



# Town of Fenwick Island

## Beach Patrol Manual



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## I. Introduction & Mission Statement:

**Mission Statement: To be an effective and well-trained beach patrol that provides a safe beach and swimming environment for visitors by using proper rescue, first aid and preventive lifeguard techniques as well as enforcement of all applicable beach ordinances.**

Since the beach and ocean conditions can change at any time, it is imperative to understand, adapt, and respond to these fluctuations. This manual will provide guidance about the beach environment and lay the groundwork for situations that lifeguards face. In no way, however, can this manual replace actual training experience. Although it is impossible to predict or to dictate a plan for every situation that a guard may face, this manual, along with proper training and actual experience on the stand, will assist a guard to react quickly and rationally in almost any given situation.

Please note that all training will follow and adhere to the USLA Minimum Recommended Standards and Curriculum Checklist.

## II. Minimum Requirements/Qualifications for all Lifeguards:

- Minimum age requirement – 16 years old.
- Current certification in CPR for the Professional Rescuer in one of the following courses:
  - American Red Cross CPR for the Professional Rescuer
  - American Safety and Health Institute – Basic Life Support – BLS for Health Care Providers & Professional Rescuers
  - American Heart Association – Basic Life Support for Health Care Providers
- Current certification in medical aid training in ~~one of the following courses:~~ the American Red Cross Emergency Medical Response **56 Hours (Certification is provided by FIBP)**
  - ~~American Safety and Health Institute – Emergency Medical Response~~
  - ~~American Safety and Health Institute Advanced First Aid and the successful completion of the 5 hours supplemented with medical aid training provided by Sussex County Delaware Paramedics completed before the lifeguard is given any assignment on the beach~~
- Personal health and fitness – lifeguards must possess 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).
- Professional attitude conducive to the work environment and respect for supervisors.
- **Annual test** of a 500-meter ocean swim in 10 minutes.
- **New lifeguard 48-hour open water training**
- **Successful completion of the Manual test by 80% or better, as well as passing the on beach Practical exam.**
- **Returning/recurring lifeguards must have at least 16 hours open water training annually.**

## III. Other Lifeguard Requirements:

- Completion and passing grade on the physical tryout.
  - Completion and passing grades on the semaphore test and training regimen.
  - Background investigation by the Fenwick island Police Department, as needed.
  - Interview of references by the Town Manager, as needed.
  - Signature on manual and liability forms.
  - Recommendation of employment from the Captain and/or Town Manager.
1. **Tryouts:** Each individual trying out for the Beach Patrol must pass the physical tryout. This includes several running and swimming events that test physical abilities and endurance. The tryout will consist of, but not limited to, the following: a 1-mile run, a 500-meter ocean swim in 10 minutes, a 150-yard soft sand sprint, a 100-yard hard sand sprint,

run-swim-run (50, 50, 50) and a simulated rescue swim (50-75 yards). **Successful completion does not guarantee employment.**

2. **Semaphore:** Upon being selected to the Beach Patrol, each member is required to learn semaphore. This method of communication is an integral part of the Beach Patrol, and members will be tested regularly to ensure their knowledge of the system. Any member who cannot effectively communicate with semaphore within a 3-week period may be terminated from his/her employment. (See illustration in Appendix A)
3. **Training:** The ocean and its environment are ever changing; therefore, a lifeguard's training also becomes an ongoing process. It is up to each guard to use the experience and knowledge gained through this training stage to challenge his/herself to be the best lifeguard on the beach. Guards are encouraged to continue to practice techniques and ask questions about any areas they are uncertain of even after the formal training is over. The actual training and workout session take approximately three weeks, and successful completion in all areas is required to maintain employment.

The actual training will include, but not limited to the following areas:

- Professional lifeguarding
- Preventive lifeguarding
- Basic rescues, techniques and procedures
- First aid
- Communication
- Environmental concerns
- Public relations

4. **Job description:** Complete position descriptions are available from the Town Manager. However, each member of the beach patrol is responsible for providing a safe beach and swimming environment during lifeguard hours. This includes using proper rescue, first aid and preventive lifeguarding techniques when applicable. Guards are also expected to enforce all applicable beach ordinances, maintain themselves in good physical and mental condition, follow the designated rules that apply to their job (see General Rules) and give full cooperation and respect to their supervisors.
  - a. **Captain:** The Captain shall have the same qualifications as regular lifeguards and shall be at least 21 years old, unless the Town Council waives this requirement. A minimum of 2,500 hours, or 5 years, of beach patrol experience is required. The Captain shall assume complete charge of the Beach Patrol along with the following responsibilities and duties:
    - Hiring of all personnel, with Town Manager's approval.
    - Testing and training of lifeguards.
    - Developing daily schedules, reports and workouts.
    - Submitting bi-weekly time sheets to the Town Manager.
    - Filing rescues and first aid reports.
    - Enforcing Town ordinances.
    - Establishing and administering the discipline policy.
    - Taking care of public relations and policy-related duties including attendance at the Town Council meetings.
    - Maintaining a daily log containing weather and surf conditions, work schedules, rescues, lost persons and emergencies.
    - Developing a budget.
    - Maintaining equipment and supplies within budget.
    - Enforcing of the Fenwick Island Beach Patrol Manual.
    - Maintaining good communication with the Town Manager regarding beach-related activities and concerns.

- b. **Lieutenants:** Lieutenants are required to have all the qualifications of a regular guard as well as meet the following criteria:
  - Minimum age of 20 years old, unless waived by the Town Manager.
  - Good communication and leadership skills.
  - A good rapport with all staff members and the willingness to be readily available to them.
  - An understanding that the Captain must be advised immediately of any problems concerning employees (on or off duty) or beach situations.
  - The ability and willingness to assist the Captain in all administrative and beach duties.
  - Providing the Captain with full cooperation and respect.
  - Ability and willingness to work cooperatively and responsibly with other Lieutenants when the Captain is absent from duty.

#### IV. **Guard Responsibilities:**

While on duty, each guard's primary responsibility is to provide for the safety of the people on the beach and in the water. A guard should never turn his/her back on swimmers unless guards are doubled on the stand or a problem arises on the beach that requires immediate attention. Guards are not to leave their stands unless making a pull-in or backup, assisting a person, correcting a problem on the beach or taking a lunch or break after being relieved by another guard. Each guard is also expected to use preventive lifeguarding techniques to identify any potential hazards that may exist or to respond quickly to any dangerous situation with a high standard of care for the victim and rescuer.

Each guard's immediate responsibility is to watch as much water and beach that is his/her priority. This is done by incorporating the 15-second head rotation to the stands on either side to maximize the visual coverage of the assigned beach and to focus on the primary target areas.

Furthermore, guards are expected to know and enforce the beach rules and regulations, keep themselves in good physical and mental condition, treat the public and co-workers with respect and courtesy and conduct themselves in a proper manner that reflects positively on the beach patrol and the Town of Fenwick Island.

#### V. **General Information:**

##### 1. **Personnel Policies:**

###### a. **Work hours:**

Beach Patrol hours of coverage for the public are 10:00 AM – 5:00 PM. This coverage extends from Memorial Day weekend (Saturday) and the first two weekends in June to Labor Day weekend (Monday). Additional September weekend hours will be determined per weather conditions and staffing. The daily working hours for the Beach Patrol are 8:30 AM – 5:15 PM unless otherwise stated. Everyone is expected to be on time. Any guard who might be late for a workout or duty must notify the Captain.

###### b. **Workouts:**

Workouts are conducted Monday through Friday from 8:45 AM – 9:30 AM, unless otherwise stated. Alternative and competition workouts are scheduled for Saturday and Sunday, unless otherwise stated. All guards are expected to participate unless illness or injury prevents them from doing so.

###### c. **Lunch:**

Lunch begins at 11:30 AM daily and runs in 45-minute intervals unless conditions dictate otherwise. At the designated time, the lunch signal "FFL" will be sent down from Dagsboro Street. All guards are to remain on the stand until the signal has been received and sent

to the next stand. The following is typical of how the lunch rotation should be run, unless otherwise stated: first lunch is 11:30 AM – 12:15 PM; second lunch is 12:15 PM – 1:00 PM; and third lunch is 1:00 PM – 1:45 PM. If seated on a stand not within a 3-stand lunch rotation, a guard should wait for the Captain or a Lieutenant to sit the break.

