

TOBEY BROOK HOMEOWNERS ASSOCIATION

SWIMMING POOL

OPERATING PROCEDURES

And

EMERGENCY PLAN

2015

WARNING: THERE IS NO LIFEGUARD ON DUTY

SWIM AT YOUR OWN RISK

HOURS OF OPERATION:

Saturday, May 23, 2015 - Monday, September 21, 2015

Daily 10:00 AM to DUSK PM

- ! WARNING: THERE IS NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.
- ! Safety Equipment is located at the pool house (see diagram)
 - First aid kit is located inside the pool house
 - Ring Buoy and Reaching Pole are located on the exterior of the pool house
- ! Swimming is not permitted during a thunderstorm.

OTHER USE RESTRICTIONS:

- ! Two or more adults must be present in order to swim in the pool.
- ! The maximum number of people in the pool at any given time is **15**.
- ! A parent or an adult eighteen (18) years of age or older must accompany and supervise children under seventeen (17) years of age at all times.
- ! We ask residents, please be considerate of the number guests brought to the pool.

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EMERGENCY PROCEDURES

IN CASE OF AN EMERGENCY SITUATION AT THE POOL:

1. CALL 911 immediately for assistance. Use the emergency telephone located in the POOL HOUSE (MEN'S BATHROOM)
2. EVERYONE – head directly to the EXIT located next to the Pool House.

CALL Crofton Associates, Inc.

A. Crofton Associates, Inc. Personnel (in order of contact):

1. Main Office **248-3840**

3. In case of problems with the pool itself, such as chemical imbalance, cloudy pool conditions, filter problems, etc.; call the management company, Crofton Associates, Inc. at 248-3840, to notify them of the problem. When this number is called after business hours, the emergency answering service will answer. Notify the operator that you are calling from the Tobey Brook Condominium Association swimming pool and describe the situation. The operator will notify Crofton Associates' on-call employee, who will get back to you.

Tobey Brook Homeowner Association Board Members:

Mark Seeberg (Board President) 381-8787
7 Tobey Brook

Susan Fiorica (Board Vice President) 248-9337
17 Tobey Brook

- The telephone number at the clubhouse/pool area is **249-0213**.
- Emergency Driving Instructions to the Tobey Brook Homeowner Association Pool (for emergency personnel):

Tobey Brook is located off Tobey Road on the southeast corner of Clover and Jefferson, next to the Pittsford Ambulance. From the entrance of Tobey Brook, the pool is located off the first right just past the corner.

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POOL RESPONSIBILITIES

1. Contact Crofton Associates, Inc. in case of any equipment malfunctions, or if the pool test results are other than normal.
2. Monitor the supplies and chemicals needed for the pool operation, and contact Crofton Associates, Inc. when inventories are getting low.
3. On a monthly basis, the completed "Report on Operation of Swimming Pool" that monitors pool water tests three times a day must be turned in to Crofton Associates, Inc., so they can be mailed to the Monroe County Department of Health as required by law.

Crofton Associates, Inc. Personnel (in order of contact):

1. Main Office

248-3840

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INSTRUCTIONS FOR:

- **VACUUMING POOL**
 1. Attach hose to vacuum and put in water
 2. Fill hose with water and connect it through skimmer to the hole inside
 3. Put the hose in the hole that is near the bathroom
 4. Go into pool room and turn skimmers on the right off and the middle valve half off
 5. Vacuum (go slow)
 6. When finished put all valves back to normal positions
 7. Remove hose from hole and pull vacuum out of the water

- **BACKWASHING FILTER**
 1. Turn pool filter off
 2. Rotate switch to Back Wash
 3. Turn pool filter on (let run until the water looks clean)
 4. Turn pool filter off
 5. Rotate switch to rinse
 6. Rinse for 30 seconds
 7. Turn pool filter back on

- **CLEANING FILTER STRAINER BASKET**
 1. Turn pool filter off
 2. Turn valves off
 3. Take filter out and clean
 4. Turn pool filter on

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SWIMMING POOL INJURY OR ILLNESS REPORTING LOG

PoolName _____ Incident Date ____/____/____

Lifeguard(s) or Staff on duty_____

Victim's name, telephone number and address:

Victim's age_____ male / female (circle one)

Using a time line, describe the incident, and treatment given:

Names and telephone numbers of key witnesses:

If any of the following occurred, call the Health Department within 24 hours:

- Daytime: 585-753-5057
- After hours and weekends: 585-753-5905

1. If CPR was given
2. If death occurred
3. If the victim received professional medical attention, (example, EMT's, emergency room visit, doctor's visit)
4. If the pool water gave the illness or injury, for example, the pH was too low or the water was very turbid

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If applicable:

Name and telephone number of hospital or clinic where the victim went:

Name and telephone number of emergency medical technicians, police or fire personnel in attendance:

Any other comments:

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MISSING PERSON SEARCH PROCEDURE

Whenever there is a missing person at a facility where there is a swimming pool, the pool must be the first place to search.

If there are swimmers in the pool, a pool evacuation must be conducted. When evacuated, the pool bottom must be scanned to search for the victim.

A name call must be made to see if the missing person is in the pool area. At facilities where there is a buddy system, the buddy check should be performed at this time.

At least one person must stay with the individual(s) who made the missing person statement. If they are re-united with the missing person, that person will know to stop the search.

