Department of Fitness and Wellness
Lifeguard Handbook
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1. General Information
Recreational Swim program at Georgia Southwestern State University is one of many services offered to GSW Community members and Fitness and Wellness members.

a. Mission: To engage Georgia Southwestern State University community in life-long healthy lifestyles through fitness, wellness and sport activities by offering exceptional reactional programs, services and facilities.

b. Fitness and Wellness is committed to being a nationally recognized leader in developing and offering diverse and inclusive recreational programs and services for students, faculty, staff, alumni and guests of Georgia Southwestern State University.

c. Contact Information
   - Information on all programs offered by Fitness and Wellness can be found at the following locations:
     i. online: [https://gsu.edu/campus-life/studentactivities/recreation/fitness-and-wellness/pool](https://gsu.edu/campus-life/studentactivities/recreation/fitness-and-wellness/pool)
     ii. by phone: 229-931-2234 [Deriso Pool] or 229-931-2111 [Fitness Center]
     iii. in person: at the Fitness Center front desk in the Student Success Center, 800 Wheatley Street Americus, GA 31709

2. Policies and Procedures
   a. Facility
      i. Valid GSW ID is required to enter the recreation facilities.
      ii. Space and Activity appropriate attire is required.
      iii. Bags and personal belongings must be secured in a locker and are not permitted in activity spaces.
      iv. No outside food and drink are permitted.
      v. Patrons may not provide training to, conduct business with or solicit funds from other members, guests or staff.
      vi. Obscene, derogatory, or hostile actions (verbal or non-verbal) will not be tolerated within any Campus Rec facilities.
   
   b. Aquatic Area
      i. Posted rules must be followed.
      ii. Patrons must shower before entering the pool.
      iii. Patrons must obey the lifeguards. If lifeguards give an instruction to stop or modify an activity and the patron does not comply, the guards have the authority to ask that person to leave for the day (Incident report must be filled out). Guards can summon Head Lifeguards or GSW Campus Police, if needed.
      iv. Swimming across or hanging on lap lanes is prohibited [unless trying to exit the pool]. Lap lanes are for lap swimming, unless designated otherwise.
         - Swimmers may split the lane wherein each swimmer swims exclusively on his/her half or
         - Swimmers may circle swim wherein swimmers circle around the lane, keeping the wall or lane line always on their right.
e. Opening and Closing
   1. Two guards must be present when pool is opened. Keep doors locked until then.
   2. Patrons in pool should receive a 5 minute warning prior to the pool’s closing.
   3. Guards should call the Head Lifeguard or Associate Director to inform them that the pool deck is clear and doors can be locked.
   4. Vacuum should be put in the deep end on Monday, Wednesday, Saturday, in the Shallow end on Tuesday and Thursday, and outside on Sunday.

f. Whistle Codes
   1. **One long blast**: Major Emergency (lifeguard enters the water or has a medical situation on deck)
   2. **One short blast**: Get attention of Patrons.
   3. **Two short blasts with raised fist**: Calls other lifeguard to you.
   4. **Three short blasts**: clear pool for non-medical emergency (power outage, fire, weather, alarm).

3. Job Description and Responsibilities
   a. Job Description: Lifeguards must maintain a current American Red Cross Lifeguard certification. Guards may be asked to perform any skill required for that certification at any point. Lifeguards are expected to maintain and a safe, welcoming aquatic environment.
      i. This is to be done by:
         1. Knowing and enforcing the pool rules consistently.
         2. Aggressively scanning the pool using the 10/20 guideline (10 seconds to spot, 20 seconds to respond).
         3. Completing daily checks and checklists as required.
         4. Performing appropriate rescues and providing care appropriate to the situation.
         5. Maintaining a courteous and polite demeanor.
         6. Attending staff meetings and trainings as required.
         7. Meeting evaluation expectations.
         8. Performing other duties as assigned.

   b. Responsibilities
      i. Appearance
         1. Employees must wear **staff uniform top, hip pack, and whistle**.
         2. Employees are required to wear bathing suits or swim trunks. Suits should be modest and tactful.
         3. No shoes that lace or strap on to the feet are to be worn while on shift.
         4. Active guard duty. Shoes, if worn must be open toe and slide off immediately.
         5. Lifeguards cannot wear loose, long sleeved tops or long pants. Rash guards or spandex are both acceptable.
         6. Active guards must be visibly scanning with the tube held in hand, across the body.

      ii. Phone use
         1. The desk phone is located at on the north wall by the stairs. It is for emergency use only. No personal phone calls are permitted
         2. **Cell phones are not to be used on the pool deck. They are a distraction and using them during a shift is unprofessional and unsafe**.

      iii. Attendance (**Specific guidance can be found in Appendix**)
         1. Lifeguards are expected to work their scheduled shifts.
         2. The schedule will be available in print and online.
         3. **Lifeguards are required to find their own substitutes and follow the**
substitution policy.

4. Use of email, phone call, group messaging, or online trade board are all acceptable methods of finding a sub. State the date and time for which a sub is needed. Fill out the substitute agreement form and get it to the Head Lifeguards and/or Assoc Direc.

5. When a sub is found, **sub will pick up shift via GroupMe OR guard will email Associate Director for Campus Recreation, Fitness and Wellness and Head Guard(s), if applicable. Guards will also Carbon Copy (CC) the sub.** This confirms the sub unless the sub states otherwise in a timely manner.

6. If this does not happen and the shift is not covered, the lifeguard holding the shift will be penalized. If this does happen and the shift is not covered, the sub will receive the penalty.

