

**RESOLUTION NUMBER 7264**

A resolution adopting the revised Beatrice Big Blue Water Park Policy & Procedures Manual.


NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BEATRICE, NEBRASKA:

**SECTION 1.** That the Mayor and City Clerk of the City of Beatrice, Nebraska hereby adopts the revised Beatrice Big Blue Water Park Policy & Procedures Manual. A copy of said Manual, marked as Exhibit "A", is attached hereto and incorporated herein by reference.

**SECTION 2.** That all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLUTION PASSED AND ADOPTED this 1<sup>st</sup> day of April, 2024.

Attest:

  
Erin Saathoff, CMC, City Clerk


  
Robert Morgan, Mayor

Exhibit "A"



# BEATRICE BIG BLUE WATER PARK

## POLICY & PROCEDURES MANUAL

## INTRODUCTION

The City of Beatrice, Nebraska strives to provide a safe and enjoyable water park for the citizens of Beatrice. Employees of the Big Blue Water Park ("Park") are expected to be professional, courteous, and vigilant at all times. While providing a fun experience is important for the Park, safety is the top priority. To ensure that safety trumps all else, each and every Park employee must be knowledgeable, well-prepared, and follow all guidelines contained in this manual. In addition to the policies and procedures set forth in this manual, Park employees shall adhere to all rules and regulations included in the Non-Union Handbook and their respective job descriptions.

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## **Section 1: General Information**

### **1.1 Hours of Operation**

The City shall establish the daily hours of operation; those hours are generally 12:30 p.m. to 7:00 p.m. but are subject to change.

**Note:** If the pool closes due to weather conditions, an attempt to reopen will be made later in the day.

### **1.2 Pool Parties**

Pool parties will be by reservation only. Private pool parties are available after hours. A sign-up sheet for guards for private parties will be provided as needed. No food or drink is to be brought in without the prior approval of the Water Park Manager. Special rates available.

### **1.3 Telephone Calls**

The telephones in the offices shall only be used to receive messages, to place emergency calls, and for pool business purposes. Persons calling the pool to talk to speak with a member of the public at the facility will not be allowed to do so, except in emergency situations. Otherwise, a message will be taken and passed on. Cell phones shall not be taken to a lifeguard stand and must remain in lockers, except when staff is on break.

### **1.4 Safety Checks**

Safety checks will be announced at the discretion of a Water Park Manager on duty.

### **1.5 Rotation**

Rotation guidelines will be explained by the Water Park Manager before the pool opens at the start of the season. A daily schedule of where each guard will start will be provided by the Water Park Manager. The rotation will be in thirty (30) minute increments, with breaks scheduled throughout the rotation. All guards shall make every effort to be on time for each rotation. Repeated tardiness will result in disciplinary action.

### **1.6 Days Off**

Each full-time staff member will have at least one (1) day off per week as designated by the Water Park Manager. Staff members unable to make their work schedule must arrange for their own substitutes from a pre-approved list. Any staff member wishing to switch days may do so, but must contact the Water Park Manager for approval beforehand to eliminate confusion or under-staffing. Guards must use the GroupMe application and change dates on the homebase program.

Official uniforms are NOT to be worn at the pool on days off. Requested days off shall be granted based on availability of staff.

### **1.7 Free Time**

**Before Opening:** With approval of the Water Park Manager, staff may come into work early on days they are scheduled to work in order to use the pool. Staff using the pool before opening hours are not considered "on duty" for purposes of workman's compensation claims.

**During Open Hours:** Employees are expected to stay on park grounds while on the clock. Employees leaving the grounds for personal reasons must sign out. During breaks, staff members must remain aware of both their surroundings and their co-workers so that they can assist where needed. Uniforms shall remain on at all times while on duty for easy identification purposes in the event of an emergency or crisis.



**After Closing:** Admissions staff is responsible for ensuring the offices are clean. Lifeguards are responsible for ensuring bathrooms are cleaned and that all equipment is properly stored and that the deck, pool, and grounds are clear of all items. No staff shall leave the park area until approval is given by management.

