



Washington County Family YMCA

# Aquatic Safety Plan and Policy

Approved Dec. 2018

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## SECTION 1: AQUATIC FACILITIES

The Washington County Family YMCA facility does not own an aquatic facility. However, the Y does run and staff aquatics programs using off-site facilities. These facilities may include the Salem Middle School pool, or the Myers Pool, owned by the City of Salem (See Attachment A). Usage agreements must be reviewed and signed prior to YMCA usage (See Attachment B).

Field Trips: In the event the YMCA Day Camp visits an aquatics facility, such as for a camp field trip, the Y will review the safety and aquatics plan prior to visit. Y staff will still be required to aid in the safety plan during programming hours.

## SECTION 2: STAFFING PLAN

The Washington County Family YMCA complies with Indiana Department of Health Swimming Pool rules, the Model Aquatics Health Code, and continually strives to meet the YMCA'S Aquatics Safety Guidelines for lifeguard and leadership staffing standards.

At the Washington County Family YMCA, aquatics safety is everyone's responsibility. We are consistently evaluating our needs and what that means for our staff responsibilities, job descriptions, and duty to act.

Within each of our job descriptions, included is an outline of the necessary certifications lifeguards must possess. For all positions, this includes CPR, First Aid, AED, and Oxygen Administration (as outlined in the American Red Cross Lifeguard Manual).

### **SAFETY TEAM MEMBERS**

All staff serve as our safety team, as our expectation is that anyone could perform any skill at any time. This means that even though the lifeguard may have just performed the rescue, it may end up being another staff person who will perform the extrication, perform compressions, or any other skills they are trained in. All of our staff are trained the exact same way with the exception of the water rescue skills that lifeguards hold. We truly believe that having all staff trained exactly the same is the best way to achieve consistency. Supervisors, Camp staff and CIT's may serve in this role.

Staff Position	Required Certifications
Lifeguard	CPR, First Aid, AED, Oxygen, American Red Cross for Lifeguards, Child Abuse Prevention for Y Staff
Swim Instructor	CPR, First Aid, AED, Child Abuse Prevention for Y Staff
Camp Counselors	CPR, First Aid, AED, Child Abuse Prevention for Y Staff
Counselors in Training (CIT)	Child Abuse Prevention for Y Staff
Camp Site Director	CPR, First Aid, AED, Child Abuse Prevention for Y Staff

## **STAFFING RATIO**

The YMCA instills a minimum of 1 lifeguard to 25 participant ratio at all times. YMCA leadership staff will evaluate if additional lifeguards are needed to accommodate the program. The YMCA will take into account age of swimmers, swimming ability, supervision and the activity. The YMCA also takes into consideration the areas of the pool that will be used, the shape of the pool, along with any play features, slides or drop-offs when determining lifeguard standards, zones, and number of overall staff on site. The YMCA would also add additional lifeguards if lighting, glare, or environmental factors inhibit their ability to have full view of their zone. At all times that the pool is open, there will be a Manager on Duty who is also present in the building. This staff person is required to check on the lifeguards every hour of their shift to ensure the lifeguards don't need anything, have had their breaks, and are actively scanning all areas of their zones. Lifeguards will not actively scan pool for longer than 2 hours without a break from guarding. This could include a water break, or stepping out for fresh air. This will help strengthen the guarding if they are provided with regularly scheduled breaks.

## **SWIM TESTING**

The YMCA is committed to implementing proven prevention efforts to ensure that children who swim in our pools are safe. All campers and program participants will be tested to evaluate swimming competency. Any child that does not take or pass the deep end swim test will be restricted from deep water, but may still gain access to the shallow end of the pool. Swim tests include a 50-yard swim, treading water, and floating. If there are any lake activities, all swimmers must wear a lifejacket. Upon completion of the swim test, swimmers will be given a colored band. Green bands will be given to those who can fully complete the swim test, yellow bands are given to swimmers who can stay in shallow water, but may not cross the rope, and red bands are for non-swimmers.