7. **If a guard requests a sub 4 times for the same shift in a semester the guard may be asked to drop that shift.**

8. Sick Days and Emergency Absences
   a. If a lifeguard is sick or experiences an emergency, contact must be made with a higher level staff member. Guards should contact supervisory staff in this order:
      i. Head Guard (s),
      ii. Associate Director of Campus Recreation, Fitness and Wellness,
      iii. Fitness and Wellness Front Desk (see appendix for current names and phone numbers.)
      iv. **The guard must receive a response** from the higher level staff person. Sending an email or leaving a voicemail is not considered sufficient.
      v. **Staff members are reminded that when they are contacted to sub in an emergency situation, they must make every effort possible to assist with coverage.** Further, staff who request subs, should also sub. It is a reciprocal relationship.

iv. Area specific information
   1. Aquatic staff are expected to maintain a clean, safe work environment. They are further expected to stay in good physical condition and be prepared for any situation. Preventative lifeguarding should be practiced.

2. Lifeguard Rotation
   a. Note: the primary stand should not be moved
   b. **Use of an inside/outside guard rotation will be in effect for the majority of pool hours.** The Inside guard is on active surveillance duty, watching the inside area of the pool. The Outside guard remains present at outside pool area and watches the entire outside area. Either guard can and should respond to an emergency. Every 15 minutes, the Outside guard will scan into the Inside position by walking counter clockwise around the outside of the pool (with his/her own tube). This guard will then assume the Inside position. The former Inside guard will scan out of position by walking clockwise around the other half of the pool to the Outside guard station. Eyes should always be on the pool.
   c. The Inside/Primary Guard:
      i. Actively scan, moving head and changing body position.
      ii. Must stay in the stand unless performing a rescue or assisting in an emergency.
      iii. Must scan bottom, middle and top of water in zone, 10/20 guideline.
      iv. Cell phones, headphones and reading material are prohibited.
      v. Conversations should be directed to the outside guard.
vi. Is permitted a sealed, non-breakable container of water while in the chair.

d. The Outside/Secondary Guard:
   i. Must stay on opposite side of pool from up guard, unless a pool-related conversation has to occur.
   ii. Is responsible for completing checks, checklists, and paperwork.
   iii. Answering and using any means of communication necessary.
   iv. Cleaning any debris or left over pool equipment from the deck.
   v. Assisting and conversing with patrons
   vi. May:
      1. Talk with patrons
      2. Walk the deck
      3. Complete other duties
      4. Leave the deck for a short bathroom break or towel check
      5. Read from one paper-based item (book/magazine)
   vii. May Not:
      1. Use the deck phone
      2. Sit or stand next to guard stand or UP guard.
      3. Lay down, prop feet up, or sleep
      4. Use cell phones or other electronic devices
      5. Do homework

e. Two Inside guard situations
   i. If user numbers exceed 30 patrons, both guards must be actively watching pool. During this time, it is not necessary to complete chemical or other checks
   ii. If there is a water exercise class that is especially challenging or a high risk activity (Sport clubs or group swim lessons) both guards should also remain up.
   iii. Guards should still switch positions every 15 minutes by walking to the other position while scanning.
   iv. The in/out rotation should resume when it is safe to do so.

v. Training
   1. Orientation Session: An orientation must be completed prior to working the first shift. At the conclusion of orientation, the lifeguard will sign and date the orientation sheet. The signature on this document indicates that the lifeguard has accepted the responsibilities of the position and is both willing and able to enforce the policies set forth.
   2. All new lifeguards will also be required to complete an orientation quiz within their first 30 days.
   3. In-Services: At least once a month, an in-service session will be scheduled and will include a review of skills, emergency scenarios, water activities and quizzes that test knowledge of policy and procedures. In-service attendance is a factor in employee performance reviews and priority in shift choosing. In-services also help keep skills fresh and keep guards ready for action. All guards must attend 3 in-services/meetings per semester.
   4. Each lifeguard will undergo a Red Cap Drill at least once per semester. A drill may consist of a land or water rescue to test the skills (rescues, CPR, 1st Aid, etc) of every guard. This will be a live victim scenario. Failing a red cap drill will result in remedial assistance. Drills will be conducted by either professional staff or head guard(s).
   5. Vigilance and Awareness Tests: Each lifeguard may receive vigilance tests
throughout the semester. This will be in the form of a shadow/mannequin drop or red ball drill. A shadow/mannequin drop consists of a vinyl silhouette of a person being laid on the bottom of the pool or a mannequin being submerged; a red ball drill consists of a red ball being placed onto the surface of the water. The Red Ball test is passed by whistling twice and pointing to the ball. The test is failed if it takes longer than 20 seconds to see the ball. The Drop test is passed by activating the EAP, entering the water and bringing the victim to the surface. The test is failed if takes more than 45 seconds to see and “rescue” the “victim”.

vi. Communication and Scheduling
1. The Head Guard(s), Associate Director for Campus Recreation, Fitness and Wellness will communicate with the guard staff primarily by GroupMe and/or email. This means that all guards must check email at least once per day. If contents of a message are unclear, it is the responsibility of the guard to seek clarification. Phone calls, text messages and message board posts will also be used. Guards can communicate with each other and the professional staff using these same methods. If a phone call is the preferred method, and someone does not pick up, please leave a message!
2. The contact list, available online at all times, will be maintained by the Head Guard(s).
3. The schedule will be available online at all times. There will be no excuse for missed shifts. If the schedule is unclear, it is the responsibility of the guard to seek clarification. The schedule will also be posted in the staff room.

vii. Daily Checklist
1. The daily checklist requires the following tasks to be completed:
   a. Assure that safety equipment is present and in proper location.
   b. Recording patron usage of pool and sauna.
   c. Checking Chlorine, pH, and air quality meters.
   d. Inserting or removing the vacuum and cleaning vacuum bags.
   e. Ensuring water fountains and on deck shower are functional.
   f. Ensuring ADA compliant lift is functioning.
   g. Ensuring deck is clear of debris and other hazards.
   h. Placing or removing signage.
   i. Checking towel inventory.
   j. Noting any issues or challenges with the facility or its shared users.

