

## 01- Facility Emergency Access

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### 01 Facility Emergency Access Procedure

#### 1.0 Purpose.

2.0 This procedure establishes guidelines for granting access to the facility on a one time, urgent or emergency basis.

#### 3.0 Procedure

3.1. A locking key box containing a facility key shall be mounted on the exterior of the facility. The locking key box code must be different than the facility emergency access security alarm code.

3.2. The TPMPD Director of Aquatics Operations and or District Administrator shall be responsible for maintaining and changing the key box and security alarm codes. Both codes must be changed after each distribution event.

3.3. When deemed necessary, the TPMPD Director of Aquatics Operations and or District Administrator, may grant facility access to a responsible individual by:

- i. Calling the responsible individual on the phone and informing them verbally of the locking key box code and security alarm code. This must **not** be done via voicemail, text, email or other electronic methods.
- ii. Informing the responsible individual of facility unlocking and security alarm procedures.
- iii. Informing the responsible individual that no access shall be permitted on the pool deck if trained responders (lifeguards) are not present. Access to the pump room may be facilitated by unlocking the front door, disarming the security alarm, exiting through the front door, locking the front door and unlocking the exterior pump room door on the north side of the facility.
- iv. Informing the responsible individual of locking up procedures.
- v. Following up with responsible individual to ensure successful securing of facility.

3.4. TPMPD Board of Commissioners will receive annual training on Facility Emergency Access Procedure from the TPMPD Director of Aquatics Operations and or District Administrator.

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**Tukwila Pool Advisory Committee**  
February 16, 2018 Meeting Minutes  
Meeting Location: Tukwila Community Center

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Call to order

1. Meeting called to order at 8:35am by President Sharon Shipman

Roll Call

**Attendance:** Sharon Shipman, Ivan Cockrum, Jacque Carroll, Diane Meyers

TPMPD: Vanessa Zaputil, Aaron Shipman

STAFF:

1. Business items:

1.1 Review TPAC new member packet

- Discussion of time commitment
- Discussion of board committees
- Robert's Rules of Order – keep / discard?  
Keep, but with flexible option to dispense for small groups.
- Discussion of budget presentation format
- Update email address on TPAC application form
- Next steps: ask board committees for committee descriptions for packet
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2. Michelle's needs

- Event today is covered – theme is CandyLand
- No candy during the event to avoid unfortunate incidents
- Squishy toys given out during event, candy only as kids leave
- Discussion of flyers: design, printing, distribution
- Snow emergency left the pool chemical balance unchecked for 4 days
- Need an emergency action plan – someone who can check pool in emergency
- Next two events coming up are big ones, need help:
  - April Egg Dive – volunteer help with lifejackets, want a 2nd cake
  - April Pool's Day - jellybean jar
  - May - pirate
  
- Next TPAC Meeting is scheduled for Saturday,  
03/16/2019 8:30am at the Tukwila Community Center.

Meeting adjourned at 10:44am.