



MFAC

2022

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GOALS AND MISSION STATEMENT OF THE OUTDOOR POOL PROGRAM

It is the goal of the Outdoor Pool Program of the Manitowoc Parks & Recreation Division to provide a properly supervised aquatic program in keeping with the safety standards of this Division and following the mandates of the State of Wisconsin's Safety Codes. This program will be fiscally responsible in what is offered, while maintaining a knowledgeable and well-trained pool staff, and will strive to be a competitive employer in an effort to attract and retain our highly skilled staff.

The primary responsibility of our pool staff is the safety of our patrons and staff.



IMPORTANT PHONE NUMBERS

Recreation

Katelin Dorow 686-3064 office
 374-0474 work cell

Curt Hall 686-3061 office
 323-4194 work cell

Building and Grounds

Jeremy Walvoord 686-6513 office
 374-0403 work cell phone

Halvor Halvorsen 323-5934 work cell phone

Police Department:

Emergency 911
 Non-Emergency 686-6500

M Family Aquatic Center 686-3590

940 North 18th Street

Senior Center & Rec.Div. 686-3060

3330 Custer Street

Employee Conduct

All employees

The division does not allow the use of profanity on the job. This rule applies to program participants and employees. Staff is expected to enforce this rule.

Drinking of alcoholic beverages or use of drugs while on the job is prohibited. Violations will result in immediate termination.

No smoking in pool facility or on grounds. This applies to staff and program participants. Staff is expected to enforce this rule.

No employee will allow friends or relatives free admission or permit them to come into the facility before season or daily opening.

Staff must pay for concession products (with the exception of fountain soda & popcorn during breaks).

Cell phones are to be stored in the guard room or concession stand during working hours. Cell phones may be used during break time only. If you are on break do not socialize in the concession stand. If you are found with your phone on deck, you will be issued a write up. No verbal warnings will be given.

Staff: Weekly staff training is mandatory. It will be held on Monday morning at 9 am unless otherwise announced. If unable to attend you must inform supervisors including reason for absence. Time and activity must be made up.

Illness – Any employee unable to report to work because of illness or sudden emergency must notify the manager as soon as possible.

All staff are required to find their own sub (once schedule is posted) and have it approved before time off is taken. When sub form is signed it is the responsibility of signer excepting those hours to live up to the agreement.

If an employee is found sleeping on deck it will result in immediate termination.

Positive write ups will be given to individuals found going above and beyond the duties of their job, these positive write-ups are known as “Good-Doers” and will be placed in your permanent file. Permanent files are kept at the Recreation Office and documents are scanned and sent over to Human Resources annually.

End of Season Evals: Each staff member will be evaluated by a Pool Manager or Recreation Team Leader. End of Season evals are to help employees track how they progressed each season. In most cases, the End of Season eval will not play into future employment with the facility. These evals are scanned to Human Resources for employees permanent files.

Staff Uniforms:

Staff must report to work in their designated uniforms. Uniforms must be free of rips, tears, and/or stains. Uniforms should be kept clean.

Lifeguards are provided 1 swim suit and 1 t-shirt. Attendants are provided 2 t-shirts. An apparel order form is distributed at the start of the season, staff are able to purchase additional uniform items (hats, sweatshirts, sweatpants, tank tops, etc.) at this time. The purchase of additional clothing items is not required. The Manitowoc Family Aquatic Center does have extra staff jackets on hand for cold weather/rain days. The extra jackets supplied by the center should only be worn during shift and not taken home with employees. If a jacket is taken home with an employee, they will need to return it immediately or face potential consequences.

Lifeguards Guards: All staff is required to wear uniforms while on duty. Lifeguard uniforms should not be worn when you are NOT working as a lifeguard (per the American Red Cross Lifeguard Manual). Wind pants are acceptable while on the deck. While on deck, lifeguards must be identifiable. Acceptable forms of identification are: RED lifeguard swim suit, Red or White top that says GUARD or LIFEGUARD on the front or back. Acceptable Bottoms: sweat pants, wind pants, leggings, yoga pants, athletic shorts are all acceptable as long as they are a solid color in the following color: red, white, black, or grey. Athletic shorts that have two colors (of the approved colors) are acceptable as long as the sections of color are solid (ex: red front and white side panels).

Attendants: All staff are required to wear uniforms while on duty. Staff should not wear uniforms while not on duty. Attendant staff should be identifiable at all times while at work. Acceptable uniform tops are blue or white t-shirt, tank top, sweat shirt, that have the word STAFF on the back and the Park and Recreation Logo on the front. **When working in the concession stand: shirts, pants/shorts, shoes, and a hat MUST be worn, bracelets, watches, and rings must be removed (food handling safety standard).** When on deck, staff is able to wear a BLUE swim suit OR the approved staff apparel. Acceptable Bottoms: sweat pants, wind pants, leggings, yoga pants, athletic shorts are all acceptable as long as they are a solid color in the following color: blue, white, black, or grey. Athletic shorts that have two colors (of the approved colors) are acceptable as long as the sections of color are solid (ex: blue front and white side panels).

Swim Instructors: Swim Instructors will need to have appropriate swim apparel on. Female swim instructors should wear one—piece swim suits, male swim instructors should wear swim trunks of an appropriate length. If you are unsure if your suit is acceptable please contact a Pool Manager or Recreation Team Leader.

Guards and lessons staff may not wear rings, bracelets or necklaces. Guards and lessons staff are also advised not to wear earrings, facial piercing or anklets as these are potential safety hazard when in close proximity to swim lesson students or drowning victims.

Uniform Examples



Left Chest/Leg Imprint



Manitowoc Family Aquatic Center

Back Imprint





GUARDING

While sitting in the guard chair, a guard must be alert and look alert at all times. They are to sit comfortably, with constant scanning, and he/she is not to slouch or do anything that could distract his or her attention from their assignment. Rescue tube must be worn unless otherwise directed for your post.

A guard is never to leave the chair, or the deck, without a specific order to do so, except in the case of an emergency, i.e. rescue, severe injury, and disturbance to the pool area, etc. A guard only takes a break when relieved by another guard.

A guard must be polite when reminding patrons of rules or rule infractions. Profane or abusive language is never used. Reference is never made to a patron's size, shape, nationality, or any other physical characteristics.

A guard must always follow through when a correction is made. He or she must make sure that the patron proceeds to obey the rule or rules of which he or she has just been reminded of.

During an official exchange of information, a guard must continue to scan his or her area. Make sure all information is exchanged. For example, patrons who were made aware of pool policy, patrons who were disciplined and all other rule infractions or concerns.

Responsibility is never accepted for watching any articles brought into the pool by the public, i.e. rings, glasses, watches, etc.

A walking guard or "rover" does not leave the deck except when directed to do so, relieved, or in an emergency. When on walking patrol, a guard should do just that, walk. A guard does not stand in any one area for any length of time or he negates the purpose of a walking guard.

Manitowoc Family Aquatic Center
Staffing Plan

1. Water Surface 9,072 sq ft of water

2. Patron Load Bather 573

3.

