

Borough of Spring Lake

Beach Department



Lifeguard Manual (V 1)

General Operations

The Spring Lake Beach Patrol protects two miles of public beach. The Beach Patrol staffs twenty-four stands to cover this area. The stands are arranged in a manner that allows for an overlapping field of vision, enabling cross coverage. Depending on staffing, conditions, and weather, most stands are open for the normal bathing hours of 9:00 am to 6:00 pm. The following lists the names of these stands from north to south. Each area's main stand is in bold print.

Area Beaches and Stand Names

Corresponding Street Names

North Beach

Far Surfers
Near Surfers
Lorraine
Middle
North Beach

Pitney Avenue
Remsen Avenue
Lorraine Avenue
Monroe Avenue
Worthington Avenue

North End

Ludlow
North End Main
Tuttle

Ludlow Avenue
Ludlow/Tuttle Avenue
Tuttle Avenue

Brighton and Breakers

Brighton
Kayak Beach
Breakers
Washington

Essex and Sussex

Far Mombo
Mombo
E & S Main
South End Surfers

South End

Atlantic
South End Main
Salem
Far Salem

Pier Beach

Allaire
A Beach
Brown
Pier Beach Main

Special Access Areas

In order to protect the safety of our bathers, the SLBD has assigned specific designated areas for the following activities: fishing, surfing, and kayaking.

Fishing: the following lists the designated areas for fishing during the normal bathing hours of 9:00 am to 6:00 pm. During these hours, fishing is strictly prohibited in all other areas. The designated surfing areas are as follows:

- Pitney Avenue (Far Surfers) Jetty: north and south sides
- Washington Avenue Jetty (Washington): north and south sides
- Newark Avenue Jetty (Kayak): north side only
- Passaic Avenue Jetty (Mombo II) north and south sides
- Sussex Avenue Jetty: (E & S): north side only

By law, people actively fishing are not obligated to have a beach badge to access the designated fishing areas.

Surfing: at the discretion of management, contingent on crowd and water conditions, surfing is permitted in the following areas during the normal bathing hours of 9:00 am to 6:00 pm. During these hours, surfing in all other areas is strictly prohibited. The designated surfing areas are as follows:

- Remsen Avenue (Far Surfers)
- Washington Avenue (Washington)
- Mercer Avenue (South End Surfers)

Kayaking: at the discretion of management, patrons may launch and land kayaks on most area beaches. Patrons interested in kayaking must check with the lifeguards and receive permission before launching the kayak. The following lists the designated areas for riding waves in a surf kayak during the normal bathing hours of 9:00 am to 6:00 pm. During these hours, kayaking in all other areas is strictly prohibited. The designated kayaking areas are as follows:

- Brighton Avenue (Kayak Beach)

Windsurfing: at the discretion of management, patrons may launch and operate Windsurfing equipment at the following designated areas. Patrons interested in windsurfing must check with the lifeguards and receive permission before launching the kayak. The following lists the designated areas for operating windsurfing equipment during the normal bathing hours of 9:00 am to 6:00 pm. During these hours, operating windsurfing equipment in all other areas is strictly prohibited. The designated areas for operating windsurfing equipment are as follows:

- Remsen Avenue (Far Surfers)

Supervisory Staff

Captain

Lieutenants/Safety Certification Officer

Lifeguard Crew Chiefs

The following are the job descriptions for each:

Captain: the captain of the beach patrol reports directly to management. The following lists the duties of the captain:

- Manage all aspects of the Beach Patrol
- Supervise all lifeguard personnel.
- Manage the web site
- Manage payroll
- Manage junior guards
- Manage the tournament team
- Perform duties of a lifeguard when required

Lieutenants: the lieutenants of the beach patrol report directly to the captain. The following lists the duties of the lieutenants:

- Report directly to the captain
- Oversee the crew chiefs
- Support the crew chiefs in the implementation of the beach patrol's training program
- Assist the captain in managing the Junior Guard Program
- Assist the captain in managing the Tournament Team
- Perform the duties of a lifeguard when required

Beach Crew Chief Job Description:

Crew Chiefs: the Lifeguard Captain will appoint a "crew chief" to be the immediate supervisor of each of the Spring Lake Beach Patrol's six designated areas. The crew chief is directly responsible for the overall safety and efficiency of the assigned area. The duties of the crew chief are as follows:

- Enforce all SLPB rules, regulations, and policies
- Immediately follow the directives of the Beach Manager, Lifeguard Captain, and Lieutenants
- Complete each day's daily log and submit the daily log to the appropriate binder. The daily logs for the North Beach, North End, and Brighton area beaches will be stored in the North End Office; the daily logs for the Essex and Sussex, South End, and Pier area beaches will be stored in the South End Office.
- Monitor proper and timely setup of the required daily equipment for each stand in the area, including all of the following:

- One radio
 - Three torpedo cans
 - One line bucket
 - Two flag poles
 - 1 first aid kit
 - 1 set of ropes to mark off the stand's area
 - Flags
 - One whistle per lifeguard
 - One backboard
 - One floatable piece of equipment
- Train assigned personnel in proper and effective execution of approved rescue procedures and life guarding techniques, including the following:
 - identifying hazardous conditions
 - recognizing distressed swimmers
 - communicating with the public
 - maintaining a designated water area through use of a whistle, hand gestures, and placement of flags
 - appropriate, clear and professional radio communication
 - Initiating and executing SLBP rescue procedures
 - Train assigned personnel in the function, maintenance, safe storage, and safe use of all lifeguard equipment, including torps, lines, rescue boards, kayaks, and boats
 - Complete the United States Lifesaving Association's mandatory twenty hours of first aid training with the support of the Emergency Medical Technicians
- Design (with the approval of the Captain) and maintain a schedule for the season, assigning one "veteran" guard to each area stand five days a week
- Each morning, perform at least one daily radio check with each stand in the area
- Evaluates the assigned area's personnel and report strengths and weaknesses to management; all disciplinary issues need to be documented in accordance with the agreement between the Borough of Spring Lake and the Guards of Spring Lake
- Create and supervise mandatory morning workouts for the crew; these are not optional—if a crew member can not complete the day's assigned training, then he/she will be sent home for the day
- Perform the duties of a lifeguard when required

Lifeguards: Spring Lake lifeguards are an outreach to the surrounding community. Our beach embraces a "team" concept which can show itself in many ways. This can easily be seen in the coordination of rescues, communication between lifeguards and supervisors, as well as the public. Spring Lake guards are expected to possess above average personal attributes while on duty and off duty. They should be able to interact with respect and honesty with their co-workers and the public.

The following lists the **prerequisites** for becoming a lifeguard:

- Swim 500 meters in under 10:00 minutes
- Run 1 mile in under 10:00 minutes
- Present current and official cards for CPR/AED for the Professional Rescuer and basic First Aid (a list of acceptable certifications can be found at <http://www.springlakeguards.com>); copies, duplicates, or cards from other agencies will NOT be accepted
- Commit to working from Memorial Day through Labor Day; as per the agreement between the Boro of Spring Lake and the Guards of Spring Lake, employees returning to college before Labor Day may end their season **three days before the start of class**

The following lists the duties of a lifeguard:

- Immediately follow all directives from the Management, the Captain, the Lieutenants, and the Crew Chiefs
- Maintain a safe bathing area at all times
- Complete the SLBP's Open Water Lifeguard Training Program, including daily workouts and rescue drills with the crews, first aid training with the EMT's, and train independently in the afternoons when allowed
- Complete the USLA's mandated twenty-one hours of first aid training – curriculum as listed:

Spring Lake Beach Patrol
First Aid in the Aquatic Environment
Curriculum and Time Allocation

The identified curriculum topics are required training for all open water lifeguards. Under the supervision of the SLBP Chief, lieutenant, and EMTs, a schedule is coordinated with each beach sections crew chief. All trainings are under the direction of the Lifeguard captain and beach management. USLA OWL manual and the ARC Lifeguarding manual are the primary resources for the content development.

Curriculum Requirements: 21 hours per USLA standards (not including CPR).

Curriculum Topic	Time Allocation	Notes
Universal Precautions and Disease Prevention	1.5 hour	Basic prevention – gloves, protective equipment, face shields, resuscitation masks, clean up
Identify conditions, signs and symptoms under which	1 hour	Victim Environment

Lifeguards are to suspect head, neck or spine (back) injuries.		Land and Sea
Categorize methods of handling head, neck and spine injuries.	1 hour.	Hawaiian/USST Head Splint methods
Skill practice of safe removal and boarding of spinal injury	1.5 hours	See above
Injuries caused by marine life and other common organisms in the environment	1 hour	Jelly fish, Rays, etc.. Bee stings, FA training to include explanation of anaphylaxis and allergic reaction.
Heat related emergencies	1 hour	Heat cramps, exhaustion and stroke.
Sunburn and Cancer Awareness	1 hour	Prevention, screening, treatment
Hypothermia and shock	1 hour	Treatment. Pulse check extended.
Review Rescue Breathing and Breathing Emergencies	2 hours	ARC/AHA Infant/Child/Adult Obstructions, conscious, unconscious.

