

Standard Operating Procedure (SOP) for Operation and Training at Swimming Pool Facility.**1. Purpose:-**

To lay down standardized procedures for the operation, maintenance and training activities at the swimming pool facility (under construction at 8TH Bn NDRF). The swimming pool facility has been activated primarily for the Training Procedure for all ranks. During off-hours, when no training is scheduled or in progress, the swimming pool may be utilized by the families of all ranks as per the allotted timings. To keep the swimming pool functional, it must be properly activated and secured (Guarded). Swimming shall be strictly treated as a training activity, not merely for recreation.

2. Scope

This SOP shall apply to all staff, trainees and visitors utilizing the swimming pool facility under the jurisdiction of Comdt, 8TH BN NDRF(*)

3. Eligibility & Access Control

- Only NDRF personnel possessing valid Identity Cards shall be permitted to use the swimming pool facility.
- Civilians and personnel from other departments may use the facility only with prior approval of the Competent Authority.
- A Swimming Pool Entry Pass shall be issued to authorized users after approval from the Competent Authority.
- **Family Access & Membership Cards:** Families and their dependents residing within the Battalion Campus shall be permitted to use the swimming pool facility during designated family swimming hours upon payment of membership fee of ₹100/- for per person (Issuing of Card). The membership fee shall include the issuance of an official Swimming Pool Identity/Access Card. Entry to the swimming pool during family hours shall be permitted only on production of a valid Access Card.
- Children shall be allowed only in the company of their parents/guardians and with prior approval of the Competent Authority.
- A Medical Fitness Certificate issued by AMA shall be mandatorily enclosed with application for Pool access.

4. Responsibilities

- **Pool Manager / Officer-in-Charge (Training Officer, 8th Bn NDRF):** Overall supervision, compliance monitoring and reporting of swimming pool operations.
- **Adjutant (8th Bn NDRF):** Responsible for the overall security, structural safety, and guarding framework of the swimming pool building and facility.
- **Course Officer:** Shall be detailed for the conduct of courses where the use of the swimming pool is required. He shall be responsible for conducting the course as per the established procedures and guidelines of HQ NDRF and shall ensure overall safety and supervision. He shall also be responsible for the safety of all participants during the course.
- **Course SO:** Fully accountable on the ground for the smooth conduct, discipline and safety of each ongoing course.
 - Shall strictly regulate session timings and ring the bell twice: first bell as a pool exit alert, and second bell (after 20 minutes) for strict session closure.
 - Shall conduct daily inspections of toilets and changing rooms. If any damage to fittings is found, immediately notify the Works/Trg. Branch.

- Shall ensure lifeguards/Instructors are present near the swimming pool at all times and are always in proper uniform.
- Shall strictly instruct all individuals not to litter; keeping the premises clean is the individual responsibility of everyone.
- Shall be directly responsible for ensuring the discipline and safety of all rescuers participating in the course.
- Shall strictly enforce the queue system and safety guidelines during training sessions.
- **Maintenance Staff:** Functioning under the Training Branch for daily cleaning, water treatment and equipment upkeep; Scheduled cleaning and maintenance during non-operational season. Works Branch will look after electricity supply and major maintenance work.
- **Instructors Staff:** Qualified instructors (ADRC Level – II qualified) detailed by the Training Branch to conduct structured training programs, run courses as per the approved schedule, maintain records & progress reports.
- **LIFEGUARD/ INSTRUCTORS DUTIES:**
 - **Constant Surveillance:** Scan the pool continuously to monitor all swimmers. Rapid Response: Act immediately to rescue anyone in distress or drowning.
 - **First Aid & CPR:** Provide emergency medical care and CPR when needed.
 - **Enforce Safety Rules:** Strictly stop running, diving in shallow areas, or rough play. Equipment Inspection: Check all rescue gear and first aid kits daily.
 - **Maintain Order:** Keep the pool area, deck, and walkways clear of hazards.
 - **Report Incidents:** Document and log all accidents or safety issues immediately.
- **Medical Cover & Emergency Response : -**
 - **During Routine Operational Hours and Training Courses:** As all instructors of the Training Branch are qualified Medical First Responders (MFRs), dedicated medical staff and ambulance deployment at the swimming pool is not mandatory. However, medical staff and ambulance shall remain available on an 'On-Call / Emergency Standby' basis at the Unit Hospital as per established practice. A fully equipped First-Aid Box/MFR Bag shall be readily available at the swimming pool premises at all times for immediate emergency response.
- **Administrative & Support Staff (QM & Works Branch):** Administrative and maintenance wings responsible for support functions.
- **Works Branch (PNR Branch):** Shall ensure proper filtration, cleaning, and maintenance of the pool. Staff operating the filtration plant shall report to the Pool O I/C daily. Shall handle quarterly preventive maintenance of pumps, filters, and pipelines.
- **Quartermaster (QM) Branch:** Shall coordinate the procurement of all necessary equipment required for the pool. Shall ensure the maintenance of lawns and plants around the swimming pool complex.
- **SM / SO (Trg):** Shall ensure thorough daily cleaning of the swimming pool, toilets, and changing rooms.
- **Telecom Branch:** A dedicated and permanent internal landline telephone facility shall be available at the swimming pool premises. The telephone shall be maintained in serviceable condition at all times, and its functionality shall be checked daily to ensure prompt communication and timely assistance during any emergency situation.