## **LIFEGUARD ZONES**

It is critical to position lifeguards to see all areas of their assigned zone. Adjust lifeguard positioning to do the following:

- In the event of a glare, shadows or lighting, a lifeguard should move to a better location. Ensure that chair height is appropriate for water depth, and can reach assigned zone in 20 seconds.
- Ensure proximity of the water's edge to prevent blind spots directly in front of the stand. Make sure all lines are clear so lifeguards can appropriately scan their zone.
- Ensure lifeguards can see the bottom, middle, and the top of the water.

Our Aquatics Supervisor will continually evaluate lifeguard positions for effectiveness. The evaluation may include using shadow drops, cameras, or simulated victims. Also evaluate each zone at various times of the day to identify potential issues with glare as

the sun rises and sets. For seasonal pools, validate zones before opening each season and make appropriate modifications.

## **LIFEGUARD ROTATIONS AND BREAKS**

Rotations for lifeguards are an important part of providing effective, active supervision. Studies show that lifeguards can maintain optimal vigilance for only about 30 minutes. Rotations allow lifeguards to change their perspective, decrease mental fatigue, and increase alertness.

The frequency of lifeguard rotations and breaks may be impacted by

- Heat and humidity: regardless of whether the aquatics facility is indoors or outdoors.
- High bather loads, which can increase stimuli and create sensory overload.
- Low bather loads which may result in too little stimuli for the lifeguard to be effective.

Our YMCA will periodically check local, state and federal labor laws to update break and rotation schedule. Lifeguard staffing may be adjusted to ensure adequate supervision.

Y staff will complete a Lifeguard Zone and Rotation Schedule for each aquatics program offered using the table in Attachment C.

## **SECONDARY DUTIES**

LIFEGUARDS MAY NOT PERFORM SECONDARY DUTIES WHILE ON SURVEILLANCE DUTIES

A list of such secondary duties may include, but is not limited to, the following:

- Checking members in and out
- Answering the phone
- Cleaning the pool(s)
- Handling member questions
- Testing chemicals
- Moving lane lines
- Performing supervisory duties

On-duty lifeguards are prohibited from using cell phones, and other portable electronic device. Active lifeguards are responsible for the swimmers, and their zones. In the event of an emergency, the guard should clear the pool and proceed with the rescue.

## **SUPERVISION PROTOCOL**

In most cases, a dedicated Aquatic Director or similar position supervises lifeguard staff. However, other positions can supervise or aid in the supervision of lifeguards:

- Head lifeguards
- Other director-level positions
- Building supervisors and managers

Supervisory staff are to appropriately enforce practices that assist lifeguards in providing effective, active supervision. The following are essential responsibilities for anyone supervising lifeguards:

- Monitoring the performance of lifeguards actively supervising bathers
- Making sure that rotations follow the procedures described in the safety plan
- Coordinating staff response and victim care during an emergency
- Identifying and communicating about safety hazards to mitigate or remove the hazard
- Ensuring all required safety equipment is in place and in good working order

### **OFF-SITE AQUATIC ACTIVITY SUPERVISION**

Y programs (e.g., day camps and child care) may take field trips to non-Y-owned or managed facilities or environments, such as waterparks, waterfronts, beaches, or rivers. To keep program participants safe, plan carefully to ensure the highest level of aquatic safety during such trips. Be sure to comply with all camp, child care, or other program-related laws and regulations that involve supervision during aquatic activities.