First Aid in the Aquatic Environment
Curriculum and Time Allocation

Curriculum Topic	Time Allocation	Notes
Review Near Drowning	1 hour	Signs and symptoms Grade and FA EMT/ALS
Review O2 Admin.	2 hours	Equipment Safety Use
Wounds and Bleeding Emergencies	1.5 hours	Lacerations, puncture wounds, scalp injuries, severe bleeding, universal precautions
Muscle, Joint, Bone Injury	1.5 hours	Immobilization Simple splint – anatomical
Drugs, Alcohol, Poisoning, and Medicines	1.5 hour	Signs and symptoms, Police support, Psych assessment Med alert tags

Other Sudden Illness/Loss of consciousness	1 hour	Stroke, Seizure, Diabetic emergency EMT/ALS – 911 calls
Follow up, Debriefing, of FA calls	1.5 hour	Report details, Consult with CC and SLBP management.

- Attend training sessions on information about Blood Borne Pathogens
- Attend training sessions on information about Sexual Harassment in the workplace.

SLBP 2009 Season Rules, Regulations, and Policies

- Lifeguards will work a nine hour day, from 9:00 am to 6:00 pm, with a one hour lunch break that will be coordinated by the crew chiefs in order to maintain proper and effective coverage
- Deviations from this schedule can be arranged and will be discussed on an individual basis
- Uniforms
- Safe use of equipment
- Evaluations

Beach Regulations and Areas

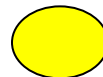
The following regulations govern our beaches and water activities:

Bathing

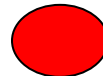


Swimming is permitted at all beaches designated with two green flags. The bathing area is the area between the two flags.

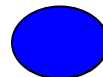
Swimming: Moderate surf conditions, exercise caution



No water entry strong surf, strong currents



- *Boogie boards/Rafts*



Boogie Boards/Rafts are permitted in swim areas and may be designated with blue flags.

- *Boogie board with fins*



In certain surf conditions lifeguards may require fins with the use of a boogie board.

At the discretion of the chief of the lifeguards or beach manager, the following water activities are permitted as designated:

Surfing

Remsen Ave. area of North Beach

Washington Ave. area of the Breakers section, North End Beach

Mercer Avenue area of South End

Passaic Avenue area of South End

Kayaking

Kayaking is only permitted at the following beaches and while there is no flag color assigned, signs may be posted at the beaches noted. *Crew chiefs may permit launching and landing (only – no wave riding) of kayaks at other beaches if environmental and attendance conditions are favorable.*

Brighton Ave. area of North End

Mercer Ave. area of Essex and Sussex

Windsurfing/Kite surfing

At the discretion of the Chief of the Lifeguards or Beach Manager, windsurfing/kite surfing is permitted only at the Brighton Ave. Beach of North End and Near/Far Surfer Beach of North Beach. Windsurfing is not permitted in any other area.

Notes:

Signs are posted with information and flag colors at the entry steps to all beaches. It is important that guards know the bathing regulations and areas designated for activities, so that they may enforce such.

At the Bath and Tennis club beach, B&T lifeguards are responsible for surfers and kayakers and other activities in the Jersey to Morris Ave. area.

The chief of the lifeguards may extend her authority to the crew chiefs for decisions on the beach.

Scuba diving (that is full gear self contained underwater breathing apparatus) is permitted with the following guidelines – permission must be cleared through the police department and a letter given, scuba divers must check in with the lifeguards for directions and location, all safety requirements, and maritime laws governing scuba must be fulfilled (example - divers must have a dive flag that is visible from surface of water). In addition, Scuba divers must be no fewer than two – buddy system in place. Scuba is not permitted in the fishing areas (see fishing beach section).

Weather and Environmental Closing Procedures

Weather and environmental conditions in outdoor facilities such as beaches relate directly to the safety of swimmers. This procedure primarily deals with Lightning and Thunder storms; however, other environmental conditions may be covered by the same guidelines.

In general lifeguards should be aware of weather conditions and their environment and consistently monitor such, to maintain patron and their own safety.

The following procedures are in place:

In case of a thunder or lightning incident, the lifeguard is to call in the occurrence to their crew chief. Crew chiefs will verify the report and radio the Chief of the Lifeguards.

Chief of the Lifeguards will instruct the Lifeguards on the course of action to be taken. (Standby, or Clear the beach and water of all swimmers are some examples).

When the Chief calls for evacuation of the beach and water, lifeguards are to signal by whistle (one long whistle blast) and torp (hold torp over head and point to the boardwalk) to all patrons that they are to seek shelter. Specifically guards are to instruct patrons, that “dangerous lightning and storm activity has been reported and for safety reasons everyone must seek shelter off the beach”.

Once the water and beach are clear, Lifeguards are to seek shelter for their own safety and monitor the radio for an “all clear” from the Chief.

