NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Community Environmental Health and Food Protection

Swimming Pool Safety Plan

Name of Facility Alfred-Almond CSD

Site Address 6795 Rte 21

Almond NY 14804

Telephone 607-276-6555

Prepared By Gene Snyder

Title Director of Facilities

Signature Gene Snyder Date 3/1/2023

New York State Sanitary Code 6-1 requires that swimming pool operators develop, update and implement a written safety plan. This plan must be submitted to your local health department for their review and approval. The plan must include procedures for daily bather supervision, injury prevention, reacting to emergencies, injuries and other incidents, providing first aid and summoning help.

Please review and complete this document. Include any attachments (i.e. photos), as necessary. Once completed, it will serve as your facility's comprehensive written safety plan, which will meet the requirements of the State Sanitary Code (SSC). This plan must meet the specific conditions of your facility and operations, as well as serve as a training and reference document for you and your staff. Local rescue, police and fire personnel should be consulted when developing your pool safety plan.

Additional information may be obtained at **http://www.health.ny.gov/**

Please send a copy to:

And, please retain a copy of this document for your use.

FOR LHD USE ONLY

Approved ☐ Yes ☐ No

Reviewer _____

Title _____ Date _____

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POOL CHARACTERISTICS

Name of Facility Alfred-Almond CSD

1. Please indicate what your swimming pool operation is associated with:

☐ Homeowner Association ☐ Campground ☐ Temporary Residence ☐ Municipality ☒ School ☐ Other _____

2. Please fill in the table below for each pool:

Pool No.	*Type of Bathing Facility (Outdoor Pool, Indoor Pool, Outdoor Spa, Indoor Spa, Wading Pool)*	*Square Footage*	*Minimum Depth (Feet)*	*Maximum Depth (Feet)*	*Bather Capacity*	*Diving Allowed?*	*Slides?*	*Supervision Level (IIa, IIb, III, IV)*
1	Indoor Pool	2137	3	10	113	☒ Yes ☐ No	☐ Yes ☒ No	IIa
2						☐ Yes ☐ No	☐ Yes ☐ No	
3						☐ Yes ☐ No	☐ Yes ☐ No	
4						☐ Yes ☐ No	☐ Yes ☐ No	
5						☐ Yes ☐ No	☐ Yes ☐ No	

BATHER SUPERVISION

- The effective supervision of all bathers is essential to safety. ***Inadequate supervision has been determined to be a contributing cause in over half of all drownings at regulated bathing facilities in New York State.***
- A system is to be established that allows for continuous supervision and adequate visual surveillance of the bathers. This system will vary depending on the level of supervision required at each facility type.
- When a swimming pool, spa pool or wading pool is part of a temporary residence or campground as defined in SSC Subparts 7-1 and 7-3, the operator must provide either Supervision Level IIa, IIb, lll, or lV aquatic supervision, as defined in SSC Subpart 6-1.
- For other pools, not associated with a temporary residence or campground, the supervision level required at each is dependent on water depth, size of the pool, diving boards, deck slides, and flotation devices used.
- Additional supervisory staff may be required by the permit-issuing official (PIO). Factors, including but not limited to, pool shape, diving board use, patron decorum, patron alcohol consumption, and, bathing facilities used primarily for the developmentally disabled may be the basis for increased coverage.
- Homeowner swimming pools are exempt from the supervision requirements, ***except:***
  - If a homeowner swimming pool is used by people other than the owner/residents, their friends, renters or guests, then the operator must comply with applicable regulations during those periods of use. (Please refer to SSC Sections 6-1.2(o) and 6-1.23(a)(2).)

Is your pool(s) operated by a Homeowner Association? ☐ Yes ☒ No

If "yes" to question above, please continue with questions 3-5 and 28-70.

Supervision Level IIa or IIb – Pool (Only) or Pool and Beach Lifeguard

- Unless associated with a temporary residence or campground, Supervision Level IIa or IIb must be provided at all whitewater slides, wave pools or aquatic amusements and when any of the following are present: water depth is five feet or greater; diving boards; flotation devices other than U.S. Coast Guard Type I–III; pool deck slides; surface area of the pool exceeds 2,000 square feet.

Do you provide Supervision Level IIa or IIb at your facility? ☒ Yes ☐ No

If "yes" to question above, please continue with questions 6-17 and 28-70.

Supervision Level III or IV

- Are supervisory staff, provided by the facility, who possess certain skills and requirements per Section 6-1.31.
- May be selected when the bathing facility is part of a temporary residence or campground.
- If part of a temporary residence or campground, when Supervision Level III or IV is selected, on-premise CPR is not required.
- If a temporary residence or campground operator ***allows persons other than registered overnight patrons and their guests to use the pool***, then the operator must provide a level of supervision during that period of use which is consistent with the pool characteristics. (Please refer to Subpart 6-1.23(a)(2).)
  - Pools with surface area greater than 2000 square feet, water depth 5 feet or more, diving boards, flotation devices (other than U.S. Coast Guard Type I–III Label), or pool deck slides must provide Supervision Level II, a lifeguard.
  - When a pool otherwise qualifies for Supervision Level III or IV, on-premise CPR certified staff are required.

Supervision Level III

- Supervision Level III is required at all spas and wading pools, if not associated with a temporary residence or campground.

Supervision Level III Staff for Instructional Activities

- When instructional activities occur and the lifeguard is also providing the instruction, additional staff must be provided who have at least the Supervision Level III required certification.
  - This Level III staff is not expected to perform as a lifeguard, i.e. water rescues, etc., but to provide additional surveillance and possess victim recognition skills to assist the lifeguard during these instructional activities.

