

# AQUATIC HANDBOOK



**Three Trails**  
CAMP & RETREAT CENTER





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The Salvation Army owns and operates the Three Trails Camp aquatic facility.

# AQUATIC FACILITIES

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## Buddy Check

Three Trails Camp will use the Buddy Check System as part of their safety plan. Buddy checks will be paired with a minimum of one Lifeguard rotation during swims that last over 2 hours. This risk-reduction strategy, as lifeguards change stations when there are either no swimmers in the water, or when all swimmers are stationary and accounted for (versus the risks associated with lifeguards doing a typical station change when there are swimmers actively swimming in the water). The typical procedure is that the buddy check is conducted. If swimmers are accounted for, then lifeguards rotate positions. After the lifeguards are in place and ready, campers are permitted to continue swimming.

3TC will not utilize pre-assigned buddies. Swimmers simply “buddy up” with whoever they are closest to. When the buddy check is called, campers pair up with whoever is closest to them in their swimming area. Any remaining lone camper joins a pair to make a “truddy”.



## Pool Security and Safety

The pool is surrounded by a fence. The entrance gates should always be locked when the pool is not open for program. Interior bathroom should also be locked when the pool is not open for program.

Pool depth at its greatest part is 4 feet the pool depth is clearly marked.

Pool rules are posted at the main entrance and bathroom doors.

Maintenance should be performed on all depth markers and signage to assure their visibility.

## Rescue Equipment

Lifeguards should always have a whistle, fanny pack with emergency kit, and a rescue tube when on the stand or spotting.

The pool is equipped with a back board, shepherds hook and rescue tube on a rope. These items need to be readily available when swimmers are at the pool.

## Guard Rotation

Head Lifeguard will complete a Rotation Schedule for aquatic program using the map in *Attachment C*. Guards will rotate counter-clockwise. A timer should be used to signal rotation change. The head guard oversees rotation to ensure no gaps in coverage. Spotters can be used to help with overseeing rotation and management of camper behaviors.

For 2 Guards on stands:

Chair stands are used.

15 minutes at each stand, 15 minute cleaning, 15 minute break.

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For 3 Guards on stands:

Chair stands are used, as well as one end stand. End stands will be determined based on the number of campers at each end.

15 minutes at each stand then 15 minute break

For 4 Guards on stands:

15 minutes at each stand, with an on-the-hour 5 minute break.

## Notes:

- Guards must stay hydrated and take breaks seriously.
- No phones during any rotation (except for emergencies).
- Head Guard is responsible for adjusting the rotation if someone is absent or ill.

## Opening Duties

See Attachment E for log. Lifeguards must check pool chemicals 30 minutes prior to scheduled swim periods. A rotation of lifeguards should be established for who will be opening the pool each day. If chemicals are off, adjustments must be made to get the chemicals properly balanced before swimmers are allowed in the pool.

### Lifeguard Station:

- Fill out Binder
- Check first aid kit for supplies
- Locker Rooms
- Unlock doors
- Make sure locker rooms are clean and ready for use
- Pool Deck
- Put up Umbrellas
- Check Safety Equipment
- Fish out debris with pool net

## Closing Duties

See Attachment E for log. A rotation of lifeguards should be established for who will be cleaning the



pool each day. The Head Lifeguard is responsible for creating a rotation schedule for closing duties.

### Pump House (1 lifeguard assigned):

- Check water levels
- Check hopper: Fill with chlorine tablets
- Check ProMinent Controller levels
  - Free Chlorine: 1.0-3.0
  - pH: 7.3-7.7
- Turn off water features
- DO NOT TURN OFF MAIN POWER SWITCH

### Pool Deck (3 lifeguards):

Lifeguards are responsible for making sure the pool deck is clear of debris or potential items which could cause harm to guests. The deck should be swept or power washed to clear debris.

- Take down umbrellas
- Sweep/clean pool deck
- Vacuum pool
- Clean/wipe off tables
- Refill first aid kits as necessary
- Take lost and found to the dining hall
- Wipe down gutters, railings and ladders

### Locker Rooms (all lifeguards):

It is the responsibility of the lifeguards to clean the locker room/bathroom everyday.

- Sweeping and sanitizing/cleaning the floors with chemical and hoses

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- Clean sinks and mirrors
- Clean toilets
- Clean bathroom stall walls, doors and handles
- Restock paper towels
- Restock toilet paper
- Empty feminine bags and take out trash

## End of Day:

- Take trash to dumpsters
- Lock locker room doors
- Lock pool gates

## Chemical Maintenance

### Chlorine Procedure

**Appropriate Range:** 1.0-3.0 ppm

#### **If out of Range:**

Test and calibrate ProMinent if necessary.

**Over:**

- Refer to chemical dosage chart
- Add appropriate amount of Sodium Thiosulfate to lower chloring ppm

**Under:**

- Check the chlorine hopper and make sure it is not empty
  - Add if necessary
- Check chemical pump and make sure it is on
- Check any alarms that may be present on ProMinent
  - Press down arrow and enter to clear alarms
- Refer to chemical dosage chart
  - Add appropriate amount of Calcium Hypochlorite (granular)  
-OR if time allows
  - Allow ProMinent to adjust level as necessary

### pH Procedure

**Acceptable Range:** 7.2-7.8

**Ideal Range:** 7.4-7.6

#### **If out of Range:**

Test and calibrate ProMinent if necessary.

