staff and volunteers will complete an application to work or volunteer that includes questions in the following areas: criminal conviction, past work history and education. The application will include a statement that the Artesia Aquatics Center has a zero-tolerance standard for abuse and inappropriate behavior by staff members. All applications will be signed by the individual and maintained in their personnel file.

Interviews

Prospective staff and volunteers will be interviewed by the Artesia Aquatic Center General Manager. Full-time employees will interview with at least two separate SFC employees. All interviews will be documented on an approved interview form that ensures consistency of questions asked.

Criminal Record Checks

The Artesia Aquatics Center will conduct a search for criminal activity by any prospective staff member over the age of 18. This search may be through law enforcement agencies or through entities that provide such service and may include examining local, county, state records throughout the entire country; and searching various registered sex offender lists. Applicants who are returning staff will receive a new check if they have been away from Artesia Aquatics Center for more than 90 days.

The Artesia Aquatics Center is strongly committed to protecting its members and the children in their care from all harm. However, a conviction does not automatically generate a rejection of the application—all cases are individually evaluated. The Artesia Aquatics Center does maintain a barrier crimes list that includes items such as felonies, violence acts such as assault, domestic violence and child abuse.

File Documentation

All applications, reference checks, Criminal Record Checks and interview notes will be kept in the individual's personnel file that is maintained in the Artesia Aquatics Center corporate Human Resources department. If the original must be housed at an off-site location because of licensing requirements, a full duplicate copy will be maintained at the corporate HR office.

Employee Policies

Recruitment

Equal Opportunity Employment and Workforce Diversity

It is the Company's policy to employ, train, promote, transfer, discipline, terminate, and otherwise treat all employees and job applicants on the basis of merit, qualifications, and abilities as they relate to the Company's needs. The Company does not discriminate in employment opportunities or practices on the basis of race, religion, creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital or domestic partnership status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, gender expression, age, sexual orientation, military and veteran status any other characteristic protected by federal, state or local law. The Company is committed to complying fully with the Americans with Disabilities Act (ADA) and analogous state law. Any applicant or employee who is requesting accommodation to perform the essential functions of his or her position should provide the Human Resources Department with written notification. The Company will engage in a good faith interactive process to determine whether there is reasonable accommodation that will allow the employee or applicant to perform the essential functions of the job or participate in the application process. In accordance with state and federal law, the Company makes reasonable accommodation for qualified individuals with known disabilities, provided that any such accommodations would not pose an undue hardship on the Company.

Employee Benefits

Full-time employees are eligible for a benefits package through SFC. A description of available benefits is available in the SFC employee handbook or through HR.

Performance Evaluations

Full-time employees will receive a performance evaluation annually.

Promotions

The Company is committed to hiring and promoting the most qualified candidates to open positions at all levels of the Company. The Company is dedicated to assisting employees in reaching their professional goals through internal promotion and transfer opportunities.

In keeping with this commitment, it is our practice to consider qualified internal candidates for promotion to open positions whenever possible. All candidates for open positions will be with provided equal employment opportunity for career advancement within the Company.

This policy and procedure enables current employees to apply for available positions before or at the same time the position is advertised externally. It is also intended to ensure that there is open communication between employees, supervisors/managers, and Hiring Managers. Internal job postings must not interfere with the core needs of the business

Employee Policies

Recruitment

Internal Job Postings

Internal job postings are used to notify existing employees of an opportunity for development and career advancement. The company Job Posting process will communicate authorized or approved job openings within the Company.

- Most approved job openings will be posted internally and externally simultaneously by the Human Resource Department.
- The job posting notice will describe the qualifications and “Attributes for Success” for the position.
- Qualified internal applicants will generally have 3 days to express interest in the open position prior to the selection of internal and/or external candidates to be interviewed.
- The Company reserves the right to determine which positions will be posted internally based on the position’s qualifications, potential availability of qualified internal candidates, or the confidentiality of the position within the Company.
- Internal job opportunities are emailed to all locations and/or regularly posted on the "Career Opportunities" bulletin boards and on the Company intranet.

Employee Policies

Corrective Action

The purpose of this policy is to describe the nature of the employer-employee relationship in order to provide information for supervisors and employees on employee performance, conduct and discipline issues.

Violation of Artesia Aquatics Center policies, poor performance and misconduct may warrant disciplinary action. Forms of discipline that the Artesia Aquatics Center may elect to use include verbal counseling, written warning, final written warning, and/or suspension. The Artesia Aquatics Center may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. The Artesia Aquatics Center's policy for discipline in no way limits or alters the "at-will" employment relationship.

Progressive Discipline

The Artesia Aquatics Center will take corrective action that it deems to be necessary and appropriate. As part of this process, the Artesia Aquatics Center may follow progressive discipline procedures to provide employees with notice of problems about their performance or conduct, in order to provide an opportunity to correct these problems.

Supervisors are expected to regularly communicate with employees regarding work expectations and performance matters. This may include a consultation with an employee, when a specific performance or conduct issue is identified, in order to provide direction for necessary and successful correction. Most employee performance and conduct issues can be addressed in the above manner.

Duration of Formal Corrective Action

Any Written Warning(s) and/or Final Warning received by the employee will be effective for one year. Should another performance or conduct issue arise during the one year period, further corrective action will be taken, up to and including termination.

Other Forms of Corrective Action

Other disciplinary actions may include (without limitation) demotion, probation, transfer, and reclassification. Any or all of these disciplinary methods may be utilized, in no set order, at any time, as the Artesia Aquatics Center deems appropriate. Following disciplinary methods other than employment termination in no way limits or alters the at-will status of an employee's employment with the Artesia Aquatics Center.

Employee Policies

Corrective Action

Immediate Involuntary Termination

The Artesia Aquatics Center may in its discretion immediately terminate an employee's employment (without going through progressive discipline) under circumstances where the employee's acts or omissions, whether occurring during work or away from work, constitute serious or repeated misconduct. Such acts or omissions include, but are not limited, to the following:

- Actions, threats of action, or omissions that harm the safety, privacy, or security of another.
- Harassing or discriminatory behavior in violation of Artesia Aquatics Center policy or law.
- Acts of dishonesty
- Actions or threats of actions which negatively impacts the business operations.
- Theft of property or taking Artesia Aquatics Center property without proper permission.
- Falsification of employment application, giving false information to others, or other fraudulent activity.
- Violation of the Conflict-of-Interest Policy.
- Failure to comply with applicable federal and state laws or Artesia Aquatics Center policy.
- Habitual or repeated performance issues.
- Behavior that would cast the Artesia Aquatics Center in a negative light.
- Other serious misconduct

Suspension from the Workplace

An employee may be placed on suspension, without pay, depending on the circumstances of the misconduct. Examples of infractions leading to suspension would include serious violation of policy, negative impact to Artesia Aquatics Center goals or reputation, or a breach of ethics. An unpaid suspension may also be used to conduct an investigation.

Employee Policies

Job Description

Aquatics Manager

General Statement of Duties:

The Aquatics Manager, under the general direction of the General Manager is responsible for the overall operation of the Artesia Aquatics Center. The Aquatics Manager, in the absence of the General Manager, assumes responsibility for the daily operation and staff supervision of the Aquatic Center.

Distinguishing Features of this Class:

An employee in this class will possess and maintain current Lifeguarding, CPR, and CPO/AFO Certifications. This large, Aquatic Center requires one who is well organized, self-motivated, can manage people, whether staff or patrons, respectfully and professionally, and maintain composure in stressful situations.

Examples of Work: (Illustrative Only)

- Assist with the supervision of all staff
- Devise work schedules for staff and duty charts for guards and cashiers and activity attendants
- Develop a cleaning schedule incorporating all staff
- Work collectively with the Guest Services Supervisor and Head Lifeguard to evaluate staff mid and end of summer
- Assist with pre-season staff orientation and the annual skills assessment prior to hiring new lifeguards
- Assist with staff meetings and drills
- Obtain staff for all evening parties and special events
- Obtain substitute employees to cover full-time shifts when necessary
- Complete all daily records required by Dept. of Health
- Enforce guidelines fairly and consistently
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

This individual will possess a general understanding of the filtration system and pool equipment; maintain a proper chemical water balance; manage difficult patrons and impose disciplinary action when necessary; possess the ability to maintain composure in the midst of stressful or emergency situations; communicate effectively with patrons and employees.

Acceptable Experience and Training:

Must possess current Lifeguarding, First Aid, and CPR certifications; prior experience in leadership roles or other facility management required.

Employee Policies

Job Description

Lifeguard

General Statement of Duties:

Acts as a Lifeguard at the Artesia Aquatics Center whose primary purpose is to monitor the pool and protect the lives of swimming patrons.

Distinguishing Features of this Class:

An employee in this class must be vitally concerned with the safety of swimmers. He/she must possess a current Red Cross Lifeguard certification, Current Red Cross First Aid certification and current Red Cross CPR certification. The work is performed under the general direction of the General Manager.

Examples of Work: (Illustrative Only)

- At the start of each day, guards place all safety and guarding equipment in its proper place and inspect to see it's functioning properly.
- Enforce all guidelines fairly and consistently
- Understand and use whistle codes, hand signals and emergency action procedures
- Check the daily duty chart and perform tasks as assigned
- Assist with all general pool maintenance duties, i.e.; sweep the deck, brush and vacuum pool, sanitize restrooms, etc.
- Attend scheduled staff meetings and drills

Required Knowledge, Skills, and Abilities:

- Thoroughly understand Life Saving Practices
- Holds current, above listed certifications
- Ability to handle stressful and emergent situations with poise and control
- Ability to climb ladder, and jump from the guard stand (approx. 5')

Acceptable Experience and Training:

Possession of current, above-listed certifications, the ability to perform all tasks as required, and maintain appropriate physical condition.

Facility Plan

Facility Layout



C001 Revised: 05/23

Facility Plan

Emergency Equipment

Artesia Aquatics Center 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 a sufficient amount of it is available in proper locations.

Inspections

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

Supply Ordering

The Aquatics Manager should notify the General Manager, at the end of the inspection. The General Manager will immediately order and deliver the first aid supplies for restock.

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 valve, non-latex disposable gloves, and basic first aid equipment.
- Rescue Tubes: A minimum of 20 rescue tubes must be available and in working order at all times. Tubes should be kept in a location that is easily accessible to lifeguards.
- Whistles: Lifeguards are responsible for bringing their own whistle.
- Backboards: One backboard for the indoor facility and two backboards for the outdoor pools must be readily available for each area. The backboards must have working head immobilizers and a minimum of one strap at all times. Backboards will be available in inside pool area when the outdoor pools are closed.
- AED: At least one AED must be located within the Aquatic Facility in an easily accessible location.
- Trauma Bag: One trauma bag is required at the Aquatic Facility in a location that is easily accessible during an emergency.
- Bag Valve Mask (BVM): One adult, child, and infant BVM is required at the Aquatic Facility 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 Aquatics facility. Hanging them on a rack on the pool deck is recommended to keep them dry and available for use.
- Ring buoys: The Aquatic facility requires a U.S. Coast Guard-approved ring buoy that is located in the immediate vicinity of the pool.
- Reaching Pole: The Aquatic facility requires a reaching pole of 12 foot to 16 foot in length, non-telescopic, light in weight, and with a securely attached Shepherd's Crook with an aperture of at least 18 inches.
- Net: One telescoping pole with a net is required for the Aquatics facility.

Facility Plan

Emergency Equipment

First Aid Equipment

Aquatic Facilities should be capable of responding to emergencies that are within the training of CPR/First for the Professional Rescuer. It is required that the Aquatic Facility has these items on hand at all times.

Personal Protective Equipment

- 2 unopened boxes – Examination Gloves
- 4 – Bloodborne Pathogens Spill Kit
- 4 – XL Bottles of Eyewash
- 2 – Safety Glasses

Emergency Tools

- 2 – Trauma Sheers
- 3 – Fabric Tape

Airway Management

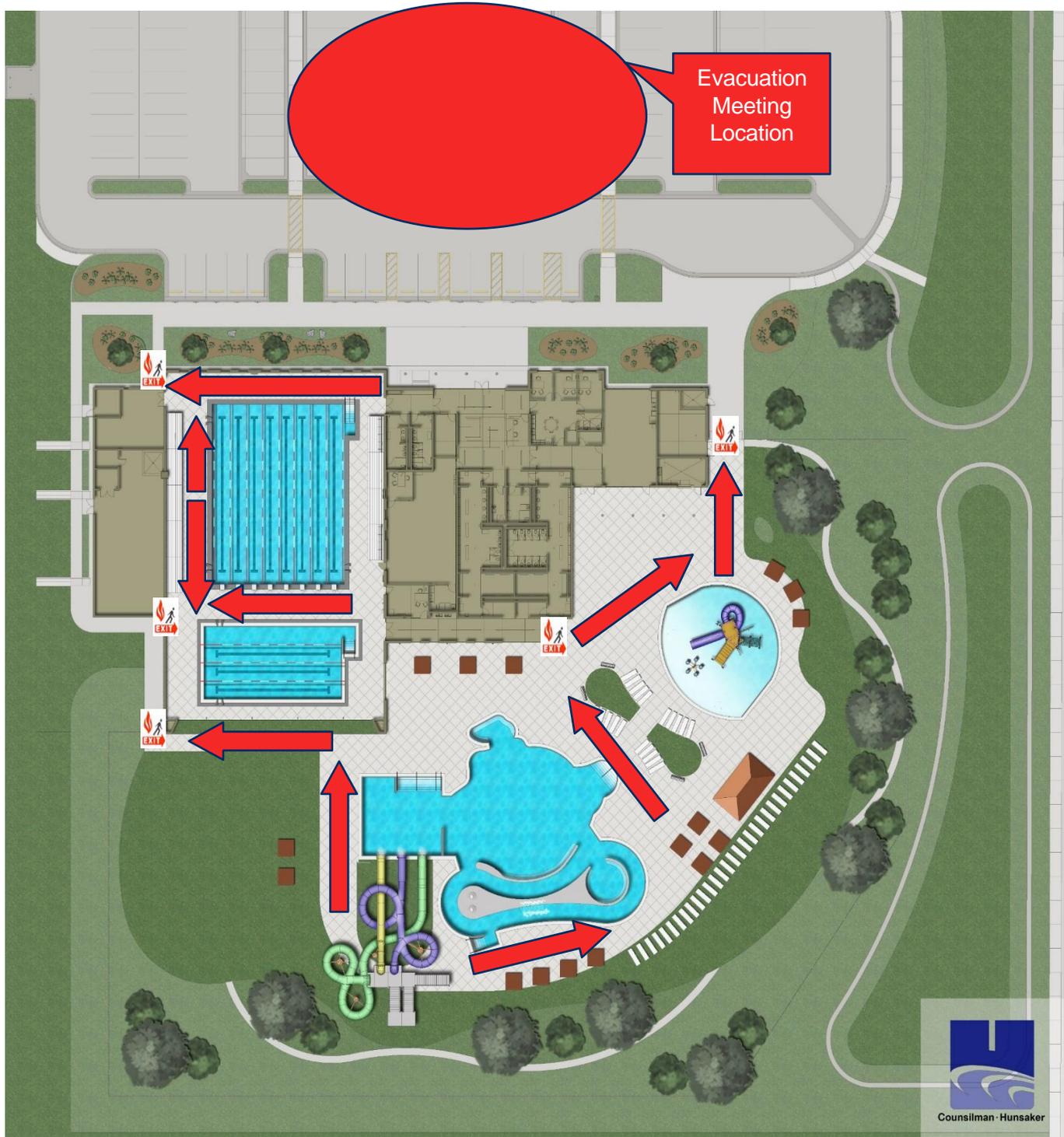
- 5 – Adult Resuscitation Mask
- 5 – Infant Resuscitation Mask

First Aid Equipment

- 4 – Triangle Bandages
- 3 – Self-Adherent Wrap
- 15 – Jr. Icepacks
- 15 – Large Icepacks
- Gauze
 - 1 unopened box – 4x4 gauze pads
 - 1 unopened box – 3x3 gauze pads
 - 1 unopened box – 2x2 gauze pads
 - 1 unopened box – Roller gauze pads
 - 1 – Pack of non-sterile gauze pads
- Bandages
 - 1 unopened box – Cloth Band-Aids
 - 1 unopened box – XL Band-Aids
 - 1 unopened box – Knuckle Band-Aids

Facility Plan

Evacuation Plan



Facility Plan

Evacuation Plan

Detailed Guidelines

Building Evacuation Emergencies will require appointed staff to assist in moving patrons to a safe place outside of the building. Patrons should be moved to an appropriate area outside of the facility using the nearest exit. All staff should familiarize themselves with escape routes from their workstations. The following evacuation control plan will be used to determine assignments for all staff assisting in evacuation.

