

## 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 2/28/2020

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 USE ONLY

Approved ☐ Yes ☐ No

Reviewed ☐ Yes ☐ No

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	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	IIa
2						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5						<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> 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, III, or IV 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.

## Homeowner Associations

- Subpart 6-1 of the State Sanitary Code exempts homeowner association pools from **bather supervision requirements only**.
  - *If the pool is used by people other than the owner/residents, their friends, renters, or guests, the operator of the pool is no longer exempt and must comply with applicable regulations during those periods of such use.*
  - Homeowner associations are required to develop and implement a written safety plan, which includes a description of the notification to homeowner members of the method of supervision provided at the pool.
  - All members must be aware of the type of supervision provided, if any.
  - Safety plan must specify the type of supervision supplied.
  - If the association provides a lifeguard, it is recommended that the individual meet the qualifications for Supervision Level II. This is to protect the individual acting as a lifeguard and to ensure the members do not put themselves at risk by relying on unqualified staff. (Please refer to SSC Section 6-1.31 for Level II qualifications.)

3. Do you allow people other than the members, their friends, renters or guests to use the pool? ☐ Yes ☐ No  
(If "Yes," please complete a. and b.)

a. When do you allow others to use the pool? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. During this time, what level of supervision is provided? ☐ II ☐ III ☐ IV  
(Please complete the appropriate Supervision Level section(s).)

4. What type of supervision do you provide for homeowner association members?

☐ None ☐ Facility Manager ☐ Lifeguard ☐ Other (Specify) \_\_\_\_\_

5. How are homeowner association members notified of the method of supervision provided at the pool?

☐ Brochure/Newsletter  
☐ Posting/Sign (Specify where) \_\_\_\_\_  
☐ Other (Specify) \_\_\_\_\_

## **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.)

<i>Pool No.</i>	<i>Bathing Facility (Name and Type)</i>	<i>Square Footage</i>	<i>Number of Lifeguards</i>	<i>Number of Elevated Lifeguard Chairs</i>
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.

<i>Pool No.</i>	<i>Number of Lifeguards</i>						
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
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.)

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

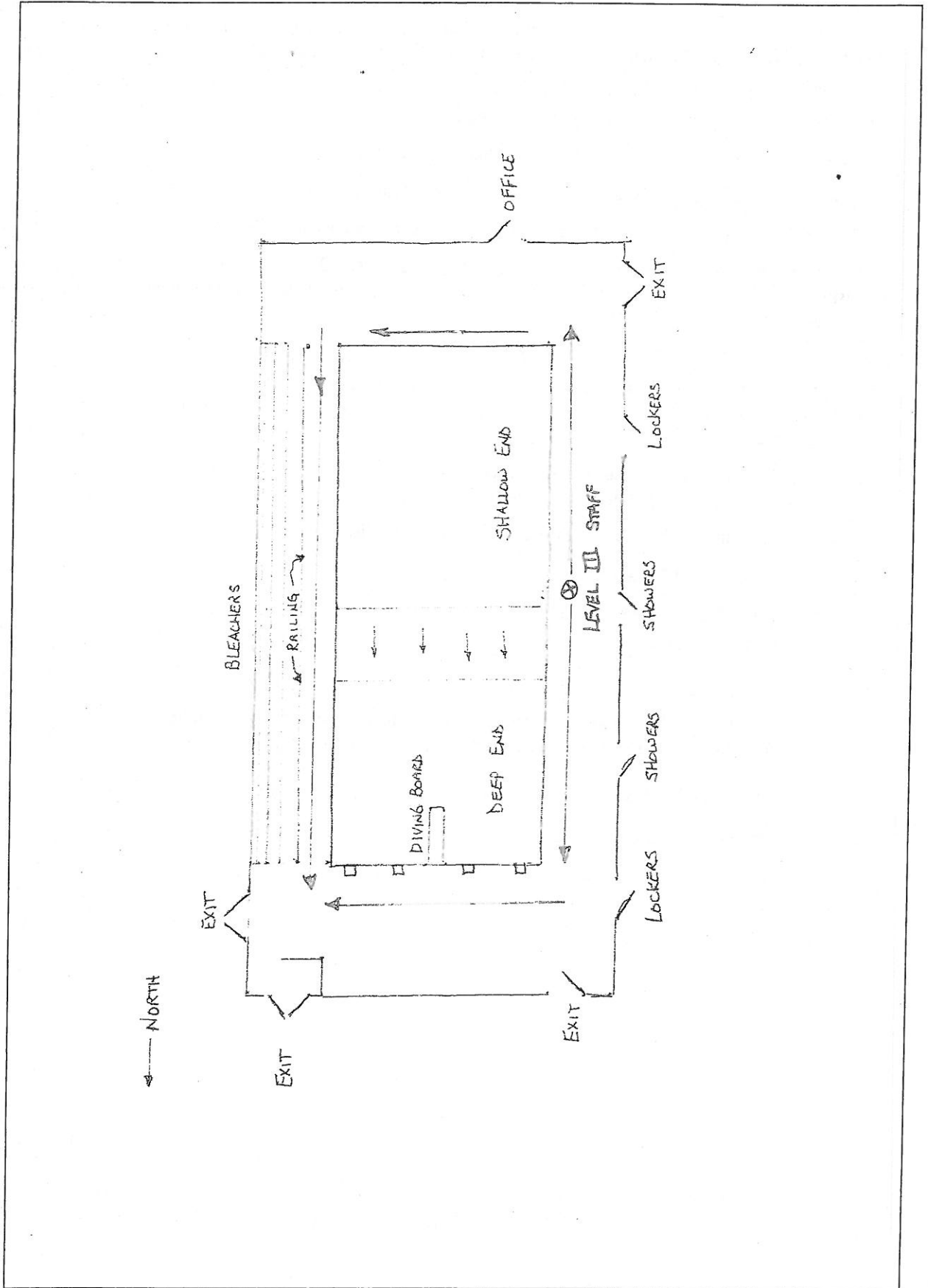
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4) Please provide a sketch below to show the poolside positioning of the Level III and Level II Supervision staff.



### 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

### 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?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Entrance areas               | <input type="checkbox"/> Diving boards   | <input type="checkbox"/> Other (Specify) _____ |
| <input type="checkbox"/> Deck slides                  | <input type="checkbox"/> Starting blocks |  |
| <input checked="" type="checkbox"/> Underwater slopes | <input type="checkbox"/> 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 KEEP CHILDREN AWAY FROM AREA

### 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](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](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.)