**Over:**

- Check the Muriatic Acid tank and make sure it is not empty
  - Change if necessary
- Check Chemical pump and make sure it's on
- Check any alarms that may be present on Prominent
  - Press down arrow and enter to clear alarms
- Refer to chemical dosage chart
  - Add an appropriate amount of Muriatic Acid to lower pH  
-OR if time allows-
  - Allow Prominent to adjust level as necessary

**Under:**

- Refer to chemical dosage chart
- Add appropriate amount of Soda Ash to raise pH



## Sanitation Logs

Staff are responsible for completing the sanitation log each time the bathroom and pool deck areas are cleaned. This includes noting the date, time, your initials, and checks of tasks completed. Logs must be filled out immediately after cleaning to ensure accurate records and compliance with health and safety standards. Example provided in *Attachment D*.

## Filter Cleaning

CLEAN FILTER WEEKLY OR AT THE END OF EACH CAMP

1. Turn off main power switch
2. Turn off ProMinent Controller
3. Close valve on white pipe (red handle down)
4. Close valve #4
5. Unscrew lid
6. Take out filter and clean
7. Replace filter
8. Re-screw lid
9. Open valve #4
10. Open valve on white pipe (check the Neptune influent and effluent levels in order to evaluate placement of handle)
11. Turn on ProMinent Controller
12. Turn on main power switch

17. Turn off main pump
18. Close valve before media filter
19. Open valve for lower media filter
20. Close waste valve
21. Open valve before chemical pump
22. Open valve after media filter
23. Open valve before media filter
24. Turn on main pump
25. Open vent valve until water runs steadily
26. Turn on Chemical Pump by turning on breaker

## Back Wash

### Ideal Ranges

- **Influent:** 10-15 psi
- **Effluent:** 5-10 psi
- **Flow rate:** 450 GPM

**Only** do the following when the influent is above 15 psi, effluent is under 5 psi, and flow rate is under 450 GPM.

1. Turn off Chemical Pump by turning off breaker
2. Turn off main pump
3. Close valve before media filter
4. Close valve after media filter
5. Close valve before chemical pump
6. Open waste valve
7. Close valve for upper media filter
8. Open valve before media filter a third of the way
9. Turn on main pump
10. Leave open for 2 mins or until water becomes clear
11. Turn off main pump
12. Close valve before media filter
13. Open valve for upper media filter
14. Close valve for lower media filter
15. Open valve before media filter a third of the way
16. Leave open for 2 mins or until water becomes clear



## Staff Swim Times

Staff under the age of 25 may swim only at approved times and when a lifeguard is on duty. Staff 25 or older may use the swimming facilities without a lifeguard during non-program hours with permission from the Camp Director. No one may swim alone in the pool at any time.

# STAFFING PLAN

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Three Trails Camp complies with Independence Missouri Department of Health Swimming Pool rules, the ACA Aquatics safety standards, and continually strives to meet the Aquatics Safety Guidelines for lifeguard and leadership staffing standards.

At Three Trails Camp, aquatics safety is everyone's responsibility. We are consistently evaluating our needs and what that means for our staff responsibilities, job descriptions, and duty to act.

Within each of our job descriptions, included is an outline of the necessary certifications lifeguards must possess. For all positions, this includes CPR, First Aid, AED (as outlined in the American Red Cross Lifeguard Manual).

### Safety Team Members

All staff serve as our safety team, as our expectation is that anyone could perform any skill at any time. This means that even though the lifeguard may have just performed the rescue, it may end up being another staff person who will perform the extrication, perform compressions, or any other skills they are trained in. Only lifeguards are trained in water rescue skills.

### Staffing Ratio

Three Trails Camp instills a minimum of 1 lifeguard to 25 participant ratio at all times.

Leadership staff will evaluate if additional lifeguards or spotters are needed to accommodate the program. Three Trails Camp will take into account age of swimmers, swimming ability, supervision and the activity. 3TC also takes into consideration the areas

of the pool that will be used, the shape of the pool, along with any play features when determining lifeguard standards, zones, and number of overall staff on site. 3TC would also add additional lifeguards or spotters if lighting, glare, or environmental factors inhibit their ability to have full view of their zone. At all times that the pool is open for program needs, there will be a lifeguard who is present in the pool area. Additional staff person is recommended to check on the lifeguards every hour of their shift to ensure the lifeguards don't need anything, have had their breaks, and are actively scanning all areas of their zones. Lifeguards will not actively scan pool for longer than 2 hours without a break from guarding. This could include a water break or stepping off the stand to stretch. This will help strengthen the guarding if they are provided with regularly scheduled breaks.

Spotter ratio is 1 spotter to 10 campers.



### Swim Testing

3TC is committed to implementing proven prevention efforts to ensure that children who swim in the pool are safe. Campers who are 60" or taller, without shoes on, are not required to take a swim test to enter the deep end. They will be given a **yellow band** and can enter the deep water. If a lifeguard observes campers wearing a **yellow band** to be struggling in the deep water, they reserve the right to require the camper to take the deep-water test. If they don't pass

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the deep-water test, they will not be allowed in the deep water.

All campers and program participants under 60" tall will be given the opportunity to be tested to evaluate swimming competency. Any camper under 60" tall that does not take or pass the deep end swim test will be restricted from deep water but may still gain access to the shallow end of the pool. Swim tests include a 20-yard swim. Upon successful completion of the swim test, swimmers will be given a **red band**.

