Edmond, OK

Standard Operating Procedures

Pelican Bay Aquatics Center

Revised: 2/15/2024

CHAMP
AQUATIC MANAGEMENT PROGRAM

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Welcome

Welcome to the team! Lifeguards interact with many community members. We have faith in your abilities to act professionally and courteously in all situations.

This Lifeguard Manual will familiarize you with the responsibilities of Lifeguards with the Pelican Bay Aquatic Center. The policies and procedures in this manual are essential to the safe and efficient operation of the facility.

We look forward to working with you and assisting you with performing your job effectively.

Mission

The purpose of Pelican Bay Aquatic Center is to create positive, memorable experiences through sustainable recreation programming. The goal is to provide a positive environment to assist those individuals in exploring and learning about recreation and fitness activities, in order to enhance a better quality of life and to become active members of the community.

Customer Service Statement

Pelican Bay Aquatic Center is committed to providing friendly, high quality customer service, delivered with respect, fairness, and consistency to each individual. We provide outstanding services that result in returning members and guests.

Employee Policies

Administrative Policies and Procedures

Overview

All Employees of Pelican Bay Aquatics Center will refer to the Pelican Bay Handbook.

Any questions regarding these policies should be addressed to your supervisor or the General Manager.

Uniform

Lifeguards are required to wear the appropriate uniform at all times. The uniform includes:

- Official lifeguard swim suit
- Official guard shirt
- Hip pack with resuscitation mask and gloves
- Whistle
- Sunglasses

Footwear are recommended while on surveillance duty and off. These offer protection from the deck during hot days. If footwear is used, it should be easily removable and without a backing. Any deviations from this will be allowed only if it 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.

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.

Employee Policies

Administrative Policies and Procedures

Dress Code

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.

Sunblock

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

Staff Scheduling

All lifeguards must use Paylocity for time keeping. Staff may not clock in/out more than 5 minutes outside their scheduled times.

Substitution Policy

All scheduled positions must be filled. Each employee has the responsibility to find their own substitute. Substitutes must have the same job classification as the shift they are filling. When a substitute has been found, a Shift Change Request Form must be completed and signed by both staff members. Staff should not take a shift if the taken shift puts them over 40 working hours for that week.

Note: *Unexcused absences or abuse of the substitution privilege are unacceptable and may result in termination.*

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 at least 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. In-service trainings must be made up within a week of the original training.

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 Pelican Bay Aquatic 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 will conduct safety audits of Pelican Bay Aquatic Center without notification. You may be videotaped while on duty, asked to perform Lifeguard skills, and asked questions 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

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.

Employee Policies

Administrative Policies and Procedures

Guest Accident/Incident Reporting Process

If an injury to a guest occurs at a managed-facility, 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.
    - ◊ 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).

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.
- Send any and all follow up information/documentation to incidents@sportadvisory.com.

Employee Policies

Administrative Policies and Procedures

Human Resource Policies

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

Pelican Bay Aquatic 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. Pelican Bay Aquatic Center has a Zero Tolerance standard. Any potentially dangerous situation must be reported immediately to a supervisor and your management firm account executive

Safety and Workers' Compensation

Pelican Bay Aquatic 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.

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.

Employee Policies

Administrative Policies and Procedures

Human Resource Policies

Resignation

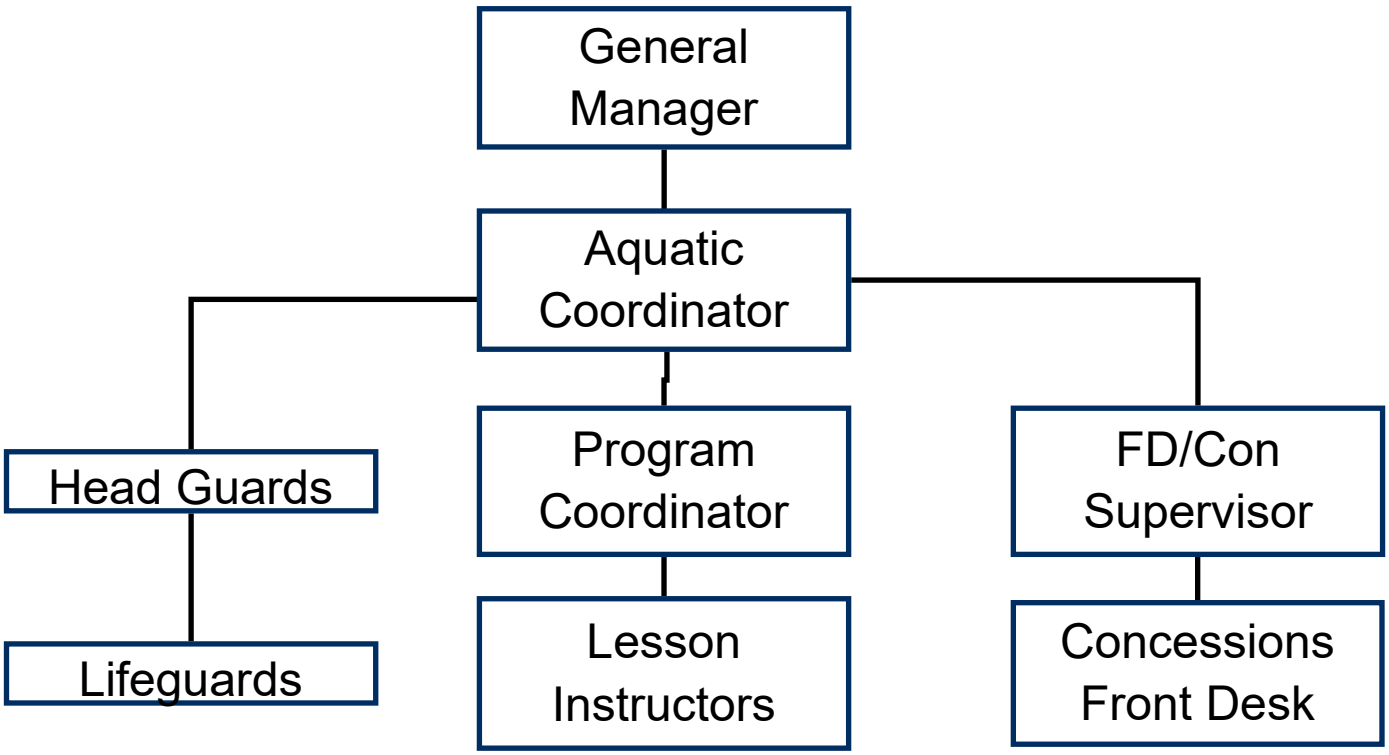
If you determine while you are employed with Pelican Bay Aquatic Center that you are unable or unwilling to complete the remainder of the season and would like to end your employment, you must submit a two weeks' written notice to the General Manager. You must also turn in your uniform, keys, and any other facility property by your last work day.

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.

Employee Policies

Administrative Structure



Business Information	
Business Name	Sports Facility Management
Facility Name	Pelican Bay
Address	1034 S Bryant Ave Edmond, OK 73034
Facility Phone	(405) 216-7649

Facility Managers			
Name	Title	Office #	Cell #
Marina Wells	General Manager	405-216-7649	817-266-4515
TDB	Aquatics Coordinator	TBD	TBD

Emergency Numbers	
Emergency Number	911
Non-Emergent Police	405-359-4420
Edmond Parks & Rec	405-359-4630
Poison Control	(800) 222-1222
Animal Control	405-216-7615

Employee Policies

Internal Communication

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 may not carry or use personal cellular phones or pagers for any business while on duty.
- ANY personal phone use while on the stand or on surveillance duty will 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 on your person or used for ANY reason during non-break/working hours. Any use of a personal cell phone during working hours will result in disciplinary action. Cell phones should be stored in staff lockers at all times while on duty. Senior Lifeguards are allowed to have cell phones on their person for 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.*

Employee Policies

Public Information Policies and Procedures

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

The following guidelines are to be followed by Pelican Bay 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 contract 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. Pelican Bay 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 Pelican Bay Aquatics Center and its employees or volunteers. All technology provided by Pelican Bay Aquatics Center is provided for the purpose of conducting business on behalf of Pelican Bay Aquatics Center.

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

Employee Policies

Recruitment

Code of Ethics

For more information on Sports Facility Management's Code of Ethics reference SFM Team Member Handbood Standards of Conduct pages 15-32.

Recruitment Process

Identify the Hiring Needs

- Figure out where the gaps are in your team. Check if you have any new needs in terms of ability, performance or personality.
- Regular analyze performance and make a list of missing qualities, qualifications, skills and proficiencies that you need to add to your team.
- Be mindful of existing employees leaving.

Screening Candidates

1. Screen applications on the basis of minimum qualifications
2. Sort resumes that have the preferred credentials by looking at their certifications, relevant experience, and other specific skills that are required for the role.
3. Flag any concerns in the resume, so they can be clarified in the interview.

Interview

1. Candidates will be interviewed either over the phone or in person
2. After a final decision has been made, the candidates will be emailed an offer letter and background check authorization form. Background checks are conducted for those that are older than 18 at the time of hire.
3. A drug test will be conducted in person, during New Hire Orientation.

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 an 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 a 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 accommodations for qualified individuals with known disabilities, provided that any such accommodations would not pose an undue hardship on the Company.

Background Investigations

In order to be qualified for employment, continued employment or promotion to certain positions, candidates, and/or employees, may be required to complete a background check and the Company must be satisfied with the results. Based on information obtained through a background check, the Company may reject a candidate for employment or promotion or terminate the employment of a current employee.

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 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.

Each position has a designated pay scale.

Aquatics Coordinator	$20.00 +
Head Lifeguard	$17.00-$19.00
Lifeguard	$13.00-$17.00

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

Job Descriptions

Seasonal Lifeguard

Qualifications:

Lifeguards must:

- Be at least 16 years of age
- Have current certification in American Red Cross Lifeguard Training and First Aid, CPR/AED.
- Have strong communication and organizational skills.
- Have ability to work well with others

Physical Requirements:

- While performing the duties of this job, the employee is frequently required to walk, swim, sit, talk and hear.
- The employee is required to use hands and fingers, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee is required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift, pull, push and/or move heavy items.
- Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Responsibilities:

While on duty, Lifeguards are responsible for the following:

- Enforcing all pool rules.
- Preventing injuries and minimizing hazardous situations.
- Providing patron surveillance whenever a patron is swimming.
- Handling all injuries, accidents and emergency situations as they arise (contact Senior Lifeguard for any assistance).
- Arriving to work on time.
- Instruct various ages in swimming, water safety, and other aquatic programming.
- Completing assigned cleaning duties.
- Attending in-service training as scheduled.
- Passing the CPR/AED for Lifeguards skills and written test.
- Completing other duties as assigned.

Employee Policies

Job Descriptions

Front Desk/Concessions Team Member

Primary Responsibilities

- Assist customers as needed with outstanding customer service
- Operate an electronic cash register and credit card machine
- Perform basic mathematical computations
- Balance drawer and manage daily income
- Communicate with the public in a tactful, polite, and friendly manner
- Clean dining and concession areas and tables; assist in preparing and serving food items; fill condiment containers
- Pick up dishes, glasses, eating utensils, and trash in dining and concession areas
- Scrape and rinse dishes, load dishwasher and operate dishwashing machine; wash dishes, carts, pots, pans, and equipment
- Take and record temperature of food to ensure proper temperature controls in the transportation of food
- Assist in unloading, lifting, and carrying food and supplies from trucks and storage areas, and place them in designated areas
- Assist in party rentals: Guest check-in, party supplies and set-up, cleaning of cabanas and shelters
- Responsible for keeping the following items out of the waterpark: ice chests, outside food and drinks, rafts, and all flotation devices
- Alert management immediately for the following incidences: suspicious acting persons, intoxicated individuals, adults with no children, etc.
- Alert management immediately regarding mistake or adjustment to the cash drawer

Minimum Qualifications:

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

Working Conditions and Physical Demands:

- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl
- The employee must occasionally lift, pull, push, and/or move heavy items
- The employee is exposed to cleaning chemicals that must be handled with extreme caution
- While performing the duties of this job, the employee may work in outside weather conditions and can be exposed to hot, wet, and humid conditions
- Employees will be exposed to outside temperatures ranging from 80-105 degrees
- Minimal duties are performed in direct sunlight

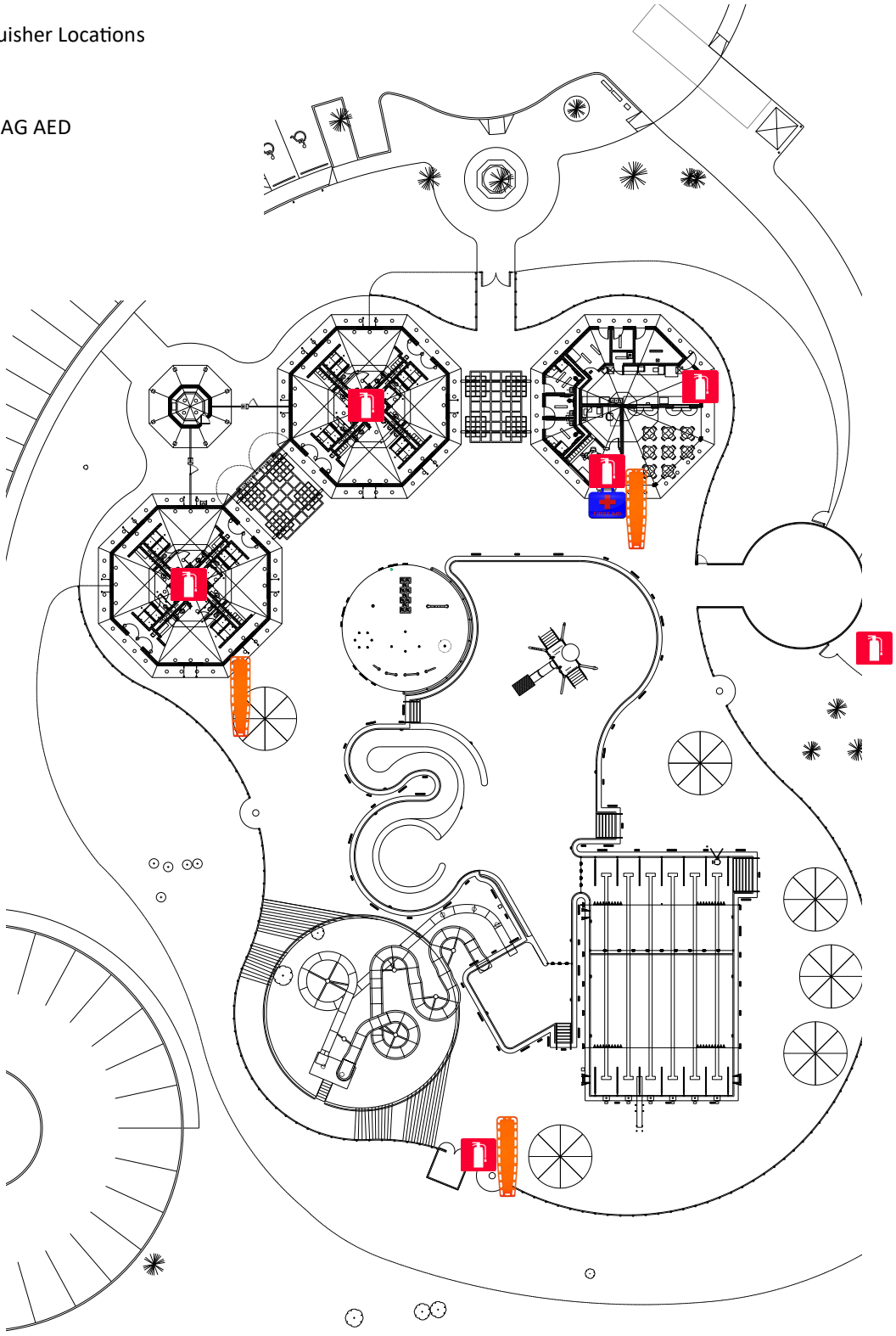
Facility Plan

Facility Layout

Fire Extinguisher Locations

TRAUMA BAG AED

Backboard



C001 Revised: 2/15/2024

Facility Plan

Emergency Equipment

Pelican Bay Aquatics Center must have the appropriate rescue equipment available for emergency response and in proper working order at all times. 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.

