



Lifeguard Communications Board

2008

Instructions: Keep the most recent list on front of board. Lifeguards are required to read all communications and initial on the Communication Board Record (next page). Please do not add any pages that are not official Lifeguard Communications Board materials.

1. Lifeguard Communications Board Procedure
2. Spring Break Assignments
3. Returning Lifeguard Hiring Information and LSM updates
4. Policy on Harassment
5. Miscellaneous Updates
6. Missing Person Code 32
7. "Red Channel" reminder tones
8. Lifeguard Certifications
9. Miscellaneous Updates 2
10. Miscellaneous Important Updates 3
11. Lifeguard Work Injuries Update in conjunction w/ LSM A-5.1
12. **Junior Lifeguard Swim Test**
13. **Miscellaneous Important Updates 4**
14. **Post Season Work Availability and Last Day of Work Statement**



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/18/08
Re: Lifeguard Communications Board

We are again using this method to communicate with Lifeguard staff. Important information will be posted here. It is important that each lifeguard reads the board in order to stay up to date. Please do not add any materials that are not on the list (front page).

The Communication Board procedure is:

1. When a new memo(s) is received, it will be accompanied by a new list.
2. The LG III or his/her designee will place the new memo in front of older memos (memos are ordered numerically at the bottom of the page)
3. The old list (not old memos) will be removed, discarded, and replaced with the new list.
4. At least once a week, each lifeguard must read and initial on the Communication Board Record (this page is found after the index) that they have read all new memos. The LG III will be responsible for enforcing compliance.

Now that you understand this method, please initial on the Communication Board Record that you have read Memo # 2008-1. Thank you for your cooperation in helping us ensure information is disseminated efficiently.

Memo # 2008 – 1



Lifeguard Communications Board

To: Person In Charge
From: Aquatic Supervisors
Date: 3/18/08
Re: Spring Break Assignments

The following are special assignments that will need your attention over Spring Break:

1. Pay special attention while performing equipment checks.
2. Complete Underwater Hazard Inspections, opening day of lifeguard service at your facility.
3. Complete inventory assignment by the end of the second day of lifeguard service at your facility.
4. Make sure lifeguard equipment, station, and facility are clean and organized.
5. Collect minor consent forms and work permits (due first day of work) from any minors on your staff and forward to your Aquatic Supervisor.
6. Administer the check-in process for returning lifeguards that did not attend the Returning Lifeguard Check-in Meeting. Refer to the PIC Check-in Instructions, located in the Employee Form Box.
7. Lead quality training sessions according to Lifeguard Training Calendar.
8. Update lifeguard station postings with those provided.
9. Complete scheduling as needed to meet facility needs. Immediately notify your Aquatic Supervisor of all scheduling changes via telephone/voice-mail.
10. Maintain good communication with Aquatic Supervisor to ensure that needs are met at your facility.

These assignments will contribute to attaining our Lifeguard Service mission and are especially important during this time of year. If you have any questions do not hesitate to contact your Aquatic Supervisor.

Thank you.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/18/08
Re: Returning Lifeguard Hiring Information and LSM updates

It is critical that the returning lifeguard hiring procedures are followed closely. Every returning lifeguard who wishes to work this season needs to correctly complete this hiring process. This process is detailed in the District's flyers inviting applications for Lifeguard I (Returning), Lifeguard II and Lifeguard III.

Candidates for lifeguard positions are placed in a hiring pool following a selection process that evaluates items such as, application materials, certificate status, past work performance, availability and District needs. There are returning lifeguard candidates who are not eligible for employment based upon this selection process.

It is critical that no lifeguard initiates the check in process without first contacting an Aquatic Supervisor to insure they are in a hiring pool.

Any questions should be addressed to an Aquatic Supervisor.

Extensive revisions were made to the Lifeguard Service Manual over the winter. Please take the time to reacquaint yourself with the contents.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/18/08
Re: Policy on Harassment

The following is a reminder about the District's policy on harassment from the Human Resources Manager.

“Attached please find a copy of the District's policy concerning *Harassment*. The District does not tolerate harassment of the public, applicants for employment, ore employees because of race, sex, age, national origin, ancestry, religious creed, marital status, physical disability, or medical condition. Unacceptable behavior will not be tolerated.

The attached explains the policy and the procedure should an individual feel an investigation is warranted.”

Additional information can be found in Lifeguard Service Manual Reference # A-7.1 Harassment.

