



Ocean Rescue Aquatics Manual



*Charleston County Park & Recreation Commission
Approved: January 2020
Next Review: January 2021*

<i>REVIEWERS</i>	<i>DUE DATE</i>	<i>APPROVED</i>
<i>Safety Program Manager</i>	<i>January 2020</i>	<i>January 31, 2020</i>
<i>Safety Program Coordinator</i>	<i>January 2020</i>	<i>January 31, 2020</i>
<i>Beachwalker Park Asst. Manager</i>	<i>January 2020</i>	<i>January 31, 2020</i>
<i>Isle of Palms Asst. Manager</i>	<i>January 2020</i>	<i>January 31, 2020</i>
<i>Folly Beach Asst. Manager</i>	<i>January 2020</i>	<i>January 31, 2020</i>



UPDATES AND REVIEWS

OCEAN RESCUE AQUATICS MANUAL

CAPRA Standard 4.1
 Approved: January 2019
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REVIEWER	CHANGES	CHAPTER	DATE
Nikki Bowie	Corrected Life Saving to Lifesaving	Page 8	1/31/19
Nikki Bowie	Replaced "Ocean Access Assistant Managers" to "designated park staff"	Page 8	1/31/19
Nikki Bowie	Corrected "insuring" to "ensuring"	Page 11	1/31/19
Nikki Bowie	Corrected Life Saving to Lifesaving	Page 14	1/31/19
Nikki Bowie	Deleted "Assist with the hiring and training of all program related staff."	Page 17	1/31/19
Nikki Bowie	Corrected Life Saving to Lifesaving	Page 18	1/31/19
Nikki Bowie	Changed Lifesaving to Lifeguard	Page 18	1/31/19
Nikki Bowie	Changed 40 to 48 hours	Page 20	1/31/19
Nikki Bowie	Deleted "one half of"	Page 21	1/31/19
Nikki Bowie	Deleted "Following is a list of the issued lifeguard uniform items and how much of the cost is absorbed by CCPRC and then by the employee(through payroll deduction):" and chart that followed	Page 21	1/31/19
Nikki Bowie	Added <u>weekly</u> lifeguard supervision will be curtailed once Charleston County schools start <u>Schools go back in session</u>	Page 23	1/31/19
Nikki Bowie	Changed red to yellow squares	Page 24	1/31/19
Nikki Bowie	Replaced "at the different areas" with "and the red stars indicate the boundaries of the guarded swimming areas."	Page 24	1/31/19
Nikki Bowie	Deleted "522 feet long" and "1500 feet long"	Page 24	1/31/19
Nikki Bowie	Deleted "2500 feet long total"	Page 25	1/31/19
Nikki Bowie	Changed 835 to 850 yards	Page 25	1/31/19
Nikki Bowie	Changed 3 rd to 2 nd Street East and 4 th to 3 rd Street West	Page 25	1/31/19
Nikki Bowie	Deleted 333 feet long	Page 25	1/31/19
Nikki Bowie	Added "Employee safety is also paramount. Once the water has been closed and patrons notified, all employees should seek shelter at a pre-designated location that meets the standards of "Safe sites" listed below."	Page 36	1/31/19
Nikki Bowie	Changed order of Jellyfish Treatment to have "remove any tentacles remaining on skin with a	Page 39	1/31/19



	<i>rigid object” ahead of “Apply seawater to affected area”</i>		
<i>Nikki Bowie</i>	<i>Changed “abc’s to ABC’s”</i>	<i>Page 39</i>	<i>1/31/19</i>
<i>Nikki Bowie</i>	<i>Corrected “Kristin” to “Kristen”</i>	<i>Page 43</i>	<i>1/31/19</i>
<i>Nikki Bowie</i>	<i>Updated calendars from 2018 to 2019</i>	<i>Pages 44-47</i>	<i>1/31/19</i>
<i>Nikki Bowie</i>	<i>Removed “to purchase, through CCPRC”</i>	<i>Page 20</i>	<i>1/31/20</i>
<i>Nikki Bowie</i>	<i>Added “New” and “to pay for their initial training course, which included the United States Lifesaving Manual of Open Water Lifesaving, course completion card and initial USLA membership”</i>	<i>Page 20</i>	<i>1/31/20</i>
<i>Nikki Bowie</i>	<i>Replaced “\$30 a year” with “is included in the course training fee”</i>	<i>Page 20</i>	<i>1/31/20</i>
<i>Nikki Bowie</i>	<i>Added “not allowed are watches that can send and/or receive messages or access the internet”</i>	<i>Page 21</i>	<i>1/31/20</i>
<i>Nikki Bowie</i>	<i>Updated Calendars from 2019 to 2020</i>	<i>Pages 45-48</i>	<i>1/31/20</i>
<i>Nikki Bowie</i>	<i>Added “*The staffing levels listed below are the preferred minimum to operate with all lifeguard rotations covered under normal conditions. In instances of severe weather or larger than normal attendance, minimums can be increased. If the minimum can’t be met, management should contact Safety Staff to determine how to provide adequate coverage.”</i>	<i>Page 24</i>	<i>3/4/20</i>



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CCPRC EMPLOYEE MANUAL ACKNOWLEDGMENT FORM

EFFECTIVE JULY 01, 2004 AND UPDATED ANNUALLY THE EMPLOYEE HANDBOOK IS ISSUED TO ALL PART-TIME AND SEASONAL STAFF.

Nothing in this manual or in any other Commission document constitutes an employee contract. All employees are at will and may quit at any time for any reason. All policies outlined herein are invited only as a guide and management retains sole discretion to take a given course of action. Examples of items addressed include schedules, uniforms, time badges, CCPRC ID Cards, performance and evaluations, record keeping, disciplinary action, employee benefits, and customer service expectations. The manual is distributed and must be read prior to any part-time/seasonal staff beginning work. The staff member is required to sign a form stating he/she has read and understands all items covered in the manual. The signed form is filed in the employee’s personnel record.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Facility: _____



SECTION A - QUALIFICATIONS FOR LIFEGUARD EMPLOYMENT

1. Must complete a standard application for employment with Charleston County Park and Recreation Commission.
2. Must be at least 16 years of age.
3. Candidates must produce the signed CCPRC Physician's Certification prior to participating in any training.
4. Candidates must successfully complete a physical fitness test to include, but not limited to:
 - a. 500 meter (550 yards) pool swim in 9 minutes or less
 - b. 500 meter (550 yards) ocean swim in 10 minutes or less
 - c. One mile track run in 7:45 minutes or less
 - d. One mile beach run in 8:00 minutes or less
5. Candidates must successfully complete all scheduled pre-season training sessions.
6. Candidates will be interviewed by the Facility Management. The purpose of this interview is to evaluate an individual's maturity level, related work or other experience, and the ability to communicate and demonstrate job-related knowledge. The interview will be conducted without regard to race, sex, color, creed or national origin, marital status, and physical or mental disability that does not relate to the ability to perform the duties of the position.
7. *A copy of all certifications and training course records must be on file with Charleston County Park and Recreation Commission prior to the first day of duty.*



CHARLESTON COUNTY PARK AND RECREATION COMMISSION
POSITION DESCRIPTION
Aquatics Aide – Ocean Rescue

General Statement of Job

Under the direct supervision of the Safety Program Manager and Coordinator, the Aquatics Aide (AA) organizes and directs United States Lifesaving Association (USLA) training. The AA is responsible for an on-going water safety conditioning and drill plan and for a rescue-training program, in conjunction with the Ocean Rescue Lifeguard Supervisors, as required by Charleston County Park and Recreation Commission and the USLA. Performs related work as required. This position is seasonal and requires early morning/late night, weekend, and holiday work.

Specific Duties and Responsibilities

The AA must have a thorough understanding of all open water lifeguard duties as well as all training materials and educational information implemented by CCPRC. (Refer to “Ocean Rescue Lifeguard Position Description” for a complete listing of lifeguard duties).

- Assist the Safety Program Manager and Coordinator and designated park staff in the training of the Ocean Rescue Lifeguard Supervisors.
- Assist with planning and implementing USLA training for new and returning guards.
- Participate in all scheduled in-service training and, in some instances, lead the training.
- Assure that all paperwork is being completed in a neat and timely manner.
- Complete incident reports when required.
- Conduct on-site training and auditing on a rotating basis at all ocean access parks. This includes assisting with observing and signing off on lifeguard’s required training.
- Work with the Ocean Rescue Lifeguard Supervisors to assure the condition and cleanliness of all lifeguard and lifesaving equipment.
- Plan and conduct in-service training drills for physical fitness and emergency procedures.
- Submit weekly, a written report to Safety Program Managers on all training, indicating number of hours, subjects covered and participants.
- Assist in and direct others in proper first aid and lifesaving procedures.
- Act as liaison between lifeguard staff, Management and Safety Program Manager and Coordinator.
- Assist full-time Management with writing disciplinary action reports on lifeguards who violate Charleston County Park and Recreation Commission and USLA policies and procedures. If a full-time supervisor is not available when the violation occurs, the AA will notify the acting supervisor and contact the full-time supervisor.
- Take an active role in the planning and implementation of the Junior Lifeguard Program, and understand that additional working hours may be required during this time.
- Coordinate competition trainings and selection of team.