c. Customer Service
   i. Customer service is the highest priority for all aquatics staff, not only for the patrons but for fellow guards
      1. Smiling, greeting, and learning names are a great way to do this.
   ii. Tips and tricks
      1. Complaints
         a. Acknowledge that the customer is feeling ____ (sad, frustrated, sorry, etc.)
         b. Align and empathize with them: Stand or sit next to them, make eye contact
         c. Assure them that you will investigate the problem/let your supervisor know/that there is a reason we do things this way.
      2. Show Don’t Tell
         a. Where possible, if a customer needs assistance, physically accompany them along the way (ex. Bathrooms/locker rooms/membership office)
      3. “I don’t know, but I can find out”
         a. Take ownership of their problem.
         b. Implies action.
         c. Reach back out when you have uncovered the solution.
         d. NEVER say: “I don’t know, sorry.” This leaves the patron with no hope for
Above all, keep the patron(s) informed. People like to KNOW what to expect next!

d. Terms of Employment
   i. Lifeguards will be hired after successfully completing an interview and in-water skills assessment.
   ii. Lifeguards are required to sign the employee paperwork and orientation form.
   iii. Lifeguards are hired on a semester by semester basis and are not guaranteed employment.
   iv. Throughout the semester, guards will be audited, failed audits will result in remedial training. Failing multiple audits is grounds for termination.
   v. Guards will receive an annual performance review/recap.
      1. Subbing, engagement, safety, customer service, and performance will all factor into the outcome.
   vi. All Campus Rec staff are subject to termination—there is not “tenure”.
   vii. Employees will not be fired without first being given a chance to improve.

4. Facility Operations
   a. Emergency Action Plan
      i. Major water or major medical: Emergency Action Plan
         1. First guard to notice the situation signals with one long whistle blast then rescues and cares for individual(s) involved.
         2. Second guard (for a life threatening or water emergency) clears pool and calls to Fitness Center staff for assistance.
            a. “Attention all Staff, Attention all staff!! This is the lifeguard, there is a(n) (water) emergency in the pool and we are requesting campus police (931-9188), an ambulance and assistance. Call 911 right away.”
            b. Convey location and condition of the victim.
            c. Request ambulance or campus police if needed.
            d. Assist the primary guard with providing care.
      4. Additional tasks to be performed by Secondary guard or assisting staff or patrons
         a. If there is no response, use the deck phone to call 931-9188 and relay vital information to campus police.
         b. Retrieve emergency equipment.
         c. Direct EMS to scene
            i. Open doors
            ii. Designate an individual to wait there and flag down ambulance or police.
         d. Ensure path to victim is clear.
         e. Scene control: limit scene to first aid providers and move bystanders into locker rooms.
         f. Assist with completion of incident/accident report, including relevant details about the victim and EMT ID numbers.
   5. Venue Directions:
      a. Deriso Pool is located by Southern Pines dorms on GSW campus and between GSW Baseball field and Tennis Courts. EMS has most direct access by entering through Southern Pines parking lot.
   6. Know role in additional EAPs
      a. Lost children, fire alarms, power outages, active shooters, weather issues.
   b. Custodial/Housekeeping Needs
      i. All major and minor housekeeping situations should be reported to the Head Lifeguard or the Associate Director of Campus Recreation, Fitness and Wellness.
         1. Includes clogged drains, dirty showers, overflowing toilets along with bodily fluid
clean up.

ii. Broken equipment and very minor situations should be reported to the Head Lifeguard and Associate Director for Campus Recreation, Fitness and Wellness for documentation.

c. Pool Operations
   i. Opening:
      1. At opening, all guards must perform a safety check of the pool deck and its equipment.
      2. Lights must be turned on.
      3. Doors should be unlocked only after both guards have arrived.
   
      ii. Closing:
         1. Patrons should receive a warning 10 minutes prior to the pool closing.
         2. Guard should let the Head Lifeguard know the pool is closing and all is safe.
         3. Vacuum should go in pool per schedule (M/W – Deep; T/H-Shallow, Su-Outside).
         4. Lights should be turned off.
   
      iii. Vacuum Procedure.
         1. Ensure vacuum is clean by opening up compartment. Spray off tray of vacuum to clean.
         2. Place vacuum into water and ensure it reaches bottom.
         3. Plug in vacuum and press power button.
         4. To remove, turn off and unplug vacuum and gently pull cord and vacuum to surface.
         5. Quickly remove vacuum from pool and sit on cart.
   
      iv. Pool Chemical Testing
         1. Pool chemicals are to be taken every two hours. The down guard must take these readings.
         2. The results are to be logged onto the daily checklist.
         3. If the results do not fall within the range below, repeat the test.
         4. If the second test, does not fall within the range, please let the Head Lifeguard know so they can let the Associate Director of Campus Recreation, Fitness and Wellness know.
            a. **Normal Free Cl range is 1-3ppm**, ideally total chlorine should match. But as long as there is free Cl, the pool can be open.
            b. If the Chlorine reading is 6ppm or above, the pool is to be closed, unless director is contacted immediately.
            c. If the Chlorine is reading less than .5 ppm, the pool is to be closed, unless director is contacted immediately.
            d. **Normal pH range is 7.2-7.8ppm**.
   
   5. **How to test:**
      6. To test **free Chlorine**: Fill comparator to highest line on narrow side, then add: 5 drops of R0001, then 5 drops of R0002. Agitate. Record number.
      7. To test **pH**, fill comparator to highest line on fatter side, then add 5 drops of Phenol Red drop of R0004. Agitate. Record number.
      8. To test **Total Chlorine**, keep prior free chlorine tested water in comparator, add five drops of R0003.
      9. Count the drops carefully. The reagent is to be held vertically for the correct drop to be measured/titrated.

   d. **Reports** [Check Appendix for Sample Report]
      i. Accidents, Medical issues, thefts, broken equipment, and unruly patrons all should be documented using an accident or incident report form. These can be found in the binder.
         1. Injury/Accident = Medical issue, including injury to guard.
         2. Incident = broken equipment, patron problems, other unusual situations.
      
      ii. Get the patron’s (and any witness) information first, then after the incident is resolved, complete the rest of the form.
iii. Please use blue or black pen.

iv. When form is complete, or during the process, guards should call the Head Lifeguard or Asst Director of Campus Rec, Fit/Well to verify and sign.

