



**AIR FORCE OUTDOOR RECREATION PROGRAMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**AFI 34-110, 22 July 1994, is supplemented as follows:**

This supplement applies to all AETC installations that have recreational swimming pools. It does not apply to the Air National Guard or the Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*. See Attachment 1 (Added)(AETC) for a glossary of references and supporting information used in this publication.

13.3.1. Clear the pool if a lifeguard must leave his or her assigned duty without a replacement. No one is allowed to use the pool until the proper number of lifeguards are on duty.

13.3.2. The flight chief ensures the outdoor recreation (ODR) director and the aquatic director assign a lead lifeguard to each pool. The ODR director and aquatic director will also conduct and document pool inspections a minimum of twice per week. The flight chief will not permit the opening of a pool without trained lifeguards. Lead lifeguards will schedule lifeguards for the operation of the pool. Lead lifeguards will be a minimum of 18 years old. Lead lifeguards will provide a copy of the schedule to the ODR director and aquatics director who are responsible for spot-checking the pool to ensure the lifeguards are on duty and performing assigned responsibilities.

13.4.1. Applicants will be interviewed and a call made to references on the application to determine maturity, physical capability, and reliability of the applicant. Notes on these discussions will be included in the personnel file of the selected personnel. This information will be used to schedule the lifeguards and match partners. The ODR director or aquatic director will maintain training records on all lifeguards. Training will be conducted as outlined at Attachment 2 (Added)(AETC). The flight chief will submit AETC Form 21, **Lifeguard Training Sets Report**, via e-mail to HQ AETC/SVPC after the initial training and every 2 weeks following to ensure minimal training is accomplished. One lead lifeguard will also be responsible for training, thus holding a lifeguard training certification. They will also conduct and document pool inspections a minimum of twice per week.

13.6. The ODR and/or aquatic director will ensure all equipment requirements are added to the daily opening checklist.

27. Bullet 5. Include emergency procedures in base operating instructions, to include emergency phone numbers, equipment use, and security.

**30. (Added)(AETC) Form Prescribed.** AETC Form 21.

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Director of Services

**2 Attachments (Added)(AETC)**

1. Glossary of References and Supporting Information
2. Lifeguard Training Program

**Attachment 1 (Added)(AETC)**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References (Added)(AETC)***

AFMAN 37-139, *Records Disposition Schedule*

***Abbreviations and Acronyms (Added)(AETC)***

**ODR**—outdoor recreation

**CPR**—cardiopulmonary resuscitation

**AED**—automated external defibrillator

**Attachment 2 (Added)(AETC)****LIFEGUARD TRAINING PROGRAM**

**A2.1. (Added)(AETC) Training Sessions.** All training sessions are conducted by American Red Cross lifeguard instructors. Training sessions can include review of material from:

A2.1.1. (Added)(AETC) (Added)(AETC) American Red Cross Lifeguard Today – video.

A2.1.2. (Added)(AETC) American Red Cross Lifeguard Today – manual.

A2.1.3. (Added)(AETC) American Red Cross Automated External Defibrillator (AED)/Supplemental Oxygen – video.

A2.1.4. (Added)(AETC) Heart Stream AED – video.

**A2.2. (Added)(AETC) Initial Training.** Initial training consists of the following:

A2.2.1. (Added)(AETC) Evaluation of staff abilities (visual audits).

**A2.2.1.1. (Added)(AETC) Water Skills:**

A2.2.1.1.1. (Added)(AETC) Active rescues.

A2.2.1.1.2. (Added)(AETC) Passive rescues.

A2.2.1.1.3. (Added)(AETC) Spinal injuries.

**A2.2.1.2. (Added)(AETC) Land Skills:**

A2.2.1.2.1. (Added)(AETC) Rescue breathing.

A2.2.1.2.2. (Added)(AETC) Obstructed airway.