Supervision Level IV

- Supervision Level IV may be selected if the water depth within the designated bathing area is less than five feet and the surface area of the pool is less than or equal to 2000 square feet.
- At Supervision Level IV, the aquatic staff shall be on premises at all times the pool or spa is in use with periodic visual checks of the pool or spa conducted and logged.

Do you provide Supervision Level III at your facility? ☒ Yes ☐ No

If "yes" to question above, please continue with questions 18-21 and 28-70.

Do you provide Supervision Level IV at your facility? ☐ Yes ☒ No

If "yes" to question above, please continue with questions 18-70.

Supervision Level IIa or IIb

When developing your supervision and surveillance system for your facility, many factors must be considered to ensure total visual coverage of the bathing area and that the lifeguards are able to perform their duties when bather density is high:

Number of Lifeguards

- **SSC requires at least one lifeguard for every 3400 square feet of pool surface area or fraction thereof. 6-1.23(a)(4)**
- Additional lifeguards may be necessary depending on the shape of the pool, diving board use, patron decorum, patron alcohol consumption, and usage by developmentally disabled patrons.
- Bathers tend to congregate in shallow water areas.
- Consider peak uses such as exceptionally warm weather, holidays, etc.
- Swim classes or use of the facility by outside groups may necessitate additional staff.
- There should be enough lifeguards to provide coverage during breaks or when other lifeguards take days off.

Supervising Lifeguards

- **When a pool is required to provide three or more aquatic staff, a supervising lifeguard is required. 6-1.23(a)(8)**
- The supervising lifeguard must oversee and manage lifeguards to ensure proper positioning, zones of coverage and that in-service training/drills are performed.

Lifeguard Positioning

- **At Supervision Level IIa or IIb facilities, elevated lifeguard chairs are required at all pools greater than 2000 square feet. 6-1.23(b)(2)**
- **A minimum of one elevated lifeguard chair is required for every 3400 square feet of supervised pool. 6-1.23(b)(2)**
- Chairs must be located to compensate for glare and blind spots, provide a clear view of the pool bottom, and in positions which provide complete surveillance coverage of the pool area.
- Lifeguards must have designated areas of responsibility and be able to have total visual surveillance of that swim area.
- Consider bather densities and locations, which may require additional lifeguards and various positioning schemes.

Lifeguard Rotations

- **Proper chair rotation procedures must be followed to ensure no interruption in surveillance.**
- Rotating lifeguards must maintain constant surveillance of the area of responsibility and not be distracted during a chair rotation.

Lifeguard Breaks

- **Lifeguards should take frequent breaks to avoid fatigue, but there must be enough coverage during these times or the pool, or sections of it, must be closed and posted as such.**

Please refer to SSC Section 6-1.23.

Number of Lifeguards

6. How many lifeguards will you use to properly supervise your bathing facilities?
(Please list all your pools with the number of lifeguards for each below.)

Pool No.	*Bathing Facility (Name and Type)*	*Square Footage*	*Number of Lifeguards*	*Number of Elevated Lifeguard Chairs*
1	Alfred-Almond CSD Indoor Pool	2137	1	1
2				
3				
4				
5				

7. Will you use additional lifeguards at any time during your season? ☐ Yes ☒ No
(If "Yes," please complete a. and b.)

a.

Pool No.	*Number of Lifeguards*						
	Monday	*Tuesday*	*Wednesday*	*Thursday*	*Friday*	*Saturday*	*Sunday*
1							
2							
3							
4							
5							

b. Please explain why/when you will use additional lifeguards:_____

_____

_____

_____

_____

Supervising Lifeguards

- Supervising lifeguards are required:
  - – When a pool is required to provide three or more aquatic staff;
  - – If employing a 15 year old lifeguard.
- The supervising lifeguard must be on-site, in the pool area, to oversee and manage lifeguards.

8. Is your pool(s) required to have a supervising lifeguard? ☐ Yes ☒ No
(If "Yes," please complete a.)

a. Indicate the duties of your supervising lifeguard:
- ☐ Supervise the lifeguard staff
- ☐ Scheduling of lifeguards to ensure adequate coverage
- ☐ Ensure implementation of lifeguarding policies and procedures
- ☐ Coordinate in-service training/drills of lifesaving skills and emergency response procedures
- ☐ Other (List):

1) _____ 3) _____

2) _____ 4) _____

- ***Glare and poor water clarity are key contributing factors in many drownings.***

Lifeguard Positioning

9. How will staff compensate for glare and blind spots and obtain complete visual coverage?
(Check all that apply.)

☒ Not a problem at my pool ☐ Move lifeguard chairs ☐ Other (Specify) _____

Lifeguard Rotations

- **NYS drowning data indicates that many drowning incidents have occurred directly before, during, and directly after a chair rotation because the lifeguards were distracted and did not provide constant patron surveillance during the rotation procedure.**
- During that period when lifeguards rotate their chair positions, if proper chair rotation procedures are not followed, a lifeguard can be temporarily distracted.
- Lifeguard rotations should take place on a regular schedule and should follow a defined pattern.
- Continuous coverage must be provided when changing or rotating lifeguards.
- Additionally, periodic rotations to different stations helps keep lifeguards alert.

10. Do you use multiple lifeguards at your swimming pool? ☐ Yes ☒ No
(If "Yes," please complete a, b and c.)

a. Do you have an established chair rotation procedure? ☐ Yes

b. Does your chair rotation procedure ensure that there is continuous lifeguard surveillance of patrons during the change? ☐ Yes

c. How frequently do your lifeguards rotate?
☐ Every 30 minutes ☐ Every 60 minutes ☐ Other (Specify) _____

Lifeguard Breaks

- **Failure to take breaks has been identified as a contributing factor in drownings in NYS.**
- Lifeguards need to take frequent breaks to avoid mental and physical fatigue.
- Research indicates that lifeguard attentiveness declines after 30 minutes.
- Scheduled breaks and rotating to different stations can keep lifeguards alert and ready to respond.
- If another lifeguard is not available to cover during breaks, (at single guard facilities), the pool must be closed during the breaks.

