

Welcome To the Aquatics Team

At Coppin State University

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At Coppin Aquatics, we consider our aquatics staff a safety team. As a unit we protect the safety of our patrons by preventing and responding to emergencies. When interviewing potential employees, we look for people who demonstrate the following qualities: leadership, time management, self-direction, assertiveness, team concept, and a strong work ethic. Because our lifeguards possess these qualities in addition to their lifeguarding skills, our patrons can enjoy our facility. We invite you to be part of the team, practice lifeguarding skills, and work through challenges that may arise.

Our aquatic program schedule has been designed to meet both the needs of our patrons and the increased demand on our facility by teams, clubs, special events and other organizations. Each year we host the Baltimore City High School Swimming Championships and multiple Coppin Swimming and Water polo meets. In addition to recreational swim and Coppin swim team and water polo practices, the pool is also used for activities such as intramural water basketball and polo, swim lessons, kayaking roll sessions, and club swim. The strong relationship between the people who use our pool and our lifeguards' dedication helped develop our current schedule. These programs grow

throughout the year due to the contributions of time, energy, and a commitment to hard work from our staff.

As Aquatics Professionals, we are dedicated to deliver standard of care for our patrons that we can be proud of.

We believe this is achieved through:

1. Staff Development: retraining and upgrading existing aquatics staff to current standards.
2. Staff Evaluation: written evaluation and corrective feedback to keep the staff's performance at a superior level.
3. Program Evaluation: evaluation of existing programs to ensure that we meet the safety standard.

This manual is current as of summer 2008 Semester. Because our lifeguard guidelines and procedures are based on American Red Cross Lifeguarding procedures and common situations that arise at the Coppin pool, the manual is continually a work in progress. It will be changed or modified as necessary at any time.

The Coppin State University Lifeguard Job Description

- Maintain current Lifeguarding, First Aid and CPR for the Professional Rescuer through a Coppin State University approved program that meets or exceeds national standards.
- Continually meet performance standards set by Coppin aquatics facility.
- Follow employment guidelines and procedures contained in the current staff manual.
- Maintain a positive and professional attitude.
- Be willing to perform additional non-lifeguarding assigned duties.
- Be willing to volunteer for additional shifts as necessary.
- Know and enforces all rules and procedures proactively

Staff Guidelines

The primary job of the lifeguard is to ensure patron safety. To facilitate this process, we require that the lifeguards rotate and use the Five-Minute Scanning Strategy.

Lifeguards rotate every 15 minutes in a counterclockwise fashion, starting with the racing pool, then the dive well, and finally the opposite side of the race pool.

The Five-Minute Scanning Strategy is a scanning method developed in part by Dr. Tom Griggiths, ED.D. Its purpose is to combat boredom and promote alertness while lifeguarding. The Five-Minute Scanning Strategy requires that lifeguards change their positions around the pool deck, their postures and their scanning patterns every five minutes of each 15 minute rotation. It also requires that lifeguards sweep the bottom of the pool and count the patrons in their coverage area every five minutes.

Since our main objective is patron safety, another duty of the lifeguards is to enforce the pool rules, which are posted on the pool deck. Lifeguards should never use force when dealing with patrons who will not follow their instructions or the pool rules, or are otherwise being difficult. Lifeguards should establish good relationships with their co-workers and with the patrons. The ability to give orders tactfully is very useful.

In addition to enforcing general pool rules, lifeguards must also ensure that patrons follow our rules specific to the lap lanes and the dive well.

Lap lanes are for lap swimming only. The entire race pool and lanes one through four is always reserved for lap swimming. During recreation swimming times, the lap lane between lanes five and six in the instructional pool is removed. This space is used for water aerobics classes, playing and any other non-lap swimming activities. Patrons are not permitted to swim across lap lanes unless they are entering or exiting the pool. Furthermore, patrons must circle swim when sharing lanes and may not use the starting blocks.

The dive well is used for physical therapy and overflow lap swimming. Children are not permitted to swim the dive well.

While we are excellent at meeting our goal of patron safety, occasionally emergencies do occur. All of the emergencies that lifeguards encounter at the Aquatic facility are water rescues, medical emergencies or a combination of the two. Therefore, the Aquatic Facility is equipped with the following emergency and first aid equipment:

First Aid Kits: located at each lifeguard station contain non-latex gloves a pocket mask, gauze pads, rolled gauze, athletic tape, a towel, a pencil and a SAMPLE prompt card.

Rescue tubes: stored at the middle lifeguard stand, worn by lifeguards when on duty.

Spinal Backboard: stored on the wall next to the main entrance of the facility and to the right of the middle lifeguard stand.