Attendants/ Concession	Location	Guards	Location
A1	Admissions Booth	G1	Zero depth - West
A2	Con Stand/Break	G2	Diving Well
A3	Mini Golf	G3	Diving Well – West
A4	Con Stand	G4	Shallow End
A5	Blue Slide	G5	Break
A6	Swim Tests	G6	Speed Slides
A7	Speed Slides	G7	Lazy River
A8	Lazy River– Rotates to A2	G8	Lazy River
		G9	Expansion Rover
		G10	0 Depth
		G11	Break
		Aquatic Manager	Will be in admission desk if needed or general pool supervision

a. There will 11 guards on duty at one time.

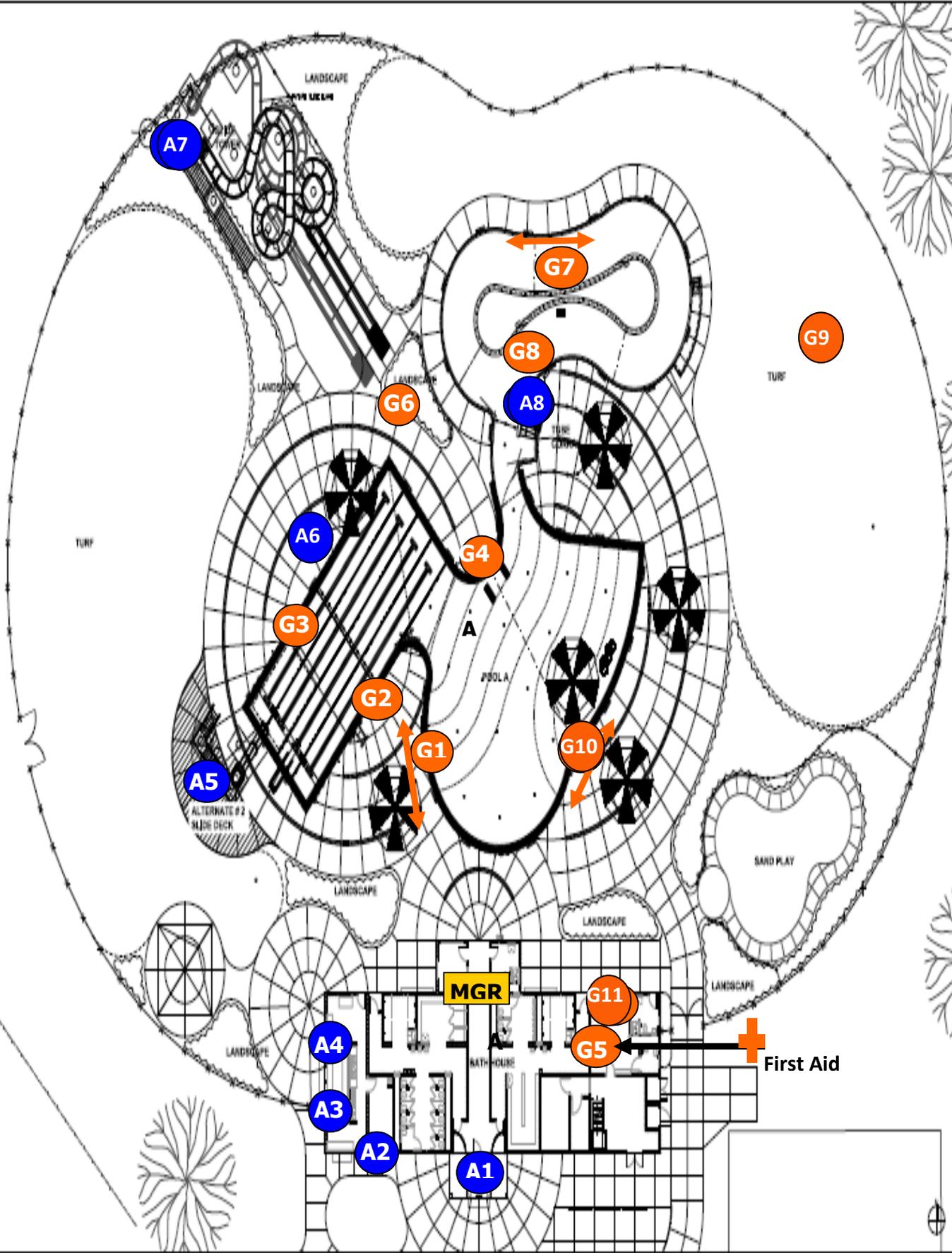
b. 8 Concession/ Attendants will be on duty.

The A7 and G6 will have walkie talkie communication. G3 will also have radio for communication.

7. See Attached Map

WATER TECHNOLOGY, INC.
1000 W. WISCONSIN ST. SUITE 200
 MANITOWOC, WI 54221
 TEL: 920.761.1234
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**MANITOWOC FAMILY
 AQUATIC CENTER**
 840 NORTH 18TH STREET
 MANITOWOC, WISCONSIN

DATE	2/20/08
PROJECT NO.	1708
DRAWN BY	BT
CHECKED BY	DT
DATE	2/20/08
SCALE	AS SHOWN

OVERALL AQUATIC
 CENTER SITE PLAN

GUARDING AREAS

SHALLOW – G1

Equipment needed: whistle, rescue tube, first aid kit,(Fanny pak) and megaphone

Be sure to walk around the area to keep larger children from horseplay.

Be sure younger swimmers do not cross over divider rope.

DIVE CHAIR - G 2

Equipment needed: Megaphone, pole, rescue tube, first aid kit (fanny pak)

Patrons must go straight off board& Exit pool at nearest wall.

Follow all rules for diving board.

SPEED SLIDE CHAIR - G3

Equipment needed: Megaphone, pole, rescue tube, radio, and first aid kit (fanny pak)

Be sure patrons go directly to side of pool.

Communicate with slide attendant if needed.

Checking Swim test as need throughout the day (Manager will be doing bulk of it.)

DIVIDER CORNER - G4

Equipment needed: whistle, rescue tube, megaphone, and first aid kit (fanny pack)

Angle chair should especially watch the deeper parts of the pool area.

Be sure no one is hanging on divider rope.

WATER GUARD /BOTTOM OF SLIDE (I) – G6

Equipment needed: rescue tube, radio, first aid kit (fanny pak)

Guard located at bottom of slides sitting at attention.

Signal when youth have cleared the run out.

Make sure sliders obey all rules. Assist patrons as needed.

LAZY RIVER NORTH– G7/G8

Equipment needed, megaphone, rescue tube, first aid kit (fanny pak)

Be sure all patrons have tube and are getting in and out of pool safely.

Work with Attendant in area to keep entrance clear.

All patrons in the lazy river must be in a tube. Small children may not have their own tube.

Splash Pad/Warming Pool – G9

Equipment needed: rescue tube, first aid kit (fanny pak) megaphone

Be sure to rove the area to prevent any injuries occurring on the splash pad and make sure patrons are following the rules at the warming pool.

