

**CITY OF WHITE SALMON, WASHINGTON  
RESOLUTION NO. 2015-07-415**

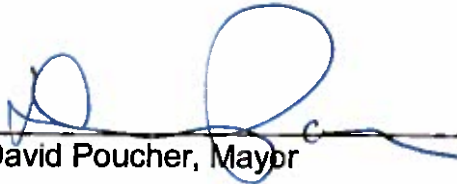
**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON  
REGARDING THE MATTER OF ADOPTING A POOL POLICY.**

**WHEREAS**, the city has an un-adopted policy regarding the rules and expectations for lifeguards that has recently been updated; and

**WHEREAS**, the city wishes to formalize the policy to ensure continuity between council, management, staff and public expectations.

**NOW THEREFORE BE IT RESOLVED**, the City Council for the City of White Salmon hereby adopts the following procedure as described in Exhibit "A", attached hereto and incorporated by reference, for the benefit of pool employees, managers and customers of the City of White Salmon.

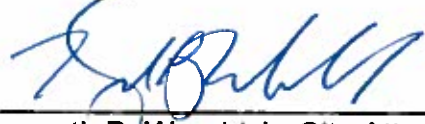
APPROVED AND PASSED by the City Council of the City of White Salmon,  
Washington at a regular meeting this 15<sup>th</sup> day of July 2015.

  
David Poucher, Mayor

ATTEST:

  
Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:

  
Kenneth B. Woodrich, City Attorney



**CITY OF WHITE SALMON**  
**Legislative Policy/Procedure**

<b>Title:</b> Pool Policies and Procedures	<b>Page Number:</b> 1
<b>Department:</b> Public Works Department	<b>Effective Date:</b> July 15, 2015
<b>Revised Date:</b>	<b>Revised By:</b> City Council

## PURPOSE

This policy establishes rules and expectations for lifeguards and employees of the White Salmon City Pool while at the facility.

## POLICY

- Lifeguards and other employees are expected to follow all procedures unique to the facility and procedures outlined by Red Cross in Lifeguard/FirstAid/CPR training. Lifeguards and employees must understand that all pool rules and procedures are safety or efficiency-based, and serve the purpose of keeping the city pool a safe and productive environment for both patrons and employees.
- All employees must follow, communicate, and enforce pool policies equally to ensure consistency and equal treatment of all patrons and employees regardless of age, gender, race, sexual orientation, and any other outside factors.
- Pool employees also act as additional public spokespersons for their department and the City of White Salmon. The City expects those staff members to adhere to best practices and to use common sense when speaking with patrons, co-workers, and authority. They must remember that professional and personal lines can easily blur - and at all times - they are representing their employer.

## PROCEDURES

### General

1. Employees are expected to arrive early enough to become situated and complete any needed opening chores for their shift before teaching lessons or guarding.
2. For time off - request *in writing*, the dates and times to the manager at least a week prior to scheduling. If the schedule is already complete, employees must find another employee to switch with. Then he/she must obtain the manager's approval. He/she must make certain the replacement does not go over 40 hours for the week.

3. Employees must be present for all meetings and in-services unless given prior permission by the pool manager.
4. No employee under the age of 18 may be left unattended during breaks between the sessions. A city-employed adult (18 years or older) must always be on the premises when minors are present.
5. If the pool is forced to close, we do not give cash refunds. Unless closed within the last half-hour of a session, give a ticket for one free admission to those who paid to enter and initial and date the back. Pass holders excluded.
6. Staff is in charge of playing appropriate music. Radio or iPOD/MP3 may be used. Employees are expected to use their discretion when choosing songs to play for the public. This includes opening/closing/after hour activities - as the pool is an outdoor facility located next to a school and family park. Examples of inappropriate music include:
  - a. any songs using profanities/racial slurs/drug references
  - b. songs hateful towards a religion/group/race/gender
  - c. overtly sexual songs and songs using sexual innuendos
7. Lost items go in the lost and found basket, unless it is of value (such as jewelry or electronics) and then it should be placed under the counter until claimed. Small attire such as socks and underwear will be disposed of. Lost and found items (excluding valuables) will be donated monthly by management.
8. Staff is allowed to use their personal phones in the guard room - however they must keep their use moderate and always tend to front desk when needed. Personal phone calls should be kept brief.
9. Both morning and afternoon shifts have opening and closing chores. These must be completed and initialed daily on the chore sheet. Management is in charge of making sure chores are completed and may assign additional chores if needed.
10. All safety equipment must be placed in an easily-accessible area when anyone is in the pool.
11. All equipment must be stored and all gates and doors must be closed and locked (including the locker room doors) before leaving the facility unattended.
12. All City pool employees must adhere to all public pool rules posted.

### **Breaks**

1. There are two types of breaks for pool employees: Breaks from guarding and breaks from work.
  - a. Breaks from guarding are taken when the guard rotates off the deck;
  - b. Breaks from work are taken during in-between session times only.
2. Each employee is entitled to all breaks in accordance with the Washington State Department of Labor and Industries guidelines. Management will let those working 5 hours or more know when their break is scheduled.
3. Staff may leave the facility for their work break as long as they return within 30 minutes. Staff must clock out when taking a work break.

