Rowan College Prep at
Gloucester County Institute of Technology
Lifeguarding & Aquatics Manual

Athletic Department — Aquatics Division

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Mission (Aquatics): The GCIT Aquatics Program is dedicated to providing a safe, inclusive, and high-quality environment that fosters skill development, physical fitness, and personal growth. Through instructional, competitive, and recreational opportunities, the program supports student athletes and county residents while emphasizing safety, sportsmanship, and lifelong wellness.

Introduction & History of the Aquatics Area

Gloucester County Institute of Technology (GCIT) has operated a major Aquatics & Fitness Center to support physical education, competitive athletics, swim instruction, and community programming since the school's growth and facility expansion in the 1990s. The Aquatics Center is part of the Floyd D. McLean Fitness Center and is intended to serve GCIT students, interscholastic teams, USA-affiliated swim programs, and county residents during public hours.

Historical highlights and facility timeline:

- **School established (context).** GCIT was established in 1971; over subsequent decades it expanded academic and athletic infrastructure to meet growing program needs.
- **Major expansion (1993 approval — Olympic-size pool installed as part of expansion).** A $9.9 million expansion project approved in 1993 included the construction of the Olympic-size swimming pool and associated fitness facilities that form the core of the current Aquatics Center. This project enabled the school to host interscholastic competitions and community programs.
- **Pool design and competition capability (pool configuration / specs).** The Aquatics Center features an eight-lane, 50-meter pool with a movable bulkhead that divides the basin into two 25-yard competition pools, Paragon starting blocks, a Colorado timing system, and spectator seating (~450). These features have allowed GCIT to host major swim meets and to support both high school and club swimming programs.
- **Renovation & air/water quality upgrades (Summer 2002 renovation).** A significant renovation project completed in Summer 2002 upgraded the pool mechanical systems, improving air quality, filtration, and general water conditions — extending useful life and improving the environment for athletes and community users.
- **Program milestone — GCIT Swimming to Greater Philadelphia Aquatic Club (GPAC) transition (2008).** The GCIT-based swim program affiliated with USA Swimming re-organized and began operating (or branding) as Greater Philadelphia Aquatic Club in 2008 — a sign of the pool's role as a regional training site.
- **Recent mechanical / systems updates (2020–2021 work).** The facility has continued to receive systems work and improvements; contractor records and vendor project pages document pool mechanical, HVAC and pool renovations undertaken in the 2020–2021 timeframe to maintain compliance, efficiency, and safety.

Purpose and Scope

This manual establishes expectations, policies, and procedures for lifeguards employed by GCIT. It applies to all paid and volunteer lifeguards, seasonal staff, instructors, and any personnel supervising aquatic activities. The manual covers hiring, training, code of conduct, uniforms, emergency response, and administrative processes. It is to be used in conjunction with federal law, state law, American Red Cross lifeguard training, school district policy and the policies and procedures set forth by the GCIT Athletics Department.

Roles & Organizational Structure

Director of Athletics:

- Reviews and approves final hiring recommendations and contract offers.
- Oversees department-level policy.
- Responsible for recruitment, initial interviews, scheduling, training oversight, and day-to-day operations of the aquatics program, along with any other additional internal staff.
- Conducts interviews and makes hiring recommendations.

Lead Lifeguard:

- Provide leadership, supervision, and support to all lifeguards on duty during assigned shifts.
- Assign lifeguard stations, rotations, and break schedules to ensure continuous and effective coverage of the facility.
- Monitor lifeguard performance and reinforce safety standards, scanning techniques, and emergency response procedures.
- Serve as the primary on-duty supervisor and coordinate staff response during emergencies, incidents, or facility concerns.
- Mentor and assist lifeguards with training, professional development, and day-to-day operational expectations.
- Communicate facility needs, staffing concerns, and incident information to management.
- Promote a positive, professional, and team-oriented environment focused on patron safety and exceptional customer service.
- All lifeguard responsibilities

Senior Lifeguard on Duty:

- Bridges the gap between lifeguards and supervisors when a supervisor is not immediately available
- Provides guidance to newer staff members in decision-making and procedures

Lifeguards:

- Provide continuous surveillance of patrons and respond appropriately to emergencies, rescues, and first aid situations.
- Enforce facility rules, safety procedures, and aquatic center policies to ensure a safe environment for all users.
- Assist with the proper opening and closing of the aquatic complex, including facility inspections, equipment setup, and securing the facility at the end of operations.
- Monitor and help maintain the cleanliness, safety, and overall appearance of the pool deck, locker rooms, and surrounding areas.
- Perform routine water testing and assist in maintaining proper water chemistry, clarity, and overall aquatic health in accordance with applicable standards.
- Complete required logs, incident reports, and operational documentation accurately and timely.
- Provide courteous customer service and assist patrons with questions, concerns, and facility needs.
- Participate in in-service training, emergency drills, and staff meetings to maintain certification and operational readiness.

Facilities/Maintenance:

- Perform routine maintenance and inspections of the aquatic facility, including pools, filtration systems, pumps, chemical feeders, and related equipment.
- Monitor and maintain proper water chemistry, circulation, and overall water quality to ensure compliance with health and safety standards.
- Assist with the opening and closing of the aquatic complex, including facility preparation, equipment checks, and securing the premises.
- Maintain the cleanliness, appearance, and functionality of pool decks, locker rooms, restrooms, mechanical rooms, and surrounding grounds.
- Identify, troubleshoot, and report maintenance issues, safety hazards, and equipment malfunctions in a timely manner.
- Assist with setup and breakdown for aquatic programs, swim meets, special events, and facility rentals.
- Maintain maintenance logs, chemical records, and other required operational documentation.
- Support a safe and welcoming environment for patrons through proactive facility care and preventative maintenance practices.

Application & Hiring Process

Overview: GCIT follows a standardized application and hiring process to ensure fairness, regulatory compliance, and that all hires meet certification and competence standards.

Steps:

1. Job Posting & Application — Positions are posted internally and externally with clear job descriptions. Applicants submit a completed application, resume, and copies of certifications.

2. Application Screening — Director of Athletics reviews applications for minimum certifications, availability, and experience. Incomplete applications are noted and applicants may be contacted for missing documents.

3. Interview — Director of Athletics conducts the primary interview. Interview topics include experience, scenario-based questions, availability, and situational judgement. A practical skills verification (swim test, timed rescue) may be scheduled.

4. Reference & Background Checks — Director of Athletics or HR conducts reference checks and any required background checks (per district policy).

5. Recommendation & Approval — Director of Athletics forwards hiring recommendation to the Director of Athletics. The Director of Athletics issues final approval and the offer letter.

6. Onboarding & Orientation — New hires complete HR paperwork, sign acknowledgement of policies, present original certifications for verification, and undergo facility-specific orientation and shadow shifts.

7. Probationary Period — All new lifeguards serve a probationary period (e.g., 60–90 days) during which performance is closely monitored and documented by the Head Lifeguard.

Required Certifications and Training

Lifeguards, like any GCIT employee, must meet all general requirements such as criminal history and background checks, fingerprinting, etc. Human Resources will determine when a new employee is eligible to begin work.

Additionally, these are the minimum requirements that must be met prior to performing lifeguard duties:

- Current Lifeguarding Certification (including deep water)
- Current CPR/AED for Professional Rescuers Certification
- Current First Aid Certification

*Note: All certifications and re-certifications must be through an American Red Cross training provider. Certifications and re-certifications through alternate training providers must be pre-approved by the Director of Athletics. Certifications and re-certifications through the American Lifeguard Association, or similar online focused trainers, will not be accepted. Lifeguards are to immediately notify the Director of Athletics of any certifications that have expired or been revoked for any reason.

GCIT may require additional employee training to maintain compliance with state or federal law, requirements set forth by high school or other competitive sport organizations (such as the NFHS), and GCIT's own policies and procedures.

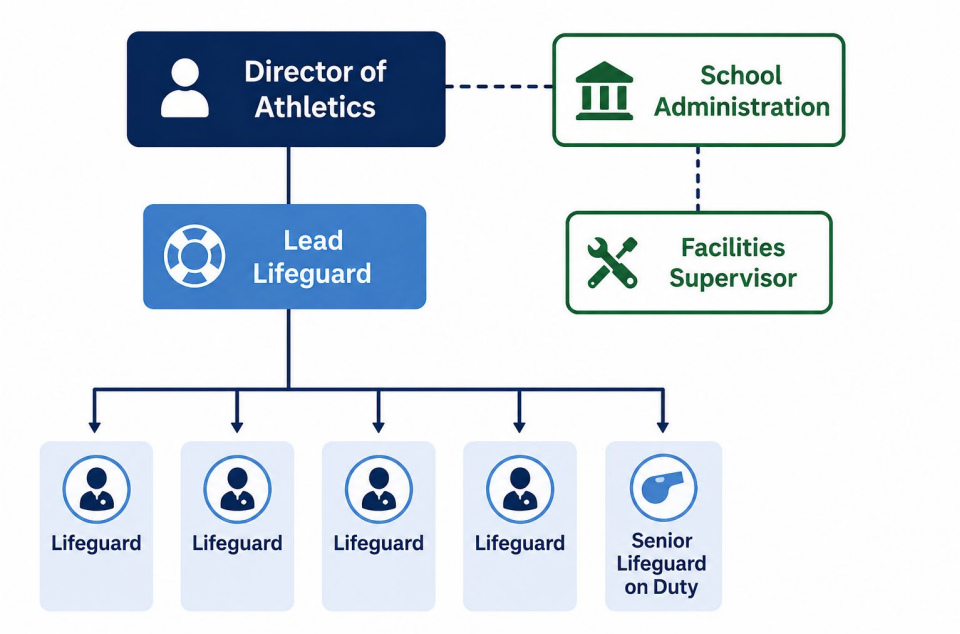
The Director of Athletics may require additional job-specific training to ensure lifeguards have the requisite training and knowledge necessary to perform their duties. Lifeguards are subject to demonstrating the ability to perform any criteria that was necessary to earn your lifeguarding certification.

