

# INDIAN RIVER COUNTY



## Standard Operating Procedures

Approved by the Board of County Commissioners on \_\_\_\_\_.



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**Please note:** Language in this document shall not supersede any agreement documented in the agreement between Indian River County and Teamsters Local Union NO. 769 or the Administrative Policy Manual of Indian River County.



## General Agency Information

### Background

Indian River County Ocean Rescue is a Division within the Parks, Recreation and Conservation Department under the Citizen Services arm of the County.

The mission of the Indian River County Ocean Rescue Division is to protect and promote the general welfare of residents and visitors who visit County beaches. In providing oceanfront park facilities to the public, Indian River County relies upon trained and certified Ocean Rescue personnel to assure that visitors receive the highest level of public safety service possible. It is incumbent upon each Ocean Rescue lifeguard to become familiar with all operating procedures outlined in this manual. The primary function of this standard operating procedure manual is to offer a rational operation plan that will coordinate the actions of Ocean Rescue Lifeguards and their Incident Commanders. This coordination will increase the chances of successful conclusion of an emergency while offering the highest margin of safety for emergency personnel and our customers, the citizens, and visitors of Indian River County.

### Indian River County Ocean Rescue Division (IRCORD) goals

- Provide a safe aquatic environment for beach goers.
- Provide excellent medical service.
- Provide efficient services to all residents of the community regardless of income, background, or ability.
- Maintain a high level of professional service.
- Continually strive to improve while seeking opportunities for future development.
- Maintain a partnership with EMS to improve the quality of life for all patrons.

### Beach Park locations and hours of operation

#### Office (Station 11)

2555 93<sup>rd</sup> Street, Vero Beach Florida 32963

Phone: (772) 226-3384

Conditions Hotline (772) 268-3384

Ambersands Beach Access (Unguarded)

12570 Florida Hwy A1A, Vero Beach Florida 32963

Treasure Shores Beach Park (Unguarded)

11300 Florida Hwy A1A, Vero Beach Florida 32963

Golden Sands Beach Park (Guarded)

10350 Florida Hwy A1A, Vero Beach Florida 32963

Phone: (772) 268-5981

Wabasso Beach Park (Guarded)

1808 Wabasso Road, Vero Beach Florida 32963

Phone: (772) 268-4732

Seagrape Trail Beach Access (Unguarded)

8462 North Hwy A1A, Vero Beach Florida 32963

Turtle Trail Beach Access (Unguarded)

8102 North Hwy A1A, Vero Beach Florida 32963

Tracking Station Beach Park (Guarded)

800 East 46<sup>th</sup> Place, Vero Beach Florida 32963

Phone: (772) 268-4363

Round Island Oceanside (Guarded)

2205 South A1A, Vero Beach Florida 32963

Phone: (772) 268-5978

Indian River County beach parks are open from sunrise to sunset year-round.

Golden Sands Beach Park, Wabasso Beach Park, Tracking Station Beach Park and Round Island Oceanside are guarded from 9:10 am until 4:50 pm daily.



## Guidelines and Responsibilities for New Hires

### Day One (8 hours)

As a new member of the IRCORD team, each employee will go through an onboard process that consists of an introduction and open water training on the following materials and procedures set forth by IRCORD.

- Distribute uniforms, equipment, and manuals.
- Review Standard Operating Procedures and day-to-day operations.
- Review schedules, phone list, and vacation calendar.
- Review paperwork.
  - Report, Police, Beach Activity, Missing Person forms.
  - Logs
  - Check lists.
- Introduction to staff and beaches
  - Golden Sands Beach Park
  - Wabasso Beach Park
  - Tracking Station Beach Park
  - Round Island Oceanside
- Beach training
  - Beach and Tower setup
  - Beach differences
  - Rules
  - Equipment
    - Buoys
    - Rescue Board
    - ATV
    - EMT Equipment / A.E.D.
    - Spinals and Movers
  - Condition boards, Flags and other signage
  - Rescue procedures and skills
    - Single Rescuer
    - Double Rescuer
    - Guarded and Unguarded
    - Spinal Injuries
    - Code X – Missing Person(s)
    - Minor and Major Medicals

New hires that worked for a U.S.L.A. certified agency with comparable geographic features, within a year will be given tower assignment. New hires that have not worked before with a U.S.L.A certified agency within a year will be required to complete the full 48 hours of open water training.

### Day Two (8 hours)

Report to Tracking Station Beach Park. New lifeguards will learn the following:

- Rescue Equipment.
- Basic Rescues.

### Day Three (8 hours)

Report to Wabasso Beach Park. New lifeguards will learn the following:

- Rescue Techniques and Procedures.

### Day Four (8 hours)

Report to Station 11 (Office). New lifeguards will learn the following:

- Professional Lifeguarding.
- Environmental Conditions.

### Day Five (8 hours)

Report to Station 11 (Office). New lifeguards will learn the following:

- Communications.
- Records and Reporting.

### Day Six (8 hours)

Report to Tracking Station Beach Park. New lifeguards will learn the following:

- Medical Aid in the Aquatic Environment.
- Search and Recovery.
- Review and Final Skills Assessment.
- Tower assignment

### Probation Period

The first six (6) months of employment at Indian River County is considered a probationary period. During this time, you will learn your responsibilities and get acquainted with the job. The Beach Operations Supervisor and Lieutenant will set up training and closely monitor your performance.

## Minimum Employment Requirements

### Lifeguard I Part-time

- 18 years or older
- Must possess a high school diploma or equivalency certificate
- Demonstrates an ability to swim 500 meters (550 yards), without equipment that enhances buoyancy or propulsion, over a measured course in ten minutes or less.
- Possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical doctor, or the doctor's designated physician's assistant or ARNP (advanced registered Nurse Practitioner).
- Certified as having successfully completed one of the following courses for Cardiopulmonary Resuscitation (CPR)
  - American Red Cross – CPR for the Professional Rescuer
  - American Red Cross – BLS
  - American Heart Association – BLS
  - American Safety & Health Institute – BLS
- Certified as having successfully completed one of the following courses for Emergency Medical Responder.
  - American Red Cross – EMR
  - American Safety & Health Institute – EMR
- Certified as successfully completing a course consisting of a total of not less than 48 hours in open water lifesaving of the current U.S.L.A. Open Water Lifeguard Agency Certification program, Required Course Curriculum.
- Demonstrate the ability to complete a surf rescue/medical test consisting of a 75 yd run, 75 yd swim to manikin, bring manikin back to shore, carry/drag manikin to dry sand, run back to tower to grab A.E.D and MED Bag, run back to manikin and perform/answer medical procedures/questions in six minutes or less
- SCUBA certification recommended

\*All certifications must be kept current and updated before expiration date.

## Lifeguard I Full-time

- 18 years or older
  - Must possess a high school diploma or equivalency certificate
  - 1000 hours or more with IRCOR or as an open water lifeguard with another USLA certified agency with comparable and geographic features
  - Demonstrates an ability to swim 500 meters (550 yards), without equipment that enhances buoyancy or propulsion, over a measured course in ten minutes or less.
  - Possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical doctor, or the doctor's designated physician's assistant or ARNP (advanced registered Nurse Practitioner).
  - Certified as having successfully completed one of the following courses for Cardiopulmonary Resuscitation (CPR)
    - American Red Cross – CPR for the Professional Rescuer
    - American Red Cross – BLS
    - American Heart Association – BLS
    - American Safety & Health Institute – BLS
  - Certified as having successfully completed the State of Florida or National Registry Emergency Medical Technician (EMT) course or
    - American Red Cross – EMR
    - American Safety & Health Institute – EMR
- \*Those hired as certified EMR's must obtain EMT within probationary period.
- Certified as successfully completing a course consisting of a total of not less than 48 hours in open water lifesaving of the current U.S.L.A. Open Water Lifeguard Agency Certification program, Required Course Curriculum.
  - Demonstrate the ability to complete a surf rescue/medical test consisting of a 75 yd run, 75 yd swim to manikin, bring manikin back to shore, carry/drag manikin to dry sand, run back tower to grab A.E.D and MED Bag, run back to manikin and perform/answer medical procedures/questions in six minutes or less
  - SCUBA certification recommended.

\*All certifications must be kept current and updated before expiration date.

## Lifeguard II (Lieutenant)

- 18 years or older
- Must possess a high school diploma or equivalency certificate
- 8,500 hours or more of combined open water lifeguard with a USLA certified agency with comparable and geographic features
- Demonstrates an ability to swim 500 meters (550 yards), without equipment that enhances buoyancy or propulsion, over a measured course in ten minutes or less.
- Possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical doctor, or the doctor's designated physician's assistant or ARNP (advanced registered Nurse Practitioner).
- Certified as having successfully completed one of the following courses for Cardiopulmonary Resuscitation (CPR)
  - American Red Cross – CPR for the Professional Rescuer
  - American Red Cross – BLS
  - American Heart Association – BLS
  - American Safety & Health Institute – BLS
- Certified as having successfully completed the State of Florida or National Registry Emergency Medical Technician (EMT) course
- Certified as successfully completing a course consisting of a total of not less than 48 hours in open water lifesaving of the current U.S.L.A. Open Water Lifeguard Agency Certification program, Required Course Curriculum.
- Demonstrate the ability to complete a surf rescue/medical test consisting of a 75 yd run, 75 yd swim to manikin, bring manikin back to shore, carry/drag manikin to dry sand, run back tower to grab A.E.D and MED Bag, run back to manikin and perform/answer medical procedures/questions in six minutes or less
- SCUBA certification recommended

\*All certifications must be kept current and updated before expiration date.

### Lifeguard III (Beach Operations Supervisor)

- 18 years or older
- Must possess a high school diploma or equivalency certificate
- 16,500 hours or more combined open water lifeguard, park oversight, supervisory experience, or an equivalent combination of formal education and related work experience with a USLA certified agency with comparable and geographic features.
- Demonstrates an ability to swim 500 meters (550 yards), without equipment that enhances buoyancy or propulsion, over a measured course in ten minutes or less.
- Possesses adequate vision, hearing acuity, physical ability and stamina to perform the duties of an open water lifeguard as documented by a medical doctor, or the doctor's designated physician's assistant or ARNP (advanced registered Nurse Practitioner).
- Certified as having successfully completed one of the following courses for Cardiopulmonary Resuscitation (CPR)
  - American Red Cross – CPR for the Professional Rescuer
  - American Red Cross – BLS
  - American Heart Association – BLS
  - American Safety & Health Institute – BLS
- Certified as having successfully completed the State of Florida or National Registry Emergency Medical Technician (EMT) course
- Certified as successfully completing a course consisting of a total of not less than 48 hours in open water lifesaving of the current U.S.L.A. Open Water Lifeguard Agency Certification program, Required Course Curriculum.
- Demonstrate the ability to complete a surf rescue/medical test consisting of a 75 yd run, 75 yd swim to manikin, bring manikin back to shore, carry/drag manikin to dry sand, run back tower to grab A.E.D and MED Bag, run back to manikin and perform/answer medical procedures/questions in six minutes or less
- Scuba Certification from a nationally recognized certifying agency

\*All certifications must be kept current and updated before expiration date.

### Open Water Lifeguard Instructor

- 18 years or older
- Must possess a high school diploma or equivalency certificate
- Must have worked a minimum cumulative total of 2,000 hours of employment compiled at a lifeguard agency certified as meeting the minimum standards of USLA
- Must have at least two years' experience as an instructor or assistant instructor with a USLA certified agency.
- Certified as having successfully completed the State of Florida or National Registry Emergency Medical Technician (EMT) course
- Certified as successfully completing a course consisting of a total of not less than 48 hours in open water lifesaving of the current U.S.L.A. Open Water Lifeguard Agency Certification program, Required Course Curriculum.





