K.WATERFRONT SAFETY

In these guidelines, the term waterfront will refer to anyplace where open water meets land. This includes both surf and inland aquatic environments, such as rivers, ponds, lakes --- (natural or artificial), quarries, reservoirs, and ocean beaches. --

K1. Waterfront program and facility operations must conform to all local, state, and federal health and safety codes and ordinances. YMCA of the USA aquatic guidelines (where applicable) and applicable American Camping Association standards should still apply. An association policy is developed based on these.
No Local, State or Federal Laws. Comply with ACA laws.

K2. A written policy explaining aquatic operating and emergency procedures is available and is reviewed with all camp and aquatic leadership staff regularly throughout the season. (See On the Guard II: The YMCA Lifeguard Manual.)
Yes – different emergency procedures practiced weekly at a minimum.

- K3. All waterfront program and facility operations have the following equipment readily available in an appropriate quantity based on the size of the facility and attendance: Emergency equipment
- Telephone with emergency numbers posted nearby *Yes*
- A first aid kit *Yes*
- Personal protective equipment (e.g., latex gloves, resuscitation masks, eye shields, resuscitation equipment) *Yes*
- A backboard with straps, plus a head restraint and cervical collars *Yes*
- A rescue boat or paddle board *Yes for both*
- Rescue tubes/buoys *Yes*
- A mask, fins, and snorkel *Not used because of lake being too deep and time needed to put equipment on– need SCUBA equipment*
- A rescue boat or motorized rescue craft recommended for larger facilities *Yes*
- All equipment is inspected daily. *Yes, before the swimming area of the waterfront can be opened)*

YMCAs in remote and rural locations should seriously consider having the following available:

- Supplemental oxygen (02) *Yes*
- An automatic external defibrillator (AED) *Yes*
- A first aid room with a bed and refrigeration or ice available *Yes*
- Splints Yes
- Blankets Yes
- A bag valve mask *Yes*
- A mechanical suction device *Yes*

Factors to help determine the necessity of this equipment are time and distance away from advanced life support services. A helicopter landing zone location and emergency procedures for helicopter evacuation should be established. *Yes* Advanced-trained staff (EMT/RN) will be needed on site in these areas (*During the camp season we have a resident RN).* Staff on duty should be trained and certified to use additional medical equipment (02 or AED), if available *(All program staff are trained to ARC First Aid,*

CPR / AED and all waterfront staff have O2 certification. A telephone or cell phone is readily accessible to the waterfront staff for emergencies *(Yes for telephone, no cell phone coverage and we also have radio's for 2-way communication).* We recommend that staff practice rescue drills and review them with local EMS personnel to maximize efficiency if needed. Communication equipment is readily available. Examples include flags *(No)*, a public address system (*No – but have an emergency siren system)*, walkie-talkies *(Yes – essential)*, bullhorns (*Yes),* intercoms *(No)*, cell phones *(No service)*, and telephones *(yes)*. Whistles can be used as a means of communication to swimmers (one blast means listen; two means resume activity; three means get out of the water immediately – *1 blast is LG to patron communication, 2 whistles, LG to LG communication, 3 whistles major emergency*).
Behavioral rules and warning signs: Rules and warnings are clearly stated on signs and can be understood by swimmers. The signs are adequately secured and in accordance with ANSI sign standards. (*Yes)*

Beaches

- Beaches are inspected each day to look for unusual hazards and to mitigate hazards (e.g. empty the trashcans to reduce the number of bees). Identify water/bottom conditions such as the following and decide how to deal with them:
- Accuracy of depth markers *(yes)*
- Debris on bottom *(yes)*
- Holes or sandbars *(NA)*
- Currents or tides *(NA)*
- Drains or open storm sewers *(NA)*
- Wave size, direction, and type *(NA)*
- Thermocline conditions and water temperature *(yes)*
- Water/bottom conditions are inspected daily *(yes).*

Docks

Docks are checked for stability, surface slickness, and protruding splinters, nails or other sharp objects. *(We now have plastic docks for swimming areas, but have wooden docks for boats which are inspected daily)* For diving, springboard diving equipment and the height of the dock and springboards above water (variation of depth due to evaporation and tides/dam water level) are checked *(No springboard diving).*

