

NOTICE OF REVISION/CHANGE

TO

POLICY AND PROCEDURE MEMORANDUM #10

SUBJECT: WATER SAFETY MANUAL

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: MAY 29, 1979; REVISED APRIL 4, 2003

**REVISION DATE: SEPTEMBER 11, 2006**

This revision supersedes and replaces all previous information included in PPM #10 originally issued May 29, 1979. The current PPM is to be replaced in its entirety by this revised issue.

  
ASSISTANT SECRETARY

This is Revision No. 2 of this PPM with an original effective date of May 29, 1979.

**IMPORTANT:**

Insert this revision notice in the PPM file preceding all other information on this subject in order to maintain a current document file.

POLICY AND PROCEDURE MEMORANDUM NO. 10

SUBJECT: WATER SAFETY MANUAL

TO: ALL POLICY & PROCEDURE MEMORANDUM HOLDERS

EFFECTIVE DATE: MAY 29, 1979

POLICY:

The Office of State Parks operates numerous aquatic facilities (i.e., wave pools, day-use pools, overnight-use pools, enclosed beaches, splash pads and open beaches), which are open to the public. To operate these facilities in a safe manner it is necessary to have a standard operating procedure that addresses operating schedules, physical plant and water treatment, staffing, and emergency action plans.

PROCEDURE:

I. Operating Schedule

Swimming pools and enclosed beach areas shall open on the Saturday of Memorial Day weekend and remain open through the Monday celebrated as Labor Day annually, depending on lifeguard availability. Park Managers shall make every effort to provide lifeguards to insure the safe operation of each aquatic facility for the full period designated above. Open beach areas are open year round.

Splash pads shall operate annually at park manager's discretion and according to a pre-approved schedule. This schedule must be submitted in writing to the District Manager no later than March 1<sup>st</sup> annually.

Swimming pools and enclosed beach areas shall operate from 10:00 a.m. – 6:00 p.m. daily, Tuesdays through Sundays, with the exception of holidays that are celebrated on Mondays. In the event of holidays that are celebrated on Monday, the aquatic facility shall remain open on Monday and shall be closed to the public on Tuesdays, reopening Wednesday. Individual sites may obtain permission to extend their aquatic areas opening and closing times to accommodate registered, overnight visitors. Requests for the use of swimming pools during times other than those stipulated by this memorandum shall be at the discretion of the park manager. Pool use will be limited to normal park operating hours only and a park employee must be present at all times. Pools that require lifeguards during normal operating hours will require the appropriate number of lifeguards be present during off-hours use. Open beach areas are operated from sunrise to sunset.

Splash pads shall operate from 8:00 a.m. – 8:00 p.m. daily.

Group Camp Pools -

The park manager shall determine a pool use schedule that insures fair and equitable use by all group camp customers on a given date. Only those group camp pools provided with adequate lighting may be used after dusk. Group Camps pools are "Swim At Your Own Risk" pools. Park managers must have group camp renters sign a "Group Camp Swimming Pool Use" (Exhibit A). The park manager shall furnish the group camp leader with a written copy of the following:

Title 25, Article 321. Swimming rules and regulations

A list of special hazards in that particular aquatic area

A list of good life guarding practices (*see emergency plan, training of aquatic staff*)

The emergency action plan (*EAP*) for that aquatic facility

## II. Preparation and Report of Aquatic Areas

Annually on March 1<sup>st</sup> and at the end of the swim season, the park manager shall submit to the District Manager an evaluation of all aquatic facilities at his/her site. (Exhibit B) This evaluation shall include a thorough and complete inspection of the following, as applicable to each facility:

- A. Buildings within the aquatic facility
- B. Filtration systems
- C. Wave generation equipment
- D. Chemical injection systems
- E. Diving boards, play structures, lifeguard stands, etc.
- F. Safety (rescue) equipment, first aid kit
- G. Status of lifeguard inquiries/recruitment
- H. Signage
- I. Underwater obstructions (beach area)
- J. Interactive water toys

The park manager shall determine a schedule for preparation of every aquatic facility to insure their readiness a minimum of **one week in advance of the Saturday of the Memorial Day weekend.**

**Two weeks in advance of Memorial Day Saturday**, each site manager shall furnish the District Manager with a copy of the emergency action plan and standard operating procedures for each aquatic facility.