Lifeguards must maintain their certifications by successfully completing refresher training prior to the expiration of their current certifications. GCIT will provide periodic in-service training.

Lifeguard Authority and Chain of Command

Lifeguard Authority

- The safety of patrons is the primary responsibility of the aquatic staff. All employees and program personnel working within the pool facility are expected to understand their respective responsibilities and cooperate with lifeguards and supervisors.
- The lifeguard is the authority on matters of immediate aquatic safety while on duty. Lifeguards are authorized and expected to enforce pool rules, stop unsafe activities, remove patrons from the water if necessary, clear the pool, initiate Emergency Action Plans, and take other actions reasonably necessary to protect patrons.
- Coaches, teachers, instructors, and program leaders retain authority over their respective programs and participants. This includes instruction, workouts, attendance, team organization, and program-specific discipline. However, program personnel may not direct a lifeguard to disregard an identified safety hazard or interfere with an emergency response.
- When a lifeguard identifies an immediate threat to life or safety, the lifeguard has authority to suspend or modify any activity necessary to address the hazard. This authority applies regardless of whether the activity is a recreational swim, lesson, school program, swim-team practice, competition, rental, or other organized event.
- Questions or disagreements regarding the lifeguard's actions should be addressed through the appropriate chain of command after the immediate emergency has been stabilized. Staff should not delay an emergency response while attempting to resolve a disagreement over authority. A lifeguard's authority is generally rooted in a need for an immediate response. As soon as reasonable, decision-making should be handed over to the Director of Athletics, Facilities Supervisor, or other appropriate authority so a final operational decision can be made.



Duties and Responsibilities

Primary Responsibilities

As a lifeguard, your primary responsibility is to prevent drowning and other injuries. To fulfill your primary responsibility, you will:

- Perform patron surveillance (close and continuous supervision of people using the aquatic facilities)
- Minimize or eliminate hazardous situations and behaviors
- Enforce facility rules and educate patrons about them
- Recognize and respond quickly and effectively to all emergencies
- Administer first aid and CPR, including using an automated external defibrillator (AED) and other assistance that is consistent with your level of training
- Work as a team with other lifeguards, facility staff, and management

Secondary Responsibilities

Lifeguards are responsible for other tasks. **Secondary responsibilities must never interfere with patron surveillance.** As part of your secondary responsibilities, you may be required to:

- Perform opening duties, closing duties, safety check and inspections
- Perform safety orientations, administer swim tests, and fit life jackets
- Clean and perform maintenance
- Test the pool water chemistry
- Complete records and reports
- Assist patrons with questions or concerns about the facility

Considerations Unique to GCIT

All pools have their own distinct characteristics. GCIT is no exception. Our facility annually hosts thousands of guests of all ages for various swim practices, competitive meets, and community functions. The shallow end of the pool is 5’ deep. This can create issues for smaller guests that are new or non-swimmers, as they may not be able to touch the bottom without submerging. We also have a 12.5’ deep diving area that can complicate rescues and contribute to unsafe conditions. Consider that there is no zero-entry point for the pool when it comes to executing an extraction. Familiarize yourself with how you will provide the highest level of emergency response for all possible scenarios.

Qualities, Appearance and Demeanor

Qualities of a Professional Lifeguard

- Knowledgeable and skilled
- Reliable
- Responsible
- Courteous and consistent
- Healthy and fit

Appearance and Behavior of a Professional Lifeguard

- While on duty, wear your uniform according to policy. Do not wear your uniform when not on duty
- Always wear your hip pack and keep the rescue tube positioned for immediate use
- Maintain a neat, clean appearance. Hair should be neatly styled and kept from covering your face
- Stand or sit with good posture. Avoid slouching. Appearing too relaxed gives others the impression that you are unprofessional
- Stay alert and always focused on your assigned zone
- Keep interactions with staff and patrons as brief as possible
- Do not bring your phone, tablet, or smart watch to the lifeguard stand
- Do not engage in activity, such as twirling your whistle, that makes you appear bored or distracted
- Do not eat or chew gum. You may keep water in an approved container with you on the stand

Ready to Respond

You should be ready to respond quickly and appropriately to an emergency

- Rescue Tube
- Hip Pack
- Whistle
- Be water ready. You should not have to remove numerous articles of clothing or retrieve items prior to reacting to an emergency

Communication Skills

- Speak clearly and calmly at a reasonable pace and volume
- Avoid using slang, terms, or abbreviations that may be unknown to the person you are communicating with
- Provide and seek feedback. Ensure the message is properly delivered and received
- Remember that your tone of voice, facial expressions, body language and gestures contribute to non-verbal communication

- Be courteous and helpful while prioritizing safety. When enforcing rules, be firm, consistent, and respectful
- If a patron resists instruction, issue clear warnings and involve the Lead Lifeguard or Director of Athletics when needed. For violent or dangerous behavior, notify security or local law enforcement immediately.

Leadership Skills

- In an emergency, you must quickly determine that action is needed. This can include activating the emergency action plan (EAP) and conducting a water rescue.
- For non-emergencies, you can take more time to decide an appropriate action, but you must still act. Follow the FIND model for decision-making
    - Figure out the problem
    - Identify possible solutions
    - Name the pros and cons for each solution
    - Decide on which solution is best, then act on it

Decision-making Skills

- Treat people the way you would like to be treated
- Make patrons feel welcome, important, and respected
- Never insult or argue with a patron
- Take all patron suggestions and complaints seriously. Forward them to the Lead Lifeguard or the Director of Athletics, if appropriate
- A lifeguard may immediately clear the pool when they believe conditions have become unsafe, without waiting for administrative approval. Contact the Director of Athletics as soon as possible for any such occurrence

Uniform Policy and Behavioral Expectations

Purpose: A lifeguard's appearance and demeanor communicate professionalism and authority. GCIT expects lifeguards to present a consistent, professional image and to maintain behavior that maximizes safety and public confidence.

Uniform Standards

- Official GCIT lifeguard apparel
  - Uniforms will be designed and supplied for each season. New uniform designs will go into a five-year uniform cycle rotation via the athletic department.
  - Uniforms will consist of GCIT BOE-approved logos and LIFEGUARD will be printed on the front and/or back, to assist with the identification of working lifeguards in the area.
  - Shirts must be clean, tucked in, when appropriate or directed, and in good repair.
  - At the start of employment recommendation, lifeguards will be supplied with one set of uniform equipment. If those items are lost, lifeguards will be required to pay for a new set at the following costs:
    - Lifeguard Short Sleeve Shirt - $25
    - Lifeguard Shorts - $25
    - Lifeguard Long Sleeve Shirt - $35
    - Lifeguard Hooded Sweatshirt - $45
    - Lifeguard Sweatpants - $35
    - Lifeguard Crocs/Footwear - $60
    - Please note that not all items may be supplied, depending on the rotation. Any new/unused items will be updated, as necessary.
- In situations where shorts are not provided, appropriate swim shorts or board shorts (modest, knee-length or above-knee, solid color preferred). No cutoffs or frayed edges.
- At no time are lifeguards approved to wear anything on the deck other than apparel approved by the athletic department (i.e. personally branded apparel, designer apparel, sponsored apparel, etc.).
- Lifeguards are not permitted to wear personal items (i.e. hooded sweatshirts, sweatpants, windbreaker jackets, visors, hats, excessive jewelry, etc.), unless pre-approved by the Director of Athletics.
- If specific footwear has not been issued, lifeguards will report to their contracted hours in appropriate footwear (i.e. sneakers, flip flops, etc). Dress shoes are not appropriate for on-deck services. Closed-toe water shoes (non-slip) or barefoot per facility guidelines, are considered appropriate while on the stand.

• Whistles with lanyards must be worn at all times while on-deck (double-pea or approved equivalent).

• Rescue tube or buoy with strap correctly attached and accessible.

• Sunglasses, hats, or visors are only permitted for sun protection and must not obstruct vision.

• Earbuds/Headphones Policy

- **Absolutely prohibited while on surveillance duty.**
  Lifeguards may not wear earbuds, headphones, AirPods, or any similar audio devices while on or near the pool deck, even if only one earbud is in use.
- **Reason:** These devices block or muffle auditory cues such as whistles, distress calls, or alarms, which compromises safety response times.
- **During breaks:** Personal listening devices may only be used in designated break areas, never on the pool deck or within view of patrons.

• Cell and Smart Watch Policy

- **No personal phone usage during active duty.**
  Personal cell phones, smart watches, or any devices capable of messaging, browsing, or calling are not to be used while assigned to surveillance zones, performing rescues, or conducting patron interactions.

