



Lake Oswego Parks & Recreation Swim Park 2022 Staff Manual

Revised June 30, 2022



Lake Oswego Swim Park
250 Ridgeway Road
503-953-9325

Swim Park information/Rules for customers on City's website

Lake Oswego Swim Park - 250 Ridgeway Road

Open to L.O. Residents

Summer 2022 OPEN July 1 - August 28; 1-6pm

The Lake Oswego Swim Park is operated by Lake Oswego Parks and Recreation

Located at 250 Ridgeway Road -- Turn West onto Middlecrest Rd. off of State St. Turn left onto Ridgeway Rd.

The park features: Certified lifeguards on duty; diving platforms, inner tubes, lounge chairs, picnic tables, various water toys, and a limited number of U.S. Coast Guard approved life jackets.

- Open 7 days per week, July 1 - August 28. Daily hours are 1:00pm - 6:00pm (weather permitting)
- L.O. Swim Park is open to L.O. residents with proof of L.O. residency.
 - Proof of LO residency with photo ID (either through a driver's license, Oregon ID card, LO School District current ID, or utility bill in addition to photo ID)
 - Guests of L.O. residents must be accompanied by L.O. resident during entire time of visit. Number of guests allowed is limited, depending on numerous factors.
- Children ages 11 and under must be accompanied by an individual 16 years or older.
- On-Site staff has the authority to put capacity limits on the number of patrons allowed in the Swim Park at a time and to instill a time limit of 2 hours on customer visits.
 - This is due to overall safety, lifeguard to swimmer ratios and the limited size of the L.O. Swim Park.
 - Time limits on busy days allows a larger number of different individuals to enjoy the park each day.
- Swim Park on-site phone; 503-953-9325 (number during open hours, 1-6pm)
- L.O. Parks & Recreation Front Desk; 503-675-2549 (M-F, 8a-5p)

Please Note: The *Lake Grove Swim Park* on Lakeview Blvd. is owned and operated by L.O. School District. Call 503-635-0355 for information.

LAKE OSWEGO SWIM PARK RULES

1. The park will be open at 1:00 PM and close at 6:00 PM, weather permitting.
2. L.O. Swim Park is open to Lake Oswego residents and a limited number of guests
3. No alcoholic beverages allowed in the park. (City of L.O. Park Rules, Section III 1.)
4. No tobacco products allowed in the park at any time. (City of L.O. Park Rules, Section III 29.)
5. Pets are not allowed in the park.
6. Children under 12 must be accompanied by a person age 16 years or older.
7. No trespassing in the park outside of park hours.
8. Swimmers under 14 must pass the established swim test to be allowed in the deep end (past the rope).
 - a. if a swimmer passes portion 'a', but not 'b', they will be only allowed in the deep end when wearing a Coast-Guard approved life jacket.
9. Non-swimmers are allowed in shallow water area only, unless they are accompanied by an adult within an arm's length at all times **and** wearing a Coast Guard approved life vest while in the deep section.
10. Children under three (3) years of age must wear appropriate swim wear (swim diapers) and use Coast Guard approved life preservers – even in the toddler area.
11. All trash and recyclable bottles & cans are to be placed in appropriate containers.
12. **NONE OF THE FOLLOWING IS TO OCCUR:**
 - a. Swimming under the docks
 - b. Hanging or swimming on dividing rope
 - c. Roughness, profanity, or unnecessarily loud behavior in or around the swim area or the restrooms.
 - d. Glass containers
 - e. Running or rough play, pushing, or any inappropriate/offensive social behavior
 - f. No dunking or hitting other swimmers with water toys.

GUARDIAN/CHILD RATIO:

- ❖ 1 age 16+ guardian per 6 swimmers/non-swimmers over the age of six (6) years
- ❖ 1 age 16+ guardian per 3 swimmers/non-swimmers under the age of six (6) years
- ❖ For guardians bringing children whose ages are both over and under age 6, the maximum number of children allowed per 1 guardian is four (4).

GROUP SIZE & GUESTS OF RESIDENTS LIMITS

- ❖ L.O. Residents can bring guests into the park, but are required to be at the park with guests the entire time of the visit.
- ❖ A L.O. Resident bringing a group that is a combination of guests and/or residents can arrive with a maximum of 10 in the group. L.O. Residents count toward the total of 10. The guardian/child ratio guidelines must be met. Note that on-site Head Guard can determine a maximum number of guests needs to be set for the day for safety reasons.