11. How frequently do your lifeguards take breaks (include lunch)?

☐ Every 30 minutes ☐ Every 60 minutes ☒ Other (Specify) End of Class

12. What is your protocol for bather supervision during lifeguard breaks or when a lifeguard takes the day off?

☐ Use other lifeguards to cover ☒ Close the pool/sections (Please answer a. and b.)

a. Who is responsible for clearing and closing the pool during these breaks?
☐ Lifeguard ☒ Maintenance Staff ☒ Facility Operator
☒ Other (Specify) Superintendent

b. Who assures that no one enters the water while the pool is closed?
☐ Lifeguard ☒ Maintenance Staff ☒ Facility Operator
☒ Other (Specify) Superintendent

Distractions

- **Lifeguard distractions and intrusions have been identified as contributing factors in drownings.**
- Distractions occur when lifeguards engage in activities such as using cell phones, reading or having lengthy conversations with patrons or others.
- Many lifeguards are assigned additional duties at a bathing facility. These duties must not intrude upon the lifeguard's primary responsibility of guarding.

13. Are your lifeguards assigned any additional duties at your facility? ☐ Yes ☒ No
Please list other duties below:

a. _____ d. _____

b. _____ e. _____

c. _____ f. _____

14. Will you restrict the lifeguards from performing these other duties while guarding? ☐ Yes ☒ N/A

Use of Pool by Outside Groups

- If you allow outside groups to use your pool and they use their own lifeguard, there must be a plan for coordination of supervision, emergency response procedures and water quality issues during these times.

15. Do you allow outside groups who provide their own lifeguard to use your pool? ☒ Yes ☐ No
(If "Yes," please complete a.-f.)

a. Is the outside group's lifeguard familiar with your safety plan and emergency procedures? ☒ Yes

b. Is the emergency telephone and safety and first aid equipment available for use during these periods? ☒ Yes

c. Who is responsible for activating the emergency response plan, if needed?
☒ Outside Group's Lifeguard ☐ Other (Specify) _____

d. What is the availability of this person (indicated in c. above)?
☒ On-site ☐ On-call ☐ Other (Specify) _____

e. Who is responsible for addressing water treatment issues at your pool during the time an outside group is using the pool?
☐ Maintenance Staff ☒ Facility Operator ☐ Other (Specify)_____

f. What is the availability of this person (indicated in e. above)?
☐ On-site ☒ On-call ☐ Other (Specify) _____

Use of Pool by Developmentally Disabled (DD) Groups

- Groups of developmentally disabled (DD) patrons may require additional assistance and supervision.
- Disabilities can include a loss, absence, or impairment of sensory, mental or motor function.
- Patrons with impaired motor function may have difficulty navigating around a pool area. Those with hearing, vision, or mental function impairments may not be able to hear, read or understand directions provided verbally or in signs.
- Emergency response may need to include both auditory and visual signals and care and evacuation of patrons with disabilities may require additional assistance.
- Additional supervisory staff, including lifeguards and others, may be needed to assist groups of DD patrons.
- If an outside group of DD patrons uses the bathing facility, the operator must ensure that adequate supervision and emergency response is in place.

Guidance for DD Staff

- **An analysis of the NYSDOH's investigation of 10 drowning incidents of DD patrons revealed several common factors.**
- **In response to these factors, additional recommendations were developed for the group's staff responsible for the care of DD individuals.**
- ***The operator of a swimming pool should coordinate with the DD group's staff to ensure that the following guidance is addressed:***
  - DD staff responsibilities should be clear.
  - Those responsible for providing supervision must be at poolside directly supervising patrons.
  - DD staff must not be distracted by conversations or other activities that interfere with their responsibility of supervising the patrons assigned to them.
  - DD staff to patron assignments should be specific.
  - DD staff to patron ratio should be consistent with level of disability.
  - One on one supervision should be provided for patrons with seizure disorders, with the DD staff person in the water providing direct supervision of that patron.
  - Non-swimmers should be restricted to water depths no greater than chest deep with a process for implementing this developed and which may include positioning of DD staff in the water.
  - Personal flotation devices (PFDs) must be properly sized and fitted to be effective; however, they are not a substitute for close supervision. PFDs can be removed, rendering them ineffective and potentially leaving the patron in water deeper than is appropriate for their height or abilities.
  - Patron supervision should not be interrupted by DD staff performing other duties, such as escorting patrons to the restroom.

16. Do groups of DD patrons use your pool? ☐ Yes ☒ No
(If "Yes," please complete a. and b.)

a. Does the DD group provide additional supervision of these patrons as specified above? ☐ Yes ☐ No
(If "No," explain how adequate supervision is provided.)

_____

_____

_____

_____

b. How do you ensure that there is adequate supervision for DD patrons?
☐ Written agreement with the group's organization/responsible staff
☐ Other (Specify) _____

_____

_____

_____

Instructional Activities

- Investigations of student drownings that occurred during school swim physical education classes have determined that if the lifeguard is performing instructional activities, it distracts from lifeguarding duties and has been a contributing factor in drownings.
- As a result, when the instructor/coach is the certified lifeguard, a second person must be provided for bather supervision:
  - Another Supervision Level II (lifeguard dedicated to guarding only); or
  - A Supervision Level III (responsible person with Level III training)
- At least one additional qualified staff must be provided for each required lifeguard engaging in instructional activities.
- When a Supervision Level III staff is used to assist a Supervision Level II staff with direct supervision of bathers during instruction, the Supervision Level III staff must possess certification in aquatic injury prevention and emergency response as specified in SSC Section 6-1.31(c)(2).