## Standard Operations / Job Duties

Standard Operations outline basic daily responsibilities and regimens that IRCORD Lifeguards perform. All personnel are expected to initiate and perform them with or without specific instruction.

Standard Operations Responsibilities for Ocean Lifeguards:

- Communications check
- Work area setup
- Checking equipment
- Training
- Water surveillance
- Preventive and public relations measures
- Rescue and medical treatment
- Ordinance enforcement
- Patrol
- Statistics and Report writing
- Incident Command (when applicable)
- Other related responsibilities as assigned by the Lieutenant or Beach Operations Supervisor

Standard Operations Responsibilities for Lieutenant and Beach Operations Supervisor:

- Scheduling and workplace assignments
- Monthly in-service training
- Equipment inventory, purchases, and deliveries
- Timesheets
- Field supervision and relief
- Incident Command
- Statistics and reports
- Incident management planning
- Annual performance evaluations and appraisals
- Candidate testing
- Discipline (Beach Operations Supervisor only)
- Other related responsibilities as assigned by the Administration.

The respective functions represent a standard plan for operations designed to a safe and effective work unit. These responsibilities should in no way limit the initiative of any lifeguard to suggest modifications to supervision.

## Health and Safety

It is the responsibility of Indian River County to provide safe work area, equipment, and working conditions for employees. It is the responsibility of the employees to follow established safety practices. Failure to adhere to these practices will result in disciplinary action. It is everyone's responsibility to see that their assigned area is kept clean and in working order. Employees are expected to complete various daily cleaning tasks in their respective work areas. All employees should conduct a safety check in their respective work areas at the beginning of each shift to identify hazards, damaged or broken equipment, and other safety concerns. The check list should be completed and report any damaged or missing equipment immediately to the Officer In Charge (OIC).

## Public Relations / Customer Service

At all times, it is the policy of the County to be public and service oriented and employees are required to treat the public in a courteous and respectful manner. Employees must understand that the public comes first. All employees have an obligation to represent the County in a positive fashion and to make the public feel as comfortable as possible in dealing with the organization.

By sincerely responding to our residents with brief, helpful responses, you will be achieving our goal of responsibility, hard work, and professionalism. Please keep the following in mind when dealing with members of our community:

- As a member of the IRCORD staff, you are in the public eye, and your actions should always reflect the mission and goals of the County.
- Patrons may have electronic devices and may decide at any time to record and document your behavior.
- Do not provide incorrect information. If you don't know the answer to a question, you should respond, "That is a good question, let me find that information for you." If you cannot locate the answer, seek out a supervisor to assist.
- Create a welcoming environment for beach goers by greeting them as they approach the tower.

- Customer service and telephone etiquette are extremely important. Answer the telephone in a cheerful, positive manner. (i.e. “Hello, thank you for calling (location), this is (your name), how may I help you?”)
- Lifeguards represent the Indian River County Parks, Recreation and Conservation Department and have day-to-day contact with citizens. Be professional in all your duties.
- Use of abusive or foul language by any staff member is unacceptable and will not be tolerated in the workplace.
- Observance of the Park rules is essential. Lifeguards should always serve as examples to residents and guests.
- In the event of a major accident/incident or emergency/crisis, do NOT speak with anyone besides EMS, other emergency workers, and administrative staff regarding the event. All calls or requests for comment from the media MUST be forwarded to the Beach Operations Supervisor.

## Expectations and Guidelines

- Be a good representative of the Indian River County Ocean Rescue Division, be friendly and greet beach goers in a professional manner.
- Know the County Park rules and enforce them tactfully and consistently.
- Look professional: Wear a clean, current issued uniform, groom appropriately and maintain good personal hygiene. Uniforms are not to be modified.
- Be prepared for your job assignment by having issued equipment (Binoculars, whistle, mask, fins, snorkel, wetsuit)
- If it does not interfere with your primary duties, guards should always help maintain a clean and safe park; pick up trash as you see it, ensure equipment is in good working order, and broken or damaged equipment is reported to the OIC.
- Report any public concerns or complaints to the Beach Operations Supervisor.
- Take pride in your work, respect your fellow lifeguards, give your best effort.

## Staff Rules and Regulations

- All lifeguards are required to follow all County Park rules as outlined in the Indian River County – Code of Ordinances Chapter 205 – Parks and Recreation rules.
- There is no smoking, use of tobacco products, or use of imitation tobacco products allowed on Indian River County lifeguard towers or surrounding area.
- No lifeguard may be under the influence of alcohol and/or drugs while on shift.
- No lifeguard may be in possession of any alcohol, drugs, or illegal substances while on Indian River County property. Any of the above items turned in or found on the beach should be reported immediately to the OIC.
- All lifeguards must Punch In/Out daily with the Kronos (UKG) time management software. Punch In/Outs must be done within the park boundaries. Punch In/Outs must be done no earlier or later than seven (7) minutes before or after assigned time. If a staff member misses a punch in/out, it is his/her responsibility to inform the OIC.
- All staff members must follow the Attendance and Punctuality procedures.
- Do not solicit or accept gratuities.
- Attending training and meetings is required by all lifeguards scheduled unless otherwise noted on the schedule. Any exception MUST be approved by the OIC.
- Designated lifeguard parking spaces should be used when available. Spaces are for on duty lifeguard personnel only.
- Any action or any situation created intentionally that causes embarrassment, harassment or ridicule and risk emotional and/or physical harm to a member of our Ocean Rescue staff is considered hazing and is not permissible and grounds for discipline.
- Staff must follow radio, training, report writing, and uniform policies and procedures.
- Spare air units are not to be used for recreational diving. Code X use ONLY.

## Cell Phones and Smart Devices

### County cell phone

Non-emergency beach related communications are to be conducted via tower cell phone whenever possible. When answering a tower phone call:

- Identify the Division, location, and individual receiving call.

The County's Information Technology's – Acceptable Use procedures should be followed when using the Tower cell phone. No changes should be made without Supervisors' approval.

### Personal cell phone

The purpose of this cell phone policy is to create consistency in our workplace operations, including how we minimize distractions and allow for our normal workflow to continue. When personal cell phones are used in the workplace, it can put the County at risk.

Although we recognize the need to have personal cell phones at work, employees should use them only intermittently or while on break. When using cell phones, employees should move away from colleagues to prevent distractions. Cell phones are not to be used to record or share confidential information or use the County's network to download illegal or inappropriate materials from the internet.

Cell phones and other personal communication devices are not permitted when swimmers are in the water. All other times must be kept very brief as to not distract guards from actively watching the water.

## Radio Procedures

IRCORD equips every lifeguard tower with two handheld radios. It is the on-duty lifeguard's responsibility to make sure radios are charged and in working order daily.

When communicating while using the radio, be sure to follow the guidelines below.

- Use plain English except when using the approved 10 codes.
  - 10-7 Out of Service / Off Duty
  - 10-8 In Service / On Duty
  - 10-4 OK
  - 10-6 Busy (Training, Recue, Medical)
  - 10-9 Repeat
- Be short and specific: before transmitting know what you are going to say.
- Professional etiquette should always be observed.

Lifeguards are required to notify the daily OIC via radio of all emergencies as they occur. The guard will transmit that the beach is 10-6 with the type of emergency.

Example: “Wabasso is 10-6 with a rescue. One guard responding to a rip” Once the emergency is cleared and the guards return to the tower, notify the on duty OIC that you are both back “10-8”.

Example: “Wabasso both guards back 10-8”

## Radio Check In/Out

Each lifeguard will transmit “Name then 10-8 (In Service) then beach” message to the Officer In Charge (OIC) upon arrival at the workplace. This will ensure radio function and serve as a check for proper staffing.

Each lifeguard will transmit “Name then 10-7 (Out of Service) then beach” message to OIC at the end of their shift. Typically, this is done at 4:54 pm after OIC requests 10-7’s.

While on duty, each lifeguard should always carry a radio with them. Training in the ocean is the only exception.

## Emergency 911 Radio Guidelines

Lifeguards may contact 911 dispatch directly for emergency incidents. When contacting 911 via radio, the following guidelines apply

- Notify OIC of emergency.
- Switch to channel 9 – 15 (911).
- Use plain speech and be clear and precise
- Identify as Indian River County Ocean Rescue.
- State location and nature of emergency.
- Request assistance and answer dispatch’s questions.
- Once complete, advise dispatch that you are switching back to IRC Rec channel.
- Switch back to Channel 1 (IRC Rec) and monitor.

## Attendance and Punctuality

It is the policy of the IRC Ocean Rescue Division to require employees to notify the OIC by phone when the employee will be late for a shift and when the employee will be absent for an entire shift or for part of a shift.

The Ocean Rescue Division relies upon adequate staffing to provide safety services to the public. It is critical that absences and lateness are reported in a timely manner so staffing shortages can be addressed expeditiously.

## Procedure

- A call/text to report an absence from the assigned shift should be made at least one (1) hour before the shift begins.

- A call/text to report lateness should be made as soon as it is known that lateness will occur.
- An absence or late call/text should be made to the on duty OIC's cell phone. If a call is made and there is no answer, a detailed message shall be left.
- An employee who arrives at their assigned work location after their scheduled start time shall be considered late.
- It is the responsibility of the employee to know the on-duty OIC's schedule and contact information.
- The OIC will inform all employees of schedule changes via the group text and the on-shift guards will update the tower schedule.

## Timekeeping

The normal workweek is Friday through Thursday. A normal workday is an (8) hour shift starting at 9 am and ending at 5 pm, unless otherwise stated on the schedule.

### Clock in/out policy

Employees are to report to their designated work location, which is established by the Lieutenant or the Beach Operations Supervisor. Non-exempt employees must clock in and out at the beginning and end of their scheduled shift. This is done using the UKG (Kronos) site on the County tower phones. Guards are also allowed and recommended to use the UKG site on their personnel phones as it is more convenient to use. Clocking in/out must be done within the park boundaries. Guards are not to clock in or clock out more than or later than 7 minutes before/after their scheduled shift as this will create an overtime situation. Guards are NOT allowed to clock in/out for their co-workers.

### Overtime

Non-exempt employees may be required to work overtime whenever necessary to cover beaches. An overtime list will be maintained by the Beach Operations supervisor, so that overtime is distributed equally. Overtime will be given to those that volunteer first. In some situations, guards may be required to take mandatory overtime to adequately cover beaches. No employee shall be permitted to work overtime without prior approval from the OIC.

## Paychecks

Paychecks are received bi-weekly on Fridays. Should you have a question about your paycheck, contact Human Resources at (772) 226-1629

## Breaks

- Ocean lifeguards are paid for an eight-hour shift. No lunch break. This means guards should bring the necessary food and drink that they will need for their shift and eat their lunch in the tower. In some cases, if the beach is slow and permission is granted by the OIC, the guard may be allowed to go to a store closest to their assigned beach.
- Lifeguards are entitled to two (2) fifteen (15) minute breaks within their shift. One at first half of shift and one at second half of shift. These breaks are not deducted from the number of hours the employee works. Breaks must be conducted in the park away from the tower.
- Employees must not leave their assigned beach without permission from the OIC.

## Schedules/Leave Requests

Schedules will be made by the Beach Operations Supervisor or Lieutenant and are based upon staffing needs. Staff schedules are posted two (2) weeks in advance via the When to Work app (W2W). A hard copy will be brought to the towers to use as a reference. Check the W2W app as it has the current schedule.

Leave requests should be as follows.

