

**LONG BEACH FIRE DEPARTMENT  
MARINE SAFETY DIVISION**

**LIFEGUARD MANUAL**



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# LONG BEACH FIRE DEPARTMENT MARINE SAFETY DIVISION LIFEGUARD MANUAL

## **GENERAL INFORMATION (P&P 5.3.10.0-5.3.10.1)**

When an individual accepts a position with the Marine Safety Division, they assume the responsibility of protecting the life, limb and property of persons using the beaches or water facilities within the city limits. A knowledge and acceptance of the governing procedures of the Marine Safety Division is part of that responsibility.

Marine Safety/Lifeguard Operations is a Division of the Long Beach Fire Department.

## **TRAINING PROGRAM (P&P 5.3.10.2)**

All prospective lifeguards employed by the Marine Safety Division will receive a minimum of 48 and a maximum of 60 hours of in-service training. New lifeguards will be instructed in lifeguard techniques, artificial resuscitation, cardiopulmonary resuscitation, use and care of equipment, rescue boat operations, communications, rules and regulations, laws of arrest, local ordinances, public relations, beach vehicle operations, etc. Upon completion of the training program and during your career as a lifeguard, you will be expected to acquire knowledge of all the material contained in this manual.

## **INTRODUCTION TO THE JOB OF HOURLY LIFEGUARD**

### **Definition (P&P 5.3.10.3)**

Non-career ocean lifeguards are employed, on a temporary, as needed basis, by the Marine Safety Division. As a city employee you are hired at a specified hourly pay rate for all hours worked. You are not entitled to vacation or sick leave benefits. However, you are entitled to compensation for injuries incurred while on duty.

NOTE: The term "hourly lifeguard" is used by the city to distinguish seasonal employees from permanent employees. Throughout this manual, only the term "lifeguard" will be used.

### **Duties (P&P 5.3.10.4), (USLA Manual, Ch. 2, 3, & 4)**

Under the supervision of a Marine Safety Officer, non-career ocean lifeguards perform the following duties:

- o Watch a designated section of the beach and water from an assigned station.
- o Answer calls for help and perform rescues and basic life support functions.

- o Warn bathers of beach and water hazards.
- o Administer first aid, rescue breathing resuscitation and cardiopulmonary resuscitation.
- o Use and maintain rescue equipment.
- o Take charge of lost children.
- o Serve as crew members on rescue boats.
- o Enforce beach regulations on safety and conduct.
- o Assist in salvage operations of small boats and their property.
- o Answer questions of beach visitors.
- o Keep activity records and perform other duties as required.
- o Dispatch and serve as ride-along in rescue vehicles under the direct supervision of permanent Marine Safety personnel.

**Code of Ethics (P&P 5.2.0.0-5.2.1.13), (USLA Manual, Ch. 3)**

All employees of the Long Beach Marine Safety Division are expected to conduct themselves in harmony with and in consideration of the following Code of Ethics.

- o Serve through the diligent protection of life and property.
- o Remain loyal to City, Community, State and Nation.
- o Honor, dignify and actively support your profession.
- o Recognize the value of the profession and promote its future by inspiring young people to prepare for it.
- o Recognize the responsibility of the professional group for the conduct of its members.
- o Maintain relationships with work associates based on mutual integrity, understanding and respect.
- o Attempt to think clearly and be objective about controversial questions, being ever mindful of the welfare of others.
- o Maintain good health and a high level of physical fitness.

- o Show that you have a position of special trust and adhere to the standard of personal conduct acceptable for professional standing in the community.
- o Understand the requirements of effective organization and willingly work through channels.
- o Never allow personal feelings or danger to self to deter you from your responsibilities.
- o Strive to achieve these objectives and ideals, dedicating yourself to lifeguarding.

## **PERSONAL CONDUCT AND WORK PROCEDURES**

### **General Conduct (P&P 5.2.2.0-5.2.2.9), (USLA Manual, Ch. 2)**

Because of the responsibilities placed upon a lifeguard and because of the nature of the job, you are expected to conduct yourself as a professional.

Lifeguards shall take all possible precautions to prevent accidents on the beach, in the surf and in still water areas. They must make every effort to render efficient service to those persons needing assistance.

Lifeguards shall be familiar with all the details of operation and the rules and regulations of the Marine Safety Division.

Lifeguards shall be polite and courteous at all times, keeping in mind that their actions reflect on the city and the Marine Safety Division as a whole.

When talking to the public, lifeguards shall be in a standing position or in their observation tower.

In the interest of public safety, job efficiency and good public relations, loud radios are not permitted. Distracting activities such as reading, cards, chess, volleyball, football, etc., are also prohibited while on duty.

Lifeguards shall not use any intoxicating or chemical substance while on duty. Lifeguards shall not consume any intoxicating substance before reporting for duty and must report any prescribed use of medication to their area supervisor.

Lifeguards shall not pose for any pictures or engage in other publicity activities while on duty or in uniform. To do so, lifeguards must first obtain permission from administrative personnel.

## **PERSONAL APPEARANCE AND UNIFORM (P&P 5.6.1.1-5.6.2.3), (USLA Man. Ch. 24)**

- o Shirt - T-shirt, white with the Department approved logo over the left pocket area.
- o Swim Suit
- o Men's Swim Suit - Department approved trunks, red with department approved shoulder patch sewn two inches (2") above the bottom hem of the left leg and centered over the leg.
- o Women's Swim Suit - Department approved red one or two piece, with department approved shoulder patch sewn above the left hip and centered over the left leg.
- o Hat - Department approved, wide brimmed straw hat, or optional dark blue baseball cap, or visor, with the approved department logo sewn on (purchased at the member's expense).
- o Shoes - Department approved, deck shoe or equal, white tennis type non-skid safety shoe issued to those members assigned to work on boats. Water Sock - Department approved purchased at the member's expense.
- o Jacket - Department approved red. The same as 5.6.1.0. excluding the badge patch. Embroidered name centered on the right chest (initial and last name in block capital letters).

All members assigned to the Marine Safety Division as Seasonal Lifeguards shall be issued the following service uniform items:

- o T-Shirt with logo - 2 each
- o Straw hat with wide brim - 1 each
- o Red Lifeguard swim trunks
- o Men - Trunks - 1 pair
- o Women - Suit - 1 each (optional, 1 pair men's trunks)
- o Red Jacket - 1 each

### **Replacement**

- o All requests for replacement of protective clothing shall be made through channels to Marine Safety Division Administrative Captain, by memo, as needed.

- o Members on work detail, involved with strenuous duties, maintenance, or doing fitness training can be directed to wear something other than the authorized uniform.

## **Male Personnel**

### **Hair**

- o Hair shall be neatly groomed so that it does not extend beyond the middle of the ear.
- o Hair shall not extend beyond the top edge of the uniform collar in the rear when standing with the head erect.
- o The depth of the hair mass, when measured at right angles from any part of the scalp (outward or upward), shall not exceed three (3) inches.
- o Sideburns are to be neatly trimmed and may extend to the bottom of the ear. muttonchops or flares are not allowed.
- o No extreme hair styles are acceptable. A professional uniform appearance does not allow for any extremes in dyeing, bleaching or tinting of the hair.

### **Mustaches**

- o Mustaches may extend beyond the corner of the mouth to the smile line.
- o Mustaches may extend below the corner of the mouth ½ inch. Mustaches shall not extend below the upper lip.
- o Beards - Beards of any kind are prohibited.

