

*Las
Positas
College*

*Aquatics Center
Emergency Action Plan*



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Emergency Action Plan Contact List



(from pool office, you can dial extensions only i.e. x1690)

Campus Safety

925.424.1690 (non-emergency)

925.424.1699 (emergency)

Dyan Miller

Division Dean/Athletic Director

925.424.1275

Jason Craighead

Aquatics Coach/Manager

925.424.1253

Mary Hargiss

Administrative Assistant

925.424.1274

Carolyn Smutny

Staff Assistant

925.424.1290

Bill Eddy

Physical Education/Athletic Assistant

925.424.1282

PJ Johnson

Physical Education/Athletic Assistant

925.424.1291



Welcome Letter

Welcome to our staff. We hope you find working with us enjoyable and rewarding. This manual provides faculty/lifeguards/pool rentals and staff a source of information about procedures, responsibilities and duties at the Las Positas Aquatics Center. All faculty/lifeguards/pool rentals and staff are responsible to familiarize themselves with the information made available in this manual. This manual may be upgraded and/or modified whenever needed.

Each of you has been chosen depending on your special talents and experiences to be part of the LPC team. As an employee of the Aquatics program you will be faced with many new challenges. Your actions and behaviors influence the image of the district and all it represents.

Most of all you will be helping guide people in an aquatic atmosphere. Your role will be to provide a healthy and safe environment for all students/guests who share our facility and add to the continued success of our programs.

Las Positas College expects good customer service from all faculty/staff and lifeguards. We strive to provide our students/guests with excellent instruction/customer service and **YOU** are part of that. Customer service is a commitment to give your best to every person who walks onto the pool deck.

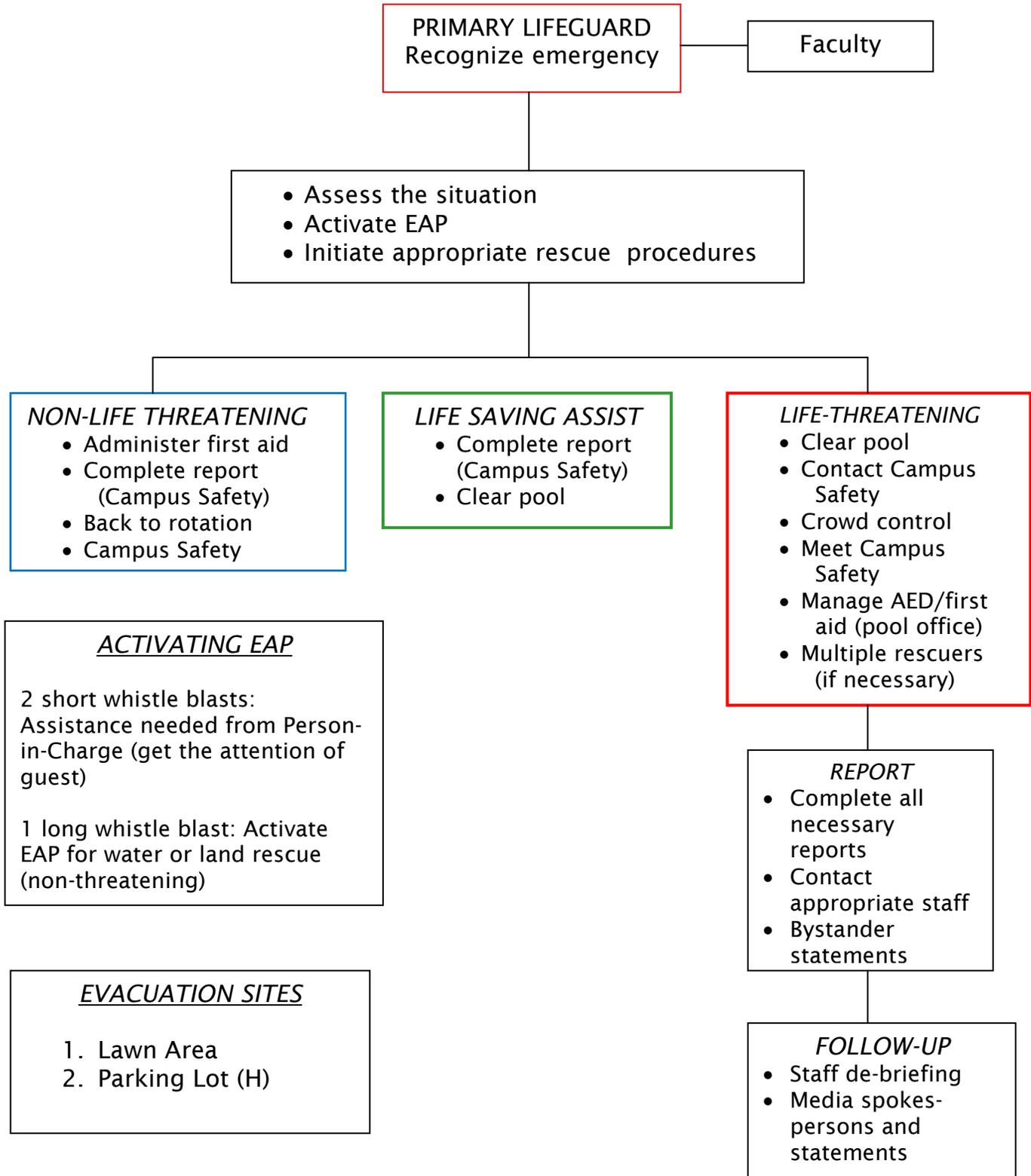
The need to give up-to-date information and answer questions about our many classes makes all of our jobs quite challenging. Our job of preventing aquatic emergencies cannot be accomplished alone; it requires a great amount of teamwork. You will be working in a collegial atmosphere, remembering that every one of us has a critical role to play on this team. We all take great pride in our status and continually work hard to improve. Together, we can accomplish great things.

