

Name of Facility _____

Site Address _____

Telephone _____

Prepared By _____

Title _____

Signature _____ Date _____

New York State Sanitary Code 6-2 requires that beach operators develop, update and implement a written safety plan. This plan must be submitted to your local health department for their review and approval. The plan must include procedures for daily bather supervision, injury prevention, reacting to emergencies, injuries and other incidents, providing first aid and summoning help.

At ocean surf beaches, the safety plan shall be developed in consultation with an individual having adequate ocean surf lifeguarding experience.

- Name of this individual _____
- Credentials _____

Please review and complete this document. Include any attachments (i.e. photos), as necessary. Once completed, it will serve as your facility's comprehensive written safety plan, which will meet the requirements of the State Sanitary Code (SSC). This plan must meet the specific conditions of your facility and operations, as well as serve as a training and reference document for you and your staff. Local rescue, police and fire personnel should be consulted when developing your beach safety plan.

Additional information may be obtained at <http://www.nyhealth.gov/>

Please send a copy to:

And, please retain a copy of this document for your use.

FOR LHD USE ONLY

Approved ☐ Yes ☐ No

Reviewer _____

Title _____ Date _____

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BEACH CHARACTERISTICS

Name of Facility _____

1. Please indicate what your beach operation is associated with:

☐ Homeowner association ☐ Campground ☐ Temporary residence ☐ Municipality ☐ School ☐ Other _____

2. Please fill in the table below for each beach:

<i>Beach No.</i>	<i>Type of Beach (Lake, Surf, River)</i>	<i>Length of Regulated Beachfront (Yards)</i>	<i>Minimum Depth (Feet)</i>	<i>Maximum Depth (Feet)</i>	<i>Diving Allowed?</i>	<i>Slides?</i>	<i>Supervision Level (I, IIb, III, IV)</i>
1					☐ Yes ☐ No	☐ Yes ☐ No	
2					☐ Yes ☐ No	☐ Yes ☐ No	
3					☐ Yes ☐ No	☐ Yes ☐ No	
4					☐ Yes ☐ No	☐ Yes ☐ No	
5					☐ Yes ☐ No	☐ Yes ☐ No	

BATHER SUPERVISION

- The effective supervision of all bathers is essential to safety. **Inadequate supervision has been determined to be a contributing cause in over half of all drownings at regulated beaches in New York State.**
- A system is to be established that allows for continuous supervision and adequate visual surveillance of the bathers. This system will vary depending on the level of supervision required at each facility type.
- Supervision Level I must be provided at all ocean surf beaches, including those associated with a temporary residence or campground.
- When a beach, other than surf, is part of a temporary residence or campground as defined in SSC Subparts 7-1 and 7-3, the operator must provide either Supervision Level IIb, III, or IV aquatic supervision, as defined in SSC Subpart 6-2.
- For other beaches, not associated with a temporary residence or campground, the supervision level required at each is dependent on water depth, size of the beach area, diving boards, slides, flotation devices used, bottom conditions and bottom slope at beaches, and surf beaches. (Please refer to SSC Sections 6-2.17 and 6-2.20.)
- Additional supervisory staff may be required by the permit-issuing official (PIO). Factors, including but not limited to: beach shape, diving board use, patron decorum, patron alcohol consumption, and bathing facilities used primarily for the developmentally disabled may be the basis for increased coverage.
- Homeowner beaches are exempt from Subpart 6-2, Bathing Beaches, **except:**
 - An ocean surf beach is not exempt;
 - If a homeowner beach is used by people other than the owner/residents, their friends, renters or guests, then the operator must comply with applicable regulations during those periods of use. (Please refer to SSC Section 6-2.17(a)(2).)

Is your beach part of a homeowner association and an ocean surf beach?

☐ Yes ☐ No

Is your beach part of a homeowner association that allows outside groups to use it?

☐ Yes ☐ No

If “yes” to either question above, please continue.

Supervision I or IIb

Supervision Level I – Surf Lifeguard

- Is required at **all** ocean surf beaches, including those associated with a homeowner association and a temporary residence or campground.

Supervision Level IIb – Beach Lifeguard

- Unless associated with a temporary residence or campground, Supervision Level IIb is required when any of the following are present: water depth within the designated bathing area is five feet or greater; diving boards; flotation devices other than U.S. Coast Guard Type I-III; bottom conditions hazardous to bathers; aquatic amusements; bathing area perimeter is 50 feet or more from shore; beach bottom slope is steeper than 1:8; slides that discharge into the water.

Do you provide Supervision Level I at your facility?

☐ Yes ☐ No

If “yes,” please continue with questions 3-22 and 33-64.

Do you provide Supervision Level IIb at your facility?

☐ Yes ☐ No

If “yes,” please continue with questions 9-22 and 33-64.

Supervision Level III or IV

- Are supervisory staff, provided by the facility, who possess certain skills and requirements per SSC Section 6-2.20.
- May be selected when the bathing facility is part of a temporary residence or campground.
- If part of a temporary residence or campground, when Supervision Level III or IV is selected, on-premise CPR is not required.
- If a temporary residence or campground operator **allows persons other than registered overnight patrons and their guests to use the beach**, then the operator must provide a level of supervision during that period of use which is consistent with the beach characteristics. (Please refer to Subpart 6-2.17(2).)
 - Beaches with water depth 5 feet or more, diving boards, water slides, flotation devices (other than U.S. Coast Guard Type I–III Label), bottom conditions hazardous to bathers, aquatic amusements, bathing area perimeter is 50 feet or more from shore, or beach bottom slope is steeper than 1:8 must provide Supervision Level II, a lifeguard.
 - When a beach otherwise qualifies for Supervision Level IV, on-premise CPR certified staff are required.

