



## Safety Action Plan

Ocean Pines Swim Team (OPST) swimmers, parents, and guests are to follow all Ocean Pines Aquatics (OPA) rules and regulations when at OPST practices, meets and events at OPA facilities.

OPST swimmers, parents and guests are to follow all USA Swimming rules and regulations when performing an activity associated with OPST.

OPST coaches are to know and enforce all USA Swimming rules and regulations when conducting business for OPST and all OPA rules and regulations when on OPA property.

OPST coaches are responsible to know where emergency equipment is located and where first aid supplies are kept.

The Head Coach and the Board President are the designated spokespersons for OPST regarding any emergency. All information to the public or team members is to be disseminated through them.

### Emergency Contact Phone Numbers

OPST Board President	Greer Groves	443-373-7385
OPST Head Coach	Natoshia Zeller	717-515-4899
OPA Aquatics Director	Kathleen Cook	443-299-9949
OPA Aquatics Supervisor	Michelle Hitchens	443-397-0455

### Closest Hospital

Atlantic General Hospital	9733 Healthway Drive, Berlin, MD 21811	410-641-1100
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### Emergencies

In the event of an emergency situation at an OPA pool facility used by OPST. OPST coaches are to follow the instruction of the pool facility's aquatics staff members and, in addition, take any additional actions, including those set forth below, which the coach deems necessary for the protection of the health and safety of OPST swimmers, staff, and/or the general public.

### Ocean Pines Facilities

Sports Core Pool	11144 Cathell Road, Ocean Pines, MD 21811	410-641-5255
Swim & Racquet Pool	10 Seabreeze Road, Ocean Pines, MD 21811	410-641-7227

**Weather/Chemical/Facility Emergencies**

1. Follow OPA Procedures
2. Clear OPST swimmers and parents from pool deck
3. Supervise OPST swimmers and keep everyone calm
4. If practice will not be resumed, contact the Board President and notify parents of an early pick up using the Remind Messaging System.
5. Fill out necessary reports and send them to USA Swimming if required
6. Review safety action plan and make changes if appropriate

## **Lifeguard Policies and Procedures**

1. Sports Core Pool: Weather permitting, roof needs to be open from 5:30-5:45 am when the morning guard arrives for clearing of chemicals. During the hours of 12:00-4:00 pm, roof and doors may be open if it gets too hot. Please notify any of the supervisors for permission prior to opening the roof. If a class is being conducted, the roof and doors need to be closed unless the instructor asks for it to be open, in which you should contact a supervisor.
2. There is always supposed to be at least one lap lane open for swimmers.
3. When lap swimmers are swimming it is the lifeguard's responsibility to assure that children do not cross or enter lap lanes.
4. No cell phones are to be used on the immediate pool deck by lifeguard's in view of the public. No cell texting while guarding the pools, this will result in immediate disciplinary action.
5. The lifeguards on duty should be doing the water testing regardless if you are a CPO or not. Please always remember to fill out the log.
6. While on break please check the deck to see if it needs to be picked up or swept. Also, please check the tables and wipe them if they require attention. In addition, please check restrooms periodically throughout the day to check on paper product needs and cleanliness. Skimmers must also be checked throughout the day.
7. The 7:00 pm guard does trash and cleans one bathroom.
8. The 8:00-9:00 pm guard checks all doors, the deck for debris, assures that the trash is taken out, plugs the phone into the charger, moves the lap lanes, clean one bathroom, and general check of the lobby and other bathroom.
9. Morning guards brush the deep-well and scum line as assigned.
10. Please place Handicapped Battery on charger every Wednesday & Sunday night prior to leaving.
11. ALL private swim lessons are to go through Michelle Hitchens, regardless of what pool you are using. Each pool will have the clipboard and needs to be filled out by the instructor providing the lesson. All payments go through the Facility Coordinator.
12. Please make sure to fill out all appropriate paperwork regarding special days off.
13. Please make sure to follow the chain of command with concerns and questions that arise.
14. Notify your supervisor immediately if you are approached by the media. Do not give interviews or answers questions without permission.
15. Make sure to fill out the proper incident form when a minor or EMS emergency occurs and contact your supervisor.

**Thank you! Looking forward to a great summer!**

# Welcome to the Ocean Pines Pools

## *Ocean Pines Pools, Rules and Regulations*

1. All patrons must register with the Facility Coordinator at the front desk prior to entering the pool areas. This includes all classes and programs, in addition to swim guests.
2. Anyone under the age of 12, must be accompanied by an adult, such as family member, guardian or babysitter.
3. Pool access is allowed only when a lifeguard is on-duty.
4. Personal conduct must be such that the safety of self and others is preserved.
5. Appropriate bathing attire is required in the pool.
6. Belongings left unattended on pool furniture for more than 2 hours are subject to being removed.
7. Glass items, smoking, and running are not permitted within or around the pool facility.
8. No hanging on lane lines and break point line to deep area.
9. Lap lane users are required to share lanes, "circle" swim. Use of lap lanes can be restricted to lap use only at the discretion of lifeguard.
10. Water guns, water soakers, balls and certain pool toys may be used at the discretion of the lifeguard.
11. Anyone wearing a personal flotation device must be accompanied by an adult in the pool, within arm's reach.
12. Electronic audio devices are permitted to be played through ear buds/earphones and kept at a low volume.
13. Any incontinent person MUST wear a swim diaper to access pools. Each pool offers these for free if you do not have one.
14. Pool closures may occur due to weather or bodily fluid accidents.
15. Only food purchased from the Beach Club Bar & Grille may be brought into the Beach Club Pool. This does not include ice and water.
16. Anyone using our facility must pay the entrée fee unless they are a parent who is there for a swim lesson or program their child is attending. Adult \$8 resident fee, \$6 children, adult \$10 non-resident fee, \$8 children non-resident fee. Age 4 and under are free.
17. The use of recording devices of any kind is prohibited in all restrooms and adjoining areas.
18. Private facility areas are limited to restrooms changing and showering activities.
19. Only flotation devices worn on the body are permitted on the slide.
20. Diaper changing is not permitted at poolside. Please use the changing tables located in the restrooms.
21. When using the slide at Sports Core Pool, there is only one person permitted to be on the steps and one rider on the slide. Riders must proceed feet-first only.
22. Only service dogs allowed on pool deck.
23. Beach chairs and boogie boards are at the discretion of the Aquatics staff.
24. All guests must shower before entering the pool.
25. Please know the depth of the pool prior to entering: "FEET-FIRST, FIRST-TIME." Do not risk your neck by diving in.