ZERO DEPTH – G9

Equipment needed: whistle, rescue tube, first aid kit (fanny pak)

Be sure to walk around the area to keep larger children from horseplay.

GUARDING AREAS Con't

TOP OF SPEED SLIDE ATTENDANTS – A4

Equipment needed: NONE

Attendant should allow one person at a time down the slide

Watch water well to clearing patron before next patron goes

Make sure sliders obey all rules

Must have taken a swim test and a wristband must be visible

TOP OF SLIDE ATTENDANTS – A6

Equipment needed: walkie talkie

Attendant should allow one person at a time down the slide (or a parent with a small child.)

Listen for Guard signal on the bottom of the slide before you send the next patron, allowing enough time for each slider (Allow extra time for small children).

Make sure sliders obey all rules.

Watch sliders on the way down to make sure they don't turn over.

T-shirts and goggles are allowed on this slide only

LAZY RIVER ATTENDANT – A7

Equipment needed: megaphone

Each patron must be in a tube to be in the lazy river.

Help patron with tube in and out of river.

Work with guard to watch patron

Small Children who do not meet the height requirement must be in a tube w/ an adult

1 adult w/ 2 small children per tube

Adults must keep hands on tube at all times.

Children must be accompanied by an adult or someone twelve (12) years and older.

Children who are not toilet trained must wear swim diapers, available for purchase at concession stand



AQUATIC CENTER RULES

ADMISSION TO POOL OR MINI GOLF

All persons entering the pool must have a season pass, pay the daily rate or have a pre-sale ticket or punch card for them to be admitted to the pool or to play a round of golf.

In order to gain admission, you must present your pool pass card at the admissions desk. The pass used must be your own. Passes will be confiscated from persons attempting to gain entrance to the facility fraudulently.

The daily fee allows admittance to the pool all day.

Admission will be refused to all persons with open wounds, infection and/or contagious diseases or bandages. (State Health Code)

Any person under the influence of alcohol or exhibiting erratic behavior will not be permitted into the pool area or will be asked to leave.

Patrons must wear a bathing suit to swim, thongs, cut-offs and spandex are not permitted. Swimsuits are made of Lycra, nylon or a combination of these fabrics and have a liner. All patrons in the water must have proper bathing attire.

Children who are not toilet trained must wear swim diapers, available for purchase at concession stand.

SUPERVISION OF CHILDREN

Children under 8 must be accompanied by a chaperone of at least 12 years of age. This includes accompanying the child into the water.

Children over 6 years of age are recommended to use the gender appropriate locker room. Family changing rooms are available.

FOOD/BEVERAGES/LOUNGES

State Health code prohibits food, drink, tobacco, gum, or glass items in the pool area. Exception: Concession deck area.

Personal lounges and chairs are allowed to be brought onto the pool deck. A limited supply of lounge chairs is available for the public's use.

Only carry-ins allowed will be water bottles and celebratory cakes/cupcakes, etc, if shelter is rented.

PLAY TOYS/SWIM DEVICES

Coast guard approved life jackets are permitted when waiver form is filed in Aquatic Office annually.

Arm floats are not allowed.

Toys are not allowed in the pool. This includes beach balls, inflatable water toy and swim suits with sewn in life jackets (unless coast guard approved) and squirt guns

PERSONAL CONDUCT

All persons are required to shower before entering the pool and after each use of the restroom facilities. State Health Code.

Rough play and running are not allowed.

Pool rules are enforced at the discretion of the lifeguards. Any person disrespecting or causing harm to any staff member or patron will be subject to disciplinary action.

WEATHER RELATED CLOSING: SEE SEPARATE POLICY

LOCKERS

Pay Lockers are available for 25 cents on deck near the guard office and the concession stand.

DIVING BOARD RULES

Swim test must be passed and a wrist band must be visible

Only one person is allowed on the diving board at a time.

Only one bounce on the board is allowed before entry.

Each person must wait to go off the board until the person in front of them has reached the side or ladder.

Each person must go straight off the board. No back flips or backward facing dives. You must jump off board forward.

Each person must exit the diving well at the ladder or side nearest each diving board.

Wearing T-shirts off the boards is prohibited. **Unless it is a swim shirt**

Swimming in the deep well is prohibited, except by divers returning to the side.

Goggles or masks may not be worn off the boards.

No one may catch another person jumping off a board.

No sitting on rail on back of board.

A diver should not swing on the railings.

SLIDE RULES

No double riders. Exception: Small children may ride on the lap of a parent or legal guardian.

Patrons must clear the bottom of the slide immediately.

Patrons must ride sitting or laying on their backs, feet first. No standing, kneeling, rotating or stopping in the flume. Keep your hands inside the flume.

Skipping in line is prohibited.

Do not use the slide while under influence of alcohol or drugs.

Follow the instruction of the attendant.

Failure to obey rules or instructions will result in loss of slide privileges.

T-shirt and or goggles may be worn.

SPEED SLIDE RULES

Swim test must be passed and a wrist band must be visible

Everyone must slide on their backs, feet first.

Only one person on the slide at a time.

Wait for the previous slider to reach the edge of pool before sliding. (Attendant will signal)

Do not use the slide while under influence of alcohol or drugs.

Goggles, T-shirts or mask may not be worn on the slide. (unless approve by Dr. excuse on file), Swim shirts allowable.

LAZY RIVER RULES

Must be 3.5 ft tall or have wrist band ONE Child per tube w/ exception of 1 small children & adult in one tube.

Deep Well Swim Test will be given at Guard 3 station by Attendant or Manager

LOCKER ROOM RULES

- ◆ All patrons must shower before entering the pool and after use of toilet facilities.
 - ◆ No running or loitering in the locker room.
 - ◆ Eating, drinking and smoking in the locker room is prohibited.
 - ◆ Cell phone use prohibited in locker rooms.
- A. All patrons are responsible for respecting and protecting the privacy and welfare of others. No cell phone or camera use while in the locker rooms. Patrons violating this policy will be referred to the local police and may face misdemeanor charges as well as financial penalties under Wisconsin law.
- B Be sure to report suspicious individuals or activity to Manager on duty
- C. Children 6 years of age and older must use the locker room in accordance with their gender. The Family Locker Room is available for patrons with small children or those needing privacy. Please use discretion when bringing children of the opposite sex into the locker room. If you feel an older child is in the wrong locker room, please report it immediately to staff.

ENFORCING RULES

Patrons of the MFAC facility will see several rule signs before they ever reach the pool area. It is important that lifeguards and other employees be consistent, fair and equal when enforcing rules. When a patron disobeys one of the facilities rules, they should be politely corrected and reminded what the rule is. The Red Cross recommends that positive wording like "Sir, it is against the rules to do that, "Please Stop," be used. If the person disregards the initial correction and disobeys a rule a second time, they should be corrected, and if appropriate (age wise), asked to sit out of the pool, next to the lifeguard stand, for five minutes. If an individual disobeys a third time, they may be asked to leave the facility for the day. If the third infraction was minor, the lifeguard may ask the person to sit out for ten minutes.