## III. Staffing

### A. Size of Staff and Supervision -

The size of staff varies greatly depending on several factors:

1. The of Facility (i.e., Splash pads generally do not require lifeguards)
2. Physical size and layout of facility
3. Number of people using facility
4. Duties of staff members
5. Experience and competence of lifeguards
6. Water conditions (i.e., lake or river, pool or wave pool, splash pad)
7. Additional facilities (i.e., play features, slides, diving boards, etc.)

Each site manager will determine the minimum amount of lifeguards and/or designated park employees needed to operate their aquatic facilities. This information will be included in the site's standard operating procedures furnished to the District Manager each year. \* (Countrywide average is one lifeguard to every 25 to 35 patrons.)

Each aquatic facility should have one lifeguard designated as a head lifeguard or pool supervisor.

### B. Recruitment –

The park manager shall be responsible to begin recruitment of certified lifeguards as early as January of the operating year by contacting all agencies providing lifeguard training (i.e., the American Red Cross, the YMCA, the Boy Scouts of America, high schools and colleges and universities).

### C. Lifeguard Qualifications –

1. Minimum 16 years of age by the date of employment. \*(Candidates under the age of 18 may be asked to supply personal references attesting to maturity, judgment, reliability, and character.)
2. Male or Female
3. Hold current or valid American Red Cross, YMCA, or Boy Scouts of America Lifeguard Certification.
4. Hold a current or valid CPR card from the American Heart association, the American Red Cross, or the National Safety Council.
5. Hold a current or valid First Aid Certificate
6. Candidates with need for corrective vision shall be required to wear eyeglasses, no contact lenses while on duty.

D. Proficiencies –

Each lifeguard shall be required to demonstrate to the head lifeguard/pool supervisor or park manager on a periodic basis, proficiency in the following areas:

1. Dive to the deepest part of the aquatic area and recover a weighted object.
2. Demonstrate the correct use of a rescue tube to recover a victim (*active, passive & double drowning victims*)
3. Demonstrate the use of a safety pool hook (*Shepherd's Crook*) to pull an unconscious victim to the poolside.
4. Turning face-up a victim with a suspected neck or spinal injury
5. Removal of conscious or semi-conscious victim (*no suspected neck or spinal injuries*) from the water, unassisted.
6. Cardio-pulmonary resuscitation (CPR)
7. Safe entries (into the water) from elevated lifeguard stand, poolside, etc.

E. Lifeguard Duties -

1. The primary responsibility of lifeguards shall be the safety of pool clientele and maintaining a safe environment within the aquatic facility. Duties shall include:
  - a. Active & Alert supervision of all persons within the aquatic area/facility and aquatic assists or rescues when needed.
  - b. Preventing injuries by minimizing or eliminating hazardous situations or behaviors by:  
Enforcing all facility rules and regulations promptly, firmly, and politely.  
Daily inspection of aquatic facility(s) and equipment to detect hazards, remedial action, or immediate contact with appropriate park staff.
  - c. Regular water quality testing.
  - d. Informing other lifeguards and park staff when more help or equipment is needed.
  - e. Evacuating the facility during adverse weather or introduction of bodily fluids, notifying appropriate park personnel of closures, and re-opening facilities when danger has passed.
  - f. Recognizing and responding effectively in all emergencies activation and follow-through of the EAP, administering first aid and/or CPR.
2. The secondary responsibility of lifeguards shall **not** interfere with adequate supervision of patrons or their safety. Secondary duties shall include:
  - a. Cleaning restrooms to maintain acceptable State Park Standards and sanitary conditions.
  - b. Cleaning the aquatic area, including vacuuming pools, raking beaches, maintaining pool decks, managing lost and found items, etc.