17. Is your bathing facility used for instructional activities, such as learn to swim programs, physical education classes (open and instructional classes), and swim team activities (practices and meets)? ☒ Yes ☐ No
(If "Yes," please complete a.)

a. Who is the second person used for bather supervision? ☐ Lifeguard ☒ Level III Staff
(If you use a Level III Staff, please complete 1), 2), 3), 4).)

1) Please list the duties of the Level III supervisory staff. (Please list below.)

a) Assist Lifeguard

b) Maintain daily log book

c) _____

d) _____

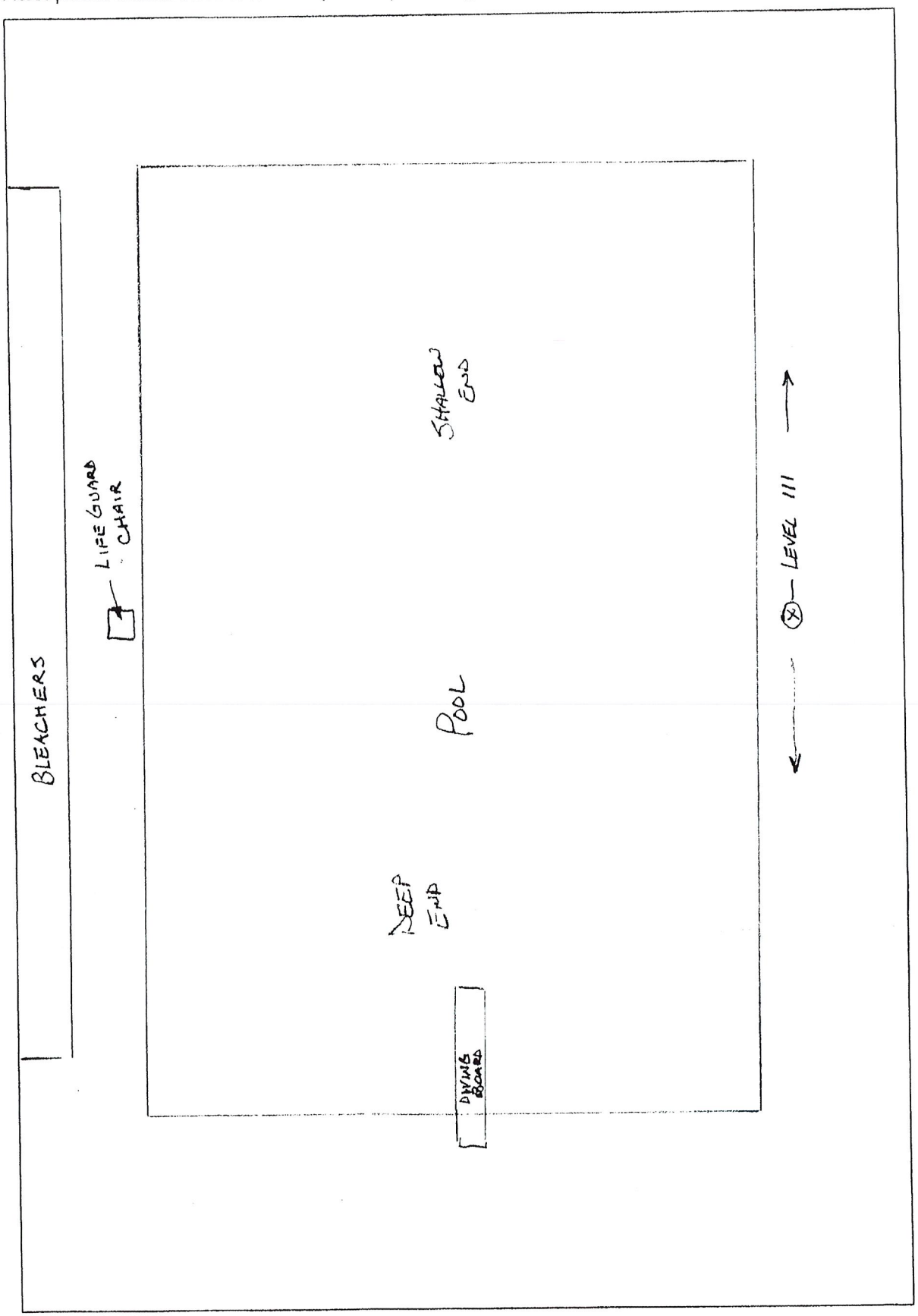
2) Does the Level III staff work under the direction of the lifeguard, providing additional surveillance, to ensure adequate bather supervision and emergency response? ☒ Yes

3) If the Level III staff notes an aquatic emergency, how does he/she communicate this to the lifeguard?

Whistle or Verbal

_____

4) Please provide a sketch below to show the poolside positioning of the Level III and Level II Supervision staff.



Supervision Level III or IV

- If the pool is part of a temporary residence or campground, when Supervision Level III or IV is selected, the operator shall not allow the use of the pool by persons other than registered overnight patrons of the temporary residence or campground and their guests.
- If a temporary residence or campground operator **allows persons other than registered overnight patrons and their guests to use the pool,** then the operator must provide a level of supervision during that period of use which is consistent with the pool characteristics. (Please refer to Subpart 6-1.23(a)(2).)
  - Pools with surface area greater than 2000 square feet, water depth 5 feet or more, diving boards, flotation devices (other than U.S. Coast Guard Type I–III Label), or pool deck slides must provide Supervision Level II, a lifeguard.
  - When a pool otherwise qualifies for Supervision Level III or IV, on-premise CPR certified staff are required.