## **Female Personnel**

### **Hair**

- o Hair shall be maintained so that it does not extend beyond the ear lobe.
- o Hair shall be maintained so that it does not extend beyond the bottom of the uniform collar in the rear when standing with the head erect.
- o The depth of the hair mass, when measured from the scalp (upward or outward) shall not exceed three (3) inches.

- o If hair must be secured to meet these requirements, the device or method used to do so shall not interfere with the safe and proper use of helmets, face pieces or other required safety equipment. It shall remain restrained under all conditions of work or activity.

**Cosmetics** - Cosmetics will be conservative and in good taste.

**All Personnel**

- o A proper uniform (as stated in Policies and Procedures 5.6.1.0) shall be worn at all times when in contact with the public.
- o Sunglasses are to be removed prior to entering homes, hospitals or business offices.
- o Personal jewelry that is not completely concealed by the uniform garments are limited to small rings, class rings, wedding bands, watches and city service pins. Jewelry above the neck is not permitted. Other than a wristwatch, it is strongly recommended that no jewelry be worn while working.
- o Under no circumstances shall the individual's personal grooming interfere with the proper use of protective equipment or their personal safety.

**WORK SCHEDULES AND PHYSICAL TRAINING (P&P 5.5.20.0-5.5.20.9)**

Lifeguards usually work eight or ten hour shifts, four or five days a week, for a total of forty hours. Check-in times vary depending upon the needs of a particular area. Shifts generally begin between 8 a.m. through 1 p.m. and end eight to ten hours later.

In addition to your lifeguarding duties, you are expected to keep yourself in good physical condition and to be well skilled in the use of rescue equipment. Therefore, your schedule should include daily physical and in-service training.

Lifeguards shall check-in with Beach Operations by the appointed time at the beginning of the shift. Lifeguards are to be in their station or area, in uniform, and have all equipment out within fifteen minutes after the prescribed check-in time. If uncertain of duty or assignment, check with Beach Operations or the area supervisor prior to the assigned work day.

With the permission of the area supervisor, lifeguards may secure their station or area thirty minutes prior to the end of their shift to enable them to train. This procedure is to be considered a privilege and not a right.

Physical training for early shifts should be confined to the first hour after checking in. For late shifts, physical training should be confined to the last hour before checking out. Early shifts are those beginning before 12 noon. Late shifts are those beginning after 12 noon.

All considerations for public safety should be placed before physical training. Always check with your area Supervisor or with Beach Operations before working out.

Physical training is confined to the lifeguard's specific work area.

Lifeguards may check out only if the area is safe. If they feel it is unsafe to leave, they should notify Beach Operations or their area supervisor of the situation.

**Work Area (P&P 5.5.21.0-5.5.21.10), (USLA Manual Ch. 24)**

Although each work area has different beach and aquatic hazards, as well as, different attending crowds, some guidelines are common to all work areas.

Lifeguard Stations are for official lifeguard business only. No visits or occupancy by friends or relatives will be permitted. Remind friends or relatives that lifeguards serve in the interest of public safety and that their visits during duty hours are not permitted. The use of lifeguard stations as a place of abode is not permitted.

All stations must be kept clean and orderly. Floors, lockers, showers, windows and dory lockers must be cleaned daily.

Stations shall have the United States flag properly positioned during the hours when a lifeguard is on duty.

When an observation tower is their duty station, lifeguards must remain in the tower or standing nearby whenever there are any swimmers in their area. The exception is if they have an emergency call or have previously obtained permission from Beach Operations to be away from their station.

When a lifeguard chair is the observation post, a lifeguard shall remain standing near or sitting in the chair and facing the water when on duty.

During the hours when two lifeguards are on duty in a station, one Lifeguard shall remain in or near the station to maintain contact with Beach Operations via telephone.

When walking to or from their area, lifeguards shall not be accompanied by any civilian.

Lifeguards must report in and out to Beach Operations whenever leaving their assigned station, area or boat (deckhands). If the area is unsafe when leaving, the lifeguard shall notify Beach Operations or the area Sergeant of the situation and standby until relieved or until the area is safe.

## **DISCIPLINARY MEASURES NON-CAREER (P&P 5.4.5.0-5.4.5.2)**

Anyone violating the Marine Safety policies, rules, regulations and procedures may be subject to discipline. Any failure to perform any duty required of a lifeguard and any off-duty misconduct or other reprehensible behavior which reflects in a detrimental manner to the City and the Marine Safety Division is subject to the following disciplinary measures.

Non-career ocean lifeguards may not appeal disciplinary actions to the Civil Service Commission.

- o The warning: Either verbal or written, administratively delivered.
- o The reprimand: A formal letter or memorandum administratively delivered, a signed copy of which is placed in the employee's file.
- o The suspension: Suspension of a specified period of time, depending on the severity of the offense. (Up to 90 days or a six month reduction in rank.)
- o The discharge: Discharge from service; the most drastic action.

## **CAUSES FOR TAKING DISCIPLINARY ACTION:**

### **Fraud or Civil Causes**

- o Falsification of application for employment when it materially affects acceptance or rejection for employment or when such falsification is willful.
- o Insubordination or refusal to act as directed by an officer, supervising superior employee or agency.
- o Refusal to take a physical examination as required by Civil Service Rules.
- o Submission of willfully false financial records (travel, mileage, park funds, telephone reimbursements, cash receipts or other records).
- o Falsification of time cards of self or other employees (Felony Offense).
- o Carrying concealed weapons (illegal knives, brass knuckles, etc.).
- o Failure to turn in all lost and found material.

### **Job Performance**

- o Failure to maintain prescribed records (which results in loss to Department or loss or injury to persons or property).

- o Willful withholding of information from supervisors, fellow employees or public (which results in loss or injury or damage to persons or property).
- o Refusal to provide required personal information or employee information (address, whom to notify in emergency, etc.).
- o Threatening bodily harm to fellow employee or public.
- o Endangering self, fellow employees or public by willful violation of Safety Rules, laws or ordinances.
- o Failure to maintain appropriate personal appearance or personal hygiene.
- o Misuse or negligent use of equipment resulting in damage to said equipment or injury to the public or fellow employees.
- o Misappropriation or unlawful taking of city equipment, property, supplies or of a fellow employee (theft).
- o Asleep on duty.
- o Gambling on duty.
- o Solicitation or acceptance of personal gifts or fees from other city employees or the public in connection with performance of duty as a city employee.
- o Consuming or using alcohol while on duty.
- o Using narcotics.
- o Job-related conduct that may reasonably result in the impairment or disruption of public service.
- o Concealing, misusing, removing, altering or mutilating departmental records or documents or attempting to do so.
- o Failure to treat public with courtesy.
- o Failure to follow beach ordinances, procedures, instructions, etc.
- o Carelessness, engaging in horseplay or neglect of duty during working hours (and/or) which results in injury to the public or another employee.
- o Using city telephone for unauthorized calls.

- o Posting, distributing or sending through city mail any literature on behalf of any outside organization or non-city function without prior approval of the Lifeguard Chief.
- o Excessive or unauthorized absences.
- o Excessive tardiness.
- o Abuse of sick leave.
- o Use of threatening or insulting language to supervisor, co-worker or public.
- o Appropriation of city equipment or supplies for own use outside duties of position in department without authorized approval.
- o Not in proper uniform while on duty.
- o To lie or sit in sand while on duty.
- o Reading while on duty.
- o Allowing unauthorized person(s) in tower/station.
- o Wearing lifeguard uniform off the job.
- o Leaving assigned duty station without permission of supervisor.
- o Tampering with evidence or giving false statements in reports or when questioned.
- o Engaging in beach games while on duty (unless authorized).
- o Failure to keep station and equipment clean and orderly.