Note: Training Branch shall be responsible for detailing instructors/lifeguards for the use of the swimming pool during non-course activities as well, maintaining necessary register entries, and shall be responsible for opening and closing the swimming pool during courses and off hours.

5. Operational Guidelines

POOL TIMINGS AND FAMILY ACCESS RULES	
Summer Schedule (01 April to 31 October)	Winter Schedule (01 November to 31 March)
Training / Course Timings (Monday & Wednesday to Saturday) Morning Session : 0800 Hrs – 1030 Hrs Evening Session : 1600 Hrs – 1800 Hrs	Training / Course Timings (Monday & Wednesday to Saturday) Morning Session : 0845 Hrs – 1245 Hrs Evening Session : 1500 Hrs – 1645 Hrs
Family Swimming Hours Morning Session : 0600 Hrs – 0745 Hrs Evening Session : 1815 Hrs – 2000 Hrs	Family Swimming Hours Morning Session : 0630 Hrs – 0830 Hrs Evening Session : 1700 Hrs – 1845 Hrs
EVERY TUESDAY SHALL BE A MAINTENANCE DAY.	

- **Note:** The above timings may be modified by the Commandant, 8th Bn NDRF, depending upon weather conditions, training requirements, operational commitments, safety considerations, and administrative exigencies.
- **Water Quality:** Chlorination, pH testing, and water quality monitoring shall be carried out daily during the operational season. Before filling or replenishing the swimming pool, the water shall be properly treated and tested as per prescribed standards. The treatment process shall be undertaken departmentally or through an authorized agency under the supervision of Works Branch, 8th Bn NDRF.
- **Sanitation:** Daily cleaning of pool deck, changing rooms and showers; weekly deep cleaning and filter backwashing.
- **Safety:** Instructors/Lifeguards (To be provided by Trg. Branch) on duty during operational hours; emergency equipment (life buoys, stretchers, first aid kits) to be kept ready.
- **Trg. Branch:** Shall be responsible for preparing the schedule for the use and operational hours of the swimming pool. (Due approval of the Commandant, 8th Bn NDRF, shall be obtained).
- **Medical Branch:** In case of an emergency, the Medical Officer In-Charge (MO I/C) will attend to the patient either on the spot or at the MI Room depending on the situation.
- **Infrastructure:** Quarterly preventive maintenance of pumps, filters and pipelines by Works branch; defects to be reported immediately.

6. Safety Equipment

- **The following lifesaving equipment must be readily available at the swimming pool:**

Sl. No.	Lifesaving Equipment	Quantity
1	Lifebuoys / Floating Tubes	06
2	Lifesaving Jackets	10
3	Nylon Rope	50 Mtrs
4	Oxygen Cylinder	01
5	Fiber Log / Bamboo Pole (20 ft)	02
6	Resuscitating Breathing Machine	01
7	First Aid Box with Medicines	01
8	Swimming Kick Board	10

7. Weekly Allotment of Days for Training:

- **Monday:** Training
- **Tuesday:** Maintenance Day (Dedicated to deep maintenance.)
- **Wednesday:** Training
- **Thursday:** Training
- **Friday:** Training
- **Saturday:** Training
- **Sunday & Gazetted Holidays (GH):** No training courses shall run on these days. The swimming pool facility may be utilized by the families of all ranks during the specific hours allotted by the Commandant, 8th Bn NDRF. The use of mobile phones or cameras remains strictly prohibited during these hours.
- **Maintenance Day:** The swimming pool shall remain operational six (6) days a week. **Tuesday** shall be observed as the designated Maintenance Day for cleaning, water quality testing, and other essential maintenance works. No swimming, training, or other pool-related activities shall be conducted on this day. Weather Clause:
- All operational and training timings will be strictly decided as per weather and seasonal conditions. Commandant, 8th Bn NDRF, will issue instructions on training to be conducted beyond these hours if necessary.