18. Is your bathing facility part of a temporary residence or campground? ☐ Yes ☒ No
(If "Yes," please complete a.)

a. Do you allow persons other than registered overnight patrons to use your pool? ☐ Yes ☐ No
If "Yes," and you are required to provide Supervision Level II (see text box above), please complete the Supervision Level II questions.

19. Is your facility required to provide on-premise CPR certified staff? ☒ Yes ☐ No
(If "Yes," please complete a., b., and c.)

a. Who is the on-premise CPR certified staff?
☐ Owner/Operator ☐ Facility Manager ☒ Other (Specify) Lifeguard

b. How is this person summoned to the emergency?
☒ This person is always within hearing distance of the pool area ☐ By telephone
☐ Cell phone that the person carries at all times ☐ Other (Specify) _____

c. What is the response time for this person in the event of an emergency at the pool area?
☒ Within 1 minute ☐ 1-3 minutes ☐ Other (Specify) _____

- ***A drowning victim has the greatest chance of survival if CPR is initiated immediately.***
  - If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.
  - The longer the time period, the more probable it is that permanent neurological damage or death will occur.

Please refer to the Emergency Response section on pages 24-27 for additional information.

Daily Monitoring

- **Supervision Level III** aquatic staff must be at pool side, providing direct supervision of pool patrons.
- At spa pools, the Supervision Level III aquatic staff must be on the premises and provide periodic supervision as specified in the safety plan.

20. Who is the Supervision Level III or IV staff who provides visual surveillance/periodic supervision and is on the premises during the times the pool or spa is in use?

☐ Owner/Operator ☐ Facility Manager ☒ Other (Specify) School Employee

21. How often does the Level III or Level IV staff monitor the bathing facilities throughout the day?

☐ 1-2 times per day ☐ More than 5 times per day
☐ 2-5 times per day ☒ Other (Specify) every time pool is used

Supervision Level IV

- **Supervision Level IV** includes a combination of daily monitoring, posting required warning signs, providing patrons with the required rules in writing, enforcing all rules, providing conveniently located emergency communication and providing required safety equipment. To be in compliance with Supervision Level IV requirements, all of these components must be in place. (Please refer to SSC Section 6-1.23(a)(10).)

Daily Monitoring

22. Who monitors to see that the rules are being followed?

☐ Owner/Operator ☐ Maintenance Staff ☐ Facility Manager ☐ Other (Specify) _____

23. Who is responsible for performing the daily compliance check (including safety equipment, water conditions, and hazard checks), prior to the pool opening each day?

☐ Owner/Operator ☐ Maintenance Staff ☐ Facility Manager ☐ Other (Specify) _____

24. Who maintains the daily log?

☐ Owner/Operator ☐ Maintenance Staff ☐ Facility Manager ☐ Other (Specify) _____

Rules and Regulations

- **Supervision Level IV** facilities must post specific pool rules which state:
  - Two or more adults (18 years or older) must be present at the pool when pool is in use, with at least one adult on the pool deck.
  - Children less than 16 years must at all times be accompanied by a parent or guardian or similar adult responsible for their safety and behavior while at the bathing facility.
  - Shallow Water – No Diving (for pools with water depths less than 8 feet.)
  - Method of summoning on-premise CPR staff (only where CPR trained staff is required.)
  - Location of free telephone and emergency numbers

Required Sign

25. Where is the required sign located?

☐ Pool Entrance ☐ Poolside ☐ Other (Specify) _____

Required Notification of Patrons

- Patrons must be provided with a written statement or brochure before they use the bathing facility. (Please refer to SSC Section 6-1.23(a)(10)(vii).)
- *It is recommended that patrons be provided this information at the front desk at the time of check-in or at the time a lease agreement is signed with periodic reminder notices.*
- **In drowning investigations at Supervision Level IV facilities, failing to provide patrons with the written statement or brochure has been documented in many of the incidents.**

26. Is a written statement or brochure indicating the required rules provided to all patrons? ☐ Yes

27. How and when is this information provided? (Check all that apply.)

☐ At the front desk at the time of check-in
  ☐ Patrons must sign saying they have received it

☐ At the time of the lease agreement
  ☐ Tenants must sign saying they have received it
  ☐ Periodic notifications are provided to tenants (Specify how and frequency) _____

☐ Other (Specify) _____

Please enclose a copy of this brochure.

CERTIFICATIONS – SUPERVISION LEVEL IIa, IIb, III AND IV

- It is the responsibility of the facility owner/operator to make sure that the supervisory aquatic staff they hire have the proper skills and certifications.
- Copies of these certifications must be maintained on-site and be available for inspection by DOH staff. ***(Please contact your LHD for a list of acceptable courses.)***
- Please refer to Section 6-1.31 for aquatic supervisory skill requirements.

INJURY PREVENTION

- **The most important responsibility of a bathing facility operator and supervisory staff is the prevention of injuries at the facility. There should be an on-going comprehensive safety program at your facility.**

Voluntary Hyperventilating and Extended Breath Holding

- **The practice of voluntarily hyperventilating (taking a series of deep breaths in rapid succession and forcefully exhaling) followed by underwater swimming or holding your breath for extended periods of time is dangerous and has led to deaths.**
  - When you hyperventilate, you lower the percentage of carbon dioxide in the air that always remains in your lungs.
  - The carbon dioxide in the bloodstream is what triggers that part of the brain that controls breathing to initiate taking a breath.
  - By decreasing the available carbon dioxide, you can remain underwater because you delay the point at which the brain signals the need to take a breath.
  - When the oxygen level in the blood runs low before the carbon dioxide level rises to the point that triggers the breathing reflex, the swimmer loses consciousness.
  - The swimmer never actually feels as though a breath is needed.

