

**BY THE ORDER OF THE COMMANDER  
56<sup>TH</sup> FORCE SUPPORT SQUADRON (AETC)  
LUKE AFB AZ 85309**

**OPERATING INSTRUCTION 34-101.1**

**4 DECEMBER 2022**

*Services*

**OUTDOOR RECREATION**

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**ACCESSIBILITY:** This publication and its prescribed forms are available for download on the 56 FSS website at [www.56fss.com](http://www.56fss.com)

**RELEASABILITY:** There are no releasability restrictions on this publication.

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This Operating Instruction (OI) implements and extends Department of the Air Force Instruction (DAFI) 34-101, *Department of the Air Force Morale, Welfare, And Recreation (MWR) Programs, and Use Eligibility*. This OI establishes policies and procedures for renting and operating watercrafts, Adventure tour rules and regulations, TDY policies, Rental operations, Resale office operations, and Aquatic operations at the Luke AFB Outdoor Recreation. All employees and patrons of Luke AFB are responsible for complying with the provisions of this instruction. It establishes local procedures for the Luke Air Force Base (LAFB) Outdoor Recreation (ODR) activity and its programs. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional' s chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See DAFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. This publication may not be supplemented or further implemented/extended. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**SUMMARY OF CHANGES**

**This document has been substantially revised and should be completely reviewed.** The major changes to this publication are as follows: Consolidation of 4 OI's into one overall OI for Outdoor Recreation operations. Addition of rental resale & equipment rental/loan operating

instructions. Includes minor updates to spelling, punctuation, and Rules of Engagement per DAFI 34-101

## **1. Watercraft Procedures**

### **1.1. General**

1.1.1. Watercraft operators must be at least 18 years old for active duty personnel or family members of active duty personnel. All other operators, who are Department of Defense affiliated members, must be at least 21 years old. All operators must successfully complete the watercraft safety test offered at Outdoor Recreation. See DAFI 34-101 for additional information on authorized patrons and eligibility.

1.1.2. Patrons are required to keep a copy of their Rental Agreement on the watercraft at all times. The Rental Agreement serves as a copy of Registration in the event the patron is pulled over.

### **1.2. Required Safety Equipment, Procedures, & Briefings:**

1.2.1. Proper number of personal flotation devices (PFD), one per person, up to maximum boat capacity are required and provided to patrons with Reservation.

1.2.2. Class 4 throwable seat cushions in boats 16' or greater (one each) - device is designed to be thrown to a victim in the water by attaching to the anchor line.

1.2.3. Paddle - Used primarily for pushing away from objects (docks, pilings, etc.). Paddles may also be needed to manually propel the boat.

1.2.4. Fire extinguisher, (one each). Ensure device is fully charged, arrow pointing to green. To use, point at base of flame and pull lever. Note: each watercraft operator should review instructions listed on the applicable fire extinguishers.

1.2.5. Patrons should obtain the latest weather advisories or forecast by contacting the National Weather Service, Lake Authorities, or other Waterway authorities prior to departing. If inclement weather approaches, immediately head for safe harbor such as the nearest marina or shallow sheltered area. Better safe than sorry!

1.2.6. Patrons must familiarize themselves with **No Wake** zones enforced at the specific area where they are boating.

1.2.7. All operators will be required to review the Arizona Boating Laws and Regulations Synopsis and complete an open book written test with a minimum 90% score. Renter and other operators are required to receive an operational-checkout briefing for the specific type of watercraft being rented.

### **1.3. Restrictions:**

- 1.3.1. No boats shall be allowed out of the Continental U.S. No boats shall be taken to ocean waterways. Operators under the age of 18 are not authorized. All operators must pass the Outdoor Recreation watercraft safety test. Pets are not allowed in any watercraft.
- 1.3.2. At no time shall boats rented from Outdoor Recreation be beached (run aground); adequate anchors are provided and must be used.
- 1.3.3. No glass containers are allowed in any watercraft for safety reasons.
- 1.3.4. **NO ONE UNDER THE INFLUENCE OF ALCOHOL OR ANY INTOXICANT MAY OPERATE A BOAT OR WATERCRAFT!**
- 1.3.5. Outdoor Recreation Watercraft pick-up and return times are 0900 -1130 & 1300 - 1530 Monday – Friday. Ensure patron is aware of return times for their due back date.
- 1.3.6. Patrons must report accidents or mechanical failure to Luke AFB via phone, in person, or in writing as soon as reasonably possible.