It is very important that the facility staff remembers that they are representing the City of Manitowoc Parks and Recreation Department at all times. Rules should be enforced firmly, yet politely. Patrons need to know that you are there for their safety, yet they need to respect your authority. The most successful lifeguards are those who maintain a safe, but fun area. Many patrons will test your authority, especially at the start of the summer. Be firm, but friendly, and you will have minimal problems. If a patron questions the reason for a rule while you are guarding, try to briefly explain. If they are not satisfied, direct them to the manager. Remember that your responsibility is to watch the swimmers and discussions with patrons will only distract you.

If a patron performs a very dangerous act, you do not have to give them the usual three warnings. If possible, give them one warning. If a second dangerous act occurs, expel them (see expelling a swimmer). If a person performs a very dangerous act and you know that they know better, you may expel them immediately by notifying manager. Once an individual has received a warning, you will need to alert other guards whose zone that individual enters. You can do this by informing your replacement guard when performing a rotation or by signaling and pointing to other guards. If a patron goes a long distance from your chair and you feel other guards should be aware of his behavior, then notify a roving guard or manager by raising tube or cone.

PATRON DISCIPLINE

Be polite when disciplining swimmers. Never use abusive language or strike a patron.

Be creative when disciplining. For example-if someone runs on the deck make them go back and walk or walk around and pick up the deck.

If you need assistance from the manager or person in charge, raise your tube above your head. Guards near the office should help get the manager/person in charge attention.

Manager or person in charge should fill out a discipline report when necessary and file it for future reference.

Patrons may be expelled from the facility when they have continually disobeyed the rules (see enforcing rules), they are under the influence of alcohol or drugs, or are behaving in an unsafe manner. It is good practice for two lifeguards to work together when asking an adult to leave. If the adult becomes belligerent, the manager should be contacted, and if necessary, the police should be called. Be sure to complete an incident report. The expelled swimmers must be put on the list in the guard room and in the admissions area.

BREAKS

A fifteen (15) minute break is the standard break used at all pools while they are open to the public. A guard is never to remain on the stand or the walking patrol for more than one and half-hours (90 minutes) without receiving a break. A "break" intentionally is to get out of the sun. Lifeguards are still expected to perform their duties, which include taking readings, taking out trash, first aid, locker room walk through, etc. Leave five (5) minutes before rotation time so that the next guard will go on break on time. Depending on number of positions out you should leave on time so break guards get full break. A guard must make sure that he or she accomplishes what he or she plans to and relieves the next guard on time so as not to reduce the break time of the remaining guards on duty.

ROTATION

ALWAYS be on time for your shift.

When relieving a guard from the chair, wait next to the chair and cover the area while the other guard is climbing down. Likewise, they should watch the area while you are climbing up and should not leave the post until you have the area under control. Ask if there are any problem swimmers in that area.

When on a break longer than fifteen (15) minutes you should find work to do. Ask manager if anything needs to be done.

Guards who end the day on break should help with clean up.

All guard must be in positions 5 minutes prior to opening

RECORDS, REPORTS, FORMS

Manitowoc Pool staff will be responsible for completing various reports and forms such as, accident reports, and incident reports. Forms should be completed thoroughly. Staff should refrain from stating any personal judgments when completing the reports. A sample of each report is included with the manual.

FITNESS

During the course of a season, each staff either individually or as a staff, will engage in activities designed to keep each staff member in good physical condition. Guards are being paid to train, therefore anything less than 100% effort will not be acceptable. The managers together with the supervisors are responsible for supervising all training and evaluating each staff member's performance. All lifeguards must pass a Red Cross standardized certification process in order to gain/retain employment. Management retains the right to retest any individual.

DEPARTMENTAL WORK RULES

When a person accepts the position at MFAC they also must accept the responsibility that accompanies that position. A guard's paramount responsibility is to maintain a clean, safe swimming facility. In order to do so, there are certain procedures to be followed and certain attitudes to be maintained.

GENERAL RULES

Staff will maintain certain standards of reasonable conduct in order to protect the health, image, and safety of all pool employees and the public, by maintaining high quality services and by protecting the City's goodwill and property.

All staff is expected to report for duty alert and ready to take the stand. If, in the judgment of the Pool Manager or designee, a staff member is not physically or mentally able to perform all the duties at any time, he or she will not be allowed to start his or her shift or to continue it, whichever is the case. The Recreation Team Leader is to be notified immediately.

Any staff who reports to work under the influence of alcohol, or any other drug, shall be immediately terminated.

All Staff are to be punctual at all times

Locker space will be available for staff to utilize in the Guard/First Aid room and in concession stand.

TARDINESS

Reporting late for work has always been viewed as unacceptable by the Manitowoc Park & Recreation Division. Staff has a responsibility to the people of Manitowoc to open each swimming facility on time each day. Everyone must report to work on time. Late incidents will be recorded in the logbook indicating time reported, the date, and the minutes the guard was late. Staff having unauthorized, unexcused or habitual tardiness will subject themselves to corrective discipline up to and including termination

LOGBOOK

The logbook is a written record of daily events which take place at a pool. The Manager is responsible for all log entries.

Entries should reflect staff tardiness, staff training, work details, opening, closing, vandalism, accidents, injuries, rescues, disciplinary action, safety check irregularities, etc. Log Book entries record day to day routines as well as out of the ordinary events. Whenever an important or out of the ordinary event is recorded, a star (*) should be placed in the left-hand margin adjacent at the time of the entry.

The logbook is the only written record of many events that take place in and around a swimming facility. The logbook should be for the eyes of the pool staff only! Included in the logbook should be pool closing times and the reason.

TELEPHONE USE

Only the Management Staff are allowed to use pool phones to make out going calls. Personal calls should be limited, if using a pool phone must be approved by a manager. Cell phones must be kept in **guardroom or concession stand and not used while on duty.**

If a pool phone rings, any staff member is able to answer the phone with "Manitowoc Family Aquatic Center this is _____" Notes on pricing, hours, etc will be available by each facility phone.

DEPARTMENTAL WORK RULES

VANDALISM

If vandalism is discovered, the Pool Manager or designee must be notified immediately and a police report should be filed with the Manitowoc Police Department.

CONDITIONS FOR CLOSING POOL AND LESSONS

Decisions on pool closings are to be made by Pool Manager, Supervisor

Water temperature is 65 degrees or below (State Code)

Patron load – 573

When there is a severe weather warning issued for the Manitowoc County Area: The pool will go on hold for the duration of the warning.

Severe weather (constant rain, lightning, thunder)

Hold procedure – wait a minimum 30 minutes after last lightning or thunder before allowing patrons to re-enter pool.

If these conditions close the pool after 5:00 p.m. (weekdays) 6:00 pm (weekends), the pools will not re-open. Refunds will not be given.

If the facility opens for the day and there is a known severe weather potential patrons must be notified upon entering they are doing so at their own risk and NO raincheck will be issued .