## **LEGAL PROCEDURES**

### **Enforcement**

All lifeguards must be familiar with City Ordinances pertaining to the lifeguard service and the marine areas. Sensible enforcement of the ordinances is an essential function of the Marine Safety Division.

- o If in doubt regarding any aspect of an enforcement situation, call Beach Operations or speak with the area Sergeant.
- o In all instances when you detain an individual or individuals, call Beach Operations.

- o A misdemeanor must be committed in your presence for you to be able to make a legal arrest. If a citizen reports a misdemeanor committed out of your presence, the citizen may make the arrest and you may assist him.
- o Any person owning or having possession of a dog which is on the beach, may be issued a citation in accordance with the Long Beach Municipal Code. If any resistance is encountered, contact Beach Operations and request back-up.
- o Stray or habitually loose dogs should be picked up and impounded, if possible.
- o In the event that a person being cited (for infractions of Municipal Codes) does not have proper identification, advise him/her that falsification of facts is a felony and would lead to arrest upon future citing.
- o Whenever an individual or group of individuals poses a physical threat to the public or to a lifeguard, do not hesitate to request police assistance. Do not get physically involved in a conflict unless absolutely necessary.
- o At all times be tactful and use discretion. Remember that our primary interest is in public safety.

### **Ordinances**

The following are considered to be hazardous in the beach environment and are either restricted, prohibited or governed by City Ordinance.

- o No fishing from the beach in crowded swimming areas.
- o No launching of small craft or sailboats through swim areas.
- o No sand throwing.
- o No Frisbee throwing or ball playing, unless in a specified area.
- o No throwing of any material that could endanger a person.
- o No use of drugs or possession of drugs.
- o No jumping or diving from pier.
- o No digging of deep or hazardous holes in the sand.
- o No climbing on stations, or standing, sitting or climbing on the rails of the pier.
- o No tampering with lifesaving equipment.

- o No breaking of glass or bottles on the beach, walks, or street.
- o No littering on the beach.
- o No tents on the beach.
- o No indecent exposure.
- o No lewd or immoral acts.
- o No loud obscene language.
- o No drinking or possessing alcoholic beverages.
- o No fighting.
- o No fires.
- o No fireworks or firecrackers on the beach.
- o No making false alarms or faking drowning.

If you are unable to handle a situation, contact Beach Operations or your area Sergeant immediately.

## **LIFEGUARD OPERATIONS (P&P 5.5.18.0)**

### **Basic Rule (P&P 5.5.18.2), (USLA Manual Ch. 13)**

**The basic rule or policy in lifeguard work is to always carry your rescue buoy or have it readily available.**

The rescue buoy is the most important piece of lifeguard equipment. A victim on a rescue buoy enables the lifeguard to swim with both hands and feet. To make a rescue without the rescue buoy can be dangerous for the lifeguard, as well as, the victim. A drowning person may struggle or may panic giving him "super strength." His body may be slippery and/or too large for a good hold.

The rescue buoys are made of rubber-coated foam or plastic and are designed to support one to three non-hysterical people in the water with a lifeguard present.

While working in a station, the lifeguard shall place the rescue buoy in an easily attainable position and in view of the public.

Take care of the rescue buoy. Do not drag or throw it on hard surfaces. Never sit or lean on the rescue buoy and always check the strap, line and the buoy for defects.

**Primary Rule: Always watch the water. (P&P 5.5.18.7)**

- o Cross guarding. (P&P 5.5.25.0-5.5.25.9)
- o Keep eyes moving.
- o Keep eye contact on water when conversing with public and lifeguards.
- o Move to best position.
- o Remove blind spots, i.e., umbrellas.

**The Three Principles of Lifeguarding (USLA Manual Ch. 5 & 6)**

Instilling these principles in your mind will help you through your training and throughout your career. Knowing and using them will prepare you to handle almost any emergency situation that you may encounter.

- o Know trouble when you see it
- o Know how to get to the victim and how to bring him back
- o Know what to do with the victim when you get him ashore

Failure to work by these principles may result in the loss of human life. The following paragraphs explain these principles in greater depth.

**Know Trouble When You See It**

Learn to recognize the sources of potential hazards and the signs of swimmers in trouble. As a rule you should see trouble ahead of time. You should see the need for most rescues before they develop into critical situations. When you see a rescue situation, pick up a rescue buoy and move toward the victim.



**IF YOU DON'T KNOW - GO!**

**Know the following sources of potential trouble:**

- o Rip currents
- o Surf and backwash
- o Inshore holes and drop-offs
- o Floats and floatation devices
- o Boats
- o Piers and jetties
- o Attractive nuisances

### **Watch for signs of bathers in trouble:**

- o Persons swimming for shore and making no forward progress, perhaps even moving away from shore
- o Persons swimming toward shore with waves washing over their head
- o Persons swimming for shore with hair in their face
- o Persons swimming in a vertical position (climbing the ladder)
- o Persons with poor arm stroke (a good swimmer usually has a fluid, steady stroke)
- o Persons clinging to a structure or a fixed offshore floating device (buoys marking, swim area, etc)

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**REMEMBER TO SPOT POTENTIAL PROBLEMS EARLY AND TO MOVE TOWARD THE SOURCE OF DANGER.**

### **Know How to Get to The Victim:**

Know how to get to the victim and how to bring him back. Through training and experience you will be able to determine what auxiliary equipment to use in a given situation. It may be necessary to use any or all of the following:

- o Rescue Buoy
- o Rescue Board
- o Rescue Boats
- o Response Vehicles

### **Know What to do With The Victim:**

Once you have made the rescue and have brought the victim back to shore, you will have to know whether further action is necessary. You should ask yourself whether medical-aid is needed and whether back-up support is needed as well. Your primary concern is the safety and well-being of the victim. You may be required to perform a number of different actions to remedy the situation. A victim may need anything from technical medical-aid to some simple, friendly advice.

### **RESCUE TACTICS (USLA Manual Ch. 12)**

**Telephone Procedures** - In any emergency or rescue situation, it is important that you communicate with Beach Operations or the guard located next to you, of the specific situation. As previously discussed in telephone communications:

- o If Beach Operations does not answer your call immediately, tap the receiver three times in rapid succession and the dispatcher will drop all other calls and respond to your call.
- o Identify yourself and your station.

- o Give all pertinent information to the dispatcher such as the nature of the emergency and the location.
- o In the event of an urgent rescue or emergency, which does not allow you time to notify Beach Operations, take the phone off the hook and respond.
- o If you are out away from your station and see a rescue, respond immediately. Adjacent lifeguards will see you and report the rescue to Beach Operations.
- o Always advise Beach Operations of your disposition after making a rescue or evaluating an emergency. Let Beach Operations know whether the situation is CODE IV, or needs back-up.

## **BASIC TECHNIQUES (P&P 5.5.23.0-5.5.23-15)**

### **Approaching and Making Contact with the Victim**

On your approach, swim with your head up high out of the water so that you can keep visual contact with the victim. This prevents you from over-shooting or losing the victim's position, either of which could waste valuable time, and also allows the victim to see you approaching.

