



## Swimming Pool Safety Policy

Version: 2.1

Effective Date: December 1, 2017

Revised By: Torey J. Russell

### PURPOSE

To provide procedures that will ensure the safe use and operation of the Maxcy Hall and Merritt Hall swimming pools.

### SCOPE

This procedure is designed to ensure safe use and operation of the two campus swimming pools and to comply with **State Sanitary Code, Subpart 6-1**.

### CHAIN OF COMMAND

- Director of Athletics manages the Facility Manager/Aquatics Director of Maxcy Hall Pool.
- Chair of Community Health manages the Facility Manager/Aquatic Director of Merritt Hall Pool.
- The Facility Managers/Aquatic Directors manage the lifeguards and all aspects of the swimming pools except the water chemistry.
- Vice President for Business Affairs manages the Director of Environmental Health & Safety.
- Plant Utilities Engineer II manages the Certified Pool Operators.
- Plant Superintendent manages Custodial Services.

ROLES	RESPONSIBILITIES
<p style="text-align: center;"><b>Facility Manager/Aquatics Director of Maxcy Hall Pool</b></p> <p style="text-align: center;"><b>&amp;</b></p> <p style="text-align: center;"><b>Facility Manager/Aquatics Director of Merritt Hall Pool</b></p>	<ul style="list-style-type: none"> <li>▪ Oversee all aspects of pool operations except the water chemistry.</li> <li>▪ Review Swimming Pool Safety Plan and Policy annually with the Director of EH&amp;S.</li> <li>▪ Ensure all Lifeguards have proper and current training requirements, and provide DOH with copies of certifications.</li> <li>▪ Maintain and post current records of all Lifeguards in a dedicated area poolside.</li> <li>▪ Ensure first aid kits are maintained and inspected daily.</li> <li>▪ Ensure all rescue equipment is inspected and documented daily and is taken out of service for repair and/or replaced promptly if an issue is found.</li> <li>▪ Contact the Director of EH&amp;S if a significant medical issue or rescue occurs.</li> </ul>
<p><b>Certified Pool Operators (CPO's)</b> <i>(National Swimming Pool Foundation Pool and Spa Operator Certification)</i></p>	<ul style="list-style-type: none"> <li>▪ Adjust CO2 flow and change CO2 tanks for pH control (Maxcy).</li> <li>▪ Maintain filtration equipment, i.e. backwash filter, hair strainer basket.</li> <li>▪ Inspect pool area, i.e. main drainage gate and pool ladders.</li> <li>▪ Receive 50 lbs. containers of chlorine biscuits from the vendor and store in filter and pump room (Maxcy &amp; Merritt). Add biscuits when empty.</li> <li>▪ Receive CO2 tanks from the vendor. Note: This "2 tank" system automatically switches when one tank is empty. Replace empty tank with full tank when needed.</li> <li>▪ Maintain water level in pool.</li> <li>▪ Add chemicals to maintain alkalinity, calcium hardness, ph level and chlorine level as necessary.</li> <li>▪ Test chlorine and pH 3 times per day (when pool is in use) and record on DOH forms. Forms are kept in active file for one year in Heating Plant files and archived for seven years total.</li> </ul>

### **Lifeguards**

Note: *The State Sanitary Code, "Swimming Pools – Subpart 6-1," clearly states there should be a lifeguard on duty engaged only in activities that involve direct supervision of the occupants of the pool. It also states that when instructional activities occur and the required lifeguard is providing the instruction, additional staff must be provided when the instructional activities may be reasonably expected to distract the lifeguard on duty.*

- Lock/Unlock locker room doors, pool access doors, and open and close pool area as directed by the Facility Manager/Aquatics Director.
- Check all lifesaving equipment once per shift (minimum of once during every day that the pool is in operation)
- If damaged or missing equipment is found, replace immediately or close pool until a suitable replacement can be found.
- Lifeguards should create an entry in the Pool Log Book during every shift. If two guards are on duty, only one entry is necessary but it must be signed by both guards. Entries must include notes about water clarity, deck cleanliness, and the number of patrons in attendance.
- Document all incidents regarding misbehaving patrons and minor medical incidents in the Pool Log Book.
- Be positioned in such a manner so as to be able to see pool occupants at all times.
- Check water clarity throughout your shift, and close the pool if water clarity standards are not met at any time.
- Check posted rules and regulations for readability, and to be sure that there is an unobstructed view of these rules and regulations at all times.
- Supervise use of pool and all activity in and around pool.
- Notify University Police immediately for significant medical issues, rescues, and if a show of force is needed for misbehaving patrons. University Police will file a formal report for these incidents, but a brief documentation from lifeguards should also appear in the Pool Log Book
- Adhere to all information outlined in the Student Lifeguard Contract (Appendix 1).