AED: located on the wall between the swim team coaches offices.

Emergency phone: located on the wall above the AED between the swim team coaches offices.

Lifeguard must complete paperwork whenever they handle emergencies. Accident report forms (green) must be completed when an emergency medical procedure is performed or a rescue is initiated.

Lifeguards who work opening and closing shifts have duties in addition to promoting patron safety.

Opening duties are performed before swimming is permitted. They include unlocking the main pool entrance gate, locker room doors, removing any trash and lost and found items on the pool deck, ensuring that all emergency equipment is in working order removing the pool vacuum, and generally straightening the pool deck. Upon completion of these duties, the opening checklist must be completed.

Closing duties are performed after the pool is cleared. They include locking the main pool

entrance gate, locker room doors, removing any trash and lost and found items from the pool deck, generally straightening the pool deck, and dropping the pool vacuum. Upon completion of these duties, the closing checklist must be completed.

While keeping our patrons safe is the primary goal and duty of our lifeguards, they also must perform additional duties and follow general employment procedures unrelated to actual lifeguarding. The procedures section explains our policies and regulation regarding issues such as uniforms, deck behavior for lifeguards, time sheets and signing in, finding substitutes, sick days, disciplinary action, and facility cleaning and maintenance. Lifeguards are expected to perform maintenance and cleaning duties under the direction of the Pool Operator or Head Lifeguard. Cleaning at the Aquatic facility includes but not limited to, garbage cans and the pool storage area.

In order to maintain a professional appearance, lifeguards must be in full uniform and conduct themselves appropriately when on duty. The full uniform consists of a blackCoppin Lifeguard swimsuit (females only), a greyCoppin Lifeguard t-shirt, blackCoppin lifeguard shorts, a whistle, and a name tag. Proper conduct includes following the five-Minute Scanning Strategy, rotating quickly and promptly, wearing a rescue tube properly, sitting only in the chairs of the lifeguard stations, maintaining order and discipline in the coverage area, and assisting patrons with special needs providing surveillance is not compromised.

Lifeguards must be in uniform, on the pool deck, and ready to work when their shifts begin. Changing into uniform, filling water bottles, storing food, signing in on the time sheet, and any other preparation must be done before their shifts begin.

The lifeguard time card is located at the Equipment Issue area of the O'Connor Recreation Center. Lifeguards must record all hours worked on this card in order to get paid.

With the exception of water in plastic bottles, lifeguards should not eat or drink while on

duty. Lifeguards may not leave the pool unsupervised for any reason, including using the bathroom.

Lifeguards may talk amongst themselves only when the following conditions are met: they are responsible for the same coverage area, they are wearing their rescue tubes properly, the dive well is empty, no children are swimming, at least one lifeguard is standing, and both lifeguards are following the five-Minute Scanning Strategy. Lifeguards may not talk near the middle lifeguard stand at any time.

Lifeguards are responsible for finding their own substitutes if they cannot cover their shifts. Substitutions are obtained by using the Sublistonline.com web site.

We do not expect lifeguards to work if they feel that they are too ill to do so. While they do not have to find substitutes when they are sick, lifeguards must inform the Aquatics Director of the situation at 410-516-4452 at least two hours before their shift begins. They must also give the Aquatics Director a doctor's excuse within three business days of their absence.

Lifeguards receive appointments on a semester basis. They should plan to hold their positions for each semester unless health reasons prohibit or the Aquatics deem their work unsatisfactory.

Lifeguards receive three warnings before dismissal. A major safety or rescue violation or refusal to help a patron in need of care can and will result in immediate dismissal.

Staff Procedures

Rotation

Lifeguards rotate every 15 minutes. However, they may agree to make the time longer. Lifeguards must rotate quickly with minimal talking. See the pool diagrams in the appendix to facilitate visualizing the rotation patterns,

MD State Lifeguard minimum requirements

Desk Attendant position

Lifeguards will now be staffing our pool deck desk. This will serve as a break from patron surveillance, and provide lifeguards with an opportunity to become better acquainted with our patrons. Acting as a desk attendant is a secondary duty for lifeguards. Pool surveillance and patron safety is never to be compromised. Lifeguards at the desk should surveil when needed.

When stationed at the desk, staff should be greeting each and every patron as they enter the pool. Staff should not be engaged in distracting activities at the desk. Light reading is acceptable and appropriate at times, but staff members should never be so engrossed by what they are doing that they ignore patrons.

Rotation with Three lifeguards

When three lifeguards are on duty, the desk attendant position moves to the dive well, watches both race and dive well and relieves the dive well guard. That guard moves to the far side of the race pool and relieves the race pool guard who then moves to the desk.

