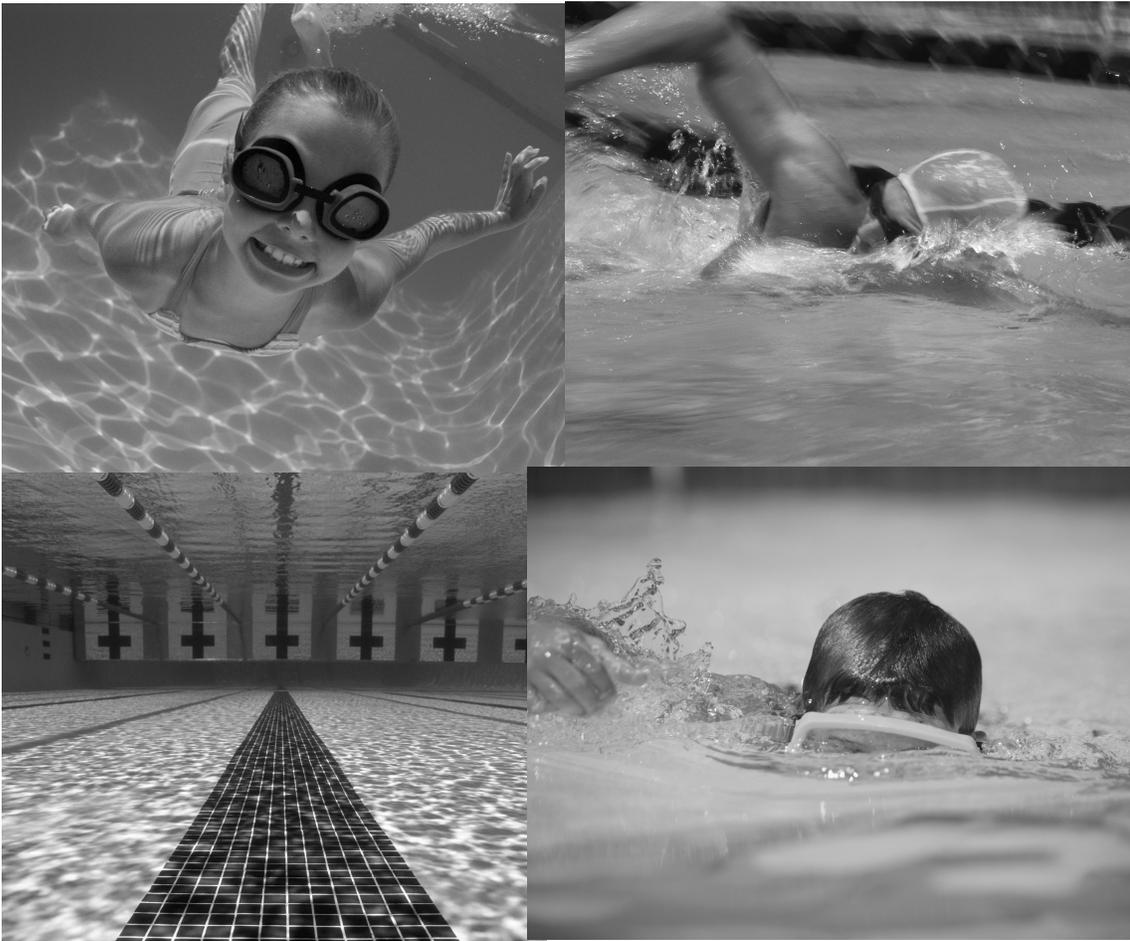


# Aquatic Facility Operations Manual



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## **INTRODUCTION**

Ramapo College of New Jersey is committed to providing a safe swimming facility for the use and enjoyment of faculty, staff, students, alumnus and outside rental organizations. This manual has been created to identify and define the operating requirements of the Aquatics Facility.

The state regulation covering our swimming pool is "New Jersey State Sanitary Code Chapter IX, Public Recreational Bathing (NJAC 8:26)." This code was re-adopted on March 10, 2004 with amendments added on April 5, 2004 and an expiration date of March 10, 2009.

The College maintains two Certified Pool Operators, one from the Athletic Department and the other from the Facilities Department to ensure compliance with applicable regulations.

# **EMERGENCY SITUATIONS WITH 1 LIFEGUARD**

## ***EMERGENCY CALL # 1: Minor Injury***

One lifeguard facility/minor injury in this situation. A minor injury is defined as a small (0-2 inches/low blood flow) laceration, abrasion, puncture, etc.