- During the months of March and April and July, staff should try to limit vacation requests as these are our busiest months.
- The Beach Operations Supervisor has the authority to deny vacation requests for any operational need, including, but not limited to:
  - Staff shortages
  - Special events
  - Excessive time off / vacation requests. Lack of available hours
  - Disaster relief
- A 9-week rotation is conducted for full-time staff to pick their time off. Three (3) guards are allowed off per day on the rotational. Guards are allowed to have another guard do their picks, but approval must be given by the supervisor prior to the rotational.



- Vacation/Time off requests must be submitted via the W2W app no later than Thursday before the schedule is posted. Guards are allowed to request vacation / time off one year in advance to start of requested vacation / time off. The Beach Operations Supervisor and/or Lieutenant will approve via the W2W app.
- Vacation / Time Off requests will be considered in the order they are received. The first person is guaranteed priority, second person is very likely but not guaranteed, third person is possible but not guaranteed and fourth person is unlikely but if schedule permits, fifth person is very unlikely to receive requested time off.
- Part-time staff are required to give their budget hours in availability per schedule.
- Unauthorized or excessive absences or tardiness will result in disciplinary action, up to including termination. "Excessive" is defined as three (3) or more occurrences in a ninety (90) day period. If the absence is pre-approved at least twenty-four hours in advance or if you return with a doctor's note, the absence will not count as an occurrence.
- Each lifeguard is responsible for his/her entire scheduled shift and will not be allowed to leave early or come in late unless approved ahead of time by the OIC.
- Once the schedule is posted, you are responsible for working your scheduled shifts. Exchanges of work location or day off switches must be done through the W2W app and approved in advanced by the Beach Operations Supervisor and/or Lieutenant.
- It is the employee's responsibility to get their own substitute when switching. The OIC may deny any request as part of the OIC's discretion.
- All appointments, etc., should be made on your day off whenever possible.
- Shift changes should be within the work schedule and not result in overtime.
- All overtime must have prior approval from the Beach Operations Supervisor.

## Full-Time Employees

Full-time employees are those who are hired to work on a regular schedule of 80 hours bi-weekly. Full-time employees are eligible for the following benefits:

- Holiday Pay at a rate of time and one half their regular pay rate for hours worked on specific holiday dates.
- Annual Pay Raises - upon performance review.

- Indian River County Benefits (see Human Resources Employee Staff Portal for list of available benefits)
- Paid vacation and sick time.

## Part-Time Employees

Part-time employees are those who are hired to work a scheduled of 24, 32, or 48 hours bi-weekly and are primary hired to work weekends and holidays. Part-time employees CAN NOT go over 30 hours a week.

Part-time employees are eligible for the following benefits:

- Holiday Pay at a rate of time and one half their regular pay rate for hours worked on specific holiday dates.
- Annual Pay Raises - upon performance review.

## Holidays

Indian River County observes the following paid holidays:

- New Year's Day
- Martin Luther King Jr Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. However, Indian River County may grant another day off in lieu of closing. Guards working on actual or observed holiday will be paid for one or the other as their holiday at one and one half of their normal pay rate.

Holiday observance will be announced in advance.

## Performance Evaluation

The purpose of a performance evaluation is to ensure a continued high level of performance. The evaluation process will provide an effective means of communication between the employee and his/her supervisor.

### 1. Written Performance Evaluation

- *Safety*  
Ability to take every possible action to maintain safety and security.
- *Adherence to Policy and Organizational Support*  
Following procedures, protocols, and guidelines.
- *Communication Skills*  
Effectively conveying information in a clear, professional, and courteous manner.
- *Teamwork / Interpersonal Skills / Cooperation*  
Ability to work cooperatively with others.
- *Attendance and Punctuality*  
Attends work on a regular and punctual basis.
- *Quality and Quantity of Work*  
Thoroughness, accuracy, and completeness exhibited in routine assignments and special projects within assigned time.
- *Dependability and Reliability*  
Assumes responsibilities and ensures tasks are completed without sacrificing accuracy or quality.
- *Decision Making / Judgment / Problem Solving*  
Identifying problems and drawing appropriate conclusions, communicating issues in an appropriate and timely manner.
- *Job Knowledge*  
Depth of understanding of the content and procedures of the job.

## 2. Annual Physical Performance Skills

It is the policy of IRCORD to require employees to undergo and pass an annual physical performance evaluation before receiving a tower assignment. Annual physical performance evaluations are scheduled between the months of August to October and are held at Tracking Station beach over a measured course.

IRCORD lifeguards are expected to maintain a high level of physical conditioning so the rigorous demands of affecting ocean rescues can be met with proficiency and with minimal injury to rescuers. Additionally, the annual performance swim evaluation facilitates compliance with the required standards set forth by USLA, the national certifying body of open water lifesaving.

- Lifeguards must demonstrate the ability to swim 500 meters (550 yards), without equipment that enhances buoyancy or propulsion, over a measured course in ten minutes or less.
- Lifeguards must demonstrate the ability to run ½ mile over a measure course in four minutes or less. (New Hires Only)
- Lifeguards must demonstrate the ability to complete a surf rescue/medical test consisting of a 75 yd run, 75 yd swim to the manikin, bring the manikin back to shore, carry/drag the manikin to dry sand, run back tower to grab A.E.D and MED Bag, run back to the manikin and perform/answer medical procedures/questions in six minutes or less. (New Hires Only)

## Employee Safety

### Universal Precautions

Lifeguards should use personal protective equipment (basic precautions) to prevent disease transmission whenever providing care, regardless of the age or appearance of the patron. Remember, people with 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.

Good personal hygiene, such as frequent hand washing, helps prevent disease transmission. Always wash and scrub your hands after providing care, even if you never encounter blood or other body fluids.

Body substance isolation (BSI) is using all equipment and supplies that help keep you from directly contacting infected materials. This includes disposable gloves and CPR masks for giving rescue breathing. To avoid getting an infectious disease, follow the guidelines outlined in your medical training.

Good work practices like the ones outlined below can help eliminate or reduce the risk of exposure at the facility:

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

- Remove and dispose of soiled protective clothing as soon as possible and place in biohazard containers provided. Place used needles in sharps container.
- Clean and disinfect all equipment and work surfaces possibly soiled by blood or other body fluids.
- Wash your hands thoroughly with soap and water or hand sanitizer immediately after providing care.
- Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid.

### Employee Health & Injuries

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.

Each employee determined to be at risk of exposure to blood or body fluids is offered the opportunity to receive the HBV series of inoculations.

Any employee who is exposed to blood, body fluids, hazardous materials or who is otherwise injured on the job is required to report the incident to the Beach Operations Supervisor and if needed, may seek medical attention. Failure to report could result in the loss of any benefits covered by Worker's Compensation.

Any employee who is relieved of duty due to an injury on the job must receive clearance from the doctor before returning to an active-duty status.

Employees whose duties require them to be in the sun for extended periods of time are provided with a uniform, hat, and sunscreen. It is also recommended that lifeguards wear sunglasses with UV protection and polarization; this aids the guard in seeing through the sun's glare.

The County provides Crisis Counseling and a comprehensive Employee Assistance Program (EAP) to full-time, part-time, and temporary employees and family member(s) through Health Advocate, at no cost to the employee. Health Advocate offers access to licensed mental health professionals through a confidential program protected by state and federal laws. The EAP program is available to help employees gain a better understanding of problems, locate the best professional help for their problem, and decide upon a plan of action.



## Training / Equipment

### In Service (Group training)

In-service training provides lifeguards with the knowledge, teamwork, and confidence to successfully handle an emergency. All staff will need to participate in regular in-service training to maintain all skills at a test-ready level. Training will be scheduled on a bi-weekly basis totaling no less than 16 hours annually. In-service training is intended to promote professional development, uniform operations, and increase skills and knowledge of rescues and medical scenarios. All attending personnel are expected to prepare and perform to meet training objectives. All training will be documented and logged for tracking a lifeguard's performance, skill level, and knowledge. All training is mandatory unless approved or otherwise noted by the Beach Operations Supervisor and/or Lieutenant.

### Individual

Individual training need not be scheduled in advance and may consist of fitness training like running and swimming or other job-related skills. Lifeguards are encouraged to train daily, under established policy guidelines between 9:30 am to 11 am and 3 pm to 4:30 pm and within airhorn distance of your assigned tower. Training times are set up to give both guards ample time to train. Lifeguards may use other clothing (assigned workout shorts, board shorts) when working out, but must change back into normal assigned uniform (red trunks) once training is completed. From 11 am to 3 pm both guards should be in the tower watching the water. If the beach is slow, training outside the above times may be allowed but must be approved by the on duty OIC.

### Standard Rescue Equipment

Ocean Rescue Division standard equipment is either assigned to an individual or to a fixed tower location. Lifeguards are encouraged to become familiar with and proficient with the use of all assigned equipment. Hard and soft buoys, spinal board, radios, paddle board, fins, binoculars, and mask and snorkel are just to name a few. A supervisor is to be notified immediately in the event of damaged or lost equipment. A report detailing the circumstances shall be logged.

### Standard Medical Equipment

First aid equipment is stored in a medical box. The box includes gloves, hot and cold packs, band-aids and Bactine spray. This box is used for minor first aid and should not have any other items in the box. BLS equipment is stored in a medical backpack. This pack includes airway devices, bandaging, trauma equipment, hazardous material cleaning supplies and other necessary medical equipment.

## Special Equipment

As special equipment is introduced into the Ocean Rescue Division operation, personnel will be authorized to use it only after having received training specific to the equipment. These items include A.E.D.s, Mega Movers, UTV/ATVs, PWC, Spare Air and specialized medical equipment.

## Beach Wheelchair

Ocean Rescue staff will adhere to the following directives when asked by a member of the public to use the beach wheelchair.

- Chair is distributed on a first-come first-serve basis.
- A waiver should be completed and signed by the caregiver or individual using the chair before use.
- Guards have the authority to withhold distribution of the chair for the following reasons.
  - Short staffing.
  - Incoming or forecasted severe weather conditions.
  - Dangerous surf or beach conditions where the use of the beach wheelchair could damage the equipment or injure a member of the public.
  - The beach is too busy to safely operate the chair.
- Lifeguards will direct the user to return the chair back to the designated place and time.
- The chair should remain close to the park boundaries.
- Chair will be washed down and sprayed with approved disinfectant after each use.
- Report any damage to the on-duty OIC.



## Work Area Setup, Basic Operational Approach

The objective of setting up guidelines is to provide a standard system of placement for equipment and personnel to facilitate preventive actions as well as successful response to emergency situations.

### Tower Setup

Each of Indian River County's four (4) oceanfront guarded facilities is equipped with a fixed location lifeguard tower. The lifeguard tower serves multiple functions:

- Water and beach surveillance station.
- First aid area.
- Incident Command station.
- Equipment storage area.
- Public information station.

The lifeguard tower is often the focal point of the customers' attention on the beach. It is a place that provides a source of information, and it is a symbol of protection for the public. Proper setup establishes both functionality and image.

Lifeguard towers should be set up and flag raised to show the guards are in service by 9:10 am. At the end of the day the guards should blow a whistle or airhorn and lower the flag down at 4:50 pm to let patrons know that the guards are out of service.

IRCORD lifeguards shall set up towers to facilitate the functions outlined above. Accordingly, the following guidelines apply:

- Check all rescue and medical equipment daily for functionality.
- Make all equipment readily accessible.
- Complete equipment checklists when required and report deficiencies to supervision immediately.
- Establish a cone line perimeter (safety zone) around the tower daily.
- Deploy proper warning flag(s) for the current conditions and update when conditions change.
- Post information on condition board and update when conditions change
- Complete daily logs.
- Keep the tower neat and clean.
- Keep storage areas neat and clean.