Causes for Full Evacuation

Threatening Weather

Weapons Threat

Fire

Gas/Chemical Leak

Bomb Scare

Major Mechanical System Failure

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 also leave by the nearest emergency exit.

Managers

- Managers will evacuate their areas, including locker rooms starting with the outdoor pools and working their way to the entrance.
- Managers are responsible for confirming that all guests have left the facility by the nearest emergency exit or have moved to a designated safe area.
- Managers will then evacuate themselves by the nearest emergency exit.

Facility Plan

Facility Guidelines

POOL SAFETY

1. Guests 12 years old and under must be accompanied by an adult.
2. All guests must take a cleansing shower before entering any body of water.
3. Glass bottles or containers of any kind are prohibited within the facility or on pool decks.
4. Coolers and outside food are not permitted within the facility.
5. Food and drinks are not permitted in or near the pool.
6. Please walk on all pool decks and the outside pool area.
7. Please avoid rough play, aggressive splashing, and sitting or standing on shoulders.
8. Please be respectful of all pool equipment and avoid hanging on or climbing over lane lines. Grabbing or hanging on the basketball rim or net is not permitted.
9. Recreational swimmers are asked to stay clear of lap swimming lanes and other designated areas when signed.
10. Entry / Exit steps must remain clear. Sitting or playing on the stairs is not permitted.
11. Please do not stand on or jump off tile walls.
12. Diving is permitted in water 9 feet or deeper. Flips into the pool are not permitted.
13. Prolonged breath holding, long underwater swims, and hyperventilation are not permitted. These are dangerous activities and may cause serious injury.
14. Lifeguards are the authority on the pool decks. All guests are asked to follow the direction of the lifeguards on duty.
15. In the event of an emergency, swimmers must exit the pool and remain clear.

Lap Lane Rules

- The lap pool is available to adults and children who are proficient swimmers and can swim laps.
- Children under 13 years old must be directly supervised by an adult. The supervising adult must maintain sight of proficient swimmers at all times.

Facility Plan

Facility Guidelines

Waterslide Rules

- All riders must be at least 48 inches tall
- Maximum rider weight is 300 pounds
- WARNING: Water depth is 3 feet 6 inches
- Non-swimmers are not permitted
- All riders must ride feet first while lying on their back with arms crossed across their chest. Do not go down the slide headfirst. Do not sit up while riding the slide
- Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub
- Do not propel yourself into the ride
- Only one rider at a time. Absolutely no trains or chains of riders are permitted
- 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 catch pool
- No tubes, mats, or life jackets are permitted on the waterslide
- No 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 swimsuits are allowed
- The line should form on the deck with one rider on each landing and one rider in the starting tub. Wait until landing area is clear before entering
- 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
- Do not use this slide while under the influence of alcohol or drugs
- No diving from the slide
- Rider must exit the catch pool promptly

Facility Plan

Facility Guidelines

Play Feature Rules

- Only one rider per slide at a time.
- Parents may not ride with their children.
- Riders must slide with their feet first and on their backs.
- No stopping or changing positions on slides.
- Last rider must clear the landing area before next rider enters the slide.
- No tubes, masks, or goggles on the slides.
- No running.
- No diving or jumping from the structure.
- No climbing up the slide.
- No climbing on structure in manners not intended by manufacturer.
- No swimming, walking, or climbing underneath the slide

Safety Plan

Staffing Plan

Facility Responsibilities

It is a requirement of the Artesia Aquatics Center that at least one lifeguard is on surveillance duty at all times. Zones of surveillance are sized so that the lifeguard is capable of viewing the entire zone and area assigned to them. It is a benchmark to be able to recognize and reach a victim within 30 seconds.

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. Key components of surveillance include zones of surveillance, scanning, victim recognition and lifeguard rotation when available.

Primary Responsibilities

- Maintain patron safety through preventative lifeguarding and provide emergency care when needed.
- Act professional, alert, courteous and tactful.
- Enforce rules consistently.
- Sit/Stand in the ready position.
- Refrain from unnecessary talking to patrons or other staff members when on stand.
- Lifeguards should be positioned in the best place to ensure the safety of the patrons at all times.

Secondary Responsibilities

- Testing the pool water chemistry, if properly trained to do so.
- Assisting patrons (conducting safety orientations, administering swim tests and helping fit life jackets).
- Cleaning or performing maintenance.
- Completing records and reports.
- Performing opening duties, closing duties or facility safety checks and inspections.

Safety Plan

Rotations

Overview

Lifeguards will be assigned by a head guard on rotation schedule at the beginning of each shift. The rotation would include all active stands and “breaks”. The “break” guards can be assigned to other tasks such as picking up trash or monitoring the top of the slide. By offering this type of rotation, the lifeguards will actively monitor the water for no more than 1 hour, with at least a 15 min break after. One lifeguard should never be on the stand for more than 1 hour and 30 minutes. If no one is in the area you are watching, you should stay on deck. Lifeguards on break are still considered “On Duty” and need to be ready to respond to emergencies.

There will be three rotations – Indoor, Outdoor Full Capacity, and Outdoor Limited Capacity:

Winter: 2 on stand, 1 on break

Full Capacity: 12 on stand, 3 on break, and 1 head guard

Limited Capacity: 10 on stand, 3 on break, and 1 head guard

Process

Lifeguard rotation will be set by the Head Lifeguard, Aquatics Manager, or General Manager each morning.

The rotation begins with the incoming lifeguard. While rotating, each lifeguard should carry their own rescue tube, and both lifeguards must ensure there is no lapse in patron surveillance, even for a brief moment. Each lifeguard must know who is responsible for scanning, or “owning”, the zone and at what time during the rotation. Lifeguards should transfer scanning responsibilities back and forth as the incoming lifeguard gets into position and the outgoing guard prepares to leave the station. Keep any necessary conversations brief, and make sure that eye contact remains on the water.

As the incoming lifeguard, you should search the zone and be aware of the activity level in the zone you will be guarding. Begin searching your zone as you are walking toward your station, checking all areas of the water from the bottom to the surface.

The outgoing lifeguard should inform you of any situations that need special attention. The exchange of information should be brief, and patron surveillance must be maintained throughout the entire rotation. Once in position, with the rescue tube strapped in place, make any adjustments needed, such as removing shoes or adjusting an umbrella before confirming to the outgoing lifeguard that you own the zone. Confirm and signal that the zone is clear and transfer responsibility for the zone. The outgoing lifeguard should continue scanning as they are walking toward the next station.

Safety Plan

Rotations

Ground-Level Stations

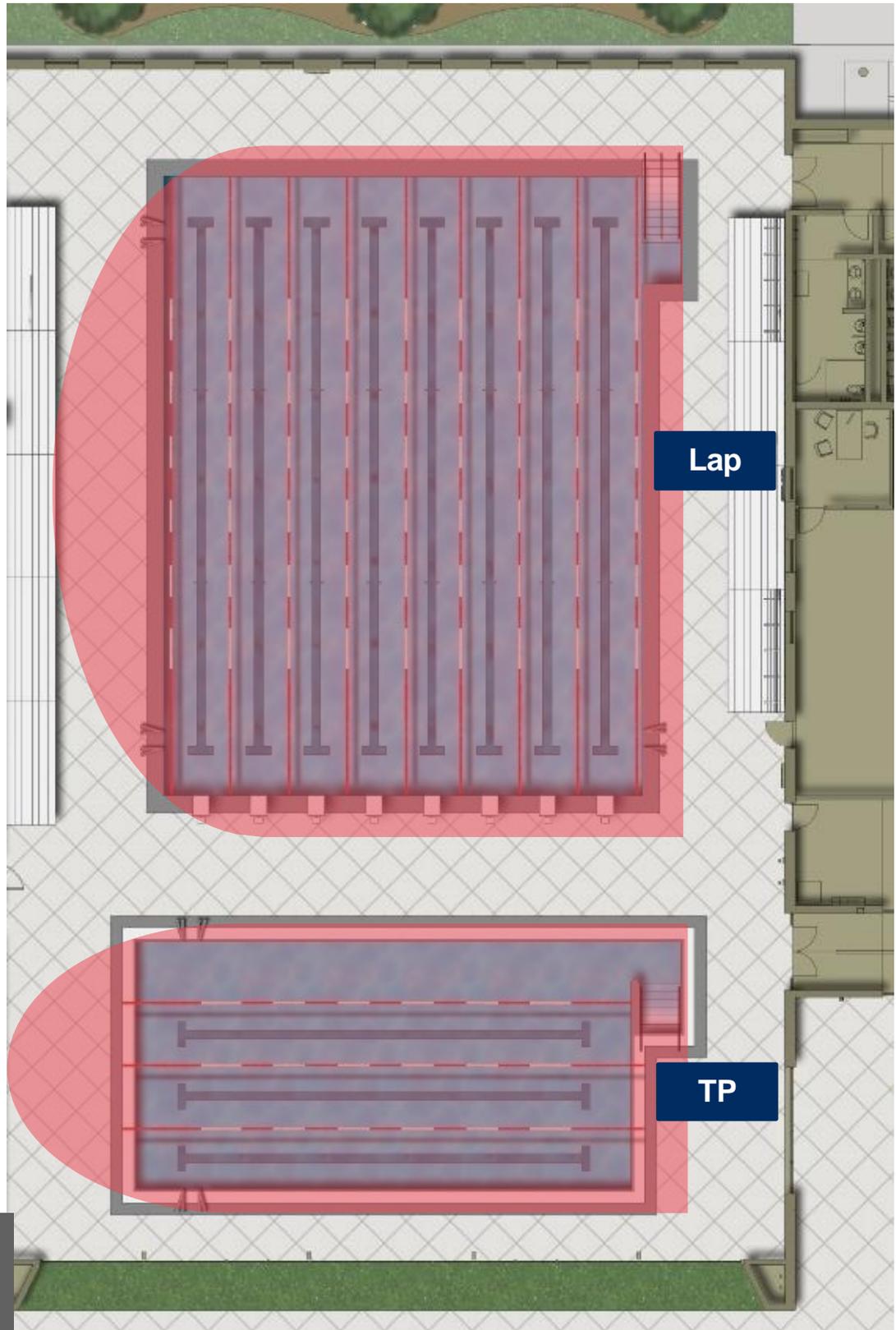
1. Begin scanning your zone as you are walking toward your station. Note the swimmers, activities and the people on the deck. Check the entire volume of water from the bottom of the pool to the surface of the water.
2. Walk to the side of the outgoing lifeguard and continue scanning the zone.
3. Exchange any important information needed without losing surveillance of the zone.
4. Confirm and signal that the zone is clear and transfer responsibility of the zone. The outgoing lifeguard can now begin to rotate. You now "own the zone."
5. The outgoing lifeguard continues searching the zone as they walk toward the next station.

Elevated Stations

1. Begin scanning your zone as you are walking toward your station. Note the swimmers, activities and the people on the deck. Check the entire volume of water from the bottom of the pool to the surface of the water.
2. Take a position next to the stand and begin searching the zone. After a few moments of scanning, signal the lifeguard in the stand to climb down.
3. Once on the deck, the outgoing lifeguard takes a position next to the stand and is responsible for surveillance of the zone. The incoming lifeguard climbs into the stand, makes any adjustments to equipment or personal items and begins scanning.
4. Exchange any important information needed without losing surveillance of the zone.
5. Confirm and signal that the zone is clear and transfer responsibility of the zone. The outgoing lifeguard can now begin to rotate. You now "own the zone."
6. The outgoing lifeguard continues searching the zone as they walk toward the next station.

Safety Plan

Lifeguard Rotation Plan - Indoor



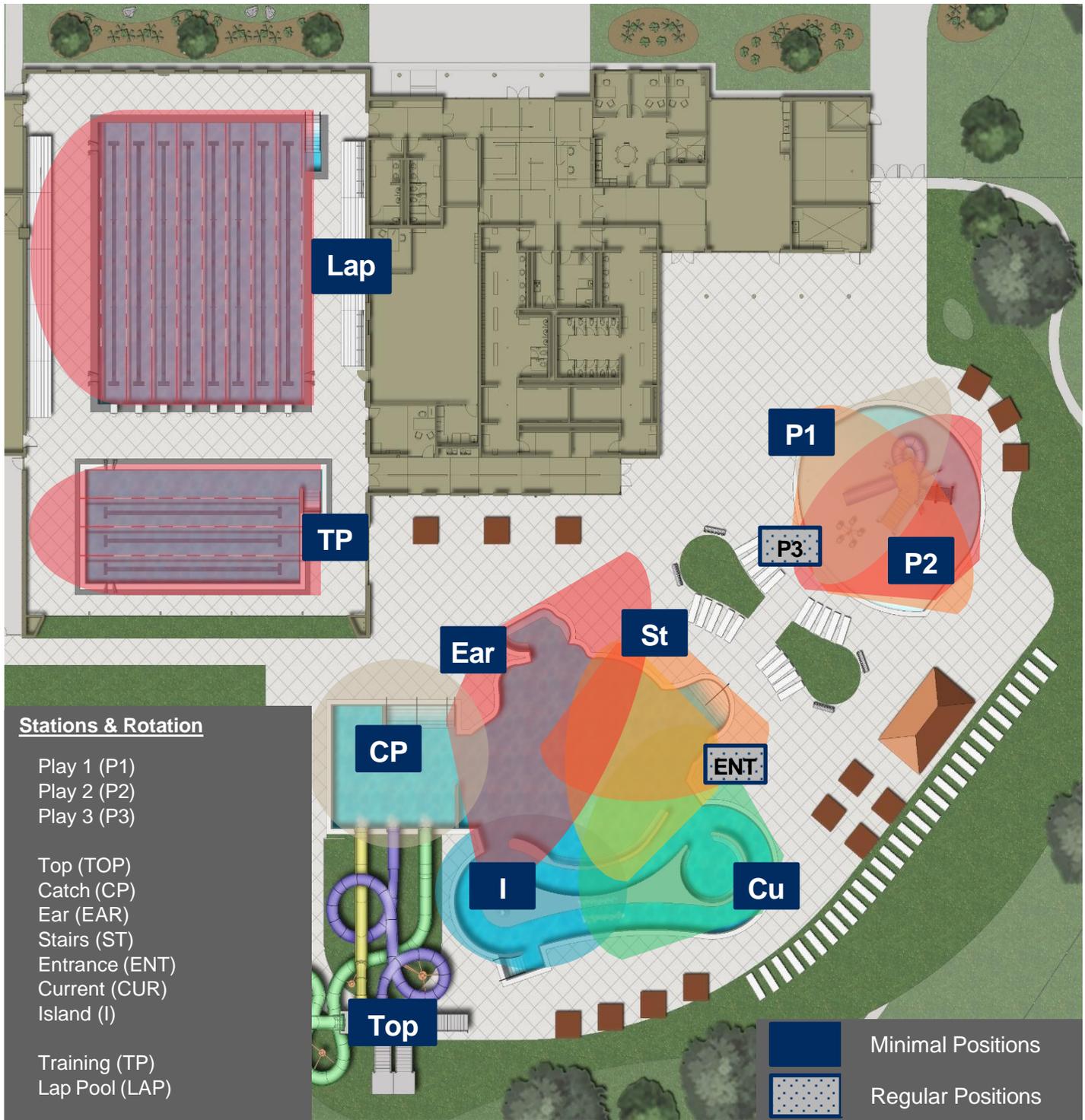
Stations & Rotation

- Lap Pool (LP)
- Training Pool (TP)