When you get within voice range of the victim, yell to him that you are coming or that help is coming; this will reassure the victim and hopefully calm him down.

As you near the victim, talk to him in a comforting manner; and at the same time watch his face and eyes for signs of panic.

When you arrive near the victim, avoid direct contact. Reach back and grab the rescue buoy and extend or push the buoy to the victim.

When the victim has calmed down and he is assured that the buoy will support him, you are ready for the return trip to shore. Before you head back: a) be sure that your victim has had sufficient time to rest; b) if there is surf, tell the victim not to let go of the buoy; c) plan your route back to shore, taking into account the surf, rip tides, currents, etc.; d) you may ask the victim to assist you by having him kick.

If at any time, the victim panics, leaves the buoy and starts climbing up the rope toward you; slip out of the harness and he will probably turn back to the rescue buoy and hold on to it. You should make your subsequent approach from the rear so you will not provide the victim with any opportunity to grab hold of you.

### **The Return Trip to Shore**

Backstroke the victim to shore while talking to him; this allows you to observe the victim as well as assure him of his safety.

When there is heavy surf - Position yourself behind the victim and hold him to the buoy; Tell the victim to take a deep breath, and as the wave hits, pinch off his nose with your thumb

and index finger and seal off his mouth with the rest of your hand. This will prevent the victim from choking.

When coming through a rip current swim at a 45 degree angle to shore, or if it is a severe rip, it may be necessary to swim parallel to shore and perpendicular to the rip before heading to shore.

### **RESCUE BOARDS (P&P 5.5.25.0-5.5.26-27), (USLA MANUAL CH. 13)**

The board construction and design is similar to that of a surfboard but is larger and heavier for rescue purposes. The current rescue board is 12 feet long and weighs approximately 40 pounds.

Rescue Boards shall be used in calm waters, because they travel faster than a swimmer and are highly effective on rescues located a long distance from shore. The boards use is limited, however, by such factors as rough waters, large surf and the distance required to carry the board to the point of entry into the water (namely, in the case of a rescue that is located some distance from the guard station).

Dories were once used frequently in surf rescues. They are now seldom used for actual surf rescue work because they are difficult to handle. Lifeguard Dories are used for patrolling outside the surfline, moving buoys, dragging for bodies and diving.

#### **When to use the rescue board:**

- o In calm water situations.
- o In situations involving multiple victims.
- o In rescues involving capsized boats, such as, catamarans or rafts located beyond the surf line.
- o In rescues located a long distance from the shore and outside the surf line.

#### **When inadvisable to use rescue boards:**

- o In rough or choppy water situations.
- o On short distance rescues located within the surf line.
- o In rescues where the board must be carried a long distance along the shore before entering the water.
- o In rescues involving heavy surf where the board becomes a hazard to both the lifeguard and the victim.

#### **Rescue with the rescue board: Getting the board to the waters edge.**

- o Grasp the board at the mid-point by the rails and lift it so that it clears the sand.

- o Carry the board (do not drag it on the sand) to the water and out to approximately knee depth.
- o Place the board in the water top side up, nose pointed out.
- o Getting in paddling position: While standing in the water next to the board and facing toward the nose, place your hands on the rails near the mid-point of the board.

Then pull yourself onto the board and slide into a prone position or into a kneeling position by resting on your knees. The knee style is faster and is recommended because it gives you greater vision.

**Paddling Positions:** Taking the board through the surf may be done three ways but there is one constant: Always keep the nose of the board headed into the waves.

Depending on conditions, one of the following methods should be used in going through the surf:

- o Raise your body off the board by a push and allow the surf's foam to pass under your body.
- o Roll the board over with you clinging upside down to the top until the wave has passed and then roll right side up.
- o Slide off the tail of the board and then push the board through the oncoming wave.
- o Position your weight so that the nose of the board is raised 1/2 to 1 inch above the water surface, maintaining a planing action.
- o Propel the board by using a butterfly-type arm stroke motion and keep the board pointed toward the oncoming surf or wind-chop.
- o While carrying the board to the water and getting into paddling position, keep your victim in sight and maintain visual contact during paddling and approaching the victim.

**A strong conscious victim can be handled in the following manner:**

- o Begin by treading water at the nose of the rescue board and stabilize the board for the victim by holding both sides of the nose.
- o Then instruct the victim to mount the board facing the nose.
- o Once the head and shoulders of the victim are supported by the board, you can assist by pulling the legs of the victim onto the deck, if necessary.

- o You can now push the board and the victim to shore from the water or you can carefully mount the board from the tail to assume a position over the victim's hind quarters with the victim's legs on either side of you.

If the victim is unconscious or unable to mount the board using the foregoing procedure, an alternative method of bringing the victim aboard the rescue board involves rolling the board.

- o Upon reaching the victim, dismount the rescue board and turn it over, bottom side up. The middle of the overturned board is positioned between you and the victim. Both of the victim's hands are pulled across the board so that the victim's arm pits are against the rail opposite of you.
- o Roll the rescue board toward you until it is right side up.
- o The victim will now be lying across the rescue board in a position perpendicular to its length.
- o Position the victim's body careful onto the board in a length-wise position with his head pointed towards the nose of the board. Keep the victim in a prone position so that he does not roll himself back into the water.
- o Swing yourself onto the board in a prone position behind the victim and paddle toward shore, keeping the nose of the rescue board perpendicular (at right angles) to incoming waves).

Do not hesitate to take your rescue buoy with you on the rescue board for complicated or difficult rescues. On rescues with multiple victims, obese victims, combative or intoxicated victims, your buoy may be useful. If ocean conditions are unsettled or other circumstances prevail, you may choose to abandon the board and use your buoy to complete the rescue.

**Multiple victim rescues:** There is always the possibility of a multiple victim rescue. Often a person will get into trouble and a nearby friend or relative will try to help, resulting in a double or multiple victim rescue situation.

- o In a double rescue situation, the victims usually panic and clutch each other tightly. You can try to bring both victims to the surface and rescue them together or else separate the victims and rescue them one at a time.
- o If it is a multiple rescue where the victims are separated and not bunched together, it may be necessary to give your buoy to one victim and then bring the other victims to the buoy.
- o If possible, take two or more buoys or a rescue board on multiple victim rescues.

## Lifeguard Dories

- o A dory can be rowed by either one or two persons. When one person rows, he does it sitting with his back to the ocean. As the lifeguard proceeds through the surfline, he can judge the currents and waves by looking over either shoulder.
- o To turn the boat, the man pulls on one oar and pushes with the other. This will head the boat in the direction of the oar being pushed. Another method of turning is to paddle with one oar and let the other drag in the water. This will turn the boat in the direction of the dragged oar.
- o A lifeguard bringing the dory in to shore bow-first guides the boat by dragging the oars astern, pushing one or the other to change the direction of the boat.
- o A lifeguard should always get out of a dory either over the stern or over the bow, never amidships, which leads to swamping and capsizing.
- o When two lifeguards row through surf, the person in the bow sits down facing the stern lifeguard. The stern lifeguard stands facing forward. The stern lifeguard does the steering.
- o Dories are currently stationed at Beach Operations, Bayshore, Marine Park, and Colorado Lagoon Lifeguard Stations. They are used for advising and rescuing long distance swimmers, disabled sailboards and small craft.

