Swimming Activity-Specific Plan

Camp Name: Enter text here. Date: Enter a date.

Prepared By: Enter text here. Title: Enter text here.

Phone number: Enter text here. Email: Enter text here.

Signature: _____

Complete the following plan for on-site swimming activities. For off-site and wilderness swimming, compete the Activity-Specific Plan for Camp Trip Swimming. For on-site aquatic spray grounds, complete the Activity-Specific Plan for Spray Grounds Operation**.** Include any attachments (e.g. diagrams, photos) as necessary. Once completed, it will serve as your facility's comprehensive swimming safety plan. The plan must meet the specific conditions of your pool or beach facility and operations, as well as serve as a training and reference document for you and your staff.

Submit the completed plan to the local health department or State District Office that has jurisdiction in the county where the camp is located for review.

A copy of the approved plan must be maintained at the camp and reviewed by the activity leader prior to overseeing the activity.

Pools and beaches operated at a children's camp must comply with Subpart 6-1 (pools), Subpart 6-2 (beaches), and Subpart 7-2 (Children's Camps) of the State Sanitary Code. Obtain copies of State Sanitary Codes from your local health department or www.health.ny.gov/environmental/outdoors/camps/.

For Health Department Use Only

Approved: ☐ Yes ☐ No

Reviewer: Enter text here. Date: Enter a date. Comments: Enter text here.

The camp's swimming program is one of the most potential hazardous activities in the camp environment. A comprehensive safety plan will specify camp policies and procedures and help staff understand their responsibilities for implementation. Swimming pools and beaches at children's camps must be supervised by a qualified camp aquatics director. See the Camp Aquatics Director Fact Sheet available from your local health department or www.health.ny.gov/environmental/outdoors/camps/cad.htm for details.

1. Fill in the table below for all pools or beaches operated at your camp.

Pool or Beach?	Type of Bathing Facility (e.g. Outdoor Pool, Indoor Pool, Lake)	Pool / Beach Name (e.g. Main Pool)	Pool Square Footage (feet^2) or Beachfront Length (yards)	Minimum Depth (feet)	Maximum Depth (feet)	Bather Capacity	Diving Allowed ?	Slides?	Other Water Features (e.g. Inflatables, trampoline, Blob, etc.)
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.
☐ Pool ☐ Beach	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	Enter text here.	☐ No ☐ Yes	☐ No ☐ Yes	☐ No ☐ Yes (specify) Enter text here.

Assessment of camper's swimming ability

Prior to allowing campers to enter water that is chest deep or greater, they must have his or her swimming ability assessed and be categorized as a "swimmer." Only someone who is certified as a Progressive Swimming Instructor, as specified in Subpart 7-2 of the SSC, may assess/classify a camper as a "swimmer." No swimming ability assessment is required to designate a camper as a "non-swimmer" and restrict the camper to water that is less than chest deep.

The Progressive Swimming Instructor should evaluate bather swimming ability using standards and criteria established by the provider that certified the Progressive Swimming Instructor. **Consideration should be given to the aquatic environment (size, pool, open water, water temperature, currents, depth, water clarity, etc.) that the camp will be utilizing.**

2. How, when and by whom will the swimming ability of campers be assessed?

☐ No swimming ability assessment will be conducted. All campers are considered non-swimmers and restricted to water less than chest deep.

☐ Prior to participating in any swimming activity, a progressive swimming instructor will assess the swimming abilities of all campers and categorize him/her as either a non-swimmer or swimmer. A record of each camper's swimming evaluation including the camper's full name, date of test and their assessed ability will be maintained at the camp.

Campers will be assessed in shallow water to determine if he/she has basic swimming skills to qualify for the deep-water assessment. Assessment criteria for "swimmers" will minimally consist of the following in sequence with no breaks (Check one of the following):

☐

1. Feet first entry into water greater than chest deep and completely submerge
2. Tread water for 1 minute
3. Maintain position on back 1 minute
4. Swim 40 yards continuously using any stroke or a combination of strokes. Dog paddling is not an acceptable stroke.
5. Rotate 360 degrees and orient to the exit.
6. Exit from the water.

☐ Based on the Progressive Swimming Instructor's certification and standards from the certifying provider (e.g. American Red Cross (ARC), YMCA, Boy Scouts, etc.), and aquatic environment (size, pool, open water, currents, depth, etc.) specify the assessment criteria that will be utilized and the course provider they are based on below.

Assessment Criteria:

Enter text here.

Provider (e.g. ARC, YMCA, Boy Scouts, etc.):

Enter text here.

☐ Additional assessment procedures for when the aquatic area is divided into more areas than swimmer and non-swimmer.

Enter text here.

Use different visual identifiers for non-swimmers and swimmers or identify swimmers only. If only non-swimmers are visually identified, they can remove the identifier and enter the swimmer area unnoticed.

3. How are campers visually identified according to their swimming ability?

☐ Campers determined to be **"swimmers"** will be visually distinguished from "non-swimmers" by **wearing** a Enter text here. (specify color) colored wristband.