v. Report should be handed to Head Lifeguard who will ensure it gets to Asst. Director of Campus Rec, Fit/Well.

vi. If 911 is called, contact the Head Lifeguard and the Associate Director of Campus Recreation, Fitness and Wellness immediately.

vii. If a guard is injured, a supervisor must be notified as soon as possible.

viii. Unplanned Closings If there is ever a concern for the participant safety that would lead to closing the pool early, the LGs should first ensure that participants are out of danger and then consult with the professional staff before making a decision to close. In the event that a decision is made to close early, good communication with the patrons and other recreation services staff is essential. The lifeguard should consider closing the pool, if:
   1. Water is too cloudy, chemicals are too high or low, or the water extremely cold.
   2. Lights or ventilation system are not functioning properly.
   3. There is an unrelated facility emergency.
   4. Human waste has been released in the pool.
   5. There is only one guard present.

6. For a prolonged closure (more than 35 min), Signs should be posted on all pool doors and at the front desk; all signs should invite participants to join social media pages to receive future notifications. Signs should also inform patrons that during pool closures. (Please see appendix for full procedure and lifeguard roles) A sample is below.

   a. Head Lifeguard and Lifeguards and will work together to inform the:
      i. Fitness Center Front desk
      ii. Asst Dir for Campus Recreation, Fit/Well (if someone else was consulted on the decision)
      iii. Lifeguards or swim instructors (coaches) scheduled that day (or during the closed period)

   b. Work with Pro staff to ensure:
      i. Outside groups are contacted (classes, swim lesson participants, sports clubs).
      ii. Facebook/Instagram/Twitter are updated.
      iii. Website and calendar are updated.
Appendix A- Pool Rules

Use of pool is voluntary and should be done at your own risk.

a. Swim only when lifeguards are on duty.
b. Shower before entering the pool.
c. Wear clean, appropriate swim wear
   a. No see-through materials
   b. Infants are required to wear swim diapers.
   c. No long-sleeved shirts or long pants permitted.
   d. The use of swim caps is preferred.
d. Dive only in designated areas (on the south side deep end).
e. Be considerate of others and share the pool space.
f. Do not hang on lane lanes. Pass under lane lines to exit pool or change lanes.
g. Use only US Coast Guard approved lifejackets.
h. Clear the pool immediately when an emergency signal is given.
i. Children must be supervised.
   a. Children under the age of 6-8 must be supervised in the water by a parent.
   b. Children in the age range 8-10 must be supervised within arm’s reach by a parent.
   c. Children in the age range 10-12 must be supervised from on the pool deck by a parent.
j. Inflatable floatation devices, including inner tubes, life jackets, and water wings are NOT permitted.
k. Food and drink should be kept off the pool deck. One unbreakable (non-glass) container is permitted for liquids).
l. Do not chew gum in or around the pool.
m. Use of diving board and starting blocks is NOT permitted.
n. No flipping or diving backwards from the side of the pool.
o. Do not use the pool if you have open sores, a rash, or have experienced diarrhea in the past two weeks.
p. No aggressive play or roughhousing.
q. No spitting.
r. No public displays of affection.
s. No underwater breath holding activities are permitted.
t. Diaper changing and/or changing clothes on the pool deck are NOT permitted.
u. Individual or Group swim instruction will be offered in the pool
   a. Swim instruction by anyone who is not employed as a Deriso Pool Swim Instructor is prohibited.
   b. Swim lessons should take place in lanes 1 or 6 and patrons may be asked to accommodate these lessons.
v. Patrons under the influence of alcohol and/or illegal drugs are not permitted.
Appendix B - Swim Test Information

1. All children under the age of 12 will be subject to swim testing.
2. Any patron may be swim tested at the discretion of the lifeguard.
3. Patrons who cannot pass the swim test must wear a US Coast Guard approved life jacket.
4. The swim test has two parts.
   a. In order to swim without a life jacket in the shallow end, patrons must be able to swim, on his/her front, one 25yd length of the pool without stopping or touching the walls, bottom, or lane lines and comfortably float (no sculling or panicked movements) on both the front, with face in the water, and back for at least 5 seconds each. Swimming must occur on the surface of the water. Goggles are permitted. This test occurs in shallow water only.
   b. In order to swim without a life jacket in the deep end, patrons must swim half of the length, float on both the front, with face in, and back for at least 5 seconds, tread for one minute (body vertical, ears and chin out of the water), complete the length, move to the ladder or wall, climb out jump in and climb back out. Swimming must occur on the surface of the water. Goggle are permitted. This test must occur in the deep end.

Successful Swim Test results should be recorded on colored index card. Orange for Shallow, Green for Deep. Failed tests should not be recorded.

Write First Name, Last Name, Age and Birthdate of child. Write name of affiliated member. Ask affiliated member to sign bottom of card. Place in storage location (TBD) organized alphabetically by last name of child (or person swim tested).

Patrons can avoid retaking the swim test, by checking in with the lifeguard upon entry to the pool. If the lifeguard confirms the test has been given and passed, there is no need to retake.

Patrons may attempt a swim test up to two times per day.

Patrons may attempt the deep end swim test at any time after passing the shallow end swim test.
### Appendix C – Sample Daily Checklist

#### DUTIES ON SHIFT
- Rotate every 15-30 minutes between someone at corners of pool deck
- NO homework while on shift
- NO texting or social media [cell phone should stay in the office while on shift]
- ALL participants should have a GSW ID [Student, Faculty/Staff, Deriso Pool Member]

#### FIRST SHIFT
- Get to shift 10-15 minutes before opening:
- Check safety equipment to ensure it is in proper location and working properly.
  - Check restrooms for cleanliness; clean if needed
    - Cleaning materials in closet; use gloves
    - Sweep/mop floors
    - Clean toilets
    - Clean mirrors
    - Check toilet paper and paper tower dispensers; refill if necessary
  - Clean any trash around pool deck
- Vacuum: take out of pool while there are swimmers
  - Press power button to turn on/off
  - Roll up power cord
  - Pull cord attached to vacuum very easy – don’t snatch
  - Pull vacuum out of water by handle
  - Filters: take apart and wash
    - Unscrew top and clean – wear gloves – tighten back screw until snug; not too tight
    - Handle stay in diagonal positions
- Check Chlorine, pH using the Taylor FAS DPD kit [check manual for instructions]
- Trash cans: empty into front trashcan when half full; use gloves
- Note any issues or challenges with the facility or its users.

