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Force Support**

OUTDOOR RECREATION AQUATICS CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Distribution: Travis Aquatic Facility

This instruction establishes policies and operation procedures for the Outdoor Recreation Aquatic Center that applies to all customers, employees, and volunteers involved in the program.

SUMMARY OF REVISIONS

This document is completely reviewed.

1. References.

- AFI 34-101, Air Force Morale, Welfare, and Recreation (MWR) Programs and Eligibility
- AFI 48-114, Swimming Pools, Spas and Hot Tubs, and Natural Bathing Areas.

2. Responsibilities.

2.1. The Outdoor Recreation Director or designated representative is responsible for organization and overall operation of the swimming pool.

2.2. The Supervisory Recreation Specialist (Swimming Pool) is directly responsible for operation, maintenance, sanitation, and safety at the swimming pool.

2.3. Lead lifeguards and lifeguards are directly responsible for ensuring compliance with procedures outlined in this instruction.

2.4. Patrons are responsible for adhering to each rule as outlined in this instruction.

3. Eligibility. All U.S. military, retired military, reservists, DOD civilians, family members, and one sponsored guests per ID cardholder are authorized to use the Swimming Pool. Guests must be accompanied by their sponsors at all times.

3.1. All children 15 or younger must pass a swim test to swim beyond safe zone areas.

3.2. Children 10 or younger shall be under the direct supervision of an adult at least 18 years old. One adult may not supervise more than 10 children. Individuals who are at least 16 years of age, but less than 18 years of age, may provide supervision for up to three children with no more than 2 of these children under the age of 6, provided that the individual has completed the American Red Cross Babysitting Training Course. A copy of the certificate must be on file at the pool. In such cases, a written authorization from the parent(s) of the child(ren) is required in order to seek medical care for them if

necessary, and emergency contact phone numbers for the parents or legal guardians must also be on file at the pool.

3.3. Children 11 - 15 years of age may be left unattended only if they pass a swim test consisting of swimming at least 12 meters, treading water for 1 minute, and ability to pull themselves from the water without using the pool ladder. Children passing the swim test will be given a wrist band, identifying them so they will not have to take the test again for the rest of the season.

3.4. Aquatic or pool activities organized by the Youth and Child Development Center must comply with their respective staff to child ratios. Youth Activities and Child Development Centers are responsible for providing the required number of staff. One individual may not supervise more than 10 children.

4. Safety Equipment.

4.1. Lifeguards must wear an item of apparel that identifies them as a lifeguard in addition to a whistle. Lifeguard stands should be equipped with an umbrella to provide shade that can be repositioned as the sun moves. Sunscreen with a minimum of 30 sun protection factor (SPF) will be provided by Outdoor Recreation. Each lifeguard station has a rescue tube.. Lifeguards patrolling the deck must carry a rescue tube.

4.2. There must be a first aid kit that includes rescue breathing masks and barriers and latex gloves to prevent transmission of disease. A backboard with arm, torso, and leg straps and head and neck immobilization method is required.

4.3. One biohazard spill kit is required to clean up blood or other potentially infectious material from pool decks or locker rooms.

5. Flotation Aids, Pool Toys, and Aquatic Equipment.

5.1. Only properly sized and fitted United States Coast Guard approved personal flotation devices (life jackets), type I, II, or III are authorized during open recreation swimming. Water wings or inflatable rings are specific examples of flotation aids that are prohibited during open swimming.

5.2. The Supervisory Recreation Specialist (Swimming Pool) approves the use of pool or aquatic toys) water basketball hoops, inner tubes, etc. during special events such as pool parties or other planned aquatic events.

6. Lifeguard Levels.

6.1. The Aquatic Center will be closed and locked when not in operation.

6.2. At least two lifeguards are required to be on duty and at their stations (chair stand or deck patrol) during open recreational swimming. During adult lap swim, with less than 20 participants, at least one lifeguard is required to be on duty and at his or her station. The number of swimmers in pool will not exceed that which can be safely supervised by the lifeguards on duty or the maximum allowed in the facility.

6.3. Lifeguards must be rotated off-station, or given a 10 minute break, every hour. Clearing the pool of swimmers to support lifeguard breaks is authorized.

6.4. The pool customer-to-lifeguard ratio will be maintained at or below 25 to 1 at all times. A more stringent ratio may be enforced if deemed necessary by the lifeguard staff.