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 a resuscitation mask 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: Two backboards must be readily available. The backboards must have working head immobilizers and a minimum of one strap at all times.
- 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 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

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

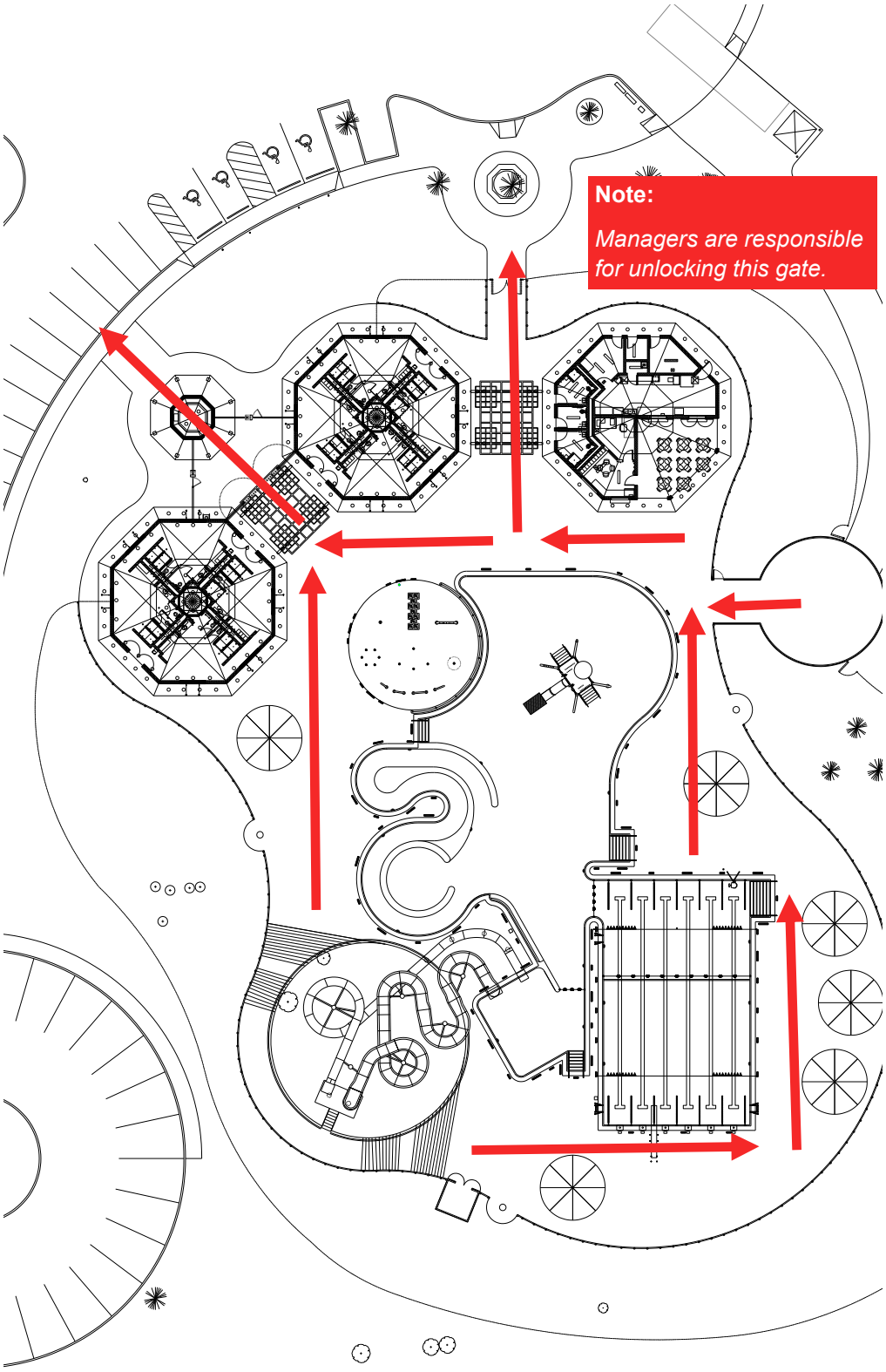
- Evacuate the swimming pool areas moving people to the nearest emergency exit or safe area.
- After pool areas are vacated, evacuate locker room areas.
- Once you have confirmed these areas are clear, lifeguards will also leave by the nearest emergency exit.

Managers

- Managers will unlock locked gates according to evacuation routes.
- Managers will evacuate their areas, and main floors including locker rooms starting at the furthest point from the exit.
- 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

Evacuation Plan



Facility Plan

Operational Procedures

Opening Procedures		
Girls Bathroom		
Initials	Item	Notes
	Walking for trash.	
	Fill the tampon holders with bags.	
	Looking for spills and stains.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	
	Making sure the trash is empty with a bag.	
Boys Bathroom		
Initials	Item	Notes
	Walking for trash.	
	Looking for spills and stains.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	
	Making sure the trash is empty with a bag.	
Family Bathrooms (which includes Guard Bathrooms)		
Initials	Item	Notes
	Walking for trash.	
	Checking the tampon holders for bags.	
	Looking for spills and stains.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	
Trash		
Initials	Item	Notes
	Walk deck for trash.	
	Put bags in the trash can (pro tip:tie bag before putting the bag in so it doesnt fall in during the day).	
	Put trash cans in their proper spot.	
Deck		
Initials	Item	Notes
	Straighten up chairs.	
	Look for spills.	
	Help pick up trash.	
Swim lessons stuff		
Initials	Item	Notes
	Pick up pool noodles, toys, kickboards, anything left on deck after morning swim lessons.	
Chairs		
Initials	Item	Notes
	Unstack and lay out red and blue chairs (when done help straighten chairs).	
Water Jug		
Initials	Item	Notes
	Dump and fill with ice/water	
Umbrellas and Backboards:		
Initials	Item	Notes
	Pull out the backboard from both inside the guard room and far storage closet, and set the backboards out in their proper spot.	
	Far backboards = laying on the wall of the far storage cabinet, facing the pool.	
	Guardroom Backboard = lay on the floor up against the wall of the guard room, facing the pool (underneath the second window)	

Facility Plan

Operational Procedures

Closing Procedures

Girls Bathroom

Initials	Item	Notes
	Walking for trash (picking it all up before spraying the ground).	
	Pour bleach or fabuloso on the ground.	
	Spray the ground, mirrors, stalls, showers, lockers, sinks.	
	Squeegee the floor as dry as possible.	
	Take out All tampon bags.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	
	Making sure the trash is empty with a bag.	

Boys Bathroom

Initials	Item	Notes
	Walking for trash (picking it all up before spraying the ground).	
	Pour bleach or fabuloso on the ground.	
	Spray the ground, mirrors, stalls, showers, lockers, sinks.	
	Squeegee the floor as dry as possible.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	
	Making sure the trash is empty with a bag.	

Family Bathrooms (which includes Guard Bathrooms)

Initials	Item	Notes
	Walking for trash (picking it all up before spraying the ground).	
	Pour bleach or fabuloso on the ground.	
	Spray the ground, mirrors, stalls, showers, lockers, sinks.	
	Squeegee the floor as dry as possible.	
	Take out All tampon bags.	
	Checking for toilet paper and hand soap.	
	All lockers are open.	

Trash

Initials	Item	Notes
	Walk the entire park (deck and grass) for trash.	
	THEN gather All trash cans and bring them under the cabana after they are emptied.	
	All trash cans shouldnt have any trash AT ALL.	

Deck

Initials	Item	Notes
	Straighten up chairs.	
	Pick up life jackets (unless lifejackets are a duty that day).	
	Pick up red and blue chairs (unless chairs are a duty that day).	
	Pick up all life jackets.	
	Organize the racks.	
	Pick up and stack all red and blue chairs (separate them by colors).	

Guard Room

Initials	Item	Notes
	Organize a counter.	
	Throw away any trash left from the guards.	
	Sweep.	

Facility Plan

Programs

Water Aerobics

Swimming Lessons

Parent Child

Parent guided swim lessons to help children feel comfortable, have fun, learn to ask for permission before entering the water, and how to enter and exit the water in a safe manner. Swimmers will explore submerging the mouth, nose, eyes, and gain experience wearing a U.S. Coast Guard-approved life jacket.

Preschool

Beginner level class. Students will be introduced to basic water skills, water acclimation, safety skills and rules, on their own.

Level 1

Introduction to Water Skills: Students will learn how to feel comfortable in the water and safely enjoy it.

Level 2

Fundamentals of Aquatic Skills: Children will learn basic swimming skills.

Level 3

Stroke Development: Additional guided practice will help students improve their skills.

Level 4

Stroke Improvement: Kids will gain confidence during swim lessons, improve their stroke and gain additional aquatic skills.

Facility Plan

Facility Guidelines

General Rules

- No one is allowed in the pool without a lifeguard on duty.
- Swimmers must take a shower before entering the pool.
- Proper swimming attire is required: cut offs, leotards, biking tights, etc. are not permitted.
- Swim diapers are required for all non toilet trained patrons.
- Patrons must be 48” to be able to go down the slides.
- We are not responsible for lost or stolen property.
- No running, dunking, pushing, sitting on shoulders, or other forms of horseplay.
- All bags will be checked upon entering the facility.
- The only floatation devices permitted are coastguard approved lifejackets.
- Noodles, barbells, and other equipment are permitted provided they are being utilized as part of a structured activity.
- Toys are not allowed.
- No public displays of affection, profanity, or any inappropriate language.
- At the discretion of the lifeguard, any swimmer may be asked to demonstrate their swimming ability to determine if they are able to use the designated areas of the pool.
- Lifeguards are in place for your safety, show respect by following all lifeguard instructions.
- Pelican Bay staff reserve the right to remove any patrons from the facility for inappropriate behavior and not following the rules.
- No outside food or drinks, except bottled water.
- No coolers are allowed.
- Persons with infectious conditions or communicable diseases such as colds, open sores, the flu, eye infections, are not permitted in the pool.
- Smoking, vaping, tobacco products, drugs, weapons, or alcohol are all strictly prohibited.
- Children under the age of 15 must be accompanied by an adult (18+) inside the Aquatic Center, and the adult must stay at the facility the entire time.
- Children aged 13-15 must complete Teen Safety Aquatic Program to be unaccompanied by an adult (18+) inside the Aquatics Center.

Facility Plan

Facility Guidelines

Lap Lane Rules

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

Waterslide Rules

- All riders must be 48” tall to ride.
- No objects in pockets, or jewelry is to be worn while riding.
- Swimwear with exposed zippers, buckles, rivets, or metal ornamentation is prohibited.
- Riders must enter the slide in a sitting position and wait for instruction from the slide attendant.
- All riders must ride feet first while lying on their back. No riding on the stomach or head first.
- Riders should lie on their back with their arms crossed and their hands clasped behind their head, with ankles crossed.
- Only one rider is permitted at a time. No trains or chains of riders allowed.
- No tubes, mats, or lifejackets are permitted on the slide.
- Eyeglasses must be securely fastened to the rider with a head strap.
- Riders must be in good health. Pregnant women and/or individuals with heart or back conditions should not use this ride.
- Do not use this ride while under the influence of drugs or alcohol.
- Follow the instructions of the slide attendant.
- No running, standing, kneeling, rotating, tumbling, or stopping in the slide.
- No diving from the slide.
- Leave the catch pool promptly after entering.
- Water depth in catch pool is 3 ft 6 in.

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 underneath the slide hours of operation.

Facility Plan

Facility Guidelines

Lazy River Rules

- No jumping into or climbing out of river.
- Lifejackets permitted, only with adult supervision.
- No hanging on the side wall of river.
- No one is permitted on south deck area near guard stand.
- No climbing on walls or island in river.
- Water depth is 3ft 6 in.

Safety Plan

Staffing Plan

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.

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 6 active stands and one “break”. 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 1 hour and 30 minutes, 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 two normal operations rotations –Full Capacity and Limited Capacity. There may be circumstances that may require rotation to be condensed further. Final decision on modified limited capacity should be made by management. During these times follow these guidelines to reduce on surveillance guards:

1. Concessions/Front Desk takes over slide dispatch.
2. Peninsula will take over surveillance of the catch pool.
3. Depending on where patrons are most heavily concentrated in the pool close the dive well eliminating Dive Well. Also consider combining Playground 1 and Stand 1.

Note: There should be no conditions that reduce the safety of guests at Pelican Bay. These modified limited capacity rotations should only be used if safe operations can exist.

Process

Lifeguards will rotate on the quarter hour; 15 min, 30 min, 45 min, and the top of the hour. *ROTATE ON TIME!

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 Breaks

Safety breaks should occur on the top of every hour for 10 minutes. Safety breaks should be used as such and lifeguards must remain on the stand and ready to respond to emergencies. Safety breaks allow guests to exit the pool, use the restroom, reapply sunscreen, and rehydrate.

To initiate a safety break, a management team member will blow two long whistle blasts. Lifeguards in unison should then blow one long whistle blast.

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.

Pelican Bay Aquatics Center Rotation Plan

D002 Revised: 2/15/2024

Stations & Rotation (Full)

Playground 2 (PG2)

Playground 1 (PG1)

Stand 1 (S1)

Henry (H)

Dive Well (DW)

Peninsula (PN)

Break (15)

Slides (S)

Catch Pool (CP)

Bench (B)

Vortex (V)

Salmon Creek (SC)

Break (15)

Rotation (Limited)*

Playground 1 (PG1)

Stand 1 (S1)

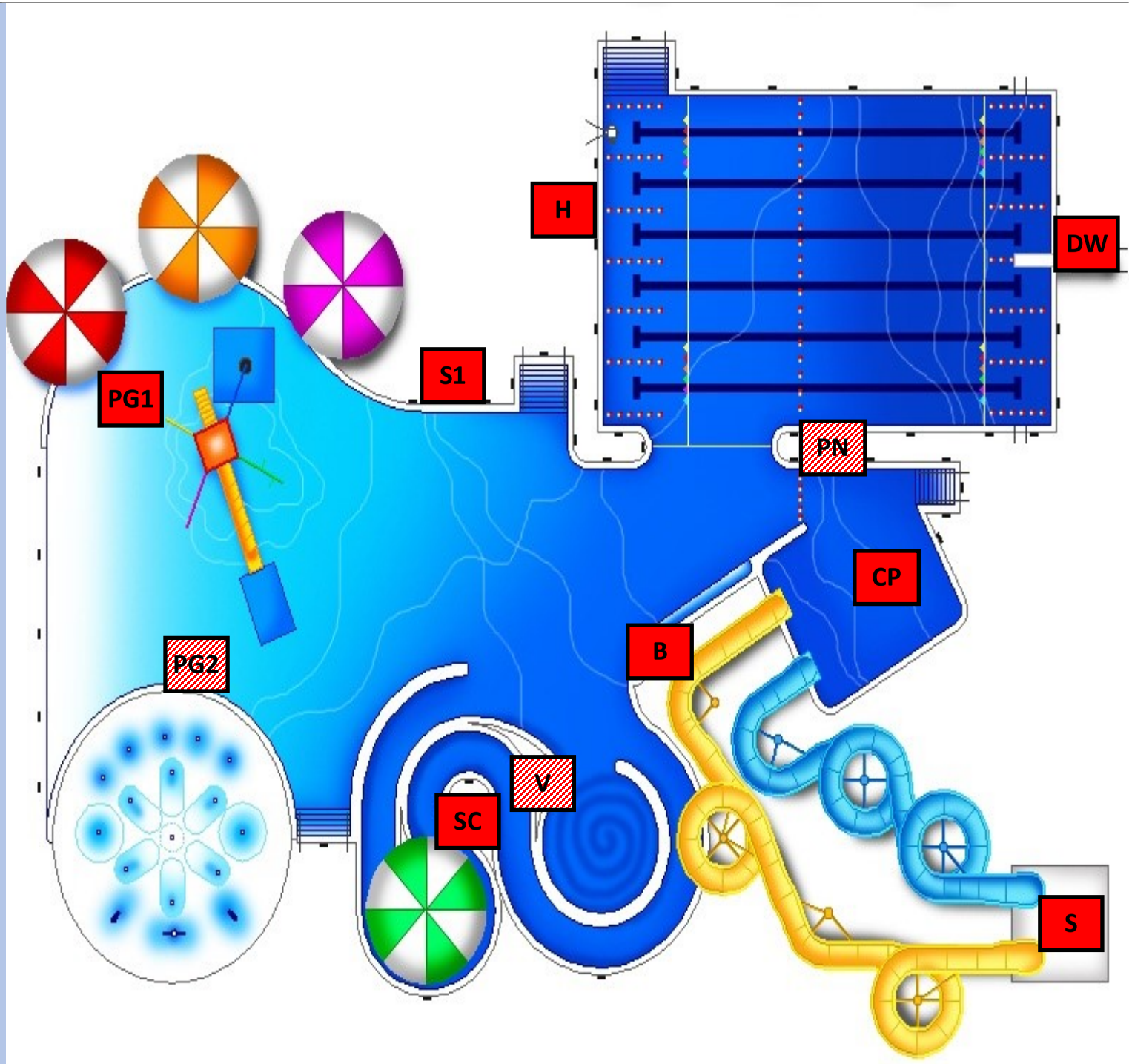
Henry (H)

Dive Well (DW)

Break (15)

