



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**June 4, 2002**

**Motion 11441**

**Proposed No.** 2002-0244.1

**Sponsors** Irons

1                   A MOTION authorizing an interlocal agreement between  
2                   King County and the city of Sammamish for lifeguard  
3                   services for Pine Lake park swimming beach.  
4  
5

6                   WHEREAS, the city of Sammamish incorporated on August 31, 1999, in an area  
7                   of previously unincorporated King County known as Sammamish, and

8                   WHEREAS, the county has provided lifeguard services for the city at Pine Lake  
9                   park for the past two years, and

10                  WHEREAS, the city desires to continue to provide lifeguard services at Pine Lake  
11                  park, and

12                  WHEREAS, the county has the means, methods, and desires to provide said  
13                  services to the citizens of King County, and

14                  WHEREAS, it is in the best interest of the public that the city and the county to  
15                  take those actions necessary to meet those desires and to cooperate in the coordination of  
16                  outdoor swimming recreation;

17                  NOW, THEREFORE, BE IT MOVED by the Council of King County:

**Motion 11441**

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18           The King County executive is hereby authorized to enter in to an interlocal  
19 agreement with the city of Sammamish to provide lifeguard services at Pine Lake park.

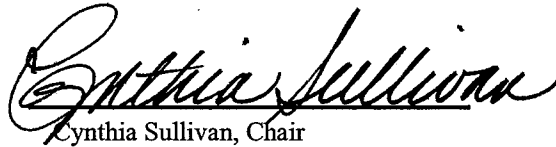
20           The terms and conditions of the attached interlocal agreement, Attachment A to  
21 this motion, shall be effective from June 16, 2002 to September 2, 2002.

22

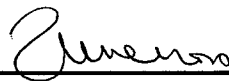
Motion 11441 was introduced on and passed by the Metropolitan King County Council on 6/3/2002, by the following vote:

Yes: 11 - Ms. Sullivan, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Phillips, Mr. Pelz, Mr. McKenna, Mr. Pullen, Mr. Gossett, Mr. Irons and Ms. Patterson  
No: 0  
Excused: 2 - Mr. Constantine and Ms. Hague

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

  
Cynthia Sullivan, Chair

ATTEST:

  
\_\_\_\_\_

Anne Noris, Clerk of the Council

**Attachments**      A. Interlocal Agreement between King County and the City of Sammamish, B. King County Beach Manual Revised June 2001

**INTERLOCAL AGREEMENT BETWEEN  
KING COUNTY AND THE CITY OF SAMMAMISH**

Relating to the Operation of a Swimming Beach

This Agreement is made and entered into this day by and between the City of Sammamish, hereinafter called "City", and King County, hereinafter called "County".

WHEREAS the City of Sammamish incorporated on August 31, 1999, in an area of previously unincorporated King County known as Sammamish; and

WHEREAS the County has provided Lifeguard services for the City at Pine Lake Park in the past; and

WHEREAS the City desires to continue to provide lifeguard services at Pine Lake Park; and

WHEREAS the County has the means and methods and desires to provide said services to the citizens of King County; and

WHEREAS it is in the best interest of the public that the City and the County to take those actions necessary to meet those desires and to cooperate in the coordination of outdoor swimming recreation,

NOW, THEREFORE, the City and the County hereby agree as follows:

1. LIFEGUARD SERVICES

- 1.1 King County will provide lifeguard services at Pine Lake Park at the base level and standard provided in 2001. Such services include: Certified Lifeguards on duty from 12:00 p.m. until 7:00 p.m. Exhibit A of this agreement describes certification requirements. Lifeguards will be on duty daily from the third Sunday in June through the last Sunday in August and again on Saturday, Sunday and Monday of the Labor Day weekend. Level of staffing will include a staff of two to five lifeguards, including a Beach Manager or Senior Lifeguard, as required for safe operation of the swimming area each day. King County staff will make the decision on the level of staffing required each day. A Beach Manager or Senior Lifeguard are included in this staffing plan. Weather conditions or heavily scheduled picnic activity may require additional staff beyond that specified above to maintain appropriate standards. The Aquatics Supervisor has the exclusive authority to open or close the beach to swimming. Furthermore, very inclement weather could reduce the staff needs and on rare occasions the staff is sent home early after obtaining a clearance from the Aquatics Supervisor on duty.