## **2. Adventure Tours**

### **2.1. General**

- 2.1.1. Prior to all programs, the ODR program coordinator will prepare a Hazard Assessment and Management worksheet parts 1, 2, and 3, as well as an Emergency Action Plan (Attachment 2). Ensure program requirements conform to the Outdoor Recreation safety and risk management plan.
- 2.1.2. Program Plans: The program coordinator will complete a comprehensive and detailed program plan for each activity/tour. As a minimum, the program plan will identify what the activity is, when it will be conducted, the location of the activity, costs associated with the activity, resources needed for the activity (vehicles, supplies, personnel, fuel, equipment, etc.), the minimum number of participants to make the activity profitable, use of commercial sponsorship funds, special permits or authorizations needed, and the maximum number of participants authorized.
- 2.1.3. Itineraries: The program coordinator will file with the Outdoor Recreation Manager, or in their absence, with the Chief, Community Services Flight, a written itinerary and emergency plan prior to all off base programs. All trip leaders prior to departure must possess a signed hold harmless agreement with emergency contact information for each participant. (Attachment 3)
- 2.1.4. Reconnaissance Trips: The program coordinator shall make reconnaissance trips to all program locations to assist in preparing Emergency Action Plans.
- 2.1.5. Training: All program personnel will at a minimum maintain CPR for the professional responder and American Red Cross First Aid Certifications. Additional certifications as

outlined in DAFI 34-101 attachment 4 are required. Additional certifications may be completed at the discretion of the Outdoor Recreation Manager and Community Services Flight Chief.

- 2.1.6. Record Keeping: Upon completion of all outdoor recreation programs, an after action report will be forwarded to the Outdoor Recreation Manager that will include the following: name and description of activity, date of program, number of participants, participation days, lessons learned, and a brief financial overview.
- 2.1.7. High risk/Outdoor Adventure programs: In accordance with DAFI 34-101 para. 19.16, The 56th Force Support Squadron Commander or Civilian Leader must approve all new high risk/adventure programs in writing. All active duty participants in high-risk activities must have on file a notice of intent to participate in a high-risk activity signed by their commander.
- 2.1.8. Alcohol: At no time will alcohol be consumed in government vehicles. Alcohol may not be consumed during scheduled program functions. Customers may consume alcohol after the program has ended for the day or if program involves alcohol and customer is over the age of 21 i.e. Wine Tastings, Vineyard tours, etc.
- 2.1.9. Tobacco: At no time shall tobacco (includes smokeless) use be allowed in government vehicles. Tobacco may only be used outdoors away from program participants. Tobacco use will be restricted in accordance with State and Federal laws and regulations.
- 2.1.10. Age restrictions: All program participants under age 18 must be accompanied by a parent or an adult over the age of 18 and have on file with outdoor recreation, a medical power of attorney signed by the legal guardian of the minor.
- 2.1.11. Program fees will be determined by program cost with a breakeven cost and maximum profit of 20%.
- 2.1.12. Eligible DoD ID card holders are authorized 1 guest per R4R trip function. Trips open to all ID cards holders are allowed 1 guest outside of their Family unit. Patrons may sponsor guests to participate in adventure tours and other programs.

## **2.2. Private Trips**

- 2.2.1. Authorized customers may reserve vehicles along with staff trip leaders for private tours only when not in conflict with scheduled programs. These programs will be priced for a minimum of 10% profit.
- 2.2.2. The sponsor for private trips will be responsible for all participants during the program.
- 2.2.3. It is the sponsor's responsibility to ensure all their participants can access the base if departure is from Outdoor Recreation, building 247.