- d. **Rain days:**  
Everyone is expected to be at work on time regardless of weather conditions. If there is inclement weather, the Captain and/or Lieutenants will make the decision on whether the beach/water is open and how to monitor the beach. If a guard is on break, it is his/her responsibility to return if told to do so when the weather clears.
  - e. **Sick days:**  
Guards must contact the Captain or Lieutenant as early as possible if they are sick so a replacement can be found. A doctor's excuse is required for extended absences.
  - f. **Payday/Pay scale:**  
The bi-weekly pay period is Friday through Thursday, with daily hours recorded for each guard and submitted to the Town Manager. Pay stubs are distributed by the Captain on Friday. The pay scale is based on years of experience.
  - g. **Days off:**  
Days off are chosen on Wednesday mornings by the Captain and are chosen in order of rank (years of service). Each guard will receive either one or two days off, depending on staffing. Requested days off of three (3) or more days must be submitted in writing at least one week in advance.
  - h. **Parking:**  
Each guard is given a parking sticker that is to be placed on the rear bumper of the vehicle. These stickers are specific to guards and cannot be given to family or friends to use. Guards can park in the designated guard spots in the diagonal parking next to the dune crossing. Guards parking in the South Carolina to Fenwick Avenue region must park on the side streets or in the staff parking area on Fenwick Avenue. Violations will result in written reprimand and subject to suspension and/or termination for repeat infractions.
  - i. **Beach Names/Streets:**  
It is imperative that guards familiarize themselves with the beach street names and their actual location. This information will be needed for daily work area and emergency situations. (See Appendix B)
  - j. **Motor Vehicle Operation:**  
All guards are to follow State of Delaware motor vehicle laws including, but not limited to, the following: speed limits, seatbelts, mobile devices and crosswalks.
  - k. **Beach Vehicle Use** (See Appendix I)
  - l. **Uniforms:**  
Beach Patrol guards are to wear only Town-issued uniform apparel while on duty. No sporting or competition apparel is allowed. Guards are also expected to respect all posted "shirt and shoes" rules in public establishments and use discretion when wearing apparel while off duty. Uniforms are not allowed to be worn in bar and restaurant establishments during employment.
2. **Beach Rules: Explanation and Enforcement**  
Beach rules and ordinances that affect the daily routine on the Beach Patrol were established to ensure a safe and enjoyable beach environment. There are beach rules and regulations signs posted at all beach entrances that indicate the times, availability and restrictions for

activities on the beach. Guards should familiarize themselves with these rules so that they can be effectively enforced. If and when there are exceptions to certain rules, the guards will be notified of any temporary changes. If a visitor asks the guards to strictly enforce a stated rule, the guards are to enforce that rule appropriately.

**Some of the more common rules that are enforced by the Beach Patrol during lifeguard hours (10:00 AM – 5:00 PM) are as follows:**

- No fishing or surfing, except as permitted by the Captain.
- No wooden or fiberglass skim boards, except as permitted by the Captain.
- No boats of any type excluding inflatable without oars.
- No alcoholic beverage or glass containers.
- No dogs.
- No launching or beaching of boats/vessels.
- No activity allowed on the dunes.
- No digging of large holes in the sand.
- No smoking on Town beaches.

Enforcement of these rules, as well as dealing with other more serious violations, such as fighting, drunkenness or use of drugs, indecent exposure, disorderly patrons, etc., will be dealt with by the Captain, Lieutenants and the Fenwick Island Police Department. Guards are expected to enforce to the best of their ability the rules that would immediately pertain to their assigned area. If there are patrons who will not heed directions or matters that need prompt attention, the guard should send for the Captain or Lieutenant immediately. Although some situations may be stressful and uncomfortable, guards should try to remain calm and courteous until a supervisor arrives.

**3. Conduct & Discipline:**

All guards are expected to conduct themselves in a professional and courteous manner, both on and off duty, so their behavior reflects positively on themselves, the Beach Patrol and the Town of Fenwick Island. Failure to comply with the provisions of the Beach Patrol and subject to the Personnel Policy Manual of the Town of Fenwick Island. Repeated or habitual infractions will result in dismissal from the patrol.

**a. Tardiness:**

Guards are expected to be on time for work in the morning and after lunch or breaks. Repeated tardiness will result in suspension or termination from employment.

**b. Insubordination:**

All guards are to give full cooperation and respect to their superiors. If a guard feels that he or she has been unfairly treated or misunderstood, the Captain should be contacted immediately. If a problem arises on the beach, guards should not try to solve it while on duty as it may impair their ability to perform the job. The guard(s) should contact the Captain or Lieutenant as soon as possible so that a temporary solution can be developed until further discussions can take place. The Captain will mediate any personnel problems at a time convenient for both parties. However, failure to comply with patrol rules, direct orders from superior or blatant disregard for the duty to the patrol can and will result in suspension or termination of employment.

**c. Detrimental Conduct:**

Since the Beach Patrol prides itself on teamwork and camaraderie, all guards are expected to conduct themselves in a positive manner that reflects positively on the patrol. With a job that requires great attention to detail and quick responses, there is no room for conduct that may cause dissention or deter someone from doing his or her job properly. A guard is expected to look and act as a professional while on duty in

order to instill confidence to beach patrons. A positive attitude, confidence in your abilities and courteous manners are what is expected of each guard. The Beach Patrol will not tolerate conduct such as stealing, verbal or physical abuse, harassment or any other behaviors that may cause harm to co-workers or the patrol. Failure to comply with patrol standards will result in termination of employment.

d. **Job performance:**

The ultimate goal of each day and of each summer is to provide the safest beach and swimming environment as possible. To fulfill these goals, each guard has to give 100% every day in all aspects of the job. Guards should be prepared to maintain good physical and mental fitness at all times. Since a crisis can happen very quickly at any time, a guard's reaction and responses are crucial. Failure to comply with the standards and methods contained in this manual will result in suspension or termination of employment.

e. **Off-duty behavior:**

Although guards are not bound to any specific rules while off-duty, they are expected to abide by all laws and ordinances that pertain to every citizen. Guards are to act in a way that reflects positively on the Town of Fenwick Island and the Beach Patrol. Any actions that discredit or harm the Town of Fenwick Island or the Beach Patrol will result in disciplinary measures or termination of employment. If at any time a guard is arrested for any offense, he or she is to inform the Captain immediately.

VI. **Daily Routines:**

1. **General Information**

Guards should be ready each day to perform their jobs in a competent manner. It is imperative that guards are physically and mentally prepared on a daily basis to react and respond to a variety of situations including weather changes, water and beach hazards, rescues, first aid and public relations. So be ready! On the other hand, most workdays will follow the same routines from start to finish.

At the beginning of each day, the Dagsboro Street guard will initiate "sign on" by standing and pointing both flags towards the ocean. All guards will follow suit until everyone is standing and pointing flags at the ocean. Then, Lewes Street and Fenwick Avenue guards will send the "OK" sign. Each successive stand does this until the signal reaches the Dagsboro stand from both sides. The Dagsboro guard will then proceed to do a swimming motion with his/her flags and blow his/her whistle. Each successive guard from the Lewes stand to Fenwick Avenue will do the same. All guards are expected to be set up and ready to go when the signal comes down. A similar procedure will be used for sign off where "up" will be sent down the beach and "OK" will be sent back to the Dagsboro Street stand when everyone is up. All guards on stands will then whistle simultaneously while waving their flags in a crossing motion. Guards will not turn their backs to the water. In addition, all guards are reminded to wait for signals indicating lunch or break before leaving their stand.

**Each day, guards should be prepared for the following:**

- Have all proper equipment and Beach Patrol apparel.
- Know the tides, water temperature, surf condition and weather forecast. These should be posted on the stand daily. This information is available in the Bayard Street Beach Patrol shed.
- Know the beach rules and enforcement regulations. The Captain or Lieutenant is available for any unanswered questions.
- Know the beach "street" names.
- Make sure to complete trash duties each day.
- Pull the stand with the tides. Guards should be able to hit the water's edge with their semaphore flag. The stand should be centered on the beach.

- Put your rescue cans down whenever possible.
- Be courteous to beach patrons but also assertive; guards are in charge on the beach and they have to instill the public's confidence in the Beach Patrol. Flags and whistles should be used effectively.
- Be alert! **Epecially** on slow days – and do not turn your back on the water.

**Rules that apply directly to the stand are as follows:**

- Be on time for sign on, lunch and breaks. Things can happen very quickly and that extra minute could be crucial.
- No reading on the stand.
- Keep the area in front of the stand clear of patrons and beach accessories that could inhibit response time or injure someone.
- Stay on the stand unless you are going for a backup, a pull, an emergency or a quick swim.
- Always send “down” when getting off the stand in non-emergency situations, and wait for a “yes” or a “no” response from the guard on either side of you.
- Keep semaphore to a minimum unless necessary.
- Keep talk time with patrons, friends and family to a minimum. While talking, make sure patrons are positioned to the side of the stand as you continue to watch the water.
- Do not care for people's possessions.
- Only Beach Patrol guards and junior guards are allowed on the stand except for lost children.
- Keep radios and music devices at a reasonable level.
- Take good care of yourself in regards to sun exposure and weather conditions. Use of sun block and protective clothing is expected without supervisory direction.
- No use of alcohol or illegal drugs (zero tolerance enforced).
- Do not write on or vandalize the stand.
- Look and act like a professional at all times.
- Personal cell phones are strictly prohibited.

