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SPHM
HOSPITALITY

SPHM – LIFE JACKET MANUAL



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Life Jacket Manual

SPHM WATER PARK



PERSONAL FLOTATION DEVICE (LIFEJACKET) MANUAL

Lifejacket Manual

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Lifejacket Information

Lifejacket Availability

The SPHM Water Park provides lifejackets at all of its aquatic facilities. Each facility (All pools operated by SPHM Water Park) provides enough lifejackets to meet the demands of that particular facility. The lifejackets are free of charge to our guests.

Lifejacket/Personal Flotation Device: Definition and Types

A personal flotation device is commonly referred to as a “Personal Floating Device (PFD)”. There are a wide variety of PFDs available. All SPHM Water Park Facilities use Life Guard approved Badan SAR Nasional.

When talking with guests, employees should use the word “lifejacket” rather than “PFD”. Lifejackets are one particular type of PFD. The term “lifejacket” is a clearer definition of the particular type of PFDs that we provide for our guests and is term that we use on all of our signs throughout the facilities.

Lifejacket Signage:

In order to communicate lifejacket rules for PFD use, we have posted signs in both Spanish and English at each of the aquatic facilities. These signs are located at the entrance(s) to each facility.

Employees should know where these signs are so they can direct guests to it, as well as refer to it when talking with a guest about the facility lifejacket policy.

Lifejackets Allowed:

Only lifejackets provided by SPHM Water Park facilities are allowed. However, small children who have inflatable swimsuits are allowed to wear them because it is their suit. These inflatable suits do not take the place of the SPHM Guard approved lifejackets that we provide and lifeguards should note the guests wearing this type of suit.

*Refer to ‘Body Slide Guidelines’ and ‘Tube Slide Guidelines’ for further lifejacket requirements/policies for those particular attractions. (pages 3-4)

Lifejacket Quantity:

Each facility is required to maintain enough lifejackets to meet the expected demands of that particular facility. Extra lifejackets are stored at SPHM Water Pak in case additional lifejackets are needed at other facilities or a lifejacket needs to be repaired or replaced. Contact Mr. – Operations Manager of Aquatics if you are in need of additional lifejackets at your facility.

Proper Sizing:

Properly sizing the lifejacket to each user is critical. We must follow the manufacturer's recommendations and share those with are guests so they can select the correct size, which is based on guest's weight. To make identifying lifejacket sizes easier, we have used a color coding system to distinguish the various sizes.

Lifejacket Sizes & Colors (based on weight):

- o Infant lifejackets (I #): color-orange weight 30-50 lbs
- o Child (small) lifejackets (CS #): color-red weight 30-50 lbs
- o Child (medium) lifejackets (CM #): color-blue weight 50-90 lbs width of chest: 26-29 inches
- o Adult lifejackets (A #): color-red weight 90+ lbs width of chest: 30-52 inches

Lifejacket Inventory Control Form:

All lifejackets are identified by a unique letter and number in order to track the unit for inspections and repair. Lifejackets are lettered and numbered based on their size and numbers already used.

Lifejacket Identification Key:

Infant lifejackets: I #

Child (small) lifejackets: CS #

Child (medium) lifejackets: CM #

Adult lifejackets: A #

All lifejackets are logged on the 'Lifejacket Inventory Form'. The following information is recorded on the form: lifejacket letter and number, years used, year purchased, lifespan. At the start of each year the form is completed and changes are noted on the log as they occur throughout the season. If a lifejacket does not pass the weekly lifejacket inspection, and cannot be repaired, the lifejacket must be thrown away. The date the lifejacket is thrown away and the lifespan of the lifejacket are recorded on the inventory form.

Once a lifejacket has been thrown away or is not in use because of repairs, a supervisor/manager must determine if a replacement lifejacket is needed in order to provide enough lifejackets to meet the needs of that facility.