TORNADOES AND SEVERE WEATHER

If concerns about weather managers will be responsible for staying up to date on radar changes.

Visual - watch clouds, wind, and temperature and be sensitive to sudden changes.

Emergency Sirens - sirens from local communities sounding whenever an emergency exists - does not identify type of emergency.

Definitions and Actions:

Severe Weather - Electrical storms with or without thunder and rain.

ACTIONS: Management staff to notify pool staff and other park patrons - advising to take shelter. Pool staff to clear water, offer shelter in locker rooms, waits a minimum of 30 minutes after last lightning flash before re-entering water. If closing for the day, guards to remain until all children have left with a parent or adult.

Tornado Watch - Conditions are favorable for development of tornadoes -be alert to sudden changes in weather.

ACTIONS: Activities to continue but make announcement to patrons that weather conditions are changing and they should be prepared to take shelter.

Tornado Warning - when a tornado funnel has been sighted or is indicated by radar as being in the area.

ACTIONS: Person in charge is to notify pool staff and pool patrons that the pool is closing and to Take shelter immediately - either in the pool building in a windowless interior and close to the floor or in an open area in a low spot in the ground. Do not have patrons take shelter a vehicle. Remain sheltered until all clear. If more space is needed, Citizen Park is another space that patrons accompanied by staff could utilize. Do not leave pool until all children have left with parent or adult supervisor.

Tornado Touch Down - when a tornado is sighted on the ground in a given area.

ACTIONS: Staff should check for injuries at their shelter site.

Staff should regroup at office area.

Set up first aid area.

Request emergency medical care as needed.

Clear all roads of debris for emergency vehicles.

Check for patrons sheltered in the open.

Barricade any fallen wires or dangerous areas.

Report to Recreation Team Leader, Pool Managers.

Write up accident report if there are injuries.

Write up incident report on property damage.

Emergency Procedures During Thunder & Lightning Storms

**Thunder occurs as a result of lightning. If thunder can be heard, then the presence of lightning is actual, even though it may not be immediately observed. According to the National Weather Service, a thunderstorm is considered "as ended" when there has been no sounding of thunder, or sighting of lightning within the last 15 minutes and the sky is no longer dark and "threatening". Unless there are evident signs of clearing, the storm should not be considered "as ended". Patrons and staff should not re-enter the facility or come out from shelter until 30 minutes after the last sounding of thunder, or the last sighting of lightning.



OTHER EMERGENCY SITUATIONS

EXTREME HEAT

When high temperatures of 90 degrees and higher (based on morning weather forecast), the MFAC will encourage staff to drink more fluids and drop in the pool during break.

FIRE

Staff discovering a fire should immediately alert other employees and the public in the area.

Pool should be cleared by staff on Deck.

Staff/employee discovering a fire should call the fire department using emergency phone.

Determine if there are people involved in the fire and help evacuate.

Obtain closest fire extinguisher and attempt to extinguish the fire. (only if small)

FIRST AID

Lifeguards will be called on most frequently to aid in the handling of cuts and other minor injuries. Care for these injuries as quickly as possible to avoid infection. When a pool patron is injured and first aid is given, it should be limited to cleansing, bandaging, and protection. (See next section regarding Infection Control. Bear in mind that only injuries which have occurred in the park during that day may be handled. Refuse care to old and previous injuries or to re-bandage or handle such injuries in any way; by doing so you can avoid the possibility of being charged with having aggravated the injury, instead of helping it.

Freshly inflicted, simple, and superficial wounds should be cleansed with clean water to wash away any surface and embedded dirt.

Don't handle eye injuries. Place a gauze pad over both eyes and call an ambulance. Do not take any chances of being accused of causing further damage or infection.

Since you are not expected to diagnose a fracture or suspected fracture, there is no need for you to handle the injured limb. Immobilize limb and make them comfortable until the paramedics arrive.

When first aid is given, an "INCIDENT REPORT" MUST always be made out.

Be specific when describing the nature of injuries. Instead of simply putting down "cut on knee", "3 inch laceration on inside of left knee" is much more appropriate. Specify only factual information.

The description and cause of the action taken should be recorded with as much detail as can be obtained. In addition, the first aid methods and materials used should be written down.

When serious accidents occur, in addition to filling out the Accident Report, record all information in the logbook for future reference. Any written documentation can be used in a court of law.

When giving first aid remain calm and do not make any remarks or diagnosis to the injured person. You are neither a doctor nor a comedian but a professional lifeguard doing your job.

PRECAUTIONS FOR INFECTION CONTROL

All Lifeguards and Instructors are expected to observe these practices

Wear gloves for potential contact with all bodily fluids. This includes caring for cuts and abrasions; clean up of toileting accidents, handling urine, feces, vomits, etc.

When administering CPR, wear a protective mask or use an airway device.

Handle ALL blood and body secretions as potentially infectious. This includes blood, stool, tissue, vomits, saliva, semen, and vaginal fluids. Wash hands. Good personal hygiene and careful hand washing with soap for 15 seconds following contact with any body secretions is the single most important practice in infection control. All disposable items soiled with blood or bodily fluids must be properly bagged.

Treat all clothing and uniforms soiled with blood or other bodily fluids as infectious and disinfect with proper laundering. Personal items, such as whistles or suits, must not be shared. Soiled equipment must be washed and disinfected. (1/4 cup bleach to 1 gallon water)

MANITOWOC PARKS & RECREATION DEPARTMENT EMERGENCY ACTION PLAN

An Emergency action plan is put into effect when an emergency occurs. In our system there are three types of emergencies; an emergency that requires assistance and one that does not. We identify these three situations with different whistle blasts. Our EAP is put into effect the moment any whistle is blown.

ONE LONG WHISTLE-Indicates that the emergency is potentially life threatening and requires extra guard assistance.

Situations may include: Spinal Cord injury, Heart Attack, Seizure, or multiple drowning.

Guard blows one long, loud blast of the whistle. Other guards repeat the whistle and start crowd control. Pool Managers call 911 and then immediately calls Recreation Team Leader or Park and Rec Manager. The second guard to arrive to the accident will become the Secondary rescuer. Secondary will assist Primary in taking vital signs and retrieval of victim from the water.

Once the victim is brought to safety, a secondary assessment will be done and appropriate care will be given. If victim IS OK Fill out all appropriate forms. Return to normal operation. Critique rescue at the end of shift with staff that was there. If accident is traumatic, catastrophic or fatal a decision to close for the day will be made by City Management. Decision to close will be made based on having staff available who are physically/mentally/and emotionally present.

TWO SHORT WHISTLES-Indicates a situation that can be taken care of by one lifeguard.

Primary Guard-Assess the situation and is able to handle it alone. Situations include distressed or active drowning situation– Manager should report to the lifeguard station immediately. When two short whistles are blown; this activates the EAP and notifies other Guards of the situation.

The rescuing Lifeguard will contact the victim in the most efficient way possible. Other guards respond by standing in their chairs and covering the rescuing guard's water. Pool Managers should assess if EMS should be notified.