**Attire**

1. Guards and other employees must wear appropriate staff attire whenever on duty at the facility. Guards should wear:
  - a. Properly-fitted, red, one or two-piece swimsuits which must have “guard” printed visibly on the front or back. Black, white, or navy blue accents will be allowed.
  - b. a whistle and guard tube (with strap around neck and shoulder) whenever on deck. If a guard is not stationed at the primary or secondary guard chair he/she must additionally wear a guard first-aid pack.
  - c. guard shirts, sweatshirts, and parkas provided by the facility.
  - d. personally owned shirts, sweatshirts, shorts, and other guard attire - as long as printed “guard” is still visible and attire is red, grey, white, navy blue or black.
  - e. flip-flops, easily-removable, or no shoes in case swimming to a victim is needed.
2. Other employees including lesson assistants should wear:
  - a. Properly-fitted, red, one or two-piece swimsuits. Black, white, or navy blue accents will be allowed.
  - b. shirts, sweatshirts, and parkas provided by the facility.
  - c. personally owned shirts, sweatshirts, shorts, and other appropriate attire. Color must be red, grey, white, navy blue or black.

**Lessons /Rentals/Punch Cards/Season Passes**

1. Lesson placement is based on age, height, and ability:
  - a. Parent/Tot - generally 3 years of age and under; not comfortable or too small to be alone in water.
  - b. Beginner I - generally 3-5 years of age; comfortable with standing in water by themselves; 3 feet or taller.
  - c. Beginner II - generally 5-8 years of age; can blow mouth and nose bubbles, comfortable going completely under water, knows some parts of a full stroke; 3 feet or taller.
  - d. Intermediate - can swim freestyle once across the pool.
  - e. Advanced - can comfortably swim across the pool and back.
2. Group Lessons: Sign up swimmer for desired time and appropriate level:
  - a. Record all pertinent information on sign-up form;
  - b. Have Parent, Legal Guardian or Adult Lesson Taker sign indemnification agreement (Release Form);
  - c. Place signed Indemnification Agreement in proper section of pool book.
3. Private Lessons: Ask if they have a request for a specific instructor;
  - a. Make sure instructor (requested or assigned) is available for desired time of lesson;
  - b. Record all pertinent information on sign-up form;
  - c. Have Parent, Legal Guardian or Adult Lesson Taker sign indemnification agreement (Release Form);
  - d. Place signed Indemnification Agreement in proper section of pool book.

4. Payment for lessons is due at time of sign up if the parent wishes to save their desired slot. Otherwise staff must inform the parent that they may be replaced.
5. Lesson Refunds: There are no refunds for unattended lessons or lesson cancellation due to weather. When a lesson is cancelled, it may be rescheduled, but rescheduling is not required.
6. Pool Rental:
  - a. Check calendar in Lessons/Pool Rental Book for date/time availability;
  - b. Record all pertinent information on Swimming Pool Rental form;
  - c. Have renter sign and date Swimming Pool Rental form;
  - d. Require at least ½ of rental fee at time of reservation, **NO EXCEPTIONS.**
7. Punch cards must be recorded in the pool book and kept at the facility. First and last names of those using it should be written on the back. Punch cards should be disposed of when used up.
8. Passes should be recorded in the pool book. If a patron says he/she has a pass - ask for their last name and check the pool book.

### **Guarding:**

1. Guards must rotate positions every 15 minutes to maintain focus. The guard stationed in the guard room initiates the rotation. When taking over for another guard, perform a proper switch as outlined by the Red Cross Lifeguarding course to ensure the pool is monitored at all times. Guards may stand, pace, or sit in a chair when scanning. When speaking with patron or employee while guarding - guards must continue scanning the pool effectively.
2. When a whistle is blown, guards should look and listen briefly to assess the situation. If emergency action is needed, guards should initiate the proper Emergency Action Plan (EAP) for the situation. When any EAP involving sickness, injury, or entry into the water is performed - an incident report should be filled out as thoroughly as possible and filed in the incident binder for our records.
  - a. In the case of feces/vomit/blood/body fluids in the pool - guards should clear the affected area of the pool, remove any solids with skimmer from body fluid kit, and have public works add appropriate chemicals. In a serious case, the pool may need to be closed. Refer to the General section; item 5.
3. While scanning, guards should count the number of patrons in and around the pool - as well as on deck. Guards should alert staff if more coverage is needed. The ratio of guards to patrons is **1 to 30**. The facility capacity is **90 persons**. When the limit is reached - employees must not accept new patrons. If shallow end becomes too crowded, guards may ask patrons who can swim effectively to move to the middle or deep end.
4. A guard must always be stationed if anyone (excluding city employees) is on deck. Pool employees may swim during breaks but must not be alone or unattended.
5. Guards must not eat, text, make phone calls, sleep, be under the influence of alcohol/drugs or bring any distractions to their guard station. These are all grounds for immediate dismissal. Only personally prescribed drugs, taken in the correct dosage, which do not affect focus are okay. Guards may ask for time off if they need to take

prescribed drugs which do affect focus or if they feel they are too exhausted to properly monitor the pool.