Shallow Water Blackout

- Swimmers who practice prolonged underwater breath-holding are at risk for Shallow Water Blackout (SWB).
- SWB results from an insufficient amount of carbon dioxide to activate the body's natural impulse to breathe.
- ***Victims of hyperventilation and SWB are often skilled swimmers.***
- ***Victims can also be children and others who participate in 'hold your breath' games.***
- ***Lifeguards and other supervisory staff should be alert for this safety hazard and should discourage this behavior.***
- ***Operators should consider posting a sign explaining this hazard and prohibiting it at their pool.***

Waterfront Hazards

- Identify potentially hazardous areas such as entrance areas to pools, which can be slippery, diving boards, deck slides, starting blocks, fill spouts, etc. Such areas should be eliminated, marked to help patrons avoid the areas, or additional supervision provided for these areas.

28. Are there any potentially hazardous areas at your pool?

☐ Entrance areas ☒ Diving boards ☐ Other (Specify) _____
☐ Deck slides ☒ Starting blocks
☒ Underwater slopes ☒ Fill spouts

29. What are your plans for controlling or eliminating the hazards associated with these areas?
(Please specify hazards and how you will eliminate or control. Example: Slide – Put an additional lifeguard here.)

☐ Eliminate Hazard(s) _____

Specify how _____

☐ Mark Hazard(s) _____

Specify how _____

☒ Supervise Hazard(s) All

Specify how Keep bathers away from

☐ Other Hazard(s) _____

Specify how _____

30. Who is responsible for addressing the hazards listed above?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☐ Lifeguard

Lighting and Electrical

- Any defects in the electrical system, including underwater or overhead lights must be immediately repaired.
- Portable electrical devices, such as radios and announcing systems within reach of the bathers are prohibited.
- Underwater lights must allow an observer on deck to clearly see the whole pool, including the bottom.
- If night swimming is allowed, lighting must be sufficient to allow an observer on deck to clearly see the pool bottom.
- Adequate emergency lighting must be provided at swimming pools where night swimming is allowed and at indoor pools where no natural light is present. For outdoor pools, a portable battery powered artificial light source (i.e. flashlight) is acceptable if adequate and maintained to assist during pool evacuation.

31. Do you allow night swimming at your facility? ☒ Yes ☐ No

32. Does your pool have underwater lights? ☐ Yes ☒ No

33. What do you have for emergency lighting?

☒ Mounted lights ☒ Flashlight ☒ Other On demand generator back-up

Maintenance

- Daily inspections of the facility are necessary to assure that adequate safety levels are maintained. Any problems, such as unsafe water conditions, broken equipment, loose ladders, electrical equipment malfunctions, broken/loose main drain grates, etc. are to be reported and immediately corrected. If the problem cannot be immediately corrected, the specific area or entire bathing facility should be closed, as appropriate.

34. Who is responsible for performing the daily compliance check (including safety equipment, emergency lighting, water conditions, and hazard checks), prior to the pool opening each day?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☒ Facility manager ☐ Lifeguard

35. To whom will maintenance issues and unsafe conditions be reported?

☐ Owner/operator ☒ Maintenance staff ☐ Other (Specify) _____
☒ Facility manager ☐ Lifeguard

36. How is the main drain grate inspected each day?

☒ Visually ☐ Reach pole ☐ Other (Specify) _____

Rules and Regulations

- Operators must post signs stating the maximum capacity of the pool, hours during which the pool is open and that swimming at other times is prohibited.
- Signs stating general rules must be posted conspicuously at the pool, dressing rooms and facility offices. These rules should prohibit urination, discharge of fecal matter, spitting and nose blowing, as well as govern the use of diving boards and slides. These rules may also include prohibitions against running, horseplay, the use of alcohol, etc.
- Spas have additional requirements including that warning signs stating specific cautionary statements must be conspicuously posted in the vicinity of the spa. (Please refer to SSC Section 6-1.29, item 14.13.)

37. Where are your rules posted? (Check all that apply.)

☐ Pool entrance ☒ Poolside
☐ Near spa ☐ Other (Specify) _____

38. Who is responsible for enforcing the rules at your bathing facility?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☒ Lifeguard

Diving Areas

- Diving areas require extra attention due to the potential for serious injury. Rules for the use of diving equipment should be developed, posted at the diving area and enforced.
- Diving from the pool deck is prohibited in water less than 8 feet deep except during competitive swimming or swimmer training activities. (Please refer to SSC Section 6-1.10(l).)
- Warning signs stating "No Diving" must be clearly posted in areas where diving is not allowed.

39. Do you allow diving at your pool? ☒ Yes ☐ No

a. If no, are warning signs stating "No Diving" clearly posted? ☒ Yes

b. Where are the diving rules clearly posted? Pool Side

c. Who enforces these rules?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☒ Lifeguard

- ***Most spinal cord injuries associated with diving incidents occur in water depths less than 6 feet.***

Starting Block Use

- Spinal cord injuries from using starting blocks can occur.
- Use of starting blocks is prohibited except during competitive swimming or swimmer-training activities.
- Operators should have a method to restrict their use during all other times.
- There should be a physical/visual barrier when starting blocks are not in use.

40. Do you have starting blocks at your pool? ☒ Yes ☐ No
(If yes, please answer a.)

a. How do you restrict their use when not competitive swimming or swimmer-training activities? (Check all that apply.)

☐ Covers ☐ Signs ☒ Lifeguard ☐ Other _____

Pool Slides

- Improper use of deck slides can result in serious injuries similar to those for diving boards.
- Sliding should not be performed in water less than four feet deep and it should only be performed in the sitting position facing forward.
- Rules for use of slides should be developed, posted at the slide and enforced.