Summer Staff Policies & Responsibilities

1. **Professionalism and punctuality:**
 - a. Please report at 12:45 pm to prep the facility to be opened BY 1:00pm.
 - b. Required daily uniform:
 - i. Parks & Rec issued swim shorts, shirt/tank, swim suit, and/or issued sweatshirt
 - ii. Hats are optional and need to be approved for use by Brandon or Head Guards.
 - c. The Swim Park phone is for park business only, not personal use by the guards. Personal cell use is only allowed in Guard Shack during break or when no guests are in the park.
2. **Attendance and daily temperature records:**
 - a. Must be recorded and are to be given to Brandon **WEEKLY** by one of the Head Guards.
3. **Scheduling and substitution:**
 - a. Each guard is responsible for finding a substitute for sick days. Requested days off **MUST** be authorized prior to time off through Brandon. Schedule changes are to be communicated to Brandon. If you cannot find a sub you are expected to work that day.
 - b. **Once the sub is confirmed, the shift is now the lifeguard's responsibility.**
4. **Breaks, personal safety and readiness**
 - a. All guards must remain at the Swim Park during breaks. In the event an emergency occurs all three guards are needed to handle it properly.
 - b. Arrive to your shift rested, fueled and hydrated.
 - c. Please bring a supply of drinks and food with you to rehydrate on breaks.
 - d. Bring and apply sunblock.
 - e. Cool off in water, as needed, at appropriate time.
 - f. Find and get in shade whenever possible.
5. **Cleaning and sanitizing responsibilities:**
 - a. Restrooms **must** be cleaned 1-2x per day.
 - b. Garbage is to be transported to the top level at the end of the day on Sun. & Thurs.
 - c. Complete any current Covid-19 requirements
6. **Inclement weather:** Possible Closures (Head Guards must consult with Brandon or Carol)
 - a. Temperature: Below 64 degrees **after** 3:30pm (Head Guards must consult with Brandon or Carol). In case of extreme heat Brandon or Carol will advise.
 - b. Lightning / Thunder: at the first sign of (a) lightning seen or (b) thunder is heard, the park is closed for 30 minutes. The park may re-open 30 minutes after the **LAST** sign of thunder or lightning.
 - c. Fire smoke / unhealthy air quality: Follow Parks & Recreation policy associated with Air Quality Index (AQI) Brandon will consult with HG
 - d. Staff must **post the closure** with the sign on the gate and **call the Recreation Department Office** at 503-675-2549.
 - e. If a minor is waiting at the park for a ride—the head guard **and** one other guard must stay with the young person.
 - f. **We really try to avoid closing the park, but safety is always our top concern.**
7. **Rule consistency:**
 - a. Please know and enforce the Swim Park Rules. It is important in order to ensure swimmer safety and for the prevention of accidents.

Summer Staff Policies & Responsibilities continued...

8. **While guarding:**

- a. Be in Staff uniforms/rescue tube/first aid kit (sun glasses & whistle)
- b. Scan all sections of your zone every 10 seconds while on duty
- c. No texting, talking on phone, reading, or talking with friends/guards
- d. Stay on the deck area in your station

9. **Accident/Injury/Incident Report Forms:**

- a. Filled out and turned in to Brandon within 12 hours of an accident. Please phone Brandon at time of accident or incident.
- b. Primary person to complete form is Head Guard

10. **Hours:** due the 15th and the last day of each month.



MAINTENANCE DUTIES

DAILY

1. Sweep walks, deck and steps daily to remove cones and debris. Some seasons goose poop can be a problem and must be cleaned off the deck and picked up from the grass.
2. Keep guard room clean and organized
3. Clean toilets 2x daily with disinfectant and scrub brush.
4. Clean the bathroom floors daily. Use disinfectant and broom to scrub, wash with water from the hose, and squeegee water into the drains.
5. Keep circulating pump on at all times

EACH DAY: Water plants

2X A WEEK

Empty trash on Sunday, and Thursday and bring bags to the gate for pick up. Maintenance Dept. will come by M /F in the morning before we open.

Call/Text Brandon as soon as any maintenance problem occurs:
909-744-4275

LIFEGUARD RESPONSIBILITIES

A PROFESSIONAL LIFEGUARD HAS TWO PRIMARY RESPONSIBILITIES:

1. Active prevention through:
 - a. People management skills
 - b. Consistent enforcement of rules
 - c. Scanning swimmers for distress signs
 - d. Systematic coverage of protection zone
 - e. Enforcement of the 10/20 rule

10/20 Scanning Rule

SCANNING – 10/20 RULE	
10 seconds	Each station has a zone to scan. The assigned guard should scan that zone every 10 seconds.
20 seconds	A person in trouble should be reachable within 20 seconds.