Additionally, all towers will be equipped with and maintain the following resource/reference materials box:

- IRCORD Standard Operating Procedures Manual.
- IRC Emergency Medical Guidelines Manual.
- USLA Manual of Open Water Lifesaving.
- Training notebook.

- Miscellaneous handouts.

Lifeguard towers are for authorized personnel only. Family and friends should never be in the lifeguards' work area and never be a distraction.

## Equipment Checks

IRCORD lifeguards are responsible for providing a range of services including:

- Water surveillance.
- Emergency rescue.
- Quality pre-hospital emergency medical care.
- Preventive and public education interactions.

To facilitate these services, it is necessary that Ocean Rescue lifeguard towers be supplied with the necessary equipment.

## Equipment Checks Guidelines

- All medical and rescue equipment shall be checked for functionality and adequate supply by on duty lifeguards at the beginning of each shift per the check list form.
- Equipment checklists shall be completed, and deficiencies, malfunctions, and/or damage shall be noted in the logbook and texted to the on duty OIC.
- The OIC will deliver items that are essential, immediately. Nonessential items will be delivered as soon as possible.

## Purpose of Water Surveillance

To prevent injuries or successfully intervene before drowning occurs, the primary skill a lifeguard must employ is effective observation. Your ongoing observation of the park and water should not be interrupted by common distractions such as friends or family visiting your work area or personal phone/device use. For a more detailed explanation refer to the U.S.L.A training manual.

## Recognition and Assessment Guidelines

### Land Observations

Before beach visitors enter the water, lifeguards are to assess certain characteristics that might provide indications of ability. These include:

- Age
- Body weight
- Complexion
- Behavior
- Flotation Devices
- Improper attire
- Disability

Once these signs have been recognized and assessed, the situation can be addressed with the appropriate preventive response.

### Water Observations

Once patrons enter the water, several signs can signal problems. Lifeguards are to assess these signs, which include:

- Facing shore
- Low head/stroke
- Waves breaking on swimmer
- Hair in face
- Heads together
- Hand waving
- Fighting a current
- Erratic activity

Once these signs have been presented, the situation can be managed with the appropriate preventive or rescue response.

## Drowning Presentations

There are two particularly obvious signs that a person has gone beyond distress and is in imminent danger of drowning:

- Double arm grasping
- Climbing the ladder

Once these signs have been recognized, lifeguards are to manage the situation with the appropriate rescue response.

## Observation Techniques

Because of the sudden nature of the aquatic emergency, the area of responsibility\* should be scanned completely at least every 30 seconds. Good observation techniques employ the following:

- Visual Scanning  
Provides a systematic way of watching the area. The following are some scanning strategies:
  - Patterns
  - Grouping
  - Head counting
  - Letters
  - Hot spots
  - Unusual activity areas
- Use of Observation Tools  
Lifeguards are to utilize Division issued binoculars to assess possible distress signs over distance. The use of polarized sunglasses is strongly encouraged.

\*The area of responsibility is defined as the area within the established “guarded area/unguarded area” signs in each park.

## Preventive Lifeguarding

The importance of the role of the preventive lifeguard cannot be overstated. IRCORD lifeguards utilize various tools to facilitate preventive measures.

These tools include:

- Posted Signs
- Flags and Safety Cones
- Daily Condition Board
- Air Horn, Whistle, Megaphone
- Weather Apps/Reports
- Incident Reports
- Inventory Checklists
- Educational Handouts
- Administrative Ordinances

IRCORD lifeguards are expected to perform appropriate preventive actions daily as needed.

IRCORD has adopted the saying “A dry lifeguard is a good lifeguard”.

This statement means that a good lifeguard prevents issues from happening and getting wet in lieu of waiting for an emergency to happen just to get a rescue.

## Whistle Commands

One short blast – to gain a patron’s attention.

Two short blasts – to gain a lifeguard’s attention.

One long blast or 3 or more blast – emergency

## Hand & Flags Signals

### Hand Signals

- One arm waving – Need back up/assistance.
- Two arms waving – Need medical bag and AED and 911 called.
- Closed fist behind head moving up/down – Spinal injury, bring spinal equipment.
- One arm making half “O” the other arm making half “K” – OK

\*These hand signals should always be responded back by the other guard to show that the message was received.

## Flag Signals

- Both flags over head pointing up – Swim out.
- Both flags horizontal pointing north – Swim north.
- One flag pointing up and the other pointing north – Swim out at an angle north.
- Both flags horizontal pointing south – Swim south.
- One flag pointing up and the other pointing south – Swim out at an angle south.
- Flag held out, one pointing south and one pointing north – Swim in towards shore.
- Flags crossed overhead – Stop.
- Flags crossed overhead then lowered down – Dive down.

## Preventive Lifeguarding Guidelines

IRCORD lifeguards will engage in proper preventive measures by adhering to the following guidelines:

- Setup work area with all equipment checked and accessible.
- Immediately report damaged or malfunctioning equipment.
- Post daily conditions information on conditions board.
- Post warning flags in accordance with daily conditions.
- Change information on signs and flags as conditions change.
- Recognize and separate permissible but incompatible activities such as swimmers and surfers or skimmers and beach patrons.
- Inform the public of dangerous conditions or prohibited activity and enforce safety regulations consistently.
- Use a whistle, hand flags, air horn and other communications tools to prevent imminent injury.
- Identify pre-events, such as developing rip currents; developing thunderstorms; dangerous marine life; dangerous beach erosion; dangerous debris or park infrastructure, or any event that might pose a public safety hazard.
- Take all appropriate preventive measures, including issuing warnings; clearing the water of patrons; clearing the beach of patrons; calling for police assistance.
- Notify OIC as soon as possible of dangerous conditions and appropriate action taken.

## Rescue and Medical Operations

If preventive measures fail and imminent death or injury is presented, rescue or medical measures must be performed.

### Incident Command

It is IRCORD policy to respond to emergency incidents. To effectively manage an incident and to provide for the safety and welfare of personnel, the division will operate within the Incident Command System at the incident scene.

#### Incident Command Procedures

- Fix responsibility for command on a certain individual.
- Ensure that an incident commander is always available.
- Establish an effective organization defining the activities and responsibilities assigned to the Incident Commander (IC) and to the other individuals within the Incident Command System.
- Provide a system to process information to support operation management, planning and decision-making.

#### Incident Command Responsibility

The Incident Commander is responsible for the completion of the Tactical Objectives

- Rescue the endangered and treat the injured.
- Stabilize the incident and provide life safety.
- Provide for the safety and welfare of personnel.

#### Function Of Command

The functions of command define standard activities that are performed by the Incident Commander:

- Assume command and establish an effective operating position.
- Initiate, maintain and control the communication process.
- Identify the overall strategy, develop an incident management plan and assign personnel consistent with plans and standard operating procedures.
- Develop an effective Incident Command organization.
- Review, evaluate, and revise (as needed) the incident management plan.

## Transfer Of Command

The following guidelines outline the transfer of command:

- The lifeguard at the scene will automatically assume Command.
- Before Command is transferred the lifeguard being relieved will brief the OIC assuming Command of the following:
  - Incident conditions.
  - Status of incident.
  - Safety considerations.
- Command is only transferred when the transfer process has been completed.

## Water Rescues

- Recognize and Respond
- Contact and Control
- Signal and Save

### Standard Rescue Guidelines

For all standard rescues the following guidelines apply:

- Lifeguard recognizing incident responds to effect rescue.
- Second lifeguard assumes incident command (IC).
- IC initiates **emergency radio transmission** as follows: transmit name of park, “rescue in progress,” number of lifeguards responding, number of victims\*, and specific location of incident.
- IC monitors radio transmissions, monitors the progress of rescue, watches swimmers and beach patrons in assigned areas, and transmits successful completion of rescue.
- Rescuer contacts and stabilizes victim with Rescue Flotation Device “RFD”, signals and saves victim, and assesses victim for medical complications.
- IC documents rescue information in rescue report.

\*If more than one victim, IC may become second rescuer.

When it is necessary for IC to become a second rescuer, the following guidelines are standard:

- IC, via radio, indicates the need to join the first rescuer in the rescue, calls for back up and becomes second rescuer.
- Second rescuer blows air horn and posts double red flag and points daily flag in general direction of rescue.
- Second rescuer brings additional equipment as needed.



- OIC or next arriving lifeguard assumes incident command once arriving on scene.

### Responses Outside Guarded Area

It is the policy of IRCORD to respond to emergencies outside the assigned area in accordance with the defined procedure.

Some patrons will use the Secondary area (Unguarded Area). Lifeguards cannot rely on whether the patron is aware that the area is “unguarded.” Lifeguards should strive to proactively manage the secondary area to assure general safety, but the primary area (guarded area) should always take precedence.

For those patrons who access the beach through the park and move just outside the signs, the lifeguard shall take preventive measures by asking swimmers to move close to the tower whenever it is necessary for general welfare and safety, and whenever it is possible to do so.

In the event of an emergency outside the “guarded” area, the lifeguard will respond following either the standard or special rescue guidelines outlined below.

### Special Rescue Guidelines

Non-standard or special rescues are incidents that require additional personnel and/or specialized equipment.

Special ocean rescue operations include:

- Multiple Victim Incident
- Submersion
- Spinal Injury in the Surf Environment
- Boating/PWC Accidents
- SCUBA Rescue
- Shark Bite Incident
- Surfing/Kite-Boarding Rescue

The guidelines for standard rescue apply for special rescue operations, with specific modifications as outlined below.

#### Multiple Victim Incident Guidelines

- Multiple victim incidents are transmitted via radio, following **emergency radio transmission** guidelines.
- Rescuer(s) bring additional flotation devices as needed.
- Conditions permitting, rescuer(s) may deploy rescue board to stabilize as many victims as possible.

- An RFD may be left with one victim while the rescuer swims or paddles to stabilize a second victim.
- OIC or next arriving lifeguard assumes incident command and calls for back up and ALS as needed.

### Submersion (Search & Recovery) Guidelines

#### Witnessed submersion

- For code X or witnessed submersion, incident is transmitted via radio following emergency radio transmission guidelines. OIC notes time, calls ALS, deploys additional personnel to scene.
  - Both rescuers begin INITIAL SEARCH.
  - The last seen point is fixed using cross bearings.
- First rescuer begins quick dive series; second rescuer sets buoy marker and joins in quick dives until full search is undertaken.
- Upon arrival, OIC assumes incident command and organizes FULL SEARCH:
  - IC establishes Search Zone.
  - IC establishes Search Pattern.

\*Spare air devices are available at each beach for longer underwater times. Only trained guards are allowed to use.

#### Non-witnessed (Reported) Submersion

- If the report is credible, follow the above guidelines after relaying, via radio, relevant information, including:
  - Name, age, and sex of person missing.
  - Name, address, and phone number of the person reporting submersion.

If the report is questionable, gather information. Do not begin water search operation until directed by OIC.

### Recovery of a Viable Victim

The following guidelines apply for submerged victims who are recovered within 15 minutes, or when total submersion time is uncertain:

- Bring victim to surface and signal for resuscitation.
- Use RFD to support the victim.
- Open the airway and check for breathing.
- If there is no spontaneous breathing, attempt to ventilate for approximately one minute. (12-16 adults, 12-20 child)

- If transport to shore is expected to be 5 minutes or less, effect rescue while ventilations are continued, or stop every 1-2 minutes to ventilate for one minute.
- If transport to shore is expected to be more than 5 minutes, continue ventilation one additional minute in place, check for spontaneous breathing, and, if none, continue to ventilate every 1-2 minutes during transport.