#### CLOSING SHIFT
- Check Chlorine, pH using the Taylor FAS DPD kit [check manual for instructions]
- Stay 15 minutes after close if needed to clean:
  - Main door: make sure both doors shut and locked
  - Office door & closet door shut and locked
  - Put chairs in office
  - Ensure deck is clean
  - Door to outside pool area: leave open
  - Vacuum
    - If putting outside, ensure outlet cord and/or extension cord is not on deck
    - If inside pick outlet that puts home base of machine out of the way
    - Leave vacuum in pool overnight
  - Trash cans: empty into front trashcan when half full; use gloves
  - Check restrooms for cleanliness; clean if needed
    - Cleaning materials in closet; use gloves
    - Sweep/mop floors
    - Clean toilets
    - Clean mirrors
- Note any issues or challenges with the facility or its users.

#### WEEKLY CLEANING
- Spray off pool deck
- Windex sliding windows
- Cleaning sides of pool
Appendix D – Safety Check Thunder/Lightening

In the event of thunder or lightning, lifeguards should:

1. Clear everyone from the water at the first sound of thunder or first sight of lightning. Lifeguards in an elevated station should get down immediately. Move everyone to a safe area.
2. For outdoor facilities, move everyone inside. Large buildings are safer than smaller or open structures, such as picnic shelters or gazebos.
3. Keep patrons and staff out of showers and locker rooms during a thunderstorm. Water and metal can conduct electricity.
4. Refrain from using a telephone connected to a landline except in an emergency.
5. Keep everyone away from windows and metal objects (e.g., door frames, lockers).
6. Keep watching for more storms and monitor weather reports on a broadcast radio or weather radio.

The National Lightning Safety Institute recommends waiting 30 minutes after the last sound of thunder is heard before resuming activities.

If caught outside in a thunderstorm and there is not enough time to reach a safe building, lifeguards should take the following steps:

7. Keep everyone away from structures in open areas, such as picnic shelters.
8. Keep away from tall trees standing alone and any tall structures.
9. Keep away from water and metal objects, such as metal fences, tanks, rails and pipes.
10. Keep as low to the ground as possible: squat or crouch with one’s knees drawn up, both feet together and hands off the ground.
11. Do not lie flat on the ground, minimize ground contact.
Appendix E – Body Fluid Spills Response Recommendation [CDC, 2016.]

On pool deck:
1. Body fluids, including blood, feces, and vomit are all considered potentially contaminated with blood borne or other germs. Therefore, spills of these fluids on the pool deck should be cleaned up and the contaminated surfaces disinfected immediately.
   a. Bleach Solution
      i. 9 parts cool water
      ii. 1 part household bleach
      iii. Add the household bleach to the water.
   b. Cleaning Process
      i. Block off the area of the spill from patrons until clean-up and disinfection is complete.
      ii. Put on disposable gloves to prevent contamination of hands.
      iii. Wipe up the spill using paper towels or absorbent material and place in a plastic garbage bag.
      iv. Gently pour bleach solution onto all contaminated areas of the surface.
      v. Let the bleach solution remain on the contaminated area for 20 minutes.
      vi. Wipe up the remaining bleach solution.
      vii. All non-disposable cleaning materials used such as mops and scrub brushes should be disinfected by saturating with bleach solution and air dried.
      viii. Remove gloves and place in plastic garbage bag with all soiled cleaning materials.
      ix. Double-bag and securely tie-up plastic garbage bags and discard.
      x. Thoroughly wash hands with soap and water.

In Pool Water:
2. Vomiting
   a. Vomiting in the pool while swimming is a common event. Often, vomiting results from swallowing too much water, meaning that the vomit is probably not infectious. However, if the contents of the stomach are vomited, it is important to act immediately.
      i. The germs most likely to be spread by vomit are noroviruses (also known as Norwalk-like viruses).
      ii. Respond to the vomit incident as you would respond to a formed fecal incident, using the Fecal Incident Response Recommendations, Appendix F.

3. Blood:
   a. Germs found in blood (for example, Hepatitis B virus or HIV) are spread when infected blood or certain body fluids get into the body and bloodstream (for example, by sharing needles or by sexual contact). Chlorine kills germs found in blood and CDC is not aware of any instances in which a person has become infected with these germs after being exposed to a blood spill in a pool.
   b. Common questions:
      i. Does chlorine kill the germs in blood?
         1. Yes. These germs do not survive long when diluted into properly chlorinated pool water.
      ii. Swimmers want something to be done after a blood spill. Should the pool be closed for a short period of time?
         1. 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.
Appendix F – Fecal Response Recommendation [CDC, 2016.]

Formed Fecal: Formed fecal incidents pose a risk for spreading germs, including moderately chlorine tolerant Giardia. To disinfect the water following a formed fecal incident, aquatic staff should follow the steps below, which are based on killing or inactivating Giardia.