#### **1.8 Clocking In/Out**

To clock in/out for shifts, Park staff will be provided access to an app on their personal cell phones. The Water Park Manager will carefully check and calculate the hours worked for each employee.

#### **1.9 Reimbursements for Swimsuits**

Park staff may be reimbursed for up to seventy-five dollars (\$75.00) for their purchase of a swimsuit – one (1) top and bottom or a one-piece – after working fifty (50) hours.

#### **1.10 In Services**

Staff in-services will be planned and implemented by the Water Park Manager. Staff will be required to attend a specified number of in-services.

#### **1.11 All Staff**

All staff must take part in maintaining the cleanliness and overall upkeep and appearance of the facility, inside and out.

##### **Requirements**

- Follow and enforce pool rules and policies.
- Be in uniform during hours of operation.
- Cleaning may be assigned by the Water Park Manager for the following tasks:
  - Hosing off the deck;
  - Watering trees and flowers;
  - Weed removal;
  - Skimming the pool surface;
  - Emptying trash cans
  - Vacuuming or sweeping the pool.

## Section 2: EMERGENCY PROCEDURES

### Emergency Codes

**Red** = Fire

**Black** = Tornado/Severe Weather

**Adam** = Missing Child

**Orange** = Bomb Threat

#### 2.1 Emergency Communication Plan Summary: What to Do During an Emergency

- Remain calm and maintain an attitude of cooperation.
- Contact the Water Park Manager, Donna Arena, of the situation. Cell Phone: (402)806-1677.
- Direct all media inquiries and parent inquiries to the City Administrator.
- Assist as directed in confirming facts and locating witnesses.
- Do not volunteer information to spectators, strangers or anyone not immediately involved, including other staff.

#### 2.2 Evacuation Procedures

Evacuation Procedures will be posted at strategic locations. All Park employees shall familiarize themselves with the Evacuation Procedures.

#### 2.3 Calling 911

- Dial 911.
- Identify yourself and the nature of emergency.
- LOCATION: Beatrice Big Blue Water Park, 1219 Scott Street.
- If emergency is of a medical nature, give victim's condition, including but not limited to:
  - consciousness (awake, verbal responsive, pain responsive, unconscious);
  - breathing;
  - pulse;
  - bleeding;
  - possible spinal injury;
  - possible fractures; and
  - age, gender
- Send a staff member to flag down EMS.
- Give any other pertinent information.
- HANG UP LAST.
- Notify the Water Park Manager.
- If 911 is called, notify the Water Park Manager of the status of the emergency.

#### 2.4 Incidents Outside Facility/In the Parking Lot

If a person is injured, or if a fight occurs in the parking lot area of the park, staff must immediately notify the Water Park Manager, who can notify law enforcement at his/her discretion.

#### 2.5 Injury/Illness Reporting & Procedure

**Major Injuries or Illness** (Heart attacks, no pulse, severe bleeding, drowning, fractures, etc.)

- Identify victim.
- Blow whistle and begin clearing the pool.
- Clear the immediate area and isolate the victim.
- Perform First Aid and/or CPR using Personal Protective Equipment – do not move unless required to prevent further injury.

- Notify the Water Park Manager.
- If 911 is called, notify the Water Park Manager.
- Continue First Aid/CPR until relieved by EMS.
- Fill out an Accident/Injury Report.
- If necessary, fill out the DHHS Swimming Pool Accident Report.
- Direct media inquiries to the City Administrator.

**Minor Injuries or Illness** (Slips or falls that do not appear serious, cuts, scrapes, bruises or illness)

- Identify victim.
- Blow whistle and begin clearing the pool.
- Begin First Aid/CPR using Personal Protective Equipment.
- Notify Water Park Manager.
- When a child is injured or falls ill, inform a parent or guardian and have them decide whether to:
  1. Pick up the child from the park; or
  2. Send the child to the hospital via EMS.
- Fill out an Accident/Injury Report.
- Direct media inquiries to the City Administrator.

NOTE: Documentation must be done when any care is given.

## **2.6 Staff Injury Reporting Procedure**

- Notify the Water Park Manager within twenty-four (24) hours of injury.
- Take the Accident/Injury report to the Water Park Manager and ask for a "Worker's Compensation Report".
- Go see your primary physician if you need medical treatment; and if that is not possible, go to the nearest Emergency Room.