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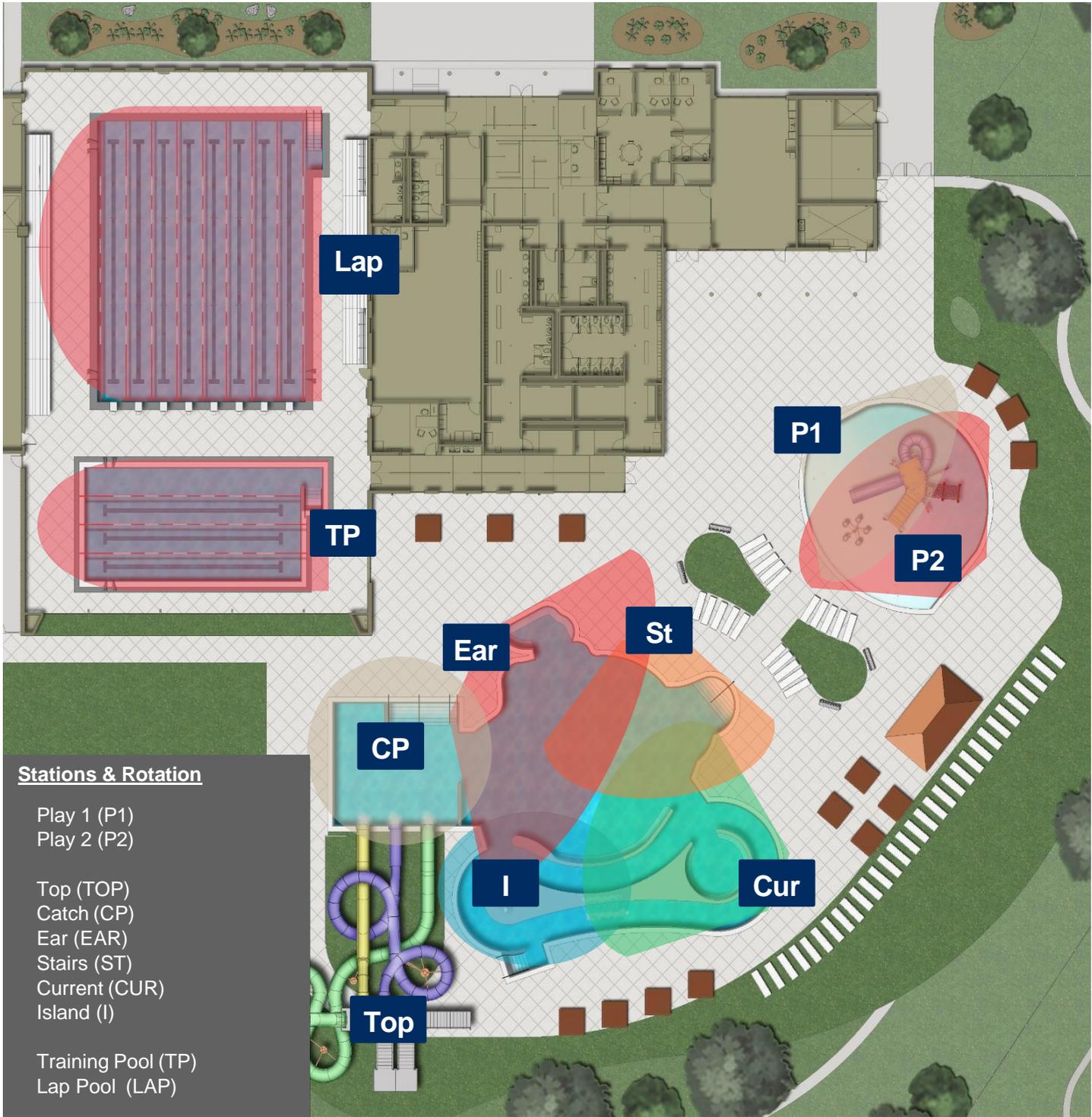
Safety Plan

Lifeguard Rotation Plan – Outdoor Full



Safety Plan

Lifeguard Rotation Plan – Outdoor Limited



Safety Plan

Communication Plan

Overview

An emergency can happen at any time. At Facility, our staff are trained and prepared at all times. In the event of emergency, the Communication Plan is in place to identify that an emergency is taking place, activate the safety team response, and communicate.

Whistle Signals

1. One short whistle blast: Gets the attention of a guest. Use sparingly. Always try to get the attention of a guest first by voice or hand signal.
2. Two short whistle blasts: Gets the attention of another lifeguard.
3. Three short whistle blasts: Activate EAP. Additional lifeguards or other safety team members should recognize this and be ready for emergency backup coverage.
4. Two long whistle blasts: Gets the attention of all guests. This can be used for clearing the pool for any reason including major emergencies that require the pool to be cleared, or for making a general announcement.

Radio Communications

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

Safety Plan

Communication Plan

During an Emergency

1. 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.
2. 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 to you.
3. If an incident includes a life-threatening emergency, someone must summon EMS personnel by immediately calling 911. A safety team member usually makes this call but may be made by a patron or bystander.
4. Notify a manager of the location of the victim and the extent of the injuries
5. Coordinate efforts with other professional personnel at the scene to make maximal use of all those with training to help the victim.
6. When EMS personnel arrive, a member of the safety team meets them and directs them to the emergency.
7. 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.

Termination of Care

After an emergency has been resolved, lifeguards have 3 important tasks to complete:

- **Report:** Staff members involved in the incident need to complete the appropriate incident report form as quickly as possible, 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 a Rescue 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 provided are

Inform Management

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 Statement

- Management is the one to give out information to the media.
- Maintain steady communication between management. Provide regular updates on the incident's status.

Evaluate

- Compile all information.
- What went well during the emergency?
- What went wrong?
- How can we improve for emergencies in the future?

Safety Plan

Injury/Illness Reporting

Overview

All injuries and illnesses should be treated, documented, and reported if care is more than handing out a bandage for a minor wound. All injury/illnesses should be asked “What happened” or “What caused the injury” and an investigation by the responder should be conducted to ensure further action is conducted and documented.

Incident Reporting

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

Incident Reporting Procedures

Guest Accident/Incident Reporting Process

If an injury to a guest occurs, follow these steps:

Step 1: Respond quickly.

- Notify on-site athletic trainers, EMTs, or other facility contracted medical personnel.
- If no contracted personnel is onsite, determine how severe the injury is. If the injured guest needs immediate medical attention, call 911 or an ambulance to take him or her to the hospital.

Step 2: Respond to the injured guest in a sympathetic manner.

- Divert the flow of foot traffic away from the injured guest. Refrain from moving the injured guest until a manager or qualified first-aid provider gives approval to do so. If the injured guest is in serious condition, wait for an ambulance or other medical personnel.
- If the injured guest is a minor, the manager should immediately notify the injured guest's guardians/caretakers.
- Where appropriate, render first aid to the injured guest.

Step 3: Get information, evidence, photos, and preserve any video recordings.

- Complete Facility Incident Report.
- If no paper incident report is available, incident reports can be located at SharePoint > HR > Accidents & Incidents > Facility Incident Report
- Detail all essential facts in a clear and complete manner. This includes, but is not limited to, information about the injured guest (e.g., his or her name, age, personal and physician contact info, and demeanor) and the accident (e.g., the date/time and location of occurrence, the actions leading up to the accident and how it occurred, a statement from the injured guest, and a description of any injury sustained.)
- When describing an injury, avoid making a diagnosis (e.g., “Guest broke his wrist”).
- If any first aid was rendered to the injured guest, indicate the type or medication provided.
- Encourage the guest to seek medical care if needed.
- Document the injury, photos, etc. if possible.
- Gather and record information from witnesses (names, contact information, and what they saw).

Safety Plan

Injury/Illness Reporting

Incident Reporting Procedures

Guest Accident/Incident Reporting Process (Continued...)

Step 4: Provide all incident reports to the General Manager for retention in the Facility's risk management files. If the injured person is transported from the facility by EMS or indicates that they are going to receive further medical attention, then also:

- Send completed forms and documentation to appropriate location within 24 hours after accident/injury.
- Call HQ, Legal Dept. at (727) 474-3845 to report a situation that requires emergency room attention or EMS transport.

Step 5: Follow-up

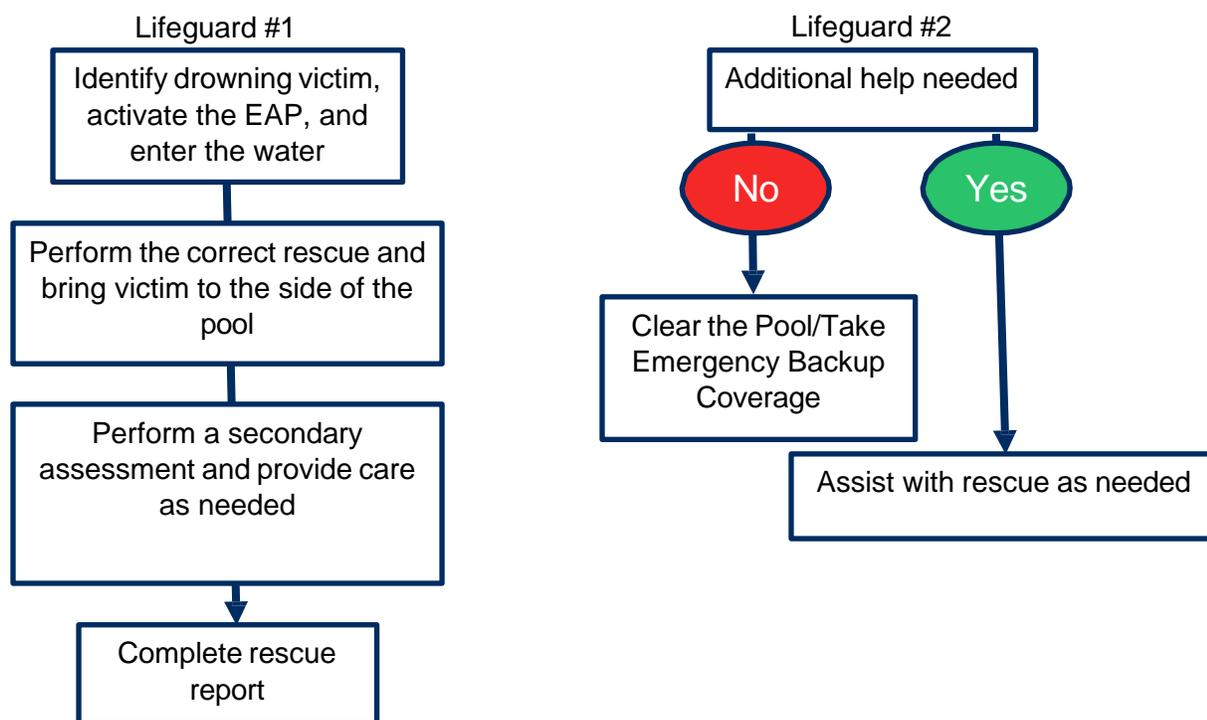
If a guest, or parent/guardian of an injured guest, or an attorney on their behalf seeks any insurance or any other information from the facility after the incident, direct that request immediately to incidents@sportadvisory.com.

Safety Plan

Emergency Procedures – Aquatic Emergency Action Plan

Distressed/Active Drowning Water Rescue

1. Lifeguard #1 identifies a distressed/active drowning victim. Lifeguard #1 signals to other staff that they are entering the water and to provide emergency backup coverage. Lifeguard #1 then enters the water.
2. Lifeguard #2 must respond to the rescue and provide emergency backup coverage or assist with the rescue as needed. While responding, other lifeguards on surveillance duty may need to adjust position to cover the unguarded area.
3. Lifeguard #1 performs the correct rescue and brings the victim to the side of the pool.
4. Lifeguard #1 performs a secondary assessment as needed.
5. Lifeguard #1 completes a rescue report as soon as possible.
6. If a neck injury is suggested or if the victim becomes unresponsive, 911 must be called and front desk notified. Refer to [Non-responsive Water Rescue] section.
7. If 911 is called, the pool must be cleared, and Lifeguard #3 or non-incident involved staff member should meet EMS.



Safety Plan

Emergency Procedures – Aquatic Emergency Action Plan

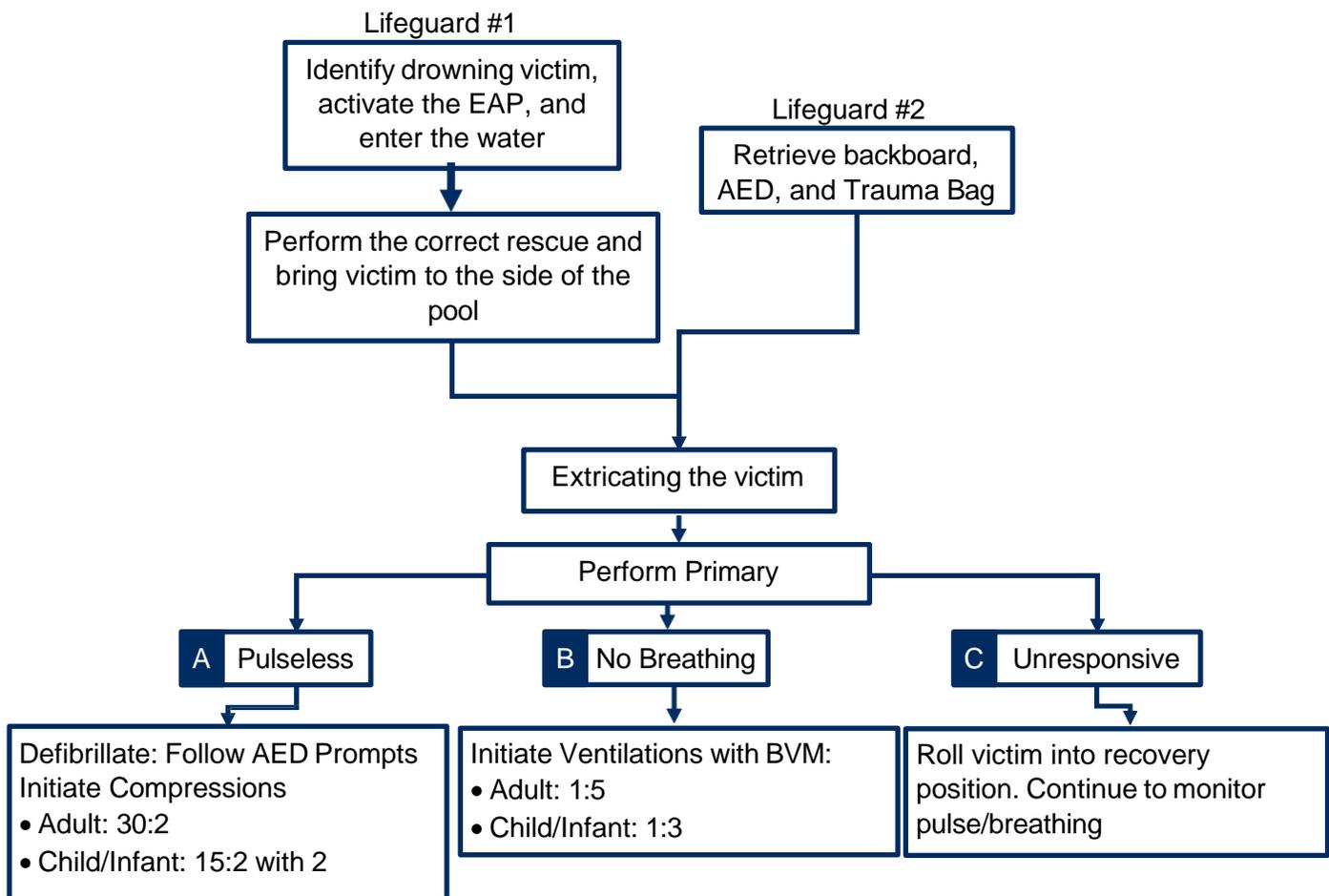
Non-responsive Water Rescue

1. Lifeguard #1 identifies a passive drowning victim. Lifeguard #1 signals to other staff that they are entering the water and to provide emergency backup coverage. Lifeguard #1 then enters the water.
2. Lifeguard #2 recognizes the need for additional help. Lifeguard #2 brings necessary equipment to help assist while putting on gloves.
3. Lifeguard #1 performs the correct rescue and brings the victim to the side of the pool.
4. Lifeguards #1 and #2 extricate the victim from the water.
5. Non-incident involved lifeguard calls 911 when indicated and alerts the front desk of the incident.
6. Lifeguard #3 clears the pool. When all patrons have exited the pool, Lifeguard #3 puts on gloves and assists with the rescue.
7. Lifeguards #1 and #2 begin providing indicated life sustaining support according to these guidelines:
 - a. Monitor pulses/breathing
 - b. Assist ventilations using BVM as indicated
8. Start CPR/AED as indicated
9. Non-incident involved lifeguards or the front desk staff will meet EMS and direct them to the scene
10. Lifeguards #1 and #2 transfer care to EMS.
11. Non-incident involved lifeguards will identify the victim and locate family or friends, obtain witness statements and gather victim's belongings.
12. Lifeguards notify supervisors and administration. Complete rescue reports and witness statements as soon as possible.