### **STEPS**

1. Lifeguard will access the situation.
2. Clear pool immediately with three whistle blasts.
3. Victim is contacted for care to be provided.
4. Facility supervisor is notified and recruited for assistance.
5. Care is provided using the on deck first aid kit.
6. If a spill on deck occurs, contact housekeeping.
7. Medical director is notified for support.
8. Equipment returned to appropriate area.
9. Lifeguard(s) returns to duty.

## ***EMERGENCY CALL # 2: Major Injury***

One lifeguard facility/major injury in this situation. A major injury is defined as a large (2 inches or more/high blood flow) laceration, abrasion, puncture, avulsion, etc.

### **STEPS**

- a. Lifeguard will assess the situation, perform proper rescue and clear the pool.
- b. Victim is contacted for care to be provided.
- c. Security is contacted. Security will notify EMS and Facility supervisor.
- d. Situation is assessed by both and care is provided.

- e. Spill is cleaned up. If necessary, housekeeping is called.
- f. Equipment returned to respective area.
- g. Lifeguard(s) returns to duty.

### ***EMERGENCY CALL # 3: Hazardous Body Fluid Spill***

One lifeguard facility/hazardous body fluid spill in this situation. A blood spill is defined as any visible spill on the pool deck or locker room area.

#### **STEPS**

- a. Lifeguard will access the situation.
- b. Area is identified and blocked off and contained.
- c. Facility supervisor is notified and recruited for assistance.
- d. Lifeguard sends for spill kit - housekeeping called.
- e. Spill is contained with use of on deck kit.
- f. In the case of large spills, medical director/facility supervisor is notified and in turn, they will contact housekeeping.
- g. Spill area is cleaned up and refuse is discarded appropriately in Biohazard containers.
- h. Equipment is returned to respective area.
- i. Lifeguard(s) returns to duty.

### ***EMERGENCY CALL # 4: Medical Emergency***

One lifeguard facility/medical emergency in this situation. A major injury that is considered to be a medical emergency is defined as all other emergencies that are previously not stated; i.e. unconsciousness; head/neck/spine injury; severe bleeding; obstructed airway, etc.

#### **STEPS**

- a. Lifeguard will assess the situation.

- b. Victim is contacted for care to be provided.
- c. Security is notified. Security will notify EMS and Facility supervisor.
- d. Pool will be cleared and all participants removed from pool deck.
- e. Witness interviewed, and reports made.
- f. Care is maintained, until secondary help arrives and all pertinent information is provided to them.
- g. Family/relatives contacted and informed of the situation.
- h. Equipment/scene checked and cleaned and returned to respective area.
- i. Lifeguard(s) returns to duty.
- j. Facility supervisor is notified and pool is re-opened.

## **EMERGENCY SITUATIONS WITH 2 LIFEGUARDS**

### ***EMERGENCY CALL 1: Minor injury***

Two lifeguards facility/minor injuries in this situation. A minor injury is defined as a small (0-2 inches/low blood flow) laceration, abrasion, puncture, etc.

#### **STEPS**

1. Lifeguard will assess the situation.
2. Second lifeguard will provide back-up.
3. Victim is contacted for care to be provided.
4. Facility Supervisor is notified for support.
5. Care is provided using the on deck first aid kit.
6. If a spill on deck occurs, please notify Facility Supervisor.
7. Equipment returned to appropriate area.
8. Lifeguard(s) returns to duty.

## ***EMERGENCY CALL 2: Major injury***

Two lifeguards facility/major injury in this situation. A major injury is defined as a large (2 inches or more/high blood flow) laceration, abrasion, puncture, avulsion, etc.

### **STEPS**

- a. First lifeguard will assess the situation.
- b. Second lifeguard will provide back up and call Security.
- c. Security will notify EMS and Facility Supervisor.
- d. Situation is assessed by all parties and care is provided.
- e. If a spill on deck occurs, please notify Facility Supervisor.
- f. Victim is removed from pool and placed in the care of EMS, who will take further action as required.
- g. Equipment returned to respective area.
- h. Lifeguards return to duty.

## ***EMERGENCY CALL 3: Hazardous body fluid spill***

Two lifeguard facility/hazardous body fluid spill. In this situation, a blood spill is defined as any visible spill on the pool deck or locker room area.

### **STEPS**

- a. The first lifeguard will assess the situation.
- b. Second lifeguard will provide back-up.
- c. Victim is contacted for care to be provided.
- d. Facility Supervisor is notified for support.
- e. EMS/Security is notified by emergency phone on deck.