Additionally, do the following when planning any off-site field trip:

- Establish minimum criteria for use of an off-site aquatic facility/environment and have a knowledgeable staff member tour any such facility/environment prior to use for evaluation against the criteria.
- In addition to any CPR, first aid, or water-safety training, identify what field trip-specific training Y program staff will need prior to arrival at the aquatic facility/environment, such as the following:
  - Additional supervisory requirements needed to keep program participants safe
  - Emergency procedures for situations, such as a submersion incident or a missing participant
  - Site-specific aquatic safety policies and procedures
  - Implementation and enforcement of the buddy system
  - Program-specific aquatic safety policies and procedures
  - Their role in swim testing procedures
  - Specific supervision responsibilities for the aquatic facility
  - Supervision of children who are not actively swimming
- Consult with Y's insurance provider for any additional requirements or restrictions prior to making final arrangements for the trip.

## SECTION 3: EMERGENCY RESPONSE AND COMMUNICATION PLAN

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

### **SIGNALING AN EMERGENCY**

1. Lifeguard will signal with a Long whistle blast. Additional lifeguards or other safety team members should recognize this and be ready for backup, lifeguard safety, and patrons' safety. Without this in place, we compromise everyone's safety.
2. Once the lifeguard has given the signal, he/she will choose the appropriate rescues for the situation. Some rescues may require additional lifeguards, or staff assists to enter the water to help with the rescue.
3. Clear the swimming area. The person providing backup coverage makes sure the pool is cleared. With the area cleared, other staff members (lifeguard) are able to tend to the emergency, and provide additional care, if needed.
4. Summon EMS Personnel
  - If the incident includes a life-threatening emergency, someone must summon EMS personnel by immediately calling 911. A safety team usually makes this call, but it may be made by a patron or bystander. Facility address should be clearly displayed in the facility. Indicate which door to use.
  - When EMS personnel arrive, a member of the safety team meets them and directs them to the scene.
  - Control Bystanders. You may need to control bystanders to prevent them from interfering with a rescue. This may involve using a firm voice to ask them to move back so that care can be provided, roping off areas or positioning chairs around the emergency site, repeating commands and requests as often as necessary. Ensuring EMS personnel have a clear path, and keep patrons away from the rescue scene.
5. Evaluate the facility. In certain circumstances, such as fire or a violent situation, evacuation may be necessary.
  - Give the signal and instruct patrons to clear the pool.
  - Follow facility evacuation procedures to clear all areas of the facility, including locker rooms.
  - Direct patrons to a position of safety.
  - Ensure that patrons do not re-enter the facility until it is declared safe. In emergency situations, EMS, fire or law enforcement personnel will inform facility staff when it is safe to return.
6. After the emergency has been resolved, lifeguards and other safety staff still have 3 important tasks to complete.

- **REPORT:** Staff members involved in the incident need to complete the appropriate incident report form as quickly as possible, after providing care. Collect the required information about the victim such as name, address and contact information.
  - **ADVISE THE VICTIM:** Depending on the nature of the incident, you may have to advise the victim
  - **RELEASE THE VICTIM:** A VICTIM MAY BE RELEASED ONLY WHEN THE RESCUE AND EMERGENCY CARE PROVIDED IS COMPLETE:
    1. Notify Chain of Command
    2. Check the equipment and facility
    3. Take corrective action
    4. Return to duty
    5. Reopen the facility
7. **Address questions** that may arise regarding the situation. Reporters, insurance companies, or attorneys may ask questions about the emergency. **DO NOT GIVE OUT ANY INFORMATION.** Only management or a designated spokesperson (CEO) should talk to the media or others about the incident.
8. Following an emergency, staff members should attend a de-briefing. Safety team members will hold a meeting to examine what happened, assess the effectiveness of the EAP, and consider new way to prevent similar incidents. Staff should be alert for stress reactions.

### **SAFETY TEAM ROLES AND RESPONSIBILITIES**

<b>Safety Team Member</b>	<b>Role and Responsibilities</b>
Camp Counselor	Scan pool, watch assigned group, assist in rescue
CIT	Scan pool, assist counselor in assigned group, alert supervisor of emergency
Site Director	Scan pool, watch assigned group, assist in rescue
Swim Lesson Instructor	Oversee assigned group, assist in rescue

### **EMERGENCY ACTION PLAN**

The EAP is activated by giving the pre-arranged signal, a long whistle blow, to alert other guards, and staff.