41. Do you have slides at your pool? ☐ Yes ☒ No

a. If yes, where are the rules clearly posted? _____

Environmental Conditions and Weather

- Environmental conditions must be constantly evaluated at all bathing facilities. Conditions which may require that the pool be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104°F, power outages, and thunderstorms.
- Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

Lightning Tips

- The National Lightning Safety Institute (NLSI) recommends closing both indoor and outdoor bathing facilities during a thunderstorm.
- The NLSI recommends that bathing facilities monitor storm activities, suspend swimming activities when lightning is within 6-8 miles and wait until 30 minutes after lightning has been observed before resuming water activities.
  - Designate a responsible person as the weather safety lookout. That person should keep an eye on the weather. Use a "weather radio" or the Weather Channel or other TV program to obtain good localized advanced weather information.
  - When thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the pool should be evacuated. People should be directed to safe shelter nearby.
  - Swimming activities should remain suspended until thirty minutes after thunder or lightning were last observed.

42. When unsafe conditions occur, who is responsible for monitoring pool closure at your facility?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☒ Lifeguard

43. When will you close the pool for thunderstorms?

☒ At the first sign of thunder or lightning ☐ Other (Specify) _____

44. What communication system is used for clearing the pool?

☒ Whistle (Specify signal) One long blast _____

☐ Bullhorn (Specify signal) _____

☐ Voice (Specify) _____

☐ Other (Specify) _____

45. When will you allow re-entry into the water?

☒ After at least 30 minutes without any thunder or lightning ☐ Other (Specify) _____

ILLNESS PREVENTION

Fecal, Vomit and Blood Contamination Incidents

- Fecal, vomit and blood incidents which occur at pools pose a potential risk of infection to bathers. Feces, vomit and blood may contain pathogenic or harmful bacteria, viruses and parasites that are resistant to chlorine at concentrations found in a pool under normal operating conditions. Special precautions must be taken to ensure that the water is made safe for bathers.
- Swimming pool operators must respond differently to formed stool vs. diarrhea in the swimming pool. Diarrhea may be an indication that the person is ill with pathogens such as the highly chlorine-resistant parasite, *Cryptosporidium*. More stringent measures must be taken to sanitize the pool when diarrhea discharges occur.
- Please refer to the NYS DOH fact sheets, "Fecal Incident Response Recommendations for Pool and Spray Ground Staff" at: http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_fecal_incident.pdf and "Vomit and Blood Contamination of Pools and Spray Grounds" at: http://www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_vomit_blood_contamination.pdf

CHEMICAL STORAGE AND HANDLING

- Improper handling of pool chemicals can result in explosions, fires or poisonous gas. Procedures for safe storage and handling must be developed and staff trained in safe practices. Safety rules should be prominently posted in the chemical use area.
- Safety rules should include:
  - Follow manufacturer's instructions.
  - Never add water to chemicals. Always add chemicals to water.
  - Wear eye protection when handling chemicals and breathing protection for chlorine gas.
  - Never mix any chemical with chlorine products. A dangerous chlorine gas could develop immediately.
  - Always use a clean scoop when dispensing powdered chlorine as a potential fire hazard exists.
  - All chemicals, including dispensing crocks, must be clearly labeled.
  - An evacuation plan for facilities using chlorine gas.

46. What type of disinfection do you use in your pools/spas? (Check all that apply.)

☐ Sodium hypochlorite (Liquid)
☒ Calcium hypochlorite (☐ Powder / ☒ Tablet)
☐ Other (Specify) _____
☐ Chlorine gas
☐ Bromine (Solid)

47. How are chemicals for pH adjustment added to the pool/spa?

☒ Mechanical feed equipment
☐ By hand when the pool is closed, with the pool remaining closed until chemicals are evenly distributed and the pH is acceptable and determined by testing

48. Where do you store your chemicals? Pool mechanical rooom

49. Is this storage area inaccessible to the public and kept locked? ☒ Yes ☐ No

a. If No, please explain how unauthorized access is prevented? _____

50. Do you have established safety rules and are they posted in the storage area? ☒ Yes

51. Who is responsible for maintaining the chemical levels in your pool/spa?

☐ Owner/operator
☒ Facility manager
☒ Maintenance staff
☐ Lifeguard
☐ Other (Specify) _____

Spas

- Spas must be chlorinated to 10 mg/L at least once a week when the pool is not is use.
  - **This is true for spas using either chlorine or bromine as the disinfectant.**
- Spas must be drained and cleaned when needed, and at least once every two weeks.
  - **The need to replace the water is based on bather load.**
  - This water replacement interval can be calculated as follows:

Water replacement interval (Days) = Spa gallons ÷ 3 ÷ Average users per day

Example: 600 spa gallons ÷ 3 = 200 ÷ 25 average users per day = 8 days (Water replacement interval)

52. How often is the spa drained and cleaned?

☒ N/A ☐ Once every 2 weeks ☐ Once a week ☐ Other (Specify) _____

53. How often is the spa chlorinated to 10 mg/l?

☒ N/A ☐ Once a week ☐ Twice a week ☐ Other (Specify) _____

EMERGENCY RESPONSE

- An effective prevention program will greatly reduce the occurrence of injuries. Any delay in response may increase the degree of injury or lead to death. A written procedure responsive to potential incidents or emergency situations must be developed and practiced.
- An emergency should be considered as any situation that jeopardizes the health and safety of a patron or diverts the supervisor's attention from general supervision of bathers.
- The facility name and street or 911 number should be clearly posted for emergency personnel to easily identify the address.
- Local rescue, fire and police personnel should be consulted when developing an emergency response plan.

Seizures

- Any person who suffers a seizure in the water and submerges should be transported to a medical facility regardless of apparent recovery.
- They should not be allowed back in the water for the rest of the day.