Required Knowledge, Skills, and Abilities

- Produce the signed CCPRC Physician’s certificate prior to participation in any training
- Candidates must successfully complete a physical fitness test to include, but not limited to: 500 meter (550 yards) pool swim in 9 minutes or less, 500 meter (550 yards) ocean swim in 10 minutes or less, one mile track run in 7:45 minutes or less and one mile beach run in 8 minutes or less and maintain required fitness level throughout employment
- Satisfactorily complete in-house United States Lifesaving Association curriculum
- Ability to function outdoors in a wide range of weather conditions
- Ability to provide outstanding customer service to our visitors
- Ability to follow instructions effectively and to work with minimum supervision in a responsible and competent manner; to readily accept directions from those in a supervisory capacity; to be able to accept constructive criticism without resentment; and to project good public relations
- Ability to establish and maintain an effective working relationship with fellow employees; deal courteously and firmly with the public; demonstrate good judgment, tact and courtesy, good physical health
- Ability to perform in high stress situations
- Ability to establish professional contact with Public Safety and Emergency personnel
- Ability to make suggestions and share observations
- Ability to pass a criminal background check and drug test
- Maintain a valid vehicle operator’s license and reliable transportation

Minimum Training and Experience

Must be 18 years of age

Successful completion of physical fitness test prior to employment and maintain required fitness level throughout employment

Experience in open water lifeguarding. Experience at the supervisory level preferred

Working Conditions and Physical Abilities

Work is in the outdoor beach environment. Emergency, rescue or first aid situations are of a varied nature which could result in degrees of mental and physical stress.

Must possess a clear speaking voice and the ability to communicate. This position requires a professional demeanor and an orientation towards customer service.

Duty that demands individual to be in the “public eye” for long periods, requiring good communication skills and a professional attitude at all times; includes scrutiny by supervisors via videotape, interview and/or skills tests.



While performing the duties of this job, the employee is regularly required to sit, walk, run and stand; use hands to finger, handle, or feel; reach with hands and arms; speak, hear and see. The employee is occasionally required to stoop, kneel, crouch or climb. The noise level in the work environment is usually moderate.

May occasionally need to lift/move heavy weights.



CHARLESTON COUNTY PARK AND RECREATION COMMISSION
POSITION DESCRIPTION
Ocean Rescue Lifeguard Supervisor

General Statement of Job

Under the direct supervision of Facility Management, the Ocean Rescue Lifeguard Supervisor directs beachfront lifeguarding activities, safety and maintenance of beachfront and other park areas. This position is responsible for the direct supervision of beach lifeguards. The Ocean Rescue Lifeguard Supervisor is responsible for an on-going water safety conditioning and drill program and for a rescue training program as required by Charleston County Park and Recreation Commission and United States Life Saving Association (USLA). This position is seasonal and requires early morning/late night, weekend and holiday work.

Specific Duties and Responsibilities

Example of Duties:

- Responsible for the overall safety of visitors using the facilities
- Responsible for the conduct and performance of the lifeguards
- Ability to conduct in-service training, physical conditioning drills, rescue and emergency procedure drills
- Supervise and assist lifeguards in the performance of their duties
- Provide first aid and emergency medical aid to visitors and respond to other emergencies as needed
- Responsible for the condition, cleanliness and safety inspections of all lifeguard and lifesaving equipment
- Ability to conduct first aid inventory on a weekly basis
- Submit written or oral reports as needed to include, but not limited to: first aid reports, incident reports and weather condition reports
- Responsible for ensuring accurate compiling and submitting of daily and weekly statistics, training reports, and equipment checks.
- Responsible for ensuring that all lifeguards meet or exceed weekly USLA training requirements.
- Ensure that all activities and operations are conducted in accordance with established procedures and policies
- Enforce rules, safety regulations and general facility rules for the visitors
- Ensure the health, safety and welfare of park visitors
- Communicate with supervisors and coworkers on a regular basis
- Responsible for the cleanliness and general upkeep of park facilities
- Ability to maintain training requirements
- Respond to special requests, complaints and suggestions from park visitors in an effective manner
- Perform other duties as required



Required Knowledge, Skills, and Abilities

- Produce the signed CCPRC Physician’s certificate prior to participation in any training
- Candidates must successfully complete a physical fitness test to include, but not limited to: 500 meter (550 yards) pool swim in 9 minutes or less, 500 meter (550 yards) ocean swim in 10 minutes or less, one mile track run in 7:45 minutes or less and one mile beach run in 8 minutes or less and maintain required fitness level throughout employment
- Satisfactorily complete in-house United States Lifesaving Association curriculum
- Ability to function outdoors in a wide range of weather conditions
- Ability to provide outstanding customer service to our visitors
- Ability to follow instructions effectively and to work with minimum supervision in a responsible and competent manner; to readily accept directions from those in a supervisory capacity; to be able to accept constructive criticism without resentment; and to project good public relations
- Ability to establish and maintain an effective working relationship with fellow employees; deal courteously and firmly with the public; demonstrate good judgment, tact and courtesy, good physical health
- Ability to perform in high stress situations
- Ability to establish professional contact with Public Safety and Emergency personnel
- Ability to make suggestions and share observations
- Ability to pass a criminal background check and drug test
- Maintain a valid vehicle operator’s license and reliable transportation

Minimum Training and Experience

Must be 18 years of age

Successful completion of physical fitness test prior to employment and maintain required fitness level throughout employment

Experience in open water lifeguarding. Experience at the supervisory level preferred

Working Conditions and Physical Abilities

Work is in the outdoor beach environment. Emergency, rescue or first aid situations are of a varied nature which could result in degrees of mental and physical stress.

Must possess a clear speaking voice and the ability to communicate. This position requires a professional demeanor and an orientation towards customer service.

Duty that demands individual to be in the “public eye” for long periods, requiring good communication skills and a professional attitude at all times; includes scrutiny by supervisors via videotape, interview and/or skills tests.

While performing the duties of this job, the employee is regularly required to sit, walk, run and stand; use hands to finger, handle, or feel; reach with hands and arms; speak, hear and see. The



employee is occasionally required to stoop, kneel, crouch or climb. The noise level in the work environment is usually moderate.

May occasionally need to lift/move heavy weights.



CHARLESTON COUNTY PARK AND RECREATION COMMISSION
POSITION DESCRIPTION
Ocean Rescue Lifeguard

General Statement of Job

Under the general supervision of the Facility Manager, Assistant Manager, or Operations Manager and the direct supervision of the Ocean Rescue Lifeguard Supervisor, the CCPRC Ocean Rescue Lifeguard will perform various duties at beach park facilities operated by the Charleston County Park and Recreation Commission. This is to include, but not limited to, providing information to the public, providing first aid and emergency medical aid, enforcing rules and customer service. This position is seasonal and requires early morning/late night, weekend and holiday work.

Specific Duties and Responsibilities

Example of Duties:

- Diligently watch the water and beachfront to prevent accidents and injuries
- Ensure the health, safety and welfare of park visitors
- Communicate with supervisors and coworkers on a regular basis
- Ability to provide general park information
- Perform required maintenance of safety checks of all lifeguard equipment
- Provide first aid and emergency medical aid to visitors and respond to other emergencies as needed
- Complete neat, concise and accurate written reports on all accidents and incidents
- Ability to maintain training requirements
- Respond to special requests, complaints and suggestions from park visitors in an effective manner
- Responsible for the cleanliness and general upkeep of park facilities
- Ensure that all activities and operations are conducted in accordance with established procedures and policies
- Enforce rules, safety regulations and general facility rules for the visitors
- Perform other duties as required

Required Knowledge, Skills, and Abilities

- Produce the signed CCPRC Physician's certificate prior to participation in any training
- Prior to employment, candidates must successfully complete a physical fitness test to include, but not limited to: 500 meter (550 yards) pool swim in 9 minutes or less, 500 meter (550 yards) ocean swim in 10 minutes or less, one mile track run in 7:45 minutes or less and one mile run in 8 minutes or less and maintain required fitness level throughout employment
- Satisfactorily complete in-house United States Lifesaving Association (USLA) curriculum and maintain certification
- Ability to function outdoors in a wide range of weather conditions
- Ability to provide outstanding customer service to our visitors



- Ability to follow instructions effectively and to work with minimum supervision in a responsible and competent manner; to readily accept directions from those in a supervisory capacity; to be able to accept constructive criticism without resentment; and to project good public relations
- Ability to establish and maintain an effective working relationship with fellow employees; deal courteously and firmly with the public; demonstrate good judgment, tact and courtesy, good physical health
- Ability to perform in high stress situations
- Ability to establish professional contact with Public Safety and Emergency personnel
- Ability to make suggestions and share observations
- Ability to pass a criminal background check and drug test
- Maintain reliable transportation



Minimum Training and Experience

Must be 16 years of age

Successful completion of physical fitness test prior to employment and maintain required fitness level throughout employment

Experience in open water lifeguarding preferred

Working Conditions and Physical Abilities

Work is in the outdoor beach environment. Emergency, rescue or first aid situations are of a varied nature which could result in degrees of mental and physical stress.