Safety Plan

Emergency Procedures – Aquatic Emergency Action Plan

Non-responsive Water Rescue



Non-incident Involved Lifeguards

1. Clear pool
2. Call 911 and notify front desk
3. Direct EMS to scene
4. Victim's family and collect belongings
5. Assist Lifeguard #1 and #2 in response.

Safety Plan

Emergency Procedures – Aquatic Emergency Action Plan

Suspected Head, Neck, or Back Injury

Specific Information Needed

1. Mechanism of injury and forces involved. Be suspicious with falls and diving accidents.
2. Past medical history

Specific Objective Findings

1. Neurologic assessment
2. Level of sensory deficit. Presence of any evidence of neurologic function below level of injury.

Treatment

1. Lifeguard #1 identifies a victim with a potential head, neck, or back injury. Lifeguard #1 signals to other staff that they are entering the water and to provide emergency backup coverage. Lifeguard #1 then enters the water.
2. Lifeguard #2 goes to have the front desk call 911 and then brings equipment to help assist with the rescue while putting on gloves
3. Lifeguard #3 clears the pool and puts on gloves to assist with the rescue.
4. If all 3 lifeguards are needed another employee or bystander will assist in crowd control.

Note: Lifeguards #1 and #2 will begin providing spinal immobilization according to these guidelines:

- **Lifeguard #1 enters the water using a slide in entry.**
- **Lifeguard #1 will assess breathing. Treat life-threatening difficulties first. Perform an appropriate extrication if the victim is found to not be breathing.**
- **Lifeguards #1 and #2 will immobilize spine with backboard. Move victim as little as possible and always move as a unit.**
- **Lifeguards #1 and #2 will extricate the victim and perform a secondary assessment.**
- **While performing a secondary assessment, control bleeding, monitor breathing and neurologic status frequently.**
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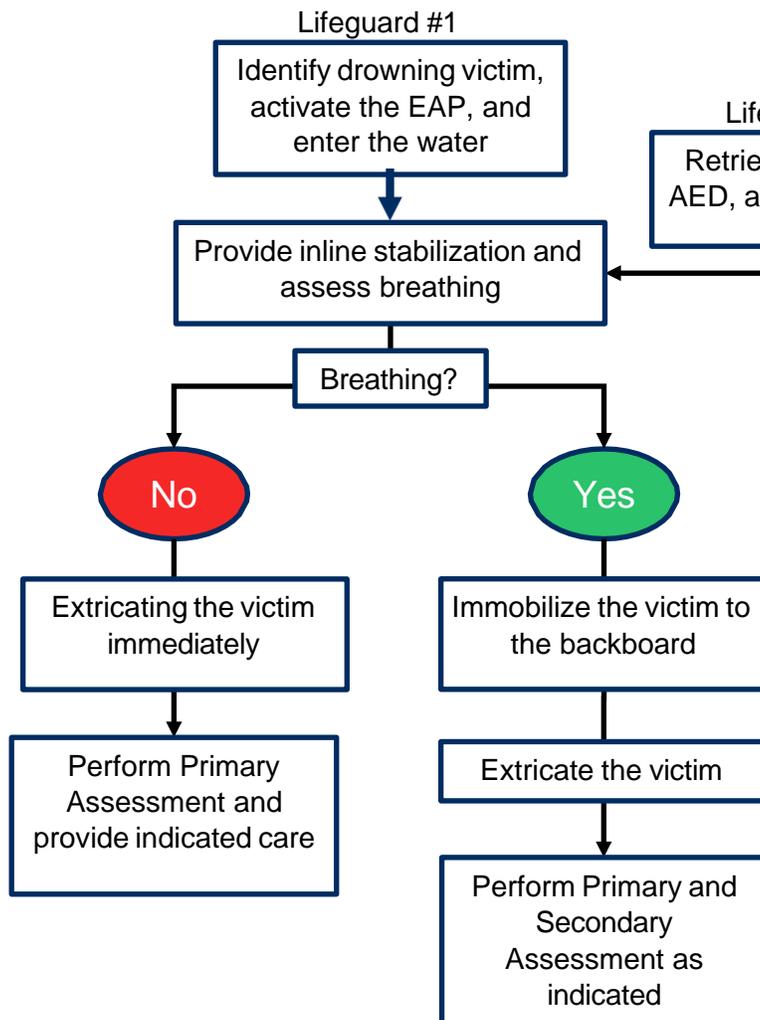
Specific Precautions

1. If the injury occurs on land, the victim should be kept in the position that they were found until EMS arrives.
2. Be prepared to tip the entire board on side if victim vomits.

Safety Plan

Emergency Procedures – Aquatic Emergency Action Plan

Suspected Head, Neck, or Back Injury



Non-incident Involved Lifeguards

1. Clear pool
2. Call 911 and notify MOD
3. Direct EMS to scene
4. Victim's family and collects belongings

Specific Precautions

1. If the injury occurs on land, the victim should be kept in the position that they were found until EMS arrives.
2. Be prepared to tip the entire board on side if victim vomits.

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Fire/Chemical Emergencies

Smoke or Fire

- Call 911 if smoke or fire is observed.
- Evacuate the building following the Evacuation Plan
- HOW TO USE A FIRE EXTINGUISHER
 - Always use fire extinguishers in pairs using the PASS method:
 - 1. Pull-pin
 - 2. Aim-at base of the fire
 - 3. Squeeze-trigger
 - 4. Sweep-at the base of the flames

DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by fire or emergency officials.

FIRE EXTINGUISHER LOCATIONS: (See Facility Layout)

Gas/Chemical Release

Designated Emergency Response number is 911.

- 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 the Director of Parks & Recreation. State the location and the extent of involvement of the gas leak.

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Inclement Weather

Lightning/Thunder

1. Lifeguards must notify the General Manager or Aquatics Manager when they observe lightning.
2. Lightning tracker apps will be used by General Manager and/or Aquatics Manager. Guests shall be notified when lightning strikes are within 15 miles of AAC. All outdoor bodies of water will be evacuated for lightning strikes within 10 miles of AAC, and will remain closed for 30 minutes from the last lightning strike within 10 miles.
3. If lightning/thunder is heard/seen without observing lightning, all outdoor bodies of water must be evacuated. Outdoor pools will remain closed for 30 minutes after the last sound of thunder.

Tornado/Inclement Weather

1. Evacuate all outdoor water bodies, including the indoor/outdoor whirlpool, and move all, guests and staff inside. Once inside, advise members and guests to stay clear of windows.
2. All guests in the pool area must then be moved to the men's or women's locker rooms. If more space is needed, guests may be moved directly into the facility via the locker rooms.
3. Once the storm has subsided, available management must determine that the building is structurally safe before allowing members and guests into other parts of the building.

Power Outages

1. If the power goes out for any reason, all pools should be evacuated.
2. After power returns, pool chemicals should be checked to ensure proper sanitation is occurring.

Reasons to Close the Pool

1. Lifeguards must notify the Manger on Duty when conditions start to worsen. Pools should be evacuated when the bottom of the pool or main drains cannot be seen.
2. Pools should remain closed until conditions improve. Reasons to close the pool may come from:
 - Heavy fog
 - Heavy rain
 - Excessive wind*

*Excessive wind is to be determined by The General Manager or Aquatics Manager. If wind conditions reasonably appear unsafe, outdoor bodies of water will be evacuated.

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Missing Persons

If a child comes to you and reports that he can't find their Parent/Guardian, you should follow the procedures below:

1. Contact Management.
2. Try to find out as much information as possible.
 - a. Name
 - b. Where they were playing, etc. and where his/her towel is located
 - c. Try to find out name of parent/ guardian
 - d. Announce over the intercom and/or speaker for the parent/ guardian of to come to the front desk.
3. If there is no response, walk the child around the facility to help find his/her parent/guardian.
4. If there is still no response. clear the pool and begin a ground search.

If a parent/guardian comes to you and reports a missing/lost child, follow the procedures below:

1. Contact Management
2. Allow no entry or exit in the park.
3. Determine where the person was last seen and if the child can swim.
4. Get a full description
 - a. Full Name
 - b. Age
 - c. Sex
 - d. Brief physical description — hair, eyes, height, what child was wearing
5. Announce the child's name over the intercom / speaker.
6. Clear the pool.
7. Conduct a ground search of the area.

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Active Shooter

Profile of an Active Shooter

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.

How to Respond when an Active Shooter is in your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

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

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Active Shooter – Continued...

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)
- Hide behind large items (i.e., cabinets, desks)
- 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

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
- 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
- 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

Safety Plan

Emergency Procedures – Facility Emergency Action Plan

Active Shooter – Continued...

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, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- 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 to 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, you will likely be held in that area by law enforcement 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.

Safety Plan

Facility Safety Checklists

Overview

Facility safety checks are the primary tool used by aquatic facilities to ensure overall safety for their facilities. These checks may be performed by lifeguards or by staff that are trained to handle facility operations and maintenance, or by a combination of both.

Guidelines

- The General Safety Assessment may not be filled out by an Aquatics staff member that is guarding a pool.
- If a task cannot be completed, the Aquatics Director or Assistant Manager must be notified immediately.

Safety Plan

Hazard Communication Standard

Scope

The Hazard Communication (HAZCOM) Plan is required by the Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (29 CFR 1910.1200). This HAZCOM Plan covers all Artesia Aquatics Center employees 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 personnel 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 personnel by means of:

- Employee 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 employees.

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

Safety Plan

Hazard Communication Standard

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 inside the Mechanical Room of the Aquatic Center.
- 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; and if the 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 or properly disposed of at the end of the work shift.
- Manufacturers' labels are to be maintained on all containers. In the event 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 health effect 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.

| | | |
|--|--|---|
| <p>Health Hazard</p>  <ul style="list-style-type: none">• Carcinogen• Mutagenicity• Reproductive Toxicity• Respiratory Sensitizer• Target Organ Toxicity• Aspiration Toxicity | <p>Flame</p>  <ul style="list-style-type: none">• Flammables• Pyrophorics• Self-Heating• Emits Flammable Gas• Self-Reactives• Organic Peroxides | <p>Exclamation Mark</p>  <ul style="list-style-type: none">• Irritant (skin and eye)• Skin Sensitizer• Acute Toxicity (Harmful)• Narcotic Effects• Respiratory Tract Irritant• Hazardous to Ozone Layer (Non-Mandatory) |
| <p>Gas Cylinder</p>  <ul style="list-style-type: none">• Gases Under Pressure | <p>Corrosive</p>  <ul style="list-style-type: none">• Skin Corrosion/Burns• Eye Damage• Corrosive to Metals | <p>Exploding Bomb</p>  <ul style="list-style-type: none">• Explosives• Self-Reactives• Organic Peroxides |
| <p>Flame Over Circle</p>  <ul style="list-style-type: none">• Oxidizers | <p>Environment (Non-Mandatory)</p>  <ul style="list-style-type: none">• Aquatic Toxicity | <p>Skull and Crossbones</p>  <ul style="list-style-type: none">• Acute Toxicity (Fatal or Toxic) |

Safety Plan

Hazard Communication Standard

Hazard Communication Plan

Safety Data Sheets

- SDS will be available to all employees during their normal working hours. They can be found in the SDS Cabinet inside the Mechanical Room, and in the SDS books located at the Aquatic center front desk.
- Whenever chemicals are ordered, whether for restocking or new procurement, the SDS will be requested on the purchase order.
- The SDS of restocked chemicals will be reviewed against SDS on file for any information change. If there is a change in information, the most current SDS will be copied, filed as required, and the outdated SDS removed and disposed.

Employee Training

- Employee training will be conducted seasonally.
- New hires will be given HAZCOM training as part of their orientation prior to working.
- Training for Supervisors will be conducted quarterly.
- Employee training will consist of but not be limited to:
 - Goals of the Right-to-Know/Hazard Communication Standard
 - Definition of a hazardous substance.
 - Identifying hazardous substances.
 - What is a chemical inventory list?
 - How to read a Safety Data Sheet.
 - Appropriate work practices.

Non-routine Tasks

Management Staff will inform employees of any special tasks, which may involve hazardous chemicals. The management staff and employees will review the SDS and follow all recommended procedures to minimize any exposure.

Management Staff will ensure that all appropriate personal protective equipment (PPE) is available, review safe work practices with all involved employees 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 Staff and/or the Aquatic Supervisor.
- 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 personnel.
- In the event of a suspected exposure to a hazardous substance:
 - Seek medical attention.
 - Make a written report to your supervisor.
 - Supervisors are to notify their Chain of Command.

D009 Revised: 05/23

Safety Plan

Confined Space Entry Program

Purpose

The purpose of Artesia Aquatics Center's Confined Space Program is to set procedures that will 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 Artesia Aquatics Center's confined space entry program policies. Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage the safe work in confined spaces.

Plan Administrator

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

1. Ensure that a list of confined spaces at all Artesia Aquatics Center worksites is maintained.
2. Ensure that canceled permits are reviewed for lessons learned.
3. Ensure training of personnel is conducted and documented.
4. Coordinate with outside responders.
5. Ensure that equipment is in compliance with standards.

Safety Plan

Confined Space Entry Program

Responsibilities

Plan Administrator

6. Ensure that the General Manager in charge of confined space work shall:
 - a. Ensure requirements for entry have been completed before entry is authorized.
 - b. Ensure confined space monitoring is performed by personnel qualified and trained in confined space entry procedures.
 - c. 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.
 - d. Fill out a permit.
 - e. Determine the entry requirements.
 - f. Require a permit review and signature from the authorized Entry Supervisor.
 - g. Notify all involved employees of the permit requirements.
 - h. Post the permit in a conspicuous location near the job.
 - i. Renew the permit or have it reissued as needed (a new permit is required every shift).
 - j. Determine the number of Attendants required to perform the work.
 - k. Ensure all Attendant(s) know how to communicate with the entrants and how to obtain assistance.
 - l. Post any required barriers and signs.
 - m. 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).
 - n. Change and reissue the permit or issue a new permit as necessary.
 - o. Ensure periodic atmospheric monitoring is done according to permit requirements.
 - p. Ensure that personnel doing the work and all support personnel adhere to permit requirements.
 - q. Ensure the permit is canceled with the work is done.
 - r. 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 shall be qualified and authorized to approved confined space entry permits. The Entry Supervisor shall be responsible for:

1. Determining if conditions are acceptable for entry.
2. Authorizing entry and overseeing entry operations.
3. Terminating entry procedures as required.
4. Serving as an Attendant, as long as the person is trained and equipped appropriately for that role.
5. Ensuring measures are in place to keep unauthorized personnel clear of the area.
6. 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).
7. Ensuring that necessary information on chemical hazards is kept at the worksite for the employees.
8. Ensuring a rescue team is available and instructed in their rescue duties (i.e., an onsite team or a prearranged outside rescue service).

Safety Plan

Confined Space Entry Program

Responsibilities

Attendants

General Manager(s) shall function as an Attendant(s) and shall be stationed outside of the confined workspace. The Attendant(s) shall:

1. Determining if conditions are acceptable for entry.
2. Be knowledgeable of and be able to recognize potential confined space hazards.
3. 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.
4. Monitor surrounding activities to ensure the safety of personnel.
5. Maintain effective and continuous communication with personnel during confined space entry, work, and exit.
6. Order personnel to evacuate the confined space if he/she:
 - a. observes a condition which is not allowed on the entry permit;
 - b. notices the entrants acting strangely, possibly as a result of exposure to hazardous substances;
 - c. notices a situation outside the confined space which could endanger personnel;
 - d. notices a hazard within the confined space that has not been previously recognized or taken into consideration;
 - e. must leave his/her work station; or
7. Immediately call emergency phone number if crew rescue becomes necessary.
8. Keep unauthorized persons out of the confined space, order them out, or notify authorized personnel of an unauthorized entry.

Rescue Team

Artesia Aquatics Center will rely on local Emergency Services for response and evacuation of the confined space.