8. Training Protocols

- **Levels of Training:** Structured into Basic (water safety, floating, breathing techniques), Intermediate (strokes, stamina), Advanced (competitive swimming, rescue drills) and Specialized (lifeguard certification, CPR, rescue techniques).
- **Course Ability Groups:** Whenever any course is conducted, trainees/rescuers shall be divided into the following three distinct groups based on their swimming proficiency to ensure targeted and safe instruction:
 - **Group 'A':** This group will comprise the best and most proficient swimmers (Best Swimmers), who will be trained directly for advanced rescue techniques and endurance.
 - **Group 'B':** This group will comprise intermediate swimmers (Moderate Swimmers), focusing on improving their swimming proficiency, refining strokes and building stamina.
 - **Group 'C':** This group will comprise rescuers who do not know how to swim (non-Swimmers). They will strictly be given basic training under close supervision using primary safety equipment, focusing on water safety and floating.
- **Safety Classification (Buddy System):** Non-swimmers and weak swimmers (Group 'C') must be clearly indicated by the color of their swimming cap (e.g., Yellow Cap). Training for such individuals is to be organized separately, giving proper attention to each individual.
- Good swimmers (Group 'A') must be deployed as Buddies with weak swimmers to act as an immediate layer of safety.
- Weak swimmers must use mandatory safety aids at all times.
- **Capacity Limit:** To avoid confusion during emergencies, there should not be more than 10 persons in the swimming pool at a time if they are weak/non-swimmers and the number of good swimmers should not exceed 20-25.
- **Diving Regulations:** To avoid accidents, no swimming should take place while diving/jumping practice is being conducted at the deep end. Those who are not actively swimming/diving should sit at the designated waiting area until their turn.

- **Shallow Water Restriction:** Diving or jumping from the shallow side or into shallow water is completely prohibited. During training courses, the Course SO and Course Officer shall closely monitor the session, while during family hours, the instructors on duty will ensure strict compliance.
- **Schedule:** Daily practice sessions (1–2 hours); weekly progress and evaluation.
- **Records:** Attendance registers, progress reports and certification records to be maintained.

9. Emergency Procedures

- Quarterly rescue drills to be conducted under the supervision of the Training Officer/other nominated officer.
- Emergency contact numbers to be displayed prominently.
- Immediate Incident reporting to the Pool Manager/ Trg. Officer, 8th BN, NDRF.
- No person shall enter the swimming pool unless it is officially open and a lifeguard/instructor is on duty.
- Swimmers shall immediately comply with emergency signals and instructions issued by lifeguards and evacuate the pool area when directed.
- Any injury, accident, or near-miss incident occurring within the pool premises shall be reported immediately to the Pool Management.
- **Emergency Suspension:** The Pool Manager / SO I/C reserves the right to immediately suspend pool operations without prior notice in case of water contamination, technical failure of the filtration plant, or sudden lightning/thunderstorms.

10. Compliance & Reporting

- Daily water quality log to be signed by Pool Manager/Trg. Officer.
- All course registers, training records, progress reports and other relevant documents shall be maintained properly and produced for inspection/checking by the Competent Authority as and when required.
- Annual audit of infrastructure safety and hygiene standards.

11. Pool Discipline & Liability

- All users shall behave responsibly and in a manner that does not endanger themselves or others.
- Use of abusive, offensive, or profane language is prohibited and may result in expulsion from the facility.
- The Swimming Pool Management shall not be responsible for the loss, theft, or damage of personal belongings or valuables.
- Violation of any provision of this SOP may result in suspension of swimming privileges and disciplinary action as deemed appropriate by the Competent Authority.

12. DO'S AND DON'TS

☒ Do's

- Taking a thorough shower before entering the swimming pool is mandatory.
- Wear proper swimwear/swimsuit (no civilian or informal clothing allowed).
- All trainees will bring their own swimming suits. No person shall enter the swimming pool without a cap and the color of the cap shall be yellow for weak swimmers (Group 'C').
- Follow the instructions of the lifeguard, Course SO, Course Officer, and training instructor at all times. All trainees must respect and address the instructors respectfully.
- Maintain strict discipline and use the queue system during training.
- Report any injury, illness, or equipment malfunction immediately.