F. Pool Supervisor/Head Lifeguard

1. Should be a second year lifeguard or an individual with demonstrated maturity and responsibility.
2. Primary duties shall include:
  - a. Opening and closing pool on a daily basis
  - b. Scheduling and performing maintenance of the aquatic facility/facilities
  - c. Insuring all state park standards for operation of aquatic facilities are met
  - d. Insuring the assigned lifeguard work schedule is adhered to
  - e. Contacting substitute lifeguards to fill vacancies
  - f. Notifying appropriate park personnel when the lifeguard/bather ratio is unacceptable
  - g. Monitoring water quality, administering chemicals to maintain acceptable water quality, and maintaining water chemistry reports
  - h. Regular inspections of facility and safety equipment
3. Secondary duties shall include:
  - a. Lifeguarding in the absence of a sufficient number of guards, and/or while other lifeguards are on break.
  - b. Planning and documenting OJT for all lifeguards, physical conditioning, practice of rescue skills, review of emergency action plan.

G. Uniform and Appearance

Aquatic facility staff is representative of the Louisiana Office of State Parks and shall report for work well groomed and neat in appearance. All aquatic facility staff shall wear hair tied back so it does not obscure vision in or out of the water. No jewelry shall be worn. Females shall wear a one-piece or two-piece lifeguard swimsuit only and males shall wear swim trunks. The uniform should be modest and should not display any graphics or emblems that are deemed unacceptable by the park manager. Louisiana Office of State Parks shall furnish each lifeguard a tank or T-shirt with lifeguard emblazoned on front and back, all lifeguards on guard duty must wear this shirt. Lifeguards shall furnish whistle, sunglasses, hat and deck shoes, when desired or when deemed appropriate by the aquatic environment.

H. Employment Manual and Written Work Schedule

1. An employee manual outlining lifeguard duties, standards of conduct, uniform policy, pool rules, the emergency action plan, and examples of all standard forms shall be issued to each lifeguard at the time of his/her employment. A written work schedule will be given to each guard as to the time to report to work, breaks, lunchtime, closing and quitting time. Site managers shall draw up the work schedule to meet their demands. The schedule should be flexible to accommodate unforeseen circumstances, such as abnormally large patron loads, absence of guards, etc.
2. Each lifeguard shall be required to sign a statement acknowledging their receipt of the employment manual and signifying their acceptance of the terms of employment. If the lifeguard is under the age of 18 at the time of employment, the parents or guardian shall also be required to undersign the document. (Exhibit C.)

IV. Aquatic Physical Plant and Chemical Treatment

A. Rescue and Safety Equipment –

The following minimum, equipment shall be furnished at every aquatic facility or guarded area, as applicable to each facility:

1. One (1) spine board, equipped with straps (*minimum of three sets of straps*), and head immobilizer
2. One (1) rescue tube with shoulder straps per lifeguard position or stand **Note:** Rescue tube shoulder strap should be of sufficient length to enable the lifeguard to make a rescue at the deepest portion of the aquatic facility
3. One (1) safety hook (shepherd's crook) with two 8-foot poles and connector
4. One (1) deluxe first aid kit w/CPR mask
5. One (1) hand held radio or other communication equipment
6. One (1) ring buoy and line w/cabinet
7. One (1) pair binoculars
8. One (1) air horn, megaphone, or public address system
9. One (1) sign designating pool rules and regulations

B. Water Treatment –

The following minimum equipment shall be furnished at every pool and water playground:

1. One (1) water test kit that tests at minimum free/total chlorine and pH
2. One (1) automatic chemical control system that tests at minimum ORP and pH
3. One (1) automatic chlorine feeder that uses tablets or liquid chlorine
4. One (1) automatic feed system that feeds CO<sub>2</sub> and/or muriatic acid

C. Physical Plant –

The following minimum equipment shall be furnished at every pool and water playground, as applicable to each facility:

1. One (1) properly sized water filtration system
2. One (1) pool vacuum cleaning system
3. One (1) leaf skimmer
4. One (1) wall brush
5. One (1) safety line to designate deep areas from shallow areas
6. One (1) lifeguard chair/stand with umbrella per lifeguard
7. One (1) respirator designated for chlorine and/or muriatic acid
8. One (1) vinyl apron
9. One (1) pair PVC gloves
10. One (1) safety goggles
11. One (1) pool cover (Every pool should be covered in the off-season by a correctly fitted and installed safety pool cover to prevent accidental drowning in the event of unauthorized entry to pool areas.)