## **PIER AND JETTY RESCUES (P&P 5.5.24.0-5.5.24.3), (USLA MANUAL CH 15)**

A pier or jetty can be used by the lifeguard to gain quick access to victims located near these structures. Although a pier or jetty provides quick access, it also imposes dangers to both the lifeguard and the victim. Therefore, use extreme caution during such rescues. Remember, lifeguard safety is the primary concern. An injured lifeguard cannot help anyone.

### Pier Rescues

- o Pier jumps are to be used only if the rescue is in sufficiently deep water and only if the situation warrants such action.
- o Run on the pier to the desired entrance point near the victim, making sure the water is deep enough and clear of debris. As you run, slip the rescue buoy strap on over your head and shoulder, climb over the rail and prepare to jump.
- o Keeping your eyes on the victim, jump from the pier and toss the rescue buoy toward your breathing side. Keep your feet and legs together and your arms at your sides.

- o As you make contact with the water, point your toes and let your feet slide forward. This will help slow you down and prevent you from going too deep and striking the bottom.
- o Upon surfacing, locate the victim and perform the rescue as necessary.
- o If the victim is clinging to a pier piling and refuses to let go and take the rescue buoy, you must physically remove him from the piling:
  - o Approach the victim from behind, keeping him between you and the piling.
  - o Grab the victim's hair closely to the roots and pull back until he is forced off the piling.
  - o Once the victim is off the piling, perform the rescue.

### **Jetty Rescues**

- o Use extreme caution when executing a rescue from a jetty. Do not run along the jetty because the rocks offer poor footing. The objective is to get to the scene as quickly as possible without endangering yourself.
- o Walk along the jetty until you reach a point near the victim and climb down the rocks, facing the water, to a location as close to the water as possible.
- o Pick an entry point that is clear of submerged rocks and time the surge. When the surge reaches its highest level, perform a "belly flop" shallow dive with your head up and eyes on the victim.
- o Perform the rescue as previously described and swim the victim away from the jetty toward the shore or a rescue boat. Do not try to exit the water on to the jetty as it is too dangerous and time consuming.

### **Backing Up (P&P 5.5.25.0-5.5.25.6), (USLA Manual Ch. 12)**

Whenever you are working, you not only have to know what activities are taking place in your area, but also what activities are occurring in the lifeguard areas to your right and left. You should always know the location of and what the lifeguards next to you are doing at any given time. This concept is known as "cross guarding" and is very important in lifeguarding. It may save a life, including yours, or that of a fellow lifeguard.

**Cross guarding techniques:** When a lifeguard next to you goes out on a rescue, cross guard (watch) his area, as well as, your own. Keep an eye on the lifeguard in case he needs your assistance.

Assist fellow lifeguards when there are two or more victims or when the situation warrants back up, i.e., boats in the surf line, unconscious victims, etc. If time permits, call Beach Operations to learn if assistance is needed before leaving your area.

Signaling for assistance: To signal another guard for assistance, wave one arm over your head or wave your rescue buoy back and forth over your head. In return, keep a watch for this signal from fellow lifeguards.

If a situation requires no further assistance and is considered to be Code IV, you will signal by placing the palm of one hand on the top of your head and forming a circle with your elbow distal to your ear. Imagine a large "OK" sign formed by the thumb and forefinger.

### **Auxiliary Equipment (P&P 5.5.25.7)**

A pier or jetty can be used by the lifeguard to gain quick access to victims located near these structures. Although a pier or jetty provides quick access, it also imposes dangers to both the lifeguard and the victim. Therefore, use extreme caution during such rescues. Remember, lifeguard safety is the primary concern. An injured lifeguard cannot help anyone.

### **Removing Victims from the Water (USLA Manual Ch. 12)**

Once shallow water is reached, it may be a simple procedure to remove the victim to shore. In most rescues, the victim needs little or no further assistance. Some agencies have established policies that require lifeguards to escort all victims completely out of the water to dry sand, even if the victim appears to need little or no assistance. In some situations, victims will need assistance in leaving the water. Perhaps a weak or tired swimmer is having trouble maintaining balance or wade ashore. Other victims may be unconscious or barely lucid. In these situations, lifeguards will have to carry or assist the victims.

Lifeguards should consider several important points when removing victims from the water. First, lifeguards must have the strength and ability to extricate a victim without assistance. Although there are often other lifeguards, staff, or visitors present to assist with extrication, there may be time when a lifeguard will have to accomplish removal alone. Second, lifeguards should use extrication techniques that minimize the possibility of personal injury. Victims may be large, overweight, or of no assistance to the lifeguard. Finally, lifeguards should use techniques that protect the victim from injury during extrication, both from the terrain that must be covered and from the removal technique itself. Two simple removal techniques are offered in this chapter that consider these points.

- o When victims are able to assist to some degree during the removal process, a shallow water assist is recommended. To execute this technique, the lifeguard simply drapes one of the victim's arms around the back of the lifeguard's neck, supporting the victim's waist with the other arm. Then the victim is gently directed out of the water to dry sand and assisted in sitting or lying down on the beach.

- o When the victim cannot assist in the removal process, a longitudinal drag is recommended. Place the hands under the victim's armpits and attempt to support the head with the forearms. Then drag the victim up the beach.

## **BEACH HAZARDS (P&P 5.5.28.0-5.5.28-23), (USLA Manual Ch. 5)**

### **Rip Currents**

The major part of an ocean lifeguard's job deals with hazardous conditions in the surf. Understanding of surf hazards will help your lifeguarding career and will be of great service to the millions of persons who flock to the beaches annually.

The primary surf hazards are riptides, backwash, heavy surf and storm swells. These are the natural hazards. Other hazards include objects in the water from sharks to sea urchins. Man-made hazards (flying surfboards, surf mats, broken glass, etc.) are problems to also understand. Understanding the natural hazards starts you on your way to doing a complete job of lifeguarding.

"Reading water" for hazards to swimmers is one of the most effective ways a professional lifeguard does his job of protecting the lives of those who use the ocean for recreation. The direction from which the ocean swells come to the beach, the size and shape of the waves as the swells crest into breakers, the color of the water and the action of the water on the ocean's surface are all to be "read" by the lifeguard.

The direction of the swell at some beaches has a direct bearing on the formation of rip currents. The large breakers can be a surf hazard to the unwary swimmer or the poor swimmer crushing the person into the sand below.

The location of the breakers tells the lifeguard the location of sand bars and where a person can stand safely. But the person may move to one side or the other of the bar and be in water over his head. The color of the water generally indicates the depth of the water; light for shallow and dark for deep water.

The shape of the wave and the action of the water on the top of the ocean can signal instantly the location of a rip current to the trained observer. Constant swirling of the water and the breaking down (flattening of the crest) of waves signals a rip current, where more than 80% of all lifeguard rescues are made.

**How Ocean Waves and Breakers Are Formed:** Before getting into the specific hazards, the lifeguard must know the general make-up of the ocean.

- o Most waves are caused by wind at sea.
- o Earthquakes and undersea landslides (seismic disturbances) cause the largest waves known as Tsunamis or tidal waves.  
Some waves are caused by the gravitational pull of the sun and moon.

- o Changes in the barometric pressure often cause a pulsation of an entire storm system against the ocean surface which in turn causes waves.
- o Some waves are a result of wave reflection known as "seiche." This motion, which is commonly found in bays and lakes, is similar to the sloshing of water from side to side in a bathtub when the bather gets out of the water quickly.
- o Wind generated waves frequently travel across thousands of miles of open ocean before finally breaking on some distant shore. The wind's effectiveness in generating waves is due to three main causes: The wind's average velocity, the length of time the wind blows and the extent of open water across which the wind blows (known as fetch).