SECTION 4: GOVERNMENT RELATIONS

4.01 HARASSMENT

- A. Policy: Harassment of the public, an applicant for employment or an employee by a District manager, supervisor or co-worker because of race, sex, age, national origin, ancestry, religious creed, pregnancy, marital status, sexual orientation, disability or medical condition is unacceptable behavior and will not be tolerated by the District.
- B. Sexual Harassment: Sexual harassment is a form of discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act. Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct constitute sexual harassment when:
- It is part of the decision to hire or fire.
 - It is used to make other employment decisions such as pay, promotion, or job assignment.
 - It interferes with the employee's work performance.
 - It creates an intimidating, hostile, or offensive work environment.
1. Behaviors Which Can Constitute Sexual Harassment
 - a. Sexual harassment is defined as deliberate or repeated behavior of a sexual nature which is unwelcome. It can include verbal behavior, non-verbal behavior and/or physical behavior.
 - b. Examples of inappropriate or illegal behaviors include negative or offensive comments, jokes or suggestions about another individual's gender or sexuality; obscene or lewd sexual comments, jokes, suggestions or innuendoes; suggestive looks or leering; pats, squeezes or repeatedly brushing against someone's body; and displaying nude or sexual pictures, cartoons, or calendars.
 2. District Role: The District will take an affirmative role in protecting its' employees from sexual harassment. Should an instance of inappropriate behavior occur, it is the employee's responsibility to bring this to the attention of management. This includes employees who think they are the recipient of sexual harassment as well as those who believe they have witnessed another employee being harassed. If you believe harassment has occurred, the following actions should be taken:
 - a. Identify the offensive behavior to the harasser and request that the action be stopped.
 - b. Report the offensive behavior to the Human Resources Manager. The Human Resources Manager shall function as follows:
 - i. Counsel the employee and outline the options available.
 - ii. Obtain factual written statement of the complaint for processing to the concerned Head of the Department.

- iii. With the assistance of the concerned Department, investigate and recommend appropriate disposition of the complaint.
- C. Investigation of Alleged Harassment: Under direction of the Human Resources Manager, the complaint of alleged discrimination will be promptly investigated. The investigation may include interviews with the directly involved parties, and where necessary, employees who may have observed the alleged harassment or who may be similarly situated with the complaining employee and who may be able to testify to their experience with the accused employee. In cases of alleged discrimination in the Public Safety Department, such investigation may take the form of an Internal Affairs investigation instead of the Human Resources Department investigation, at the option of the aggrieved employee.
- D. Disciplinary Action: Complaints and cases of sexual harassment and/or retaliation will be dealt with promptly. An employee who sexually harasses another individual will be disciplined as in any case of serious, illegal employee misconduct. Retaliation against an employee for filing a complaint will not be tolerated.
- E. Discrimination
1. Pre-Complaint Instructions and Checklist

The following information is to help you decide whether or not the Human Resources Manager can handle your employment problem. Certain problems are often times more appropriately handled through other District procedures such as the grievance procedure. THIS IS NOT INTENDED TO DISCOURAGE YOU FROM FILING A COMPLAINT. If you have any questions or need assistance in completing this form, please contact the Human Resources Manager.

There are many unfair practices that are not covered by Equal Employment Opportunity laws. If you answer "YES" to the following questions, you probably have the basis for filing a complaint. To file a complaint, you will be asked to complete a questionnaire to give the Human Resources Manager sufficient details about your complaint.

SECTION I

The Human Resources Manager handles complaints of illegal discrimination, meaning the unfair treatment that you are complaining about must have happened because of one or more of the reasons listed below:

- Your Race
- Your Sex
- Your Religion
- Your Color
- Your National Origin
- Your Ancestry
- Your Medical Condition (Cancer)
- Your Age (Over 40)
- Your Marital Status

- Pregnancy
- Physical Disability (including HIV and AIDS)
- Mental Disability
- Sexual Orientation
- Sexual Harassment
- Harassment because of your protected status (i.e. race, sex, religion)
- Retaliation:
 - Because you oppose a violation or violations of the law.
 - Because you participated, testified or assisted in a discrimination investigation.
 - Because you filed a complaint of discrimination.
 - Because you associate with a person protected under the law.
 - Because all reasonable steps to prevent harassment or discrimination were not taken by the supervisor/management.

Unfair treatment that is not due to one or more of the above reasons is not handled by the Human Resources Manager.