- **Allowed usage:**

  - Only the Head Lifeguard, or designated shift supervisor may carry a work-issued phone or radio for emergency or operational communications.
  - Personal devices may be accessed only during authorized breaks, away from the deck, and outside of public view.

- **Disciplinary action:**

  - First offense: documented verbal warning.
  - Second offense: written warning and possible removal from rotation.
  - Third offense: suspension or termination, subject to review by the Director of Athletics and/or appointed GCIT administration.

Grooming & Personal Presentation:

• Hair should be neat and secured if long, so it does not obstruct vision or require frequent adjustment.

• Minimal jewelry — small stud earrings only; no dangling jewelry or large rings that could impede rescues.

• Tattoos or body art must not contain offensive imagery or text. If sleeve tattoos are present, they should not interfere with professional appearance.

• Personal hygiene must be maintained; avoid strong perfumes or scents that could bother patrons.

GCIT LIFEGUARD UNIFORM STANDARDS

PROFESSIONAL APPEARANCE • SAFETY • IDENTIFICATION

FRONT BACK

REQUIRED WHILE ON DUTY

- Official GCIT-issued lifeguard apparel.
- Whistle on lanyard worn at all times (double-pea or approved equivalent).
- Rescue tube/buoy with strap correctly attached and accessible.
- Appropriate footwear required (see policy below).
- Clean, tucked in when appropriate or directed, and in good repair.

NOT PERMITTED ON DECK

- Personally branded, designer, or sponsored apparel.
- Personal items (hoodies, sweatpants, windbreaker jackets, visors, hats, excessive jewelry, etc.) unless pre-approved by the Director of Athletics.
- Cutoff or frayed clothing.
- Dress shoes.

WHEN SHORTS ARE NOT PROVIDED

Appropriate swim shorts or board shorts (modest, knee-length or above-knee, solid color preferred). No cutoffs or frayed edges.

At no time are lifeguards approved to wear anything on the deck other than apparel approved by the athletic department.

GCIT OFFICIAL LIFEGUARD APPAREL (REPLACEMENT COSTS FOR LOST ITEMS)

SHORT SLEEVE SHIRT	LONG SLEEVE SHIRT	LIFEGUARD SHORTS	HOODED SWEATSHIRT	SWEATPANTS	CROCS / FOOTWEAR
$25	$35	$25	$45	$35	$60

Uniforms will be designed and supplied for each season. New uniform designs will go into a five-year uniform cycle rotation via the athletic department. Any new/unused items will be updated, as necessary.

FOOTWEAR POLICY

- If specific footwear has not been issued, report in appropriate footwear (sneakers, flip flops, etc).
- Dress shoes are not appropriate for on-deck services.
- Closed-toe water shoes (non-slip) or barefoot per facility guidelines, are considered appropriate while on the stand.

UNIFORM ISSUANCE & RESPONSIBILITY

- At the start of employment recommendation, lifeguards will be supplied with one set of uniform equipment.
- If those items are lost, lifeguards will be required to pay for a new set at the costs listed above.

APPROVED APPAREL ONLY

Lifeguards are representatives of GCIT and are expected to maintain a professional appearance at all times.

PROFESSIONAL EXPECTATIONS

GCIT Lifeguards are role models and are expected to demonstrate professionalism, responsibility, and commitment to the safety of our patrons and each other.

GCIT AQUATICS PROGRAM | PROFESSIONALISM, SAFETY, AND SERVICE

EARBUDS / HEADPHONES POLICY

STRICTLY PROHIBITED ON DUTY

Lifeguards may not wear earbuds, headphones, AirPods, or any similar audio devices while on or near the pool deck, even if only one earbud is in use.

Prohibited while:

- On surveillance duty
- On the pool deck
- In lifeguard stands
- Near active aquatic operations

WHY? These devices block or muffle auditory cues such as:

- Whistles
- Distress calls
- Alarms
- Staff communication

Permitted only during authorized breaks in designated break areas, never on the pool deck or within view of patrons.

CELL & SMART WATCH POLICY

ACTIVE DUTY = NO PERSONAL DEVICE USE

- No personal phone usage during active duty.
- No texting, social media, calls, browsing, or messaging through smart watches.

ALLOWED USAGE

- Only the Head Lifeguard, or designated shift supervisor may carry a work-issued phone or radio for emergency or operational communications.
- Personal devices may be accessed only during authorized breaks, away from the deck, and outside of public view.

PROGRESSIVE DISCIPLINE

1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Documented Verbal Warning	Written Warning and Possible Removal from Rotation	Suspension or Termination, subject to review by the Aquatics Coordinator and/or the Director of Athletics.

SUN PROTECTION POLICY

PERMITTED FOR SUN PROTECTION

SUNGLASSES HATS VISORS

Permitted items must:

- Do not obstruct vision
- Do not interfere with scanning
- Maintain a professional appearance

GROOMING & PERSONAL PRESENTATION

HAIR

- Hair should be neat and secured if long.
- Must not obstruct vision or require frequent adjustment.

JEWELRY

ALLOWED

- Small stud earrings only

NOT ALLOWED

- Dangling jewelry
- Large rings
- Jewelry that could impede rescues

TATTOOS & BODY ART

- Must not contain offensive imagery or text.
- Sleeve tattoos are acceptable as long as they do not interfere with professional appearance.
- Must be consistent with school and community standards.

HYGIENE

- Personal hygiene must be maintained.
- Avoid strong perfumes or scents that could bother patrons.
- Clean uniform and appearance at all times.

PATRON SAFETY COMES BEFORE PERSONAL CONVENIENCE.

VIGILANCE • PROFESSIONALISM • ACCOUNTABILITY • SAFETY LEADERSHIP • RESPECT

GCIT AQUATICS PROGRAM

On-Deck Demeanor & Professional Behavior:

• Alertness: Lifeguards must remain attentive and actively scan assigned zones. Avoid prolonged conversation, phone use, reading, or sleeping.

• Posture & Positioning: Maintain an upright, ready posture; rotate positions and stand/sit where you have the clearest line of sight. Use elevated stands where provided.

• Voice & Communication: Use a clear, calm, and authoritative voice for commands. Practice concise commands (e.g., 'Stop! Move back from the edge!', 'Float on your back — help is coming').

• Prohibited Behaviors: No use of personal cell phones for calls/texts/browsing while on surveillance duty; no smoking, vaping, or consumption of alcohol or controlled substances while on-duty or within sight of the pool.

• Use of Breaks: Take scheduled breaks at assigned times; during breaks, another certified lifeguard must actively cover your zone. Do not leave posts unattended.

Uniform Inspections & Non-Compliance:
Lifeguards will be inspected periodically for uniform compliance and professional presentation. Repeated non-compliance will result in corrective action up to removal from the schedule. Supervisors should document violations and provide coaching.

School Safety and Security

GCIT has safety and security obligations that include the pool area but also extend out to the building and community at large. Some shifts occur just prior to or during school hours. This creates a burden on lifeguards to contribute to the overall security of the facility and the safety and well-being of all staff, students, and guests.

Please consider the following:

- Do not prop exterior doors open
- Do not let anyone in through a non-designated entrance
- Ensure the appropriate doors are locked during and after your shift
- Do not allow unauthorized persons to use the pool
- Do not allow people to use the pool when there is no lifeguard on surveillance duty
- Before closing the pool area, lifeguards must check both locker rooms to ensure all patrons have exited. When checking the alternate locker room, the lifeguard must announce their presence before entering and provide time for patron response. When possible, use teamwork to clear the locker rooms.

    - Sample: **Knock loudly 3 times** "This is the lifeguard. The pool is now closed, and everyone should exit the area. Is anyone still using this locker room? (Pause) We are coming in to check the area, let us know if you are still in here." (Pause) **perform the check**

Scheduling and Attendance

Scheduling is handled through the **Homebase App**. Please download it onto your personal device. Shifts will be granted based on a lifeguard's availability – as determined by the Homebase App. It is everyone's responsibility to update their own availability regularly and enter in any days you wish to be exempt from working. Please adjust your notification settings if you wish to receive prompt notice of shift changes and open shift availability.

Once shifts have been assigned, it is your responsibility to find coverage for any shift that was assigned to you if you determine that you cannot work it yourself. This is done by using the *Find Cover* function inside the app when you select *Manage My Shift*. Failure to adjust your availability or update your exempt requests is not an excuse to miss work.

Please remember: Any change of shifts must be approved by the Director of Athletics prior to the change being final. Except for an emergency, staff will be denied additional hours if it would lead to an overtime rate of pay (over 40 hours per week). Note: If you are already at or near 40 hours, you will still be able to request shifts when people are looking for coverage – however, your request will likely be denied.

Staff members are subject to District Policy 4212: Attendance – dealing, in part, with the misuse of sick time, providing prompt notice of an absence, or being repeatedly tardy.

Clocking In/Out

Staff is expected to clock in and clock out within 5 minutes of your scheduled start/end times. You may not start early or stay late without pre-approval from the Director of Athletics. Your hours must also be entered into your Payroll Portal through the GCIT website. Pay is not sent through the Homebase App. Pay is distributed through the GCIT Business Office – in whatever manner you arranged for when you were hired.