## **2.7 Distressed / Drowning Swimmers**

Another serious situation that lifeguards must be prepared for is a distressed swimmer or an active drowning victim. While not limited to those listed below, the following are signs of a swimmer in trouble:

- A call for help (not from an active drowning victim);
- Excessive thrashing with arms to the side and head back;
- Neutral to negative buoyancy; or
- Facial expression of fear or panic.

The primary rescuer shall alert all lifeguards with two (2) short whistle blasts. A second guard shall alert the inside staff to the type and location of the emergency.

## **2.8 Testing Emergency Procedures**

The readiness and skill of Park staff may be tested on occasion at the discretion of the Water Park Manager. This may occur during pool operating hours or during a special practice outside of operating hours.

**DURING OPEN HOURS:** When a drill occurs during open hours, a Water Park Manager or other staff member shall make the regular safety check announcement after the appropriate notification. Then the following announcement shall be made and repeated during the drill to prevent panic or rumors: "If I may have your attention. What you are witnessing is a drill. The person in the water is acting and is not injured. An announcement will be made when you can reenter the pool. Thank you for your cooperation." All staff members shall take the appropriate actions assigned to them and carry them out as if this were a real accident.



## **2.9 Fire – Code Red**

- Upon alarm activation, “Code Red” must be announced on the public announcement system.
- All staff go to the Reception Desk.
- The Water Park Manager will proceed as evacuation coordinator. The evacuation coordinator will assign areas to other key staff. Staff assigned to these areas will clear and secure their assigned location. Staff and members of the public must follow the instructions of evacuation leader.
- Evacuate all areas to the nearest exit.
- Contact the Water Park Manager.
- If a fire cannot be extinguished immediately with a fire extinguisher, call 911.
- If 911 is called, notify the Water Park Manager and let them know you made the call.
- If someone refuses to clear the area as directed, seek help from other staff.
- If the fire alarm is determined to be a false alarm, staff and members of the public may reenter the park at the direction of the Water Park Manager.
- If the Fire Department is required to put out the fire, the facility may not be reentered until cleared by the Fire Department.
- If the Fire Department arrives, follow the directions of the Fire Department.
- Fill out the Incident Report once the situation is over.

For minor fires, use the fire extinguishers to extinguish the fire. Notify the Water Park Manager and complete an Incident Report.

### **Fire Extinguisher locations:**

- Bathroom
- Pool Pump House
- Storage Room
- Concession Stand

## **2.10 Lightning; Severe Weather; Tornadoes – Code Black**

The Water Park Manager has the primary responsibility for monitoring the weather, through the radio, televisions, or direct observation of the current conditions. Every effort shall be made to get the members of the public out of the pool as quickly as possible if a storm seems imminent, or if a tornado warning is issued. At the Water Park Manager’s discretion, members of the public may be asked to exit the pool as a result of imminent or occurring storms, lightning, or tornado warnings.

### **Lightning/Thunderstorms**

- Listen to broadcast weather reports.
- Notify the Water Park Manager when lightning is within ten (10) miles of the water park, or when lightning is visible by Park staff.
- When authorized by the Water Park Manager, “Code Black” must be announced on the public announcement system.
- Clear the facility and pool area.
- When the Water Park Manager authorizes clearing the pool as a result of inclement weather, members of the public must be moved inside, or sent home.
- The pool must be closed for at least thirty (30) minutes after the most recent lightning strike was observed.

### **Severe Weather/Tornadoes**

- Listen to broadcast weather reports.
- Notify the Water Park Manager if a severe weather warning or tornado warning is issued.
- When authorized by the Water Park Manager, "Code Black" must be announced on the public announcement system.
- Clear the facility and pool area.
- When the Water Park Manager authorizes clearing the pool as a result of inclement weather, members of the public must be moved inside, or sent home.
- Staff cannot force members of the public to stay in the facility; staff may only recommend it, except for children not accompanied by a parent or guardian.
- Escort remaining members of the public to shelter.
- Instruct everyone to sit next to an interior wall and cover their heads.
- Resume normal activity after the Emergency Broadcast System indicates the threat has passed.