D. Chemical Treatment –

Water quality is important to the safe operation of any aquatic facility, but it is vital to pool and splash pad operations. There are many aspects to water quality such as chemical balances, filtration, water level and bather load. If any of these are off, the pool will become cloudy and lifeguards will be unable to see the bottom of the pool. Worse than this, the water becomes unsanitary and unhealthy. Each pool supervisor/head lifeguard and/or park manager must become familiar with the procedures required to maintain the water quality at their aquatic facility.

1. Chemical Balances –

a. Manual Chemical Control System

1. Perform tests with appropriate reagents to determine water quality.
2. Add chemicals to adjust water to within acceptable ranges in the following order:

Alkalinity: 80-120 PPM (100 PPM ideal)  
Chlorine: 1.5-3.0 PPM (2.0 PPM ideal)  
pH 7.2-7.8 PPM (7.5 PPM ideal)  
Calcium Hardness 200-400 PPM (300 PPM ideal)  
Algaecide dosage per manufacturer's recommendations

3. A **minimum** of 1.5 PPM free available chlorine must be maintained at all times while in operation.
4. Pool should be "shocked" at least once per month. (Chlorine PPM over 5.0)
5. Every time fresh water (makeup water) is added to the pool the chemicals balance will change slightly. Water quality tests should be performed every two- (2) hours.
6. When water quality tests are performed they should be recorded to keep track of possible problems.

b. Automatic Chemical Control Systems

1. Perform tests with appropriate reagents to determine water quality.
2. Calibrate automatic chemical control system to manual test.
3. Insure automatic feed systems are feeding proper amounts of chemicals in order to adjust water to within acceptable ranges in the following order:  
Alkalinity: 80-120 PPM (100 PPM ideal)  
Chlorine: 1.5-3.0 PPM (2.0 PPM ideal)  
pH 7.2-7.8 PPM (7.5 PPM ideal)  
Calcium Hardness 200-400 PPM (300 PPM ideal)  
Algaecide dosage per manufacturer's recommendations
4. A **minimum** of 1.5 PPM free available chlorine must be maintained at all times while in operation.
5. Pool should be "shocked" at least once per month. (Chlorine PPM over 5.0)
6. Every time fresh water (makeup water) is added to the pool the chemicals balance will change slightly. Manual water quality tests should be performed every two- (2) hours and compared with the readout of the automatic chemical control system. Both readouts should be recorded in order to track potential problems.

2. Filtration system –

- a. Must be sized properly to the facility
- b. Must operate properly
- c. Filter media must be clean
- d. Backwash operation must operate properly
- e. System should have no leaks
- f. Strainer must be free of debris

3. Automatic pool fill –

- a. Must be operating properly
- b. If water is added manually, it should be done periodically during the day.

4. Pool Capacity -

Each aquatic facility should have the maximum swimmer load allowable. The following swimming pool formula is closest to mean in the country:

Surface Area (A squared) of shallow end divided by 15 plus surface area (feet squared) of deep end divided by 20 equals maximum bather load.

Splash pads have no exact formula for figuring occupancy; however surface area plus number of water features limit the number of patrons. Site managers should check with the manufacturer of their specific splash pad(s) for occupancy limits.

E. Winterizing –

Each pool, splash pad and enclosed beach area shall be winterized in the off-season. The procedures are as follows:

1. Pools/Splash pads -

- a. All ladders and ropes removed from interior of pool.
- b. Water chemicals balanced and pool shocked.
- c. Pool cover installed.
- d. Lifeguard chairs, pool furniture placed in storage.
- e. Water quality checked monthly and chemicals added if necessary.
- f. If no pool cover is available. It is suggested that the pool filtration equipment continue to circulate water and chemicals as needed, if there is no risk of falling debris clogging the filtration equipment.
- g. If no pool cover is available and there is a risk of falling debris clogging the filtration system, then a complete shut down is necessary. In this case the following is necessary:
  1. Shut down all filtration and chemical injection equipment.
  2. Drain all water from pumps and filter.
  3. Drain all chemicals from injection equipment
- h. Splash pads must be winterized as per manufacturer's recommendations.

