



Wisconsin Department of Agriculture, Trade and Consumer Protection  
 Division of Food and Recreational Safety  
 PO Box 8911, Madison, WI 53708-8911  
 Phone: (608) 224-4720 Fax: (608) 224-4710  
 Email: [datcpdfsrec@wisconsin.gov](mailto:datcpdfsrec@wisconsin.gov)

# LIFEGUARD STAFFING PLAN

Wis. Admin. Code § ATCP 76.22

*The owner or operator of a pool, including a whirlpool over four feet deep and a pool with a visual obstruction, and the owner or operator of a water attraction or water attraction complex, shall submit a written, proposed lifeguard and attendant staffing plan to the department or the department's agent for approval. The owner or operator shall keep a copy of the plan at the pool. Failure to maintain an approved plan is subject to enforcement action under Wis. Stat. ch. 97 and Wis. Admin. Code ch. ATCP 76. Personally identifiable information you provide may be used for purposes other than that for which it was collected. Wis. Stat. §15.04 (1)(m).*

ESTABLISHMENT INFORMATION			
FACILITY / ESTABLISHMENT NAME		WI LICENSE NUMBER	PHONE ( ) -
FACILITY / ESTABLISHMENT STREET ADDRESS	CITY	STATE	ZIP
LEGAL LICENSEE NAME (Name of sole proprietor, partnership, LLC, LLP, or Inc.)	EMAIL ADDRESS		PHONE ( ) -
LICENSEE ADDRESS STREET	CITY	STATE	ZIP
CONTACT PERSON			PHONE ( ) -

**PLAN MUST INCLUDE ALL OF THE FOLLOWING INFORMATION** for each period of use for the pool. Include a separate diagram for each use of the pool. For example, if the pool is used only for competitions at some times and for lap swim and water aerobics at another time, prepare two diagrams - one for when the pool is used for competitions and one for when it is used for lap swim and water aerobics.

SQUARE FOOTAGE OF POOL, WATER ATTRACTION, AND WATER ATTRACTION COMPLEX (as applicable) THAT IS OPEN:
AVERAGE AND MAXIMUM PATRON LOAD      AVERAGE:                                  MAXIMUM:
NUMBER OF LIFEGUARDS OR ATTENDANTS ON DUTY PURSUANT TO ATCP 76.23:
METHOD OF COMMUNICATION WHEN TWO OR MORE ATTENDANTS OR LIFEGUARDS ARE REQUIRED FOR A WATER ATTRACTION:
HOURS OF OPERATION FOR THIS USE OF THE POOL:
Sunday:
Monday:
Tuesday:
Wednesday:
Thursday:
Friday:
Saturday:

**Note:** To submit a lifeguard and attendant staffing plan to the department, or to determine which agent to submit a lifeguard and attendant staffing plan to, **write to** the address listed at the top of this form **or phone** (608) 224-4720.

OPERATOR SIGNATURE	TITLE	DATE
SHADED AREA FOR OFFICE USE ONLY		
APPROVED BY	TITLE	DATE

**INDICATE the following on a diagram below, for each use of the pool or pool area (if multiple pools in area):**

1. Location of lifeguard stations and first aid stations
2. Placement of attendants
  - a) For average patron capacity
  - b) For maximum patron capacity
3. Placement of lifeguards
  - a) For average patron capacity
  - b) For maximum patron capacity
4. Placement of chairs and stations
  - a) For average patron capacity
  - b) For maximum patron capacity
5. All obstructions (items that might block lifeguard view of patrons)