Rotation with Two lifeguards Surveillance

When two lifeguards are on duty, one lifeguard watches both the race and the dive well from the middle guard stand. The other lifeguard oversees the desk. To rotate, the lifeguard move to the opposition position by walking directly past each other simultaneously at the middle lifeguard stand. The lifeguard must watch the pool until the rotation is completed.

When One Lifeguard in on duty

When one lifeguard is working, he/she must remain on the deck area and doing surveillance from the middle guard stand in front of the desk. If the lifeguard must leave the pool deck during his/her shift, he/she should ensure that the pool is cleared first and then ensure that the Building Manager is watching the pool in his/her absence.

Breaks

Because the shifts are short, usually not stressful, lifeguards do not receive scheduled

breaks at our aquatics facility. The guard working as the desk attendant provides a break in surveillance duties. In the event of an "emergency" break is necessary, another staff member may briefly take over patron surveillance. Pool surveillance should never be compromised.

Scanning and The Five-Minute Scanning Strategy

Lifeguarding challenges are not common because most of our patrons are in good physical condition for swimming and are educated with respect to swimming. As a result lifeguarding can quickly become boring and tedious. To combat this, promote lifeguard alertness, and those meet our goal of patron safety, we require that all of our lifeguards use the Five-Minute scanning Strategy, which was developed by Virgil Chambers, Tom Griggiths, ED.D, and Don Steel, Ph.D. Lifeguards are required to use this strategy at Coppin Aquatic facility.

The Five-Minute Scan

The Five-Minute Scan is required of all JHU lifeguards. This system is comprised of the following order of visual sweeps, which are repeated every five minutes.

1. First Pool Sweep: First, thoroughly sweep the bottom of the pool for the unexpected, making appropriate rescue if needed.
2. Second Pool Sweep: generally assists the ability of the swimmers on the surface.
3. Third Pool Sweep: Group the swimmers into quadrants.
4. Fourth Pool Sweep: Momentarily center on a focal person within each quadrant.
5. Each Successive Pool Sweep: Change focal persons.

Lifeguards must scan the bottom of the pool in addition to the surface throughout the Five-Minutes Scan.

After Five Minutes:

Count the swimmers in the pool, check high-risk patrons and hazardous places, change posture, mentally rehearse a rescue and visually check with the other lifeguards. Afterwards, pick a different scanning pattern and repeat steps one through four for the next five minutes.

Keys to the Five-Minute Scanning Strategy
Change the four P's every five minutes:

1. **Posture Change:** Lifeguards must noticeably change their postures every five minutes. Most lifeguards stand, sit and stroll (walk) each for five minutes of a 15 minute rotation. Strolling is the highly preferable posture, following by standing, and then by sitting. *Lifeguards may not sit for more than five consecutive minutes.*
2. **Position Change:** Lifeguards must move to a different location around the pool while remaining inside the blue line.
3. **Pattern Change:** Lifeguard must change their scanning patterns (i.e., pattern that the lifeguards' eyes follow to momentarily focus and assess each swimmer in their coverage areas).
4. **Patron Count:** lifeguards must count the patrons in their coverage areas.

This required "check and change" every five minutes will actually make the shifts seem to go faster by stimulating the sympathetic nervous system and opening the "attention gates" in the cerebral cortex.

Pool Rules for Patrons

The following rules are posted on the pool deck and exist to keep our patrons safe by anticipating emergencies and preventing them from happening. Lifeguards have the authority to make these rules stricter if they feel it is necessary.

Note: pool area = the actual pool and the pool deck

- Swimming and diving are allowed only in designated areas.
- Prolonged underwater breath-holding or swimming is prohibited.

- Diving in water less than six feet and in indicated" no Diving' areas is prohibited.
1. All patrons must obey the lifeguards
 2. Patrons are allowed in the pool area only when a lifeguard is present
 3. Swimmers must shower before entering the pool.
 4. Conduct that may endanger the welfare and/or comfort of other patrons is prohibited. This includes, but is not limited to, running, pushing, horseplay, chicken fights, wrestling, ball playing, flipping from the edge or the pool into the water, and consuming or being under the influence of alcohol or other drugs.
 5. Small children and children using flotation devices must always be within an arm's reach of a responsible adult.
 6. Items prohibited on the pool deck include, but are not limited to, food, gum, glass (jars, bottles, glasses, etc.), animals (except seeing eye dogs), bicycles, skateboards, and skates.
 7. Patrons may use pull buoys and kickboards from the equipment closet. They must be returned to the equipment closet after use.
 8. Emergency equipment may only be used by trained aquatic staff.
 9. Patrons may not tamper with equipment in the pool area. This includes, but is not limited to, the lifeguard stations, pace clocks, automatic judging and timing system, and other swim equipment.
 10. Pool telephones are for emergency use only.