#### During the Emergency

- Activate Safety Team
- Ensure Backup Zone Coverage
- Clear the swimming area
- Summon EMS Personnel

- Control Bystanders
- Evacuate the facility

### After the Emergency

- Contact your supervisor to initiate Communication Plan.
- Complete Incident Report.

## **Communication Plan**

If an emergency situation turns into a "crisis situation", the following plan will be followed by the President/CEO or his/her designated Key Staff members, to deal with the after effects of that crisis. The evaluation of the "crisis" and "emergency response" will be used in the analysis stages and in the preparation and amendment of Emergency Procedures as needed.

### Step One Alert

- Inform President/CEO, Risk Management or direct Program/Key Staff.

### Step Two Information Answer questions below:

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

### Step Three Notify Key Staff and President/CEO not already notified

- President/CEO informs Board Chair.

### Step Four Public Statement

- President/CEO is designated spokesperson, and is the only one to give out information to the media.
- Alert Front Desk and all staff.
- Maintain steady communication between President/CEO, Program/Key Staff to provide regular updates on incident status.

### Step Five Evaluate When It's Over

- Compile all information.
- How can we better be prepared for the next time?
- Evaluate Emergency Procedures and amend as necessary.
- Discuss incident with all Program Key Staff at first opportunity for maximum evaluation and feedback.

## **Inclement Weather Plan**

Closures for inclement weather include temporary closures (e.g., as a thunderstorm passes) and long-term closures (e.g., for extended storm systems or natural disasters). We will close, or call a break for the following conditions:

- Lightning
- Heavy Rain and Hail
- Tornadoes
- High Winds
- Fog

## **Accidental Chemical Release Plan**

Employees must be trained in the use of chemicals stored, and how they are used. Each chemical has an information sheet called a SAFETY DATA SHEET. Each SDS includes procedures for handling each substance and provides information about exposure as well as first aid and medical follow up if needed. Follow the EAP listed on the previous page.

# **Section 4: Preservice Training Plan for Lifeguards**

The Washington County Family Y requires lifeguards to be trained and tested. We require lifeguard staff to have appropriate training prior to service, with renewal training at appropriate intervals. Preservice training includes certification training, preemployment testing, and preservice training (orientation).

## **Certification Training**

In order to become a Lifeguard in the State of Indiana and work as a certified Lifeguard, you must pass prerequisite criteria and obtain certification from qualified schools, courses or on the job training. The Washington County Family YMCA requires certification from Red Cross, YMCA, or ASHI. The Y may approve another qualified course on a case by case basis. Aquatics Supervisor will ensure all employed lifeguards follow the same rules and safety plan regardless of teaching specifications, as we understand each course teaches slightly different training and rescue techniques.

Pre-requisite: Must be at least 15 years old and have successful completion of written tests and performance of all water skills.

- Basic life support (professional rescuer or healthcare provider CPR/AED)
- Emergency oxygen
- First aid
- Lifeguarding

## **Pre-Employment Testing**

The YMCA requires a written and physical skills test for all lifeguards being considered for employment. This is crucial to determining the knowledge and ability of lifeguard candidates. Pre-employment testing will assess candidates' water-rescue skills, CPR skills, and first aid skills.