☐ Campers determined to be "swimmers" will be visually identified from "non-swimmers" by "**swimmers**" wearing a _____ (specify color) colored wristband and "**non-swimmers**" wearing a Enter text here. (specify color) colored wristband.

☐ No visual identifier is used because "non-swimmers" are restricted from entering the "swimmer" area by a physical barrier. A float line is not considered a physical barrier. What type of physical barriers is used? (check all that apply)

☐ Swim crib ☐ Dock ☐ Other Enter text here.

☐ No visual identifier is used because "swimmers" and "non-swimmers" use separate pools or swim at different times.

☐ No visual identifier is used because the water depth of the swimming area is less than chest deep of the shortest camper.

☐ Alternative procedures (when one of the above procedures is not utilized, a comprehensive alternative must be provided):

Enter text here.

Water Depth Restrictions

Non-swimmer water depth restriction concept – Bathers become buoyant in water chest deep and above, which causes them to lose contact with the bottom of the pool/beach. Non-swimmers who lose contact with the bottom may not have the ability to prevent themselves from entering deeper water, where they may not have the skill necessary to prevent submersion. At children's camps, a non-swimmer in greater-than-chest-deep water has been identified as a contributing factor in non-swimmer drownings.

4. Non-swimmers will be restricted to water less than chest deep, except:
(check all that apply)

☐ No exceptions

☐ During a learn-to-swim program approved by the State Department of Health. See the Fact Sheet available at www.health.ny.gov/environmental/outdoors/camps/learn_to_swim.htm for a list of

approved programs. Specify provider Enter text here..

☐ When counselors are in shallow water in the non-swimmer area and providing direct supervision of non-swimmers at a counselor to camper ratio of:

☐ 1:1 ☐ 1:2 ☐ 1:3

5. Select the method of ensuring that non-swimmers are restricted to water less than chest deep during required times.

☐ Floating line positioned no greater than the water's depth that corresponds to the shortest camper's chest height

☐ Counselors/staff positioned in the water

☐ Other (specify) Enter text here.

Buddy System and Board System

A Buddy and Board System (or equivalent accountability system) of supervising and accounting for bathers is required for all swimming activities (on-site or off-site). Failure to implement a complete buddy system has been identified as a significant contributing factor in drowning related to children's camps. When campers are unable to comprehend or implement the buddy system, another method must be specified and used.

Buddy Concept – The buddy system provides each camper with a partner/"personal lifeguard" to summon help in case of an emergency. Campers should be paired, whenever possible, to a buddy of the same swimming ability. When campers of different swimming abilities are paired they must remain in the swimming area for the lesser skilled of the two. A maximum of one threesome per area is allowed. Campers must be instructed to stay with their "buddy" at all times and to contact a staff member if his/her "buddy" experiences "trouble" while swimming or is missing.

Board System Concept – A board system or equivalent accounting system is a method of recording entry and exit from the pool/beach areas to account for all campers participating in the swimming activity. An accounting system may be maintained on a stationary (conventional) "buddy board" or on a hand held "clip board."

It is recommended that <u>all</u> staff participating in swimming activities are included in the Buddy and Board Systems and are restricted to the appropriate swimming areas based on an assessment of their swimming ability.

6. Describe the camp's Buddy System and Board System (accounting system).

A staff member will be assigned to maintain the board/accounting system. He/she will be positioned at the entry point of the swimming area. Buddies will enter the swimming area together and checked into the accounting system, which will minimally:

- Identify each camper by full name, swimming ability and the swim area to which they are assigned;
- Record entry to and exit from the swim area and various sections of the waterfront for each bather. When the camper leaves the waterfront, they will be removed from the "board." If their buddy wishes to remain they will be paired with another camper and the pair will be incorporated into the accounting system.
- Identify each camper's assigned buddy and swim area (if a non-swimmer is paired with a swimmer, both must remain in the non-swimmer area); and
- Ensure only one threesome per swim area.

☐ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

7. How are buddy checks conducted?

- Buddy checks, which account for all campers within the pool enclosure or at the beach, will be conducted minimally every 15 minutes.
- Buddy checks are signaled by a long blast of a whistle followed by calling out "buddies."
- When signaled, buddies will move together, grasp each other's hands and raise them above their heads. The number of buddy pairs in each swimming area will be counted and relayed to the person maintaining the buddy board/accounting system, who will check the numbers against the buddy board/accounting system. If there is an inconsistency, a recount will be conducted.
- If a bather indicates that their buddy is missing or a buddy check fails to account for the whereabouts of a bather, the lost swimmer plan will be immediately implemented.

☐ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

☐ Alternative procedures (when one of the above procedures is not utilized, a comprehensive alternative must be provided):

Enter text here.

Supervision

During swimming activities, adequate supervision is achieved by the combined efforts of the camp aquatics staff and counselors.

The camp Aquatics Director is responsible for overseeing the entire swimming activity, including implementation of the safety plan, training and supervising lifeguards and counselor, and ensuring adequate bather supervision.