- |  |  |
|--|--|
| <input type="checkbox"/> Sodium hypochlorite (Liquid)  | <input type="checkbox"/> Chlorine gas    |
| <input checked="" type="checkbox"/> Calcium hypochlorite ( <input type="checkbox"/> Powder / <input checked="" type="checkbox"/> Tablet) | <input type="checkbox"/> Bromine (Solid) |
| <input type="checkbox"/> Other (Specify) _____   |  |

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 room

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?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Owner/operator              | <input checked="" type="checkbox"/> Maintenance staff | <input type="checkbox"/> Other (Specify) _____ |
| <input checked="" type="checkbox"/> Facility manager | <input type="checkbox"/> Lifeguard                    |  |

## Spas

- Spas must be chlorinated to 10 mg/L at least once a week when the pool is not in 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:

$$\text{Water replacement interval (Days)} = \text{Spa gallons} \div 3 \div \text{Average users per day}$$

Example: 600 spa gallons  $\div$  3 = 200  $\div$  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 \_\_\_\_\_

Hand and Eye Search All Areas of the Pool

**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. 2

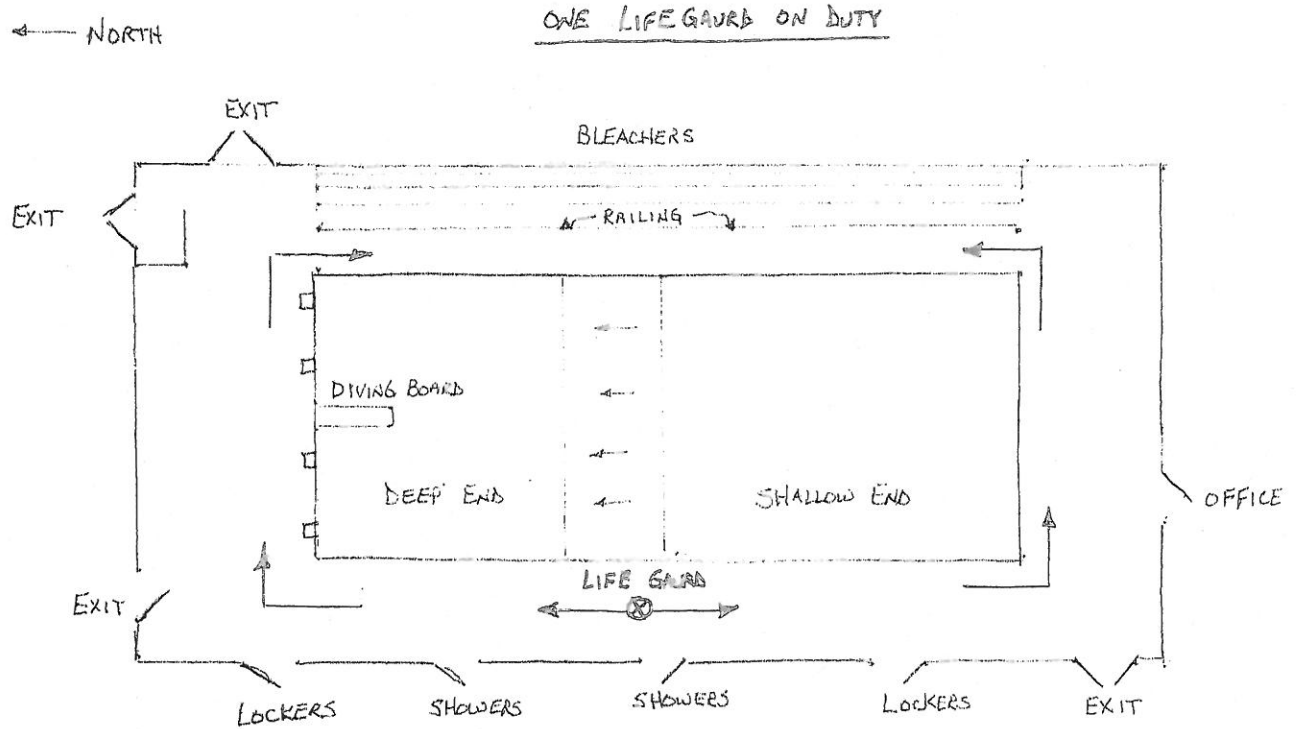
## SKETCH/DIAGRAM OF POOL

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

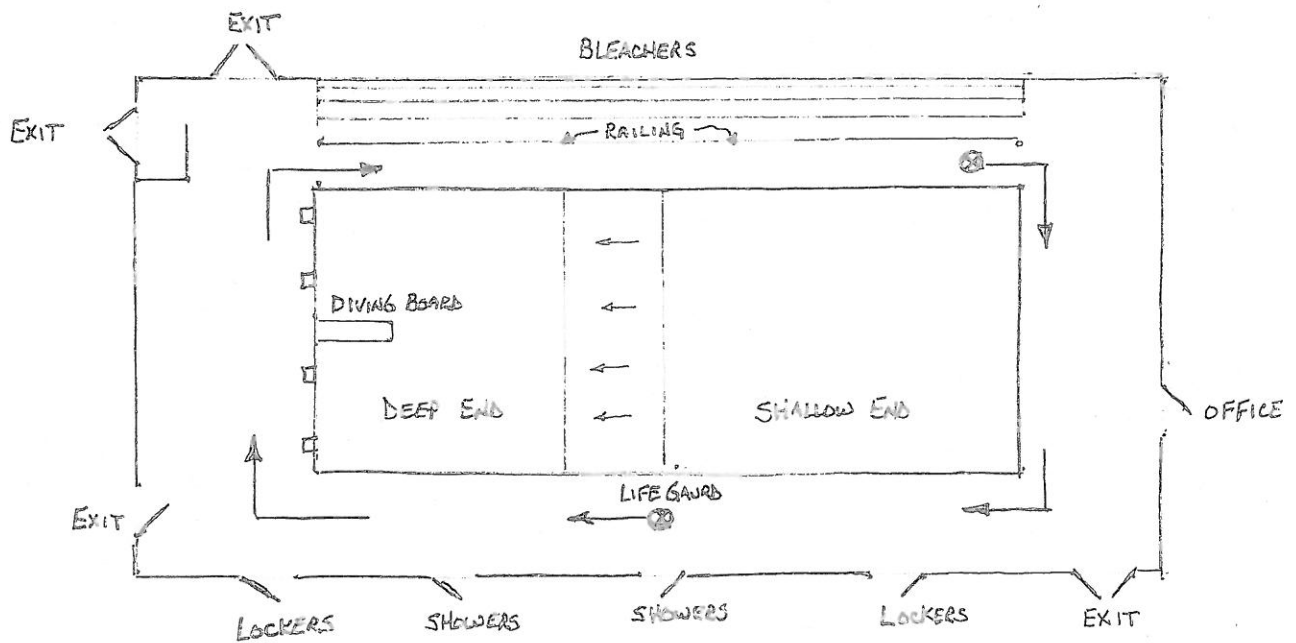
Please attach additional pages, if necessary.