V. Emergency Action Plan For Aquatic Facilities

A. Preparation of Emergency Action Plan (EAP) –

An emergency action plan (EAP) shall address all situations or occurrences, which may contribute to or result in an injury or loss of life in a natural or manmade aquatic environment. This may include, but is not limited to:

Poor water quality (*less than optimum clarity or chemical imbalance*)  
Improper behavior of guests and/or Lifeguards  
Accidents with injuries  
Water rescues by aquatic staff  
Natural disasters  
Adverse weather conditions, storms, etc.  
Abnormal visitor loads  
Aquatic or other animals peculiar to that environment  
Mechanical failure  
Lost swimmer  
Boating accident  
Fire  
Material Safety Data Sheets (*MSDS*)  
Introduction of bodily fluids

B. Elements of an EAP –

1. Written sequence of actions and designation of responsibility for action in each of the above-named situations and/or occurrences.
2. Procedures for activation of the EAP.
3. Communication between:



Aquatic area staff & emergency medical services  
Aquatic area staff & park supervisory personnel  
Park supervisory personnel & site manager  
Site manager & district manager and/or administrative office, if necessary

4. Coordination of emergency services personnel (*ambulance, first responders, etc.*)
5. Physical accesses to waterfronts and pool areas by emergency personnel (*ambulance*)
6. Statements for ready response to press inquiries
7. Incident reporting: Refer to the Louisiana Office of State Parks law enforcement policy for approved procedure.
8. Notification of victim's family, if necessary.

C. Training of Aquatic Staff in Emergency Action Plan –

1. Standing line of authority -
  - a. Provide each lifeguard with a written list of the names and civil service positions of the park staff listed in the Office of State Parks Standing Line of Authority (*PPM #55*) as is applicable to the individual park.
  - b. Provide face-to-face introductions of aquatic staff to park staff prior to pool opening. Identify the person(s) to whom aquatic staff should report problems with water quality, unsafe conditions in the physical aquatic environment, behavioral problems of park guests and/or other aquatic staff
  - c. Discuss the situations (*life & death*) in which they shall have the authority to circumvent the line of authority.

D. Water quality/pool safety –

1. Discuss lifeguard responsibilities for determining water quality sufficient to open aquatic area to the public. Lifeguards shall be given authority to prevent park guests from entering an aquatic environment that they feel has insufficient and therefore unsafe, water quality.
2. Discuss their responsibility to contact appropriate park personnel for corrective action.
3. Discuss rules for the particular facility or aquatic area.
4. Sample aquatic facility rules (*choose those applicable to the particular site*):
  - No glass containers
  - No horseplay or running
  - No electrical devices
  - No profanity
  - Swimmers must shower before swimming
  - One person on the diving board
  - One bounce on the diving board
  - No diving in shallow water
  - No pets
  - Appropriate swim attire only
  - No smoking
  - No boats allowed in swimming area
  - Keep off buoys
  - No wake zone
  - Approved Pfd's only
  - Proper Swimming Attire
  - PLEASE don't swim when you have diarrhea
  - PLEASE don't swallow the pool water
  - PLEASE practice good hygiene
5. Discuss pool capacity -