### **3. Trip Leader/Guide Pay and Temporary Duty (TDY) Policy**

#### **3.1. General information**

- 3.1.1. The Community Services Flight Chief is responsible for ensuring employees are appropriately compensated for duties performed, and that all employees are covered by NAF TDY orders when working in the field in their capacities as trip leaders and guides.
- 3.1.2. Activity Managers are responsible for compliance with this OI, and ensuring that employees receive proper compensation for duties performed, and hours worked. Ensure TDY orders are updated to reflect current employees. Coordinate revised TDY orders through the 56 FSS Orderly Room and Resource Management Office.
- 3.1.3. Temporary Duty (TDY) orders: TDY orders are provided as a means protecting employees, providing documentation that employees are functioning within the scope of their job responsibilities while engaged in outdoor recreation activities.
- 3.1.4. Blanket TDY orders will be prepared for a one year period, and will cover multiple trips and tours in the Southwestern Region of the United States to include Arizona, Texas, New Mexico, Colorado, Nevada, Utah, and California. All current trip leaders, drivers, and guides will be listed on the orders as those personnel covered by the orders.
- 3.1.5. These orders will be used for all trips and tours on which most employee's expenses will be paid directly as part of the activity. For example, a camping, fishing, rafting trip in which employees are camping, preparing and servicing all meals, and providing snacks for customers, as well as trips where employees are lodged in hotels and meals are purchased in restaurants.
- 3.1.6. Employees will be paid applicable per diem rates for each travel day, and a stipend of approximately \$3.00 for incidentals each full day. In addition, employees will receive regular pay for hours worked.
- 3.1.7. Employees who are guides/trip leaders on trips and tours during which employees will be required to purchase meals or make other expenditures in connection with the TDY, that are not covered as part of the program, will be reimbursed for such expenses provided the following actions are taken: 1.) Receipts are obtained, and submitted with the travel voucher and 2.) a memorandum signed by the Resource Management Flight (RMFC) is attached to the travel voucher stating that reimbursement is authorized for the attached receipts.
- 3.1.8. Employee will coordinate with NAF Accounting Office Manager to complete travel vouchers (DD form 1351-2) within three business days after completion of the trip in order to obtain payment for the trip. Receipts must be obtained and submitted for reimbursable expenses

- 3.1.9. Regular TDY orders will be prepared for trips and tours that don't meet the provisions identified in paragraph 3.1.1 above. These types of programs include long distance trips outside the region identified in the blanket orders. These types of trips and tours include Hawaii, Alaska, Mardi Gras tours, etc. in which employees will be staying in lodging facilities and will be purchasing meals in the local economy. Employees will be authorized, paid per diem, and reimbursed for expenses actually occurred. However employees will not be reimbursed for expenses paid by the agency. For example, if lodging is included as part of the tour, the employee will not be reimbursed for lodging expenses.
- 3.1.10. Employee Pay and Compensation: Outdoor Recreation/Adventure Trips and Tours are unique activities that involve periods of non-continuous work. Examples include idle time waiting for customers, resting while others are driving, comfort stops in-route to destinations, etc. Trips and tours often require extended hours of work, which sometimes makes calculation of pay awkward and challenging. Every attempt will be made to ensure compensation is suitable for the activity and hours worked. Generally, employee pay is based on actual hours worked; however, calculations may be cumbersome with periods of idleness. Unlike daily office work, where breaks are easily scheduled, and hours of work are controlled, Outdoor Recreation programs present challenges that need to be addressed.
- 3.1.11. The work day begins when employees arrive for duty and begin work. Work is continuous while employees are fully engaged with customers, utilizing idle time (as described above) for breaks. Employees will be authorized/paid overtime for hours worked in excess of the scheduled work day/week. For example: If the employee works 12 hours, the employee will be paid 12 hours. Overtime/compensatory time will be paid/calculated in accordance with the Non-appropriated Fund Personnel Program Management and Administration Procedures Guide, paragraph 18.14 & 18.15. It's incumbent upon the employee to honestly report hours worked, as supervisors will seldom be present to observe work. Employees and supervisors will jointly develop estimated daily work hours for various trips, and significant deviations from estimates will require written documentation/justification from the employee. For example, a typical work day on a lower granite gorge river trip is 14 hours. The employee claims 16 hours worked on the second day. This claim must be fully explained in a memorandum to the supervisor who will make a judgment whether or not to approve the additional hours. Employees will be entitled to their appropriate shift differential pay. Compensatory time is not authorized for non-exempt employees.
- 3.1.12. Estimated hours will be the source for the cost that is incorporated into program plans. The cost per customer will be determined in part, on the personnel cost estimate. Employees must make every effort to adhere to the estimate, as personnel expense is the largest and most controllable expense associated with program activities. If personnel expense estimates are routinely exceeded, financial solvency may be jeopardized.