- 1.2 Base level of service also includes recruiting, interviewing, and hiring of staff, and a mandatory full day in-service training and orientation session for all personnel prior to the beach opening.
- 1.3 Base level of lifeguard service does not include swim instruction nor does it include maintenance of the park, restrooms, dock areas beyond that identified in the beach manual, or the set up of lifeguard chairs and buoy lines delineating the swimming area.
- 1.4 Base level of service will include King County providing rescue tubes, rescue boards, spine boards, communication radios, standard King County first aide equipment and supplies, whistles and lanyards, hailers and other equipment that may normally be issued for King County beaches or lifeguards.
- 1.5 The City of Sammamish will provide red lifeguard T-shirts with mutually agreed upon logos and identification of King County and the City of Sammamish.
- 1.6 Should the City and County mutually desire that the County continue to provide lifeguard services to the City beyond January 1, 2003, the City and the County may negotiate appropriate lifeguard service levels and fees, and contract in writing to extend this Agreement, with any agreed modifications.

## 2. FEES FOR LIFEGUARD SERVICES

- 2.1 For the period of June 16, 2002 through September 2, 2002 only, the County shall provide lifeguard services, at the service level described in Section 1. As consideration, the City shall convey to the County the base amounts listed below, on or before the dates listed below.

January - December 2002: For the year 2002, the City shall pay the County base compensation of \$31,018, due no later than thirty (30) days after execution of this agreement.

- 2.2 King County shall not be required to perform any maintenance or lifeguard services until the City makes these payments to the County in full.

## 3. BASE LEVEL LIFEGUARD SERVICES AND ENHANCED SERVICES

- 3.1. Acting solely as an independent contractor on behalf of the City, the County will provide base level lifeguard services at Pine Lake Park as described in Section 1.1 above.
- 3.2. King County is only hereby obligated to provide the base level of services outlined in section 1.1 above. Should the City wish to obtain extra or an enhanced level of service from King County, it must first request the service, then negotiate

an addendum to this agreement to provide such service, and provide King County with additional consideration. Any and all such future addenda to provide extra or enhanced service shall be approved by the City and County in writing.

- 3.3. The City shall fully fund and compensate the County for any and all such extra or enhanced services.
- 3.4. If the County is unable or unwilling to meet all or part of a request from the City for extra or an enhanced level of service, the County will notify the City in writing within 30 days of the City's request. Failure of the County to respond within the 30 day period shall constitute notification of the County's inability or unwillingness to provide any of the requested services. Only if the County provides such notification of an inability or unwillingness to meet all or part of a City request may the City then seek services from another contractor for the extra or enhanced service above the base level. Before entering into a contract for such services with another contractor, the City will obtain the County's approval of the proposed contract, the approval of which will not be unreasonably withheld.

#### 4. INDEMNIFICATION

The County and City shall indemnify, defend, and hold the other harmless to the extent of the indemnitor's negligence as permitted under Washington law.

#### 5. AUDITS AND INSPECTIONS

The records related to matters covered by this Agreement are subject to inspection, review or audit by the County or the City at the requesting party's sole expense during the term of this agreement and three (3) years after termination. Such records shall be made available for inspection during regular business hours within a reasonable time of the request.

#### 6. DEFAULT

Any failure on the part of the City or County to perform or comply with the terms of this agreement shall constitute default of this agreement.

#### 7. TERMINATION

- 7.1 In the event of any default by the City, including, but not limited to, failure to make the payment as required in Section 2, the County may immediately terminate this agreement, even prior to the expiration of the Term. On such termination, the County may keep any payment from the City made pursuant to this agreement.

- 7.2 In the event of any default by the County, the City may immediately terminate this agreement. If payment from the City pursuant to this agreement has been made, a prorated amount negotiated by the parties will be reimbursed to the City.
- 7.3 In the absence of a default, either party may initiate a process to terminate this agreement as follows:

The party desiring to terminate the Interlocal Agreement shall provide fourteen (14) days written notice to the other party. If payment from the City pursuant to this agreement has been made, a prorated amount negotiated by the parties will be reimbursed to the City.

#### 8. WAIVER AND AMENDMENTS

Waiver of any breach of any term or condition of this Agreement shall not be deemed a waiver of any prior or subsequent breach. No term or condition shall be waived, modified or deleted except by an instrument, in writing, signed in advance by the parties hereto.