- a. The maximum number of swimmers allowed shall be posted visible to the public. Authority shall be given lifeguards to limit the number of swimmers to fewer than the maximum if deemed necessary to prevent accidents and maintain order.
  - b. Identify and discuss problem areas (*“blind spots”, diving boards, kiddie pools and play structures, pilings, undertows, etc.*) that are peculiar to that facility or environment.
6. Discuss responsibilities and procedures for entry of bodily fluids into the pool/splash pad. (Recreational Water Illnesses) –
- a. Any bodily fluid spilled (e.g., blood, vomit, feces) into the pool/ splash pad should never be ignored.
  - b. Evacuate the pool/ splash pad. Do not allow anyone to enter the contaminated pool/ splash pad until all decontamination procedures are complete and chlorine levels have returned to normal.
  - c. Wear disposable gloves to prevent contamination. Removal as much of the matter as possible with 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 disaffection). **VACUUMING MATTER FROM POOL IS NOT RECOMMENDED.**
  - d. Formed stool, blood and vomit –
    - 1. Raise chlorine to 2 PPM (if less than 2 PPM), and ensure pH is between 7.2 – 7.5. This chlorine concentration was selected to keep pool/ splash pad closure time to approximately 30 minutes.
    - 2. Maintain the chlorine concentration as 2.0 PPM, pH 7.2 – 7.5, for at least 25 minutes before reopening the pool/splash pad. Ensure that the filtration system is operating while the pool/ splash pad reaches and maintains the proper free chlorine concentration during the disinfection process.
    - 3. Establish an accident log. Document each bodily fluids accident by recording date and time of the event, note type of bodily fluid or formed stool and not the chlorine levels at the time or observation of the event. Before reopening the pool/ splash pad, record the pH, the procedures followed in response to the accident (including the process used to increase chlorine levels if necessary), and the contact time.
  - e. Diarrhea –
    - 1. Raise the free available chlorine concentration to 20 PPM and maintain the pH between 7.2 and 7.5. This chlorine and pH level should be sufficient to inactivate *Crptosporidium* and should be maintained for at least 8 hours, equivalent to a CT inactivation value of 9600.
    - 2. Ensure that the filtration system is operating while the pool reaches and maintains the proper free chlorine concentration during the disinfection process.
    - 3. Backwash the filter thoroughly after reaching the CT value (CT refers to concentration (C) of free available chlorine in PPM multiplied by time (T) in minutes).
    - 4. Swimmers may be allowed back into the pool after the required CT value ahs been achieved and the chlorine level has been returned to the normal operating range.
    - 5. Establish a fecal accident log. Document each bodily fluids accident by recording date and time of the event, note type of bodily fluid or formed stool and not the chlorine levels at the time or observation of the event. Before reopening the pool/ splash pad, record the pH, the procedures followed in response to the accident (including the process to increase chlorine levels if necessary), and

the contact time.

E. Preventative Life Guarding & Good Surveillance Procedures –

1. The head lifeguard or pool supervisor will designate each lifeguard's area of responsibility.
2. Lifeguards should know their area, whether assigned total coverage or zone coverage. Area of responsibility must be scanned thoroughly and repeatedly, paying particular attention to crowded areas, blind spots (*beneath the guard stand, play fountains, etc.*), and the bottom of the pool.
3. Know how distressed swimmers and drowning persons behave and treat every call for help as a serious one.
4. Maintain a guard rotation schedule to prevent fatigue and eye strain. While rotating, guards shall continue to scan their area of responsibility. The strap of the rescue tube shall be worn across the shoulder and chest at all times while on guard duty.

F. Discuss problem behavior deserving special attention by lifeguards –

1. Intoxicated patrons should be encouraged to stay out of the water.
2. Patrons who bounce, pushing off the bottom of the pool, may inadvertently enter a depth over their heads.
3. "Wall walking" (*tired or weak swimmers traveling from shallow water to deep water by holding onto the wall or overflow trough*) should be closely supervised.
4. Swimming underwater alongside the wall where a patron might be hit by someone who does not see him/her and jumps into the water.
5. Placing arms or legs through the rungs of ladders. No swimming should be allowed in the diving area. All divers must wait until the diver in the water has cleared the area in front of the board.

G. Emergency Action Plan (EAP) –

1. Provide each aquatic staff with a written emergency action plan. Discuss plan in detail.
2. Discuss varying staffing combinations and varying numbers of employees (*water & park staff*) who will be available on different days of the week.
3. Discuss what their responsibilities shall be in the event of an emergency.
4. Physical run-through of EAP prior to pool opening to the public.
5. Discuss personal safety in the event of water rescues, first-aid situations involving the possibility of blood-borne pathogens, civil unrest, etc.
6. Acquire the signature of each aquatic staff member on an acknowledgement form signifying they understand their responsibilities for safe aquatic facility operation and agree to abide by the plan.