Once again, welcome to the Aquatics Center.

“Read it, know it, and practice it”

Emergency Action Plan

Life and Non-Life Threatening Rescues



Emergency Action Plan (EAP)

In case of emergency:

1. Hit call box button on the emergency tower. If no response, use a land line phone from pool office to call x1699.
2. If that fails, dial 8-911. "Activate EAP" and "Check that EMS has been dispatched" if the situation indicates to call 911. Employees shall **never use cellular phones to dial x1690 (Campus Safety) or x1699 (campus emergency number)**.
 - ◆ Campus Safety and/or the Person-in-Charge (PIC) shall determine the need for a facility evacuation and will direct appropriate staff to certain duties.
 - ◆ All communication shall be verbal face-to-face or by walkie-talkies.
 - ◆ Campus Safety and/or the Person-in-Charge shall determine when it is appropriate to re-enter the facility after an evacuation.



Non-Life Threatening

These include minor scrapes, bruises, cuts, complaint of illness incidents.

- ◆ Assists with minor injuries occurring outside the pool on the deck.
- ◆ Other instructors/guards at the pool cover rescuer's surveillance area.
- ◆ The rescuer takes the victim to the pool office for first aid treatment and documentation if appropriate.
- ◆ Minor blood spills call Campus Safety.
- ◆ The rescuer provides first aid completes an incident report with the victim and campus security and then forwards it to the Dean of Physical Education/Athletics/Health & Wellness. If the victim is a minor, the minor's parent or guardian shall be notified.

Life-Threatening/Water Rescues

Life-Threatening emergencies/water rescues: These involve head, neck, and back injuries, diving accidents, dislocations, bone fractures, profuse bleeding, cardiac or breathing emergencies, and unconscious or passive/submerged victims.



- ◆ The lifeguard blows one long whistle, performs the rescue. An instructor/faculty member responds to the call and acts as a secondary rescuer.
- ◆ The Person-in-Charge (PIC)/faculty requests security to respond to the incident to relieve the rescuer's position, assist in the rescue; provide crowd control, and other tasks.
- ◆ The instructor will contact campus security who will dispatch **Emergency Medical Services Dispatch by calling 8-911** to report the nature of the accident and direct them to the closest access gate to the victim's location. The victim(s) will **NOT** be moved out of the area until EMS arrives. If EMS transports the victim out of the Aquatics Center, the name and number of the emergency facility the victim is being taken to need to be included in the accident report.
- ◆ Contact an Administrator:
 - Dyan Miller* - 925.424.1275
Dean of PE/Athletics

 - Sean Prather* - 925.424.1649
Head of Campus Safety

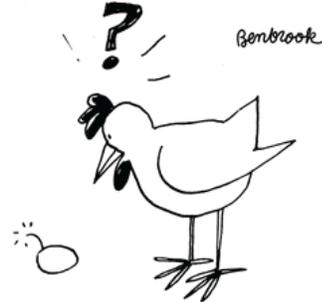
 - Jan Noble* - 925.424.1103
Interim, Vice President
- ◆ **Evacuate the pool.** Instructor/PIC will use the bullhorn to advise individuals to exit pool to lawn area or parking lot H.
- ◆ The PIC determines when the pool can be reopened.
- ◆ As soon as possible, the rescuer and other involved employees shall complete an accident/incident report and shall provide it to the PIC. If the victim is a minor, the minor's parents/guardians shall be notified.
- ◆ All media inquiries will be directed to the Dean or Rich Butler. *They are the only persons permitted to make media statements.*

Aquatics Center *Evacuation* Standards

Although a very rare occurrence, a situation might arise that requires the entire Aquatics Center to be immediately evacuated.

1. The Center **will** be evacuated in the event of:

- ◆ Fire, or fire alarm
- ◆ Suspicious package or letter,
- ◆ Bomb threat,
- ◆ Hostage incident,
- ◆ Biological threats,
- ◆ Gas leak.