Lap Lane Procedures

Lap and Circle Swimming Etiquette

Campus Recreation tries to provide as much opportunity for recreation swimming as possible; still, space is limited. During crowded times, circle swimming is recommended. Here are some tips and suggestions to make the most of the space available

1. When entering the water, be sure to ease into a crowded lane.
 2. Swimmers of similar speed should swim in the same lane
 - a. Observe the pool for a few minutes to be sure you are picking the correct lane. Generally, outside lanes are the slower lanes. Middle lanes are for faster swimmers.
 3. Stay to the right in the lane, just like when you drive on the road
 4. To Pass other swimmers:

Tap the other swimmer in front of you on the foot to signify that your plan to pass. The wall is the best place to pass.

If you do pass mid-lane, only pass between flags and pass to the inside of middle.
 5. When you need to rest:
 - a. When resting, stay to the right of the lane and avoid the other swimmers in the lane.
 - b. Avoid stopping in the middle of the lane.
 6. Working your way into a lane:
 - a. Up to eight people can fit in a lane when proper etiquette is followed.
 - b. Try to be diplomatic if making a suggestion to another swimmer.
 - c. Try to accept suggestions gracefully.
 - d. Lifeguards only intercede when there appears to be a safety concern or a situation can't be solved between swimmers
- b. The only exception to this rule is supervised diving from the starting blocks by competitive swim team coaches.
 2. Diving from the starting blocks:
 - a. The starting blocks are used only under the supervision of a competitive swim team coach.
 - b. The starting blocks are not to be used for recreational use
 - c. The starting blocks should be closed by placing an orange cone on each block during all activities except swim team practices.

Emergency Action Plan Procedures

All emergencies are water rescues, medical emergencies, or some combination of the two. Lifeguards are required to know and execute these procedures if they are necessary. In addition, lifeguards must complete paperwork whenever emergencies occur.

The general response to an emergency is as follows:

1. Recognize the emergency.
2. Activate the Emergency Action Plan. If the emergency is a water rescue, the primary lifeguard blows the appropriated whistle and enters the pool appropriately.
3. Once the victim is extricated from the water or if the emergency occurs on land, the primary lifeguard performs the primary survey and gives care as necessary. If available, the secondary lifeguard assists giving care under the supervision of the primary lifeguard.
4. The primary lifeguard ensures that EMS is called if necessary. Notify the Aquatics Director immediately if the emergency is a spinal injury or a life threat.
5. the primary lifeguard performs the secondary survey and gives care as necessary. If available the secondary

Dive Well Procedures

About 90% of serious diving accidents occur in water that is less than five feet deep.

1. Diving from the side of the pool:
 - a. Diving is not allowed from the side of the pool in water less than 5 feet deep.

- lifeguard assists giving care under the supervision of the primary lifeguard.
6. Give care until the EMS arrives and directs the lifeguards(s) to leave or continue with care. If EMS was not called, release the patient after care is complete. Make sure paperwork is complete.

Lifeguards must remain calm and professional and keep the patient(s) clam during rescues and emergencies.

Emergency Action Plan Activation

Whistle Signaling Procedures

Lifeguards use the following whistle signal to communicate with each other and with patrons during emergencies or potentially dangerous situations.

One Short Blast: get the attention of a swimmer

Two Short Blast: get the attention of a lifeguard

Three Short Blasts: emergency distress signal given by a lifeguard who left his/her post to enter the water for a rescue.

One Long Blast: clear the pool (ex. For a head/neck injury, thunder and/or lightning.

Air Horn: we also have an air horn on the pool deck to clear the pool. This is more effective than a whistle.

EMS Activation Procedures

To call an ambulance or the police, lifeguards can either dial (6-7777) or 911. Strongly prefer that 6-7777 is used because the response time is faster than dialing 911. This is because 6-7777 goes to the dispatches at Levering hall. However staff should not hesitate to call 911 if they need the police or an ambulance and cannot remember 6-7777. The AED box and deck phone are located between both of the coaches offices. The AED will automatically reach the campus security and local EMS and activates the local alarm when the door is opened. This should be used only when additional and immediate help is needed.

The following information should be collected before calling 6-7777 or 911: what happen to cause the emergency, how many victims were involved, the nature of the injuries and approximate ages of the victims. When speaking with the dispatcher, lifeguards should verify at which building entrance an O'Connor Recreation employee will meet the EMS.