## **Preservice Training (Orientation)**

Prior to their first shift, the Y will orient new lifeguards to the environment in which they will be guarding. Preservice training will include:

- Policies and procedures specific to the aquatic facility, including, but not limited to:
  - aquatic department policies and procedures
  - child supervision and abuse prevention policy
  - facility rules and injury prevention policies
  - location and use of rescue and resuscitation equipment
  - OSHA workplace safety practices
  - portable device policy
  - zones of patron surveillance
  - Lifeguard rotations and breaks
- Safety-team-related knowledge specific to the aquatic facility, including, but not limited to:
  - the roles and responsibilities of all members of the safety team;
  - how to execute the EAP
  - the conditions that require closure of the facility
  - how to respond to fecal, vomit, or blood contamination on the surface and in the water
- Lifeguard skills proficiency, including, but not limited to:
  - the ability to reach the deepest part of the body of water
  - the ability to identify all zones
  - victim recognition
  - the ability to reach the furthest point of all assigned zones in 20 seconds or less
  - water-rescue skills
  - CPR/AED and first aid skills
- Documentation of training, including, at a minimum, a detailed training outline that indicates the date and duration of the training and who led it, and supporting documents used in the training.

## **Section 5: In-Service Training**

Providing ongoing training that complies with state and local regulations gives professional lifeguards, aquatic staff, and safety team members a chance to regularly practice skills, test their knowledge, and enact rescue scenarios to ensure peak performance in the event of an emergency. (Note that staff meetings are not considered in-service trainings.)

## **In-Service Training Frequency**

Lifeguards should attend In-Service training every 90 days. In the event an in-service training is missed, staff should attend training with a partner Y at the earliest convenience. Documentation will need to be obtained if not attended at your home Y.

## **Maintenance of Certifications**

In-service training efficiently helps lifeguards maintain essential certifications. Although the Y prefers to hire lifeguards already certified, the YMCA may pay for the initial certification and re-certification with approval of the CEO. Lifeguards must be certified through American Red Cross, YMCA Lifeguard Training, or ASHI. It is the lifeguards responsibility to keep up to date on certifications. Lifeguard certifications expire after two years. Staff will not be allowed to perform lifeguard duties if a certification has lapsed. Re-certification will need to be completed before returning to a lifeguard role.

## **Demonstration of Competency and Test-Ready Skills**

Topics covered during in-service training will vary to cover the essential certification requirements our Y, critical rescue and response skills, and the specific needs of your Y. These requirements may include, but are not limited to, the following:

- Being able to reach the furthest point of an assigned zone within 20 seconds
- Being able to recognize and identify a person in need of rescue/care
- Emergency communications
- Rescue skills for a person who is responsive, unresponsive, in distress, or drowning
- Victim towing and extrication skills
- Emergency response, including EAP drills/scenarios
- CPR/AED, emergency oxygen, and first aid skills

## **Documentation**

In-service training documentation includes, a detailed training outline that indicates the date and duration of the training and who led it, and supporting documents used in the training. Documentation must be submitted to supervisor each time in-service training is complete. In-service training documentation will be stored in each staff members personnel file.

## **Section 6: Biohazard Action Plan**

The Y will ensure each facility we use for aquatic programs has an appropriate Bloodborne Pathogens Exposure Control Plan. Upon exposure, the staff will take appropriate action, including evacuation of the pool, followed by contact of the facility owner. The following plan will be used unless otherwise specified by facility owner.

## **Fecal/Vomit/Blood Contamination Response Plan**

### **Bodily Accidents in the Pool**

#### **Fecal or Vomit Accidents**

- Clear the pool of all patrons and close the pool
- Remove fecal material or vomit using a scoop or net, **DO NOT USE POOL VACUUM**
- Contact the Aquatics Facility Director or designate to shock the pool
- The free chlorine level shall be tested
- pH shall be kept 7.5 or less
- The pool must remain closed until a minimum of 2 ppm of free disinfectant has been present in the pool water for at least 25 minutes as measured at poolside or the length of time necessary to attain a CT inactivation value of 45
- Sanitize all equipment used with a fresh solution of 20 ppm chlorine or immersed in the pool during disinfection

