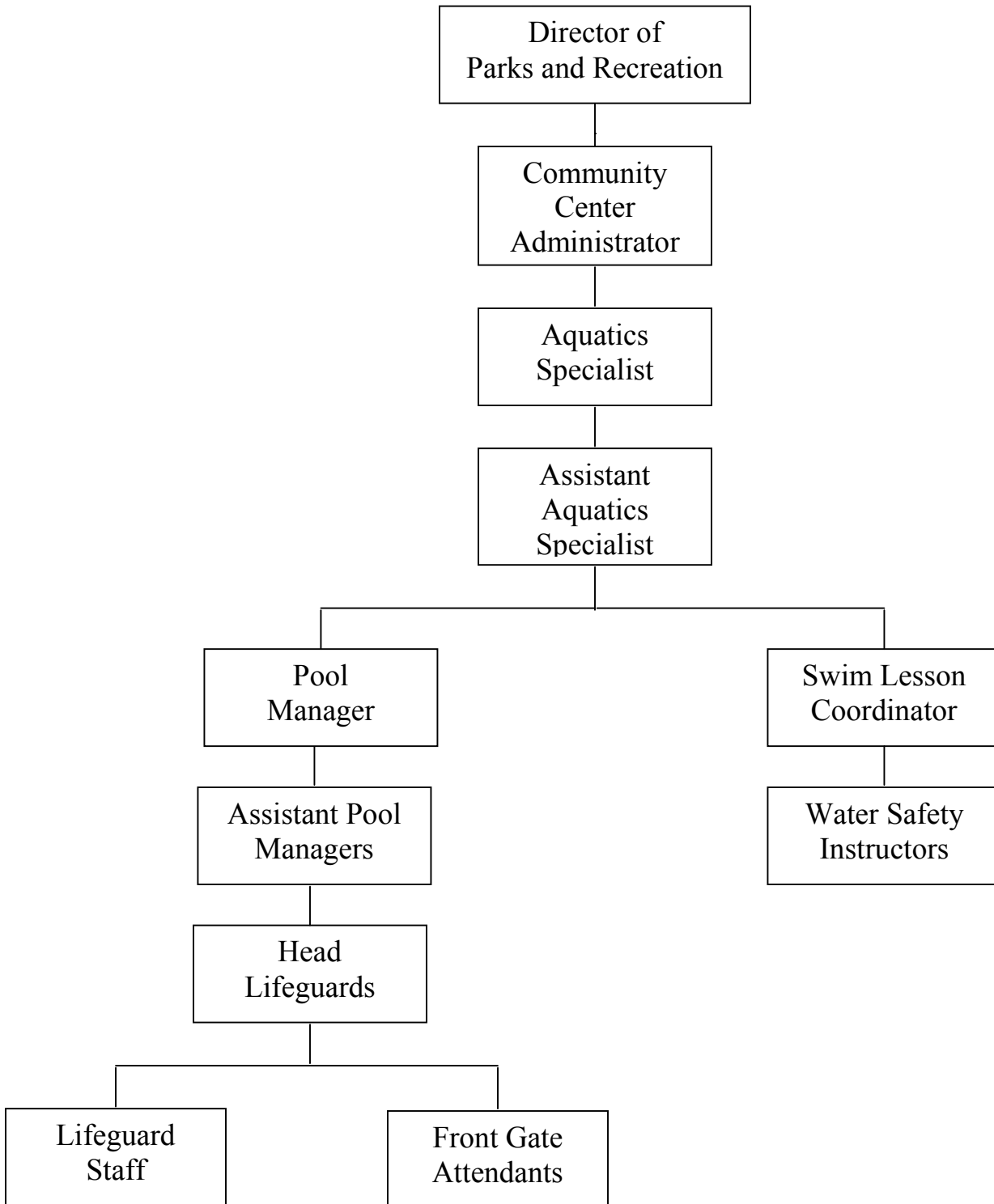


Gladstone Aquatics

Lifeguard Manual

Organizational Chart



City Expectations

The Gladstone Aquatics operation is an integral part of the Gladstone Parks and Recreation Department. The City of Gladstone public swimming program is one of the most advanced in the metropolitan area. To achieve and hold a high level of excellence, the operation of the Gladstone Municipal Swimming Pool and the Gladstone Community Center Natatorium must be operated with the highest possible degree of safety, professionalism, and efficiency.

Providing a safe and wholesome environment is the basic goal of the Gladstone Aquatics Program. The lifeguard staff plays an instrumental role in achieving this goal. All aquatic employees must familiarize themselves with the material in this manual in order to properly perform their duties. Staff is expected to exercise sound personal judgment in many different situations. Staff members are selected because they possess personal qualities and abilities necessary to handle responsibility and meet the qualifications of the position.

The City of Gladstone is proud of its Aquatics Program. Only through the conscience effort of the aquatic staff will the Gladstone Aquatics Program continue to operate in a safe and positive manner.

LIFEGUARDING

The lifeguard staff is critical to achieving the goals of the Gladstone Aquatic Program. Without dedicated employees who are highly motivated and trained in their lifeguard duties, it would be impossible to provide a safe environment for the community. The lifeguard's ultimate value is measured by the amount of supervision required for them to perform in a professional manner. The professional lifeguard, after knowing the expected performance level listed in this manual, will not need constant reminding to perform as expected. It is imperative that each lifeguard realizes that although accidents rarely occur that they do happen and the lifeguard must be vigilant in order to be prepared for any potential emergency.

The Gladstone Lifeguard

Lifeguarding is an extremely important position because the lifeguard is responsible for the safety of others. Therefore, it is imperative that the lifeguard remains alert, attentive, and professional at all times. The lifeguard must be able to be vigilant for countless hours without patrons requiring assistance; maintain that vigilance; and in that brief moment the lifeguard is needed, the lifeguard must act decisively and appropriately.

By being professional and by fulfilling expected commitments, it is expected that a favorable work environment will be maintained for our aquatic staff. Each lifeguard has the responsibility of working towards this goal as well as being pleasant in his or her relationships with others while maintaining the standards set forth by the Gladstone Aquatic Program.

All lifeguards will be trained to the standards set forth by the American Red Cross. Opportunities will be provided for the lifeguard to gain and maintain a high level of proficiency in many skills, which will enhance the lifeguard's effectiveness. This work experience at the City of Gladstone should be an uplifting, memorable experience. Additionally, opportunities are available for capable lifeguards to assume roles of leadership as managers and head lifeguards.