## Facilitating a Swim Test

- Have camper swim across the middle of the pool (longest length)
- A lifeguard must be in the pool to spot the camper.
- Once the camper has crossed the pool, another lifeguard will issue a wristband.
- Make sure to keep other campers out of the way of the testers.

If campers do not have a **yellow band** or **red band** they are required to stay in shallow water and not cross the rope.

## Lifeguard Zones

It is critical to position lifeguards to see all areas of their assigned zone. Adjust lifeguard positioning to do the following:

- In the event of a glare, shadows or lighting, a lifeguard should move to a better location. Ensure that chair height is appropriate for water depth, and can reach assigned zone in 20 seconds.
- Ensure proximity of the water's edge to prevent blind spots directly in front of the stand. Make sure all lines are clear so lifeguards can appropriately scan their zone.

- Ensure lifeguards can see the bottom, middle, and the top of the water.

Our Head Lifeguard will continually evaluate lifeguard positions for effectiveness. The evaluation may include using shadow drops, cameras, or simulated victims. Also evaluate each zone at various times of the day to identify potential issues with glare as the sun rises and sets. 3TC will validate zones before opening each season and make appropriate modifications.



## Lifeguard Rotations And Breaks

Rotations for lifeguards are an important part of providing effective, active supervision. Studies show that lifeguards can maintain optimal vigilance for only about 15 minutes. Rotations allow lifeguards to change their perspective, decrease mental fatigue, and increase alertness.

When facilitating rotations, Zones of Protection must be maintained at all times.

- Coverage remains effective despite staffing or environmental changes
- Visibility from each post is maintained
- Obstructions (furniture, signage) are removed
- Adjustments are made for water depth, sun glare, or usage patterns

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The frequency of lifeguard rotations and breaks may be impacted by:

- Heat and humidity: regardless of whether the aquatics facility is indoors or outdoors.
- High bather loads, which can increase stimuli and create sensory overload.
- Low bather loads which may result in too little stimuli for the lifeguard to be effective.

3TC will periodically check local, state and federal labor laws to update break and rotation schedule. Lifeguard staffing may be adjusted to ensure adequate supervision.

*Head Lifeguard will complete a Rotation Schedule for aquatic program using the map in Attachment C.*

## Secondary Duties

LIFEGUARDS MAY NOT PERFORM SECONDARY DUTIES WHILE ON SURVEILLANCE DUTIES

A list of such secondary duties may include, but is not limited to, the following:

- Performing minor first-aid
- Answering the phone or radio
- Cleaning the pool
- Handling member questions
- Testing chemicals
- Performing swim tests
- Performing supervisory duties

On-duty lifeguards are prohibited from using cell phones, and other portable electronic devices. Active lifeguards are responsible for the swimmers and their zones. In the event of an emergency, the guard should clear the pool and proceed with the rescue.



## Supervision Protocol

In most cases, a dedicated Head Lifeguard or similar position supervises lifeguard staff.

However, other positions can supervise or aid in the supervision of lifeguards:

- Director-level positions
- Facility supervisors

Supervisory staff are to appropriately enforce practices that assist lifeguards in providing effective, active supervision. The following are essential responsibilities for anyone supervising lifeguards:

- Monitoring the performance of lifeguards actively supervising swimmers and bathers
- Making sure that rotations follow the procedures described in the safety plan
- Coordinating staff response and victim care during an emergency
- Identifying and communicating about safety hazards to mitigate or remove the hazard
- Ensuring all required safety equipment is in place and in good working order

## Off-Site Aquatic Activity Supervision

3TC programs may take field trips to non-Salvation Army owned or managed facilities or environments, such as waterparks, waterfronts, beaches, or rivers. To keep program participants safe, plan carefully to ensure the highest level of aquatic safety during such trips. Be sure to comply with all camp, childcare, or other program-related laws and regulations that involve supervision during aquatic activities.

Additionally, do the following when planning any off-site field trip:

- Establish minimum criteria for use of an off-site aquatic facility/environment and have a knowledgeable staff member tour any such facility/environment prior to use for evaluation against the criteria.
- In addition to any CPR, first aid, or water-safety training, identify if additional field trip— specific training staff will need prior to arrival at the aquatic facility/environment, such as the following:
  - Additional supervisory requirements needed to keep program participants safe
  - Emergency procedures for situations, such as a submersion incident or a missing participant
  - Site-specific aquatic safety policies and procedures
  - Implementation and enforcement of the buddy system
  - Program-specific aquatic safety policies and procedures
  - Their role in swim testing procedures
  - Specific supervision responsibilities for the aquatic facility
  - Supervision of children who are not actively swimming
- Consult with The Salvation Army's insurance provider for any additional requirements or restrictions prior to making final arrangements for the trip.

## Poolside Spotter

The overall role of the spotter is to watch for the safety of the swimmers.

First and most important, make sure you know who the qualified lifeguard is for the session. Wear poolside shoes or bare feet and clothing you are able to get wet.

Spotters will be asked to watch a section of the pool, but at times spotters will be asked to watch campers in the water because we have to many campers to meet our lifeguard/camper ratio.

Lifeguard/camper ratio is 1:25 the spotter/camper ratio is 1:10.