**2. Equipment/Set up:**

- The following equipment and uniform are required every day: whistle, semaphore flags, workout shorts, work trunks/suit, first aid kit and any necessary clothing dictated by weather conditions. At the stand and on the beach, the following must be readily available: 1) rescue can if singled; 2) if doubled, a backboard, a first aid kit, a stand flag, a radio & bag (if on V, D, or I), the Cell Phone (if on D), and the surf flag (if on L). When setting up your beach, make sure your stand is centered on the beach and close to the water with respect to the tides.
- Do not drag, throw, etc. the equipment on the street or in the Beach Patrol shed. Equipment is expensive! When returning to the shed after sign off, store equipment properly and neatly.
- The Town of Fenwick Island shall furnish its selected uniform and standard equipment as approved by the Captain and Town Manager to the lifeguards at Town expense. The lifeguards shall care for and shall maintain the equipment in good working order and appearance. The guards shall reimburse the Town for equipment broken or lost unless it occurs during the line of duty or due to normal wear and tear. A guard's paycheck may be withheld until all equipment is turned in and accounted for.
- Equipment used for long distance rescues and for certain workouts is located in the Beach Patrol shed. This equipment includes the rescue boards, landlines and workout buoys. The beach wheelchair is also located in the Beach Patrol shed. It is the duty of the Lieutenant to bring the wheelchair up to the Dagsboro Street stand each day. Patrons may use the chair, but it is their responsibility to return it after use.

**3. Semaphore/Beach Names:**

It is essential that all guards know how to send and read semaphore properly as well as to understand all the beach abbreviations, especially in emergency situations. When sending

semaphore, elbows should be extended so the letters are clear. Guards should also be sure to send at a pace that is readable to the next guard. When sending and reading messages, guards should be positioned by the stand. Note: it is impossible to effectively watch the water and also read messages several beaches away. Other guidelines are as follows:

- Keep your head rotating while sending messages.
- Make sure to send “OK”, “up” or “again” when appropriate.
- When sending emergency signals, make sure the next beach receives the signal clearly with the beach location indicated. Only one guard sends in each direction.
- Keep the non-essential semaphore to a minimum, especially on busy days.
- If the message is not understood, make sure to send “repeat”, which is the letter “R” duplicated several times.
- When appropriate, send all messages regarding lost children (found or returned), lunch breaks and emergencies down the beach.

#### 4. **Head Rotation/Scanning:**

- A major key of preventive lifeguarding, scanning or head rotation is an effective way to observe the swimming area and adjacent locations. Guards should visually sweep their area side to side and to both adjacent stands approximately every 15-20 seconds, checking quickly on each swimmer or group of swimmers as well as the guard on the next stand. If a sign of distress is noted with either a swimmer or the next stand, assess the situation and respond accordingly without forgetting about the other swimmers. If there is a recurring danger from a strong rip or possible distress situation, be sure to scan that area more frequently. If you are doubled on the stand, make sure your partner is aware of anything you have observed.
- Head rotation is also the basis of our backup system. If a guard is going to make a pull or has a possible pull situation, “up” will be sent each way, which should be observed through your scanning. Once you see “up”, you either go for the backup or send the message further down the beach. During your head rotation, if you see that the next stand is empty and “OK” has not been sent, assume that a pull is occurring and go on the backup. This is especially important during lunches and busy days.
- Proper head rotation is essential and will help keep you informed of possible dangerous situations, emergencies, pulls, backups and any related semaphore messages.

#### 5. **Lost Children:**

Three types of situations occur with lost children:

- i. If a parent or guardian reports that a child is missing, obtain as much as the following information as possible: name, age, hair color, suit color, how long has the child been missing and the last direction or area the child was seen. Once you have received your information, send it both ways down the beach including Ocean City and the State Parks lot. Send “LB” for lost boy or “LG” for lost girl. For abbreviations use “N” for name, “A” for age, hit your trunks with your flags to signify suit color, and touch your head with your flags to signify hair color. Lost children from Ocean City may be specified 1-black or 2-white.

If sitting at the Dagsboro stand, make sure to write the information in the book and advise the Lieutenants of the situation. Keep an eye out for the child during your head rotation and, if permissible, one guard may get off the stand to check that beach. Also tell the parents to inform the guards if the child has already been found or what direction the parents have searched. When the child has been returned, make sure to send appropriate signals both ways down the beach indicating that the child has been returned. (Note: if you have the lost child, make sure he/she recognizes the person claiming the child.) It is also common to have more than one lost child at a time, therefore, it is important not only that correct names, beaches and information are sent but that all stands know when a child has been returned. If a child remains lost for

more than 20 minutes, guards should make sure that the Captain or Lieutenants know about the situation.

- ii. If you happen to find a lost child who fits the description of one sent down the beach, signal both ways the name of your beach and the child who is on the stand so that the Captain/Lieutenants and the parents can be contacted. Keep the child on the stand with you until the Captain/Lieutenants or parent gets to your stand.
- iii. If someone brings a lost child to your stand, put the child on the stand with you. Get all of the above information from the child and send it both ways down the beach. Make sure that you send "FB" for found boy or "FG" for found girl. Also, include stand location where the found child is waiting. Example: "D" has "LB", "N" – Joe.

Keep in mind that most lost children will walk with the wind!

#### 6. **Weather Conditions:**

Effective lifeguarding requires a basic understanding of weather conditions in addition to the ability to adapt and respond to weather changes. Various weather changes can greatly affect the daily routine of the beach patrol. You are reminded to check the daily information board in the Beach Patrol shed for weather conditions and forecast. Be aware of several types of sudden changes and conditions in weather, which are handled in the following manner:

##### a. **Thunderstorms:**

These can approach very quickly from different directions and last for various durations. If you hear thunder, immediately send a message to Dagsboro Street to alert the Captain and Lieutenant. The rule of thumb is that when threatening thunder is heard, the water is cleared, and all patrons are to remain behind the lifeguard stands. Wait for the message to clear the water before doing so. If lightning is spotted, immediately send "LLL" and your beach location to Dagsboro Street to alert the Captain and Lieutenants. The rule of thumb is when lightning is spotted, the beach will be completely cleared and all umbrellas closed. This decision must come from the Captain and/or Lieutenant. After the beach is cleared completely, take proper cover as directed while maintaining prudent personal and beach safety. No one is allowed on the beach for any reason until the Captain and/or Lieutenant has reopened the beach.

##### b. **Fog:**

This can pose serious problems for both swimmers and guards. The fog may disorientate swimmers as to their location and also impair the guard's ability to effectively observe the swimmers and beach areas. As a rule of thumb, if you cannot see the stand on either side of you, the water is to be cleared of all swimmers. Hop down from your stand and proceed to walk half way in between each stand next to you, with your flags and your buoy, meeting the guard next to you each time. This is called "Fog Patrol". If the call to clear the water has not come down from the Captain or Lieutenant, just keep patrons in knee-deep water until the fog clears and you can see the stands next to you or until the call to clear the water has been sent. Whenever possible, wait for the Captain or Lieutenant to make the decision on clearing the water.

##### c. **Wind:**

Wind can cause many problems on the beach as well as dramatic changes to the water conditions. One of the major causes of waves, wind can greatly influence their size and direction and create changes to the current. It is important that you recognize these changes and make any necessary adjustments on your beach. When there is a strong west wind, you will see the message "west wind, rafts in" sent down. Swimmers and people on flotation devices should be kept at close proximity to the shoreline. On the beach, be aware of strong winds blowing umbrellas, sand and other objects into patrons or into the water. Do not let patrons swim out to retrieve lost objects. In some instance, with high winds, patrons will be asked to put umbrellas down until the wind

subsides. If you happen to see an umbrella being carried away by the wind, immediately hop from your stand and chase it down. The guards on the stands next to you should see this in their scans and will stand up to cover your water until you return.

d. **Dangerous Surf:**

On the occasion of high or heavy surf, the Captain will make the decision whether to open the water. Regardless, each stand will display a red dangerous surf flag as an indicator to swimmers of the conditions. It is the guard's duty to enforce any limitations or restrictions to the swimming area imposed by the Captain. Surfers are only to be let in if swimming has been modified by the Captain to allow for this.

e. **Sun/Temperature:**

Sun exposure can cause problems to both patrons and lifeguards. It is important for each guard to be aware of this and take precautions to avoid overexposure to the sun, which can cause heat exhaustion, heat stroke and other related medical problems. You should use proper protection against the sun and advise patrons of the same if you observe their possible overexposure. If you encounter any cases of sun poisoning or heat-related conditions to yourself or patrons, summon the Captain or Lieutenant. Guards should also be aware of varying temperatures on the beach and the water. Extreme hot or cold in either location can lead to serious medical related problems such as heat stroke or hypothermia.

7. **Marine Life:**

Throughout the summer, you will observe many types of marine life, such as porpoises, which for the most part are harmless to swimmers. On occasion, you might observe larger fish, schools of fish, jellyfish, rays, skates and possibly sharks. If you are unsure of what type of fish or mammal is present, summon the Captain or Lieutenant. A sure way to tell a porpoise from a shark is that the porpoise has a horizontal or rounded tailfin and swims in groups, while the shark has a vertical or triangular tailfin, swims alone and cuts the surface water for a period of time and then submerges. The porpoise, on the other hand, continually surfaces and jumps in a forward arc.

