Introduction

Welcome to Ohlone Community College! We are pleased to include you as a member of our lifeguarding team. As a paid professional lifeguard for the Ohlone Community College District you are responsible for the safety and well-being of all swimmers, students, and aquatic facility patrons during your shift on the pool deck. This is an important responsibility!

Effective lifeguarding involves being proactive: scanning attentively, enforcing pool rules consistently, and communicating potential safety hazards with swimmers and team members. Keeping yourself in good physical shape is of utmost importance as well. As this is a single-lifeguard facility, you may need to enlist the assistance of other Ohlone team members in the event of an emergency: choose your assistants wisely (Coach is a good first choice). Exercising good judgment is imperative to the role!
Chain of Command

Dr. Gari Browning, President

Dr. Leta Stagnaro, VP of Academic Affairs

Chris Warden, Dean of Athletics

Faculty / Swim Coaches
  (Coach Gene Kendall)

Ron Little, VP of Administrative Services (VPAS)

Facilities Team

Campus Police Services (CPS)

Lifeguard Team
Lifeguard Duties and Expectations:

Ohlone’s Professional Lifeguards will be responsible for the following:

- Maintaining safety in and around the pool area at all times
- Checking the pool and pool area for any potential safety hazards
- Bringing Rescue Equipment onto the pool deck at the beginning of the lifeguard shift and securing the equipment at the end of shift
- Unlocking the pool gates on time
- Maintaining a rescue-ready body position while on duty/on deck
- Using effective & efficient scanning techniques when scanning the pool
- Enforcing pool rules
- Checking in college Wellness Members for Lap Swim
- Activating the Emergency Action Plan (EAP) in the event of a water or other facility emergency (See EAP)
- Securing the facility when leaving (Locking pool gates)

Also,

- Maintaining current lifeguarding, CPR, AED, and First Aid Certifications
- Attending mandatory, in-service trainings as scheduled
- Completing a minimum of four hours of swim workout every month
- Removing pool covers or covering pool as required
- Leading by example

Professional implies:

- Arriving for your shift on time, in uniform and ready to work
- Finding your own SUBSTITUTE from the Ohlone lifeguard team to cover your shift if you cannot make it
- Keeping your SKILLS current and sharp
- Interacting with students, staff and patrons in a respectful and courteous manner
## Emergency Contact Numbers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>District Number</th>
<th>Mobile Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP, Administrative Services</td>
<td>Ron Little</td>
<td>510-659-7307</td>
<td>415-470-1240</td>
</tr>
<tr>
<td>Chief of Police</td>
<td>Steve Osawa</td>
<td>510-659-6113</td>
<td>650-773-8101</td>
</tr>
<tr>
<td>Campus Police Services (CPS)</td>
<td>Main</td>
<td>510-659-6111</td>
<td></td>
</tr>
<tr>
<td>Facilities and Grounds Manager</td>
<td>David Orias</td>
<td>510-659-6105</td>
<td></td>
</tr>
<tr>
<td>Dean of Kinesiology, Athletics, and Newark Campus Division</td>
<td>Chris Warden</td>
<td>510-659-7382</td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY ACTION PLAN

Lifeguard Recognizes Emergency Situation and Responds...