<b>Custodial Services</b>	<ul style="list-style-type: none"> <li>▪ Vacuum pool bottom three times per week.</li> <li>▪ Hose down and scrub pool deck three times per week.</li> </ul>
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<b>Director of Environmental Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>▪ Conduct routine inspection of campus swimming pools using the DOH Swimming Pool &amp; Bathing Beach Safety Plan Checklist (Appendix 2).</li> <li>▪ Review Swimming Pool Safety Plan and Policy with Facility Managers/Aquatic Directors annually and make any necessary updates.</li> <li>▪ The Canton District Office NYSDOH must be notified within 24 hours at 315-386-1040 if a significant medical issue or rescue occurs.</li> </ul>
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<b>POOL CLOSURE</b>
<p>The Facility Manager/Aquatics Director, CPO, Lifeguard, and the Director of EH&amp;S have the authority to close a pool.</p> <p><u>Important Note:</u> If the Lifeguard must close a pool for safety issues (other than lost swimmer/bather), he or she must contact the Heating Plant first, and then the Facility Manager/Aquatics Director.</p> <ul style="list-style-type: none"> <li>▪ No Lifeguard on duty</li> <li>▪ Water clarity is poor</li> <li>▪ Loss of village water so people can't shower before entering the pool.</li> <li>▪ Loss of power - no lights, no filter.</li> <li>▪ Circulation pumps are not operating properly or if the pumps must be turned off for an extended period of time.</li> <li>▪ Illness caused by poor water quality.</li> <li>▪ Emergency Rescue Event</li> <li>▪ Fecal or Blood Contamination.</li> <li>▪ Minimum chlorine residual is not met or chemical balance is not maintained <u>CPO will determine the following:</u> <ul style="list-style-type: none"> <li><b>pH</b></li> <li>pH of 7.2 (min)</li> <li>pH of 7.8 (max)</li> <li>(outside of this range – pool must be closed)</li> <li><b>(Free) Chlorine</b></li> <li>Minimum of 0.6 ppm</li> <li>Maximum of 5.0 ppm</li> <li>(outside of this range – pool must be closed)</li> </ul> </li> </ul>

### **FECAL, VOMIT, OR BLOOD CONTAMINATION**

Feces, vomit, and blood may contain pathogenic or harmful bacteria, viruses and parasites that are resistant to chlorine at concentrations found in a pool under normal operating conditions. Special precautions must be taken to ensure that the water is made safe for swimmers/bathers.

Vomiting in the pool while swimming is a common event. Often, vomiting results from swallowing too much water, meaning that the vomit is probably not infectious. However, if the contents of the stomach are vomited, it is important to act immediately. For vomit contamination:

- Lifeguard must clear the pool of all swimmers and shut down the pool.
- Lifeguard must contact Facility Manager/Aquatics Director, CPO, and Custodial Staff.
- Custodial Staff should use a skimming net, scoop, or bucket to remove as much vomit as possible from the water and dispose into a container for disposal. Vacuuming vomit from the pool is not recommended.
- Custodial Staff must clean and disinfect the net, scoop, or bucket (10% bleach/chlorine solution will work) to prevent reintroducing vomit matter to the water.
- CPO's will raise the pool water's free-chlorine to 2 ppm and ensure pH is 7.5 or less and temperature is 77° F (25° C) or higher.
- CPO's will begin lowering chlorine levels gradually to normal operating levels.
- CPO's backwash filter system thoroughly twice.
- CPO's make sure that the chlorine concentration in the pool is within acceptable levels before allowing swimmers to enter the water (minimum of 25 minutes).

