

Guidelines for Pool, Spa, and other Aquatic Structure-Related Special Events



A Collaboration Among:
NEVADA RESORT ASSOCIATION
SOUTHERN NEVADA HEALTH DISTRICT (SNHD)
ENVIRONMENTAL HEALTH DIVISION (EHD)
Clark County Department of **BUSINESS LICENSE**
Clark County **FIRE DEPARTMENT**
Clark County **BUILDING DEPARTMENT**
LAS VEGAS METROPOLITAN POLICE DEPARTMENT (LVMPD)

PERMITS FOR PLANNED ACTIVITIES

- Food or beverage-related Temporary or Seasonal Events **MAY** require special permits from SNHD EHD.
- Provide a written Event Contingency/Compliance Operations Plan for the aquatic structure activities.
- If an event has more than 300+ attendees, a place of assembly permit issued by Clark County Fire Department is required.



Tip: Both the Temporary or Seasonal permit applications for food and beverage **AND** the aquatic structure-related Operations Plan must be provided at least **14 BUSINESS DAYS** in advance of the planned event.

KNOW YOUR CAPACITY

- Make sure that the area being used is not allowed to exceed its authorized occupant load. The occupant load for the deck area around the pools is 15 square feet per 1 occupant. The pool area occupant load is 35 square feet per 1 occupant.
- The facility must control entry into and monitor access to exits from the enclosure and event areas.

Tip: Develop a viable means to keep an accurate headcount, ensuring capacities are not exceeded. **SAFETY FIRST!**

MONITOR YOUR WATER QUALITY AND EQUIPMENT SAFETY

- How will aquatic structure's water treatment facilities, equipment, and water chemistry/quality be monitored?
- How will water quality be maintained?
- Will a Certified Pool-Spa Operator (CPO®) be available on site to monitor and maintain water quality?
- Have an action plan in place to respond if the water becomes unsuitable for safe and healthy for use.
- How will any required equipment safety devices and systems, such as Suction Vacuum Release System (SVRS), be tested and monitored prior to and during the event?
- How will the presence and functionality of life safety devices and equipment be ensured?



Tip: Water quality and pool/spa safety must be monitored and maintained by a CPO before, during, and after the event. A documented schedule should be put together and implemented for testing the water (including observing water clarity/turbidity) and ensuring the presence and proper function of any life safety or equipment safety systems.

SAFETY IN THE WATER—LIFEGUARDS

- How many trained lifeguards are normally required for daily aquatic structure operations?
- Will additional lifeguards, beyond the normal complement, be brought in for this event?
- How many lifeguards total will be on site and on duty for the event or pool party?
- How many existing lifeguard stations/chairs are present in the event area? Will additional stations be added?
- What duties will be assigned to the lifeguards?
- How will lifeguards be trained to respond to a submersion event involving a failed SVRS or other entrapment hazard?



Tip: Lifeguards are responsible for life safety and health issues near bodies of water or other aquatic structures. Assignment of lifeguards should take into consideration all legal requirements, the size of the event, the expected ages and vulnerabilities of the guests, and activities planned for the attendees. Lifeguards shall not be given duties outside the parameters of protecting the life, health, and safety of event or party guests using the aquatic structure.

SUPERVISION AND SECURITY

- Will there be an event or party manager or supervisor on site? If applicable, will this person also be the Event Coordinator for the Health District's food or beverage Seasonal or Temporary Event Permit(s)?
- How many supervisory or security staff will be on duty at the event or party? How will they be identified and what is the range of their duties?

Tip: A documented schedule of managerial, supervisory, and security staff, including a brief outline of their duties and authorities to take action, should be made available to any collaborating agency. Guests should be able to easily identify staff working at the event or party in case they need help or an emergency or disturbance arises.