Only someone who possesses current certification as a lifeguard may perform lifeguarding duties. One lifeguard is required for every 25 bathers. Additionally, each lifeguard shall supervise no more than 3,400 square feet of pool area or 50 yards of shoreline at a beach.

At beaches that allow swimming more than 150 feet from shore, lifeguards must be positioned in patrol boats or at offshore lifesaving stations.

Counselors should be assigned to supervise specific campers and must be located at the poolside, beachfront or in the water providing direct visual surveillance of campers at all times. Counselors must have supervision responsibilities to ensure that lifeguards are not burdened with non-lifeguard tasks. At a minimum, the following ratios of counselors to campers will be maintained while swimming:

Age Group	Counselor to Camper Ratio
8 years and older	1:10
6 and 7 years old	1:8
under 6	1:6

Campers with developmental disabilities may be at an increased risk of an emergency during swimming activities and therefore require additional supervision. At a minimum, the following ratios of counselors to campers will be maintained for campers with disabilities of all ages:

- 1:1 for non-ambulatory campers or campers with a disability that may result in an increased risk of an emergency in the water, such as uncontrolled epilepsy.
- 1:5 for campers with a developmental disability. Staff supervising campers with a developmental disability at a 1:5 ratio may also supervise campers without a disability during a swimming activity, provided that the total number of campers does not exceed one counselor for five campers and the assigned campers are swimming in the same general area. For example, a counselor may supervise two campers with developmental disabilities and up to three other campers without a developmental disability.

Camps must obtain written permission, signed by the child's parent or guardian, to allow a camper with a developmental disability to swim. It is recommended the permission slips identify campers with increased risk of an emergency during swimming activities.

8. Who is responsible for ensuring that signed written permission is on file prior to allowing a camper with a developmental disability to participate in a swimming activity?

☐ Aquatics Director ☐ Camp Director ☐ Lifeguard ☐ Other (specify): Enter text here.

Lifeguard positioning

- Glare and poor water clarity are key contributing factors in many drownings
- Elevated lifeguard chairs must be located to compensate for glare and blind spots, provide a clear view of the pool bottom, and in positions which provide complete surveillance coverage of the pool area
- Equip lifeguard chairs with an umbrella or sun shade
- Lifeguards must have designated areas of responsibility and be able to have total visual surveillance of that swim area
- Consider bather densities and locations, which may require additional lifeguards and various positioning schemes

9. Attach a sketch, diagram, or photograph(s) of the camp's pool(s)/beach area(s) that includes:
   - The location of lifeguard positions and areas of lifeguard coverage for each position. Indicate how you adjust for factors, which could affect adequate supervision and coverage, such as glare, blind spots, bather load and density
   - Float line placement
   - Diving boards and slides
   - Access points and sign locations
   - First aid stations, emergency equipment and telephone location

   ☐ Check here to indicate sketch, diagram, or photo depicting the above items is attached.

10. How will staff compensate for glare and blind spots and obtain complete visual coverage? (check all that apply)

    ☐ Not a problem at my facility ☐ Move lifeguard chairs ☐ Other (specify) Enter text here.

11. Beaches only:

    ☐ N/A (No beaches skip to question 13)

    - Do you provide lifesaving patrol boats/boards or offshore lifesaving stations (required when swimming or diving is permitted more than 150 ft. from shore)? ☐ Yes ☐ No
    - What is the distance between the elevated lifeguard chairs?

      ☐ Less than or equal to 50 yards ☐ Greater than 50 yards (specify) Enter text here. yards

      - If greater than 50 yards, please explain your rationale for this. (Indicate the response time for the lifeguard from the chair to the furthest point within his/her surveillance area) Enter text here.

Lifeguard Rotations

NYS drowning data indicates that many drowning incidents have occurred directly before, during, and directly after a chair rotation, because the lifeguards were distracted and did not provide constant patron surveillance during the rotation procedure.

- Lifeguard rotations should take place on a regular schedule and should follow a defined pattern.
- Continuous coverage must be provided when changing or rotating lifeguards.
- Additionally, periodic rotations to different stations helps keep lifeguards alert.

12. Do you use multiple lifeguards at your swimming pool or beach? ☐ Yes ☐ No

    (If "Yes", please complete a, b and c)

    a. Do you have an established chair rotation procedure? ☐ Yes

    b. Does your chair rotation procedure ensure that there is continuous lifeguard surveillance of patrons during the change? ☐ Yes

    c. How frequently do your lifeguards rotate?

    ☐ Every 30 minutes ☐ Every 60 minutes ☐ Other (specify) Enter text here.

Lifeguard Breaks

Failure to take breaks has been identified as a contributing factor in drownings in NYS.

- Lifeguards need to take frequent breaks to avoid mental and physical fatigue.
- Research indicates that lifeguard attentiveness declines after 30 minutes.
- Scheduled breaks and rotating to different stations can keep lifeguards alert and ready to respond.
- If another lifeguard is not available to cover during breaks, (at single guard facilities), the pool must be closed during the breaks.

13. How frequently do your lifeguards take breaks (include lunch)?

    ☐ Every 30 minutes ☐ Every 60 minutes ☐ Other (specify) Enter text here.