### **Power Failure**

- In the event of power failure, the pool must be closed.
- Establish communications with key staff.
- Locate flashlights.
- Notify the Water Park Manager to determine the level of emergency and determine whether it is necessary to evacuate the building.
- Notify the Reception Desk not to admit anyone until further notice, except for parents or guardians picking up children.
- Clear and secure all areas.
- If it is determined that power failure is not due to fire, the Water Park Manager shall assign staff to guide members of the public to pick up their belongings.
- If necessary, call 911, then notify the Water Park Manager that you made the call.

## **2.11 Missing Child – Code Adam**

- If a child goes missing, determine the child's identity and notify the Water Park Manager.
- When authorized by the Water Park Manager, Code "Adam" must be announced on the public announcement system.
- The Water Park Manager will designate a search coordinator, who will assign search areas.
- Form a detailed description of the child including, but not limited to:
  - Name;
  - Age;
  - Hair Color;
  - Weight; and
  - Clothing.
- If the child is not found within ten (10) minutes, call 911.
- If a child is found with a suspected abductor, do not allow them to leave the facility.
- Park staff are NOT ALLOWED to use force to prevent a suspected abductor from leaving the facility.
- In the event a suspected abductor leaves the facility, immediately call 911.
- If 911 is called, notify the Water Park Manager that you made the call.
- If the child is found, use the public announcement system to cancel the Code Adam.
- Fill out an incident report.
- Direct media inquiries to the City Administrator.

## **2.12 Bomb Threats – Code Orange**

Park staff must treat all bomb threats as a real threat. Always report any suspicious packages, actions or conditions. If a person makes a bomb threat, staff shall:

- Remain calm.
- Listen to the person making the threat carefully, and if safe to do so, take notes.
- If the threat is over the phone, listen for background noise, accent, or other distinguishing details and record them.
- Notify the Water Park Manager immediately.
- Call a Code “Orange” over the public announcement system.
- Clear the pool.
- Call 911 and inform the Water Park Manager that the call was made.
- Help escort members of the public to exits.
- Be observant of any unusual or suspicious packages or conditions.
- If someone refuses to clear the area as directed, seek help from other staff.
- Only re enter the building or facility when permitted or instructed by authorities.
- Fill out the incident report.

## **2.13 Alleged or Suspected Child Abuse**

Park staff are mandatory reporters of suspected child abuse. Suspicions of child abuse must be reported to the Water Park Manager. If the Water Park Manager cannot be reached, this should not deter anyone from reporting suspected child abuse.

Cases shall be dealt with professionally, confidentially, and immediately. All media inquiries shall be directed to the City Administrator.

The Beatrice Big Blue Water park prohibits inappropriate touching and verbal and physical abuse of any child. During, or immediately after the occurrence of any suspected child abuse, Park staff must:

- Complete an incident report.
- Notify the Water Park Manager of the incident.
- Report, or cause to be reported, the occurrence to Children’s and Family Services, or the appropriate authorities.

### **Investigation by Authorities**

If the authorities come to investigation a situation or child, the Water Park Manager must:

- Ask for identification.
- Follow their directions, answering all questions honestly.
- Complete an incident report.

**Child Abuse Hotline: 1-800-652-1999**



## **2.14 Violent Threats to Safety**

Park staff must take any violent event or threat seriously. Staff must act quickly and professionally as follows:

### **Actual Violent Event (gun violence, major damage to facility, etc.)**

- Call 911, then inform the Water Park Manager that you called.
- If safe to do so, clear other staff and members of the public from the area.
- If necessary, clear the pool and facility of staff and members of the public.
- When safe to do so, gather witnesses and try to identify the assailant and/or their vehicle.
- If addressing the assailant, speak in a low, slow, and calm voice.
- Fill out accident/incident reports.
- Reenter the facility at the Water Park Manager's discretion.