2. Providing effective rescue and emergency care of guests by:
 - a. Using appropriate rescue equipment
 - b. Following your facility EAP protocols for appropriate rescue
 - c. Providing follow-up care and completing reports

Conducting duties such as swim tests, cleaning, etc. are Secondary responsibilities and should never be done by the staff member currently lifeguarding.

“Rescue Ready”

Lifeguards must understand that while they are on duty, they must be rescue ready at all times: at their station, in a uniform that identifies them as the on-duty lifeguard, with the rescue tube strapped on, and always alert.

Rules Lifeguards must consistently enforce

1. Only walking
2. No flips (even off the diving blocks)
3. No diving in the shallow end
4. Standing on tubes only allowed in the middle of the deep end, staying clear of the deck.
5. Non-Swimmers in shallow and toddler area must wear a Coast Guard approved life vests.



Lifejacket rules

1. If a swimmer is in an area they cannot touch, they **MUST** wear a lifejacket/preserver.
2. Swimmers who have not passed any portion of the swim test can be in the deep section **ONLY** with an adult within arm's reach **and** must wear a lifejacket
3. Swimmers who pass portion 'a' of the swim test, but not 'b' may swim in the deep end with a Coast Guard approved lifejacket.
4. Swimmers who pass the full swim test may be in the deep end without a lifejacket/ life preserver.
5. Non-Swimmers in the shallow end, including toddler area, must wear a lifejacket/preserver.

LIFEGUARD SAFETY DUTIES

Safety and Accident Prevention

No item is more important to the operation of swimming than accident prevention and safety!

The swim park has its own hazardous areas where accidents can occur. BE ALERT! Know the hazardous areas (corners)!

SAFETY DUTIES:

1. Go into action when in doubt of a patron's safety. Do not take a chance on anyone's life or welfare by undue waiting. Prevent accidents before they happen. **WHEN IN DOUBT—PULL THEM OUT!!!**
2. Remain in the lifeguard stand or on stations assigned until relieved by trained guard. Always have two guards on deck at all times there is a person in the water.
3. When out of lifeguard chair, station yourself at a point where you are able to view the maximum of activity with the greatest of ease, keep in mind the reflection of the sun on the water.
4. Check all areas and patrol the complete deck of the park at closing, for security reasons.
5. Acquaintances of staff (i.e., friends, family members of staff) may not interact while lifeguards are on duty. For example, they cannot sit near your station while you are guarding or chat with you from the water while you are guarding.
6. Rotation of guards is imperative to good supervision. Lifeguards are to rotate every 15-20 minutes (or when determined by the Head Lifeguard) in an established pattern (i.e., chair to roving) during all operational hours.
7. Safety sessions have been incorporated into our program to help upgrade staff, facility and program. Participation is mandatory in these valuable in-service programs. After participation, record the date, time, those in attendance, and materials covered. These will be valuable tools to support this program and will be used as evidence in liability incidents.
8. Check emergency equipment daily.
9. Be extremely alert during critical periods - changing for breaks, changing guards, etc.
10. Adults with non-swimming children must be in the water with them and within arm's length from the child **and** the child must be in a coast guard certified life vest.

REQUIRED SWIM TEST FOR DEEP END

1. Only certified, L.O. Swim Park lifeguards may administer a swim test
2. Everyone under the age of 14 must pass the established swim test each summer to swim in the deep end.
3. Swim Test
 - a. Patron swims down and back in the deep end without resting on the side
 - b. Patron must tread water for 60 seconds, then float on back for 60 seconds (does not have to be stationary).
4. If any patron is upset that their child did not pass, please explain the reasons behind the swim test – we are looking out for their safety.
5. If the patron is still unhappy, direct him/her to one of the Head Guards or to Brandon.
6. Patrons may retake the swim test the next day.
7. Names of customers passing the swim test are documented.

WHISTLE SIGNALS

1. **One short blast:** To get the attention of a patron
2. **Two short blasts:** To get the attention of another guard or supervisor. Raise your hand so it is clear who blew the whistle.
3. **Three short blasts:** To activate the EAP. This indicates you are going to do a rescue.
4. **One long blast:** Clear the water (emergency situation or at closing)

**NO MATTER WHAT—IF YOU HEAR THE WHISTLE, YOU MUST BE
ALERT TO THE SITUATION**

LIFEGUARD IMAGE

The image projected by the lifeguard affects all aspects of the job and reflects upon the City and Lake Oswego Parks & Recreation. A good image can make discipline and accident prevention much easier, increase public enjoyment of the swim park, and increase the cooperation from other members of the emergency services.

