

Indian River Aquatics Division Lifeguard Operations Manual

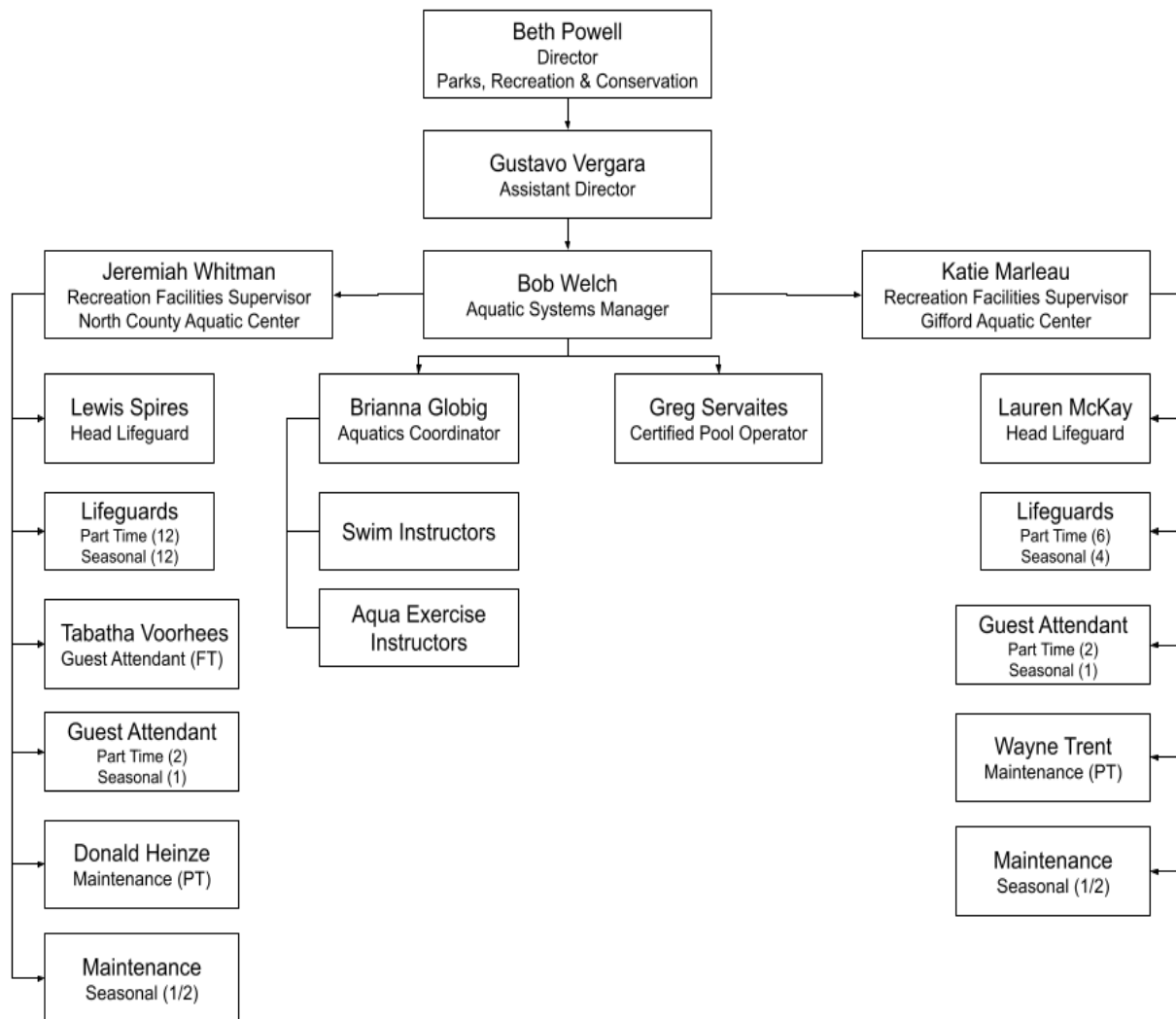


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Parks, Recreation and Conservation Division

Aquatics Department Organizational Chart



Personnel Management

I. Universal Precautions

Lifeguards should use personal protective equipment (Universal precautions) to prevent disease transmission whenever providing care, regardless of the age or appearance of the guest.

Remember, persons with some illnesses, such as HIV, may not show any signs or symptoms. An infected child or adult may not even know that he or she is infected.

Personal hygiene, like frequent hand washing, helps prevent disease transmission. Always wash and scrub your hands after providing care, even if you never came into contact with blood or other body fluids.

Body substance isolation (BSI) involves using all equipment and supplies that help prevent direct contact with infected materials. This includes disposable gloves and CPR masks for rescue breathing. To avoid contracting an infectious disease, follow the guidelines given in your First Aid Training class.

Work Practices Good work practices can help eliminate or reduce the risk of exposure at the facility. Good work practices include:

Providing care that reduces splattering of blood or other infectious materials.

Remove and dispose of soiled protective clothing as soon as possible and place it in the containers provided.

Clean and disinfect all equipment and work surfaces possibly soiled by blood or other body fluids.

Wash hands thoroughly with soap and water immediately after providing care.

Do not eat, drink, or touch the mouth, nose, or eyes when giving first aid.

II. Employee Health & Injuries

- A. Any injury occurring on the job, regardless of how minor it may seem, should be reported promptly by the employee to his or her immediate supervisor. The immediate supervisor will advise the employee where to go for treatment if necessary and will supply the employee with the most current employee injury report forms.
- B. Each employee determined to be at risk of exposure to blood or body fluids has been offered the opportunity to receive the HBV series of inoculations. Those employees who have chosen to receive the vaccine may request to begin the series of inoculations. Those employees who have chosen not to receive the vaccine may request to begin the series of inoculations at a later time.
- C. Any employee who is exposed to blood, body fluids, hazardous materials or who is otherwise injured on the job is required to :
- D. Report the incident to their immediate supervisor and seek medical attention. Failure to do so could result in the loss of any benefits covered by Workman's Compensation.
- E. Any employee who is relieved of duty due to an injury on the job must receive clearance from the doctor before returning to active duty status.
- F. Employees whose duties require them to be in the sun for extended periods of time are provided with a uniform hat and a shade structure for their stand. Staff members will use this equipment at all times when in the sun. It is recommended that lifeguards wear sunglasses with UV protection and an SPF 15 or higher sunscreen.

III. Handling of Non-Biomedical Waste

Recreation facilities, like any other location where large groups of individuals gather for activities, may experience incidents where a guest is injured. At aquatic centers and County guarded beaches, Indian River County lifeguards are trained in first aid and are required to provide treatment as part of their Duty to Act and Duty to Care. While rendering care, lifeguards may generate waste that contains blood or other potentially infectious materials, which must be disposed of in a safe and appropriate manner. This policy outlines the procedures for the proper disposal of such waste.

A. Classification

Aquatic centers, parks, and recreation facilities are not classified as biomedical waste-generating facilities under the Florida Department of Health's regulations (Chapter 64E-16, Florida Administrative Code on Biomedical Waste). Therefore, any waste generated from the care of an injured or ill guest is considered non-biomedical waste.

B. Disposal Procedures

1. Injuries, Wound care, and Sickness Waste

- a) Clean Up Spills: Immediately clean any blood spills using an appropriate cleaning solution, adhering to Universal Precaution protocols.
- b) Collect and Package: Collect all contaminated materials and place them in a sealed, non-biohazard bag or container.
- c) Dispose of as Regular Trash: Once properly packaged, dispose of the waste in regular trash receptacles, not in biohazard containers.

2. Severe Trauma (e.g., Shark Bites, Gunshot Wounds, Stabbings)

- a) Clean Up Spills: Immediately clean any blood spills using an appropriate cleaning solution, following Universal Precaution protocols. If provided by your supervisor, use a bodily fluid clean-up / bloodborne pathogen spill kit.
- b) Collect and Package: Collect all contaminated materials and place them in a sealed, non-biohazard bag or container. If using the spill kit, use the bag included in the kit.
- c) Provide to EMS for Disposal: Once properly packaged, hand the waste over to Emergency Medical Services (EMS) to be disposed of as part of their rescue and medical procedures.

3. Sharps Disposal

- a) Safety First: Follow Universal Precaution protocols. Do not pick up sharps, such as syringes, directly with bare hands. If accidental contact occurs, wash the area thoroughly with soap and water and report the incident to your supervisor.
- b) Collect and Package: Use tongs or pliers to pick up the sharp object by the barrel, keeping the needle end away from you. Place the sharp object in a puncture-proof, lidded container (e.g., a thick plastic bottle such as a milk or juice jug, or a detergent or bleach bottle). Seal the container securely with tape and label it with "Do Not Recycle."
- c) Dispose of as Regular Trash: Once properly packaged, dispose of the waste in regular trash receptacles, not in biohazard containers.

By following these procedures, the safety and well-being of both staff and guests are ensured while maintaining compliance with relevant health and safety guidelines.

IV. Conduct & Speech

- A. Always conduct yourself professionally. The lifeguards are representatives of the Indian River County Recreation Department and have day-to-day contact with citizens.
- B. Their actions and conduct will greatly affect the public's attitude and respect for the entire organization.
- C. Lifeguards are responsible for safeguarding all guests during their visit to the pool.
- D. Lifeguards who look and act professionally contribute to the facility's culture.
- E. Lifeguards are in front of guests for most of the day and must always look and act like professionals.
- F. Use of abusive or foul language by any staff member is unacceptable and will not be tolerated in the workplace.
- G. Staff members should always serve as an example to swimmers. Observance of the facility rules is essential.
- H. While you are in uniform, you represent Indian River County and yourself. You are in the public eye. Conduct around children, parents, and co-workers should be of the highest standard.
- I. Dealing with Guests
 - 1. Be professional and remain calm.
 - 2. If you cannot assist guests or answer their questions, refer them to your immediate supervisor. Do not raise your voice to a guest.
 - 3. Physical force is never acceptable. Report troublesome guests to the supervisor and document all hostile or questionable patron encounters.
- J. Telephone & Copy Machines
 - 1. County telephones and copy machines are only for business and emergencies.
- K. Personal Belongings
 - 1. Indian River County is not responsible for lost or stolen personal belongings stored at the workplace.
 - 2. The lifeguard office must be kept clean and free of clutter. Each staff member will be assigned a designated area to store towels and fanny packs.