6.5. The lifeguard's field of view for direct line-of-sight supervision must not exceed 180 degrees. The line-of-sight distance for pools must be less than 100 feet.

6.6. All lifeguards must participate in at least 1 hour of in-service training during each 2-week period. In-service training includes activities designed to maintain physical conditioning and practice emergency response procedures.

7. Swimming Pool Policies.

7.1. The maximum capacity at the Travis Aquatic Center is 300.

7.2. It is imperative that all patrons conduct themselves in a manner that ensures the safety for themselves and others. Disregarding pool policies may result in the loss of pool privileges.

7.3. Under no circumstances will cursing or abusive language be allowed.

7.4. No running or horseplay in the pool or adjacent areas will not be tolerated.

7.5. Food and beverage limitations. Eating, or drinking is prohibited in the pool or at the pool's edge. Food and drink are only allowed in the designated areas. Glass containers are prohibited at all times in the pool area and alcoholic beverages are prohibited at the pool during lap swim open recreational swimming. Anyone appearing to be under the influence of alcohol will be asked to leave the pool area.

7.6. ODR personnel and lifeguards will not consume, or be under the influence of, alcoholic beverages while on duty.

7.7. Inappropriate hugging and other forms of touching and affection will not be allowed.

7.8. Every patron must take a shower before entering the pool.

7.9. Persons with obvious evidence of illness or communicable disease or with open sores or lesions (including fungus/skin disease) will not be allowed in the pool.

7.10. Swimming is only allowed when a lifeguard is on duty and ratios are within required limits, no exceptions.

7.11. Smoking, including vaping is prohibited. Smoking is only allowed in designated areas outside the pool fence.

7.12. Children must be toilet trained to use the main pool. Children not toilet trained must wear swim diapers and will only be allowed in the kiddy pool.

7.13. No pets are allowed in the pool area. (Service dogs escorting persons with disabilities shall be permitted on the pool apron and in restrooms. Also, working dogs accompanied by handlers shall be permitted in swimming pool areas as required. .

7.14. Diving in the shallow end not permitted. Diving is only authorized in the deep end of the pool. Jumping into the pool will be feet first from all other designated areas only.

7.15. No breath holding or prolonged underwater swimming contests are allowed.

7.16. Only one person at a time will be permitted to go down any slide or jump off the diving board and all patrons must be clear of the slide exit or water point of entry from diving board prior to next person using it.

7.17. Patrons are responsible for all personal items left at the swimming pool. At no time will the lifeguard stands or office be used for storing personal items or valuables for patrons or employees.

7.18. A 10-minute rest period is strictly enforced for all outdoor pool patrons under 16 years of age. Rest periods are held 10 minutes prior to every hour. This time will be designated as adult open swim only.

7.19. T-shirts are not allowed to be worn in the deep water or when using the slides.

7.20. All lifeguards have the authority to correct activity within the swimming pool complex that may be dangerous to themselves, other participants or staff personnel. Their authority must be respected to ensure the safety of all patrons.

8. Uniform and Appearance.

8.1. Lifeguards will report for duty in enough time to be at their designated station at the scheduled time.

8.2. Lifeguards will wear the uniform issued to them while on duty.

8.3. All lifeguards will present themselves in a professional manner, to include, but not limited to being alert, courteous and always providing excellent customer service.

8.4. Lifeguards will not hang around the customer service area, break room or office area when they are off duty.

8.5. Lifeguards will not leave their assigned station without being properly relieved by another staff member or closure of their station.

8.6. Lifeguards will not entertain anyone at the pool or engage in idle conversation while at a duty station. Conversing with patrons is done only when absolutely necessary for safety prevention measures.

8.7. Lifeguards will not conduct swimming lessons or other classes outside the normal program time allowed for such classes.

9. Operations.

9.1. Free available Chlorine (FAC) and pH tests will be taken every two hours, daily throughout the operating hours. Results will be recorded in the operation log maintained in the pool office

9.1.1. Free available Chlorine (FAC) must be maintained between 1.0-4.0 ppm. The pH must be between 7.2-7.8. If the values do not fall within the acceptable range, the CE water plant operator must be contacted immediately to take corrective action.

9.2. Pool temperature should remain between 78° F – 82° F and checked every two hours.

9.3. Lifeguards will not swim while on duty, except in the case of an emergency. Fitness swimming and in-service training required to maintain skills and proficiency will be scheduled during the duty day, as needed.