To clock in/out, you must be on GCIT property. Attempts to bypass this function with location spoofing will result in disciplinary action. Ensure you are working your entire shift. You are encouraged to clock in/out while on location at the pool area to avoid any appearance of impropriety.

Surveillance and Zone Coverage

Be alert for dangerous situations or behaviors, such as non-swimmers clinging to objects or fixtures to stay afloat, improper use of life jackets, and extended breath holding or hyperventilation. These and all dangerous scenarios can be identified and addressed before a situation evolves into an emergency.

Be alert for distressed swimmers. Use your training to quickly evaluate and identify warning signs that a person may need assistance. You must be very deliberate while scanning your zone of responsibility. Scan all areas (and levels such as surface, middle and bottom of the pool) of your zone every 30 seconds.

Scan crowded and high-risk areas carefully. Pay close attention to non-swimmers and inexperienced swimmers. Stay focused and fully engaged. Continue scanning while speaking to others and keep interactions as short as possible.

Visibility Challenges

- Monotony
- Fatigue
- Distractions
- Blind Spots
- Glare
- Water movement and surface distortion
- High Patron Volume

Attentional Challenges

- Avoid daydreaming that can lead to inattentional blindness

Vigilance Challenges

- Be aware of vigilance decrement (loss of ability to focus the longer you are on surveillance duty)
- Maintain an active body posture
- Get enough rest
- Stay hydrated
- Engage in light exercise during breaks

Zones of Surveillance Responsibility

The Lead Lifeguard and the Director of Athletics are responsible for establishing, testing and posting each zone. When establishing zones, management must ensure that:

- All areas of the water, from the bottom through to the surface, are covered and can be seen from the lifeguard station by the lifeguard
- There is overlapping coverage when more than one lifeguard is performing surveillance
- Each lifeguard has an unobstructed view of their zone from their station
- The size and shape of zones allow the lifeguard to respond quickly to a drowning person. A lifeguard should be able to recognize and reach a drowning person in their zone within 30 seconds and begin resuscitative care within a total time of 1.5 to 2 minutes.

Emergency Back-up Coverage

Emergency back-up coverage is implemented when one lifeguard on surveillance duty must enter the water to perform a rescue. Lifeguards who remain out of the water must now take over surveillance

duties for the lifeguard that enters the water. This could include a lifeguard not on surveillance duty taking over a zone or the pool being temporarily cleared due to insufficient coverage.

Lifeguard Stations

GCIT is required to utilize elevated lifeguard stations due to the size and depth of the pool. These stations must be positioned at the edge of the pool. The position of the stations should meet the objectives of the zone assignments in use at that time. Position of the chairs could change to due short course/long course set up, shifting glare during different times of the day, number of lifeguards on surveillance duty, and how the pool is being utilized at the time (such as children during recreational swim or diving activity). Lifeguards may use a combination of elevated stations and standing/walking, deck-level stations as approved by a supervisor.

Zone Verification

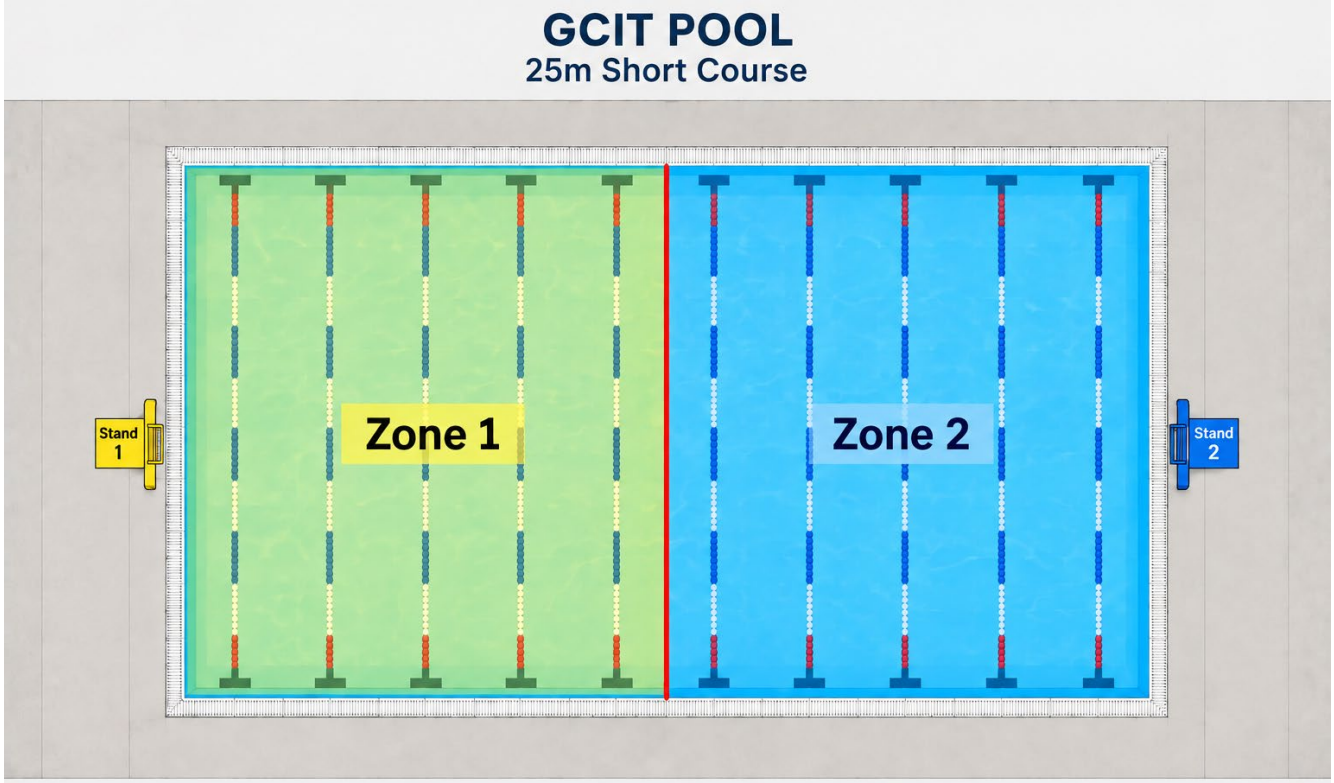
Recognition and response times must be achievable in each zone. Zone assessments should take place initially and any time adjustments to zone coverage is made.

- Visibility Drills: Used to verify that, from a given lifeguard station, that the entirety of the water can be seen. Visibility drills should be conducted during different activities and different times of the day. Possible interferences could include:
    - Backstroke flags, bulk heads or lane markers
    - Glare from overhead lights or sun through area windows
    - The height of the lifeguard station or standing station
    - The depth of the water
    - The distance from the lifeguard station
    - Water clarity
- Response Time Testing: Different lifeguards should be timed, responding from a specific lifeguard station to perform a rescue on a passive, submerged drowning victim (simulated worse-case scenario) occurring within their zone at the farthest point from that lifeguard's station. The goal is to be able to extricate and provide resuscitative care to the victim within 1.5 – 2 minutes under ideal conditions.

