

AQUA NEWS

Winkler Pool Management, Inc.

Prevent Accidents - Be Alert !

EMS ACTIVATION

In the event of an accident at your pool, remember the first steps from your training:

- **Survey the scene -**
Make sure it is safe for you to enter, If so, approach the victim.
- **Perform a primary survey, if the victim is in distress.**
- **Activate EMS - Call 911**
If at a multi-guard pool, send a co-worker to make the call. If at a single guard pool, ask a patron to make the call.

SAVES

Due to the sun and soaring temperatures, patrons have flocked to the pools, lakes and other sources of water. This overcrowding unfortunately puts a greater burden on you, the lifeguard, to be constantly alert and ready to act at a moments notice.

Over the past two weeks, our lifeguards have made numerous saves. Although every guard who makes a save is to be complimented on a job well done, remember that we are lifeguards - protecting lives is our primary duty.

Therefore, please remember while guarding to stay attentive, sit in the chair, scan your area of responsibility, wear sun screen and sunglasses, drink plenty of water and call rest breaks. If you do make a save, please call the office and fill out an incident report for your supervisor to pick up.

Remember to perform adequate patron surveillance: proper scanning to ensure victim recognition.

Attached please read the various news reports of drownings in the DC/MD/VA area since the beginning of the swim season. Drowning can happen at any age, in any body of water. One victim was a 19 year old soldier in the Army.

Please take your job seriously - Be a true "life guard."

LEAVING POOLSIDE

If you are working at a one guard pool, and must leave pool-side for any reason, such as to check the filter room, or use the rest room, YOU MUST clear the pool of all swimmers and tell them to remain out of the water until you return. In the event that no one is in the enclosure, and you must leave the enclosure to get to the filter room or restroom (i.e. rest rooms and filter rooms inside the building), YOU MUST lock the gate and put up a sign that states "Lifeguard out of area - be back in 5 minutes."

GUARDING

Anytime swimmers are in the pool, a lifeguard must be on duty. This does not mean in the pool, in the office, or in the pump room. This means in the chair or in a chair on the deck near the guard chair. If **ONE** person is in the water, you **must** sit in the guard chair. At multi-guard pools you will only be there for a maximum of thirty minutes. When guarding a crowded pool, scan from side to side, do not watch only one section of the pool. If two guards are up, pay close attention to the area under the other lifeguard's chair. While on guard duty do not:

1. Answer the phone
2. Daydream
3. Talk to anyone (other than to answer a quick question.)
4. Text or e-mail

5. Play/use I-pods/computers

CERTIFICATION CARDS

In the past few weeks far too many pools have been inspected and cited by the health department because the lifeguards did not have their certification cards with them. You must bring your certification cards with you every time you guard - "wear them" as part of your uniform and you will never be without them. Also copies of your cards should be posted at your pool at all times. Most Health Inspectors will not close the pool down if they see these posted even if you "goofed" and do not have your cards on you.

Furthermore, it is your responsibility to keep you certifications current. Please contact the WPM office for class info and sign-up for re-certification classes. Remember "wear your certs"!

TIMESHEETS

Running the payroll is an extremely difficult task. It will make it easier on the office staff and ensure the accuracy of your paycheck if you adhere to the following:

1. Print both your first and last name, as well as the last four digits of your social security number, LEGIBLY (do not just put your first name; there are fifteen John's).
2. Adhere to the scheduled shifts set up for your pool. For example, an 80 hour guard pool does not mean two guards at all times; it means one opens, two during the middle of the day, and one closes.
3. No pool is allowed to exceed the total

budgeted hours for the pay period. If your Supervisor increases or decreases the budgeted hours adhere to what he/she says. Pools will be notified on an individual basis if they are exceeding the total budgeted hours.

CHLORINE

Do not wait until you are completely out of chlorine to call us. Give us **THREE DAYS** (3 business days - Saturday and Sunday do not count as business days) notice so that we may get the chlorine company to you.

Also, please make sure that you check both vats before you call for chlorine. One pool said they were out of chlorine and they would have to close the pool. When the Amchlor driver got there he found that one of the vats was empty, the other full; the guard had not moved the tubing from one vat to the other.

The extreme heat will also effect chlorine levels. If they are not maintained, algae will result and leave us with turbid (cloudy) and green pools. Don't let this happen to you - monitor your chlorine levels closely!

DISCIPLINE

It has come to our attention that lifeguards may not be following the standardized disciplinary procedures for violation of pool rules. The correct format is as follows: First offense: warning. Second offense: sit beside the chair for 15 minutes. Third offense: suspension for the rest of the day. If a member of your pool does something which you feel warrants a long term suspension, the resident manager must be notified. We do not have the authority to kick anyone out for a long period of time, only the resident managers do.

FIRST AID/ CLEANING SUPPLIES

If you run out of anything, especially band-aids, inform your supervisor. They will tell you the procedure to follow to order supplies.

UNIFORMS

Reminder...WEAR THEM. If you are found out of uniform while on duty you will be asked to purchase a new uniform at your own expense.

ACID

It is your job to make sure you have acid in order to keep the pH down. Make sure your supervisor keeps you supplied.

CHEMICALS

On numerous occasions people have been injured from inhaling fumes caused by the mixing of Chlorine (Sodium Hypochlorite) and Muriatic Acid. The gas released from this reaction is pure chlorine gas which is deadly.

REMEMBER: Never mix two chemicals together and always add chemicals to water, not water to chemicals.

PUBLIC RELATIONS

Lifeguards must be personable and friendly with the patrons. This is especially true at the condominium pools. You should talk to some of the people at the pool every day. (Do not let it interfere with your paying attention to the pool, however.)

ADULT SWIM

If the regulations at your pool call for "Adult Swim" - please ensure that the breaks are called at the same time every hour. We have had a couple of complaints about inconsistency in the times that breaks are being called for the Adult Swim.

CONTACTING THE OFFICE

The office phones are answered in our main office generally from 8:00 a.m. to 6:00 p.m. Monday through Friday and from 10:00 a.m. to 2:00 p.m. Saturday and Holidays, 10-1:00 on Sundays. The phone lines that will be answered during business hours and by our Answering Service after hours are:

1. 301/864-4900 (Primary MD #)
2. 703/451-4664 (Primary VA #)

We do have a toll-free #". It is:
1-888-616-SWIM.

STAFF

Managers of multi-guard pools: Are you positive that all your guard(s) know about the operation of the pool? For example, water testing, filter operation, the paper work... If you need a review of your pool's operation, contact your supervisor.

PERSONNEL

If you work at one pool one day, one the next, etc., do not think that because you are in one particular pool for only one day that you do not have to do the required chores. You are to fill out the check in/out form and do the required maintenance.

Last Day of School

If your pool has school hours (ask your Supervisor if you don't know) the pool goes on regular hours the next weekday after the last day of school in your

County. The last day of schools in their respective counties are as follows:

District of Columbia	June 17
Anne Arundel	June 14
Frederick	June 15
Montgomery	June 16
Prince George's	June 17
City of Alexandria	June 21
Arlington	June 22
Fairfax	June 21
Fauquier	June 10
Loudoun	June 16
City of Manassas Park	June 17
Prince William	June 17
Spotsylvania	June 10
Stafford	June 17