Water Rescue Procedures

1. Primary rescuer blows the appropriate whistle signals as described herein the manual.
2. Primary rescuer enters the water,
3. If a third lifeguard is on duty:

Secondary rescuer alerts the third lifeguard,

Secondary rescuer has the third lifeguard cover the pools.

Secondary rescuer either activates CEO or has the third lifeguard activate CEO before covering the pools.

Clear all pools.

EMS activation: Ensure that EMS was called at 6-7777.

Operator of pool is alerted that there is an emergency situation.

Secondary rescuer gets a first aid kit from a lifeguard stand and assists the primary rescuer.

If a third lifeguard is not on duty:

Secondary rescuer activates CEO.

Secondary rescuer assists the primary rescuer only after CEO has been activated.

NOTE: The role of secondary and third are pre assigned based on their lifeguard stands. Be familiar with the role of each lifeguard station.

If a lifeguard is assigned the role of desk attendant, that lifeguard is to be used for emergency roles. The desk attendant lifeguard may be the "third" lifeguard, or may be close enough to provide immediate back up for the primary. As in all EAP's Staff members must be flexible in their roles.

BUILDING EMERGENCIES PROTOCOL:

FIRE:

When the fire alarm sounds:

- The lifeguard is expected to clear all swimmers from both pools immediately:
- If the weather is cold and fire is not imminent, have them go into the O'Connor Recreation Center gym.
- If the weather is cold and fire is imminent, usher patrons into the O'Connor Recreation Center gym
- If the weather is warm, swimmers must leave the building through the nearest fire exit as quickly as possible (fire exit doors are designated by an EXIT sign)
- The lifeguard must instruct the swimmers not to re-enter the pool until the lifeguard specifically tells them that aquatic activities can resume.
- Under no circumstances can swimmers return to the locker rooms until the Baltimore City Fire Department approves re-entry into the facility.
- The lifeguard should instruct all spectators (non-swimmers) including those at the swim meets to leave the building through the nearest fire exit as quickly as possible; fire exits would be the normal points unless that area is involved in the fire. If that is the case, then they should exit through the double door on the ground floor to the White Athletic Center.
- The lifeguard should close and secure all the doors in the periphery of the pool areas; these doors include:

a. All entrances to the spectator area

The double interior doors in the pool
The double door on the ground floor of
the WAC

The men's entrances to the pool

The women's entrance to the pool

The main entrance to the pool

As soon as all swimmers are out of the water, all spectators are out of the pool area and the pool doors are secured, then the lifeguard should go to the Front desk of the O'Connor Recreation Center:

Wait their to meet JHU Security, Baltimore City Fire Department and/or O'Connor Facilities personnel; tell them that you are a lifeguard and that there are patrons on the pool deck or that the pool are is clear

- After their investigation of the fire location, they will either tell you that :
- There is actually a fire and that you need to clear the pool area immediately; return to the pool to instruct everyone to leave the building if they have not already done so there is no fire, return to the pool to let patrons resume
- a fire extinguisher is located in the Pool Office
- Never fight a fire if it has left its source of origin, you unsure of the type of extinguisher you are using, or you lack a safe way to escape should your efforts fail.

Complete an Incident Report Form (Completion of Reports)

Electrical Failure:

If the electricity goes out, the pool must be closed if; The phone is not working

There is insufficient natural light to see the bottom of the pool and all corners

If the phone is working and the natural light is sufficient to see the bottom of the pool and all corners, the aquatic activity may continue.

Contact the Aquatic Director immediately

Complete an Incident report form (Completion of Reports)

Telephone Failure:

- If the telephone is out of service, the pool must be closed; if the telephone is not working, then there is no quick way of contacting EMS in an emergency
- Contact the Aquatic Director immediately.
- Aquatic activity may be resumed when the telephone is operative
- Complete an incident Report form

Obtrusive Behavior:

- In the event of a fight, vandalism, drug abuse, etc. that is out of your ability to control call JHU Security
- Contact the Aquatic Director and/or Head lifeguard immediately.
- Complete an incident Report form

Liquid Chlorine Spill:

- In the event of a liquid chlorine spill, call CSU Public Safety
- Contact the Aquatic Director and/or Head Lifeguard Evacuate the pool area immediately through the double door leading to the O'Connor Recreation Center
- Eliminate potential sources of ignition such as the lights
- Secure the pool area to prevent others from entering
- Meet security personnel at the Main Pool Entrance

Complete an Incident Report form

Pool Contamination

- Fecal Accident - Close the pool for 24 hours, add disinfectant to area
- Lighting/Thunder - Clean the pool area, have patron seek shelter immediately; Remain out of pool for 30 minutes after last sighting or noise

Medical Emergency Procedures

Lifeguards should assist ambulatory patients that can be moved (ex. No head and/or neck

injury) to the Equipment Room for patient privacy. They must clear the pools if two lifeguards are necessary to give care (ex. CPR, serve bleeding). The pools may remain open if only one lifeguard is needed at the staff's discretion. Lifeguards must remain calm and professional and keep their patient(s) calm while providing the necessary first aid skills until EMS arrives and takes over. Lifeguards should send two people (another lifeguard, a desk attendant or a patron, etc.) to the entrance that EMS will use to hold doors open and guide the EMS to the patient. One person should remain at the door until the patient or the EMS leaves the building.