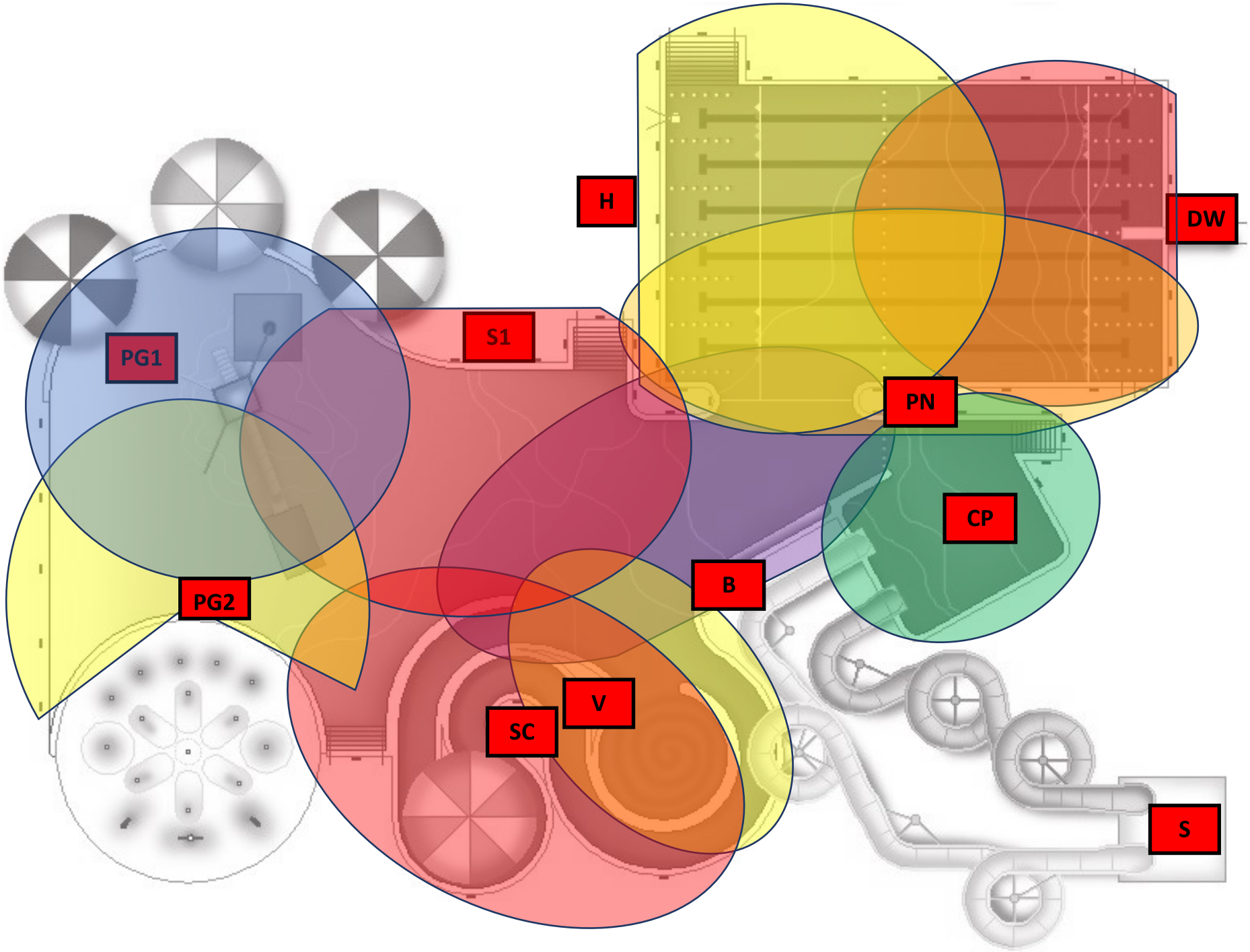
Slides (S)

Catch Pool (CP)



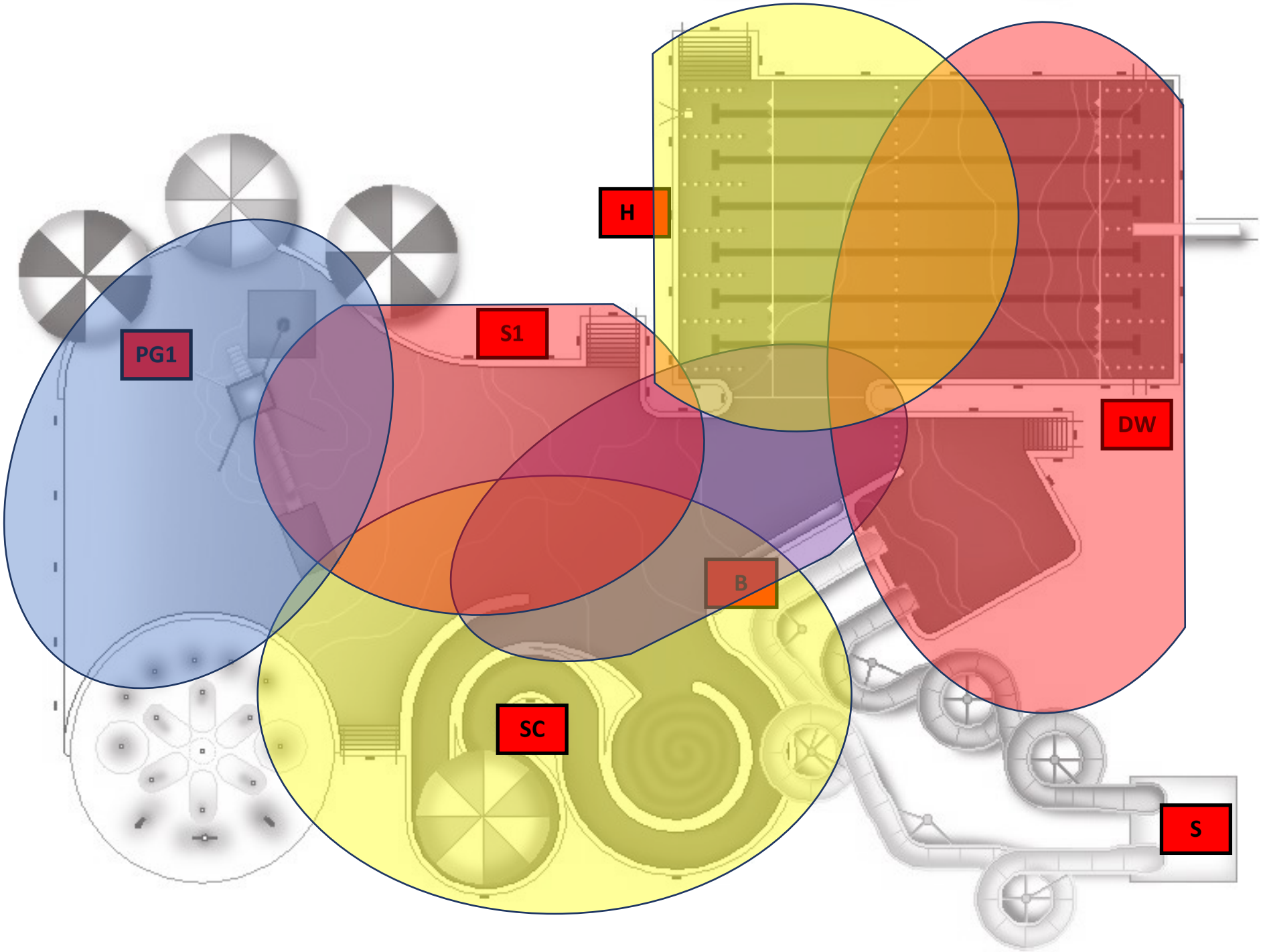
Pelican Bay Aquatics Center Zone Coverage (Full)

D002 Revised: 2/15/2024



Pelican Bay Aquatics Center Zone Coverage (Limited)

D002 Revised: 2/15/2024

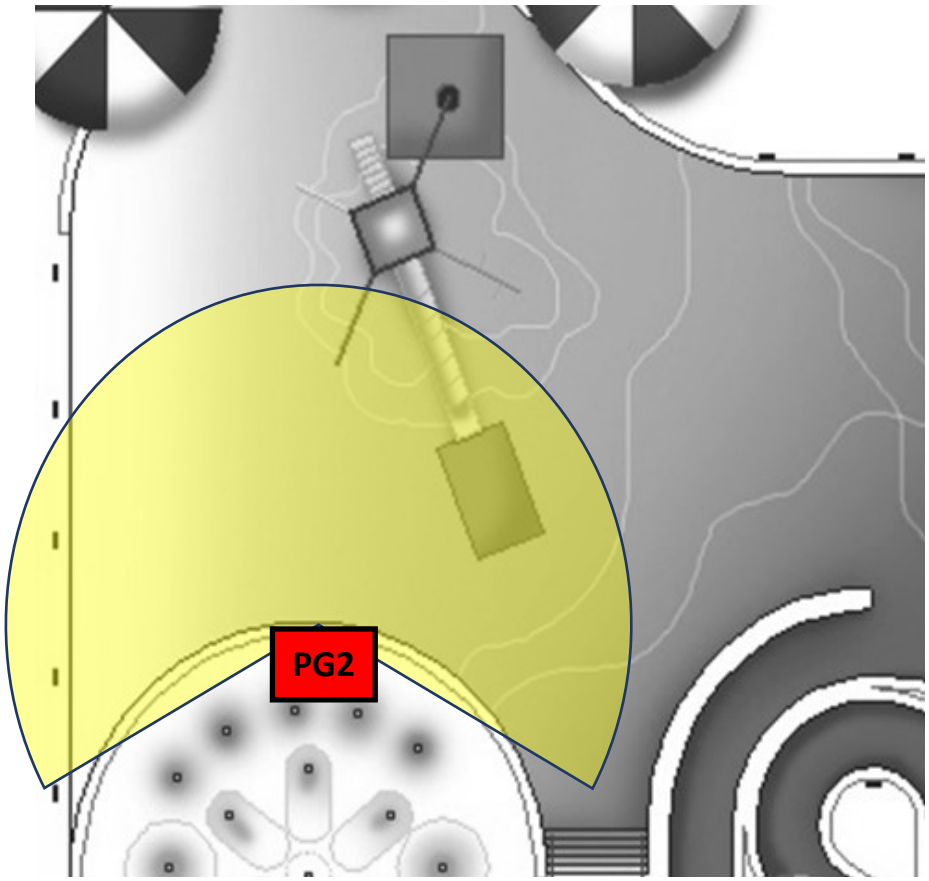


Safety Plan

Zones

Name of Zone: Playground 2 (Full Only)

Lifeguard Position: Roving



Zone description:

Playground 2 is only utilized in a Full Rotation. This stand is a roving stand. All areas of the playground should be covered along with Playground 1. The roving position should be moving around the structure near the stairs and Splash Pad in the water.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

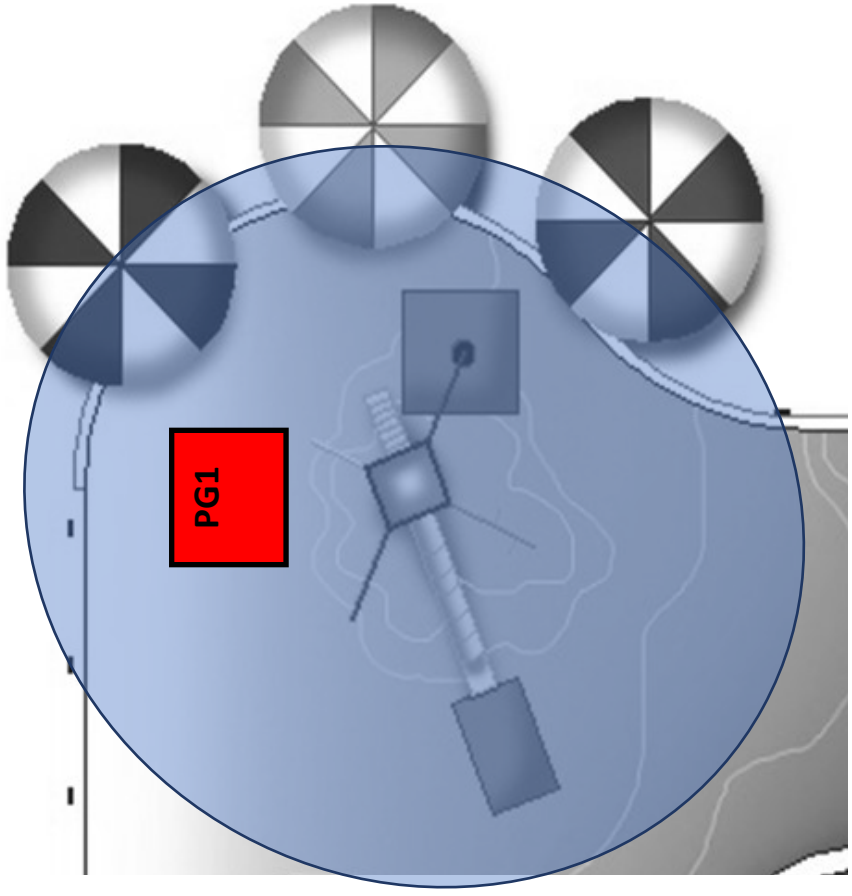
Pay close attention to the depth changes from 0—3 feet and beyond. Enforce going only down the slide.

Safety Plan

Zones

Name of Zone: Playground 1

Lifeguard Position: Roving



Zone description:

Playground 1 is a roving station. Lifeguards must be constantly moving around the structure on the sidewalk or in the water.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

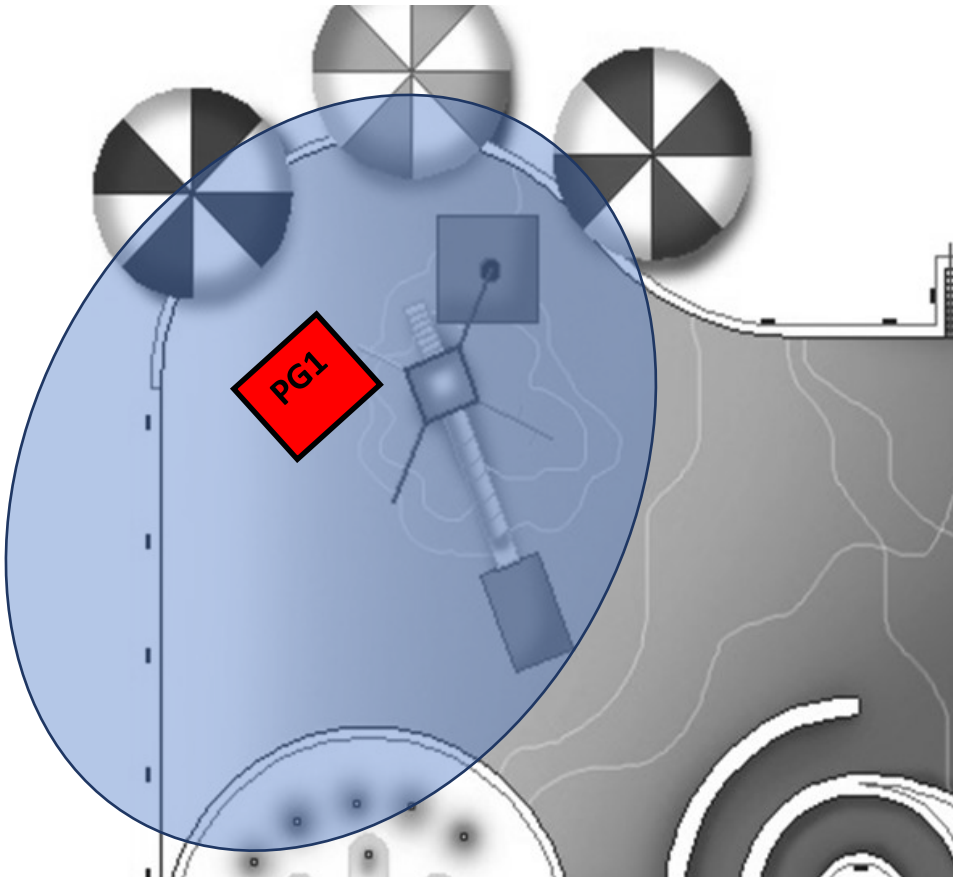
Pay close attention to the depth changes from 0—3 feet and beyond. Enforce going only down the slide.