Employees

Employees who are granted permission to enter a confined space shall:

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

Safety Plan

Confined Space Entry Program

Training

Artesia Aquatics Center shall provide training so that all employees 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 employee:

1. before the employee is first assigned duties within a confined space;
2. before there is a change in assigned duties;
3. when there is a change in permit space operations that presents a hazard for which an employee has not been trained; and
4. when Artesia Aquatics Center 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 employee's knowledge or use of these procedures.

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

General Training

All employees who will enter confined spaces shall be trained in entry procedures. Personnel responsible for supervising, planning, entering, or participating in confined space entry and rescue shall be adequately trained in their functional duties prior to any confined space entry. Training shall include:

1. Explanation of the general hazards associated with confined spaces.
2. Discussion of specific confined space hazards associated with the facility, location, or operation.
3. Reason for, proper use, and limitations of personal protective equipment and other safety equipment required for entry into confined spaces.
4. Explanation of permits and other procedural requirements for conducting a confined space entry.
5. A clear understanding of what conditions would prohibit entry.
6. Procedures for responding to emergencies.
7. Duties and responsibilities of the confined space entry team.
8. 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 as needed to maintain employee competence in entry procedures and precautions.

Safety Plan

Confined Space Entry Program

Training

Specific Training

1. Explanation of the general hazards associated with confined spaces.
2. Training for atmospheric monitoring personnel shall include proper use of monitoring instruments, including instruction on the following:
 - a. proper use of the equipment;
 - b. calibration of equipment;
 - c. sampling strategies and techniques; and
 - d. exposure limits (PELs, TLVs, LELs, UELs, etc.).
3. Training for Attendants shall include the following:
 - a. procedures for summoning rescue or other emergency services; and
 - b. proper utilization of equipment used for communicating with entry and emergency/rescue personnel.
4. Training for Emergency Response Personnel shall include:
 - a. rescue plan and procedures developed for each type of confined space that is anticipated to be encountered;
 - b. use of emergency rescue equipment;
 - c. first aid and CPR techniques; and
 - d. work location and confined space configuration to minimize response time.

Verification of Training

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

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 Artesia Aquatics Center that meet the definition of a confined space. This information shall be communicated to personnel, and appropriate confined space procedures shall be followed prior to 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:

1. flammable or explosive potential;
2. oxygen deficiency; and
3. 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 personnel by General Manager.

Safety Plan

Confined Space Entry Program

Identification of Hazards and Evaluation of Confined Spaces

Pre-Entry Hazard Assessment

A hazard assessment shall be completed by General Manager(s) prior to any entry into a confined space.

The hazard assessment should identify:

1. the sequence of work to be performed in the confined space;
2. the specific hazards known or anticipated; and
3. the control measures to be implemented to eliminate or reduce each of the hazards to an acceptable level.

No entry shall be permitted until the hazard assessment has been reviewed and discussed by all persons engaged in the activity. Personnel 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 in reducing confined space risks.

Engineering Controls

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

Ventilation is one of the most common engineering controls used in confined spaces. When ventilation is used to remove 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 prior to authorizing entry.

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

1. Employees shall not enter the space until the forced air ventilation has eliminated any hazardous atmosphere.
2. Forced air ventilation shall be directed so as to ventilate the immediate areas where an employee is or will be present within the space.
3. Continuous ventilation shall be maintained until all employees have left the space.
4. Air supply or forced air ventilation shall originate from a clean source.

Safety Plan

Confined Space Entry Program

Identification of Hazards and Evaluation of Confined Spaces

Hazard Controls

Work Practices

Work practice (administrative) controls are those controls which 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)

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

General Manager(s) shall determine the appropriate PPE needed by all personnel 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 assuring safety during entry in confined spaces with known hazards, or with 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, an entry permit will be completed by General Manager. The General Manager will then communicate the contents of the permit to all employees involved in the operation, and post the permit conspicuously near the work location. A standard entry permit shall be used for all entries.

Safety Plan

Confined Space Entry Program

Entry Permits

Key Elements of Entry Permits

A standard entry permit shall contain the following items:

1. Space to be entered.
2. Purpose of entry.
3. Date and authorized duration of the entry permit.
4. Name of authorized entrants within the permit space.
5. Means of identifying authorized entrants inside the permit space (i.e., rosters or tracking systems).
6. Name(s) of personnel serving as Attendant(s) for the permit duration.
7. Name of individual serving as Entry Supervisor, with a space for the signature or initials of the Entry Supervisor who originally authorized the entry.
8. Hazards of the permit space to be entered.
9. 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).
10. Acceptable entry conditions.
11. 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.
12. Rescue and emergency services that can be summoned, and the means of contacting those services (i.e., equipment to use, phone numbers to call).
13. Communication procedures used by authorized entrants and Attendant(s) to maintain contact during the entry.
14. Equipment to be provided for compliance with this Confined Space Program (i.e., PPE, testing, communications, alarm systems, and rescue).
15. Other information necessary for the circumstances of the particular confined space that will help ensure employee safety.
16. Additional permits, such as for hot work, that have been issued to authorize work on the permit space.

Safety Plan

Confined Space Entry Program

Entry Permits

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:

1. 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.
2. General Manager shall verify that all precautions and other measures called for on the permit are still in effect.
3. 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 if possible, 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.

Prior to Entry

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

1. Affected personnel shall be trained to establish proficiency in the duties that will be performed within the confined space.
2. The internal atmosphere within the confined space shall be tested by
3. General Manager with a calibrated, direct-reading instrument.
4. Personnel shall be provided with necessary PPE as determined by the Entry Supervisor.
5. Atmospheric monitoring shall take place during the entry. If a hazardous atmosphere is detected during entry:
 - a. personnel 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
 - b. controls shall be put in place to protect employees before reentry.

Safety Plan

Confined Space Entry Program

Entry Procedures

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 employee 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 prior to 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. If a person must go into the space to obtain the needed data, then Standard Confined Space Entry Procedures shall be followed. 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. All testing equipment shall be approved by a nationally recognized laboratory, such as Underwriters Laboratories or Factory Mutual Systems.

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 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 that may contain 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. Results of testing shall be recorded by the person performing the tests on the permit. The atmosphere shall be periodically retested (frequency to be determined by General Manager) to verify that atmospheric conditions remain within acceptable entry parameters.

Safety Plan

Confined Space Entry Program

Entry Procedures

Atmospheric Testing

Acceptable Limits

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

1. oxygen: 19.5 percent to 23.5 percent;
2. flammability: less than 10 percent of the Lower Flammable Limit (LFL); and
3. 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 that are potentially hazardous to confined space entrants shall be secured, relieved, disconnected, and/or restrained before personnel are permitted to enter the confined space. Equipment systems or processes shall be locked out and/or tagged out as required by the Artesia Aquatics Center Lockout/Tagout Program prior to permitting entry into the confined space. In confined spaces where complete isolation is not possible, General Manager shall evaluate the situation and make provisions for as rigorous an isolation as practical. 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 or 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 Artesia Aquatics Center Lockout/Tagout Program.

Ingress/Egress Standards

Means for safe entry and exit shall be provided for confined spaces. Each entry and exit points shall be evaluated by General Manager to determine the most effective methods and equipment that will enable employees to safely enter and exit the confined space.

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 use of the equipment increases the overall risks of entry or does not contribute to the rescue. A mechanical device shall be available to retrieve personnel from vertical 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.

Safety Plan

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 Occupational Safety and Health Administration's (OSHA) standard on lockout/tagout procedures, 29 CFR 1910.147.

Responsibilities

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

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

Authorized Employees

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

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

Affected Employees

Affected employees and any other employees whose work operations are or may be in the area, must be knowledgeable about:

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

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

Safety Plan

Lockout/Tagout Program

Responsibilities

Qualified Employees

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

Other Employees

Employees who do not work in areas where lockout may be used will be provided a brief

Lockout/Tagout Procedures

Prepare for Shutdown

The authorized employee must complete the following:

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

Equipment Shutdown

If the machine or equipment is operating, shut it down using the manufacturer's or employer's normal stopping procedures. Equipment shutdown involves making sure 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 employees that the machine or equipment is going to 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.

Safety Plan

Lockout/Tagout Program

Lockout/Tagout Procedures

Energy Isolation

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 that may fall or move.

Chemical Energy

Locate chemical supply lines to the system and close and lockout the valves. Where possible, bleed lines or cap ends to remove chemicals from the system.

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 employee's 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:

1. Each lock should only have one key. No master keys are allowed.
2. There should be as many locks on the system as people who are 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 own 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

To find a specific method to discharge a capacitor for a system, contact the manufacturer for guidance. 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.

Safety Plan

Lockout/Tagout Program

Lockout/Tagout Procedures

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. This residual energy can be removed by bleeding the lines through pressure relief valves.

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 personnel from dangerous areas and check again to make sure the equipment is isolated correctly.

De-energize equipment before repair or maintenance begins by:

1. verifying that the main disconnect switch or circuit breaker cannot be moved to the ON position;
2. pressing all operating controls to ensure there is no power;
3. returning all power switches to the OFF or NEUTRAL position; and
4. informing employees 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

Make certain the work is completed and inventory the tools and equipment that were 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.

Safety Plan

Lockout/Tagout Program

Lockout/Tagout Procedures

Restoring Equipment to Service

Check Controls

All controls should be in NEUTRAL or their safest position.

Check for Personnel

Check the work area to ensure that all employees 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 employees need to work together to perform maintenance or service on a piece of equipment. A key part of the process is to designate a single responsible employee who is in charge of lockout/tagout and is accountable for the overall procedure. Each authorized employee must apply their lock to the points of isolation on the machine to ensure the equipment cannot be re-energized until every employee has completed the work and is in a safe location. Follow these group lockout procedures:

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

Shift or Personnel Changes

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

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

Safety Plan

Lockout/Tagout Program

Training

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

Authorized Employees

Authorized employees will be trained on the following:

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

Affected Employees

Affected employees will be trained on the following:

1. the purpose and use of the lockout/tagout procedure

Qualified Employees

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

1. the electrical lockout/tagout procedures;
2. the skills needed to identify exposed live parts from electrical components;
3. the skills and techniques necessary to determine the nominal voltage of exposed live parts;
4. 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 Artesia Aquatics Center and identified in the PPE Hazard Assessment.

Other Employees

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

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

Authorized and Qualified Employees

Authorized and qualified employees will be given training prior to performing any lockout procedures. All affected employees will be given training at the time of hire. Retraining will be given whenever there is a change in:

1. job assignment;
2. a change in machine, equipment, or processes that would create a new hazard; or
3. whenever a change would occur in the Artesia Aquatics Center's lockout/tagout procedures.

Safety Plan

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 employees recognize, report, and control fire hazards.

Responsibilities

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

Management

Management deters the Artesia Aquatics Center's fire prevention and protection policies. Management will provide adequate controls to provide a safe workplace and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

Plan Administrator

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

1. Develop and administer the Artesia Aquatics Center Fire Prevention Training Program
2. Ensure that fire control equipment and systems are properly maintained
3. Control fuel source hazards
4. Conduct Fire Risk Surveys with the local fire department and other emergency responders and make recommendations

Supervisors

Supervisors are responsible for ensuring that employees receive appropriate fire safety training and for notifying General Manager when changes in operation increase the risk of fire. Supervisors are also responsible for enforcing Artesia Aquatics Center fire prevention and protection policies.

Employees

All employees will:

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

Safety Plan

Fire Prevention Plan

Plan Implementation

Good Housekeeping

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

1. Minimize storage of combustible materials.
2. Make sure doors, hallways, stairs, and other exit routes are free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (chemically reactive) substances away from each other.
7. Keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
8. Ensure that heating units are safeguarded.
9. Report all gas leaks immediately to the General Manager, who will ensure they are repaired immediately.
10. Repair and clean up flammable liquid leaks immediately.
11. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
12. Do not rely on extension cords if wiring improvements are needed and take care not to overload circuits with multiple pieces of equipment.
13. Turn off electrical equipment when not in use.

Maintenance

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

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

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

Safety Plan

Fire Prevention Plan

Types of Hazards

The following sections address the major workplace fire hazards at Artesia Aquatics Center 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, employees will:

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

Office Fire Hazards

Fire risks are not limited to Artesia Aquatics Center facilities. Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

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

Safety Plan

Fire Prevention Plan

Types of Hazards

Flammable and Combustible Materials

General Manager will regularly evaluate the presence of combustible materials at Artesia Aquatics Center.

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously 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.

Safety Plan

Fire Prevention Plan

Types of Hazards

Flammable and Combustible Materials

Class B Combustibles

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

To handle Class B combustibles safely:

- Use only approved pumps, taking suction 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 of 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 and is no longer being manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a serious health hazard are used.)

Safety Plan

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

Safety Plan

Exit Checklists

| Yes | No | Item |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is each exit marked with an exit sign and illuminated by a reliable light source? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the directions to exits, when not immediately apparent, marked with visible signs? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are exit signs provided with the word "EXIT" in letters at least 5 inches high with lettering at least 1 inch wide? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are exit doors side-hinged? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all exits kept free of obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 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)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact? |
| <input type="checkbox"/> | <input type="checkbox"/> | Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels? |

Safety Plan

| Flammable and Combustible Materials | | |
|-------------------------------------|--------------------------|--|
| Yes | No | Item |
| <input type="checkbox"/> | <input type="checkbox"/> | Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are approved containers and tanks used to store and handle flammable and combustible liquids? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all connections tight on drums and combustible liquid piping, vapor, and liquid? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all flammable liquids kept in closed containers when not in use? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are metal drums of flammable liquids electrically grounded during dispensing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are NO SMOKING signs posted on liquefied petroleum gas tanks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is combustible dust vacuumed rather than blown or swept whenever possible? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are fire extinguishers appropriate for the materials in the areas they are mounted?* |
| <input type="checkbox"/> | <input type="checkbox"/> | 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?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Are extinguishers free from obstruction or blockage?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all extinguishers serviced, maintained, and tagged at least once a year?* |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all extinguishers fully charged and in their designated places?* |
| <input type="checkbox"/> | <input type="checkbox"/> | 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? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all spills of flammable or combustible liquids cleaned up promptly? |
| <input type="checkbox"/> | <input type="checkbox"/> | 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: _____

Safety Plan

Respiratory Protection Plan

Purpose:

The purpose of this plan is to establish a program and procedures for the use of respiratory protection at Artesia Aquatics Center.

The Occupational Safety and Health Administration Respiratory Protection Standards 29 CFR 1910.134 (General Industry) and 29 CFR 1926.103 (Construction Industry) call for the development of a respiratory protection program when the use of respirators is necessary to protect the health of the employee or whenever respirators are required by the employer. The written respiratory protection program will include and address the following categories in order to satisfy the minimum requirements of the Respiratory Protection Standard:

- Procedures for selecting respirators for use in the workplace
- Medical evaluations of employees required to use respirators
- Fit-testing procedures for tight-fitting respirators
- Procedures for proper use of respirators in routine and reasonably foreseeable emergency situations
- 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 employees in the respiratory hazards to which they are potentially exposed during routine and emergency situations
- Training of employees 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

Safety Plan

Respiratory Protection Plan

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 employees and maintaining associated training records
- Consulting with employees 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

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 employees are knowledgeable about the respiratory equipment for the areas in which they work

Employees are responsible for the following aspects of the respiratory protection program:

- Wearing appropriate respiratory protection provided by the company to minimize exposure
- Properly using and caring 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

Safety Plan

Respiratory Protection Plan

Selection and Use of Respirators:

Respirators will be selected according to the respiratory hazard(s) to which the employee 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:

- Employees must be clean-shaven. Employees 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.
- Employees with any condition that interferes with the face-to-facepiece seal or valve function will not be permitted to wear tight-fitting facepieces.
- If an employee 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.
- Employees 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 upon manufacturer's recommendations or (other method) .
- Service life and change schedule for canisters and cartridges is 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.

Safety Plan

Respiratory Protection Plan

Medical Evaluations:

Prior to being fit-tested or using a respirator in the workplace, each employee requiring a fit test will have a medical evaluation to assess his or her ability to wear a respirator.

A medical provider designated by the City of Artesia will perform the medical evaluations. Medical evaluations will be performed by using a medical questionnaire, which will be reviewed by a physician or other licensed health care provider. Medical evaluations may include a physical exam, under certain conditions.