\*It is also important to observe and respond to anyone who may have been in contact with, bitten or stung by any type of marine life due to allergic reactions or other medical related problems that may occur. Jellyfish cause the most common marine injury. To relieve the sting, remove any remaining tentacles with gauze (or cloth). Tell the injured patron how to treat the sting with baking soda, wet sand or vinegar. Any prolonged pain or allergic symptoms should be reported immediately.

8. **Hazardous Material:**

On occasion, there may be some types of material, objects, containers or even dead marine life that are spotted in the water or washed to shore that could be hazardous to the public's health. If you encounter a situation such as this, keep the public away from the area and summon the Captain or Lieutenant.

9. **Radio Use:**

Hand-held radios are used to communicate with the Police Department and within the Beach Patrol. The main purpose of the radios are to inform supervisors or the police of any assistance that is required, such as emergencies, lost children, beach rules enforcement or administrative needs. The radio is also the means for requesting an ambulance. The Captain and Lieutenants carry radios at all times, and additional radios are also on the Virginia, Dagsboro and Indian Street stands. Proper use of the "10" codes and conduct on the airwaves is expected of anyone using the radio. (See Appendix G)

VII. **Water Hazards: Rip Tides, Currents and Waves:**

Water hazards can greatly affect the daily routine and are the main causes for assist, rescues and injuries. It is important that you are familiar with these types of water conditions and adapt appropriately to any changes.

**Identifying these potential water hazards early on can greatly reduce the chance of swimmers being affected because each condition alone or together can be extremely dangerous:**

**1. Waves:**

Because the surf will be different every day, guards should be ready to adapt to the changes. Waves can be unpredictable and dangerously powerful. In order to assess a situation, guards should observe the types of waves such as shore breaks, large set waves and shallow waves. Look at where the waves are breaking and the power behind them. Currents and rips can also be influenced by waves. Many beach patrons are not familiar with these conditions – so be alert! It is extremely important to note each day the type of waves and surf present and set your beach up accordingly.

**2. Currents:**

Currents can shift in direction and vary in strength according to wind, waves and weather conditions. The currents flow in a northerly or southerly direction. Also, be aware of those shore currents produced in the surf impact zone that can knock children and elderly people to the ground, possibly resulting in injury.

**3. Rip Currents:**

It is imperative that you be able to identify rip currents because they can be the most dangerous situation you will face. Rips vary in size, width, speed and power, and occur for various durations. Rips are commonly formed by waves breaking on shore with the expended water being pushed up the slope of the beach and then pulled back down by gravity. As the water is pulled back down, more waves may break and push additional water up the beach. This buildup of water is pulled back to the shoreline in a funnel shape and subsequently forms a strong current going seaward. These currents can be very deceiving and tremendously strong!

Rips can also vary in appearance, but generally they look different from the surrounding surf. To identify a rip, look for characteristics such as rough, choppy water flowing seaward, dirty or sandy colored water caused by turbulence, or foam and debris floating on top of the current flowing seaward.

There are also two types of rip currents: fixed (or permanent) and flash rips. Fixed or permanent rips occur on a regular basis, usually around fixed structures like jetties or places on the beach where sand has been displaced to create an uneven depth of water so that a channel is formed. The flash rip is temporary and usually results from increased volumes of water produced by waves. The temporary rips can vary in size, strength and duration so the lifeguard needs to keep a constant eye on these areas and respond when necessary. (See illustration in Appendix C)

**4. Response and Actions:**

These above-mentioned aquatic hazards require various response methods. Guards should always utilize preventive actions such as the whistle and flags to direct swimmers away from any of these possible dangers. Inevitably, there will come a time when these situations require other kinds of responses.

Waves usually break close to shore in shallow water; therefore, the guard's concern is for possible injury to the swimmer. If a large wave or set rolls in, keep an eye out for inexperienced swimmers and body boarders who may "go over the falls", "get slammed" or get caught in a rip as a result. If you observe any distress or possible injury, respond

immediately using good judgment and technique, getting yourself through the break and impact zone.

Because currents vary in strength, guards must determine if the swimmer has the ability to get to shore before being pulled out of the swimming area or ending up too close to the rocks. If a guard must make a pull for any reason, the current will dictate the guard's water entry. Always overshoot the victim in the direction of the current to compensate for the movement of the victim in that direction.

- Response to rips can vary, but it is extremely important to first know how to get out of a rip. There are two methods that can be used to get out of a rip:
  - 1) Swim parallel to shore until out of the current and then toward the beach. Do not try to swim against the rip! You will expend unnecessary energy which could cause more problems. If you are trying to direct someone out of a rip, make sure to keep an eye on that person once he/she is out of the rip, as the individual may be too tired to reach shore. Likewise, if someone is trying to swim against the rip, be ready to assist because the swimmer will tire out!
  - 2) Ride the current out until it dissipates at the head of the rip, swim parallel to shore and then toward the beach. This method may prove useful in large rips when you need to save energy in order to rescue the swimmer.
- To direct a victim out of a rip, blow your whistle at the victim while pointing at him/her. Once you have the victim's attention, point the swimmer out of the rip with your flags in the same direction as the ocean current. If a victim cannot respond to your directions to move out of the rip, when you have to go for a pull, choose the best entry and path to the victim, which is in the rip itself. Once in the rip, swim with the current out to the victim and use the best method of getting the victim out of the rip. If needed, wave the backup guard in for assistance.

#### **5. Beach Hazards:**

Guards should visually check the assigned beach upon arriving and throughout the day for any potential hazards. If assistance is needed, send for the Captain or Lieutenant.

Examples of beach hazards are as follows: large pieces of debris, sand pits, glass, blowing sand and umbrellas. While this list is not all-inclusive, being proactive in looking for beach hazards can help keep the beach safe and prevent injuries.

### **VIII. Lifeguarding Skills & Responses**

1. **Preventive Lifeguarding** refers to techniques or actions taken by lifeguards to avert possible accidents or injuries. These actions should be used whenever possible for both the beach and water. The following are useful actions in preventive lifeguarding:
  - Setting up your beach correctly relative to tides, currents and surf conditions.
  - Using flags and whistles effectively. These two items can be the best weapons to enforce and regulate beach activity. Make sure the whistle is blown hard to get a person's attention. Use the flags to direct the swimmer about what to do.
  - Enforcing beach rules and regulations.
  - Identifying possible beach or water hazards and take measures to correct the problem.
  - Maintaining head rotation.
  - Identifying inexperienced or troubled swimmers.

Preventive lifeguarding techniques and responsibilities will sometimes include checking on areas outside of the realm of your beach and immediate swimming area. Therefore, guards should also be aware of recreational vessels, board riders and other signs of possible distress:

- Crew working on boat engine.

- People waving frantically towards shore.
- Boats or boards positioned improperly towards waves.
- Boats continually circling or approaching shore with lack of control (remember that boats, jet skis and kayaks must remain at least 50 yards off shore at all times).
- Broken masts or extreme lack of wind with sailboards.
- Repeated falling or continued lack of progress by sailboarders.
- Body boarders who exhibit lack of control or knowledge of proper use of board.

Scuba diving is not permitted during lifeguard hours, but snorkeling is allowed. Be aware of the following indications of distress of a snorkeler:

- Remaining motionless on the surface with no progress.
- Waving towards shore.
- Removing mask in a hurried manner.
- Trying to move towards shore with no progress.
- Being caught in the impact zone.

If any of these signs of distress are observed, respond immediately or signal for the Lieutenant so the proper method of response can be initiated.

Offshore platforms are not utilized on our beaches but will be discussed in your training as another means of preventive lifeguarding.

## 2. Rescues:

Since not all accidents and pulls are preventable, it is inevitable that at some point you will be getting wet. When you do have to make a pull, it is important to know all aspects and techniques of identifying victims, water entry and the actual pull in.

- a. There are several types of rescues (commonly referred to as pulls) that a guard will face. Pulls or assists may occur in both shallow and deep water, in areas of rip currents or because of wave action. Identification of these water hazards reduces the chance of a rescue, but it also prepares a guard for the appropriate response. If anybody needs assistance, you are to respond immediately. A basic rule of thumb is, "When in doubt, **GO!**".
- b. Identifying troubled swimmers is the recognition phase of the pull in, and this starts on the beach. Factors to look for when bathers enter the water are age, body weight, improper equipment or attire, intoxication and disabilities. Always try to keep these swimmers visible in your head rotation. Once swimmers are in the water, there are a number of signs that can signal problems, such as:
  - Hands waving for help.
  - Anxious or distressed facial expressions.
  - Continually looking or facing shore.
  - Poor swimming stroke and lack of kick.
  - Head bobbing/attempts to climb the ladder.
  - Inexperienced body surfers or body boarders.
  - Swimmer clinging to rafts or other objects.