Supervision Level IV

- Supervision Level IV may be selected if the water depth within the designated bathing area is less than five feet and the bathing area perimeter is less than 50 feet from shore.
- At Supervision Level IV, the aquatic staff shall be on premises at all times the beach is in use with periodic visual checks of the waterfront conducted and logged.

Do you provide Supervision Level III at your facility?

☐ Yes ☐ No

If “yes,” please continue with questions 23 and 33-64.

Do you provide Supervision Level IV at your facility?

☐ Yes ☐ No

If “yes,” please continue with questions 23-64.

Supervision I

- All ocean surf beaches, including those owned and operated by homeowner associations, are required to have at least one Supervision Level I aquatic supervisory staff who is trained and certified in the operation and use of an automated external defibrillator (AED) approved by a nationally recognized organization or the state emergency medical services council.
- This certified Supervision Level I staff must be present and available at all times the beach is open for use.
- The training and certification records must be available for review during inspections.

3. How many Supervision Level I staff do you have who are certified in using AEDs?

Number of staff _____

☐ All staff are trained and certified in the use of AEDs

4. Is at least one Supervision Level I staff who is certified in using AEDs on-site and available at all times when the beach is open for use?

☐ Yes

Emergency Equipment – AED

- At ocean surf beaches, at least one AED must be provided by the operator and maintained on-site.
- The beach operator must implement a Public Access Defibrillator (PAD) program as defined in 6-2.2(i) of Subpart 6-2.
- The following must be maintained and available on-site for review during inspections:
 - A copy of the collaborative agreement between an emergency health care provider and the ocean surf beach operator;
 - A copy of the notification to the Regional Emergency Medical Services Council (REMSCO) of the existence, location, and type of automated external defibrillator;
 - The records of AED maintenance and testing specified by the manufacturer's standards.

5. How many AEDs do you have on-site? _____

6. Where are the AEDs located?

☐ At lifeguard chairs ☐ At the first aid station

☐ Other (Specify) _____

7. Indicate the procedure used to summon the AED certified staff and the AED to an emergency:

☐ All lifeguards are certified in AED use and have one with them at their station

☐ Other

8. What is the emergency response time for getting the AED and AED certified staff to the emergency site?

☐ Within 1 minute ☐ 1-3 minutes

☐ Other (Specify) _____

Please attach a copy of the signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO) as defined in the PAD program requirements.

☐ Yes, I have attached the above.

Supervision I or IIb

When developing your supervision and surveillance system for your facility, many factors must be considered to ensure total visual coverage of the bathing area and that the lifeguards are able to perform their duties when bather density is high:

- Number of lifeguards necessary
 - **SSC requires one lifeguard for each 50 yards of beach or fraction thereof. 6-2.17(a)(4)**
 - Additional lifeguards may be necessary depending on the beach shape, diving board use, patron decorum, patron alcohol consumption, and usage by developmentally disabled patrons. **6-2.17(a)(5).**
 - Bathers tend to congregate in shallow water areas.
 - Consider peak uses such as exceptionally warm weather, holidays, etc.
 - Swim classes or use of the facility by outside groups may necessitate additional staff.
 - There should be enough lifeguards to provide coverage during breaks or when other lifeguards take days off.
- Supervising Lifeguards
 - **When a beach is required to provide three or more aquatic staff, a supervising lifeguard is required. 6-2.17(a)(8)**
 - The supervising lifeguard must oversee and manage lifeguards to ensure proper positioning, zones of coverage and that in-service training/drills are performed.
- Positioning
 - **A minimum of one lifeguard chair is required for each 50 yards of supervised beach or as specified in this plan, as approved. 6-2.17(b)(3)**
 - **Where swimming or diving is permitted more than 150 feet from shore, lifesaving patrol boats or offshore lifesaving stations must be provided. 6-2.17(b)(3)**
 - Elevated lifeguard chairs, equipped with an umbrella or shade, are required at all beaches which provide Supervision Level I or IIb.
 - Chairs must be located to compensate for glare and blind spots, and in positions which provide complete surveillance coverage of the beach area.
 - Lifeguards must have designated areas of responsibility and be able to have total visual surveillance of that swim area.
 - Consider bather densities and locations, which may require additional lifeguards and various positioning schemes.
- Rotations
 - **Proper chair rotation procedures must be followed to ensure no interruption in surveillance.**
 - Rotating lifeguards must maintain constant surveillance of the area of responsibility and not be distracted during a chair rotation.
- Breaks
 - **Lifeguards should take frequent breaks to avoid fatigue, but there must be enough coverage during these times or the beach must be closed and posted as such.**
- Please refer to SSC Section 6-2.17.

Number of Lifeguards

9. How many lifeguards will you use to properly supervise your bathing facilities?
(Please list all your beaches with the number of lifeguards for each below.)

<i>Beach No.</i>	<i>Bathing Beach (Name and Type)</i>	<i>Length of Beach (Feet)</i>	<i>Number of Lifeguards</i>	<i>Number of Elevated Lifeguard Chairs</i>
1				
2				
3				
4				
5				

10. Will you use additional lifeguards at any time during your season? ☐ Yes ☐ No
(If "Yes," please complete a. and b.)

a.