Additional medical evaluations will be performed under the following conditions:

- An employee reports medical signs or symptoms that are related to his or her ability to use a respirator.
- A physician or other licensed health care provider, a supervisor, or the respiratory program administrator informs the company that an employee needs to be re-evaluated.
- Information from the respiratory protection program, including observations made during fit testing and program evaluation, indicates a need for employee re-evaluation.
- A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) that may result in a substantial increase in the physiological burden placed on an employee.

Fit Testing:

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

- Employees using tight-fitting facepiece respirators must pass the appropriate qualitative fit test or quantitative fit test.
- Employees using tight-fitting facepiece respirators will be fit-tested prior to 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 there are changes in the employee's physical condition (e.g., facial scarring, dental changes, cosmetic surgery, eyeglasses or an obvious change in body weight) that could affect respirator fit.
- An additional fit test will be conducted when an employee reports that the fit of the respirator is unacceptable. The employee 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:

Artesia Aquatics Center will provide for the cleaning and disinfecting, storage, inspection, and repair of respirators used by employees.

Safety Plan

Respiratory Protection Plan

Cleaning and Disinfecting:

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

Each respirator user will be provided with a respirator that is clean, sanitary and in good working order.

Respirators will be cleaned and disinfected at the following intervals:

- Respirators that are exclusively used by one employee will be cleaned and disinfected as often as necessary to maintain the respirator in a sanitary condition
- Respirators that are used by more than one employee will be cleaned and disinfected after every use
- Respirators that are used for emergencies will be cleaned and disinfected after each use
- Respirators that are 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 employee will be stored in a sealed container in the AAC Pump Room.
- Respirators that are used by more than one employee will be stored in a sealed container in the AAC Pump Room.
- 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.

Safety Plan

Respiratory Protection Plan

Inspection:

Respirators will be inspected by employees 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 for use
- Self-contained breathing apparatuses will be inspected monthly
- Air and oxygen cylinders will be maintained in fully charged states and will be 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

Safety Plan

Respiratory Protection Plan

Breathing Air Quality and Use:

Employees using atmosphere-supplying respirators (supplied-air and SCBA) will be provided with breathing gases of high purity. Compressed air, compressed oxygen, liquid air and liquid oxygen used for respiration will meet the following specifications:

- Compressed and liquid oxygen will meet the United States Pharmacopeia requirements for medical or breathing oxygen
- Compressed breathing air will meet the requirements for Type 1-Grade D breathing air

Information and Training:

Employees included in the respiratory protection program will receive the following training prior to 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) or 29 CFR 1926.103 (Construction 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 emergency situations
- 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

Safety Plan

Respiratory Protection Plan

Voluntary Use of Respirators:

In work areas where respirators are not required, Artesia Aquatics Center will provide respirators at the request of employees, if it is determined that such respirator use will not in itself create a hazard.

All employees who voluntarily use respiratory protection equipment will be provided with information contained in Appendix D of the OSHA Respiratory Protection Standard "Information for Employees Using Respirators When Not Required."

In addition, the company will ensure that any employee 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:

- 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 employees for not following the respiratory protection program

I, _____ (Print Name) have read and understand the respiratory protection program at Artesia Aquatics Center.

Employee Name: _____

Date: _____

Safety Plan

Bloodborne Exposure Control Plan

Scope

Developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

Purpose

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

Responsibility

The aquatic staff management shall be responsible for ensuring their employees comply with the provisions of this plan. The Artesia Aquatic Center is responsible for providing all necessary supplies such as personal protective equipment, soap, bleach, Hepatitis B vaccinations, etc. Most of these supplies are available at the Aquatic Center. Hepatitis B vaccinations can be administered through a City of Artesia provider, if requested.

Engineering and Work Practice Controls

Universal precautions will be observed by all aquatic staff employees in order 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.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to aquatic staff employees working at the Aquatic Center.

1. Employees must wash their hands or other skin with soap and water, or flush mucous membranes with water, as soon as possible following an exposure incident (such as a splash of blood to the eyes or an accidental needle stick).**
2. Employees must wash their hands immediately (or as soon as feasible) after removal of gloves or other personal protective equipment.**

**Employees shall familiarize themselves with the nearest hand washing facilities.

3. Aquatic staff employees who encounter improperly disposed needles shall notify the management staff of the location of the needle(s).
 - Needles should never be recapped.
 - Needles may be moved only by using a mechanical device or tool (forceps, pliers, broom and dustpan).
4. Breaking or shearing of needles is prohibited.
5. 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.
6. No food or drinks shall be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

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

Safety Plan

Bloodborne Exposure Control Plan

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. The bleach solution or disinfectant must be left in contact with contaminated work surfaces, tools, objects, or potentially infectious materials for at least 10 minutes before cleaning.
- Cleaning materials to be used:
 - 10% (minimum) solution of chlorine bleach
 - Isopropyl Alcohol (70%)
 - Lysol or other EPA-registered disinfectants
- 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 the hands. Sweep or brush material into a dustpan.

Personal Protective Equipment

The Artesia Aquatics Center will provide gloves and rescue masks at no cost to employees. The Artesia Aquatics Center will replace or repair personal protective equipment if damaged while on duty. It is the responsibility of the employee to keep their own equipment in good condition, clean, and ready for use, while on duty.

Employees must:

- Utilize protective equipment in occupational exposure situations.
- Remove garments that become penetrated by blood or other potentially infectious material immediately or as soon as feasible.
- Remove all personal protective equipment before leaving the work area.
- Place all garments in the appropriate designated area or container for storage, cleaning, decontamination, or disposal.

Safety Plan

Bloodborne Exposure Control Plan

Post Exposure Evaluation and Follow-Up

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

Following a report of an exposure incident, the exposed employee shall go to an approved City of Artesia health care 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 (The 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 employee, when medically indicated in accordance with the U.S. Public Health Service
- Counseling
- Evaluation of any reported illness

The employee 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 employee needs Hepatitis B vaccination; (2) whether the employee has received such a vaccination. The healthcare professional's written opinion for post-exposure evaluation and follow-up is limited to the following information:

- That the employee was informed of the results of the evaluation.
- That the employee 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 will 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. All laboratory tests must be conducted by an accredited laboratory at no cost to the employee. All medical records will be kept in accordance with 29 CFR 1910.1020.

Safety Plan

Biohazard Action Plan

Purpose

The purpose of this Action 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 here: <https://www.cdc.gov/healthywater/swimming/states-treated.html>

Responsibility

The Aquatic Staff Management will ensure staff are trained on procedures to the response and cleanup, provisions for training staff 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 contamination, diarrheal contamination, vomit contamination, and blood contamination.
- 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 employees in an aquatic environment

Preventative Measures

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

Management:

- Be properly trained and keep up to date with new technologies and developments in pool care.
- The circulation and filtration system should be properly maintained to provide maximum filtration at all times. Backwash water and filtering media should be properly disposed of so venue water is not cross contaminated.
- Venue water should always be kept clear and in chemical balance with pH between 7.2 and 7.8, alkalinity between 80 and 150 ppm, and calcium hardness between 200 and 400 ppm.

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

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

Safety Plan

Biohazard Action Plan – 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:

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

Vomit or Formed Fecal Incidents

Incidents in the water:

- Close the pool to swimmers. If you have multiple pools that use the same filtration system—all of the pools will have to be closed to swimmers. Do not allow anyone to enter the venue(s) until the disinfection process is completed
- Complete Pool Closure Report.
- Remove as much of the 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**
- 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.
- Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for disinfection.
- 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

Incidents the deck:

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

Safety Plan

Biohazard Action Plan – Decontamination Procedures

Diarrheal Incidents

Incidents in water WITHOUT stabilizer

1. Close the pool to swimmers. If you have pools that use the same filtration system—all of the pools will have to be closed to swimmers. Do not allow anyone to enter the venue(s) until the hyperchlorination process is completed.
2. Complete Pool Closure Report.
3. Remove as much of the 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 Table below) and maintain water at pH 7.5 or less.
5. Achieve a concentration × time (CT) inactivation value of 15,3003 to inactivate or kill Crypto. The CT inactivation value refers to the concentration of free chlorine in parts per million (ppm) multiplied by time in minutes at a specific pH and temperature.
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 reaching the CT inactivation value. Be sure to discharge directly to waste and 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 the required CT inactivation value has been achieved and the free chlorine concentration and pH are within the operating range allowed by the Establish a fecal incident log. state or local regulatory authority.

Use the formula below to calculate the time required to inactivate or kill Crypto

| Concentration × time (CT) inactivation value | ÷ | Free chlorine concentration (parts per million [ppm]) | Time (in minutes) |
|--|---|---|------------------------|
| 15,300 | ÷ | 20 | =765 (or 12.75hours) |
| 15,300 | ÷ | 10 | =1,530 (or 25.5 hours) |

Safety Plan

Biohazard Action Plan – Decontamination Procedures

Diarrheal Incidents

Incidents in water WITHOUT stabilizer

1. Close the aquatic venue to swimmers. If you have multiple venues that use the same filtration system—all of the venues will have to be closed to swimmers. Do not allow anyone to enter the venue(s) until the hyperchlorination process is completed.
2. Complete Pool Closure Report
3. Remove as much of the 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 and 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.

Safety Plan

Biohazard Action Plan – Decontamination Procedures

Diarrheal Incidents

Incidents on the deck

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

Finding a Dead Animal/Animal Droppings in the Pool

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

Training Plan

Pre-Service Training

Overview

Lifeguard managers have a duty to assess the skills of each member of the lifeguard team. Documentation verifying the pre-service training should be completed by the person conducting the training.

Pre-Service Training Requirements

- 300-yard swim—Candidates may swim using the front crawl, breaststroke or a combination of both, but swimming on the back or side is not allowed. Swim goggles may be used.
- Timed Event—Swim 20 yards, surface dive to the deepest point in the pool, return to the surface and swim 20 yards on the back to return to the starting point.
- Submerged Victim Rescue—Deep water with two-person removal from water using a backboard, followed by 2 minutes of cardiopulmonary resuscitation (CPR)
- Multiple Rescuer Response—2 person CPR
- Ability to demonstrate appropriate use of rescue equipment such as the rescue tube and resuscitation mask

Pre-Service Training Form

Candidate Name _____ Assessor Name _____ Date _____

- Swimming Proficiency
- Timed brick swim (1:40) in deepest point of pool
- Submerged Victim Rescue
- Multiple Rescuer Response (see additional form)
- Ability to demonstrate appropriate use of rescue equipment

Candidate Signature _____ Assessor Signature _____

Training Plan

Pre-Service Training

Pre-Service Training Child- 2 Person CPR --> AED

Guard 1:

Date:

Actual Time Started:

| | Points Possible | Points Awarded |
|---|-----------------|----------------|
| Takes/ verbalizes appropriate PPE | 1 | |
| Checks responsiveness | 1 | |
| Requests additional EMS assistance | 1 | |
| Checks ABC's | 1 | |
| Note: | | |
| "The Victim does not have a pulse and is not breathing" | | |
| Assembles the BVM Correctly | 1 | |
| Immediately begins chest compressions | 1 | |
| Performs 3 cycles of effective 2 person CPR -Adequate depth and rate -Correct compression to ventilation ratio (15:2) | 2 | |
| Note: The rescuer will now switch positions in 2 person CPR | | |
| Performs 2 cycles of effective 2 person CPR | | |
| Note: The examiner will now bring the AED | | |
| Turns on power to the AED | 1 | |
| Follows prompts and correctly attaches the AED | 1 | |
| Stops CPR and ensures all individuals are clear of the patient | 1 | |
| Immediately begins chest compressions after shock of AED | 1 | |
| Total | | |

Actual Time Ended:

Pass Fail

Critical Fails:

- Failure to immediately begin chest compressions _____
- Failure to demonstrate effective CPR _____
- Failure to perform CPR with correct compression to ventilation ratio _____
- Failure to attach the AED correctly _____
- Failure to immediately resume compressions after shock is delivered _____

Training Plan

New Hire Orientation Program

| Department Onboarding | | |
|-----------------------|--------------|---|
| Guard Ititials | Sup Ititials | Item |
| | | Director Level Introductions |
| | | Discuss Interdepartmental Promotion and Support |
| | | Read Department Manual and Company Wide Manual |
| | | Systems setup and training as needed: |
| | | Phones |
| | | Timeclock |
| | | Member Management |
| | | HydroApps |
| | | Complete Full Facility Tour |
| | | When completing, introduce the new employee to as many current team members as possible |
| | | Discuss the use, services, and expectations of the Facility through the eyes of guests and how the actions of the Aquatics Department contribute to the guest experience. |
| | | Aquatics Department Programs Overview |

| Job Specific Onboarding General | | |
|------------------------------------|--------------|---|
| Guard Ititials | Sup Ititials | Item |
| | | Review Job Description and Discuss Detailed Responsibility |
| | | Work Schedule |
| | | Shadow a Lifeguard for Opening Duties |
| | | Overview of the Aquatic Environment |
| | | Identify common visibility issues in pools used for family swim – address how to solve them |
| | | Utilization of communication systems (whistle signals, hand signals, and radios) |
| | | Discuss protocol for calling 911 |
| | | Discuss AED locations |
| | | Discuss facility specific procedures for backboard and other safety equipment |
| | | Discuss CPR and first aid procedures |
| | | Discuss where to meet EMS and what route to bring them to any pool in the Facility |
| | | Discuss Hazardous Materials and SDS binders. |
| | | Fill out Illness/Injury Reports |
| | | Discuss Safety Related Standard Operating Procedures |

Training Plan

New Hire Orientation Program

| Job Specific Onboarding Down Shift and Shadowing | | |
|---|--------------|--|
| Guard Ititials | Sup Ititials | Item |
| | | Shadow a Lifeguard for Down Shift duties |
| | | Shadow a Lifeguard at indoor pools for 1 hour or a full rotation – whichever is longer |
| | | Shadow a Lifeguard at the outdoor pools for 1.5 hours or a full rotation – whichever is longer |
| Closing Duties and Shadowing | | |
| Guard Ititials | Sup Ititials | Item |
| | | Shadow a Lifeguard at the indoor pools for 1 hour or a full rotation – whichever is longer |
| | | Shadow a Lifeguard at the outdoor pools for 1.5 hours or a full rotation – whichever is longer |
| | | Shadow a Lifeguard for closing duties |

Date: _____

Printed Name of New Hire: _____

Signature of New Hire: _____

Signature of Supervisor Review this Report: _____

Training Plan

Pre-Season Training

Overview

The Pre-Season Training will be conducted annually to ensure that lifeguards have an understanding of policies and procedures as well as know their specific facility. The Pre-Season Training is required for all staff.

Annual Training Requirements

- Job responsibilities and expectations
- Policies and procedures
- Facility Tour
 - Communication used
 - Locations of rescue equipment
 - Hazardous areas
 - Employee only areas
 - Supervisory areas
 - Restroom and locker rooms
 - Zones of surveillance
 - Lifeguard stations
 - Facility rules and regulations, including “zone-specific” rules and regulations
 - Specialized pool areas

Training Plan

In-Service Training

Overview

In-service training should be scheduled on a regular and frequent basis, must be mandatory, and should include a variety of activities and topics. The EAP should be regularly practiced, and skills should be refined, so lifeguards are prepared to respond to a wide variety of emergencies. These may involve CPR/AED, spinal injury, pool closure or facility evacuation.

Lifeguards are expected to attend **four hours** of in-service training per month. Advanced notice will be given for in-service training and all Lifeguards are expected to attend or make prior arrangements to make it up. Failure to attend in-service trainings may result in termination. In-service trainings will generally be divided into pool and classroom sessions.

Process

- Record attendance for every lifeguard that attends. This documentation should also include signatures of attendees and the persons conducting the training, content of training, and date of training.
- Execute in-service topics
- After the topics are covered, have the lifeguards perform a conditioning exercise
- Ensure that lifeguards are recognized for their hard work and reminded of the importance of the topics that have been trained during the session.
- If a lifeguard is absent from the in-service, ensure that a make-up is scheduled to cover the missed training.

