

# Starr Ridge Manor Civic Association

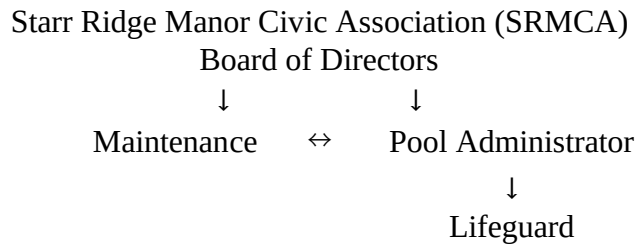
## Pool Safety Plan

SRMCA  
38 Seven Oaks Lane  
Brewster, NY 10509

Dated: April 2024

### I. Organization & Management

#### A. Chain of Command



#### Definitions

Board of Directors – Five officers and six Board Members elected by the membership.

Maintenance Committee – A volunteer group that is responsible for the maintenance and repair of the pool and pool equipment. A member of the Board is a liaison to the Maintenance Committee.

Pool Administrator – A volunteer adult member, approved by the Board, who is responsible for supervising the lifeguards and daily pool operation. The Administrator chairs the Pool Administration Committee that assists with operations.

#### B. Job Duties & Descriptions – General

##### 1. Maintenance Staff

- Service chemical feed and clean filtration equipment as necessary.
- Maintain and repair pool equipment.

##### 2. Lifeguard

- Inspect the pool area each morning prior to use.
- Assure that all safety equipment is in place and in good repair each day, prior to use of the pool.
- Test chlorine in each pool (main and small) once per hour when pool is open, and record the test results on the Swimming Pool Monthly Report Form
- Keep the pools clean by skimming and vacuuming pools each morning, and clean the skimmer baskets. Note the pressures of filtration systems to ensure they are operating properly.
- Verify that the water is clear and that the main drain cover is clearly visible, secured to the bottom of the pool, and in good condition in both pools.
- Maintain proper water levels in both pools.
- Maintain Log Book of injuries and incidents for the Health Department.
- Supervise use of the pool, and members' and guests' activities in and around the pool.

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## II. Injury Prevention Inspection Duties

### A. Maintenance Staff

#### Inspect Weekly

1. Pool Ladders – supports are firmly anchored to deck.
2. Diving Board – stand, handrails, and board are firmly mounted.
3. Pool Gate – self-closing mechanism is operational.
4. Filtration and chlorination – all equipment is operational.

### B. Lifeguard

#### Inspect Daily

1. The two rescue buoys are readily available, placed by the lifeguard chair.
2. The 15-foot reaching pole is by the lifeguard chair.
3. The spine board with straps and collar will be by the lifeguard chair.
4. The 24-unit first aid kit is at poolside. The first aid kit must be restocked as necessary. The Pool Administrator is to be notified when additional supplies are needed.  
[There is no first aid room. The 24-unit first aid kit is kept in the lifeguard cart that the lifeguard wheels to poolside each morning and returns to the pool house each night.]
5. The pocket mask is to be kept with the first aid kit, along with latex gloves.

#### Lifeguard Duties – Pool Area Use

### C. Enforcement of Rules and Regulations

The lifeguard is to assure that the sign on the entrance gate, containing the major rules and regulations, is in readable condition and complied with.

The rules on the entrance gate are:

- Hours: 12 Noon – 8pm. Lessons 10am – noon. Swimming prohibited all other times.
- Maximum 75 Swimmers in Pool
- No Glass, Running, or Horse Play at Pool

When a rule is being broken:

1. Directly contact the person breaking the rule.
2. Explain the rule that is being broken and why the rule exists.

If the same person continues to break the same rule:

1. Contact the person again.
2. Explain the rule again.
3. In the case of children, have them sit out of the water for 15 minutes.

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If the same person continues to break the rule:

1. Contact the person again.
2. Instruct the person to leave the pool and do not allow him/her to return for the remainder of the day. The lifeguard can expel a member for up to 24 hours for a first offense.
3. The lifeguard should write up the incident in the Log Book.
4. The Pool Administration Committee can expel the offending member for 3 days.
5. The family will be brought before the Board of Directors.