Safety Plan

Zones

Name of Zone: Playground 1 (Limited)

Lifeguard Position: Roving



Zone description:

Playground 1 is a roving station. Lifeguards must be constantly moving around the structure on the sidewalk or in the water.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

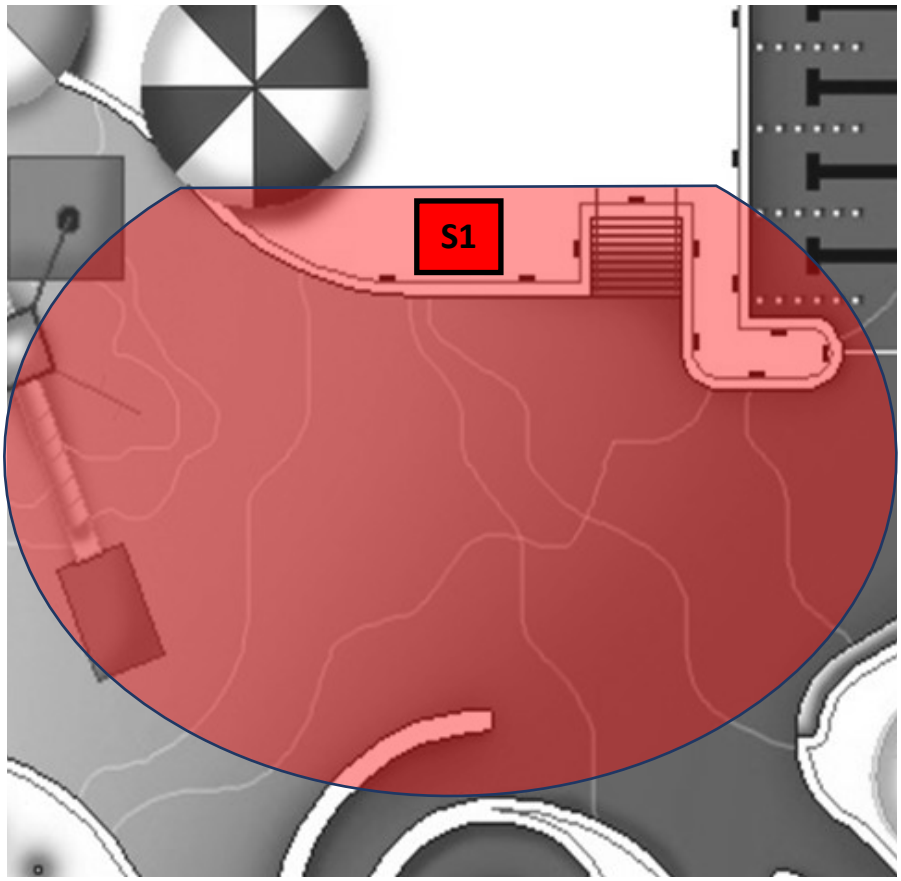
Pay close attention to the depth changes from 0—3 feet and beyond. Enforce going only down the slide.

Safety Plan

Zones

Name of Zone: Stand 1

Lifeguard Position: Elevated



Zone description:

Stand 1 is an elevated stand that covers the activity pool near the lazy river and play structure.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

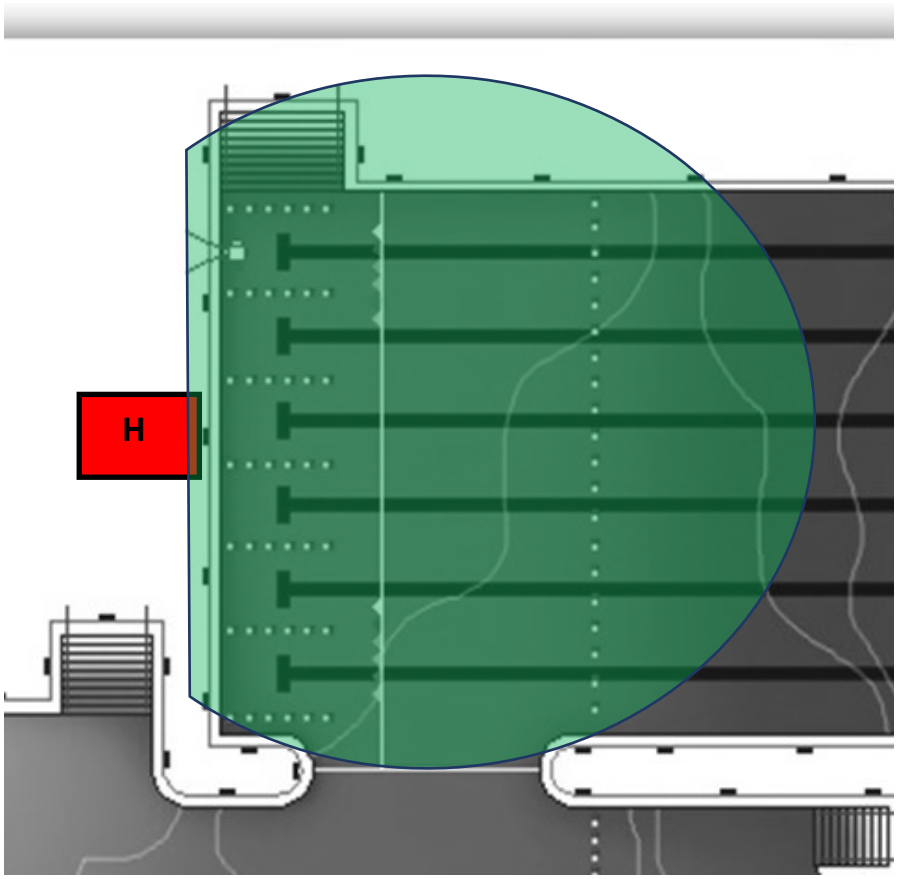
Watch for swimmers that do not realize the depth changes. Additionally, watch for lifejackets that are not fitted properly. Ask for management's assistance when educating guests on how to properly fit a lifejacket.

Safety Plan

Zones

Name of Zone: Henry

Lifeguard Position: Elevated



Zone description:

Henry is an elevated stand near the safety line. If there is a glare or other safety issue, Henry changes to a roving station

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

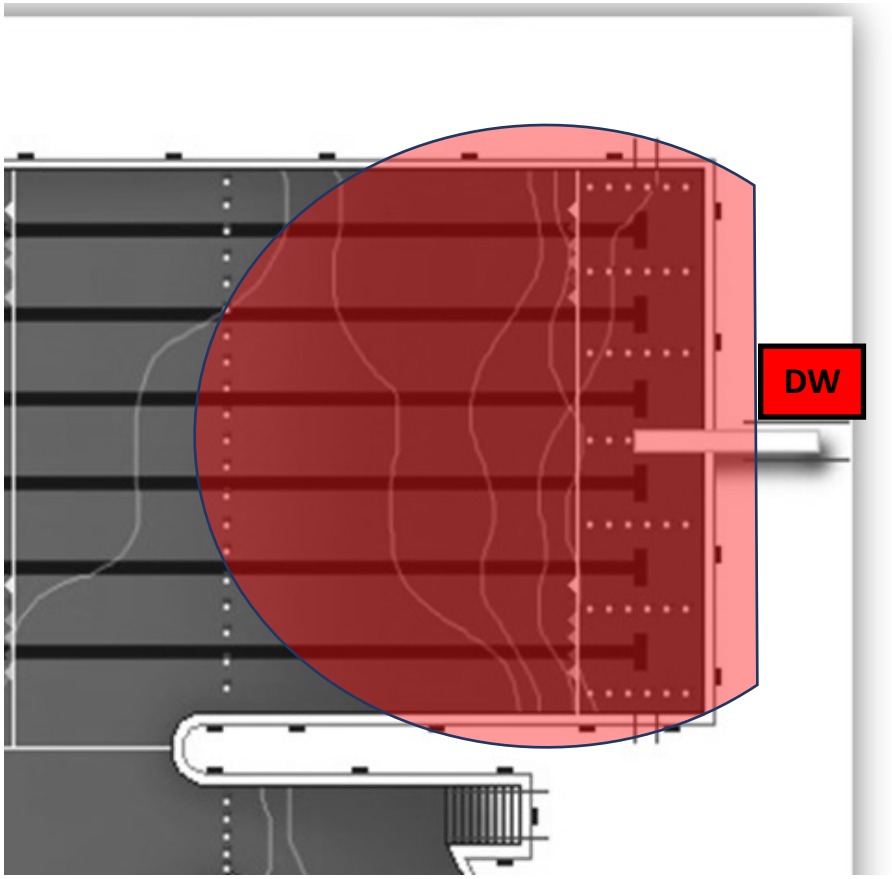
Help enforce climbing wall rules. Ensure there is only one person on the climbing wall at a time. Watch for patrons hanging on the safety line.

Safety Plan

Zones

Name of Zone: Dive Well

Lifeguard Position: Elevated



Zone description:

Dive Well is an elevated stand. If there is a glare or other safety issue, Dive Wells changes to a roving station

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

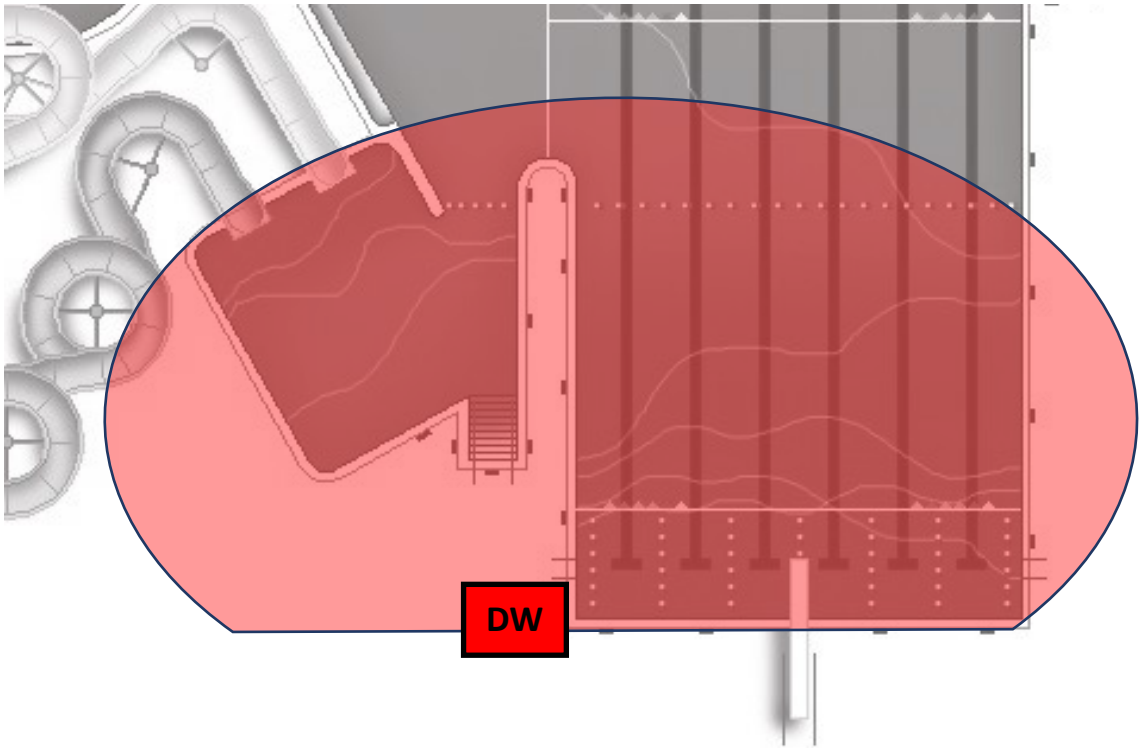
Enforce climbing wall rules. Ensure there is only one person on the climbing wall at a time. Communicate to Henry if you notice swimmers hanging on the safety line.

Safety Plan

Zones

Name of Zone: Dive Well (Limited)

Lifeguard Position: In-water



Zone description:

Lifeguards have the option of guarding from the deck or inside the water. If on the deck, lifeguards should be standing. Hip packs and rescue tubes should be on lifeguard's person at all times.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

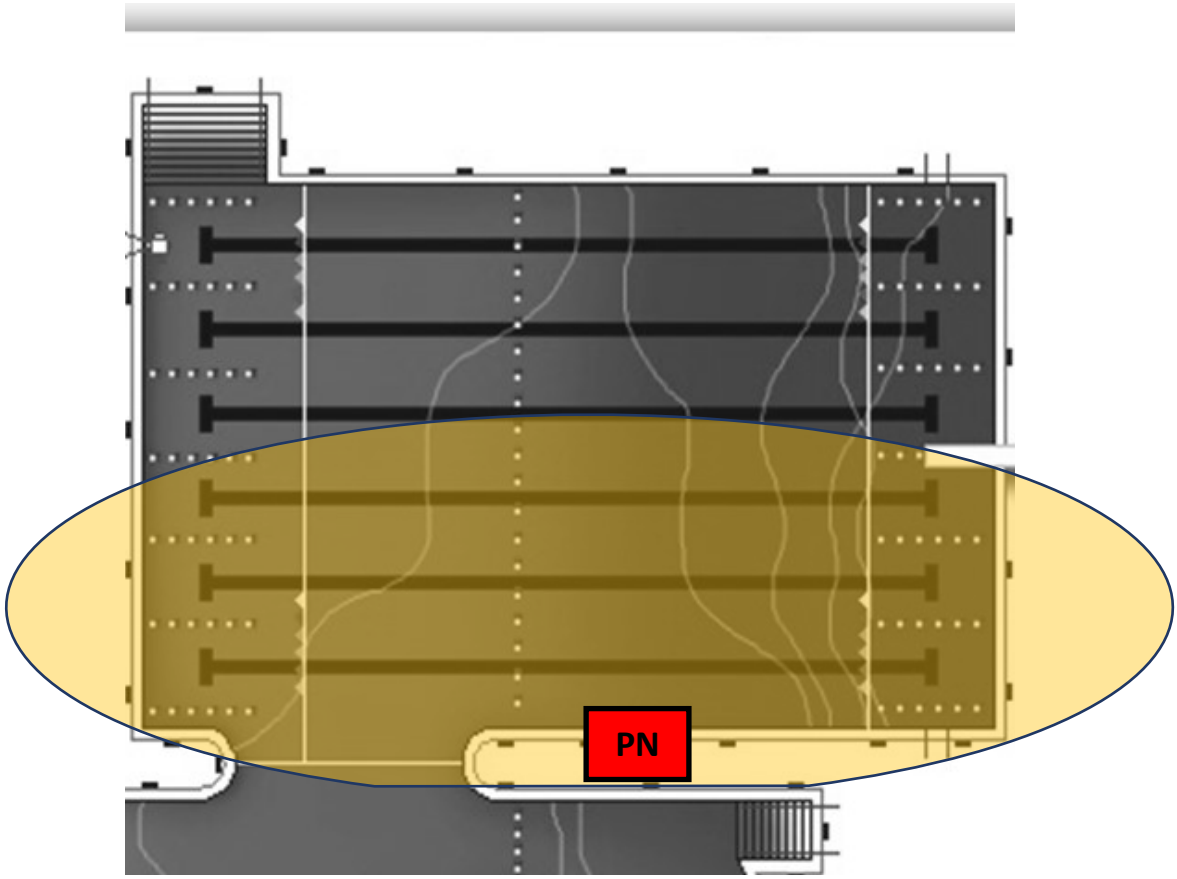
Ensure rules have been followed by the riders. Slides gives a thumbs up for one rider being dispatched to the catch pool. Thumb and pinky signals two riders being dispatched.

Safety Plan

Zones

Name of Zone: Peninsula (Full Only)

Lifeguard Position: Ground



Zone description:

This is a ground station. This station is used during full rotation.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

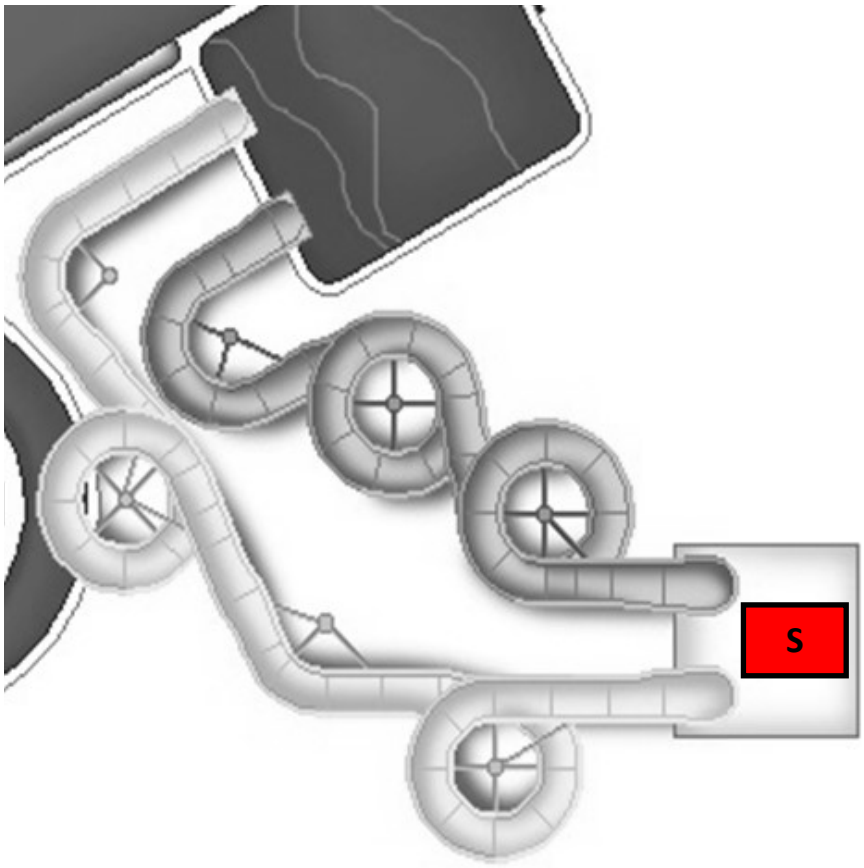
This position assists Henry and Dive Well in rule enforcement.