Although the lifeguard's employment will be enjoyable and rewarding, high standards must be maintained. Inattentiveness and unprofessional behavior cannot be tolerated, it puts others in harms way. Therefore, the lifeguard's performance will be evaluated throughout their employment. In order for a lifeguard to perform at expected standards, the

lifeguard must know what standards are expected. The Gladstone Aquatics Manual will help the lifeguard understand the expectations required.

Lifeguard Standards

Focus:

- Employees are expected to arrive 15 minutes prior to their assigned shift and be on stand at the time their shift begins.
- All employees will exemplify professionalism at all times.
- All employees must follow safety procedures, set forth by the City of Gladstone and American Red Cross, at all times.
- All Employees will enforce pool rules and health regulations set forth by the City of Gladstone.
- All employees are expected to maintain a high level of proficiency in all duties related to lifeguarding (i.e. understanding and complying with all policies, scanning, rescue skills, interacting with patrons, cleaning).

Appearance:

- Employees must be in uniform provided by the City of Gladstone at all times while on duty.
- Employees must be clean and well groomed.
- No body piercing or visible tattoos.
- Uniforms are not to be modified.
- Uniforms are not to be worn when off duty.

Personal Care Practices:

- Lifeguards should follow an exercise program that includes swimming and water exercising that focuses on building endurance and developing strength. Regular exercise helps lifeguards stay healthy, perform strenuous rescues, stay alert, and cope with stress and fatigue.
- Lifeguards have a responsibility to eat and hydrate properly. Good nutrition and a balanced diet help provide the energy needed to stay alert and active. Drink plenty of water when lifeguarding indoors or outdoors to prevent dehydration.
- Proper rest and sleep during off-duty hours are essential for staying alert while on duty.
- Overexposure to the sun can cause many problems such as sunburn, skin cancer, dehydration, heat exhaustion, or heat stroke. When guarding outdoors lifeguards should protect themselves by applying sunscreen, wearing a hat, using an umbrella that provides shade, wearing sunglasses, and drinking lots of water.

- On- or off-duty use of alcohol and other drugs can negatively affect job performance and can jeopardize the safety of patrons, co-workers, and oneself.

Attendance and Substitutions:

- All employees are expected to show up for their assigned shifts.
- Employees are expected to arrive 15 minutes prior to the beginning of their assigned shifts.
- If an employee is unable to work an assigned shift, it is his/her responsibility to secure a substitute for their shift. Employees are not absolved from their shift until another employee agrees to cover their shift in writing.
- Each employee will be provided with a phone list containing contact information for other employees.
- Shift substitution forms are located in the Lifeguard office. Both employees must sign form and return it to the Aquatics Specialist.
- In the event of a family emergency call the Aquatic Specialist as soon as possible.
- Employees who do not show for their shifts will be removed from the schedule.

In-Service Training:

- All lifeguards are expected to attend regular In-Service Training.
- In-Service training is designed to help the lifeguard maintain the skills necessary to execute the Emergency Action Plan.
- In-Service training provides the lifeguard staff the opportunity to communicate with the Pool Managers, Assistant Aquatic Specialist, and Aquatic Specialist.
- In-Service training builds teamwork and is essential to the overall success of the Gladstone Aquatic Department.
- Lifeguards who do not attend regular In-Service training will be removed from the schedule.

On Stand:

- Lifeguards are required to be in the guard chairs at all times.
- Lifeguards are to follow the procedures set forth by the American Red Cross Lifeguard Program and as determined specifically for the City of Gladstone Aquatic facilities.
- Lifeguards are not to have unnecessary conversations with patrons and/or other staff while on stand.

- No cellular phones are allowed on the pool deck unless authorized by the Aquatics Specialist.
- No lifeguard should ever leave the stand unless relieved by another guard or the pool has closed and all patrons have exited the pool. This includes when scheduled shift is over, do not leave until replacement has arrived.
- Flume Slide Lifeguards must be 16 years or older.

Scanning:

- Guards must constantly scan the pool and be aware of the number of patrons in their zone.
- Lifeguards should not fixate on one area of their zone. Scan thoroughly and repeatedly.
- Do not focus on a scanning pattern itself, but stay focused on effective patron surveillance.
- Lifeguards should be able to identify potential risks before they become safety hazards.
- Do not wait for patrons or other lifeguards to indicate that someone is drowning. Be aware of areas that are difficult to see. The lifeguard should adjust body position to see blind spots.
- Guards are to sit up straight in their chair and constantly change their body position to ensure they are always alert.
- Zone of coverage charts are located at each pool, in the guard office, as well as in this manual.
- High risk guests
 1. Children under age 12
 2. Minorities
 3. Parents with small children
 4. Intoxicated guests
 5. Obese (overweight) persons
 6. Guests wearing lifejackets (PFDs)
 7. Guests wearing non-swim related clothing
- High risk locations
 1. In deep water - where the water is 6 feet deep or deeper.
 2. In the diving well. Be aware that a victim can be conscious on the bottom of the pool and need rescuing.
 3. At the ladders, gutters, pool deck, or other crowded areas.
 4. Directly underneath the lifeguard stand.
 5. Areas zone where there is believed to be no one swimming.
- Appearance of a distressed swimmer
 1. Their eyes may be either opened wide or tightly closed.

2. Their bodies may be stiff and tense.
3. Conscious victims are usually in a diagonal or vertical position in the water.
4. Their arms may flail up or down, or reach and grab.
6. The head is generally back, with mouth gasping for air.
7. They are usually disoriented.
8. They may be unconscious (either limp or rigid).

Enforcing Rules:

- Be consistent. Enforce rules in the same way every time.
- Understand and explain the rules. The Aquatic staff must understand the reason for a rule, and be able to explain it.
- Use a positive approach. For example, instead of saying, “Don’t run”, say, “Walk please. You might fall and hurt yourself.”
- Refer problems to a supervisor. When a patron argues about his behavior, don’t hesitate to pass that problem on to a supervisor. The supervisor can deal with the problems, and the staff member can continue monitoring the safety of the pool patrons.

Rotating:

- Rotations help lifeguards stay alert and decrease fatigue.
- Lifeguards should rotate at a minimum of every 45 minutes. The most common time of a rotation is every thirty minutes.
- At the Municipal Pool the manager will begin rotations. At the Natatorium lifeguards may be responsible for beginning rotations on their own.
- If lifeguard is a single guard, they should stand up and walk around the entire pool at least once every 45 minutes.
- Lifeguards must maintain patron surveillance when rotating from one station to another.
- Lifeguards must communicate with each other when rotating to assure that one of them is always scanning the zone.
- Before leaving the lifeguard stand, the guard who is leaving the stand must scan the entire zone to assure that the zone is clear (top, middle, and bottom of pool).

