



State of Maryland
Department of Health and Mental Hygiene
Division of Community Services
6 St. Paul Street, Suite 1301
Baltimore MD 21202-1608

Phone (410) 767-8417, Fax (410) 333-8926, Toll Free 1-877-4MD-DHMH ext. 78417

Enclosed photos in vault

Have there been issues w/
allegations and staffings
in the past.
Pool notice

PUBLIC POOL AND SPA INJURY AND ILLNESS REPORT FORM

Maryland Public Pools and Spas regulations (COMAR 10.17.01.51) require a public pool or spa owner to report to the Department of Health and Mental Hygiene (DHMH):

- Within 24 hours of the incident, an injury, drowning, near drowning, or suction entrapment occurring at a pool or spa that results in death or requires resuscitation or admission to a hospital,
• Within 24 hours of the owner's/operator's knowledge of the incident, a waterborne illness contracted at a pool or spa, and
• Every 3 months during operation or at the facility's seasonal closure, a water rescue by aquatic safety personnel.

If a reportable incident occurs, complete the form, attached all required documentation, and submit to the local health department as stipulated.

1. Facility Name MEADOWBROOK AQUATIC & FITNESS CENTER
2. Facility Address 5700 COTTONWORTH AVENUE County BALTIMORE CITY
BALTIMORE MARYLAND 21209 Phone 410 433-8300
3. Owner's Name AQUATIC VENTURES LLC (LEASED BY)
4. Owner's Address 5700 COTTONWORTH AVENUE Phone 410 433-8300
5. Pool Management Company Name X NA Phone
6. Facility Type (i.e. community pool, school, hotel, condominium, health club) HEALTH CLUB
7. Pool or Spa Use (i.e. adult, general, residents or members only) MEMBERS ONLY.

1. Date of Injury or Illness 10 28 2012 2. Time 10 (am) / p.m. 3. Type of Injury or Illness, Specify below.
Active Drowning Passive Drowning Near-Drowning Water Rescue Suction Entrapment
Injury, Specify
Waterborne Illness, Specify X Other, Specify SEE BELOW

4. Describe the Injury or Illness, attach addition page(s) if necessary. SWIMMER WHO HAD BEEN ATTENDING SWIM PRACTICE APPARENTLY REMAINED IN THE POOL AREA AS PRACTICE WAS ENDING. WHAT HAPPENED NEXT IS UNKNOWN AT THIS TIME.. STAFF WAS ALERTED A SHORT TIME LATER THAT SWIMMER WAS AT THE BOTTOM OF THE POOL. SWIMMER WAS PULLED FROM THE POOL AND CPR ADMINISTERED UNTIL EMERGENCY PERSONNEL ARRIVED. SWIMMER WAS TAKEN TO THE HOSPITAL.

Table with 9 columns: Outdoor Facility, Indoor Facility, Main Pool, Wading Pool, Therapy Pool, Spray Pool, Spa, Swim Spa, Water Recreation Feature, Specify. Row 1: Checkmarks in Outdoor Facility and Main Pool.

6. Was Victim Treated by The Facility's Staff Emergency Response Personnel A Physician
7. Was Resuscitation Required No Yes-Performed by NASEE CORBETT ANDREW; AED Device Used No Yes
8. Was Victim Admitted to the Hospital No Yes-Hospital Name SINAI
9. Did Injury/Illness Result in Death No Yes-Date/Time of Death AT HOSPITAL IN COMA.
10. Identify Each Emergency Response Unit (EMS) Police, or Fire and Provide Report # EMS CITY WOULD NOT DISCLOSE #
11. Was a Certified Pool Operator Present No Yes-Attach Pool Operator's Certification
12. Was a Lifeguard Present No Yes-Indicate Number of Lifeguards Present 3 -Identify the lifeguard and victim location on a pool diagram.
13. Local and/or State Agencies Notified, Name and Date 911

1. Owner/Operator's Signature JOHN CADIGAN Date 10-29-2012
2. Print Name/Title JOHN CADIGAN GEN'L MANAGER Phone 410 433-8300
3. EMail jacadigan@hotmail.com Fax 410 433-0953

Please ensure **Deep End** camp obtains

Completed Camp participant profiles from the parents before the start of a camp session.