Diarrheal Discharge: A diarrheal incident is a high-risk event for contamination caused by Cryptosporidium (or “Crypto”), an extremely chlorine-tolerant parasite. Therefore, it is important that aquatic staff educate patrons not to swim when ill with diarrhea. To disinfect the water following a diarrheal incident, aquatic staff should hyperchlorinate, or raise the free chlorine concentration to a high concentration for a long period of time. If necessary, before attempting to hyperchlorinate, consult an aquatic professional [CPO] to determine the feasibility, the most optimal and practical methods, and needed safety considerations

What to do if there is a fecal incident at Deriso Pool:
1. Close Deriso Pool to swimmers immediately. Do not allow anyone to enter the pool until the disinfection process is completed.
   a. Contact the Head Lifeguard and Associate Director of Campus Recreation immediately for either formed stool or diarrheal discharge.
   b. For any type of fecal release, a fecal incident log should be established. Record the date, time, fecal type, and chlorine and pH levels at the time of the event. Note the response taken to the event, and the total time taken for disinfection. Record the time the pool is reopened for use.
   c. Fecal Response Instructions
      i. Formed Stool
         1. Remove as much of the fecal matter as possible (net or bucket) and dispose of the fecal matter in a sanitary matter. Clean and disinfect the item used to remove the fecal matter (you may do this by leaving the net or bucket immersed in water during disinfection. DO NOT VACUUM FECAL MATTER.
            a. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water’s free chlorine concentration to 2 parts per million (ppm), if less than 2 ppm. Maintain free chlorine concentration at 2 ppm and water at pH 7.5 or less for 25–30 minutes. Ideally, the water temperature should be 77°F (25°C) or higher during the disinfection process.
               i. Pools that contain chlorine stabilizers, such as cyanuric acid, dichlor, and trichlor may require higher free chlorine levels.
         2. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for disinfection.
         3. Allow swimmers back into the water only after the disinfection process has been completed and the free chlorine concentration and pH are within the operating range allowed by the state or local regulatory authority.
      ii. Diarrheal Discharge when chlorine stabilizer [cyanuric acid, dichlor, and trichlor] is NOT in the water
         1. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination). DO NOT VACUUM FECAL MATTER.
         2. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water’s
free chlorine concentration to 20ppm and maintain water at pH 7.5 or less for 12.75 hours. Ideally, the water temperature should be 77°F (25°C) or higher during the hyperchlorination process.

3. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for hyperchlorination.

4. Backwash the filter thoroughly after reaching the CT inactivation value. Be sure to discharge directly to waste and according to state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.

5. Allow swimmers back into the water only after the required CT inactivation value has been achieved and the free chlorine concentration and pH are within the operating range.

iii. Diarrheal Discharge when chlorine stabilizer [cyanuric acid, dichlor, and trichlor] IS in the water

1. Remove as much of the fecal matter as possible (for example, using a net or bucket) and dispose of the fecal matter in a sanitary manner. Clean and disinfect the item used to remove the fecal matter (for example, after cleaning, leave the net or bucket immersed in the water during hyperchlorination). DO NOT VACUUM FECAL MATTER.

2. Using unstabilized chlorine (for example, sodium hypochlorite), raise the water’s free chlorine concentration (see bullets below) and maintain water at pH 7.5 or less.
   a. If the cyanuric acid concentration is 1–15 parts per million (ppm)4
      i. Raise the free chlorine concentration to 20 ppm and maintain it for 28 hours or
      ii. Raise the free chlorine concentration to 30 ppm and maintain it for 18 hours or
      iii. Raise the free chlorine concentration to 40 ppm and maintain it for 8.5 hours
   b. If the cyanuric acid concentration is more than 15 ppm, lower the concentration to 1–15 ppm by draining partially and adding fresh water without chlorine stabilizer before attempting to hyperchlorinate.

3. Hyperchlorinate. Chlorine stabilizer slows the rate at which free chlorine inactivates or kills Crypto, and the more stabilizer there is in the water the longer it takes to kill Crypto.

4. Confirm that the filtration system is operating while the water reaches and is maintained at the proper free chlorine concentration and pH for hyperchlorination.

5. Backwash the filter thoroughly after hyperchlorination has been completed. Be sure to discharge directly to waste and according to state or local regulations. Do not return the backwash through the filter. Where appropriate, replace the filter media.

6. Allow swimmers back into the water only after hyperchlorination has been completed and the free chlorine concentration and pH are within the operating range.
Appendix G – Sample Accident Report [cont. on p.19]

**Georgia Southwestern State University**  
Department of  
Incident/Accident Report Form

<table>
<thead>
<tr>
<th>Date of Incident</th>
<th>GSW Police Notified</th>
<th>Time of Incident</th>
<th>Officer Name/Badge#</th>
<th>Case #</th>
<th>EMS Notified</th>
<th>Time of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td>______ pm / am</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
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</tbody>
</table>

**PERSONAL DATA**

| Name | Gender:  
Male | Female |
<table>
<thead>
<tr>
<th></th>
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<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td></td>
</tr>
</tbody>
</table>

| Local Address | Status:  
Student | Faculty/Staff | Guest | Other: |
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
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<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
<td><strong><strong><strong>/</strong></strong><em>/</em></strong>_</td>
</tr>
</tbody>
</table>

If under 18, name and phone number of parent/legal guardian:

**DETAILS OF ACCIDENT**

| Building/Area of Accident:  
____ Fitness Center | ______ Main JM Fields | ______ Practice Fields | ______ Reservation |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Intramural Gym</td>
<td>______ Denise Pool</td>
<td>______ Raquetball Courts</td>
<td>______ Other:</td>
</tr>
<tr>
<td>Location within building/area (court #, field #, machine description, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Program participating in (check all that apply)  
____ Open Recreation | ______ Intramural Sports | ______ Aquatics | ______ Fitness |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Instructional Program</td>
<td>______ Camp</td>
<td>______ Outdoor Pursuits</td>
<td>______ Other:</td>
</tr>
</tbody>
</table>