### Spotter Training

Spotters will stand at the edge of the pool and be scanning to verify that campers are not having trouble swimming. They will notify a lifeguard of trouble. If they see someone in trouble and, due to the severity of the situation, it would not be immediate enough to inform the lifeguard, only then will they respond by getting in the pool.

### Spotter Role

1. Watch to see if swimmers are in trouble.
2. Watch to see that no unauthorized children or adults enter the pool deep end area.
3. Make sure you can see the pool at all times.

### During the swim session

1. Count and recount the number of swimmers at the throughout the session. Be aware of swimmers going to the toilet or leaving the pool with a problem.
2. Watch for swimmers who are having breathing difficulties or having trouble swimming and inform the lifeguard.

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3. If you see unauthorized persons coming on to the deep end of the pool inform the lifeguard.
4. Help with swim test and swim band management.

### Behavior Management

Spotters are very helpful in managing behaviors at the pool. Lifeguards will blow a whistle to signals to the swimmer that they must stop a behavior or swimming immediately and exit the pool. The lifeguard will tell the spotter in which direction so the spotter can direct the children to exit. The spotter is to help facilitate camper behavior correction.



# EMERGENCY RESPONSE AND COMMUNICATION PLAN

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An Emergency can happen at any time. At Three Trails Camp, our staff are trained and prepared at all times. In the event of emergency, the response plan is in place to identify that an emergency is taking place, activate the safety team response, and communicate.

### Whistle Commands for Lifeguards

- 1 short blast to get attention of the patron
- 2 short blasts to get attention of another lifeguard
- 2 short blasts and point up to indicate severe weather
- 1 long blast to clear pool/emergency
- 2 long blasts to indicate save/emergency perceived spinal injury



### Signaling an Emergency

1. Lifeguard will signal with a long whistle blast. Additional lifeguards or other safety team members should recognize this and be ready for backup, lifeguard safety, and patrons' safety. Without this in place, we compromise everyone's safety.
2. Once the lifeguard has given the signal, he/she will choose the appropriate rescues for the situation. Some rescues may require additional

lifeguards, or staff assists to enter the water to help with the rescue.

3. If **non-life threatening** the guard enters water, contacts victim using appropriate rescue and moves victim to safety. Back up guard covers the pool surveillance during rescue.
4. If **life-threatening** Clear the swimming area. The person providing backup coverage makes sure the pool is cleared. With the area cleared, other staff members (lifeguard) are able to tend to the emergency, and provide additional care, if needed.
5. Summon EMS Personnel
  - a. If the incident includes a life-threatening emergency, someone must summon EMS personnel by immediately calling 911. A safety team usually makes this call, facility address should be given. For best practice the facility address should be clearly displayed at the lifeguard break station. Implement 3TC major injury and accident procedure.
  - b. Turn off all water features and clear pool.
  - c. When EMS personnel arrive, a member of the safety team meets them at gate and directs them to the scene.
  - d. Control Bystanders. You may need to control bystanders to prevent them from interfering with a rescue. This may involve using a firm voice to ask them to move back so that care can be provided, roping off areas or positioning chairs around the emergency site, repeating commands and requests as often as necessary. Ensuring EMS personnel have a clear path, and keep patrons away from the rescue scene.

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6. Evaluate the facility. In certain circumstances, such as fire or a violent situation, evacuation may be necessary.
  - a. Give the signal and instruct patrons to clear the pool.
  - b. Follow facility evacuation procedures to clear all areas of the facility, including locker rooms.
  - c. Direct patrons to a position of safety.
  - d. Ensure that patrons do not re-enter the facility until it is declared safe. In emergency situations, EMS, fire or law enforcement personnel will inform facility staff when it is safe to return.
7. After the emergency has been resolved, lifeguards and other safety staff still have 3 important tasks to complete.
  - a. REPORT: Staff members involved in the incident need to complete the appropriate incident report form as quickly as possible, after providing care. Collect the required information about the victim such as name, address and contact information.
  - b. ADVISE THE VICTIM: Depending on the nature of the incident, Senior Staff will notify guardians.
  - c. RELEASE THE VICTIM: A VICTIM MAY BE RELEASED ONLY WHEN THE RESCUE AND EMERGENCY CARE PROVIDED IS COMPLETE:
    - i. Notify Chain of Command
    - ii. Check the equipment and facility
    - iii. Take corrective action
    - iv. Return to duty
    - v. Reopen the facility
8. Address questions that may arise regarding the situation. Reporters, insurance companies, or attorneys may ask questions about the emergency. DO NOT GIVE OUT ANY INFORMATION. Only management or a designated spokesperson should talk to the

media or others about the incident.

9. Following an emergency, staff members should attend a de-briefing. Safety team members will hold a meeting to examine what happened, assess the effectiveness of the EAP, and consider new way to prevent similar incidents. Staff should be alert for stress reactions.

## Safety Team Roles and Responsibilities

### Camp Counselor

Scan Pool, watch assigned group, assist in rescue

### Volunteer Staff

Scan pool, assist counselor in assigned group, alert supervisor of emergency.

## Emergency Action Plan

The EAP is activated by giving the pre-arranged signal, a long whistle blow, to alert other guards, and staff.

### During the Emergency:

- Activate Safety Team
- Ensure Backup Zone Coverage
- Clear the swimming area
- Summon EMS Personnel
- Control Bystanders
- Evacuate the facility

### After the Emergency:

- Contact your supervisor to initiate Communication Plan.
- Complete Incident Report.