Off Stand:

- Off stand lifeguards should not talk to or distract guards that are still on stand.
- Down duties must be taken care of at the beginning of each break (picking up trash, restocking bathroom supplies, etc.).

- No eating or hanging out in the cashier's room or concession stand at the Gladstone Municipal Swimming Pool.
- Obey all facility rules.
- Down guards must be available to respond to all land and water emergencies.
- Sustain a high level of professionalism at all times

Facility Cleanliness/Maintenance

Personal Protective Equipment:

Refer to Exposure Control Plan and Post Exposure Control Plan in the Gladstone Community Center Policy and Procedure Manual.

Routine Cleaning/Maintenance:

- All employees are responsible for the presentation of the Gladstone Community Center Natatorium and Gladstone Municipal Pool.
- Daily cleaning duties are listed on the opening and closing checklists that should be completed daily. Checklists are kept in the lifeguard offices.
- Checklists for cleaning up after a swim meet are kept in the lifeguard offices.
- All employees will be trained on how to properly use, clean, and store Aquamax vacuums.
- Additional cleaning duties will be assigned as necessary.
- All employees will learn how to check the levels of chlorine and ph in the pool. Chlorine and ph must be checked numerous times throughout the day and recorded on the daily chemical log. Chemical logs are kept in the lifeguard offices.
- All employees will learn how to make adjustments to chlorine and ph if necessary.

Chemicals Usage:

- Employees should only use chemicals and cleaning supplies they have been trained to use.
- Always use proper personal protective equipment when using chemicals and/or cleaning supplies.
- Never mix chemicals and/or cleaning supplies.

Procedure for fecal contamination:

- Formed stools can act as a container for germs. If fecal matter is solid, removing the feces from the pool without breaking it apart will decrease the likelihood of pool contamination. Diarrhea is much more likely to cause sickness to a swimmer.
- Direct everyone to leave the pool. Do not allow anyone to enter the contaminated pool(s) until all decontamination procedures are completed.
- Always wear disposable latex gloves.

- Remove as much of the fecal material as possible using a net or scoop and dispose of it in a sanitary manner. Clean and disinfect the net or scoop (e.g., after cleaning, leave the net or scoop immersed in the pool during disinfection). VACUUMING STOOL FROM THE POOL IS NOT RECOMMENDED.
- Test the Chlorine (chl) and ph levels.
- For a formed stool raise the chlorine to 2 ppm (if less than 2 ppm) , and ensure the ph is between 7.2 - 7.5. The pool must filter for thirty minutes before reopening. For diarrhea raise the chlorine to 20 ppm, and ensure the ph is between 7.2 – 7.5. The pool must filter for 8 hours before reopening.
- Check ph and chlorine levels and reopen the pool.
- Record the ph and chlorine levels in daily chemical log and record the fecal accident.

Emergency Action Plan

Training:

Rescuing and providing first aid to patrons can be stressful and demanding. Therefore, you should be trained to the point where your response during an emergency is automatic and efficient. The Gladstone Aquatic Emergency Action Plan has been developed to ensure that your actions in an emergency provide the most appropriate response to that situation. In addition to responding appropriately, it is necessary that all incidents and rescues be recorded on a Marcit Incident Report Form, forms are kept in the lifeguard offices.

When should EMS be called:

Emergency Medical Services should be called whenever a patron is experiencing any of the following conditions: chest pains, respiratory distress, staggering, decreasing level of alertness and/or consciousness, trauma injury, nausea, seizures, aspiration of water, tingling or loss of feeling in extremities, unusual behavior, etc. When in doubt, call EMS. It is better to have EMS come when not needed than to need the professional aid and not have their services.

Performance of EAP:

In order for the lifeguard to perform the Emergency Action Plan correctly, the lifeguard must have knowledge of the EAP, the skill to carry out the EAP, and the desire to be prepared for each situation. Regular in-service training allows lifeguard to practice enough scenarios so that the entire EAP becomes automatic.

Emergency Equipment:

Each lifeguard should always know the location and condition of the rescue equipment (i.e. rescue tubes, recitation masks, AED, emergency phone, backboards, ring buoys, shepherds crook, first aid kits etc.). Guards should ensure that all equipment is functioning properly and in the proper location at the beginning of each shift. Any equipment requiring maintenance must be taken care of immediately and brought to the attention of the Aquatic Specialist.

Plans:

Specific Emergency Action Plans for the Gladstone Community Center Natatorium and Gladstone Municipal Pool will be described in detail later in this manual.

Additional Information

Timesheets and Paychecks:

Timesheets should be completed at the end of each shift. Time sheets should be legible and completed correctly to reflect where you worked (i.e. Gladstone Municipal Pool, Gladstone Community Center, Water Safety Instructor). Paychecks will be available every other Wednesday. Paychecks will be kept at the Welcome Desk of the Gladstone Community Center. All employees must sign stating they have received their paycheck. Paychecks not picked up within two weeks will be mailed to the address the City of Gladstone has on file.

Work Schedules:

1. Gladstone Community Center Natatorium schedules will be made at least two weeks in advance. Friday and Saturday nights will be on a rotating basis. It is the lifeguard's responsibility to find a substitute for scheduled shifts that they cannot work. Employee substitution forms are kept in the lifeguard office. Lifeguards who do not show for assigned shifts will be removed from the schedule. During the summer season the lifeguard schedule will be made by the pool manager, guards will work both at the Natatorium and Municipal Pool.
2. Gladstone Municipal Pool schedules will be made at least two weeks in advance. The pool manager will make schedules. It is the lifeguard's responsibility to find a replacement for scheduled shifts that they cannot work. The employee substitution forms are located in the lifeguard office. Guards will work both at the Natatorium and Municipal Pool during the summer season.

Injury While on Duty:

Any injury that occurs while on duty must be reported immediately to your supervisor. A Marcit Incident Report Form needs to be filled out immediately and turned into the Aquatics Specialist. Forms are located in the Lifeguard Offices at the Gladstone Municipal Pool and Gladstone Community Center Natatorium.