Guards are to continue to monitor activity on the beach and in the water, in case anyone does return to the beach before the “all clear”.

If any lifeguard feels they need to leave the beach area for their own safety they may do so but must notify supervisor(s) when they do so.

An all clear will be called when 20 minutes have passed without any repeat incidents of Thunder or Lightning.

Notes:

According to the National Weather Service and Lightning Safety Council- Thunder and / or Lightning are indistinguishable; in other words they are the same and we do not have to have both to be considered a weather incident.

If the Chief or Lieutenant are not present, the crew chief of the section reporting the incident will monitor the time and weather.

It is a good idea to listen for weather reports prior to the start of the day.

If a patron is uncooperative or refuses to leave the beach, radio for back up from the crew chief and then leave the beach to maintain personal safety.

When you seek shelter stay away from tall objects that attract lightning, do not use showers,

Pools and offices will follow same procedures; however, the pool lifeguards will radio from the offices to the Chief.

Harassment Policy

The Spring Lake Beach Patrol and borough is committed to a workplace that is free of discrimination and harassment based on race color, religion, age, sex, national origin, disability or any other basis protected by federal, state or local laws. In an effort to prevent such illegal harassment or discrimination from occurring, we will communicate this policy to every employee. No employee of this company is exempt from this policy.

Examples of misconduct

Discrimination or harassment based on race, color, religion, age, sex, national origin, disability, or any other legally protected status is considered a form of employee misconduct. Examples of such misconduct may include, but are not limited to:

- A request or demand for sexual favors accompanied by a threat concerning an individual's employment status or a promise of preferential treatment.
- Unnecessary and unwelcome touching of an individual for example- patting, pinching, hugging or repeatedly brushing against another individual's body; or
- Offensive jokes, comments, slurs, e – mail, memos, faxes, cartoons or gestures.
- Physical violence or threats of any kind.

Disciplinary action, up to and including termination, may be taken against any employee engaging in this type of behavior. Disciplinary action may also be taken against any employee engaging in this type of behavior. Discipline action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination. Any supervisor or manager who has knowledge of such behavior yet fails to take appropriate action is also subject to discipline.

Reporting complaints

Any employee who believes he or she is being discriminated or harassed based on any of the grounds stated above should report it immediately to his/her direct supervisor or to the human resources department (or manager). The company will investigate the complaint, make a written determination of its conclusion and when appropriate prepare a plan of action to correct the problem and prevent reoccurrence. The company shall inform the complaining employee of its determination.

Non retaliation

Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy. If you believe that you are being retaliated against for bringing a complaint of harassment or discrimination, you should report such conduct immediately to your direct supervisor or to the human resource department (or manager). Any supervisor or manager who retaliates against an employee for making a complaint shall be subject to disciplinary action up to and including termination.

If you have questions about the policy, please contact your supervisor or the human resources department (or manager). The success of our policy depends, in significant part, upon the understanding and cooperation of all our employees.

Evaluation Forms: Below are some examples of lifeguard evaluation forms that can be used.

BOROUGH OF SPRING LAKE BEACH DEPARTMENT
LIFEGUARD EVALUATION

Name of Lifeguard: _____

Date: _____

Location: _____

Evaluation Codes:

E: Exemplary **S:** Satisfactory **U:** Unsatisfactory **NI:** Needs Improvement **NA:** Not Applicable

- 1) Appearance _____
- 2) Adherence to dress code _____
- 3) Punctuality _____
- 4) Conformance to work schedule _____
- 5) Maintains proper coverage of assigned area(s) _____
- 6) Overall Training/Workout Performance _____
- 7) Cooperation with Supervisory Personnel _____
- 8) Cooperation with colleagues _____
- 9) Courtesy to Public _____
- 10) Maintains equipment properly _____
- 11) Uses communications effectively and properly _____
- 12) Follows and enforces municipal rules, policies, and ordinances _____
- 13) Ability to remain calm in stressful situations _____
- 14) Ability to render first aid/C.P.R to those in need _____
- 15) Ability to observe water/beach/pool safety situations _____
- 16) Efforts in training and utilizing lifeguard water safety equipment _____
- 17) Overall job performance _____

*Letter(s) of Commendation on file **YES** _____ **NO** _____

*Letter(s) of Discipline on file **YES** _____ **NO** _____

***COMMENTS:**

Eligible for rehire in _____ as a lifeguard: **YES** _____ **NO** _____

Evaluator's Signature _____ Date _____

Employee's Signature _____ Date _____

Spring Lake Beach Patrol
Season Year End Evaluation

Employee: _____ **Area:** _____

Evaluation Codes

AP (Advanced Proficient), P (Proficient), PP (Partially Proficient), NP (Not Proficient)