Training Plan

In-Service Training

Location: _____

Instructor #1: _____

Date: _____

Instructor #2: _____

Time (from/to): _____

Instructor #3: _____

Instructor Certifications:

First Aid Instructor

Lifeguard Instructor Trainer

Lifeguard Instructor

Water Safety Instructor Trainer

Water Safety Instructor

Other: _____

CPR Instructor

Other: _____

In-Service Topics:

Water Rescues

Conditioning

Spinal Injury Management

Swim Lessons

First Aid

Recognition

CPR

Responsibilities

Participants

(Printed Name)

(Signature)

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |

Training Plan

Lifeguard Assessments

ASK Drill

To conduct an ASK drill:

1. A supervisor places an object, such as a manikin or silhouette, or a “live” victim in various locations, including the surface and the bottom.
2. Ask the lifeguard if they can see the object.
3. Have the lifeguard determine if the object is something that would cause them to respond.

Each zone should be tested at different times of the day and for different activities or conditions. This drill should be done regularly and at any time the zone or the characteristics of the zone change.

Live Recognition Drill

The size and shape of each zone should allow the lifeguard to see all areas of the zone, from the bottom through to the surface. The size and shape should also allow the lifeguard to be able to recognize a victim and reach the extremes of each zone—furthest and deepest—in 30 seconds.

To conduct a live recognition drill:

- Conduct a surprise “victim” drop. The lifeguard should not be aware of the introduction of a victim into their zone. Suitable victims include a mixture of real people and manikins or silhouettes.
- Observe and evaluate. The supervisor observes the drill and records the length of time for the lifeguard to recognize and reach the “victim.” The supervisor should consider factors that influenced the outcome and make modifications to the zone or provide in-service training to any staff member who was unable to meet the timeline of 30 seconds.

Lifeguard Station Response Time Test

It is important to know if the average lifeguard at the facility can accomplish this within a timeline of 1½ to 2 minutes at each station under ideal conditions. If they cannot, modifications may need to be made to the size, shape or coverage of the zone; location of the back-up rescue equipment; and where the responders that are assisting during an EAP are located. The results can also help identify where more training and practice is needed, such as in bringing equipment, putting on gloves, preparing equipment, reaching the victim and extricating the victim.

To conduct lifeguard station response time testing:

- Place the lifeguard at the station and the support staff where they would normally be.
- Initiate the drill:
 - Place the “victim” in the pre-arranged location (for example, a submerged victim in the farthest corner of the zone).
 - Have the lifeguard activate the EAP.
- Time the response. Start timing at the whistle blast/EAP signal and stop when the victim has been extricated from the water and 2 ventilations have been given.

Training Plan

Lifeguard Assessments

Observations:

It is an important check to ensure that lifeguards are capable of recognizing and responding to an emergency. This assessment will be verifying the lifeguard's scanning and rule enforcement. Department Heads and Full-Time Lifeguards may assess their peers.

To conduct an observation:

- Begin by watching the lifeguards for 4-6 minutes.
 1. Grade the lifeguard on the following criteria:
 2. Guard is in appropriate attire
 3. Appropriate posture is maintained
 4. Guard uses appropriate scanning techniques and scans entire zone
 5. Rescue ready with tube strap on
 6. Hip pack and whistle is worn correctly
 7. Rule enforcement
 8. Proper rotation
- The guard will receive a pass/fail based on the findings of the observation
- Council the lifeguard if there could be improvements made
- Document the assessment

Skill Evaluation

This evaluation will ensure that lifeguards are appropriately trained and can quickly and efficiently provide the appropriate care to someone in need.

To conduct a skill evaluation:

- 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) on the following criteria:
 1. Completing a scene size up
 2. Activating the EAP
 3. Performing the correct rescue
 4. Performing the care out of the water
- The guard will receive a pass/fail based on the findings of the observation
- Council the lifeguard(s) if there could be improvements made
- Document the assessment

Training Plan

Lifeguard Assessments

ASK Drill

Zone Name: _____

Assessor Conducting: _____

Date: _____

Lifeguard Conducting: _____

Time: _____

- Was the lifeguard able to see the placed object within 10 seconds of placement
Record of Time: _____

Comments:

Assessor Signature: _____

Lifeguard Signature: _____

Training Plan

Lifeguard Assessments

Live Recognition Drill

Zone Name: _____

Assessor Conducting: _____

Date: _____

Lifeguard Conducting: _____

Time: _____

- Was the lifeguard able to recognize and respond to the object within 30 seconds?
Record of Time: _____

Assessor Signature: _____

Lifeguard #1 Signature: _____

Training Plan

Lifeguard Assessments

Lifeguard Station Response Time Tests

Zone Name: _____ Assessor Conducting: _____

Date: _____ Lifeguard #1 Conducting: _____

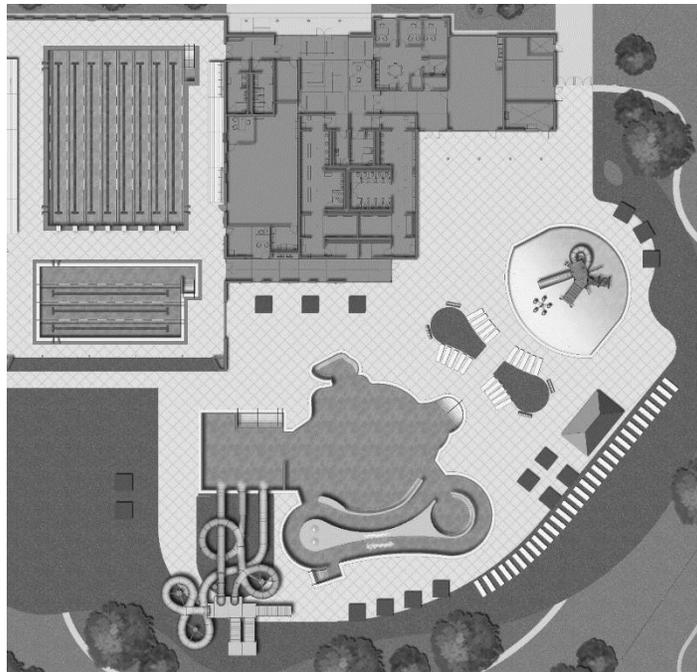
Time: _____ Lifeguard #2 Conducting: _____

- Was the lifeguard able to recognize and respond to the object within 30 seconds?
- Lifeguard Activates the EAP?
- Lifeguard reached Victim and extricated Victim?
- Lifeguards extricated Victim from water and performed two ventilations in 1:30 minutes?

Record of Time: _____

Comments: _____

Mark "x" where lifeguard stand, and victim were placed.



Assessor Signature: _____

Lifeguard #1 Signature: _____

E005 Revised: 05/23

Training Plan

Lifeguard Assessments

Observations

Zone: _____

Assessor Conducting: _____

Date: _____

Lifeguard #1 Conducting: _____

Time: _____

Lifeguard #2 Conducting: _____

- Lifeguard is in appropriate attire?
- Appropriate posture is maintained?
- Uses appropriate scanning technique and scans zone?
- Rescue ready with tube strap on?
- Hip pack and whistle worn correctly?
- Appropriate rule enforcement?
- Proper rotation?

Comments:

Assessor Signature: _____ Lifeguard Signature: _____

Training Plan

Lifeguard Assessments

Lifeguard Skill Evaluation

Date: _____

Time: _____

Assessor Conducting: _____

Lifeguard #1: _____

Lifeguard #2: _____

Lifeguard #3: _____

Lifeguard #4: _____

Scenario (Circle One)

Water

Water & Land

Land

Scenario for (Circle One)

Adult

Child

Infant

Water Scenario (Circle One)

Distressed

Submerged Shallow Water

Spinal Deep Water

Active

Submerged Deep Water

Other

Passive

Spinal Shallow

Land Scenario (Circle One)

Conscious Choking

Ventilations

CPR

First Aid Skills

- | | |
|--|---|
| <input type="checkbox"/> Activate EAP | <input type="checkbox"/> Perform correct Extrication |
| <input type="checkbox"/> Perform correct entry | <input type="checkbox"/> Victim's body/head does NOT excessively move |
| <input type="checkbox"/> Approach victim correctly | <input type="checkbox"/> Put on gloves |
| <input type="checkbox"/> Perform correct rescue | <input type="checkbox"/> Recognize the correct emergency out of the water |
| <input type="checkbox"/> Demonstrate effective communication | <input type="checkbox"/> Performs correct care for emergency out of the water |

Assessor Signature: _____

Lifeguard #1 Signature: _____

Lifeguard #2 Signature: _____

Lifeguard #3 Signature: _____

Lifeguard #4 Signature: _____

Maintenance Plan

Facility Design Data

| | Lap Pool | Training Pool | Recreation Pool | Wading Pool |
|--------------------|---------------|---------------|-----------------|-------------|
| Length | 75'-0 3/4" | 63' | Varies | Varies |
| Width | 63' | 30' | Varies | Varies |
| Surface Area | 4,416 sq. ft. | 1,860 | 6,108 | 2,135 |
| Perimeter | 275' | 192' | 499' | 166' |
| Volume | 254,524 Gal | 52,734 | 154,484 | 12,830 |
| Pool Turnover Rate | 5.3 Hr | 3.91 Hr | 1.78 Hr | 0.78 Hr |
| Recirculation Rate | 800 GPM | 115 | 1,450 | 275 |
| Bather Load | 226 | 224 | 407 | 142 |

Maintenance Plan

Water Chemistry and Clarity

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 is critical in keeping the water clean and clear. Monitoring the flow rate of the system, the pressure gauges on the filters, and the cleanliness of the hair and lint strainers will help with the circulation and filtration.

The Water Chemistry Report is an important tool in managing the chemistry of the pool water. This report is to be completed daily by the Head Lifeguard, Aquatics Manager, or General Manager who will perform all water testing and thus responsible for making necessary adjustments.

Water Testing and Pool Chemicals

Free Chlorine, pH, temperature, and ORP readings are done at each time indicated on the Water Chemistry Report. Combined Chlorine will be tested a minimum of twice a day and recorded on the water test report. A full water balance report will be done once a week and 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 take the place of manually testing the water by staff. Certified Pool Operators will be responsible for comparing the manual test results with the readings on the controller and make the necessary adjustments. Only the General Manager will make adjustments on the controller.

SDS (Material Safety Data Sheets) are provided at each pool site for all chemicals used at the respective site. It is the responsibility of the maintenance worker to ensure the SDS are readily available. Refer to SDS for all information about chemicals used at the pool. These sheets are kept in the management office and in the pump room.

Chemicals that may be on site:

- Calcium Chloride raises the calcium hardness
- Sodium Bicarbonate raises the total alkalinity
- Muriatic Acid reduces the total alkalinity
- Sodium Carbonate (Soda Ash) raises the pH
- Potassium Monopersulfate is a non-chlorine oxidizer
- Granular Chlorine for superchlorinating
- Sodium Thiosulfate for dichlorination

Total alkalinity is important for maintaining balanced water. Total alkalinity is what keeps the pH where it needs to be to safely operate a swimming pool. Low total alkalinity will cause corrosive (aggressive) water and detrimental to pool finishes and equipment. High total alkalinity can result in a scaling condition.

Calcium hardness refers to the amount of calcium in the pool water. Low calcium hardness will cause corrosive (aggressive) water and detrimental to pool finishes and equipment. High calcium hardness can result in a scaling condition.

Maintenance Plan

Water Chemistry and Clarity

Pool Testing Procedures

Follow test directions as provided with the test kit.

Ideal chemical readings should be:

| Parameter | Min | Ideal | Max |
|------------------------|---------------------------------|-----------|-------|
| Free Chlorine | 1 | 2.0 – 4.0 | 5 |
| Combined Chlorine | – | – | 0.2 |
| pH | 7.2 | 7.4 – 7.6 | 7.8 |
| Total Alkalinity | 60 | 80 – 100* | 180 |
| Calcium Hardness | 150 | 200 – 400 | 1,000 |
| Temperature | 78° | – | 82° |
| Total Dissolved Solids | Max 1500 above start-up | | |
| ORP | Calibrate to Disinfectant Level | | |

* For calcium hypochlorite or sodium hypochlorite

Water Balance Chemistry

Maintaining proper water balance chemistry is essential to keeping the facility, pool shell, system components properly maintained. The Langelier Saturation Index is the industry standard for calculating water balance. The maintenance technician is responsible for maintaining water chemistry (balanced water).

The Saturation Index is calculated by using the following formula and table. The table is used to determine the factor for each component to insert into the formula.

$$\text{Saturation Index} = \text{pH} + \text{Tf} + \text{Cf} + \text{Af} - \text{TDSf}$$

| Temperature | | Calcium Hardness | | Alkalinity | | TDS |
|-------------|-------------------|------------------|-----------------|------------|-----------------|------------------|
| Degrees | Temp ^f | ppm | CH ^f | ppm | TA ^f | TDS ^f |
| 32 | 0 | 25 | 1 | 25 | 1.4 | ≤ 800 |
| 37 | 0.1 | 50 | 1.3 | 50 | 1.7 | – 12.1 |
| 46 | 0.2 | 75 | 1.5 | 75 | 1.9 | 801 - 1,500 |
| 53 | 0.3 | 100 | 1.6 | 100 | 2.0 | – 12.2 |
| 60 | 0.4 | 125 | 1.7 | 125 | 2.1 | 1,501 - 2,900 |
| 66 | 0.5 | 150 | 1.8 | 150 | 2.2 | – 12.3 |
| 76 | 0.6 | 200 | 1.9 | 200 | 2.3 | 2,901 - 5,500 |
| 84 | 0.7 | 250 | 2 | 250 | 2.4 | – 12.4 |
| 94 | 0.8 | 300 | 2.1 | 300 | 2.5 | >5,500 |
| 105 | 0.9 | 400 | 2.2 | 400 | 2.6 | – 12.5 |
| | | 800 | 2.5 | 800 | 2.9 | |

The pool must be balanced at all times to ensure proper water quality. The acceptable range for swimming pools is -0.3 to +0.3.

Note: All chemical testing must be recorded on the Water Chemistry Report

F002 Revised: 05/23

Maintenance Plan

Daily Cleaning Standards and Procedures

Decks

Hose weekly or as needed to remove any hair, dirt or body oils. Do NOT spray this water into the pool. Make sure all deck drains are free from hair, leaves, trash and insects. Gum must be removed as soon as it is noticed.

Water Fountains

Clean every other day with metal polish. All brown and green splotches should be removed.

Surfaces

All surfaces must be kept as clean and dry as possible for cleanliness and to prevent falls. Wiping down all benches, handrails, door handles, railings, etc. with disinfectant will prevent bacteria and illness and must be done daily.

Pool Vacuum

The entire pool bottom should be vacuumed on a weekly basis. Some areas of the pool may need to be vacuumed more often depending on the amount of debris.

Maintenance Plan

Pool Mechanical Maintenance

Pool Pumps and Circulation Motors

All motors and pumps will be checked by City of Artesia Maintenance staff or a designated contractor, the first week of every three months. The following should be checked:

- Amps on the Circulation Motors
 - Running amps
 - Starting amps
- Grease the following fittings
 - Motor
 - Pump
- Listen for any whining of motors or any metal rubbing together in pumps.
- Check all contacts on the following:
 - Starter
 - Disconnects
- Check all Vacuum and Pressure gauges for each motor.
- Check for any loose wiring or the arcing in wires.

Pool Chemical Pumps and Supply Lines

The chemical pumps will be checked weekly to make sure there are no leaks in the feeding tube. The chemicals should be feeding through the clear tubing

1. Inspect the chemical supply lines to make sure chemicals are flowing through the clear tubing. (Watch as the air bubbles move along the tubing.)
2. Inspect the chemical tubing in the chemical feeder and make sure that it is not leaking or moisture in the housing. Make sure the brass ends are not broken off in the feeder tube in the pump. If needed, install new feeder tube.
3. Replace the feeder tube in all chemical pumps at the beginning of each season.
4. If supply lines are hard and brittle, or full of chemical deposits, they should be replaced.

Chemical Controllers

The chemical controllers must be properly maintained for the controller to function properly. The following procedure should be followed once a week to clean the probes.

1. Shut valves to flow cell.
2. Remove probes.
3. Clean probes with mild detergent.
4. Rinse with clean water (not pool water).
5. Rinse probes in an acid dilution (1 part acid to 10 parts water).
6. Rinse with clean water (not pool water).
7. Replace probes back in flow cell.
8. Open flow cell valves.

Maintenance Plan

Pool Mechanical Maintenance

Pool Filters

Always immediately notify the General Manager or Aquatics Manager to close the pool or features, when:

1. Free Chlorine is tested below 1ppm or above 8ppm
2. pH is tested below 7.1 or above 7.8
3. The water is cloudy, and you cannot see the bottom of the pool
4. The circulation system is off
5. There are chemical leaks
6. A feature (i.e., slide, structure, etc.) is not operating

Any time you notice an unsafe environment for guests or employees.