Although regulations are less stringent for formed fecal contamination, SUNY Potsdam chooses to treat all forms of fecal contamination (formed and diarrhea) using the more stringent measures required for diarrhea contamination as noted below:

- Lifeguard must clear the pool of all swimmers and shut down the pool.
- Lifeguard must contact Facility Manager/Aquatics Director, CPO, and Custodial Staff.
- Custodial Staff should use a skimming net, scoop, or bucket to remove as much fecal material (without breaking it apart) as possible from the water and dispose into a container for disposal. Vacuuming stool from the pool is not recommended.
- Custodial Staff must clean and disinfect the net, scoop, or bucket (10% bleach/chlorine solution will work) to prevent reintroducing fecal matter to the water.
- CPO's will raise the pool water's free-chlorine to 10 ppm and ensure pH is 7.5 or less and temperature is 77° F (25° C) or higher.
- CPO's will begin lowering chlorine levels gradually to normal operating levels.
- CPO's backwash filter system thoroughly twice.
- CPO's make sure that the chlorine concentration in the pool is within acceptable levels before allowing swimmers to enter the water (minimum of 25.5 hours).

Blood discharge into swimming pool water poses very little risk to swimmer/bather health when the pool's water chemistry and chlorine levels meet the requirements of the State Sanitary Code, Subpart 6-1 "Swimming Pools." The chlorine that is already present in the pool quickly deactivates pathogens that may be in blood. As a result, there have been no documented cases of bloodborne disease transmission from swimming pool water. If blood contamination of a pool occurs, the following steps should be taken:

- Lifeguard must clear the pool of all swimmers/bathers and shut down the pool.
- Lifeguard must contact CPO and have them check water chemistry and chlorine levels to ensure proper levels have been maintained since the last scheduled test.
- If water chemistry and chlorine levels meet requirements the pool can be reopened by the CPO.

### RULES

- A minimum of one lifeguard must be on duty when the pool is in use. The lifeguard may not leave the pool area unless relieved by another lifeguard (with current credentials on file and wearing rescue ready clothing). Depending on the activity a second or third lifeguard may be needed for proper coverage. This will be determined by the Facility Manager/Aquatics Director (Pre-Event). **No swimmers are allowed in the pool if there is no lifeguard on duty. Note: Due to the square footage and other safety concerns a second lifeguard is required to be on duty at Maxcy Hall Pool if the diving well and the lap pool are being used by the swimmers/bathers at the same time.**
- The maximum number of swimmers/bathers in Merritt Hall Pool is 47 (75'x26').
- The maximum number of swimmers/bathers in Maxcy Hall Pool is 120 (lap pool – 76'x45') and 47 (diving well – 35'x45').
- Number of swimmers/bathers may not exceed the above limits even if swimmer/guard ratio is maintained.
- Respect Lifeguard directives at all times.
- Be aware of individuals having easily-noticeable skin lesions or rashes; open sores; plantar warts; inflamed or discharging eyes, mouth, nose, or ear; or carrying any communicable disease shall not be allowed in pool.
- Food, drink, chewing gum, glass, bandages/band-aids and tobacco shall not be allowed in pool area.
- No recreational use of rescue equipment by patrons is permitted.
- Only one diver on the diving board at a time (Maxcy Hall).
- No diving from competition starting blocks (Maxcy Hall).
- Proper swimwear must be worn by all individuals entering pool area. No cut-off jeans, loose jewelry, hair clips, or gauze dressings are allowed.
- Children 12 or under are not allowed on pool deck without a parent or guardian.
- Children 6 or less are not allowed in the water without a parent or guardian.
- Proper conduct of individuals in the pool area is expected at all times, no rough games, horseplay, or running on the deck is permitted.
- Shower before entering the pool area. (Recommended)
- The use of masks and snorkels is prohibited.
- Additional rules may be imposed to guarantee safety.
- Posted rules within the pools must be observed by patrons at all times.

**Enforcement of Rules:**

The Lifeguard on duty is to assure compliance with rules and regulations. If rules are broken, and you are forced to ask a patron to comply, refer to the 'Uncooperative Patron(s)' policy in the next section.

**Emergency Action Plans For Lifeguards****Medical:**

In the case of a medical emergency, follow basic precautions to prevent disease transmission prior to giving care, such as putting on gloves to protect yourself.