#### **Non-solid Stool**

- Immediately clear the pool of all patrons and close the pool
- Remove fecal matter as much as possible using a net or scoop. **DO NOT USE POOL VACUUM**
- Contact the Aquatics Facility Director or designate to shock the pool
- All equipment used to remove the fecal material shall be sanitized with a fresh solution of 20 ppm chlorine or immersed in the pool during disinfection
- pH shall be maintained at 7.5 or less
- Ensure that water temperature shall be at 77 degrees Fahrenheit or higher
- Pool filtration and recirculation system should be continuously operated; filters must be backwashed to waste and filter material replenished as necessary
- When the sanitizing contact period is completed, the pool may be reopened if the:
  - Excess free chlorine levels are reduced to the maximum.
  - pH balanced as needed
  - Filter is recharged as needed
  - Circulation system is operating

**Attachment A:**

# **Aquatic Facility Characteristics**

## **Description of Facilities used by the Washington County Family YMCA**

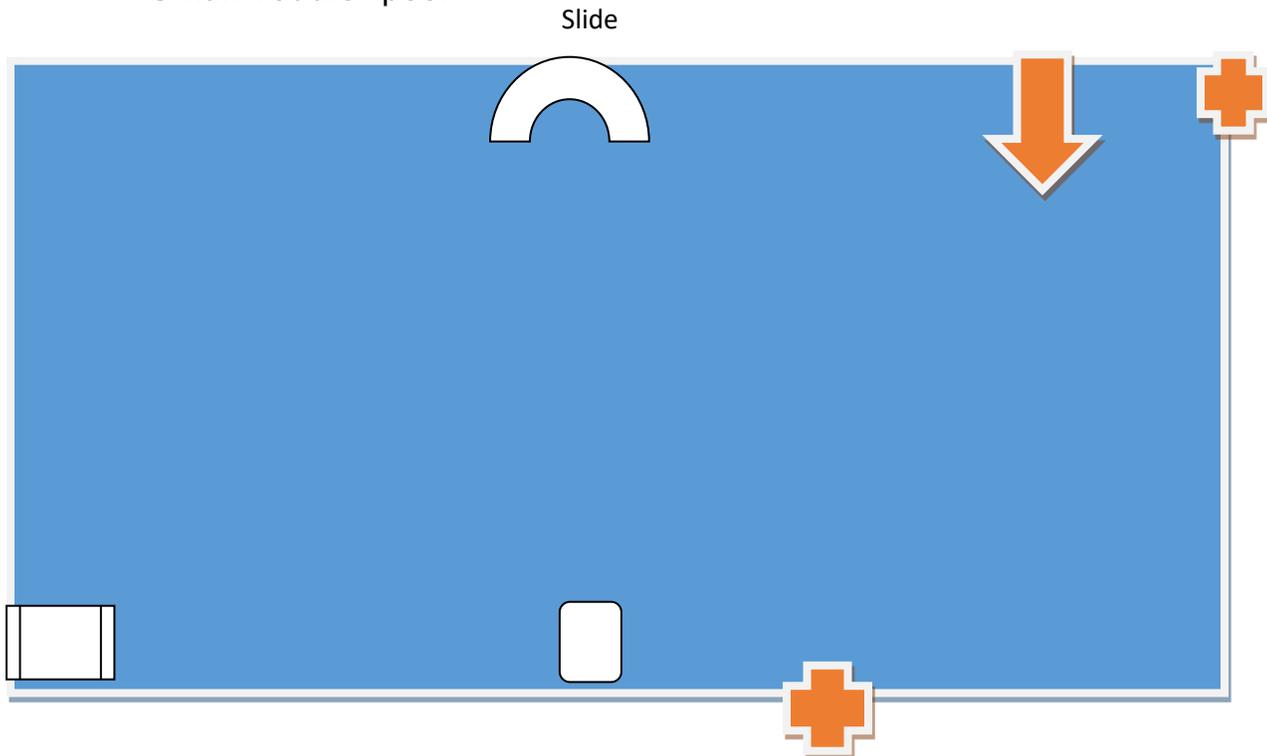
**1. Myers Pool, owned and operated by City of Salem Parks and Recreation Department.**