9.4. Toilet and shower areas will be cleaned at least daily or as often as necessary. The floor must be disinfected with a diluted bleach solution.

9.5. On a daily basis, the pool staff will thoroughly police, clean and inspect the pool prior to opening. They will initiate action to accomplish repairs to equipment and facilities as required.

9.6. Only pool staff will answer the office phone.

9.7. When answering the phone, pool staff will state the pool name and their first name.

9.8. Staff will be courteous at all times and answer questions in the appropriate manner. Questions that are beyond staff ability to answer will be referred to a lead lifeguard or ODR management.

9.9. No personal phone calls while on duty. Personal cell phone use will not be authorized at the pool while on duty. Lifeguards will secure personal cell phones prior to the start of their scheduled shift.

9.10. Lifeguards will know, understand and enforce all pool rules and regulations.

10. Accidents.

10.1. Initiate emergency action plan immediately as necessary. Lifeguards must exercise good judgment based on their level of training in giving adequate first aid.

10.2. Lifeguards will make a report of all accidents or incidents, however trivial, and notify the Supervisory Recreation Specialist (Swimming Pools) immediately who will notify the Outdoor Recreation Management. Under all circumstances, the individual will be advised to be seen at a hospital.

11. Responding to a Fecal, Vomit, or Blood Incident.

11.1. Each incident will be documented by recording date and time of the event, whether it involved vomit, blood, formed stool or diarrhea, and the free chlorine and pH levels at the time of observation of the event. Before reopening the pool, record the free chlorine and pH levels, the procedures followed in response to the incident (including the process used to increase chlorine levels as necessary), and the contact time.

11.2 In the case of a fecal or vomit incident, contact Public Health and the Pool Maintenance Water Shop for assistance. The pool will be closed until the disinfection process has been completed in accordance with Attachment 7 (Response to fecal, and vomit, incidents) in AFI48-114. Free chlorine concentration must be maintained at 2ppm and pH 7.5 or less for at least 30 minutes before re-opening the pool.

11.3. For any diarrheal incident, the pool will be closed to swimmers for the remainder of the day and Public Health and the Pool Maintenance Water Shop will be notified. The pool will not be open for swimmers until the next business day after Public Health has been notified and the required CT inactivation value has been achieved and the free chlorine and pH levels have been returned to the normal operating range.

11.5. All lifeguards will be trained to clean up blood or other potentially infectious material (OPIM) from pool decks or locker rooms. A kit will be provided at the pool.

12. Swimming Classes.

12.1. Classes will be conducted at the swimming pool over two week periods. Registration is held at ODR. Placement of students into classes will be accomplished through an initial skills level questionnaire. Students may be moved up or down in classification if necessary to ensure the student successfully completes the skills necessary for that level.

13. Inclement Weather/Storm Notifications.

13.1. Command Post will initiate a message via the Giant Voice when lightning/thunder has been reported within 5 nautical miles and the pool will be immediately cleared by the lifeguards.

13.2. In all inclement weather situations, it is the discretion of the lead lifeguards to close the pool immediately if signs of any type of danger are present. He/she does not have to wait for instruction from the base weather station if weather conditions warrant closure. ODR Management will be informed of all situations.

14. Private Pool Parties/Special Events.

14.1. Private Pool parties will be available after normal operating hours only Friday through Sunday.

14.2. Reservations must be made through ODR. An agreement will be filed out by the requesting party and ODR. All fees will be due upon reservation. Fee for pool party covers up to 2.5 hours.

14.3. ODR will schedule required lifeguards per AFI requirement ratio the number of patrons noted in the agreement.

14.4. At least one adult must be present to provide supervision for every 10 children at private pool parties.

14.5. For the use alcoholic beverages at pool parties, the sponsors of the party or group function must be accountable for the responsible behavior of their group. The sponsor must submit a letter request, through the Force Support commander, outlining their rules for serving and consuming alcoholic beverages at the party or function. No glass containers are allowed.

14.6. A copy of the signed approved letter must be presented to ODR at least one business day prior to the scheduled event.

 Expired certificate

X BRIAN S FLOYD

Brian S. Floyd
60 FSS Deputy Commander
Signed by: FLOYD.BRIAN.S.1155521607