First, signal to the other Lifeguard(s) (if any) that you are leaving your post and require someone to watch your zone. If there are no other Lifeguards on duty and the emergency is severe enough to take more than a minute of your attention, clear the pool.

Prior to giving care, be sure to get consent. If the victim is conscious and does not give consent, you may not provide care. You must wait until they become unconscious or change their mind before you may provide care. For minors, you must obtain consent from the parent or legal guardian before providing care. If there is no parent or guardian in the immediate area and the emergency is severe, consent is implied.

**Uncooperative Patron(s):**

In the case of an uncooperative patron, there are several steps to be taken to prevent the escalation of the situation:

When a rule is broken, Lifeguard shall contact offender directly (making sure remainder of pool is covered) or use whistles.

If the dispute is over a rule, calmly and thoroughly explain the rule and why it exists. Explain what the patron was doing wrong.

If still they have a problem with the rule, calmly explain again the rule and its rationale. Be aware of any barriers that may be in the way of successful communication of rules (i.e., disabilities, including those of a mental distinction; language barriers).

Avoid escalating the situation if at all possible.

If the patron does not comply, turn to their "superiors" if it is a structured group of people- for example, a counselor at a summer camp, a director over counselors. If it is not a structured group of people, you may have no choice but to proceed to the next step.

If the same person breaks the same rule/regulation, lifeguards instruct the person to leave and not return for the remainder of the day or the remainder of the program.

If a patron refuses to cooperate and accept Lifeguard direction and/or is endangering him/herself and or others, University Police must be called. They can be reached at 267-2222 (x2222 from an on-campus phone). In the Maxcy Hall Pool, there is a phone in the office as well as a phone on the wall outside the office. In the Merritt Hall Pool, there is a phone on the lifeguard desk. In a multi-guard situation, make sure that your area is covered in your absence. In a single-guard situation, use your judgment as to whether or not the pool can be cleared safely. If not, call quickly. Give your name, position, and a brief synopsis of the situation.

If any point, for any reason, violence breaks out, DO NOT attempt to stop it. Your job is to protect patrons, and you cannot do that if incapacitated. Call University Police IMMEDIATELY at 267-2222 (x2222 from an on-campus phone).

The person's name must be forwarded to Facility Manager/Aquatics Director for further discipline, and the incident must be documented in the Pool Log Book.

Above all, use your discretion and judgment in situations like these.

**Contaminated Pool/Bad Water Clarity:**

If, upon starting your shift, doing normal start-up checks or while on duty, you notice that the pool water is cloudy/discolored/otherwise contaminated, close the pool and call CPO and Facility Manager/Aquatics Director.

The Lifeguards are not equipped with the training or equipment to test water clarity or chemical balance.

If at any point you suspect over-chlorination or a possible chemical leak, immediately close the pool and evacuate the area. Ensure that all patrons are accounted for and then call the Facility Manager/Aquatics Director and the CPO (If it is an emergency call University Police at 267-2222 (x2222 from an on-campus phone).

If at any point the pool becomes contaminated with human waste products, evacuate the pool and call the CPO and Facility Manager/Aquatics Director.

**Damaged Equipment:**

If during normal startup procedures you find that rescue equipment is damaged, report equipment issue to the Facility Manager/Aquatics Director and set the equipment aside. If all available units of a particular piece of equipment are damaged, or the minimum requirements cannot be met. (i.e., both backboards broken, all rescue tubes, etc), the pool must be closed.



Report all damaged equipment to the Facility Manager/Aquatics Director as soon as possible. Contact numbers are provided in the poolside lifeguard binder.

In the event of heavily damaged rescue equipment or severely under stocked or missing first aid kits, the pool should not be opened.

**Lightning Storm:**

In the case of a thunderstorm in the immediate area of the pool, patrons must be evacuated from the entire pool facility until the thunder or lightning have cleared. The pool may reopen 30 minutes after thunder or lightning were last observed.

**Power Failure:**

Evacuate the pool immediately, even if it is during the day.

**Circulation Pump Maintenance:**

The pool must be shut-down immediately if the circulation pumps are not operating properly or if the pumps must be turned off for an extended period of time.