# Pool Supervision Diagram



TWO LIFE GUARDS ON DUTY

← NORTH



NEW YORK STATE DEPARTMENT OF HEALTH  
Bureau of Emergency Medical Services and Trauma Services

Notice of Intent to Provide  
Public Access Defibrillation

## Entity Providing PAD

Original Notification ☐ Update ☒

Alfred Almond Central School Name of Organization	— Agency Code	(607) 276 6535 Telephone Number
Kari Leigh Ormsby, RN Name of Primary Contact Person		Kormoby@aacssapps.com E-Mail Address
6795 State Route 21 City Almond State NY Zip 14804		(607) 297.2336 Fax Number

## Type of Entity (please check the appropriate boxes)

<input checked="" type="checkbox"/> Ambulance	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Private School
<input type="checkbox"/> Business	<input type="checkbox"/> Fire Department/District	<input type="checkbox"/> College/University
<input type="checkbox"/> Construction Company	<input type="checkbox"/> Police Department	<input type="checkbox"/> Physician's Office
<input type="checkbox"/> Health Club/Gym	<input type="checkbox"/> Local Municipal Government	<input type="checkbox"/> Dental Office or Clinic
<input type="checkbox"/> Recreational Facility	<input type="checkbox"/> County Government	<input type="checkbox"/> Adult Care Facility
<input type="checkbox"/> Industrial Setting	<input type="checkbox"/> State Government	<input type="checkbox"/> Mental Health Office or Clinic
<input type="checkbox"/> Retail Setting	<input type="checkbox"/> Public Utilities	<input type="checkbox"/> Other Medical Facility (specify)
<input type="checkbox"/> Transportation Hub	<input type="checkbox"/> Public School K-12	<input type="checkbox"/> Other (specify)

## PAD Training Program CPR AED training program must meet or exceed current ECC Standards.

Red Cross
-----------

## Automated External Defibrillator

Cardiac Science Manufacturer of AED Unit	Powerheart AED 63	Is the AED Pediatric Capable? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	60+ Number of Trained PAD Providers	5 Number of AEDs
---	-------------------	---	--	---------------------

## Emergency Health Care Provider

Zahi Kassas, M.D. - School Medical Director Name of Emergency Health Care Provider (Hospital or Physician)	Physician NYS License Number	(585) 596 4105 Telephone Number
313 North Main street City Wellsville State NY Zip 14895		(585) 596 4107 Fax Number

## Name of Ambulance Service and 911 Dispatch Center

Alfred / Alfred station / Almond Name of Ambulance Service and Contact Person	(585) 265 7658 Telephone Number
Jeff Luckey / Director Name of 911 Dispatch Center and Contact Person	Allegany County

## Authorization Names and Signatures

CEO or Designee (Please print) Kari Leigh Ormsby, RN	Signature Kari Leigh Ormsby, RN	2/5/19 Date
Physician or Hospital Representative (Please print) Zahi Kassas, MD	Signature Zahi Kassas	2/5/19 Date

DOH-4135 M16 Send completed form and Collaborative Agreement to the REMSCO in your area.

**POOL SAFETY PLAN**  
**ALFRED-ALMOND CENTRAL SCHOOL**  
**INDOOR FACILITY**  
(updated 1/2/20)

113 - Bather Capacity

73 – Shallow

40 - Deep

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## **Chain of Command**

### **Organization and Management**

Superintendent

Tracie Preston

W: 607-276-6502

C: 585-307-8474

Maintenance Supervisor

Mr. Gene Snyder

W: 607-276-6566

C: 607-765-9215

Pool Supervisor/Head Lifeguard/Lifeguards

Mr. Greg Cook

Mr. John Gemmell

Mr. Adam Dwyer

Mrs. Molly Soppe

Ms. Ann Ball

Kathi Chambliss (Pool Monitor)

Cindy Getman (Pool Monitor)

Holly Harris (Pool Monitor)

Chris Ball (Pool Monitor)

W. 607-276-6555

7-12 Principal

Mrs. Susan Bain-Lucey

W: 607-276-6555

H: 585-268-7079

C: 607-382-9193

K-6 Principal

Mr. Brett Dusingberre

W: 607-276-6525

C: 607-368-1941

## **Pool Safety Plan**

### **Organization and Management**

Pool Director Head Lifeguard  
Lifeguards

Maintenance Staff

Custodial Staff

Administration

### **Job Duties and Descriptions**

#### **Pool Director**

Supervises schedules and assigns the work of lifeguards and other assigned staff. Sees the rules and regulations for the maintenance of safety and good orders are carried out. Directs and gives swimming lessons for 1-7. Directs and administers first-aid and supervises maintenance of lifesaving equipment. Sees that all lifeguards are alert in patrolling assigned posts and keeps pool and surrounding area free of obstructions and hazards. Keeps attendance and performance records of participants and evaluates student swimmers to issue Red Cross cards. Enforces all pool rules and procedures. Reports any problems or difficulty in the operation of the pool to the director and/or School Maintenance. Interviews, hires and trains all department personnel.

#### **Head Lifeguard**

In emergency situations is responsible for supervising all other lifeguards and making sure they are carrying out emergency procedures as designated. Responsible for notifying the proper departmental authority before any comments are made regarding accident. Also:

- Assures that all pool safety equipment is in place and in good repair each day the pool is in use
- Supervises the use of the pool and participants activities in and around the pool.
- Insures that the pool, pool deck and all other areas leading to the pool are free of sharp objects, debris, blood and other items which may be considered a hazard to patrons of the facility.
- Fills out office report forms.
- Conducts emergency procedure drills every week.
- Responsible for rotating every half hour.
- Insures that the guards are in proper chairs or locations.
- Makes sure that the guards are in full uniforms.
- Checks to insure that the first aid kit is on the desk and fully stocked.