Developing a positive lifeguard image:

1. Keep yourself well-groomed, with a neat and complete uniform. This shows that you take pride in being a lifeguard and take your task seriously.
2. Maintain good posture while on deck and avoid leaning to support yourself. The public will not have confidence in someone who appears inattentive.
3. Use polite and cheerful communication with patrons.
4. Be familiar with the facility, its policies, and program in order to answer any questions you may be asked.
5. Be attentive to your duties. Excessive socializing will drastically reduce the public's confidence in your abilities.
6. **Failure to focus on lifeguarding may lead to employment termination.**

When you report to work:

1. Be on time.
2. Be in full uniform + fanny pack and whistle.
3. Bring auxiliary items such as food, water, sunscreen, sunglasses, towel, sweatshirt, extra uniform in case of rescue, etc.
4. Be pleasant and professional to staff and all guests.
5. Note condition and placement of your equipment.

When you begin working at a lifeguard station:

1. Maintain a professional posture at all times.
2. Be attentive and abide by the 10/20 second rule.
3. Constantly pattern-scan your zone.
4. View the water surface and as much of the sub-surface as possible.
5. Survey for "high risk" swimmers in your zone.
6. Be prepared to enter the water at any time. If you plan to wear street shoes, they go in the water with you.
7. Observe patrons on deck.

Tips to maintain guest cooperation:

1. Speak clearly.
2. Blow the whistle firmly, loudly, and clearly
3. Use positive statements when correcting guests. Instead of saying, “Do not run,” say “please walk.”
4. Briefly explain the “why” for a rule that has been broken.

A good environment is a key to a quality facility. Personnel are part of that environment. Remember that the lifeguard is “on-stage” when at the facility and must look and act professionally at all times.

When rotations are made:

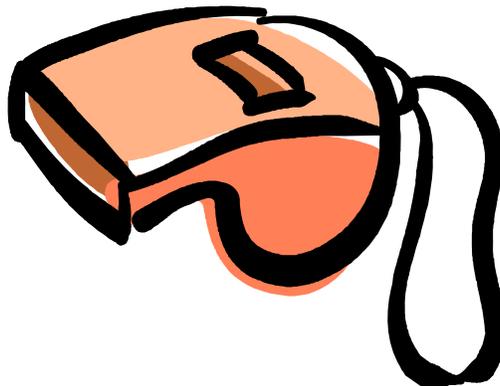
6. Make sure at least one guard is watching the water.
7. Allow the new guard to get used to the area before leaving the station.
8. Advise the new guard of any problems.
9. If a chair is involved, the first guard comes down while the second stands at the bottom and watches. Then the first watches from the bottom while the second guard ascends.

WATER RESCUE PROCEDURE (Non-Life Threatening)

1. After completing the rescue, the responding lifeguard will spend time with rescued patron:
 - a. Allowing them to rest
 - b. Assisting further medical needs
 - c. Contacting parents, if necessary
 - d. Filling out Accident and/or Rescue Report
2. Notify Head Guard on duty immediately. Head Guard should ensure that paperwork is properly filled out.
3. If possible, relieve rescuing lifeguard so they may gather themselves and change if necessary.
4. The rescuing lifeguard is able to return to lifeguarding only if they are ready.

Contact Brandon 909-744-4275 to report accident/incident.

**If you can't reach Brandon, call Carol - office: 503-675-2547 or
Parks & Recreation Front Desk 503-675-2549**



MAJOR ACCIDENT Follow-Up Details

Any kind of major accident at the swim park may be traumatic, especially if it is a life-threatening emergency. The entire staff will feel the immense emotional stress and pressure surrounding a situation. The following is a follow-up plan to help provide the staff with the support they will need to deal with the emotional effects of such an experience.

1. Immediately following the victim's removal by trained medical personnel, the swim park may close if need be.
2. The coordinator should be called as soon as possible after the situation has allowed and will respond immediately. Be sure to follow the emergency response procedure posted by the phone.
3. The head guard should immediately give a brief explanation to the guests regarding what happened and the actions taken.
4. Lifeguards should be called in to help cover the swim park so that the responding lifeguard and as many staff as necessary can be relieved if the park is staying open.
5. A staff meeting may be held so that the staff members have a chance to share their feelings and the roles they played in the rescue.
6. The rescue should be reviewed by the staff and management.
7. All the necessary paperwork should be filled out as soon as possible while the details are still easily remembered.
8. Both the head guards and the coordinator will be updated by the lifeguard team during the following days as to how the park staff is dealing with the emotional aftermath of the rescue situation.
9. The management and lifeguard team will work together in providing support to each other following such an incident by having additional meetings and receiving professional help if necessary.