Lifejacket Inspections:

All lifejackets are inspected on a weekly basis. Once a week each lifejacket is inspected for: cuts, tears, torn seams, damaged snaps or zippers, damaged or missing straps, damaged, missing or non-functional buckles or fasteners, or for any other signs of damage. Excessively worn, damaged, or non-repairable lifejackets must be removed from use immediately.

All lifejackets are inspected in each of the following categories and a passing or failing grade is given for each category: fabric, floats, straps, clasps, and other. Any/all visible damage is recorded on the 'Weekly PFD Inspection Form'.

If any damage is visible then the damage must be noted on the inspection form and a decision must be made determining if the lifejacket can be repaired or if it cannot be repaired (must be disposed of). Either way, the lifejacket must be pulled so it is not used, and the date, damage, and repair/disposed lifejacket information must be recorded on the 'Weekly PFD Inspection Form' and the 'PFD Inventory Control Form'.

During the day as lifejackets are returned to the designated storage locations, employees must look for any visible damage before placing it where it belongs.

*Refer to 'Inventory Control Form' (pages 6-8)

*Refer to 'Weekly PFD Inspection Form' (pages 9-11)

Lifejacket Storage:

Lifejackets are stored at the following locations: All Pool-underneath cot in lifeguard office,– on hooks in the lifeguard office, and SPHM Water Park-hooks at tube rental. Lifejackets must be stored in an area that allows for air-drying and prevents trip hazards – off the floor.

Parental/Guardian Supervision:

It is a policy of the SPHM Water Park that all non-swimmers/assumed non-swimmers wear a properly fitted lifejacket. Children wearing a lifejacket must be accompanied by a parent/guardian and *within arms reach* at all times.

Locations where lifejackets are allowed:

Lifejackets are allowed on all of the attractions; however, all guests must be wearing a properly fitted lifejacket provided by the SPHM Water Park. Additional standards must be followed before a guest wearing a lifejacket is allowed down a slide (see below).

Body Slide Guidelines:

Lifejackets are allowed on all of the attractions; however, the lifeguard staff must check that each guest who is wearing a lifejacket has a properly fitted one prior to the guest going down the slide. Properly fitting lifejackets must fit according to the manufacture's policy based on weight and chest width (see lifejacket inventory section for weight and chest size regulations).

Lifejackets must have a secure fit and all clasps must be clasped and pulled tight. For the lifejackets that have the strap that goes between the legs the strap must be clasped. It is important that this strap is not left hanging where it could pose a trip hazard to the guest. (See entanglement hazards below)

The lifeguard at the top of the slide must communicate with the lifeguard at the bottom of the slide to inform the guard that there is a potential non-swimmer coming down the slide. The guard at the top of the slide will double whistle and hold up a red lifejacket as a symbol for a potential non-swimmer/guest with lifejacket. If a guest wearing a lifejacket requests to be caught at the bottom of the slide then the guard at the top must relay the message to the guard at the bottom by double whistling, holding up a red lifejacket, and giving the catch signal.

Tube Slide Guidelines:

Lifejackets are allowed on all of the attractions; however, the lifeguard staff must check that each guest who is wearing a lifejacket has a properly fitted one prior to the guest going down the slide. Properly fitting lifejackets must fit according to the manufacture's policy based on weight and chest width (see lifejacket inventory section for weight and chest size regulations). Lifejackets must have a secure fit and all clasps must be clasped and pulled tight. For the lifejackets that have the strap that goes between the legs the strap must be clasped.

Entanglement Hazards:

Generally, a PFD that is properly fitted will not present an entanglement hazard. However, staff should be aware that if a clip, buckle, or strap is loose or unfastened, there may be the potential for the child to be caught on a stationary object in the pool, which could create a serious hazard.

Lifejacket Sanitation:

Based on the exposure to chlorinated water (All Pool and SPHM Water Park), there is no reason to take extra steps to sanitize a lifejacket between uses at those facilities.