#### 9. ENTIRE AGREEMENT AND MODIFICATIONS

This Agreement sets forth the entire Agreement between the parties with respect to the subject matter hereof. It may be supplemented by written addenda or amendments, which have been agreed upon and signed by both parties. Copies of such addenda and amendments shall be attached hereto and by this reference made part of this contract as though fully set forth herein.

#### 10. ADMINISTRATION OF AGREEMENT

The City and County shall each appoint a representative for lifeguard and maintenance services provided under this Agreement, to review compliance with this Agreement and to resolve any conflicts. The City and County shall notify the other in writing of its designated representative. The representatives shall meet as needed to resolve conflicts. Either party is authorized to convene a meeting with a minimum of ten (10) working days of the meeting held to discuss a conflict. Should the representatives be unable to resolve a conflict, the matter shall then be referred to the City Manager and the Director of the King County Division of Parks and Recreation, who shall strive to resolve the conflict.

#### 11. ATTORNEYS' FEES

The prevailing party in any action brought to enforce the terms of this Agreement shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee shall be included in the judgment.

IN WITNESS WHEREOF, the parties have executed this Agreement.

King County

City of Sammamish

\_\_\_\_\_  
King County Executive

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
King County  
Deputy Prosecuting Attorney

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

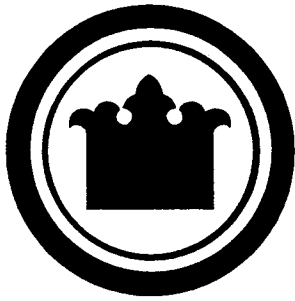
\_\_\_\_\_  
Date

**EXHIBIT "A"**  
**BEACH MANUAL**  
**RECREATION AND AQUATICS SECTION**



11441

Attachment B



**KING COUNTY**



# BEACH MANUAL

RECREATION, AQUATICS, and FAIRGROUNDS DIVISION

Revised June 2001

NAME \_\_\_\_\_

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**KING COUNTY PARKS AND RECREATION,  
AQUATIC BEACH MANUAL  
2001**

**INTRODUCTION**

Welcome to the King County Park System's summer beach program. The job, which you are about to undertake, though only a few months in duration, can be one of the most demanding of your lifetime. You and your fellow employees will be responsible for the lives and safety of thousands of people who come to the beaches with the utmost confidence in you.

Prevention is the key to your job. You must be constantly prepared, mentally and physically, for any emergency that may arise. It takes only one oversight to lose a life.

The purpose of this manual is to acquaint you with the duties and responsibilities of your position and the over-all organization of the King County Park System. You are expected to understand it thoroughly before you report to work.

You are expected to follow the procedures of this manual. If you have questions or do not understand any of these procedures, ask your beach manager or an Aquatic Supervisor for clarification.

**Beach Program Mission**

The King County Park System has historically provided supervised water recreation opportunities for patrons of all ages and swimming abilities at a variety of beach park locations within King County.

It is the goal of the Aquatics Section to continue to promote water safety practices that lead to safe water recreation habits for the public.

ORGANIZATIONAL CHART

Listed below is an Organizational Chart showing the relationship of summer beach staff to the general staff: You will want to become familiar with the names of these people and the offices they hold.

- County Executive ..... Ron Sims
  
- Metropolitan King County Council
- District One: ..... Carolyn Edmonds
- District Two: ..... Cynthia Sullivan
- District Three: ..... Kathy Lambert
- District Four: ..... Larry Phillips
- District Five: ..... Dwight Pelz
- District Six: ..... Rob McKenna
- District Seven: ..... Pete von Reichbauer
- District Eight: ..... Dow Constantine
- District Nine: ..... Kent Pullen
- District Ten: ..... Larry Gossett
- District Eleven: ..... Jane Hague
- District Twelve: ..... David Irons
- District Thirteen: ..... Julia Patterson
  
- Manager, Division of Parks and Recreation ..... Craig Larsen
  
- Manager, Recreation and Aquatics Division ..... Shelley Marelli
  
- North Region Aquatics Supervisor ..... Tom Warren
  
- South Region Aquatics Supervisor ..... Steve Chavey
  
- Beach Manager ..... \_\_\_\_\_
  
- Senior Lifeguard ..... \_\_\_\_\_
  
- Full-time Lifeguards
  
  
- Part-time Lifeguards

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## **RESPONSIBILITIES AND DUTIES OF THE LIFEGUARD**

The effectiveness of a lifeguard is dependent upon *SKILL, KNOWLEDGE* and *JUDGMENT*.