## **4. Resale Operations**

### **4.1. General**

- 4.1.1. ODR staff will ensure safe handling of funds in accordance with the Internal Controls and Protection of Cash and other Assets.
- 4.1.2. ODR Staff must verify customer ID prior to purchase to verify authorization to purchase goods and services at ODR.
- 4.1.3. ODR Staff provides customer services and resale products directly related to ODR activities. Operations must comply with AFI 34-211, Army and Air Force Exchange Service General Policies.
- 4.1.4. ODR Staff must consider which ODR services to offer, look for natural links to Existing activities, loan and rental equipment, and resale merchandise. The selection of items may vary depending on the season and customer demand.
- 4.1.5. ODR staff will conduct a complete physical inventory monthly.
- 4.1.6. Exchanges and Refunds: Exchanges and refunds are granted if made within 30 days, providing the merchandise is returned in pristine condition, with original packaging, all accessories, and an ODR sales receipt.

## **5. Equipment Rental/Loan Operation**

### **5.1. Responsibilities**

#### **5.1.1. Outdoor Recreation Manager**

- 5.1.1.1. Assesses the need for new equipment and gathers funding to purchase new items whether by NAF (NRB) or APF funding.
- 5.1.1.2. Ensures policies are in place for checkout procedures for equipment rental or loan items.
- 5.1.1.3. Updates pricing annually per C-BEP pricing analysis and labor increases.

### **5.2. General information**

- 5.2.1. Fees and charges are approved as a part of the Outdoor Recreation NAF Operating Budget.
- 5.2.2. Hours of Operation are Monday-Friday 0900-1700 and Saturdays 0800-1200.  
Boat and Camper pick up & drop off times are Monday–Friday 0900-1130 & 1300-1530.

- 5.2.3. The fee structure consists of Daily, Weekend, and Holiday weekend rates for selected items. Daily is pick up Tuesday and return Wednesday by 1700. Weekend rate is a pick up Friday or Saturday and Return Monday by 1700. Holiday rates are extended weekends with typical pick up Thursday and return Tuesday, but vary depending on the Holiday weekend.
- 5.2.4. Basewide events such as Freedom Fest, Fall Fest, and Holiday Magic may use items at no-cost to the squadron. Official Wing functions are authorized use of tables and chairs at no-cost as long as official word is given from Wing Protocol in writing to the Outdoor Recreation Office. Stage rentals for official Wing change of commands are at no-cost to the wing. All other stage rentals will incur a fee.
- 5.2.5. Any cancellations or changes to reservations must be made 5 business days prior to reservation.
- 5.2.6. Towable items are not authorized to leave the continental United States or be used in offshore waters.

### **5.3. Equipment Checkout Procedures**

- 5.3.1. Equipment rentals may be made in advance; Active duty can book two months prior and all other DoD ID card holders can book one month prior. Half the payment of the reservation is required to hold reservations.
- 5.3.2. Refunds can be given no later than 5 business days before reservation dates. Any cancellations within that 5 business days before reservations can change the reservation date 1 time, but cannot be refunded.
- 5.3.3. At checkout, ODR Staff will check equipment for cleanliness and condition of all equipment issued. Any defects will be noted on the rental agreement and checklist sheets prior to the customer leaving the facility with item.
- 5.3.4. On return, ODR staff will verify quantity, cleanliness, and condition of all equipment returned before the customer departs in case of damaged or missing parts. All equipment must be returned on the due date to avoid any additional late charges. If any damages were occurred, equipment repairs will be coordinated through ODR and the customer will be responsible for the costs associated. Customers will pay replacement charges equal to ODR acquisition cost for any items lost, stolen, or damaged.
- 5.3.5. All large equipment items (watercraft and campers) require a walk through before and after rental to ensure customer is familiar with operation and safety requirements associated with the equipment.
- 5.3.6. Late fees will be collected at a daily rate for each day items are kept past turn-in date.



5.3.7. Customers are responsible for safe and proper use of all equipment. ODR staff will instruct customers on proper use of the equipment and provide handouts for hard to use equipment. Individuals signing for equipment will be responsible for proper care and use of equipment while in their possession. The customer is responsible for any damage or additional costs due to misuse, abuse, or cleaning fees that may occur.

## **6. Aquatics Program Operation**

### **6.1. Responsibilities**

#### **6.1.1. Flight Chief:**

6.1.1.1. Verifies that each lifeguard has a current nationally recognized certification in lifesaving and water rescue methods and skills, basic first aid, and cardiopulmonary resuscitation (CPR). Ensures that a lead lifeguard is assigned to each pool.

6.1.1.2. Assists the Outdoor Recreation Manager in conducting and documenting pool inspections at a minimum of twice per week during the pool season.

