

Lincolnshire Civic Association (LCA) Pool Safety Plan

Facility:

Lincolnshire Civic Association Pool
6 Londonderry Lane (in Lincolnshire Subdivision)
County of Tioga, Town of Owego
State of New York
(Zip Code: 13827)

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Lincolnshire Civic Association (LCA) Pool Safety Plan

A. Organization and Management

The Lincolnshire Civic Association is a non-profit association comprised of 69 residential homes located in the Lincolnshire Subdivision of Owego, New York. Annual elections are conducted to appoint board members for a 2-year term. The Board's Primary focus is management of the neighborhood pool, pool house and pool yard. This includes pool opening, closing, safety, maintenance and developing and managing an annual pool operating budget approved by association members. The President of the Board chairs periodic meetings throughout the year to facilitate these activities. The board also publishes periodic newsletters to keep the neighborhood informed. The President and Vice-President of the Board are responsible for hiring a pool Manager and ensuring they are familiar with their responsibilities. The Pool Manager – which is a salaried position appointed by the Board - oversees maintenance of the pool and pool house. The Pool manager also assures maintenance procedures are implemented, and those required safety tests be performed.

The following chain of command applies to pool safety:

1. **Chain of Command:**

- A. The Board of Directors is in charge activity inside the pool house building, in the pool deck area, and inside the pool, and conveys pool rules and safety information to association members through newsletters and posted signs. The Pool Manager, when present, also has authority to give direction/correction to patrons.
- B. The Pool Manager takes direction from the Vice President of the Lincolnshire Civic Association (LCA), as directed by the President of the LCA Board of Directors and Board majority.

2. **General Job Duties and Descriptions:**

See Section D. of this Plan for General/Maintenance responsibilities of the following:

- A. Pool Manager
- B. Pool Maintenance Assistant – If this position is not filled, the Pool Manager will assume the responsibilities of the Pool Maintenance Assistant.

B. Injury Prevention

1) **Daily Inspection by the Pool Manager (or Assistant)**

- a) The Pool Manager shall perform a routine safety inspection at the start of each day and at the end of each day. These routine inspections shall consist of a walk-through of the Pool House and around the Pool Deck. The Pool Manager shall look for objects such as glass, rocks, or any sharp object lying on the deck or in the pool, which could cut or otherwise harm a swimmer.
- b) **The Pool Manager shall** determine that the water is clear enough to see the Pool Drain at the start of each swimming session. **No one shall be allowed to use the Pool if the water is not sufficiently clear.** When this occurs, a **“Pool Closed”** sign shall be placed on the Pool House entrance door.
- c) **The Pool Manager shall** perform and record a Chlorine test each day and take needed corrective action relative to water level, Chlorine, Acid or Acid Pumping. Any serious water problems will be directly reported to the Vice-President.

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i) The Pool Manager and Board Members are the only persons permitted in the Pool House Basement where chemicals are stored, and their levels controlled. This door shall be kept locked when no one is working inside of it. Those who unlock this door shall be responsible for locking it as soon as they leave the basement.

d) The Pool Manager or Assistant shall inspect the following list of safety equipment daily and shall note any equipment problem that cannot be properly remedied immediately on the maintenance log. The Pool Manager shall inform the LCA Board Vice President via text message or telephone call of deficient equipment items.

- i) First Aid Kit – Inside Pool House on shelf
- ii) Backboard – On top of shelves inside Pool House
- iii) Rescue Tube – hanging on fence
- iv) Shepherd's Crook (life pole) – hanging on the fence
- v) Ring Buoy – hanging on the fence
- vi) Warning Air Horn – on bench by pool house
- vii) Emergency Phone in the Pool House for a dial tone.
- viii) Ladder and Handrail for looseness
- ix) Emergency Flashlight

e) The Board shall inform neighbors by newsletter that multiple blasts from the warning horn are a call for help at the pool. In such an event, anyone able to do so should quickly come to the pool and learn what aid they can provide. The Board shall also inform neighbors by newsletter that the warning horn will be tested daily with one short blast which can be disregarded.