3. Cell phones are not permitted on the lifeguard stand.

L. Private Swim Lessons

1. Indian River County regularly offers group swimming lessons for all ages and skill levels. Instructors and lifeguards employed by Indian River County may not teach private lessons in any County swimming pool or use County equipment while not on duty.
2. Soliciting guests or clients for private swimming lessons is strictly prohibited.

M. Friends & Family

1. Friends and family should be discouraged from calling or visiting the work site except in emergencies.
2. Any conversation while on duty must be kept short and MAY NOT interfere with the lifeguard's ability to meet his/her responsibilities.

N. County Equipment

1. Equipment owned by the County will not be loaned out without permission of the Aquatics Systems Manager. Individuals interested in borrowing or renting equipment should be referred to the Aquatics System Manager.

O. Alcohol & Drug Abuse

1. Any employee found to be using drugs or alcohol on the job will receive discipline up to and including termination.
2. Indian River County reserves the right to do random drug testing on any employee.

P. Work Hours

1. Lifeguards are typically scheduled for 20 - 40 hours/week
2. NO UNAPPROVED OVERTIME – Check with your Facility Supervisor before working any overtime hours
3. Please arrive before your shift starts with time to prepare to be on the Lifeguard stand when your shift starts.
4. The Facility Supervisor will make schedules and publish them at least 2 weeks in advance.

5. All change requests will be handled through When2Work and approved by the Facility Supervisor
6. Time off requests should be submitted through When2Work for approval. Full-time employees must also submit these requests through Kronos
7. It is your responsibility to work your scheduled shifts; if you cannot work due to scheduling conflicts, you must work with your fellow lifeguards to cover your shift. This can be done through When2Work. If you do not have the swap approved in When2Work and your replacement does not show up for a change you're scheduled to work on, a no-show charge will be applied to you.
8. Each lifeguard is responsible for his/her entire scheduled shift and will not be allowed to leave early or come in late unless approved.
9. All appointments, etc., should be made on your day off whenever possible
10. If the pool closes or the weather is inclement, full-time employees will receive available hours first.

Q. Uniform Requirements

1. Lifeguards must be in uniform at all times at work. Uniforms must be clean and in good condition. Shirts with holes or stains and faded or ripped shorts/suits/hats are unacceptable. As a representative of Indian River County, wearing county items outside of work is inappropriate, except in specific settings. Check with your facility supervisor if you are uncertain whether you can wear your IRC uniform outside of work. IRC required uniform items:
 - a. Indian River County swimsuit, shorts, and shirt only.
 - b. Hats – IRC issued or straw; must be plain or have a lifeguard or IRC logo and be in good condition.
 - c. Whistle - Fox 40 with breakaway lanyard
 - d. Winter staff will be issued a jacket and pants.
 - e. Polarized sunglasses are recommended
 - f. Jewelry - Jewelry can be a safety hazard while on duty and should be limited to:
 - 1) Watch – No email, text, or other electronic communication is allowed while on duty

- 2) Stud earrings
- 3) Wedding band
- 4) Medical bracelet

R. Reporting to Work

1. Employees must notify the facility supervisor (voice or text) and the facility within 2 hours of their scheduled start time if they cannot report to work due to illness or an emergency. Notifying a co-worker is not sufficient or an acceptable protocol.
2. Excessive callouts, 3 in 90 days, will result in doctor's notes being needed.

S. Meals & Breaks

1. Downtime closest to noon will be used as a lunch break. If you leave the facility for any reason, you must clock out.

T. Clean Ups

1. Individual clean-ups are given to all lifeguards each day. You may not leave the facility until you have completed your clean-up. If you complete your clean-ups throughout the day, you will not have as much to clean at the end of the day.

U. Junior Lifeguards

1. The County pools will have junior lifeguards volunteering this season. They will help enforce pool rules but cannot perform rescues or provide first aid. Please treat them respectfully and offer assistance when needed, as you are a role model.

V. Cell Phones

1. The County advises employees not to bring personal cell phones to work. If a personal cell phone is necessary, it must be kept on silent and stored away while you are working.
2. Phone calls or texting during work hours should only be made during your designated breaks.
3. Cell phones are not permitted on the lifeguard stand. Employees who do not comply with this policy will receive discipline up to and including termination

V. General Lifeguard Responsibilities

A. Certifications must be maintained and kept on file. It is the lifeguard's duty to ensure that their certification is up to date. Please consult the facility supervisor to arrange any necessary training.

B. Lifeguards will be assigned a zone of responsibility and will actively scan the entire zone in 10 seconds and be able to reach the farthest point in the designated zone in 20 seconds.

1. Be ready to open the assigned zone when the pool opens.

C. Staff must be prepared with a rescue tube with a strap across the chest, held in a rescue-ready position, with the excess strap gathered up in hands or across the lap, and have a whistle, pocket mask, and gloves with them at all times.

D. Check the facility for safety issues and set up all stands and equipment.

E. Recognize and prevent hazards to swimmers by enforcing rules and managing activities.

F. Check the pool deck and restrooms for trash or hazards as you end your rotation.

G. During slow times, you will be asked to help out with maintenance, cleaning pools, chairs, trash, restrooms, or the front counter.

H. Sleeping or the appearance of sleeping is not permitted while on duty.

I. Pool covers will be required whenever the outside air temperature is forecast to be below 68 degrees for 3 hours or more during the facility close.

1. Covers will not be put on if the wind is gusting or is predicted to gust over 15 miles per hour during the closed period. This is done to protect the staff and facility equipment.

VI. Lifeguard Protocols & Training

A. Certifications

It is the employee's responsibility to keep all of the certifications listed below current and on file. Failure to renew any required certifications may result in immediate suspension.

1. Lifeguard Certification
2. CPR for Professional Rescuer with AED
3. Emergency Oxygen
4. First Aid
5. EMR (Required for all OIC and Head Lifeguards)
6. Lifeguard Management (Required for OIC, Head Lifeguard and Facility Supervisor)

B. Physical Fitness Requirements

Lifeguards must maintain ongoing physical fitness to ensure they are ready for rescues. This requires consistent training and the mastery of skills such as swimming, rescue techniques, and first aid. All lifeguards in Indian River must meet a minimum fitness level to complete the current Red Cross Lifeguard Certification pretest. The requirements include:

1. Swimming Proficiency - Complete a swimming sequence that includes the following:
 - a. Jump into the water, fully submerge, resurface, and then swim 150 yards using the front crawl, breaststroke, or a combination of both (swimming on the back or side is prohibited).
 - b. Treading Water, maintaining a position at the water's surface for 2 minutes by treading water using only the legs.
 - c. Swim an additional 50 yards using the front crawl, breaststroke, or a combination of both.
2. Water Skills Sequence - Complete a sequence of tasks within 1 minute and 40 seconds, which includes:
 - a. Starting in the water, swim 20 yards. (The face may be in or out of the water. Swim goggles are not allowed.)
 - b. Surface dive (feet-first or head-first) to a depth of 7 – 10 feet to retrieve a 10-pound object.
 - c. Return to the surface and swim 20 yards back to the starting point, holding the object at the surface with both hands and keeping the face at or near the surface.
 - d. Exit the water without using a ladder or steps.

- C. On-Boarding - As part of the onboarding process for new and returning lifeguards, a skills assessment must be completed before being assigned to an active zone. The skills assessment will include the following components:
1. Depth Certification: This is a timed event that must be completed within 1 minute and 40 seconds. The lifeguard will start in the water and swim 20 yards (the swimmer can have their face either in or out of the water; swim goggles are not permitted). Next, the lifeguard will perform a surface dive (feet-first or head-first) to a depth of 7 to 10 feet to retrieve a 10-pound object. After retrieving the object, the lifeguard will return to the surface and swim 20 yards on their back, holding the object at the surface with both hands and keeping their face near the surface. Finally, the lifeguard must exit the water without using a ladder or steps.
 2. Lifeguard Skills Assessment: This includes a timed single-rescuer CPR scenario. In this scenario, the lifeguard must demonstrate competence in the following skills: rotate surveillance duties to ensure continuous coverage of the pool area, identify a guest in distress, enter the water, rescue the guest in distress, extract the guest in distress, perform a primary assessment, administer emergency oxygen, initiate CPR, and deploy the AED.
- D. In-Service Training—In-service training equips lifeguards with the knowledge, teamwork skills, and confidence to handle emergencies successfully. To maintain all skills at a test-ready level, lifeguards must have 4 hours of in-service training per month.
1. In-service will be offered on different days at both facilities to allow opportunities to make an in-service.
 2. If 4 hours is not met, that lifeguard will no longer be active and will be removed from the schedule.
 3. To reactivate, a lifeguard must complete a skills assessment with the facility supervisor or head lifeguard, which consists of a Timed Single-Rescuer CPR Scenario where the lifeguard must demonstrate competency in the following skills:

- a. Rotated surveillance duties, ensuring continuous coverage of the pool area
- b. Identify a Guest In Distress
- c. Enter the water
- d. Rescue the Guest In Distress
- e. Extract the Guest In Distress
- f. Perform Primary Assessment
- g. Administer Emergency Oxygen
- h. Initiate CPR
- i. Deploy AED

VII. Audits

Audits provide lifeguards with important validation of the professional standard of care you provide your guests. Audits will be conducted to ensure all skills are at test-ready levels. If unsure about a skill, speak to the supervisor before a failed audit occurs. Should a lifeguard fail an audit, the lifeguard is immediately removed from lifeguarding until skills are at a test-ready level and could face disciplinary action.