K4. A lifeguard(s)who is currently YMCA certified *(No, ALL staff are ARC Lifeguard, Waterfront component, CPR for the Professional Rescuer, First Aid, AED, Oxygen Administration certified)* is on duty at all times the facility is open. Lifeguards are not given duties unrelated to their public safety function of water surveillance *(No lifeguards have secondary duties when not on the stand or lake patrol).* Sufficient breaks are provided (per aquatic guidelines) throughout shifts. *(Yes)*
In-service training, including child abuse prevention. and training specific to the facility must be provided. *(yes, before the season starts and they become a LG – usually 4-6 hours)*
Lifeguards practice the facility's emergency action plan(s) prior to the opening of the facility and periodically during the season. *(Spend a minimum of 4 hours prior to the swimming area of waterfront being open for the season going over lost swimmer drill*

EMERGENCY PROCEDURES

LOST SWIMMER PROCEDURES

If there is a suspicion that there is a submerged victim in the swimming area, and their specific location is unknown, the following procedure must be put into affect immediately.

IMPORTANT

- ✓ **All divers use foot first surface dives**
- ✓ **There must be at least two divers**
- ✓ **Staff initiating drill is responsible until drill director arrives on scene**

All search phases are initiated by the sounding of the Lost Swimmer Alarm

Phase One

1. Sound alarm to indicate to all staff that a lost swimmer has been reported:
   - 3 blasts of the whistle – this should precede any radio call to get the swimmers' attention and put the action plan into affect. The duration of the three (3) whistles should be at least 2 seconds, immediately followed by the announcement to clear the water.
   - Radio Call – This call needs to be calm, clear and direct, thereby emphasizing that the situation is real and is not to be misunderstood as a drill. Lead guard (Lifeguard 1) at waterfront should make call.

Lost Swimmer Search

Radio Call
Lifeguard 1 will say
"Lifeguard 1 to Trout Lodge Base"
Trout Lodge Base will respond "TL Base, go ahead"
Lifeguard 1 will then say
"We have a lost swimmer at the TL waterfront, please sound the 3 tones"
The base will then sound the tones 3 times then Lifeguard 1 says

"Emergency, emergency.
We have a Lost Swimmer at the Trout Lodge Waterfront.
Trout Lodge base, please sound the alert siren and call 911.
All available personnel report to the Trout Lodge Waterfront.
Please keep the radio traffic clear."

Description

Name_____

Location in the water (if known)_____

Room / Cabin_____ Age_____ Sex_____

Height_____ Weight_____Favorite Activity _____

Clothing description_____

Search ***May depend on last known location

___ Deep water divers

___ Foot sweeper (prefer two groups)

___ Secondary drowning (deep water and dock divers)

___ Dock divers

___ Walk the dock

After search is in process

___ Clear the beach

___ Room search

___ Victim's favorite program area

___ Property search

Areas To Search:

___ TL Back Deck And Patio Area

___ Meeting Rooms 1 __2__ 3 __4__ 5__6__ 7 _____ _____ _____ _____

___ TL Dining Room

___ All Bathrooms 4th floor lobby_____ 2nd floor lobby_____

___ Bathrooms At Boathouse

___ Country Store

___ Archery Range

___ Mini Golf

___ Sand Volleyball

___ Waterslide

___ Playground

___ Tennis Courts

___ Soccer Field

___ Arts & Crafts / Gym

___ Rifle Range

___ Tepee

___ Hillcrest Hall

___ North Hall

___ Chapel

___ Laundry Room

___ Parking Lots 1, 2, & 3

___ Lakewood Lodge

___ Alpine Tower And Summit Course

___ Hiking Trails

___ Lakewood Bathrooms & Area

___ Ranch

___ Pines Peak/Field

___ Frisbee golf area

___ Shotgun Range

2. While procedure begins, the first non-guard staff member on site obtains a description of the missing individual from those making the report and provides this description to the front desk, country store, Lakewood base, and any available staff via radio call.
3. 2 pre-assigned staff from the front desk begin a check of the shoreline between the tennis courts and the sundeck. Upon completion of this search they should report their findings to the lead guard.
4. Rescue equipment and are grabbed en-route by guards as needed.
5. Lead guard clears the water and informs guests that they will be asked to assist. Those not willing or able to assist should clear the area, moving off of the beach to the opposite side of the sidewalk.

" Please clear the water, we have an emergency situation. You may be asked to assist, please move to the sidewalk."

