

I. Purpose

The North Thurston High School Pool, River Ridge High School Pool and Timberline High School Pool are owned and operated by the North Thurston Public Schools. These pools serve not only the School Districts Physical Educational Departments and Athletics programs but the City of Lacey Parks and Recreation Community swim programs.

II. Chain of Command

Note: Current job descriptions are on file with School District Department of Human Resources
Principal

- A. Assistant Principal (Health & Fitness Responsible)
 - 1. Health and Fitness Teacher
- B. Athletic Director
 - 1. Para-Educator Aquatics
 - 2. Head Lifeguard
 - 3. Lifeguard
 - 4. Swim & Dive Coaches

III. Definition of Pool Users

- A. The following groups and programs may utilize the pool in this order of precedence
 - 1. North Thurston Public Schools Curricular Programs
 - a. Classroom instruction of swimming lessons
 - 2. North Thurston Public Schools Extracurricular Programs
 - a. High School Swim & Dive Teams
 - b. All other School Athletic Teams
 - 3. Outside User Groups (including but not necessarily limited to)
 - a. City of Lacey Parks and Recreation Program
 - 4. North Thurston Public Schools School Sponsored Staff Fitness Time
 - a. Current employees of the North Thurston Public Schools

IV. Pool Rules

Pool rules are taken from Washington State law, best accepted industry practices and American Red Cross Standards. These are minimum rules on which this document is based. North Thurston Public School Pool rules and guidelines take precedence where there are conflicts.

- A. Emergency procedures are located in the following pool areas:
 - 1. On the pool office wall
 - 2. On the pool bulletin boards
- B. Reporting Accidents and Incidents:
 - 1. Minor accidents may include injuries like bloody noses or scraped knees:
 - a. After appropriate care for the injury, the following steps should be taken:

- b. Complete an appropriate school or non-school accident report form.
 - c. If necessary, send the swimmer, if a student, to the school medical professional (with a buddy)
 - d. Call ahead to inform them of a student in route.
 - e. Follow up after session.
 - f. If injured person is a user group member, release swimmer to group leader or call 911 for appropriate care.
 - g. If the accident or incident was due to unsafe use of faulty equipment or facilities, notify the school's Athletic Director.
2. Major accidents may include such injuries as broken bones, concussions or submersion events. After appropriate care for the injury, the following steps should be taken:
- a. Immediately notify the school's Athletic Director.
 - b. Complete a school accident report.
 - c. Have persons who observed the event individually fill out witness statements.
 - d. Report the incident to Thurston County Health District within 48 hours as required by law.
- C. Persons failing to obey any of the following regulations or lifeguard commands are subject to removal from the pool.
- D. The shallow and deep ends of the swimming pool must be separated by a floating safety line (width-wise) except for swim and dive teams where the appropriate swim team set up of competition lane lines is allowed.
- E. Children less than 4 years of age or children *who cannot swim and cannot touch bottom* must be in a USCG approved personal flotation device and be accompanied by an adult who stays in the water with them and remains within arm's reach at all times.

V. Lifeguards:

- A. Lifeguards will be in a supervisory role of the pool and will be responsible for all matters of safety and when necessary appropriate rescues in emergency situations.
- B. A minimum of one lifeguard will be present at all times while the pool is in use for all classes, activities, events, and user groups excluding swim meets. Additional staff will be provided as necessary to meet state mandated response time requirements.
- C. The lifeguard will be responsible for active lifeguarding in a lifeguard station or may guard in a walking/roving manner.

VI. Swimmer Assessment

- A. Prior to engagement in any pool activity, curriculum, or extended program all pool users must be evaluated regardless of level of use or area of pool to be used.
- B. Assessment will be conducted by the classroom teacher, user group leader, or other qualified instructor or leader in cooperation with the head lifeguard. Group leaders and instructors subject to certification

requirements for similar jobs per WAC, RCW, and/or the North Thurston Public Schools.