2. The Center **may** be evacuated in the event of:

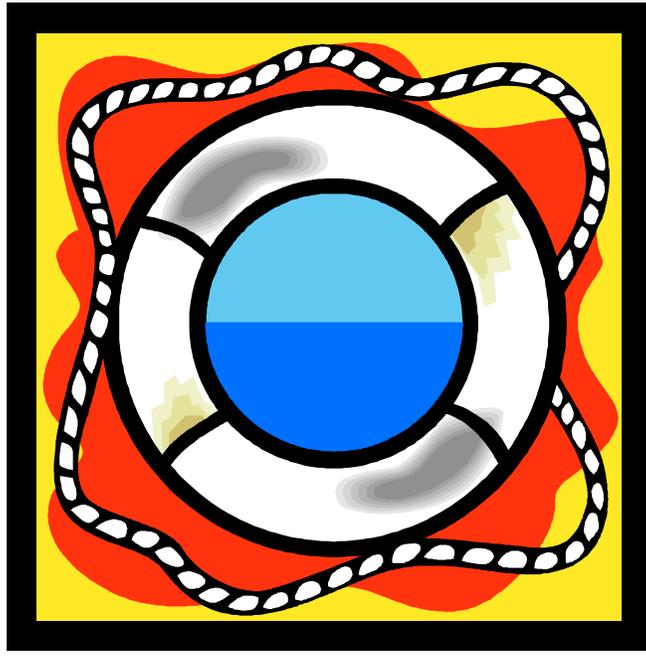
- ◆ Chemical release,
- ◆ Significant earthquake,
- ◆ Power outage,
- ◆ Flooding,
- ◆ Odor complaints,
- ◆ Noise complaints,
- ◆ Workplace violence,
- ◆ Civil disturbance involving the Aquatics Center,
- ◆ Terrorist threat or actions involving the Aquatics Center,
- ◆ Any event that may lead to undue injury to any individual within the facility,
- ◆ Inclement weather.

3. Evacuations can be initiated through any one or more of the following:

- ◆ Voice command,
- ◆ Installed fire and smoke alarm system,
- ◆ By any Dean, Aquatics Manager, Campus Safety, or Faculty, and
- ◆ Any other unforeseen circumstances.

*No lifeguard?
No class, No faculty, No swimming*

Health and Safety



Equipment and Water Quality Failure

The Dean/Aquatics Manager or the Person-in-Charge (PIC) shall be immediately notified if pool equipment is not working properly and/or if the water quality fails to meet standards.

Please note:

The FIRST lifeguard on duty checks water quality levels and the LAST lifeguard checks levels BEFORE leaving for the day.

- ◆ If the nature of the equipment failure or cause of poor water quality cannot be immediately rectified, the Dean/Aquatics Manager or the PIC shall close the affected pool until the equipment is repaired and water standards are met.
- ◆ The pool shall be closed for use if the main drain is not clearly visible from the pool deck. Post Signs IMMEDIATELY and notify all front counter staff.
- ◆ Maintenance shall repair equipment, return water quality to standards or contact an outside contractor to make necessary repairs as soon as possible.
- ◆ Maintenance or Aquatics Manager or PIC shall open the pool only after the water quality is clear and has returned to acceptable water quality standards.

*Optimal Chlorine Levels:
3.0 – 5.0 PPM
(Parts Per Million)*

 <i>Water Quality Levels</i>	
<i>Water Quality</i>	<i>pH</i>
<ul style="list-style-type: none"> • Poor chlorine disinfection • Eye/Skin irritation 	>8.0
<ul style="list-style-type: none"> • Most ideal for eye comfort and disinfection 	7.8 7.6 7.2 7.2 – 8.0 (optimal level)
<ul style="list-style-type: none"> • Eye irritation • Skin irritation • Pipe corrosion 	<7.0

Vomit/Fecal Contamination in Pool

In the event of fecal contamination in the water, we will follow the recommendations established by the Centers for Disease control which include evacuation of the pool, removal of stool, elevate chlorine to either 2.0 PPM for formed stool and keep pool clear for 20 minutes, if loose stool elevate chlorine to 20.0PPM for 8 hours. Disinfect any equipment and backwash filters after time parameter has been met.



Violence or Threats of Violence

Always notify your PIC as soon as you can when a patron, a co-worker, or a member of the campus is violent, demonstrating disturbing behavior, or threatens anyone.

Things to remember if you encounter a hostile person or persons:

- ◆ Stay calm and listen attentively.
- ◆ Be polite.
- ◆ Maintain eye contact.
- ◆ Be courteous and patient.
- ◆ Move and speak slowly, quietly and confidently.
- ◆ Be empathetic to the person and acknowledge the person's feelings. Focus your attention on the person to let them know that you're interested in what they have to say.
- ◆ Maintain a relaxed yet attentive posture and position yourself at a right angle to the person rather than directly in front of the person.
- ◆ Make sure there is 3' to 6' of space between you and the person (beyond arm's reach.) Arrange yourself so that the person cannot block your access to an exit.
- ◆ Use delaying tactics to give them time to calm down. For example, ask them if they would like a drink of water (in a disposable cup).

Violence or Threats of Violence (cont.)

- ◆ Be reassuring and point out choices. Break the big problems into smaller, more manageable problems.
- ◆ If the situation is not easily resolved, call Campus Safety OR the non-emergency police number: **x1699**, 7am-5 pm M-F, or activate call box.

Avoid actions that will increase the hostility:

- ◆ Never take sides.
- ◆ Never agree with distortions.
- ◆ Never reject all their demands from the start.
- ◆ Never brush the person off, be cold, or give them the run around.
- ◆ Never pose in challenging stances. (For example, make sudden movements, place hands on your hips or cross your arms).
- ◆ Never engage in violent activities with anyone. Back off. Be cool.
- ◆ Never challenge, criticize, be impatient, be condescending, threaten, or dare the person.
- ◆ Never try to make the situation seem less serious than it is.
- ◆ Never make false statements or promises you can't keep.