## Communication Plan

If an emergency situation turns into a “crisis situation”, the following plan will be followed by the camp leadership or their designated key staff members, to deal with the after effects of that crisis. The evaluation

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of the “crisis” and “emergency response” will be used in the analysis stages and in the preparation and amendment of Emergency Procedures as needed.

## Step One Alert

- Inform Camp Director or Other Senior Staff.

## Step Two Information

Answer questions below:

- What happened?
- When, where and how did the incident occur?
- Identify and locate key witnesses.
- Who was involved?
- List safety steps that have been taken.

## Step Three Notify

- Senior Staff not already notified

## Step Four Public Statement

- Divisional Headquarters will assign a designated spokesperson and is the only one to give out information to the media.
- Executive Camp Director will alert all staff.
- Maintain steady communication between Executive Camp Director and leadership to provide regular updates on incident status.

## Step Five Evaluate When It’s Over

- Compile all information.
- How can we better be prepared for the next time?
- Evaluate Emergency Procedures and amend as necessary.
- Discuss incident with all Program Key Staff at first opportunity for maximum evaluation and feedback.

## Radio Protocol

1. Always identify yourself and the person or position you are calling. Instead of call signs, Three Trails Camp uses the names of staffers. If there are staffers with the same name, we use the first letter of the last name to distinguish.
2. Speak clearly, calmly, and at a moderate pace.
3. Keep all radio communication brief and professional.
4. Do not use camper names, medical diagnoses, or detailed incident information over the radio.
5. Use 10-codes when possible to protect privacy and keep messages concise.
6. If transmission is unclear, ask to repeat: “Say again” or “Repeat last.”



## 10-CODE RADIO SYSTEM FOR LIFEGUARDS

Code	Meaning	Example Use
10-1	Unable to copy / bad signal	“Pool 1 to Pool Supervisor, 10-1 — please repeat.”
10-4	Message received / OK	“10-4, heading over.”
10-6	Busy – standby	“Pool Supervisor is 10-6 on the deck.”
10-9	Repeat last transmission	“10-9, didn’t catch that.”
10-20	Location	“What’s your 10-20?” / “My 10-20 is at the shallow end.”
10-33	Emergency – lifeguard assistance needed	“Pool 1 to all units, 10-33 at deep end!”
10-99	Medical emergency (radio with discretion)	“Pool Deck to First Aid, 10-99. Meet at gate.”



### Inclement Weather Plan

Closures for inclement weather include temporary closures (e.g., as a thunderstorm passes) and long-term closures (e.g., for extended storm systems or natural disasters).

We will close, or call a break for the following conditions:

- Lightning
- Heavy Rain and Hail
- Tornadoes
- High Winds
- Fog

Closure will be for a minimum of 30 minutes after each lightning strike or thunder.

### Accidental Chemical Release Plan

Employees must be trained in the use of chemicals stored, and how they are used. Each chemical has an information sheet called a SAFETY DATA SHEET. Each SDS includes procedures for handling each substance and provides information about exposure as well as first aid and medical follow up if needed. Follow the EAP listed on the previous page.



# PRESERVICE TRAINING FOR LIFEGUARDS

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Three Trails Camp requires lifeguards to be trained and tested. We require lifeguard staff to have appropriate training prior to service, with renewal training at appropriate intervals. Preservice training includes certification training, preemployment testing, and preservice training (orientation).

## Certification Training

In order to become a Lifeguard in the State of Missouri and work as a certified Lifeguard, you must pass prerequisite criteria and obtain certification from qualified schools, courses or on the job training. 3TC prefers certification from American Red Cross. 3TC may approve another qualified course on a case-by-case basis. Head Lifeguard will ensure all employed lifeguards follow the same rules and safety plan regardless of teaching specifications, as we understand each course teaches slightly different training and rescue techniques.

Pre-requisite: Must be at least 15 years old and have successful completion of written tests and performance of all water skills.

- Basic life support (professional rescuer or healthcare provider CPR/AED)
- Emergency oxygen
- First aid
- Lifeguarding

## Pre-Employment Testing

3TC requires a written and physical skills test for all lifeguards being considered for employment. This is crucial to determining the knowledge and ability of

lifeguard candidates. Pre-employment testing will assess candidates' water-rescue skills, CPR skills, and first aid skills.