Safety Plan

Zones

Name of Zone: Slides

Lifeguard Position: Attraction



Zone description:

Slides do not have any surveillance duty.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

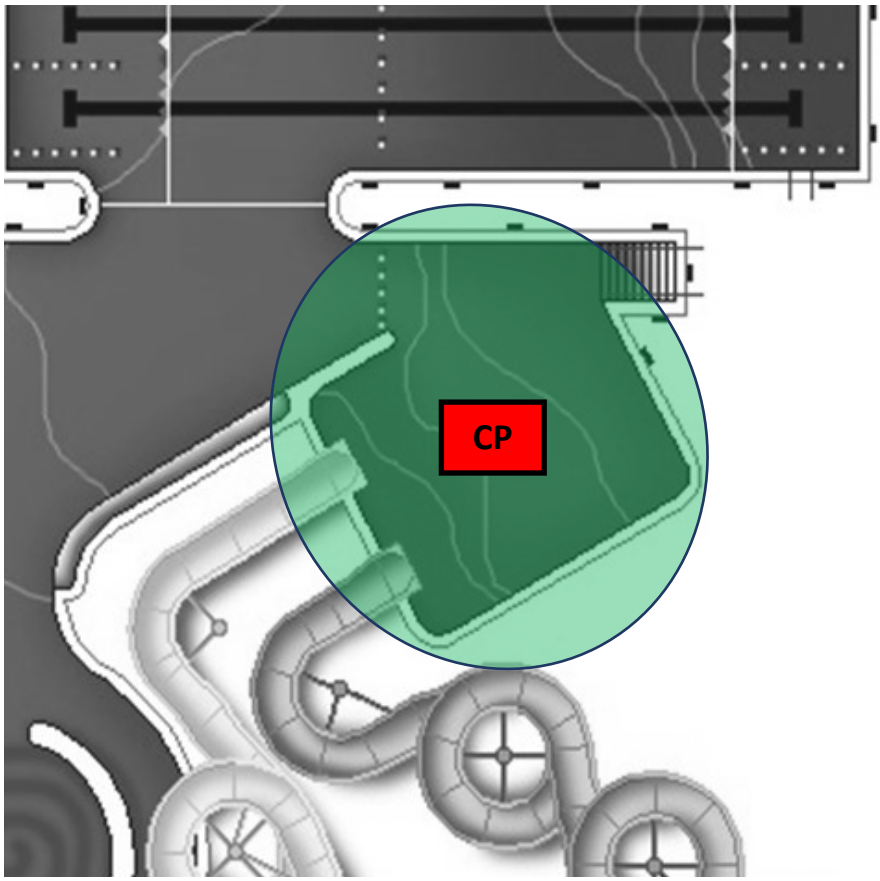
Ensure riders are measured correctly and other rules are followed. Thumbs up for one rider being dispatched to the catch pool. Thumb and pinky signals two riders being dispatched.

Safety Plan

Zones

Name of Zone: Catch Pool (Full)

Lifeguard Position: In-water



Zone description:

Lifeguards have the option of guarding from the deck or inside the water. If on the deck, lifeguards should be standing. Hip packs and rescue tubes should be on lifeguard's person at all times.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

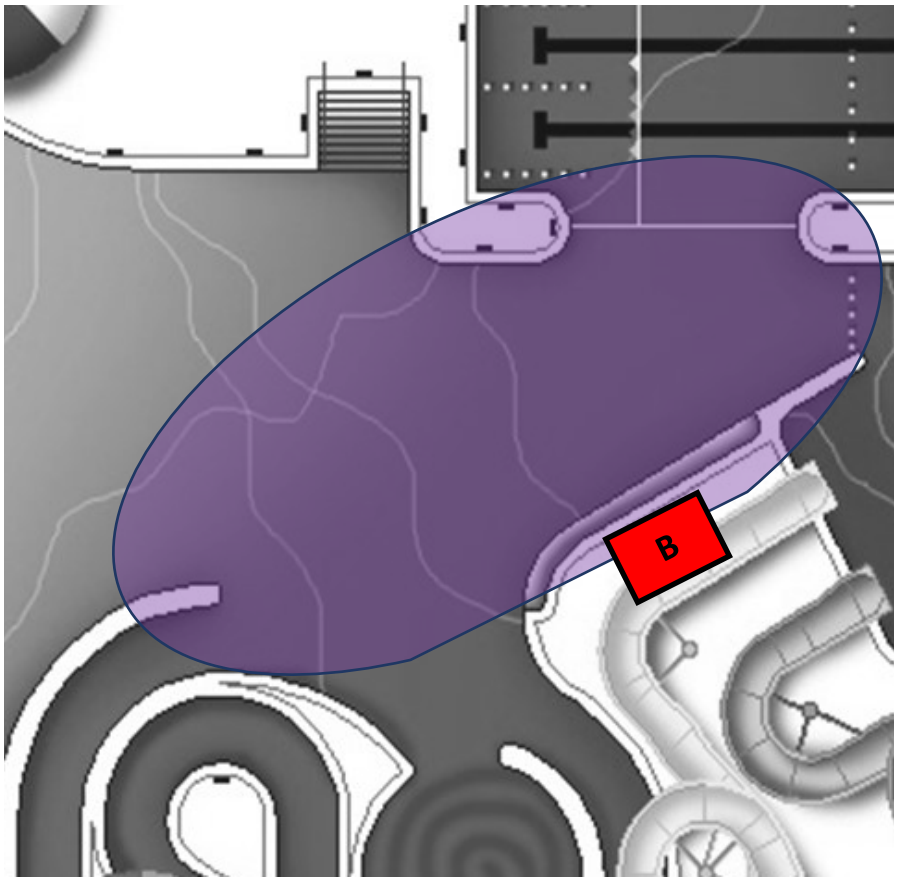
Ensure rules have been followed by the riders. Slides gives a thumbs up for one rider being dispatched to the catch pool. Thumb and pinky signals two riders being dispatched.

Safety Plan

Zones

Name of Zone: Bench

Lifeguard Position: Ground



Zone description:

Bench is a ground station that helps Stand 1, Salmon Creek, and Henry scan and enforce rules.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

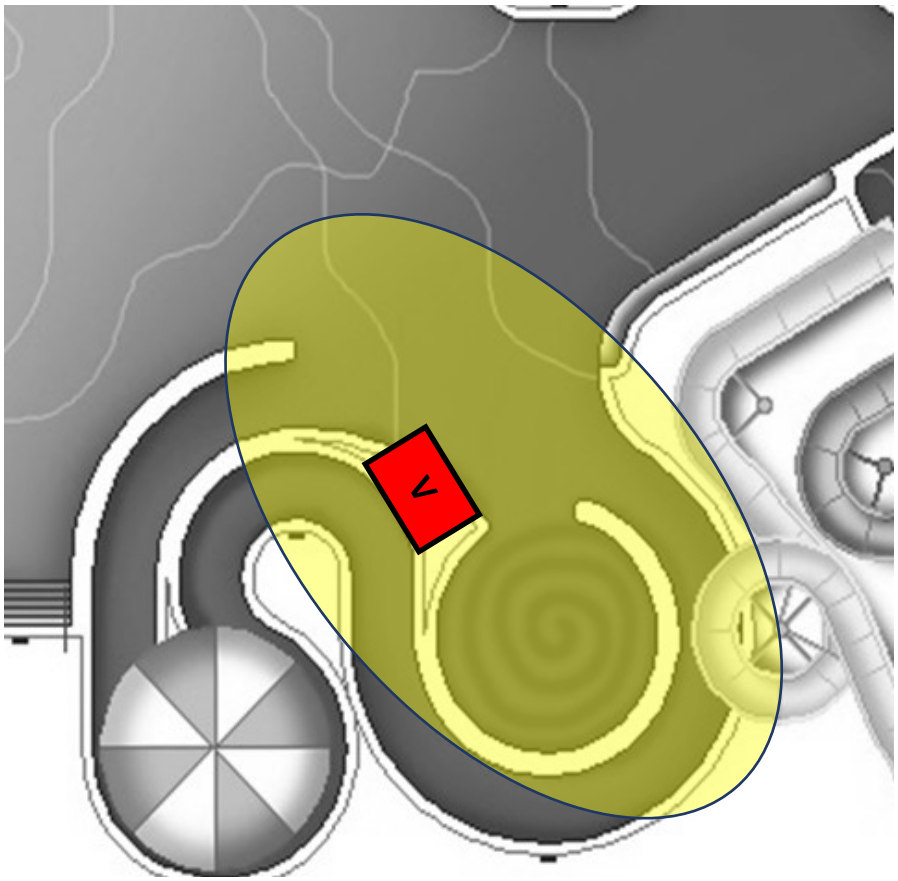
Help Stand 1 and Henry enforce rules.

Safety Plan

Zones

Name of Zone: Vortex

Lifeguard Position: Roving



Zone description:

Vortex is a roving station. Lifeguards must get in the water to get to vortex. Jumping from the deck is not allowed.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

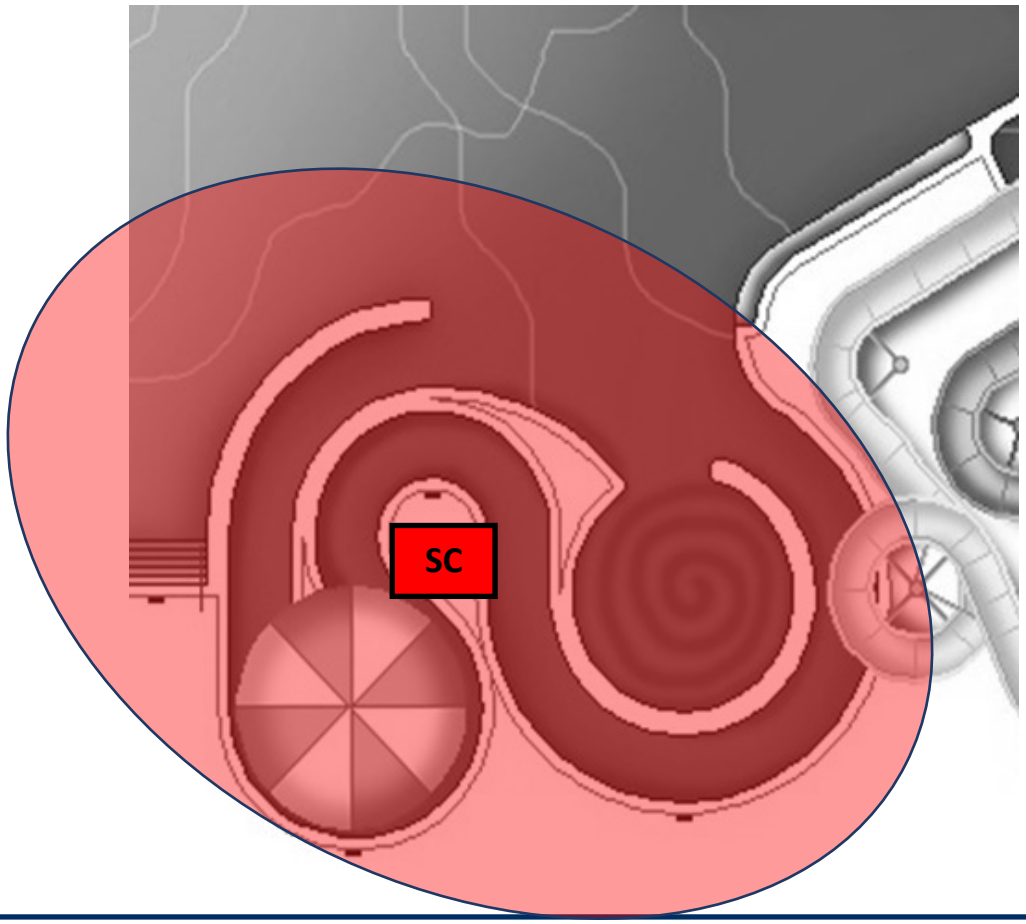
Kids commonly get stuck in the vortex without a parent. Prevent injuries and rescues by stopping them from entering.

Safety Plan

Zones

Name of Zone: Salmon Creek

Lifeguard Position: Ground



Zone description:

Salmon Creek is a roving station that should walk along the peninsula.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

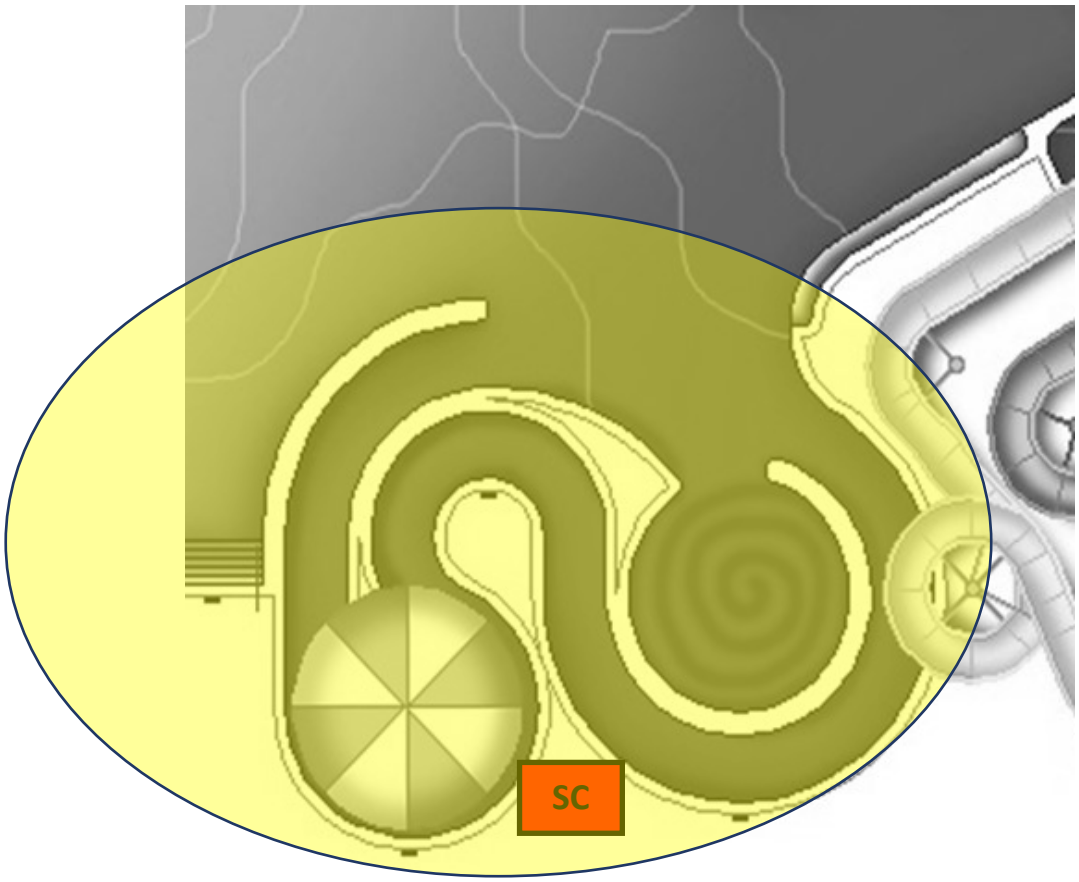
Watch kids with lifejackets to ensure that they are comfortable in the water.

Safety Plan

Zones

Name of Zone: Salmon Creek (Limited)

Lifeguard Position: Ground



Zone description:

During a limited rotation, Salmon Creek should shift to the larger peninsula.

Description of rules that should be enforced and other requirement to further assist the lifeguard at this location:

Ensure ability to swim. Especially before they enter the vortex. Rescues are commonly initiated when they are unable to exit the vortex.

Safety Plan

Communication Plan

Overview

An emergency can happen at any time. At Pelican Bay Aquatic Center, 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: Signal General Manager/Head Guard
3. One long whistle blast: Minor injuries—Activate EAP. Additional lifeguards or other safety team members should recognize this and be ready for emergency backup coverage.
4. Two short, one long: Major injuries—Activate EAP. Additional lifeguards or other safety team members should recognize this and be ready for emergency backup coverage.
5. Two long whistle blasts: Clear the pool. This is used for clearing the pool for any reason including major emergencies that require the pool to be cleared. This can also be used for safety breaks. Management teams initiate the safety break by blowing two long whistle blasts. Lifeguards then in unison should blow one whistle blast.