### **RESPONSIBILITIES OF THE LIFEGUARD**

1. Be prepared to perform the duties required.
2. Protect the life and well being of persons using the aquatic facility.
3. Accept an appropriate share of the responsibilities assigned to staff members.
4. Understand the overall goals of the program and perform in a manner consistent with those goals.

### **DUTIES OF THE LIFEGUARD**

1. Promptly enforce all swimming regulations.
2. Obey all lifeguard rules.
3. Give constant vigilance to the area you guard.
4. Respond quickly and effectively to rescue and emergency situations.
5. Report all accidents, including rescues and potential hazards.
6. Maintain all equipment and facilities in a safe and sanitary condition.
7. Become thoroughly familiar with the area that you are guarding and with all emergency procedures.
8. Teach the public habits and attitudes that lead to safe recreation.
9. Ask the public to assist when needed and gain their support through good public relations.

## TECHNIQUES OF LIFEGUARDING

1. Prevention is the first step to effective lifeguarding.
2. Constant vigilance is also required for effective lifeguarding; never turn your back on the water. Scan your area. Move your head when you scan - really look at the swimmers and observe their actions. Learn what is normal and react to the abnormal.  
  
Your **scan** should allow you to:
  - a. **recognize a problem within ten seconds of its beginning,**
  - b. **take effective action in the next twenty seconds.**
3. Lifeguards must guard and scan all of the swimming area, not just those areas with swimmers.
4. Know the dangerous areas – deep water, drop offs, shallow areas that invite diving, etc.
5. Look back and forth over the scan area slowly enough to see what each swimmer is doing. **If you think a swimmer is weak or might get in trouble -ACT- don't wait to see if a problem arises.**
6. Lifeguards should watch particularly for:
  - a. weak swimmers
  - b. elderly persons
  - c. persons swimming alone
  - d. very young children
7. The lifeguard is often required to fight boredom. During such times, make an effort to keep yourself alert.
8. To keep alert and react quickly, now and then focus your eyes for a brief moment on a distant object to give your eyes a rest.
9. Lifeguards should make careful vision checks of their entire area, followed by a momentary glance at the beach or deck area. The primary responsibility of any lifeguard is to the swimmers in their area, but to do a truly effective job, lifeguarding demands cooperation and support among the entire staff. They should also scan the other lifeguard stations to make sure no rescues are in progress.

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10. The lifeguard is truly never off duty. On breaks or lunch or while swimming, they are always ready to assist or relieve their fellow lifeguards when necessary. A deep-seated interest in safety motivates the conscientious and effective lifeguard.

### **RULES FOR THE LIFEGUARD AT A GUARD STATION**

(Lifeguards are considered on duty during all paid time at the beach)

1. Lifeguards should arrive punctually and should always be on hand at least 15 minutes in advance of the time that they are scheduled to begin guarding.
2. Lifeguards must always come to work rested and prepared for duty. During periods of hot weather extra rest and increased fluid intake are required to maintain peak performance.
3. Lifeguards must enforce all pool or beach rules promptly, equally and politely.
4. Lifeguards must always wear their uniforms while on duty. Hats issued by King County are required wear on sunny days.
5. Sunglasses are strongly recommended.
6. Lifeguards should maintain physical alertness. Do not "SLOUCH". Maintain an upright and alert appearing posture. Sit in designated locations only.
7. Lifeguards should never smoke, read or eat while guarding.
8. Lifeguards will not "SUNBATHE" while on duty.
9. Lifeguards should not talk to one another or remain in groups, except for minimum periods required to give instructions or information. Do not carry on long conversations with patrons (friends or family), while on duty. Be polite but keep conversations short.
10. Lifeguards must never attempt to perform any other duties while guarding.
11. Lifeguards should never turn their backs on the area they are responsible to guard, and must not leave their stations until properly relieved.
12. Beach Closing Procedures -- All swimmers will be asked to clear the water. Guards will announce that the beach is officially closed until 12:00 noon the next day and that lifeguards are now off duty. DO NOT announce that swimmers may swim at their own risk.
13. Guards will announce the regulation concerning children 6 years of age and younger each time they return to duty from a break. The announcement ("Crib Call") is: "All

children age 6 or under who wish to go swimming, must be accompanied by an adult in the water or at the water's edge."