- f. Situation is assessed by all parties and care provided.
- g. If spill on deck occurs, please notify Facility Supervisor.
- h. Victim is removed from pool and placed in the care of EMS, who will take further action as required.
- i. Equipment returned to respective area.
- j. Lifeguards return to duty.

### ***EMERGENCY CALL 4: Medical Emergency***

Two guard facility/medical emergencies in this situation. A major injury is defined as all other emergencies that are not previously addressed; i.e. unconsciousness; head/neck/spine injury; severe bleeding; obstructed airway, etc.

#### **STEPS**

- a. First lifeguard will assess the situation.
- b. Second lifeguard will provide back up and call Security.
- c. Victim is contacted for care to be provided.
- d. Security will notify EMS and Facility supervisor.
- e. Pool will be cleared and all participants removed from the pool deck.
- f. Witnesses interviewed, and reports made.
- g. Care is maintained until secondary help arrives and all pertinent information is provided to them.
- h. Family/relatives contacted and informed of the situation.
- i. Equipment/scene checked and cleaned and returned to respective area.
- j. Facility Supervisor is notified and pool is re-opened.

# EMPLOYMENT REQUIREMENTS

Lifeguards who are employed at Ramapo College of New Jersey will need:

- Life Training (ARC, Boy Scouts of America, and other nationally recognized organization)
- Community First Aid & Safety (ARC)
- Professional CPR (ARC) or Heart Association
- Blood borne Pathogen Training

All lifeguards will be required to regularly demonstrate swimming proficiency in order to maintain their employment at the college. It is the responsibility of the lifeguards to maintain their swimming ability and skills. **Lifeguards may not swim while on duty!** All applicants must have on file copies of all certifications, completed employment application (Cahill Center), and any other documents requested by the Human Resource Department.

All lifeguards must keep their credentials and certifications current. Lifeguards will be evaluated and retained based on the following:

1. skill and knowledge (current certification and other aquatic skills)
2. attitude
3. cooperation
4. conformance with standards, rules, and regulations
5. participation at in-house training sessions
6. promptness, dependability and response to situations
7. record-keeping skills
8. attendance

**Lifeguards must be punctual!** When reporting for work it will be important that you alert the Facility Supervisor immediately or someone located in the athletic department.

Time sheets are due every two weeks and will be approved by your immediate supervisor. You will be responsible for insuring accuracy and timely submittal of these sheets.

# **LIFEGUARD RESPONSIBILITIES**

## **A. FACILITY OPERATION-OPENING/CLOSING PROCEDURES**

Upon your arrival the facility should already be opened and supervisor personnel should be on duty. Please refer to Supervisor board located on the pool deck. All lifeguards should arrive 15 minutes before scheduled pool opening.

When lifeguards come on duty they should:

Contact the supervisor on duty

Test the pool water with the appropriate pool test kit and make log entries accordingly

Make sure all lights are on including the locker rooms.

Make sure entrance doors are unlocked

### **PERFORM FACILITY & EQUIPMENT SAFETY CHECK**

Make sure all safety equipment is in its proper place, i.e. reaching poles are accessible around the pool, and ring buoy lines are free

If the deck gets extremely wet please use squeegee to dry it

## **A. CHECK-IN**

All bathers entering the pool area will show proper identification (I.D., Friends of Ramapo I.D., UPS I.D., or Alumni I.D.). Do not allow patrons to leave money or personal belongings with you. All patrons will sign in/out of our pool log.

## **A. SWIMMING PROFICIENCY**

We may ask patrons to demonstrate their swimming proficiency before allowing them into deep water. Our test is: swim one lap using any stroke and then tread water for (2) minutes.

## **A. RENTAL GROUPS**

When a rental group is using the facility, the lifeguard's job is one of overall supervision to insure that safe procedures are carried out. If you notice that the group is not following established guidelines or college policy, please alert the moderator of that group. If they do not comply, notify the facility supervisor immediately.

## **A. OPEN RECREATION**

Your responsibilities are to ensure that there is ample space for lap swimmers, yet at the same time, allowing "bathers" ample space in either one or two lanes so that they may enjoy our facility. Your discretion is of tremendous importance here. You must be an active and attentive manager.

## **A. AQUATIC CLASSES**

When on duty during classes, lifeguards are expected to perform only lifeguard duties. Although faculty may ask you to assist with class functions, remember you are not an instructor. Students are not permitted in the water unless the class instructor is present in the pool area.

## **A. ATTIRE**

While on duty, guards are expected to wear their college issued lifeguard shirts and bathing suits. It is imperative that administrative staff and patrons are aware of who you are by wearing this apparel. Each lifeguard will have a whistle, rescue tube and pocket mask with them at all times.