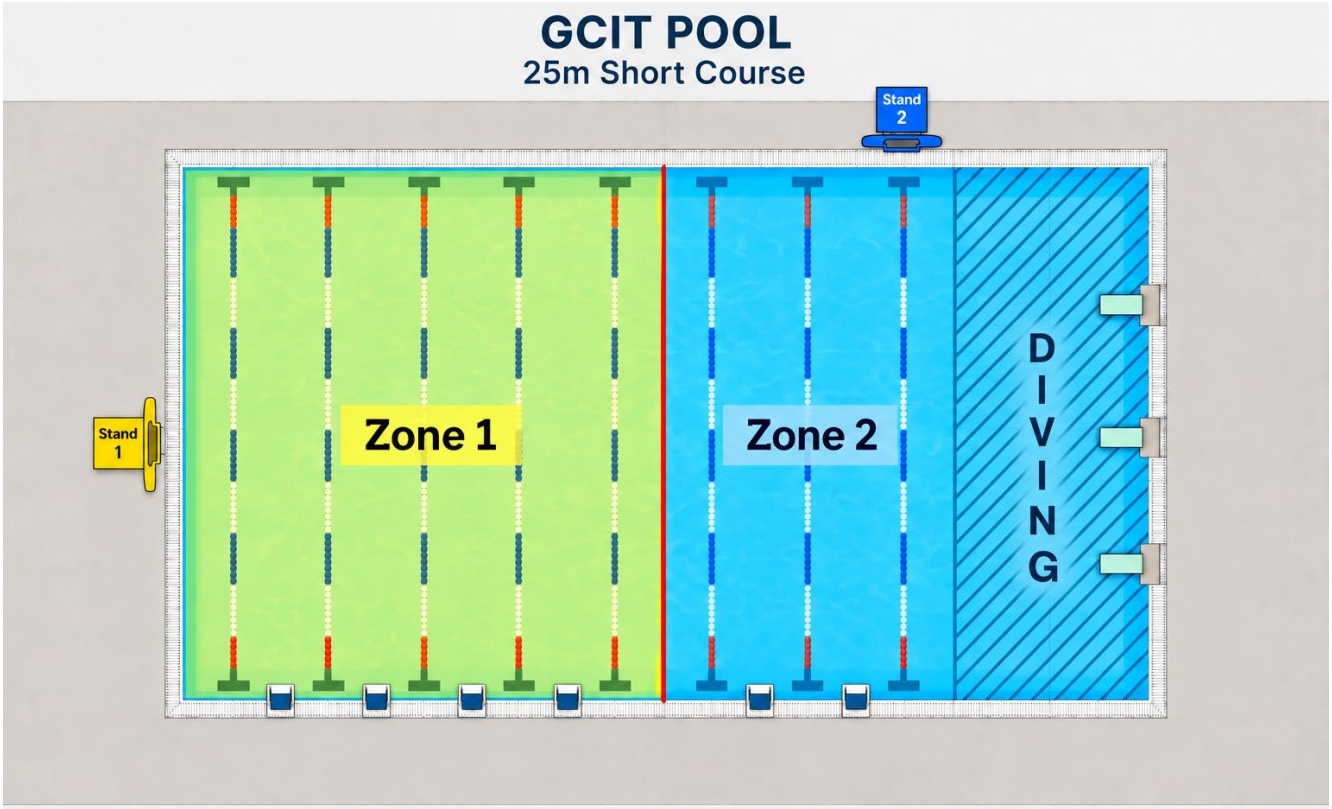
Rotations

Surveillance schedules will include rotations from one station to another as well as breaks to minimize scanning challenges such as fatigue and monotony. For example, a lifeguard might perform surveillance duty on Station 1 for 20 minutes, then rotate to Station 2 for twenty minutes, then perform non-surveillance duties or take a break for 20 minutes. While rotating, lifeguards must each remain water ready and vigilant. Surveillance must not be interrupted during rotations. Use communication and your lifeguard training to facilitate rotations – using techniques such as "I've got the zone."

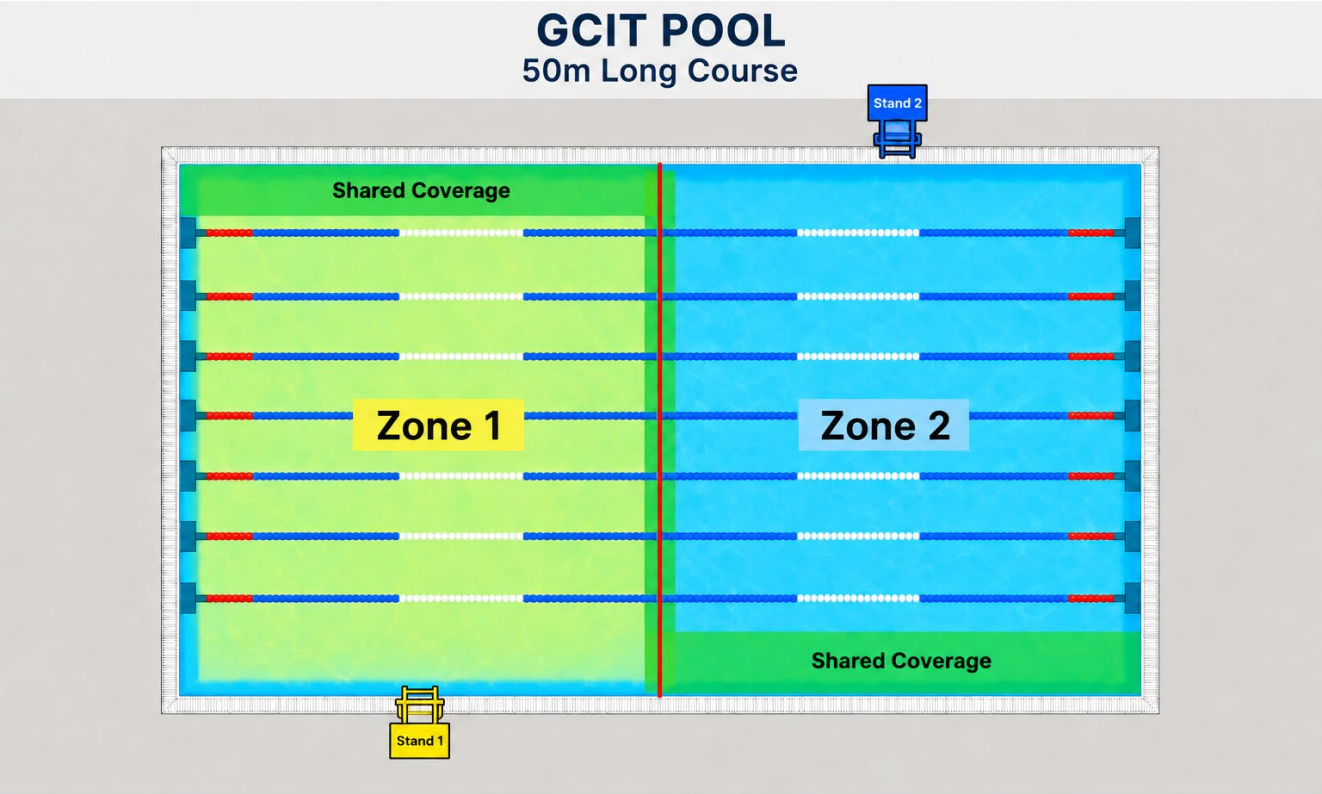
Zone Assignment Maps



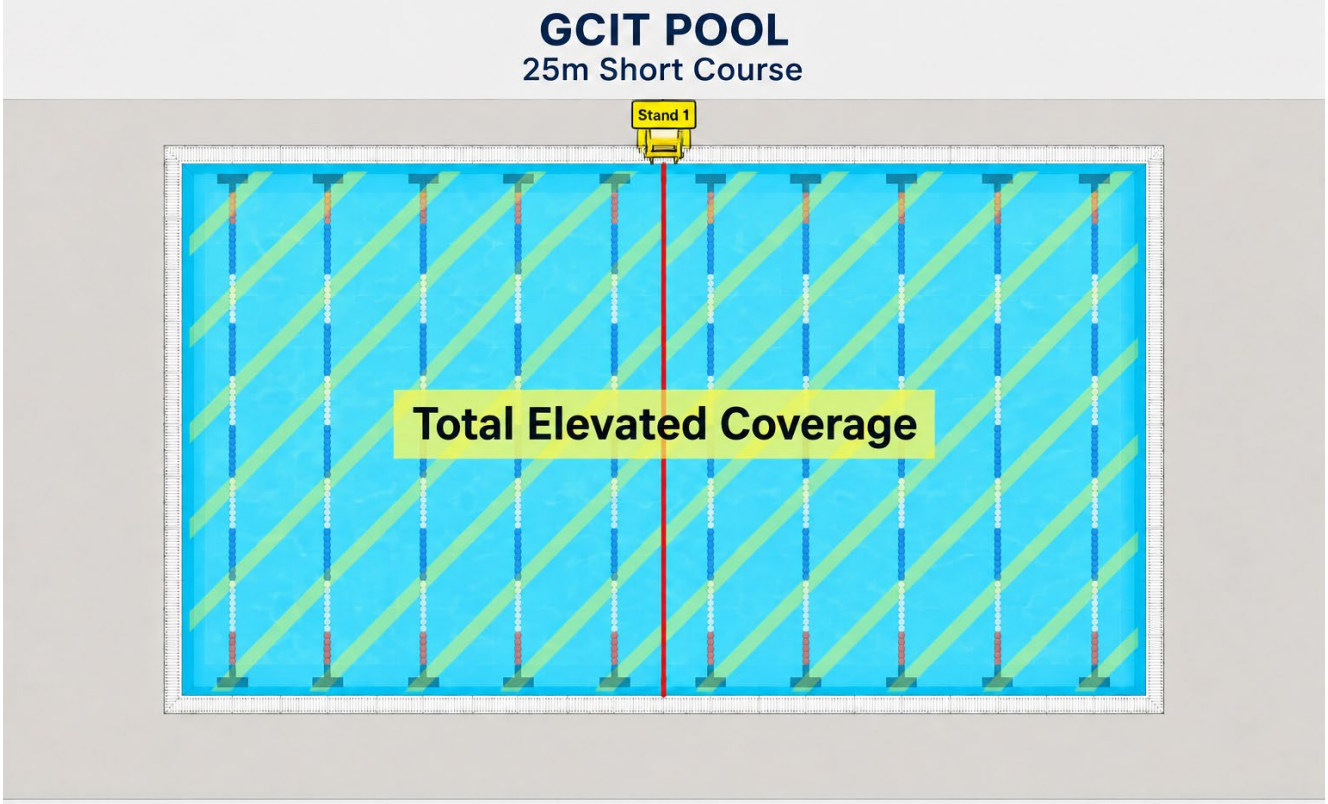
2 Lifeguard Standard Coverage



2 Lifeguard Diving Coverage



2 Lifeguard Standard Coverage



Single Elevated Chair Coverage

*Single Elevated Chair Coverage is the same for 25m Short or 50m Long Course Setup. Secondary lifeguard on Standing/Walking post determined by type of pool activity.

Emergency Action Plan (EAP) and Response Protocols

GCIT maintains a site-specific Emergency Action Plan. Every lifeguard must be familiar with the EAP and their assigned roles during an emergency. The Director of Athletics is responsible for updating the EAP annually and presenting this to the district Superintendent for approval. Key elements include:

Immediate response priorities:

- 1. Activate EAP & ensure back-up coverage for surveillance.
- 2. Provide immediate rescue and emergency care per training (primary lifeguard performs rescue; secondary lifeguard clears pool and calls for assistance).
- 3. Call emergency medical services (dial 9-1-1) if required; designate a staff member to meet EMS and direct them to the incident location.
- 4. Use AED as indicated by protocol; continue CPR until relieved by equal or higher-level medical personnel.
- 5. Secure the area and preserve scene for incident reporting and investigation.