*No lifeguard?
No class, No faculty, No swimming*

Las Positas College Aquatics Specifications

1. What are the pool dimensions?

Instructional pool (Pool 1):

25 yds x 15 yds (75ft x 45ft)

Competition pool (Pool 2):

25 yds x 36 yds (75ft x 108ft)



2. What are the pool depths?

Instructional pool (Pool 1):

4 - 7 ft

Competition pool (Pool 2):

7 - 13ft

3. What are the temperatures of each pool?



Instructional pool (Pool 1):

81 - 83 degrees Fahrenheit

Competition pool (Pool 2):

79 - 81 degrees Fahrenheit

Mile Conversion for All Pools

- ◆ 25 Yard Pool
 - 70 Laps

- ◆ 25 Meter Pool
 - 64 Laps

- ◆ 50 Meter Pool
 - 32 Laps

Lap = one length

Length = one end to the other



Lost and Found

The Aquatics Center lost and found bin is for items such as wet clothes, flippers, goggles, towels, etc.

If you find valuable items such as I-Pods, jewelry, wallets, etc., please deliver to Susan Bustamante (PE 116) who will take the items to Campus Safety for log-in and lock-up.

Emergency Equipment

Automated External Defibrillators:

- ◆ There is one AED located in the pool office.



Backboards:

- ◆ There are two Backboards in the pool office.



First Aid Equipment:

- ◆ There is a First Aid cabinet in the pool room.

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Universal Precautions for Blood and Body Fluids/Substances



The following GUIDELINES FOR PREVENTING TRANSMISSION OF INFECTIONS IN HEALTH CARE SETTINGS have been recommended by the Center for Disease Control (CDC) and the American Hospital Association. These guidelines are applicable to ALL students/guests, and as such are referred to 'Universal Precautions for Blood and Body Fluids or Substances'.

Infection control precautions:

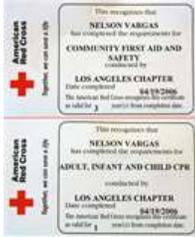
1. Handle the blood and body fluids/substances of ALL STUDENTS/GUESTS as potentially infectious.
2. WASH HANDS before and after all guest and specimen contact.
3. Wear GLOVES when in contact with all guests/students. Remove the gloves after each individual task.
4. Place equipment needed for emergency resuscitation, e.g. BVM, pocket mask in enough quantity in all areas in which the need for resuscitation is predictable. Replace used equipment with clean equipment as soon as the resuscitation is over.

Employee health issues:

1. WASH YOUR HANDS, arms, face, etc. immediately and thoroughly if you have had unprotected contact with blood or body fluids/substances.
2. Protect your NON-INTACT SKIN (e.g. chapped, abraded, or afflicted with dermatitis, cut, blistered and open, etc.) from contact with blood or body fluids/substances. Use a physical barrier, e.g. gloves.
3. Contact your supervisor when you have had an exposure to blood or body fluids/substances, such as a needle stick or puncture, or a splash of blood or body fluid/substance onto non-intact skin or mucous membranes.

Instructor and Lifeguard Responsibilities





Instructor/Lifeguard Certification

*(**MUST** be maintained by the following organizations)*

Instructor CPR Certification (1 year):

CPR/AED for Professional Rescuers
 CPR/AED for Lifeguards
 CPR/AED for Health Care Providers

American Red Cross
 American Red Cross
 American Red Cross

Lifeguard Training (3 years):

Lifeguarding or Lifeguarding/First Aid
 USA Swim Coach Card
 Coach's Safety Training
 Safety Training for Swim Coaches

American Red Cross
 American Red Cross
 American Red Cross
 American Red Cross

Optional CPR/AED Training (2 years):

BLS for Health Care Providers
 Professional Rescuer CPR
 CPR for the Professional

American Heart Association
 National Safety Council
 ASHI

Optional First Aid Training (3-3.5 years):

Emergency Response
 Emergency Care & Safety Institute
 First Responder
 First Responder
 Emergency Medical Technician
 Title 22 First Aid for Public Safety

American Red Cross
 AAOS

 ASHI
 NREMT
 American Red Cross



Lifeguard Observations

The staff will conduct regular scheduled and unscheduled skill audits on the staff.

Skills and standards that will be measured include observational awareness, recognition evaluation, EMS activation procedures, unconscious guest, spinal management, first aid, and facility safety.

Audited staff who do not “exceed” or “meet” the standard may be taken off the schedule until the skill in question is awarded an “exceed” or “meets” the standard.

5-minute Strategic Scanning Strategy © 2000

The 5-minute Scanning Strategy was developed by Dr. Tom Griffiths, and is based on research done with thousands of lifeguards around the world. This technique was also piloted with almost 3000 lifeguards in this country. Dr. Griffiths, of Penn State University, is an internationally known lifeguard expert, author, speaker and researcher.

Physiological and psychological research has shown that after 15 minutes of performing a simple task a person’s performance on that task gets worse. The 5-minute Scanning Strategy was developed to help lifeguards stay alert while performing the task of watching the people in the pool. The strategy is based on physiological and psychological responses, and what research shows many experienced lifeguards have already been doing to stay alert.