Lifeguards must ask the patient appropriate questions and document everything that you and the patient say and do. To help facilitate this, each first aid kit contains SAMPLE prompt cards that list all of the information that lifeguards must obtain from the patient. They must obtain the patient's name, age, and answers to the SAMPLE questions.

SAMPLE Questions

Signs and Symptoms: What you observed is wrong and what the patient tells you; DO NOT diagnose.

Allergies: allergies that the patient has including , but not limited to medication, food, vitamins, and supplements.

Medications: Medication that the patient took recently, including daily medication, over-the-counter medication, supplements, vitamins, minerals and herbs.

Past Medical History: Medical problems that the patient had before the emergency

Last Oral Intake: The last food and/or drink that the patient consumed.

Events Leading to the Accident: what happened up to and including their emergency.

Procedure for Dealing with Difficult Patrons

Patrons who refuse to following lifeguard instructions or commit a serious offense should be referred to the Pool Operator (of the Building Manager at the O'Connor Recreation Center) If the case is required campus police assistance, call them immediately at 6-7777. Always obtain the names and addresses of difficult patrons to report to the Aquatics Director. NEVER USE

FORCE WHEN DEALING WITH DIFFICULT PATRONS.

Emergency Paperwork Procedures

Lifeguards are required to complete paperwork whenever they are involved in any kind of rescuer or emergency. Anytime a lifeguard touches a patient (ex. To apply a band-aid) constitutes an emergency and therefore requires the completion of paperwork. For a medical emergency or a water rescue, complete the yellow incident form located in the Pool Box. . Anytime an ambulance is called, the debriefing form should be completed.

These forms are described below. See your appendix for example of each.

Accident Report Forms

Accident Report forms are usually printed on the yellow paper. They must be completed whenever a lifeguard touches a patient to give first aid. This includes first aid that does not require EMS, such as a small scrape requiring a band-aid or an ice pack. However, if a patron asks a lifeguard for a band-aid or an ice pack and the lifeguard gives the patron what the patron requested without touching the patron, the lifeguard does not need to complete an Accident Report Form. In this case, the lifeguard should still ask if she may be of assistance required making patient contact. If the patient refuses an ambulance, the lifeguard must write a statement expressing the refusal and have the patient sign it. Lifeguards must sign, date, and draw a line across the width of the paper at the end of their reports.

Debriefing Form

In an Ambulance was called for an emergency, the involved lifeguards MUST complete a debriefing form . This form allows the aquatics director or the lifeguard coordinator to schedule a staff debriefing in a timely and efficient manner.

Opening and Closing Procedures.

Lifeguards who work opening and closing shifts have more duties than just lifeguarding. Opening duties must be completed before the scheduled opening time and closing duties must

be completed before the Pool is locked for the night.

Opening Procedures

1. Scan the bottom of the pools for any unusual objects or debris.
2. Remove trash from the pool area and put it in one of the many garbage cans around the pool deck.
3. Put objects left on the pool deck in their appropriate locations: kick boards and pull buoys go in the equipment storage area to the left of the Men's Locker room pool door, and lost and found items go in the lost and found bin in the ER.
4. Ensure that all emergency equipment in the correct location: The spinal board are present and that the straps and head immobilizers on the spinal backboards are fastened so that the straps are tight across the back with the excess rolled underneath the buckle and the head blocks are secured with the forehead strap (ensure that the straps are in good repair).
5. Ensure that all the starting blocks are covered.
6. The first lifeguard arriving for an opening shift is responsible for completing the Opening Report.

Closing Procedures

1. Clear the pool. Politely inform any patrons still swimming that it is closing time 15 minutes prior to closing time.
2. Scan the bottom of the pool for any unusual objects or debris.
3. remove trash from the pool area and put it in the garbage can on the pool deck.
4. Put objects left on the pool deck in their appropriate locations: Kickboards and pull buoys go in the storage bins and lost-and-found items go to the Lost-and-Found in the Equipment Room.
5. Ensure that all emergency equipment is in the correct location: the spinal backboard is in the appropriate location and that the straps and head

- immobilizer on the spinal backboard is fastened so that the straps are tight across the back with the excess rolled underneath the buckle and the head blocks are secured with the forehead strap (ensure that the straps are in good repair), and that the first aid kit is stocked.
6. Ensure that all the starting blocks are covered.

