AQUATIC STAFF

Qualifications
The following is a list of minimum requirements for being hired as a lifeguard:

- Enrolled as a student of TAMUCC and maintain a GPA of 2.0
- Current American Red Cross CPR for the Professional Rescuer, First Aid, AED, and Lifeguard certifications.
- All copies of certifications must be provided prior to working any shifts.

Lifeguard
The lifeguard is responsible for the safety and general welfare of all patrons. He/she should enforce and abide by all facility rules, regulations and policies. Respond quickly to all emergency situations.

- Be trained to administer First Aid/CPR/AED as needed.
- Assist emergency personnel, other guards/staff during emergency situations.
- Know emergency procedures for facility.
- Follow Texas A&M University Corpus Christi Management/Blood Borne Pathogen policy and procedures.
- Know and review all CPR, First Aid, AED and water rescue techniques regularly.
- Attend and participate in mandatory lifeguard in-services and meetings throughout the season. Texas law requires 1 hour of in-service per week.
- Open, close, supervises and maintains pool facility.
- Test water for appropriate chemical levels and temperature and assist contractor with pool chemical water balance as needed.
- Know & relate departmental policies, program information and pool rules to patrons.
- Be alert and prevent accidents from happening.
- Complete reports as needed, such as hourly counts, pool safety checklist, incident/accident forms.
  - To access TWC form for employees
  - To access forms for non TAMUCC employees
- Keep Recreational Sports apprised of maintenance needs, concerns of patrons, and any accident/incidents that occur on your shift.
- Wear proper uniform at all times while on duty:
  - Lifeguards are required to wear a swimsuit. Bikinis are not allowed, but sport-cut swimsuits are acceptable for female guards. Lifeguard T-shirts (long & short), tank top will be provided for lifeguards. They must be worn while on duty.
**Head Lifeguard**  
Meet all qualifications and responsibilities for the lifeguard position as well as the following:

- Have at least one year of experience as a lifeguard and be familiar with TAMU-CC Recreational Sports policies.
- Have additional certifications or experience - preferably Lifeguard Training Instructor, Water Safety Instructor (WSI), and/or First Aid/CPR/AED Instructor.
- Assist and lead in maintenance of pool facility.
- Assist with and/or lead mandatory lifeguard in-service training when necessary.

**Swim Instructor**  
The swim instructor is responsible for teaching swim lessons when offered and assisting in the safety and general welfare of all patrons. She/he should enforce and abide by all facility rules, regulations, and policies.

- Maintain certifications in CPR, First Aid, AED, and Water Safety Instructor.
- Complete reports (accident, incident, and maintenance) as needed.
- Keep Recreational Sports apprised of damage to equipment, concerns of patrons, injuries/accidents during class.
- Lead in direction and implementation of risk management/safety policies in case of an emergency (life threatening or non-life threatening) which may occur during class.
- Assist in training of new instructors.

**General Shift Duties**

**On Duty**
1. Lifeguard will be on the stand during all special events scheduled at the pool with rescue tube handy at all. During open swim lifeguards are permitted to be on deck with rescue tubes.
2. Second lifeguard should assist lifeguard with rescue if necessary.
3. Enforce all rules.
4. Maintain a good posture and an alert attitude at all times while on duty.
5. Complete safety checklist and daily pool counts on the hour.
6. Guards will rotate stations every 30 minutes.
7. No visiting or unnecessary talking while on the guard stand.

**Closing**
1. Announce the closing of the pool 15 minutes prior to closing.
2. Put all equipment away neatly and sweep water off deck.
3. Straighten furniture around deck.
4. Empty skimmer baskets.
5. Complete daily reports (pool safety checklist, counts, daily log).
Staff Meetings and In-service Trainings
The state of Texas requires four (4) hours of in-service trainings. In-service will be held on a general basis every week for one hour. In the event that an in-service is cancelled, the following week in-service will be two hours to complete the required four hours a month. Each in-service is held for the purpose of reviewing emergency procedures, rescue procedures, general training, and other informative matters. Attendance is mandatory.