The 5-minute Scanning Strategy helps lifeguards stay physically more awake by promoting a higher respiratory rate and helps them stay mentally more alert by changing the mental process every five minutes. This technique was designed to improve concentration and attention while reducing boredom. Finally, using this technique can be fun.

*No lifeguard?
No class, No faculty, No swimming*

Lifeguard Observations (cont.)

All lifeguards are expected to use the 5-minute Scanning Strategy.

3-Steps in the 5-minute Scanning Strategy Cycle:

1. Change posture every 5 minutes.
2. Change scanning pattern every 5 minutes.
3. Count the people in your zone each time you change posture and scanning strategy, every 5 minutes.

When on-duty watching the pool, make a major change in posture every 5 minutes, as follows:

1. Sit in the Lifeguard Stand for 5 Minutes.
2. Stand on the footboard of the Lifeguard Stand for 5 minutes.

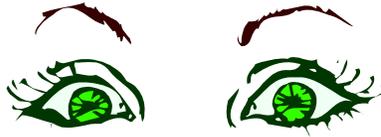
When walking:

- ◆ Keep your eyes on the people in the water
- ◆ Carry your Rescue Tube PROPERLY
- ◆ Keep moving – do not stop walking
- ◆ Stay along the edge of the pool (within 2' of the water)
- ◆ Greet people, but do not stop for conversation
- ◆ Remember, it is important that the people in the pool area be able to spot the lifeguard immediately.
- ◆ When the lifeguard is walking it must be clear that they are “On Duty.”

If people try to engage the lifeguard in conversation, the lifeguard may want to be prepared with statements such as:

- ◆ You can go to facilities (building 100) for assistance.
- ◆ I need to keep my eyes on the pool while we talk, but I can listen to what you are saying as we walk.
- ◆ Call for a PIC.

Remember, eyes *always* on the water!!



“Be a Swivel Head”

Every 5 minutes change the four P’s:

- ◆ Posture change
- ◆ Position change
- ◆ Pattern change
- ◆ Patrons change



Review the 3 steps in the 5-minute scanning strategy cycle:

- ◆ Change posture every 5 minutes. THE 3 S’s.
- ◆ Change scanning pattern every 5 minutes.
- ◆ Count the people in your zone every 5 minutes.

NOTE: *Optimal communication and responding to patrons need for help requires having a rescue tube and whistle at all times.*

“You always want to touch people with your vision”

A Note about the Lifeguard Stand

Benefits:

- ◆ Avoid glare on the water
- ◆ Gives a “bird’s eye” view
- ◆ Prevents vision being blocked by pool patrons
- ◆ Help reduce distractions



These are the reasons Lifeguards should be in the Lifeguard Stand when guarding.

Disadvantages:

- ◆ Just sitting in the Lifeguard Stand makes lifeguarding boring. It is difficult to be alert.
- ◆ Just sitting in the Lifeguard Stand makes lifeguarding tiring. Lack of movement contributes to fatigue.

The 5-Minute Scanning Strategy employs the best of the Lifeguard Stand, while avoiding the disadvantages of the Lifeguard Stand.

Standard Signals for Lifeguards



Whistle Signals:

- 1 long whistle blast:** Activate EAP for water or land rescue (non-life threatening save)

Be alert for whistle signal, whether or not you are on duty

Lifeguard Substitute Policy

If no replacement is found class will be canceled:

*No lifeguard?
No class, no faculty, no swimming*

When ill or unable to be on duty:

It is **extremely important** that you notify contact Carolyn Smutny at 925.424.1290 **as soon as possible** if you are unable to attend class or events so she can find a replacement for you. Even if you are not feeling well or think you may be unable to make your shift, please notify Carolyn so she can begin looking for a possible replacement.

If Carolyn is not available, please call Sue Bustamante at 925.424.1274.

Time Sheets

Student Assistant times sheets are located outside room PE 116 in the hanging file or you can get them from Carolyn Smutny (PE 121) or Sue Bustamante (PE 116).

Time sheets are due about the 10th of each month. Carolyn Smutny will notify you of the due date. All hours worked are to be recorded as whole (1 hour) or half hours only (.5 hours) **only**.



Care of Equipment



In general, lifeguards should always use and put away all equipment with great care.

Ring buoys

Make sure buoys are properly coiled and ready for use before assuming your guard position.

Backboards

Make sure to check all straps before opening of facility

Instructional equipment

No kickboards, dive rings, hoops or any other instructional equipment is to be used in the recreation swim program unless given special permission to do so by the pool manager.

Lane lines

As the lane lines are being put in and taken out, do not let them bang against the side of the pool.

Fanny packs

It is your responsibility to wear your pack when on duty and to keep it stocked and updated as needed.

Rescue tubes

Strap of the rescue tube should be on. When sitting, hold the rescue tube across the thighs or when standing/walking across the stomach. Excess line should be held. Do NOT pick at the tube.

Umbrellas

Take care when putting umbrellas up or down.