- Skin diseases/illnesses must be checked and certified by the 8TH Bn Medical Officer (MO) before entering the pool.
- An indemnity form must be filled out by the father/guardian in case of children using the facility.
- Parents must keep a constant, watchful eye while their children are undergoing training or are near the pool.
- Keep records updated and signed on a daily basis.
- Use the ladder provided on the pool deck while entering or exiting the swimming pool.
- Seek immediate assistance from the lifeguard in case of cramps, fatigue, or any physical discomfort.

☒ Don'ts

- Do not swim alone.
- Do not overestimate your swimming ability.
- Do not fake or imitate drowning situations.
- Do not attempt rescue operations unless trained and competent.
- Do not practice prolonged underwater swimming or breath-holding exercises.
- Do not apply oil, lotion, or cream before entering the pool.
- Do not spit or blow your nose into the pool water.
- Do not bring pets into the pool premises.
- Do not swim when hungry, exhausted, overheated, or within one hour after a meal.
- Do not wear rings, chains, bangles, kadas, mouli, or similar ornaments while swimming.
- Do not litter within the swimming pool complex.
- Children shall never be left unattended near the swimming pool.
- Do not run, push, or indulge in any kind of horseplay/hooliganism near or inside the pool premises.
- Do not consume food, alcohol, or tobacco inside the pool premises.
- Smoking is strictly prohibited inside any part of the facility (including toilets and changing rooms).
- Do not enter the pool without the physical presence of a lifeguard on the deck.
- Do not use glass bottles or sharp objects near the pool.
- Do not swim during designated maintenance hours or chemical treatment hours.
- Do not ignore safety drills or training instructions.
- Do not tamper with pool machinery, pumps, valves, or electrical installations.
- Refreshments of any kind are strictly prohibited in the swimming pool premises.
- Personnel and family members with a height of less than five feet will not be permitted for swimming training (unless a specific relaxation is granted).
- The use of mobile phones or cameras inside the swimming pool deck and changing rooms is strictly prohibited for all ranks and family members (except for official training documentation authorized by the Training Branch).

13. PRECAUTIONS IN STORAGE & MAINTENANCE OF POOL CHEMICALS

☒ Do's

- Read the instructions on the label carefully and follow them; if you do not understand something, call your supplier for help.
- Store chemicals in a cool, dry, and secure place away from direct sunlight.
- Ensure they are kept out of reach of children and pets.
- Store chemicals only in their original containers.
- Keep the container tightly closed when not in use.
- Use separate, clean plastic or metal measuring cups for each chemical.
- Store oxidizers and acids on separate shelves, as oxidizers release chlorine gas when they come into contact with acids.
- Store liquids below powders and solids.
- Wear protective gear, such as gloves and goggles, and appropriate clothing like aprons or work pants.
- Protect chemicals from moisture exposure when using them. Keep liquids away. Even putting a wet scoop back into the bucket can cause a reaction.
- Always add the chemical to the pool water; never add water to the chemical.
- Wash your hands thoroughly under running water for a few minutes after handling any chemical.

☒ Don'ts

- Do not use the contents of an unlabeled container.
- Do not reuse containers. Rinse and dispose of empty containers properly.
- Do not put spilled chemicals back into their original container to avoid contamination.
- Do not mix two or more different chemicals together.
- Do not use wooden scoops, as wood is porous and cannot be thoroughly cleaned.
- Do not touch undiluted chemicals with bare hands.
- Do not store any chemical above your head level.
- Do not smoke while handling chemicals.
- Do not expose chemicals to any heat or open flame.
- Do not store oxidizers and corrosives right next to each other.
- Do not store pool chemicals near gasoline, grease, turpentine, paint, thinner or flammable products.
- Do not use dry chemical fire extinguishers to put out a chemical fire. Use large amounts of water instead. If you cannot extinguish the fire immediately, leave the area and call the Fire Department.

14. RULES FOR DIVERS

- Only one person at a time is allowed on the diving equipment (including the ladder).
- Divers must dive straight out from the front end of the board.
- Divers are allowed only a single bounce (spring) on the board.
- After surfacing, swim immediately toward the nearest ladder. Do not swim under the board at any time.
- A diver must wait until the preceding diver has surfaced and reached the ladder.

- General swimming is not permitted in the diving area unless the diving board has been closed by the staff.
- Extended dives, or long-distance dives from a three-meter board or platform toward shallow water, are prohibited.
- Those using the diving board must be capable of swimming to the ladder without assistance.