EMERGENCY ACTION PLAN Phone Procedures

1. Call 911
2. Give 911 operator the requested information:
 - a. Type of emergency – Fire, Police, Medical
 - b. Lake Oswego Swim Park phone number – 503-953-9325
 - c. Lake Oswego Swim Park address – **250 Ridgeway Road**, Lake Oswego 97034
3. Do not hang up until the dispatcher tells you. Continue to update information.
4. Send person to meet EMS at gate.
5. If possible, immediately contact:
 - i. Brandon **909-744-4275**, If Brandon is not available,
 - ii. Carol, 503-407-2509, If Carol is not available,
 - iii. Jan Wirtz, 503-201-7467These phone #'s will be programmed into Swim Park phone.
6. Completely fill out **Accident/Incident Reports**.



POLICE NON-EMERGENCY- LOCOM (503-635-0238)

EMERGENCY ACTION PLAN

Aquatic Emergencies

Medical Emergency

- a. In the case of a medical emergency, call the Police/Fire Department by dialing **9-1-1** from the Swim Park cell phone. Be sure to obtain vital personal information from the victim and help direct emergency personnel.
- b. Lifeguards will respond appropriately to the emergency based on their assessment of the situation and utilize their American Red Cross rescue/first aid training.

Emergency Action Plan (Water Rescue)

- 1. The primary rescuer activates the EAP by blowing 3 whistles and responds appropriately to the situation.**
 - a. Primary rescuer should indicate what type of victim he/she is responding to.
 - b. Lifeguards on duty relay the 3 whistles to ensure other lifeguards on site hear.

- 2. In the event of an unconscious victim or spinal rescue summon EMS personnel immediately by calling 9-1-1.**
 - a. When calling 9-1-1: “I need medical personnel; we have a possible (describe the problem). This is (your name), a staff member at the Lake Oswego Swim Park. We are located at 250 Ridgeway Road in Lake Oswego 97034. Our phone number is 503-953-9325.

 - b. If the victim is unconscious, lifeguards should bring the AED to the primary rescuer and victim with a towel to dry the victim.

 - c. Secondary lifeguards assist in the rescue or handle crowd control.

 - d. Evacuate patrons from the water by loudly blowing a long whistle.

 - e. Send a staff member or patron to meet the ambulance/fire dept. to direct them to the patron.

 - f. After removing the victim from the water, the primary and secondary rescuer provide appropriate care with the assistance of the other lifeguards. If EMS personnel are summoned, rescuers continue providing care until EMS arrive and instruct them to stop providing care because they are taking over.

- 6. Contact Brandon (or Carol if Brandon isn’t available) ASAP. Ideally one of us will be at the park with the emergency personnel.**

- 7. Complete an Accident/Injury/Incident Report.**

EMERGENCY ACTION PLAN

Major Incidents

SIGNS

1. Situation becomes unsafe to guest(s) or staff.
2. Situation escalates immediately &/or after staff intervention.
3. Possibly involves a weapon.

ACTIONS

1. **Designate a staff member or patron should Call 911**
2. Clear the area of all bystanders who are not involved.
A staff member or specifically designated person should say the following:
“We have a serious incident (be specific about the number of persons involved, weapons and ages. Explain the severity). **This is** (your name), **a lifeguard at the Lake Oswego Swim Park. We are located at:**
250 Ridgeway Road in Lake Oswego 97034. Our phone number is 503-953-9325
DO NOT DELAY THIS CALL AND DO NOT HANG UP
3. If safe gather information about those involved.



EMERGENCY ACTION PLAN

Weapons at the Swim Park

SIGNS

A situation when a person(s) has been injured, or are in danger of being injured with weapons (i.e. guns, knives, rocks, club or any other weapon that could be harmful) in the lake or lake area.