A. Rescue Ready

A daily lifeguard audit, or "Rescue Ready" audit, is a tool for ensuring lifeguards are prepared for rescues by verifying their readiness, skills, and adherence to safety protocols. The primary goal is to ensure lifeguards are proficient in their abilities and ready to respond effectively to emergencies and help detect any decline in skills or knowledge between in-service training sessions.

B. VAT (Vigilance Awareness Training) Drills

These involve placing a sinkable manikin or a person in distress in the water to test lifeguards' ability to spot and quickly respond to a potential emergency. Lifeguards must be able to observe the object within 10 seconds and respond accordingly within 20 seconds.

C. Vigilant Voice

A "vigilant voice" audit in lifeguarding involves supervisors observing lifeguards. At the same time, they scan their zone, asking them to verbalize what they see and then comparing the lifeguard's observations with the supervisor's to identify gaps in vigilance.

VIII. On Duty (Zone Coverage)

- A. A zone is a specific area of responsibility. It is a defined section of the swimming pool where a guard can use their surveillance/scanning strategy to ensure the well-being and safety of the patrons. Zones are designed to be scanned in 10 seconds and for a lifeguard to reach the furthest point in the zone in 20 seconds. (10/20 Rule).
 - 1. A diagram of zone coverage is posted at each facility in the guard office/room, and it is the lifeguard's responsibility to know the zones for each chair position.
- B. Lifeguards must be proactive in enforcing all rules and ensuring public safety. They must always maintain a professional posture and be "rescue ready."
 - 1. You must either sit on the lifeguard stand or walk the pool's edge; do not use pool furniture as a lifeguard chair.
- C. Be professional and pleasant to all guests, and stay attentive by constantly scanning your designated area.
 - 1. Implement the 5-minute strategy and be prepared to enter the water anytime.
 - 2. Do not interrupt your scanning if a patron approaches you with questions or concerns. Acknowledge the patron, explain that you cannot look at them while speaking, but assure them you are listening. Politely answer their questions or address their concerns.
- D. Be mindful of areas that are difficult to see and adjust your position to eliminate blind spots. Always keep your eyes on the water!
 - 1. Do not leave your designated area unless the pool is closed or covered.
- E. Required items - rescue tube, hip pack (gloves, CPR mask), whistle, water or something to drink, sunglasses, and at least one physical barrier from the sun not including sunscreen.

IX. Emergency Communications

During an emergency, lifeguards must communicate clearly and concisely using a combination of verbal and nonverbal cues, such as whistles, hand signals, and radios, to alert patrons and other staff and coordinate rescue efforts.

A. Verbal Communication:

1. Clear and Concise Instructions - Use simple, direct language that is easy to understand, especially for those who may be panicked or unfamiliar with the situation.
2. Appropriate Voice and Tone - Maintain a calm, authoritative voice to project confidence and control.
3. Inform Patrons - Explain the situation, what actions are being taken, and what patrons need to do (e.g., evacuate, move to a safe area).
4. Radios – We use radios to communicate with other lifeguards, pool staff, and supervisors, especially when coordinating rescues. Each EAP has specific radio calls that are used by the water safety team to communicate in an emergency. Radios are assigned to particular people at the facility as follows:
 - a. Supervisor On Duty
 - b. Front Desk
 - c. Rescue Ready Guard

B. Non-Verbal Communication:

1. Whistles – Different blasts communicate different messages to patrons and other staff
 - a. 1 Short Tweet and Point Two fingers at the guest – Gain the guest's attention
 - b. 2 Long Blasts and raise hand above your head – Need Supervisor Attention
 - c. 2 Short Tweets point to another guard – Need other guards' attention
 - d. 1 Long Blast (Stand Up if in Chairs) – Clearing the Pool
 - e. 3 Long Blasts Point to Area of Concern - activate EAP; need for two or more guards; life-threatening emergency (911 needs to be called)
2. Hand Signals -Utilize standardized hand signals for specific actions, such as "stop," "move," or "help needed".
 - a. 2 Finger Pointing- used to give direction
 - b. Raised clenched fist- you need help
 - c. Two fingers pointing at your eyes, then point to your zone- watch my water
 - d. Thumbs up – resume activity

3. Visual Cues - Employ flags, buoys, or other visual signals to indicate hazards or specific areas.
4. Body Language - Project confidence, attentiveness, and readiness to respond to emergent situations through your posture and demeanor.

X. Rotation

Zone rotations are assigned based on the zones operating that day, available staff levels, and environmental conditions (air temperature, humidity, wind).

- A. Rotations are set by the Supervisor of the Day (SOD)
- B. They may be as short as 10 minutes at each zone or as long as 30 minutes.

XI. Safety Equipment

- A. Head Lifeguards and Facility Supervisors are responsible for adequately locating all required safety equipment and ensuring its operation.
 - 1. Rescue poles with Shepards Crook: One pole is located on each side of the pool, hanging on posts in the ground.
 - 2. Rescue rings: Rescue rings are located on each side of the pool, and each is equipped with a 50' throw rope
 - 3. Rescue tube: Rescue Tubes are located in the guard storage shack, and each lifeguard zone requires a rescue tube
 - 4. Backboard: A backboard hung on the wall near the guard room.
 - 5. Rescue Bag: Located on the cart near the guard room
 - 6. Emergency Phone: Located at the admissions desk
 - 7. Automated External Defibrillator is located in the crash bag

XII. First Aid

- A. Each pool is equipped with a Rescue Bag containing supplies for major trauma and a "Boo Boo Box" for treating minor wounds (cuts, stings, bites). Additional supplies are stored in the guard rooms for resupplying as needed. An emergency incident report must be completed whenever first aid supplies are used to track injuries and supply usage for insurance purposes. Each lifeguard ensures that first aid kits are located on-site and complete.
 - 1. The first lifeguard on-site for each shift shall ensure the rescue bag's zippered pockets are sealed with security tape, indicating the bag is complete.
 - a. The first lifeguard will also check that the AED is operational and ready for use

2. The Head Lifeguard (or designated OIC) shall open the bag once each week and check the kit for completeness. This will include the following steps
 - a. Complete Inventory Sheet
 - b. Verify Emergency O2 is available
 - c. Check all supplies for any expiration dates, including the AED
3. A lifeguard who uses any of the supplies in the Boo Boo Kit is responsible for ensuring that supplies running low or used are ultimately replaced. Replacement supplies are obtained by contacting the supervisor.
4. After any incident that requires us to break the seals on the rescue bag, The Head Lifeguard or Supervisor On Duty will need to complete an audit of the entire bag. The facility should remain closed until the audit is completed and the rescue bag is resealed as complete.

XIII. Emergency Action Plan/Safety Protocols

Emergency Action Plan defines the roles and responsibilities for the Lifeguard Operations staff at North County Aquatic and Gifford Aquatic Center for the various potential emergencies that may occur at the pools, beaches, or water attractions within the operation. The plan also provides additional information, such as emergency equipment locations, emergency phone numbers, and evacuation procedures. The EAP creates a safe system of responding to emergencies while minimizing risks and hazards to facility staff and patrons.

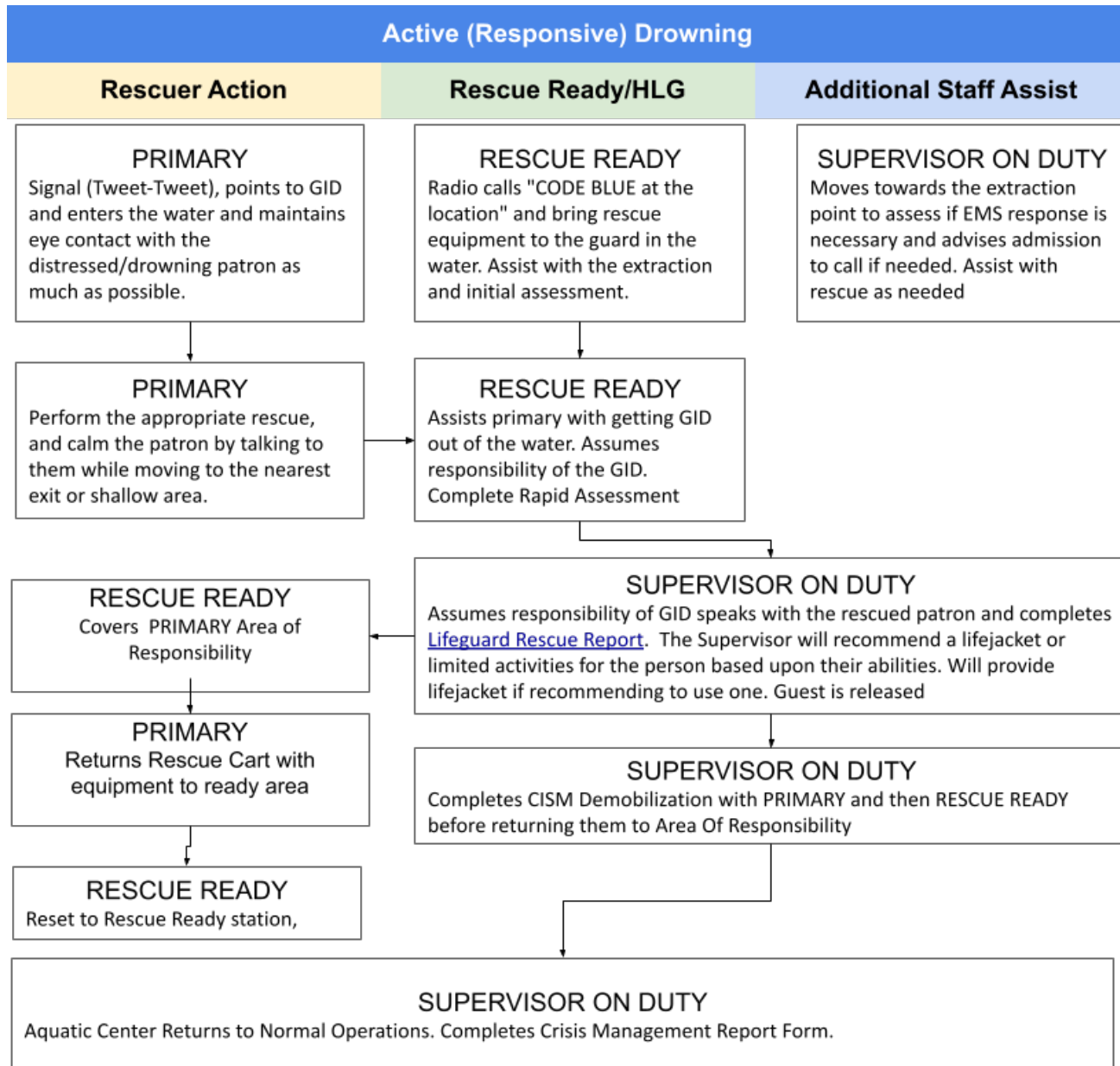
1. The Emergency Action Plan throughout this document will be called the “EAP”.
2. The EAP is a key part of the facility’s safety plan. The EAP works with operational procedures, facility management, and staff training.
3. The EAP will be reviewed and put into scenarios through a combination of in-service training and job orientation.
4. Supervisors On Duty (OIC) who are trained individuals should be prepared to step in and assist with rescue operations if necessary, in accordance with their duty to act.