2) Daily & Weekly Inspections by the Pool Maintenance Personnel

a) The Pool Manager or Pool Maintenance Assistant shall test the pool water each morning for pH and Chlorine levels.

b) The Pool Manager or Pool Maintenance Assistant shall add acid as needed by adjusting the Acid Pump. **The Pool Manager or Pool Maintenance Assistant** shall check the level of the Acid Pump once a week. This drum will be full strength (33% Muriatic) acid. Water will not be used to dilute the acid. **The Pool Manager or Pool Maintenance Assistant** shall increase or decrease the Chlorine Pump Feeder setting if the Chlorine test is not within prescribed limits. Note: this level shall not be less than 0.6 PPM, or more than 5.0 PPM, as stated by the State Sanitary Code. If prescribed limits are not achieved during swim hours, a **"Pool Closed"** sign shall be placed on the Pool House entrance door until pool water chemistry is corrected.

3) **Rules and Regulations**

- a) See Pages 12 through 13 of this Plan for “Swimming Pool Rules”. The Board shall distribute these Rules and Regulations to all Lincolnshire residents before the start of each swimming season and post them on the Pool House Bulletin Board.

4) **Diving**

- a) Diving into the shallow end of pool is not permitted. Diving from the ladder is not permitted.

5) **Deck Slides**

- a) This is not applicable; the Lincolnshire Pool is not equipped with a slide.

6) **Weather / Water Quality** – When safe swimming conditions are not met, a “**Pool Closed**” sign shall be placed on the Pool House entrance door until they are.

- a) Swimmers, or Supervising Adults or the Pool Manager shall clear the Pool and Pool Deck area of swimmers at the first sign of a thunderstorm. They shall insure these areas remain clear after at least 30 minutes without any thunder or lightning.
- b) The Pool Manager or Maintenance Assistant shall determine if the Pool water is clear enough to see the Pool Drain at the start of each swimming session.
 - i) If the water is not sufficiently clear for Pool use, a sign will be posted on the Pool House Entry Door to alert swimmers that pool conditions must be corrected before the pool can be used, and to check back later. Water chemical tests shall be performed and recorded by the Pool management.

7) **Bather Capacity**

- a) Maximum capacity in the water shall not exceed 65 persons. Maximum capacity in the pool area is 75 persons. These capacities are determined by regulations for pools constructed prior to March 1988 and are based on 25 square feet of pool surface area for each bather. The Pool Manager, Maintenance Assistant or Board Vice President shall turn away bathers exceeding this limit and they have the authority to turn away bathers under this capacity if deemed unmanageable.

8) **Supervision**

- a) Parents, and/or Supervising Adults are responsible for their children and/or guest activity inside the pool house and inside the pool and deck area at all times and shall maintain full observation of them. When small children are in the shallow end of the pool, adults monitoring swimmers are to monitor from a point at the shallow end. They shall maintain focus on all swimmers in the pool and deck area **all** times. Avoid engaging in passive conversation or scrolling communication devices that detract from a focus on all swimmers in the pool and deck area.

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- b) Two or more adults (18 years or older) must be present at the pool when the pool is in use, with at least one adult on the pool deck. NO SOLO SWIMMING.
- c) Children under the age of 16 (sixteen) must be accompanied by a responsible adult swimmer.

9) **Chemical Storage and Handling**

- a) Only personnel as assigned by the Board shall handle chemicals.
- b) All Acid and Chlorine chemicals used for Pool water treatment shall be immediately stored in the Pool House Basement. No one except the Maintenance personnel assigned by the Board, or Board members, shall enter the Pool House Basement.
- c) The Pool House Basement shall be kept always locked except for those times authorized people are inside the basement. Those who unlock this door shall be responsible for locking it as soon as they leave the basement.

C. Emergency Plan

Pages 5-7 of the Lincolnshire Civic Association Pool Safety Plan shall be prominently posted on the Pool House Bulletin Board.

1) **Location of Lifesaving Equipment and Supplies**

Lifesaving Equipment & Supplies	Location
First Aid Kit	Inside Pool House on shelf
Backboard	On top of shelves inside Pool House
Rescue Tube	Hanging on Fence
Shepherd's Crook (Life Pole)	Hanging on the Fence
Ring Buoy	Hanging on Fence
Warning Air Horn	On bench by Pool House
Emergency Phone (Cell)	Inside Pool House next to rear window

2) **Vice-President of the Board Responsibilities.**

- a) Accident Report forms will be kept by the Vice-President of the Board as entries into an "Incident Log Book".
- b) The Vice-President of the Board will report all incidents involving death, resuscitation, referrals to the hospital, and illnesses associated with water quality to the Tioga County Department of Environmental Health and to the President of the Lincolnshire Civic Association, as soon as possible after each incident.