<table>
<thead>
<tr>
<th>Water Rescue / Care Required</th>
<th>Non-Water Emergency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loud, 2-whistle-blasts to signal emergency</strong></td>
<td>One whistle blast</td>
</tr>
<tr>
<td>Pool cleared as required</td>
<td>Acquire consent to assist from victim</td>
</tr>
<tr>
<td><strong>Activate EMS (911) as necessary,</strong></td>
<td>Provide Care as required</td>
</tr>
<tr>
<td>Seek assistance as required</td>
<td>Secure Facility as required</td>
</tr>
<tr>
<td>Approach Victim</td>
<td><strong>Notify Campus Police (510-659-6311) and/or EMS (911)</strong></td>
</tr>
<tr>
<td>Acquire consent to assist</td>
<td>Release Care of Victim</td>
</tr>
<tr>
<td>Make contact with victim and move to safety</td>
<td></td>
</tr>
<tr>
<td>Remove from water</td>
<td></td>
</tr>
<tr>
<td>Assess victim’s condition</td>
<td>Complete Accident Report &amp; note any corrective action that needs to take place to prevent accident from reoccurring.</td>
</tr>
<tr>
<td>Administer first-aid &amp; care as required</td>
<td>Check and Replace Safety Equipment</td>
</tr>
<tr>
<td><strong>Notify Campus Police (510-659-6311)</strong></td>
<td>Return to Duty</td>
</tr>
<tr>
<td>Release care of victim to Campus Police/ EMS Personnel as appropriate</td>
<td>Submit completed report to VPAS office within 24 hours</td>
</tr>
<tr>
<td>Complete Accident Report &amp; note any corrective action that needs to take place to prevent accident from reoccurring.</td>
<td>Debrief with VPAS and Lifeguard Team</td>
</tr>
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<td>Check and Replace Rescue Equipment</td>
<td></td>
</tr>
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*For a potential spinal injury, take the victim to the closest wall for back-boarding.*
Accident/Incident Reports

Accident/Incident Reports are to be completed by the Lifeguard on duty at the end of his/her shift. Accident/Incident Reports should be filled out for any injury, accident, or incident occurring at the Ohlone Aquatics Facility. The Accident/Incident Report is an important aspect of our operations. Completed reports must be submitted to the VPAS Office within 24 hours of incident/accident. A copy will be filed with the office of Campus Police Services and may be used in the future in the event of any litigation. If an injury occurs on the premises, even if the injury is minor, an Incident Report must be completed by the responding lifeguard.

Incidents are those events that fall outside of normal operations of facility management and require additional action/attention by lifeguards to mitigate further harm/injury to patron(s). Incidents may include events such as thefts, abusive language directed towards patrons or staff members, fights, vandalism, or any circumstance in which CPS assistance is summoned. These reports need to be completed completely and accurately. This is for your protection. Details will be critical if in the future any legal action is taken in any situation.

Reporting Procedures

- Respond to the incident or accident.
- Ensure the safety of all aquatic patrons.
- Clear the pool/facility as required.
- Resume activity when appropriate.
- Fill-out an incident report completely and accurately at the end of the lifeguard shift.
- Identify witnesses and include in report.
- Submit the report to the VPAS Office within 24 hours.
- Always contact the VPAS and/or Campus Police, in-person, in the event of a major incident or accident.
- Debrief with the Team when appropriate.
**Equipment Failure**

The pool should be closed in the event of a failure in any of the pool circulation or treatment equipment (pump, filter, chemical feeder). Should other equipment fail, there may be a need to close the pool, depending on whether the failure of the equipment poses a safety hazard. For example, if one of the main drain covers were to fail, a safety hazard would exist without a cover on the main drain. The failure would thus constitute a safety hazard and the pool would need to be closed. When in doubt, check with the VPAS or Dean of Athletics.

**Power Outage**

In the event of a power outage, clear the pool of swimmers immediately and close the pool. The pool should remain closed until power is fully restored, with the lighting and filtration systems back on line.
ACCIDENT/INCIDENT REPORT FORM: AQUATICS

Date of incident: _______________ Time: ________ AM/PM

Name of injured Party: ____________________________________________________________

Address: ______________________________________________________________________

Phone Number(s): ______________________________________________________________________

Male _____ Female _____ Date of Birth: ____________________________

Who was the injured person? (circle one)    Student  College Employee  Other

Type of injury: ______________________________________________________________________

Details of incident (continue on back if needed): ______________________________________________________________________

Location of Incident: (describe the location below and mark an X on the facility diagram)