Specific scenarios (short protocols):

The following situations should be rehearsed and practiced by the head lifeguard on a routine basis. It is expected that the head lifeguard will keep a written log of EAP specific scenarios conducted. The Director of Athletics can request the log information at any given time. Inability to maintain a clear and accurate log will result in the disciplinary code of in the aforementioned section.

Unresponsive person in water — Perform an immediate rescue if safe: enter-water rescue or reach/throw/row/bring methods depending on distance and hazard. Initiate CPR per current guidelines if the person is not breathing; deploy AED as soon as available.

Spinal injury suspected — Stabilize the head and neck in-line; avoid unnecessary movement. Use backboard and spine-immobilization techniques per training; call EMS immediately.

Active seizure in water — Support the person at the surface, protect airway, remove from water as soon as possible, assess breathing, and initiate care per training.

Missing child — Initiate a headcount and immediate water search of the pool; clear the pool if last seen in the water. Notify facility management and follow district-specific policies for missing minors.

Chemical or facility failure (e.g., major leak) — Evacuate patrons, secure the area, notify Facilities/Maintenance, and follow hazmat protocols as needed. Do not re-enter until cleared by authorized personnel.

Post-incident responsibilities:

• Complete an incident report within 24 hours using the GCIT Athletic Department form.

• Preserve evidence (e.g., lifeguard logs, photos of conditions) for investigation.

• Participate in incident debrief and corrective-action planning.

• Coordinate with risk management and HR on follow-up (if staff-involved) and parent/guardian notifications for minors.

Activating the EAP

Activating the EAP might include using 3 short whistle blasts to alert staff, dialing 9-1-1, or providing notification of an incident or unsafe condition to the Director of Athletics or Facilities Supervisor. Here are examples of appropriate responses to various scenarios. This is not an all-inclusive list.

Water Rescue

*Note: Water rescues should utilize American Red Cross approved techniques and procedures

- Rescuing lifeguard signals an emergency with 3 short whistle blasts while pointing at the subject of the emergency.
- Assisting lifeguards may cover surveillance, clear the pool, move people to a place of safety or all these things depending on the circumstances. Clearing the pool frees up personnel to assist with the emergency
- Rescuing lifeguard performs the water rescue and begins care
- Assisting lifeguards may assist in care, call 9-1-1, and/or bring rescue, resuscitation and first aid equipment to the scene. Call boxes are located on the pool deck to provide direct contact with emergency services
- Assisting lifeguards or other staff may meet emergency medical services and bring them to the scene and ensuring easy access to the facility
- Assisting lifeguards or other staff may provide crowd control
- Assisting lifeguards or other staff may contact the Director of Athletics or Facility Supervisor
- Assisting lifeguards or other staff may collect information for the incident report

Tornado or Other Evacuation

A **tornado watch** means tornadoes are possible in and near the watch area. For a tornado watch, contact the Director of Athletics and advise of the situation.

A **tornado warning** means that a tornado has been sighted, or conditions indicate an imminent danger in the area. This means you must act. When a tornado warning is issued, you must clear the pool area immediately and direct everyone to a shelter area. The current designated shelter area is the West Gym. Utilize one long whistle blast to alert everyone in the area to an emergency then provide appropriate instructions.

Depending on the reason for the evacuation, the pool area might need to be cleared, or the entire building might need to be cleared. Consult with the Director of Athletics, emergency services, GCIT administration, or Facilities Supervisor to determine your course of action.

Missing Person

The staff member taking the missing person report must activate the EAP to enlist assistance from additional staff members. Utilize 2 short whistle blasts to gain the attention of available staff. Remember, lifeguards on surveillance duty must continue their surveillance duty. If indicated, a water search should be initiated. Clear the pool if it is difficult to see whether someone is submerged. Have a staff member stay with the person making the report – we don't want to find one group member and lose another.

Collect and share the following information:

- Detailed description (name, age, height, hair color, what a person was wearing, etc.)
- Where was the person last seen
- When was the person last seen
- Whether there are any medical concerns
- The person's swimming ability
- Where did the person store their belongings (such as the locker room)
- Contact information for the reporting person and the missing person (cell numbers)

Clear the pool if a proper search would leave areas without adequate surveillance staffing. Check the deck, hallways, closets, locker rooms, restrooms, the mezzanine, stair towers and other areas. Attempt to contact the missing person if they are known to carry a cell phone.

Lifeguard staff should notify the Director of Athletics if a missing person is reported. If a search appears fruitless with few options remaining, especially for a minor or other fragile person, then the lifeguard should contact emergency services for assistance without waiting to consult with the Director of Athletics.

Pool Contamination

If the pool becomes contaminated, such as by fecal matter, blood, or vomit then you may need to close the pool to swimmers temporarily. Utilize one long whistle blast to gain the attention of everyone in the area and issue appropriate instruction. Remember, always use your personal protective equipment when dealing with bodily fluids or other contaminated substances.

- A small amount of blood is not considered a risk by the CDC because chlorine kills the germs found in blood. The injured person should exit the pool. Provide first aid, if necessary
- Solid stool or vomit requires an attempt to remove the substance from the pool and may lead to a temporary closure for 30 minutes. Contact the Director of Athletics for additional guidance
- An episode of diarrhea may require an extended closure of the pool. Contact the Director of Athletics for additional guidance

Incident Reports

Complete a GCIT Incident Report for any incident, near-miss, or property damage. Notify the Director of Athletics immediately for significant incidents. Follow district policies for reporting suspected child abuse or neglect.

- Report: You need to create a complete picture of an incident - the who, what, when, where, why and how of it. Include pictures if appropriate for the type of incident. Provide facts and objective observations, not opinions. If you include information from a source other than your own observation, make sure you cite the information correctly
- Advise: Advise anyone involved in an incident of next steps and actions that can be taken to avoid similar incidents from happening in the future. For example, following a non-life-threatening injury, it may be appropriate to advise the person to stop activity, follow up with a healthcare provider, or both. When EMS professionals are involved in responding to an illness or injury, they should advise the person about appropriate next steps. Document all advice given to a person in your incident report
- Release: Release the person when the rescue and any emergency care provided by the safety team is complete. The person can be released to their own care, the care of a parent/guardian, or other supervising adult such as coach. When EMS professionals are involved, you will release the person to EMS when they take over care. Document that the person was released and to whom
- Safety Check: Ensure equipment is returned and restocked for later emergencies. Address issues that contributed to the incident such as dangerous conditions and/or clean up any areas contaminated with bodily fluids or other substances. Advise management of any loss of equipment, such as EMTs taking a backboard rather than risk moving the subject to a different one
- Return to Duty: After the incident has concluded, lifeguards should return to their assigned duty rotations. Any issues interfering with a return to duty should be reported to a supervisor.

Health, Safety & Incident Reporting

Health requirements: Reportable illness or communicable disease must be reported to the Director of Athletics and HR per district policy. If ill, do not report to duty.

Incident reporting:

- Complete the GCIT Incident Report for any injury, near-miss, or property damage.
- Notify the Director of Athletics immediately for significant incidents.
- Follow district policies for reporting suspected child abuse or neglect.
- Reporting staff injuries to HR, Student injuries to ???

Ongoing Training

Annual Training and Orientation

Annual training is an opportunity to update the lifeguarding team about changes at the facility and to ensure all lifeguards are current in their knowledge and skills – this includes any updates to this manual. This orientation ensures both returning and new lifeguards are familiar with the facility and management's expectations. All lifeguard team members are expected to attend annual training and orientation.

Additionally, lifeguard staff will participate in an annual, full-facility evacuation drill coordinated with Facilities and School Administration

In-Service Training and Assessments

Monthly and Quarterly in-service training is designed to help you maintain your knowledge and skills at a professional level. These trainings can include realistic scenarios that could commonly occur in the facility as well as skill refreshers for less-used skills such as rescue tows, backboard lifts and CPR/AED practice. Lifeguard staff should prioritize attending any announced trainings. Lead Lifeguards and the Director of Athletics will maintain attendance records and address issues of non-compliance.

Lifeguards that demonstrate deficiencies in swimming fitness or life-saving techniques may be subject to an additional fitness review.

After-action Review Briefing

An after-action review is a post-incident or post-drill meeting to:

- Discuss how well the lifeguarding team executed safety protocols,
- Identify communication breakdowns or gaps, and
- Transition lessons learned into measurable updates for future preparedness

Recertification

To continue working as a lifeguard, you must recertify periodically. Failing to maintain your certification will bar you from engaging in lifeguard duties. Renewing your certification while it is still active is cheaper and faster than allowing the certification to lapse. All certifications must be through an American Red Cross training provider. Seek pre-approval from the Director of Athletics if you are considering an alternative training provider as not all providers are acceptable.