## Preservice Training (Orientation)

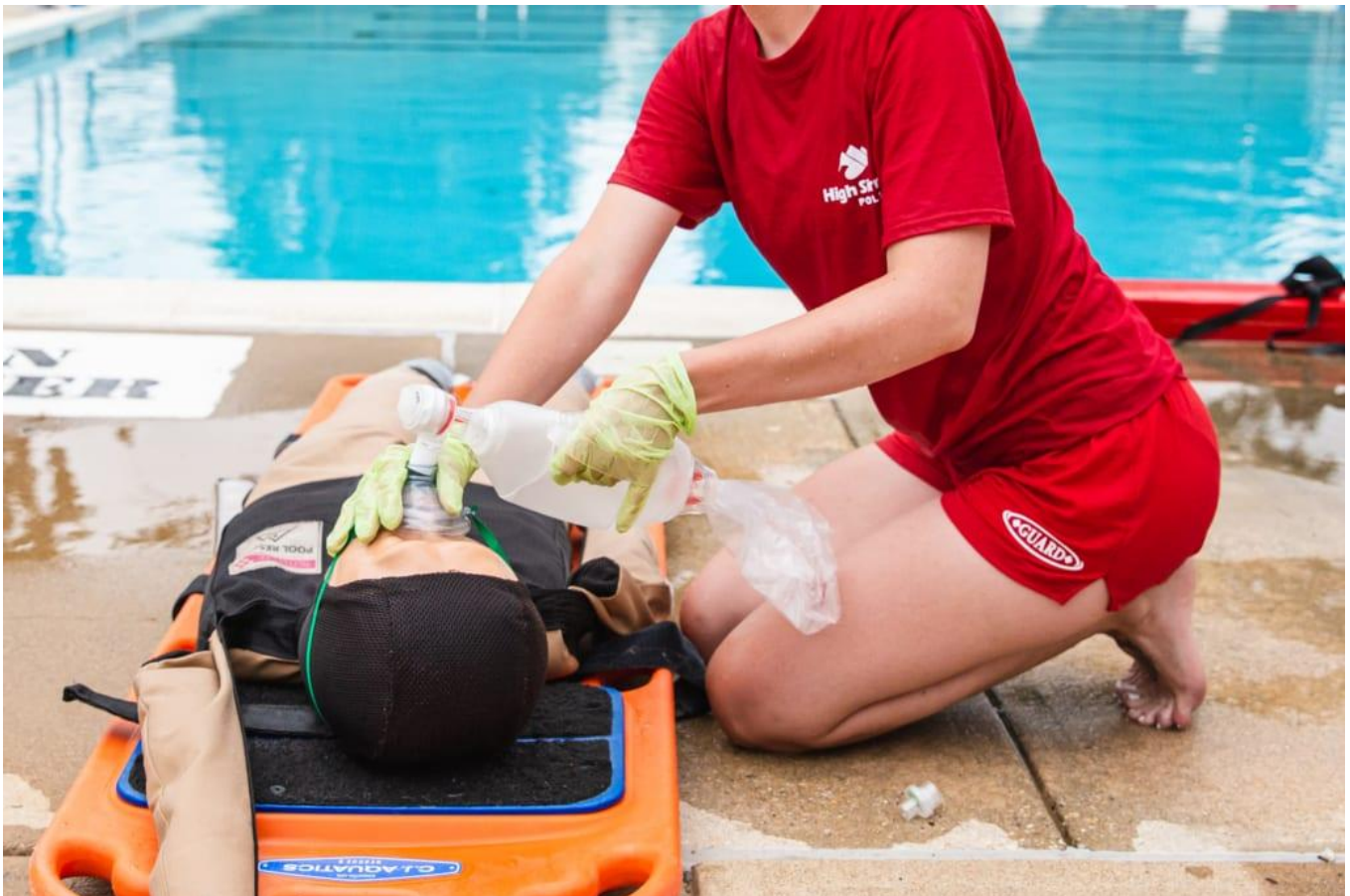
Prior to their first shift, 3TC will orient new lifeguards to the environment in which they will be guarding.

Preservice training will include:

- Policies and procedures specific to the aquatic facility, including, but not limited to:
  - aquatic department policies and procedures
  - child supervision and abuse prevention policy
  - facility rules and injury prevention policies
  - location and use of rescue and resuscitation equipment
  - OSHA workplace safety practices
  - portable device policy
  - zones of patron surveillance

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- Lifeguard rotations and breaks
- Safety-team-related knowledge specific to the aquatic facility, including, but not limited to:
  - the roles and responsibilities of all members of the safety team;
  - how to execute the EAP
  - the conditions that require closure of the facility
  - how to respond to fecal, vomit, or blood contamination on the surface and in the water
- Lifeguard skills proficiency, including, but not limited to:
  - the ability to reach the deepest part of the body of water
  - the ability to identify all zones
  - victim recognition
  - the ability to reach the furthest point of all assigned zones in 20 seconds or less
  - water-rescue skills
  - CPR/AED and first aid skills
- Documentation of training, including, at a minimum, a detailed training outline that indicates the date and duration of the training and who led it, and supporting documents used in the training.



# IN-SERVICE TRAINING

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Providing ongoing training that complies with state and local regulations gives professional lifeguards, aquatic staff, and safety team members a chance to regularly practice skills, test their knowledge, and enact rescue scenarios to ensure peak performance in the event of an emergency. (Note that staff meetings are not considered in-service trainings.)

### In-Service Training Frequency

The lifeguards will rehearse their distressed swimmer drill during the first week of arrival and at two week intervals thereafter at a minimum.

### Maintenance Of Certifications

In-service training efficiently helps lifeguards maintain essential certifications. Although the 3TC prefers to hire lifeguards already certified, 3TC may pay for the initial certification and re-certification with approval of the Camp Director. Lifeguards must be certified. It is the lifeguard's responsibility to keep up to date on certifications. Lifeguard certifications typically expire after two years. Staff will not be allowed to perform lifeguard duties if a certification has lapsed. Re-

certification will need to be completed before returning to a lifeguard role.

### Demonstration Of Competency And Test-Ready Skills

Topics covered during in-service training will vary to cover the essential certification requirements 3TC, critical rescue and response skills, and the specific needs of 3TC.