### **Threats of Violence**

- Notify the Water Park Manager.
- Identify the person who made the threat.
- Remove the person who made the threat from the area and other members of the public. If they refuse, remove other members of the public from the area.
- If the threat is made by a minor, notify the child's parents.
- At least one staff member shall remain with the minor until the child leaves the facility.
- Determine whether contacting the police is necessary; and if necessary, dial 911 and inform the Water Park Manager that you made the call.
- Fill out accident/incident reports, and include witnesses.
- If police are called, let the officer deal with the situation and any parents of minors involved.
- When necessary, inform the person who made the threat, or their parents/guardians that they will be suspended until police complete their investigation, and the Water Park Manager has had a conference with them, or the parents/guardians of the child. All agreed upon conditions established by the Water Park Manager and police must be met before the person may return to the facility.
- Copy any reports made for the police.

### **Robbery**

- Remain calm.
- Note what the suspect looks like – take note of physical description and clothing.
- Do not antagonize the suspect.
- Remember the suspect's vehicle – note the description of the vehicle and direction of travel.
- DO NOT attempt to follow a suspect out of the facility or write down information in front of them.
- Once certain the suspect is gone, call 911 and notify the Water Park Manager that you made the call.
- Notify the Water Park Manager and let them further handle the situation.
- Complete an accident/incident report – include descriptions on a separate sheet of paper.
- Do not disturb the crime scene area by touching anything the suspect may have touched.
- Wait for the police to arrive and follow their instructions.
- Copy any reports made for the police.



## **Section 3: Discipline Procedures**

### **3.1 Discipline of Members of the Public**

The pool rules may be found in Section 5 of this manual; however, this list is subject to changes, additions, or deletions at any time. Each staff member must be familiar with these rules and strive to implement them fairly and at all times, regardless of how many people are using the pool.

#### **Suspensions**

Anyone caught in serious violation of the rules of this pool may be suspended from the Park at the discretion of the Water Park Manager. The Water Park Manager shall determine the duration of suspension for anyone suspended from the Park based on the seriousness of the violation, the general actions of the person previously, and the discretion of the staff member taking action.

Be sure to make clear to those who are kicked out the day on which they may return. The parents of any minors who are kicked out must be contacted before the child leaves.

#### **Suspension Sheets**

Suspension sheets are to be filled out on every person suspended from the Park. The sheets need to be completed with:

- the name of the person;
- all improper actions by the person;
- the date on which person was kicked out; and
- the date that they may return.
- chart of incidents for youth and staff

Note: in the event that the Water Park Manager cannot be reached to determine the length of suspension, then the suspension sheet may be completed by writing "TBD" or "to be determined" for the date on which the person may return. The Water Park Manager shall call the person suspended or their parent/guardian within twenty-four (24) hours of the suspension to determine the length of the suspension.

The Park employee taking action shall include their signature. A space is also available for comments by other staff members and/or members of the public with relevant information. All staff members shall record any disciplinary action taken on the suspension sheet even if they were not the staff member who removed the person from the facility. These sheets are to be kept available for reference in the office. A list and pictures will be posted by the cash register of persons who are currently kicked out, and the dates on which they may return.

### **3.2 Discipline of Staff**

Disciplinary action that may be taken against a staff member includes verbal warnings, written warnings, suspension, or termination. Any problems observed by staff members shall immediately be reported. Discussion of staff disciplinary issues is prohibited.

## **Section 4: Staff Rules and Guidelines**

### **4.1 General Rules and Guidelines**

- Safety is always first.
- Be alert for dangerous situations at all times.
- Be in required uniform at all times while on duty.
- Be courteous and respectful to members of the public and Park staff.
- Show up to your shift on time.
- Maintain a positive attitude.
- Recognize the City of Beatrice as your employer.
- The best advertisement for the Park is a satisfied customer.
- Only Park staff are allowed in the offices or in the concessions stand.
- Always present yourself in a professional manner.
- Every staff member is expected to know their job duties and park policies and procedures.
- Eat/drink only in designated areas and when on breaks.
- Turn in all lost and found items to the office. (All items will be held for two (2) weeks).
- In cases of questionable weather, Park staff must still report to the pool for duty unless instructed otherwise. Other duties may still be assigned to you.
- Report any accidents or needed repairs to the Water Park Manager.
- NO FREE FOOD FOR ANYONE-members of the public and employees must pay for concessions.
- Being under the influence of drugs/alcohol while on duty will result in immediate dismissal.
- Do not use abusive language or profanity while on duty.
- Only designated staff shall use the public announcement systems.
- Staff shall not extend any privileges of employment to friends or relatives.
- While on duty, even if on a break, staff shall be aware of their surroundings and ready to support the other lifeguards if necessary.
- Staff must use careful discretion regarding physical contact with guests.
- Staff shall park only in designated areas.
- The appearance of the facility is one of your responsibilities, take pride in your work.
- It is your duty to independently complete assigned tasks satisfactorily.