THREE SHORT WHISTLES– Indicates weather/ vomit or fecal incident. Pool should be cleared immediately. Management staff will begin protocol specific to the reason of the 3 whistles.

For all whistles appropriate forms must be filled out by pool management and put on file.

Concession Rules

All staff must wear hair back and a hat while working

Absolutely no rings bracelets or watches to be worn when working.

Food service gloves must be worn when preparing hot dogs or quesadillas and cutting pizza slices.

Hands must be washed when returning from restroom, from working on deck and after handling money.

All pizza must be marked with a time prepared. No pizza may be served if it is in the warming area for more than 4 hours.

Random hot dog internal temp must be taken each hour. 1:30 2:30, 3:30 etc. and recorded on white board. A photo must be taken and recorded in the Drive.

No one will be eating in the work area of the concession stand.

Popcorn must be served in a bag. No one should be grabbing popcorn from the machine itself.

Lifeguards taking break and getting food must not interrupt the staff serving the public. Please use sink hallway to enter area to get food.

Serving utensils will be replaced every 3 hours. (Hot dog tongs) Pizza cutter must be washed right after swim break.

Only popcorn and fountain soda is free to the staff. Do not use Pepsi cups

End of Day Sanitation & Cleaning Procedures:

All dishes will be scrubbed and washed with dish soap rinsed in the middle sink and sanitized in the 3rd compartment of the sink unit.

Sanitation of dishes:

Fill sink to the red line in the sink. (Approx. 8 gallons)

Add two pumps of the Sani-@ to the sink. Mix around the solution in the sink.

Test the water with the test strips. It must be at 200ppm and not above 200ppm.

Let soak in sanitation for at least one minute and equipment and utensils air dry.

Sanitation of counter tops and table tops – Use spray bottle that is premixed and wipe and air dry.

Empty all garbage bags and be sure they get out to the dumpster at days end.

Be sure to detach the soda spickets and soak them in clean water over night.

All cleaning rags will go into the bucket at the end of the day.

Make sure all food equipment is put away and ready for the next day

Be sure to fill cup holders, straws napkin and candy boxes, ice cream etc to prepare for the next day.

APPENDIX

INSPECTION/CLEANING CHECKLISTS

Waterslide Inspection

Closing Checklist

Cleaning Checklist

INCIDENT REPORTS

Water Rescue Report

Aquatic Incident Report

STAFF FORMS

Sustitution Form

Time off Request

Employee Evaluation

Time Card

STATE/MANDATORY FORMS

Monthly Operation Report

CDC Body Fluid information(2)

Injury/Death/Illness Report

Fecal Log

**Manitowoc Family Aquatic Center
Waterslide Safety Inspection Checklist**

X the  if the item condition is acceptable. Inspections must be completed prior to the facility's opening to allow for any adjustments and correction.

- ◇ FOOTERS: Must be uncovered and visible for inspection. Check for cracks and other damage.
- ◇ SUPPORT STRUCTURES: Look for cracks and other damage and for any unsecured or compromised supports.
- ◇ FASTENER HARDWARE: See if there's any loose, missing and/or corroded hardware.
- ◇ FIBERGLASS CONDITION: Check flumes for cracks, warped areas, sharp edges, loose sections and damages to the gel coat. (NOTE: See Waterslides—Visual Inspection Points)
- ◇ SEAMS: Look for sharp or rough edges, missing caulking, and/or leaks.
- ◇ WATER FLOW: See that each attraction has the proper water flow.
- ◇ HANDRAILS: Review all handrails for proper placement, protruding hardware, sharp edges and looseness. (NOTE: Run hands along the entire railing system)
- ◇ DECKING: Check for obstructions, cracks, slippery surfaces, sharp edges and protruding nail heads
- ◇ WALKWAYS: Look for cracks, obstructions, potential slip spots and sharp edges
- ◇ STAIRS: Be on the lookout for slip hazards, slick surfaces, and sharp or protruding objects
- ◇ FENCING: Check the fencing hasn't been damaged or removed. Watch for sharp edges.
- ◇ SAFETY EQUIPMENT: See that all required and necessary equipment is in the appropriate locations
- ◇ WATER CHEMISTRY: Look for good visibility in the water. Ascertain if all chemical readings are within acceptable levels or not. (NOTE: See WI Chapter HFS 172 and use as the minimum standard of care.)
- ◇ SIGNAGE: Note that all rules, depth markers and warning signs are properly located and contain applicable content
- ◇ PUMPS AND MOTORS: Make sure that all pumps and motors are operating properly through a visual check and a sound check
- ◇ DANGEROUS CIRCUMSTANCES: Visually scan the area for sharp, protruding and/or overhanging objects that may cause injury to guests and staff

Noted discrepancies—general comments on back Targeted completion date: _____

Inspector (s): _____ Inspection date: _____

MANITOWOC FAMILY AQUATIC CENTER**Closing Checklist**

- ___ 1. Check all areas of the facility to make sure all patrons have left the premises.
- ___ 2. Lock all doors and gates.
- ___ 3. Display "POOL CLOSED" sign in the Front Admission Window.
- ___ 4. Pick up the garbage and debris on the deck.
- ___ 5. Straighten or put away deck furniture.
- ___ 6. Empty the garbage cans rinse and store off the deck.
- ___ 7. Take and record chemical readings.
- ___ 8. Check the pool water level for proper skimming.
- ___ 9. Make sure main drain is visibly attached and fully intact.
- ___ 10. Secure the program equipment.
- ___ 11. Check to see that safety equipment is in place.
- ___ 12. Clean the locker rooms, bathrooms and concession area.
- ___ 13. Make sure that all running water (hose bibs) on deck & in the bathrooms are turned off.
- ___ 14. Compile a list of maintenance jobs or repairs that need to be done prior to re-opening.
- ___ 15. Make sure there are no people or items in the pool.
- ___ 16. Close all windows.
- ___ 17. Lock all doors and gates upon leaving the aquatic center.

**The person actually completing the maintenance job should initial the log.*

All maintenance duties have been satisfactorily completed as indicated.

Pool Manager

Date

Manitowoc Family Aquatic Center - Cleaning Schedule

DAILY - CONCESSION/ ATTENDANTS

Clean Concession Stand

Wash counter tops, windows
 Replenish supplies, soda, ice cream, paper, etc
 Empty garbage cans
 Clean sinks
 Clean floor - procedure "B"

Clean Ticket Booth

Empty garbage
 Wash windows, Clean counter tops
 Clean floor - procedure "B"

A more comprehensive list is in the concessions stand.