ACTIONS

1. **Sound 1 long whistle blast. Try to clear the lake to a safe area.** (Example: If active shooter is outside the lake area, bring people to one location. If Shooter is in one location, try to evacuate through side gates.)
2. **Call 911**
Try to stay sheltered and out of sight of armed suspect until police arrive and clear the area. REMEMBER: *Your safety comes first, help as much as you can. As soon as you can, call your supervisor.*

Here are some additional steps for armed suspects:

1. If safe to do so, call 911 at the earliest opportunity.
2. Take immediate action to protect yourself, children, and others.
3. Lay flat on the ground, get behind solid objects, and stay out of sight of the armed subjects.
4. Remain aware of the location of the armed subject – emergencies involving violence can be volatile and fast-moving.
5. Stay sheltered in place. Evacuate only if it is more dangerous to stay where you are.
6. Wait and follow instructions of police or others leading evacuation of the area.

EMERGENCY ACTION PLAN

Lost Child/Parent Procedure

SIGNS

- A parent reports a lost or missing child
- A child reports a lost or missing parent
- A panicked parent or crying child

ACTIONS

1. Alert a head guard to the situation. Blow two short whistle blasts if lifeguarding to get another guard's assistance.
2. **CLEAR THE LAKE** and escort the parent/child through the crowd to look for the missing person.
3. Call 911 **and** coordinator if patron is not found
4. Stay with the parent/child or designate a staff member to do so.
5. All available staff members must monitor exits – **ensuring that no patrons leave the premises.**
6. Develop a description of the missing person and designate staff to search throughout the outside area.
7. Begin a water search.

Unusual Incidents

(Non-Threatening Emergency)

SIGNS

1. Suspicious person or behavior
2. Wildlife nuisances and accidents

ACTIONS

1. Contact Park Ranger Ben LaBounty at 971-563-8059 and follow his instructions.
2. If Ranger not responding call LOCOM 503-635-0238
3. Alert Brandon at 909-744-4275

EMERGENCY ACTION PLAN

Lightning

1. **At the first sign of thunder OR lightning, clear the lake and deck.**
2. **Advise all patrons to leave the Park if thunder/lightning occurs** and that the lake will be closed for at least 30 minutes due to thunder and/or lightning.
3. You may allow younger visitors to **call parents for pick up** from the City cell phone.
4. **Keep everyone away from any metal** – such as fences, flag poles, pipes, door frames or any other metal in or around the park.
5. **Keep everyone away from electrical appliances** such as radios, landline phones, or anything that plugs into an electrical outlet.
6. **Only use appliances that are battery operated such as battery-operated radios or cell phones.**
7. **Imminent Lightning:** If one feels the hair on their head, neck or arms stand on end, or feel skin tingling, then a lightning strike may be imminent. In this situation, if a safe location is not nearby, move several feet away from others and use the "lightning crouch" to minimize one's risk. Put the feet together, squat down, tuck the head and cover the ears. When immediate threat of lightning has subsided go to a safe shelter. If a safe shelter is not available, seek the lowest elevation (avoid being the highest elevation where lightning is most likely to strike).
8. **Resumption of Activity;** There should be 30 minutes between the last sound of thunder and the last flash of lightning before activity is resumed. The 30-minute clock may be re-set as more activity is heard or seen.
9. **Call Brandon** to discuss the possibility of closing due to lightning or thunder for the remainder of the day if the thunder or lightning persists.
10. **If someone is struck** (a heart attack is the usual cause of a lightning fatality), immediately activate EAP and call 911. Wait until the scene is safe (you might need to move the patron to a safe place), then assess the patron's condition and give care.

Instructions for Completing the Accident/Injury/Incident Report

1. Date of Incident: Indicate what day (M-Su) and date the incident occurred (Month/Date/Year).
2. Time of Incident: Indicate exactly when the incident occurred. Indicate the time and AM or PM.
3. Exact area/Location of accident/incident: Indicate exactly where the accident occurred; for example: deck, picnic table, baby pool, north side.
4. Body Part Affected, Possible Nature of Injury: Based on your observations and input from the injured guest, check the appropriate boxes. This is not a diagnosis.
5. Describe How Injury Occurred: Paint a picture with words. Include information about equipment, people, machines, etc. so the reader can figure out “what happened.”
6. “Was Parent Notified” and other emergency response questions: Check the appropriate boxes and if applicable, fill in the names of persons who provided care and cleaning.
7. Describe Actions Taken/First Aid Given: Summarize emergency response actions.
8. Released: Check the appropriate boxes. If applicable, provide off-site facility name.
9. Remarks: Provide any relevant information about the incident that was not included in the above sections, including but not limited to, equipment failures, lighting, weather conditions, flooring composition, additional witnesses.
10. Name of Person(s) Involved: Provide information about possible contact people who were involved with the accident/incident. Check the appropriate box for whether the person was injured/involved, a witness, or a staff member.