These requirements may include, but are not limited to, the following:

- Being able to reach the furthest point of an assigned zone within 20 seconds
- Being able to recognize and identify a person in need of rescue/care
- Emergency communications
- Rescue skills for a person who is responsive, unresponsive, in distress, or drowning
- Victim towing and extrication skills
- Emergency response, including EAP drills/scenarios
- CPR/AED and first aid skills

# BIOHAZARD ACTION PLAN

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3TC will ensure each facility we use for aquatic programs has an appropriate Bloodborne Pathogens Exposure Control Plan. Upon exposure, the staff will take appropriate action, including evacuation of the pool, followed by contact to the Camp Director. The following plan will be used unless otherwise specified by 3TC Senior Staff.

## Fecal/Vomit/Blood Contamination Response Plan

### BODILY ACCIDENTS IN THE POOL

#### Solid Fecal Accidents

- Clear the pool of all patrons and close the pool
- Remove fecal material or vomit using a scoop or net, **DO NOT USE POOL VACUUM**
- Contact the Facilities Supervisor or designate to shock the pool
- Put one scoop of shock directly into the pool
- Do a manual feed until chlorine levels are about 5ppm
- The free chlorine level shall be tested
- pH shall be kept 7.5 or less
- The pool must remain closed until a minimum of 2 ppm of free disinfectant has been present in the pool water for 20 minutes - 2 hours as measured at poolside or the length of time necessary to attain a CT inactivation value of 45
- Sanitize all equipment used with a fresh solution of 20 ppm chlorine or immersed in the pool during disinfection

#### Non-solid stool or vomit accidents

- Immediately clear the pool of all patrons and close the pool (pool will more than likely be closed for at least 13 hours)
- Remove fecal matter as much as possible using a net or scoop. **DO NOT USE POOL VACUUM**
- Contact the Maintenance Supervisor and/or designate to shock the pool.
- All equipment used to remove the fecal material shall be sanitized with a fresh solution of 20 ppm chlorine or immersed in the pool during disinfection
- Put one scoop of shock directly in the pool
- Check the chlorine level of the water directly involved should be around 20 ppm chlorine
- Recheck the level after 20-30 minutes (want pH levels of 7.3-7.7)
- Chlorine shall be maintained at 20ppm and pH shall be maintained at 7.5 or less for 12.75 hours.
- Ensure that water temperature shall be at 77 degrees Fahrenheit or higher
- Pool filtration and recirculation system should be continuously operated; filters must be backwashed to waste and filter material replenished as necessary
- When the sanitizing contact period is completed, the pool may be reopened if the:
  - Excess free chlorine levels are reduced to the maximum.
  - pH balanced as needed
  - Filter is recharged as needed
  - Circulation system is operating

If chlorine levels are back to normal the pool can reopen.

# ATTACHMENT A:

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### Aquatic Facility Characteristics

#### Description of Facilities at Three Trails Camp

##### Address:

16200 E US Hwy 40

Kansas City MO 64136

##### Phone Number:

816.373.4153

##### Description of Facility:

- Outdoor, Seasonal
- Main pool depth range Zero entry to 4ft
- No Diving allowed
- Water Features present in shallow end

## ATTACHMENT B:

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### Three Trails Camp Staffing Plan