FLOOR CLEANING PROCEDURE "B"

Sweep floor - Set up wet floor signs- Fill mop bucket with 3M 5H disinfectant.
 Wet mop the floor using enough mop water so that floor stays wet for 10 minutes

DAILY - LIFEGUARDS

Clean Locker Rooms

Empty garbage cans
 Clean diaper changing station
 Clean partitions, benches
 Clean mirrors, sinks
 Clean toilets/urinals
 Replenish paper supplies and soap
 Clean floor - procedure "A"

Clean Family Rest Rooms / Staff Rest Room

Pick up litter, empty garbage can
 Clean mirror, sinks
 Clean diaper changing station
 Clean toilets
 Replenish paper supplies and soap
 Clean floor - procedure "A"

A more comprehensive list is in the guard room

Clean Guard Room, Managers Office & Other - ONCE PER WEEK

Empty garbage cans

Wash All glass window

Clean first aid table

Clean floors in storage rooms - "B"

FLOOR CLEANING PROCEDURE "A"

Sweep floor - Set up wet floor signs—Add chemical concentrate to foam gun
 Hook garden hose up to foam gun and apply foam disinfectant to baseboards and floor. Cover entire floor. Rinse baseboard and floor with plain water. Clean drain strainers

Manitowoc Family Aquatic Center

Aquatic Center Incident Report

INSTRUCTIONS: Record factual information. **Do Not** judge or state opinions from the witnesses or admit fault.

DATE: _____

Name: _____

Address _____

Phone _____

Age _____

Sex: _____

M

F

Activity Enrolled: _____

Describe what injured was doing at time of incident: _____

Any equipment Involved: _____

Name and location of personnel at time of accident: _____

What body part was injured: _____

Type of injury sustained: _____

First Aid Administered: _____

Did injured party seek medical assistance? _____

EMS Called? _____

Describe Incident: _____

Signature: _____

Manitowoc Family Aquatic Center

Water Rescue Incident Report

Date:		Time:		AM	PM
-------	--	-------	--	----	----

Victim Information:

Name					
Address					
Phone		Age:		Sex: M F	
Victim Swim Ability:		None	Very Little	Fair	Good

Victim Released to:

Name:	
Address:	
Phone:	Relationship to Victim:

Guard Report:

Name of Rescuer:						
Rescue was:		Routine		Major Emergency		
This was a		Near Drowning		Drowning		
The cause:		Cramp	Diving	Fell in water	Too deep to stand	Exhaustion
Other:						

Artificial Respiration?		NO	YES:		Minutes
EMS Called?		NO	YES		
Victim Transported to Hospital?		NO	YES		
Victim Taken to Doctor?		NO	YES		
			By Who?		

Describe Incident & Action Taken					

WITNESS 1	WITNESS 2
------------------	------------------

Name:		Name:	
Address:		Address:	
Signature:		Signature:	

WITNESS 3	WITNESS 4
------------------	------------------

Name:		Name:	
Address:		Address:	
Signature:		Signature:	

Report By Name:			
Signature:			
Position:		Date:	

City of Manitowoc Park & Recreation & Senior Center

Employee ID #:	Print Full Name:	Signature:														
Pay Period : 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 16 17 18 19 20 21 22 24 25 26 YEAR:																
Activity Description	Pay Rate	S	M	T	W	R	F	S	S	M	T	W	R	F	S	Total
Mini Golf	\$															
Admissions	\$															
Attend/Con	\$															
Lifeguard	\$															
In-service – Friday meetings	\$															
Special Events																
Aquatic Total:																
Swim Lessons	\$															
Playground	\$															
Instructor	\$															
Total:																
Scorekeeper	\$															
	\$															
	\$															
Team Sports Org Total:																
	\$															
	\$															
Total:																
Total:																
	\$															
Approved: Cummulative Total																

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. View the sample of correctly filled out card 2. Enter you Employee # 3. Print full given name (including middle name) 4. Sign full given name (including middle name) 5. Circle the current pay period (1 -26) 6. Fill in the last two digits of the current year. 7. Fill in date for each day worked during the pay period (6/22) 8. Under appropriate area describe work - lifeguard, umpire, attendant etc | <ol style="list-style-type: none"> 9. Fill in correct pay rate - use separate lines for different one 10. Record hours or games under correct date 11. Total each line. Total each org category 12. Total grand total in lower right corner 13. Ask of DON'T KNOW 14. Do NOT skip pay period - Time card must |
|--|---|

The Law requires that YOU submit a card at each time period you work and we must pay you for your time.

Manitowoc Family Aquatic Center

Employee Infraction/Discipline Report

The employee must be informed that the form will be turned into the Recreation Administration and should be signed by the employee and supervisor. This form will be placed in the employee's permanent personal file.

Date:

Time:

Employee

Name:

Position:

Employee Infraction

Circle all that apply

Late for Shift

Inappropriate Behavior

No Show for shift

Non-compliance of uniform

Other

Employee Discipline Policy

1. Your immediate supervisor will write up a formal report. A first time offense will result in a warning.
2. If this or any other infraction occurs again, you will be written up and called in by the Administration Supervisor with the possible result of hours being significantly reduced.
3. If three infractions occur, you will have a conference with the Department Administration with a possible dismissal occurring.

The Department has the right to terminate employment if an employee fails to comply with department policies and procedures.

I understand the infraction for which I have been written up and have read this report

Employee Signature:

Date:

Manager Signature:

Date:

Comments:

(Employee)

Comments:

(Manager)

MONTHLY REPORT ON SWIMMING POOL OPERATION

Chapter DHS 172 of the Wisconsin Administrative Code requires that Monthly Reports on the operation of swimming pools be submitted to the Department. The pool operator or person in charge shall fill-in the data indicated on the report as completely as possible.

**SEND REPORT TO: MANITOWOC COUNTY HEALTH DEPARTMENT
 823 WASHINGTON ST.
 MANITOWOC WI 54220**

Name of Pool:	Address:	Operator:
1) The following items should be checked regularly to assure that they are being properly maintained: (Place an X if equipment is on hand and properly maintained.) <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Approved Test Kit <input type="checkbox"/> Two (2) Blankets <input type="checkbox"/> Spine Board with Straps <input type="checkbox"/> Handrails or Grabrails <input type="checkbox"/> Shepherd's Crook or Ring Buoy <input type="checkbox"/> Depth Markings <input type="checkbox"/> Safety Line <input type="checkbox"/> Lifeguard Chair		
2) PLEASE NOTE ANY CHANGE IN EQUIPMENT: (All equipment must be NSF approved or equivalent. If you have any questions regarding approved equipment, please call your regional or local health department before installation.) Item _____ Manufacturer _____ Model # _____ Installed by _____ Date _____		
3) Is there a new person responsible for pool maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of person _____ If so, please contact your regional or local agent health department.	4) Are lifeguards on duty? <input type="checkbox"/> Yes <input type="checkbox"/> No How many? ____	5) Lifeguard Staffing Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
6) Illness or Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state type of illness or injury, date and outcome. _____ _____ _____		

REMARKS: Please comment on any unusual occurrence(s) and actions to correct conditions and chemical levels that do not comply with code requirements:

Signature _____ Title _____ Date _____



Cleaning Up Body Fluid Spills on Pool Surfaces

Protection Against Recreational Water Illnesses (RWIs)

Body fluids, including blood, feces, and vomit are all considered potentially contaminated with bloodborne or other germs. Therefore, spills of these fluids on the pool deck should be cleaned up and the contaminated surfaces disinfected immediately.