Location: ______________________________________________________________________

Water Depth (if water rescue): ______________________________________________________________________

Water Conditions: ______________________________________________________________________

Facility Conditions: ______________________________________________________________________

Party required first aid/ emergency care?    Yes ___ No _____

If yes, describe type of care provided (continue on back if needed): ______________________________________________________________________

Party required physician/hospital visit?    Yes ___ No _____

Was the injured person released to Campus Police or Emergency Services personnel? ______

Follow-Up procedures/ corrections needed?    Yes ___ No _____

If yes, describe (continue on back if needed):

- Over-
*No medical attention was desired and/or required by Party.

Signature of Party

Date

**Staff Information:**
Name and Position title of staff that provided care: ____________________________

Name(s) of assisting lifeguard(s) or staff involved in incident: ____________________________

__________________________________________

__________________________________________

**Report Prepared By:**
Name: ____________________________ Position: ____________________________

Signature: ____________________________ Date: ____________________________

**Witnesses** (attach witness descriptions of incident)
Name: ____________________________ Phone: ____________________________

Address: ____________________________

City: ____________________________ State: _________ Zip: ____________

**Witnesses** (attach witness descriptions of incident)
Name: ____________________________ Phone: ____________________________

Address: ____________________________

City: ____________________________ State: _________ Zip: ____________

*Return this completed report to the Vice President of Administrative Services Office within 24 hours of incident/accident.*

Additional Information:
EMERGENCY EVACUATION
OF
CAMPUS BUILDINGS

FIRE/BOMB THREAT:
When the alarm sounds, DO NOT PANIC. Leave by the nearest exit or stairway.
DO NOT USE THE ELEVATORS.
All persons will evacuate to at least 150 feet from the buildings.

EARTHQUAKE:
If indoors, stay indoors. Take precautions:
- Get under a table or desk
- Stand in an interior doorway
- Kneel down in a corner of the room
- Hold your hands or books over your head
- Stay away from windows
- Wait until the earthquake is over
- Use stairways, NOT ELEVATORS, to evacuate
- Cautiously leave building
- Watch out for falling roof tile

If outside, move away from buildings and utility wires.
Once in the open, stay there until the earthquake is over. DO NOT GO BACK INSIDE.

IN A DISASTER, YOU MUST EVACUATE AS FOLLOWS:
Persons in buildings 1, 2, 3, 4, 5, 14, 15, 16/17, 24, 25, 26, and 27 evacuate to lots C, B, and A in that order.

Persons in buildings 6, 7, 8, 9, 10, 12, 19, 20, and 22 evacuate to the Men’s Baseball Field.

SPECIAL PRECAUTIONS MUST BE TAKEN TO ENSURE THAT PERSONS WHO HAVE IMPAIRED HEARING ARE NOTIFIED AND PERSONS WITH DISABILITIES ARE ASSISTED AS APPROPRIATE.

EMERGENCY PHONE NUMBERS:
For Campus Police
- From Campus Phones – dial ext. 6111
- From Campus Payphones – dial *81
- From off Campus – dial (510) 659-6111

For Fremont or Newark Emergency
- From Campus Phones – dial 9-911
- From Payphones on or off campus – dial 911

Rev. 11/5/08
ONE-RESCUER CPR

Notes:

- Activate the EAP, size-up the scene for safety and then perform a primary assessment.
- Always follow standard precautions when providing care.
- Ensure the victim is on a firm, flat surface, such as the floor or a table.

If the victim is not breathing and has no pulse:

1. Give 30 chest compressions.
   - Push hard, push fast.
     - Compress the chest at least 2 inches for an adult, about 2 inches for a child and about 1½ inches for an infant at a rate of at least 100 per minute.
     - Let the chest rise completely before pushing down again.
   - For an adult or a child:
     - Place the heel of one hand on the center of the chest with the other hand on top.
     - Keep your arms as straight as possible and shoulders directly over your hands.
   - For an infant:
     - Place one hand on the infant’s forehead.
     - Place two or three fingers on the center of the chest just below the nipple line (toward the infant’s feet).