- C. No more than six (6) students is an appropriate number for a teacher or user group leader to test at one time.
- D. Swimmer Banding:
 - 1. Swimmers who pass the assessment receive a green band and may be in any area of the pool.
 - 2. Swimmers who do not pass the assessment but meet ONE of the following conditions receive a red band and may only stay in the shallow end:
 - a. They can stand up and right themselves in shallow water after being in a prone position, and are in water which is armpit deep or less.
 - b. The pool user is wearing a properly fitting, USCG approved personal floatation device.
 - c. The pool user is in an organized class with a qualified swim instructor in the water with them, remaining within arm's reach at all times while that person is in the water. Instructor may have up to two students or pool users in the water with them at one time to facilitate class dynamic.
 - 3. Swimmers who do not pass the assessment and do not meet ONE of the above conditions shall not enter the pool.
- E. Each class, team, or user group shall be responsible to keep a roster with current group member names, birth dates, date of swim test, and a "P" for a passed swim test, an "S" for shallow water only, or an "N" for Non-Swimmer.
 - 1. The school's Athletic Director shall retain copies of all assessment records in a file in the schools Aquatics Office.
- F. Level of swimmers will be identified while they are in the pool by colored bands:
 - 1. Red band indicates a low-ability swimmer.
 - 2. Green band indicates an able swimmer. All areas of the pool.
 - 3. No Band indicates Non-Swimmer.
 - 4. Bands will be distributed at the beginning of each activity upon consultation of assessment records.
 - 5. School's Athletic Director may waive the banding requirements of a group based on the nature of that group, e.g. the high school swim team does not need to wear bands.
- G. Swim Test Procedure, in the following order:
 - 1. Swim width of pool with competent stroke
 - a. If pool user is unable to pass this first element they are to be red banded or considered Non-Swimmer and not attempt other test criteria.
 - 2. Jump into deep end of pool and return to surface.
 - 3. Tread water for one (1) minute.
 - 4. Swim to side of pool and exit water.

5. Failure of any element of assessment results in assignment of red band or Non-Swimmer designation.
 6. Correct banding and associated requirements are the responsibility of the group leader working with pool lifeguard staff.
- H. It is important to further analyze the red group (non-swimmers) to determine if they are able to stand (ideally armpit or below) when they reach the safety line. If they are unable to stand they need to wear a USCG approved personal flotation device or have a responsible adult in the water with them who remains with them within arm's reach at all time.

VII. Pool Behavior

- A. Running and horseplay are not permitted.
- B. No food or drink is allowed in the pool area unless approved by the school's Athletic Director.
- C. No glass objects are allowed in the facility.
- D. The starting blocks are off limits to all pool patrons except to trained swim team members under the supervision of a trained coach.
- E. Swimming pool users WILL NOT:
 1. Snap towels.
 2. Loiter or engage in horseplay in the locker room areas.
 3. Hang on or play on float lines or dividers.
 4. Spit, spout water, or blow nose in the pool.
 5. Use profanity or vulgarity.
 6. Engage in displays of affection in the pool area.
 7. Play with or around pool drains and inlets.
 8. Hang on railings, ladders, and other pool fixtures.
 9. Engage in horseplay including shoulder-riding.
 10. Move pool fixtures, equipment, or athletic equipment without prior permission of the school's Athletic Director.
 11. Smoke, chew, or otherwise use tobacco or tobacco-like substances on school property per RCW 28A.210.310.
 12. Possess dangerous weapons on school property per RCW 9.41.280. Persons possessing dangerous weapons in the pool facility will be removed from the facility, and police will be notified.
 13. Be under the influence of illegal drugs or alcohol on the premises.
 14. Possess controlled substances per RCW 69.50.401 and RCW 69.50.435.
 15. Spectators shall remain seated in provided seating areas only and shall not wander around the pool deck or interfere with lifeguard path of vision.

VIII. Health

- A. No person having skin lesions, sores, and inflammation of the eyes, discharges from the ears or nose, or any communicable disease or vomiting or diarrhea within the past two week shall be allowed to use the pool facilities.
- B. A cleansing shower must be taken by all persons wishing to enter the pool.