### **4.2 Lifeguard Rules and Guidelines**

- Guards shall not engage in unnecessary conversations while on duty.
- A whistle is required while on duty.
- Refrain from wearing jewelry, except for a watch or ring.
- Rescue tubes are to be within easy reach while on duty.

#### **Whistle signals:**

- Two (2) short whistles = leaving chair/position
- One (1) whistle long = clear the pool.

#### **Hand signals for use on the slides:**

- Cross both hands over head = stop anyone from sliding on slides
- Thumbs up = means resume activity on slides.

## **Section 5: Appendix**

### **5.1 Park Rules**

1. All guests age seven (7) or under MUST be accompanied by a responsible person fifteen (15) years of age or older.
2. Members of the public are required to take a shower before entering the pool or pool area.
3. Members of the public with open sores or any infectious diseases are not permitted in the pool.
4. Weak swimmers, or those who cannot swim, are not allowed in the diving area.
5. Must be forty-five (45) inches or taller in order to use the slides alone.
6. No diving in shallow water.
7. No running or horseplay in the facility.
8. Only one (1) person may be on the diving board at a time.
9. No repeated bouncing on the diving boards.
10. No drinking containers, coolers, food or drinks may be brought into the park without the approval of the Water Park Manager - NO EXCEPTIONS.
11. Swimming aids and toys are allowed in the shallow end of the pool at the discretion of the Water Park Manager.
12. Life jackets or floaties are not allowed in the diving board or slide area.
13. No spitting, spouting, or blowing nose in water.
14. Swimmers must wear swimsuits or trunks (no exposed metal, jean shorts or colored t-shirts).
15. No street shoes on the pool deck.
16. Only authorized personnel may use First Aid or lifesaving.
17. Food/drink must be consumed only in designated areas.
18. No hanging on the ropes/diving boards/slides.
19. The baby pool is for small children accompanied by a parent or guardian. Babies must wear swim diapers at all times.
20. No towels or sunbathers within three (3) feet of the pool edge.
21. No smoking, vaping or alcohol permitted in the park.
22. The City is not responsible for stolen or lost items.
23. No refunds, including for closures of the Park for inclement weather.

### **5.2 Forms**

1. Incident Report
2. Suspension/Discipline Form
3. Accident/Injury Report
4. Theft Report
5. Schedule Change Form
6. Employee Acknowledgment Form
7. Department of Health & Human Services Swimming Pool Accident Report

**BEATRICE BIG BLUE WATER PARK  
INCIDENT REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day: Sun M T W Th F Sat

Name of Guest: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M / F

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

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Signature of Guard: \_\_\_\_\_

Signature of Guest: \_\_\_\_\_

Signature of Parent/Guardian (if under 18): \_\_\_\_\_

Guest Refused or Unable to Sign: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

*Additional Comments:*



**BEATRICE BIG BLUE WATER PARK  
SUSPENSION/DISCIPLINE FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

May return on this date: \_\_\_\_\_

**DESCRIPTION OF OFFENSE:**

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**COMMENTS:**

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Signature of Guest: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Guard: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Manager on duty: \_\_\_\_\_ Date: \_\_\_\_\_

Were Parents called?    YES   /   NO

Parents Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*Additional Comments:*