Phase Two

6. Lead guard assigns one staff (first on scene) as search leader to coordinate the shallow water search. (Staff and volunteers can be used to perform this search). This search begins at the base of the 'T' with foot sweeps under the dock and moves south. With adequate numbers, a second shallow search can be started at the Eastern dock heading west.
7. A minimum of 3 staff divers (first three guards on the scene) line up in the water at the central dock. Before performing surface dives and sweeps of the bottom, each guard should perform foot sweeps underneath the central dock. Any staff arriving after this line has begun its search start their own lines moving progressively further west on the dock, with its own leader.
8. After sweeping under the dock, teams now dive (count off, feet-first surface dives, swim across the bottom for three full body lengths, re-surface) Once teams reach the Southern beach they turn back and head north toward T-Dock, west of their original lines.

Phase Three

9. Lead guard takes position on the dock to coordinate the deep-water search and assign staff members to substitute for divers.
10. Once adequate staff has arrived to search deep-water area, a second pair is sent to search under the eastern dock.
11. Teams performing deep water and dock searches of the swimming area repeat their pattern until victim is found or search is called off by the lead guard's signal.

Phase Four (will only be started after deep-water search in swimming area is called off)

12. Staff is assigned to search fun-yak area and rescue board is used to begin visual search outside of swimming area.

Shallow Water Search

The groups performing this search begin at the deeper water and work their way towards the beach, moving parallel to the swim lines. Volunteers should be enlisted to assist with this search from the very beginning. In this search, instruct the group to form a line, side by side, linking arms or holding hands. The line should then progress forward slowly, with searchers making careful, sweeping motions with their feet, trying not to disturb the bottom. When they have reached the point where the shortest member of the search line is unable to continue, the leader should make note of the location for the deep-water searchers and return back to the shore following the same procedures.

Deep Water Search

In the deeper areas of the swimming area, a standard search pattern is used for the following reasons:

1. No search can be completed in an orderly manner without planning and practice
2. If a search is prolonged, the chances of a successful rescue are greatly diminished.

In performing the deep-water search, adjustments must be made to the extent of each sweep pattern—taking into account the visibility level—to ensure that no areas are missed. Searchers must also keep in mind that the victim may not be laying on the bottom. In an overlapping line (fingertip to elbow), guards should perform FEET FIRST surface dives to the bottom and complete a predetermined number of strokes **(3)** before surfacing. They should use sweeping, semicircular motions with their arms. To cover low visibility areas completely guards must stay close enough together to slightly overlap each other's sweeps.

Each guard should complete the designated number of strokes, surface straight up with a raised hand, and move back to the furthest diver before reforming their line and diving again. The guard leader of the line on the surface is responsible to ensure that the other guards move back to the proper location and is prepared before diving again. This is an important task that is necessary to ensure that the entire area is searched. To assist with this task the leader is to communicate with the line uses verbal cues.

1. "Back to me" – is the cue to backstroke back to the leader's location and reform the diving line. At this point the line leader can make specific adjustments to the line if space between divers is too wide or if the group is off course. This is also the point where divers should switch if a substitution is required.
2. "Count off" – is the signal for every member to call out sequential numbers starting at the leader with "ONE". This enables the leader to make sure that the entire group is present and that they are still able to dive.
3. "Ready" – A signal from the leader to prepare for the dive.
4. "Dive" – The cue for the group to perform their dive and search.

Circumstances that occur requiring a staff to perform any type of first aid must be brought to the attention of the medical director to ensure that proper records are kept. There are a variety of situations that can possibly take place at the waterfront that can have a dramatic affect on staff and guests present at the time. Due to the

traumatic nature of these events, they are considered emergencies that warrant case specific procedures. The following procedures must be reviewed and practiced on a regular basis where drills are indicated, in order to maintain an acceptable level of competence. Weekly training will be scheduled throughout the year and attendance is deemed mandatory.

Medical Emergencies

Due to our hot and humid climate, heat related sickness and injuries are not uncommon. As a lifeguard who is focused on the safety of our guests and fellow staff members, these conditions are something you must be able to recognize and treat as soon as you notice the signs and symptoms.

Hyperthermia

Heat cramps, heat exhaustion, and heatstroke are three progressively more severe forms of hypothermia, or overheating. In each heat illness, environmental conditions cause a body's core temperature to increase, giving rise to a variety of symptoms. When the temperature and humidity are high, heat-related problems become more common.