Must possess a clear speaking voice and the ability to communicate. This position requires a professional demeanor and an orientation towards customer service.

Duty that demands individual to be in the “public eye” for long periods, requiring good communication skills and a professional attitude at all times; includes scrutiny by supervisors via videotape, interview and/or skills tests.

While performing the duties of this job, the employee is regularly required to sit, walk, run and stand; use hands to finger, handle, or feel; reach with hands and arms; speak, hear and see. The employee is occasionally required to stoop, kneel, crouch or climb. The noise level in the work environment is usually moderate.

May occasionally need to lift/move heavy weights.



CHARLESTON COUNTY PARK AND RECREATION COMMISSION
POSITION DESCRIPTION
Junior Lifeguard Instructor

General Statement of Job

Under the direct supervision of the Safety Program Manager, Safety Program Coordinator, and Aquatic Aide, Junior Lifeguard Instructors (JLI) organize and direct the Junior Lifeguard Program (JLP). JLI are responsible for planning and implementing all sessions of the JLP, in accordance with CCPRC and the USLA. Performs related work as required. This position is seasonal and requires early morning/late night, weekend and holiday work.

Specific Duties and Responsibilities

JLIs must have a thorough understanding of all lifeguard duties as well as educational information implemented by CCPRC. Previous camp counselor experience is preferred. (Refer to “Ocean Rescue Lifeguard Position Description “for a complete listing of lifeguard duties).

JLIs will be expected to:

- Produce a list of all needed program supplies.
- Assist the Safety Program Staff in producing a curriculum for all program sessions.
- Work with Ocean Access Facility Managers to determine any assistance needed with program.
- Provide a schedule for Ocean Access Facility Managers on all times that program or staff will be in the Park.
- Assure the safety of program participants by having all program staff in the water for any water-related activities.
- Coordinate with Park and Program Services in assuring all proper paperwork from participants is received and filed.
- Schedule and implement all pre-testing.
- Respond to all inquiries concerning the Junior Lifeguard Program.

Required Knowledge, Skills, and Abilities

JLIs should have training and at least 1-year working experience in lifeguarding or camp counseling. Must have thorough knowledge and skills in the methods and practices of open-water safety. Prefer previous working experience with children ages 10 and up. Must be honest, mature, dependable and able to maintain effective working relationships with fellow employees, supervisors and the general public.



- Minimum requirements: Certification with nationally recognized lifeguarding program and CPR for the Professional Rescuer or the equivalent prior to employment
- Ability to complete and maintain training levels of the United States Lifesaving Association (USLA) open water lifeguard training.
- Ability to supervise others effectively.
- Ability to follow instructions and to work with minimum supervision in a responsible and competent manner; to readily accept directions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations.
- Ability to prepare neat and complete reports as required.
- Ability to obtain membership with the United States Lifeguard Association (USLA).

Minimum Training and Experience

Education equivalent to a High School diploma preferred. Experience in open water lifeguarding and camp counseling preferred.

Must be 18 years of age

Working Conditions and Physical Abilities

Work is in the outdoor beach environment. Emergency, rescue or first aid situations are of a varied nature which could result in degrees of mental and physical stress.

Must possess a clear speaking voice and the ability to communicate. This position requires a professional demeanor and an orientation towards customer service.

Duty that demands individual to be in the “public eye” for long periods, requiring good communication skills and a professional attitude at all times; includes scrutiny by supervisors via videotape, interview and/or skills tests.

While performing the duties of this job, the employee is regularly required to sit, walk, run and stand; use hands to finger, handle, or feel; reach with hands and arms; speak, hear and see. The employee is occasionally required to stoop, kneel, crouch or climb. The noise level in the work environment is usually moderate.

May occasionally need to lift/move heavy weights.



LIFEGUARDING SPECIAL EVENTS

CCPRC ocean rescue lifeguards, as a part of their employment, may be scheduled to lifeguard certain special events that contain a swimming or aquatic element, such as the Sprint Triathlon Series and other local aquatic events.

Hours worked during these events will be monitored and added to each lifeguard's weekly time.

Lifeguards, while on duty during these events, are expected to follow all policies and procedures, rules of conduct and responsibilities contained in the Aquatics Manual.



UNITED STATES LIFESAVING ASSOCIATION (USLA)

Training and Certification

The USLA is the governing body and authority for open water lifesaving and beach management.

“USLA maintains the only certification program for beach lifeguard agencies. The program’s goal is to ensure that adequate, consistent levels of beach safety are maintained at beaches throughout the United States. Under this program, USLA has developed and published minimum recommended training and employment standards for beach lifeguards. Beach lifeguard agencies which conform to these minimum recommended standards may apply to USLA for certification of their compliance. Once certified by USLA, beach lifeguard agencies may certify lifeguards they train as having successfully completed a USLA certified course.”

Ocean rescue lifeguards are required to pay for their initial training course which includes *The United States Lifesaving Association Manual of Open Water Lifesaving*, course completion card and USLA membership. This cost is required to be paid at the employee’s initial training, at which time a receipt will be issued making the employee eligible to participate in the required training program.

The manual is like no other lifeguarding manual. We consider this manual to be the definitive guide to procedures, beachfront operations and training distinct to an open water lifeguard’s occupational environment.

Ocean rescue lifeguards are required to complete 48 hours of on-site training in USLA open water lifesaving and first aid skills prior to officially working. **Completion of this training is mandatory and is a condition of employment.** Upon successful completion of all training, lifeguards will receive a USLA course completion card.

Any lifeguard who fails to make him/herself available for this training within a reasonable amount of time after hire, or, who is absent for scheduled trainings will be subject to disciplinary action or possible dismissal.

Membership

CCPRC ocean rescue lifeguards are required to obtain membership with the USLA. Membership includes *eligibility* to participate in Regional and National competitions, attend Regional and National meetings, a subscription to American Lifeguard Magazine and access to www.usla.org. Cost for membership is included in the course fee and is required to be paid at the employee’s initial training.



SECTION B - WORKING CONDITIONS

UNIFORMS

Lifeguard Uniforms

Lifeguard uniforms are designed to assure easy and quick recognition by visitors. For this reason, the lifeguard emblem must be displayed at all times. Therefore, additional clothing that obstructs the view of lifeguards' identification insignias will not be worn. Females have the option of wearing CCPRC provided cover shorts. These are not mandatory, however are the only cover shorts allowed to be worn with the uniform. ***Lifeguard uniforms must be worn as issued with no alterations.***

CCPRC will pay for the employee's required base uniform. The base uniform will consist of 2 swim suits, 1 pair of cover shorts (female only), 3 t-shirts, 1 rash guard, 1 hat, 1 jacket, 1 water cooler, 1 whistle/lanyard, 1 fanny pack, 1 seal easy mask, and one pair of fins. Any additional or replacement items will be available for purchase to the employee at full price.

Lifeguards are required to provide a wristwatch, (not allowed are watches that can send and/or receive messages or access the internet) and a pair of quality sunglasses. Long hair must be tied back or otherwise secured prior to going on duty. The only acceptable jewelry is the required watch. No other jewelry is permitted.

WEARING LIFEGUARD UNIFORMS WHILE OFF DUTY OR AS A GUEST AT ANOTHER FACILITY IS STRICTLY PROHIBITED



Sun Protection Procedure

Skin cancer is the fastest growing form of cancer in the United States with over 3.5 million new cases diagnosed each year. It's widely known that protection from the sun's rays could prevent about 90% of all skin cancer cases. Youth are the most at risk for overexposure and have the highest rates of disease due to overexposure before the age of 18. Protection includes covering up, seeking shade, using sunscreen properly, and avoiding staying outside too long during peak sun hours.

Lifeguards' uniforms - tee shirt/rash guard, hat, sunglasses - along with issued sunscreen, provide barriers to the sun and other elements. Sitting under an umbrella is another form of protection.