Lifeguard Maintenance Duties

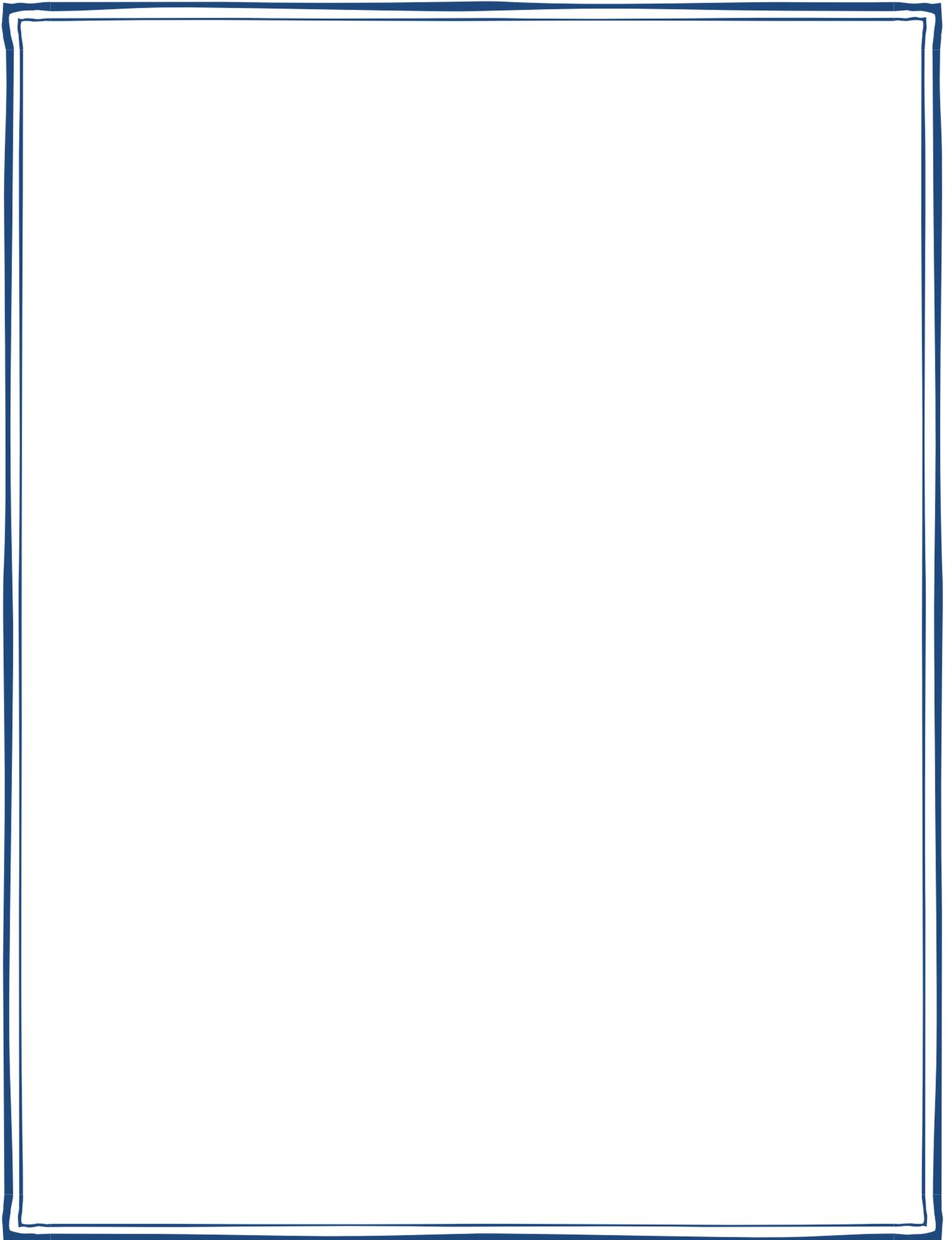
There are many aspects to pool maintenance; some of which include:

1. Pool covers (opening and closing shifts)
2. Water testing (opening and closing shifts)
3. Set-up/put away equipment/prepare for next class (assist instructor)
4. Cleaning drains
5. Sweeping the pool deck
6. Brushing the pool walls

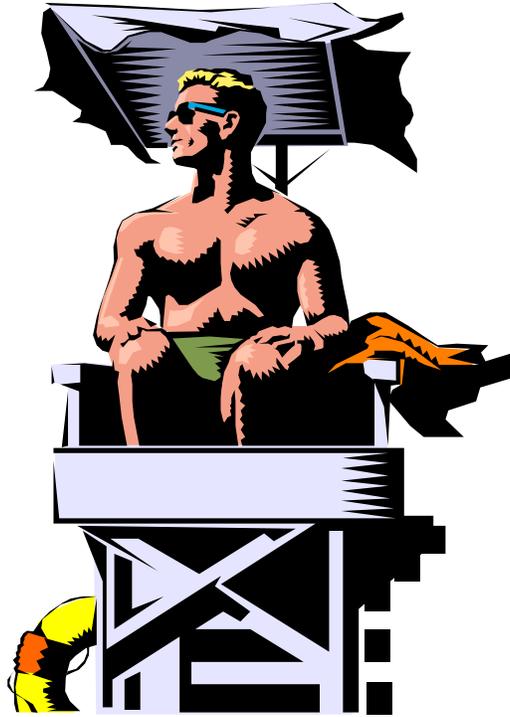
Maintenance and **facility cleanliness** is the responsibility of ALL faculty/lifeguards/pool rentals and staff!