### **Rip Currents or Rip Tides**

- o A rip current, riptide, or a runout is the most hazardous ocean condition to the average swimmer. Rip current cause approximately 80% of the ocean near drownings.
- o A rip current runs from shallow water near the shore out to sea. An inexperienced ocean swimmer may become caught in the current and be pulled out to deep water.
- o A rip current is caused by the water from a wave seeking its equilibrium (own level) returning to the rest of the ocean's water after splashing onto the beach. In the process of returning to the ocean's main body, the water from the wave utilizes the easiest path and may dig holes or channels in the sand below the water's surface and in the process create what is known as a channel rip current. If there is a hole or channel in the sandy ocean floor (caused by previous wave action), the water from the new wave will use the hole or channel as the easiest way back to its level and in the process enlarge the hole or channel. This process builds in intensity until the rip current contains a large volume of water and has a powerful pulling action going out to sea.
- o Another type of rip current is caused by surf breaking at a rather acute angle to the beach. These rips will not only run out through the surf, but will move in the direction of the longshore current caused by this "angled" surf. This lateral movement of the rip causes additional concern to the lifeguard. The rip may move great distances along the beach, picking up bathers as it progresses.
- o Rip current may also be caused by groins or piers extending into the surf. The groin or pier obstructs the lateral current and forces the current seaward. The obstruction will cause the currents to cut channels and holes in the ocean bottom, in turn creating a rip current.

- o Incoming waves can be "read" to recognize riptide conditions. The incoming wave in a riptide condition will flatten out when it encounters the riptide area, while the rest of the wave will remain at the normal height on either side of the rip current. The riptide will frequently prevent a wave from breaking. Many times the rip current will cause incoming waves to be "V" shaped at the center of the rip.
- o Water in a rip current is generally discolored and has a dirty, sandy appearance. The discoloration is caused by the churning of the sandy bottom as the current of water moves to sea.
- o Occasionally white caps will form in the center of a strong, fast moving rip current. Ripples and currents, similar to river currents, are apparent in most rips. Sometimes the rip current will pull with such force that the cracking and roar of the turbulent water can be heard from the beach.
- o A large wave may cause a temporary rip current. Because the large wave sweeps up onto the beach further than others, it causes the condition by increasing the volume of water and the speed of its return to the main body of the ocean at the surf line.

### **Backwash**

- o A backwash condition is prevalent on steep slope beaches at or near high tide. The water from a wave will gain speed as it returns to the main body of water due to the steep incline of the beach. The returning water re-enters the surf line with great force. The condition is a peril to small children playing at the water's edge.
- o The creation of waves begins when the frictional drag of breeze on a calm sea creates ripples on the water surface. The ripples then present a surface against which moving air can exert pressure.
- o The stronger the wind blows, the more water is pushed and the wave builds even higher until the crest of the wave reaches an angle of less than 120 degrees and the height of the wave is 1/7 of its length. When these conditions exist there is a breaking wave at sea.

### **Wave Formation**

- o Wave trains are rows of waves that are characterized by: Period, or the time taken for two consecutive crests to pass a given point; Wave length, which is the distance between a trough and a succeeding crest. As waves move out and away from the wind causing them to form, the crests become more rounded and move in fairly regular trains of similar period and height. These trains are now called ground swells and can travel thousands of miles to the nearest shore.

- o In the open sea, swells are called surface waves if they are moving deeper than one-half the wave length. Surface waves move at speeds equal to 3.5 times the wave period in seconds. For example, a wave with a period of 10 seconds will travel about 35 miles per hour, which happens to be the average period between storm swells reaching the shores of the United States. In shallow water, the velocity of each wave is slowed by the depth of the water. Waves near shore are called shallow water waves.
- o As the wave trains approach the shore, the wave length decreases, wave height increases and the wave speed is reduced with only the period of the wave remaining unchanged. As the bottom gets shallower, the wave undergoes a great change, first being refracted or bent to the approximate shape of the contour of the bottom. After this, as the water gets too shallow, the waves will spill over and break.
- o As the waves spill over and break they are termed "surf." The remainder of the water which runs up on the sand is called "uprush."
- o The shape of the bottom at any given point on the beach has a definite influence on the character of breakers close to shore. When large swells are forced to give up their energy rapidly when meeting a steep underwater slope, the wave plunges over rapidly forming a large curl which will often send spray from the trapped and compressed air high up into the air.
- o A shallow and gently sloping bottom will form a gently spilling wave with the "soup" or "foam" being pushed along ahead of the broken waves as it continues toward the beach.
- o The conditions in ocean surf are completely different from those encountered in a body of still water such as a bay, lake or swimming pool. Powerful opposing forces are continually at play. One day the ocean surf may be calm. The next day, or even a few hours later, it may become very rough and dangerous.

### Heavy Surf

- o Heavy (high) surf is dangerous for most swimmers when the waves are breaking near the beach. The large wave will build up and then smash down on a bather in shallow water. The force will usually knock the person down and tumble him about.
- o The size and force of the waves will hold a swimmer under for several fearful seconds. In shallow water, a swimmer will be knocked to the bottom with a force which can break bones.
- o Heavy surf breaking a distance from the beach occasionally causes rip currents and creates a dangerous condition when there are periodic lulls. During a lull, a rip current may sweep a swimmer out into or through the breaker line. When the surf starts crashing again, the person is caught in or beyond the breaker line.

- o Storm swells create conditions such as rip current, strong longshore currents and heavy surf. Storm swells originate in deep ocean waters of the thousands of miles away. The resulting surf size is dependent on three factors: velocity of wind, distance of ocean surface over which this wind is blowing, and duration of wind.
- o Normally large summer swells are from the south, originating off Mexico or from as far away as the southern hemisphere. Winter swells normally come from the north, originating as far away as the Aleutian Islands off Alaska. West swells may originate in the Pacific Ocean from as far away as Hawaii.
- o The most complicated aspect of swells is when two come into conflict. The result may be water on one side of the surf line running in one direction (example: north) while the current on the outside of the surf line is moving in the opposite (south) direction.
- o Inshore Holes and Sandbars: Sometimes heavy surf or tides create holes, drop offs and sandbars along the normally flat bottom. Holes and drop offs are especially dangerous to non-swimmers who may wade into a dangerous area and drop into water over their head. Sandbars can be a hazard to individuals who are diving in the water. Assuming that the water is deep enough to dive safely, they unsuspectingly strike the shallow area of the built up sandbar and injure themselves.

**Distance Swimmers**: Watch for any swimmer who ventures past the marked swim area. Distance swimmers may attempt to swim great distances from shore, even as far as the oil islands. In doing so, they risk becoming too fatigued to return to shore. They also place themselves in danger of being run over by an unobservant boater. If you let a swimmer venture beyond the buoy line and he gets into some type of trouble, you may not have sufficient time to make the rescue.

**Boats**: Watch for boats that operate in or near the swim areas. They may run over unwary swimmers. It is illegal to launch, land or operate a vessel in the swim areas and it is your responsibility to keep any boats out of these areas. If a disabled vessel should drift into your area; (1) call Beach Operations for assistance; and (2) prevent the boat from drifting ashore. If left unassisted, the disabled vessel may drift into the surf-line endangering bathers, as well as, the people on board.