Ocean rescue lifeguards will adhere to the following minimum standards for sun protection:

Required Sun Protection and Personal Lifeguard Items

	Lifeguard Stand	Between Stands	Beach Rover (includes shallow water)	Water Rover (on board/kayak or wading)	Break	Training Run	Training Swim/Board /Kayak	PWC
SPF 30 Sunscreen	X	X	X	X	X	X	X	X
Sunglasses	X	X	X	unless on board/kayak	X	X		
Hat	X	X	X	X	unless shaded			Helmet
T-Shirt/Rash Guard/Jacket	unless shaded	X	X	Rash Guard encouraged	unless shaded	Shirt encouraged	Rash Guard encouraged	Rash Guard encouraged
Shaded by umbrella	when in use							
Whistle	X	X	X	X	X	X	X	X
Watch	X	X	X	X	X	X	X	X
Fanny Pack	X	X	X	X	X			
Rescue Buoy	X	X	X	unless on board/kayak	X		Swim	X
Radio	X	X	anytime available		anytime available			
Life Jacket				Kayak			Kayak	X

Lifeguards will be required to properly wear the issued uniform and comply with the hairstyle and jewelry policy and the sun protection policy at all times while on duty. Any refusal, misuse or alteration without prior approval of park management will be treated as insubordination and will result in disciplinary action.



LIFEGUARD DAILY ROUTINE

The following is a general schedule of duties that will be monitored by the Lifeguard Supervisor and is expected to be adhered to daily.



1. Clock in at assigned time. Be punctual.
2. Check in with Facility Management and Lifeguard Supervisor.
3. Perform water, beachfront, rescue equipment, first aid equipment and vehicle checks noting conditions, currents, winds, tides, improperly working or unaccounted for equipment. Stock first aid kit if necessary.
4. Transport to beachfront, and set up, proper signage, rescue and first aid equipment. This includes:
 - a. all kayaks and PFDs, rescue boards, spinal boards, and other rescue equipment transported daily and stationed on the beachfront at lifeguard stands for the duration of operating hours.
 - b. all lifeguard stands equipped and manned by the beginning of the shift, daily. The only exception is severe weather.
 - c. Guards must be at least age 18 years of age to drive PRC vehicles, including; Gators, Club Cars, ATVs, trucks, PWCs, etc.
5. Participate in scheduled in-service training as prescribed by acting supervisor.
6. Communicate beachfront and water hazards and conditions to the Gatekeeper and Facility Management. Update conditions and hazards throughout the day with the same personnel.
7. Follow assigned rotation schedule to ensure coverage of the water and safety of patrons.
8. Participate in assigned/scheduled conditioning and drills.
9. At end of last shift, notify visitors of swimming area and park closing by one long air horn or whistle blast, accompanied with waving the red flag *and* verbal communication to remaining patrons. Assist Management with clearing park of remaining visitors.
10. Lifeguard Supervisor completes all required paperwork, including logbook and rescue report. If the Lifeguard Supervisor is not present, another lifeguard will be assigned the job. The Lifeguard Supervisor is ultimately responsible for all paperwork being completed.
11. Collect trash, lost and found articles (to Management); transport, clean and store equipment and vehicles; move and lay down lifeguard stands well above high tide mark.
12. Perform equipment and first aid closing check. Restock first aid kits as needed and report any broken/missing equipment.
13. Check with Management for any remaining duties.
14. Clock out.



LIFEGUARD STAFF LEVELS, ROTATIONS, AND BREAKS

Ocean Rescue Lifeguard Preferred Minimum Staffing Levels

*The staffing levels listed below are the preferred minimum to operate with all lifeguard rotations covered under normal conditions. In instances of severe weather or larger than normal attendance, minimums can be increased. If the minimum can't be met, management should contact Safety Staff to determine how to provide adequate coverage.

Beachwalker Park will carry seasonal staff of up to 8 lifeguards. Managers should base their schedules on the following minimum staff levels:

- May and September weekends, August weekdays: 3 lifeguards (can include lifeguard supervisor).
- June, July weekdays and weekends, August weekends: 3 - 4 lifeguards (can include lifeguard supervisor).
- Holidays: 4 lifeguards.

Folly Beach will carry a seasonal staff of up to 45 lifeguards. Managers should base their staff schedules on the following minimum staff levels:

Folly Beach County Park

- May and September weekends: 3 lifeguards.
- June, July weekdays and weekends, August weekends: 5 lifeguards.
- Holidays: 5 lifeguards.
- August weekdays: 4 lifeguards

Folly Beach Pier

Memorial Day, July 4th and Labor Day weekends: 12 lifeguards

- June, July and August weekdays: 9 lifeguards; weekends: 10 lifeguards

Isle of Palms County Park will carry a seasonal staff of up to 15 lifeguards. Managers should base their staff schedules on the following minimum staff levels:

- May and September weekends: 4 lifeguards.
- June, July and August weekdays: 4 lifeguards; weekends: 5 lifeguards.
- Holidays: 5 lifeguards.

* Weekly lifeguard supervision in August will be curtailed once Charleston County Schools go back in session.



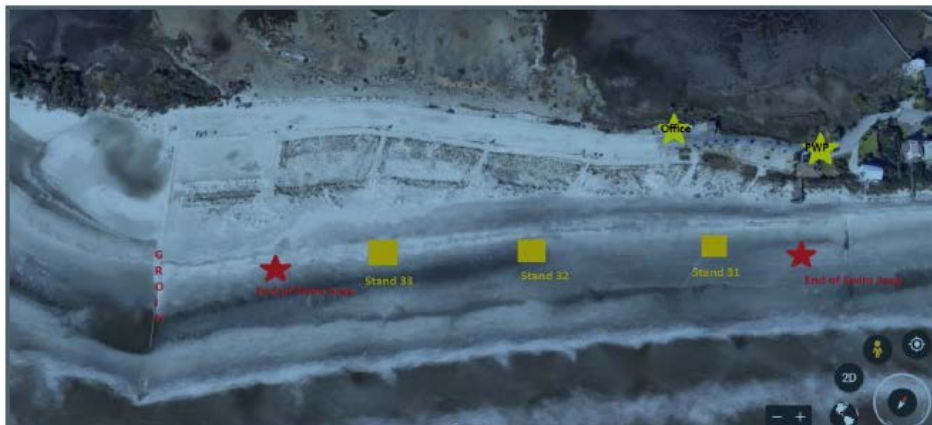
Swimming Areas

Following is a list of the swimming areas at each facility. Regardless of crowd levels, the swimming area will always remain the same and “End of Swimming Area” signs will be placed in the same position every day. Coverage may then be adjusted due to crowds, water conditions, and/or inclement weather by adding rovers. The yellow squares indicate where lifeguard stands are placed and the red stars indicate the guarded swimming areas.

The Beachwalker swimming area is approximately 175 yards. The guarded area begins to the East (left) of the boardwalk. The guarded area ends to the West (right) at the “Dangerous Currents” sign.



The Folly Beach County Park swim area is 500 yards. The swim area begins at the Pelican Watch Shelter to the East and ends to the West at the end of the fenced parking lot, marked by a “Dangerous Currents: No Swimming Beyond This Point” sign on the beach. The swim area ends approximately 150 yards before the groin.



The swim area at the Folly Beach Commercial District is approximately 850 yards, with a break of 200 feet on either side of the pier designated as “No Swimming” zones. The guarded area begins at 2nd Street East and extends to 3rd Street West.



The Isle of Palms guarded area is approximately 115 yards. This swimming zone begins at the handicap boardwalk (200 feet from the pier) and ends before the houses to the North. There is no swimming or surfing allowed between the swim area and the pier.



Lifeguard Rotations

There will be no break or delay in the supervision of the areas of responsibility during rotations. Only changes in orders or special instructions should be exchanged between rotating lifeguards.

Lifeguards will follow a 45 minute rotation at each position, as outlined by the Lifeguard Supervisor or Manager on Duty.

Lifeguard Scanning

When scanning, or watching the water, the lifeguard's head should be in constant movement and posture should be "rescue ready." The head should be visibly moving up and down and from side to side in order to ensure that all blind spots are being addressed and covered. The lifeguard should be sitting up or standing, with their whistle, flag, and radio (when possible) organized so as to be able to respond to an emergency and communicate the needs of said emergency at all times.

While holding a position that monitors patrons in the water, lifeguards will utilize two scanning strategies – the 30/120 Rule and the 5 Minute Strategy - to ensure appropriate coverage. The 30/120 Rule states that a lifeguard must visually cover every part of the assigned water in no more than 30 seconds, and be able to reach any area of the water in under 120 seconds (2 minutes). The 5 Minute Strategy calls for lifeguards to change their posture, perspectives, and scanning pattern every five minutes. The objective is to help lifeguards stay physically more aware by promoting a higher respiratory rate and to help them stay mentally more alert by changing the mental and physical process every five minutes.

Rotation Conduct

The incoming lifeguard takes a position next to the stand, facing the water and observes the area of responsibility for that stand. When (s)he is aware of the ongoing activity (s)he signals the lifeguard in the stand who can then climb down. Once on the beach, the outgoing lifeguard takes a position next to the stand, facing the water and scans the water while the incoming lifeguard ascends the stand. Once in the stand, the new lifeguard is responsible for the area and signals to the outgoing lifeguard that the area is covered.