# **CERTIFIED POOL OPERATOR (CPO) RESPONSIBILITIES**

Ramapo College of New Jersey maintains two CPOs. One CPO is from the Athletics Department and the other from the Facilities Department. Their responsibilities are listed below.

## ***A CPO from the Athletics Department***

The items listed below are the responsibilities of the Athletics Department designated CPO.

- Coordinate and drain pool as necessary.
- Access pool filters room (as needed.)
- Ensure drains secure in pool daily.
- Supervise guards and make sure that they:
  - Wear distinguished apparel.
  - Maintain current certifications.
  - Carry proper equipment (whistles, etc.).
  - Maintain appropriate number of guards on duty.
  - Enforce shower before enter pool area (bathers).
  - Test Water Quality and maintain log book.
  - Develop/maintain written aquatics plan.
  - Maintain first aid kit, blood spill kit.
  - Review use by outside groups (adherence to code requirements and contracts).
  - Compile and send reports to NJDHSS if necessary (drowning, unconscious person.)
  - Communicate w/facilities CPO.

## ***A. CPO from the Facilities Department***

The items listed below are the responsibilities of the Facilities Department designated CPO.

- Coordinate and drain pool as necessary.
- Access pools filter room as needed.
- Test water quality.

- Maintain water quality. (Add chemicals.)
- Maintain pumps, drains, and lines.
- Troubleshoot mechanical /plumbing problems.
- Communicate with the Athletics' Department CPO.

## **OTHER RULES AND REGULATIONS**

### **GENERAL GUIDELINES:**

Please acquaint yourself with the following guidelines:

Swimming is allowed only when the lifeguard is on duty.

Proper swimming attire is required (no cutoffs etc.).

- Horseplay such as running, splashing, shoving, or dunking is not allowed.
- Swimming is allowed only in designated areas.
- Absolutely no food or beverage is allowed in the pool area.
  - Follow the schedule for different activities (such as lane swimming, free swims, and diving).
- Diving is allowed only in designated areas.
- Glass containers are not allowed in the facility.
- Throwing objects, such as balls, is not allowed.
- Alcohol and other drugs are not allowed.
- Profanity, improper behavior, and intoxication are not allowed.
- Bicycles are not allowed in the facility.
- Changing clothes is allowed only in the locker rooms.
- Diving or jumping from the side of the pool into the diving area is not allowed.
- Instructions by the lifeguards must be obeyed.
- You must set the examples.
  - Your job is to understand and reinforce all facility rules and regulations. You should watch for other unsafe practices that are not easily stated as rules, such as the following:

- "Wall Walking" weak swimmers traveling from shallow water to deep water by holding onto the wall or overflow trough.
- Non-swimmers bouncing from shallow water toward deeper water.
- Swimming under water alongside the wall (where a patron might be hit by someone who does not see him or her jumping into the water).
- Placing legs or arms through the rungs of ladders.

## **B. RECORD-KEEPING AND REPORTING**

Lifeguards are expected to report attendance of all patrons using the facility during open swim. Patrons must sign in/out of the attendance logbook. Make a note of any accidents that occur. There is an accident report located at the back of the attendance logbook. Please notify your immediate supervisor of any reports that have been written. If you are out of first aid supplies, please notify one of the facility supervisors immediately. Please do not expect the next lifeguard on duty to report any problems you might have come across.

## **C. CLOSING PROCEDURES**

When you close, check the pool to insure that there are no bathers left, put all safety equipment back in its appropriate place, and close all exit/entrance doors to the facility. Make sure you let the facility supervisor know of your departure. If he/she is not available please let an administrator of the facility aware of your departure from the pool.

## **D. TELEPHONES**

The red telephone located on the wall closest to the women's entrance to the pool is for **internal communication** throughout the campus. In case of an emergency please refer to the emergency phone list located directly above the phone. Please do not use this phone for personal calls due to the importance of your attention at all times on swimming patrons.

## **E. COLLEGE EMERGENCIES**

In the event of an emergency and evacuation of the building is required, please direct all individuals to gather towels and exit at the nearest exit area in the pool. Please assist any individuals with special needs and direct individuals to report to the closest building not affected by the emergency. Please advise individuals not to go into the locker rooms unless they are safe and then only gather clothes and leave to another building to change. Please **view attached diagram** in appendix for the exits from pool area. Do not leave area until all individuals are out.

