



# 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>
<b>January</b>	Spinal Management	<b>MAY</b>	Water Skills	<b>SEPTEMBER</b>	Emergency Procedures
<b>February</b>	Water Skills	<b>June</b>	Emergency Procedures	<b>October</b>	Spinal Management
<b>March</b>	Emergency Procedures	<b>July</b>	Spinal Management	<b>November</b>	Water Skills
<b>April</b>	Spinal Management	<b>August</b>	Water Skills	<b>December</b>	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.*

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Print Name

Signature