**Lifeguard**

- Assists the pool director in day-to-day organization and administration of recreational activities. Assumes responsibility of director in his/her absence.
- Assure that all safety equipment is in place and good repair each day before use of the pool.
- Supervises the use of pool and patrons activities in and around the pool.
- Makes sure that the pool, pool deck, and other areas leading to the pool are free of sharp objects, debris, blood and any other item(s) which may be considered a hazard to patrons using the facility.
- Fills out accident reports.
- At no time will a lifeguard be engaged in an activity that may distract them from monitoring the swimmers.

**Maintenance Staff**

Under the supervision of the director and the school, the maintenance staff completes the testing of all chemical levels as required, maintains the filtration system and check the electrical outlets consistently.

**Custodial Staff**

Under the supervision of the director and the school, the custodial staff will clean the pool and locker area daily, clean hair straining basket and filters, check water clarity on a daily basis and make sure all chemicals are stored properly and locked on a daily basis. Overall, the custodial staff will maintain the facility in a clean, safe condition.

**Administration**

- Supervises all recreational facilities, within the policies established by the Alfred-Almond Central School Board of Education.
- Promotes the organization and administration of recreational activities. Interviews and hires department personnel.

**Pool Monitor**

- Assists the lifeguard and pool director in supervision of students
- Maintains daily log book of incidents with lifeguard and pool director
- Assists with enforcement of rules and regulations for safety while monitoring pool area

**Please note that the following are shared duties to be performed by all (Pool Director/Head Lifeguard, Lifeguards, Maintenance Staff, Pool Monitor, and Custodial Staff).**

### **Daily Pool Responsibilities**

#### **Entering Pool...**

- Check water level and bottom of pool, should be able to see clearly to the bottom of deep end.
- Check Chlorine & PH levels; make sure they are where they should be.
- Check deck surface & ladders.
- Check shower area to make sure it is clean.
- Check equipment room; make sure it was cleaned by last person the day before.
- Check pool filter.
- Check and re-stock First Aid Station, if needed.
- Place all tubes and rescue equipment in their proper place.
- Make sure phone lines are working.
- Always designate another person in pool area who can help in an emergency, and what their responsibilities would be if needed.

#### **Leaving Pool...**

- Check water for equipment or persons.
- Never leave pool area when people are still in the pool area (should always have visual contact with pool).
- All equipment should be stored neatly in the storeroom.
- Restock medical supplies if needed.
- Turn lights out.
- Lock and double check all doors before leaving.

#### **General...**

- Remain at assigned station until relieved; circulating every 15 minutes.
- When not guarding pool area guards are to check locker room areas.
- All problems with equipment or facility should be reported to the Pool Director.
- An injury/illness logbook will be kept in office.
- All patrons should shower prior to entering the pool and after exiting the pool.

## Daily Inspections

### Head Lifeguard / Lifeguard

Daily inspect all life saving equipment to make sure that it is in place and in good condition. Report any defects to Pool Supervisor immediately so that equipment can be repaired or replaced. First aid kit must be restocked as needed.

- **Pool ladders and board** to be firmly anchored to deck.
- **Water Clarity** to be such that main drain is visible.
- **Reaching Pole** is to be hung on the wall at the deep end of the pool.
- **Ring Buoys** are to be placed at the middle of the pool on opposite sides and ends of the pool.
- **First Aid Kit** will be kept hanging on the back of the office door
- **Spine Board** is to be hung on the wall behind the diving board.
- **AED Device** is to be hung in the First Aid Office in the pool area.
- **Phone system** will be checked in the Pool Directors office.

## **Rules and Regulations**

**Pool Rules as they appear in the pool area are attached.**

**Diving Board Rules as they appear in the pool are attached.**

### **When a rule is broken...**

- Contact the person breaking the rule - either directly or use one short blast from the whistle and point to the offender. Make sure that coverage of the pool is still being provided.
- Explain the rule that is being broken and give a reason to why the rule exists.

### **If the same person continues to break the same rule...**

- Contact the person again.
- Explain the rule again.
- In the case of small children, have them sit out of the water by a guard station.

### **If the person continues...**

- Contact the person again.
- Instruct the person to leave the pool and do not allow him/her to return for the remainder of the day. Contact the Pool Director / Head Lifeguard depending on the time of the day. Pool Director / Head Lifeguard are to record all pool dismissals in the Logbook.

### **Bather Capacity**

Maximum capacity is 113 swimmers.

## **Cancellation Policy**

### **Weather/Water Quality**

**Pool is to be closed during thunderstorm events.**

#### **White Clearing Procedure - Non Emergency Situation**

1. One long blast of the whistle is to be used as the signal to clear the water....
2. All guests must leave the pool area
3. Notify Pool Director / Head Lifeguard of any problem
4. They will notify the Maintenance Department...

#### **Main Drain Not Visible...**

If the main drain of the pool is not clearly visible, the pool must be closed. (If the bottom is not visible, a swimmer is not visible). Main drain should be fastened in place, in good repair.

#### **Inadequate Chlorine Residual in Pool...**

A minimum of 0.6-ppm free chlorine is required. Maintenance / Custodial Staff are to notify the lifeguard / responsible person if upon routine testing, this is not met. The pool is to be closed until adequate chlorine levels can be met. (If Chlorine Residual is over 5.0-ppm, the pool should be closed.)

#### **Power Failure...**

In the event that the lighting is interrupted, evacuate the pool. The following procedures should be followed:

- Supervisor on duty evacuates the entire pool.
- Use emergency lighting (2 large flashlights) to evacuate the pool.
- Emergency Generator

#### **Red Clearing Procedure - Emergency Situation**

1. Pool evacuation - 3 short blast of the whistle...
2. Pool is to be evacuated quickly and orderly...
3. Attendants secure money, clear main lobby and locker rooms...
4. Keep people from using the phone and from entering or leaving...
5. Second Attendant to get orange coat / clear pathway for ambulance...
6. Greet ambulance and direct to scene...
7. Listen for manager stay calm, and do your job...