**BIG BLUE WATER PARK  
ACCIDENT/INJURY REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day: Sun M T W Th F Sat

Name of Guest: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M / F

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

- |                                      |                                      |                                      |                                       |
|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Concessions | <input type="checkbox"/> Diving Area | <input type="checkbox"/> Bathhouse   | <input type="checkbox"/> Purple Slide |
| <input type="checkbox"/> Youth Pool  | <input type="checkbox"/> Sand        | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Pink Slide   |
| <input type="checkbox"/> Zero Depth  | <input type="checkbox"/> Mushroom    | <input type="checkbox"/> Frog Slide  | <input type="checkbox"/> Other        |

Describe the accident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Aid given: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was EMS (911) called: YES / NO Time: \_\_\_\_\_ AM / PM

Was Law Enforcement called: YES / NO Time: \_\_\_\_\_ AM / PM

Contributing Factor(s) (mark all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Non-Swimmer       | <input type="checkbox"/> Novice / Tired         | <input type="checkbox"/> Medical Emergency   |
| <input type="checkbox"/> Disoriented       | <input type="checkbox"/> Intoxicated            | <input type="checkbox"/> Unattended Child    |
| <input type="checkbox"/> Horseplay/Running | <input type="checkbox"/> Unaware of Water Depth | <input type="checkbox"/> Not Following Rules |

Name of Parents / Person notified: \_\_\_\_\_

Follow-up Information: \_\_\_\_\_

- |                               |  |   |   |
|-------------------------------|--|---|---|
| <input type="checkbox"/> Rest | <input type="checkbox"/> Informed of rules | <input type="checkbox"/> Warned to Obey Rules | <input type="checkbox"/> Asked to Leave |
|-------------------------------|--|---|---|

Released:

- |   |                                 |   |                                |
|---|---------------------------------|---|--------------------------------|
| <input type="checkbox"/> After Report Completed | <input type="checkbox"/> To EMS | <input type="checkbox"/> To Parent / Guardian | <input type="checkbox"/> Other |
|---|---------------------------------|---|--------------------------------|

List of Managers / Guards on duty: \_\_\_\_\_

\_\_\_\_\_

Signature of Victim: \_\_\_\_\_

Signature of Parent/Guardian (if under 18): \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Guest Refused or Unable to Sign: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

**BEATRICE BIG BLUE WATER PARK**  
**THEFT REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Day: Sun M T W Th F Sat

Name of Guest: \_\_\_\_\_ Age: \_\_\_\_\_ Sex: M / F

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

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**LIST ITEM(S) MISSING:**

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Approximate value of missing item(s): \_\_\_\_\_

Was Law Enforcement called: YES / NO

\_\_\_\_\_  
Signature of Victim

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager's Signature

**BEATRICE BIG BLUE WATER PARK  
SCHEDULE CHANGE FORM**

Employee Name: \_\_\_\_\_ Date(s) of Request: \_\_\_\_\_

Sub Name: \_\_\_\_\_ Sub's Signature: \_\_\_\_\_

APPROVED      DENIED

\_\_\_\_\_  
Authorized Signature

**BEATRICE BIG BLUE WATER PARK  
SCHEDULE CHANGE FORM**

Employee Name: \_\_\_\_\_ Date(s) of Request: \_\_\_\_\_

Sub Name: \_\_\_\_\_ Sub's Signature: \_\_\_\_\_

APPROVED      DENIED

\_\_\_\_\_  
Authorized Signature

**BEATRICE BIG BLUE WATER PARK  
SCHEDULE CHANGE FORM**

Employee Name: \_\_\_\_\_ Date(s) of Request: \_\_\_\_\_

Sub Name: \_\_\_\_\_ Sub's Signature: \_\_\_\_\_

APPROVED      DENIED

\_\_\_\_\_  
Authorized Signature



**BEATRICE BIG BLUE WATER PARK  
ACKNOWLEDGEMENT FORM**

Review, sign, and return this form to the Water Park Manger. This form will remain in your personnel file.

I, \_\_\_\_\_, hereby acknowledge that I have received a copy  
(print name)  
of the Beatrice Big Blue Water Park Policy & Procedures Manual. I also acknowledge that I  
have read and understand the responsibilities, emergency procedures, staff rules, and  
guidelines.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date