A2.2.1.2.3. (Added)(AETC) Cardiopulmonary resuscitation (CPR).

A2.2.1.2.4. (Added)(AETC) Spinal injuries.

A2.2.1.2.5. (Added)(AETC) First aid.

A2.2.1.2.6. (Added)(AETC) AED.

A2.2.1.2.7. (Added)(AETC) Supplemental oxygen.

A2.2.1.2.8. (Added)(AETC) Disease prevention.

A2.2.2. (Added)(AETC) Additional training. Lifeguards will also receive training in the following areas:

A2.2.2.1. (Added)(AETC) Customer service.

A2.2.2.2. (Added)(AETC) Bomb threats.

A2.2.2.3. (Added)(AETC) Robbery.

A2.2.2.4. (Added)(AETC) Force protection conditions.

A2.2.2.5. (Added)(AETC) Sexual harassment.

**A2.3. (Added)(AETC) Monthly Training.** All staff members must be present for the following training:

A2.3.1. (Added)(AETC) Active rescues.

A2.3.2. (Added)(AETC) Passive rescues.

A2.3.3. (Added)(AETC) Deep water spinal.

A2.3.4. (Added)(AETC) Shallow water spinal.

A2.3.5. (Added)(AETC) Rescue breathing and oxygen administration.

A2.3.6. (Added)(AETC) CPR and AED.

A2.3.7. (Added)(AETC) First aid.

**A2.4. (Added)(AETC) Weekly Training.** The following skills are broken into two sections. One skill from each of the two sections is covered per week with all eight skills covered once per month. A drill is run from the time the rescuer signals there is a problem until the victim is on the deck and first aid is being administered.

**A2.4.1. (Added)(AETC) Emergency Action Drills:**

A2.4.1.1. (Added)(AETC) Active victim rescue.

A2.4.1.2. (Added)(AETC) Passive victim rescue.

A2.4.1.3. (Added)(AETC) Shallow water spinal victim.

A2.4.1.4. (Added)(AETC) Deep water spinal victim.

**A2.4.2. (Added)(AETC) Emergency Care Skills:**

A2.4.2.1. (Added)(AETC) CPR.

A2.4.2.2. (Added)(AETC) Rescue breathing.

A2.4.2.3. (Added)(AETC) Obstructed airway.

A2.4.2.4. (Added)(AETC) AED and oxygen administration.

**A2.5. (Added)(AETC) Additional Training.** Training sessions not on the regular schedule can include:

A2.5.1. (Added)(AETC) Customer service – videos.

A2.5.2. (Added)(AETC) Skin cancer awareness – brochures.

A2.5.3. (Added)(AETC) Lifeguard responsibilities.

A2.5.4. (Added)(AETC) Scanning – video.

A2.5.5. (Added)(AETC) Victim recognition.

**A2.6. (Added)(AETC) Drills and Audits:**

A2.6.1. (Added)(AETC) Each pool receives one:

A2.6.1.1. (Added)(AETC) In-house drill during normal duty hours per month while the pool is open.

A2.6.1.2. (Added)(AETC) Base drill during normal duty hours per month while the pool is open.

A2.6.1.2.1. (Added)(AETC) Fire department, emergency medical technician, and hospital personnel respond.

A2.6.1.2.2. (Added)(AETC) Drill does not stop until victim arrives at the emergency room.

A2.6.1.2.3. (Added)(AETC) Debriefing is held immediately following the drill. All agencies have a representative present to discuss how the drill went.

A2.6.2. (Added)(AETC) Each staff member receives two audits per month. Audit scores are used to evaluate the training program as well as individual weakness. A failing audit score is reason for the

lifeguard to be removed from the lifeguard rotation. The American Red Cross lifeguard instructor retrain the lifeguard in the deficient areas. When the lifeguard instructor has completed the retraining, the guard is placed back on rotation and will receive another audit within 2 weeks. Failing a second time is grounds for disciplinary action.