Pool Rules
Consistency in enforcing the pool policies is necessary to ensure the safety and enjoyment of all patrons. Corrections should be made in concise and positive language.

The whistle is generally the best aid a guard has. However, if the whistle is not used correctly and sparingly---it is worthless. One (1) short blast will be used for getting the attention of swimmers for discipline proposes. The following rules and information is posted at the pool:

1. A swimsuit is required. Hemmed shorts and/or white t-shirts may be worn in addition to a swim suit
2. Shower before entering pool. Persons, who are visibly dirty, have open wounds, or contagious conditions will not be permitted in the pool.
3. Diapers are not allowed, this includes swim diapers
4. Lifeguards must be present to swim
5. Swimmers must demonstrate adequate skills before progressing to deep areas
6. Children who are unable to stand in the shallow end must be accompanied by an adult in the water at all times.
7. Swim equipment (kick boards, pull buoys, swim paddles, fins) shall only be used for their designed purpose.
8. Pool Capacity is 200 persons
9. The chair lift is only to be used by individuals who need assistance entering/exiting the pool.
10. The pool gates must be locked at all times a life guard is not present.
11. The grill is only to be used with prior approval from the Assistant Director or Director of Recreational Sports. Before igniting the cooking grill a Hot Work Permit must be obtained for insurance purposes
12. The following items or behaviors are not permitted in the pool area:
   o Bicycles, skateboards, roller blades, or roller skates
   o Playing on lane lines/ladders
   o Tobacco products
   o Throwing objects
   o Chewing gum
   o Horseplay
   o Running
   o Jumping on cement
   o Profanity
   o Glass containers
   o Animals (other than service animals)
   o Any individual with an open wound
- Any individual with blood on their swimsuit
- Persons under the influence or suspicion of alcohol or drugs should be reported to UPD.

**Inclement or Threatening Weather**
In the event of inclement or threatening weather, it is the responsibility of the lifeguards on duty to make a decision. Lifeguards will listen for thunder and look for lightning. Also, during times that the Rec Sports offices are closed, lifeguards can contact the front desk for up to date weather forecasts online.

The pool will be cleared immediately if any thunder or lightning occurs. The pool area will remain closed for 30 minutes following the final lightning or thunder.

All equipment will be stored and the pool will be closed. Post the sign on the gate of the pool stating *Pool Closed Due to Inclement Weather*. Lifeguards will remain on duty in the DWC, unless they have approval from Aquatics Coordinator to leave.

If after 30 minutes the situation has not changed and improvement is not anticipated, the pool will close for the remainder of the shift. The Aquatics Coordinator will then decide whether the pool will re-open the remainder of the day.

In event of heavy rainfall, patrons will be asked to vacate the pool if the rain prevents the lifeguards from seeing the drain at the bottom of the pool.

**Accident and Emergency Procedures**
Though accidents are sometimes unavoidable, they do occur. Aquatic staff should respond calmly and promptly to all accidents and emergencies.

**Water Rescue**
1. The nearest guard will respond. Notify other guards, or staff, of the situation by blowing **one (1) long whistle blast**. Always, when entering water for a rescue, take the rescue tube with you.
2. Necessary first aid/CPR should be given and an accident report form should be completed to document the situation.
3. Your supervisor needs to be notified immediately of the situation.
   In the event of a fatality one of the following people should be contacted (Call in the order listed).
   A. Jacqueline Hamilton, Director of Recreational Sports
      Ext. 3397 (office)
   B. Lindsey W. Keller, Coordinator of Recreational Sports
      Ext. 2364 (office)
   C. Stephanie Arevalo, Assistant Director of Recreational Sports
      Ext. 2455 (office)
   D. Kim Rottet, Assistant Director of Recreational Sports
      Ext. 2976 (office)
**First Aid**
All aquatic staff members are expected to handle injuries (cuts, burns, scrapes, etc.). Basic first aid supplies are located in the first aid kit. An accident report must always be completed for any first aid or emergency treatment, regardless of how minor the injury.