Heat Cramps

Heat cramps are extremely painful muscle cramps caused by the loss of electrolytes and salt in the body through sweat. These cramps will generally exhibit some or all of the following symptoms:

- ✓ Muscle cramps (usually in the legs and abdomen)
- ✓ Sweaty skin
- ✓ Increased heart rate
- ✓ Exhaustion
- ✓ Dizziness

Heat cramps are not a life-threatening condition, but the person will want and need immediate attention. To care for someone experiencing heat cramps, take the following action:

- ✓ Get the person out of the heat.
- ✓ Provide water.
- ✓ Apply moist towels to the forehead and cramp to aid in cooling.
- ✓ Avoid massage—it will not help and may damage muscle tissue.

In most cases the cramp sufferer will not need to see a physician. However, if the person experiences faintness and recurring cramping care by medical personnel is advisable.

Heat Exhaustion

The most common heat-related illness, heat exhaustion is also due to excessive electrolyte and water loss through perspiration. The symptoms of heat exhaustion include

- ✓ Profuse sweating,
- ✓ Cool and clammy skin,
- ✓ Dilated pupils,
- ✓ Pale coloring,
- ✓ Increased heart rate,
- ✓ Weakness,
- ✓ Nausea,
- ✓ Thirst,
- ✓ Fainting, and
- ✓ Anxiety or apathy.

Any bout with heat exhaustion requires medical attention because the condition can easily escalate to heatstroke. There are several things you can do to assist someone with heat exhaustion while awaiting medical assistance:

- ✓ Get the person out of the heat.
- ✓ Provide water (only if the person is conscious).
- ✓ Lay the person down.
- ✓ Loosen restrictive clothing.
- ✓ Cool the body with moist, cold towels.

Heatstroke

With extreme overexposure to the heat, a person may experience heatstroke. In this condition, the body's temperature regulation system essentially shuts down and the heat generated is recycled in the body, causing other body systems to malfunction. It is vital that you learn to recognize the symptoms of heatstroke and move quickly to assist anyone who develops it. *Contact EMS immediately.*

The symptoms of heatstroke vary some, depending on whether the person initially suffered heat exhaustion and how quickly you noticed the problem. The skin may be sweaty if the person was active and you noticed the problem before the sweat dried. The key here is that the person with heatstroke will no longer be able to sweat. Many or all of the following symptoms are typical:

- ✓ Dry or sweaty skin
- ✓ Inability to sweat
- ✓ Increased then decreased heart rate
- ✓ Increased temperature
- ✓ Hot, red skin
- ✓ Rapid, shallow breathing that may then slow
- ✓ Constricted pupils
- ✓ Headache
- ✓ Confusion
- ✓ Disorientation
- ✓ Unconsciousness
- ✓ Seizure

If you notice a number of these symptoms, don't take any chances — summon medical assistance immediately. Heatstroke can be fatal!

Heatstroke is an extremely critical condition—almost 60% of those who develop it die, even under medical supervision. Your actions truly can mean the difference between life and death. While you are waiting for the EMS to arrive, provide the following first aid:

- ✓ Establish the ABCs
- ✓ Do not give fluids
- ✓ Get the person out of the heat
- ✓ Lay the person down
- ✓ Loosen any restrictive clothing
- ✓ Cool the body immediately using ice packs or sheets soaked with ice water
- ✓ Monitor body temperature and ABCs
- ✓ Be prepared to handle convulsions if the body temperature drops very rapidly.

Missing Person Procedures

Any child or adult may be reported as a missing person at any time. The most important pieces of immediate information are the description of the person, including name, hair color, height, clothing, and the **location** where they were last seen (If the waterfront, begin Lost Swimmer procedures). This will indicate whether or not the case should be handled as a lost swimmer or not. Reports of missing person should be made to the manager

on duty as well as the front desk of Trout Lodge as soon as possible. **If a missing person case continues for two minutes or more Lost Swimmer will and must be initiated.**

Facility Emergencies

These emergencies refer to situations that involve certain types of wildlife, natural disasters and specific weather conditions. High winds, fire, lightning, hail, heavy rainfall, snakes, spiders, wasps and bees, stray dogs.

Emergency Action Plans

Weather, fire, tornado, flood, locusts, Armageddon, shark attack, wild boars, earthquake, winged demons from hell, etc., etc., etc. There is a folder which is kept at the front desk.