It is up to **EVERYONE** to provide a clean and safe environment for students and guests every hour of everyday.





Professionalism



Professional Standard



1. No distractions while on lifeguard duty or teaching lessons.
2. No talking to another guard while on duty.
3. **IN UNIFORM** 15 minutes before class begins. Sent out to positions 5 minutes before.
4. Clean-up after yourselves and help each other clean-up.
5. NO ONE CHANGES OR LEAVES UNTIL EVERYONE IS DONE (Lifeguard/Instructor are the first and last on deck)
6. Have a high expectation for yourself, this facility, and of your knowledge of lifeguarding/teaching.
7. WALK WITH A PURPOSE!
8. No cell phones, radios, I-pods, etc. while on duty INCLUDING the pool office.
9. Lifeguards must have permission from PIC to leave the pool deck or pool office.
10. Be in **PROPER** uniform at all times. You must wear a shirt/jacket that identifies you as a lifeguard. That includes a swim suit (no string bikinis) and your hair neat (pulled back for long hair).

Lifeguards are **NOT** permitted to jump from lifeguard towers. They are not fixed to the ground.

*No lifeguard?
No class, No faculty, No swimming*

Conduct of Lifeguards

1. The lifeguard shall enforce all rules and regulations and maintain order in his/her assigned area and prohibit unsafe activities. Lifeguard shall report infractions to the PIC/Faculty.
2. The lifeguard shall not leave his/her assigned post without relief or permission.
3. The lifeguard will not eat while on active duty.
4. The lifeguard will not use profane, vile or abusive language in the exercise of his duties.
5. The lifeguard will be **professional, alert, courteous and tactful** when dealing with the campus staff/faculty and students.
6. The lifeguard should be familiar with all the facilities in order to direct individuals to specific areas when asked.
7. Do not visit with swimmers or spectators, except as necessary to supervise your area or maintain customer service.
8. Avoid engaging in any activity that will detract from constant surveillance of the swimmers.
9. Discourage swimmers and other lifeguards from congregating around the lifeguard stand. The guard should remember that the lifeguard stand is an observation tower and is not to be used as a place where swimmers may leave their personal belongings.
10. Guarding while sitting on the deck is not permitted. Use a guard chair if you wish to sit.
11. While on walking patrol, move so as to be always facing the swimming area.
12. A group of swimmers must never be permitted to get between the lifeguard and the swimming area.
13. Do not leave the facility for any reason unless given OK by PIC.



Conduct of Lifeguards (cont.)

14. The lifeguard shall, above all, prevent accidents. **BE AWARE THAT YOU ARE RESPONSIBLE FOR YOUR ACTIONS OR OMISSIONS OF ACTIONS!**
15. You are not allowed to enter water if you are the only one present on pool deck for any reason.



Instructor Guidelines

All instructors:

1. **MUST** be lifeguard certified
2. Professional and ON TIME at all times.
3. Have all teaching aids and materials at your assigned teaching station before class. Do not take from other instructors who have already set up for their class.
4. Introduce yourself to your students.
5. Provide a time for physical and mental adjustment to the water.
6. Show initiative; help other staff members.
7. Prepare a lesson plan.
8. After instruction, put away ALL equipment and leave the pool ready for the upcoming class.

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Professional Image

As an instructor or lifeguard, you are an important part of our facility's team. You contribute to the whole environment. If you look and act like a professional, and the facility looks like a well-run aquatics facility then you will be respected. Students at the pool will constantly watch you; you are continually "on stage." If students view you as a professional, they will respond to your requests and directions much easier than if they do not have any respect for you or your position. To maintain your professional image:



- ◆ Arrive ahead of time
- ◆ Be in full uniform, easily identified as a lifeguard/instructor, neat and clean
- ◆ Bring auxiliary items you need (whistle, etc.); be prepared
- ◆ Be pleasant to staff and students at all times
- ◆ Pay attention to placement and condition of your rescue equipment
- ◆ Perform your job well

Uniform - LPC will provide the following uniform:

- ◆ T-Shirt
- ◆ Jacket
- ◆ Fanny pack
- ◆ Whistle

You are responsible for the following uniform:

- ◆ Swim Suit (Female) OR Swim Trunks (Male) - **BLACK/RED**

Rule enforcement:

Rule enforcement is always difficult. No one likes to have his or her actions restricted. Just as laws govern society, swimmers are governed by rules for their health and safety. When enforcing rules please be as professional as possible. Following the guidelines listed below should help you with rule enforcement.

Understand and Explain the Rules

As a lifeguard you should understand the reason for a rule and be able to explain it. You may find that once you have explained a rule to a swimmer, enforcing it will be easier. For example try replacing "Mister, you can't bring that bottle in here," with "I'm sorry sir, bottles are not allowed in the pool by order of the Health Department; broken glass in the pool is almost impossible to find and remove."

Professional Image (cont.)

Be Consistent in Enforcing Rules

To be consistent means to enforce the same rule in the same way every time. You may want to modify the way you inform an adult that they have broken a rule in order to save time and embarrassment.