Harassment Policy:

1. Sexual harassment of employees or patrons of the City of Gladstone is prohibited, and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other

conduct of a sexual nature which is pervasive and/or severe can constitute sexual harassment, including but not limited to, verbal misconduct without accompanying physical contact. Non-sexual harassment means conduct that is offensive or shows hostility toward an employee because of his/her race, color, religion, age, national origin, disability or other characteristic protected by law.

2. Procedure

- a. Each employee should promptly report the following: if he/she has been harassed by another employee or a non-employee; if he/she has witnessed or observed the harassment of another employee; if harassment has been reported to him/her by another employee; if he/she has been retaliated against for reporting a violation of the policy or cooperating or participating in any City of governmental investigation of harassment; and if after reporting harassment, the harassment has continued.
- b. Any of the above situations are to be reported immediately.
- c. Any of the above situations may be reported to any of the following individuals: Parks and Recreation Director, Human Resources Administrator, or City Manager.
- d. Upon receipt of the complaint, the City will undertake an objective and thorough investigation.
- e. Upon conclusion of the investigation, the City will determine if the behavior in question constitutes unlawful harassment or other form of inappropriate behavior. Appropriate action will be taken as warranted under the circumstances.
- f. Confidentiality will be maintained by the City to the extent possible under the circumstances.
- g. To the extent that it would be appropriate to do so, the City will inform the reporting or complaining employee and others who have a legitimate need to know of the general outcome of the investigation.
- h. If the City believes that it is more likely than not that a violation has occurred, then the City will take appropriate action. Such action may include disciplinary action, up to and including termination.

Gladstone Community Center Natatorium

General Facility Policies

Age Limits:

- Age limits are established for children using the Aquatic Center. Children under the age of ten must be accompanied by a person 16 years of age or older wearing a swimsuit while in the Aquatic Center.
- Persons watching children are expected to directly supervise children.
- Lifeguards are expected to question the age of any child who does not appear to meet the age minimum.

Attire:

- Swimsuits are required when using pools.
- No cut-off shorts or thong swimsuits are allowed, no shorts with metal rivets will be allowed on the slide.
- Individuals wearing footwear deemed to be harmful to the pool deck or footwear that is making the pool deck dirty may be asked to remove their shoes.
- Children in diapers will be required to wear disposable swim diapers and appropriate swim attire while in the pool. Patrons may purchase swim diapers at the Welcome Desk.

Pool Temperature:

- Temperature for the leisure pool and diving well will be kept between 84 and 87 degrees.
- Temperature for the competition pool will be kept between 80 and 82 degrees.

Pool Capacity:

- Capacity for the recreation pool is 81
- Capacity for the diving well is 57
- Capacity for the competition pool is 106

Gladstone Community Center Natatorium

General Pool Rules:

1. Certified Lifeguards are on duty at all times for your safety. Please obey lifeguards at all times.
2. No running or horseplay allowed in or around pool area. Lifeguards may stop play of any kind deemed unsafe. Additional safety rules may be enforced as needed.
3. Children under 10 must be accompanied by a person 16 years of age or older, in swimwear.
4. Only U.S. Coast Guard approved life jackets are allowed. No water wings allowed.
5. No floatation toys or rafts allowed in pool.
6. Diving only allowed off diving boards. No swimming in diving or slide plunge area.
7. Toys (non-metal), soft throw toys, & diving sticks allowed in competition & leisure pools, at lifeguards discretion. No other objects are allowed in pool (towels, water battles, etc.).
8. Proper swimwear required: No thongs, cut-offs, t-shirts, or cover-ups allowed. Swim diapers are required for children 3 and under & available for purchase at Welcome Desk.
9. No food, beverages or chewing gum allowed on pool deck. Non-glass water bottles with sports tops allowed.
10. Gladstone Community Center is not responsible for lost, stolen, or damaged personal items.
11. Attractions may be closed due to low attendance.
12. Starting blocks may only be used when authorized by aquatic staff

Flume Waterslide Rules:

1. Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub
2. All riders must be 48 inches tall
3. Maximum rider weight is 300 pounds
4. Riders must lie on their backs at all times. Do not sit up while riding the slide.
5. Do not pull or propel yourself into the ride
6. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut off jeans or swim wear with exposed zippers, buckles, rivets or metal ornamentation; only approved swim suits allowed
7. All riders must ride feet first while lying on their back with arms

- crossed across their chest. Do not go down the slide headfirst.
8. No running, standing, kneeling, rotating, tumbling or stopping in the flume. Arms and hands must remain inside the flume at all times. Riders should remain in proper riding position until forward movement is terminated. At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash out area
 9. Only one rider at a time. Absolutely no trains or chains of riders are permitted
 10. No tubes, mats, or life jackets are permitted on the waterslide
 11. The line should form on the deck with one on each landing and one rider in the starter tub. Wait until landing area is clear before entering
 12. Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medication should consult their physician before using this slide. Individuals with medical conditions including, but not limited to pregnancy, heart, or back problems should not rider
 13. Do not use this slide while under the influence of alcohol or drugs
 14. No diving from slide
 15. Leave the plunge pool promptly after entering
 16. Non-swimmers are not permitted
 17. Warning: Water depth is 3 feet 6 inches
 18. Riders assumes all risk of injury due to misuse of this slide or failure to follow these rules

Diving Board Rules:

1. One person on diving board at a time
2. One person allowed on the diving board at a time
3. One bounce allowed on the diving board
4. No floatation devices
5. No horseplay or recreational swimming in diving well
6. Divers are not allowed in lap lanes
7. No sitting or standing in gutters
8. When exiting the pool Low Board divers swim to the nearest ladder, High Board divers swim directly under the high dive

Gladstone Community Center Natatorium

Emergency Action Plan

Leisure Pool/Competition Pool

In any emergency, all available staff (down guards, pool manager, head lifeguards, or any other guard on site) will provide care to the guest in distress or aid in crowd control.