**Factors that contribute to serious accidents and fatalities at guarded beaches:**

- Inattention
- Not enforcing rules and policies
- Failure to practice necessary skills
- Inadequate fitness level
- Fatigue

***ACCIDENTS ARE PREVENTABLE***

***LOOK FOR PROBLEMS AND HAZARDS - ACT NOW- DON'T WAIT AND SEE***



## GENERAL BEACH RULES

Your primary duty is to safeguard the patrons in the water, maintain order and to act in the event of an emergency. Your enforcement of the beach rules will help to eliminate accidents. If every rule is strictly enforced at the beginning of the season, it will establish the pattern for the entire season. One warning of a rule violation is enough; repeated offenses should result in discipline of the offender. Never use physical force when enforcing a rule! If it is necessary, call the Police Department.

The use of tact is very important in dealing with all patrons. Your job is to educate patrons to use safe conduct. We hope they will continue this conduct at unguarded beaches. You want to get their cooperation, rather than forcing them to obey rules. Explaining rules and water safety while being tactful and firm will help you get their cooperation.

The beaches must be guarded at all times during hours of operation. On slow days or during periods of cool weather, at least one guard will be stationed to constantly watch the beach. When swimmers are in the water, a minimum of two guards located at shallow and deep water stations are required.

## KING COUNTY AQUATICS DIVISION LIFEGUARD PLACEMENT POLICY

1. At all times, including cool weather days, there will be at least one guard on duty who can see all swimming areas – the beach and dock and the approaches to them.
2. Whenever there are swimmers in the guarded area or persons in swimming attire on the beach or dock, there will be a minimum of two lifeguards at guarding stations, one shallow and one deep station.
3. The maximum reasonable number of lifeguards will be at guard stations when there are swimmers.
4. Lifeguards should be at stations that are appropriate for the distribution of swimmers. However, all of the swimming area must be guarded not just areas with swimmers.
5. Each section of the swim area will have a guard assigned to scan it at all times. Lifeguards need to scan all of their area of responsibility whether there are swimmers in the area or not.

The swimming beaches are officially staffed with lifeguards from 12:00 Noon to 7:00 p.m. during the months of June, July, August and the Labor Day holiday weekend. The exact dates vary year to year.

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## BEACH RULES

1. The lifeguard is in charge of the beach at all times.
2. Swimmers must stay within the designated swimming area.
3. Any person swimming outside or away from the park swimming area will be asked to return to the guarded area, and informed that this is illegal.
4. No swimmers are allowed under the pier or float.
5. Non-swimmers and weak swimmers must stay inside the shallow-water area.
6. Children 6 years of age or younger must be accompanied by an adult or guardian while the child is in the water or at the water's edge. Children may stay in the crib area without an adult in the water; however, an adult must be at the water's edge. Children under 10 years must be accompanied by an adult on the dock.
7. Air mattresses, lifejackets, and all other floating swimming aids will be confined to the shallow water area at all times.
8. There will be no running on the piers or pushing swimmers in the swimming area.
9. Swimmers may hold onto the rope floats inside or surrounding the beach area, but they may not sit or stand on them. Because the lines have a tendency to break, keep load to a minimum.
10. Rock or sand throwing or other acts detrimental to swimming pleasure of the general public are not allowed.
11. For a rule infraction, the guard will verbally correct the problem with the swimmer. The guard will then direct any discipline problems to the person in charge of the beach. Remember your responsibility is the water, don't spend too much time disciplining patrons - have an off duty guard help.
12. No dogs are allowed in the park unless on a leash. Dogs are not permitted in the bathing area, on piers or rafts or on the beach (sand area).
13. Masks and snorkels are allowed in all guarded areas. Their use may be limited on crowded days. Novice users may be restricted to shallow areas.
14. Scuba divers will not be allowed in swimming areas, or to leave from park property.
15. The beach will be closed to any swimming during a thunder and lightning storm. The entire swimming area will be cleared at the first indication of a storm.

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- 16. Only authorized lifeguard personnel are allowed on the guard towers, in the lifeguard boat, or on the rescue board.
- 17. No loitering by the public inside the lifeguard quarters.
- 18. No smoking on piers.