High Pool Water Turbidity:

If the water in the pool is too turbid to see the bottom or a victim in the water, lifeguard(s) or competent staff should enter the deep end of the pool alternately. For safety reason, no more than one person should do a search in the deep end of the pool at any time. Between searches, a reaching pole can also be used in the deep end to help find a victim. A continuous human chain procedure can be performed in the shallow end to help locate a victim.

BLOOD SPILL AT POOL

When encountering any bodily secretions use extreme care as if they contain transmittable diseases (universal precautions)

1. Keep everyone a safe distance away from the spill. If pool supervision is required, clear the water of all swimmers.
2. Put on protective vinyl or disposable latex gloves. Be certain that there are no holes or tears in the gloves.
3. From a few feet above the spill, drop some paper towels on the spill to cover it – do not touch the liquid.
4. Using bleach which has been diluted with water (1 bleach with 8 water) carefully pour this solution over the paper towels.
5. Wait 15 minutes.
6. Still using protective gloves, place the paper towels into a plastic bag. If possible, use utensils to scoop it up. Do not touch the outside of the plastic bag with your gloves or the water.
7. Remove gloves without touching the outside of the gloves and place them in the plastic bag.
8. Tie the plastic bag and dispose into a dumpster.
9. Wash your hands with soap and water.

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CLOUDY POOL WATER

If the water in the pool is so cloudy, (turbid) that you cannot easily see the bottom drain, **the pool must be entirely closed.**

Before closing, if the pool water is extremely turbid, the pool must be checked using a reaching pole or other means to insure that no one is in the bottom of the pool. Consider draining the pool water.

The pool deck must be emptied of all people and the gate closed and locked.

A "POOL CLOSED" sign must be posted at each entrance.

Log in the pool operation report that the pool is closed due to cloudy water.

Communicate to all pool-related staff, managers, front deck personnel, etc., that the pool is closed.

The pool should be checked frequently enough to insure that no one has entered the pool or gated area around the pool.

The pool water must be made clear again without delay.

CLEARING THE POOL- EVACUATION PROCEDURES

EVERYONE is to head directly to the EXIT located next to the Pool House.

CALL Crofton Associates, Inc. (in order of contact):

A. Main Office

248-3840

A Crofton Associates Representative will be responsible for closing the pool

Upon arrival, the Crofton Associates Representative will:

- Alert patrons by use of a whistle (which will be located inside the pool house along with the First Aid Kit) and by means of verbal instructions.
- Post a "POOL CLOSED" sign at each entrance.
- Log in the pool operation report that the pool is closed due to cloudy water.
- Communicate to all pool-related staff, managers, front deck personnel, etc., that the pool is closed.
- Check the pool to insure that no one has entered the pool or gated area around the pool.

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SWIMMING POOL RULES

These rules have been developed in consideration for the safety and convenience of Tobey Brook Condominium Association residents and their guests. All residents wishing to use the swimming pool are required to sign a copy of these rules before obtaining a key for entrance to the pool. Residents should retain a copy of the rules in your home for future reference.

1. WARNING: THERE IS NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.
2. Pool hours are from 10:00 AM until Dusk.
3. Two or more adults must be present in order to swim in the pool.
4. The maximum number of people in the pool at any given time is 15.
5. NO DIVING IS ALLOWED. No running, pushing, dunking, or other horseplay is allowed. Please refrain from yelling and screaming.
6. We ask that residents please be considerate as to the number guests being brought to the pool.
7. KEYS TO THE POOL AREA ARE FOR RESIDENTS ONLY. NO DUPLICATE KEYS SHOULD BE MADE. VIOLATION OF THIS RULE WILL RESULT IN REVOCATION OF POOL PRIVILEGES.
8. A shower is mandatory before entering the pool. By order of the Monroe County Health Department, no one is allowed in the pool while having a contagious disease or infectious condition of any kind.
9. No animals allowed in the pool or patio area.
10. No smoking in the pool or patio area.
11. No food or drink is allowed in the pool or in the shower area. No glass containers or alcoholic beverages are allowed anywhere in the pool area.
12. Proper swim attire is required in the pool. Cut-offs are not allowed.
13. Children who are not toilet trained are not permitted in the water unless wearing acceptable swim diapers.
14. No band-aids, adhesive tape, hairpins, etc. are allowed in the pool.

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15. A parent or an adult eighteen (18) years of age or older must accompany and supervise children under sixteen (16) years of age at all times.
16. No profanity. Use of abusive language could result in removal from pool and suspension of pool privileges.
17. Large floating devices are not permitted.
18. Chairs, tables and lounges cannot be reserved or removed.
19. Please keep the area clean. Dispose of any trash.
20. Tobey Brook IS NOT responsible for any lost or stolen articles. Any articles recovered will be kept for 30 days.
21. Swimming is not permitted during a thunderstorm.
22. We ask that residents please be considerate as to the number guests being brought to the pool.
23. Pool privileges can be revoked if any rule is violated, at the discretion of the Tobey Brook Condominium Association Board of Directors.

I/We have read and agree to the pool rules for Tobey Brook. I/We understand that I/we will receive one pool key per household once I/we sign a copy of the rules. THERE WILL BE A \$25.00 REPLACEMENT FEE FOR ANY LOST KEYS.

Signature: _____

Date: _____

Signature: _____

Date: _____

Address: _____