Uniform Procedures

Lifeguards must be in uniform when on duty. The uniform consists of a white JHU Lifeguard t-shirt, royal blue JHU shorts, and whistle and a name tag.

While we do not require a specific type of footwear, we suggest that lifeguards wear easily-removable sandals such as flip-flops.

Some lifeguards find the pool deck cool during the winter months. Therefore, lifeguard may wear white long sleeved t-shirts under their uniform t-shirt. In addition, lifeguards may wear blue warm-up (thin nylon material) pants over their uniform shorts.

General Deck Behavior Procedures for Lifeguards

1. Lifeguards may not talk amongst themselves while on duty. The exception to this is when one pool is empty and no maintenance tasks need to be completed. In that case, the lifeguard may move to the occupied pool and talk. At least one lifeguard must be standing and both lifeguards must be wearing rescue tubes properly while following the Five-Minute Scanning Strategy.
2. Lifeguards must stand, sit and stroll between the blue line and the water's edge of the pool they are guarding.
3. lifeguards may only sit on the lifeguard stand. Sitting anywhere else, including but not limited to tables, deck chairs, pillars, and the deck is not permitted.
4. Lifeguards may not eat or drink or have food or drink on the deck while on duty. The exception to this is water in plastic bottles.

5. Lifeguards may not leave the pool deck for any reason while on duty. This includes, but is not limited to, adjusting the radio.
6. Lifeguards must constantly look for blind spots in the pool such as corners, ladder areas, the water's edge, along the wall, and the bottom of the pool.

Special Events Behavior and Rotation

During the special events and swim meets we have here, the lifeguards must be aware that they are on display and are representing JHU. Even though the chance of an emergency may seem lower, lifeguards are still needed and must be ready to respond at all times. A different rotation may be established. The Aquatic Director will explain the rotation to the first shift. Typically, for warm ups 2 lifeguards will watch each pool, guarding from opposite sides. Start the rotation from least busy pool. During the event, 1 lifeguard is stationed at each pool, and one at the dive well. This guard will start the rotation, and is the immediate backup for guards providing surveillance at the pools. To provide this emergency back up coverage, the guard at the dive well must maintain visual contact with the other lifeguards at all times, positioning him/her properly to ensure this.

Time Sheets and Signing In

The lifeguard time cards are located in the deck in the equipment room. Lifeguards must punch their time card at the beginning and at the end of each shift. Also, these time sheets must be signed, lifeguard who do not do so will not get paid for their work and will have a missed shift recorded on their files.

Substitutions

We subscribe to "Sub List Online", which is an online system enabling electronic substitutions form completion. Upon hiring, an account will be created for each employee. With an account, the lifeguard will need to log on to <http://www.sublistonline.com> and list a shift that will need to be covered, or take someone else's shift. Once the shift is taken, the holder of the permanent shift will receive an email confirmation.

Until a shift is covered, it remains the responsibility of the original lifeguard. Merely sending an email or posting the shift online does not excuse the original lifeguard from their responsibility. Additional means to find coverage includes: using the phone list to call all employees on the staff, making not on the shift during work and in-services, and agreeing to trade shifts with other guards. Failure to cover a shift will be considered a missed shift. Once a shift has been covered, it is now the responsibility of the substitute to report for work or otherwise cover this shift.

Sick Day Procedures

Unless an agreement is reached between each individual lifeguard and the Director, the following procedure will excuse lifeguards from that day's shift only. Life guards are responsible for finding substitutions on subsequent days.

We do not expect lifeguards to work when they are sick. Lifeguards working must notify the Director at 410-516-4452 at least two hours before the beginning of the shift. Lifeguards do not need an excuse for their first sick day per semester. However, a written doctor's excuse must be turned into the Director within three business days of the sick day for any other sick days during the semester after the first sick day.

Reappointment, Disciplinary, and Dismissal Procedures

Reappointment Procedures

Appointment to a lifeguard position is on a semester basis. Reappointment each semester is based on performance. Lifeguards should plan to retain their position each semester unless health reasons prohibit it or the Aquatics Director deems the lifeguards' work unsatisfactory. If personal problems arise and the lifeguards feel it best to stop working, lifeguards should speak with the Aquatics Director before terminating their positions.