<i>Beach No.</i>	<i>Number of Lifeguards</i>						
	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
1							
2							
3							
4							
5							

- b. Please explain why/when you will use additional lifeguards:

Supervising Lifeguards

Supervising Lifeguards are required:

- When the facility is required to provide three or more aquatic staff;
- If employing a 15 year old lifeguard.

The supervising lifeguard must be on-site, in the beach area, to oversee and manage lifeguards.

11. Is your beach required to have a supervising lifeguard? ☐ Yes ☐ No
(If "Yes," please complete a.)

a. Indicate the duties of your supervising lifeguard:

- ☐ Supervise the lifeguard staff
- ☐ Scheduling of lifeguards to ensure adequate coverage
- ☐ Ensure implementation of lifeguarding policies and procedures
- ☐ Coordinate in-service training/drills of lifesaving skills and emergency response procedures
- ☐ Other (List):

1. _____
2. _____
3. _____
4. _____

Glare and poor water clarity are key contributing factors in many drownings.

Lifeguard Positioning

12. What is the distance between the elevated lifeguard chairs?

- ☐ Less than or equal to 50 yards
- ☐ Greater than 50 yards (Specify) _____ yards

a. If greater than 50 yards, please explain your rationale for this. (Indicate the response time for the lifeguard from the chair to the furthest point within his/her surveillance area.)

13. How will staff compensate for glare and blind spots and obtain complete visual coverage?

(Check all that apply.)

- ☐ Not a problem at my beach
- ☐ Use in-water positions (i.e. on raft)
- ☐ Move lifeguard chairs
- ☐ Other (Specify) _____

14. Do you provide lifesaving patrol boats/boards or offshore lifesaving stations? ☐ Yes ☐ No

Lifeguard Rotations

- **NYS drowning data indicates that many drowning incidents have occurred directly before, during, and directly after a chair rotation because the lifeguards were distracted and did not provide constant patron surveillance during the rotation procedure.**
- During that period when lifeguards rotate their chair positions, if proper chair rotation procedures are not followed, a lifeguard can be temporarily distracted.
- Lifeguard rotations should take place on a regular schedule and should follow a defined pattern.
- Continuous coverage must be provided when changing or rotating lifeguards.
- Additionally, periodic rotations to different stations helps keep lifeguards alert.

15. Do you use multiple lifeguards at your beach? ☐ Yes ☐ No

(If "Yes," please complete a., b. and c.)

a. Do you have an established chair rotation procedure? ☐ Yes

b. Does your chair rotation procedure ensure that there is continuous lifeguard surveillance of patrons during the change?
☐ Yes

c. How frequently do your lifeguards rotate?

☐ Every 30 minutes ☐ Every 60 minutes

☐ Other (Specify) _____

Lifeguard Breaks

- **Failure to take breaks has been identified as a contributing factor in drownings in NYS.**
- Lifeguards need to take frequent breaks to avoid mental and physical fatigue.
- Research indicates that lifeguard attentiveness declines after 30 minutes.
- Scheduled breaks and rotating to different stations can keep lifeguards alert and ready to respond.
- If another lifeguard is not available to cover during breaks, (at single guard facilities), the beach must be closed during the breaks.

16. How frequently do your lifeguards take breaks (include lunch)?

☐ Every 30 minutes ☐ Every 60 minutes

☐ Other (Specify) _____

17. What is your protocol for bather supervision during lifeguard breaks or when a lifeguard takes the day off?

☐ Use other lifeguards to cover ☐ Close the beach/sections (Please answer a. and b.)

a. Who is responsible for clearing and closing the beach during these breaks?

☐ Lifeguard ☐ Maintenance staff ☐ Facility operator

☐ Other (Specify) _____

b. Who assures that no one enters the water while the beach is closed?

☐ Lifeguard ☐ Maintenance staff ☐ Facility operator

☐ Other (Specify) _____

Distractions

- **Lifeguard distractions and intrusions have been identified as contributing factors in drownings.**
- Distractions occur when lifeguards engage in activities such as using cell phones, reading or having lengthy conversations with patrons or others.
- Many lifeguards are assigned additional duties at a bathing facility. These duties must not intrude upon the lifeguard's primary responsibility of guarding.

18. Are your lifeguards assigned any additional duties at your facility? ☐ Yes ☐ No

Please list other duties below:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

19. Will you restrict the lifeguards from performing these other duties while guarding? ☐ Yes ☐ N/A

Use of Beach by Outside Groups

- If you allow outside groups to use your beach and they use their own lifeguard, there must be a plan for coordination of supervision, emergency response procedures and water quality issues during these times.

20. Do you allow outside groups who provide their own lifeguard to use your beach? ☐ Yes ☐ No

(If "Yes," please complete a.-f.)