H. First-Aid –

1. Test each aquatic staff member's knowledge and skills in each of the following areas.
  - Personal protective equipment (*PPE*)
  - Breathing and choking emergencies
  - Bleeding
  - Neck and spinal injuries
  - Breaks, sprains and strains
  - Abrasions
  - Sunburn
  - Insect stings/ animal bites/ allergic reactions
  - Seizures
  - Cardio-pulmonary resuscitation (*CPR*)

2. Provide each aquatic staff member with hands-on identification of all elements of first-aid kit.
3. Designate responsibility for checking contents of kit and restocking on a regular basis.
4. Provide a photocopy of form FA-1-86 State of Louisiana Office of Risk Management First-Aid Log, discuss and practice entering correct information on the form.
5. Provide a photocopy of form "Authorization for Medical Treatment" and discuss use.
6. Reinforce their responsibility as professional rescuers to continue rescue procedures until relieved by another trained rescuer or emergency medical personnel.
7. Rescue skills - Lifeguard candidates shall be required to demonstrate proficiency in certain water rescue and first-aid skills (*See Section III. Staffing*). Discuss requirements for on-the-job training and lifeguards' individual responsibilities for personal conditioning and emergency preparedness.

I. Training of Park Staff in Emergency Action Plan –

1. Every park employee should be trained in the emergency action plan. Each park employee should demonstrate understanding of his/her role(s) in the efficient execution of the plan.
2. Provide each park employee with a written emergency action plan. Discuss plan in detail.
3. Conduct a physical run-through of plan and contingency plan, communication procedures, etc.
4. Discuss what actions to take if they see a swimmer in distress: emphasize that they should never attempt to make a swimming rescue if not trained in lifesaving. However they can make reaching and throwing assists using improvised equipment such as sticks, brooms, clothing, picnic jugs or empty ice chests, milk carton, boat cushion, or their arms or legs. "Reach or throw, don't go" is a good training phrase to designate the types of assistance any individual can provide to a victim of an aquatic accident. Also, discuss parameters for wading assists, if deemed appropriate for aquatic environment(s).

J. Communications –

1. Designate to water and park staff where and what type of communication that is to be used in the event of an emergency.
2. Post the following emergency phone numbers at the phone location:
  - 911
  - Ambulance
  - Sheriff
  - Park Headquarters (and/or Fee Station)
  - Park Manager
  - Hospital
3. Provide Aquatic and Park Staff with a written list of facts that must be relayed to the emergency services personnel by telephone:
  - Caller's name and location
  - Number of victims
  - Nature of accident and injuries
  - Care being given to victim
4. Stress that the caller must stay on the telephone line and always be the last party to hang up the phone.
5. Design a back-up plan if the designated communication system is out-of-order. Suggestions are:

Provide an air horn, public address system, megaphone, hand-held radio, pay phone, etc., for the exclusive use of the aquatic staff to signal for back-up help.

6. Designate a park location (*preferably the park fee station or other facility, which should always be attended during hours of pool operation*) to which a lifeguard not involved in actual care of the victim should report the incident.



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ASSISTANT SECRETARY

Exhibit A

J-7  
3/03

GROUP CAMP SWIMMING POOL USE

I, \_\_\_\_\_, representing \_\_\_\_\_  
(Please Print Name) (Group)

have rented the swimming pool at \_\_\_\_\_ for the dates of  
(Park Name)  
\_\_\_\_\_ through \_\_\_\_\_.

I will keep all gates locked leading to the swimming pool, except during the time schedule established for use of the pool by my group. These times are from \_\_\_\_\_ A.M. through \_\_\_\_\_ P.M. The pool gate key/combination will be kept in my possession at all times to prevent unauthorized entry.

I will accept responsibility for the care of all emergency pool equipment issued by the management and will return each item in its original condition upon check-out.

I agree to report all incidents involving the swimming pool or related equipment.

\_\_\_\_\_  
(Responsible Group Representative) (Date)

\_\_\_\_\_  
(Park Representative) (Date)