## Spinal Injury Management Guidelines

In any water depth, the following guidelines apply for managing spinal injured victims in the surf:

- Primary rescuer applies the appropriate c-spine immobilization technique to maintain in-line stabilization and rolls the victim to a supine position to assess airway.
- Second rescuer transmits the incident via the radio, following emergency radio transmission guidelines, notifies ALS, and brings backboard, radio and EMT bag to the scene.
- The victim is removed from the surf by both rescuers, feet first whenever possible. The victim is placed on the backboard and assessed for vitals.
- The supervisor responds to the scene to assume incident command and keep water closed until medical is over.
- Transport from the beach is coordinated with ALS via Incident Command and Emergency Medical Guidelines.

## SCUBA (Diver) Rescue Guidelines

The following guidelines apply for rescuing divers with SCUBA:

- Diver Rescue Incident is transmitted via radio, following emergency radio transmission guidelines.
- If another diver reports an incident and the exact location of the victim is unknown, follow Search and Recovery Guidelines as outlined above.
- When the diver is located, follow the Recovery of a Viable Victim Guidelines with the following modifications:
  - R – Release Weight Belt.
  - A – Assess; Diver may be breathing; Leave mouthpiece where it is.
  - B – Bring Diver to surface holding BCD and tank valve.
  - I – Inflate BCD using power inflator or oral inflation tube.
  - B – Begin Rescue Breathing if necessary.

IRCORD lifeguards shall advise ALL divers/snorkelers of the necessity of having a DIVE FLAG before entering the water.

## Shark Incident Guidelines

When a shark is sighted near patrons, the water shall be cleared, and a double red warning flag shall be posted until the immediate threat appears to have abated. The OIC shall be immediately notified of the incident and the action taken. If a shark bite occurs, the following guidelines apply for the response of lifeguard personnel:

- The Shark Bite Incident is transmitted via radio, following emergency radio transmission guidelines.
- Lifeguards immediately clear the water and post a double red flag.
- If the shark bite appears to be a typical single hit and run incident, if a rescue or assist is needed, and if the rescuer considers it safe, the rescue can be made using the best available protective equipment.
- If the incident appears to be a prolonged attack, the rescue should only be attempted using protective equipment. (Rescue board, PWC, IRB)
- OIC notifies Department Head and/or County Administration

Once the victim has been evacuated to safety, appropriate medical care shall be rendered.

## Boating / PWC / Surfing / Kite-surfing Rescue Guidelines

Accidents involving motorized or non-motorized watercraft present a possible range of injuries including drowning, spinal injury, blunt head trauma, severe bleeding, and more.

In any situation involving a watercraft related injury, the special rescue guidelines outlined above for a specific injury or response shall apply. Additionally, the following guidelines apply:

- In the event of a boating or PWC accident, the IRCORD OIC shall establish coordinated rescue efforts with IRC Emergency Services.
- In the event of a kite-surfing incident, an effective rescue can be made using a rescue paddleboard if the incident is offshore. For offshore rescue the following guidelines apply:
  - Always avoid kite lines.
  - Help the victim deflate and secure the kite and kite lines.
  - If the victim is unconscious, approach from side and cut any three lines from the kite bar, detach control bar from victim (unhook and release snap shackle) and follow appropriate rescue guidelines.

- If a runaway kite is coming ashore, approach kite from side, grab by one wing tip only, disconnect lines and deflate.

## Missing Persons Incident Guidelines

For a missing person(s) the following guidelines apply:

- Gather information from the person reporting the incident and note it on a missing person report form.
- Transmit via radio pertinent information to OIC. If needed, the OIC will notify law enforcement.
- OIC shall enlist the help of the ATV lifeguard, if available.
- If two or more people are looking for the missing person(s), ask one to remain at the last seen location.
- Conditions permitting, one lifeguard may assist in the search within the park area. The second lifeguard will continue with water surveillance.
- If it is apparent that a water search is warranted, follow the non-witnessed (reported) submersion guidelines.



## ATV/UTV OPERATING GUIDELINES

The All-Terrain Vehicle (ATV) or Utility Task Vehicle (UTV) is an emergency vehicle that offers the advantage of increased speed and range. Modified, it can be used to both transport rescuers to an incident and victims to an ALS unit. Standard equipment for an IRCORD ATV/UTV includes:

- Rescue Tube and Rescue Can
- Medical Equipment
- Hand-held Radio
- VHF Radio
- Rescue Board
- Spinal Board

ATV/UTVs also provide a risk factor when operating. Risk of injury to oneself or others. Safe operation will be key to a positive outcome in any scenario, emergency, or non-emergency.

In the use of an ATV/UTV, the following guidelines apply:

- Only trained personnel should use an ATV/UTV. No ATV/UTV shall carry a passenger except when being used for patient transport or other Ocean Rescue personnel.
- It is the responsibility of the assigned ATV/UTV lifeguard to check vehicle for function, to check standard equipment, to clean the vehicle, and to log pertinent information in the ATV/UTV log.
- Each lifeguard should have County issued personal rescue equipment with them when on ATV/UTV duty.
- Under normal operation (not an emergency) the ATV/UTV must remain under 20 mph. When near beach patrons, the ATV/UTV must slow to below 10 mph. Operator must “Always” stay vigilant in scanning for patrons and hazards such as holes, ruts, or other obstacles.
- Lights and siren should be used when responding to an emergency to notify patrons of your intentions to avoid accidents. Always give beach patrons the right of way. Even under an emergency, the operator should remain at a safe speed to the conditions present and number of patrons in the area.
- Avoid the following conditions when possible.
  - Driving through salt water
  - Running over debris/seaweed
  - Navigating steep hills/dunes
  - Riding on pavement

## ATV/UTV End of Use Care

The ATV/UTV's care is essential in maintaining its usability. The following steps should be taken after each use.

- Keep the unit running while washing.
- Remove equipment and medical boxes.
- Spray water to remove sand.
- Fill Salt Away nozzle chamber and spray unit completely then rinse.
- SPRAY approved soap/cleaner on entire unit then rinse.
- Spray CRC 6-56 lubricant on moving parts.
- Spray CRC corrosion inhibitor on nuts and bolts when needed.
- Replace equipment and top off with gas.
- Store in shed. Keep key in unit.

\*Use low water pressure when spraying under the hood.



## Report Writing

IRCORD logbooks and reports are legal documents, which may be publicly inspected or used in criminal or civil court cases via a public records request. IRCORD lifeguard logbooks are supplied with various forms and reports including:

- Daily Activity Log Report
- Inventory Checklists
- Rescue/Medical Report
- Missing Person(s) Report
- Police Report
- Beach Activity Form
- ATV/UTV Report
- ATV/UTV Sign In/Out Sheet
- OIC Report
- Beach Wheelchair Form

### Report Writing Guidelines:

- Forms are to be completed as soon after the event as possible.
- Forms should be legible.
- Forms should be complete and contain all the information outlined in the form.
- Report numbers consist of:
  - Type: Rescue (R) or Medical (M) or Beach Activity (BA) or Police Report (PR) or Missing Person (MP)
  - Two-digit year
  - Two-digit month
  - Two-digit day
  - Beach letter
  - Chronological number of same type of report for that day.

Examples: RC211012-W-1, M240102-GS-2, BA200423- RI-2, MP190203-TK-1

If necessary, take information on scrap paper before writing the report to minimize errors.

## Tropical Storm/Hurricane Guidelines

Prior to a storm watch or warning, the Beach Operations Supervisor will:

- Coordinate with Emergency Services in preparedness efforts.
- Determine safe locations for IRCORD tower equipment.
- Develop an adjusted schedule and a special assignment sheet.

When a Tropical Storm or Hurricane watch is issued, the following guidelines apply:

- OIC will contact off duty personnel for schedule changes and/or special assignments.
- On duty personnel will adhere to a regular schedule until informed of changes by the Beach Operations Supervisor.

When a Tropical Storm or Hurricane warning is issued, the following guidelines apply:

- OIC and lifeguards will close parks and transport tower equipment to safe locations.
- IRCORD personnel will begin special assignments as instructed by the Beach Operations Supervisor. These may include answering phones at the E.O.C., working in a Special Needs shelter or manning the gates to notify patrons the Park / Beach is closed.
- The on duty OIC will determine when it is unsafe for guards to man the gates and will make the call to release staff from duty.
- All guards will be off the island before winds are sustained at 40 MPH.
- The County will make the determination if or when the parks can be reopened.
- If Park is closed, towers will remain shut with NO flags flying.
- If guards are required to work gates due to the park being closed, they will notify patrons that the park/beach is closed. The OIC will request Close Patrol from local law enforcement. If patrons then continue to enter the park/beach, guards should notify the OIC and law enforcement for noncompliance.

## Contraband / Medical Waste / Hazardous Materials Guidelines

These procedures are to be followed by staff when contraband/hazardous materials are reported or discovered on the beach or beach parks of Indian River County.

- Items defined as contraband/hazardous materials shall include marked and unmarked, sealed, and unsealed containers or packages; any medical waste; and military hardware including shells, missiles, ammunition, and flares.
- When any contraband/hazardous materials are discovered or reported, contact OIC immediately for directive. If told to contact 911 dispatch, they will contact the appropriate agency for contraband/hazardous waste removal. \*Except needles
- Military hardware may be explosive and should not be moved or touched. Keep patrons away.
- Any package or container should be considered potentially dangerous and should not be moved or touched if possible.
- Packages/containers will not be opened to inspect, drained, punctured, or smelled. Contents and vapor fumes should be considered dangerous, STAY UPWIND if applies.
- Do not allow patrons to examine or handle contraband/hazardous materials. Flag off area or close if necessary.
- When a representative from a responding agency arrives at the scene, give them all the information and report back to your assigned station unless requested to stay on scene.
- Report follow up information to your supervisor and fill out the proper incident report.
- Put sharps in a marked sharps container. When the container is full, notify OIC for disposal and container replacement.
- Guards should use the biohazard kit to clean up large amounts of blood and turn over to OIC for disposal and kit replacement.

\*Always use proper Personal Protection Equipment (PPE).





## Marine Hazards

### Rip Currents

- Rips generally look different from the surrounding water and are usually visible from the guard tower.
- Fixed and permanent rips generally pull the hardest at low tide.
- Components of rip
  - Feeder
  - Neck
  - Head.
- Usually swimming parallel to the beach with the prevailing lateral current is the best way to escape a rip.
- Majority of rescues and drownings occur in the neck-fastest moving water.
- Rips can be used by a lifeguard as the fastest way to get out to a victim.
- Rescues and drownings are in direct correlation to onshore or easterly winds and rip currents.
- Most rip current episodes have been recorded as averaging 5-6 days, with the deadliest days being the second or third day when winds were averaging 13 knots.

### Causes and Characteristics of Rip Current

A rip current is a current running from shallow water near the shoreline out to sea. They cause about eighty percent of the near drownings.

- Repeated surf action causes wave after wave to break and force the piling up of water close to the shore. This action creates a difference in water level between deep water and shallow water. The result of the difference in water levels is a current of water returning to sea since water seeks its own level.
- Heavy surf cuts channels and holes in the sandy ocean floor.
- Water returns faster and in great volume in these holes and channels and creates stronger, harder pulling rip currents.
- Continued rip current action in the same location deepens existing holes and forms stronger, longer rips.
- Rip currents of this type may be recognized by their action on incoming waves in that they tend to flatten the wave out in their path, the waves remain at their normal height on either side of the rip.
- Frequently the rip will prevent the wave from breaking.
- Many rips cause incoming waves to be "V" shaped at the center of the rip.