#### **6.1.2. Outdoor Recreation Manager:**

6.1.2.1. Annually review all applicable operating instructions and make changes to ensure compliance with mandatory policies. Schedule and coordinate preseason and post season inspections with applicable local agencies. Take appropriate action to ensure all required equipment and furnishings are purchased prior to the swimming season. Conducts and documents twice weekly, during the pool season, random inspections of the pool along with the Community Services Flight Chief.

#### **6.1.3. Aquatics Director:**

6.1.3.1. Will assign pool managers, lead lifeguards, water safety instructors, lifeguards, and cashiers to a pool. Responsible for inspecting the pools to ensure the lifeguards are on duty and performing their assigned responsibilities. Ensures that training is completed by a nationally certified lifeguard instructor. Will schedule training, verify completion of training, document training, and maintain all records on all lifeguards. Supplies the Outdoor Recreation Manager with the bi-weekly lifeguard training report.

#### **6.1.4. Pool Managers & Lead Lifeguards:**

6.1.4.1. Supervise the lifeguard staff, ensure that the lifeguards are performing their assigned tasks for the day. Ensure the pool is properly staffed on a daily basis. Determine and post the guard schedule for the day. Handle all day-to-day problems with guests and staff; refer any problems that cannot be resolved to the Aquatics Director. Conduct in-service training sessions and provide notes to the Aquatics Director and Outdoor Recreation Manager.

### **6.1.5. Water Safety Instructors:**

6.1.5.1. Conduct instructional classes in accordance with American Red Cross (ARC) guidelines. Starts all instructional classes on time and finishes on time. Creates a program plan, pricing (if applicable), and schedule for season.

### **6.1.6. Lifeguards:**

6.1.6.1. Prior to opening for the day, the lifeguards will ensure the cleanliness of the facility to include: police entire area, wash down the pool deck, place tables, chairs, umbrellas, etc. in proper location, wash down the showers, toilets, and dressing rooms with a disinfectant. Staff must use a 50 p.p.m., bleach solution. Check bathrooms to ensure sufficient supplies of toilet paper, soap, and paper towels are available. Restock as needed. Clean the bottom of the pool with an underwater vacuum cleaner and remove all visible scum and floating matter from the pool area. Scrub tiles and clean out gutters. Perform pH test, free chlorine, and total chlorine residual test on main pool and baby pool, every 2 hours and record results (If out of range, will inform CE and BIO). Check and inspect safety equipment (Automated External Defibrillator, Backboards, Head piece, Straps, Bag-value masks, Non-Rebreather masks) to ensure they're in place and usable. Complete safety inspection on pool equipment (water slides, ladders, tiles, walking paths, pool decking, pool furniture, baby changing stations, restrooms, etc.). Report any hazards found to the aquatic director. Any hazards found should be removed, restrict access to, or if serious enough, the pool should not be opened if it presents a high risk of injury or death.

6.1.6.2. During Hours of Operation, at least two lifeguards will be on duty at all times when the pool is open for swimming. If there are fewer than 20 people in the pool, one guard will remain on the stand, and the other will patrol the pool (rover) area if not assigned to a guard station. Between 20–75 persons require two guards to be assigned to guard stations. Another guard will be added for each additional 50 people, up to maximum capacity. Lifeguards will not leave their assigned stations without being properly relieved. Lifeguards will wear the assigned uniform at all times while on duty and the uniform will not be mixed with any civilian clothes. Guards will be professional, alert, courteous, and always tactful.

6.1.6.3. Lifeguards will converse with participants only minimally and primarily to give instructions. Lifeguards will not conduct swimming lessons, swim team, water aerobics, or any other instructional class while they are assigned to a lifeguard station.

6.1.6.4. At no time will the lifeguard stands or lifeguard room be used for storing valuables (clothing, radios, wallets, etc.) belonging to customers. Lifeguards will accomplish hourly checklists, which include inspections of restrooms, pool area, and grounds surrounding the pool, trash cans, and chemical tests. Any areas needing to be cleaned, repaired, or restocked will be accomplished at that time.