PREVENT ILLEGAL ACTIVITY

Monitor potential areas of concerns such as:

- Long entry lines that cause congestion and crowd frustration
- Overly intoxicated patrons
- Underage patrons
- Employees condoning or involved in illegal activities
- Larceny-related activities
- Sexual assaults and/or lewd acts in public
- Narcotics-related activities
- Prostitution-related activities

ENSURE A SAFE ENVIRONMENT

Ensure a key employee/manager is available to:

- Monitor patrons activities
- Strictly enforce provisions of Clark County Liquor License Code

Must not be intoxicated while on duty

Must be able to respond

Must be available

Duty to cooperate with law enforcement and other collaborating agencies

BOTTLE SERVICE

- Key employees are responsible for not over serving
- Monitor patron alcohol consumption
- Have a plan/policy for dealing with those who over indulge

TOPLESS POOL CLUB

- No minors (under 18)
- Separate from other guests, obstructed view of patrons
- Cannot be used for Special Events, Contests, Parties



MASSAGE/REFLEXOLOGY

- No massage without licensed therapist
- No reflexology (hands, feet and ear lobes) without reflexology license

Tip: Make sure that employees are in possession of current required cards (work card, alcohol awareness, health cards) and maintain up to date employee list

☑ EVENT SPECIAL FEATURES

- Will the event have special features or attractions? *Some examples include, but are not limited to:*



(1) Fireworks, pyrotechnics, or special effects; (2) Stages, musical performances, audio-visual presentations, or electrical light shows; (3) Animals of any kind like pets, exotic animals, reptiles, birds, etc.; (4) Unusual materials such as sand for “beaches” or “sandcastles”; or (5) Special seating arrangements such as seating within the water of the aquatic structure.

- How will these special features be constructed, controlled, or demonstrated?
- How will the special features be removed from the enclosure or event area upon the completion of their use?

Tip: Ensure that all special features are used in a safe manner that does not endanger the guests of the event. Make sure that all fire, safety, electrical, mechanical, construction, business, and animal control/handling laws, rules, regulations, and best practices are in place and obeyed for the duration of the party or event. The special features must have all applicable permits, licenses, and/or variances IN ADVANCE of the event.

☑ OBSTRUCTIONS

- Will any obstructions be installed temporarily for the event or party? *Some examples of obstructions:*

▪ Waterfalls	▪ Lifeguard chairs (additional)	▪ Walls
▪ Water features	▪ Day beds	▪ Barricades
▪ Speakers	▪ Canopies or cabanas	▪ Railings
▪ Decks	▪ Deck furniture	▪ Handrails
▪ Booths	▪ Stages and platforms	▪ Stairs

- How will the obstructions be constructed, controlled, or otherwise used?
- How long will the obstructions be in place? Will they be set up more than eight (8) hours prior to the event?
- Will the obstructions be placed more than four (4) feet away from the edge of the aquatic structure?
- How and when will the obstructions be removed at the conclusion of the event or party?

Tip: All obstructions must be installed and maintained in a manner that does not prevent or impede entering or exiting the event area or otherwise cause an unsafe condition. Temporary obstructions must be at least four (4) feet away from the aquatic structure, must NOT be installed more than eight (8) hours prior to the event, and must NOT obstruct a pool more than 10 percent or a spa more than 50 percent of the perimeter of the given aquatic structure. Obstructions must be approved *before* they are installed. Temporary obstructions must be removed in a timely manner, but MUST be removed prior to using the aquatic structure for daily operations.

☑ ELECTRICAL HAZARDS

- Will generators of any kind (gas, electric, etc.) be used to provide supplemental power during the event?
- Will any special lighting features be used during the event (e.g., strings of decorative lights, lanterns, halogen torchieres)?
- Will there be live music or DJ booths/equipment set up? How far away from the aquatic structure and wet deck?
- What types of auxiliary equipment, such as speakers, public address systems, portable radios, and portable lighting will be used and where will they be located?
- Will temporary or season food or beverage service stations requiring supplemental electrical connections be placed within the event area?
- What type of power cords and wiring will be used? How will cords and wires be run from the power or audio source to the equipment using the power or audio signal?
- Will electrical lines or other wiring run on the ground, deck, through trees or bushes, or on other supports?
- Does all of the electricity or power-related equipment have appropriate ground fault circuit interrupters (GFCIs) present, tested, and working?