**Flotation Devices**: Many bathers enjoy playing with or using flotation devices such as rafts, beach balls, surfboards, inner tubes, etc. The problem occurs when bathers place too much confidence in the device. Swimmers and non-swimmers will use a flotation device as a crutch, venturing out from shore farther than they can safely swim. Danger arises if the device begins to deflate or if the bather loses contact with it. The bather may be too far out to safely swim back. Be wary of flotation devices and their users. If you feel that a bather is using the device as a crutch, have him stay closer to shore.

**Glare:** Late afternoon and evening glare is an extreme hazard present at all of the beach areas. If you are uncertain of a swimmer who is located in the glare, do not hesitate to call the guard to the west of you to keep an eye on that area. In the afternoon and evening, and especially on the beachfront, be alert to cross guard to the east. That is, help cover the area to the east of you.

## **MARINE ANIMALS**

Marine Animals can also pose a danger to bathers. It is your responsibility to check out any and all reports of such animals. If certain marine animals are seen in your area, you must clear the bathers from that area.

**Sharks** - People will sometimes report seeing a shark; however, most sightings usually turn out to be either non-dangerous animals or floating debris. Although there has never been a shark attack in Long Beach, it is your duty to investigate the report in any case. Occasionally, a shark might be seen. It can be identified by its two fins, which are exposed to the surface, the dorsal (front) fin, and the tail fin. Sharks propel themselves by moving their tails from side to side, unlike whales or porpoises which undulate their tails in an up-and-down motion.

**Stingrays** - Stingrays are a commonly encountered sea animal in Long Beach. They lie flat on the bottom in calm waters, often at wading depth. Although they are normally docile, stingrays will inflict a puncture wound if they are stepped on. Their sting injects a toxic venom from the barbed spines at the base of their tails. For first-aid care, refer to the section under Medical Aid.

**Jellyfish** - Jellyfish occasionally plague the beach area. These animals are umbrella shaped, nearly transparent, and can grow to over one foot in diameter. The tentacles of some varieties may cause reactions from mild stinging to violent shock if they make contact with a bather (refer to Medical Aid). If jellyfish are present, be sure to warn bathers of the danger, and, if necessary, clear the area.

**Whales, Dolphins, and Porpoises** - These mammals are often seen outside the swim area. They generally do not swim near shore or attempt beaching themselves unless they are ill. Should a whale, dolphin, or porpoise come into shallow waters and try beaching itself, clear the area of bathers. Since the animal must be sick and in need of help, you are expected to assist it. First, call Beach Operations for back-up, then approach the animal while it is still in shallow water (keeping clear of the tail). Do not get between the shore and the mammal because you could be crushed between them if a surge comes in. Now assist the animal, your main objective is that of keeping the blowhole above the surface, enabling the animal to breathe. If possible, bring the animal to the waterline and lay it on its side. Keep the skin moist with a towel or cloth until additional personnel arrive.

can bite rather viciously and move quite fast on land, so keep yourself and the public well away from the animal. Usually seals beach themselves just to rest and will swim away once annoyed by onlookers. However, if the seal appears to be sick, contact Beach Operations.

### **Still Water Areas**

- o No paddleboards are permitted between the floats at the Lagoon.
- o No swimming or use of paddleboards is permitted outside of the overhead signs at the Lagoon.
- o No one is to dive off the floats when the Sergeant feels that it is dangerous, due to an especially low tide or other hazards.
- o Lifeguards working near a known hole should be aware of the danger to non-swimmers, as the bottom drops off sharply.
- o No one is permitted to bring rowboats, sailboats, or motorboats inside the buoys, nor is anyone permitted to launch boats or other such craft from shore in a swimming area, unless authorized by the Lifeguard Chief.
- o Watch for small children falling on their faces in the water. They cannot get their hands on the bottom to push themselves up and they can easily drown.
- o Watch for non-swimmers bouncing up and down on the bottom, as they can easily bounce out into the water which is over their heads.
- o Watch people on floatation devices carefully. Many are poor swimmers. Look for drifting, unattended boards. This is a danger sign. If people slip off boards in deep water, they may be in trouble quickly.
- o Keep careful watch on the swimming floats at the Bay and the Lagoon. There are areas which are difficult to see near the ends and sides of the floats. Non-swimmers should stay off the floats, but may stray on them. Do not allow pushing, shoving, or running on the floats.
- o No air inflated floatation devices are allowed in the Lagoon.
- o Small sailboats are allowed to beach on the Peninsula at the street ends only. Advise boat operators to lower their sails while their vessel is beached to prevent obstructing your vision.

## **SCUBA DIVER REGULATIONS (USLA MANUAL CH. 15)**

The Marine Safety Division has a well-trained and skilled Search and Recovery Team. This diving team is composed of ten permanent employees who are prepared to handle any type of underwater emergency situation under short notice. As a beach lifeguard or rescue boat deckhand, you should familiarize yourself with basic skin diving procedures and safety precautions, as you may be called upon to assist in emergency body recovery or emergency underwater boat maintenance in your normal line of duty. A major concern, however, for the beach lifeguard or rescue boat deckhand is safety and precautionary measures to be taken by local sports divers visiting our beaches.

- o All SCUBA divers must use a diver down flag.
- o Spears and spearguns shall not be used in swimming areas.
- o If a diver is suspected of having any diving disease (air embolism, spontaneous pneumothorax, bends, etc.) Notify Beach Operations immediately of the situation, treat victim for shock, administer oxygen and other necessary first aid measures until help arrives.
- o Always keep a general bearing set on any diver in case an accident should occur.
- o Whistles are used as emergency signal devices. If you hear a continuous blast of a whistle, or a series of short blasts of a whistle coming from the water or a diver, respond immediately to the area to render assistance to the distressed individual.

## **COMMUNICATIONS (P&P 5.5.39.0-5.5.39.6)**

Communication plays a vital role in lifeguarding. Without good communication our job would be severely limited. Accurate and complete information must be communicated in order to maximize our efficiency in performing rescues and assisting those who need our help.

All station telephones are direct hot lines to the switchboard at Beach Operations. The telephone is a vital piece of rescue equipment and should be used accordingly. They should not be used for personal calls.

### **Normal telephone use:**

- o When calling or answering the phone, give your name and identify the station.
- o Always notify Beach Operations when you leave your station.
- o Always notify Beach Operations when you return to your station.

## **Radio Operating Procedure KMF 664 - 433.550**

- o Use clear text when communicating on the radio
- o Each station or unit shall transmit messages by the format of contact, acknowledgment, message or affirmation.
- o Record all transmissions on appropriate radio logs.
- o Pronounce words distinctly and at a normal rate.
- o Make your voice as emotionless as possible on the air, regardless of the situation. Emotion tends to distort the voice and render it incapable of being copied.
- o Keep your face close to the microphone and speak in a natural tone.
- o Be impersonal on the air. Refrain from using the name of the person to whom you are speaking. Refer to members of the force by unit numbers or other designation.
- o Do not guess. Check all doubtful words with the sender. Never transmit an acknowledgment for a message until definitely sure that the message is correct in every detail.
- o When you dispatch a vehicle on a rescue, medical aid, or any type of emergency, or semi-emergency, use clear text.

Dispatching will be handled only by Marine Safety Officers and a few selected lifeguard personnel who have the experience and knowledge of the responsibilities of the position.