Lifeguard Whistle and Hand Signals

Use of the whistle and hand signals can assist the lifeguard team in communicating with each other as well as pool patrons. Avoid excessive use of the whistle while on duty due to potential "whistle fatigue," meaning staff or patrons may ignore the whistle during an actual emergency. Constant whistle blasts cause desensitization, harm relations with patrons, causes a tense environment, and diminishes a lifeguard's authority in an emergency.

Whistle Signals

One Short Blast:	Gain the attention of a pool patron, typically to call attention to a rule violation or dangerous behavior
Two Short Blasts:	Gain the attention of another lifeguard (use sparingly – such as calling a lifeguard over to deal with a patron concern so you can focus on surveillance)
Three Short Blasts:	Activate the Emergency Action Plan by alerting staff to an ongoing emergency
One Long Blast:	Used to clear the pool and direct all patrons to exit the water immediately

Hand Signals

Legal Principles that Apply to Lifeguards

As a lifeguard, you are considered a professional rescuer. This means that there are certain expectations and standards for how you do your job and failing to meet these expectations and standards can lead to legal action being taken against you, the facility, or both. Legal principles that apply to your role as a professional lifeguard include the following.

Duty to Act

While on the job, you have a legal responsibility to act when an emergency occurs. Failure to act in an emergency could result in legal action.

Standard of Care

The standard of care establishes the minimum expectations for lifeguards in fulfilling their primary job responsibility, which is to prevent and respond to emergencies. The standard of care requires you to:

- Communicate proper information and warnings to help prevent injuries
- Recognize someone in need of care
- Attempt to rescue those needing assistance
- Provide emergency care according to your level of training

Negligence

Negligence is failure to do what a reasonable and careful person would be expected to do in each situation. Examples of negligence include:

- Failing to control or stop any behaviors that could result in further harm or injury
- Failing to provide care or providing inappropriate care
- Providing care outside of your scope of practice (the range of tasks a lifeguard is legally allowed to do) or level of training

Abandonment

Abandonment is the withdrawal of support or help from another person, despite having the responsibility to provide this support or help. Once you begin care, you must continue to provide care until relieved by someone with an equal or higher level of training, such as emergency medical services (EMS).

Confidentiality

You are required by law to keep any personal information you learn about a person while providing care confidential. You may only share this information with EMS, your supervisor, or documented in an incident report. You must not use, retain or share any of this information outside the scope of your duties

as a lifeguard. Any questions regarding an incident by reporters, insurance companies or the involved parties must be referred to the Director of Athletics.

Consent

You must obtain consent before you can provide first aid and emergency care. To obtain consent, you must provide: your name, identify yourself as a lifeguard, your level of training and the type of assistance you are offering. Implied consent applies when a person is potentially drowning, unresponsive or appear to be mentally altered. Implied consent is assumed for a minor when that minor's parent or guardian is not present. If the minor's parent or guardian is present, you should obtain their consent regardless of the minor's level of consciousness. If a minor appears to need emergency assistance and the parent or guardian refuses care and is not acting to ensure the well-being of the minor, then contact emergency 9-1-1 and report the incident immediately.

Refusal of Care

You must honor a person's refusal of care or a parent/guardian's refusal of care for a minor. However, you should explain why you think care is necessary. For injuries or illness that is not life-threatening, ensure the person knows that you are not denying or withholding care. For injuries or illnesses that could be life-threatening, contact emergency 9-1-1 and report the incident immediately.

Document any refusal of care in the incident report. The subject refusing care and a witness should sign the document. Any refusal to sign the refusal of care should also be noted in the incident report.

Performance Evaluation & Discipline

Performance monitoring: Lifeguards will be evaluated through direct observation, drill performance, incident reviews, and compliance with uniform and behavior standards.

Evaluation process:

- Scheduled performance evaluations during probation and annually thereafter.
- Documentation of strengths and areas for improvement with an action plan if required.
- Immediate corrective action for safety violations; depending on severity, consequences may include suspension, retraining, or termination

Emergency Equipment

By law, we are required to maintain:

- One or more assist poles or life hooks. (No telescoping or plastic hooks that snap on)
- One rescue tube per on-duty lifeguard
- First Aid kit, to be restocked within 24 hours
- A full spine board with ties, head restraint and/or straps
- Emergency care area for pools that can accommodate 500 swimmers
- Telephone and waterproof directory (needs address of facility)
- AED
- Throw line (25m)

Emergency Contact & Facility Map

List all key contacts and emergency reference details.

Role / Location	Name	Phone / Ext	Back-up Contact
Head Lifeguard			
GCIT Security			
Facilities			
EMS / Fire Dept			
Nearest Hospital			

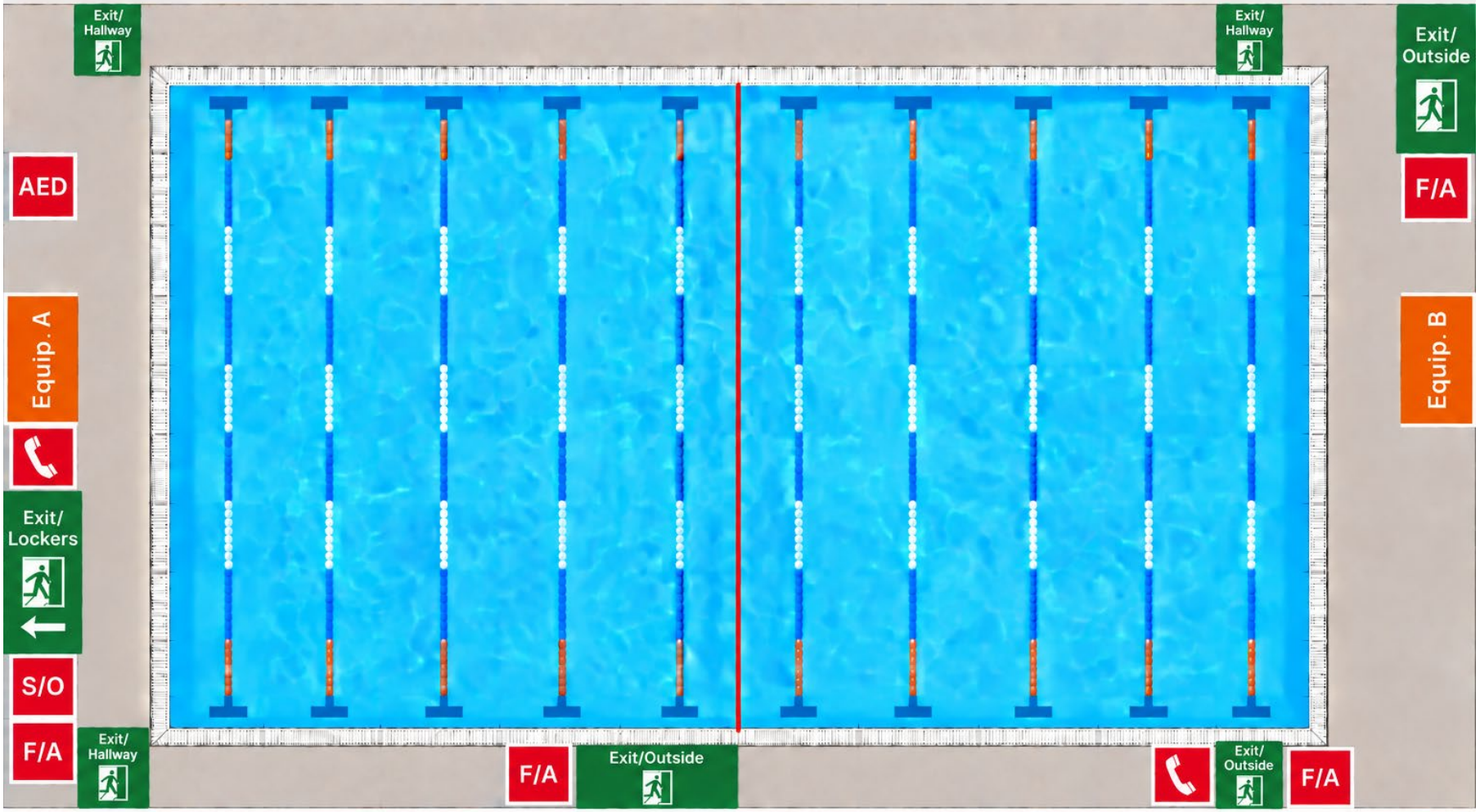
Attach facility map showing AEDs, exits, and EMS access routes.