Do you believe that you were discriminated against for one or more of the above reasons?

YES NO If yes, please continue.

SECTION II

It is not easy to prove that illegal discrimination occurred. In order to file a complaint, you must provide information to explain why you believe that unfair treatment was because of one or more of the reasons listed in Section I. When an investigation of your complaint is made, either direct evidence (specific examples of racial slurs, sexist remarks, acts or harassment, etc.) or evidence that you were treated differently (in comparison to individuals not of your race, sex or whatever reason(s) on which you are basing your complaint) is needed. For example, if you are Hispanic and were dismissed for being absent too often, discrimination cannot probably be found unless non-Hispanics who were absent as often were not terminated.

Do you think that if the District investigates your complaint, we can find proof that you were subjected to discrimination for one or more of the reasons listed in Section I? YES NO

If you answered "YES" to the above questions and want to file a complaint, please complete the complaint form. You will be required to provide information listed on the Discrimination Complaint Preparation Guide. Include any papers with your complaint that will help us to understand our problem. If it is difficult for you to visit the Human Resources Department, return the completed Discrimination Complaint Preparation Guide and Complaint of Discrimination form to the Human Resources Manager by mail. The Human Resources Manager may find it necessary to contact you to ask specific questions after receiving your written complaints.

Copies of the Complaint of Discrimination are available from Human Resources.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/18/08
Re: Miscellaneous Updates

We are initiating a few noteworthy changes and emphasizing a few things for our lifeguard service.

- Stablock equipment is our standard head immobilization device.
- The child supervision rule is in effect at every lifeguarded swim facility (LSM S-3.5)
- We are initiating recognition readiness drills (LSM S-2.5)
- Cull Canyon has been moved to the south region. Diablo Foothills' Castle Rock pool has been added to the north region. (LSM I-2.3)
- Swim diapers are required at our chlorinated facilities (LSM S-3.2)
- Missing person walk-off technique and initial search determination procedure (E-2.1)
- Swim test wristband pilot (S-3.1)
- Junior Lifeguard program hours = 9 am to 4 pm
- Ask whether a rescued victim is with a swim group or not, we have too many "unknowns" in our data base.
- Participation in the USLA competition is a privilege that will be extended to those who understand and accept the Region's Competitor Code of Conduct.
- Lifeguard certification reviews begin at 6 am this year.
- Medical exams are to be completed prior to the first 45 hours of an employee's work.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/31/08
Re: Missing Person Code 32

Beginning May 1 we will be implementing a new radio code for aquatic submersions, in lieu of “child (or adult) last seen in the water.” The new radio code will be **CODE 32**. This will act as a more precise “trigger” for all staff who must spring into action for such events.

When should Code 32 be used?

- When lifeguards have made the decision to clear the water for a missing person search and they are notifying Control 1 of the situation.

When should it not be used?

- When there is a missing person on land somewhere in the park
- When there is a medical emergency not related to a possible or actual submersion (e.g. patient has a heart attack in the picnic area, or a visitor is stung by a bee, etc).

When does the Code 32 end?

- When the missing person is located safely, dispatch should be notified to “Cancel the Code 32, subject located.” If there is a rescue or recovery of a submerged victim Code 32 should remain in effect at that park until normal operations have resumed. (Note, just as we do now, once the victim is enroute to the hospital, the channel does not need to remain “red” while that park returns to normal operations as to do so could take some time). This code is not to be confused with the police radio code 10-32 which refers to an *actual* drowning.

Memo # 2008 – 06



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 3/31/08
Re: “Red Channel” Reminder Tones

Beginning May 1, Control 1 will begin broadcasting a single tone on channel 3 to remind staff that the channel is “red” for emergency traffic only.

Once the channel is made “red,” and the initial dispatch of resources is completed, the tone will be broadcast on a regular interval so that “quiet air” isn’t mistaken for an OK to resume normal radio traffic.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 6/3/08
Re: Lifeguard Certifications

The District conducts Red Cross certification courses necessary to maintain minimum lifeguard certifications at scheduled times throughout the season. These dates are posted in the Lifeguard Station on the 2008 Lifeguard Service Important Dates Schedule.

Issued to each station is a data file of certification expiration dates from Human Resources. Please take the time to check the list and take note of your certificate's expiration date, this will help in determining which re-certification classes you will need to attend. Courses are a challenge format. Certifications in Waterfront Lifeguarding and CPR for the Professional Rescuer/AED are awarded to successful staff during the Waterfront Lifeguarding Challenge.