Accident/Injury/Incident Report

1. Any time there is any type of injury or illness to a staff member, patron, or damage to the facility, an incident report must be completed. This includes, any time a rescue in the water is made, first aid is provided (not a band aid), or there is a confrontation with a patron. The purpose of the report is to document the incident or accident in order to have an accurate account of what occurred.
2. Incident Reports are a requirement from the City’s Risk Management Division intended to document the identification, evaluation, elimination or reduction of risk and liability. It our responsibility as aquatics professionals to contribute to that mission and document any incidents that occur.

How to open the LO Swim Park

1. Head Guard to unlock gate/guard room (gate open)
2. Unlock inner tubes and furniture on deck—set up on grass and deck
3. From guard room bring down guard chairs, backboard, First Aid kit, “On deck” box (phones, walkie-talkie, CPR mask)
4. Set up stations with rescue tubes
5. Check bathrooms/garbage

Throughout the day conduct cleaning chores and initial on the form that they have been completed.

Closing

1. Reverse order of opening.
2. Clean restrooms (add paper products if needed) and empty garbage (ready for pickup on M & F mornings).
3. All chores should be completed by the end of the day so everything is ready to go the next day.
4. Head Guard to lock guard room and gate

Lake Oswego Swim Park

Guard Rotations, Stations and Breaks

Head guard on duty insures that rotations, stations and breaks are completed

Stations

1. There are FOUR stations around the deck area (see chart on next page).
2. When three (3) guards are needed (15 plus swimmers), guards will stay at their station for 20 minutes and then rotate clock-wise around the water/deck.
3. If only two guards are needed on deck (less than 15 swimmers), guards are at stations 1 and 2. However, there might be times that the head guard must use his/her judgment and have guards stationed in other locations on the deck (i.e. sun, all swimmers in deep end, etc.).
4. During camp-only sessions three (3) guards are needed at 20 plus swimmers.
5. Rotate clock-wise every 20 minutes. After leaving station 2, the guard has 20 minutes when he/she is not actively guarding swimmers. He/she is to take a 5 min. break and then do 15 minutes of needed chores at the park (give swim test, cleaning, etc.) If all the daily chores have been done, the guard needs to remain at the “first aid—4th” station.
6. Guard needs to be working for 15 minutes of the 20 minutes he/she is not actively guarding; however, they can take 5 minutes to rehydrate and/or use restroom.
7. Once a shift a guard should have one full 15-minute break.
8. The 4th station is where guards stay after chores are complete. Answer and greet patrons, answer phone, provide first aid, give swim tests, etc.
9. Guards need to remain on site during all breaks and be ready to be called into action (i.e. a 3rd guard needed for emergency situations, 20 plus swimmers, 1st aid needed and other guards need to watch water, etc.)
10. Breaks: Guards must take a 5-minute break every hour and also one 15-minute break during the middle of the shift. Breaks are important to life guarding. Guards must be well rested throughout the day. It is imperative that a guard is always at their best and a break contributes to this. Remember to eat and drink during your break. It is also good for you to be out of the sun.

Guards on break cannot be talking, standing or sitting next to a guard on duty. That is a distraction to the guard working. A guard on break is able to be on deck, in the water, or up on the hill.

Guard positions

2 Guards on Deck--When two guards are at a station, the third guard coming off a break moves into position at station 1. The original guard leaves station 1 (after informing guard of concerns/challenges at that station) and moves into position at station 2 (guards communicate here also). The guard coming off station 2 is now not actively guarding.