Contact for Staff Injury

Contact for Student Injury

Parent contact protocols for children

GCIT POOL



KEY:

- **S/O** — Emergency Pool Pump Shutoff
- Emergency Phone
- **F/A** — Fire Alarm Pull Station
- **Equip. A** — Assist Hook, Backboard, (First Aid Bag in Office Behind)
- **Equip. B** — Throw Line, Flotation Device, Backboard
- **AED** — Automated External Defibrillator (AED)
- **Exit/ Hallway** — Exit to Hallway
- **Exit/ Outside** — Exit to Outside

Forms and Checklist Templates

GCIT Aquatics - Enhanced Lifeguard Pre-Shift Checklist

Date: _____

Shift Time: _____

Lifeguard(s) Report: _____

Personal Readiness

☐ Arrived at least 5 minutes prior to scheduled shift

☐ Wearing complete GCIT-approved lifeguard uniform

☐ Whistle on lanyard and functioning

☐ Rescue tube/buoy properly attached and accessible

☐ Appropriate footwear worn

☐ No earbuds, headphones, AirPods, or personal electronic devices in use

☐ Hair secured and professional appearance maintained

☐ Physically fit and ready for duty

Facility & Safety Inspection

☐ Pool deck inspected and free of hazards

☐ Pool water clear and main drain visible

☐ Lifeguard stands inspected

☐ Emergency exits accessible

☐ Rescue tubes present and inspected

☐ Backboard present and accessible

☐ AED present and operational

☐ First Aid Kit stocked and accessible

☐ Emergency phone/radio operational

☐ Lane lines and aquatic equipment inspected

Administrative Readiness

☐ Staff assignments reviewed

☐ Rotation schedule reviewed

☐ Emergency Action Plan reviewed

☐ Daily log initiated

Water Chemistry Verification - AquaDoc Eagle Ray Digital Test Kit

☐ Water sample collected

☐ Digital reader functioning properly

☐ Test strip within expiration date

☐ Results recorded in Aquatics Log

Parameter	Result	Acceptable Range	Pass/Fail
Free Chlorine	_____	1.0 - 4.0 ppm	_____
pH	_____	7.2 - 7.8	_____
Total Alkalinity	_____	80 - 120 ppm	_____
Total Hardness	_____	Facility Standard	_____
Cyanuric Acid	_____	Facility Standard	_____
Water Temperature	_____	Facility Standard	_____

☐ Results recorded in Aquatics Log

Pool Status Determination

☐ POOL APPROVED FOR OPERATION

☐ POOL CLOSED / DELAYED OPENING PENDING CORRECTIVE ACTION

Corrective Actions (if required)

_____

_____

_____

Certification

I certify that the facility, safety equipment, staffing, and water conditions have been inspected and documented prior to opening.

Lifeguard Signature: _____

GCIT Aquatics - Enhanced Lifeguard Post-Shift Checklist

Date: _____

Shift Time: _____

Lifeguard(s) Report: _____

Facility Closing Inspection

☐ Pool area cleared of patrons

☐ Pool deck free of hazards, trash, and debris

☐ Lost and found items collected and secured

☐ Pool water remains clear and bottom visible

Safety Equipment Verification

☐ Rescue tubes accounted for and stored properly

☐ Whistles accounted for

☐ Backboard secured and accessible

☐ AED present and secured

☐ First Aid Kit inspected and restocked if needed

☐ Emergency phone/radio secured

Equipment & Facility Shutdown

☐ Lane lines stored or secured as required

☐ Aquatic equipment returned to storage

☐ Furniture secured

☐ Gates and doors locked as directed

☐ Lights secured according to facility procedures

Administrative Responsibilities

☐ Daily log completed

☐ Incident reports completed (if applicable)

☐ First aid reports completed (if applicable)

☐ Maintenance concerns documented

Water Chemistry Verification - AquaDoc Eagle Ray Digital Test Kit

☐ Water sample collected

☐ Digital reader functioning properly

☐ Test strip within expiration date

☐ Results recorded in Aquatics Log

Parameter	Result	Acceptable Range	Pass/Fail
Free Chlorine	_____	1.0 - 4.0 ppm	_____
pH	_____	7.2 - 7.8	_____

Total Alkalinity	_____	80 - 120 ppm	_____
Total Hardness	_____	Facility Standard	_____
Cyanuric Acid	_____	Facility Standard	_____
Water Temperature	_____	Facility Standard	_____

☐ Results recorded in Aquatics Log

Issues Requiring Follow-Up

_____

_____

_____

Certification

I certify that all assigned closing procedures have been completed and any concerns have been documented and reported.

Lifeguard Signature: _____

Interview & Practical Skills Checklist

Candidate Name: _____

Date: _____

Interviewer(s): _____

Category	Performance / Notes
Knowledge of lifeguard principles	
Scenario question: emergency response	
Conflict resolution / communication	
Availability / reliability	
Swim test (timed)	
Rescue & first aid skills	
Professional demeanor	

Recommendation:

□ Strongly Recommend

□ Recommend

□ Not Recommended

Incident Report Template

Date / Time of Incident: _____

Location: _____

Name / Age of Individual(s): _____

Description of Incident:

Action Taken:

First Aid / EMS Response:

Witnesses: _____

Follow-Up / Recommendations: _____

Reported by: _____

Signature: _____

Training Log & Drill Documentation

Date	Type of Drill	Staff Present	Scenario/Objectives	Duration	Notes

Uniform Inspection Checklist

Item	OK	Needs Attention / Comments
Lifeguard shirt	☐	
Swim shorts	☐	
Whistle & lanyard	☐	
Rescue tube	☐	
Shoes / Deck footwear	☐	
Sunglasses / hat	☐	
Personal appearance	☐	
Other	☐	

Additional Comments Related to Lifeguarding Operations:

GCIT Aquatics Rescue Report

Complete one report for each person rescued, including assists with no apparent injury. Complete promptly after care and safe pool coverage are secured. Record facts and identify the source of information reported by others. Use N/A or Unknown as needed; include AM/PM and mark estimated times.

INCIDENT AND CLASS INFORMATION

Incident date: _____ Time: _____ Report number: _____

Pool area / lane: _____ Water depth: _____

Activity: ☐ PE / class ☐ Team practice / meet ☐ Lessons ☐ Open swim ☐ Rental ☐ Other

Period: _____ Teacher / coach: _____ Class / group: _____

RESCUE INFORMATION

Full name: _____ Age: _____ Grade: _____

Status: ☐ Student ☐ Teacher ☐ Other employee ☐ Visitor / community member ☐ Other

School / organization: _____ Contact number if needed: _____

RESCUE RESPONSE AND CARE

Primary lifeguard: _____ Assigned station / zone: _____

Assisting staff and roles: _____

Emergency action plan activated: ☐ Yes ☐ No Time: _____ Activated by: _____

Pool cleared: ☐ Yes ☐ No Remaining swimmers supervised by: _____

Time distress recognized: _____ Person reached: _____ Removed from water: _____

Submerged: ☐ Yes ☐ No ☐ Unknown Estimated duration / source: _____

At first contact Responsive: ☐ Yes ☐ No ☐ Unknown Breathing normally: ☐ Yes ☐ No ☐ Unknown

Observed condition / symptoms / injuries: _____

Care provided: ☐ Rescue / assist only ☐ First aid ☐ Rescue breaths ☐ CPR ☐ AED applied

☐ Oxygen ☐ Spinal precautions ☐ Other: _____ AED shocks, if any: _____

Care provider and start times: _____

DESCRIPTION OF EVENT

Describe what you observed, actions in order, rescue method and equipment, and the person's response. Include relevant conditions and statements. Attach a dated, signed continuation if needed.

_____

_____

EMERGENCY RESPONSE AND TRANSFER OF CARE

911 called: ☐ Yes ☐ No Time: _____ Called by: _____

If not called, explain: _____

EMS agency: _____ Arrival time: _____ Care transfer time: _____

Care transferred to name / role: _____

Outcome: ☐ School nurse ☐ EMS transport ☐ Parent / guardian pickup ☐ Other: _____

Destination / departure time: _____ Condition at handoff: _____

Instructions or restrictions given, by whom, and any refusal of care: _____

_____

PARENT/GUARDIAN, STAFF NOTIFICATION

Parent / guardian contacted: ☐ Yes, reached ☐ Attempted, not reached ☐ No ☐ N/A

Name / relationship: _____ Phone: _____

Contacted by: _____ Date / time: _____ Method: _____

Message left: ☐ Yes ☐ No ☐ N/A Information shared / response: _____

If not reached or not contacted, reason and next attempt / staff responsible: _____

_____

Notify / record status	Name and notified by	Date and time	Method and result or reason not notified
School nurse			
Aquatics supervisor / AD			
Teacher / coach / other			

WITNESS AND LIFEGUARD STATEMENT

Witness names and contact information: _____

_____

Attachments: ☐ Witness statements ☐ Additional narrative ☐ Other: _____

I confirm this report accurately reflects my observations and the information available to me.

Lifeguard signature: _____ Date / time: _____

SUPERVISOR REVIEW AND FOLLOW-UP

Reviewer / title: _____ Date / time: _____

Follow up, responsible staff, and due date: _____

Additional district / agency reports or notifications and status: _____

Reviewer signature: _____ Report received / filed on: _____

Appendix: Forms, Checklists & Sample Documents

- Lifeguard Application
  - All initial screening of applicants will be conducted via Gloucester County Institute of Technology's Applitrack System for approval.
- Interview & Practical Skills Checklist
  - This document will be prepared by the Director of Athletics, and shared with the HR/Superintendent during the recommendation and approval process.
- Pre-shift/Post-shift Checklist
- Incident Report Template
  - The Director of Athletics, or an appointed designee, will print and have a minimum of 20 of these handouts ready at the First Aid station. If these units do not exist, or the supply is low, it is the responsibility of the head lifeguard to inform them that additional copies need to be made.
- Training Log & Drill Documentation Form
- Uniform Inspection Checklist
- Emergency Contact & Facility Map (include AED locations, EMS access points)

Disclaimer: This manual is intended to provide GCIT-specific guidance and examples. It does not replace formal training from certified organizations (e.g., American Red Cross, YMCA). Always follow current clinical guidelines and district legal/policy requirements. Update this manual annually or after significant policy/facility changes.