14. What is your protocol for bather supervision during lifeguard breaks or when a lifeguard takes the day off?

    ☐ Use other lifeguards to cover ☐ Close the pool/sections (please answer a and b.)

    a. Who is responsible for clearing and closing the pool during these breaks?

    ☐ Aquatics Director ☐ Counselor

    ☐ Lifeguard ☐ Other (specify) Enter text here.

b. Who assures that no one enters the water while the pool is closed?

☐ Aquatics Director ☐ Counselor

☐ Lifeguard ☐ Other (specify) Enter text here.

Distractions

Lifeguard distractions and intrusions have been identified as contributing factors in drownings.

- Distractions occur when lifeguards engage in activities such as using cell phones, reading or having lengthy conversations with patrons or others.
- Many lifeguards are assigned additional duties at a bathing facility. These duties must not intrude upon the lifeguard's primary responsibility of guarding.

15. Are your lifeguards assigned any additional duties at your facility? ☐ Yes ☐ No

- If yes, list other duties below:

1. Enter text here.
2. Enter text here.
3. Enter text here.
4. Enter text here.

16. Will you restrict the lifeguards from performing these other duties while guarding?

☐ N/A (No other duties assigned) ☐ Yes

Communication

Communication is essential during an emergency. A chain of command should be developed as part of an emergency response plan. A phone or other acceptable means of communication must be provided at a convenient location at all pools. All staff should know the location of the nearest telephone. Emergency phone numbers must be prominently posted at the telephone(s). A method of communication between staff such as whistles or hand signals should be established and staff should be familiar with it.

17. What type of emergency communication is readily accessible at the waterfront?

☐Telephone ☐Other (describe) Enter text here.

18. Where is the emergency phone with emergency numbers located?

☐Poolside/Beachfront ☐Bathhouse/Locker Room

☐Facility Office ☐Other (specify) Enter text here.

In a near-drowning emergency, the sooner the rescue and first aid begin, the greater the victim's chance of survival.

- If a drowning victim is rescued and effective ventilation and circulation is restored within 0 – 3 minutes of submersion, the victim has an excellent chance of normal survival.
- Within 3 – 5 minutes, survival may be likely, but the more probable it is that permanent neurological damage will occur.
- 5 minutes or more, normal recovery is uncommon unless the water temperature is below 70 °F.

19. How far is the emergency communication item from the waterfront?

☐At beachfront/Poolside ☐5 - 50 feet ☐51 – 100 feet

☐100 – 200 feet ☐Other (specify) Enter text here.

Environmental conditions must be constantly evaluated at all bathing facilities. Conditions which may require that the pool be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104°F, power outages, and thunderstorms.

Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

20. When unsafe conditions occur, who is responsible for monitoring pool closure at your facility?

☐Aquatics Director ☐Camp Director ☐Lifeguard

☐Other (specify) Enter text here.

21. What communication system is used for clearing the pool?

☐Whistle (specify signal) Enter text here. ☐Bullhorn (specify signal) Enter text here.

☐Voice (specify) Enter text here. ☐Other (specify) Enter text here.

Voluntary Hyperventilating and Extended Breath Holding

The practice of voluntarily hyperventilating (taking a series of deep breaths in rapid succession and forcefully exhaling) followed by underwater swimming or holding your breath for extended periods of time is dangerous and has led to deaths.

- When you hyperventilate, you lower the percentage of carbon dioxide in the air that always remains in your lungs.
- The carbon dioxide in the bloodstream is what triggers that part of the brain that controls breathing to initiate taking a breath.
- By decreasing the available carbon dioxide, you can remain underwater because you delay the point at which the brain signals the need to take a breath.
- When the oxygen level in the blood runs low before the carbon dioxide level rises to the point that triggers the breathing reflex, the swimmer loses consciousness.
- The swimmer never actually feels as though a breath is needed.

Shallow Water Blackout

- Swimmers who practice prolonged underwater breath-holding are at risk for Shallow Water Blackout (SWB).
- SWB results from an insufficient amount of carbon dioxide to activate the body's natural impulse to breathe.
  - ***Victims of hyperventilation and SWB are often skilled swimmers.***
  - ***Victims can also be children and others who participate in 'hold your breath' games.***
  - ***Lifeguards and other supervisory staff should be alert for this safety hazard and should discourage this behavior.***
  - ***Operators should consider posting a sign explaining this hazard and prohibiting it at their pool.***

Lost Swimmer Plan

Time can be critical when searching for a lost bather. Masks and fins should be readily available to aid in underwater searches.

Lifeguards are trained in proper search methods and these can vary depending on the facility characteristics. Specific water search procedures should be established. Obtain a description of the missing individual and last location seen. A simultaneous land and water search should be initiated immediately.

22. What is the camp's lost swimmer procedures?

    Whenever a "buddy check" fails to account for the whereabouts of all bathers or upon notification of a missing bather the following will be implemented:

- Signal a lost bather by blowing the whistle three times and clear the water of all bathers.
- The Camp Director and Aquatics Director (if not at the waterfront) will be immediately notified of a missing bather.
- At pools, aquatic staff will scan the pool bottom from lifeguard chairs and pool deck.
- The Aquatics Director will question the missing bather's buddy regarding the name of the

missing bather and area he/she was last seen.