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- c) The Pool Manager, Assistant, or Board Vice-President will check the First Aid Kit, located inside the Pool House at the beginning of each swimming season to assure that it contains adequate supplies - band aids, bandage compresses, self-adhering gauze bandages, latex gloves, CPR mask - and is to replenish as necessary. Also check for backboard (on top of shelves in Pool House).
- d) The Vice President will assign a backup Board member to enact the above duties in times of his/her unavailability.

3) President of the Board Responsibilities

- a) The President will initiate the review and update of the Safety Plan each year prior to pool opening and ensure that the Inspector from the Tioga County Department of Environmental Health has received the Plan two weeks prior to the annual Inspection.
- b) Prior to the pool opening, the President of the Board will direct the publishing of a newsletter to all Lincolnshire Civic Association members. This newsletter will contain Section "E" of this Safety Plan, "Swimming Pool Rules and Regulations" and a reminder about the need for the neighborhood to respond immediately to multiple emergency horn blasts.
- c) The President will also ensure that the latest version of the Pool Safety Plan, as well as Section E, called "Pool Rules," is available on the home page of the LCA website: www.lincolnshireca.org
- d) Upon being notified of an incident by the Vice-President, the President will quickly call an emergency meeting of the Board to discuss how the incident might have been prevented and, if warranted, update the Safety Plan.

4) Chain of Command Flow Chart for Emergency Situations

In an emergency, the following process shall be followed by a Supervising Adult. If the emergency is a life/death situation, assisting the victim comes before all else and others at the pool should help carry out the process below.

1 → Call Emergency Squad (911) or Sheriff's Department (687-1010)

→ Portable phone is located inside the Pool House

→ Pool Address: 6 Londonderry Lane in the Lincolnshire Subdivision off Bodle Hill Road, Owego, NY. (From 17C, turn left on Day Hollow Road at Visions Credit Union. Travel 1.4 miles, turn left onto Bodle Hill Road, travel 0.7 miles; turn right onto Lincolnshire Boulevard; turn; turn left onto Londonderry Lane).

2 → Retrieve Warning Air Horn from Pool House and produce MULTIPLE BLASTS for immediate neighborhood assistance.

3 → Notify the following Board members, in order shown until one is reached:

Parks, Terry	540-871-5849	President – 1 Queenswood BLVD
Gruszka, Darith	607-687-5584	Vice President – 3 Londonderry Lane
Kallin, Chris	607- 429-9778	Secretary – 16 Manchester BLVD
Lewis, Lori	607-687-2980	Treasurer – 12 Londonderry Lane

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Cornell, Cody	607-743-2099	Board Member – 2 Lincolnshire BLVD
Gatto, Joshua	607- 972-6532	Pool Manager – 700 Ivory Foster Road

4 → Contact (or have someone on the scene contact) the Parent/Guardian or Spouse of the Emergency Victim ASAP. (See neighborhood phone directory posted near phone).

5 → Fill out Pool Accident Report Form and Submit to the Vice President (President or other Board member if the Vice President is unavailable). (Note: The Vice-President will report the incident to the Tioga County Department of Environmental Health (687-8620). In cases where the incident is not minor, also notify the President who will call a meeting of the Board to discuss how the incident might have been prevented and, if warranted, update the Safety Plan.

D. General Maintenance Responsibilities

1) Pool Manager Responsibilities

AT START OF DAY:

- Safety inspection as detailed in Pool Safety Plan
- Empty Skimmers
- Replenish Bathroom paper and empty trash cans, if needed.

AT START OF EACH DAY:

- Log Chlorine Level

NOTE: If Chlorine is less than 0.6 PPM, or more than 5.0 PPM, the Pool Manager or the Pool Maintenance Assistant will make the appropriate adjustments to correct the levels.