- 6.1.6.5. In the event of an on the job injury, the individual must notify the Aquatics Director or Outdoor Recreation Manager immediately of the injury. An injury on the job requiring immediate care, individuals will be seen at a local hospital emergency room. Seek treatment first, then notify the Aquatics Director. Lifeguards will not swim while on duty, except as authorized by the Supervisor or Aquatics Director.
- 6.1.6.6. Closing procedures are as follows: Lifeguards will ensure that the facility is clean and orderly at the end of the day. (Trash cans emptied and taken to dumpster, restrooms cleaned out, lights turned off, equipment secured, furniture straightened, and daily paperwork filed away). Secure facility- gates, windows, and doors are locked and secure. Funds in the safe and safe locked. Last minute sweep of the facility to ensure all patrons are out. Check bottom of pool to ensure the pool is clear.
- 6.1.6.7. Children 10 years of age or younger must be under the direct supervision of individuals at least 18 years of age or older. Children 11-13 years of age may be left unattended if they can demonstrate the ability to swim by passing a swim test and an adult 18 years or older has filled out the emergency notification card on the child. The swim test consists of: 25 meter swim (must swim one length of the pool without stopping using a swimming stroke in a proficient manner) and back float for a minimum of 30 seconds. An adult 18 years or older must be present during the swim test. Children who are non-swimmers, regardless of age, are not allowed in the main pool unless accompanied by a parent or adult sponsor. All non-swimming children are restricted to the shallow area of the pool (depth not to exceed 5 feet). Only non-swimming children, ages 6 years and under may use the wading pool. Constant adult supervision of each user is required while in the facility. Supervising adults must be within arm's length of the child while the child is in any aquatic facility.
- 6.1.6.8. Lifeguards have the authority to evict any person who does not conform to the rules listed in section 3 above. Their authority must be respected to ensure the safety of all customers. If a customer fails to obey the instructions by the lifeguard on duty and enters into an argument, the lifeguard will call Security Forces (x5970). All evictions will be reported through channels to the Chief, Community Services Flight (x6625) for information and necessary actions.
- 6.1.6.9. Lifeguards are authorized to require children to remain out of the pool for specified periods of time if they continue to break the rules or ignore instructions. If children commit serious or repeat infractions, their parents will be notified of the restrictions imposed. Authorized users are responsible for the conduct of their guests and will ensure that they comply with established rules. Guests will remain with the sponsor at all times.
- 6.1.6.10. **Emergency Procedures:** Follow the established Emergency Action Plan checklist. See attachments. Do not discuss or make any statements about an accident/incident to anyone, except Air Force medical/command authorities. All incidents will be reported to the Aquatics Manager and Outdoor Recreation Manager. Lifeguards will obtain all information pertaining to the incident, no matter how minor, and fill out the proper documentation for the incident. In the event of a serious incident, the Aquatics Director,

Outdoor Recreation Manager, or the Community Services Flight Chief, will be contacted immediately.

6.1.6.11. **Pool Closures:** Upon notification that storms, adverse sanitary or any other threatening conditions are imminent, the lifeguards will clear pools of swimmers in the interest of safety and health. Pools will not always receive notification by command post. Staff will be responsible for making good judgment decisions when lightning is sighted within the area. The manager or supervisor on duty will notify the Aquatics Director immediately, who will in turn brief responsible officials in the Force Support Squadron. Staff will remain on duty if there is a possible chance the facility may reopen.

6.1.6.11.1. Pools will close when lightning is 5 miles out and will remain closed until the storm has past and moved 5 miles from base. Dust storms move in quickly and pose a hazard with dust and poor visibility. Pools should remain closed until visibility improves. High wind warnings are a hazard for flying debris. Pools should be closed until winds die down to an acceptable level and clear visibility of pool depth.

6.1.6.12. **Swimming Pool Electrical System:** In the event of a suspected or actual malfunction of any electrical equipment, the Supervisor will proceed to the master control panel and de-energize all electrical circuits and apply “lock-out” protocols. The shift leader will then immediately notify the civil engineer service call desk, 856-7232, and report the condition. The swimming pool will be vacated of all customers and the shift leader will notify the Aquatics Director or Outdoor Recreation Manager of this action. The pool will remain closed until approval is granted by the Aquatics Director or Outdoor Recreation Manager to reopen. Under no circumstances will any individual other than the personnel sent to the site by civil engineering attempt any repairs.