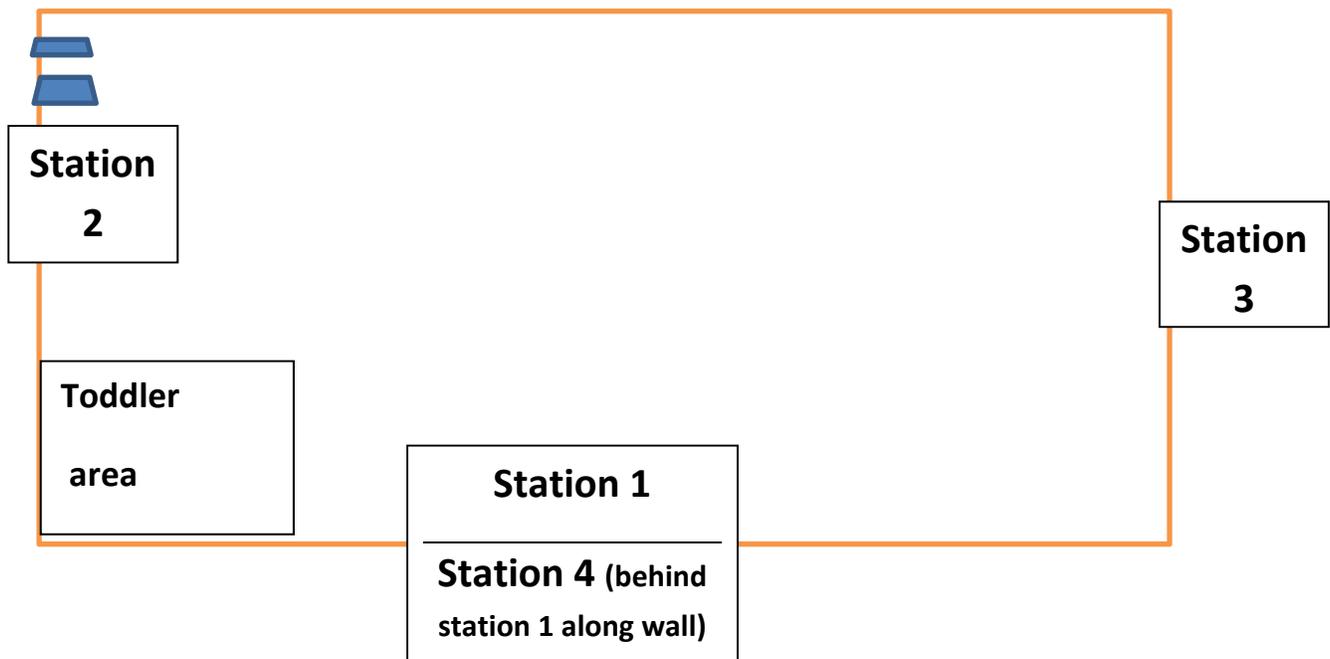
3 Guards on Deck—When three guards on deck are actively guarding (and a 4th guard is not present, the guard at station 3 starts the rotation (head guard to signal the start). Guard at station 3 moves to station 1. After that guard is in position and informed by the guard he/she is replacing of any concerns, the guard leaves station 1 and moves to station 2 for the next shift. Station 2 guard moves to station 3 after communicating concerns at the station--continue watching the water/swimmers at all times.

If a 4th guard is present, they start the rotation at station 1.

To insure visibility, guard positions are sitting in designated red lifeguard chair (not deck chairs, on the deck or tubes), standing at a station or strolling around the deck. During a 20-minute period of guarding the guard should sit, stand and stroll. They should not be sitting for 20 minutes straight. Changing positions helps guards “reset” and keeps their focus on the patrons. This is imperative!

Guards are not to be standing/sitting next to each other on the deck while guarding. If all the swimmers are in the shallow area, each guard should be positioned to get a different vantage point.

If the water area gets too hectic or if you need to have all the lifeguards huddle for a discussion, call a 5 min. break and clear the water. This allows the swimmers to get out to rest and the guards can discuss issues of concern.



Lifeguard Code of Conduct

Name of Guard: _____

1. I will remain Rescue Ready at all times when on duty
2. I will remain vigilant and proactively scan my zone at all times that I am on duty.
3. I will perform no duties other than scanning and managing behavior while part of the rotation.
4. I will always position myself at deck's edge and face the water while on duty.
5. I will not be distracted from scanning even when talking to other staff or patrons.
6. I will never leave my shift as lifeguard until relieved by another certified guard, instructed by the Head Guard to take a break without a replacement or the area is cleared and all entrances locked.
7. I will maintain a level of health and fitness consistent with the demands of my position.
8. I will actively participate in all in-service trainings and drills.
9. I will not consume substances, legal or illegal, that could impair my vigilance or judgment while on duty.
10. I will never carry or use a non-job-related electronic device while on duty.
11. I will report any concerns to my supervisor as soon as possible.
12. I will maintain a strong understanding of the emergency procedures at the L.O. Swim Park.
13. I will ensure that all policies and rules are consistently enforced while on duty. I understand that any violation of this Code of Conduct may result in termination.
14. As a City of Lake Oswego employee, I understand for the 2022 summer season, I need to follow and enforce policies and procedures in place for Covid-19 safety precautions.

Employee Signature/Date

Swim Park Coordinator, Brandon McDonald Signature/Date