- The water in a rip current is generally discolored and has a dirty sandy appearance. This is caused by churned up sand carried by the current of water moving to sea.
- Occasionally white caps will form in the center of strong, fast-moving rips.
- Ripples and currents, like river currents, are apparent in most rips.
- Occasionally the rip will pull so hard that the crackling and roar of the moving water can be heard from the beach.

Groins or piers extending out into the surf by obstructing a lateral current and forcing the current seaward may also cause rip currents. These obstructions will cause ocean currents to cut channels and holes in the ocean bottom, thereby increasing the rip current action.

A large wave sweeping up the beach farther than the others may cause a temporary current condition by the increased volume and spread of its return into the surf.

### Shore Break & Backwash

- Both occur on steeply inclined beaches, normally strongest at high tide.
- Shore break – large plunging waves that break in shallow water or on the beach.
- Backwash – the water of the breaking wave returning seaward gains momentum on the steep incline and returns with gathering force to the surf.
- Shore break and backwash present the greatest threat to the elderly and the very young people who may be in shallow water near shore. It will knock them down or pull their feet out from under and drag them into the surf.

### Lateral Currents (Long Shore Current)

- Normally run parallel to shore and perpendicular to the direction at which waves approach shore.
- Lateral currents can often feed into rip currents, which will drag a swimmer out past the surf.

### Drop Off

- Caused by wave action.
- Happens at almost every beach.
- May cause elderly and very young patrons to lose their balance and fall into the surf.
- Constantly changing size and shape.

## Heavy Surf

- Breaking waves close to the shore is dangerous because it will build up and smash on a bather in shallow water, knocking them down and rolling them around in the surf which may cause injury
- When breaking out away from the beach generally causes rip currents and creates a particularly dangerous condition when there are occasional lulls. During these lulls, a rip current may sweep a bather out into or through the breaker line, and then the surf may start crashing again.

## Storm Swells (Long Period Swell)

- Originate in deep water thousands of miles at sea.
- These swells are caused by extreme high winds and high or low-pressure areas at sea.

## Red Tide Guidelines

IRC Ocean Rescue Division will keep patrons and visitors of Indian River County beaches aware of Red Tide episodes.

During red tide episodes the following guidelines apply:

- The Beach Operations Supervisor will track Red Tide via NOAA, Florida EPA, and the Department of Health websites.
- Protective masks with attached respirators will be issued to IRCORD personnel.
- Visitors will be notified of conditions through beach conditions signs and personal contact.
- If DOH issues a directive to close beach facilities, IRCORD will enforce the directive.





## Marine Life Hazards

### Portuguese Man-o-War / Jellyfish

- Easterly winds bring man-o-war / jellyfish to shore and can be present anytime of the year.
- Contact with tentacles produces burning pain, welts, anaphylactic shock on occasion, and the possibility of muscular cramping, nausea and vomiting and respiratory difficulty.
- Tentacles can break off and get mixed with seaweed and still sting patron.

#### First Aid

- Ask if patron has ever had an anaphylactic reaction before. If so be prepared to call 911. If not,
- Wash the area thoroughly with salt water.
- Spray area with sting relief agent.
- Remove tentacles (do not rub) with paper towels or objects other than bare fingers.
- Spray area again with a relief agent.
- Apply hot packs if needed.

### Sharks

- If a shark is sighted in park, all bathers must be called from the water
- Double Red flag should be flown.
- Wait at least 30 minutes after the shark is last seen before allowing swimmers back in the water.

#### First Aid

- Stop bleeding. Use a tourniquet if necessary.
- Vitals
- Treat for shock
- Call EMS

### Baitfish

- Schools of small fish by themselves do not present a danger to bathers. However, if there is a lot of splashing and fish jumping out of the water, this is an indication that larger fish (sharks, barracuda, bluefish, tarpon, etc.) are feeding on the school.
- The same procedure for sharks should be followed if this is the case.

## Weather Guidelines

### Storms

- May approach rapidly and with little warning.
- May produce severe winds, rain, and lightning.
- Be prepared to close the beach and tell patrons to take shelter.

### Lightning

- At the first sound of thunder, prepare to clear all patrons from the water.
- As a thunderstorm approaches clear all patrons from the water and beach when the storm is within (6 miles - 30 second count) of your beach. This can be determined by counting after you see the flash until the sound of thunder and then dividing it by 5, for every 5 count that equals 1 mile.
- Raise the Double Red flag and clear the swimmers of the water. Advise people to take shelter in their cars or leave the area.
- Report closing the area to the OIC via the radio.
- It is recommended to evacuate the lifeguard tower as soon as possible during an electrical storm.
- Do not allow patrons back into the water for a minimum of 30 minutes after the last visible sign or sound of the storm.
- Guards should always follow good scene safety practices.

\* Make every effort to clear the water and area, but do not put yourself in danger of being struck.

### Strong Winds

- Will cause an item to be blown away and may cause injury to the public.
- May cause the sand to blow into patrons' eyes and cause injury.
- Will cause the water to become choppy.

### Fog

- Will cause decrease visibility.
- Double Red flag should be flown during thick fog banks

### Waterspouts / Tornadoes

- If seen notify the OIC immediately.
- Be prepared to close and evacuate the area.
- If the waterspout makes landfall, it becomes a tornado and may cause severe damage. Be ready to help with medical and clean up duties.

## Ordinance Enforcement

It is the policy of the IRCORD to enforce the County ordinance(s) related to beaches and beach activity.

Indian River County Code of Ordinances, Chapter 205.03, sets forth the rules and regulations governing prohibited activities within parks. IRCORD lifeguards should have knowledge of the prohibitions so that they can inform beach patrons of the law and thereby promote safe and enjoyable activity within the parks and beaches.

### Procedure

- When a lifeguard notices a violation of the park's ordinance, the lifeguard shall, whenever possible, inform the patron of the violation.
- If the patron ignores, refuses to comply with the law or becomes argumentative, the lifeguard shall notify the OIC and may choose to exercise authority under 205.03(7) to call law enforcement.
- If the activity poses an imminent threat to the safety of beach patrons, the lifeguard may exercise authority to have the violator ejected from the park.
- Lifeguards should be courteous and tactful when engaging the violator; at no time should lifeguards engage in argumentation or physical altercations with a violator.

A few examples of ordinances that IRCORD lifeguards frequently encounter and may need to enforce.

*(12) Removal of natural resources.* No person in any park or recreational facility shall remove any beach sand, whether submerged or not, any soil, rock, stones, plants, wood, or any other material whatsoever from any park or recreational facility, or make any excavation by tools, equipment, blasting or other means in existing material in park or recreational facilities.

*(15) Signs.* No person shall post or affix to any tree, shrub, plant, fence, building, structure, monument, wall, table, apparatus, bridge, post, bench, corral, gate, or any other physical object any sign, poster or other printed or written matter in any park or recreational facility.

*(21) Water activity.* No person shall swim, ski, dive, surf, scuba, fish or use boats in any area, in any park or recreational area unless such area is specifically designated for such purpose. No person shall surf unless his surfboard is equipped with a leash and attached to the surfer. All persons shall obey posted waterfront rules.

*(22) Dogs prohibited.* No dogs are allowed in any park or recreational facility unless specifically posted as allowable by the department.

*(25) Dune line crossing.* No person shall cross, walk through, or be situated upon any part of the ocean dune line, except at designated crossover points and boardwalks.

*(26) Alcoholic beverages.* No person shall bring alcoholic beverages into any park or recreational facility or drink alcoholic beverages at any time in a park or recreational facility.

No person shall enter or remain in any park or recreational facility while under the influence of intoxicating liquor.

(28) *Smoking.* Smoking at any public beaches and county owned public parks shall be prohibited. This does not apply to the smoking of unfiltered cigars.

Report # \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Description Of Incident and Location:** \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**Outcome:** \_\_\_\_\_

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**Beach Conditions:**

Flag(s): Green Yellow Purple Red Double Red  
 Wind: \_\_\_\_\_ dir. \_\_\_\_\_ mph Water Visibility: Good Fair Poor  
 Surf: Calm Swell Choppy Rough Wave Height: \_\_\_\_\_ ft.  
 Rip-Currents Shore Break Current Direction: North ----- South

**Narrative:**

HX (Chief Complaint and History):

\_\_\_\_\_

\_\_\_\_\_

OBS (Observations)/Activity Observed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PE (Physical Exam):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TX (Treatment)/Performed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REA (Re-assessment)/Outcome:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Medical Supplies Used:**

| <u>Used</u>                 | <u>Quantity</u> | <u>Used</u>                      | <u>Quantity</u> |
|-----------------------------|-----------------|----------------------------------|-----------------|
| _____ A.E.D. Pads           | _____           | _____ Kling                      | _____           |
| _____ Band-Aid Regular / XL | _____           | _____ Gauze                      | _____           |
| _____ Cold Compress         | _____           | _____ Hot Pack                   | _____           |
| _____ Gloves (pair)         | _____           | _____ Glucose                    | _____           |
| _____ Bactine (sprays)      | _____           | _____ Tape (inches)              | _____           |
| _____ Splint                | _____           | _____ C-Collar Ad/Ch/In          | _____           |
| _____ Rescue Blanket        | _____           | _____ Exposure Control Kit       | _____           |
| _____ H2O2 (caps)           | _____           | _____ BVM Ad/Ch/In               | _____           |
| _____ Oxygen (psi)          | _____           | _____ iGel / Oral / Nasal Airway | _____           |
| _____ Nasal Cannula         | _____           | _____ Non-Rebreather Ad/Ch/In    | _____           |
| _____ Suction               | _____           | _____ Other: _____               | _____           |

**Completed By:** \_\_\_\_\_ **Daily OIC Name:** \_\_\_\_\_





**INDIAN RIVER COUNTY  
OCEAN RESCUE / WATER SAFETY**

***BEACH ACTIVITY FORM***

**BEACH: RI TK W GS**

**Report #:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Total Group Size:** \_\_\_\_\_

**Name Of Organization:** \_\_\_\_\_

Name of Group Leaders on Location: \_\_\_\_\_

Head Contact Person: \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Other Contact Person(s): \_\_\_\_\_

City / Town: \_\_\_\_\_

**Number Of Leaders, Councilors, Instructors or Teachers:** \_\_\_\_\_  
(One leader/chaperone per 15 swimmers required)

**Ratio Of Supervisors Per Group:** \_\_\_\_\_ **Age Range of Group:** \_\_\_\_\_

**Swimming Ability of Group:**    **Varies**    **Non-Swimmers**    **Poor**    **Fair**    **Good**

**Buddy System in Use:**    **Yes**    **No**    **Partially**    **Unaware**

Time Arrived in Park: \_\_\_\_\_ Time Group will Depart from Park: \_\_\_\_\_

Time Arrived at Beach: \_\_\_\_\_ Time Group will Depart from Beach: \_\_\_\_\_

Future Schedule to Beach / Park: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lifeguard Comments: \_\_\_\_\_

\_\_\_\_\_

This Beach Activity Form is used to provide the utmost in safety when large groups of people are within proximity to the water at an Indian River County beach park. Please fill out the form above and after reading the rules below, please sign.

### **Rules:**

The group should follow all directives by the on-duty lifeguards. The group should swim near the lifeguard's tower when possible.

All tents and umbrellas should be kept back away from the water so lifeguards can see the water's edge.

Check the condition board and flags before entering the water.

The Buddy System should always be in use, including going to the restrooms.

Parking is allowed only in designated areas, parking in grass or mulched areas is not permitted.