FANY E. COLON DE HAYES, Lt Col, USAF  
Commander, 56th Force Support Squadron

Attachments:

1. Glossary
2. Emergency Action Plan (Adventure Tours)
3. Hold harmless (Adventure Tours)
4. Emergency Action Plan Checklist: AED (Adult and Child)

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

DAFI 34-101, *Department of the Air Force Morale, Welfare, and Recreation (MWR) Programs, and Use Eligibility*

AFI 34-310, *NAF Personnel Management*

AFMAN 48-114, *Swimming Pools, Spas, and Hot Tubs and Bathing Areas*

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020  
AETC Policy Memo #02-09

#### *Adopted Forms*

AF Form 847, *Recommendation for Change of Publication*

#### *Abbreviations and Acronyms*

**AED** – Automated External Defibrillator

**AFI**—Air Force Instruction

**AFRIMS**—Air Force Records Information Management System (AFRIMS)

**BIO** – Bio-environmental office

**CE** – Civil Engineering

**CPR** – Cardio Pulmonary Resuscitation

**DAFI**—Department of Air Force Instruction

**DoD** – Department of Defense

**FSS** – Force Support Squadron

**LAFB**—Luke Air Force Base

**MWR**— Morale, Welfare, and Recreation

**NAF** – Non-appropriated Funds

**NRB** – NAF Requirements Budget

**ODR** – Outdoor Recreation

**OI**—Operating Instruction

**OPR**—Office of Primary Responsibility

**PFD**—personal flotation devices

**R4R** – Recharge for Resiliency

**RDS**—Records Disposition Schedule

**TDY** – Temporary Duty

Attachment 2

# Emergency Action Plan

This plan is for the following trip:

Trip Name: \_\_\_\_\_

Trip Location: \_\_\_\_\_

Trip/Company contact: \_\_\_\_\_

Lead/instructor name: \_\_\_\_\_

Activity manager name & number: \_\_\_\_\_

Any hazards, risks, or potential threats currently in the trip area: \_\_\_\_\_

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

For inclement weather, proceed in the following ways:

Monsoon/Haboob: Pull the bus over and wait for the storm to pass

Fire in the area: Steer clear of the affected area and check with local fire dept. or police station for any evacuation notices in the area.

In case of Emergency plans:

If Bus breaks down call: \_\_\_\_\_

- Alert Manager to secure back up transportation
- If on the way to a trip location call company to inform them of breakdown

What happened to the bus? \_\_\_\_\_

Which company is towing? \_\_\_\_\_

Cost of the Tow & Services: \_\_\_\_\_

Local Police station number: \_\_\_\_\_

Local Fire department number: \_\_\_\_\_

[If you are in an accident or someone is hurt dial 911](#)

Attachment 3

# OUTDOOR RECREATION TRIPS

## Hold Harmless Agreement

Customer's Name: \_\_\_\_\_ Age: \_\_\_\_\_  
Program / Outing: \_\_\_\_\_ Date: \_\_\_\_\_  
Duty Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

LUKE AIR FORCE BASE, 56 FSS SPONSORED OUTING RELEASE AND WAIVER OR LIABILITY AND HOLD HARMLESS AGREEMENT.

(Version 29 July 2021)

**NOTICE: THIS IS A LEGALLY BINDING AGREEMENT. READ CAREFULLY. SIGN IF YOU AGREE TO BIND BY ALL OF IT.** By signing this agreement you waive yourself/your child's right to file a claim or law suit to recover compensation or obtain any other remedy from the U.S. Government for any damages to your property, however caused arising out of your participation in Luke AFB, 56 FSS/FSWO sponsored outing, even if caused by the ordinary negligence of the U.S. Government, or that of its officers, agents or employees.

### ACKNOWLEDGEMENT AND ASSUMPTION OF RISK

1. I hereby acknowledge and agree that this outing HAS INHERENT RISKS even when the greatest care is taken. I have full knowledge of, and understanding, and appreciate the nature and extent of all such risks. **INCLUDING THE RISKS OF CUTS, ABRASIONS, SEVERE BODILY INJURY, DEATH OR PROPERTY DAMAGE RESULTING FROM FALLING OR BEING BUMPED, STEPPED ON, CRUSHED, THROWN, BIT OR KICKED BY MY/MY CHILD'S PARTICIPATION IN THIS OUTING.** I further acknowledge that the above list does not include all possible risks associated with this outing, and that the above list in no way limits the extent or reach of this release and waiver of liability and hold harmless agreement.
2. I hereby certify that **I AM VOLUNTARLY ASSUMING ALL THE RISKS** associated with my/my child's participation in Luke AFB, 56 FSS/FSWO, and 56 FSS sponsored outing. I understand that **I WILL BE SOLELY RESPONSIBLE FOR ANY LOSS, INJURY OR DAMAGE, INCLUDING DEATH,** which I/my child may sustain while participating in this outing and that by this agreement **I AM WAIVING ANY RIGHT TO ASSERT ANY AND ALL CAUSES OR ACTIONS, CLAIMS OR DEMANDS, OF ANY NATURE WHATSOEVER,** against the U.S. Government and its officers, agents or employees for such loss or damage, even if caused by their ordinary negligence.