## **Supervision Coverage**

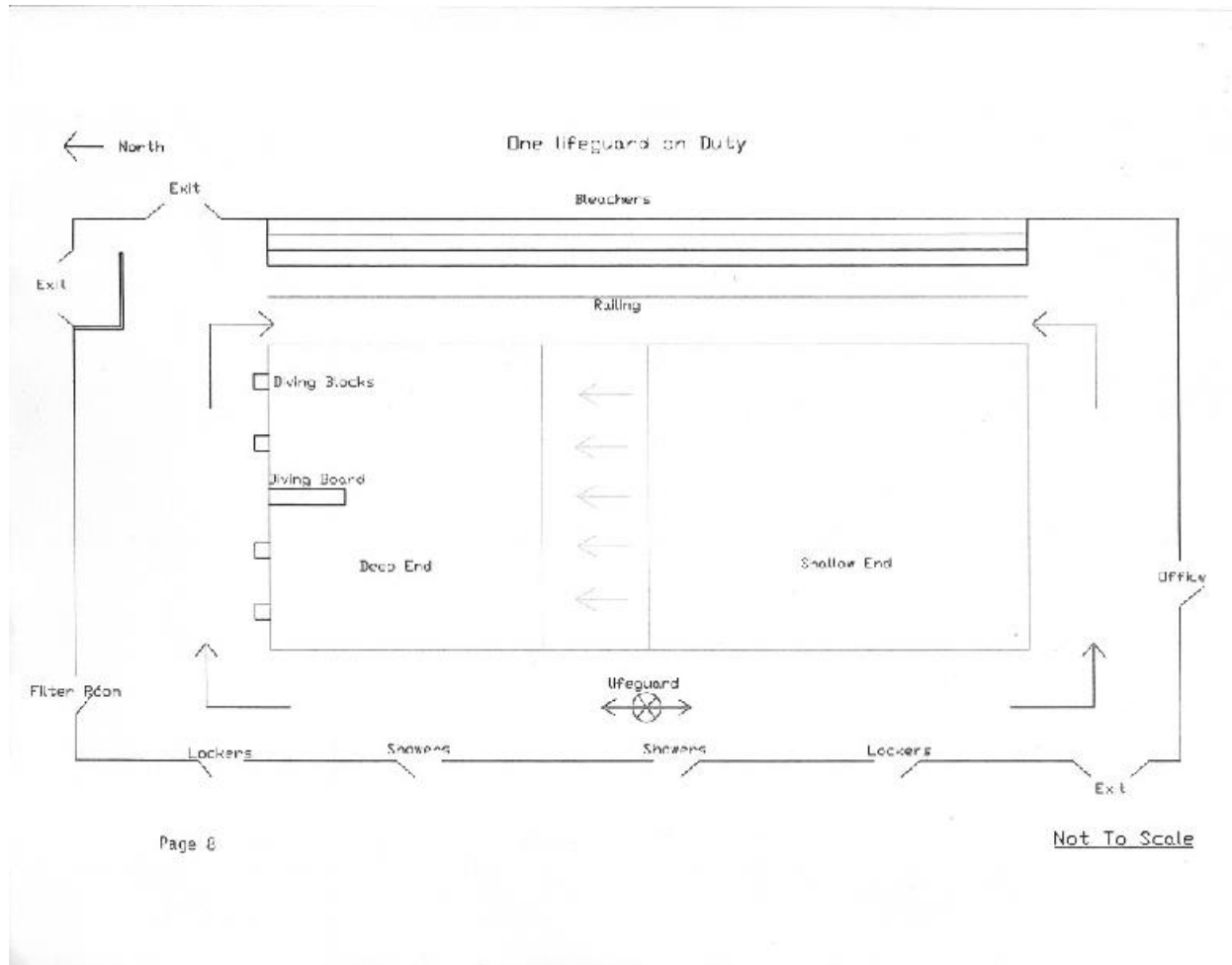
The lifeguard is to continually scan back and forth over the water. This must be done slowly enough to see what each swimmer is doing. If a swimmer goes under water, the guard should watch until the swimmer surfaces prior to continuing the scan.

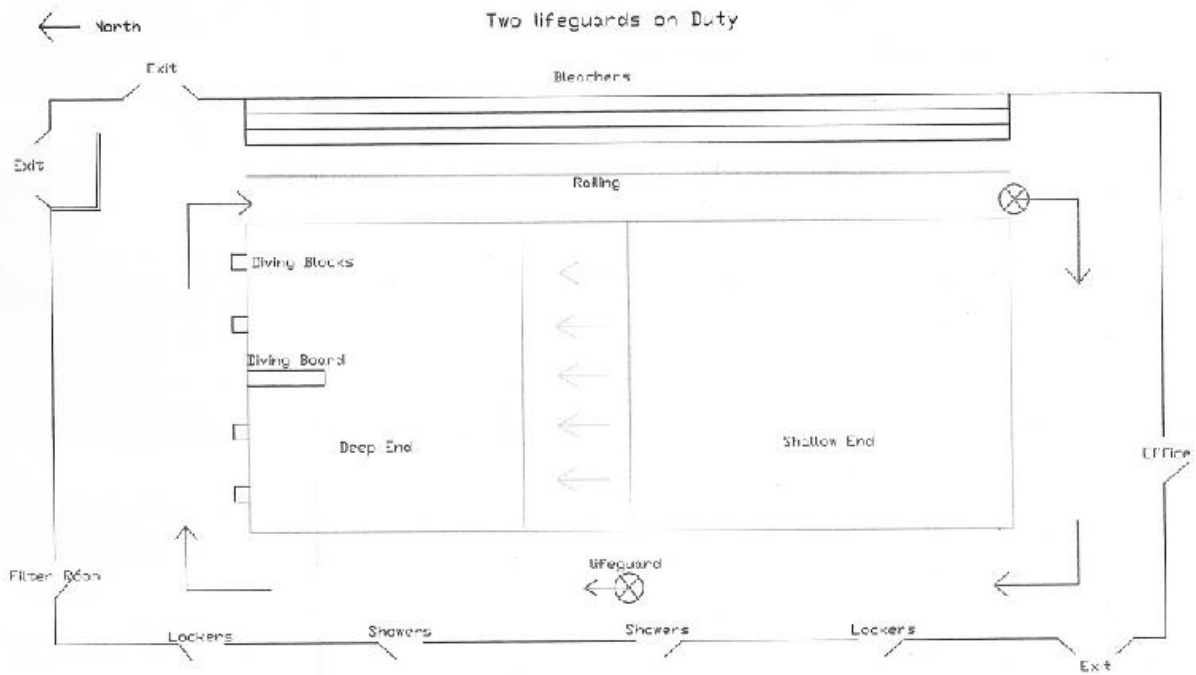
- There will be one Head Life Guard and one pool monitor on duty whenever pool is in use.
- There will be two permanent lifeguard stations. See attached page 11 for stations and responsibilities.
- The lifeguard chair will be occupied at all times for 15 minutes, or ½ hour shifts or until relieved.
- In some instances, a roving guard may be necessary (decision of supervisor on duty). If this occurs, the lifeguard at the shallowest end of the pool will assume these responsibilities. The other shallow end lifeguard will be responsible for the entire shallow end of the pool.
- Visitors are not allowed to be near or on guard chairs unless specifically asking a question.