- a. Is the outside group's lifeguard familiar with your safety plan and emergency procedures? ☐ Yes
- b. Is the emergency telephone and safety and first aid equipment available for use during these periods? ☐ Yes
- c. Who is responsible for activating the emergency response plan, if needed?
- ☐ Outside group's lifeguard
- ☐ Other (Specify) _____
- d. What is the availability of this person (indicated in c. above)?
- ☐ On-site ☐ On-call
- ☐ Other (Specify) _____
- e. Who is responsible for addressing water quality issues at your beach during the time an outside group is using the beach?
- ☐ Maintenance staff ☐ Facility operator
- ☐ Other (Specify) _____
- f. What is the availability of this person (indicated in e. above)?
- ☐ On-site ☐ On-call
- ☐ Other (Specify) _____

Use of Pool by Developmentally Disabled (DD) Groups

- Groups of developmentally disabled (DD) patrons may require additional assistance and supervision.
- Disabilities can include a loss, absence, or impairment of sensory, mental or motor function.
- Patrons with impaired motor function may have difficulty navigating at a beach. Those with hearing, vision, or mental function impairments may not be able to hear, read or understand directions provided verbally or in signs.
- Emergency response may need to include both auditory and visual signals and care and evacuation of patrons with disabilities may require additional assistance.
- Additional supervisory staff, including lifeguards and others, may be needed to assist groups of DD patrons.
- If an outside group of DD patrons uses the bathing facility, the operator must ensure that adequate supervision and emergency response is in place.
- **An analysis of the NYSDOH's investigation of 10 drowning incidents of DD patrons revealed several common factors.**
- **In response to these factors, additional recommendations were developed for the staff responsible for the care of DD individuals.**
- ***The operator of a bathing beach should coordinate with the DD group's staff to ensure that the following guidance is addressed:***
 - DD staff responsibilities should be clear.
 - Those responsible for providing supervision must be at the waterfront directly supervising patrons.
 - DD staff must not be distracted by conversations or other activities that interfere with their responsibility of supervising the patrons assigned to them.
 - DD staff to patron assignments should be specific.
 - DD staff to patron ratio should be consistent with level of disability.
 - One on one supervision should be provided for patrons with seizure disorders, with the DD staff person in the water providing direct supervision of that patron.
 - Non-swimmers should be restricted to water depths no greater than chest deep with a process for implementing this developed and which may include positioning of DD staff in the water.
 - Personal flotation devices (PFDs) must be properly sized and fitted to be effective; however, they are not a substitute for close supervision. PFDs can be removed, rendering them ineffective and potentially leaving the consumer in water deeper than is appropriate for their height or abilities.
 - Patron supervision should not be interrupted by DD staff performing other duties, such as escorting patrons to the restroom.

21. Do groups of DD patrons use your beach? ☐ Yes ☐ No
(If "Yes," please complete a. and b.)

a. Does the DD group provide additional supervision of these patrons as specified above? ☐ Yes ☐ No
(If "No," explain how adequate supervision is provided.)

b. How do you ensure that there is adequate supervision for DD patrons?

- ☐ Written agreement with the group's organization/responsible staff
- ☐ Other (Specify)

Instructional Activities

- Investigations of drownings that occurred during instructional activities, such as learn to swim programs, physical education classes, and swim team activities, have determined that if the lifeguard is performing instructional activities, it distracts from lifeguarding duties and has been a contributing factor in drownings.
- As a result, when the lifeguard is providing instruction, a second person must be provided for bather supervision:
 - Another Supervision Level IIb (lifeguard dedicated to guarding only); or
 - A Supervision Level III (responsible person)
- At least one additional qualified staff must be provided for each required lifeguard engaging in instructional activities.

22. Is your bathing facility used for instructional activities, such as learn to swim programs, physical education classes (open and instructional classes), and swim team activities (practices and meets)? (If "Yes," please complete a.) ☐ Yes ☐ No

a. Who is the second person used for bather supervision?
(If you use a Level III staff, please complete 1), 2), 3), 4).)

☐ Lifeguard ☐ Level III staff

1) Please list the duties of the Level III supervisory staff? (Please list below.)

a) _____

b) _____

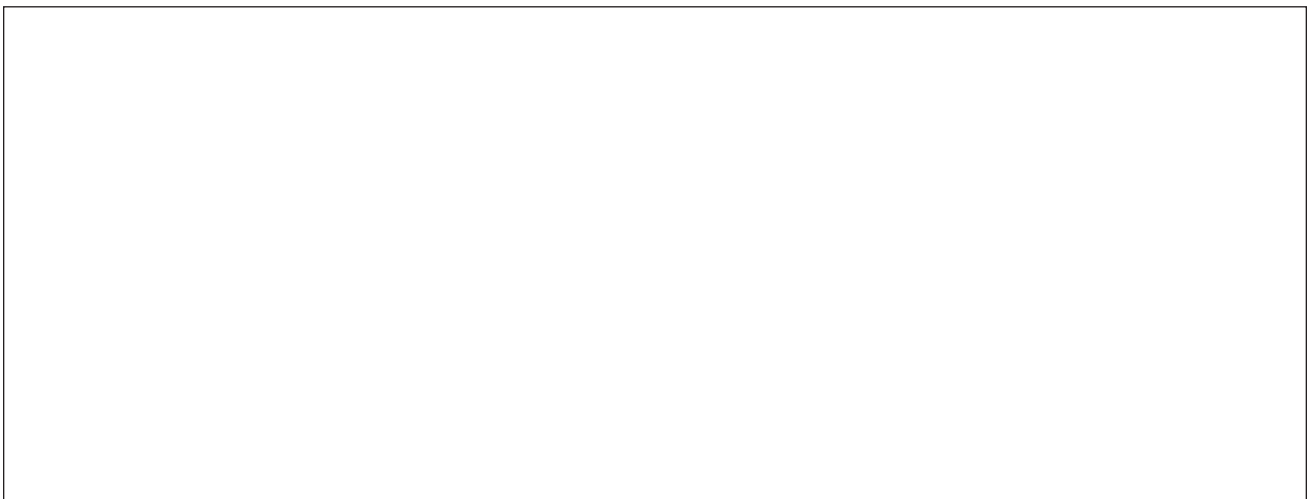
c) _____

d) _____

2) Does the Level III staff work under the direction of the lifeguard, providing additional surveillance, to ensure adequate bather supervision and emergency response? ☐ Yes

3) If the Level III staff notes an aquatic emergency, how does he/she communicate this to the lifeguard?