**Thank you for helping the Aquatics Staff by keeping our facilities clean and safe!!!**

## Weather Procedures

### Thunder and Lighting

If thunder and/or lighting are in the area, the pool must be cleared immediately. According to the National Lightning Safety Institution, you must wait 30 minutes after the thunder and lighting stop entirely before letting patrons back into the pool.

### Heavy Rain

When the bottom of the pool cannot be seen from any lifeguard station due to heavy rain, clear patrons from the pool and direct them to shelter. Notify a Supervisor when this occurs.

### Pool Closing Policy

The swimming pools may close for the day only when the Aquatics Director, Aquatics Supervisor, or General Manager notify staff. This will occur only when the General Manager gives approval to the Aquatics Director. If weather clears, staff has 30 minutes to return to their facility if it is still within normal operating hours.

### Other Emergencies

You should respond to non-aquatic emergencies immediately. Other on-duty lifeguards should provide back-up pool surveillance. Lifeguards must clear the pool if there are not enough guards to provide proper surveillance. After any emergency, data must be obtained recorded. You need statements from witnesses and from victim(s) if possible. Be aware of the location of all accident/incident/first-aid/missing person reports.

### Emergencies

When an emergency occurs the Aquatics staff must be ready and able to respond immediately. You are expected to know how to handle emergencies. The following pages contain important information about how you are expected to respond.

**Calling for Help:** In the event of an emergency requiring Emergency Medical Services (EMS):

**Check:** Check all conditions of the victim and determine the extent of the injury.

**Call:** ALL LOCATIONS: 911.

**Care:** Provide appropriate care until EMS arrival.

When speaking to the EMS dispatcher, the following information must be provided:

- Type of Injury
- Your Name
- Location and Phone Number

Please make sure to fill out the appropriate incident form for ALL emergencies regardless of if an outside agency was called or not.

### **Emergency Action Plan: Missing Child**

1. Lifeguards clear the pool with one long whistle blast.
2. Lifeguards should walk around the entire pool thoroughly searching the bottom of the pool.
3. Lifeguards not watching the pool will assist pool attendants in searching the pool areas such as locker rooms.
4. Facility coordinators should keep patrons calm.
5. Re-Open the pool with one long whistle blast when either the child is found, or it has been verified the child is not in the pool.
6. Notify the police and Aquatics Director/Aquatics Lifeguards Supervisor if the missing child is NOT found.
7. Fill out a missing person report form and turn it into the Aquatics Lifeguard Supervisor.

### **Emergency Action Plan: Chlorine Gas Leak**

1. Lifeguards clear the pools with one loud and long whistle blast. Evacuate the patrons from the entire facility as quickly as possible.
2. Clear the facility of all customers and staff. Emergency services and the Aquatics Directors/Aquatics Lifeguard Supervisor will coordinate the evacuation of the surrounding buildings if necessary.
3. Pool Attendant will contact the Fire Department (911) and notify them of the chlorine gas leak. Immediately contact a supervisor so proper notifications can be made.
4. Do not make any attempt to fix the leak or shut down the chlorine system.
5. Notify the chain of command.

Chlorine is used at all pools to keep the water clean, but it can be deadly. In the gas form it is odorless and tasteless, but readily combines with nitrogen to form chloramines, which have a sharp odor. Any chlorine leak can be DEADLY.

### **Emergency Action Plan: General Aquatics Emergencies**

1. Primary Rescuer gives three loud short whistle blasts to alert other staff members, rescues the victim and begins providing care as needed.
2. Secondary Rescuer gives one loud long whistle blast to clear the patrons from the pool. Once the pool has been cleared, the second rescuer aids primary rescuer.
3. Facility Coordinator remains poolside to obtain accurate information about victim from the rescuers and then calls EMS. When EMS terminates the call, the pool attendant returns poolside and assists with crowd control.
4. EMS is in charge when they arrive. All aquatics staff will assist EMS personnel as requested.
5. Notify the chain of command after EMS is called. The Aquatics Supervisors will notify the Aquatics Director.

### **Emergency Action Plan: Suspected Head/Neck/Back Injury**

1. Primary Rescuer gives three loud short whistle blasts to alert other staff members, makes the rescue (using ease-in entry) and provides care as needed.
2. Secondary Rescuer gives one loud long whistle blast to clear the patrons from the pool. Once the pool has been cleared, the second rescuer aids primary rescuer by entering the water SLOWLY with backboard.
3. Facility Coordinator remains poolside to obtain accurate information about victim from the rescuers and then calls EMS. When EMS terminates the call, the pool attendant returns poolside and assists with crowd control.
4. EMS is in charge when they arrive. All aquatics staff will assist EMS personnel as requested.
5. Notify the chain of command after EMS is contacted. The Aquatics Supervisor will notify the Aquatics Director.