When rotating to a roving position, the incoming lifeguard will approach the rover and while both are facing the water exchange equipment and any pertinent information. If it is a water rover position, the water rover will return to shore at the appropriate time to rotate and watch the water while they wait for their relief. *Rovers should not approach the lifeguard stand to wait for their replacement.*

Relief breaks will be scheduled into the rotation and should allow for the supervision of all areas during relief periods. Lifeguards cannot leave the area except for training, sudden illness, scheduled breaks or emergencies.



Positions

POSITION	DUTIES
LIFEGUARD STAND	<ul style="list-style-type: none"> • Watch beach and waterfront • Prevent accidents • Maintain radio contact • Administer first aid
BEACH ROVER	<ul style="list-style-type: none"> • Be aware of hazards/conditions • Carry radio • Patrol edge of water • Be aware of small children • Monitor swimming area • Customer relations
WATER ROVER	<ul style="list-style-type: none"> • Keep swimmers within safe distance to shore- chest deep • Paddle rescue board/kayak through swimming area-past deepest swimmers • Be aware of hazards/conditions • If kayak patrol, wear PFD
TRAINING	<ul style="list-style-type: none"> • Complete minimum weekly training as outlined by the USLA • Ensure that there is always complete beach coverage prior to leaving the park for any long-distance training
BEACH PATROL	<ul style="list-style-type: none"> • Patrol Beachfront • Collect Litter, Lost/Found Items • Promote Beach Safety • Report Hazards • Enforce Park Rules • Customer Relations
LUNCH BREAK	<ul style="list-style-type: none"> • Guards receive 1 lunch break where they must clock out for at least 30 minutes but no more than 45 minutes.

All designated positions will be equipped and manned at the beginning of the shift **daily**, the only exception being severe weather.

A rotation cycle includes all positions, giving each lifeguard a variety of duties and responsibilities, contributing to higher levels of alertness and attentiveness. The position rotation and break schedule will be determined by the Lifeguard Supervisor or Park Management.

There will be no more than one lifeguard assigned per stand unless management deems it necessary. All attempts will be made to provide maximum coverage of the swimming area.



The following chart details equipment requirements for each station:

	Flags	Binoculars	First Aid Kit/Water	Clip Boards w/reports	Radio	Rescue Cans	Rescue Board	Buoy	Umbrella	Kayak	Backboard Equipment
Main Stand	X	X	X	X	X	X	X	X	X	X	X
Other Stands	X	X	X	X	X	X	X		X		

SAFETY

Safety is expected to be a prime objective of all personnel. Responsibility for the welfare of facility guests cannot be delegated or evaded. It is the responsibility of Park Management, lifeguard supervisors and other supervisory personnel to assure that public safety is upheld through efficient assigning of lifeguard personnel.

Rule Enforcement

A lifeguard's prime responsibility with Charleston County Park and Recreation Commission is water safety, not law enforcement. The following steps will be taken to effectively coordinate safety regulations by the lifeguard and law enforcement by local police departments:

- politely inform visitor of the rule being violated. Explain why the rule exists.
- if he/she persists in the violation, request assistance from Park Management who will in turn request police assistance if necessary.



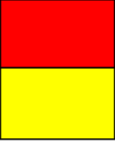


Lifeguards must avoid considering themselves to be law enforcement agents. Not only does it extend well beyond the scope of assigned duties, but it also draws the lifeguard's attention away from her/his primary area of responsibility - the water.

Communications Systems

Flag System:

A flag system has been incorporated at CCPRC guarded beach facilities in order to serve as a means of communication between visitors and the lifeguard staff. The flags, which are color-coded, are prominently displayed on each lifeguard stand and at boardwalks to the beach to indicate whether safe or unsafe swimming and oceanfront conditions exist. The color code is as follows:



	USE CAUTION	Rough Water or Possible Dangerous Sea Life
	NO SWIMMING	Dangerous Currents, Severe Storms, or Lightning. Emergency Situations. Possible Dangerous Sea Life.
	DESIGNATED SWIMMING AREA BETWEEN FLAGS	
	MARINE PESTS PRESENT (e.g. jellyfish, stingrays, Portuguese man-o-war)	This is not Intended to be Used to Notify the Presence of Sharks. Will fly in conjunction with either the red or yellow flag.
	SURFBOARDS & OTHER NON-POWERED WATERCRAFT ARE PROHIBITED	This is used at the FBCD to signify the end of the surfing area.

The Lifeguard Supervisor or Facility Manager will determine the condition of the beach and swimming area daily and indicate what color flag will be displayed. Should conditions change during the day, the color flag will be changed if the situation warrants.

Flag changes will be made with approval of Lifeguard Supervisor or Facility Manager. Lifeguards will notify Gatekeeper and Facility Management of any flag and/or condition changes due to weather, water conditions or accident so guests may be informed.

Radios:

The beach facilities are equipped with a fleet of walkie-talkie style radios. Each lifeguard stand, rover and guard on break should have a radio or be within earshot of radio transmissions. In the event of a rescue, drill or other emergency, Managers and guards on rove or break will be alerted to a “Rescue” call and respond to the area in need immediately. Gate Attendant can be alerted to call for Police, Fire or EMS backup, if needed.

In the event of National Weather Service severe weather alerts, the Gate Attendant should notify lifeguard staff via radio, and vice versa - lifeguards will regularly update the Gate Attendant as to current beachfront conditions.



Lifeguard-assigned radios should always be kept in waterproof radio bags during operating hours, then taken out of the bags at the end of the day, turned off and returned to their respective charging bases.

Any radios not transmitting or receiving properly should be immediately reported to Facility Management and Lifeguard Supervisor. Any charging bases not working should also be reported.

All radios must be kept on assigned facility talk group at all times. Scanning or monitoring any talk group other than the facility’s assigned talk group is prohibited.

(Refer to Seasonal Employee Handbook for Additional Radio Procedures)

Airhorn and Whistle Signals:

Lifeguards’ whistles are not only part of the required uniform and, therefore, to be worn at all times while on duty, but, they are also an integral part of the park’s communication system. Whistles are the lifeguards’ primary method of communication with patrons at the park. In the event that a whistle cannot be heard, an airhorn will serve the same purpose with louder results.

The following signals are integrated into CCPRC ocean rescue emergency action plans:

ONE SHORT BLAST	Gets Attention Of A Guest
TWO SHORT BLASTS	Attention Of A Staff Member
THREE SHORT BLASTS	Activate Emergency Action Plan
ONE LONG BLAST	Clears The Water

Equipment Signals:

Lifeguards will always have their rescue tube/buoy with them while on duty and should know the following equipment signals:

RESCUE TUBE HELD HORIZONTALLY OVER HEAD	Situation Under Control
RESCUE TUBE HELD VERTICALLY OVER HEAD	Need Assistance
RESCUE TUBE TWISTING SIDE TO SIDE	Emergency – Possible Spinal Injury Or Resuscitation Case Need



Arm Signals:

The following arm signals are USLA Approved and will be used, as needed, as a part of CCPRC Ocean rescue emergency action plan:

FINGERS TOUCHING OVERHEAD FORMING A LARGE CIRCLE W/THE ARMS	SITUATION UNDER CONTROL
ONE ARM RAISED STRAIGHT UP	ASSISTANCE NEEDED
ONE ARM WAVING SIDE TO SIDE	RESUSCITATION CASE NEEDED OR POSSIBLE SPINAL INJURY
ARMS CROSSED OVER HEAD	SUBMERGED SWIMMER



Emergency Procedures for CCPRC - Ocean Access Parks

The following is meant to be a general outline in an emergency situation. On-site drills at facilities will be conducted on a regular basis in order to allow all staff the opportunity to become accustomed to responding in emergency situations. Through this training, employees will also become familiar with all forms of the facility's communication system and understand the peculiarities of each situation.

SWIMMER SIGHTED IN DIFFICULTY	Lifeguard sighting victim radios their current location, the phrase "rescue, rescue," and the location of the swimmer. If no radio is available, the guard will utilize a whistle.
LIFEGUARD STAFF ALERTED	Guard closest to victim attempts to rescue, aided by Rover. Another guard should immediately move to cover that stand. (Main stand remains manned at all times to maintain visual contact with victim and radio contact with Management and Gate Attendant. Management will call for EMS if needed.)
MAIN STAND MAINTAINS VISUAL CONTACT	The guard in the main stand will maintain visual contact with the victim and will show their location by pointing with a flag or rescue tube. An additional guard and/or member of management staff should continue scanning the swimming area to ensure the safety of other swimmers.
VICTIM IS CONTACTED	Upon reaching the victim, the rescuing guard will signal to main stand if the situation is under control or if (s)he needs back-up. The guard on main stand will motion back, mirroring the rescuer's arm signal, to show message received, and act accordingly.
VICTIM REMOVED FROM WATER	Treated accordingly until EMS arrives. BLS administered using Universal Precautions.
SEVERITY OF SITUATION	If BLS is necessary or there is another major emergency which prohibits lifeguards from returning to their position, the water must be closed via one long whistle blast and red flags displayed. Gate Attendant alerted to closure. Remaining guards keep water clear and exercise crowd control.
REPORTING INCIDENT	All serious accidents will immediately be reported to Safety Program Staff, Assistant Director and/or Director of Parks at their office, home or cell phone, without exception. Management will complete Incident/Accident reports as soon as possible. Staff will refrain from talking to the media, referring all questions to the Manager.