A. Activating the EAP

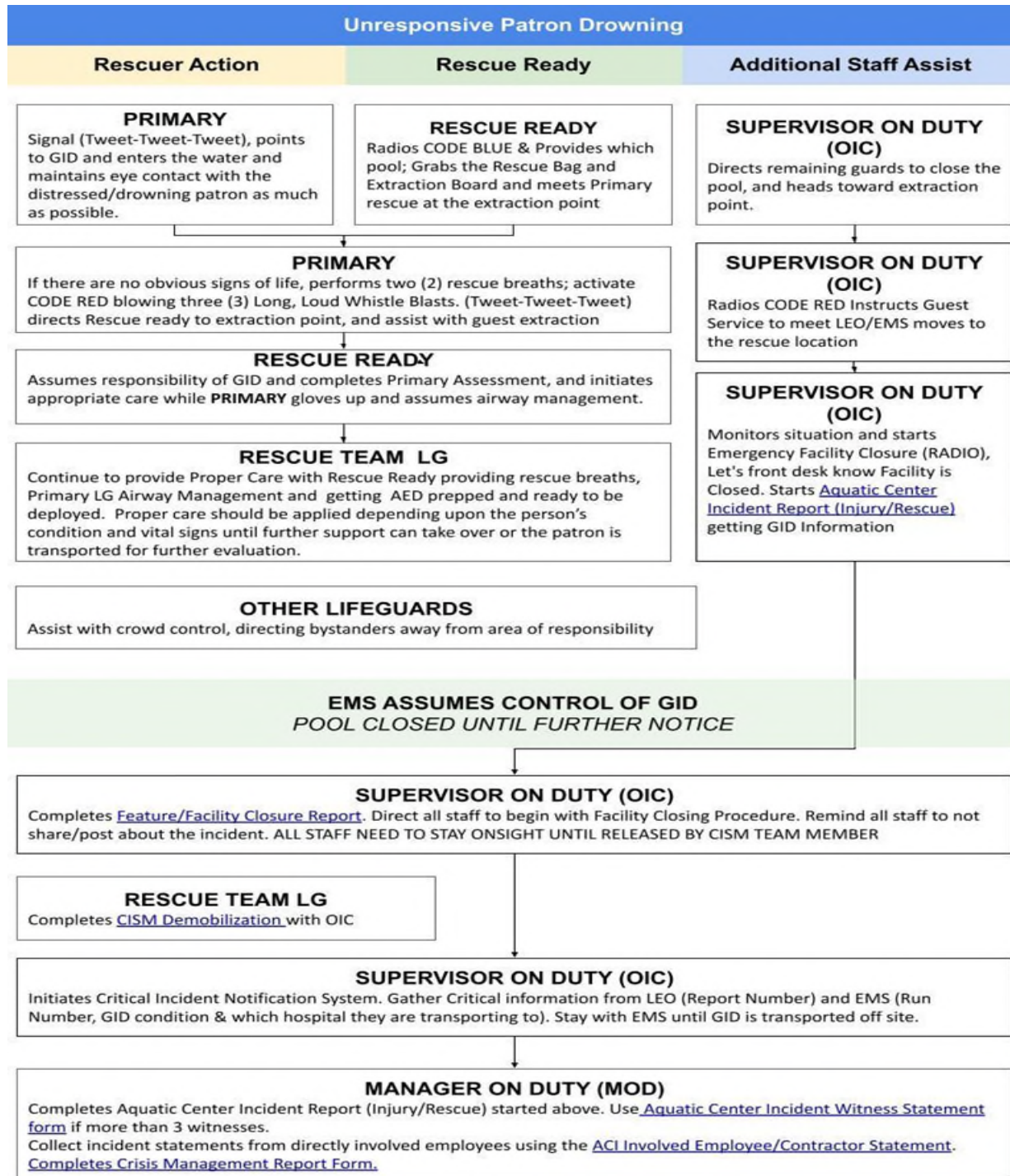
1. The following steps should take place to activate the Emergency Action Plan and request further assistance:
2. The first responding Lifeguard will initiate the EAP by blowing three (3) long whistle blasts to notify other Lifeguards in the immediate area for assistance as well as the Supervisor or Manager.
3. A rescue-ready guard will notify the safety team with the appropriate radio color code and specific location of the rescue and bring the rescue bag to the responding lifeguard
4. Responding Lifeguard(s) and Rescue Lifeguard should begin immediate emergency care and seek to stabilize the patron(s) needing assistance.
5. The supervisor (s) will focus on scene management, information gathering, and ensuring no additional patrons or staff members are at risk.
6. Additional responding lifeguards should notify other personnel working at their pool or attraction to assist in closing that area. The lifeguards should then immediately proceed to the area of need.

7. Additional responding lifeguards or personnel will bring any needed emergency equipment.
8. Additional oxygen may be required in some cases and should be on standby in any situation that requires emergency oxygen use.
9. Lifeguards should not leave their zone unattended unless required to assist the first responding Lifeguard who activated the EAP. Instead, they should focus on their pool or attraction to account for additional zone coverage for a vacant position if possible.
10. All staff should conduct themselves in a manner that conveys control of the situation to the patrons. The patrons and those around you will take their cues from you.
11. Do not discuss an incident with or mention past incidents to any patron or staff member other than a manager.
12. Do not make any promises about refunds, payment for medical bills, etc.
13. Once the scene is stabilized, the supervisors and aquatic system manager will develop a plan for staff and re-open any closed pools or attractions as needed.

