



Sample Aquatic In-Service Training Agenda

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MODEL AQUATIC IN-SERVICE TRAINING PROGRAM

ANNUAL IN-SERVICE TRAINING & MEETING SCHEDULE:

<u>Month</u>	<u>Focus</u>	<u>Month</u>	<u>FOCUS</u>	<u>Month</u>	<u>Focus</u>
January	Spinal Management	MAY	Water Skills	SEPTEMBER	Emergency Procedures
February	Water Skills	June	Emergency Procedures	October	Spinal Management
March	Emergency Procedures	July	Spinal Management	November	Water Skills
April	Spinal Management	August	Water Skills	December	Emergency Procedures

REGULAR MEETING AGENDA:

- **Welcome** – Introduction of new staff and “Y” Update 10 min.
- **Emergency Action Plan Review**
 - *See instructions on page #2*
 - *Quarterly Simulated Aquatic emergency Procedure* 30 min.
- **Scheduled Water Work Review**
 - *See In-Service Training & meeting Schedule above.* 30 min.
- **Safety Training** – Review Accident Reports
 - *See suggested safety topics on page #2* 15 min.
- **Life guarding and Scanning review** – Supervision Reports
 - *See suggested Lifeguard topics on page #2* 15 min.
 - Review Red Ball, Red Cap and Silhouette Drills each month.
- **First-Aid review**
 - *See suggested First-Aid topics on page #2* 15 min.

All Lifeguards are required to attend all scheduled In-Service trainings

To maximize the In-Service Training schedule it is suggested that training dates be established in January and a written calendar be made available to all the guarding staff at that time. The calendar should also be part of the hire packet for all new guarding staff. The goal is to have full attendance at all in-service trainings and in some cases that may mean to hold each training twice a month e.g.: a weekday evening and a weekend afternoon.

AGENDA ITEMS

Emergency Action Plan Review

Have two random lifeguards perform two separate (non-breathing) Emergency Action Plans; victim identification, entry, rescue, extrication, resuscitation, CPR, AED, Oxygen and simulated activation of EMS. Review procedures with all staff present.

NOTE: Although all staff will know of the emergency water rescue expectation in advance, nobody will know in advance which two guards will be randomly chosen to perform the rescues. Recommend two volunteers at the first In-Service Training and random thereafter.

A SIMULATED EMERGENCY PROCEDURE including ALL DEPARTMENTS will be practiced and documented four times a year. (example: March, June, September and December)

Safety Training:

Program Specific

Scuba
Springboard diving
Competitive swimming
Camps
Disabled
Seniors
Child Abuse Prevention

Facility Specific

Glare
Blind spot
Drains
Ladders
Surfaces
Opening and Closing
Security

General

Lifting
Hazardous-Communication
Personal Protective Equipment
Slips and Falls
Dangerous Conditions
Water Testing
Equipment

Lifeguard Review

Rotations
10 / 10 Rule
Accident/Incident Reports
Rule/Policy enforcement
Member Relations
Guard Supervision Reports
Life guarding Technique Video
Rental and Outside groups

Chairs vs. Guard Stands
Rescue Ready
Water/Weather conditions
Communications
Cell Phones
Electric Storms
Lessons vs. Guarding
Fecal Contamination

Music
Attire
Discipline
The Press
Distractions
Zone Coverage
Non-Swimmers
Scanning drills

First-Aid Review

CPR / AED
Bleeding
Seizure
Scrapes/Cuts
Medication Policy

BVM / Oxygen
Eyes
Heart Attack
Contusions
Heat Exhaustion / Stroke

Allergies
Sunburn
Stroke
Brakes / Sprains
Suction

SAMPLE

AQUATIC IN-SERVICE TRAINING AGENDA

VARIFICATION OF COMPLETION

Date = MM-DD-YY

- **Welcome** – Introduce of new staff and “Y” Update 10 min.
- **Emergency Water Rescue Review:**
 - *Submerged Victim – Active Victim* 30 min.
- **Scheduled Water Work Review:**
 - *Spinal Injury Management* 30 min.
- **Safety Training:**
 - *Review Accident Reports*
 - *Review Facility and Program Specific conditions*
 - *Water Testing – Interpretation – Action steps* 15 min.
- **Life guarding and Scanning review:**
 - *Overview of Lifeguard Supervision Reports*
 - *Review Zone coverage and Rotation schedules* 15 min.
 - *Review 10/10 Protection Rule*
 - *Review Rules and Policies – Enforcement*

Review Red Ball, Red Cap and Silhouette Drills each month.
- **First-Aid review:**
 - *CPR – AED - Oxygen* 15 min.

Staff Signatures:

The undersigned attended the aquatic in-service training on **Date = MM-DD-YY** and participated in all the above agenda items. *To be filed in individual Personnel Folders.*

Print Name

Signature