Guidelines for Missing Persons

Training and procedures for Missing Persons can be found in [Appendix A](#) in the back of this manual.

Guidelines for Suspected Drowning Procedures

Suspected drowning procedures shall be followed if a staff member or lifeguard is given information **from a credible witness or has credible information** that someone has submerged in the water.

- 1) Activate the facility emergency action plan and clear the water immediately.
- 2) The Manager on Duty (MOD) shall call or designate a staff member to call 911 for emergency response.
- 3) The MOD shall call or designate a staff member to call the Safety Program Manager and/or the Safety Program Assistant Manager as soon as possible.
- 4) The oxygen bag and AED will be brought down to the beach.
- 5) Lifeguards prepare for a water search and place a marker buoy at the last seen point in the water.
- 6) One lifeguard or manager will maintain a visual of the last seen point from the lifeguard stand closest to the area where the victim was last seen.
- 7) Continue the search until the person is located or the search is called off by the appropriate coordinating agency.
- 8) No one other than a certified lifeguard employed by CCPRC shall participate in a deep-water search.

See [Appendix A](#) for missing person procedures

Shallow Water Search

- 1) Notify Police, EMS and Rescue Squad.
- 2) Clear swimming area and display red flags.
- 3) Staff person remains with reporting person throughout search.
- 4) Display red flag and clear swimming area until such a time when guards are able to resume their positions.
- 5) Divide the area.
- 6) Begin at the point the victim was last seen.
- 7) Lifeguards, volunteer aides and extra staff stand shoulder to shoulder in a line shuffling feet along the sand bottom in shallow water, not to exceed chest depth. Non-lifeguard staff should always be at the shallow end of the line.
- 8) Be courteous and polite, but do not answer questions to press, media or public. All inquiries should be referred to Park Management or PRC Headquarters.
- 9) Continue the search until person is located or search is called off by the appropriate coordinating agency.



DEEP WATER SEARCH

- 1) Notify Police, EMS and Rescue Squad.
- 2) Clear swimming area and display red flags.
- 3) Staff person remains with reporting person throughout search.
- 4) Begin search at point victim was last seen; lifeguards may use witnesses to help establish last seen point, even putting a lifeguard in that area to help pinpoint; once this point is established, mark it, either with a marker buoy or using cross-bearing landmarks on the beach.
- 5) Only currently employed CCPRC lifeguards should participate in a deep-water search.
- 6) Develop search pattern in relation to water conditions and USLA search procedures.
- 7) Spare guards, aides or other park staff should assist with keeping visitors out of the water during the search.
- 8) Lifeguards involved in a deep-water search will remain cautious of currents and conditions and will firstly protect themselves and their fellow guards during the search.
- 9) Lifeguards will deal professionally with all outside Rescue and Emergency personnel called to the area.
- 10) Continue the search until person is located or search is called off by the appropriate coordinating agency.

In the event of a suspected drowning, Police, EMS and Rescue Squad or any combination of these will be responders to the site.

Cooperation with Public Safety and Emergency Personnel at this stage is stressed. In most cases, an arriving Emergency Response agency will establish an Incident Commander to whom PRC lifeguard staff should report, share all details and information and take direction for continuing search.

*PRC Headquarters, Director /Assistant Director of Parks, Safety Program Staff notified.



ENVIRONMENT

Lifeguard awareness of daily weather conditions will provide facility guests with a safer place to swim. Lifeguards should clear the swimming area and/or beachfront *before* unsafe conditions exist.

Lightning Safety Plan/Severe Weather

Certain employees, based on their positions, will have access to a weather app on their phones and will be alerted at times when severe weather is approaching. At each stage in the alert system, there are actions that need to be taken in order to keep our guests and staff informed and safe.

At each stage in the alert system, staff will take action in order to keep our guests and staff informed and safe. **In this system, if lightning is seen or if a weather notification is received, look at the weather app or radar to determine the location of the lightning.**

Daily Routine: Manager on duty (MOD), Program Leader or their designee, will check the weather forecast and weather conditions should be continuously monitored for any changes.

Alert Stage One: Lightning is detected by weather app or radar within 15 miles. At this time MOD, Program Leader or their designee, will check the radar to determine the direction and intensity of the storm. The weather app notification alone at this stage does not warrant closure of a facility, but should be used as a tool for advance warning. Depending on the direction of the storm, the MOD could initiate the following:

- If the storm is not moving toward the site and there has been no lightning sighted, the MOD or Program Leader makes the decision on what steps to take towards closing a facility, discontinuing/modifying a program or suspending outdoor work assignments. The area could be on the very edge of a storm moving past and no action is needed.
- If the storm is moving toward the site, the MOD or Program Leader needs to start warning staff and the public about the chance of severe weather. The MOD and/or the Program Leader will also make decisions about what steps to take towards closing a facility, discontinuing/modifying a program or suspending outdoor work assignments. The area could be on the very edge of a storm moving quickly towards the site and definite action is needed.
- Staff will be advised and should be prepared to close the facility. If conditions allow, all guests (Day Park, Shelter, fishermen, beach goers, etc.) should be informed of the weather situation. It should be strongly suggested that customers start making a plan to seek safe shelter, preferably in their vehicles.
- Staff working in outdoor settings should have a plan on how to get to a safe site if necessary.

Alert Stage Two: Lightning is detected by weather app or radar within 12 miles. At this time the storm is moving closer to the area and all staff should be alerted to prepare for closure and the suspension of outdoor work assignments Staff should try to give all patrons another update



on the severe weather conditions and they should be prepared to evacuate the facility and seek safe shelter. If conditions allow:

- Boat and Bike renters should be told to turn in their equipment. Staff should be prepared to turn off water play areas and showers where applicable.
- Staff working in outdoor settings should be prepared to execute their plan to get to a safe site.
- All programmers engaged in programs outdoors should be prepared to direct program participants to find shelter. It may be possible to move program participants to a safe site and continue the program in some altered form. At the programmer's discretion, it may be advisable to begin moving patrons to a safer area such as when a program is far away from a safe site.

Alert Stage Three: Lightning is detected by weather app or radar within 8 miles.

- All outdoor activities and work assignments should be suspended. Attempts will be made to notify park and program patrons of the dangers of severe weather while maintaining staff safety.
- At the water parks, all patrons must exit the facility and seek shelter in their vehicles if time allows. If time does not allow, patrons should seek shelter in the bath house.
- At the guarded beach areas, staff should close guarded water and display the red flag. Staff should exit beach and advise patrons to seek shelter in their vehicles or other safe sites. The showers will be turned off to facilitate moving patrons to safety.

Reopening Facilities and Resuming Activities and Outdoor Work Assignments: The weather app is set for a 30 minute "all clear" alert that will definitively let the MOD or Program Leader know when lightning is out of the area based on NWS/NOAA standards.

Activities may be resumed 30 minutes after the last lightning strike within 8 miles, the weather app indicates "all clear", or at the discretion of the MOD (no sooner than 30 minutes). Program Leaders can resume programs if possible. If there is more lightning moving towards the site, resuming normal operations is not advised.

For patrons questioning the closing of facilities or discontinuing/modifying a program, refer them to the NWS (National Weather Service), NOAA and NLSI (National Lightning Safety Institute) who are experts in climatology.

Terms and Definitions:

Outdoor Work Assignments include but are not limited to, onsite meetings, maintenance tasks, event related tasks, or any job function in which staff are required to be outside.

Safe sites include fully enclosed all-metal vehicles (a school bus is an excellent example – avoid touching metal inside the vehicle); permanent, substantial buildings and designated metal shelters.

Unsafe sites include proximity to all metal objects, such as power poles, fences and gates, light poles, metal machinery, electrical equipment, hauling machinery and radio equipment; water and all open areas such as sports fields and beaches; unprotected open buildings like picnic pavilions, tents and rain shelters; open vehicles like open farm tractors, open constructions



vehicles, riding lawnmowers, convertibles and cars with fiberglass or plastic shells, and golf carts.

In all cases when the swimming area is closed due to threatening weather, the shower area will also be closed. Signs will be placed in the shower area informing guests of this policy. Showers will be turned off when possible.



Waterspouts

These “mini tornadoes” over the water may appear during unstable weather and stormy conditions. Should a waterspout(s) be spotted the Lifeguard Supervisor or Park Management will close the swimming area immediately. Lifeguards will sound one long blast on the airhorn or whistle and display the red flag. Weather conditions will be monitored closely on the beachfront and on the Weather Radio. Lifeguards and staff will advise guests of weather alerts and advise them to seek shelter.

NOTE:

Waterspouts should be reported to the National Weather Service at 843-744-3207.