Radio Communications

1. General Managers and certain employees 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 to meet 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

1. 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 Illness/Injury 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 complete.

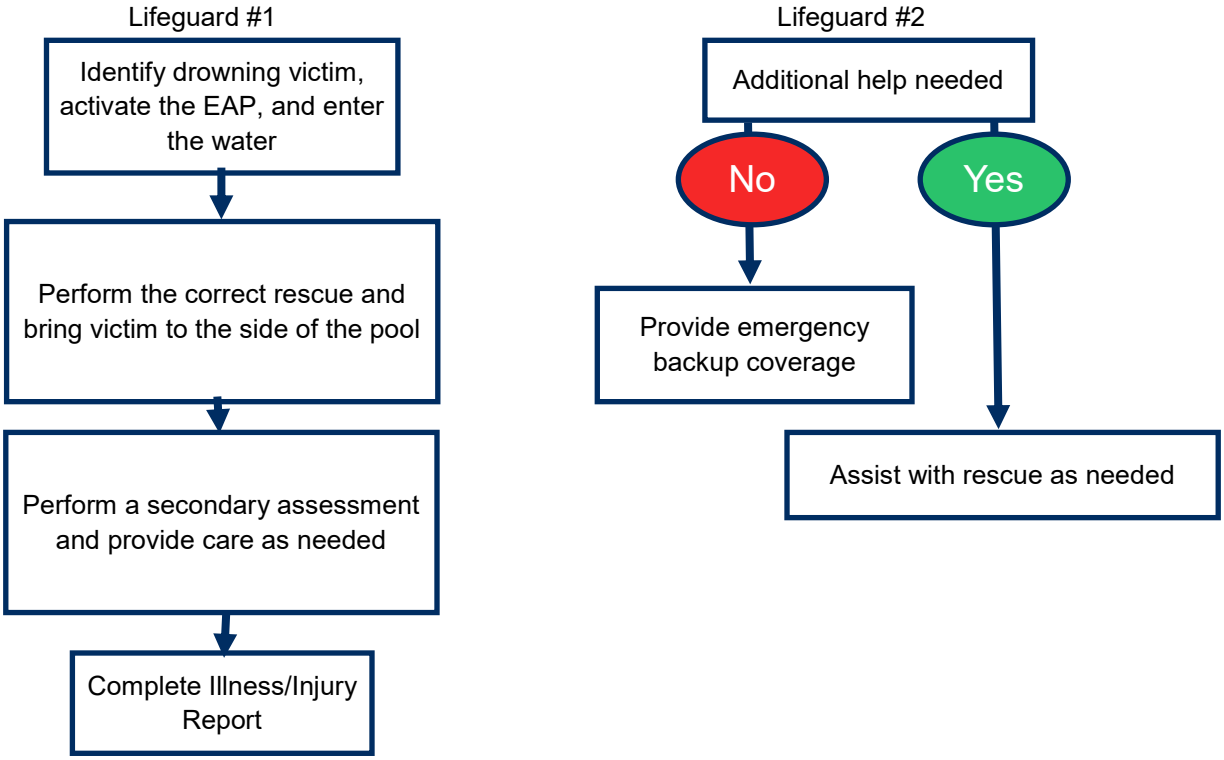
- Inform Management
- Information
    - ⇒ What happened?
    - ⇒ When, where, and how did the incident occur?
    - ⇒ Identify and located key witnesses.
    - ⇒ Who was involved?
    - ⇒ List safety steps that have been taken
- Public Statement
    - ⇒ Management is the one to give out information to the media
    - ⇒ Alert front desk staff
    - ⇒ Maintain steady communication between Management to provide regular updates on incident 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

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 Illness/Injury 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

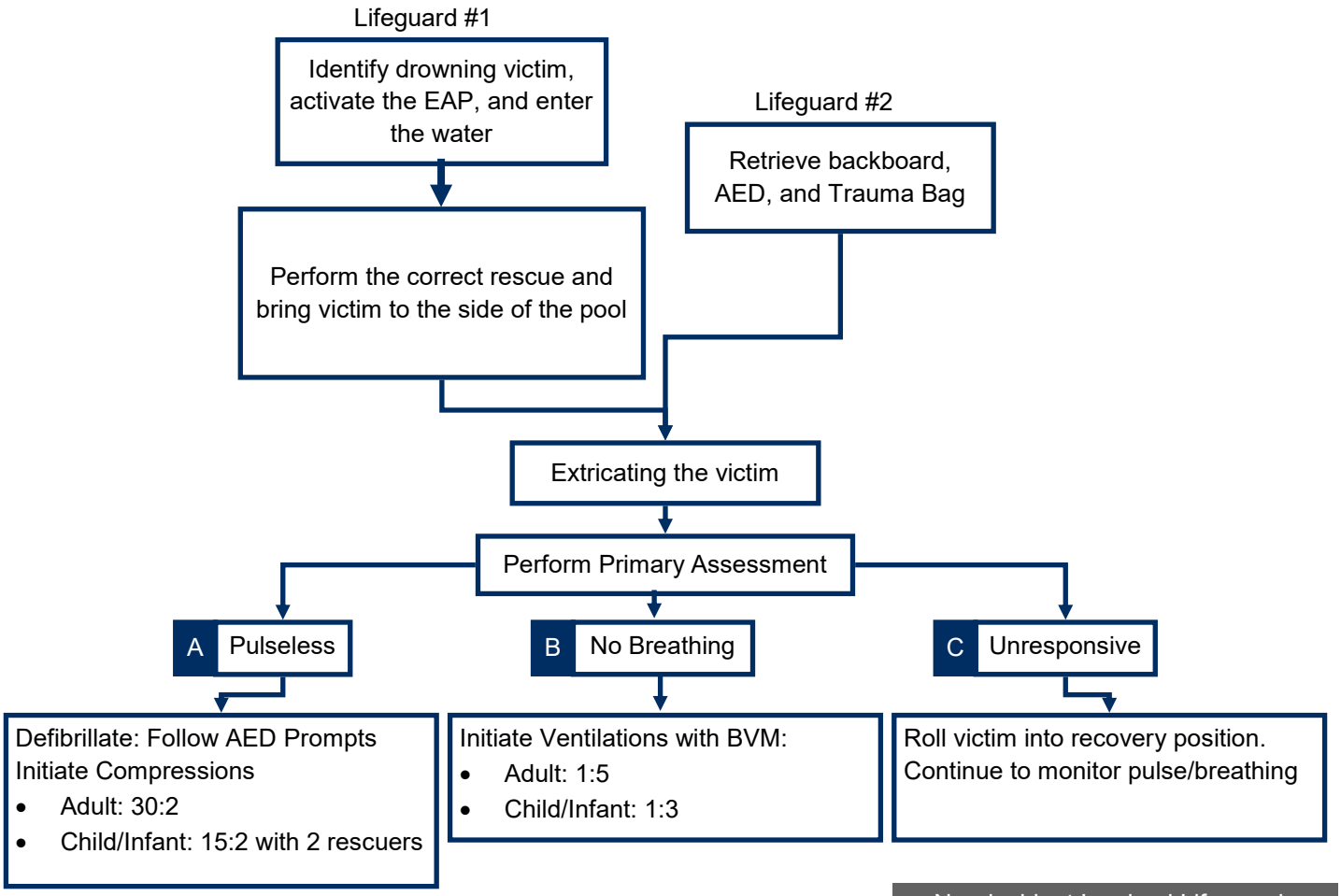
Non-responsive Water Rescue

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 with gloves while putting on gloves.
3. Lifeguard #1 performs the correct rescue and brings the victim to the side of the pool.
4. Lifeguard #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. Lifeguard #1 and #2 begin providing indicated life sustaining support according to these guidelines:
    - ⇒ Monitor pulses/breathing
    - ⇒ Assist ventilations using BVM as indicated
    - ⇒ Start CPR/AED as indicated
7. Non-incident involved lifeguards or the front desk staff will meet EMS and direct them to the scene
8. Lifeguards #1 and #2 transfer care to EMS.
9. Non-incident involved lifeguards will identify the victim and locate family or friends, obtain witness statements and gather victim's belongings.
10. Lifeguards notify supervisors and administration. Complete Illness/Injury 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 collects 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.
5. Lifeguard #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.
    - ⇒ Lifeguard #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.

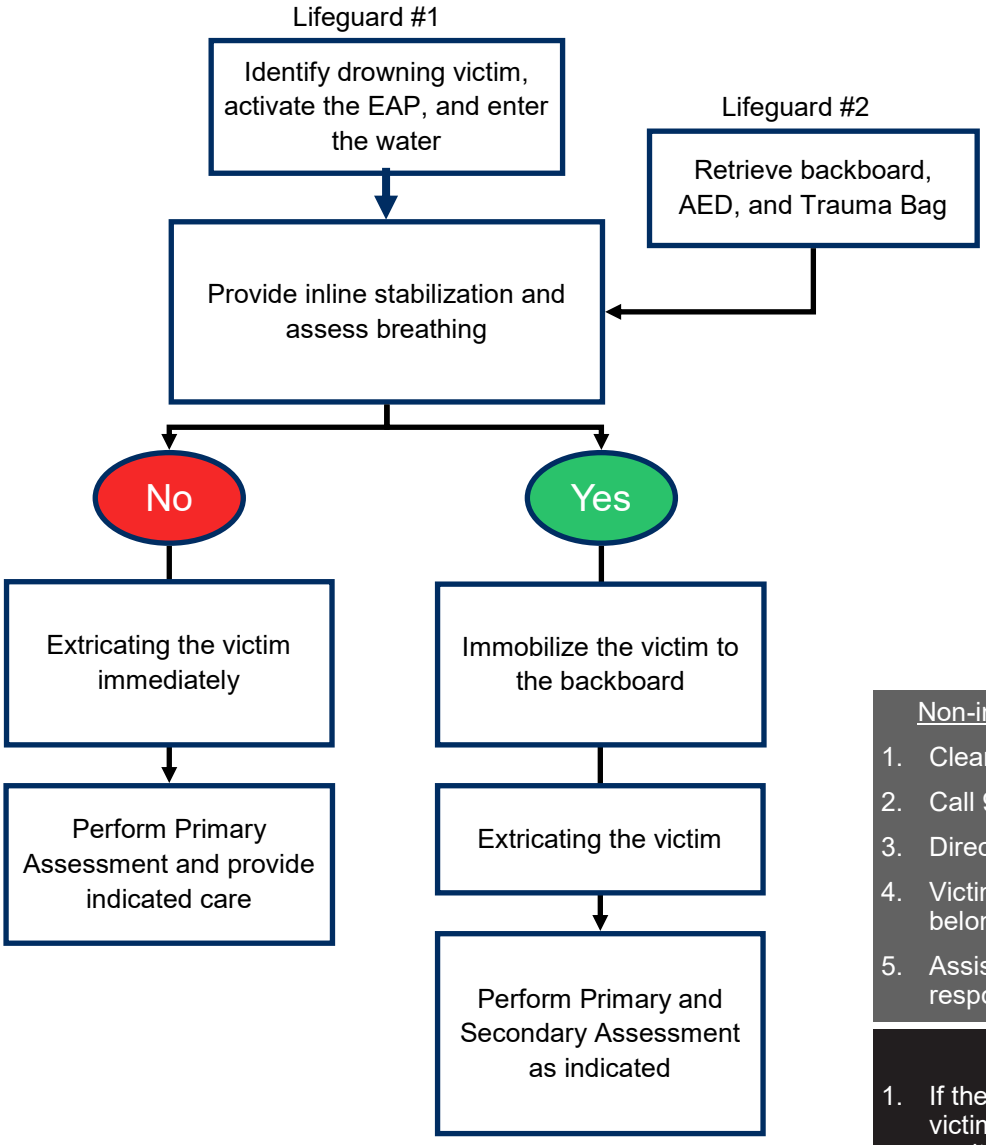
Specific Precautions

1. If the injury occurs on land, the victim should be kept in the position that they were found until EMS arrives. If there are indications that the victim will loose consciousness, the victim should be sat in a chair while maintaining the victim's spine as much as possible.
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 front desk
3. Direct EMS to scene
4. Victim's family and collects belongings
5. Assist Lifeguard #1 and #2 in response.

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. If there are indications that the victim will loose consciousness, the victim should be sat in a chair while maintaining the victim's spine as much as possible.
3. 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:

  ⇒ Pull-pin

  ⇒ Aim-at base of the fire

  ⇒ Squeeze-trigger

  ⇒ Sweep-at the base of the flames

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

FIRE EXTINGUISHER LOCATIONS: (See Facility Layout)

Gas Leak

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 EQUITMENT, including radios and cell phones.
- Evacuate the building using the evacuation procedure.
- During regular working hours. After exiting the building, immediately notify General Manager. 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 a management team member when they observe lightning.
2. The management team will then make a decision to close the pool with this guideline: If you observe lightning or hear thunder, you should close the pool.

   Wait 30 minutes or more after hearing the last thunder before reopening the outdoor pools.

4. The General Manager has the discretion to close the facility for the rest of the day. Rainchecks will be given to guests who purchased a day pass.

Note: *Unless staff are directly told not to come in, it is expected that staff will arrive to their scheduled shift.*

Tornado

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.

Heat-Illness Prevention Plan

Scope

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

Purpose

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

Responsibility

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

Safety Plan

Heat-Illness Prevention Plan

Engineering Controls

Reduce radiant heat loading from the sun or other sources of radiant heat (e.g., windows receiving intense sun).

- Shade Structures
- Umbrellas

Increase air speed across workers' skin using fans or air movers, to increase evaporative cooling from skin when air temperatures are below 95 °F.

- Large Fans
- Portable Fans
- Fans' speed (air velocity) needs to be reduced when above 95 °F to reduce heat transfer from air to the skin.

If humidity is below 50%, portable fans with water mist systems can be used to cool the air effectively by about 10 to 20 °F.

- Large Fan Misters
- Portable Fan Misters
- When humidity is higher than 50%, misters should not be used.

Provide a shaded and/or air-conditioned space nearby for rest and water breaks.

Indoors

- Maintain the recommended air temperature and humidity percentage per design parameters. Adjusting the temperature or humidity individually may affect overall air quality.
- Window: Shades; double or triple glazed
- Seal any air leaks at windows and doors.

Administrative Controls

Adjust work schedule.

- Reduced hours per shift
- Ensure workers are acclimated to work in hot conditions.

Modify the work-rest schedule to shorten heat exposure periods by including frequent rest breaks. (See Temperature Adjustments for this Work/Rest Schedule section)

- Adjusting rotations for shorter and/or more frequent breaks
- Scheduling more staff to include more frequent breaks.

Alert workers to extreme heat events or heat stress conditions and provide a short review of the heat-illness prevention strategies for the day.

Work in pairs (buddy system) and monitor each other for signs and symptoms of heat stress or illness.

Safety Plan

Administrative Controls

Adjust work schedule.

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Alert workers to extreme heat events or heat stress conditions and provide a short review of the heat-illness prevention strategies for the day.

Work in pairs (buddy system) and monitor each other for signs and symptoms of heat stress or illness.

Report illnesses or medical conditions that may put them at risk of heat stress (e.g., diarrhea, fever, infection, etc.)

Hydration Requirements

Hydrate Before Work

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

Hydrate During Work

When working in the heat, drink 1 cup (8 ounces) of water every 15–20 minutes. This translates to ¾–1 quart (24–32 ounces) per hour.

The supervisor is responsible for making sure drinking water is provided, plus:

- Ensure that water containers are clean and sanitary before filling.
- Provide sufficient disposable cups and a place for disposing of cups.
- Ensure workers do not share cups and dispose of used cups.
- Prohibit workers from opening the cooler top to fill cups and instead have workers use the provided spigot.

Pure and cool potable water must be available to workers at no additional cost.

- Do not use water from irrigation, sprinklers, or firefighting systems.
- Do not use water from a garden hose, as it may contain contaminants from the hose and/or bacteria and other microbes.

Safety Plan

Administrative Controls

Adjust work schedule.

- Reduced hours per shift
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Report illnesses or medical conditions that may put them at risk of heat stress (e.g., diarrhea, fever, infection, etc.)

Hydration Requirements

Hydrate During Work

DO Drink water before feeling thirsty. By the time you feel thirsty, you are already behind in fluid replacement. Dehydration is a primary contributor to heat exhaustion. Your work performance may suffer when you are dehydrated, even if you don't notice.

DO NOT drink more than 48 oz (1½ quarts) per hour.

DO eat regular healthy meals to maintain water and electrolyte balance.

DO NOT consume caffeine and alcohol before and during working in a hot environment.

DO drink sports drinks with balanced electrolytes in moderation.

DO NOT take salt tablets.

Hydrate After Work

Most people need several hours to drink enough fluids to replace what they have lost through sweat. The sooner you start, the less strain you place on your body from dehydration.