No fishing within park boundaries

The group is responsible for the complete clean-up of the area after their visit. This clean-up will include all foreign matter that has been transported to the area by the group or its guests. The parking area should be included in the clean-up process. All refuse will be placed in authorized receptacles or completely removed from the park. All dug holes must be filled in when leaving the beach.

No alcoholic beverages may be consumed in the park or on the beach.

No pets allowed in the park or on the beach.

No loud music or other objectionable noise or amplification is permitted without prior permission and proper permits.

All children will be closely supervised by an adult while at the beach and especially near waters edge.

The group leaders are fully responsible for the actions of all members and guests associated with this group and for ensuring compliance with all laws and ordinances that are in effect for this beach park.

Indian River County assumes no liability for injury, death, or loss of personal property. Any minor child on the beach is the responsibility of the minor child's parents, guardian, or chaperone while on the beach participating in group activities.

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I acknowledge the Indian River County Beach Rules and fully understand my responsibility to inform all group members of these rules and to ensure that group members comply with these rules.

Group Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

## INDIAN RIVER COUNTY OCEAN RESCUE / WATER SAFETY

### *Beach Accessible Wheelchair Use Agreement*

**BEACH:** RI TK GS

**Report #:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of Chair Attendant (18 or older):** \_\_\_\_\_

**Phone #:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **ID/DL #:** \_\_\_\_\_

**Checked out time:** \_\_\_\_:\_\_\_\_ AM PM **Returned:** \_\_\_\_:\_\_\_\_ AM PM

**Comments:**

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**Lifeguard Name:** \_\_\_\_\_

Users **MUST** read and sign waiver on the reverse side of form.

In consideration of using the Beach Accessible Wheelchair, it is agreed as follows:

**1. Access & Return of Beach Accessible Wheelchair.** Beach Accessible Wheelchairs shall be issued on a first-come, first-served basis only. The Beach Accessible Wheelchair may be picked up at the Lifeguard Tower between the hours of 9:30 am – 3:30 pm.

User agrees to return the Beach Accessible Wheelchair by 4:30 pm, in as good condition as when it was received. User will be liable for damages or the full replacement cost of the Beach Accessible Wheelchair if not returned.

Copy of an official state issued ID is required for use.

**2. Inspection of Beach Accessible Wheelchair.** User acknowledges that he/she has inspected the Beach Accessible Wheelchair prior to its use and finds it in good working condition and suitable for use.

**3. Safe Operation & Use.** Users must abide by the following requirements for the safe operation and use of the Beach Accessible Wheelchair:

- The Beach Accessible Wheelchair user is required to always have an attendant(s) present while in use. Attendants and users should not undertake tasks beyond his/her ability.
- Per manufacturer's recommendations, a weight limit of 300 lbs. shall not be exceeded.
- Use caution when entering the water with the Beach Access Wheelchair as it is not a floatation device.
- The County assumes no liability for user's lost or stolen personal items left unattended.

**4. Assumption of Risk.** User agrees to use the Beach Accessible Wheelchair at his/her own risk. User acknowledges that the operation and use of the Beach Accessible Wheelchair carries with it certain inherent risks and care must be taken to avoid injuries.

**5. Indemnity/Hold Harmless.** The undersigned, as either user, attendant or parent/guardian of user, hereby agree to indemnify and hold harmless Indian River County, Florida (the County), their elected officials, agents, employees, and volunteers from all claims, demands, liabilities, and suits of any nature, whatsoever arising out of, because of, or due to the use of the aforementioned equipment, or due to any act or occurrence of mission or commission of the applicant, its agents or employees.

**6. Acknowledgement of Understanding.** I have read this Use Agreement and fully understand its terms including the safe operation and use of the Beach Accessible Wheelchair.

User's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# INDIAN RIVER COUNTY OCEAN RESCUE / WATER SAFETY

## DAILY INCIDENT AND LOG REPORT

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Day: S M T W T F S

Beach: RI TK W GS

| December 2023 |        |      |        |     |        |     |        |      |  |
|---------------|--------|------|--------|-----|--------|-----|--------|------|--|
| Day           | Time   | Ft   | Time   | Ft  | Time   | Ft  | Time   | Ft   |  |
| F 1           | 3:58a  | 0.3  | 10:18a | 3.7 | 4:29p  | 0.9 | 10:25p | 3.4  |  |
| Sa 2          | 4:44a  | 0.6  | 11:03a | 3.6 | 5:19p  | 0.9 | 11:14p | 3.2  |  |
| Su 3          | 5:34a  | 0.7  | 11:48a | 3.4 | 6:15p  | 1.0 | ...    | ...  |  |
| M 4           | 12:05a | 3.1  | 6:28a  | 0.9 | 12:34p | 3.3 | 7:12p  | 1.0  |  |
| Tu 5          | 1:00a  | 3.0  | 7:27a  | 1.0 | 1:24p  | 3.2 | 8:05p  | 0.9  |  |
| W 6           | 1:57a  | 3.1  | 8:23a  | 1.0 | 2:15p  | 3.2 | 8:53p  | 0.7  |  |
| Th 7          | 2:55a  | 3.2  | 9:14a  | 1.0 | 3:05p  | 3.2 | 9:38p  | 0.6  |  |
| F 8           | 3:49a  | 3.3  | 10:05a | 0.9 | 3:54p  | 3.2 | 10:21p | 0.4  |  |
| Sa 9          | 4:40a  | 3.5  | 10:51a | 0.8 | 4:43p  | 3.3 | 11:02p | 0.2  |  |
| Su 10         | 5:29a  | 3.7  | 11:33a | 0.6 | 5:29p  | 3.4 | 11:46p | -0.0 |  |
| M 11          | 6:16a  | 3.8  | 12:17p | 0.5 | 6:18p  | 3.5 | ...    | ...  |  |
| Tu 12         | 12:28a | -0.2 | 7:02a  | 4.0 | 1:00p  | 0.4 | 7:02p  | 3.6  |  |
| W 13          | 1:12a  | -0.3 | 7:49a  | 4.0 | 1:45p  | 0.4 | 7:50p  | 3.6  |  |
| Th 14         | 1:59a  | -0.4 | 8:36a  | 4.0 | 2:32p  | 0.3 | 8:40p  | 3.7  |  |
| F 15          | 2:48a  | -0.4 | 9:25a  | 4.0 | 3:23p  | 0.3 | 9:31p  | 3.6  |  |
| Sa 16         | 3:40a  | -0.3 | 10:14a | 3.9 | 4:16p  | 0.3 | 10:26p | 3.6  |  |
| Su 17         | 4:37a  | -0.1 | 11:05a | 3.8 | 5:15p  | 0.2 | 11:26p | 3.5  |  |
| M 18          | 5:38a  | 0.1  | 11:58a | 3.7 | 6:18p  | 0.2 | ...    | ...  |  |
| Tu 19         | 12:28a | 3.5  | 6:42a  | 0.2 | 12:53p | 3.6 | 7:21p  | 0.0  |  |
| W 20          | 1:34a  | 3.5  | 7:49a  | 0.3 | 1:51p  | 3.5 | 8:22p  | -0.1 |  |
| Th 21         | 2:40a  | 3.6  | 8:52a  | 0.4 | 2:50p  | 3.4 | 9:19p  | -0.2 |  |
| F 22          | 3:42a  | 3.6  | 9:50a  | 0.4 | 3:49p  | 3.4 | 10:12p | -0.4 |  |
| Sa 23         | 4:40a  | 3.7  | 10:45a | 0.4 | 4:45p  | 3.4 | 11:03p | -0.4 |  |
| Su 24         | 5:35a  | 3.8  | 11:36a | 0.3 | 5:37p  | 3.4 | 11:53p | -0.5 |  |
| M 25          | 6:25a  | 3.8  | 12:23p | 0.3 | 6:25p  | 3.5 | ...    | ...  |  |
| Tu 26         | 12:40a | -0.4 | 7:09a  | 3.7 | 1:09p  | 0.2 | 7:12p  | 3.5  |  |
| W 27          | 1:24a  | -0.4 | 7:52a  | 3.7 | 1:53p  | 0.3 | 7:55p  | 3.4  |  |
| Th 28         | 2:07a  | -0.3 | 8:32a  | 3.6 | 2:35p  | 0.3 | 8:37p  | 3.3  |  |
| F 29          | 2:49a  | -0.2 | 9:12a  | 3.5 | 3:18p  | 0.3 | 9:17p  | 3.2  |  |
| Sa 30         | 3:30a  | -0.0 | 9:50a  | 3.4 | 4:00p  | 0.4 | 9:59p  | 3.1  |  |
| Su 31         | 4:11a  | 0.1  | 10:28a | 3.3 | 4:43p  | 0.4 | 10:40p | 2.9  |  |

Blue = High Tides, Gray = Low Tides, Red = Very Low Tides

**Hazards:** Bait Fish, Debris, Drop Off, Uneven Bottom, Rip Currents, Sand Bar, Shore Break, Longshore Current, Strong Winds, Rough Surf, Man-O-War, Jellyfish, Fog, Lightning, Heavy Rain, Predatory Fish, Shark, Sea Lice, Other: \_\_\_\_\_

**Incidents:** Minor Medical, Major Medical, Missing Person, Lost and Found, Rescue, Response, Police Called, Log Report, Other: \_\_\_\_\_ (Cont. Over)  
(Please list report #'s in comment section on reverse side)

**Beach:** Tar, Seaweed, Debris, Wood, Ledge, Other: \_\_\_\_\_ (Cont. Over)

Temp: Air: \_\_\_\_\_ Water: \_\_\_\_\_

Water Visibility: Good Fair Poor \_\_\_\_\_ (ft.)

Surf: Calm, Swell, Lt. Med. Hv. Chop, Very Rough, Shore Break \_\_\_\_\_ (ft.) Waves \_\_\_\_\_ (ft.)

Lateral Current: North ---- South, Slight, Mild, Strong

Weather Conditions:

9 10 11 12 1 2 3 4 5

(Partly) Sunny: \_\_\_\_\_

Cloudy: \_\_\_\_\_

Rain: \_\_\_\_\_

Lightning: \_\_\_\_\_

Flag Flown:

Green: \_\_\_\_\_

Yellow: \_\_\_\_\_

Purple: \_\_\_\_\_

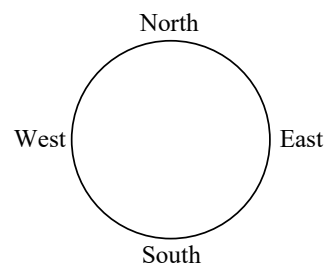
Red: \_\_\_\_\_

Double Red: \_\_\_\_\_

Winds:

Velocity: \_\_\_\_\_ (mph)

Gusting: \_\_\_\_\_ (mph)



Name of Guard(s): \_\_\_\_\_

Time on Duty:

Times \_\_\_\_\_ To \_\_\_\_\_

Times \_\_\_\_\_ To \_\_\_\_\_

Times \_\_\_\_\_ To \_\_\_\_\_

**Beach Attendance\*****Swimmers\***Primary Area (Guarded)

Month's Total \_\_\_\_\_

Month's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

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Total to Date \_\_\_\_\_

Secondary Area (Unguarded)

Month's Total \_\_\_\_\_

Month's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Total to Date \_\_\_\_\_

Total to Date \_\_\_\_\_

*\*Attendance / Swimmers count should be taken on the hour.***PA's****Major Medicals****Minor Medicals**

Month's Total \_\_\_\_\_

Month's Total \_\_\_\_\_

Month's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Total to Date \_\_\_\_\_

Total to Date \_\_\_\_\_

Total to Date \_\_\_\_\_

**Rescues****Missing Persons**

Month's Total \_\_\_\_\_

Month's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Today's Total \_\_\_\_\_

Total to Date \_\_\_\_\_

Total to Date \_\_\_\_\_

**Comments / Remarks/ Report #'s:**


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This log is a legal document. Please remember to keep the information you provide at a professional level.