- C. Children age 6 and over must use the locker facility of their own gender.
- D. Diapers must be changed in the designated diaper changing area, and children wearing diapers must have a tight fitting protective cover (swim diaper) while using the pool.

IX. Apparel

- A. Swimsuits only, no cutoffs, or other apparel may be worn in the swimming pool. T-Shirts may be allowed at the discretion of the supervisor, providing that they are white (colored dyes from T-shirts can irritate people's eyes).
- B. Personally owned goggles, flotation devices (life jackets) and masks are the only swimming aids allowed in the pool. Fins and snorkels are not allowed without the pre-arranged consent of the school's Athletic Director. Personal flotation devices must be clean and in good condition.

X. Special Rules for Diving:

- A. Board diving is permitted only at the lifeguard's discretion:
 - 1. Diving rules are listed in the pool rules will be followed.
 - 2. Lifeguards may close the board or ban individual persons for dangerous activity, failure to follow board rules, or for a general perceived lack of experience on the boards.
- B. Diving is allowed only in the diving area.
- C. Persons using the diving area or deep end must pass the required swimming test.
- D. No swimming or playing in the diving area while diving boards are being used.
- E. Wait until the previous diver has cleared the landing area before you dive.
- F. Persons who are reckless in their attempts at advanced dives or jumps will be removed from the diving area.
- G. The school's Athletic Director or designee may restrict certain dives based on safety concerns.
- H. Persons wishing to attempt advanced acrobatics from the diving board must remain "in control" of their movements.
- I. After a dive, pool users must swim to the nearest ladder and exit the diving area promptly.
- J. Forward dives only from the pool sides. No back dives are allowed from the pool side.
- K. No cartwheels, handstands or hanging off the diving board.
- L. With the exception of an established swim team supervised by appropriately certified instructor or coach:
 - 1. Adjustments of the diving board fulcrum may only be made at the discretion of school's Athletic Director or designee.
 - 2. No running dives.
 - 3. Only one bounce on the board is allowed before diving.

XI. Facility Orientation

All pool users are to receive Facility Orientation by the school's Athletic Director or Designee prior to using the pool. There are two levels of orientation -- that for the lifeguards, teachers, coaches, and other lead individuals, and that for swimmers and other non-lead users:

- A. New lifeguards, teachers, instructors, coaches and other related-staff are required to meet with the school's Athletic Director for an onsite orientation before their program begins.
- B. Returning lifeguards, teachers, instructors, coaches and program assistants must meet with the school's Athletic Director to discuss any changes that may affect their programs.
 1. Topics of Lead Staff Facility Orientation are to include but not limited to:
 - a. Emergency procedures.
 - b. Available rescue equipment and communication.
 - c. Safety and health rules and regulation enforcement.
 - d. Incident and accident reporting.
 - e. Required use of rescue tubes.
 - f. Facility specific policies and procedures.
 - g. Lifeguard attire.
 - h. Pool setup and cleanup responsibilities.
 - i. Program and restricted areas.
 - j. Emergency procedures, emergency phone location and exits.
 - k. Emergency gathering location.
 - l. Safety and health rules and regulations.
 - m. Student and athlete use and care of pool equipment and amenities.
 - n. Permitted and restricted areas.
 - o. Permitted and restricted equipment.
 - p. Responsibility to immediately report potential problems.
- C. It is the responsibility of Lead Staff, Teachers, Instructors, Coaches, and User Group Leaders, to schedule a facility orientation for their class or team with the school's Athletic Director each quarter/season for all students and athletes before they enter the water.
 1. Topics of swimmer and user level facility orientation are to include but not limited to:
 - a. Emergency procedures, emergency phone location and exits.
 - b. Emergency gathering location.
 - c. Safety and health rules and regulations.
 - d. Student and athlete use and care of pool equipment and amenities.
 - e. Permitted and restricted areas.
 - f. Permitted and restricted equipment.
 - g. Responsibility to immediately report potential problems.