Always wear gloves when treating injuries and dispose of them immediately after giving care. For any emergency situation that will require disposal of materials in a bio-hazard bag, lifeguards are to radio the DWC front desk staff to have them bring out the bio-hazard kit. Gloves and any other materials that may have been exposed to potentially infectious fluids should be placed in the bio-hazardous bags, which are located in the DWC. The bio-hazard kit will then be replaced by EHS. Lifeguard packs also contain breathing barriers and gloves.

**Blood Borne Pathogens**

**DEFINITIONS:**
* **Blood Borne Pathogens** disease-causing microorganisms that can be transmitted through blood contact. Blood borne pathogens of concern include Hepatitis B or HIV. Hepatitis B is a blood borne pathogen that can cause infection of the liver.

* **Infectious Materials:** any body fluids such as vomit, feces, urine, or saliva, which could be contaminated with blood or blood itself.

* **Contaminated:** presence of blood or other infectious materials on an item or surface.

* **Decontamination:** use of physical or chemical means to remove or destroy blood borne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles. Bleach solution or other specific chemicals are used to decontaminate.

In the event of coming into contact with blood borne pathogens, the lifeguards on duty will follow the procedures listed below:

1) **Assess the situation**
   Ask yourself, "Is it safe?"

2) **Remove the patron from any danger and place them in a safe environment**

3) **Protect you (with the use of pocket mask, gloves, towels, etc.)**

4) **Administer 1st Aid/CPR (if necessary)**

5) **Isolate the contaminated area to prevent danger to other patrons**

6) **Extract hazardous materials**
   For big spills, use the bio-hazard kit first and as a second option use a bleach and water solution of 1 part bleach to 10 parts water.

7) **Dispose of materials.**
   All materials will be placed in a red biohazard trash bag. These are located in the bio-hazard kit located behind the front desk of the DWC. The bag will then be immediately placed in the biohazard container. Arrangements will be made for the contents to be
removed. Notify the Assistant Director when the container is full to have E,H&S dispose of materials.

8) **Fill out necessary forms (Accident Report/Exposure Form)**
After removing materials, make sure that correct forms are completed by the lifeguard on duty and turned in at the end of the day with all other paper work. If you come in direct contact with bodily fluids, blood, etc. contact your immediate supervisor to fill out a Workers Compensation First Report of Injury Form. Arrangements will be made with the University’s provider for you to receive the Hepatitis B vaccine (at no cost to you) if you so desire. You will need to complete the Blood Borne Pathogens Exposure Form and the Hepatitis B Vaccine Information/Declination Form prior to your first day of work. These forms are kept in your personnel file.

**Emergency Procedures**

**NEVER PUT YOURSELF OR OTHERS IN DANGER! IF YOU CANNOT HANDLE THE SITUATION, CONTACT UNIVERSITY POLICE (UPD) AT x4444 or 361-825-4444 FOR LIFE THREATENING EMERGENCIES.**

**UPD**
If a violent or threatening situation arises between patrons or lifeguards, UPD should be called at x4444 or 361-825-4444. Describe the situation and UPD will respond accordingly. When UPD arrives at the swimming pool, they will assess the situation and then decide whether or not to call EMS.

If there is an imminent threat to life call 911 then contact UPD.

**Physical Danger, Fire, Power Outage**

**Physical Danger**
- Secure the area.
- During business hours notify the Recreational Sports Office, 825-2454.
- Take necessary steps to address the emergency at once. Clear the area of participants.

**Fire**
- Warn and evacuate area.
- Ask someone to contact UPD with the specific details.
- Attempt to put out fire with fire extinguisher.

**Power Outage**
- Get everyone out of the activity areas.
- Have them wait on the deck or outside of the pool to see if the power comes back on within a few minutes.
- Contact UPD to see if power outage is campus wide.
- If it is not, ask them to contact physical plant about the problem.
- If it is campus wide and the power is not restored within 30 minutes, you can close the facility for the remainder of the day.
- Make sure that you secure the pool.
- Notify your immediate supervisor, before leaving.
• Contact any employees that are scheduled to work after you and tell them they do not need to report for their shift.
• Place a sign on the pool gate notifying users that we are closed.