Tip: All electrical cords and audio or other types of wiring must be used cautiously, following all electrical codes, including securing any needed special permits.

Equipment, sound systems, food and beverage stations and their related cords and wiring MUST NOT be installed within four (4) feet of the aquatic structure or wet deck. All sources of electricity must be properly connected to a tested and working GFCI. Guests MUST NOT be able to intentionally or accidentally touch or otherwise come into contact with any equipment running an electrical current! This includes self-serve beverage stations.

DO NOT string wires carrying current or lights above the pool or water enclosure or within the reach of bathers. DO NOT run electrical or low-voltage cables or wires through deck drains or in any other unusual or unapproved manner or configuration!

☒ **WATER AND ELECTRICITY DO NOT MIX! Extra precautions are always appropriate.**
As little as 50 milliamps can be fatal!



☑ FOOD AND BEVERAGE

- Are there existing permitted food and beverage establishments within the event area? Will they be open and operating?
- Will there be additional temporary or seasonal food or beverage establishments brought in for this event?
- What will be the source of the food? *For instance:* the facilities own kitchens, an outside caterer, or personal food brought in by the partygoers, such as picnic baskets.
- Where and how will the food be served? *For instance:* inside the aquatic structure area, outside the area, table service by staff, buffet-style self-service, poolside beverage service by staff, individual item purchases from food outlets, etc.
- What type of tableware will be used? *For instance:* Plastic bottles, paper plates, plastic flatware, etc.
- How will used tableware, garbage, and other refuse be collected and disposed?
- How will potable water be provided to guests at no cost? *For instance:* A water fountain, individual bottled water, or a temporary water dispenser/ice cooler with disposable cups.

Tip: Food or beverage outlets that do not have existing health permits must apply for a *seasonal or temporary event permit*. Food outlets must be set up at least four (4) feet away from the water.

NO FOOD is allowed to be brought within the four (4) foot zone for service or consumption. Food must remain within the designated visitor areas.



NO GLASS or breakable tableware or articles are allowed within the entire aquatic structure enclosure. Any beverages consumed while in the water must be in a closed, plastic, non-breakable cup.

There must be adequate containers to collect and store all solid waste.

There must be a plan in place to clean up food and beverage spills to prevent contamination of the recreational water.

☑ SMOKING

- Will smoking be allowed or prohibited in the event or party area? Will there be designated smoking areas (indoor, outdoor)?
- How will used smoking materials be disposed? Will non-breakable ashtrays be provided?

Tip: The facility *may* choose to allow smoking in designated outdoor areas. INDOOR venues must comply with the requirements of the Nevada Clean Indoor Air Act (NCIAA). Non-breakable ashtrays and other methods for the safe and sanitary disposal of used smoking materials must be provided by the facility.



☑ NECESSITIES AND AMENITIES

- How many fixed restrooms and/or showering facilities are available in the event or party enclosure?
- Will guest count exceed the capacity of the permanent restrooms?
- How will additional restrooms be provided? *For instance:* Port-a-potties or mobile restrooms.
- How will all restrooms, permanent or temporary, be maintained in a clean and serviceable manner?
- When and how will the temporary restrooms be removed following the event?
- Will other amenities such as cabanas and massage stations be set up for this event? How will they be managed? *For instance:* Handwashing stations, linen use and storage, equipment cleaning and sanitizing, etc.
- Will clean towels be provided for guest use? How will they be handled? *For instance:* How will clean, unused towels be kept separated from used, dirty towels until taken for laundering?

Tip: Ensure that there are sufficient restrooms that are properly cleaned and maintained to accommodate all of the guests at the event. Have a plan for removing temporary restrooms at the end of the event.

Ensure that guests keep clean towels separate from dirty ones so that there is no reuse of towels.