*There are many variables that affect swimmers and your judgment to respond. As you progress through your training and gain experience sitting on the stand, your ability to spot problems will improve.*

- c. The response, water entry and pull in can happen very quickly; therefore, a guard must be ready to go at any time. The following procedures are guidelines to use for initial response and actual pulls:
  - When you identify a possible troubled swimmer, **STAND UP**. This is a signal to other guards that you may be going in. Use your whistle and flags to direct the swimmer to a safe area, if possible. If you are on another stand and see a guard up or sending "UP", you are to stand up until "OK" is sent.
  - Remove all extraneous clothing.

- Lean over and put your hands on your knees (if time permits) – this signals that you are about to go in. If the victim heeds your directions and appears to be fine, stand up and send “OK” in both directions, then sit down.
- If the swimmer does need assistance, go for it! Jump off the stand, grab and properly secure the rescue can, and begin to sprint in the direction of the victim. Always remember to go 110% out to the victim on land and in the water. You can take more time bringing the swimmer in.
- Sprint along the beach parallel to the victim and enter the water perpendicular to the victim if the current is not strong (See Diagram 1, Appendix D). If there is a strong current, overshoot the victim on land to compensate for the current, and then enter the water (See Diagram 2, Appendix D). If the victim is in a rip, enter the water in the rip to speed up your approach.
- As soon as you enter the water, drop the rescue can to the side and behind you so you have both hands free. This allows you to get through the water faster and also makes sure that the rescue buoy will not inhibit you.
- Run through the shallow water using a stride jump or by using the dolphin technique until you can make better progress swimming. Be careful of a drop off upon your entry.
- Swim out to the victim, maintaining as much eye contact as possible.
- As you approach the victim, take off the strap and push the rescue can to the victim while maintaining a hold of the strap with a wraparound technique. This will enable you to release the victim if he/she tries to climb the rope.
- Talk to the victim and keep him/her calm. Tell him/her to hold on tight to the rescue can and reassure the victim that the situation is under control.
- As you begin your approach to shore, keep a constant eye on the victim and be aware of the strength of the current. The backup guard will assist you with directions and exiting from the water. If you encounter an unconscious victim upon your approach or during the pull in, turn the person face up with the rescue can under the head. If possible, give two quick breaths, signal the backup guards for assistance (see Appendix F), and then begin the cross-chest technique to bring the victim into shore. Emergency methods will continue once you have reached shore.
- Once you have reached shallow water, put one of the victim’s arms around your shoulder and neck area, holding onto the wrist. Put your other arm around the victim’s waist. Keeping an eye out behind you for breaking waves, be prepared to shield the victim from the brunt of the wave. Continue to walk the victim all the way out of the water, making sure he/she is okay before releasing the person.
- After both you and the victim are safely ashore, hold the rescue can above your head to signal the backups that all is clear.
- Once you have gotten back up on your stand, send the “OK” both ways so that everyone can sit back down.

*\*All methods and techniques of the rescue will be worked on extensively during your training period.*

### **3. Backup System or Rotation:**

This is designed to cover unguarded beaches while a pull or emergency is taking place. You will be trained extensively on the system and it is imperative that you learn it effectively.

- a. While engaged in the backup or pull, you have many responsibilities. If you are doubled on the stand and your partner goes for a pull or backup, you have to continue to watch your water and keep your head rotating. Stand up and send the “UP” in both directions. Your partner may need help. If a single stand next to you clears, one of you covers while the other stands and sends the “UP”. It is not uncommon to have

several pulls happen simultaneously. It is during these times that you have to use good judgment and common sense to make the right decision.

If you are a backup, use the following guidelines:

- Assess the situation as quickly as possible. If the pull is not on your backup beach, keep using your head rotation, stand up when the “UP” is sent down, and send the “UP” to the next stand once you have received it. \*There should be one guard for each victim.
- If you are singled on the stand, cover only if the stand next to you has cleared. When covering, look to see if the pull is occurring on your side of the next stand down or on the farther side of the next stand down. If the pull is occurring on your side, cover where the pull is occurring. You should go to about knee-deep water. If the pull is occurring on the far side of the next stand, you should cover to the cleared stand.
- If you are sitting on Lewes Street or on Fenwick Avenue, do not cover more than one stand in either direction unless you are doubled on the stand.
- If the pull is occurring in your coverage area, watch for the guard making the pull to put his/her fist in the air. This is the signal for extra assistance. You should immediately go in and assist. Added coverage for you will follow.
- Head rotation is extremely important. You have to help watch two beaches and be prepared to go in or provide further backup. This is especially important to your backside. You may initially go on a pull or backup to the north side, but be pulled down to the south side in the rotation for another pull.

*\*The main thing to remember on backups is to assess the situation, make a decision, and never leave a beach unguarded!*

b. Examples of how the backup system works can be found in Appendix E.

#### 4. First Aid:

All types of injuries and accidents occur in the beach environment, and lifeguards are usually the first responders. It is the duty of the guard to assess the injury and make proper judgment as to the necessary treatment. There are two types of injuries, minor and major, that are encountered. Minor injuries, such as scrapes, small cuts and bruises are unlikely to require further medical treatment. Guards should inspect the injury and apply the proper treatment. The first aid kit should provide most of what is needed to treat these injuries. Major injuries, which may or may not be life-threatening, will require further medical treatment. These injuries range from large cuts, fishhooks, dislocations, fractures, heat stroke and heart attacks. If you encounter any situation that requires more than primary care, send the emergency signal and stabilize the victim until the Captain or Lieutenant arrives. Symptoms and treatment of various injuries will be discussed during your training.

#### 5. Emergency Situations:

These relate to injuries that require immediate medical attention outside the realm of standard or primary care. The responding guard who signals for the Captain or Lieutenant to call for an ambulance initially makes this assessment. During this time, it is the guard’s duty to assess, stabilize and monitor the victim until officers or paramedics arrive. If a victim stops breathing or goes into cardiac arrest, the guard is to respond immediately with rescue breathing or CPR.

a. Identification of certain injuries is crucial so the guard can make the decision to start the emergency mode of operations. There are two types of emergencies and signals that are used: **“Lieutenant Emergency”** and **“AMB Emergency”**.

- If you encounter any injury that you cannot handle with the first aid kit, you should signal “Send Lieutenant” to the Dagsboro Street stand, giving the name of your street. The Lieutenant will assess the situation upon his/her arrival and decide if the situation requires immediate medical attention. Situations in which you would send “Send Lieutenant” include, but are not exclusive to: fish

hooks, sand in an eye, deep cuts or abrasions and possible broken limbs. If you know that the situation requires immediate medical attention aside from your primary care, send “**Lieutenant Emergency**”. This is done by making a 180-degree arc with your arm that is on the landside, while your other arm is straight up above your head. When you have gotten the next guard’s attention, relay the street name where assistance is required. This message should always be sent towards the Dagsboro stand first and then in the other direction. Examples of when to signal “**Lieutenant Emergency**” include broken limbs, heat stroke, heart attack, stroke, etc. All emergencies should start off as “**Lieutenant Emergency**” unless you are confronted with a life-threatening situation in which you would send “**AMB Emergency**”.

- The decision to call for an ambulance is made by the Captain or Lieutenant unless you are faced with a dire emergency. If faced with a life-threatening situation where every second counts, immediately initiate the “**AMB Emergency**”. This is basically the same procedure as the “**Lieutenant Emergency**” except that the arm used to make the 180-degree arc is now the arm that is on the ocean side when facing the stand next to you. Remember to keep your other arm straight in the air while making the arc and send the street that requires assistance after you know the other guard has recognized the signal.

- b. Back and neck injuries are cause for serious concern in the beach environment. It is important to know the signs of such an injury, how to assess and respond, and how to use a backboard on a victim. Before using the backboard, it is imperative to start the emergency system. If you encounter a victim with a possible neck or back injury, send “**Lieutenant Emergency**” once you have assessed the victim.

*\*The process of identifying, responding and using the backboard on these types of injuries is very involved and will be fully covered during training. The following is an overview of symptoms and procedures you will learn during this training:*

**Look for:**

- Spinal shock, which is opposite of normal shock where the injured person may appear fine. Ask the victim if he/she is experiencing any numbness, tingling or burning sensations.
- Discomfort if he/she is walking; this could mean that the victim still has a serious injury.
- Breathing from the diaphragm, not the chest.
- Penile erection. This could be a sign of serious injury.

If you suspect or conclude that there is a serious injury, immobilize the victim, monitor and wait for assistance.

Most back and neck injuries occur in shallow or white water where the waves break. If you observe or respond to a victim in this area, **use the following procedure:**

- Try to keep the head and neck area as stabilized as possible.
- Use the Hawaiian sling to extract the victim from the water. If the victim is in deeper water, submerge the backboard under the victim, stabilize and bring to shore. Back up will arrive to assist in the Hawaiian sling while you are bringing in the victim.
- Place the victim on the backboard by using the log roll.
- Immobilize the head and neck.
- If the victim needs to be rearranged on the backboard, use longitudinal movements.
- Evaluate and monitor until assistance arrives.