Water Emergency:

- A. Lifeguard activates Emergency Action Plan by blowing 3 whistle blasts. This will signal other guards there is a patron in distress.
- B. All guards other than the primary rescuer will stand and assume the rescuing guard's scanning area. When another down guard fills the vacated stand, guards may sit down and continue scanning their areas. If no down guards are available to fill the vacated stand, immediately clear pool of all patrons.
- C. If the primary rescuer needs assistance, pool should be cleared of all patrons and emergency medical services (911) should be called. Guards should continue scanning their area until all patrons can be cleared from the pool. Once the pool is cleared, all other lifeguards (secondary responders) should respond to the incident. The first available guard should bring the AED (**AED is located in the Natatorium**) and first aid kit (**one is located at the leisure pool and one at the competition pool**). All other guards/employees should provide crowd control. (*If lifeguard is a single guard in the facility, guard should clear pool of all patrons, respond to the incident, verbally tell a patron to call emergency services (911) if needed, and verbally tell a patron to bring the AED and first aid kit.*)
- D. Proper care is provided for the guest in distress. (*Always wear disposable latex gloves when caring for a guest*)
- E. Guest is notified that they may want to seek additional medical attention and EMS services are offered.
- F. Building Attendant/Supervisor is immediately notified. Aquatics Specialist or Assistant Aquatics Specialist is notified if emergency services were called.
- G. Marcit Incident Report Form is completed; forms are in the Lifeguard Office.
- H. Make sure all equipment used is returned and still in good operating condition.

Land Emergency:

- A. If available, the down guard is responsible for providing care for any incident that happens on the pool deck. If a guard on stand recognizes an incident, the guard on stand will alert down guard by blowing three loud whistle blasts, activating the emergency action plan. Lifeguard is to stand and point to the area of concern while continuing to scan their zone. *(If lifeguard is a single guard in the facility, guard should clear pool of all patrons and respond to the incident.)*
- B. The first person on scene is the primary rescuer and begins to care for the patron. If the primary rescuer needs assistance emergency services (911) should be called. The second person to arrive will bring the AED (**AED is located in the Natatorium**) and first aid kit (**one is located at the leisure pool and one at the competition pool**). The pool should be cleared of all patrons, guards should continue scanning their areas until pool is completely clear. Once the pool is clear, all other available guards/employees need to provide crowd control. *(If lifeguard is a single guard in the facility, guard should clear pool of all patrons, respond to the incident, verbally tell a patron to call emergency services (911) if needed, and verbally tell a patron to bring the AED and first aid kit.)*
- C. Proper care is provided for the guest in distress. *(Always wear disposable latex gloves when caring for guests)*
- D. Guest is notified that they may want to seek additional medical attention and EMS services are offered.
- E. Building Attendant/Supervisor is immediately notified. Aquatics Specialist or Assistant Aquatics Specialist is notified if emergency services were called.
- F. Marcit Incident Report Form is completed; forms are kept in the Lifeguard Office.
- G. Make sure all equipment used is returned as is still in good operating condition.

*****Never Speak to the Media about an incident. Refer them to Director of Parks & Recreation*****

Gladstone Community Center Natatorium

Emergency Procedures

Tornado Warning:

Lifeguards will alert patrons that the National Weather Service has issued tornado warning and ask patrons to exit the pool immediately. Lifeguards must continue to scan their area until all patrons have exited the swimming pool. All personnel will assist in clearing the pool deck and directing patrons to the locker rooms. All locker rooms may be used (men's women's and family). Lifeguards will also be stationed in the locker rooms until the all clear is given.

Fire:

All employees should familiarize themselves with the location and use of all fire extinguishers, alarms and exits. In the event of a fire, lifeguards will alert patrons that there is a fire in the building and to exit the pool immediately. Direct all pool patrons and spectators to the fire exits and exit the building as quickly as possible. Do not re-enter the building until the all clear is given by proper authorities. **Refer to Gladstone Community Center for complete fire evacuation procedures.**

Chemical Spills:

A. Muriatic Acid

Staff should immediately clear all other staff from the contaminated space and report the spill to the Gladstone Fire Department (911).

Staff should not allow access to the contaminated space other than to the fire department. Should staff feel that they have been exposed to the muriatic acid fumes they should follow the steps outlined in the Post Exposure Plan in the Gladstone Community Center Manual.

B. Other Pool Chemicals

Staff should follow the steps outlined in the MSDS sheet provided in the notebook kept in the Chemical Storage Room and Welcome Desk. Should staff feel that they have been exposed to a harmful chemical they should follow the steps outlined above in the Post Exposure Plan in the Gladstone Community Center Manual.

C. Cleaning supplies

Staff should follow the steps outlined in the MSDS sheet provided in the notebook kept in the Building Operator's Office or Welcome Desk. Should staff feel that they have been exposed to a harmful chemical they should follow the steps outlined above in the Post Exposure Plan in the Gladstone Community Center Manual.

Gladstone Community Center Natatorium

Opening Procedures

Competition Pool/Diving Well:

1. Arrive for scheduled shift 15 minutes early
2. Remove Aquamax vacuum from the pool and store neatly in storage room
3. Check pool chemicals, record readings in daily log, and make any necessary adjustments.
4. Make sure all necessary rescue equipment is properly stored and is in good operational condition. Fill out daily log sheets.
5. Make sure pool area is clean and ready for patron use

Leisure Pool:

1. Arrive for scheduled shift 15 minutes early
2. Remove Aquamax vacuum from the pool and store neatly in storage room
3. Check pool chemicals, record readings in daily log, and make any necessary adjustments.
4. Make sure all necessary rescue equipment is properly stored and is in good operational condition.
5. Make sure pool area is clean and ready for patron use

Gladstone Community Center Natatorium

Closing Procedures

Competition Pool/Diving Well:

1. Make sure all patrons have left area
2. Check pool chemicals, record in daily log, and contact Aquatic Specialist or Assistant Aquatic Specialist. Make any necessary adjustments.
3. Pick up all trash as well as lost and found items. Return lost and found items to Welcome Desk.
4. Straighten all guard equipment
5. Put Aquamax vacuum in pool
6. Make sure all daily paperwork is filled out properly

Leisure Pool

1. Make sure all patrons have left area
2. Turn off pirate ship spray area and flume slide
3. Check pool chemicals, record readings in daily log, and contact Aquatic Specialist or Assistant Aquatic Specialist. Make any necessary adjustments.
4. Pick up all trash as well as lost and found items. Return lost and found items to Welcome Desk.
5. Straighten all guard equipment and guard room
6. Put Aquamax vacuum in pool
7. Make sure all daily paperwork is filled out properly