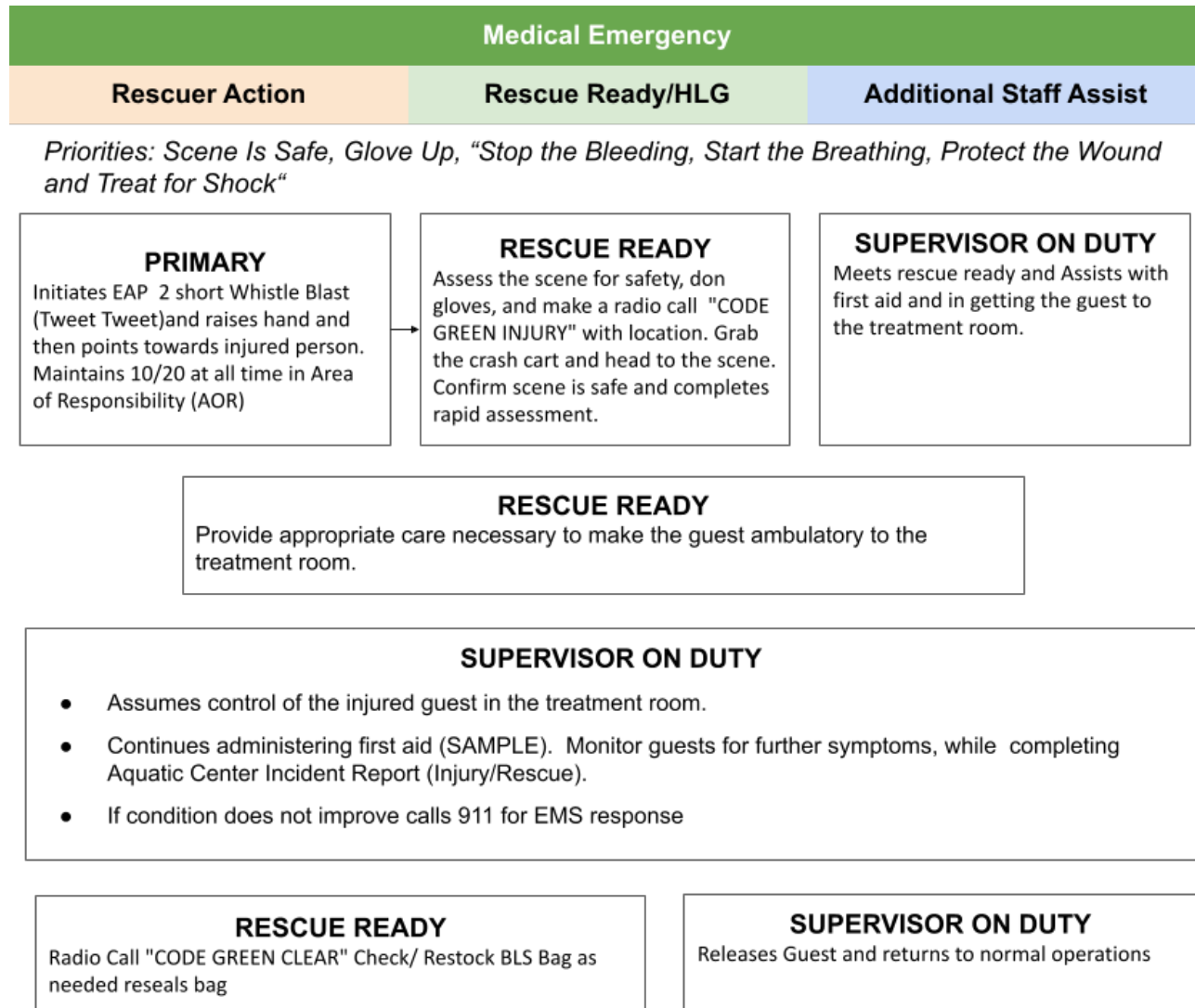
EAP – Water Rescue Responsive Guest



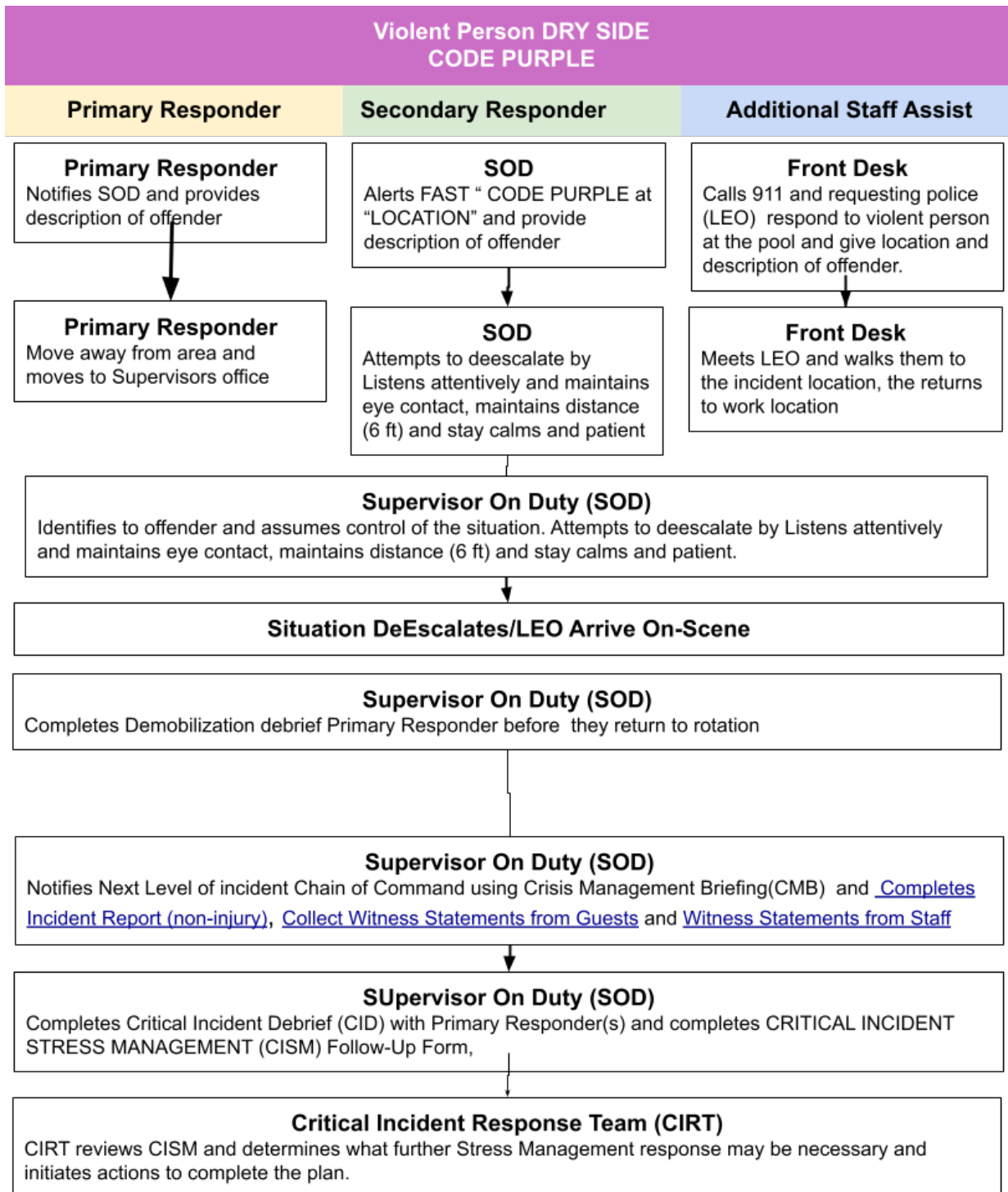
EAP – Water Rescue Unresponsive Patron



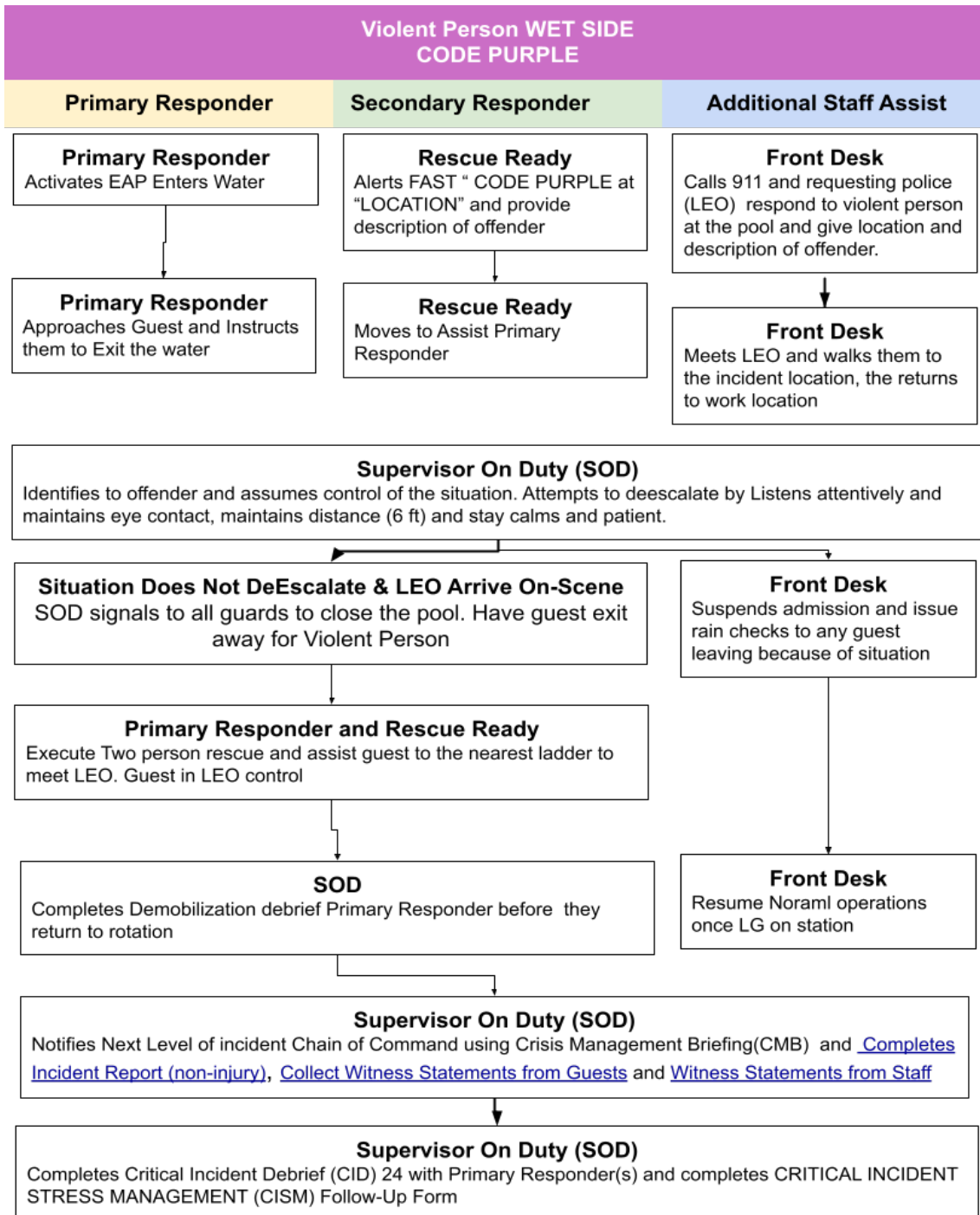
EAP – Medical Emergency



EAP – Unruly or Violent Patron On Deck



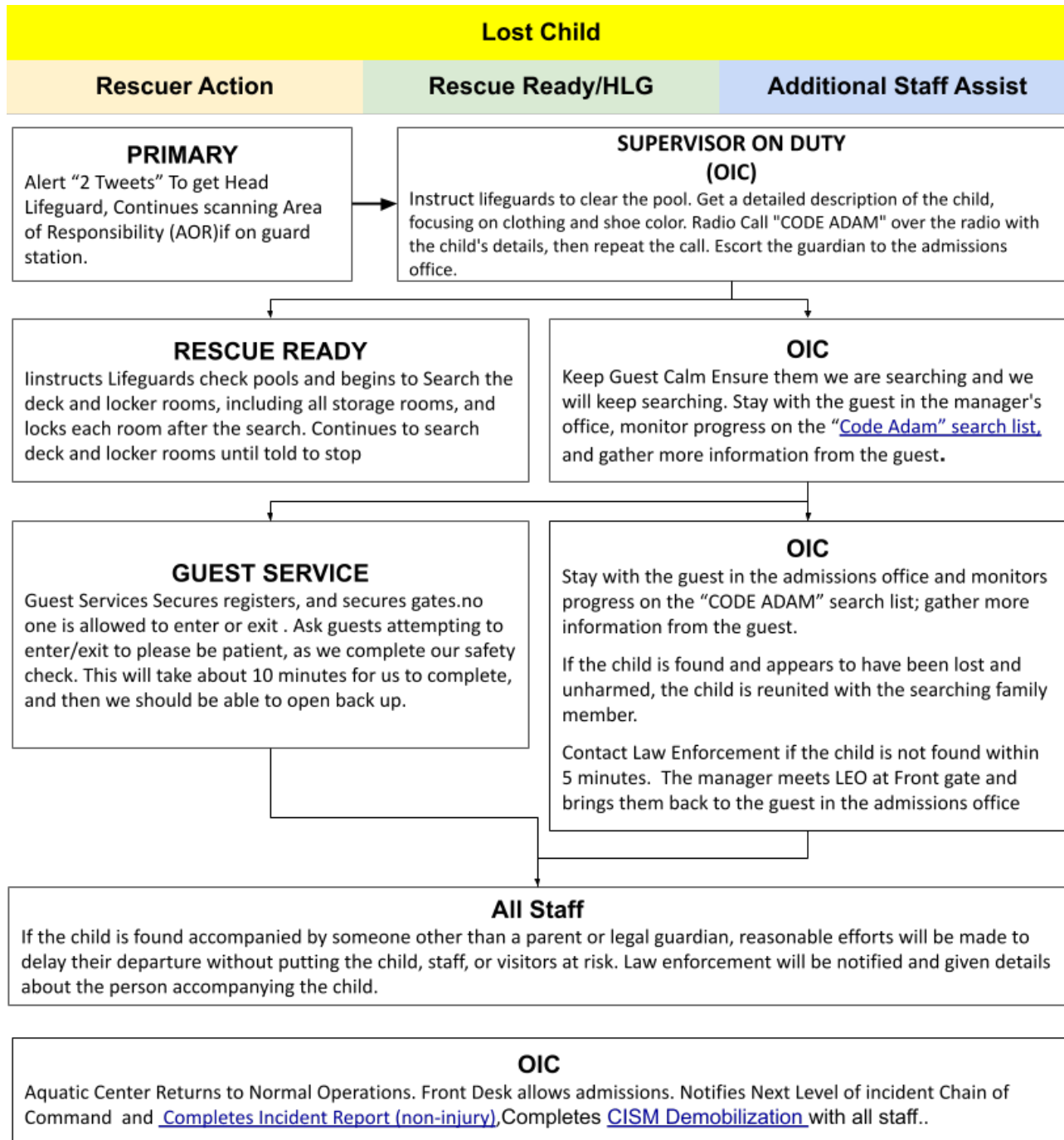
EAP – Unruly or Violent Patron In Water



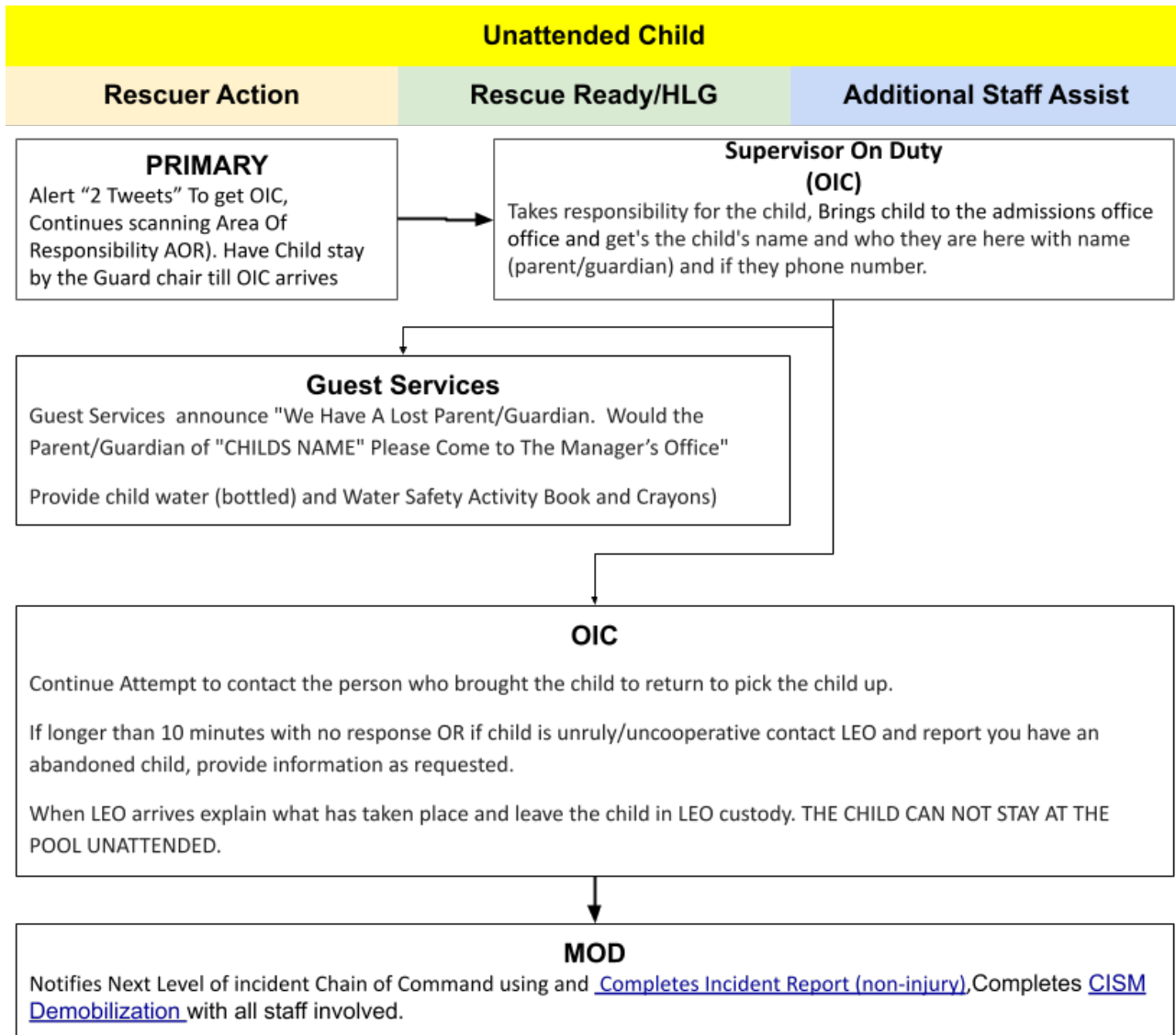
EAP – Severe Weather

Severe Weather		
Rescuer Action	Rescue Ready/HLG	Additional Staff Assist
THORGUARD Thorguard alarms and lifeguards initiates the pool closing procedure and clear all attractions, slide towers, and pools.		
LIGHTNING 1 horn blast for 15 seconds		TORNADO horn blasts on/off 1 second oscillating for 1 minute
RESCUE READY Informs Guests that the pool will be closed for at least the next 30 minutes or longer depending upon when the all clear is given. All guest should exit the facility an shelter in there vehicle.		SUPERVISOR ON DUTY Informs Guest that there is a Tornado Warning and guest should seek shelter in our bathrooms. or they can leave
GUEST SERVICE Suspends admissions post temporarily closed sign on gate and issue rain checks as appropriate . Stay in Admissions area.	LIFEGUARDS Seek shelter in Guard Room and maintain visual observation of deck at all times	GUEST SERVICE Suspends admissions post temporarily closed sign on gate and issue rain checks as appropriate. Stay in Admissions area.
SUPERVISOR ON DUTY Collect any unaccompanied minors and advise they should remain in the classroom until they are picked up or the pool reopens		LIFEGUARDS Seek shelter in Guard Room and maintain visual observation of deck at all times
THORGUARD Sounds ALL CLEAR - 3 horn blasts 5 seconds each time, strobes off. POOL IS STILL CLOSED		THORGUARD Sounds ALL CLEAR - 3 horn blasts 5 seconds each time, strobes off. Guest can exit bathrooms to leave facility POOL IS STILL CLOSED
SUPERVISOR ON DUTY Initiates Safety Inspection (DOR) DO NOT ALLOW ON POOL DECK UNTIL SAFETY INSPECTION IS COMPLETED AND LIFEGUARDS ARE POSTED		
PREPARE FOR RETURN TO NORMAL OPERATIONS Lifeguards Return to appropriate lifeguards zones and prepares to return to normal operations Guest Services: Prepare to take admission again and opens front entrance		
SUPERVISOR ON DUTY Returns Facility to Normal Operations. Completes Facility Closure report due to weather. Encourage patrons to stay in building until the storm passes. Provides Updates every 15 minutes on estimated return to operations time.		