*\*Although there are backboards on every stand, the backup will be required to place the victim on it. If you bring the victim out of the water before backup arrives, make sure to stabilize the head and neck on the beach until assistance arrives. When the backup guard arrives, use the "log roll" to place the victim on the backboard. This procedure, along with the Hawaiian sling, will be covered and practiced fully in your training.*

## 6. Search and Recovery

During the course of each guard's training, methods and procedures for search and recovery of submerged victims will be fully explained. You will be trained in the use of markers, hand signals, the circular and line sweeps and recovery of the victim. We incorporate this procedure from both the lifeguard stand and the backup system.

- a. If you are on the stand and observe a swimmer submerged, both guards should immediately respond to the scene. One guard will enter the water and begin diving for the victim while the other guard uses the rescue can to establish a marker where the victim was last seen. The second guard will also send the "**AMB Emergency**" signal down towards the Dagsboro Street stand. Once this is done, the guard, along with the two backup guards, will enter the water and begin either the line or circular sweep to search for the victim.
- b. If you are one of the backup guards on the beach, as soon as you see the submerged swimmer signal (See Appendix F, Hand Signals), you are to enter the water using the markers as your guide. Once you reach the search area, you will be directed to the area of the sweep you will be responsible for checking.
- c. If the recovery of the body takes place during your search, you should immediately position the body to open the airway, check for breathing and pulse and begin rescue breathing. If there is no response from the victim, bring the victim to shore as quickly as possible where complete CPR procedures can be started.

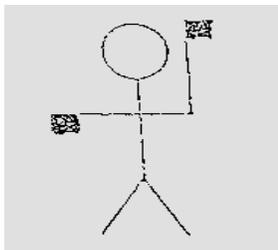
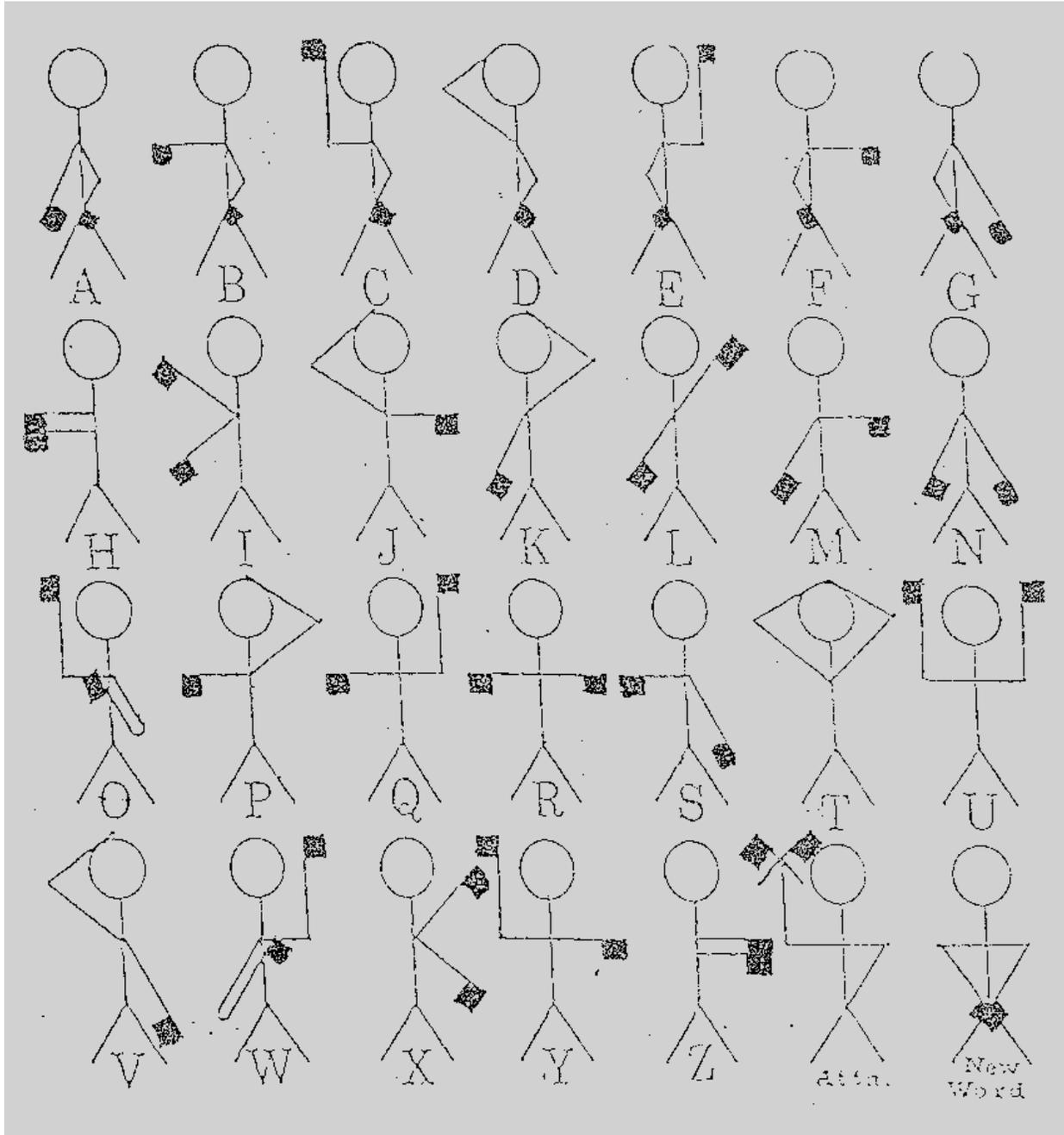
## 7. Additional Rescue Techniques & Procedures

- **Helicopters:** Use of a helicopters during rescue operations does occur occasionally. The two most common occurrences are Coast Guard rescues and medical transport. The decision to call either the Coast Guard or Delaware State Police will be made by the Beach Patrol officers or paramedics. In either case, with the approach of the helicopter, make sure that the swimming or beach area is cleared of all patrons. After the landing, all directions will be deferred to the Coast Guard, paramedics or pilots. Your job is to keep the patrons at a safe distance from the scene and continue to monitor your beach and swimming area. Do not let patrons back into the area until the Captain or Lieutenant has given the "OK".
- **Disabled Vessels:** When assisting a disabled vessel or its passengers within or near the swimming area, certain precautions must be taken. Before approaching the vessel (if it's reachable), look for signs of danger such as smoke, smell of gas or broken debris. If it appears to be a dangerous situation, stay at a safe distance and have the passengers utilize their PFDs or yours and exit the boat. If smoke or fire is visible on the vessel, do not approach it as the gas tank could explode. If there are several passengers, signal to shore for assistance. If it is safe to approach and board the vessel, do so in a careful manner and initiate any rescue/medical treatment immediately and then wait for assistance.

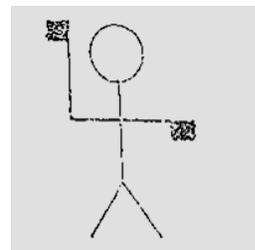
## IX. **Conclusion**

The Beach Patrol Manual, along with your training program, is intended to provide the techniques and knowledge needed to ensure a safe beach environment. There is a huge amount of responsibility that comes with the job of lifeguard. It is your job to perform your duties consistently, properly and in a professional manner. Because you are entrusted with the lives of many people on a daily basis, challenge yourself to do the best job possible every day. Saving lives is a unique experience and the personal satisfaction that comes with the job is very rewarding. Keep alert, work hard and enjoy your experience on the Fenwick Island Beach Patrol.

**APPENDIX A – SEMAPHORE SIGNALS**



**Land "LT" Atlantic**



**Land "A" Atlantic**

## **APPENDIX B – BEACH NAMES**

*(North to South)*

Lewes (L)

King (K)

Indian (I)

Georgetown (G)

Farmington (F)

Dagsboro (D)

Bayard (B)

Atlantic (A)

North Carolina (NC)

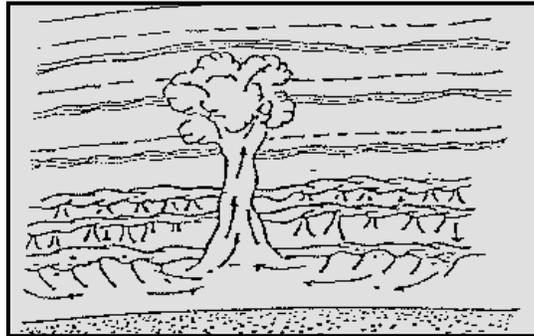
Virginia (V)

Delaware (DE)

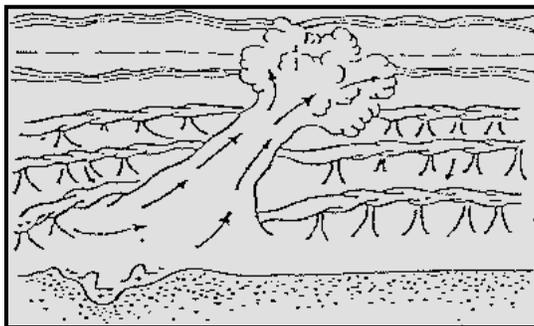
Fenwick Avenue (FA)