The Pool Monitor or second person will be positioned in order to provide continuous surveillance of the bathers while the instructor is performing instructional duties.

- The Pool Monitor will meet with the instructor at the beginning of class/ activity to discuss and review class procedures and plans including location of instruction and any special student needs or concerns
- The monitor will stand in a location where he/she is able to maintain eye contact and verbal communication with the instructor
- The monitor will maintain a position within close physical proximity to the students or primary instruction
- The monitor will pace the area of instruction to maintain observation of all students

## Pool Supervision Diagram





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Not To Scale

## **Chemical Storage and Handling**

Alfred-Almond Central School Maintenance / Custodial Staff will deal with all chemical storage and handling.

The Staff is instructed to notify Gene Snyder, Alfred-Almond Central Schools Maintenance Supervisor at 607-276-6566.

Good safety habits and proper handling of chemicals are essential for accident prevention. The following safety rules have been established and are prominently posted in the chemical use area for storage and handling of chemicals at the AACCS pool.

1. Follow instructions on the chemical containers.
2. Always add chemicals to the water, not water to the chemicals.
3. Use proper eye protection.
4. Never mix any chemicals with chlorine products- result would be chlorine gas.
5. Always use a clean scoop with powdered chlorine.
6. Keep chemicals in original containers.
7. Chemicals should be clearly labeled.

## **Emergency Plan Organization and Management**

The safe and effective operation of the Alfred-Almond Central School Pool is dependent on the actions and interactions of the staff. The chain of command structure has been established and listed below. Each lifeguard and other staff members must know and understand their personal responsibilities.

### **Superintendent**

Tracie Preston

W: 607-276-6502

C: 585-307-8474

### **Maintenance Supervisor**

Mr. Gene Snyder

W: 607-276-6566

C: 607-765-9215

### **Pool Supervisor/Head Lifeguard/Lifeguards**

Mr. Greg Cook

Mr. John Gemmell

Mr. Adam Dwyer

Mrs. Molly Soppe

Ms. Ann Ball

Kathi Chambliss (Pool Monitor)

Cindy Getman (Pool Monitor)

Holly Harris (Pool Monitor)

Chris Ball (Pool Monitor)

W. 607-276-6555

### **7-12 Principal**

Mrs. Susan Bain-Lucey

W: 607-276-6555

H: 585-268-7079

C: 607-382-9193

### **K-6 Principal**

Mr. Brett Dusingberre

W: 607-276-6525

C: 607-368-1941

Current List of Lifeguards is maintained in the District Office  
All Physical Education Teachers are Certified Lifeguards

Stocked First Aide box will be available at all times in the Lifeguard station. This will include all necessary materials to take care of immediate First Aid needs including bleeding emergencies, splinting, breathing emergencies, circulation emergencies (including a pocket mask), and phone numbers of emergency contacts.

## **Communication System**

### **Whistle Signals...**

- "1" Whistle - to get attention of swimmer.
- "2" Whistles - to get attention of another guard.
- "3" Whistles - Emergency Guard leave station.
- "1" Long Whistle - to clear water.

### **Air Horn...**

- "1" Long Blast - emergency - Pool Director and/or facility staff reports to pool quickly.
- A sign for location of the phone will be posted above the phone and four walls of the pool...

### **Emergency Phone Numbers...**

A telephone for emergency purposes is located in the pool office.

- **Ambulance**  
**(911)**
- **Fire Department - Non Emergency**  
**(911)**
- **Police Department - Non Emergency**  
**(911)**

### **Checklist of information to be provided when phoning for emergency assistance:**

- Name of Caller...
- Location – Alfred-Almond Central School, 6795 Rt. 21, Almond, NY 14804
- Phone Number of Pool 607-276-6555 ext. 4134
- Type of Incident (drowning, cardiac arrest, severe bleeding, etc.)...
- Required assistance (ambulance, fire, police)...
- Approach route - directions to first aid room, pool, etc...
- Advise the pool staff - will meet responding crew at entrance
- Before hanging up - ask if further information is needed

## **"STAY CALM"**

### **White Evacuation I Closing Procedure...**

- Guard in Chair - "1" long blast of the whistle.
- Other guards aid in clearing pool.
- Once everyone is off pool deck, guards in chairs get down
- Equipment away - lock up procedure.
- All doors locked.

### **Red Emergency Evacuation Procedure...**

- Guards clear pool through pool door.
- Attendants clear building through lobby doors.
- All people in building should be directed to stand in parking lot.

Flow Charts -Additional Information...

### **Lifeguard Reaction**

Whenever the lifeguard responds to an emergency, a signal consisting of 3 short blasts on the whistle must be given to alert patrons and other facility staff.

*Maintenance personnel and other employees have been/hill be informed of different signal meanings and are/will be instructed to immediately go to the pool to assist as needed when 3 short blasts are heard.*

### **Lifeguard Enters Water**

If victim is close enough, equipment may be used (such as reaching pole, ring buoy) instead of personally contacting victim.

### **Lifeguard Calls for Assistance**

If victim is injured and/or requires additional care, the lifeguard must call for assistance.

*An "air horn" is to be provided and is to be used for this purpose only. A long blast of the air horn will notify management of an emergency at the poll and the probable need for calling emergency medical personnel.*

### **EMS Needed?**

Dependent on condition of victim, as evaluated by the lifeguard, emergency medical services may be needed.

**EMS Needed**

Yes, the owner or maintenance staff will make the call. In the event that neither is available, an adult patron shall be instructed to make the call. The telephone is located on the counter in the office/check-in area. This information (location of the phone) is posted on a separate sign on the wall adjacent to the door. It states "for emergencies - nearest telephone located in the office 1 check-in desk."