4) Please provide a sketch below to show the positioning of the Level III and Level IIb Supervision staff.



Supervision III or IV

Supervision Level III

- Can be chosen by the operator if the beach is associated with a temporary residence or campground.

Supervision Level IV

- Is allowed if the water depth within the designated bathing area is less than five feet and the bathing area perimeter is less than 50 feet from the shore;
- Can be chosen by the operator if the beach is associated with a temporary residence or campground.
 - **When the physical characteristics of the beach allows for Supervision Level IV, on-premise CPR certified CPR staff are required.**

- If the bathing facility is part of a temporary residence or campground, when Supervision Level III or IV is selected, the operator shall not allow the use of this bathing facility by persons other than registered overnight patrons of the temporary residence or campground and their guests.
- If the facility **allows persons other than registered overnight patrons and their guests to use the beach**, then the operator must provide the level of supervision appropriate for the physical characteristics of the beach. (Please refer to Subpart 6-2.17(a)(2).)
 - Supervision Level IIb is required when any of the following are present: water depth within the designated bathing area is five feet or greater; diving boards; flotation devices other than US Coast Guard Type I-III; bottom conditions hazardous to bathers; aquatic amusements; bathing area perimeter is 50 feet or more from shore; beach bottom slope is steeper than 1:8; slides that discharge into the water.
 - Supervision Level IV is allowed when the water depth within the designated bathing area is less than five feet and the bathing area perimeter is less than 50 feet from the shore.
 - When a beach otherwise qualifies for Supervision Level IV, on-premise CPR certified staff are required.

23. Is your bathing facility part of a temporary residence or campground?

☐ Yes ☐ No

(If "Yes," please complete a. and b.)

a. Do you allow persons other than registered overnight patrons to use your beach?

☐ Yes ☐ No

(If "Yes," you are required to provide Supervision Level IIb or IV, based on the physical characteristics, during the times the beach is used by the outside groups. Please complete the appropriate questions.)

b. If you provide Level III at your facility, who is the Supervision Level III staff who provides direct supervision at the beachfront during the times the beach is in use?

☐ N/A ☐ Owner/operator ☐ Facility manager

☐ Other (Specify) _____

Supervision IV

24. Is your facility required to provide on-premise CPR staff? ☐ Yes ☐ No
(If "Yes," please complete a., b. and c.)

a. Who is the on-premise CPR certified staff?

☐ Owner/operator ☐ Facility manager

☐ Other (Specify) _____

b. How is this person summoned to the emergency?

☐ This person is always within hearing distance of the beach area

☐ By telephone ☐ Cell phone that the person carries at all times

☐ Other (Specify) _____

c. What is the emergency response time for this person to the beach area?

☐ Within 1 minute ☐ 1-3 minutes

☐ Other (Specify) _____

A drowning victim has the greatest chance of survival if CPR is initiated immediately.

- If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.
- The longer the time period, the more probable it is that permanent neurological damage or death will occur.

Please refer to the Emergency Response section Pages 22-26 for additional information.

Daily Monitoring

- **Supervision Level IV** includes a combination of daily monitoring, posting required warning signs, providing patrons with the required rules in writing, enforcing all rules, providing conveniently located emergency communication and providing required safety equipment. To be in compliance with Supervision Level IV requirements, all of these components must be in place. (Please refer to SSC Section 6-2.17(a)(10).)

25. Who is the Supervision Level IV staff who performs visual checks and is on the premises during the time the beach is in use?

☐ Owner/operator ☐ Facility manager

☐ Other (Specify) _____

26. How often does the Level IV staff monitor the beach throughout the day?

☐ 1-2 times/day ☐ 2-5 times/day ☐ More than 5 times/day

☐ Other (Specify) _____

27. Who monitors to see that the rules are being followed?

☐ Owner/operator ☐ Maintenance staff ☐ Facility manager

☐ Other (Specify) _____

28. Who is responsible for performing the daily compliance check (including safety equipment, water conditions, and hazard checks) prior to the beach opening each day?