## APPENDIX C – RIP CURRENTS

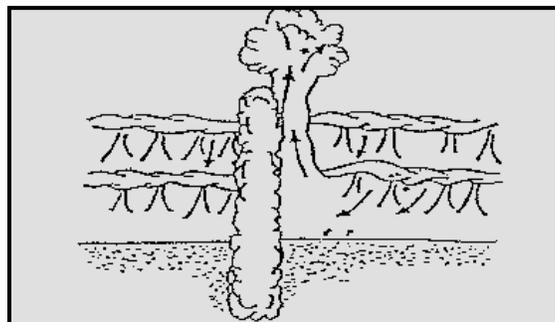
Rip currents form in different ways



Multi-feeder



One-feeder



Jetties & Groins

## APPENDIX D – RESCUE ENTRY

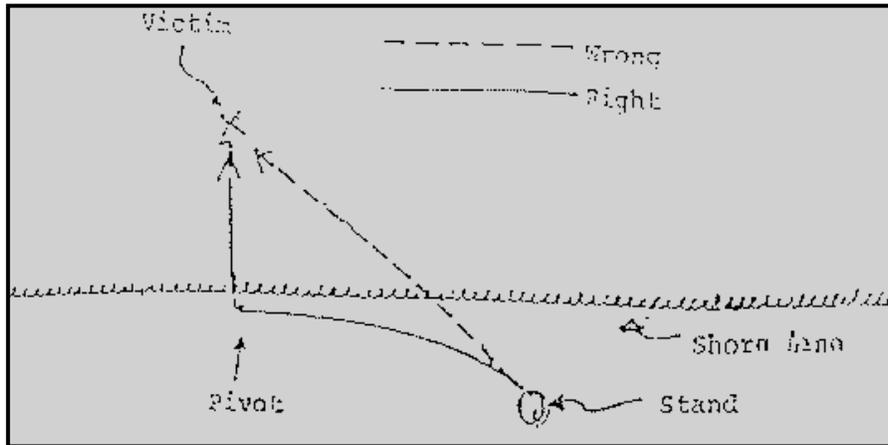


Diagram 1

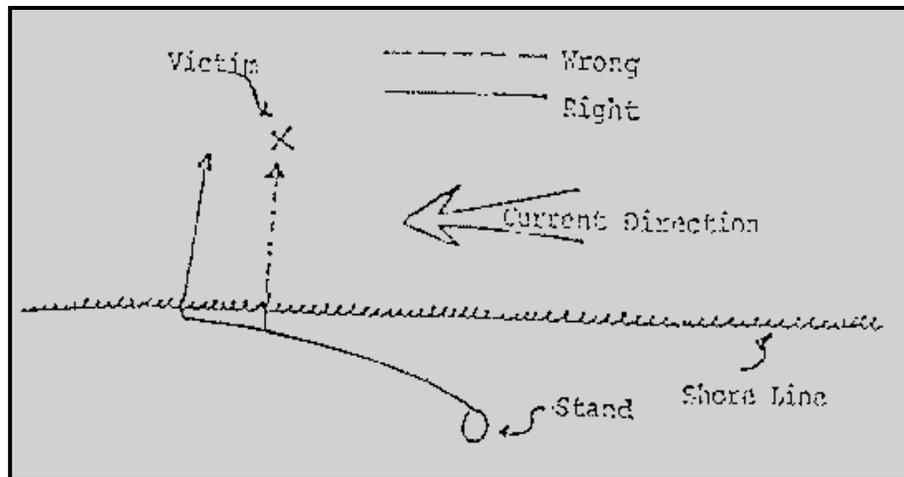


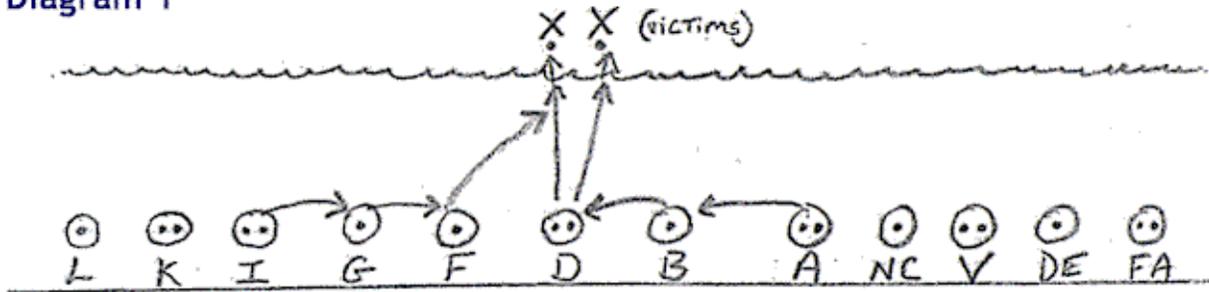
Diagram 2

In diagram 1, if the victim is in a rip, enter in the rip as this will speed your approach.

In diagram 2, the current will carry the victim beyond your point of entry, therefore, over-shoot the victim and then enter the water.

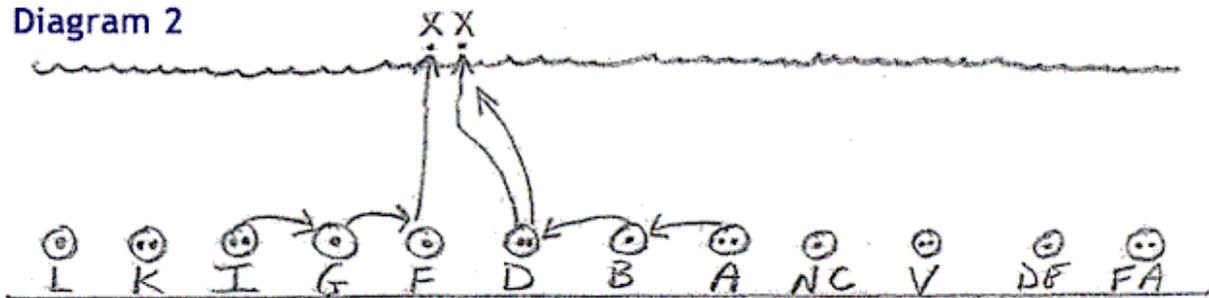
## APPENDIX E – BACKUP SYSTEM

Diagram 1



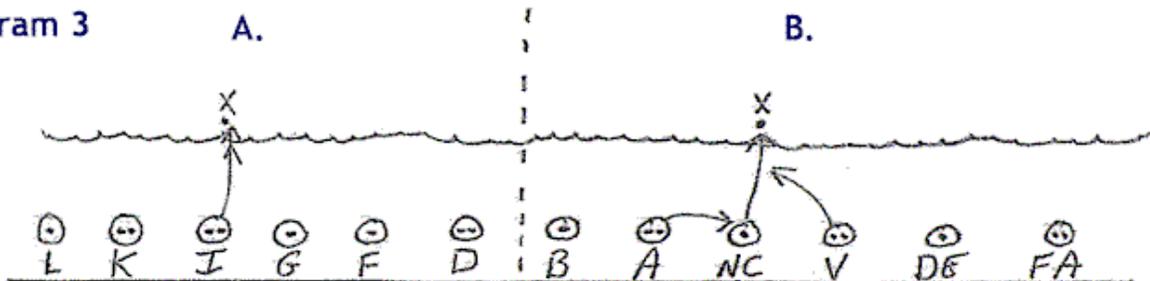
In Diagram 1, both guards on [D] go in so the stand is cleared. One guard [F] backs up to the water, and [B] covers to the stand (or vice versa). One guard from [A] covers [B] stand, and the ensuing backup covers on the north side.

Diagram 2



In Diagram 2, there are two victims on [F], which is singled. Therefore, it is necessary for one guard from [D] to assist in the water (or it could be [G] if they are closer) and the other guard to back up to the water. The ensuing backup occurs as in Diagram 1.