**At the phone the following number are posted:**

- Local Ambulance (who have consulted with and can provide quickest response.)
- Fire Department
- Police Department
- Poison Control Center

**There is also the following list of information posted at the phone that must be provided:**

- Name of caller
- Location of this facility
- Telephone number of facility
- Type of incident (drowning, cardiac arrest, severe bleeding or chlorine gas resulting from liquid chlorine and acid mixture.)
- Required Assistance (ambulance, fire, police)
- Approach route - come in bus loop main entrance by gymnasium.
- Advise that someone will be waiting outside of the school to meet them.
- Ask if further information is needed before hanging up.

**Reports Completed**

A written report is to be completed by the lifeguard immediately following the incident. Times, actions by various individuals, witness statement, equipment use, are to be specified. In addition, the local health department must be notified within 24 hours, the Director/instructor will do this. This also must be recorded in the log book provided for this purpose.

Note: All equipment used during this emergency is to be replaced, as needed, as soon as possible.

**Other Procedures...****Use of Rescue Equipment**

The lifeguard must practice at least once per week in accurately throwing the ring buoy. This must be when the pool is not in use.

**Epileptic Seizures**

The lifeguard must immediately notify the Director if a swimmer suffers a seizure at the pool. If the seizure occurs in the water, the individual submerges, and the swimmer appears to have completely recovered, the Director will still arrange for transportation to the local hospital. A swimmer should not be allowed in the pool for the remainder of the day after suffering a seizure.

## **Search Procedures**

If a victim is reported missing in the water or becomes submerged, search procedures shall be immediately initiated.

- **Missing Person Report Received** -description of the individual and last location is to be determined.

- A designated person is to be assigned to stay with the individual reporting the missing person.
- A simultaneous pool search is to be initiated. The pool search will be coordinated by the Pool Supervisor.

- **General Water Search Procedures**

- Notify the pool supervisor.
- Clear the water of patrons.
- All available personnel to be used.

- **Shallow Water Search**

- Begin in area where victim was presumed lost.
- Link arms and wade in a line across search area in a designated pattern. The feet should be gently swept across the bottom with each step. This procedure should be restricted to the depths of four feet or less.

- **Deep Water Search**

- Searchers line up in a straight line no more than an arm's length apart.
- On command, they surface dive to the bottom and swim forward a specified number of strokes. The searchers hand touch the bottom then sweep outward from and inward towards their bodies. After completing the specified number of strokes, the searchers should swim straight up.
- They should then back up, reform their line and repeat the sequence. Care must be taken that all divers are accounted for at end of each sequence.

## American Red Cross Emergency First Aid

### Emergency Phone Numbers:

Local Fire 911  
Local Police 585-268-9708  
Local Rescue 911  
Doctor Virdee 607-324-0660  
National Poison Control Center 1-800-222-1222

### Give this Information When Calling For Help:

Location of Accident...  
Injuries (# and type)...  
First Aid Given...  
Equipment Needed...

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### **In Case of Serious Accident Provide for Urgent Needs**

#### **Rescue**

Objective: to move victim from dangerous location to a place of safety. Move the victim carefully, but only if there is life threatening danger. Take care of breathing, bleeding, splinting of broken bones first if possible.

#### **Breathing**

Objective: to maintain an open airway and restore breathing by mouth to mouth resuscitation.

- Open the airway - tilt the head
- Look, listen and feel for breathing
- If no breathing...

Adult Pinch nostrils; start with 4 quick breaths, then one breath every 5 seconds.

Infant - Cover mouth and nose; start with 4 quick puffs, then 1 puff every 3 seconds.

#### **Bleeding**

Objective: to stop the bleeding, prevent contamination, treat for shock and seek medical attention. Apply direct pressure over the wound with a clean cloth or your hand. Elevate/raise injured part above heart level if possible.

#### **Poisoning**

Objective: to dilute the poison as quickly as possible and to seek medical attention. Call the Poison Control Center. To dilute give large quantities of water or milk if the victim is conscious and not vomiting.

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### **Treat for Shock in all Accident Situations**

- Keep the victim lying down.
- Prevent loss of body temperature.
- Get medical help.

**Heart Attack**

Symptoms: persistent chest pain, anxiety, difficulty breathing, nausea & sweating.

- Place in comfortable position.
- Get medical attention.

**Burns**

Objective: relieve pain and prevent contamination.

- For small minor burns, rinse with cold water.
- Large extensive burns, dry sterile dressing.
- Treat for shock.
- Seek Medical Attention.

**Heat Exhaustion**

- Provide rest, loosen clothing.
- Move victim to cool place or wet with cool cloth.
- Give sips of water over a one hour period (1/2 teaspoon salt).

**Fracture**

- Do not move victim.
- Keep broken bone ends and adjacent joints.
- Splint if help is delayed.

**Frostbite**

- Cover the frozen part.
- Provide extra clothing or blankets.
- Immerse chilled part in warm water (102-105)
- Give a warm, non-alcoholic drink.
- Get medical attention.

**Fainting**

- Leave victim lying down.
- Loosen clothing.
- Bathe the face gently in cool water.

## Emergency Procedure

### Lifeguard Information

1<sup>st</sup> Guard - closest to accident

- Sound 3 long blast
- Leave chair, make rescue
- First aid as needed

2<sup>nd</sup> Guard - Shallow end chair or deep end chair

- Clear pool, everyone to locker rooms
- Check bottom of pool (circle pool)
- Allow only city personnel onto deck (fire, police, staff)
- Crowd control

3<sup>rd</sup> Adult to scene

- Aid first guard with victim (backboard, and/or getting out of pool)
- Brings necessary equipment to scene
- Helps with first aid and CPR

4<sup>th</sup> Adult - third to scene

- Identify victim
- Make quick assessment of scene
- Telephone:
  - Ambulance - 911
  - Police - 911

### Pool Supervisor

- Coordinator
- Alert Director
- Get Identity (Guard 4)
- Call victims parents
- Call hospital
- Write accident reports
- Each participant to look at report and comments

**.. No guards/Staff to make any comments to witness, bystander, media, etc...**  
**... Reports made ONLY to anyone on Authority List - no one else...**

**Authority List**

Ms. Tracie Preston  
Mrs. Susan Bain-Lucey  
Mr. Brett Dusingberre  
Mr. Gene Snyder

**Accidents happen most at the following locations:**

- Around 1-2' from the walls
- Shallow end of the pool; Allow no diving from any wall in the shallow area
- Running on deck
- Diving into shallow end

**Drills**

Once every two weeks, the emergency signals (whistle-3 short blast, "air-horn"-1 long blast) shall be practiced to assure that maintenance staff and office respond as specified.