Disciplinary and Dismissal Procedures

Lifeguards may receive three warnings (any combination of verbal and written warnings) per semester before dismissal. One warning is removed from the lifeguard's record per

semester. Lifeguards will receive warnings for major and minor infractions. Major infractions include, but not limited to, failure to report for work, poor attitude, and repeated minor infractions. Minor infractions include, but not are not limited to, not following the Five-minutes Scanning Strategy, talking while on duty, sitting somewhere besides a lifeguard stand, not wearing the completed uniform, and being outside the blue line. Lifeguards can and will be dismissed immediately (without warning) for a major safety and/or rescue violation. Examples of this are not assisting a swimmer in need, improper rescue, and improper first aid.

Contact the Aquatics Director if you have any questions regarding the Disciplinary and Dismissal Procedures.

Blood Borne Pathogens

Blood borne pathogens are germs that exist in the blood and other body fluids. They can cause disease in humans such as HIV and hepatitis. Some of the most common forms of pathogens are viruses, bacteria, fungi, protozoa, rickettsia, and parasitic worms. The following four components must be present for disease contractions:

1. A pathogen must be present.
2. sufficient pathogen is present to cause disease.
3. The victim is susceptible to the pathogen.
4. The pathogen enters the body.

Due to the nature of work of the lifeguards, this manual focuses mainly on the fourth component. Lifeguards must develop prevention work habits to avoid putting themselves at risk for contraction blood borne pathogens. There are four ways in which a pathogen can enter the body:

1. Direct Contact: touching someone's body fluids such as blood.
2. Indirect Contact: touching something that was in contact with body fluids such as vomit.
3. Airborne: breathing the air from an infected source such as cough or sneeze.

4. Vector Borne: the body's skin is pierced by an infected object (vector) such as bee, other insect, or rabid animal.

The first step in prevention is obtaining the required immunizations. Recommended immunizations include DPT (diphtheria, pertussis, tetanus), polio, hepatitis, MMR (measles, mumps, rubella), and influenza. OSHA requires that the hepatitis B vaccine is available to all employees who may be exposed to body fluids. The Red Cross's lifeguard manual strongly suggests that lifeguards obtain a hepatitis B vaccine.

Every time lifeguards provide care they should follow universal precautions to avoid contracting a blood borne pathogen. These practices included, but not limited to the following:

Personal Hygiene: Lifeguards should thoroughly wash their hands after providing care, after using the restroom, and before eating, drinking and touching their mouths, noses, and eyes.

Personal Protective Equipment (PPE): equipment, such as gloves, shoes, and pocket mask, that helps keep lifeguards from direct contact with infected material.

Work Practices: behaviors that reduce or eliminate exposure to blood borne pathogens, such as using PPE.

Equipment Cleaning and Disinfecting: Lifeguards must clean and disinfect all equipment they used while giving care. Before doing this, lifeguards must handle infected material carefully. Soiled clothing or towels must be placed in marked plastic bags for disposal and/or washing. When disinfecting soiled equipment, isolate the infected area, remove and dispose of any organic materials on floors, counter tops, or any place that was in contact with body fluids with a soap solution and a towel, disinfect the area and/or equipment with a bleach solution (1/4 cup of bleach per gallon of water, let it stand for 10 minutes or until dry), and rinse. Remember to wear gloves while doing this.

An exposure occurs when blood or other potentially hazardous bodily fluid come in contact with a mucous membrane, or non intact skin. Non intact skin can include recent cuts, abrasions, hangnails, active acne, or "razor burn".

If an exposure occurs, the employee must document it immediately. The Aquatics Director will complete a form as soon as possible. The employee should call Occupational Health. Employees will most often be directed to go to the Occupational Health at Wyman Park. This is the building across from Mason Hall. Some treatments are most effective if started within a few hours of exposure. Notify the Aquatics Coordinator as soon as possible but don't delay treatment if he is not available.

Critical Incident Stress

Due to the nature of the position, a lifeguard may be involved in an incident that affects him negatively after the incident. This is called Critical Incident Stress. Some examples of how critical incident stress manifest itself is poor sleep, change in eating habits, loss or gain of weight, and the affected person may constantly dwell on the incident. Incidents that may lead to critical incident stress include:

1. A particularly difficult rescue or resuscitation effort.
2. death or suicide of a coworker or friend.

If a lifeguard experiences critical incident stress, it is important that she acts quickly to seek help. Help may be reached by contacting JHU's Health Center. This number will arrange counseling sessions, and a Critical Incident Stress Debriefing (CISD).

VERIFICATION AND SIGNATURE

By signing and dating this sheet I verify that I have read the Lifeguard Staff Manual (Fall 2008) and understand the information contained therein.

Name (print): _____

Name (sign): _____ Date: _____

Return this Sheet to the Aquatics Director upon completion.