### RELEASE AND WAIVER OF LIABILITY AND AGREEMENT TO INDEMNIFY AND HOLD HARMLESS

3. In consideration of my/my child participation in Luke AFB, 56 FSS/FSWO, 56 FSS sponsored outing, I, undersigned participant parent or guardian, on behalf of myself/my child, my/my child's heirs, representatives, executor, administrators and assigns, do hereby **RELEASE AND HOLD HARMLESS THE U.S. GOVERNMENT, AND IT'S OFFICERS, AGENTS AND EMPLOYEES FROM, AND AGREE TO WAIVE MY RIGHTS TO ASSERT, ANY AND ALL CAUSE OF ACTION, CLAIMS OR DEMANDS OF ANY NATURE WHATSOEVER, INCLUDING BUT NOT LIMITED TO A CLAIM OF NEGLIGENCE,** which I/my child may now have or may have in the future against the U.S. Government, its officers, agents and employees, for any personal damage to me/my child, or for any accident of any kind, however caused arising out of or in any way connected to my participation in a Luke AFB, 56 FSS/FSWO, 56 FSS sponsored program, whether that participation is supervised or unsupervised, even if such persons injury, death or property damage, or accident is caused by the ordinary negligence of the U.S. Government, or that of its officers, agents or employees.
4. I certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this agreement. I further certify that I understand that **THE TERMS OF THIS AGREEMENT ARE LEGALLY BINDING,** I agree to terms and conditions set forth in this release and waiver of liability and hold harmless agreement and I am signing this release and waiver of liability and hold harmless agreement after having carefully read it, of my own free will

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Participants signature (if 18 years or older) or Parent/Guardian's Signature (if participant is under 18)

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Print Participants Parent or Guardian's Street address, City, State, Zip Code and Telephone Number

# DAY TRIP EMERGENCY CARD

PLEASE FILL OUT THE INFORMATION ON THIS CARD EXACTLY THE WAY  
IT APPEARS ON YOUR HOLD HARMLESS AGREEMENT THAT IS  
KEPT ON FILE IN THE OUTDOOR RECREATION OFFICE, LUKE AFB

PARTICIPANTS SIGNATURE: \_\_\_\_\_ DATE:  
\_\_\_\_\_

PRINT PARTICIPANTS NAME: \_\_\_\_\_

ADDRESS:  
\_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY CONTACT PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

PLEASE LIST ALL MEDICATIONS THAT YOU ARE CURRENTLY TAKING,  
INCLUDING ASPIRIN:

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PLEASE LIST ALL ITEMS THAT YOU MAY HAVE ALLERGIC REACTIONS TO:

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## Attachment 4

### AED Emergency Response Plan

#### Public Access Defibrillator Emergency Response Plan

For use during normal duty hours.

After duty-hours call 9-1-1

#### Location:

- Unit: 56<sup>th</sup> Force Support Squadron – Silverwings pool
- Building Number: 708

#### Procedure:

- Assess scene safety.
- Determine unresponsiveness.
- Call out loud that you need help. All available personnel respond
- Start CPR.
- Have someone call 9-1-1. Use either a cell phone or land-line telephone. Provide the 9-1-1 dispatcher all requested information. The person comes back stating help is on the way.
- Have someone get the AED. When available the AED is used as required.
- A staff member stands outside the building to direct Emergency medical Service (fire/ambulance) personnel to the location of the patient.
- Direct crowd control, turn away bystanders/onlookers.
- Post-AED use, we will follow procedures identified in Air Force Instruction 44-177, Public Access Defibrillation Program. Summary: The AED is taken to Biomedical Equipment Technician flight to have the event downloaded and printed from the AED hard-drive. The used AED components are replaced as required and the AED is put back in service. Air Force form 3500, PAD Event Summary/Mock Response Event Summary Checklist is immediately forwarded to the PAD Medical Director.
- Inform the commander of AED usage.