- Sweep outside and inside if needed
- Maintain proper water level in pool
- Maintain Sign-In Book

AT END OF DAY: (if/when needed)

- Mop up and tidy main room and bathrooms in Pool House
- Hose down deck if needed
- Skim Pool
- Brush pool walls and floor if needed
- Pick up trash, change trash bag
- Lock windows and both doors, Pull/Push doors to make sure locks “catch”.
(Fence ---gate should be locked at all times.)

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- ___ Place the AIR HORN inside the house
- ___ Place the RESCUE TUBE on the house rack
- ___ Turn off all lights

ONCE PER WEEK (i.e., Wednesday morning)

- ___ Spread dilute bleach solution on deck
 - Note: This must be completed at least one hour before the pool opens
- ___ Clean toilets and sinks
- ___ Clean Windows
- ___ Mop main floor and bathroom floors with dilute bleach solution
- ___ Put trash out to curb on Monday night.

ONCE PER WEEK (e.g. Saturday morning)

- ___ Vacuum Pool including Backwash of filters
 - Note: 2-hour task; do right after brushing pool walls & floor & if necessary after midweek brushing
- ___ Maintain chlorine and pH levels, water level and water temperature
 - Note: Chlorine at 0.6 PPM min. to 5.0 max., and pH at 7.2 to 7.8 (7.5 ideal)
- ___ Clean Hair Basket twice a week
- ___ Bleed air from filters
- ___ Keep safety capped bleach jug & bucket in Pool House (for cleaning)
- ___ Purchase chemicals, paper supplies, cleaners, etc.
- ___ Keep Pool House Basement picked up

Lincolnshire Civic Association Pool Accident Report

Accident
Date _____
Month Day Year

Accident _____ () a.m.
Time _____ () p.m.

WHO WAS INJURED?: () Child () Teenager () Adult

NAME OF INJURED PERSON: _____
ADDRESS: _____
PHONE: _____

WHERE DID THE INJURY HAPPEN? (check one):

- () In the Pool () On the Pool Deck () In the Pool House
() Other (describe): _____

WHAT HAPPENED? Also include any insight
You or witnesses may have on how this accident could have been prevented):

(Use back of form, if additional space is needed)

WHAT FIRST AID WAS PROVIDED? _____

WHO PROVIDED THE FIRST AID? _____

WHO SAW THE ACCIDENT HAPPEN? _____

AT WHAT TIME WERE PARENTS / FAMILY INFORMED? _____ () p.m. () am

The following items were used from the First Aid Kit and need to be replaced:

This form was filled out by: _____
On _____ at _____
Month Day Year Time

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Note 1: Witnesses to submit this form ASAP to the Vice President of the Board; (if unavailable to the President or to another Board Member; these names are posted on the Pool House Bulletin Board).

Note 2: Vice President to file copy of this form in the "Incident Log Book" and notify the Tioga County Department of Environmental Health, Main Street, Owego, New York (687-8620).

Note 3: If appropriate, the President is to call a Board Meeting to discuss how the accident might have been prevented.

E. Swimming Pool Rules and Regulations

The following rules and regulations are posted on the Pool House bulletin board and distributed to all Lincolnshire Civic Association members on an annual basis.

POOL ACCESS: Swimmers are to access the pool between the hours of Noon and 8PM. The pool may only be accessed through the front door of the Pool House using a blue FOB, or a digital combination to unlock the digital electronic security lock. Once inside, please be sure the door securely shuts behind you.

All Lincolnshire Homeowners/Residents have a vested interest in swimmer safety and the proper operation and upkeep of the pool and pool house - it is a community resource. Please be a conscientious steward of your resource.

Please watch your kids, guests, and the other swimmers - not your cellphone.
We must look out for one another! State regulations require 2 (two) adults to be present when the pool is in use, with at least one adult on the pool deck.

The Vice-President of the Lincolnshire Board Supervises pool operations and use. If a Board Member or Pool Manager is present, they have the authority to enforce these rules.

Maximum capacity in the pool cannot exceed 65 swimmers or 75 people in the total Pool area. The Pool "area" includes the Pool, Pool Deck, and Pool House.

Continual disregard for Pool Rules and Regulations may be brought before the board and may result in the suspension of swimming privileges. Please be courteous and considerate.