Facility and Location: Three Trails Camp

Program Name: Pool

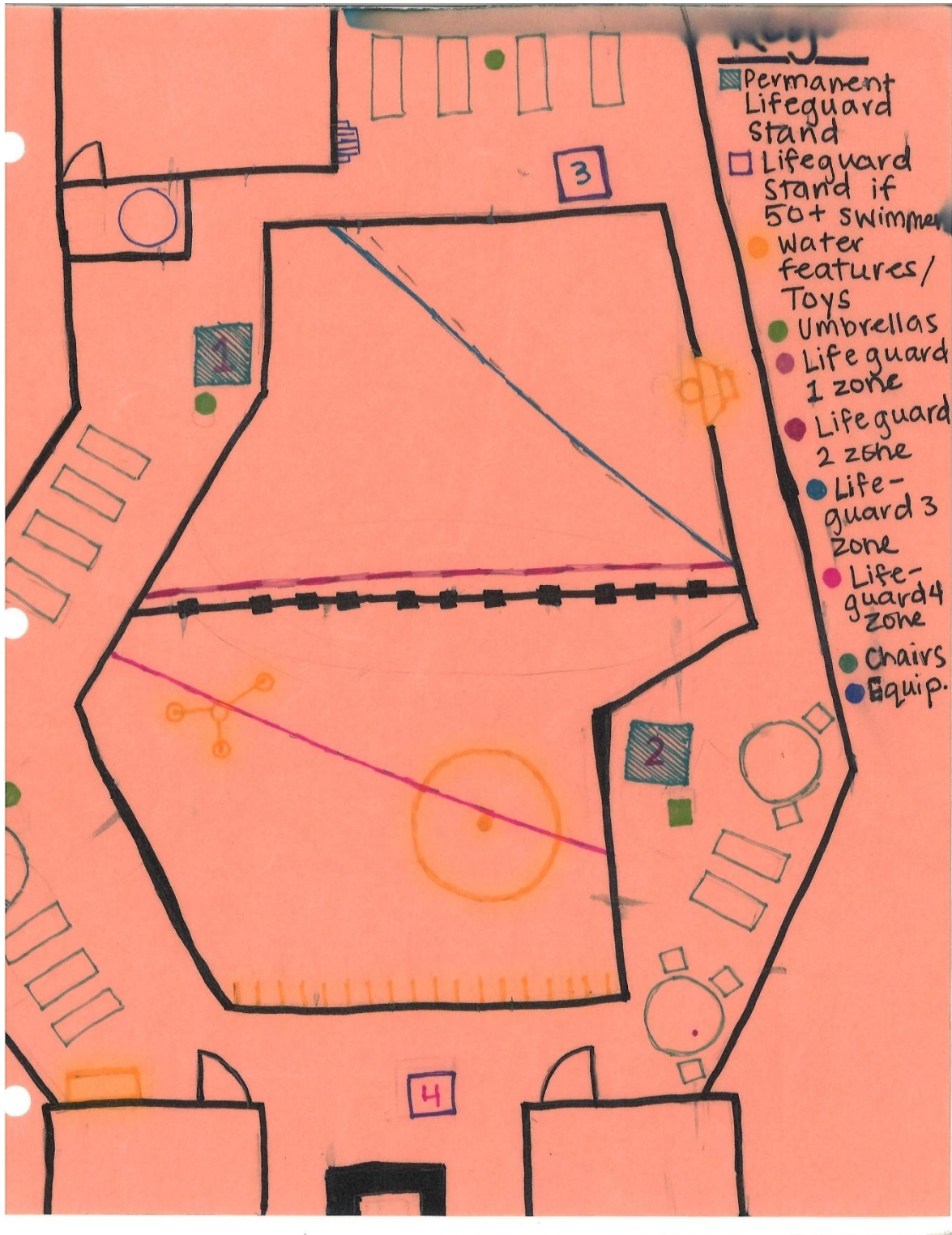
Staffing Plan		
Staff Name	Position	Certifications
Stephen Dixon	Head Lifeguard, Lifeguard	Lifeguard, CPR, First-Aid
Avery Tiemann	Lifeguard	Lifeguard, CPR, First-Aid
Jordan Nicholson	Lifeguard	Lifeguard, CPR, First-Aid
Lillian Bullard	Lifeguard	Lifeguard, CPR, First-Aid
Aubrey Berger	Recreation Aide	Lifeguard, CPR, First-Aid
Paco Navarrete/Sam Littleton	Facilities Supervisor/ Asst Facilities Supervisor	Pool Operator
Michael Dixon	Executive Camp Director	
Carrie Dixon	Assistant Camp Director	

#### Zone and Rotation Schedule:

# of Lifeguards	# of Elevated Positions	# of Roving Positions	# of Stationary Positions
1	Station 1		
2	Stations 1 & 2		
3	Stations 1, 2 & 3		
4	Stations 1, 2 & 3	Station 4	Spotter

# ATTACHMENT C:

## Three Trails Camp Pool Zones



# ATTACHMENT D:

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## Sanitation Logs

Women's & Men's Restroom logs:

### Men's Bathroom Sanitation Log

Date	Time	Staff Initials	Toilets Cleaned	Floors Cleaned	Sinks Cleaned	Soap Filled	Trash Emptied	Notes
6/10/2025								

Pool Deck Sanitation Log:

### Pool Deck Sanitation Log

Date	Time	Staff Initials	Debris Removed	Chairs Wiped	Surfaces Sanitized (Rails, Ladders, Stands)	Deck Hosed	Lost and Found Removed	Notes
6/10/2025								

## ATTACHMENT E:

### Pool Opening Checklist

Task	Completed
Unlock pool gates and restrooms	
Conduct visual scan for debris or hazards	
Skim debris from water surface	
Check water clarity (must see pool bottom)	
Test water chemistry (chlorine, pH, alkalinity)	
Inspect deck for trip hazards or damage	
Inspect ring buoy with rope – ensure it's secure	
Ensure reaching pole is intact and accessible	
Confirm first aid kit is stocked	
Check AED: battery and pads OK	
Inspect spine board with straps and head blocks	
Set up lifeguard umbrellas	
Check radios are charged and working	
Whistles and guard tubes ready	
Check bathrooms are clean and stocked	
Ensure ZOP map is visible and in place	
Confirm signage is posted (rules, hours, etc.)	

### Pool Closing Checklist

Task	Completed
Clear pool – confirm all swimmers are out	
Store guard tubes, whistles, and radios	
Secure lifeguard umbrellas	
Pump House - Check water levels	
Pump House - Check hopper: fill with chlorine tabs	
Pump House - Check ProMinent Controller levels:	
Free Chlorine: 1.0-3.0	
pH: 7.3-7.7	
Pump House - Turn off water features and lights	
Pool Deck - Take down umbrellas	
Pool Deck - Sweep/clean	
Pool Deck - Skim debris/Vacuum pool	
Pool Deck - Clean/wipe off tables	
Pool Deck - Take lost and found to the Dining Hall	
Pool Deck - Wipe down gutters, railings and ladders	
Locker Rooms - Sweep and sanitize the floors	

## Aquatic Handbook

Locker Rooms - Clean sinks and mirrors	
Locker Rooms - Clean toilets	
Locker Rooms - Clean stall walls, doors and handles	
Locker Rooms - Restock toilet paper/paper towels	
Locker Rooms - Empty feminine bags and take out trash	
Record end-of-day chemical test results	
End of Day - Take trash to dumpsters	
End of Day - Lock locker room doors	
End of Day - Lock pool gates	
Document any incidents or maintenance needs	
Clear and clean floor drains in locker rooms and deck	