Maintenance Plan

Close Pool and Notify Supervisor

Always immediately notify Aquatic Supervisor to close the pool or features, when:

1. Free Chlorine is tested below 1ppm or above 8ppm
2. pH is tested below 7.1 or above 7.8
3. The water is cloudy, and you cannot see the bottom of the pool
4. The circulation system is off
5. There are chemical leaks
6. A feature (i.e., slide, structure, etc.) is not operating

You notice an unsafe environment for guests or employees

Supplemental Information

| | |
|---|------|
| Post-Incident Report | G001 |
| Pool Closure Report..... | G002 |
| Bloodborne Pathogen Exposure Report..... | G003 |
| Chemical Inventory List..... | G004 |
| Respiratory Protection Training Checklist | G005 |
| Water Chemistry Report..... | G006 |
| Rotation Documentation..... | G007 |
| Headcounts..... | G008 |
| Code of Conduct | G009 |
| Child Safe Environment Handout..... | G010 |

Post-Incident Report

Location: _____ **Date:** _____ **Time:** _____

| Name | Location at Facility | Witness 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 |
| Employee 1 | | | Y / N / NA |
| Employee 2 | | | Y / N / NA |
| Employee 3 | | | Y / N / NA |

| Reportable Item | Y / N / NA | Management Initials | Daily Reports Collected? (i.e., water quality reports, incident reports, safety checklists, etc.) | Y / N / NA |
|--|------------|---------------------|--|------------|
| Type of Incident (i.e., ride/attraction accident, unresponsive victim in the water, conscious victim in water, land emergency, etc.) | | | | |
| Water Clarity Acceptable | Y / N / NA | | Photo of swimming area? | Y / N / NA |
| Lifeguards in Appropriate 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.) <i>Note: use additional pages if necessary</i> | |

| During the Incident | Description |
|---|-------------|
| Where the incident occurred? (i.e., "The incident occurred at the 5ft mark in lane one of the competition pools") | |
| 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? | |

Post-Incident Report

Complete the following information:

- Approximate location of the incident
- Location of lifeguards
- Location of witness which statements were gathered



Pool Closure Report

Closure of pool for: Inclement Weather Water Quality Water Contamination

Date: _____

Water Feature or Area: _____

Number of People in the Water: _____

Time of Closure: _____ AM PM

Formed Fecal Accident, Diarrhea Fecal Accident, Vomit, Blood: _____

Stabilizer used in Water Feature: Yes No

| Water Quality Measurements | | | | | | |
|----------------------------|---|---|---|---|--------------------------|--|
| Level at Closure | 1 | 2 | 3 | 4 | Level Prior to Reopening | |
| Free Residual Chlorine | | | | | | |
| pH | | | | | | |

Treatment: Yes No

Comments:

Additional Information:

Printed name of rescuer/person completing this report: _____

Signature of rescuer/person completing this report: _____

Signature of supervisor reviewing this report: _____

Bloodborne Pathogen Exposure Report

Date: _____

Employee's Name: _____

Home Phone: _____

DOB: _____ Job Title: _____

Employee Hepatitis Vaccination Status: _____

Date of Exposure: _____ Time of Exposure: _____ AM/PM

Location of Incident (Accident while cleaning, sports, trauma, medical emergency):

Describe what tasks were being performed when the exposure occurred:

Was Personal Protective Equipment worn? Yes _____ No _____

Did PPE Fail? Yes _____ No _____

If yes, explain how:

What type of bodily fluids was the employee exposed to (blood, vomit, etc.)?

What was the exposure?

Estimate the size of the exposure

How long did the exposure occur? _____

Did a foreign body (needle, sharp object, etc) penetrate the employee's skin? Yes _____ No _____

If Yes, what object? _____

Where did the penetration occur? _____

Did you receive medical attention? Yes _____ No _____

If yes, where? _____

When? _____

By Whom? _____

Printed name of person completing this report: _____

Signature of person completing this report: _____

Signature of supervisor reviewing this report: _____

Chemical Inventory List

Work Area/Department: _____ Date Updated: _____

Person Completing Inventory: _____

| Building | Room | Chemical/Product Name | Manufacturer | SDS Update Date | Required PPE |
|----------|------|-----------------------|--------------|-----------------|--------------|
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Respiratory Protection Training Checklist

This is to certify that the following training criteria has been delivered to the employee listed below:

| Respiratory Protection Training | | |
|---------------------------------|---|-------|
| 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 cannot be used unless approved by the employee's manager and the Safety Manager. | |
| | An understanding that respirators cannot be worn in areas where respiratory protection is not required. | |
| | The general requirements of the Respiratory Protection Program | |

I have demonstrated an understanding of the above topics to the trainer. I understand that retraining will be required if there are changes in the work process, type of respiratory protection changes, if I display a need to be retrained or at the discretion of management.

Date of Completion: _____

Printed name of Person completing this report: _____

Signature of Person completing this report: _____

Signature of Supervisor reviewing this report: _____

Water Chemistry Report

| Wading Pool | | | | | | | | | | | | | | | | |
|-------------|-----|------|----|-----|----|-----|----|-----------------|-----------------|---------------------|------------------|---------------|-----------------------|----------------|--------------------|----------------------|
| Date: | | Day: | | | | | | | | | | | | | | |
| Time | FAC | TC | CC | ORP | pH | ALK | CH | <i>Backwash</i> | <i>Strainer</i> | <i>Drain Covers</i> | Water Clarity | Water Temp | Weather Conditions | Bather Load | Flow Rate (GPM) | Pressure (In/Out) |
| 6:00 AM | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | |

| Wading Pool | | | | | | | | | | | | | | | | |
|-------------|-----|------|----|-----|----|-----|----|-----------------|-----------------|---------------------|------------------|---------------|-----------------------|----------------|--------------------|----------------------|
| Date: | | Day: | | | | | | | | | | | | | | |
| Time | FAC | TC | CC | ORP | pH | ALK | CH | <i>Backwash</i> | <i>Strainer</i> | <i>Drain Covers</i> | Water Clarity | Water Temp | Weather Conditions | Bather Load | Flow Rate (GPM) | Pressure (In/Out) |
| 6:00 AM | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | |

Water Chemistry Report

Lap Pool

Date: _____ Day: _____

| Time | FAC | TC | CC | ORP | pH | ALK | CH | Water | | Weather | Bather | Flow Rate | Pressure |
|----------|-----|----|----|-----|----|-----|----|---------|------|------------|--------|-----------|----------|
| | | | | | | | | Clarity | Temp | Conditions | Load | (GPM) | (In/Out) |
| 6:00 AM | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | |

Notes:

Date: _____ Day: _____

| Time | FAC | TC | CC | ORP | pH | ALK | CH | Water | | Weather | Bather | Flow Rate | Pressure |
|----------|-----|----|----|-----|----|-----|----|---------|------|------------|--------|-----------|----------|
| | | | | | | | | Clarity | Temp | Conditions | Load | (GPM) | (In/Out) |
| 6:00 AM | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | |

Notes:

Water Chemistry Report

Training Pool

Date: Day:

| Time | FAC | TC | CC | ORP | pH | ALK | CH | | | | | | | | | |
|----------|-----|----|----|-----|----|-----|----|---------|-------|------------|--------|-----------|----------|--|--|--|
| | | | | | | | | Water | Water | Weather | Bather | Flow Rate | Pressure | | | |
| | | | | | | | | Clarity | Temp | Conditions | Load | (GPM) | (In/Out) | | | |
| 6:00 AM | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | |

Notes:

Date: Day:

| Time | FAC | TC | CC | ORP | pH | ALK | CH | | | | | | | | | |
|----------|-----|----|----|-----|----|-----|----|---------|-------|------------|--------|-----------|----------|--|--|--|
| | | | | | | | | Water | Water | Weather | Bather | Flow Rate | Pressure | | | |
| | | | | | | | | Clarity | Temp | Conditions | Load | (GPM) | (In/Out) | | | |
| 6:00 AM | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | |

Notes:

Water Chemistry Report

| Recreation Pool | | | | | | | | | | | | | | | | | | |
|-----------------|-----|------|----|-----|----|-----|----|--|--|--|--|------------------|---------------|-----------------------|----------------|--------------------|----------------------|--|
| Date: | | Day: | | | | | | | | | | | | | | | | |
| Time | FAC | TC | CC | ORP | pH | ALK | CH | | | | | Water Clarity | Water Temp | Weather Conditions | Bather Load | Flow Rate (GPM) | Pressure (In/Out) | |
| 6:00 AM | | | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | | | |

| Recreation Pool | | | | | | | | | | | | | | | | | | |
|-----------------|-----|------|----|-----|----|-----|----|--|--|--|--|------------------|---------------|-----------------------|----------------|--------------------|----------------------|--|
| Date: | | Day: | | | | | | | | | | | | | | | | |
| Time | FAC | TC | CC | ORP | pH | ALK | CH | | | | | Water Clarity | Water Temp | Weather Conditions | Bather Load | Flow Rate (GPM) | Pressure (In/Out) | |
| 6:00 AM | | | | | | | | | | | | | | | | | | |
| 10:00 AM | | | | | | | | | | | | | | | | | | |
| 2:00 PM | | | | | | | | | | | | | | | | | | |
| 6:00 PM | | | | | | | | | | | | | | | | | | |
| 10:00 PM | | | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | | | |

Rotation Documentation

Date: ___/___/ __23

Time: _____

| Rotation 1 | |
|------------|----------------|
| Zone Name | Lifeguard Name |
| | |
| | |
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| | |
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| Rotation 2 | |
|------------|----------------|
| Zone Name | Lifeguard Name |
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Lap Pool Headcounts

| | Head Count | Closure Code | Guards |
|-------|------------|--------------|--------|
| 8:00 | | | |
| 8:30 | | | |
| 9:00 | | | |
| 9:30 | | | |
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| 9:00 | | | |

Notes:

| Closure Codes | |
|--------------------------|--------|
| Emergency | Emerg |
| Fecal Incident | Brown |
| Chemical Issue | Chem |
| Mechanical Issue | Mech |
| Closed per pool schedule | Closed |
| Scheduled Maintenance | Maint |
| Weather Related | Storm |

Training Pool Headcounts

| | Head Count | Closure Code | Guards |
|-------|------------|--------------|--------|
| 8:00 | | | |
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Notes:

| Closure Codes | |
|--------------------------|--------|
| Emergency | Emerg |
| Fecal Incident | Brown |
| Chemical Issue | Chem |
| Mechanical Issue | Mech |
| Closed per pool schedule | Closed |
| Scheduled Maintenance | Maint |
| Weather Related | Storm |

Recreation Pool Headcounts

| | Head Count | Closure Code | Guards |
|-------|------------|--------------|--------|
| 8:00 | | | |
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| 9:00 | | | |

Notes:

| Closure Codes | |
|--------------------------|--------|
| Emergency | Emerg |
| Fecal Incident | Brown |
| Chemical Issue | Chem |
| Mechanical Issue | Mech |
| Closed per pool schedule | Closed |
| Scheduled Maintenance | Maint |
| Weather Related | Storm |

Wading Pool Headcounts

| | Head Count | Closure Code | Guards |
|-------|------------|--------------|--------|
| 8:00 | | | |
| 8:30 | | | |
| 9:00 | | | |
| 9:30 | | | |
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| 9:00 | | | |

Notes:

| Closure Codes | |
|--------------------------|--------|
| Emergency | Emerg |
| Fecal Incident | Brown |
| Chemical Issue | Chem |
| Mechanical Issue | Mech |
| Closed per pool schedule | Closed |
| Scheduled Maintenance | Maint |
| Weather Related | Storm |

Code of Conduct

Child Abuse Prevention

| | |
|---|---|
| <ol style="list-style-type: none"> 1. In order to protect organization staff, volunteers, and program participants – at no time during an organization program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them. 2. Staff shall never leave a child unsupervised. 3. Restroom supervision: Staff will ensure: 4. The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. 5. Children are with an adult staff member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom. 6. Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities. 7. No child, regardless of age, enters a bathroom alone on a field trip. 8. If staff are assisting younger children, doors to the facility must remain open. 9. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. 10. Staff shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, spank, shake, slap; • verbal abuse – humiliate, degrade, threaten; • sexual abuse – inappropriate touch or verbal exchange; • mental abuse – shaming, withholding love, cruelty; • neglect – withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal. 11. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. 12. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented. 13. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. 14. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. | <ol style="list-style-type: none"> 15. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff. 16. While the organization does not discriminate against an individual's lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the organization. 17. Staff must appear clean, neat, and appropriately attired. 18. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited. 19. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited. 20. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited. 21. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted. 22. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 23. Staff may not be alone with children they meet in organization programs outside of the organization. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval. 24. Staff are not to transport children in their own vehicles. 25. Staff may not date program participants under the age of 18 years of age. 26. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the organization). 27. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor. |
|---|---|

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Supervisor Signature

Date

Child Safe Environment Handout

Our Commitment: A Child Safe Environment

Artesia Aquatics Center is committed to keeping children safe in our community. This means educating ourselves and our community about child abuse and how we can work together to prevent it. Please read this document and ask us questions to learn more about what you can do to protect children from abuse.

Information about Child Abuse

Child abusers can be parents, caretakers, friends, neighbors or anyone who comes in to contact with your child. They can even be other youth. Everyone has a responsibility and plays a role in preventing abuse. Below are the four types of child abuse that are recognized by most states:

1. **Emotional:** Threatening a child or using words that can hurt a child's feelings and self-esteem; withholding love and support from a child
2. **Physical:** Causing injuries to a child on purpose, such as bruises, burns, scars or broken bones
3. **Sexual:** Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography or internet solicitation
4. **Neglect:** Not providing children with enough food, clothing, shelter, medical care, hygiene or supervision

Child abuse can happen from an adult to a child, or from one child to another (peer-to-peer abuse).

Child Safe Policy

Our Staff

Artesia Aquatics Center has more than 50 staff members and volunteers working with youth in the many programs we offer.

Our Screening

To keep children in our programs safe and provide multiple layers of protection, we screen our employees and volunteers through a comprehensive interview process, and criminal background record checks and fingerprinting.

Our Training

Employees and volunteers complete an extensive child abuse prevention training program to make sure they understand the problem of abuse and know the warning signs to look for. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members and volunteers are mandated to report any suspected child abuse.

Our Policies

Staff and volunteers are prohibited from working one-on-one with youth, interacting with youth outside of program areas (including babysitting) and contacting youth over social media. If you observe a member of our staff or a volunteer violating these policies, please alert us.

Working Together for Safety

Talk to Your Child

Have an open and honest discussion with your child on a routine basis about his or her experiences in our programs, school, sports and other activities. Encourage your child to tell you or another trusted adult if anything happens to him or her.

Drop In

Drop in on your child's programs. There's no need to provide advance notice. We welcome you to stop by and see how things are going.

Trust Your Instincts

If something seems "strange", don't wait to report it. Please speak up and inform a staff member.

Warning Signs of Abuse

- Unexplainable bruising or other physical markings
- Disturbed sleeping or eating patterns
- Abrupt changes in behavior-anxiety, clinging, aggressiveness, withdrawal or depression
- Fear of a certain person or place
- Discomfort with physical contact

Special Attention

Listen and watch for signs of your child receiving special attention that other children or teens are not receiving. This may include favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care or other activities.

Ask Questions

Every once in a while, ask your child these questions:

- What does safe mean to you? How do you know when you are safe?
- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like or you are not sure about?

Reporting Abuse

- Report suspicion of abuse or alleged abuse to the local Child Protective Services or local law enforcement.
- If you think your child has been physically injured, seek medical attention.

If you have any questions or concerns regarding a member of our staff, please contact us immediately. If you are not comfortable sharing this information directly with us, please make a report to one of the resources below.

Resources

National Child Abuse Hotline: 1-800-422-4453

Local Resources: Eddy County, Artesia NM Child, Youth, Family Department

Organization's Contact Information: (575) 748-1221



I have received the rules and policies of Artesia Aquatics Center. To the best of my ability, I will enforce these to make Artesia Aquatics Center a safe and healthy environment for its guests.

Print Name

Employee Signature

Date

General Manager