- **Emergency response procedures** must include:
  - Clearing the waterfront area
  - Emergency care of the victim
  - Contacting emergency personnel
  - Crowd control
  - Meeting and guiding emergency personnel to the site and/or victim
  - Directing traffic
  - Drills for emergency response situations

Search Procedures

- Time can be critical when searching for a lost bather. Lifeguards are trained in proper search methods and these can vary depending on the facility characteristics. Specific water search procedures should be established. Obtain a description of the missing individual and last location seen. A simultaneous land and water search should be initiated immediately.

54. Who is responsible for performing a lost bather search at your facility?
(Please answer a. or b. or both, if applicable.)

a. **Supervision Level IIa or IIb Facilities**

☒ Lifeguard ☐ Other (Specify) _____

1) Is there an established search procedure for the lifeguards? ☒ Yes ☐ No

2) How often do the lifeguards practice the search procedures and other emergency response drills?

☐ Once a week ☒ Other (Specify) Several times a year

b. **Supervision Level III or IV Facilities/Homeowner Associations**

☐ Owner/operator ☐ Maintenance staff

☐ Facility manager ☒ Other (Specify) Lifeguard

55. Describe your lost bather search procedure _____

~~See pg. 18 and 23 of original plan~~

Communication

- Communication is essential during an emergency. A chain of command should be developed as part of an emergency response plan. A phone or other acceptable means of communication must be provided at a convenient location at all pools. All staff should know the location of the nearest telephone. Emergency phone numbers must be prominently posted at the telephone(s). A method of communication between staff such as whistles or hand signals should be established and staff should be familiar with it.

56. Is there a chain of command established for your facility during an emergency? ☒ Yes

57. Is a telephone or other means of communication readily accessible at the pool? ☒ Yes

a. Describe other _____

58. Where is the emergency phone with emergency numbers located?

☒ Pool Area ☐ Bathhouse

☐ Facility Office ☐ Other (Specify) _____

- ***In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival.***
  - **If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.**
  - **Within 3-5 minutes, survival may be likely, but the more probable it is that permanent neurological damage will occur.**
  - **5 minutes or more, normal recovery is uncommon unless the water temperature is below 70°F.**

59. How far is the emergency phone from the pool area?

☒ Poolside ☐ 51 to 100 feet ☐ More than 200 feet
☐ 5 to 50 feet ☐ 100 to 200 feet ☐ Other (Specify) _____

60. Please indicate the emergency numbers 911

61. Where is the first aid room or first aid kit located?

☒ Poolside ☐ Bathhouse ☐ Facility office ☐ Other (Specify) _____

- Usually a large number of people congregate at the scene of an emergency. The emergency plan must include crowd control and on-going supervision of the facility. Access for emergency personnel should be evaluated with an access route pre-determined. During an emergency it is extremely important to provide rescue personnel with detailed directions to your bathing facility.

62. Who is responsible for performing crowd control duties in the event of an emergency at the pool?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☒ Lifeguard

63. What is your planned route to be used for emergency response and evacuation at your facility? POOL LOBBY

64. Who is responsible for meeting the emergency vehicle and directing it to the site?

☐ Owner/operator ☐ Maintenance staff ☒ Other (Specify) OR DESIGNATED PERSON
☐ Facility manager ☒ Lifeguard

Reporting

- The operator must keep daily records which indicate the number of bathers, number of lifeguards on duty, weather conditions, water clarity, water quality, any reported rescues, injuries and illnesses. These records must be available for review by the Permit Issuing Official for at least 12 months.

65. Who is responsible at your facility for maintaining the required daily records, including the injury/illness log?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☒ Lifeguard

- It is the responsibility of the facility operator to report all incidents occurring at his or her bathing facility to the Permit Issuing Official (PIO) as soon as possible, but within 24 hours. Reportable incidents include those which result in death, require resuscitation, require referral to a hospital or other facility for medical attention or is a bather illness associated with bathing water quality.

Local Health Department Number 585-268-9250

66. Who is responsible at your facility for reporting any of the above to the PIO?

☐ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☒ Facility manager ☐ Lifeguard

Training

- All staff involved in emergency response must be trained. Frequent training to reinforce the principles and rehearse the plan must be conducted.
- Supervisory staff must also practice their lifesaving skills regularly to remain proficient and able to perform rescues when required.

67. How often do staff practice the emergency response drills?

☐ Once a week ☐ Twice a month ☒ Other (Specify) Several times a year

68. Who is responsible for conducting these trainings?

☒ Owner/operator ☐ Maintenance staff ☐ Other (Specify) _____
☐ Facility manager ☐ Lifeguard

69. Who participates in this training? (Please list job titles.)

a. Lifeguard
b. Level III
c. Students
d. _____
e. _____
f. _____

If you provide AEDs at your pool:
Please attach a copy of the signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO) as defined in the PAD program requirements.

Please indicate any attachments with this document:

☒ AED Collaborative Agreement ☒ Staff certifications/credentials
☒ Facility sketch ☐ Additional emergency procedures
☐ Level IV patron notification statement/brochure ☐ Other (Specify) _____

Please indicate the number of additional pages attached. 27

SKETCH/DIAGRAM OF POOL

70. Sketch below or attach a diagram or photograph(s) of the pool(s). Sketch must include:

- If you provide lifeguards, show the location of lifeguard positions and areas of lifeguard coverage for each position. Indicate how you adjust for factors which could affect adequate supervision and coverage, such as glare, blind spots, bather load and density.
- If you use a Level III aquatic supervisory staff, please show the location for this person(s) position.
- Areas of responsibility for patron surveillance
- Float line placement
- Diving boards and slides
- Access points and sign locations
- First aid stations, emergency/lifesaving equipment and telephone locations SHTS. 11 & 12

Please attach additional pages, if necessary. (SKETCH IS ATTACHED W/SCHOOL PLAN)