Enforce Rules Uniformly

Uniform rule enforcement means that if two different swimmers are violating a rule, both should be stopped. Remember that rules should be fair for everyone using the pool.

Use the Positive Approach

When you make corrections, use the positive approach. For example, instead of saying, "don't run," say, "walk please." Remember that people are coming to the pool for learning and instruction. We want them to be safe, but also to have a good time. As a professional, the manner in which you enforce rules is very important.

Know Where the Rules are Posted

It is a good idea to remind swimmers where the rules are posted. The posted rules are a backup authority for you. A complete copy of the rules is available in the office.

Refer Problems to your Supervisor

If someone keeps violating a rule do not hesitate to seek assistance from the PIC. You cannot allow yourself to be distracted from your zone by spending a lot of time dealing with a guest.

Unruly Patrons

For a patron who is under the influence of drugs or alcohol or is acting unruly notify the Faculty/Campus Safety as soon as possible. **Do not under any circumstance try to deal with the individual by yourself.**



Faculty/Staff & Breaks

When faculty/staff are not lifeguarding or teaching this does not constitute a break. A break in the guarding rotation or in lessons does not necessarily constitute free time. In the event of an emergency, the break guard will be required to respond as needed along with the PIC. You may be required to perform certain maintenance or other duties while on break. Only with permission from the PIC or Aquatics Manager may you go on a break.

A break is a break from the pool not from work.



Lockers

Lockers are available and will be on a first-come, first-served basis or will be assigned to you. Please remember that if it does not belong to you then do not take it or use it, without permission from the PIC.

*No lifeguard?
No class, No faculty, No swimming*

Las Positas College

General Pool Rules

1. **ABSOLUTELY NO class, faculty, or swimming unless there is a lifeguard on duty.**
2. No running on the pool deck.
3. No gum, smoking, chewing tobacco, alcohol, or glass containers allowed in the facility.
4. No food or drink within 5 feet of the pool (with the exception of plastic bottled water).
5. No roughhousing or unsafe swimming.
6. Bathing suits must be worn at all times by all patrons using the facility.
7. Everyone must shower before entering the pool.
8. Swim equipment will be restricted at the discretion of the instructor (pull buoys, fins, aqua belt, pace clocks, paddles, etc).
9. Kickboards are for lap swim or instructional use only.
10. No one will be permitted in the lifeguard chairs except the lifeguard.
11. Swimmers who have questionable swimming skills may be asked to take a SWIM TEST.
12. At any time and without warning, the instructor/lifeguards have the discretion to limit any activity which may cause injury or inconvenience to others.
13. No one with a contagious or communicable disease or open wound is permitted in the water.
14. LPC is not responsible for any lost, stolen, or damaged items.
15. Instructors/lifeguards have the full authority over students/guests using the pool area and may enforce any rules not listed as situations warrant.





Swimming Etiquette & Equipment

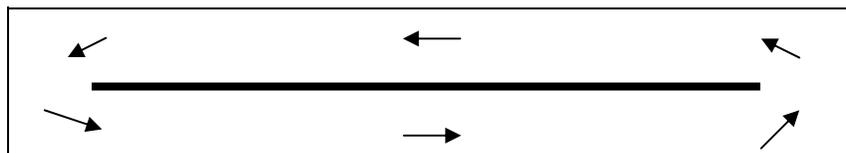
Lane Speeds: Slow, Medium, Medium-Fast, Fast

The most commonly enforced rule in the pool will be maintaining proper lane speed.

- ◆ Always try to recognize the problem before someone complains about it.
- ◆ It is always easier to move someone to a faster lane than a slower one, but that is not always going to be the case.
- ◆ Always be courteous and aware of the students/guests feelings. No one likes to be told that they swim slower than the other swimmers.

Etiquette

- ◆ NO DIVING
- ◆ Circle Swim counter-clockwise.
- ◆ Lane splitting is permitted when there are 2 people in a lane. Once a 3rd guest plans to join the lane, circle swimming must begin. Ideally, we would not want a guest to have to initiate the circle swimming policy. Be proactive and help the guest stop the other lap swimmers.



Equipment

Below is a list of Lap Swim Equipment:



KICKBOARDS – The pool’s kickboards can be used to build leg strength and add variety to guest’s lap swimming. Please be aware of guest’s using kickboards and other lap swimmers not desiring to swim at a slow pace in the same lane.

PULL BUOYS – The pool’s pull buoys can be used to isolate the arms and add variety for the experienced swimmer. For increased resistance to further strengthen the arms and shoulders the guest may wish to supplement with hand paddles. Again, be aware of guest’s using pull buoys and other lap swimmers.

HAND PADDLES – Hand paddles are the basic rectangular design and are used to increase arm strength. They can be used in combination with pull buoys. Guests using hand paddles can easily hit other lap swimmers. Be aware and try to prevent paddle accidents.

SWIM FINS (Zoomers) – Swim fins are good for increasing speed, flexibility, and strength in kicking exercises, as well as developing stroke technique and adding variety to the guest’s workout.



*No lifeguard?
No class, No faculty, No swimming*



Whose Job Is It?

This is a story about four people named Everybody, Somebody, Anybody, and Nobody.

There was an important job to be done and Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody's job. Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.



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Aquatics Center

Emergency Action Plan