<u>Follows and enforces department policy and procedure:</u> _____
<i>Explanation:</i>
<u>Demonstrates effort and participation in daily training program:</u> _____
<i>Explanation:</i>
<u>Interacts courteously and professionally in dealing with patrons:</u> _____
<i>Explanation:</i>
<u>Actively engages in preventative lifeguarding:</u> _____
<i>Explanation:</i>
<u>Communicates effectively with colleagues and supervisors:</u> _____
<i>Explanation:</i>

Thank you for your service at Spring Lake for the _____ summer. In looking forward to the _____ season, your position is **tentatively** as follows:

Ocean Lifeguard _____

Pool Lifeguard _____

EMT _____

Undecided/Other _____

This assignment is contingent upon current certifications and passing physical requirements.

Thank you,
Janet Carbin

Chief Lifeguard

Daily Equipment: the following lists the daily equipment required for correct stand setup:

- One operational radio
- One whistle per lifeguard
- Three torpedo cans
- One line bucket
- 1 set of ropes to mark off the stand's area
- Two flagpoles with the appropriately colored flags
- One first aid kit
- One spinal board
- One floatable piece of equipment: kayaks, rescue boards, boats, and jet skis

Radio Communications: for the duration of bathing hours, each open stand will be equipped with a radio. The radio functions as the primary means of communications. The radio enables guards to communicate with other stands, crew chiefs, EMT's, the Lieutenants, the Captain, and Management. Additionally, local law enforcement agencies closely monitor SLBP communications over the radio.

The following lists guidelines for proper and effective use of the radio:

1. Basic Usage:

- **Working the radio:** press down the transmission button and hold it for two seconds (transmissions are on a slight delay because of the use of a repeater system.) Remember to shield the radio from the wind
- **Transmitting:** identify the stand/location making the transmission; then identify the stand/location receiving the transmission. Note the following example, "Near Surfers to North Beach)
- **Receiving:** identify the stand/location receiving the transmission; then authorize the transmission by saying "go ahead" and repeat the name of the stand sending the transmission. Note the following example, "This is North Beach. Go ahead Near Surfers."
- **Ending the transmission:** after receiving stand concludes the transmission by stating, "copies." Note the following sample transmission:

Near Surfers: "Near Surfers to North Beach"

North Beach: "This is North Beach; go ahead Near Surfers"

Near Surfers: "Can you send the crew chief down here?"

North Beach: "She is on her way."

Near Surfers: "Near Surfers copies"

North Beach: "10-4."

2. Rescue Transmissions:

North Beach: "Rescue North Beach; one torp in the water. Standby."

Nearby Crew Stands: Will wait for further direction to either “bump” personnel as needed, send a rescue line or torp, or to cover the stand where the rescue is occurring. All guards on each side of the rescue should be standing in order to give a visual cue that there is a “situation” at that stand.

3. Emergency Transmissions: a variety of situations may occur that require an emergency transmission. These situations include: serious medical issues, including stroke, heart attack, loss of consciousness, severe bleeding, etc; a missing persons report; hazardous water conditions; and emergencies requiring immediate police attention. **The following are guidelines for emergency transmissions:**

- During an emergency transmission, all other radio communication must cease (except other emergencies)
- Emergency medical situations require a call to an EMT and, if necessary, a call to either the North End Office or South End Office—depending on the location of the incident—to request an ambulance; **When requesting an ambulance, the lifeguard must provide the office with the correct street name for the location of the stand**
- The sudden emergence of hazardous water conditions must be reported following the appropriate chain of command: Crew Chiefs, Lieutenants, Captain, and Management.
- Emergencies requiring immediate police attention (such as a fight on the beach) should be reported to either the North End Office or South End Office—depending on the location of the incident; be clear and specific about the nature of the incident
- Procedures for reporting a missing person can be found in that section of this manual

4. FCC Regulations: the following lists some basic FCC guidelines regulating radio transmissions

- No person shall transmit any unnecessary, unidentified, or superfluous radio transmissions
- No person shall transmit any obscene, profane, or offensive language
- No person shall interfere or cause interference with any radio transmission

Rescue Techniques and Procedures

Special Rescue situations

Jetty rescues and rocks - Jetty and rock rescues can be a frightening situation, however with proper training and awareness of how to maintain personal safety lifeguards can respond and assist patrons. Jetty rescues usually result from two events – a. patrons have

climbed or got on the rocks from the beach and the returning tide has trapped them on the jetty; and b. current or surf conditions have carried swimmers on to the rocks. The following steps are to be undertaken:

1. Personal/lifeguard safety is priority number 1. To this end, lifeguards should don any and all protective equipment available. Most likely this will mean wearing swim fins, and taking a torp; if available gloves and wet suit are highly desirable.
2. The primary lifeguard or rescuer should swim to a position in the water that is adjacent to the victims on the jetty. Talk to the victim, assess and determine their condition. Do not swim to or on jetty right away. While treading water, observe for current and wave action. Upon determining water action, try to talk the victim/s off the rocks and have them swim to you and your torp for safety. Instruct the victim on what you want them to do.
3. If you are not able to talk the victims off the jetty, you may have to go in and on to the rocks. Again, watching the water action and timing the waves is critical. Go in on the back side of a wave or in between a set. Keep the torp and your feet in front of you to deflect the rocks as needed.
4. After you have the victim secure and have given them instruction on what you want them to do for reentry to the water (feet first entry, swim away from jetty, no diving) initiate re entry and immediately begin swimming victim and your self away from the rocks.
5. A secondary guard with a line should be in the water waiting to assist the primary guard and victim. This guard should position himself out of the influence of the wave and water action (20 yards should be sufficient) and wait.
6. When primary guard and victim meet up with secondary/guard with a line, the rescue in effect becomes a standard rescue and all procedures mentioned in the earlier part of the rescue procedures are in effect (see rescue procedures).

Notes:

Never dive head first into water of unknown depth or where there are submerged hazards such as rocks. Shallow water dives and feet first entry are the preferred entry methods.

Swim immediately upon entering the water away from the rocks.

Be aware cuts, scrapes and other wounds are likely in jetty rescues. Be sure to check the victim and yourself after the rescue is done.

Assessment and determining level of cooperation available from the victim is essential to making a safe/successful plan for the rescue in the water.

Lost and Found (Child) Person Procedure

Many times during the season, lifeguards are faced with reuniting a lost child with its parents; this can be a stressful time for everyone involved. It is important to be patient and in a calm state of control during these situations.

A missing child/person situation must be evaluated thoroughly for the potential of the most serious of lifeguarding situations and that is of a submerged or missing swimmer. Procedures and direction on how to determine and conduct the review are covered elsewhere in this manual.

The following procedures are in place:

For a Lost Child/Person:

1. The stand receiving the report will make an “All call” providing a description (see step two).

2. Ask the reporting parent or party for a description of the child including:

Name?

Where the child was last seen ?

What was the child wearing, age and physical description?

How long has the child been missing?

Is anybody else looking for the child? Where are you sitting?

Does the child swim and does the child go in the water?

If possible have one of the parents or reporting party stay at the stand.

3. The crew chief of the section reporting the L/F child will make confirming announcement.

4. CC will document the time of report and also responses to above. This information will be critical to the decision on whether to enact the EAP/Code Red for missing swimmer.

5. Lifeguards while continuing surveillance of their water, will scan their areas for the reported missing person/child.

6. Upon sighting or finding the reported missing person, the lifeguards will call in to the reporting stand, to confirm the description and identity of the found person. You will allow the reporting stand to take control at this point and re affirm that you correctly have the missing person.

7. The reporting stand will take the lead and instruct the other guards as to what is needed to reunite the missing person/child with its reporting parents/party.

8. Once the separated parents and child are reunited at the reporting stand, an all call - “stand location - the child has been reunited with the parents” will be made to all beaches.

9. The crew chief of the section will radio back a confirmation of the successful reuniting of the lost child and parents.

For a Found Child/Person:

Remember the child is likely to be upset and frightened. Many children have been told not to talk to strangers. Try to calm and reassure the child, identify yourself by name and as a lifeguard.

1. Keep the child at your location and in plain view to any searching parties.
2. Get as much information as possible from the child such as:

Their family name?

Where were they were sitting (beach name), who they were with and what were they doing at the time of separation?

Do they know the cell number of their family members?

3. Tell the child that you are going to use the radio to help locate their parents.
4. If possible put the child up on the stand and blow the whistle one long blast and then hold your hand over the child's head, palm down. If the child is frightened to go up on the stand, do not force them.
5. If no one claims the child, call it in as if reporting a "Lost" child to your main stand. See steps 3 & 4.
6. If more than 10 minutes has gone by, crew chief will contact the Beach office of their section and request that a police officer be dispatched to their stand to take over the situation.

IMPORTANT - Always confirm with lost child that the claiming party or parent is indeed their guardian. If you have any suspicion as to authenticity or a conflict with identification, call your crew chief for back up and instruction.

Notes:

Do not make any assumptions about a sighted child or missing person; check it out and confirm it before making any transmissions by radio.

Keep your focus on the water and surveillance.

Do not move or walk a child without direction from the reporting stand or crew chief.

If you are not involved directly with the situation stay off the radio.

The offices will follow same procedures above.