## D. Procedure for Monitoring and Regulating the Number of Bathers

The maximum capacity of the pool is 75 people. This is posted on the sign at the gate.

1. A head count is to be performed periodically (use judgment, on slow days this may not be necessary, while on busy days it may be done frequently).
2. If 75 people are in the water, no additional bathers are to be allowed in the water.

## E. Diving Safety Rules

1. Only one person at a time is permitted on the diving board.
2. Divers will not run on the board.
3. The diver and the lifeguard will be sure that the water around the board is free of swimmers.
4. There is no water slide at the Starr Ridge Manor pool.

## F. Conditions that Require Clearing the Water and Closing the Pool

1. Thunderstorms – At the first sign of a thunderstorm, the pool is to be immediately cleared and closed.
  - a. One long blast of the whistle is to be used as the signal to clear the water.
  - b. All persons must leave the pool area.
  - c. Wait 30 minutes after thunder and lightning stop entirely before letting persons return to the water.
2. Heavy Rain/Hail  
Use the same method for clearing and closing the pool as indicated in #1.
3. Cloudy water – If the main drain of the pool is not clearly visible, the pool must be closed.
  - a. Notify the Pool Administrator of the problem.
  - b. The Pool Administrator will notify the Maintenance Staff and Board of Directors.
4. Inadequate chlorine residual in the pool – When pH is less than 7.8 and chlorine is less than 0.6 ppm, the pool must be closed until adequate levels are maintained. If the pH is greater than 7.8 and the chlorine is less than 1.5 ppm the pool must be closed until adequate levels are maintained.
5. Excessive chlorine – Any chlorine level above 5.0 ppm or a pH greater than 8.2 requires the pool to be cleared. The pool must remain closed until the chlorine and pH drop to the acceptable levels.

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6. Chemical spill – Chlorine is provided by a sodium hypochlorite solution for the main pool and chlorine tablets for the small pool. Chlorine Gas is not used. If there is a chemical spill and chlorine odor, the area must be cleared. Everyone, including the lifeguard, must leave the area and go to a location that is uphill and upwind of the spill. Contact the Pool Administrator and, if necessary, emergency personnel, ambulance (if there are injuries), and the chlorine supplier.
7. Formed Stool and diarrheal fecal accidents – instruct everyone to leave the pool. Pool must be shut down. Do not allow anyone to enter the contaminated pool until all decontamination procedures have been completed. Contact the Pool Administrator and refer to the CDC Fecal Accident Response Recommendations for Pool Staff. Complete recommended procedures. Document in Fecal Accident Log.

## G. Supervision/Coverage

Due to the limited use of the pool, only one lifeguard is on duty at a time. The pool is open from 12:00pm to 8:00pm daily for general swimming and from 10:00am to 12:00pm on weekdays for swimming lessons and swim team practice. The pool gates are to be closed and locked at all other times.

1. The lifeguard is to continually scan back and forth over the water. This must be done slowly enough to see what each swimmer is doing. If a swimmer goes underwater, the guard should watch until the swimmer surfaces prior to continuing the scan.
2. If there is glare on the water surface in the late afternoon hours, the lifeguard must position himself/herself to compensate for it. Use of polarized sunglasses is recommended.
3. The lifeguard must not read or otherwise engage in activities that interfere with supervision of the bathers (such as lengthy conversations with the guests).
4. The lifeguard should not allow anyone to sit along side of him/her, including young children, engaging in conversation and thereby being a distraction.

## H. Chemical Storage and Handling

Chlorine for the main pool is provided by a sodium hypochlorite solution contained in 55 gallon plastic barrels housed in a locked, concrete block room adjacent to the pool filter room. Chlorine for the small pool is provided by tablets supplied in 5-gallon plastic pails that are kept in the pool house. Chemicals for cleaning the pool equipment and restrooms are kept in a locked cabinet in the pool house. Rubber gloves should be worn when working with any chlorine products.