However, all pools will sanitize their lifejackets on a weekly basis because their water is not sanitized. Beach staff will use bleach to clean the lifejackets during their established cleaning routine each week.

Identifying Potential Non-Swimmers and Non-Swimmers:

All children (with or without a lifejacket) must be within arms reach of a parent/guardian at all times.

Guests who are wearing a properly fitted lifejacket are referred to as potential non-swimmers.

Guests who have been rescued by a lifeguard are subsequently identified as non-swimmers.

Post Rescue Protocol:

After a guest has been rescued by a lifeguard, a rescue report is filled out by a lead guard or supervisor/manager. When a guest is rescued by a lifeguard they are subsequently identified as a non-swimmer and therefore are to be advised to be placed in a properly fitted lifejacket for the remainder of their day at the facility.

If a guest or parent/guardian of a guest refuses to accept a lifejacket after being rescued, he or she must complete the 'Adult Lifejacket Refusal Form' or the 'Child Lifejacket Refusal Form'. This documentation must be completed for every guest who refuses a lifejacket after being rescued. After an employee and the rescued guest complete this form, the refusal form is then attached to the guest's rescue report.

Completed rescue reports and refusal forms are to be turned into Mr. for rescues that occur at SPHM Water Park.

Completed rescue reports and refusal forms are to be turned into the Seasonal Aquatics Manager or the Seasonal Assistant Aquatics Manager for rescues that occur at any of the pools or beach. These reports will then be turned in to Stacey at SPHM Water Park, where the reports will be recorded and filed.

Refer to 'Child Lifejacket Refusal Form' (page 12) Refer to 'Adult Refusal Form' (page 13)



SPHM Water Park Lifejacket Inventory

Facility: _____

Date: _____

Inspected By: _____
(print)

(signature)

Infant Lifejacket: I #

Child (small) Lifejacket: CS #

Child (med) Lifejacket: CM #

Adult Lifejacket: A #

PFD Inventory by Unit Number

Lifejacket #	Year Purchased	Year Thrown Away	Lifespan

[illegible]



SPHM Water Park Weekly PFD Inspection Form

Facility: _____

Date: _____

Inspected By: _____

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(print)
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(signature)

Inspect PFDs for cuts, tears, torn seams, damaged snaps or zippers, damaged or missing straps, missing or non-functional buckles or fasteners, or for any other signs of damage.

P = Pass Inspection (Good to Excellent Condition)

F = Failed Inspection (Unit Removed from Service)

PFD Inspection by Unit Number

[illegible]

[illegible]



SPHM Water Park

Child Lifejacket Refusal Form

Facility/Location: _____ Date: _____ Time: _____

Employee (completing form): _____

I _____ understand that my child was rescued by SPHM Water Park lifeguard and subsequently identified as a non-swimmer. As the parent/guardian, it is advised that I have my child placed in a properly fitted personal floatation device (PFD)/lifejacket for the remainder of his/her time at the facility today.

It is a policy of SPHM Water Park that all children with or without a lifejacket are supervised by a parent/guardian. Children must be supervised by an adult and *within arms reach* at all times.

After being advised to place my child in a PFD for the remainder of our time at the facility today, and after reading this form, I refuse to accept a PFD/lifejacket for my child.

Parent/Guardian: _____
(print) (signature) (date)



SPHM Water Park

Adult Lifejacket Refusal Form

Facility/Location: _____ Date: _____ Time: _____

Employee (completing form): _____

I _____ understand that after being rescued by SPHM Water Park lifeguard I am subsequently identified as a non-swimmer. I have been advised to wear a properly fitted personal floatation device (PFD)/lifejacket for the remainder of my time at the facility today.

After being advised to where a properly fitting lifejacket for the remainder of my time at the facility today, and after reading this form, I refuse to accept a PFD/lifejacket for myself.

Guest: _____
(print) (signature) (date)