Spring Lake Beach Department Standard Operating Procedure Guarded Beach or Pool – Code Red

- I. Beach Department Procedure:

- A. The lifeguard will immediately signal to his/her HQ that we have a serious rescue or a submerged victim situation. The lifeguard will refer to such situation as a **CODE RED**.
- B. The Chief Lifeguard will immediately survey the problem and notify the Police Department and Beach Supervisor. In the absence of the Chief Lifeguard, the highest ranking supervisor will survey and also the Chief Lifeguard will be notified.
- C. An incident commander will assume the role.
- D. The beach or pool will be closed and all available lifeguards will report to the rescue scene. Beach Police and or a skeleton crew of lifeguards will be left at their station to keep people out of the water.
- E. Marker point in water and on land of last known sighted spot of victim/s.
- F. Additional help given to IC with radio and communication assistance.
- G. Appropriate search pattern and rapid entry divers enacted immediately.
- H. Search for one hour or until designated by IC to alter plan.

II. Communication/Dispatch:

- A. Spring Lake communications personnel will dispatch the following units to report to the situation when requested by Lifeguards.
 - 1. Police Patrol Units
 - 2. First Aid Squad
 - 3. Fire Department
 - 4. Local Dive Team – Sea Girt, Belmar, Manasquan and Wall
 - 5. Additional Lifeguards from neighboring beaches.
 - 6. Paramedics
 - 7. Coast Guard, Marine Police
 - 8. K- 9 Units – Wall, Belmar
- B. Dispatchers will attempt to obtain the following information:
 - 1. Exact location and number of victims
 - 2. Any rescue attempts by lifeguards in progress
 - 3. Any other pertinent information such as water and wave conditions, wind and other weather conditions.
 - 4. Monitor and LOG all radio transmissions with the on going effort to establish a time line

III. First Officer Responsibilities:

- A. Report arrival and provide initial assessment, including:
 - 1. The number of victims and location.
 - 2. Assessment of situation by the Chief Lifeguard or Incident Commander(IC)
 - 3. Any other relevant information
- B. Duties and Functions:
 - 1. Coordinate any needed emergency communication
 - 2. Provide crowd control
 - 3. Provide adequate beach access for responding EMS and Fire units.
 - 4. Further witness information

5. Request any additional rescue assistance as directed by the IC.
- C. Coordinate arrival of additional units until relieved by a supervisor
 1. Additional officers at scene
 2. A police officer at beach access point
 3. Crowd and vehicle control at scene
 - D. Brief any arriving emergency support personnel.
- IV. Fire / Rescue Effort:
- A. Secure necessary information from police
 - B. Determine the necessary personnel and equipment are in place
 - C. Provide rescue or personnel assistance to IC
 - D. Establish a command post in conjunction with Police, EMS, Dive Teams and Beach Patrol
- V. Emergency Medical System Efforts:
- A. Evaluate and care for victims as need develops
 - B. Determine the need for ALS unless already on scene
 - C. Transport to the appropriate medical facility
- VI. Additional Emergency Personnel:
- A. Arrive on scene and one member report to IC
 - B. Follow all directions from IC and report back to your team.
- VII. Crisis Counseling / Debriefing:
- a. Establish communication with county crisis or designated counselor for all involved
 - b. Debriefing on scene immediately
 - c. Within 24 hours a larger scale debriefing to take place with all agencies
 - d. Statements taken from all pertinent personnel

Checklist

1. Were SOP's followed and are they in place for such incident?
2. Was there an IC and if so were they qualified to hold such position?
3. Do you have an emergency operation plan in place?
4. Checklist for dispatchers in office?
5. Log book?
6. Are the lifeguards using approved hand signals?
7. Was the right type of search pattern used – three types – in , on and under water – circular, fan or parallel search?
8. Was EMS called immediately?

9. Were dive teams and rapid entry teams notified immediately?
10. Was an IC area set up – command post?
11. Were time lines kept?
12. Was there proper crowd control?
13. Was EMS and EMS equipment ready on the beach?
14. Was the incident command system used? If not, why?
15. Is anyone trained in IC system?
16. Emergency Operation plans should be in place for submersions, missing persons, major medical injuries, fire, severe weather, high surf, environmental disasters, after hours emergencies, auto/aircraft/boat crashes
17. Were additional resources called in immediately?
18. Who handled witness statements?
19. Family Liaison?
20. Media Liaison?

Communication with public: performed by supervisory personel

Rescue Procedures

Recognition

Action

Radio

Whistle

Perform appropriate actions

Call for backup

Recognize Hazardous Conditions

To identify a rip current, lifeguards, swimmers and surfers should look for the churning, choppy area of water near the shore that is different in color due to the swirling sand stirred up from the ocean floor. The rip area can also be accompanied by foam, seaweed and debris.