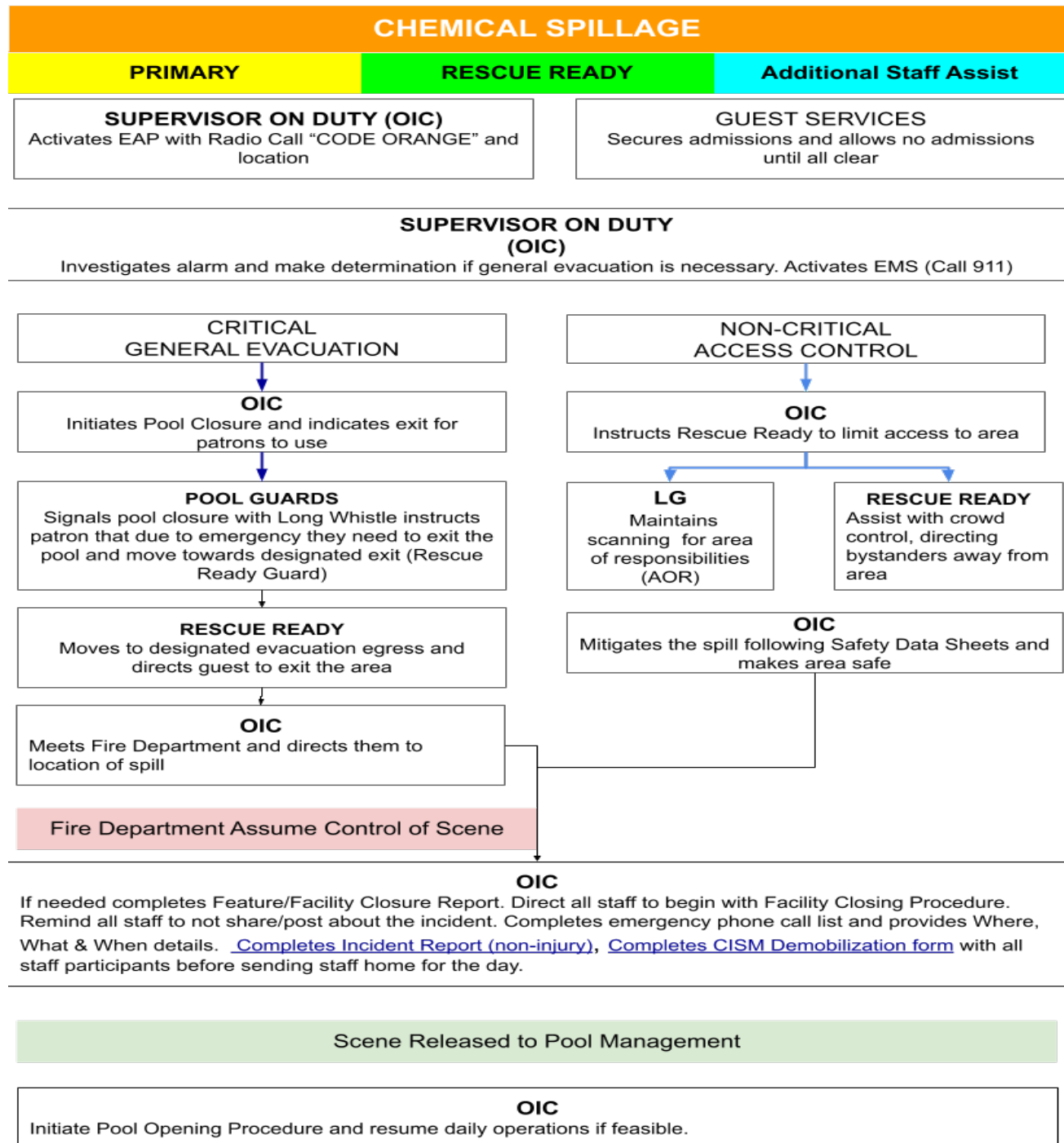
EAP – Separated Parties Child (CODE ADAM)