- At beaches, lifeguards will immediately search in the area that the camper was last observed. If the bather is not found in the immediate area, a systematic grid search of the remainder of the waterfront will be conducted. The camp should establish and practice search procedures for various water depths. Counselors and other staff can be utilized to assist with walking "human chain" searches in shallow water.
- Initiate a land search for the missing bather, starting with the nearest restrooms and the bather's bunk, and systematically progress throughout the camp.
- Counselors will supervise the campers away from the waterfront. Counselors will bring campers as a group to (indicate the location where campers can be supervised while they wait for their next activity).

  Location: Enter text here.
- The camp director will notify the police via 911 if the camper remains unaccounted for greater than:

  ☐ 10 minutes ☐ 20 minutes ☐ 30 minutes ☐ Other (specify) Enter text here.
- The Camp Director will notify parents/guardians.
- The Camp Director will notify the local health department within 24 hours of any near drowning or drowning.

☐ Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

Enter text here.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided): Enter text here.

Training and drills

All staff involved in emergency response must be trained. Frequent training to reinforce the principles and rehearse the plan must be conducted.

Supervisory staff must also practice their lifesaving skills regularly to remain proficient and able to perform rescues when required.

23. How often do staff practice the lost swimmer drill?

The Aquatics Director will (check all that apply):

☐ Instruct all lifeguards in the lost swimmer plan prior to them performing any lifeguarding duties at camp.

☐ Require all lifeguards to participate in a lost swimmer drill prior to them performing any

lifeguarding duties.

☐ Conduct lost swimmer drills (check below box(es) to indicate frequency):

☐ Within the first week of camp

☐ Every two weeks

☐ Once a month

☐ Other (specify) Enter text here.

☐ Record all drills in a log and keep on file at the camp.

☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

Enter text here.

Seizure/Choking Response and Training

- An individual who has a seizure in the water:
  - Is likely to submerge quickly and silently without portraying the distinctive drowning signs or calling for help, although convulsive movements may be exhibited;
  - Is susceptible to aspirate/ingest water due to an open/passive airway; and
  - Will not be able to react or assist in a rescue attempt.
- If the bather survives, a medical check-up is essential (even if the rescued/resuscitated victim appears to be recovered), as life-threatening complications may result.
- A person who experiences a seizure in/out of the water should **not** return to/participate in aquatic activities that day, even if he/she appears recovered, as the likelihood of experiencing another seizure is increased.
- Contributing factors to drownings of persons with known seizure disorders identified in NYS investigations include:
  - An uncontrolled or poorly controlled seizure disorder; and
  - Missed seizure medication
- Other potential factors that may trigger a seizure include fatigue, stress, use of non-compatible medications, illness/injury, etc.
- One-to-one supervision is required for campers with an uncontrolled seizure disorder. . These campers should be accompanied in the water by someone familiar with their condition and who is trained and able to aid them should a seizure occur.
- The identity of seizure prone campers should be made known to aquatic staff, who must be trained how to recognize and respond to a victim experiencing a seizure in the aquatic area.

- For additional information on this subject, contact the Epilepsy Foundation of America or your local epilepsy association.

24. When a camper with a developmental disability is enrolled at the camp, the following training and procedures for responding to seizures and choking on ingested water will be implemented:
    a. All waterfront and swimming pool staff must be trained in procedures for responding to seizures and choking on ingested water prior to the first swimming activity.
    b. In-service training using these procedures will be conducted and documented at two-week intervals during the duration of the camper's enrollment.
    c. Procedures for responding to seizures and choking on ingested water include:
        - Recognize the bather is in distress;
        - Support the victim's head and face out of the water to minimize ingestion of water;
        - Tilt their head back to keep their airway open unless there is a suspected spinal injury;
        - If having a seizure, keep the victim away from pool sides or docks in the water to avoid injury if uncontrolled body movements occur;
        - Remove the victim from the water as soon as possible to further respond to the person's needs; and
        - Seek medical assistance.

    ☐Check to indicate agreement with the above procedure. Specify additional procedures in the space provided below.

    Enter text here.

    ☐ Alternative procedures (when the above procedure is not utilized, a comprehensive alternative must be provided):

    Enter text here.

Waterfront Hazards

Identify potentially hazardous areas such as underwater slopes, holes, currents, stumps, rocks, diving boards, slides, etc. Such areas should be eliminated or marked to help patrons avoid the areas, or additional supervision should be provided for these areas.

25. Are there any potentially hazardous areas at your facility?
    a. Beaches:

    ☐N/A (No Beaches) ☐Diving boards ☐Slides ☐Underwater slopes

    ☐Holes ☐Stumps/Rocks ☐Currents ☐Other (specify) Enter text here.

b. Pools:

☐ N/A (No Pools) ☐ Diving boards ☐ Deck slides ☐ Entrance Areas

☐ Underwater slopes ☐ Starting blocks ☐ Fill spouts ☐ Other (specify) Enter text here.