Maintain any special areas such as massage stations in a clean and sanitary manner, including linens, which should NEVER be reused between guests.

Ensure that day beds, tables, and chairs in areas such as cabanas are kept clean and sanitary.

☑ OPERATIONAL AND ACTION PLANS

Operational Plan

- Is there a map or layout of the event or party area?
- Does the operational plan reflect the locations of food/beverage outlets, lifeguards, security stations, and emergency cut-offs for water, power, and pool equipment?
- Are the entry and exit points, including emergency only exits, clearly marked on the map AND on site?
- Is the physical location of the senior responsible person can be found on site noted?
- Is a list of contacts and their phone numbers provided?

Corrective Action Plan: Will the facility have a prepared Corrective Action Plan, documenting:

- On-site managements' authorities,
- Staff control functions and authorities,
- Security functions and authorities, and
- To whom authority is designated to clear the aquatic structure of bathers, if needed?



Biohazard Response Plan

- Does the staff working the event have biohazard training?
- If not, is there an assigned, trained biohazard response and clean up team on-site and available to respond? How are they contacted?
- Is there a readily available biohazard kit positioned within the enclosure? Where is it located?
- Has the kit been inspected prior to the event to ensure that all necessary items are available?
- Has this plan been reviewed by the health authority prior to the event?



Post-Event Restoration Plan

- When does the event or party end?
- When will the aquatic structure enclosure area return to normal daily activity?
- When and by whom will the water quality verification be performed post event before the structure is allowed to resume daily activities?
- How will the area be cleaned and reorganized prior to resuming daily use?
- How will temporary obstructions and special features be removed prior to normal guest usage?
- Will supplemental food and beverage booths be taken down and removed?
- How will any temporary restrooms be cleaned and decommissioned?



☑ RESCUE STAND-BY REQUEST

Based in the operational plan, the event complexity, size and location, the Fire Department may determine a Rescue Stand-by is necessary.

Tip: Ensure that all necessary plans are reviewed and updated prior to the event. The health authority and Clark County Fire Department will need to review the plans prior to approval. Make sure that the post-event restoration plan is implemented and completed **PRIOR TO RESUMING** daily use of the aquatic structure and its enclosure.

☑ KNOW YOUR CODES!

Currently, all public pools, spas, or other aquatic structures are governed under the following:

- Nevada Revised Statutes (NRS) 444.065 through 444.120, **SANITATION, Public Swimming Pools and Bathhouses; Nudist Colonies—for BOTH Pools and Spas**
- Nevada Administrative Code (NAC) 444.010 through 444.306, **SANITATION, Public Bathing Places**
- NAC 444.310 through 444.546, **SANITATION, Public Spas**
- **2006 Southern Nevada Pool Code**, Published October 12, 2006

Tip: Be aware of and in compliance with all applicable federal, state, and local laws, codes and regulations from other **Agencies of Jurisdiction SUCH AS:** Business Licensing, and Building and Fire Departments.

☑ CONTACT INFORMATION:

Contact the Fire Department at (702) 455-7100 for information regarding applicable permit requirements and associated permit fees. You may choose to visit the CCFD Fire Prevention Home Page:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/default.aspx

The following link is a good place to go for answers to many Fire Department permit and scheduling questions and customer needs: http://www.clarkcountynv.gov/depts/fire/fire_prevention/Pages/faq.aspx.

Temporary Membrane Structures and Places of Assembly Guidelines may be found in the FPB Guidelines:

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/Guidelines.aspx Permit guidelines (A to Z)

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Pages/SpecialEvents.aspx Special Events

http://www.clarkcountynv.gov/Depts/fire/fire_prevention/Documents/105%207%2014%20temporary%20assembly%20structures.pdf for Temporary Structures.

The Clark County Fire Department needs to be consulted if your event features Fireworks, or Pyrotechnic Displays, for both indoor and outdoor settings.

HAVE A GREAT SEASON!