Ocean Currents

All CCPRC beach parks are, at times and with little warning, host to dangerous ocean currents. Lifeguards should become familiar with the characteristics of their beachfront and swimming area, including such characteristics as sandbars, inshore holes, uneven bottom, recurrent rips, etc.

Lifeguards should not attempt to swim against any current. Swim diagonally across the current. If rescues must be made in hazardous currents, always use equipment such as rescue boards, kayaks, or swim fins. Rescuer should start well up current of the rescue site in anticipation of an exaggerated drift.



Winds

Winds and the resulting wave action can make lifeguarding and swimming difficult. Wind action can reduce visibility, increase waves and aggravate strong currents vastly heightening the danger for swimmers. Lifeguards must be prepared to handle special windy day problems and be alert to the possible need to close the beach or swimming area.



Common Marine Life and First Aid

MARINE LIFE	FIRST AID
<p>JELLYFISH</p>	<ul style="list-style-type: none"> • Remove any tentacles remaining on skin with a rigid object • Apply warm seawater to affected area • Apply icepack to sting area to relieve pain
<p>PORTUGUESE MAN-OF-WAR Identified by bluish, gas-filled float atop the water surface; extensive tentacles; intense pain lasting a couple hours, sometimes days.</p>	<ul style="list-style-type: none"> • Remove any tentacles remaining on skin with a rigid object • Apply hot pack to affected area if tolerated or cold pack to relieve pain • Control shock • Monitor ABC's • Call EMS if needed
<p>STINGRAY Razor sharp, whip-like tail can cause lacerations, punctures around ankles, lower legs, feet; injects venom; very painful</p>	<ul style="list-style-type: none"> • If barb is present in wound, do not remove • Soak wound in hot water (as hot as victim can stand) or apply hot pack • Control bleeding if needed • Control shock • Monitor ABC's • Call EMS if needed
<p>SHARK</p>	<ul style="list-style-type: none"> • Clear swimming area/crowd control • Attempt to assist victim only if it is safe to do so • Control bleeding • Call EMS • Control shock • Monitor ABC'S • Do not speculate or discuss with patrons or the media



SECTION C - DAILY TRAINING AND CONDITIONING

TRAINING REQUIREMENTS

Each summer brings with it the potential for more and more visitors to our beaches, increasing the need for more highly trained and physically fit lifeguard personnel. Requirements for the positions of lifeguards are set to predict on-the-job success and we hire only those individuals who we are confident can fulfill the outlined duties.

The Lifeguard Supervisor and the USLA AA are responsible for initiating and supervising lifeguards' daily training and conditioning. Lifeguards are required to participate in any assigned training and drills as a condition of employment, but at no time will the beach be left unsupervised or under-supervised during operating hours. Training will occur only during off-peak hours and only when there is ample coverage of the beachfront.

The Lifeguard Supervisor, Park Management, USLA AA, Safety Program Manager, or Safety Program Coordinator may conduct announced and unannounced rescue drills in order to maintain a high level of readiness. While on duty, lifeguards will also be subject to scrutiny at any time by these supervisors via videotape, interview and/or skills tests, relative to a risk management program. **Any lifeguard unable to maintain skills at a test-ready level, satisfactorily identify staged drills or to perform skills adequately when called upon to do so, will be subject to disciplinary action and/or termination of lifeguarding duties and responsibilities.** The lifeguard in question will be removed from their position immediately and re-trained on site. Once they are cleared to return to duty, they will be retested within one week. If the lifeguard fails to satisfactorily complete the drill, they will be unable to continue as a lifeguard.

Training drills, along with short review sessions and/or discussions, may include, but not be limited to, the following subjects:

- VICTIM RECOGNITION
- CROWD CONTROL
- SPINAL MANAGEMENT
- CPR
- LEGAL ASPECTS
- SEVERE WEATHER
- DEFENSES, RELEASES, ESCAPES
- FIRST AID
- VICTIM TRANSPORT
- EQUIPMENT USAGE
- EMERGENCY PROCEDURES
- RUNNING SWIMMING
- OTHER PHYSICAL CONDITIONING



In addition, lifeguards are expected to remain in good physical condition and are encouraged to participate in a variety of exercise programs year-round. In-water training should always be done with a partner and a buoy. **In-water training alone, outside the swimming area, or without a buoy is strictly prohibited.** The Lifeguard Supervisor will be responsible for determining the appropriate time and place for conditioning and training activities.

CCPRC has established Training & Conditioning Guidelines for individual lifeguards' in-service training. These are **minimum** weekly standards, to be used as a measuring tool by Management and are not considered to be a goal. Lifeguards on duty will be required to meet these standards, if not exceed them:

RUNNING	NO LESS THAN 5 MI/WEEK
SWIMMING	NO LESS THAN 1600 YARDS/WEEK
ADULT CPR*	TWICE/WEEK (15 mins each time)
CHILD CPR*	TWICE/WEEK (15 mins each time)
INFANT CPR*	TWICE/WEEK (15 mins each time)
BVM, O2 AND SUCTION*	TWICE/WEEK
AED*	TWICE/WEEK
KAYAK	TWICE/WEEK-AT LEAST 1600YDS TOTAL
RESCUE BOARD	TWICE/WEEK-AT LEAST 1600YDS TOTAL
SPINAL	ONCE/WEEK (30 mins)
FIRST AID	ONCE/WEEK

*Items require approved supervisor observation and sign off.

Lifeguards who miss a required in-service training will be required to attend a makeup session. Failure on the part of any lifeguard to fulfill the in-service training requirement will be grounds for suspension and/or dismissal.

Any extra skill work deemed necessary on the part of individual lifeguards will be scheduled on an individual basis and at the discretion of the Lifeguard Supervisor and Management.

The Lifeguard Supervisor is responsible for concise, neat and accurate reports pertaining to all lifeguard training and conditioning records. All completed records will be forwarded to the Manager for approval and, in turn, forwarded to the Safety Program Manager and Assistant Manager for further review and filing.



Additional Training

Personal Water Craft Training (PWC):

There will be an additional training at the beginning of the season for those eligible. You must meet the following requirements:

1. Be at least 18 years of age.
2. Have completed one full season of ocean lifeguarding with a USLA certified agency or have equal applicable experience determined by instructors.
3. Successful completion of PWC Training Course administered by CCPRC.
4. Demonstrate the ability to operate the PWC in various ocean conditions while maintaining professional standards as set forth by CCPRC.

CCPRC has two PWCs that are used at Folly Beach on a rotating basis, unless needed at other facilities. A mandatory monthly PWC training will be conducted after operating hours by the Safety Program Staff and/or Ocean Access Assistant Managers.

Emergency Medical Responder Training (EMR):

There will be an additional medical training during the first part of the season to certify Ocean Rescue Lifeguards as Emergency Medical Responders. Once training and testing is complete, employees participating in the class will be certified South Carolina DOT Emergency Medical Responders. This certification is valid for two years, so returning guards will participate on alternating years. This training is in addition to any and all lifeguard and USLA certifications that are required for employment as an Ocean Rescue Lifeguard.

COMPETITION REQUIREMENTS

There are several opportunities for lifeguards to participate in local, regional and national competitions. The main purpose of the competitions is to promote fitness, camaraderie and lifeguarding. Competing at any of these events is not required – in fact, the competitions are a reward for hard work. Since there are limited spots that are open for these teams, it is necessary that several requirements are implemented. All eligible competitors must have completed the required minimum weekly training. Eligible guards must attend all competition practices. Lastly, however most importantly, all guards wishing to go to competition must present themselves in a professional manner and have a positive attitude. Every effort will be made to take everyone who qualifies under these guidelines, but CCPRC's main priority is to provide adequate lifeguard coverage at our facilities. Guards who wish to attend will need to have an approved leave request from your facility manager.

Participants must realize that they are not only representing themselves at these competitions, but also Charleston County Park and Recreation Commission. Proper behavior is expected at all times.



CONTACT INFORMATION

Beachwalker County Park 843-762-9964	Lauren Keane, Assistant Manager Work Cell: 843-343-9322 Email: lkeane@ccprc.com
Folly Beach 843-762-9516	Emily Day, Asst. Manager Work Cell: 843-614-1073 Email: eday@ccprc.com
Isle of Palms County Park 843-762-9957	Laura Edwards, Asst. Manager Work Cell: 843-614-2011 Email: ledwards@ccprc.com
Headquarters 843-762-8049 or (843) 762-8046	Nikki Bowie, Safety Program Manager Work Cell: 843-609-7908 Email: nbowie@ccprc.com Melissa Peacock, Safety Program Coordinator Work Cell: 843-609-7912 Email: mpeacock@ccprc.com



IMPORTANT 2020 DATES

February 2020 Ocean Lifeguard Open House/Test Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Ocean Rescue Preview – HQ Commission Board Room 6:30pm	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Swim and Run Test-Danny Jones 700pm-830pm	20	21	22 Swim and Run Test- Danny Jones 11am – 1pm
23	24	25	26 Swim and Run Test-Danny Jones 700pm-830pm	27	28	29 Swim and Run Test- Danny Jones 11am – 1pm

Ocean Rescue Preview – All new lifeguard candidates who are interested in the Ocean Rescue Lifeguard positions, please attend this informational session with PRC Management and Safety Staff. The preview will be located at CCPRC Headquarters, 861 Riverland Drive, James Island, SC 29412.