IF CAUGHT IN A RIP CURRENT

- ◆ Don't fight the current
- ◆ Swim out of the current, then to shore
- ◆ If you can't escape, float or tread water
- ◆ If you need help, call or wave for assistance

SAFETY

- ◆ Know how to swim
- ◆ Never swim alone
- ◆ If in doubt, don't go out

More information about rip currents can be found at the following web sites:
www.ripcurrents.noaa.gov
www.osha.org

A rip current is a dangerous area of water that flows offshore back to sea and is oftentimes 20 to 50 yards in width (of course each varying in strength and size). The rips flow perpendicular from the shore in a narrow river like current that vary in strength sometimes rising to very hazardous levels. A swimmer can eventually fatigue and drown in attempting to swim back to the beach against this flow. A rip current is especially a danger to weak and inexperienced swimmers. In extreme cases, the speed of a particular rip can be so strong as to overpower even an Olympic level swimmer in the event that this prized athlete is trying to swim directly into the current in an attempt to return safely to shore. Aside from ocean beaches, rips can also be found at large bodies of water with breaking waves such as the Great Lakes.

To return to safety, a swimmer should swim out of the rip and then return to shore, as opposed to attempting to fight the current directly. In other words, they should swim approximately parallel to the beach to get themselves free from the rip and then into shore. If unable to return to the beach due the rip's strength, one should not panic as to save energy. They should remain calm better enabling them to make clear decisions. The swimmer should then tread water and float until the area of the rip current subsides or when they are rescued. The victim could also holler for help and wave their arms to attract attention to their deadly situation.

A lifeguard must constantly be on the lookout for rips forming in his/her assigned area and signal swimmers out of danger. If a victim becomes overpowered by the rip and requires assistance, the lifeguard would rescue the victim and utilize rescue techniques and equipment as practiced on their crew in pulling the victim parallel to the beach to become free of the rip and then onwards into shore and safety. While the lifeguard's priority is "better safe than sorry," if a swimmer is caught in a rip that lacks in severity, the guard could direct them to swim out of this rip. Constant judgment is required as to when to perform the rescue keeping in mind that once a guard is involved in a surf rescue, that their assigned area is not being covered and/or neighboring lifeguards are forced to cover more area (as they cover the guard performing the rescue).

Use of Equipment

All guards will be efficient with the use of a rescue torpedo, rescue line, rescue board, rescue kayak and rescue boat.

All guards will be practice lifesaving with all of these elements and continually develop their proficiency.

BEACH AND POOL LIFEGUARD REQUIREMENTS AND EXPECTATIONS

The following list is **just some** of the things that should be considered for those people considering becoming a beach or pool lifeguard and a reminder to those who are currently beach or pool lifeguards.

Spring Lake lifeguards are an outreach to the surrounding community. Our beach and pool embraces a “team” concept which can show itself in many ways. This can easily be seen in the coordination of rescues, communication between lifeguards and supervisors, as well as the public. Spring Lake guards are expected to possess above average personal attributes while on duty and off duty. They should be able to interact with respect and honesty with their co-workers and the public.

- 500 meter swim in under 10 minutes (this is a MINIMUM) requirement.
- Pool lifeguards in less than 13 minutes.
- 1 mile run in under 10 minutes (this is a MINIMUM) requirement.
- Current Professional CPR/AED and at minimum a basic FIRST AID certification, pool lifeguards also must have LGT. A list of acceptable certifications is on a tab on the www.springlakeguards.com web site.
- Work availability from Memorial Day to Labor Day.
- Work availability for emergency situations, before or after regular beach hours.
- If necessary, availability to pick up additional work days if beach conditions deem necessary.
- Attend training sessions to keep necessary certifications of Professional CPR/AED/FIRST AID and LGT current.
- Attend training sessions on information about Blood Borne Pathogens.
- Attend training sessions on information about Sexual Harassment in the workplace.
- Participate in group crew training each morning. This will involve lifesaving drills as well as use of all lifesaving equipment, and physical fitness training.
- Drill on first aid requirements for USLA beach certification.
- Drill on pool safety procedures.
- Participate in individual workout in the afternoon involving use of equipment and/or also incorporating swimming or running.
- Strive to become proficient in rowing, single or double.
- Become proficient in uses of paddleboard and kayaks.
- Meet time standard qualifications in rescue techniques. For example, swimming with rescue torpedo, securing a victim, and or pulling the rescue line.
- Follow directions, policy and procedures of crew chief, lieutenant, beach captain, or any other administrative personnel on the beach.

I _____, have read carefully and understand the
Borough of Spring Lake Lifeguard Manual (V 1a) and acknowledge that it applies to me
both in my present capacity and in any future position I may hold with the borough.

Employee signature

date