Keep in mind that it is mandatory that all lifeguards attend one of the Lifeguard Challenge re-certification classes in order to attempt the required 550-yard swim in the open water and in order to keep your CPR for the Professional Rescuer/AED certificate valid.

Because of the potential size of these trainings, you may be limited to attending certain Lifeguard Challenge re-certification classes. All those holding current Emergency Response certificates expiring prior to August, 2009 should enroll in the Emergency Response challenge. All Title 22 certificates should be valid through this date. If not contact your Aquatic Supervisor.

Contact your Lifeguard III to be scheduled for the appropriate course.

Job required certifications on the new lifeguards are being processed with the Red Cross and may not be on the attached list. Each new lifeguard is current in Lifeguarding, Title 22 first aid and CPR FPR/AED unless they have any outstanding test to complete. If that's the case, they should not be released from shadow guarding.

If you feel that the data file is inaccurate, or needs to be updated, please provide a copy of your certificate(s) to the Human Resources Department as soon as possible. It is ultimately your responsibility as a lifeguard to keep your job-required certificates valid and up-to-date.

Lifeguards who don't possess valid job required certification will be taken off the schedule immediately until they meet the minimum requirement(s).

Memo # 2008 – 08



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 6/3/08
Re: Miscellaneous Updates 2

1. There has been a change in the procedure outlined in LSM A-3.5 Reasonable Suspicion guidelines. Once a supervisor has confirmed reasonable suspicion on an employee and they are to the point of testing; call 510-245-2700 anytime to arrange for a technician to come to the job site to perform appropriate testing. There is no longer a need for off-site testing.
2. Attached is background information regarding recommendations on “Shock first versus CPR First.” It is a section excerpted from Guidelines 2005 from the American Heart Association and is given to you to enhance your understanding of how these type procedures are developed. These guidelines are considered the authority on CPR research.
3. During the swim group safety talks, please remind the adults and children about our free lifejacket loaner program. We will update our group safety talk laminate and LSM with this information for the following season.
4. No lifeguard should be working who has not thoroughly completed the lifeguard check-in procedure. If in doubt, contact your Aquatic Supervisor.
5. We are no longer using “Code 32” for aquatic emergencies. Communications Board Memo 6 can be disregarded. Clear text should be used when communicating on the radio.

Memo # 2008 – 09

Part 5: Electrical Therapies

Automated External Defibrillators, Defibrillation, Cardioversion, and Pacing

This chapter presents guidelines for defibrillation with automated external defibrillators (AEDs) and manual defibrillators, synchronized cardioversion, and pacing. AEDs may be used by lay rescuers and healthcare providers as part of basic life support. Manual defibrillation, cardioversion, and pacing are advanced life support therapies.

Defibrillation Plus CPR: A Critical Combination

Early defibrillation is critical to survival from sudden cardiac arrest (SCA) for several reasons: (1) the most frequent initial rhythm in witnessed SCA is ventricular fibrillation (VF), (2) the treatment for VF is electrical defibrillation, (3) the probability of successful defibrillation diminishes rapidly over time, and (4) VF tends to deteriorate to asystole within a few minutes.¹

Several studies have documented the effects of time to defibrillation and the effects of bystander CPR on survival from SCA. For every minute that passes between collapse and defibrillation, survival rates from witnessed VF SCA decrease 7% to 10% if no CPR is provided.¹ When bystander CPR is provided, the decrease in survival rates is more gradual and averages 3% to 4% per minute from collapse to defibrillation.^{1,2} CPR can double¹⁻³ or triple⁴ survival from witnessed SCA at most intervals to defibrillation.

If bystanders provide immediate CPR, many adults in VF can survive with intact neurologic function, especially if defibrillation is performed within about 5 minutes after SCA.^{5,6} CPR prolongs VF⁷⁻⁹ (ie, the window of time during which defibrillation can occur) and provides a small amount of blood flow that may maintain some oxygen and substrate delivery to the heart and brain.¹⁰ Basic CPR alone, however, is unlikely to eliminate VF and restore a perfusing rhythm.