NOTE: Power outages shut down the pool filtration system. Notify your supervisor so that the pump may be re-started at the earliest opportunity.

• After university business hours, contact UPD for assistance with maintenance problems and emergencies.
• Assist UPD in any way possible.
• Complete an incident report as soon as possible.

After hours, contact the Recreational Sports Staff in the following order:

• Lindsey Keller
• Stephanie Arevalo
• Kim Rottet
• Jacqueline Hamilton

Continue to try until you reach someone or are able to leave a message.

**Type of Emergency: Maintenance**
1. Secure the area. Clear the area of participants. Do whatever is necessary to make the area safe to use again.
2. Assist Physical Plant in attending to the emergency. Place “Wet Floor” cones around area, if necessary
4. Contact the Assistant Director or Director of Recreational Sports in the event of a major problem.

**Type of Emergency: Medical**
1. Never go beyond what you are formally trained to do.
2. First Aid supplies are for injuries sustained in and around the Pool. When supplies are given out, an Accident Report should be completed and given to the Aquatics Coordinator.
3. In situations involving blood, refer to the Blood Borne Pathogen Section of this manual. If the participant is capable of treating the injury, let them. Make sure to use latex gloves if you are treating someone. If blood/bodily fluids are on equipment, deck, etc. refer to the blood borne pathogen section for cleanup/disposal of materials.
4. Be sure to complete an Accident Report

**Type of Emergency: Life Threatening**
1. Call 911 if life threatening then call 4444 using a campus phone. Be able to provide location (Outdoor Pool at TAMU-CC Field House, 2nd entrance, your name, the phone #
(825-2705) and a brief description of the accident. If using a cell phone you also will
need to dial 361-825-4444 to notify UPD.

2. Notify Recreational Sports at DWC (x2454) or 361-825-2454 and ask for their
   assistance.

3. Contact:  Lindsey W. Keller   x2364
             Stephanie Arevalo   x2455
             Jacqueline Hamilton x3392
             Kim Rottet          x2796


WATER QUALITY
Balanced water is one of the most important factors contributing to the life expectancy of a
swimming pool and the satisfaction of the users. Chlorine, pH, & temperature tests should be
done at the beginning of each shift and every hour thereafter, to ensure the safety of users and the
pool.

Other chemicals which may be hazardous (including insect repellents or strong cleaning agents)
should not be used during times the pool is open for use. Be as cautious as possible. A Material
Safety Data Sheet is provided for each chemical that we have and is located in the notebook
labeled MSDS in the pump room.

Report any extreme readings, or unusual observations, please notify the professional staff
immediately.

Personal Protective Equipment

Chemicals
Chlorine (liquid, tablets, granular)
  • Skin protection
    o Rubber or neoprene gloves and additional protection including lab coats, apron, or
coveralls, as needed in areas of unusual exposure to prevent skin contact.
  • Eye Protection
    o Use chemical safety goggles and/or a full face shield. Maintain eye wash fountain
and quick-drench facilities in work area.

  • Sodium hypochlorite
  • Skin protection
    o Rubber or neoprene gloves and additional protection including lab coats, apron,
or coveralls, as needed in areas of unusual exposure to prevent skin contact.
  • Eye Protection
    o Use chemical safety goggles and/or a full face shield. Maintain eye wash fountain
and quick-drench facilities in work area
Aquatic Staff

- Lifeguards are required to wear a swimsuit. Bikinis are not allowed, sport-cut swimsuits are acceptable for female guards.
- Lifeguard T-shirts (long & short), tank top will be provided for lifeguards. They must be worn while on duty.
- Fanny packs will be provided for each shift. Guards will be responsible for the packs throughout the season and must keep them filled with first aid supplies. At the end of the season, packs will be returned and used for the next season.