2. Give 2 ventilations.

3. Perform cycles of 30 compressions and 2 ventilations.

Continued on Next Page
Two-Rescuer CPR—Infant

Notes:
- Activate the EAP, size-up the scene for safety and then perform a primary assessment.
- Always follow standard precautions when providing care.
- Ensure the victim is on a firm, flat surface, such as the floor or a table.

If the victim is not breathing and has no pulse:

1. Rescuer 2 finds the correct hand position to give chest compressions.
   - Use the two-thumbs-encircling technique on the infant’s chest.
     - Place thumbs next to each other on the center of the chest just below the nipple line.
     - Place both hands underneath the infant’s back and support the infant’s back with your fingers.
     - Ensure that your hands do not compress or squeeze the side of the ribs.
   - If available, a towel or padding can be placed underneath the infant’s shoulders to help maintain the head in the neutral position.

2. Rescuer 2 gives chest compressions.
   - Push hard, push fast.
     - Compress the chest about 1½ inches for an infant at a rate of at least 100 per minute.

3. Rescuer 1 gives 2 ventilations.

4. Perform about 2 minutes of compressions and ventilations.
   - Perform cycles of 15 compressions and 2 ventilations.
5  Rescuers change positions about every 2 minutes.
   - Rescuer 2 calls for a position change by using the word "change" in place of saying "15" at the end of the last compression cycle.
   - Rescuer 1 gives 2 ventilations.
   - Rescuer 2 quickly moves to the victim’s head with his or her own mask.
   - Rescuer 1 quickly moves into position at the victim’s chest and locates correct hand position on the chest.
   - Changing positions should take less than 5 seconds.

6  Rescuer 1 begins chest compressions.
   - Continue cycles of compressions and ventilations.

Continue CPR until:
   - You see an obvious sign of life, such as breathing.
   - An AED is ready to use.
   - Another trained responder takes over.
   - EMS personnel take over.
   - You are too exhausted to continue.
   - The scene becomes unsafe.

Note:
   - Count out loud or to yourself to help keep an even pace.
**USING AN AED**

**Note:** Activate the EAP, size-up the scene for safety and then perform a primary assessment. Always follow standard precautions when providing care.

If the victim is not breathing and has no pulse:

1. Turn on the AED and follow the voice and/or visual prompts.

2. Wipe the victim's bare chest dry.

**Tip:** Remove any medication patches with a gloved hand.

3. Attach the AED pads to the victim’s bare, dry chest.
   - Place one pad on the victim’s upper right chest and the other pad on the left side of the chest.
   - For a child or an infant: Use pediatric AED pads, if available. If the pads risk touching each other, place one pad in the middle of the child’s chest and the other pad on the child’s back, between the shoulder blades.
Plug in the connector, if necessary.

Stand clear.
- Make sure that no one, including you, is touching the victim.
- Say, “Everyone, stand clear!”

Analyze the heart rhythm.
- Push the “Analyze” button, if necessary. Let the AED analyze the heart rhythm.

Deliver a shock or perform CPR based on the AED recommendation.
- If a shock is advised:
  - Make sure no one, including you, is touching the victim.
  - Say, “Everyone, stand clear.”
  - Deliver the shock by pushing the “Shock” button, if necessary.
  - After delivering the shock, perform about 2 minutes of CPR.
  - Continue to follow the prompts of the AED.
- If no shock is advised:
  - Perform about 2 minutes of CPR.
  - Continue to follow the prompts of the AED.

Notes:
- If at any time you notice an obvious sign of life, such as breathing, stop CPR and monitor the victim’s condition.
- The AED will not advise a shock for normal or absent heart rhythms.
- If two trained rescuers are present, one should perform CPR while the second rescuer operates the AED.