6. Guards must enforce and follow all posted pool and diving board rules equally - except in some cases dealing with elderly, pregnant, and disabled patrons. Guards must ask management before making any exceptions.

### **Patron Disciplines:**

1. If an infraction of the Posted Pool Rules occurs, the following procedures will result:
  - a. First offense – Verbal warning from guard chair or current position.
  - b. Second offense – Personal warning and explanation
  - c. Third offense – Asked to sit on deck for 5 minutes alone.
  - d. Fourth offense – Restricted from use of the pool for remainder of the day, or for a period of days, depending on the degree of the infraction. Also, the Pool Manager/Assistant Manager/Head Lifeguard must be informed and an incident report must be filed.

### **Whistle Signals**

1. 1 short whistle – getting attention of patron for safety/prevention (guards must look and notice situation)
2. 1 long whistle – end of session/lesson – Clear the pool;
3. 2 short whistles – Rescue is imminent and assistance may be required (all guards on deck must be available for help, but continue to guard unless asked to assist. If an assist is indicated, other guards must remain guarding and clear pool if necessary);
4. 2 long-loud whistles – Emergency Situation, Activation of EAP, Clear the Pool

### **Emergency Action Plan (EAP)**

1. If the EAP is activated, the following will happen:
  - a. CALL 911 and report emergency
  - b. Give the following information if available:
    - i. Your name;
    - ii. Emergency situation;
    - iii. How many people are involved;
    - iv. Condition of victim(s);
    - v. First aid being given;
    - vi. Location: White Salmon City Pool, behind Whitson Elementary School with entrance from Washington Street; 100 W. Washington Street;
  - c. Wait until told to hang up from dispatcher;
  - d. The guard who first speaks to or performs the save on the victim will proceed with first aid/CPR procedures. The other guards must clear the pool/deck area and assist the first guard, if assistance is needed.
  - e. Obtain/record all pertinent information possible:

- i. Name, address and phone number of victim;
  - ii. allergies, medical history, and medications taken by the victim
  - iii. Date and time of incident;
  - iv. Nature or cause of incident;
  - v. Treatment given and action taken;
  - vi. Guards on duty and response of each guard.
- f. Report incident to supervisor on duty.

### **Employee Discipline**

1. "Whenever an employee's performance, work habits, conduct, or attitude falls below a desirable level, the Department Head, City Administrator and/or Mayor shall promptly institute disciplinary action with respect to the employee." (Ref. Personnel Policies 6.1) Depending on the severity of the infraction(s) or failure(s) to meet standards, the Manager or City Administrator may give one or more of the following sanctions:
  - a. Oral Warning - A verbal warning by the Manager/City Administrator will be given as well as documented, then placed in the employee's file for future reference.
  - b. Written Reprimand - A written statement documenting the details of the violation(s) will be given to the employee by the Manager/City Administrator, who will be given the chance to formally (in writing) respond to the reprimand as well as sign it. A written reprimand will be sent to the City Administrator to be placed in the employee's file.
  - c. Suspension - an employee may be placed on unpaid suspension for an infraction if approved by the City Mayor or a City Administrator. A written statement detailing the nature of the infraction(s) will be presented to the employee to review and sign. The statement will be placed in the employee's file by a City Administrator.
  - d. Termination - "Employees of the City are AT WILL and can be terminated with or without cause and with or without notice at any time." (Ref. Personnel Policies 6.7) Any act of misconduct can be grounds for termination, if the Manager, City Administrator, and/or Mayor finds it to be the appropriate sanction for the violation(s).

### **Weather and Natural Disasters**

1. Guards on deck are to keep a watch on inclement and approaching weather. If lightning is seen/heard, pool is to be evacuated for 30 minutes and weather is to be watched closely. If lightning does not continue after 30 minutes, patrons may be allowed back into pool.
2. In the event of the earthquake, guards must try and stay calm and reassure others.
  - a. When indoors, tell patrons to stay low, next to guard counter or other sturdy walls.
  - b. When outdoors, stay away from building, trees, power lines or poles. Do not go inside.
  - c. If in the pool: Stay in the water until earthquake stops, then exit pool calmly. Help others to exit pool

- d. After the earthquake, expect and prepare for aftershocks. Check patrons and employees for injuries. Help victims in order of the seriousness of their injuries (triage method). Check for fires, but do not turn on light switches or electrical items and clean any flammable spills as soon as possible.

**REVISION CRITERIA**

Each year, prior to the opening of the pool for the season, the Pool Manager and Pool Committee will meet and review the policies and procedures and recommend to Council any appropriate changes.