**Exhibit B**

J-8  
9/06

**AQUATIC FACILITY PRE-SEASON/POST-SEASON EVALUATION**  
(as applicable)

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**FACILITY**

1. Pool Shell/Splash Pad –
  - ☐ Check for evidence of frost heave or freeze damage. Areas to check closely include gutters, coping, walls, expansion joints, light niches, inlets, the main drain, plaster integrity, tiles, and tile joints. Visible signs of damage include spalling, cracking or a change in elevation.
  - ☐ All vacuum ports must have secure, threaded covers.
  - ☐ Main drains and skimmer drains shall have secured drain covers with no exposed or sharp edges.
2. Pool Deck –
  - ☐ Check to see if the concrete slabs have shifted, exposing edges that will be trip hazards, and for cracks or areas that will hold water and dirt resulting in a hazardous surface.
3. Deck Equipment –
  - ☐ Elevated guard stands must have adequate load-bearing capacities, non-slip treads, and operable umbrellas, if furnished.
  - ☐ Ladders should be securely fastened in location, and have no rough edges or loose hardware.
4. Diving Boards, Slides, and Play Structures –
  - ☐ Check mounting bolts for integrity and corrosion and tighten.
  - ☐ Check for rust damages and paint integrity on metal surfaces.
  - ☐ Check area in front of the fulcrum on diving boards for hairline fractures.
5. Safety Equipment –
  - ☐ Rope with floats to separate shallow from deep end: Rope should be placed at least two feet on the shallow end of a drop-off into deep water.
  - ☐ Depth markings must be clearly marked on pool deck and at water level in pool.
  - ☐ Perimeter fencing is secure and all gates and doors have operable locks.
  - ☐ All required rescue equipment is in good condition.
  - ☐ Pool rules and maximum bather capacity is posted in a visible location.
  - ☐ First aid kit is complete.
  - ☐ Personal Protective Equipment (PPE)
  - ☐ Proper signage in place and legible.
6. Filtration System –
  - ☐ Inspect the motor and pump for any damage: the impeller should spin freely.
  - ☐ Gaskets, valves and gauges should be in good working order.
  - ☐ Inspect the filter tanks for integrity.
  - ☐ Check the supports for corrosion and visible rust for pinholes.
  - ☐ Filter medium should show no signs of channeling and should be free of hairballs and other debris. Filter medium should be chemically treated to break down accumulated oils.
  - ☐ Inspect the hair/lint basket.

7. Chemical Injection Systems –
  - ❑ Control unit must be tested for correct operation and field calibrated or shipped for repairs.
  - ❑ Probes should be replaced after two years use.
  - ❑ Chemical pumps, tubing, and injection ports should be tested and inspected for damages.
8. Support Areas –
  - ❑ Bathhouse walls, windows, ceilings, skylights, roofs, and doorjambs should be checked for vandalism or freeze damage.
  - ❑ Inspect floors for potential slippery surfaces and any sharp edges or objects.
  - ❑ Verify that all drain grating is securely fastened in place.
  - ❑ Inspect the fresh water plumbing system and make necessary repairs.
  - ❑ Inspect electrical panel and verify that all connections are secure and protective covers are in place.
  - ❑ Inspect for underwater obstructions. (Enclosed beach areas.)
9. Wave Generation Equipment –
  - ❑ Inspect air ducts, rams, valves, air lines, air hoses, flapper doors, filters, separators, and oilers for any cracks, leaks, loose fittings, etc.
  - ❑ Inspect air intakes for any cracks, loose fittings and proper operation of flapper doors.
  - ❑ Inspect air compressor for proper operation, leaks, cracks and loose fittings.
  - ❑ Inspect lifeguard chairs and computer for proper operation of emergency cutoff switches.
  - ❑ Inspect air vaults grates for tightness, cracks and loose fittings.
10. Status of Lifeguard Inquiries/Recruitment –
  - ❑ Contacts made with certifying agencies.
  - ❑ Applications being filled.



Exhibit C

J-9  
3/03

LIFEGUARD ACKNOWLEDGMENT FORM

I, \_\_\_\_\_, have read the \_\_\_\_\_  
State Park Employment Manual and fully understand the contents. I understand that in  
accepting this position of employment at \_\_\_\_\_ State Park. I am  
obligated to fulfill all necessary job requirements, explicit duties and follow job  
specifications as required by the Louisiana Office of State Parks and  
\_\_\_\_\_ State Park. In accepting this position, I understand my  
employment begins this day, \_\_\_\_\_ and may continue through Labor  
Day, September \_\_\_\_\_, 200\_\_\_\_\_, at which time my employment with this agency will be  
terminated. I understand my compliance with the policies and procedures within this manual  
are contingent upon my employment with \_\_\_\_\_ State Park.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian, if employee  
is under 18 years of age at time of employment

\_\_\_\_\_  
Date