## **RESPONSE VEHICLES (P&P 5.5.33.0-5.5.33.24)**

The Marine Safety Division has six response vehicles which may be used for emergency or work units. The primary function of the units is to respond to emergencies or other situations which require back up assistance.

### **When to call for a response vehicle**

- o Call for a response unit in all emergency situations. Also, request a unit when additional or specialized equipment is needed or when a problem arises requiring a Sergeant.

### **Rescue Emergencies**

- o On rescues involving two or more victims.
- o On time consuming or complicated rescues, i.e., obese victims, long distance swimmers, intoxicated swimmers, etc.
- o When disabled boats approach the beach and endanger swimmers or the safety of the people in the boat.

### **Medical Emergencies**

- o On all victim down situations, i.e., heart attacks, unconscious victims, heat stroke, major trauma.
- o On fractures or possible fracture injuries.
- o On all submersions or possible submersion victims.
- o On any medical aid situation requiring additional medical supplies or assistance.

### **Other-Emergency Situations**

- o Intoxicated persons that are non-cooperative or are a danger to themselves or others.
- o Mentally unstable individuals who create problems on the beach and are a danger to themselves or others.
- o All cases of indecent exposure.
- o When a person or persons refuse to comply with municipal and safety codes pertaining to the beach and public safety.
- o When additional or specialized equipment or personnel are needed.
- o Any problems in your area requiring a Sergeant.

### **Vehicle Regulations**

In order to promote maximum care and safety, all personnel shall adhere to the following vehicle regulations:

- o No department personnel shall drive or use any city vehicle unless he is authorized to do so.

- o When operating a city vehicle, personnel shall observe all traffic regulations and extend the utmost driving courtesy to the public at all times.
- o Before the vehicle is put into service, a complete check of the emergency equipment and of the vehicle itself shall be made by the personnel using the vehicle.
- o Any damage, supply shortages or malfunctioning equipment shall be replaced or fixed, if possible, or the situation shall be reported to Beach Operations.
- o Before putting a parked or temporarily stopped vehicle in motion, the personnel shall check under the front and rear tires and the carriage to make sure that there are no people or material objects in the vehicle's path.
- o Personnel shall make sure that the emergency brake is released while driving. Whenever personnel stop and get out of the vehicle, they shall put the vehicle in park or in gear and set the emergency brake.
- o On emergency calls, the lights and siren shall be used according to the desired response code.
- o When maneuvering any city vehicle in a tight area and/or visibility is impaired, it is the operator's responsibility to have someone from the vehicle direct him from outside the unit.
- o All vehicles in operation shall be washed down at the end of the shift.
- o A person operating a vehicle must have a valid California driver's license.

#### **RESCUE BOATS (P&P 5.5.34.0), (USLA Manual Ch. 15)**

It shall be the policy of the beach lifeguard to call for the rescue boat whenever the lifeguard thinks it can be of assistance in effecting the rescue or preventing an anticipated accident from occurring in the lifeguard's assigned area.

Normally, the rescue boat will patrol the general areas which are known to be subject to rescues. If it is needed in other areas, it can be dispatched immediately to respond to rescue calls. The rescue boat can give assistance in long rip tide rescues or under conditions when the surf is too large or heavy to bring a victim back to the beach. It is of no use in short rescues inside the surf line, as the boat is too large to maneuver inside breaking surf.

**The rescue boat can and should be called to check or investigate the following conditions**

- o Long distance or channel swimmers; oil island swimmers.
- o Life rafts, outboard motor boats, sailboats, surfmats, inner tubes, row boats, etc., which are manned by the general public and possibly in distress offshore.
- o Large camels (pilings, poles, heavy timbers) drifting ashore into swimming areas or causing a navigational hazard.
- o Dead animal in or near a swimming area.

**Means of determining whether or not boat is in trouble**

- o Any boat in surf line.
- o Trying to start engine while drifting toward surf line.
- o Rowing away from shore but not making headway.
- o Capsized boat.
- o Persons aboard waving arms, clothes, oars, etc.
- o Anchored while working on engine over extended period of time.
- o Sailboat with broken mast.
- o Sailboat overturned.
- o Sailboat near surf line.

**How to call for the rescue boat**

Contact Beach Operations by telephone or beach vehicle radio. Give dispatcher nature of trouble, location and description.

**Procedures to Follow Upon Arrival of Rescue Boat (P&P 5.5.35.0)**

Obey the commands given you by the boat crew. The velocity of the wind drift, current and swells are factors in determining the time and place to haul you and your victim aboard the boat or to prepare for a tow. Always approach the boat swimming with your head high so that you can hear the instructions above the noise of the engine and exhaust.

## **Loading Victim Onto Rescue Boat**

You will be told by the boat crew to load your victim at the stern of the boat when they feel it is safe to do so. Remember, follow their instructions and make sure that your victim does the same. Do not question their decisions. When told to approach the stern, be extremely careful not to let your extremities or those of your victim get underneath the boat. The propellers are in constant motion even though the boat has no headway or sternway. Keep your body between the boat and the victim until relieved of your victim by the boat crew.

After being relieved of the victim or victims by the boat crew, the lifeguard will swim ashore to his station. If the rescue is made a considerable distance from shore, the lifeguard will be taken aboard and returned to a point directly opposite his assigned station, just outside the surf line.

## **Boat in Surf Rescue**

If there is a boat on the beach, help keep the stranded vessel headed into the surf and swim the boat out to deeper water. If the boat broaches (turns) by wave action, watch carefully so that you or the occupants of the boat are not caught between the boat and the sand. Serious injury could result in even ankle deep water.

The deckhand in the rescue boat will throw you a tow line. Then he may ask you to pass your end of the line through the towing eye of the stranded vessel and throw it back if the water is calm enough, or he may want a bowline tied through the towing eye or over the mooring cleat. Always tie a bowline or other non-jamming knot. Stand by until the boat is safely towed into deep water.

The skipper in charge of the boat will, upon arrival or after the rescue has been effected, communicate with Beach Operations to inform them of the disposition of the case.

If a victim is in need of further medical attention, the rescue boat will unload him at Belmont Pier, the marina or another location where paramedics will be waiting to transport the victim to an emergency hospital.

In all areas, and particularly in still water areas, watch for sailboats and other boats in distress. If the boats in distress are too far from your area for easy checking or if the crowd in your area is too large to permit you to check by using a rescue board, call Beach Operations. Inform them of the nature of the call and the location. A rescue boat will be dispatched. In cases where a boat has overturned and people are struggling in the water, call Beach Operations immediately or send someone to do so. Then move in quickly to give assistance.

## SWIMMING RESCUE FROM THE RESCUE BOAT (P&P 5.5.36.0)

### Boat Drop Procedure

- o **The Crouch Position from the Stern** - This is the safest position for an entry into the water from a moving boat. It is highly recommended for this purpose and it is good for dropping at high speeds. You stand on the loading platform at the stern of the boat, while assuming a crouching position. Upon instruction from the Rescue Boat Operator aboard the boat, you will drop off the stern maintaining the crouch position until you stop rolling in the wake of the boat. Then execute the rescue.
  
- o **The Diving Position from the Side**: Although not recommended for high speed exits, it is very good at lower speeds for a quick approach to victims. You stand on the side of the boat holding the buoy in one hand, while grasping the rail with your other. Upon instruction from the Rescue Boat Operator aboard the boat, you will dive away from, yet parallel to the boat in a racing type dive position. Be sure to toss the buoy to the side just before you enter the water. Then execute the rescue.