25 Meter Lanes

- Missing physicals phone # - Diego Anderson
- obtain month and year for tetanus dates
- Next year the month day + year will be required.
- obtain campers immunization records

Guard Chair

Guard Chair

50 Meter Lanes

- are homeschooled
- obtain tetanus dates for all campers or a copy of their immunization records

Life Guard on duty

25 Yard Lanes

1 2 3 4 5 6 7 8 9 10

Location of swimmer

Guard Chair

Guard Chair

Shallow Children's section

Ramp

Shallow End

guest.com
ma
ma
burnett
Welcome

Meadowbrook Lifeguards' Policies and Procedures Manual

Introduction:

The Guard Team at Meadowbrook is an integral part of three separate business entities:

1. Meadowbrook, the private members-only swim and fitness facility
2. The Michael Phelps Swim School, offering lessons for children and adults
3. North Baltimore Aquatics Club, the non-profit competitive swim club that produces nationally and internationally ranked swimmers of all ages

Three additional auxiliary business entities also periodically use the staff power and emergency coverage of this team:

4. The Swim Shop

Fully stocked First Aid Kits
 Breathing Masks
 Ring Buoys
 Reaching poles
 Backboards
 Whistle
 Broom and Dustpan
 Staff Sweatshirt
 Policies and Procedures Manual
 Emergency Action Plan

A small supply of guard sweats have been purchased for the comfort guards on shift, and is laundered on a regular basis. These will not be taken home by guards, but are left at Meadowbrook for the next guard.

Equipment Use and Maintenance

Equipment is to be checked on a daily basis to ensure proper working order.

Fully stocked First Aid Kits

Maintain proper supplies – water sensitive items are kept in sealed plastic bags

Keep kit clean and dry

Inform Guard Leaders or Manager if items are missing

Breathing Masks

Seals on wrapper of single use masks are unbroken

Hard case masks are checked for inflation, cleanliness, and to include 1-way valve

Ring Buoys

Clean and free of holes, mold/mildew or debris

Rope is not frayed and is stored in an orderly fashion

Reaching poles

There are no sharp edges or protrusions

They are clean and undamaged

Backboards

Head stabilizer has all parts and is well attached to board

Three straps are present and not damaged

Policies and Procedures Manual

Emergency Action Plan

The following items are clean and in good repair:

Whistle

Broom and Dustpan

Staff Sweats

NOTE: If something is broken, fix it whenever possible. If something is missing, try to find or replace it, and inform the MOD or Shift Leader if you cannot. Whether you fix something or cannot do so, inform your Shift leader or MOD.

Communication

One short "pop"(1) whistle – During the summer, when correcting a member or guest, a

guard will stand up, blow a short sharp clear whistle blast, point to the person being corrected and use hand or head signals make the correction. During the winter, guards are expected to use a firm, loud voice when correcting members or guests. No action by other individuals is required.

One long, strong whistle blast - All other guards will blow single, strong whistle blasts and make the signal for "all clear" at closing and loudly announce "Clear the pool". In an emergency, each guard will use this signal to clear their own zone of responsibility

Two (2) whistles - Guards will use two short whistle blasts to get the attention of another guard, or a manager to cover surveillance, when a guard requires immediate back-up coverage to attend to an emergency. If there is a guard present who is not engaged in surveillance that guard will walk to a position where they can cover and say "I got it". In the absence of a "down" guard, another guard or a manager must respond to two whistles and either covers the surveillance area of the guard who needs coverage, or take care of the issue that that guard was responding to. The guard will leave the surveillance post only when covered.

Three (3) whistles -

- There is an emergency requiring immediate action.
- The guard who identifies the victim is responsible to provide care, and should note time.
- All other guards will blow single, strong whistle blasts and make the signal for "all clear" and loudly announce "Clear the pool". No guard will leave his/her surveillance station until every member and guest is safely out of the water. Any coaches or instructors are expected to assist with their own children, and then help as they are instructed and certified to do.

Emergency Procedures

1. Person citing the incident carries out the rescue. Note time.
2. Other guard staff should either a. take the rescuer's place or b. clear the pool of patrons, or both.
3. Additional guards / certified staff should get AED and First Aid Kit, and instruct desk staff to call 911 if necessary. Note time.
4. Where appropriate, the person citing the rescue should maintain control over treatment unless relieved by a manager.
5. If 911 have been called, one person should be dispatched to Cottonworth Avenue to wave down emergency squad and direct to appropriate location: back gate, front door, etc. Note time.
6. Make all necessary notations on accident report, including noting times above and

time report was completed, witnesses and contact information for all parties.

7. Be sure manager on duty has been notified of all First Aid distributions. Be sure general manager is notified of all serious First Aid distributions.
8. PREVENT ACCIDENTS BEFORE THEY HAPPEN. ENFORCE THE RULES.