**DETAILS OF INJURY**

| Part of Body Injured (check all that apply)  
____ Head | ______ Face | ______ Ear | ______ Mouth | ______ Teeth | ______ Eye | ______ Nose | ______ Neck | ______ Shoulder | ______ Arm |
<table>
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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Wrist</td>
<td>______ Hand</td>
<td>______ Finger</td>
<td>______ Torso</td>
<td>______ Back</td>
<td>______ Rib</td>
<td>______ Hip</td>
<td>______ Groin</td>
<td>______ Leg</td>
<td>______ Knee</td>
</tr>
<tr>
<td>______ Ankle</td>
<td>______ Foot</td>
<td>______ Toe</td>
<td>______ Other:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Suspected Classification of Injury:  
____ Laceration/Cut | ______ Strain | ______ Break | ______ Sprain | ______ Fracture | ______ Dislocation |
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Contusion/Bruise</td>
<td>______ Concussion</td>
<td>______ Airway</td>
<td>______ Cardiac</td>
<td>______ Sudden Illness</td>
<td>______ Other:</td>
</tr>
</tbody>
</table>

| Description of how injury occurred: (specify events leading to the accident/injury)  
____ Collision with obstacle | ______ Collision with person | ______ Hit by projectile | ______ Pre-existing | ______ Equipment related | ______ Non-contact |
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Sudden turn or stop</td>
<td>______ Unknown</td>
<td>______ Fall</td>
<td>______ Swim Injury/Rescue</td>
<td>______ Other:</td>
<td></td>
</tr>
</tbody>
</table>

Describe in greater detail: (attach additional information if necessary/more room on back)

**IMMEDIATE ACTION TAKEN**

| First Aid rendered (check all that apply)  
____ Applied Ice | ______ Stopped Bleeding | ______ Immobilized | ______ Elevated | ______ Washed Wound | ______ Victim Self Care |
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ CPR</td>
<td>______ Rescue Breathing</td>
<td>______ Bandage</td>
<td>______ None</td>
<td>______ Other:</td>
<td></td>
</tr>
<tr>
<td>______ AED</td>
<td>For Aquatics Use Only:</td>
<td>______ Assisted Rescue</td>
<td>______ Oxygen</td>
<td>______ Passive Rescue</td>
<td>______ Backboard</td>
</tr>
</tbody>
</table>

Describe in greater detail: (attach additional information if necessary/more room on back)

**Further Care (check all that apply)**

<table>
<thead>
<tr>
<th>Ambulance to hospital</th>
<th>______ Went home on own</th>
<th>______ Returned to activity</th>
<th>______ Friend took home</th>
<th>______ Self/Friend</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ Self/Friend to hospital</td>
<td>______ Left area no info</td>
<td>______ Referred for treatment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1, the injured party, hereby certify that the information set forth above is true and correct to the best of my knowledge. At this time, I am refusing further care from.

Injured Signature: ______/_____/____

Signature of Parent/Legal Guardian (if victim is a minor): ______/_____/____

Signature of Staff Member filling out report: ______/_____/____

--OVER--
# Georgia Southwestern State University
## Department of
### Incident/Accident Report Form

## FOLLOW-UP REPORT

**Facility Data:**

- Number of Patrons in the area at the time of the incident: ________________
- Number of facility employees on duty at time of incident: ________________
- Number of additional staff supervising event (e.g., Intramural staff, Fitness staff, etc.): ________________

Describe condition of the area at the time of the incident:

________________________

________________________

Witness: ___________________ Phone: ___________ Address: ___________________

Reviewed by: _______________ Position: _______________ Date: __/__/____

## CALL LOG

<table>
<thead>
<tr>
<th>Attempt #1:</th>
<th>Date</th>
<th>Time</th>
<th>Caller Signature</th>
<th>Left Message</th>
<th>Left Message with Person</th>
<th>Spoke with injured party</th>
<th>No answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>__________________</td>
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<td>__________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempt #2:</th>
<th>Date</th>
<th>Time</th>
<th>Caller Signature</th>
<th>Left Message</th>
<th>Left Message with Person</th>
<th>Spoke with injured party</th>
<th>No answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>__________________</td>
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<td>__________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempt #3:</th>
<th>Date</th>
<th>Time</th>
<th>Caller Signature</th>
<th>Left Message</th>
<th>Left Message with Person</th>
<th>Spoke with injured party</th>
<th>No answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>/</strong>/____</td>
<td><strong>/</strong>/____</td>
<td>__________________</td>
<td>__________</td>
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<td>__________</td>
</tr>
</tbody>
</table>

## STATUS OF INJURED PERSON

- Data: __/__/____ Time: __/__/____ Caller Signature: ________________

- The injured person is fine. No complications.
- Unknown. Unable to contact the injured person after 3 attempts.
- The injury was serious enough to warrant additional medical attention. The injury was diagnosed as ________________

## ADDITIONAL NOTES:

________________________

________________________

________________________

________________________
Appendix H – Guidance for Common Situations

**Situation 1: Moderate-Severe Illness/Injury OR Family Emergency with 24 hours or less before the shift** (includes: fever, hospitalization, severe injury, being physically ill, death in the family etc.)

- **Step 1:** Post shift on GroupMe
- **Step 2:** Reach out to your Sub Buddy or other Lifeguard friend who can cover.
- **Step 3:** Message the GroupMe group
- **Step 4:** Text or call ALL HEAD GUARDS, until you receive a response
- **Step 5:** Text or Call Asst. Dir. Campus Rec, Fit/Well
- **Step 6:** Receive confirmation that you have been relieved of the shift via one of the above mechanisms.

**Penalty:** None, if this is not a trend/pattern.

**Situation 2: You have made poor life choice in the morning hours before your shift and are still under the influence. (12 hours or less before your shift starts)**

- **Step 1:** Post shift on GroupMe
- **Step 2:** Reach out to your Sub Buddy or other Lifeguard friend who can cover.
- **Step 3:** Message the GroupMe group
- **Step 4:** Text or call ALL HEAD GUARDS, until you receive a response
- **Step 5:** Text or Call Asst. Dir. Campus Rec, Fit/Well
- **Step 6:** Receive confirmation that you have been relieved of the shift via one of the above mechanisms.

**Penalty:** 1 Warning

**Situation 3: It is less than 30 minutes before your shift starts and you CANNOT make it in, due to a family emergency, sickness (vomit/diarrhea), or a transportation failure.**

- **Step 1:** Call ALL Head Guards
- **Step 2:** Contact Asst. Dir. Campus Rec, Fit/Well (if necessary)
- **Step 3:** Confirm that you are relieved of your shift.