XII. North Thurston Public Schools Curricular Instruction

- A. NTPS curricular instruction in the pool may include but is not limited to:
 - 1. Swimming instruction.
 - 2. Basic water safety.
 - 3. Fitness swimming and exercise.
 - 4. Lifeguard training classes.
- B. Class teachers must have appropriate certifications to lead their class.
- C. Up-to-date certifications according to appropriate and state-accepted authorizing agency must be kept on file with the Health and Fitness Assistant Principal and copies will be provided to the school's Athletic Director.
- D. At least one lifeguard will be present and be responsible for supervision and student safety while students are in the water and present in the pool area. (See Lifeguard Section V Item B of this manual for further details).
- E. Supervision Responsibilities of Class Teachers and Paraeducators
 - 1. Daily attendance of class prior to entry into the pool and immediately after exit from pool.
 - 2. Ensuring appropriate swim test of skills in coordination with school Athletic Director and Lifeguard staff.
 - 3. Enforcement of all written pool rules and procedures.
 - 4. Non-Suited students sent to study hall or other location. Nonsuited students may not remain in pool area.
 - 5. Instruction of students and leadership direction of class as needed to meet associated teaching goals.
 - 6. Direction of any assigned para-educators as necessary to meet associated teaching goals.
 - 7. Any other supervision requirements specified by the teachers' job descriptions.
 - a. Job descriptions available from NTPS Office of Human Resource Services.
- F. Minimum Certification Requirements
 - 1. PE Instructors (WAC 246-260-100.5)
 - a. American Red Cross Safety Training for Swim Coaches.
 - b. American Red Cross Standard First Aid or equivalent.
 - c. American Red Cross CPR/AED or equivalent.
 - d. Recommended/Supplemental Certification:
 - 1) American Red Cross Water Safety Instructor (WSI) or Swim America Coach (ASCA).
 - 2. Para-Educators/Swimming Instructors
 - a. American Red Cross Safety Training for Swim Coaches.
 - b. American Red Cross Standard First Aid or equivalent.
 - c. American Red Cross CPR/AED or equivalent.
 - d. Recommended/Supplemental Certification.
 - e. American Red Cross Water Safety Instructor (WSI) or Swim America Coach (ASCA).

XIII. NTPS Swim, Dive and Athletic Teams

- A. NTPS Swim Dive Athletics Teams include:
 - 1. NTPS Girls & Boys Swimming and Diving Team
 - 2. All other NTPS Athletic Teams using pools.
- B. All Swim/Athletic Coaches must provide up-to-date certifications according to appropriate and state-accepted authorizing agency to be kept on file with the Athletic Director and copies will be provided to the school's Athletic Director.
- C. A minimum of one lifeguard will be present and be responsible for supervision and student safety while students are in the water and present in the pool area. (See Lifeguard section V Item B of this manual for further details).
- D. Supervision Responsibilities of Swim/Athletic Coaches
 - 1. Daily attendance of team prior to entry into the pool and immediately after exit from pool.
 - 2. Ensuring appropriate swim test of skills in coordination with school's Athletic Director and Lifeguard staff.
 - 3. Enforcement of all written pool rules and procedures.
 - 4. Instruction and coaching of students and leadership of team as needed to meet team goals.
 - 5. Direction of assistant coaches as necessary to meet associated goals.
 - 6. Stay with any team member after practice until all team members have been picked up by parents. This may necessitate waiting outside of the building if their ride is not immediately available.
 - 7. Any other supervision requirements specified by the coaches' job descriptions.
 - a. Job descriptions available from NTPS Office of Human Resource Services.
- E. Swim, Dive and Athletic Coach Certification and Training Requirements (WAC 246-260-100.5)
 - 1. American Red Cross Swim Coach Safety Training
 - 2. American Red Cross or YMCA CPR/AED
 - 3. American Red Cross or YMCA First Aid
 - 4. Recommended Certifications
 - a. American Red Cross Lifeguard Training

XIV. Internal Non Curricular use and Contracted Outside User Groups

- A. Outside user groups are instructed to obtain access to all pools through the City of Lacey Parks Department.
- B. Internal non-curricular user groups are instructed to obtain access to all pools through City of Lacey Parks.