Hydrating after work is even more critical if you work in the heat regularly. Chronic dehydration increases the risk for several medical conditions, such as kidney stones.

Safety Plan

Personal Protective Equipment

Clothing

- Sunburn affects your body's ability to cool down and can make you dehydrated.
- Wear a bandana, sun-protective neck gaiter, or other lightweight cloth that can be dunked in water and worn over your head or around your neck to keep the back of your neck cool and covered while the water evaporates. Special polymer-crystal-filled neck scarves maintain moisture for even longer periods.

Sunscreen

- Staff should apply sunscreen 30 minutes before an outdoor shift and continue reapplying according to the package directions.

Sunglasses

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

Hat

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

Weather Monitoring

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

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

Safety Plan

Temperature Adjustments for this Work/Rest Schedule

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

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

Adjust the temperature reading as follows before going to the temperature column based on:

Environmental conditions AND Humidity

Environmental conditions:

Full sun (no clouds): Add 13°F

Partly cloudy/overcast: Add 7°F

No shadows visible, in the shade, or at night: No adjustment

Humidity

40% humidity: Add 3°F

50% humidity: Add 6°F

60% humidity or more: Add 9°F

Example Adjustment:

- Conditions at an outdoor pool are 95°F, with partly cloudy skies and 50% humidity.
- *Adjust the table as follows:*

  Add 7°F for partly cloudy skies and 6°F for 50% humidity, to arrive at 108°F.

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

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

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.
    - ⇒ Name
    - ⇒ Where they were playing, etc. and where his/her towel is located
    - ⇒ Try to find out name of parent/ guardian
    - ⇒ Announce over the intercom 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
    - ⇒ Full Name
    - ⇒ Age
    - ⇒ Sex
    - ⇒ Brief physical description — hair, eyes, height, what child was wearing
5. Clear the pool.
6. Conduct a ground search of the area to include locker rooms, deck, and grassy areas.

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

<u>How to Respond When Law Enforcement Arrives</u>

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

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 General Manager must be notified immediately.

Safety Plan

Facility Safety Checklists

Rescue Equipment			
Check	Initials	Item	Notes
☐		Rescue tubes in good condition	
☐		Reaching Pole	
☐		Ring Buoy	

First Aid Equipment			
Check	Initials	Item	Notes
☐		Hip Packs Resuscitation Mask Disposable Gloves First Aid Supplies	
☐		Backboards with head immobilizer and straps	
☐		First Aid Kit Fully Stocked	
☐		Crash Kit Fully Stocked	
☐		AED Pads within Expiration Battery within Expiration Self Diagnostic Ran	
☐		Suctioning Equipment	
☐		Emergency Oxygen Delivery System	

Safety Equipment			
Check	Initials	Item	Notes
☐		Lifeguard Stands in Good Condition	
☐		Communication Devices in Good Condition	
☐		Telephone - Directions for Emergency Calls Posted	
☐		PPE Available Gloves Gowns Face Shields Bloodborne Pathogens Spill Kit	
☐		Lifejackets Available and in Good Condition	
☐		Umbrellas in Good Condition	
☐		Sunscreen Available	

Operational Conditions			
Check	Initials	Item	Notes
☐		Bottom Free of Hazards	
☐		Water Clarity	
☐		Water Level	
☐		Water Temperature within Secified Range	
☐		Air Temperature within Specified Range	
☐		Lighting - Underwater and Above Ground Working Properly	
☐		Water Chemistry within Specified Range	
☐		Drain Covers Undamaged and Secure	
☐		Suction Fittings Undamaged and Secure	
☐		Circulation System withing Specified Ranges Flow Rates Filter Differential Hair/Lint Strainer Gutter/Skmmer Baskets	

Safety Plan

Facility Safety Checklists

Risk Management			
Check	Initials	Item	Notes
☐		Depth Markings Clearly Visible	
☐		Swim Area Sections set up with ropes/buoys	
☐		Signage in line of site of guests	
☐		Fences and barriers, gates, and doors secure	
☐		Walkways/Decks clear, accessible, nonslip, and free of hazards	
☐		Handrails or guardriales secure	
☐		Ladder rungs or steps secure	
☐		ADA accessibility equipment secure and ready for use	
☐		Diving boards secure and nonslip	
☐		Starting blocks secure and nonslip	
☐		Floating features tethered and secure/undamaged	
☐		Fire extinguishers charged and ready for use	
☐		Emergency exitrs clear, accessible with working lights and alarms	

Administration			
Check	Initials	Item	Notes
☐		Zones of surveillance diagrams posted	
☐		Lifegaurd rotation plans posted	
☐		EAPs posted	
☐		Safety Data Sheets available	
☐		Staff certifications within expiration	
☐		Training records on file	
☐		In-service training records on file	
☐		Water quality tests on file	
☐		Rescue/incident reports on file	

Attraction Safety Checks			
Check	Initials	Item	Notes
☐		Safety signs posted	
☐		Slide entries in good condition	
☐		Flume surfaces in good conidtion	
☐		Run outs in good condition	
☐		Catch pools free of hazards	
☐		Water levels at specified ranges	
☐		Walking surfaces free of slip/trip, fall hazards	
☐		No standing water/algae growth	

Date of Completion: _____

Printed name of Person completing this report: _____

Signature of Person completing this report: : _____

Signature of Supervisor reviewing this report: _____

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 CITY OF EL CENTRO 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.

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 in the Aquatic Staff Break Room and 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.
    - ⇒ Emergency procedures.

Safety Plan

Hazard Communication Standard

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.

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 Aquatic Facility 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 our Aquatic Center. Hepatitis B vaccinations can be administered through the Aquatic Facility, 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.
7. 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 Aquatic Facility will provide gloves and rescue masks at no cost to employees. The Aquatic Facility 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.

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 El Centro 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

https://www.cdc.gov/healthywater/swimming/states-treated.html

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

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

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 unstabilized chlorine (for example, calcium 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

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) inactiva-tion value	÷	Free chlorine concentra-tion (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

Decontamination Procedures

Diarrheal Incidents

Incidents in water WITH 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

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

Training Plan

Pre-Service Training

Overview

Lifeguard mangers 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 conduction the training.

Pre-Service Training Requirements

- Swim 300 yards continuously demonstrating breath control and rhythmic breathing. Candidates may swim using front crawl, breaststroke or a combination of both, swimming on back or side is not allowed. Swim goggles may be used.
- Surface Rescues—Active front, active rear, passive front, passive rear rescues should be completed with competency including entry, approach, and rescue.
- Submerged Victim Rescue—Water rescue in the deepest point of the facility with two-person removal from the water using a backboard, followed by 2 minutes of cardiopulmonary resuscitation (CPR).
- In-line stabilization in lazy river.
- 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

☐ Active Front Victim Rescue

☐ Active Rear Victim Rescue

☐ Passive Front Victim Rescue

☐ Passive Rear Victim Rescue

☐ Submerged Victim Rescue

☐ In-line stabilization in lazy river

☐ Ability to demonstrate appropriate use of rescue equipment

Candidate Signature _____ Assessor Signature_____

Training Plan

New Hire Orientation Program

Employment Records			
Guard Ititials	Sup Ititials	Item	Notes
		Background Check Ran Note: Under 18 not needed	
		Drug Test: - Oral Test Provided - Entered into PrBio - Parental Consent Form included (<18 yrs)	
		Onboarding:	
		Download the Paylocity App	
		I9 Doc	
		I9 Doc	
		Completed Onboarding	
		Certifications	
		Completed Pelican Bay Skills Testing	
		Refresher Completed	
		Certifications uploaded in Skills and Doc Library	
		Training	
		Camp Pelican Bay	
		Slide Operator Certification	
		June In-service #1	
		June In-service #2	
		July In-service #1	
		July In-service #2	
		Head Lifeguard Check Offs	
		At least two years at venue	
		Master Key Sign Off	
		OSHA Mask Video	
		Pump Room Training	
		SOP Manual	
		LGI Certification	
		Taylor: Sanitation and Oxidation	
		Taylor: Water Balance 101	
		Taylor: Myths of Water Chemistry and Testing	
		Taylor: Interferences in Water Testing	
		Incident Reports	
		Assistant Managere Check Offs	
		Paylocity Training/Scheduling	
		Conflict-Resolution	
		Write-Ups	
		Food Handler Certification	
		Safety and Compliance CheckLists	
		CPO	
		Lifeguard Management Course	
		Cash Handling Training	

Training Plan

New Hire Orientation Program

Department Onboarding			
Guard Ititials	Sup Ititials	Item	Notes
		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	
		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	Notes
		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	
		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	Notes
		Shadow a Lifeguard for Down Shift duties	
		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	Notes
		Shadow a Lifeguard at the outdoor pools for 1.5 hours or a full rotation – whichever is longer	
		Shadow a Lifeguard for closing duties	

Printed name of New Hire completing this report: _____

Signature of New Hire completing this report: : _____

Signature of Supervisor reviewing 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.

Pre-Season 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 Plan

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: _____

Date: _____

Time (from/to):_____

Instructors #1:_____

Instructors #2:_____

Instructors #3:_____

Instructor Certifications:

- ☐ First Aid Instructor
- ☐ Lifeguard Instructor
- ☐ Water Safety Instructor
- ☐ CPR Instructor
- ☐ Lifeguard Instructor Trainer
- ☐ Water Safety Instructor Trainer
- ☐ Other: _____
- ☐ Other: _____

In-Service Topics:

- ☐ Surveillance recognition
- ☐ Water rescue
- ☐ Land rescue
- ☐ First aid skills
- ☐ Emergency action plan
- ☐ Emergency closure issues
- ☐ Conditioning
- ☐ Facility rules and regulations
- ☐ Bodily fluid contamination response
- ☐ Pre-service training
- ☐ Customer service

Participants:

	(Printed Name)	(Signature)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

Training Plan

Lifeguard Assessments

Overview

Lifeguards should be set up for success—the lifeguard must be able to clearly see all parts of the zone as well as quickly and efficiently respond in an emergency. Managers should use the following tools to help identify the effectiveness of their zones and make modifications as necessary. As a lifeguard, you can expect to participate in all of these drills to help you train and improve performance.

Remediation

After the conclusion of the assessment, the manager must evaluate any improvements with the lifeguards. The group must discuss if there were any failure with the station or the lifeguards. Reasons for failure could be:

- Glare on the water
- The zone is too large to recognize an emergency
- The type of stand isn't correct for that area of the pool
- Lack of training

If any improvements can be identified, they must be discussed with the General Manager and a plan for implementation must be created.

Training Plan

Lifeguard Assessments

Blind Spot Drill

To conduct an Blind Spot 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.

To conduct an observation:

- Begin by watching the lifeguards for 4-6 minutes.
- Grade the lifeguard on the following criteria:
    1. Guard is in appropriate attire
    2. Appropriate posture is maintained
    3. Guard uses appropriate scanning techniques and scans entire zone
    4. Rescue ready with tube strap on
    5. Hip pack and whistle is worn correctly
    6. Rule enforcement
    7. 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

Blind Spot Drill

Zone: _____

Assessor Conducting: _____

Date: _____

Lifeguard Conducting: _____

Time:_____

☐ Was the lifeguard able to see the placed object within 10 seconds of placement?

☐ Comments:

_____

_____

_____

Assessor Signature:_____

Lifeguard Signature:_____

Training Plan

Lifeguard Assessments

Live Recognition Drill

Zone: _____

Assessor Conducting: _____

Date: _____

Lifeguard Conducting: _____

Time:_____

☐ Was the lifeguard able to recognize and respond to the object within 30 seconds?

☐ Record of Time: _____

☐ Comments:

_____

_____

_____

Assessor Signature:_____

Lifeguard Signature:_____

Training Plan

Lifeguard Assessments

Lifeguard Station Response Time Test

Zone: _____ 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:

_____

_____

_____

Assessor Signature:_____

Lifeguard #1 Signature:_____

Lifeguard #2 Signature:_____

Training Plan

Lifeguard Assessments

Observation

Zone: _____

Date: _____

Time:_____

Assessor Conducting: _____

Lifeguard #1 Conducting: _____

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

Skill Evaluation

Date: _____

Time:_____

Assessor Conducting: _____

Lifeguard #1 Conducting: _____

Lifeguard #2 Conducting: _____

Lifeguard #3 Conducting: _____

Lifeguard #4 Conducting: _____

Scenario (Circle One)

Water | Water + Land | Land

Scenario for (Circle One)

Adult | Child | Infant

Water (Circle One)

Distressed | Submerged Shallow Water | Spinal Deep

Active | Submerged Deep Water | Other

Passive | Spinal Shallow

Land (Circle One)

Conscious Choking | Ventilations | CPR | Fist Aid Skills

- ☐ Activate EAP
- ☐ Perform correct entry
- ☐ Approach victim correctly
- ☐ Perform correct rescue
- ☐ Demonstrate effective communication
- ☐ Perform correct Extrication
- ☐ Victim's body/head does NOT excessively move
- ☐ Put on gloves

- ☐ Recognize the correct emergency out of the water
- ☐ Performs correct care for emergency out of the water
- ☐ Comments:

_____

_____

_____

_____

Assessor Signature:_____

Lifeguard #1 Signature:_____

Lifeguard #2 Signature:_____

Lifeguard #3 Signature:_____

Lifeguard #4 Signature:_____

Maintenance Plan

Facility Design Data

The Facility Design Data for the Facility are below and can help diagnose different mechanical issues that might arise.

	Leisure Pool	Water Playground
Length	Varies	Varies
Width	Varies	Varies
Pool Water Surface Area (sq. ft.)	11,244 SF	1,256 SF
Perimeter	890'-10"	125'-8"
Volume	350,997 Gal	5,000 Gal
Bather Load	683 Bathers	83 Bathers
Filter Type	High Rate Sand	High Rate Sand
Pool Turnover	3.5 Hrs.	30 Min
Recirculation Rate	1,671 GPM	167 GPM
Filtration Rate (Design Max)	13.0 GPM/SF	13.0 GMP/SF
Filter Area (Required)	128.5 SF	12.8 SF
Filter Area (Actual)	135 SF	12.6 SF
Filtration Rate (Actual)	12.4 GPM/SF	13.3 GPM/SF
Backwash Rate (Actual)	15.0 GMP/SF	15.0 GPM/SF
Backwash Flow Rate (Actual)	675 GPM	189 GPM
Surge Capacity	11,244GPM	5,000 GPM

Note: Under no circumstances should lifeguards or head guards manually add chemicals into the pool or make changes to the automatic controller without the direct supervision of the General Manager and Aquatics Coordinator. Additional training should be provided to staff that will make chemical adjustments to the pool. This includes closure of the pool, respirator training, and donning other appropriate PPE.

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 Lead Lifeguard and 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. The maintenance worker will be responsible for comparing the manual test results with the readings on the controller and make the necessary adjustments. Only the maintenance technician or Aquatic Coordinator 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.

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 kit directions as provided with the test kit.

Ideal chemical readings should be:

	Pools		Spas	
	Minimum	Ideal Range	Minimum	Ideal Range
Free Chlorine	1.0 ppm	2.0–4.0 ppm	2.0 ppm	3.0–5.0 ppm
pH	7.1–7.8	7.4–7.6	7.1–7.8	7.4–7.6
Combined Chlorine	0 ppm	0–0.4 ppm	0 ppm	0–0.4 ppm
Total Alkalinity	60 ppm	80–120 ppm	60 ppm	80–120 ppm
Calcium Hardness	200 ppm	200–400 ppm	100 ppm	150–250 ppm
Cyanuric Acid	10ppm	15-30 pp		

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.

Saturation Index = pH + Tf + Cf + Af - TDSf

Temperature Degrees (F)	Factor	PPM Calcium Hardness	Factor	PPM Total Alkalinity	Factor	Total Dissolved Solids	Factor	Saturation Index
32	0	5	0.3	5	0.7	If < 1,000 ppm	12.1	
37	0.1	25	1	25	1.4			Balanced Water
46	0.2	50	1.3	50	1.7	If> 1,000 ppm	12.2	"-0.3 to +0.3"
53	0.3	75	1.5	75	1.9	(1,000-2,000)		
60	0.4	100	1.6	100	2			Scale Forming
66	0.5	150	1.8	150	2.2			Greater than "+0.3"
76	0.6	200	1.9	200	2.3			
84	0.7	300	2.1	300	2.5			Corrosive
94	0.8	400	2.2	400	2.6			Less than "-0.3"
105	0.9	800	2.5	800	2.9			
128	1	1000	2.6	1000	3			

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

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 on a daily basis.