☐ Owner/operator ☐ Maintenance staff ☐ Facility manager

☐ Other (Specify) _____

29. Who maintains the daily log?

☐ Owner/operator ☐ Maintenance staff ☐ Facility manager

☐ Other (Specify) _____

Rules and Regulations

Supervision Level IV facilities must post specific beach rules which state:

- Two or more adults (18 years or older) must be present at the beach when beach is in use, with at least one adult on the beachfront.
- Children less than 16 years must at all times be accompanied by a parent or guardian or similar adult responsible for their safety and behavior while at the bathing facility.
- Swim only within the designated bathing area.
- Method of summoning on-premise CPR staff (only where CPR trained staff is required.)
- Location of free telephone and emergency numbers

Required Sign

30. Where is the required sign located?

☐ Beachfront

☐ Other (Specify) _____

Required Notification of Patrons

- Patrons must be provided with a written statement or brochure before they use the bathing facility. (Please refer to SSC Section 6-2.17(a)(10)(vii).)
- It is recommended that patrons be provided this information at the front desk at the time of check-in or at the time a lease agreement is signed with periodic reminder notices.
- ***In drowning investigations at Supervision Level IV facilities, failing to provide patrons with the written statement or brochure has been documented in many of the incidents.***

31. Is a written statement or brochure indicating the required rules provided to all patrons? ☐ Yes ☐ No

32. How and when is this information provided? (Check all that apply.)

☐ At the front desk at the time of check-in

☐ Patrons must sign saying they have received it

☐ At the time of the lease agreement

☐ Tenants must sign saying they have received it

☐ Periodic notifications are provided to tenants (Specify how and frequency) _____

☐ Other (Specify) _____

Please enclose a copy of this brochure.

CERTIFICATIONS – SUPERVISION I, IIb, III, IV

- It is the responsibility of the facility owner/operator to make sure that the supervisory aquatic staff they hire have the proper skills and certifications. Copies of these certifications must be maintained on-site and be available for inspection by DOH staff. **(Please contact your LHD for a list of acceptable courses.)**
- Please refer to SSC Sections 6-2.20 for aquatic supervisory skill requirements.

INJURY PREVENTION

The most important responsibility of a bathing facility operator and supervisory staff is the prevention of injuries at the facility. There should be an on-going comprehensive safety program at your facility.

Voluntary Hyperventilating and Extended Breath Holding

- **The practice of voluntarily hyperventilating (taking a series of deep breaths in rapid succession and forcefully exhaling) followed by underwater swimming or holding one's breath for extended periods of time is dangerous and has led to deaths.**
 - When you hyperventilate, you lower the percentage of carbon dioxide in the air that always remains in your lungs.
 - The carbon dioxide in the bloodstream is what triggers that part of the brain that controls breathing to initiate taking a breath.
 - By decreasing the available carbon dioxide, you can remain underwater because you delay the point at which the brain signals the need to take a breath.
 - When the oxygen level in the blood runs low before the carbon dioxide level rises to the point that triggers the breathing reflex, the swimmer loses consciousness.
 - The swimmer never actually feels as though a breath is needed.

Shallow Water Blackout

- Swimmers who practice prolonged underwater breath-holding are at risk for Shallow Water Blackout (SWB).
- SWB results from an insufficient amount of carbon dioxide to activate the body's natural impulse to breathe.
- ***Victims of hyperventilation and SWB are often skilled swimmers.***
- ***Victims can also be children and others who participate in 'hold your breath' games.***
- ***Lifeguards and other supervisory staff should be alert for this safety hazard and should discourage this behavior.***
- ***Operators should consider posting a sign explaining this hazard and prohibiting it at their beach.***

Waterfront Hazards

Identify potentially hazardous areas such as underwater slopes, holes, currents, stumps, rocks, diving boards, slides, etc. Such areas should be eliminated, marked to help patrons avoid the areas, or additional supervision provided for these areas.

33. Are there any potentially hazardous areas at your beach?

- ☐ Underwater slopes ☐ Stumps/rocks ☐ Holes ☐ Diving boards ☐ Currents ☐ Slides
☐ Other (Specify) _____

34. What are your plans for controlling or eliminating the hazards associated with these areas?

(Please specify hazards and how you will eliminate or control, ex. Rock-Remove from swim area.)

- ☐ Eliminate Hazard(s) _____
Specify how _____
- ☐ Mark Hazard(s) _____
Specify how _____
- ☐ Supervise Hazard(s) _____
Specify how _____
- ☐ Other Hazard(s) _____
Specify how _____

35. Who is responsible for addressing the hazards listed above?

- ☐ Owner/Operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Maintenance

Daily inspections of the beach area are necessary to assure that adequate safety levels are maintained. Any problems, such as unsafe water conditions, broken equipment, loose ladders, etc. are to be reported and immediately corrected. If the problem cannot be immediately corrected, the specific area or entire beach should be closed, as appropriate.

36. Who is responsible for performing the daily compliance check (including safety equipment, water conditions, and hazard checks) prior to the beach opening each day?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

37. To whom will maintenance issues and unsafe conditions be reported?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Rules and Regulations

- Operators must post signs stating the hours during which the beach is open and that swimming at other times is prohibited.
- Signs stating general rules must be posted conspicuously at the beach, dressing rooms and facility offices. These rules should prohibit urination, discharge of fecal matter, spitting and nose blowing, as well as govern the use of diving boards and slides. These rules may also include prohibitions against running, horseplay, use of alcohol, etc.

38. Where are your rules posted?

- ☐ Waterfront ☐ Bathhouse
☐ Other (Specify) _____

39. Who is responsible for enforcing the rules at your bathing facility?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

40. Who is responsible for preventing boaters from entering the swim area?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Diving Areas

- Diving areas require extra attention due to the potential for serious injury. Rules for the use of diving equipment should be developed, posted at the diving area and enforced.
- Diving from a raft, pier, or other platform is permitted in water at least 8 feet deep and extending out for at least 10 feet. (Refer to SSC Section 6-2.19 item 4.8.)
- Warning signs stating “No Diving” must be clearly posted in areas (docks, rafts, etc.) where diving is not allowed.