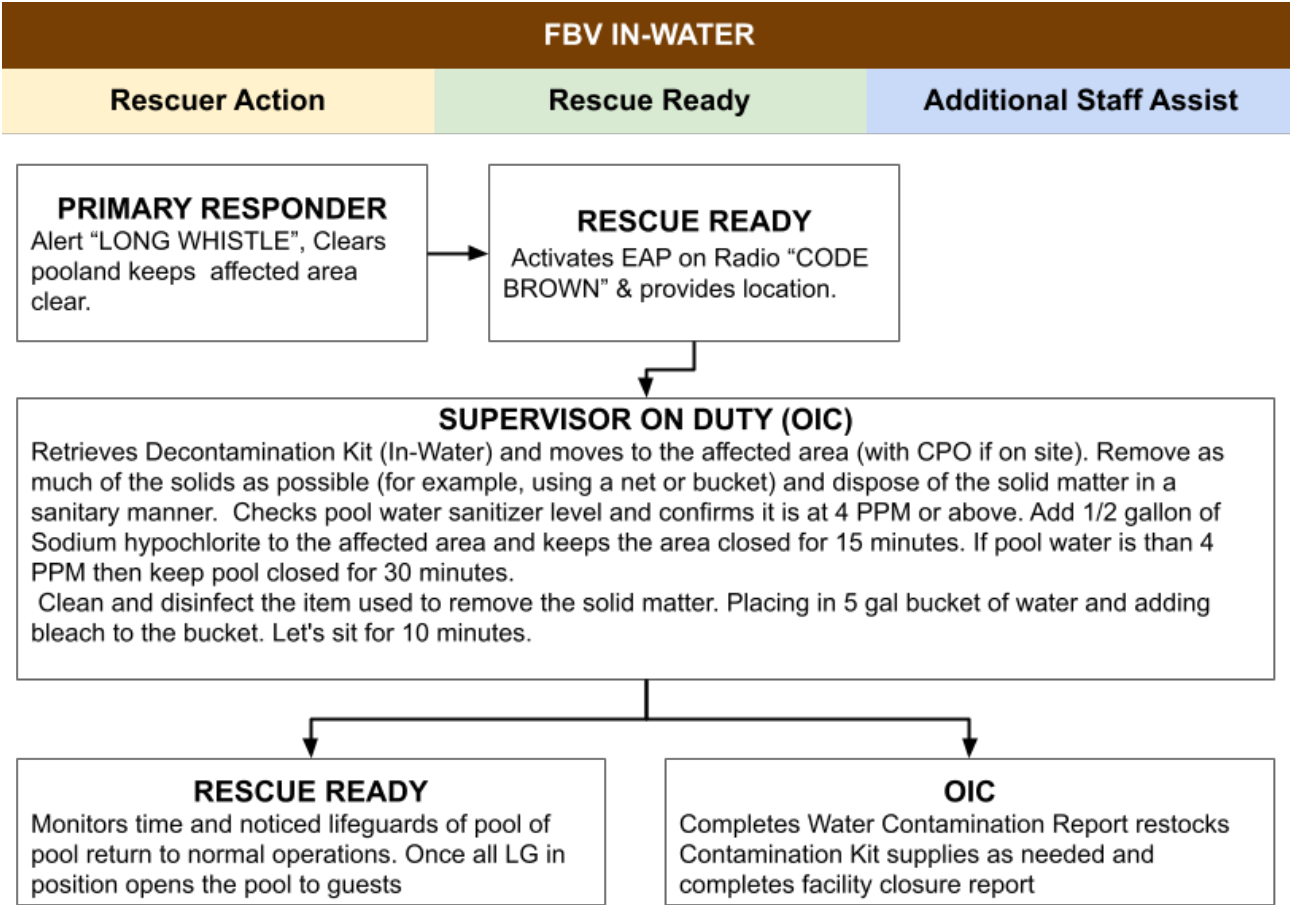
EAP – Separated Parties Parent



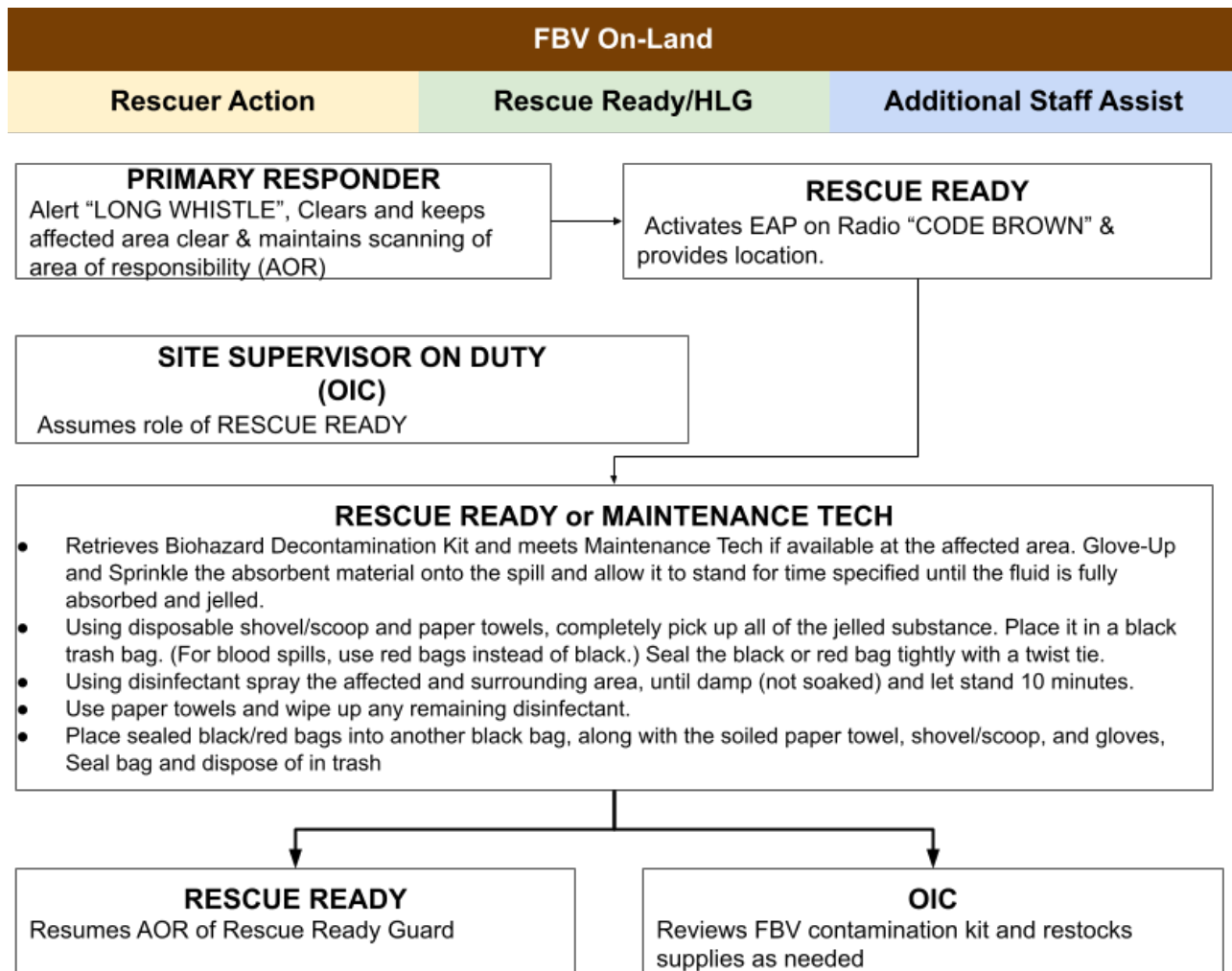
EAP – Chemical Leak/Spills



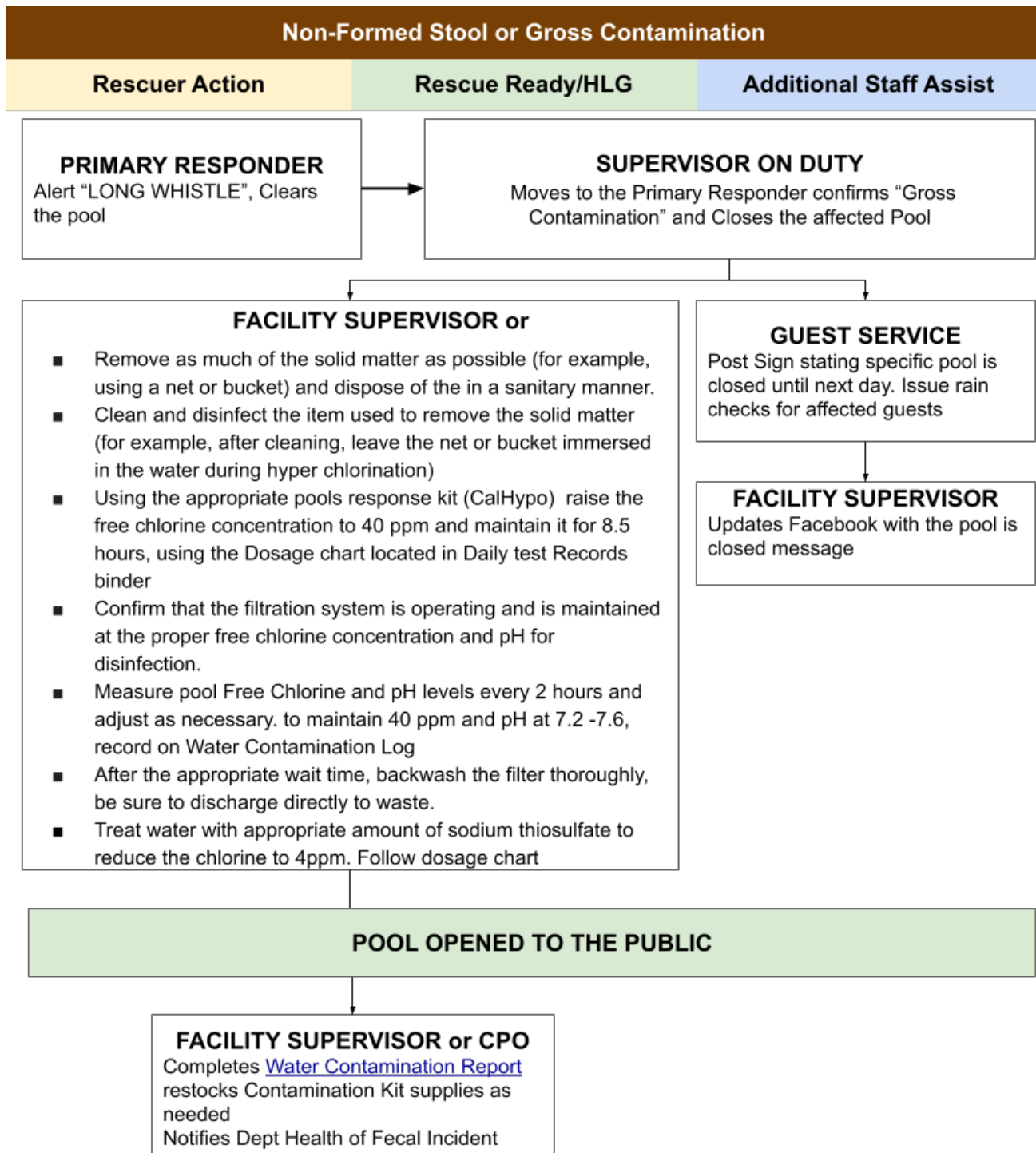
EAP – Fecal, Blood, Vomit In-Water



EAP – Fecal, Blood, Vomit On-Land



EAP – Pool Water Gross Contamination



XIV. IRC Aquatic Facility Rules

- o Swimming is only permitted when lifeguards are on duty.
- o Obey all lifeguard and supervisor instructions. Failure to do so may result in the patron/guest being asked to leave or forcibly removed from the facility by law enforcement.
- o A person under the influence of drugs or alcohol or exhibiting erratic behavior shall not be permitted into the facility
- o This is a substance-free facility. No smoking, vaping, or alcoholic beverages are permitted anywhere on the property.
- o Parents must watch children; lifeguards enforce rules and ensure safety.
- o For the health and safety of our swimmers:
 - No changing on the deck; please use the restroom facilities to change clothes and baby changing stations to change diapers
 - Please shower before entering the pool.
 - Patrons with wounds, open sores, and skin infections will be excluded from water activities
 - For the little ones under 3 years old, swim diapers are required and are available for sale at the front desk if needed.
 - Just a friendly reminder that diaper changing isn't allowed on the deck
 - Parents are asked to keep sick children out of the pool

Age Requirements (Adult = Parent/Guardian 18 Years or Older)

- o Children 12 years and under must be accompanied by an adult.
- o Children ages 13 – 17 being dropped off need a waiver signed by a parent/guardian.
- o Children 5 years and under, or non-swimmers, must be accompanied by an adult in the water and within arm's reach

Bathing Attire

Proper swimming attire is required; no metal accessories allowed on swimsuits. Why do I have to wear proper swimwear?

- o Street clothes (especially cotton) can transport airborne and water-borne contaminants into the pool.
- o Lycra and Nylon are the best non-absorbent materials for swimming and are the best fabrics for proper swim attire.
- o Other absorbent materials (such as cotton) can break down in the water and cause fibers to clog filters.
- o Any “colored” material (unless specifically made for swimming) can bleed into the pool, affecting water chemistry and balance and causing turbidity.
- o Cotton and similar materials can absorb the chemicals in the water, making the water less effective at maintaining the proper chemical balance or clouding the water.

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Floatation Devices

- o Only U.S. Coast Guard-approved floatation devices are permitted; all items used for flotation MUST have a USCG-approved stamp to be allowed in the pool.
- o Swimmers in flotation devices must always have an adult within arm's reach.
- o Water toys are welcome, but please use them safely! For everyone's enjoyment, our lifeguards or management may limit their use during busy times.

Behavior

- o Running, improper behavior, horseplay, fighting, inappropriate language, etc., may result in dismissal from the facility.
- o Breath-holding games and extended underwater swimming are prohibited.
- o Diving from the side of the pool is not permitted except for training purposes while under the direct supervision of a certified coach.

Food and Drinks

- o Feel free to bring coolers, but please remember that grills and fires aren't allowed for safety reasons.
- o We kindly ask that you enjoy your food only in the designated areas.
- o For everyone's safety, glass containers should be left at home, including bottles with silicone or padding.
- o Please clean up after yourself so everyone can enjoy a pleasant environment.

Notice

- o No pets except for service animals.
- o There is a fee to enter the facility even if you are not swimming.
- o Please do not leave children unattended.

Activity Pool Rules

- o Do not hang on the rope or cross rope blocking off the slide area.
- o Small slide:
 - Patrons must sit on their bottom with their feet first going down the slide, one person at a time.
 - No life jackets or goggles while going down the slide.

Lap Lanes Rules

- o No hanging on the lane lines.
- o The swimming blocks are for swim teams and swim lessons only; they are not to be used by the public.
- o If two people use the lane, patrons may split the lane or circle swim. If three or more people use the lane, patrons will circle swim.

Dive Well Rules

- o Only one person on the diving equipment at a time,
- o Do not step onto the diving board until the person before has exited the pool.
- o Dive or jump only in a straight line from the end of the equipment.
- o The 3 Meter Diving equipment is available for use only by athletes for training while under the direct supervision of a certified coach
- o No running on the diving equipment.
- o No life jackets or goggles on the diving equipment
- o No one can “catch” a person or wait for them in the water.
- o No backflips, gainers, double flips, or backward dives.
- o Multiple bounces are prohibited.
- o You must swim to the ladder closest to the diving board you jumped off.

The Slides

- o Patrons must meet the height requirement of 48 inches tall and be able to get to the ladder safely.
- o No life jackets or goggles while going down the slide.
- o Follow all the rules of the sign at the top and bottom of the slide.
- o Always go down on your back feet first, and do not turn in the slide.
- o If the lifeguard feels uncomfortable with someone going down the slide, they may ask them to stop.
- o No one can wait at the bottom for someone to come out to “catch” them.
- o You may not enter the slide or slide down unless the lifeguard permits.
- o Do not climb up the slide.

The Spray Pad

- o Children under the age of 6 must always have adult supervision
- o No Toys, Inflatables, or water balloons allowed
- o No climbing, hanging, swinging, or sitting on the spray feature
- o No running, pushing, or rough play

We want to ensure everyone has a fun and safe time at the pool, so please pay attention to our lifeguards and staff; they're here to help! Remember to follow the pool rules, as they help keep everyone safe. If these rules aren't followed, we might ask you to take a break from that area or the facility.

It's also essential for each adult to monitor the children they're responsible for. Let's work together to keep the pool a great place for all. Thanks for your understanding, and let's enjoy the pool!



I, _____, acknowledge that I have read the Indian River County Aquatics Lifeguard Handbook. I understand all the rules, procedures, and responsibilities outlined within it, and I agree to fulfill the duties specified.

I also acknowledge that failure to comply with these policies and procedures may result in the termination of my employment. I commit to maintaining all necessary certifications throughout my employment period and will notify the facility supervisor promptly before any certification expires.

Employee Full Name (please print)

Date

Employee Signature

Supervisor Signature