New Recommendations to Integrate CPR and AED Use

To treat VF SCA, rescuers must be able to rapidly integrate CPR with use of the AED. To give the victim the best chance of survival, 3 actions must occur within the first moments of a cardiac arrest: (1) activation of the emergency medical services (EMS) system or emergency medical response system, (2) provision of CPR, and (3) operation of an AED. When 2 or more rescuers are present, activation of EMS and initiation of CPR can occur simultaneously.

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Delays to either start of CPR or defibrillation can reduce survival from SCA. In the 1990s some predicted that CPR could be rendered obsolete by the widespread development of community AED programs. Cobb⁶ noted, however, that as more Seattle first responders were equipped with AEDs, survival rates from SCA unexpectedly fell. He attributed this decline to reduced emphasis on CPR, and there is growing evidence to support this view. Part 4: "Adult Basic Life Support" summarizes the evidence on the importance of effective chest compressions and minimizing interruptions in providing compressions.

Two critical questions about integration of CPR with defibrillation were evaluated during the 2005 Consensus Conference.¹¹ The first question concerns whether CPR should be provided before defibrillation is attempted. The second question concerns the number of shocks to be delivered in a sequence before the rescuer resumes CPR.

Shock First Versus CPR First

When any rescuer witnesses an out-of-hospital arrest and an AED is immediately available on-site, the rescuer should use the AED as soon as possible. Healthcare providers who treat cardiac arrest in hospitals and other facilities with AEDs on-site should provide immediate CPR and should use the AED/defibrillator as soon as it is available. These recommendations are designed to support early CPR and early defibrillation, particularly when an AED is available within moments of the onset of SCA.

When an out-of-hospital cardiac arrest is not witnessed by EMS personnel, they may give about 5 cycles of CPR before checking the ECG rhythm and attempting defibrillation (Class IIb). One cycle of CPR consists of 30 compressions and 2 breaths. When compressions are delivered at a rate of about 100 per minute, 5 cycles of CPR should take roughly 2 minutes (range: about 1½ to 3 minutes). This recommendation regarding CPR prior to attempted defibrillation is supported by 2 clinical studies (LOE 2⁵; LOE 3⁶) of adult out-of-hospital VF SCA. In those studies when EMS call-to-arrival intervals were 4⁶ to 5⁵ minutes or longer, victims who received 1½ to 3 minutes of CPR before defibrillation showed an increased rate of initial resuscitation, survival to hospital discharge,^{5,6} and 1-year survival⁵ when compared with those who received immediate defibrillation for VF SCA. One randomized study,¹² however, found no benefit to CPR before defibrillation for non-paramedic-witnessed SCA.

EMS system medical directors may consider implementing a protocol that would allow EMS responders to provide about 5 cycles (about 2 minutes) of CPR before defibrillation of patients found by EMS personnel to be in VF, particularly when the EMS system call-to-response interval is >4 to 5



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 7/2/08
Re: Miscellaneous Important Updates 3

1. All items on both sides of the blue safety card should be reviewed in detail with swim group leaders while checking them in on the group log. For more information see LSM O-6.6 Swim Groups
2. While on water surveillance assignments, lifeguards should scan their entire zone in 20 seconds or less. This is to be done continuously throughout the assignment. For more information see LSM S-2.2 Scanning
3. While changing stations in the lifeguard rotation, continuous water surveillance must be maintained. For more information see LSM S-1.6 Rotation. This concept also applies to alternate stations, this may require an extra rescue board on the beach to facilitate the transition. For more information see LSM S-1.4 Alternate Stations
4. In order to help avoid scheduling mix-ups when requesting days off, it is important for lifeguards to follow the procedure in LSM O-1.4 Requesting Time Off
5. Please change garbage liners throughout the day as the cans fill and opportunity allows. For more information see LSM O-3.1 Maintenance Agreements
6. When filling out rescue reports, please ask the victim what their ethnicity is and record it on the form. Also ask whether they are in a swim group or not. These are important statistical parameters.
7. When going off duty, please be sure Control I acknowledges they've heard and understood you. Also, be conscious to key the microphone and wait for one to two seconds before transmitting in order to avoid clipping your transmission. For more information see LSM O-6.1 radio use.
8. Please request a police case number from Control I when requesting a Fire number for MIRs and record both in the appropriate place on the form.
9. Any employee who is taking medication which may impair his/her ability to work safely or efficiently must inform his or her supervisor. For more information see Personnel Administrative Manual Appendix C.