Even when all possible precautions are taken, accidents will occur. Proper reporting and handling of these accidents can limit the loss.

- An accident procedure has been designed and prepared in writing
- Lifeguards should be able to administer immediate and temporary care
- Accident reports filled out immediately

An individual or lifeguard should, as they move to the accident scene, make a conscious effort to "freeze the moment"-to be able to retain what has happened. By taking a mental picture, you are more likely to remember who is in the immediate vicinity, the condition of the victim, and any other relevant information. This will give you a better picture of what actually happened as you get to the accident scene.

**Other Items to be Aware of During an Emergency**

- Be aware of what and where accident reports are
- All accidents are not the same
  - An accident that enables the participants to return to the swimming pool will be treated differently from an accident in which a person is removed from the pool
  - Be careful not to allow an injured person to leave the premises
  - To fill out an accident report, try to get victim to state what exactly happened
  - Obtain statements from witnesses
- If an ambulance is needed for a pool accident/rescue, the pool should be cleared immediately.
- In accidents where swimmers will return to the pool, try to isolate an injured person so a crowd does not gather.
- In case of a serious swimming injury, no personnel should give an opinion as to whether the injured person has sustained an injury or what type of injury that person may have sustained.
- Any information requested should be directed to names on the authority list

## **Water Search Procedure**

### **Search and Rescue procedures must be developed**

- Upon receiving report of a missing person, a description of missing person and location of last location seen should be determined.
  - A designated person should be assigned to stay with the individual reporting the missing person as additional information may be needed.
  - Simultaneous land and water search to be initiated immediately.
  - Specific water Search procedures to be established.

### **Special Procedures for Response to Epileptic Seizures**

- Any person suffering a seizure in the water and submerges should be transported to a medical facility regardless of apparent recovery.
- A person suffering a seizure should not be allowed in the water for the remainder of the day.

**... PRACTICE DRILL should be practiced routinely for ALL STAFF...**

**... Incident LOGBOOK will be Maintained...**

### **LOGBOOK**

The lifeguard/monitor is to be aware of the logbook, located in the first aid room; and of their responsibility to fill it out as outlined below.

At the beginning of each swim session the number of bathers entering the water, along with the name (s) of the lifeguard/monitor (s) will be recorded in the logbook. At the conclusion of the swim session, the number of bathers leaving the water will be recorded, along with information describing whether or not an injury/illness occurred. If an injury/illness did occur, the lifeguard/monitor must identify the bather and record the date, time and type of injury/illness that occurred and note any contributing factors. All incidents are to be recorded and must include those that:

- Result in Death
- Require resuscitation
- Require referral to a hospital
- Is a bather illness associated with water quality
- All injuries that require attention no matter how small they are

The notation of “NO INCIDENTS” shall be entered into the logbook when there are no reportable events as outlined above

The logbook is to be returned to the office each evening and any entries/incidents discussed with the pool director.

- These must be reported the local health department health department within 24 hours.

### **Emergency Disinfection for Fecal Discharges in Pool**

1. Clear pool of swimmers
2. Remove solids as much as practical
3. Hyper chlorinate to a heightened level of 10 ppm - let pool stand for two (2) hours with filter running - re-check chlorine levels ...
4. Add appropriate amount of sodium thio sulfate to lower sanitizer levels to acceptable levels. Record levels...
5. Re-open the pool...

**I have read the Alfred-Almond Central School, Pool Safety Plan, and I am familiar with all of the policies and procedures as stated.**

[illegible]

## **Kayaking in the Pool (if applicable)**

### **General description of the activity:**

Alfred State College Outdoor Recreation Club Advisor Andrew Bayus will bring 6 kayaks, paddles, and safety equipment to Alfred-Almond Central School, for purposes of basic instruction in basic paddling techniques and kayak skills. He will do so in the swimming pool during the swimming classes of Linell Soule, PE teacher of grades 7-12. It should be noted that no more than six students will be in the pool at any one time during this activity. Non-swimmers will not be allowed to participate in this activity.

### **Instructor Experience and Training in the Activity**

Andrew Bayus has been the advisor to the Alfred State College Outdoor Recreation Club since its inception in 1988. He formed the club so the students at ASC could have an opportunity to benefit from outdoor activities while attending Alfred State. He began as a Graduate assistant at Edinboro University in their recreation center in 1979. He has been recreationally whitewater kayaking for 28 years. He was a professional river guide for Mountain Streams & Trails, a rafting company in Ohiopyle, PA, for 5 years (1983-1988), and on occasion, part-time thereafter. He is currently certified in basic first aid through the American Red Cross in Hornell, NY.

### **Supervision**

Supervision of the students and instructor in the pool will be provided by:

Linell A. Soule- certifications include: CPR for the Professional Rescuer, Basic First Aid, and American Red Cross Life guarding Certification. Mrs. Soule will act as the lifeguard for this activity and shall remain on the pool deck at all times.

Pool Monitor- certifications include First Aid and CPR for the Professional Rescuer.

Andrew Bayus- will remain in the pool at all times to monitor student progress and insure that any distress signals are heard, understood and quickly responded to.

### **Instructions given to students**

1. There is more to do in a swimming pool besides swimming, and kayaking in the pool could be the first step toward establishing an interest in a healthy and challenging recreational activity for a lifetime.
2. This instruction does not certify the students that they can now kayak. It is an introduction to basic paddling and roll technique.
3. Safety first.
  - a. Appropriate safety equipment.
  - b. Necessary equipment
4. Basic paddling and rolling
  - a. Paddling techniques
  - b. Four basic steps to rolling

**Describe communications/distress signals between students and instructors**

While in the kayak, students will be observed by the instructor. With any act of distress, the instructor will help to manually flip the boat and student back over. The instructor will communicate to the students that at any time they are in need of assistance, they can tap the side of the boat for help/ At least two Alfred State College students will be accompanying the instructor to assist in instruction. The instructor will remain in the pool at all times to monitor student progress and insure that any distress signals are heard, understood and quickly responded to.

**Storage of equipment**

All equipment will be stored a minimum of 5 feet from the perimeter of the pool. During non-instructional use the kayaks shall be stored on the bleachers, at the far end of the pool away from the exits; this represents a distance of 10 feet from the pool edge. Overnight storage will be in the maintenance shop.