26. What are your plans for controlling or eliminating the hazards associated with these areas? (Please specify hazards and how you will eliminate or control, e.g. slide – position an additional lifeguard here.)

☐ Eliminate Hazards: Enter text here. Specify how: Enter text here.

☐ Mark Hazards: Enter text here. Specify how: Enter text here.

☐ Supervise Hazards: Enter text here. Specify how: Enter text here.

☐ Other Hazards: Enter text here. Specify how: Enter text here.

27. Who is responsible for addressing the hazards listed above?

☐ Owner/Operator ☐ Aquatics Director ☐ Camp Director

☐ Maintenance Staff ☐ Other (specify) Enter text here.

Rules and Regulations

Operators must post signs stating the maximum capacity of the pool/beach, the hours during which the pool/beach is open, and that swimming at other times is prohibited.

Signs stating general rules must be posted conspicuously at the pool/beach, dressing rooms and facility offices. These rules should prohibit urination, discharge of fecal matter, spitting and nose blowing, as well as govern the use of diving boards and slides. These rules may also include prohibitions against running, horseplay, drinking, etc.

Spas have additional requirements, including that warning signs stating specific cautionary statements must be conspicuously posted in the vicinity of the spa. Please refer to SSC Section 6-1.29, item 14.13.

28. Where are your rules posted? (Check all that apply)

☐ Pool Entrance ☐ Poolside (specify below) ☐ Near spa

☐ Waterfront ☐ Bathhouse ☐ Other (specify) Enter text here.

29. Who is responsible for enforcing the rules at your bathing facility?

☐ Camp Director ☐ Aquatics Director ☐ Lifeguard

☐Counselors ☐Other (specify) Enter text here.

30. Beaches only: Who is responsible for preventing boaters from entering the swim area?

☐N/A (No Beaches) ☐Camp Director ☐Aquatics Director ☐Lifeguards

☐Counselors ☐Other (specify) Enter text here.

Diving Areas

Diving areas require extra attention due to the potential for serious injury. Rules for the use of diving equipment should be developed, posted at the diving area and enforced. See the Department's fact sheet, *Minimum Water Depths for Head First Diving From Pool Decks, Starting Blocks, Docks and Similar Low Fixed Platforms.*

www.health.ny.gov/environmental/outdoors/camps/aquatics/minimum_water_depths_for_head_first_diving.htm

At pools, diving from the pool deck is prohibited in water less than 8 feet deep except during competitive swimming or swimmer training activities (Refer to SSC Section 6-1.10(l)).

At beaches, diving from a raft, pier, or other platform is permitted in water at least 8 feet deep and extending out for at least 10 feet. (Refer to SSC Section 6-2.19 item 4.8.)

- Most spinal cord injuries associated with diving incidents occur in the natural environment (lakes, rivers, etc.) and,
- Most occur in water depths less than 6 feet.

Warning signs stating "No Diving" must be clearly posted in areas (docks, rafts, etc.) where diving is not allowed**.**

31. Do you allow diving at your bathing facility? ☐Yes ☐No

a) If no, are warning signs stating "No Diving" clearly posted? ☐Yes ☐No

b) If yes, list the rules for use of the diving board below.

Enter text here.

32. Where are the diving rules clearly posted? Enter text here.

33. Who enforces these rules?

☐Aquatics Director ☐Lifeguard ☐Camp Director

☐Counselors ☐Other (specify) Enter text here.

Starting Block Use

- Spinal cord injuries from using starting blocks can occur.
- Use of starting blocks is prohibited except during competitive swimming or swimmer-training activities.
- Operators should have a method to restrict their use during all other times.
- There should be a physical/visual barrier when starting blocks are not in use.

34. Do you have starting blocks at your pool? ☐Yes ☐No ☐N/A (No Pools)
    - If yes, how do you restrict their use when not competitive swimming or swimmer-training activities? (Check all that apply.)

      ☐Covers ☐ Signs ☐Lifeguard ☐Other (specify) Enter text here.

Water Slides

- Improper use of deck slides can result in serious injuries similar to those for diving boards.
- Slides must be installed at the water depth specified by the manufacturer and sliding should only be performed in the sitting position facing forward.
- Rules for use of slides should be developed, posted at the slide and enforced.

35. Do you have slides at your bathing facility? ☐Yes ☐No

    If yes, list the rules for use of the slide below and answer questions 36 and 37:

    Enter text here.

36. Where are the slide rules clearly posted? Enter text here.

37. Who is responsible for enforcing the rules at your bathing facility?

    ☐Aquatics Director ☐Maintenance Staff ☐Owner/Operator

    ☐Lifeguard ☐Camp Director ☐Other (specify) Enter text here.

Night swimming (pools only)

38. Is night swimming allowed at the pool?

    ☐No ☐Yes (must provide adequate lighting to effectively supervise swimming)

Environmental Conditions

Environmental conditions must be continuously evaluated at all bathing facilities. Conditions which may require that the pool or beach be cleared of bathers include: unsanitary water conditions, inadequate disinfection levels, cloudy pool water, glare, spa water temperature over 104 °F, power outages, and thunderstorms.

Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring pool closure and what type of communication system will be used.

The National Lightning Safety Institute recommends bathing facilities suspend swimming activities when lightning is within 6-8 miles and wait until 30 minutes after lightning has been observed before resuming water activities.

39. When unsafe conditions occur, who is responsible for monitoring pool or beach closure at your facility?

☐ Aquatics Director ☐ Camp Director ☐ Lifeguards

☐ Other (specify) Enter text here.

40. When will you close the bathing facility for thunderstorms?

☐ At first sign of thunder/lightening

☐ Other (specify): Enter text here.

41. What communication system is used for clearing the bathing facility?

☐ Whistle (specify signal): Enter text here. ☐ Bullhorn (specify signal): Enter text here.

☐ Voice (specify): Enter text here. ☐ Other (specify): Enter text here.

42. When will you allow re-entry into the water?

☐ After at least 30 minutes without any thunder or lightning

☐ Other (specify): Enter text here.

Fecal, Vomit and Blood Contamination

Fecal, vomit and blood incidents that occur at pools or beaches pose a potential risk of infection to bathers. Special precautions must be taken to ensure that the water is made safe for bathers.

Pools:

- Feces, vomit and blood may contain bacteria, viruses, and parasites that are resistant to chlorine at concentrations found in a pool under normal operating conditions.
- Swimming pool operators must respond differently to formed stool vs. diarrhea in the swimming pool. Diarrhea may be an indication that the person is ill with pathogens such as the highly chlorine-resistant parasite, Cryptosporidium. More stringent measures must be taken to sanitize the pool when diarrhea discharges occur.
- Please refer to the NYS DOH Factsheets:
  - **"Fecal Incident Response Recommendations for Pool and Spray Ground Staff"** at: www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_fecal_incident.pdf
  - **"Vomit and Blood Contamination of Pools and Spray Grounds"** at: www.nyhealth.gov/environmental/outdoors/swimming/docs/fs_vomit_blood_contamination.pdf

Beaches:

- Since disinfectants cannot be added to natural bodies of water, it is recommended that there be prompt removal of the stool or vomit. Dilution and circulation factors should be considered for the area, which is dependent on beach shape, wind, currents, etc. prior to reopening the beach. Consult your local health department or State District Office for more information.

Daily Inspection

Daily inspections of pools and beaches are necessary to assure that adequate safety levels are maintained. Any problems, such as unsafe water conditions, broken equipment, loose ladders, electrical equipment malfunctions, broken/loose main drain grates, etc., are to be reported to camp management and immediately corrected. If the problem cannot be immediately corrected, the specific swim area or entire pool or beach should be closed, as appropriate.

43. Who is responsible for performing the daily compliance check (including safety equipment, emergency lighting, water conditions, and hazard checks) prior to the pool opening each day?

☐Aquatics Director ☐Lifeguard ☐Maintenance Staff

☐Camp Director ☐Owner/Operator ☐Other (specify): Enter text here.

44. To whom will maintenance issues and unsafe conditions be reported?

☐Aquatics Director ☐Lifeguard ☐Maintenance Staff

☐Camp Director ☐Owner/Operator ☐ Other (specify): Enter text here.

45. How is the main drain grate inspected each day? (Pools Only)

☐N/A (No Pool) ☐Visually ☐Reach pole ☐Other (specify): Enter text here.

RECORD KEEPING

The operator must keep daily records of the number of lifeguards on duty, weather conditions, water clarity, water quality, any reported rescues, injuries and illnesses. Daily records must indicate chemical levels for pools (e.g. chlorine, pH). These records must be available for review by the Permit Issuing Official for at least 12 months.

46. Who is responsible at your facility for maintaining the required daily records?

☐ Aquatics Director ☐ Lifeguard ☐ Maintenance Staff

☐ Camp Director ☐ Owner/Operator ☐ Other (specify): Enter text here.

Chemical Storage and Handling

Improper handling of pool chemicals can result in explosions, fires or poisonous gas. Procedures for safe storage and handling must be developed and staff trained in safe practices. Safety rules should be prominently posted in the chemical use area.

Safety rules should include:

- Follow manufacturer's instructions.
- Never add water to chemicals. Always add chemicals to water.
- Wear eye protection when handling chemicals, and breathing protection for chlorine gas.
- Never mix any chemical with chlorine products. A dangerous chlorine gas could develop immediately.
- Always use a clean scoop when dispensing powdered chlorine, as a potential fire hazard exists.
- All chemicals, including dispensing crocks, must be clearly labeled.
- Create and observe an evacuation plan for facilities using chlorine gas.

47. What type of disinfection do you use in your pools/spas? (Check all that apply):

☐ N/A (No Pools/Spas)

☐ Sodium Hypochlorite (liquid) ☐ Bromine (solid)

☐ Calcium Hypochlorite (powder) ☐ Chlorine Gas

☐ Calcium Hypochlorite (tablet) ☐ Other (specify): Enter text here.