Lifeguard Communications Board

To: Lifeguard Staff

From: Aquatics Staff

Date: 7/2/08

Re: Lifeguard Work Injuries Update in conjunction w/ LSM A-5.1

LIFEGUARD WORK INJURIES **HEAD LIFEGUARD PROCEDURES TO FOLLOW**

I. Workers' Compensation Benefits for Seasonal Employees

- a. No Job Injury Leave (full Salary Continuance)
- b. Temporary Disability Benefits
- c. Medical Benefits
- d. Modified work possibilities

II. Medical Treatment

- a. If an emergency, call 911 for medical assistance.
- b. If not an emergency, send for medical treatment to:
 - i. Predesignated Physician on file 30 days prior to injury
 - ii. If no predesignation on file, nearest Kaiser facility with an Occupational Medicine Department (refer to wall poster)
- c. If injury occurs on weekend and care cannot wait until the weekday, send to closest emergency room. Follow up care should be at a Kaiser Occupational Medicine location or personal physician.

III. Reporting

- a. Provide claim form (DWC-form 1), this can wait if situation is an emergency.
- b. Obtain information regarding the circumstances of the injury to include date, time, location, and description of the injury. Report to Aquatic Supervisor (Nick Schriver or Pete DeQuincy) and Risk Management (x2164) with these details. With this information, the Aquatic Supervisor will fill out the Employer's Report of Occupational Illness/Injury (Form 5020) online. Send completed DWC-Form 1 to the Aquatic Supervisor along with any accompanying work status slip(s). Aquatic Supervisor will fax this form to Bragg & Associates and forward original copies to Risk Management.

IV. Follow Up

- a. After injured employee obtains medical treatment, he/she will bring back a work status slip. Report back to Aquatic Supervisor on work status. If less than full duty, a determination of modified work availability will be made.
- b. In the future, the injured employee should be submitting work status slips periodically to you as they are seen by the doctor. Please obtain and submit to the Aquatic Supervisor who will be the point person for Risk Management.

1.



Lifeguard Communications Board

To: Lifeguard Staff
From: Aquatics Staff
Date: 7/10/08
Re: Junior Lifeguard Swim Test

Junior Lifeguards are now permitted to take the swim test **before** the first day of the session at any of the facilities. There is a specific form the Lifeguard must fill out, which can be found in your facility form box. Lifeguards administering the swim test must also make sure to sign it.

The Junior Lifeguard will take the form with them to the first day of the session and will not have to take the swim test again. The test consists of swimming 25 yards with a proficient over arm stroke and treading water for 30 seconds. If they do not pass the swim test then you may encourage them to continue practicing and to come back another time to try again.

Below is the form you will fill out and sign after the JG has successfully passed their test.



Lifeguard Communications Board

To: Lifeguard Staff

From: Aquatics Staff

Date: 7/16/08

Re: Miscellaneous Important Updates 4

1. As a reminder, lifeguards should not discuss incidents regarding District issues that may involve liability with any outside parties, or even among themselves unless it is part of an official Park District action or review. For more information, please see LSM O-6.5 Media Relations
2. Please carefully review LSM A-3.4 Code of Conduct, paying particular attention to the Fire Department Standards section. If you have any questions about its content or application to lifeguards please consult your supervisor.
3. Please carefully review LSM O-4.1 Equipment Requests. Follow this procedure to help insure you do not run short of important lifeguard service supplies.
4. Please carefully review LSM S-3.1 Swim Test, paying particular attention the section regarding only giving swim test wristbands to those that have passed the swim test – regardless of age.



Lifeguard Communications Board

To: Lifeguard Staff

From: Aquatics Staff

Date: 7/16/08

Re: Post Season Work Availability and Last Day of Work Statement

Your Head Lifeguard has been given **Post Season Work Availability** and **Last Day of Work Statement** forms for distribution. Every lifeguard needs to thoroughly and accurately complete each form and return it to their Head Lifeguard by July 29, 2008.

If your Head Lifeguard is unable to give you the forms prior to their due date, you should expect a phone call requesting this information. The Head Lifeguard will note the time and date of the telephone conversation on the form.

The Head Lifeguards and Aquatic Supervisors will use the information on these forms to schedule work and process personnel forms. Their accuracy is very important. Any changes to availability after the forms are turned in should be given in writing to the Head Lifeguard as soon as possible following the change.

Lifeguard schedules through October 5 will be turned in to the Aquatic Supervisor at the Head Guard meeting on August 13, 2008.