All returning lifeguards who are in good standing with CCPRC will have until February 1 to verbally commit to returning in order to reserve their spot on the roster; all returning lifeguards are still subject to meeting qualifications.



March 2020 Ocean Lifeguard Test Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 Swim and Run Test-Danny Jones 11am – 1pm
8	9	10	11 Swim and Run Test-Danny Jones 700pm-830pm	12	13	14 Swim and Run Test-Danny Jones 11am – 1pm
15	16	17	18 Swim and Run Test-Danny Jones 700pm-830pm	19	20	21 Swim and Run Test-Danny Jones 11am – 1pm
22	23	24	25 Swim and Run Test-Danny Jones 700pm-830pm	26	27	28 Swim and Run Test-Danny Jones 11am – 1pm
29	30	31				

The Ocean Lifeguard Preseason Test consists of a **1 mile** run in **7:45 minutes** or less and a **500 meter** pool swim in **9 minutes** or less. Candidates must be at least 16 years of age and submit a signed waiver to participate. Candidates under the age of 18 must have a parent’s signature to participate. Candidates are responsible for bringing personal items such as running shoes, swim suits, goggles, towel, etc.

*By passing the run and swim tests, candidates become eligible for employment.
Passing the tests does not guarantee employment. A candidate may also re-take the test even after they have passed to improve their times, if so desired.

Testing Location: **Danny Jones Pool** - Outdoor track; 50 meter pool
1455 Monitor St
North Charleston, SC 29405



April 2020 Ocean Lifeguard Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Rookie LG Round Up 1 HQ 4:30-8pm	2 Rookie LG Round Up 2 HQ 4:30-8pm	3	4
5	6	7	8 Rookie LG Training FB 4pm-8pm	9 Rookie LG Training IOP 4pm-8pm	10	11 Rookie School 1 HQ 9am- 5pm
12 Rookie School 1 FBCP 9am- 5pm	13	14	15 CPR JICP Board Room 4pm-8pm	16 CPR JICP Board Room 4pm-8pm	17	18 Surf School 1 FBCP 9am-5pm
19 Surf School 1 FBCP 9am- 5pm	20	21	22 Weekly LG Training FBCD 4pm-8pm	23 Weekly LG Training IOP 4 pm-8pm	24	25
26	27	28	29 Weekly LG Training FBCD 4pm-8pm	30 Weekly LG Training IOP 4 pm-8pm		

Rookie lifeguard Round Up I or II – New lifeguards will be required to attend either Round Up I or Round Up II, both held at Charleston County Park Headquarters from 4:30 pm-8 pm. During Round Up, employees will be issued uniforms, pay for Ocean Rescue Lifeguard course and collect materials, sign up for training dates, review the Aquatics Manual, and will attend a question/answer session.

Lifeguards must attend either a Wednesday or Thursday training each week from 4pm-8pm. The same curriculum will be taught both days. Lifeguards will sign up for which dates they will attend during Lifeguard Round-Up.

All CCPRC Ocean Lifeguards are required to attend Surf School I or II. Surf School is an intense 2-day, 16 hour training on the beach consisting of physical training, surf rescue, and medical skills. Surf School I meets April 18 – 19 and Surf School II meets May 16 – 17.



May 2020 Ocean Lifeguard Training Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Start Guarding: BWP, FBCP & IOP
3	4	5	6 Weekly LG Training FBCD 4pm-8pm	7 Weekly LG Training IOP 4 pm-8pm	8	9 Rookie School 2 HQ 9 am – 5pm
10 Rookie School 2 FBCP 9 am – 5pm	11	12	13 Weekly LG Training FBCD 4pm-8pm	14 CPR Make- up JICP Board Room 4 pm-8pm	15	16 Surf School 2 FBCP 9am-5pm
17 Surf School 2 FBCP 9am-5pm	18 Emergency Medical Responder Class JICP Board Room 9am-5pm	19	20	21	22	23 Start Guarding FBCD
24/31 Tri JICP (31)	25 Memorial Day Guard Daily	26	27	28	29	30

All CCPRC Ocean Lifeguards are required to have Emergency Medical Responder (EMR) training or higher. CCPRC will offer EMR training May 18–22 at the James Island Board Room from 9 am-5pm and June 8-12 at the James Island Boardroom from 9am- 5pm. Lifeguards must attend one of these weeks of training.

Personal Water Craft (PWC) training is offered to Lifeguards who meet the following requirements: 18 years of age, one full season of lifeguarding at an USLA accredited beach, or has applicable experience determined by the instructors.



APPENDIX A

CCPRC Missing Persons Guidelines

1. **Training** – The facility manager shall ensure that all appropriate staff receives training specific to their site. This should include all park attendants, lifeguards, supervisors, and facility based maintenance staff.
2. **Chain of Command** – The Manager on Duty (MOD) or their designee shall be responsible for implementing and coordinating the search for a missing person.
3. **Categories**
 - a. 12 and under – This category of a missing person should have the most cause for alarm in our facilities. Staff responding to this type of missing person should remember to stay calm. An excited response may further upset a parent or guardian and make it more difficult to obtain needed information. Staff should realize that this category of missing person takes a high priority and the appropriate resources should be assigned to this situation to ensure a quick response.
 - b. 13 through 17 – Because of their age, many teenagers are often allowed to roam around our facilities unsupervised. In many instances they lose track of time and fail to show up at an agreed upon location. Unless presented with information that causes additional concerns the MOD shall assign whatever resources they deemed necessary to assist in the search.
 - c. Adults – Unless presented with information that causes additional concerns, only a minimal response to the situation is required.
 - d. Adults with special needs or medical problems – When confronted with a missing adult with special needs or medical problems such as Alzheimer’s, the MOD shall assign whatever resources they deemed necessary to assist in the search.
4. **Notification**
 - a. Any staff who receives information that someone is missing within a facility operated by PRC shall make immediate notification to the MOD or their designee based upon the site-specific training.
 - b. The information should include as much of the following as possible:
 - i) Name
 - ii) Age
 - iii) Sex
 - iv) Race
 - v) Hair and Eye Color
 - vi) Distinguishing marks
 - vii) Clothing description
 - viii) Place the person was last seen
 - ix) Direction of Travel



- x) Health
 - xi) Physical Disabilities or special medical needs
 - xii) Where is the vehicle parked that brought them into our facility
 - xiii) The location where the reporting person is located
 - xiv) How long the person has been missing
- c. All information collected shall be written down and broadcast over the two-way radio to “All Units.” Every receiving unit of this broadcast should acknowledge it with their Unit number and location.
 - d. The complete information on the missing person should be broadcast at least every 15 minutes until the person is located.
 - e. The MOD should designate a staff member to stay with the reporting party throughout the search.
 - f. In the event that for any reason that abduction or other foul play has taken place, immediate notification to Law Enforcement shall take place.

5. Search

- a. The MOD or their designee shall be responsible for coordinating the search.
- b. All units participating in the search should provide their location and the area they are planning to search. These reports should be directed by the MOD or Base. All units should have a radio for communication.
- c. All gates and entry area should be notified of the missing person information and be placed on a heightened awareness.
- d. All lifeguard stations should perform a detailed scan of the water under their observation to identify any potential problems or situations. Ocean lifeguards should utilize binoculars and scan areas beyond the marked swim areas.
- e. A quick cursory search should be conducted in the last general area where the person was last seen. The search should include restrooms, snack bars, parking lots, playgrounds, trails and any other areas where the missing person could be located.
- f. Once the initial area is searched, the MOD will decide whether or not to notify the appropriate outside agency of the situation. This is an especially important consideration in locations such as Isle of Palms, Folly Beach and Beachwalker where the person can quickly get beyond the park boundaries.
- g. Because it may be hard to identify a missing person in the water, it may be prudent to close the water temporarily. This will allow for an easier identification if the person was swimming.
- h. After a thorough search of the facility and if the missing person is a minor child or an adult with special needs or medical condition, the appropriate outside agency should be notified. The search at ocean facilities can be expanded to include areas outside the parks physical boundaries.



- i. Continue to search until the person is located or the search is called off by the appropriate coordinating agency.

6. Locating the missing person

- a. Once the missing person is found, an “All Units” broadcast should be made that the person has been located and their location.
- b. The MOD should make the appropriate arrangements to reunite the found person with the reporting party. When the found person is a minor child the parent or guardian should be brought to the location if at all possible.
- c. When the child is released to the parent or guardian the adult’s name, DOB and relationship to the child should be documented.