## III. Emergency Plan

### A. Flow Chart (see page 7) – Additional Information

1. Lifeguard Reaction – In an emergency, the lifeguard will signal that the pool must be cleared by sounding three long blasts of the whistle and swinging his/her arm to alert patrons and other facility staff.

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2. Lifeguard Enters Water – If victim is close enough, equipment may be used (such as reaching pole or rescue tube) instead of personally contacting the victim.
3. Lifeguard Calls for Assistance – If the victim is injured and/or requires additional care, the lifeguard must call for assistance.
4. EMS Needed – Emergency medical services may be needed depending on the condition of the victim, as evaluated by the lifeguard.

### EMS Needed - Yes

An adult member or guest shall be instructed to make the telephone call to summon the EMS. The telephone is located in the pool house.

### Emergency telephone numbers

The following numbers are posted at the telephone:

911

### Information for rescue squad

The following information that must be provided is also posted at the telephone

- a. Name of caller.
- b. Location of this facility (street address): 38 Seven Oaks Lane, Brewster, NY
- c. Telephone number of this facility. (845) 279-9720
- d. Type of incident (drowning, cardiac arrest, severe bleeding)
- e. Required assistance (ambulance, fire, police).
- f. Approach route from U.S. Route 6 –
- g. Drive south on Starr Ridge Road, make 3<sup>rd</sup> left turn onto Seven Oaks Lane.
- h. Continue straight on Seven Oaks Lane; turn right onto gravel driveway to lake.
- i. Drive toward lake, pool is within fenced area on right, pool gate faces street.
- j. Advise that someone will be waiting outside the gate to meet them.
- k. Ask if further information is needed before hanging up the telephone.

### Evacuation Route

In the event that the pool area must be evacuated, all persons are to leave the fenced area and proceed through the parking lot to the flagpole. Once everyone is accounted for, persons may then return to their homes or wait for the pool to re-open.

5. Reports Completed – A written report is to be completed by the lifeguard immediately following the incident. Times, actions by various individuals, witness's statements, and equipment used are to be specified. In addition, the Putnam County Health Department must be notified within 24 hours. The Board of Directors will do this. This also must be recorded in the Log Book provided for this purpose.

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## **B. Search Procedure**

1. The lifeguard will check the pool and immediate area for missing victims.
2. If a victim is found in the pool, the emergency resuscitation plan will be put into effect.

## **C. First Aid Equipment**

The following first aid and rescue equipment is available:

1. A 24-unit first aid kit is kept in the lifeguard cart that is placed by the lifeguard chair. A pocket mask and latex gloves are kept with the first aid kit.
2. When minor injuries occur, the lifeguard treats the injured person by the lifeguard chair, using first aid supplies from the lifeguard cart.
3. Two rescue buoys are at the poolside; at least one is placed by the lifeguard chair.
4. A 15-foot reaching pole is at the poolside.
5. A spine board with straps and collar is readily accessible and is at poolside.

Note: All equipment used during the emergency is to be inspected and replaced as needed as soon as possible.

## **D. Practice Drills**

The following drills must be done at least every two weeks.

1. Clearing the Pool – The lifeguard clears the pool with three (3) long blasts of the whistle. The lifeguard then searches the pool for any missing swimmers.
2. Use of Rescue Equipment – The lifeguard must practice accurately throwing the rescue tube. This should be done when the pool is not in use.

## **E. Epileptic Seizures**

The Lifeguard must immediately notify the Pool Administrator if a person suffers a seizure at the pool.

1. If the seizure occurs in the water and the individual submerges, when the individual appears to have recovered completely, transportation to the local hospital will still be arranged.
2. An individual suffering a seizure should not be allowed in the water for the remainder of that day.

## **F. Log Book**

The lifeguard is to take the Log Book to his/her station at poolside before re-opening the pool. All incidents are to be recorded. The following incidents must be recorded and also reported by the Board of Directors to the Putnam County Health Department within 24 hours.

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1. Bather illness associated with the water quality.
2. Incident requiring referral to a hospital.
3. Incident requiring resuscitation.
4. Incident resulting in death.

The Log Book is to be returned to the lifeguard cart each evening.