The following are sections from King County Government Ordinance #6798, which pertain directly to bathing beaches:

**SECTION 16 ---SWIMMING---**

- (a) In designated areas only. Swimming areas are marked with buoys, log booms, or other markers, clearly designating the boundaries of such areas. Swimming shall be permitted only within these areas.
- (b) Swimmers must obey rules. All persons using any designated swimming areas shall obey all posted beach rules and/or the instructions of lifeguards, caretakers/custodians, or other Department of Parks and Recreation employees.
- (c) Swimming in **BOAT LAUNCH** areas is prohibited. No person shall swim or sunbathe in any designated boat launching area.
- (d) False alarm of drowning prohibited. No person shall give or transmit a false signal or false alarm of drowning in any manner.

**SECTION 21 ---GAMES ON BEACHES---**

Playing games and general horseplay on crowded swimming beaches is prohibited. At times large uncrowded beach areas can safely permit some games. Such games will be permitted only with the consent of the beach manager, lifeguard, or other King County Park System employee.

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## JOB RESPONSIBILITIES

### BEACH MANAGER

The beach manager is under the supervision of the beach program supervisor.

### REQUIREMENTS:

Meet lifeguard requirements.

### DUTIES:

In addition to the duties of a full-time lifeguard, the beach manager shall have the following responsibilities:

1. Train all persons assigned to the beach staff. Conduct regular inservice training. Keep records of all inservice training.
2. Supervise the beach personnel.
3. Through the beach staff, enforce all beach rules and emergency procedures. The manager is responsible for making these procedures clear and setting a good example in their use.
4. Establish and maintain good public relations
5. Maintain all charts and beach reports. The following is a list of reports that are due to the supervisor's office:
  - ✓ Attendance Reports - weekly and at end-of-season
  - ✓ Accident Reports - weekly
  - ✓ Swimming Area Depth Chart - monthly
  - ✓ Accident Chart - monthly
  - ✓ Inservice and Training Reports - weekly
  - ✓ Employee Evaluations - mid-season and end-of-season
  - ✓ Beach Manager Report - end-of-season
6. Attend staff meetings as directed.
7. Work closely with other park personnel.
8. Prepare lifeguard work schedules according to staffing requirements and budget guidelines.

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9. Authorize, by counter-signing, the time sheets of all beach staff scheduled at beach.
10. Be responsible for turning in all beach equipment.
11. Make recommendations for beach improvements when necessary.
12. Evaluate each lifeguards job performance and keep supervisors informed during season.
13. Complete written work performance evaluations and review them with each staff member. Submit signed evaluations to supervisors at mid-summer and at the end of the beach season.

## **SENIOR GUARD**

The senior guard is under the supervision of the beach manager.

### **REQUIREMENTS:**

Must meet all lifeguard requirements.

### **DUTIES:**

In addition to the duties of a full-time lifeguard, the senior guard shall have the following responsibilities:

1. Assume the duties of the beach manager when the manager is absent from the beach.
2. Complete additional assignments by the beach manager.

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## **LIFEGUARDS: Full-time, Part-time, and Substitute**

All lifeguards are under the supervision of the beach manager.

### **REQUIREMENTS:**

Current ARC Lifeguard Training certification  
Current NW Lifeguard Test certification  
Current ARC CPR-FPR and Standard First Aid certifications  
Current NW Lifeguard Preparation Course certification

### **DUTIES:**

Each guard will:

1. Work as scheduled by the beach manager, a maximum of 40 hours per week. Guards are responsible for notifying beach manager if they are scheduled more than 40 hours per week with King County. The 40-hour weekly maximum includes hours from beaches AND pools.
2. Be responsible for enforcing all beach rules and regulations as well as setting an example for safety procedures.
3. Participate weekly in the inservice training program. Keep chart up-to-date.
4. Be responsible for all equipment issued to them and for the care and maintenance of all equipment assigned to the beach.
5. Attend all scheduled beach staff meetings and inservices.
6. When required, administer first aid.
7. Know and be able to carry out their responsibilities in the event of an emergency. Effectively work with the other staff members as a TEAM.
8. Complete any assignments issued by the beach manager or senior guard.
9. Direct any discipline problems to the beach manager or senior guard.
10. Record daily, when on duty, all requested information on their individual time sheet.
11. Wear designated uniform.
12. Use corrective lenses if needed, to maintain 20/20 vision when on duty.