Leaving Meadowbrook

If you do not want to work at Meadowbrook anymore, the best way to leave is to give two week's notice of the last day you are available. If you want to be removed from the schedule, if possible, earlier than two weeks after you give notice, please let us know, and we will try to accommodate you. If you offer two week's notice, whether or not we take you off earlier, you are in good standing, and are eligible for re-hire, if you want to return the next year, or next season.

Offenses:

By not conforming to the guard team standards you may leave Meadowbrook not in good standing. If management deems that the complete record of your offenses warrants it, you will not be in good standing, and will not be eligible for re-hire.

Category 1 – Verbal Warning

Consequence: Second instance results in Written Warning

- Late for work without calling.
- Having a cell phone, laptop, iPod or similar instrument visible on deck while on duty.
- Reading while on duty.
- Inappropriate speech or attitude, including gossip, horseplay, or disrespectful demeanor
- Failing to enforce pool rules.
- Fail to adequately complete assigned tasks, trash, locker room
- Inadequately attentive or noticeably over-tired/hung-over
- Abusing Meadowbrook Telephone Use policy (See below).
- Unprofessional conduct.

Category 2 – Written Warning

Consequence: If there is a second offense, you are removed from the schedule until conducts review/retraining and/or other consequence deemed appropriate by the management.

- Sleeping during work hours.
- Using a cell phone, laptop, iPod or similar instrument visible on deck. Guards may only use these items while on break, outside of the front door of the main building. Cell phones may also be used with management permission for brief, work-related conversations, in the lobby.

Category 3 - Relieved of Duty

Consequence: Dismissed immediately, at the end of shift, or before your next scheduled shift.

- Any actions that endanger staff, members, guests, or the facility.
- Allowing or engaging in any illegal activity.

- Sleeping or dozing when responsible for surveillance
- Absence without reason, notice and without appropriate substitute coverage. No call/no show.
- Three written warnings within a single year.

Any other action which constitutes in the mind of management a breach of conduct or duty not listed above may be treated in whatever way is deemed appropriate by the management.

Regardless of the actions and directions of managers, shift leaders or others, individual guards may be held liable and responsible for his/her own actions with respect to their duty to act. Every guard is responsible to meet or exceed American Red Cross standards, policies and procedures of the Guard Team of Meadowbrook and of Meadowbrook in general. Guards will receive a copy of Meadowbrook policies and are responsible to know them.

Telephone Use Policy

Meadowbrook phones are to be available for Meadowbrook business and emergencies at all times. With this in mind, calls of a personal nature to the Meadowbrook line are discouraged. If personal calls are made on these phones, they are expected to be kept short (less than 3 minutes), and are expected to be rare. Abuse of this policy will be considered a Category 1 Offense.

All guards will sign a document indicating their understanding and acceptance of these policies and procedures, which will be kept on file for the duration of their employment.



This recognizes that
 Andrew Pope
 has completed the requirements for
 Lifeguarding/First Aid/CPR/AED
 conducted by
 Meadowbrook Aquatic Property
 Date completed: 03/25/2012
 The American Red Cross recognizes
 this certificate is valid from
 completion date for: 2 Years



This recognizes that
Nick Peeples
has completed the requirements for
CPR-AED for Lifeguards
conducted by
Meadowbrook Aquatic Property
Date completed: **06/06/2011**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

BALTIMORE COUNTY, MARYLAND
DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND SUSTAINABILITY

ENVIRONMENTAL HEALTH SECTION

CERTIFIED POOL OPERATOR

Name: JOHN CADIGAN

ID NO: 12950

EXPIRES: 4/25/2014

Vincent J. Gardina
Vincent J. Gardina, Director



This recognizes that
Nicholas Peeples
has completed the requirements for
Lifeguarding/First Aid/CPR/AED
conducted by
Meadowbrook Aquatic Property
Date completed: **09/30/2012**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**

redcross.org
Instructor's Signature
[Signature]
CENTRAL MARYLAND CHAPTER
Holder's Signature
[Signature]
SERIAL NO. 250718

redcross.org
Instructor's Signature
[Signature]
Chapter
CENTRAL MD



This recognizes that
Najaa Corbett
has completed the requirements for
CPR-AED for Lifeguards
conducted by
Meadowbrook Aquatic Property
Date completed: **08/23/2011**
The American Red Cross recognizes
this certificate is valid from
completion date for: **2 Years**