## INDIAN RIVER COUNTY OCEAN RESCUE / WATER SAFETY

|               |         |               |    |    |   |   |              |      |
|---------------|---------|---------------|----|----|---|---|--------------|------|
| <b>Month:</b> | October | <b>Beach:</b> | RI | TK | W | G | <b>Year:</b> | 2025 |
|---------------|---------|---------------|----|----|---|---|--------------|------|

***Tower Equipment Inventory***

When filling out the supply list please put a check mark in the box if the quantity is met. If the item is below the suggested amount or broken but still usable put an ( R ) in the box. If the item is out or can not be used put an ( RX) in the box. Notify the supervisor for either an ( R ) or ( RX) and then circle it.

| Item:                 | 1 | 2     | 3 | 4 | 5 | 6 | 7   | 8 | 9 | 10 | 11 | 12       | 13 | 14 | 15 | 16 | 17    | 18 | 19 | 20 | 21 | 22    | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|-----------------------|---|-------|---|---|---|---|-----|---|---|----|----|----------|----|----|----|----|-------|----|----|----|----|-------|----|----|----|----|----|----|----|----|----|
| Tube Buoy [1]         |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| [2]                   |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Can Buoy [1]          |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| [2]                   |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Backboard             |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Adult C-collar        |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Child/Infant C-collar |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| A.E.D.                |   | Check |   |   |   |   | For |   |   |    |    | Blinking |    |    |    |    | Green |    |    |    |    | Light |    |    |    |    |    |    |    |    |    |
| A.E.D. Pelican Box    |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Shaving Kit           |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| NARCAN                |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Adult/Child Pad       |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Radio [1]             |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| [2]                   |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Radio Charger [1]     |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| [2]                   |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| E.M.T. Bag            |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| First Aid Box         |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Cell Phone            |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Cell Charger / Cable  |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Green Flag            |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Yellow Flag           |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Purple Flag           |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Red Flag              |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Double Red Flag       |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Condition Sign(s)     |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Rescue Board          |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Hand Flags [2]        |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Safety Cones          |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Marker Buoy [3]       |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Log Book              |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Pens [2]              |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Broom                 |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Hand Broom            |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Fan                   |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |
| Heater                |   |       |   |   |   |   |     |   |   |    |    |          |    |    |    |    |       |    |    |    |    |       |    |    |    |    |    |    |    |    |    |

*Equipment Inventory (cont.)*

When filling out the supply list please put a check mark in the box if the quantity is met. If the item is below the suggested amount or broken but still usable put an ( R ) in the box. If the item is out or can not be used put an ( RX ) in the box. Notify the supervisor for either an ( R ) or ( RX ) and then circle it.

| Item:               |     | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|---------------------|-----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Air Horn            |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Lifeguard Chair     | [1] |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Lifeguard Chair     | [2] |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Chalk Box & Chalk   |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sponge              |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Hand Sanitizer      |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Paper Towels        |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Vinegar / Spray Bt  |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Bleach Spray        |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Disinfectant Spray  |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Garbage Can         |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| WD40 & WD40 Grease  |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sunscreen           |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Sharps Box          |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Bug Spray           |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Squeegee            |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| U.S.L.A. Manual     |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| S.O.G. Manual       |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Medical Protocols   |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Spare Oxygen Tank   |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Hammer              |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Rake                |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Shovel              |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Screw Drivers       | [2] |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| EMT Bag Storage Box |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Hydrogen Peroxide   |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Alcohol             |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Beach Wheelchair    |     |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |





**First-aid Box / E.M.T Bag Inventory (cont.)**

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| Item:            |     | 1 | 2 | 3 | 4  | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
|------------------|-----|---|---|---|----|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Pulde Ox         | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Spare Battery    | [2] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Stethoscope      | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B.P. Cuff Adult  | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B.P. Cuff Child  | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| B.P. Cuff Infant | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Mega Mover       | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Seat Mega Mover  | [1] |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Guards Initials: |     |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| Comments:        |     |   |   |   |    |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
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**INDIAN RIVER COUNTY  
OCEAN RESCUE / WATER SAFETY**

## MISSING PERSON FORM

**BEACH:** RI TK W GS

**Report #** \_\_\_\_\_ **Time** \_\_\_\_\_ : \_\_\_\_\_ **AM PM** **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**M.P's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Sex:** M F  
Last First

**Race:** Caucasian    Black    Hispanic    Oriental    Indian

**Weight:** lbs      **Height:** ' "

**Color of Hair:**    White    Bleached    Dirty    Blonde    Brown    Black    Red    Gray

Streaked    Dark    Other:

**Length of Hair:**    Long    Short    Curly    Straight    Other: \_\_\_\_\_

**Clothing:**

**Approximate Time M.P. Was Last Seen:** \_\_\_\_\_ : \_\_\_\_\_ AM PM

**Was M.P. With Anyone**    Yes    No    Who: \_\_\_\_\_

**Parents Or Guardians Name:** \_\_\_\_\_  
Last First

**Address:**

**Notified:** Supervisor V.B.P.D. I.R.S.P.D. I.R.C.S.O. E.M.S. City Lifeguards

**Other Information:**

**Outcome:** \_\_\_\_\_

Use back for location details:  
Use one form per person

**Exact Location M.P. Was Last Seen** (Use tower as reference point in diagram):  
Place “X” at L.S.P. (Last Seen Point)

Water's Edge

Current

$$\langle \text{-----} \rangle$$

Tower

Notes:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**BEACH:** RI TK W GS

**Description Of Incident And Location:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Outcome:** \_\_\_\_\_

**INDIAN RIVER COUNTY  
OCEAN RESCUE / WATER SAFETY**

**REPORT FORM**

**BEACH:** RI TK W GS

**DAY:** S M T W T F S

**Report #** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Time** \_\_\_\_\_ : \_\_\_\_\_ **AM PM** **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Type, Year, Month, Day, Beach, Daily Number  
**(CIRCLE)** M = MEDICAL RC = RESCUE

**Victim:**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Sex:** M F  
Last First

**Address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Refused:** Treatment Transportation To Give Information To Sign Form

**Denied:** Head/ Neck/ Back Pain **Signature:** \_\_\_\_\_

Using a stationary point of origin (tower), describe exact location. For example: 20 yards south of tower and 40 yards off shore in guarded area.

**Location Of Incident:**

**1<sup>ST</sup> Responding Rescuer:** \_\_\_\_\_ EMT \_\_\_\_\_  
**2<sup>ND</sup> Responding Rescuer:** \_\_\_\_\_ EMT- \_\_\_\_\_  
**Back Up Lifeguard:** \_\_\_\_\_ EMT- \_\_\_\_\_

**Disposition:**

Rescued  
 Rescue Ventilated  
 C.P.R. (Rounds \_\_\_\_\_)  
 A.E.D. (Shocks \_\_\_\_\_)  
 Evaluated and Released  
 Oxygen Resuscitation  
 C – Spine / Backboard  
 Treated and Released to \_\_\_\_\_  
 Advised to see a Physician  
 Parent or Guardian contacted  
 Bandaged

**Patient Assessment:**

Signs and Symptoms: \_\_\_\_\_  
 Allergies: \_\_\_\_\_  
 Medications: \_\_\_\_\_  
 Past History: \_\_\_\_\_  
 Last Oral Intake: \_\_\_\_\_  
 Events Leading: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Vitals:**

Respiration: \_\_\_\_\_ AB Normal Shortness  
 Pulse: \_\_\_\_\_ AB Normal  
 Skin Color, Temp, Condition: \_\_\_\_\_  
 Blood Pressure: 1<sup>st</sup> \_\_\_\_\_ / \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_  
 SPO2: \_\_\_\_\_ %

**Summoned Time: Arrived: Unit:**

EMS \_\_\_\_\_  
 Police / S.O. \_\_\_\_\_  
 Daily OIC \_\_\_\_\_

**Transported:** Yes No **Where:** IRMC, SRMC, HRMC, LRMC

**Beach Conditions:**

Flag(s): Green Yellow Purple Red Double Red  
 Wind: \_\_\_\_\_ dir. \_\_\_\_\_ mph Water Visibility: Good Fair Poor  
 Surf: Calm Swell Choppy Rough Wave Height: \_\_\_\_\_ ft.  
 Rip-Currents Shore Break Current Direction: North ----- South

**Narrative:**

HX (Chief Complaint and History):

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OBS (Observations)/Activity Observed:

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PE (Physical Exam):

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TX (Treatment)/Performed:

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REA (Re-assessment)/Outcome:

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**Medical Supplies Used:**

| <u>Used</u>                 | <u>Quantity</u> | <u>Used</u>                      | <u>Quantity</u> |
|-----------------------------|-----------------|----------------------------------|-----------------|
| _____ A.E.D. Pads           | _____           | _____ Kling                      | _____           |
| _____ Band-Aid Regular / XL | _____           | _____ Gauze                      | _____           |
| _____ Cold Compress         | _____           | _____ Hot Pack                   | _____           |
| _____ Gloves (pair)         | _____           | _____ Glucose                    | _____           |
| _____ Bactine (sprays)      | _____           | _____ Tape (inches)              | _____           |
| _____ Splint                | _____           | _____ C-Collar Ad/Ch/In          | _____           |
| _____ Rescue Blanket        | _____           | _____ Exposure Control Kit       | _____           |
| _____ H2O2 (caps)           | _____           | _____ BVM Ad/Ch/In               | _____           |
| _____ Oxygen (psi)          | _____           | _____ iGel / Oral / Nasal Airway | _____           |
| _____ Nasal Cannula         | _____           | _____ Non-Rebreather Ad/Ch/In    | _____           |
| _____ Suction               | _____           | _____ Other: _____               | _____           |

Completed By: \_\_\_\_\_ Daily OIC Name: \_\_\_\_\_

- Please notify OIC of needed supplies, once medical is complete.

# Indian River County Ocean Rescue

## Officer In Charge (OIC) Duties

When using the Rescue Truck, all traffic laws should be followed. The key is in the desk and should be returned at the end of your shift

Call outs: Cover the beach however you can. You can use part-time or full-time. Before splitting beaches, ALWAYS make sure you notify the Lieutenant (LT) and the Beach Operations Supervisor (BOS) to see if they are available to cover.

If for some reason (last resort) you need to split beaches. Do the split with Wabasso and Golden Sands since they are the closest together. Back up is close.

If you get a call out while you are OIC, let the LT or BOS know because you get an hour of overtime to get someone to come in. Your timesheet will be adjusted.

Make sure you are at the beach at 8:45 to get the radio and do the check-ins. Radio check-outs are at 4:54. Clock-out start with Golden Sands.

Monitor the radio throughout the day. Notify the BOS immediately if any beach must call 911 for ANY reason. An OIC report should be completed and turned into the BOS for any problems.

A group text to the BOS and the LT should happen if there were any scheduling changes or call outs.

If guards, ask to go to the store during their break. OICs should ask how busy their water is. If there are more than 20 bathers, deny the request. If it's ok to approve, see if their partner gives them the ok and remind them to take a radio with them.



**INDIAN RIVER COUNTY  
OCEAN RESCUE / WATER SAFETY**

**OFFICER IN CHARGE REPORT FORM**

**BEACH/PARK:** RI RI/R TK TT SG CF W GS TE PI AS

Report # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Time \_\_\_\_:\_\_\_\_ AM PM Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Description Of Incident and Location:** \_\_\_\_\_

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**Name:** \_\_\_\_\_