**Single Lifeguard Emergencies:**

In case of a single Lifeguard emergency, call University Police at 267-2222 (x2222 from an on-campus phone).

Assess the situation: can bystanders help you by calling EMS/UP? Does anyone in the crowd know first aid/CPR or have lifeguard training?

Do not be afraid to use bystanders! Even the most untrained bystander can call university police or retrieve the Automated External Defibrillator (AED).

If there is an in-water rescue, have a bystander help with removal if a head, neck, or back injury is not suspected. Coach them through holding the victim's arms while you retrieve a backboard and in how to help pull a victim out of the water.

If a head, neck, or back injury is suspected, use your judgment and discretion. If there is someone of sufficient age/maturity/trainability, coach him or her along with a backboard removal. If there is not, or you do not feel comfortable coaching a non-lifeguard, maintain support in the water until EMS arrives. If you are in the diving well, or are struggling in the deep end of the lane side, have a patron attempt to assist you by sliding a rescue tube under your arms.

Choose between calling first or calling fast when providing care if there are no bystanders able to call for help. Call first before providing care for an unconscious adult victim or an infant/child known to be at high risk for heart problems. Call fast after providing one minute of care for an unconscious infant/child, a submersion/near-drowning, an arrest associated with trauma, or a drug overdose.

**Epileptic Seizure:**On deck you should:

Call University Police at 267-2222 (x2222 from an on-campus phone).

Remove any obstacle that might be struck by the victim or cause injury.

Convulsive movements should never be restrained, nor should any object be placed between the victim's teeth.

After the seizure has ended, the victim should be gently rolled onto his or her side so that saliva or food can be cleared from the mouth to provide a clear airway.

Standard procedures for respiratory emergencies should be followed if the victim stops breathing after the seizure.

If the victim experiences seizure while in the water, several problems are encountered:

Call University Police at 267-2222 (x2222 from an on-campus phone).

The victim will submerge quickly.

The victim will not be able to assist in his or her own rescue.

The victim will probably have an unprotected airway and will be susceptible to a massive aspiration of water.

Once the victim has been removed from the water, it will be difficult to determine whether abnormalities in the victim's condition are due to a near drowning or due to the after effects of the seizure.

Standard procedures for respiratory emergencies should be followed if the victim stops breathing after the seizure.

**Merritt Hall Changing Room Policy:**

NYS law does not specifically define age limits related to supervision and child safety so it is up to SUNY Potsdam to determine what we as an institution feel comfortable with.

- Children ages five and under may use the locker room of the opposite gender when accompanied by an adult.
- An adult must supervise children under the age of 10 in the locker rooms at all times.

### **AED Location**

Maxcy Hall: Primary: 2<sup>nd</sup> Floor Commons, near window overlooking field house  
Secondary Locations: 1<sup>st</sup> Floor next to field house entrance, 1<sup>st</sup> Floor athletic training room, 3<sup>rd</sup> floor fitness center

Merritt Hall: 1st floor across from PACES Office.

### **Rescue Equipment**

- One rescue tube with attached line for each lifeguard.
- One reaching pole at least 15 feet long.
- Spine board 6' 18" with straps.

### **First Aid Kit**

First Aid Kit Components:

- band aids
- bandage compresses
- self-adhering gauze bandages
- pocket face mask to assist with CPR

# Emergency Contact List

**University Police:**

315-267-2222 OR from campus phone x2222

**Heating Plant/Certified Pool Operators:**

315-267-2603

**Facility Manager/Aquatics Director Maxcy Pool:**

315-267-2305 (O) OR 607-346-5537 (C)

**Facility Manager/Aquatics Director for Merritt Pool:**

315-267-2543 (O) OR 315- 212-6147 (C)

**Director of Environmental Health & Safety:**

315-267-2596 (O) OR 315-212-3252 (C)

**Maxcy Hall Break Room:**

315-267-2303

**Merritt Hall Break Room:**

315-267-2388

## REVISION HISTORY

Effective Date	Version	Changes	Author
January 23, 2008	1.0	Policy Implementation	Calvin L. Smith
January 20, 2016	2.0	Necessary Updates	Stacey L. Basford
December 1, 2017	2.1	Necessary Updates	Torey J. Russell