WEATHER CONDITIONS

Understanding weather conditions is important to providing a safe environment for swimmers in your area. Although you cannot control the weather, you can take necessary precautions to prepare for weather changes and to protect the safety of the swimmers you are guarding.

Storm Conditions

A local weather forecast may warn you that a front is expected to move through your area. Barometric changes and sudden shifts of wind direction and speed are sure signs of weather changes. As warm air meets cooler air, moisture in the form of rain and thunderstorms usually result. The forecast should be your signal to be on the lookout for storm conditions.

Cloud formations will also alert you to potentially hazardous weather. Cumulonimbus clouds, often called "thunderheads," are dark and thick, seem to have great height, and often take on an anvil shape; they signify a storm. Stratocumulus clouds are continuous, connected globes of clouds that usually occur before and after a storm. Altocumulus clouds are high, white clouds that drift across the sky. As they become larger and darker, they signal a storm.

A squall line is another cloud formation that will help you determine when severe weather is on its way. A squall line usually appears as a gray bank of clouds accompanied by frothy white clouds on the horizon. It is, in fact, the approaching edge of the storm system.

Thunderclouds

As a storm approaches, you are likely to see clouds develop from stratocumulus into the classic anvil-shaped cumulonimbus thunderclouds. The height and darkness of these clouds can be signs of the severity of the associated storms.

Thunderclouds and the lightning that accompanies them are serious weather conditions. The body can act as a natural conductor of electrical current from lightning when someone is in the water or touching it, possibly resulting in death.

Don't take any chances when you see lightning. Clear the area before a storm hits. You can estimate how many miles away that a storm is by counting the seconds between seeing lightning and hearing thunder, then dividing that number of seconds by 5. For example, if you count 10 seconds between lightning and thunder, the storm is about 2 miles away (sound travels 1 mile in about 5 seconds whereas light travels 1 mile almost instantly).

Bad Weather Procedures

THUNDER & LIGHTNING

For all intents and purposes, thunder and lightning are exactly the same at the waterfront. While some program activities may still run while hearing thunder and only cancel for lightning sightings, the waterfront will shut down upon hearing thunder.
This is because (should guests complain) the time it takes to remove oneself from aquatic activities and the vulnerable state in which one is *until* they are removed creates the urgency to get out of the water immediately. Anecdotal story: A Carbondale Community High School student was struck and killed by lightning from a storm thirty miles away. It is a danger and it is to be taken seriously. Be courteous but commanding with any guest who resists.

Upon hearing thunder, the following duty stations have the following responsibilities:

- Guard 1: responsible for clearing the swim area of all guests
- Guard 2: responsible for stowing guard umbrellas and assisting with clearing the swim area
- Guard 3: responsible for clearing the funyak area of all boaters and returning equipment to the boathouse
- Swing and Slide: responsible for closing the swing and slide and assisting with clearing the funyak area
- Tests: responsible for changing waterfront flag from green to red and clearing the docks
- Rescue Boat: responsible for recalling all boats on the lake, assisting/rescuing guests where necessary

Upon seeing lightning, the preceding duty stations have the previous responsibilities, but with more urgency.

When thunder and/or lightning are observed, that staff member should radio Trout Lodge Base and have them set the appropriate timer. The front desk will start a thirty-minute timer for thunder OR lightning. Be certain to say which you observed, as only certain activities stop for thunder and the call is facility-wide.

Activities that shut down for lightning or thunder will be shut down for thirty minutes after the most recent observance.

"Observing lightning" is constituted by both seeing the bolt itself or the flash produced thereby.

HIGH WINDS

In the event of high winds, boats are no longer sent out. "High winds" is constituted by winds fast enough to produce whitecaps (waves that are churned to white foam/froth on the top) on the lake's waters. No boats may depart during whitecaps.
Depending on the situation, certain parties may be refused a boat in high winds without whitecaps (i.e. small children, brash teenagers, etc.). It is up to the boathouse staff's discretion as to let certain parties out or not. Remember: Always be courteous, especially when you must tell a guest "no".

TEMPERATURE

For guests to swim, both the air and water temperatures must add up to at least 100 degrees Fahrenheit (100°F). If they do not, swimming will be prohibited until such time as they do. The yellow flag will be put up and boating will still be allowed.