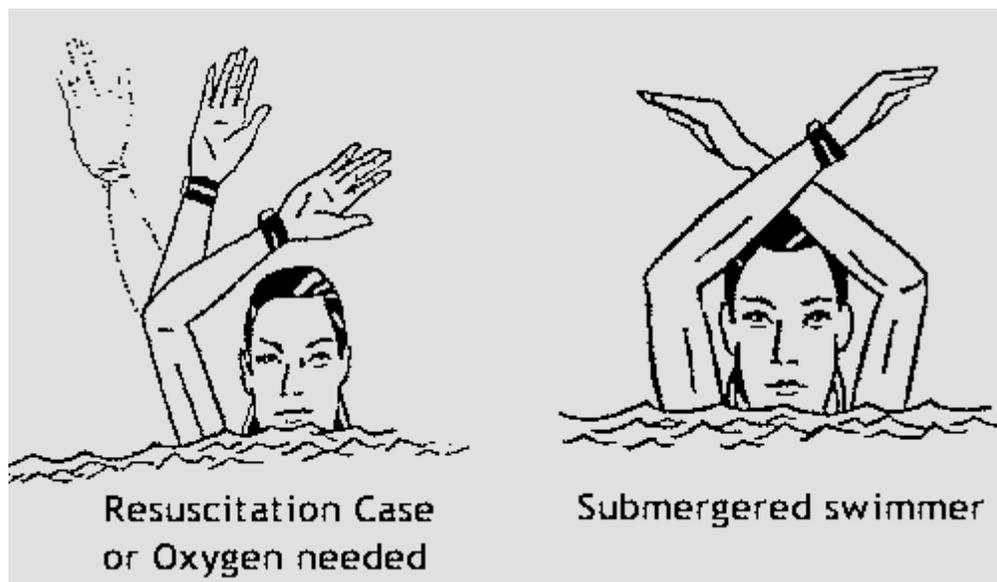
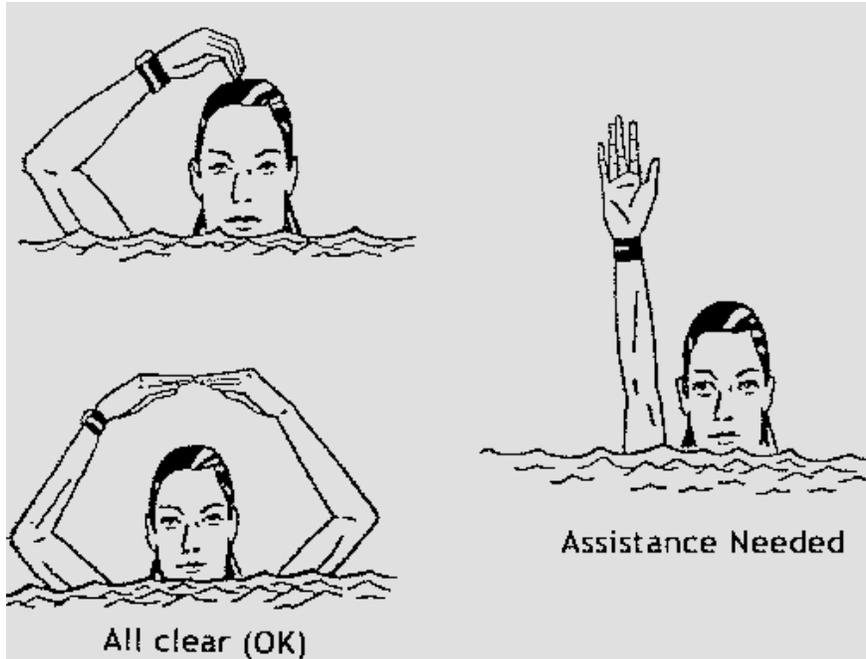
Diagram 3



In Diagram 3, there are two descriptions of single pulls on a single beach and a double beach. In situation "A" no cover is needed but the stand partner sends "up" both ways. In situation "B" one backup covers to the stand and the other to the water.

\*The stand partner or the first backup should always send "up" during a pull.

## APPENDIX F – HAND SIGNALS



## APPENDIX G – RADIO CODES

10-1	Situation under control
10-2	Arriving/arrived at scene
10-3	Go ahead with message
10-4	Ok/received message
10-5	Relay message
10-6	Busy
10-7	Out of service/off duty
10-8	In service/back on duty
10-9	Repeat message
10-13	Weather conditions
10-17	Lunch
10-18	Complete assignment ASAP
10-19	Return to _____
10-20	Location
10-21	Contact by telephone
10-22	Disregard
10-36	Time check
10-44	Ambulance needed
10-68	Meet
10-69	Enroute
10-100	Clear air for emergency message

## APPENDIX H – SUPPLEMENTAL FIRST AID / TRAINING

*\*To be completed by all guards prior to duty on the stand:*

- Recognition of signs and symptoms of victims with head and/or neck injuries that are surf related (1.5 hours)
- Description of when and how to move a victim in an emergency situation, specifically those with head, neck or back injuries (1 hour)
- Recognition and response to injuries caused by beach hazards such as windblown umbrellas, glass, deep holes and fishhooks (1 hour)
- **Demonstration of and proficiency with hole collapse victim recovery (1 hour)**
- Recognition and treatment of surf related injuries such as dislocations, sprains, facial injuries and broken bones (1 hour)
- Demonstration of and proficiency in water extraction using techniques such as Hawaiian Sling (2 hours)
- Recognition and treatment of near drowning victims (1 hour)
- **Demonstration of and proficiency of in water body search and recovery (1 hour)**
- Recognition and treatment of sudden illness including: bites and stings (both land & sea), hypothermia and heat related emergencies (1 hour)
- Recognition and response to victims with drug and/or alcohol related illnesses (.5 hour)
- Proper technique in initiating the EMS system and how to describe the situation(1hour)
- **Rescue Board Rescues of Conscious Victim and Unconscious Victim (2 hour)**
- Proper execution and proficiency exhibited for each topic discussed, including mock drills simulating situations and injuries (2 hours)
- **CPR hands-on training as well as practice rescue scenarios. (4 hours)**

## APPENDIX I – ACCEPTABLE CPR COURSES

### **American Red Cross CPR for Professional Rescuers**

- *CPR/AED for Professional Rescuers and Health Care Providers*: If you're an EMT, Firefighter or in any field where performing CPR may be part of your job description this is the course for you. This course includes hands-on training as well as practice rescue scenarios. It takes 5.5 hours to complete.

### **ASHI CPR Certification Courses for Healthcare Providers**

- *Basic Life Support (BLS)*: This course is designed for people in the healthcare profession that may need CPR and other emergency response skills for their jobs. Their [BLS Certification](#) classes, including exams, takes about 4.5 hours to complete.

### **AHA BLS – Instructor-Led Training**

The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED.

In this instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS Instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

Course content:

- High-quality CPR for adults, children and infants.
- The AHA Chain of Survival, specifically the BLS components.
- Use of an AED.
- Effective ventilations using a barrier device.
- Importance of teams in multi-rescuer resuscitation and performance as an effective team member during multi-rescuer CPR.
- Relief of foreign-body airway obstruction (choking) for adults and infants.

## APPENDIX J – ACCEPTABLE MEDICAL AID COURSES

### **American Red Cross – Emergency Medical Response (56 hours)**

Tailored to the professional rescuer, the curriculum meets and exceeds the requirements set by the National EMS Education Scope of Practice for an Emergency Medical Responder. This course provides the necessary tools for the rescuer to help sustain life, reduce pain and minimize injury during out-of-hospital medical and traumatic emergencies while awaiting or alongside higher-level personnel at the scene.

Core skills:

- Performing a primary assessment.
- CPR, AED, and Airway Ventilation.
- Medical and Trauma Emergencies.
- EMS Operations.
- Pharmacological Intervention.

### **American Safety and Health Institute – Emergency Medical Response (48 hours)**

ASHI Emergency Medical Response is designed to provide the non-EMS responders, including government, corporate, law enforcement and corrections personnel, with a level of training comparable to professional Emergency Medical Responder. This 48-hour course is consistent with national EMS curriculum requirements and education standards.

### **American Safety and Health Institute – Advanced First Aid (17 hours)**

~~Working as the Lead Responder in a scenario-based team setting, adequately direct the primary assessment and care of: Patient Assessment/Management – Trauma and Patient Assessment/Management – Medical.~~

~~ASHI Advanced First Aid and the successful completion of the 10 hours supplemented with medical aid training provided by Sussex County Delaware Paramedics completed before the lifeguard is given any assignment on the beach.~~

## **APPENDIX K – BEACH VEHICLE USE**

- ANY EMPLOYEE AUTHORIZED TO OPERATE THE ATV MUST COMPLETE PROPER TRAINING ON USE AND MAINTENANCE.
- AUTHORIZED EMPLOYEES MUST HAVE A VALID DRIVER'S LICENSE.
- AUTHORIZED EMPLOYEES ARE THE BEACH SUPERVISOR, CAPTAIN, LIEUTENANTS AND CREW CHIEFS.
- BAYARD STREET IS THE AUTHORIZED CROSSOVER STREET FOR THE ATV.
- THE ATV IS TO BE OPERATED AT A SAFE AND REASONABLE SPEED AT ALL TIMES.
- HEADLIGHTS ARE TO BE USED WHENEVER THE VEHICLE IS MOVING.
- EMPLOYEES WILL EXERCISE CAUTION WHEN RESPONDING TO EMERGENCY SITUATIONS.
- EMPLOYEES WILL CHECK THAT ALL SAFETY AND RESCUE EQUIPMENT IS ON THE ATV AT ALL TIMES.
- EMPLOYEES WILL COMPLETE A MAINTENANCE CHECK BEFORE AND AFTER USE, INCLUDING WASHING DOWN THE ATV.
- NON-EMPLOYEES SHALL NOT BE TRANSFERRED ON THE BEACH VEHICLE EXCEPT FOR WORK-RELATED PURPOSES.