



Aquatic In-Service Training Program

Providing ongoing in-service training gives lifeguards, aquatic staff, and safety team members a chance to practice skills, test their knowledge, and perform rescue scenarios to help ensure a fast and effective response in the event of an emergency. A well-developed and planned in-service training program prepares staff to deal with the unique aspects of your facility. It also builds skills, creates confidence, strengthens team work, and, most importantly, can help save lives.

Aquatic leadership should consider scheduling a minimum of two hours of documented in-service training per month for all lifeguard staff. Note that most nationally recognized lifeguard training agencies - including the YMCA of the USA and the American Red Cross - recommend a best practice of four hours of documented in-service training per month. It is also important to have a policy and procedure for makeup sessions if lifeguards miss an in-service session. Options for make-up sessions can include, but are not limited to, documented conditioning swims, online trainings or one-on-one trainings.

Sample Annual In-service Training & Meeting Schedule

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 aquatic staff at that time. The calendar should also be part of the new hire packet for all aquatic staff. The goal is to have full attendance at all in-service trainings and in some cases that may mean holding each training twice a month e.g.: a weekday evening and a weekend afternoon.

<u>Month</u>	<u>Focus</u>	<u>Month</u>	<u>Focus</u>	<u>Month</u>	<u>Focus</u>
January	Spinal Management	May	Emergency Procedures	September	Emergency Procedures
February	Emergency Procedures	June	Water Skills & Extrication	October	Water Skills & Extrication
March	Water Skills & Extrication	July	Spinal Management	November	Spinal Management
April	Spinal Management	August	Lifeguard Competition	December	Emergency Procedures

Sample Meeting Agenda

- **Welcome** – Introduction of new staff and facility update 15 min.
- **Emergency Action Plan Review**
 - See instructions below
 - Quarterly Simulated Aquatic Emergency Procedure 30 min.
- **Scheduled Water Work Review**
 - See In-Service Training & Meeting Schedule 30 min.
- **Safety Training** – Review Accident / Incident Reports
 - See suggested Safety Topics on p.3 15 min.
- **Lifeguarding and Scanning review** – Supervision Reports
 - See suggested lifeguard topics on p.3 15 min.
 - Review Red Ball, Red Cap and Silhouette Drills each month.
- **First-Aid review**
 - See suggested First-Aid topics on p.3 15 min.

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.

Facilities with single lifeguard staffing should ensure that lifeguards who guard alone practice rescues and extrication of victims without second rescuer assistance. See [Considerations for Single Lifeguard Staffing](#) for further guidance.

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 quarterly. Local EMS and Fire Department will be involved in a Simulated Emergency Procedure once a year, to ensure proper coordination in emergencies.

Safety Training Topics:

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
Haz-Communication
PPE's
Slips and Falls
Dangerous Conditions
Water Testing
Equipment

Lifeguard Review

Rotations & Breaks
20 Second Response Time
Accident/Incident Reports
Rule/Policy Enforcement
Member Relations
Guard Supervision Reports
Lifeguarding Technique Video
Rentals and Outside groups
Accidental Chemical Release

Chairs vs. Guard Stands
Rescue Ready
Water/Weather conditions
Communications
Cell Phones
Electric Storms
Swim Testing
Fecal Contamination
Secondary Duties

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 facility update 15 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.
- **Lifeguarding and Scanning review:**
 - Overview of Lifeguard Supervision Reports
 - Review Zone Coverage and Rotation Schedules 15 min.
 - Review Victim Recognition
 - Review Rules and Policies – EnforcementReview of Red Ball, Red Cap and Silhouette Drills.
- **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.

Lifeguard Name (Print)

Signature

Aquatic Leadership Name (Print)

Signature