Pool Vacuum

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

Maintenance Plan

Pool Mechanical Maintenance

Pool Pumps and Circulation Motors

All motors and pumps will be checked by the maintenance worker, 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
2. the clear tubing. (Watch as the air bubbles move along the tubing.)
3. 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.
4. Replace the feeder tube in all chemical pumps at the beginning of each season.
5. 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 in order 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

The filters should be checked regularly to ensure proper filtration of the pool water. The following should be checked:

1. Check filters for air by opening the air relief valve
2. Check flow rate. If flow is reduced, backwashing may be needed.
3. If water is cloudy, backwashing may be needed

Maintenance Plan

Pool Mechanical Maintenance

Pool & Spa Troubleshooting and Preventative Maintenance		
Area	Problem	Preventative or Corrective Action
Hydraulics	Pool flotation or movement, cracking on sides or bottom	Do not drain pool when subsurface water table is high because of continuous rains, low terrain subject to runoff winterizing and discharging large sums of water on the ground in the immediate area of the pool, or an ineffective or missing hydrostatic valve in the main drain
	Constant low water level in balance tank and vacuum	Consider float control valves for adding fresh water
	Howling sound from pump (cavitation)	Increase head pressure by throttling back on valve following pump. Check for blockage on suction side
Electrical	Continued power short circuiting	Disconnect or trip breaker switch to off. Call a qualified service technician
	Can feel electrical current but no shock	Cords on deck lying in water can discharge low currents. String cord above deck.
	Sparks or smoke	Turn off immediately. Call a qualified service technician.
	Hot, growling or vibrating motor	Bearings need lubrication or replacing. Coupling connection out of balance; stop motor and balance.
	Lights dim	Determine what equipment causes the change. Check voltage demand to that supplied. Check for short circuiting of appliances.
Mechanical	Valves turn hard	Lubricate stem
	Excessive water leaking	Tighten packing nuts. Replace packing
	Pump is not moving water	Prime pump. Clean skimmer or hair and lint screen. Check impeller. Pump rotation is in wrong direction. Check for obstruction at inlets. Seal and fittings worn, pipe fittings not tight allowing air in causing cavitation.
	Excessive leaking at pump	Tighten packing. Replace packing if tightened to maximum
Temperature	Changes in pool temperature	Check heater thermostat. Check heater efficiency and operation. Filter and/or pump operation inadequate. Thermostat or pressure switch out of adjustment or defective.
	Indoor air during extreme weather	Reduce or eliminate air exhaust and intake with outside air. Check humidistat. Screen windows to reduce loss. Build a temporary plastic-sealed vestibule at entry
	Cold showers	Check heater. Limit length of showers.
	Warm pool water	Drain and add water. Aerate.
	Scale formation on tubes in heater	Excessive hardness in pool water. Water flow through heater is too restricted (adjust valves and/or check for debris in skimmers, hair/lint strainer, and filters)
Humidity	Windows and walls water laden in pool area	Maintain air 2o -3 o warmer than pool. Warm walls & structure to raise dew point. Introduce warm dry air. Increase air movement using fans.
	Shower & locker rooms	Check exhaust system. Open windows for cross ventilation
Water clarity	Pool & heavy loads	Increase chlorine to 3 ppm prior to load. Check filter efficiency. Check turnover rate. Test water every hour.
	Dull or gray for a period of time	Superchlorinate to 8-10 ppm. Check filter efficiency. Check TDS. Partially drain and refill pool.

Maintenance Plan

Pool Mechanical Maintenance

Pool & Spa Troubleshooting and Preventative Maintenance		
Area	Problem	Preventative or Corrective Action
Flowmeter	Reading too low or not moving	1) Filter clogged, backwashing may be necessary 2) Skimmers, screens, strainers may need cleaning 3) Flowmeter, itself, may need to be cleaned or installed incorrectly 4) Pump malfunction
Pool shell	Slippery sides &/or bottom	Super-chlorinate 8-10 ppm. Brush area to eliminate potential algae growth
	Stains around inlets	Adjust pH (too low or corrosive)
	Stains	Brown, blue or black on plaster shell (metals such as iron, copper and manganese); low pH causing erosion of metal components; add sequestering agent which may remove new staining, or drain and acid wash.
	Scaling	Clogging of filter and pipes, scale on pool walls Can be caused from unbalanced water (high pH, high total alk., high calcium hardness) Need to balance water
	Losing water more than 1" in 24 hrs. during non-use. (1" for every 1,000 sq ft= 620 gallons)	Use SCUBA and a squirt gun with bluing or food coloring; squirt around outlets and inlets; observe movement of color. Repeat above at joints in deep end. Observe area around pool for wet soil from broken pipes. Check main drain—hydrostatic valve
Filters	Sand filter	1. Inadequate/poor filtering or sand in the pool: Check the backwash valve (if left on intermediate position, sand can flow back into pool). Channeling; rake and eliminate mud balls and crust; replace sand. Possible broken laterals in filter; replace them. Insufficient filter sizing. 2. Pressure too extreme when backwashing: observe gauges to prevent upsetting levels. 3. Adding soda ash or coagulants too fast: doesn't dissolve quickly and can clog the sand and increase pressure—add these products slowly
	Diatomaceous earth (DE)	1. Inadequate/poor filtering or DE in the pool: filter screen/cloth (septa) has a hole in it (milky pool water); replace or repair. Check the backwash valve (if left on intermediate position DE can flow back into pool) 2. If hardening/caking of DE remove and recharge 3. Septa is not coated correctly—feeding DE too quickly into skimmer during recharge or DE septa is not adequately coated (recommended amount is 2 oz. per sq. ft. of filter area) 4. Rust, calcium buildup, or soda ash can increase pressure and affect filtration--treat septa with a light acid wash and strong stream of water through the septa. N
	Cartridge filters	Poor filtration without a rise in pressure may be from torn or worn out cartridges—need to be replaced
	Air pressure buildup	1) Enough air pressure can force media into the pool and can cause channeling in sand filters or disrupt the DE filter cake. 2) If air is in the filter tank: check for hairline cracks/leaks in plumbing pipes and fixtures on suction side of pump, low water level with air entering the skimmer 3) Release any air buildup: some filters have automatic venting already, if not, open the pressure release valve until a steady stream of water comes out

Maintenance Plan

Pool Mechanical Maintenance

Pool & Spa Troubleshooting and Preventative Maintenance		
Area	Problem	Preventative or Corrective Action
ORP control panel	ORP reading is too low	1. Disinfection low, pH too high, cyanuric acid too high 2. The ORP sensor may be faulty, fouled, or out of calibration and may need cleaned or replaced
	ORP reading is too high	1. Disinfectant too high, pH is too low The ORP sensor may be faulty, fouled, or out of calibration and may need cleaned or replaced
Pool water	Air bubbles in water	Check suction side of pump for air leaks at hair and lint strainer lid, valves, pipe fittings and chemical injection. Bleed air out of filter.
	Foam on water	Water hardness too low. Some added algaecides have a tendency to produce foam. Someone dropped detergent into pool. Add a defoamer
	Cloudy/milky water	Possible causes: 1. No disinfectant 2. Reduced flow rate; check for blockage. 3. Backwash filter. 4. Extra heavy bather load; super-chlorinate. 5. Check chemicals & balance; too high in pH and/or total alkalinity or total dissolved solids (TDS). If 1-4 ok then you may use a clarifier or flocculent.
	Colored water	Green: clear green—copper—use clarifier possible heavy algae growth, low free chlorine, shock needed Reddish-brown: iron or rust; add a sequestering agent or clarifier. Blue-green: low pH dissolving copper Blue or black: Manganese—use clarifier
	Algae	Can cloud water, can grow on walls of pool in areas with poor circulation (dead spots). Can be prevented with proper filtration, elimination of dead spots and sufficient disinfection levels, shocking when combined chlorine level exceeds 0.2, and frequent brushing of pool/spa walls on routine basis, and use of algaecide or algaestat. Green and black algae or pink slime; super-chlorinate and backwash Yellow/Mustard algae––turn off pump, brush and vacuum waste after settling, backwash filters, use special algaecide. To treat algae: 1) Turn off pool recirculation pump 2) Brush all pool surfaces and skimmers – brushing helps break up/loosen algae and can remove some algae's protective coatings that make them resistant to disinfection 3) Turn pump on and vacuum debris to waste drain 4) Shock pool up to 30 ppm—be aware of any pool finishes that may be affected—check chlorine residual next day 5) Backwash or clean filter media 6) Add algaecide when chlorine is below 5 ppm – Quats and poly quats should be added 24 hrs after shocking To prevent algae or return of it: 1) Keep disinfectant levels within required range 2) Routinely brush walls, skimmers and pool floor—also gutters if you have them 3) Clean and backwash filters regularly—according to manufacturers instructions or when 10-12 psi above starting pressure 4) Respond quickly to the first sign of any algae signs 5) Use algaecide regularly – according to manufacturer's instructions

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
7. You notice an unsafe environment for guests or employees

Supplemental Information

Pool Closure Report

Closure of pool for: Inclement weather Water Quality Water Contamination

Date: _____

Water Feature or Area: _____

Number of People in Water: _____

Time of Closure: _____ am pm

Expected time of reopening: _____ am pm

Manager on Duty: _____

Type of Contamination in water:

Fecal Accident (Formed Stool or Diarrhea), 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 Person completing this report: _____

Signature of Person completing this report: : _____

Signature of Supervisor reviewing this report: _____

Daily Ride Inspections

Amusement Ride: Close Flume		
Before the Pumps are Turned on		
Guard Initials	Item	Notes
	Inspect Structure for missing or loose hardware	
	Remove debris from stairs, decks, and slides	
	Walk slide with bare feet and inspect for cracks, chips, or bubbles on fiber-glass surface	
Before the Pumps are Turned on		
	Allow the pumps to run for a mini-mum of 30 min	
	Note any water leaks in the plumb-ing connections or slide joints	
	Check water level	
	Check water quality (chemical components)	

Maintenance Items Identified:

_____

_____

Amusement Ride: Open Flume		
Before the Pumps are Turned on		
Guard Initials	Item	Notes
	Inspect Structure for missing or loose hardware	
	Remove debris from stairs, decks, and slides	
	Walk slide with bare feet and inspect for cracks, chips, or bubbles on fiber-glass surface	
Before the Pumps are Turned on		
	Allow the pumps to run for a mini-mum of 30 min	
	Note any water leaks in the plumb-ing connections or slide joints	
	Check water level	
	Check water quality (chemical components)	

Maintenance Items Identified:

_____

_____

_____

Daily Ride Inspections

Amusement Ride: Lazy River		
Before the Pumps are Turned on		
Guard Initials	Item	Notes
	Inspect Structure for missing or loose hardware	
	Remove debris from stairs, decks, and slides	
	Walk slide with bare feet and inspect for cracks, chips, or bubbles on fiber-glass surface	
Before the Pumps are Turned on		
	Allow the pumps to run for a mini-mum of 30 min	
	Note any water leaks in the plumb-ing connections or slide joints	
	Check water level	
	Check water quality (chemical components)	

Maintenance Items Identified:

_____

_____

_____

Printed name of Person completing this report: _____

Signature of Person completing this report: : _____

Signature of Supervisor reviewing this report: _____

Water Chemistry Report

Monday

	Recreation Pool						
	9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
ORP							
FAC							
pH							
Water Clarity							
Temp							
Initials							

Comments:

Tuesday

	Recreation Pool						
	9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
ORP							
FAC							
pH							
Water Clarity							
Temp							
Initials							

Comments:

Water Chemistry Report

		Recreation Pool						
		9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
Wednesday	ORP							
	FAC							
	pH							
	Water Clarity							
	Temp							
	Initials							
	Comments:							

		Recreation Pool						
		9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
Thursday	ORP							
	FAC							
	pH							
	Water Clarity							
	Temp							
	Initials							
	Comments:							

Water Chemistry Report

Friday

	Recreation Pool						
	9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
ORP							
FAC							
pH							
Water Clarity							
Temp							
Initials							

Comments:

Saturday

	Recreation Pool						
	9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
ORP							
FAC							
pH							
Water Clarity							
Temp							
Initials							

Comments:

Sunday

	Recreation Pool						
	9:00 Manual	9:00 Controller	11:00	1:00	3:00	5:00	6:00
ORP							
FAC							
pH							
Water Clarity							
Temp							
Initials							

Comments:

Shift Change Request

Person Scheduled for Shift: ______________________________

Signature: ______________________________

Time of Shift ______________ Date of Shift ______________

Person Taking Shift ______________________________

Signature: ______________________________

Supervisor's Approval Signature: ______________

Shift Change Request

Person Scheduled for Shift: ______________________________

Signature: ______________________________

Time of Shift ______________ Date of Shift ______________

Person Taking Shift ______________________________

Signature: ______________________________

Supervisor's Approval Signature: ______________

Shift Change Request

Person Scheduled for Shift: ______________________________

Signature: ______________________________

Time of Shift ______________ Date of Shift ______________

Person Taking Shift ______________________________

Signature: ______________________________

Supervisor's Approval Signature: ______________

Shift Change Request

Person Scheduled for Shift: ______________________________

Signature: ______________________________

Time of Shift ______________ Date of Shift ______________

Person Taking Shift ______________________________

Signature: ______________________________

Supervisor's Approval Signature: ______________

Facility Incident Report

Report Number: _____ Date: _____
Insured Facility: _____
Facility Address: _____ State: _____ Zip code: _____
Person Completing Report: _____ Job Title: _____

COMPLETE IN FULL			
Date of Incident:		Day:	Time: : AM / PM
Name of Subject:		Age:	Sex: ☐ Male ☐ Female
Address:			
City:	State:	Zip:	Phone:
Date of Birth:			
Membership Number, if any:		Subject's Occupation, if any:	
If minor, were parents notified (check box): ☐ Yes ☐ No		If minor, were parents present (check box): ☐ Yes ☐ No	
Location of incident (exact court, field, room, or area):			
Name of Person Notified:		Relationship:	
Address:			
City:	State:	Zip:	Phone:

COMPLETE IN ALL CASES

How did the incident occur? (Describe the facts and circumstances leading up to the incident and the incident itself.)

_____
_____
_____
_____
_____
_____
_____
_____

What body part was injured, if any?

Head Face Forehead Eye Cheek Nose Lip(s) Teeth Neck Shoulder Arm Elbow

Hand Finger(s) Torso Back Hip Thigh Knee Shin Calf Ankle/Foot Toe(s)

Specifically indicate what part of the body part was injured (e.g., Right pinky toe):

Did you observe any of the following?

Blood Bruising Abrasions Cut(s) Burn(s) Fainting Dizziness Seizure Vomiting

Intoxication Possible Drug-Related Behavior

Examine the incident location and report any findings regarding facility conditions, surroundings, etc.:

Sport Involved:	Practice or Competition?
Equipment Involved?	Equipment Age:
Description of Injury:	Type of Injury:
Type of Aid Given:	Administered By:
Was 911 Called:	
Was the Subject taken to the Hospital? ☐ Yes ☐ No	If yes, what hospital?
If the Subject was not taken to hospital, what action was taken?	
Do you question the validity of the claim? ☐ Yes ☐ No If yes, why?	

WITNESSES		
Witness #1:	Relationship:	
Address:		Phone:
Comments:		
Witness #2:	Relationship:	
Address:		Phone:
Comments:		
Witness #3:	Relationship:	
Address:		Phone:
Comments:		

Name and signature of person completing report

Signature of Manager

Post-Incident Report

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

Name	Location at Facility	Winess Statement
Guest 1		Y / N / NA
Guest 2		Y / N / NA
Guest 3		Y / N / NA
Guest 4		Y / N / NA

Name	Department	Location	Witness Statement
Supervisor 1			Y / N / NA
Supervisor 2			Y / N / NA
Supervisor 3			Y / N / NA
Employee 1			Y / N / NA
Employee 2			Y / N / NA
Employee 3			Y / N / NA
Employee 4			Y / N / NA
Employee 5			Y / N / NA
Employee 6			Y / N / NA
Employee 7			Y / N / NA

Reportable Item		Management Initials		
Type of Incident (i.e. ride/attraction accident, unresponsive victim in the water, conscious victim in water, land emergency, etc.)	Y / N / NA		Daily Reports Collected? (i.e water quality reports, incident reports, safety checklists, etc.)	Y / N / NA
Water Clarity Acceptable	Y / N / NA		Photo of swimming area?	Y / N / NA
Lifeguards in Appriopriate Zone	Y / N / NA			
EAP Followed	Y / N / NA			

Before the Incident	Description
What happened before the incident? (i.e. what was the victim doing before the incident occurred? Where were lifeguards posted and who was at each station?, etc.) *Note: use additional pages if necessary*)	

During the Incident	Description
Where the incident occurred? (i.e. "The incident occurred at the 5ft mark in lane one ofthe competion pool")	
What care was provided?	

After the Incident	Description	
Police report number collected?	Y / N / NA	
Officer name collected?	Y / N / NA	
Officer phone number collected?	Y / N / NA	
Were there any risks that influenced this incident?		
Were steps taken to mitigate risks in the future?		
Report Complete by:		

Post-Incident Report

Complete the following information:

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