48. How are chemicals for pH adjustment added to the pool/spa?

☐ N/A (No Pools/Spas)

☐ Mechanical Feed Equipment

☐ By hand when the pool is closed with the pool remaining closed until chemicals are evenly distributed and the pH is acceptable and determined by testing

49. Where do you store your chemicals? (specify): Enter text here.

☐N/A (No chemical stored for aquatic facility)

- Is this storage area inaccessible to the campers and unauthorized staff, and kept locked?

  ☐Yes ☐No

  If "no", please explain how unauthorized access is prevented: Enter text here.

50. Do you have established safety rules and are they posted in the storage area? ☐Yes

Disinfectant Residuals: The swimming pool disinfectant residual must be checked at least three times (3x) a day, especially before and after periods of heavy bathing.

The minimum disinfectant residuals to properly disinfect a pool are stated in Section 6-1.11(c) of Subpart 6-1 of the New York State Sanitary Code. Spa disinfectant residuals are stated in Section 6-1.25(c). A summary of the minimum chlorine/bromine disinfection residuals is as follows:
For a pH range of 7.2 - 7.8 (ideal pH approximately 7.5):

- Minimum concentration of 0.6 milligrams per liter (mg/l) free chlorine residual (spas – 1.5 mg/l free chlorine residual);
- Minimum concentration of 1.5 mg/l bromine residual (spas – 3.0 mg/l); maximum concentration of 6 mg/l bromine residual.

For a pH range of 7.8 - 8.2:

- Minimum concentration of 1.5 mg/l free chlorine residual.

Chlorine and bromide levels must be measured by the DPD method.

51. Who is responsible for maintaining the chemical levels in your pool/spa?

☐N/A (No Pool/Spa) ☐Aquatics Director ☐Maintenance Staff ☐Owner/Operator

☐Lifeguard ☐Camp Director ☐Other (specify): Enter text here.

Spas must be chlorinated to 10 mg/l at least once a week, when the pool is not in use.

- This is true for spas using either chlorine or bromine as the disinfectant.

Spas must be drained and cleaned when needed, and at least once every two weeks.

- The need to replace the water is based on bather load.
- This water replacement interval can be calculated as follows:

Water Replacement Interval (days) = Spa gals ÷ 3 ÷ Average users per day
Example: 600 gallons ÷ 3 = 200 ÷ 25 *(average users per day)* = 8 days *(water replacement interval)*

52. How often is the spa drained and cleaned?

☐N/A (No Spa) ☐Once every 2 weeks ☐Once a week ☐Other (specify): Enter text here.

53. How often is the spa chlorinated to 10 mg/l?

☐N/A (No Spa) ☐Once a /2 weeks ☐Once/week ☐Other (specify): Enter text here.

LIGHTING AND ELECTRICAL (POOLS ONLY)

- Any defects in the electrical system, including underwater or overhead lights, must be immediately repaired.
- Portable electrical devices, such as radios and announcing systems within reach of the bathers, are prohibited.
- Underwater lights must allow an observer on deck to clearly see the whole pool, including the bottom.
- If night swimming is allowed, lighting must be sufficient to allow an observer on deck to clearly see the pool bottom.
- Adequate emergency lighting must be provided at swimming pools where night swimming is allowed and at indoor pools where no natural light is present. For outdoor pools, a portable battery-powered artificial light source (e.g. a flashlight) is acceptable if adequate and maintained to assist during pool evacuation.

54. Indicate lighting and emergency lighting that is provided (select all that apply).

☐N/A (No Pools) ☐Overhead lights ☐Automatic lights ☐Flashlight

☐Underwater light ☐Generator backup ☐Other (specify): Enter text here.

Medical Waste Contamination (beaches only)

Presence of Medical Waste at Beaches

- Medical debris consisting of blood vials, syringes, needles, medical or surgical gloves and other discarded medical supplies are sometimes found on beaches.

- Operators of beaches which have the potential for medical waste to wash up, must have procedures in place for addressing this type of incident.

55. Is your beach at risk for medical waste contamination? ☐Yes ☐No ☐N/A (No Beaches)
(If "Yes", please complete a - c. Check all that apply for each question.)

a. Who is responsible for identifying medical waste and monitoring the affected beach area at your beach?

☐Aquatics Director ☐Maintenance Staff ☐Owner/Operator

☐Lifeguard ☐Camp Director ☐Other (specify) Enter text here.

b. Who is responsible for handling, storing and disposing of medical waste?

☐Aquatics Director ☐Maintenance Staff ☐Owner/Operator

☐Lifeguard ☐Camp Director ☐Other (specify) Enter text here.

c. What is your procedure for addressing medical waste contamination?

☐Close beach.

☐Notify LHD

☐If small amounts of medical waste are found on the beach only, do not close beach.

☐ If larger amounts of medical waste are found on the beach only, affected portion of the beach is closed.

☐ If large amounts of medical waste are found on the beach and/or floating in the water, close the entire beach.

☐Other (specify)

Enter text here.