XV. Lifeguards:

- A. The lifeguard on duty will be tasked with the singular responsibility of swimmer protection and must not be multi-tasked with any other responsibilities while in the surveillance role.
- B. Staff Training Requirements
 - 1. The lifeguards will practice the skills they learned during their lifeguard training class with specific focus on scenario based training. This means practicing rescues from start to finish. The use of weighted silhouettes to identify potential blind spots in scanning areas should also be implemented during training.
 - 2. Lifeguard are to be able to identify the following within the Emergency Action Plan:
 - a. Who makes the rescue?
 - b. Who calls 911?
 - c. Who clears the pool?
 - d. Who retrieves the backboard (if necessary)?
 - e. Who provides CPR/First-Aid once the victim is brought onto the pool deck?
 - f. Who provides directions, helping EMS to gain access to the pool?
 - 3. The lifeguard will be skill tested (CPR and lifeguarding) prior to their first assignment in a lifeguarding role.
 - 4. The lifeguard will engage in monthly group in-service training of two hours to rehearse and practice scenario based drills.
 - 5. Additional in-service training via online Red Cross training system will be conducted at each shift.
 - 6. Subsequent to performing the in-service, the in-service leader will document the following elements:
 - a. Who was in attendance?
 - b. Date and time.
 - c. What skills and scenarios were performed?
 - d. What problems (if any) were discovered?
 - e. Previous month's problems and how they were solved (if applicable).
 - 7. Train through real-rescue scenarios beginning to end and practice necessary skills to facilitate such rescues. These include but are not limited to:
 - a. Drowning event.
 - b. Near drowning event.
 - c. Spinal injury.
 - d. Concussions.
 - e. Broken bones.
 - f. Sudden Illness including heart attack, stroke, seizure.
 - 8. A lifeguard who is off station may access the learning system for 15 minutes per shift and be expected to complete four such sessions each month for an additional hour of training.

C. Procedural Requirements

1. While in the pool, swimmer activities must be monitored at all times by a fully certified lifeguard. (WAC 246-260-131 (6) (a) (b)).
2. Lifeguards will constantly scan the pool while swimmers are in the water, this includes lap swim and swim teams. Distractions should not be allowed and only focus must be on swimmers in the pool at all times.
3. Lifeguards should avoid sitting in a position/location that creates blind spots. Move to an area where unobstructed surveillance can be maintained. This means, in the lifeguard chair, or roving.
4. The lifeguard must be positioned to be able to see all areas of the pool (top, middle, and bottom).
5. A clear path, with no obstructions (i.e. table, chairs, etc.), should exist between the on-duty lifeguard & the pool at all times. One on-duty lifeguard should be either in the elevated guard chair (when provided) during their shift while swimmers are in the pool, or in roving mode with eyes on the pool at all times.
6. Rotations will be made between lifeguards by ensuring the pool is secure, that is there are no potential victims on the bottom of the pool. This is done by circling the entire pool and ensuring the pool is "secure". Once the entire perimeter has been walked, a normal guard rotation can occur. Once the lifeguards have switched positions, the guard exiting surveillance should again "clear the zone" by walking the perimeter, looking at the pool bottom while doing so, and verifying that the pool is "secure".
7. The lifeguard will be expected to enforce the pool rules and aggressively scan all areas of the pool in accordance with their training curriculum.
8. The lifeguard should not be in the lifeguard stand or station for more than thirty (30) minutes without movement. Regular rotations of 15-30 minutes are expected.
9. One Lifeguard in Active Surveillance 1-25 Swimmers in Pool, or-up to 60 when other coaches or adult staff are present for swim teams:
 - a. He/she must be seated in elevated lifeguard chair (when provided) by the side of the pool at the center point between the deep end and the shallow end.
 - b. Roving is allowed and welcomed provided eyes are on the pool at all times.
 - c. If the lifeguard must enter the water to perform a rescue, he/she should blow the whistle to clear the pool, and then perform the rescue. Follow emergency procedures listed later in this manual.
10. Two Lifeguards in Active Surveillance 26-60 swimmers in pool or up to 90 when other certified coaches are present for swim teams and are also surveillance of their team members:

- a. With 25 swimmers or less in the pool, one lifeguard may scan the pool while the other lifeguard sits behind the table & signs-in patrons, or performs cleaning duties. Lifeguards should change positions every 15- 30 minutes.
 - b. With more than 25 swimmers in the pool, lifeguards should position themselves on opposite sides of the pool at opposite corners of the pool. Lifeguards should scan opposite each other covering the entire pool area.
 - c. If more than 60 people are in the water, three guards are necessary unless it is a swim meet setting and certified coaches are also responsible for surveillance their team. Third guard will stand at shallow end of pool looking toward diving board.
 - d. A fourth guard-if available-can make a rotation possible.
11. If one lifeguard must enter the water to perform a rescue, he/she should blow the whistle to signal the other lifeguard and that guard should cover the vacated area to maintain surveillance.
 12. If both lifeguards must enter the water to perform a rescue, the whistle should be blown and the pool must be cleared prior to second guard entering water.
 13. Doors to the pool must be kept closed when there is no lifeguard on-duty. Do not leave your shift until you see your replacement guard or you have cleared the pool and pool area & secure all doors to the pool area.
 14. Lifeguards may close the board or ban individual persons for dangerous activity, failure to follow board rules, or for a general perceived lack of experience on the boards.
- D. Lifeguard Open and Closure Duties:
1. Opening:
 - a. Lifeguards must report to the pool at least 5 minutes prior to their shift.
 - 1) If the pool area is locked, lifeguards should wait until a head guard, coach, or school's Athletic Director arrives. In the event of no one showing up, please call the Director of Athletics immediately.
 - b. Lifeguards must sign-in to the time record logbook in the pool office upon arrival to their shift. Lifeguards will not be paid unless they sign-in.
 - c. Upon arrival for their shift, lifeguards must complete a pool maintenance check.
 - 1) During the first, midday, & last shifts, this check must be recorded and signed by the head lifeguard.
 - 2) Use the maintenance and safety check book to complete these checks.
 - d. The lifeguard will perform a proactive bottom check (which is defined as a full perimeter walk around the pool looking into the pool to validate that the pool is free and clear of any problems)

- prior to opening the pool to swimmers, and before entering the lifeguard chair. This practice also applies to all lifeguard rotations.
- e. At least two lifeguards will be present and on duty at all times that the pool is open.
 - f. Head Lifeguard will conduct a swimmer count for all groups using the pool and record attendance on records sheet in the pool office.
 - g. One lifeguard will be on-duty and in the surveillance role prior to students/swimmers entering the pool area.
 - h. The designated lifeguard must be positioned and prepared to respond to an emergency in less than 30 seconds. (WAC 246-260-131 (9)(b)(i))
 - i. Lifeguards should ensure all swimmers have read the pool rules. Please direct pool users to these rules on the pool walls and locker room doors.
2. Closing:
- a. The lifeguard will perform a proactive bottom check (which is defined as a full perimeter walk around the pool looking into the pool to validate that the pool is free and clear of any problems) once all swimmers have exited the pool.
 - b. Lifeguard will remain on-duty and in a surveillance role until all swimmers have exited the pool deck and moved into their respective locker rooms.
- E. Attire and Equipment:
1. Lifeguards must be properly attired, dressed in a manner which identifies them as lifeguards and enables them to perform a rescue when needed.
 - a. Swimsuit. (Female guards may wear solid colored shorts over any swimsuit provided guard T-shirt is worn).
 - b. Athletic Department Issued T-shirt.
 - c. Sandals or other appropriate footwear not worn outside of the pool deck and locker area.
 - d. Fanny pack with gloves and 4x4 gauze pads.
 2. Lifeguards should be wearing an emergency whistle at all times. (WAC 246-260-131.7 (f)(i)(iii))
 3. Rescue tube.
 - a. The rescue tube will be worn with the strap across the shoulder and chest.
 - b. Loose strapping shall be held in-hand to avoid slack getting caught on pool fixtures.
- F. Other Working Considerations for Lifeguards
1. Food & drink (except water) are not allowed in the pool area.