## **F. REPORTING OF ACCIDENTS/EMERGENCIES**

Lifeguards are expected to report any accidents that occur in the aquatic facility. The **Accident Report forms** are located in the back of the pool sign in book. All reports must be filed with the Certified Pool Operator or Athletic Facility Supervisor **immediately**. All head, neck, spinal cord injuries and any injury which renders a person unconscious must be reported to the Certified Pool Operator or Athletic Facility Supervisor **immediately** following the incident. All Fatal Injuries should also be reported immediately. The local Health Department must be notified of the above mentioned before 24 hours has elapsed. It is imperative that all lifeguards hand over accident reports in a timely manner in order to follow proper procedure.

Responding to **FECAL ACCIDENT** the lifeguard should immediately direct everyone to exit the pool. Contact the **Facility Supervisor** once the pool is cleared. The lifeguard should remain in the pool area, preventing anyone from entering the water. Facility Supervisor will notify the **Certified Pool Operator**. No one will be allowed to enter the pool until decontamination procedures are completed and acceptable water quality standards are met.

## **G. FIRST AID SUPPLIES**

A first aid kit is mounted on the pool wall next to the water fountains. It is a white box with green markings. These supplies must be kept current and in order. If you use any first aid supplies, you must complete a **First Aid Supply Request Form**. After completion of this form, forward it to the Certified Pool Operator or Athletic Facility Supervisor for restock of items. The kit must be replenished within 24 hours.

## **A. POOL MAINTENANCE**

### Chemical Water Quality Standards

The lifeguard will monitor the quality of the pool water upon their arrival and at two-hour intervals each day that the pool is operational. The result of each water quality analysis will be recorded on the **Pool Test Log**. The pool test log shall report the time and date of each of these results of each test and the initials of person (lifeguard/CPO) performing the tests.

# ACCEPTABLE WATER QUALITY STANDARDS

## New Jersey State Recreational Bathing Code

<u>Parameter</u>	<u>Minimum</u>	<u>Ideal Max.</u>	<u>Indoor Pools</u>
PH	7.2	7.4-7.6	7.8
Free Chlorine ppm	1.0	1.0-1.5	3.0
Combined Chlorine	none	none	0.2**
Bromine	2.0	2.0-4.0	4.0

### Combined Bromine PRESENCE DESIRABLE

**\*\* REMEDIAL ACTION REQUIRED AT THESE LEVELS.**

If the required standards or ranges are exceeded, or fall below-required levels, let the Athletic Facility Supervisor or Certified Pool Operator know **immediately**. If one of the above cannot be reached and the situation is clearly unsafe, **CLOSE THE POOL**.

## OUTSIDE RENTAL REQUIREMENTS

It is expected that all requirements contained in this Manual will be adhered to organizations renting the facility. A Security Camera is located in the room and records daily use. The videotapes are periodically inspected for compliance. A form letter will be sent to any rental group not adhering to the requirements of this Manual and/or the Recreational Bathing Code. A copy of this form letter can be found in the Appendix.

Under no circumstances may the Aquatics Facility be utilized without a credentialed lifeguard. If a Ramapo College employee lifeguard is scheduled to guard and does not show then the Supervisor on duty must be notified. The swim must (1) be cancelled or (2) a lifeguard meeting the criteria outlined in this document supervise the activity.

## **APPENDIX**

### ***Non-Compliance Letter***



Date: \_\_\_\_\_

Dear \_\_\_\_\_:

**Organization:**

\_\_\_\_\_

As the Certified Pool Operator, it is my duty to ensure that users of the pool comply with all the rules and regulations outlined in the Ramapo College Aquatics Facility Operations Manual and/or have been discussed in meetings conducted with group users.

On \_\_\_\_\_, I observed that your group was not in compliance in that your group failed to comply with the regulation concerning  
\_\_\_\_\_  
\_\_\_\_\_.

I specifically observed  
\_\_\_\_\_  
\_\_\_\_\_.

If corrections are not made immediately, you may be banned from using the pool until such time as compliance has been re-established. Your contract can be voided if a pattern of non-compliance with the rules and regulations persists and financial penalties can be applied to your organization for individual violations.

The College wishes to maintain a cooperative and friendly relationship with all those who use our facilities but we must also be certain that all College rules, as well as local, State, and Federal laws and regulations are followed. We ask you to assist us in maintaining pool safety as a true partner.

Please communicate directly with me if you have any concerns or questions. I may be reached by e-mail at [pbartolo@ramapo.edu](mailto:pbartolo@ramapo.edu) or by phone at 201-684-7111.

Thank you.

Sincerely,

Philip J. Bartolotto, Coordinator of Athletics  
Certified Pool Operator

CC: V.P. for Administration and Finance  
V.P. for Student Affairs  
Office of Events and Conferences