- 1) **SUPERVISING ADULTS ARE IN CHARGE:** **If you disagree with something that is said or occurs, please discuss the matter with the Association's Vice President or President.** If these officers of the Board are not available, speak to any other Board Member (names are posted on the Pool House bulletin board).
- 2) **EMERGENCY SIGNAL:** The air-horn will be tested daily (each morning) with only a single blast. If you hear **multiple blasts** from the warning air-horn, this is a **signal that there is an emergency, and a swimmer needs help.** Please come quickly.
- 3) **PROHIBITED OBJECTS:**
 - a) All glass containers
 - b) Food, drinks, gum, alcoholic beverages
 - c) Large innertubes, rafts and air mattresses
 - d) Street clothes and soiled swimwear are not allowed in the water
 - e) Radio, tape, CD players in the Pool, Deck or Tennis Area. Exception: Battery-operated sources of music may be used when used with headphones or ear-buds
 - g) Pets/animals
 - h) Anything that may be annoying to other swimmers. Be courteous and considerate of others.

4) REGULATED OBJECTS:

- a) Face masks goggles, life jackets, & balls may be used at the discretion of Supervising Adult.

5) PROHIBITED BEHAVIOR:

- a) Horseplay unsafe or annoying to others – always respect the other patrons
- b) Spitting, urinating, discharge of fecal matter, nose blowing in the pool, or contaminating the pool in any other manner
- c) Littering
- d) Running
- e) Throwing hard objects, including throwing objects/toys into the pool for retrieval, as these can puncture the pool membrane, creating a leak.
- f) Jumping or diving backwards off the deck
- g) Diving into the shallow side of the Pool
- h) Diving off the Pool ladder
- i) Diving in such a way as to be hazardous to those in the Pool
- j) Any activity causing a nuisance
- k) Swimming or breaking into the Pool area outside the authorized hours. **This is dangerous and can lead to criminal charges of breaking and entering.**

6) HEALTH PRACTICES:

- a) Persons with a contagious disease or a skin rash shall not swim in the pool.
- b) Bathing caps will not be required unless congestion in the filter occurs.
- c) Bathers prone to epileptic (or other type) seizures must have a swim buddy.
- d) Children wearing disposable diapers shall not swim in the pool. Specially designed swim diapers are allowed.

7) POOL HOURS (2024):

- a) The Pool will be open 8 hours a day, 7 days a week, from 12 Noon to 8:00PM – Adult Swim Hour: 5:00 PM to 6:00 PM. Hours may be revised later in the season.
- b) Swim season typically begins on the 3rd Saturday in June and ends on Labor Day. However, the Board may choose different opening and close dates. These dates will be confirmed in a newsletter to all association members.
- c) Certain environmental and weather conditions may warrant temporary closing. These conditions include: unsanitary water conditions, inadequate chlorine residual or adverse weather.

8) ELIGIBLE SWIMMERS:

- a) Lincolnshire Homeowners – Family members under the age of 16-years-old must be accompanied by a parent or a parent’s designee over the age of 18 years old.
- b) Guests of Lincolnshire Homeowners when accompanied by a member of the host family. The host family is responsible for the conduct of their guests and ensuring they are following these rules and regulations.
- c) Groups other than family groups shall not be allowed to use the Pool unless approved by the Board.

9) PARKING:

Those able to walk to the pool are asked to do so to minimize the number of cars parking at the pool. Those needing parking are to pull onto the pool property driveway and park on the grass, (off the street), bumper toward the fence to the left of the pool house.

10) VIOLATIONS:

- a) For the safety of all swimmers, disruptive behavior in the Pool area or continual disregard for Pool Rules and Regulations will not be tolerated. Any violations of the above rules and regulations should be brought to the attention of the Vice President.
- b) Continued disruption, after being warned, will result in suspending a bather’s swimming privileges for the day. Continued disregard for the rules and regulations can warrant the forfeiture of Pool privileges for a specified period of time, as determined by the Board of Directors.

11) OTHER:

- a) Situations not covered herein will be handled at the discretion of the Vice-President, the President, and/or the Board (depending on the situation in question). All such incidences will be reported to the Board to determine whether the pool rules and regulations should be revised.