Appropriate Disinfectants

Bleach

One of the most commonly used chemicals for disinfection is a homemade solution of household bleach and water. Since a solution of bleach and water loses its strength quickly, a fresh mixture should be made before each clean-up to make sure it is effective.

<p>Recipe for Bleach Disinfecting Solution</p> <p>9 parts cool water 1 part household bleach</p> <p>Add the household bleach to the water. Gently mix the solution .</p>

Other Disinfectants

A listing of other approved commercial disinfectants can be found at www.epa.gov/oppad001/chemregindex.htm and <http://www.fda.gov/cdrh/ode/germlab.html>. These disinfectants are effective when used according to the manufacturer's instructions.

Clean-up Procedure Using Bleach Solution

1. Block off the area of the spill from patrons until clean-up and disinfection is complete.
2. Put on disposable latex gloves to prevent contamination of hands.
3. Wipe up the spill using paper towels or absorbent material and place in plastic garbage bag.
4. Gently pour bleach solution onto all contaminated areas of the surface.
5. Let the bleach solution remain on the contaminated area for 20 minutes.
6. Wipe up the remaining bleach solution.
7. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with bleach solution and air dried.
8. Remove gloves and place in plastic garbage bags with all soiled cleaning materials.
9. Double-bag and securely tie-up plastic garbage bags and discard.
10. Thoroughly wash hands with soap and water.





Vomit and Blood Contamination of Pool Water

Protection Against Recreational Water Illnesses (RWIs)

Check for existing guidelines from your local or state regulatory agency before use.
Healthy Swimming recommendations do not replace existing state or local regulations or guidelines.

The most common germs spread through recreational water are germs that cause diarrheal illnesses and skin rashes. These are spread by swallowing water contaminated with feces or by skin exposure to contaminated water. Coming in contact with blood in pool water is unlikely to spread illness.

Vomit in Pool Water

Vomiting while swimming appears to be a common event. Often, vomiting is a result of swallowing too much water and, therefore, the vomit is probably not infectious. However, if the full contents of the stomach is vomited, follow the guidance in these Q & As:

Q: What germs are likely to be spread by vomit?

A: Noroviruses (also known as Norwalk-like viruses).

Q: Assuming that norovirus is in the vomit, what should I do?

A: Respond to the vomit accident as you would respond to a formed fecal accident, using CDC's recommendations (http://www.cdc.gov/healthyswimming/fecal_response.htm). The time and chlorine level combinations needed to kill noroviruses and *Giardia* are similar. Since killing *Giardia* is the basis of CDC's formed fecal accident response recommendations, this protocol should be adequate for disinfecting a potentially infectious vomit accident.

Blood in Pool Water

Germs (e.g., Hepatitis B virus or HIV) found in blood are spread when infected blood or certain body fluids get into the body and bloodstream (e.g., by sharing needles and by sexual contact). CDC is not aware of any of these germs being transmitted to swimmers from a blood spill in a pool.

Q: Does chlorine kill the germs in blood?

A: Yes. These germs do not survive long when diluted into properly chlorinated pool water.

Q: Swimmers want something to be done after a blood spill. Should the pool be closed for a short period of time?

A: There is no public health reason to recommend closing the pool after a blood spill. However, some pool staff choose to do so temporarily to satisfy patrons.



SWIMMING POOL AND WATER ATTRACTION DEATH, INJURY AND ILLNESS REPORT

HFS 172.32 (2) The operator shall report incidents resulting in death, or serious injury or illness that requires assistance from emergency medical personnel, by the end of the next working day following the incident by telephone or fax to the department or agent.

Personally identifiable information on this form is collected to provide for the potential of further investigation. Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04 (1)(m)].

Please use one form for each injured party. The operator shall maintain a copy of this report for at least seven years.

Report only those injuries or illnesses that require assistance from emergency medical personnel.

Mail or Fax report to: Division of Public Health, Bureau of Environmental and Occupational Health,
P. O. Box 2659, Madison, WI 53701-2659
Telephone No. 608-266-2835, Fax No. 608-267-4853

Please Print All Information

Establishment Name		Facility ID No.		
Establishment Street Address, City, State and Zip Code				
Legal Licensee				
Contact Person		Telephone No.		
Type of Pool or Water Attraction				
Name of injured party		Date of Birth	Age	Gender
Address, City, State and Zip Code				
Was injured party: <input type="checkbox"/> Employee <input type="checkbox"/> Patron <input type="checkbox"/> Other		Telephone No.		
Contact Person for injured party		Telephone No. of Contact Person		
Type of Incident: <input type="checkbox"/> Death <input type="checkbox"/> Injury <input type="checkbox"/> Illness		Date and Time of Incident		
Description of Incident (Use back side of form for additional pages, if needed)				
List Name(s) of Lifeguard(s) on Duty				

Name of person completing form (Please print)	Position/Title
SIGNATURE – Person Completing Form	Date Signed

Manitowoc Family Aquatic Center

Pool Fecal Accident Log

FACILITY NAME: _____

DATE: _____ TIME: _____

Approximate number of Patrons: _____

Type of Fecal: *circle one* Loose Formed

	Free Chlorine (PPM)	pH	Contact time for Chlorine (min or hrs)
Time of Accident			
Chlorine & pH Level used to treat fecal accident			
Level Prior to Reopening			

Procedure to respond to contamination: _____

Pool Reopened:

DATE: _____ TIME: _____

Signature: _____

**Manitowoc Recreation Department
Aquatic Center Manual**

ACKNOWLEDGMENT OF RECEIPT

I have read and understand the Manitowoc Family Aquatic Center Employee Manual. As an employee of the Manitowoc Park & Recreation Department, I will follow and uphold all employee and patron rules and regulations as outlined in this manual.

I further understand that failure to abide by these rules and regulations can and will result in immediate disciplinary action.

Employee Name (Please Print) _____

Employee Signature _____ Date _____

Manitowoc Family Aquatic Center Substitution Form

Name: _____

Date of Substitution: _____ Shift Time: _____

Substitute Name: _____

Reason for Substitution: _____

Signature: _____

Sub Signature: _____

Managers Approval: Approved: _____ Denied: _____

Comments/ Notes _____

Manitowoc Family Aquatic Center Substitution Form

Name: _____

Date of Substitution: _____ Shift Time: _____

Substitute Name: _____

Reason for Substitution: _____

Signature: _____

Sub Signature: _____

Managers Approval: Approved: _____ Denied: _____

Comments/ Notes _____

Manitowoc Family Aquatic Center Time Off Request

Name: _____

Date : _____

Date(s) Requested: _____

Reason for Request: _____

Signature: _____

Managers Approval: Approved: _____ Denied: _____

Comments/ Notes _____

Manitowoc Family Aquatic Center Time Off Request

Name: _____

Date : _____

Date(s) Requested: _____

Reason for Request: _____

Signature: _____

Managers Approval: Approved: _____ Denied: _____

Comments/ Notes _____