## EMPLOYEE CONDUCT AND APPEARANCE

All beach personnel must work together as a team if the beach is to be successfully run. This means being acquainted with your fellow employees. Be concerned about the appearance and atmosphere of your beach. Following are the rules that apply to you and your fellow employees:

1. All beach personnel will enforce all beach rules and regulations.
2. Know your beach program. Each person should be able to intelligently answer any inquiries concerning any public swimming rules, reasons for rules and hours of guarded operation.
3. You may answer any questions when guarding, but do not engage in prolonged conversation. Be friendly, but make the conversation as short as possible, and keep your eyes on the water!
4. Never argue with the public, but note any suggestions and report them to your supervisor.
5. Staff inservice, both in swimming, rescue, and emergency drills is mandatory. An inservice performance chart will be posted in the guard quarters. All staff are to perform these skills as well as any others deemed necessary by the beach manager or Supervisor. If lake water is too cold, then staff may practice at any King County Park System swimming pool, free of charge, for review and practice of lifeguarding and swimming skills. Weekly review is mandatory. Lifeguards are responsible for maintaining a high level of fitness and skills.
6. Maintenance of the beach is a joint responsibility of the beach personnel and the maintenance staff. Where caretakers are not in daily attendance at the beach, the beach staff should make an hourly check of the restrooms. Report any problems or need of materials to the park manager.
7. All personnel will report for duty at least 15 minutes early, so they can be at their assigned post at the scheduled time.
8. Tardiness in reporting to a duty post on time may result in a reduction of hours or termination. If you are ill and unable to report for work, call the Beach Manager, so that other arrangements can be made. The manager will notify the beach supervisor and note this information on the weekly attendance sheet.
9. Except for emergency situations, NO PERSON will leave their assigned post until they have been relieved.

**Employee Conduct and Appearance cont.**

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10. Beach personnel, unless authorized, will not leave the beach or park during their duty hours.
11. Any person desiring a scheduled day off must submit, in writing, their request to the beach manager. This request should include the name and signature of the person who is to substitute for the requested time off. In addition, the beach manager must approve and sign the request.
12. All beach personnel, when on duty, will wear the official beach staff attire. Females must wear a red one-piece suit or a guard style two-piece suit. Male suits must be red and boxer style. All attire will be neat and clean in appearance. All staff should present a neat and well-groomed appearance.
13. Lifeguards at guard station will wear at least one piece of lifeguard apparel. Lifeguard apparel consists of a guard suit plus guard hat, guard jacket, or guard shirt. This apparel will be worn only at the beach. If additional wearing apparel is needed because of cool weather, lifeguards may wear sweat suits to be furnished by each individual staff member, with the approval of the beach manager. Sweat suits will not be worn by on-duty lifeguards when anyone is in or near the water unless authorized by a beach manager. During the periods of cool weather, when sweats are OK'd by the beach manager, suits are required to be worn under sweats. Sweats must be a solid color and should never be worn if patrons are in deep water areas. Sweats may be worn only for shallow water guarding and only with the permission of the manager.
14. Beach personnel must provide their own sunburn protection. Higher SPF factors offer greater protection. Sunglasses are highly recommended.
15. Lifeguards should maintain a neat and clean appearance. Hair length should be such that it will not impeded necessary procedures.
16. Beach personnel will not smoke, eat food, or play radios while at a guard station. These activities will be confined to relief breaks in the guard quarters or at a location away from the swimming and guarding areas. **Staff radios will not be on while there are swimmers in the water.**
17. **Key Control Policy:** It is the policy of the King County Park System that there be maintained at all times, an up-to-date inventory of keys to Department owned or operated facilities. Individuals who are issued keys shall be held accountable for them and may not loan or give them to others. Duplication of keys is strictly prohibited.