**Penalty:** None, if this is not a trend/pattern.

**Situation 4: You are running no more than 30 min late for your shift but will be there.**

- **Step 1:** Inform the Guard you are working with by the time the shift starts.
- **Step 2:** Call ALL HEAD GUARDS by the time the shift should start
- **Step 3:** Call Asst. Dir. Campus Rec, Fit/Well by the time the shift should start (if necessary)
- **Step 4:** Call Fitness Center Front Desk and ask them to relay info to Head Lifeguard
- **Step 5:** Apologize upon arrival

**Penalty:** Warning on first offense, Second Warning on subsequent, Final Warning if needed

**Situation 5: It is exam time, and you are tired, or have to cram, or simply do not want to work your shift.**

- **Step 1:** Find a sub for your shift using the proper procedure
- **Step 2:** If step 1 fails, you are required to work your shift.

  **Situation 5a.** Same scenario as above, but you contact ALL Head Guards and Asst. Dir. Campus Rec, Fit/Well and inform them that you will not be there.

**Penalty:** 1 Warning.
Situation 6: You commit a “no-call, no-show” This means you did not work your whole shift, or a part of your shift, and did not call to inform any of your supervisors.
Step 1: Reach out to Asst. Dir. Campus Rec, Fit/Well as soon as you realize that this has occurred.
Penalty: Issuance of final warning, barring a major emergency.
Appendix I – Late/Absent Guard & Pool Closure

Late/Absent Guard Procedure

a. If available, Head Lifeguard will be at each opening pool shift. (will keep pool closed until both guards arrive)
b. If there are less than two guards present at any time, the lifeguard will call to the Head Lifeguard that this is the case
c. The Head Lifeguard will come to the pool and keep it closed.
d. If the guard cannot be reached and ten minutes have passed, implement the following pool closure procedure:

Pool Closure Procedure

a. Lifeguards and supervisors will inform any patrons that are present that the pool cannot open due to a staffing issue. They will apologize and invite patrons to wait or return at a later time. If the absent guard is known to be running late. Supervisors and guards will work together to give an estimated opening time.
   a. If the absent guard will be more than 35 min late follow closing procedure and then reopen
b. Guards will close and lock all pool doors and change pool sign to “closed”
c. Lifeguard will retrieve laminated “Pool Closed” signs
   a. Lifeguard will hang these signs on the doors downstairs.
   b. Lifeguard will bring a sign to the front desk and inform Fitness Center of the closing.
      Lifeguard will contact Asst. Dir. Campus Rec, Fit/Well who will attempt to inform social media. –
d. Head Lifeguards will address any disgruntled patrons and fill out any necessary incident reports.
e. If a lifeguard is present, he/she will work the rest of their shift by sitting at Deriso Pool just in case the absent guard shows up and/or in case the original guard is working a double shift and the pool can reopen for the second half.

Reopening Procedure (if possible)

f. Guards will remove signs from pool doors and last-from the front desk.
g. Guards will do pre-opening checklist
h. Head Lifeguard will head to pool deck to control the door/chain
i. When both guards have arrived, the pool can open Head Lifeguard contacts Asst. Dir. Campus Rec, Fit/Well who will inform attempt to inform social media.
Based on the “Lifeguard Evaluation Criteria” attached, employees should perform a self-assessment, circling a: “3” for Exceeds Standard, a “2” for Meets Standard or a “1” for Below Standard.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Employee’s Assessment</th>
<th>Supervisor Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Below Meets Exceeds</td>
<td>How Can I Improve?</td>
</tr>
<tr>
<td>Attendance and Punctuality</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>Secondary Responsibilities</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>Coverage for Absences</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>Station Performance</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>Rotation Performance</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>Attitude at Work</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>In-service: Participation and Attitude</td>
<td>1 2 3</td>
<td></td>
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<tr>
<td>In-service: Sense of Urgency</td>
<td>1 2 3</td>
<td></td>
</tr>
<tr>
<td>In-service: Skills and Fitness Components</td>
<td>1 2 3</td>
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<tr>
<td>Professional Behavior</td>
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<td>Care of Equipment</td>
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<tr>
<td>Attitude Toward Responsibilities</td>
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<td>Acceptance of Supervision</td>
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<td>Cooperation with Other Staff</td>
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<tr>
<td>OVERALL RATING</td>
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## Appendix K – Contact Info

<table>
<thead>
<tr>
<th>LIFEGUARD</th>
<th>CELLPHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ERICA DAY</td>
<td>(478) 233-2757</td>
<td><a href="mailto:eday@radar.gsw.edu">eday@radar.gsw.edu</a></td>
</tr>
<tr>
<td>SAM GOULDING</td>
<td>(678) 577-8797</td>
<td><a href="mailto:sgouldin@radar.gsw.edu">sgouldin@radar.gsw.edu</a></td>
</tr>
<tr>
<td>ELLIE COOK</td>
<td>(229) 322-7593</td>
<td><a href="mailto:ecook4@radar.gsw.edu">ecook4@radar.gsw.edu</a></td>
</tr>
<tr>
<td>CHRISTIN JACKSON</td>
<td>(404) 556-9590</td>
<td><a href="mailto:cjacks36@radar.gsw.edu">cjacks36@radar.gsw.edu</a></td>
</tr>
<tr>
<td>SAMANTHA WILKES</td>
<td>(770) 468-3280</td>
<td><a href="mailto:swilkes2@radar.gsw.edu">swilkes2@radar.gsw.edu</a></td>
</tr>
<tr>
<td>SILVIO VALLADAO</td>
<td>(229) 938-1318</td>
<td><a href="mailto:svallada@radar.gsw.edu">svallada@radar.gsw.edu</a></td>
</tr>
<tr>
<td>SHOLEH REZAEE</td>
<td>(478) 461-7436</td>
<td><a href="mailto:srezaee@radar.gsw.edu">srezaee@radar.gsw.edu</a></td>
</tr>
<tr>
<td>JESSIE SCOTT</td>
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