Address: 706 E. Market St

Phone Number: 812-883-6263

Description of Facility:

- Outdoor, Seasonal
- Main pool depth range 3.5ft-10ft
- Diving allowed in deep end only
- Features a slide
- Small Toddler pool



**2. Salem Middle School Pool, owned and operated by Salem Community School Corporation**

Address: 500 N. Harrison Street

Phone Number: 812-883-3808

Description of Facility: (Under Renovation as of 2018. Description is TBD)

# Attachment B: Example of Usage Agreement

## APPLICATION FOR USE OF SCHOOL PROPERTY

### SALEM COMMUNITY SCHOOLS

**The undersigned herewith applies for the use of:** Building \_\_\_\_\_  
Facility \_\_\_\_\_ Event \_\_\_\_\_ Date \_\_\_\_\_  
Hours \_\_\_\_\_ Bldg. Open \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
Rehearsal(s) Date \_\_\_\_\_ Hours \_\_\_\_\_ Bldg. Open \_\_\_\_\_ Adm.Chg. \_\_\_\_\_  
Proceeds to be used \_\_\_\_\_

**Additional facilities desired are checked below:**

Kitchen \_\_\_\_\_ Dining Area \_\_\_\_\_ Refreshment Space \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ # needed \_\_\_\_\_  
Locker Rooms(s) \_\_\_\_\_ Scoreboard \_\_\_\_\_ P.A. System \_\_\_\_\_ Proj. Room \_\_\_\_\_ Piano \_\_\_\_\_  
Other (please specify) \_\_\_\_\_

**Custodial pay is 1½ times their hourly rate, payable at the close of rental.**

**Kitchen supervisor pay is 1½ times their hourly rate, payable at the close of rental.**

Costs to be paid by renter

\$ \_\_\_\_\_ rental fee will be charged.

**Make check payable to the Salem Community Schools.**

The undersigned recognizes the Board of School Trustees is obligated to the entire public for protection, proper use and supervision of public school property; that such property is never for "rent" in the sense that commercial buildings and equipment are available; that school property cannot be used indiscriminately by individuals or small segments of the population—even when expense fees are paid; that school facilities must be in complete daily readiness for their designed functions of educating school children.

The undersigned has read and fully understands the rules and regulations governing the use of these facilities, agrees to abide by same, be responsible for any damage to school property due to such occupancy and to strictly observe the rules and regulations of the Board of School Trustees relative to the use of such facilities. The Board of School Trustees cannot be responsible in the event of accidents or injuries nor for the malfunction of school-owned equipment.

\_\_\_\_\_  
Name of Organization Signature

\_\_\_\_\_  
Date Telephone No. Address

-----**Building Principal Approval – Do Not Fill In**-----

**The above request does not interfere with the education program of this school and this request is hereby approved. The use of the necessary facilities for the above dates has also been scheduled.**

Names of personnel to be assigned:

Custodian (s) \_\_\_\_\_ Kitchen Supervisor \_\_\_\_\_ Others \_\_\_\_\_

Date \_\_\_\_\_ Principal \_\_\_\_\_

-----**Superintendent's Approval**-----

**The above request is for purposes permitted by the rules of the Board of Trustees and is approved.**

Date \_\_\_\_\_ Supt. of Schools \_\_\_\_\_

**Attachment C:  
Washington County Family YMCA  
Staffing Plan**

**Facility and Location:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Staffing Plan**

Staff Name	Position and Certifications
	Head Lifeguard CPR, ARC,
	CPR, ARC Lifeguard Support Staff
	Facility Supervisor on Duty

**Safety Team Members**

Safety Team Member	Role and Responsibilities

**Zone and Rotation Schedule**

Pool Name	Minimum Number of Lifeguards	Number of Roving Positions	Number of Stationary Positions	Number of Elevated Positions