

# MEMO

**TO: MARINE CORPS INSTRUCTOR OF WATER SURVIVAL (MCIWS)**

**FROM: AQUATICS DIRECTOR**

**CC: SEMPER FIT DIRECTOR**

**DATE: 09 SEP 2022**

**RE: STANDARD OPERATING PROCEDURES**

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## **REFERENCES:**

**(a) MCO 1500.52D Marine Corps Water Survival Training Program**

**(b) NAVMED ORDER P-5010-4**

**THE PURPOSE OF THIS SOP IS TO PROVIDE INSTRUCTION TO THE MARINE CORPS INSTRUCTORS OF WATER SURVIVAL (MCIWS) IN THE DAILY OPERATIONS OF THE MAINSIDE POOL, BLDG. 289, FOR SWIM QUALIFICATIONS, REMEDIATION SWIM, AND UNIT PHYSICAL TRAINING.**

**AQUATICS MANAGEMENT**

Military personnel may schedule Mainside pool Monday-Friday between the hours of 0730-1030 for swim qualifications or remedial swim. To reserve training during this time, units must contact Range scheduling at 466-404. Units must then e-mail a calendar invite including their "5 W's" to MCCA Aquatics([CHPT.Aquatics@usmc-mccs.org](mailto:CHPT.Aquatics@usmc-mccs.org)) and 2<sup>nd</sup> MAW G3 ([2mawcpg-3trainingomb@usmc.mil](mailto:2mawcpg-3trainingomb@usmc.mil)) with a subject line of "Scheduling Mainside Pool for MCIWS use (date 0730-1030)". Units that reserve the pool during this time are responsible for ensuring all required safety equipment is in place per MCO 1500.52D, to include but not limited to; MCIWS/Lifeguards, Corpsman, Emergency Oxygen, AED, First Aid Kit, etc. MCIWS should be familiar with all requirements and orders for Swim Qualifications.

After reserving a time slot and ensuring all required safety equipment is obtained, units must then submit a signed copy of this MCWIS SOP to MCCA Semper Fit Aquatics at least 48 hours prior to their reservation. 24 hours prior to their reservation MCWIS must pick up a radio and the storage room key from range control. The MCWST storage room holds necessary equipment to run swim qualifications and unit physical trainings, including cammies, rubber rifles, spinal backboards, ring buoys, rescue tubes, etc. Please see below for a detailed list of required action items for your reservation at Mainside pool.

***Please read and initial each line below and return to MCCA Aquatics prior to reservation.***

#### **Arrival at Mainside Pool for Unit Training**

- \_\_\_\_\_ Units may NOT enter the facility or pool deck prior to 0700 as to not interfere with MCCA swim time. All set up; including moving deck furniture, placing safety equipment, etc. must be done after 0700 or be pre-arranged with MCCA aquatics management.
- \_\_\_\_\_ There must be a Lifeguard/MCWIST present to turn over the facility from MCCA for training.
- \_\_\_\_\_ Ensure all required safety equipment and personnel are on the pool deck and in place prior to beginning training.
- \_\_\_\_\_ Retrieve any necessary gear and rescue equipment from the MCWST storage room. This is located at the side of the pump room in the door marked MCWST Storage.
- \_\_\_\_\_ Use MCWST lifeguard rescue tubes, spinal backboards, and ring buoys located in the MCWST storage room.
- \_\_\_\_\_ The desk marked "Swim Qual Desk" is available for any paperwork or documentation that is needed. Do not use the desk marked "MCCA Aquatics Personnel Desk".
- \_\_\_\_\_ DO NOT open any of the bay doors. These must remain closed at all times to ensure the air handlers/dehumidification system is working properly.
- \_\_\_\_\_ Any training equipment utilized during this time must be rubber and free of any sharp edges. For example: metal dumbbells/weights are prohibited.
- \_\_\_\_\_ The emergency vehicle MCWST has on site during swim qualifications should be parked at the edge of the road or in the parking lot. DO NOT park on the grass up by the entrance.
- \_\_\_\_\_ If any MCCA Aquatics emergency equipment is used during an emergency, notify Aquatics Management immediately so it can be replenished before we open.

\_\_\_\_ If any MCWST emergency equipment is used during an emergency, notify G3, Station Ops immediately so it can be replenished before the next use.

**At Completion of Unit Training**

\_\_\_\_ All training and cleaning must be completed no later than 1030 to allow MCCA personnel time to prepare for MCCA lap swim time.

\_\_\_\_ Return all MCWST rescue equipment and training gear to the MCWST storage room. Do not leave any training gear on the pool deck or training tower.

\_\_\_\_ Fill out the MCIWS Pool Usage Form (for MCWST training). Fill the form out completely and legibly and leave on the clipboard on the Swim Qual desk.

\_\_\_\_ Sweep all water that has puddled on the pool deck to a drain using the push broom signified for this.

\_\_\_\_ Arrange any pool deck furniture and return any equipment to the proper area you borrowed it from. In the event that your unit removed any lane lines from the pool, it is your responsibility to put them back in place.

\_\_\_\_ Mop the breezeway, male and female locker rooms, and hallway. Ensure the area is clean and organized before leaving.

\_\_\_\_ Rinse out and hang the mop in the janitor closet. Help us keep the janitor closet clean and organized.

\_\_\_\_ **Ensure all doors are locked and the pool deck is secured prior to leaving.**

\_\_\_\_ A walk through of the pool area with MCCA personnel is required prior to leaving the premises.

Units training are directly responsible for the cleanliness and overall state of the facility. There are temporary solutions in place to allow for this facility to stay open. If it gets damaged past what we can internally repair through Station Facilities, we may lose the pool. Please work together with MCCA to maintain the facility.

Contact MCCA Aquatics Management if you have any questions, located in the front part of the building of Mainside Pool in Aquatics Office Bldg. 3383. Phone 252-466-2510.

**Unit Name:** \_\_\_\_\_

**Reservation Date(s):** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**OIC:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**MCIWS Print Name:** \_\_\_\_\_

**MCIWS Sign Name:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_