- **Most spinal cord injuries associated with diving incidents occur in the natural environment (lakes, rivers, etc.) and,**
- **Most occur in water depths less than 6 feet.**

41. Do you allow diving at your bathing facility? ☐ Yes ☐ No

a. If no, are warning signs stating “No Diving” clearly posted? ☐ Yes

b. Where are the diving rules clearly posted? _____

c. Who enforces these rules?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Water Slides

- Improper use of slides can result in serious injuries similar to those for diving boards.
- Sliding should be performed only in the sitting position facing forward.
- Rules for use of slides should be developed, posted at the slide and enforced.

42. Do you have slides at your beach? ☐ Yes ☐ No

a. If yes, where are the rules clearly posted? _____

Environmental Conditions and Weather

- Environmental conditions must be constantly evaluated at all beaches. Conditions which may require that the beach be cleared of bathers include: unsanitary water conditions, high turbidity, glare, thunderstorms, heavy rains or hailstorms, fog resulting in reduced visibility, heavy or high wave action, and dangerous currents.
- Each facility should have procedures in place for clearing the water when necessary. These procedures should include who is responsible for monitoring beach closure and what type of communication system will be used.

Lightning Tips

- The National Lightning Safety Institute recommends that bathing facilities monitor storm activities, suspend swimming activities when lightning is within 6-8 miles and wait until 30 minutes after lightning has been observed before resuming water activities.
- Designate a responsible person as the weather safety lookout. That person should keep an eye on the weather. Use a "weather radio" or the Weather Channel or other TV program to obtain good localized advanced weather information.
- When thunder and/or lightning are first noticed, use the Flash-To-Bang (F-B) method to determine its rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. Thus, a F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; etc. At a F-B count of thirty, the beach should be evacuated. People should be directed to safe shelter nearby.
- Swimming activities should remain suspended until thirty minutes after thunder or lightning were last observed.

43. When unsafe conditions occur, who is responsible for monitoring beach closure at your facility?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

44. When will you close the beach for thunderstorms?

- ☐ At the first sign of thunder or lightning
☐ Other (Specify) _____

45. What communication system is used for clearing the beach?

- ☐ Whistle (Specify signal) _____
☐ Bullhorn (Specify signal) _____
☐ Voice (Specify) _____
☐ Other (Specify) _____

46. When will you allow re-entry into the water?

- ☐ After at least 30 minutes without any thunder or lightning
☐ Other (Specify) _____

Medical Waste Contamination

Presence of Medical Waste at Beaches

- Medical debris consisting of blood vials, syringes, needles, medical or surgical gloves and other discarded medical supplies are sometimes found on beaches.
- Operators of beaches which have the potential for medical waste to wash up must have procedures in place for addressing this type of incident.

47. Is your beach at risk for medical waste contamination? ☐ Yes ☐ No
(If "Yes," please complete a.-f. Check all that apply for each question.)

a. Who is responsible for identifying medical waste at your beach?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

b. Who is the initial responder to this type of incident?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

c. Who is responsible for handling, storing and disposing of medical waste?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

d. Who is responsible for notifying the local health department?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

e. Who is responsible for monitoring the affected beach area?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

f. What is your procedure for addressing medical waste contamination?

- ☐ Close beach.
☐ If small amounts of medical waste are found on the beach only, do not close beach.
☐ If larger amounts of medical waste are found on the beach only, affected portion of the beach is closed.
☐ If large amounts of medical waste are found on the beach and/or floating in the water, close the entire beach.
☐ Other (Specify) _____

Fecal, Vomit and Blood Contamination Incidents

- Fecal, vomit and blood incidents which occur at beaches pose a potential risk of infection to bathers. Feces, vomit and blood may contain pathogenic or harmful bacteria, viruses and parasites, with diarrheal accidents being more indicative of an illness.
- Since disinfectants cannot be added to natural bodies of water, it is recommended that there be prompt removal of the stool or vomit. Dilution and circulation factors should be considered for the area, which is dependent on beach shape, wind, currents, etc., prior to reopening the beach.

EMERGENCY RESPONSE

- An effective prevention program will greatly reduce the occurrence of injuries. Any delay in response may increase the degree of injury or lead to death. A written procedure responsive to potential incidents or emergency situations must be developed and practiced.
- An emergency should be considered as any situation that jeopardizes the health and safety of a patron or diverts the supervisor's attention from general supervision of bathers.
- The facility name and street or 911 number should be clearly posted for emergency personnel to easily identify the address.
- Local rescue, fire and police personnel should be consulted when developing an emergency response plan.

Seizures

- Any person who suffers a seizure in the water and submerges should be transported to a medical facility regardless of apparent recovery.
- They should not be allowed back in the water for the rest of the day.

Emergency response procedures must include:

- Clearing the waterfront area
- Emergency care of the victim
- Contacting emergency personnel
- Crowd control
- Meeting and guiding emergency personnel to the site and/or victim
- Directing traffic
- Drills for emergency response situations

Search Procedures

- Time can be critical when searching for a lost bather. Lifeguards are trained in proper search methods and these can vary depending on the facility characteristics. Specific water search procedures should be established. Obtain a description of the missing individual and last location seen. A simultaneous land and water search should be initiated immediately.