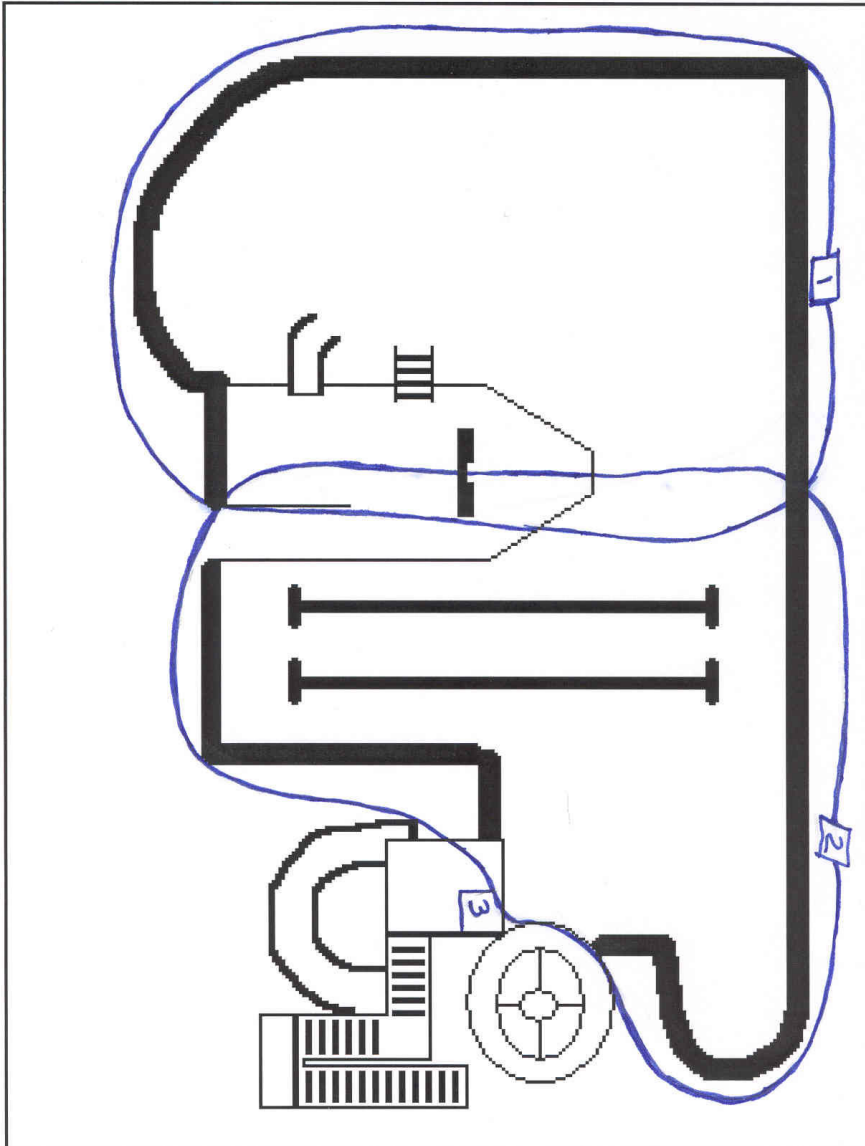
Gladstone Community Center Natatorium
Competition Pool/Diving Well Single Guard

Gladstone Community Center Natatorium
Competition Pool/Diving Well Multiple Guards

Gladstone Community Center Natatorium Leisure Pool

Leisure Pool

3 – Guard on top of the slide is responsible for ensuring that height requirements are maintained, patrons are informed of slide regulations, and that patrons exit the catch pool area safely before the next person is allowed to go.



Gladstone Municipal Pool

General Facility Policies

Age Limits:

- Age limits are established for children using the Gladstone Municipal Pool. Children under the age of ten must be accompanied by a person 16 years of age or older wearing a swimsuit while at the Gladstone Municipal Pool.
- Persons watching children are expected to directly supervise children.
- Lifeguards are expected to question the age of any child who does not appear to meet the age minimum.

Attire:

- Swimsuits are required when using pools.
- No cut-off shorts or thong swimsuits are allowed, no shorts with metal rivets will be allowed on the slides.
- No T-shirts or cover-ups are allowed
- Individuals wearing footwear deemed to be harmful to the pool deck or footwear that is making the pool deck dirty may be asked to remove their shoes.
- Children in diapers will be required to wear disposable swim diapers and appropriate swim attire while in the pool. Patrons may purchase swim diapers at the Welcome Desk.

Pool Capacity:

- Capacity for the pool is

Pool Hours: The pool may have alternate hours of operation throughout the season due to authorized special events. During the first and final weeks of operation, hours may be adjusted due to personnel shortages and weather conditions.

Admission Standards: No one is admitted to the pool without presenting a pool pass or paying guest fees.

Gladstone Municipal Pool

Facility Rules:

1. Food and carbonated beverages must be consumed in concession area.
2. Continuous violations of facility rules will result in swimming privileges being revoked.
3. Neither profanity nor rough behavior will be tolerated.
4. The Pool Manager has full authority to enforce all rules and to close the facility due to inclement weather, mechanical problems or unsanitary conditions (fecal matter, vomit, etc.).
5. Smoking, drugs, or alcohol are not allowed on premises.
6. Bicycles are to be parked at the bike racks in the parking lot.
7. Baby strollers and wheelchairs need to be placed where they do not interfere with pathways necessary to make quick entrances and exits for lifeguards and/or medical personnel.

General Pool Rules:

1. Certified Lifeguards are on duty at all times for your safety. Please obey lifeguards at all times.
2. No running or horseplay allowed in or around pool area. Lifeguards may stop play of any kind deemed unsafe. Additional safety rules may be enforced as needed.
3. Children under 10 must be accompanied by a person 16 years of age or older, in swimwear.
4. Only U.S. Coast Guard approved life jackets are allowed. No water wings allowed.
5. No floatation toys or rafts allowed in pool.
6. Diving only allowed off diving boards. No swimming in diving or slide plunge area.
7. Toys (non-metal), soft throw toys, & diving sticks allowed in competition & leisure pools, at managers discretion. No other objects are allowed in pool (towels, water battles, etc.).
8. Proper swimwear required: No thongs, cut-offs, t-shirts, or cover-ups allowed. Swim diapers are required for children 3 and under & available for purchase at Welcome Desk.
9. No food, beverages or chewing gum allowed on pool deck. Non-glass water bottles with sports tops allowed.
10. Gladstone Community Center is not responsible for lost, stolen, or damaged personal items.
11. Attractions may be closed due to low attendance.
12. Starting blocks may only be used when authorized by aquatic staff

Flume Waterslide Rules:

1. Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub
2. All riders must be 48 inches tall
3. Maximum rider weight is 300 pounds
4. Riders must lie on their backs at all times. Do not sit up while riding the slide.
5. Do not pull or propel yourself into the ride
6. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cut off jeans or swim wear with exposed zippers, buckles, rivets or metal ornamentation; only approved swim suits allowed
7. All riders must ride feet first while lying on their back with arms crossed across their chest. Do not go down the slide headfirst.
8. No running, standing, kneeling, rotating, tumbling or stopping in the flume. Arms and hands must remain inside the flume at all times. Riders should remain in proper riding position until forward movement is terminated. At no time should the rider attempt to stand up while on the slide or prior to coming to a complete stop in the splash out area
9. Only one rider at a time. Absolutely no trains or chains of riders are permitted
10. No tubes, mats, or life jackets are permitted on the waterslide
11. The line should form on the deck with one on each landing and one rider in the starter tub. Wait until landing area is clear before entering
12. Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy, or persons using prescription medication should consult their physician before using this slide. Individuals with medical conditions including, but not limited to pregnancy, heart, or back problems should not rider
13. Do not use this slide while under the influence of alcohol or drugs
14. No diving from slide
15. Leave the plunge pool promptly after entering
16. Non-swimmers are not permitted
17. Warning: Water depth is 3 feet 6 inches
18. Riders assumes all risk of injury due to misuse of this slide or failure to follow these rules

Drop Slide Rules:

1. Water depth is 14 feet

2. No head-first sliding
3. Strong swimming ability required
4. Non-Swimmers not permitted
5. Parental or adult supervision required
6. Do not use this slide while under the influence of alcohol or drugs
7. One rider at a time. Wait until the landing area is clear before entering the slide
8. No rotating, tumbling, or stopping in the flume
9. Forming "chains" is prohibited
10. Leave landing area immediately

Diving Board Rules:

1. Obey lifeguard at all times
2. One person on diving board at a time
3. One bounce on the board
4. All diving need to go straight off the board
5. Low board divers should swim to the nearest ladder. High board divers swim directly under high dive
6. No flotation devices allowed on the boards
7. No horse play allowed in the diving well
8. No recreational swimming allowed in the diving well
9. No swimming under the rope into the lap lane
10. No sitting, or standing in the gutters

Gladstone Municipal Pool

Emergency Action Plan

In any emergency, all available staff (down guards, pool manager, head lifeguards, or any other guard on site) will provide care to the guest in distress or aid in crowd control.

Water Emergency:

- A. Lifeguard activates Emergency Action Plan by blowing 3 whistle blasts or sounding alarm on stand. This will signal the other guards and manager that there is a patron in distress.
- B. All guards other than the primary rescuer will stand and assume the rescuing guard's scanning area. When a down guard fills the vacated stand, guards may sit down and continue scanning their areas. Manager will respond to the incident.
- C. If the primary rescuer needs assistance, pool should be cleared of all patrons and emergency services (911) should be called. Guards should continue scanning their area until all patrons can be cleared from the pool. Once the pool is cleared, all other lifeguards (secondary responders) should respond to the incident. The first available guard should bring the AED (**located in the guard office**) and first aid kit (**located in the guard office**). All other guards/employees should provide crowd control.
- D. Proper care is provided for the guest in distress. (*Always wear disposable latex gloves when caring for a guest*)
- E. Guest is notified that they may want to seek additional medical attention and EMS services are offered.
- F. Aquatics Specialist or Assistant Aquatics Specialist is notified if emergency services were called.
- G. Marcit Incident Report Form is completed; forms are in the Lifeguard Office.
- H. Make sure all equipment is returned and is still in good operating condition.

Land Emergency:

- A. Manager and down guards are responsible for providing care for any incident that happens on the pool deck. If a guard on stand recognizes an incident, the guard on stand will alert the manager or down guard by blowing three loud whistle blasts, activating the emergency action plan. Lifeguard is to stand and point to the area of concern while continuing to scan their zone.

- B. The first guard on scene is the primary rescuer and begins to care for the patron. If the primary rescuer needs assistance emergency services (911) should be called. The second person to arrive will bring the AED (**located in the guard office**) and first aid kit (**located in the guard office**). The pool should be cleared of all patrons, guards should continue scanning their areas until pool is completely clear. Once the pool is clear, all other available guards/employees need to provide crowd control.
- C. Proper care is provided for the guest in distress. (*Always wear disposable latex gloves when caring for a guest*)
- D. Guest is notified that they may want to seek additional medical attention and EMS services are offered.
- E. Aquatics Specialist or Assistant Aquatics Specialist is notified if emergency services were called.
- F. Marcit Incident Report Form is completed; forms are in the Lifeguard Office.
- G. Make sure all equipment used is returned and is still in good operating condition.

*****Never Speak to the Media about an incident. Refer them to Director of Parks & Recreation*****

Gladstone Municipal Pool

Emergency Procedures

Rainstorms:

If a rainstorm occurs and no threat of lightning exists, patrons are allowed to continue swimming as long as lifeguards can safely monitor the water. If the rain becomes too severe to clearly see the bottom of the pool the manager has the authority to clear the pool even if no lightning has been spotted.

Electric storms:

When lightning is spotted or thunder is heard, all on-stand lifeguards need to **stand up** and blow one prolonged whistle. Guards are not to leave the stand until survey area is cleared. Once area is cleared, guards may step down from the stand and assist patrons in clearing the pool deck. Down guards will assist in clearing the pool deck.

The pool is cleared for 30 minutes following the first lightning sighting. If the pool must be cleared for longer than 60 minutes, contact the recreation specialist to inquire the possibility of closing the facility until the inclement weather passes.

Tornado watch:

The manager will inform the patrons of a tornado watch by making an announcement over the intercom. Updated information will be provided every 30 minutes or until severe weather is imminent.

Tornado Warning:

All personnel will assist in clearing the pool deck and concession area and directing patrons to the southwest corners or the bathrooms (corners closest to the guard office). The manager will be stationed in the basket room to monitor the front entrance. At least one guard will be stationed in each bathroom.

Chemical Spills:

A. Muriatic Acid

Staff should immediately clear all other staff from the contaminated space and report the spill to the Gladstone Fire Department (911).

Staff should not allow access to the contaminated space other than to the fire department. Should staff feel that they have been exposed to the muriatic acid fumes they should follow the steps outlined in the Post Exposure Plan in the Gladstone Community Center Manual.

B. Other Pool Chemicals:

Staff should follow the steps outlined in the MSDS sheet provided in the notebook kept in the Pump Room. Should staff feel that they have been exposed to a harmful chemical they should follow the steps outlined above in the Post Exposure Plan in the Gladstone Community Center Manual.