Aquatic Participants

- Swimsuit
- No pants
- No shirts

Contact information

PHONE
The phone out at the pool is intended for business purposes. The following are guidelines that should be followed:
- Please limit calls to no more than 3 minutes.
- Phone should be connected at opening of pool and disconnected at closing of pool.
- If phone is not working, report immediately to supervisor; pool should not be opened without a properly working phone.
- Phone line connection is located in the left side gray box on wall near cabinets.

IMPORTANT PHONE NUMBERS
Emergency (dials directly to UPD) 911
UPD 825-4444
Recreational Sports Office 825-2454
Jacqueline Hamilton, Director 825-3397
Stephanie Arevalo, Assistant Director 825-2455
Kim Rottet, Assistant Director 825-2976
Lindsey W. Keller, Coordinator 825-2364
Swimming Pool 825-2705
Kinesiology Department 825-2347
Athletics 825-5541
Physical Plant 825-2324
Safety Office 825-5555
**POOL SAFETY CHECKLIST**

Date: ___________________  Day: ___________________

Lifeguard(s) on duty: ___________________  ___________________

Check appropriate column for each item. In the event that an item is unsatisfactory, it is the duty of the lifeguard to report the item and correct it if possible. Initial each correction or comment.

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<td><strong>POOL AREA</strong></td>
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<tr>
<td>I. Pool</td>
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<td>a. Water level</td>
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<td>b. Clarity of water</td>
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II. Emergency Equipment

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<tr>
<td>a. Telephone working and accessible</td>
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<td>b. Emergency numbers posted</td>
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<td>c. Emergency procedures posted</td>
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<td>d. First aid kits accessible and stocked</td>
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<td>e. Spinal board, rescue tube, etc. accessible and in good condition.</td>
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**PUMP HOUSE**

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<tr>
<td>a. Pipes/drums free from leaking</td>
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<td>b. Any unusual/strong odors</td>
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<td>c. Any unusual noises</td>
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**ACTION TAKEN** (For each item that is checked unsatisfactory, please indicate and initial what was done to correct the item. Thank you.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**ADDITIONAL COMMENTS**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**PLEASE TURN IN SHEET AT THE END OF EACH DAY.**

**TO REC. SPORTS OFFICE.**

**THANK YOU!**
Recreational Sports
Incident Report

Report submitted by: __________________________ Date: __________

Date of incident: _______ Time reported: ______ Time of Incident: ______

Name of who reported it: ______________________________ SS#: __________

Local Address: ______________________________ Phone: ______________

Nature of incident: (Circle)
- Argument
- Damaged/Lost Equipment
- Disturbance
- Fight
- Fire
- ID Violation
- Lost ID
- Maint. Emergency
- Physical Abuse
- Policy Violation
- Power Outage
- Schedule Conflict
- Theft
- Threatening Behavior
- Verbal Abuse
- Other

Location of incident: (Circle)
- Equipment Room
- Gym
- Hall
- Trainer’s Room
- Lounge
- Locker Room M W
- Observation Deck
- Pool
- Playing Field 1 2 3
- Rac. Courts 1 2 3 4
- Rec. Sports Office
- Restroom M W
- Storage Area
- Tennis Courts
- 1 2 3 4 5 6
- Baseball Field
- Softball Field
- Other

Activity: (Circle)
- Academic class
- Intramural Activity
- Open Recreation
- Sport Club Activity
- Other

************
Details of Incident: Describe in detail the events, actions, and conditions involved in the incident. Include environment, physical, and emotional factors that may have contributed to the incident. Include name and ID# of those involved if known. Be complete and specific. Use other side if necessary.

************

Witnesses:
Name: ____________________ DOB: ___________ Phone: ___________

Name: ____________________ DOB: ___________ Phone: ___________

Immediate Action Taken:

Did you contact:
Director, Rec. Sports? Yes or No
Assist. Dir., Rec. Sports? Yes or No
Coor., Rec. Sports? Yes or No
911 Operator? Yes or No
University Police? Yes or No
Physical Plant? Yes or No