48. Who is responsible for performing a lost bather search at your facility?
(Please answer a or b or both, if applicable.)

a. Supervision Level I or IIb Facilities

- ☐ Lifeguard ☐ Other (Specify) _____
- 1) Is there an established search procedure for the lifeguards? ☐ Yes ☐ No
- 2) How often do the lifeguards practice the search procedures and other emergency response drills?
☐ Once a week ☐ Other (Specify) _____

- Providing snorkel, masks and fins to the lifeguard(s) could assist in deep water rescues.

b. Supervision Level III or IV Facilities

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager
- ☐ Other (Specify) _____

49. Describe your lost bather search procedure.

Communication

- Communication is essential during an emergency. A chain of command should be developed as part of an emergency response plan. A phone or other acceptable means of communication must be provided at a convenient location at all waterfronts. All staff should know the location of the nearest telephone. Emergency phone numbers must be prominently posted at the telephone(s). A method of communication between staff such as whistles or hand signals should be established and staff should be familiar with it.

50. Is there a chain of command established for your facility during an emergency? ☐ Yes

51. Is a telephone or other means of communication readily accessible at the waterfront? ☐ Yes
Describe other _____

52. Where is the emergency phone with emergency numbers located?

- ☐ Beachfront ☐ Bathhouse ☐ Facility office
- ☐ Other (Specify) _____

In a near-drowning emergency, the sooner the rescue and first aid begins, the greater the victim's chance of survival.

- **If a drowning victim is rescued and effective ventilation and circulation is restored within 0-3 minutes of submersion, the victim has an excellent chance of normal survival.**
- **Within 3-5 minutes, survival may be likely, but the more probable it is that permanent neurological damage will occur.**
- **5 minutes or more, normal recovery is uncommon unless the water temperature is below 70°F.**

53. How far is the emergency phone from the waterfront?

- ☐ At beachfront ☐ 5-50 feet ☐ 51-100 feet ☐ 100-200 feet ☐ More than 200 feet
☐ Other (Specify) _____

54. Please indicate the emergency numbers _____

55. Where is the first aid room or first aid kit located?

- ☐ Beachfront ☐ Bathhouse ☐ Facility office
☐ Other (Specify) _____

- Usually a large number of people congregate at the scene of an emergency. The emergency plan must include crowd control and on-going supervision of the facility. Access for emergency personnel should be evaluated with an access route pre-determined. During an emergency it is extremely important to provide rescue personnel with detailed directions to your bathing facility.

56. Who is responsible for performing crowd control duties in the event of an emergency at the waterfront?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

57. What is your planned route to be used for emergency response and evacuation at your facility?

58. Who is responsible for meeting the emergency vehicle and directing it to the site?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Reporting

- The operator must keep daily records which indicate the number of bathers, number of lifeguards on duty, weather conditions, water clarity, water quality, any reported rescues, injuries and illnesses. These records must be available for review by the Permit Issuing Official for at least 12 months.

59. Who is responsible at your facility for maintaining the required daily records, including the injury/illness log?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

- It is the responsibility of the facility operator to report all incidents occurring at his or her bathing facility to the Permit Issuing Official (PIO) as soon as possible, but within 24 hours. Reportable incidents include those which result in death, require resuscitation, require referral to a hospital or other facility for medical attention or is a bather illness associated with bathing water quality.

Local Health Department Number _____

60. Who is responsible at your facility for reporting any of the above to the PIO?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

Training

- All staff involved in emergency response must be trained. Frequent trainings to reinforce the principles and rehearse the plan must be conducted.
- Supervisory staff must also practice their lifesaving skills regularly to remain proficient and able to perform rescues when required.

61. How often do staff practice the emergency response drills?

- ☐ Once a week ☐ Twice per month
☐ Other (Specify) _____

62. Who is responsible for conducting these trainings?

- ☐ Owner/operator ☐ Maintenance staff ☐ Facility manager ☐ Lifeguard
☐ Other (Specify) _____

63. Who participates in this training? (Please list job titles.)

- a. _____
b. _____
c. _____
d. _____
e. _____
f. _____

If you do not have an Ocean Surf Beach, yet provide AEDs at your beach:

- Please attach a copy of the signed Collaborative Agreement with the appropriate Regional Emergency Medical Services Council (REMSCO) as defined in the PAD program requirements.
- Please indicate any attachments with this document:
 - ☐ AED Collaborative Agreement
 - ☐ Staff certifications/credentials
 - ☐ Facility sketch
 - ☐ Additional emergency procedures
 - ☐ Level IV patron notification statement/brochure
 - ☐ Other (Specify) _____
- Please indicate the number of additional pages attached. _____

SKETCH/DIAGRAM OF BEACH

64. Sketch below or attach a diagram or photograph(s) of the beach area(s). Sketch must include:

- If you provide lifeguards, show the location of lifeguard positions and areas of lifeguard coverage for each position. Include the distances between lifeguards and indicate how you adjust for factors which could affect adequate supervision and coverage, such as glare, blind spots, bather load and density.
- If you use a Level III aquatic supervisory staff, please show the location for this person(s) position.
- Areas of responsibility for patron surveillance
- Float line placement
- Diving boards, slides and rafts
- Access points and sign locations
- First aid stations, emergency/lifesaving equipment (including AEDs) and telephone locations
- Lifesaving boat placement, etc.

Please attach additional pages, if necessary.