Exception: If two Lifeguards are on duty or there are no swimmers in the pool, lifeguards may consume food & drink in the pool office. Please make sure to dispose of all waste. Ants are a problem if food crumbs fall to the floor.

2. The pool phone is restricted to pool business & emergencies only.
3. If a lifeguard is unable to work his/her assigned shift at any time, he/she is responsible to notify the school's Athletic Director. If no certified lifeguard substitute is available then pool will need to be closed.
4. Lifeguards are responsible to clean windows, pool stainless steel fixtures, bleachers, and table tops (pool office and first-aid) when not actively involved in patron supervision.
5. The pool deck may be cleaned by a lifeguard not in surveillance roll if shift is extremely slow or user group is done early.
6. **Cell phones may not be used at any time while on duty. Use of cell phones on breaks is OK, but only in the office area by a lifeguard not in a surveillance roll.**

North Thurston Public Schools POOL

ADMINISTRATIVE CHAIN OF COMMAND (Fill in information as it pertains to your pool location)

Principal: _____
Office _____
Cell _____

Director of Athletics: Rich Yelenich
Office _____
Cell _____

School's Athletic Director:
Cell _____

Certified Lifeguards see phone list

In case of problem and _____ is unavailable, call the next person up the chain of command until you reach someone.

NORTH THURSTON PUBLIC SCHOOLS POOL EMERGENCY PROCEDURES

1. In the event of serious injuries, DIAL 911 to contact police or aid unit.
2. Lifeguards should take whatever actions are necessary to stabilize the situation and to minimize injury or danger to the participants. Lifeguards must give appropriate care to any injured person by following American Red Cross procedures and your emergency action plan. Red Cross procedures are available in the Lifeguard Training Manual located in the pool office. (Activate the emergency plan by one long whistle blast, enter water, perform appropriate rescue, bring victim to safety, remove victim from water, and provide appropriate care as necessary). If Athletic Training staff is present, allow them to take over when appropriate after any water rescue.
3. Lifeguards are to remain with the victim until more qualified medical personnel have arrived and have taken over the situation. Never leave an injured person unattended! If Athletic Training staff is present, allow them to take over when and if they deem appropriate.
4. Document the time and sequence of events on the Incident Report Form & Incident Chart. In the event of any serious incidents in which an injured person must be transported to a medical facility, immediately notify supervisor or next person in chain of command. In the event of a serious injury, the Thurston County Health Department must also be contacted.

LIFEGUARD AGREEMENT

I, _____, have read and fully understand the North Thurston Public Schools Pool Lifeguard Manual and agree to adhere to and enforce the policies, procedures, and rules outlined in this manual. In addition, I have attended in-service training conducted by the department, which included a review of Emergency Response Procedures and identified the location of all necessary emergency response equipment (i.e. telephone, backboards, rescue tubes, etc.). I understand that it is my professional responsibility to enforce all pool rules as listed on signs in the pool area and that any failure on my part to do so may lead to my dismissal from the pool staff. I also agree to attend all required staff trainings as a condition of my employment. Finally, I agree that I have submitted all pertinent lifeguard certifications to the North Thurston Public Schools Department of Athletics, and to the best of my knowledge they are accurate and up-to-date.

Lifeguard Signature

Date

Supervisor's Signature

Date

Implemented: September 29, 2015 North Thurston Public Schools