C. Cleaning supplies:

Staff should follow the steps outlined in the MSDS sheet provided in the notebook kept in the Lifeguard office. Should staff feel that they have been exposed to a harmful chemical they should follow the steps outlined above in the Post Exposure Plan in the Gladstone Community Center Manual.

Rain Checks:

Rain checks will only be issued if it is determined that the facility will not be re-opened at any time on a given day due to severe weather. Rain checks must be initialed by the on-duty manager. No cash refunds will be given.

Gladstone Municipal Pool

Opening Procedures

1. Arrive for scheduled shift 15 minutes early.
2. Remove vacuum from the pool, clean bags, and store neatly in the pump room.
3. Check pool chemicals, record readings in daily log, and make any necessary adjustments.
4. Clean scum line on bulkhead, by the diving board area, and at the fan.
5. Make sure pool deck area is clean and ready for public use.
6. Make sure restrooms are clean and ready for public use.
7. Make sure all necessary rescue equipment is properly stored and is in good operational condition. Fill out daily log sheets.
8. Turn on spray area, dumping bucket, deep-end slide, and flume slide.
9. Fill out daily opening procedure checklist.

Gladstone Municipal Pool

Closing Procedures

1. Make sure all patrons have left area.
2. Turn off spray area, dumping bucket, deep-end slide, and flume slide.
3. Check pool chemicals, record in daily log, contact Aquatic Supervisor or Assistant Aquatic Supervisor, and make any necessary adjustments.
4. Pick up all trash.
5. Pick up all lost and found.
6. Straighten all deck chairs and wipe down tables.
7. Make sure all restrooms are cleaned.
8. Straighten all guard equipment and store in lifeguard room.
9. Put vacuum in when needed and make sure it is turned on.
10. Fill out daily closing procedure checklist.

Gladstone Municipal Pool

End Of Season Closing Procedures

Managers:

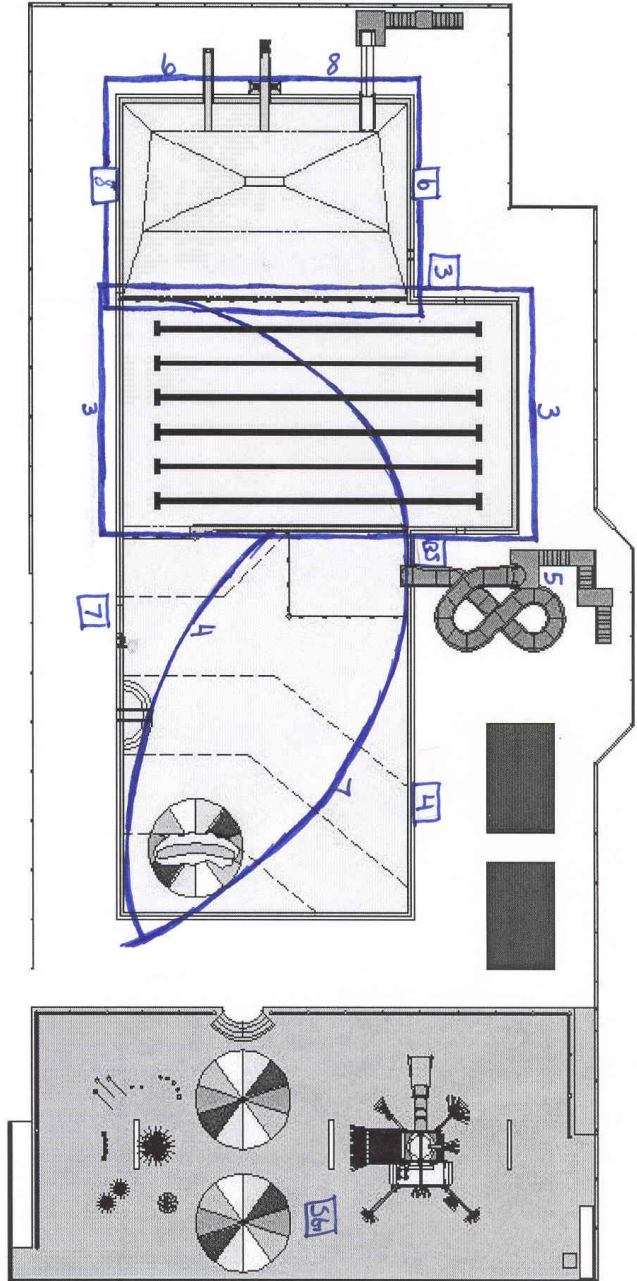
1. Leave all office supplies in the box that they have been in all year. Put lesson books, weather radio, etc. in the box. Leave the box in the concession stand, if another box is need let Aquatic Supervisor know.
2. Termination forms need to be filled out for any employee not continuing employment with the City of Gladstone.
3. Leave final timesheets in the safe.
4. Leave group swim count for the month of August in the safe.
5. Collect all manager pool key and City Hall pass card in the safe
6. Leave telephone plugged in.
7. Create wish list of all items we need for next season (tubes, masks, umbrellas, etc.). Create a list of items we would like to have (more shade, new alarm system, etc.).
8. Fill out end of season closing procedure checklist.

Guards and Managers:

1. Lap lane lines in the pool should be coiled in the boy's bathroom. Lane lines on spool should be rolled into the breezeway by the concession stand.
2. Depth ropes should be put in pump room and hung on the wall by the vacuum hoses.
3. Clean out and wipe down the refrigerator.
4. Clean out your locker.
5. Leave ultra max, remote and vacuum bags in the pump room (bags should be clean).
6. Clean guard office, front office, pump room, and back room.
7. Trash should be cleaned and stored outside the guard office.
8. Tables and chairs should be stacked outside the guard office.
9. Starting blocks should be moved and placed outside the guard office.

Gladstone Municipal Pool

Outdoor Pool Zone Coverage



SG – Spray Ground Guard is responsible for roaming entire spray area
5 – Guard at the top of the slide is responsible for ensuring that height requirements are maintained, patrons are informed of slide regulations, and that patrons exit the catch pool area safely before the next person is allowed to go.
BS – Guard at the bottom of the slide is responsible for patrons exit the catch pool area safely and provide additional scanning at times of high use.

ACKNOWLEDGEMENT OF RECEIPT OF MANUAL

I, _____ have received and read my Gladstone Aquatics Lifeguard Manual. I understand that I am responsible for following the contents within this manual while employed by the City of Gladstone.

If I do not understand something or have any questions, I will discuss them with my Supervisor.

Signature: _____

Date: ____ / ____ / ____