### **Employee Conduct and Appearance cont.**



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18. **Telephone Use:** Telephones in the guard quarters are for official use only. Please, no unneeded personal calls. Phone lines must be kept clear in the event of emergencies. Telephones should not be used for long distance calls except with Aquatic Supervisor's permission.
19. **Bad Weather Schedule** -- If public swim attendance is at a minimum, the beach staff may perform administrative duties, conduct inservice training, and perform beach equipment maintenance or other beach or park duties. At least one guard must be on duty at all times with a clear view of the entire swimming area. Park grounds maintenance must be coordinated with the park manager.
20. Any employee found to be under the influence of alcohol or found to be consuming alcoholic beverages during their duty hours will be terminated immediately. This is also true of any employee found to be using or under the influence of drugs of any kind, which in any way prevent the employee from performing their duties as a lifeguard or as a county employee.
21. Beach personnel will not personally hold social gatherings at the beach during or after duty hours.
22. **Basis and Procedures for Termination** -- King County government policy dictates that a part-time (seasonal) employee (this includes all beach staff) can be terminated at any time for any legitimate reason. The procedure is as follows:
  1. Review of circumstances with employee, beach manager, and supervisor.
  2. Supervisor will make recommendation to Department Manager.
  3. If termination is deemed necessary, the aquatics supervisor will submit a letter, in person, to the employee stating that they are officially terminated and why this action was taken.

The beach manager may suspend any member of their staff whenever they feel that actions of an employee warrant it. As soon as practical, the manager should notify the supervisor of such action. The suspension will be for one day only. Any additional action required will be taken only after contacting the supervisor.

## ADMINISTRATIVE POLICIES

### PAY PRACTICES:

Beach personnel will be paid hourly wages, based on number of hours worked, which generally will not exceed 7 hours per day, and may be less than 7 hours per day. Paydays are the 5th and 20th of each month. Time sheets will be collected on the 1st or 16th for the previous pay period. Pay periods are the 1st through 15th and the 16th through last day of each month.

### MEDICAL INSURANCE:

Accident Reporting -- All work related accidents and illnesses shall be reported to your Supervisor immediately including those where:

1. Injury is sustained no matter how minor it might seem.
2. Injury is not sustained but someone could have been injured (such as a near miss).
3. Illness is traced to workplace exposure.
4. Property damage occurs (including motor vehicles or motorized equipment).

Workers Compensation Claims -- King County is self-insured under the Industrial Insurance Act and is responsible for administration of employee claims for injury or illness in the course of employment. Each beach is provided with a packet of information pertaining to employee injury or illness. This will be posted on the Employee Safety Board.

1. A Self-Insurer Accident Report (SIF #2) shall be filed for each work-related injury or illness, which requires medical attention, by a physician, clinic, hospital, etc.
2. Only one SIF #2 shall be filed for each injury or illness and must be delivered to the first medical facility rendering treatment, regardless of the number of facilities or physicians visited.
3. This form is available at each beach.

### SICK LEAVE, HOLIDAYS, VACATIONS:

Sick leave, holidays and vacations are not provided for part-time or seasonal employees.

### EQUIPMENT REQUESTS:

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Job and material request forms are to be filled out and sent to the office when requesting equipment or beach repairs. Emergency requests may be made by telephone.

**KING COUNTY PARK SYSTEM, SUNSET AQUATICS OFFICE**

(206) 296-7643

Office hours are 9:00 am to 5:00 p.m., Monday through Friday, except for legal holidays. Please leave a message if you cannot contact the person you are calling.

## EMERGENCY PROCEDURES

### DIGITAL PAGER PROCEDURES

In emergencies, to contact supervisors, use the pager number (all beaches will have posted pager number and procedures). Wait until you hear three short beeps, enter location (beach) phone number. Then hang up.

For non-emergencies, to contact the first person available, add 78 after the location phone number. For a specific person, 7 = Steve Chavey, or 8 = Tom Warren after the location phone number. NOTE: Entering the STAR (\*) sign provides a "space".

Example:    2324166\*78 = Luther Burbank Beach non-emergency Steve or Tom.  
                   2324166\*8    = Luther Burbank Beach non-emergency Tom.  
                   2324166       = Luther Burbank Beach emergency!!

If a response to an emergency page is not returned within 20 minutes, call supervisors or Recreation and Aquatics Manager.

	Work phone	Home phone
Tom Warren, Supervisor	206-296-7643	206-284-2555
Steve Chavey, Supervisor	206-296-7643	360-754-4522
Terry Higashiyama, Manager	206-296-4169	425-432-7098

### ADVANCED PLANNING

The manager and senior make these plans. All lifeguards can help with suggestions and by bringing problems to the attention of the manager and senior.

#### Establish Plan

Consider the various possible emergencies that might arise and plan a course of action to deal with each. Make contact with the local fire department or rescue squad to determine the most effective way of communicating to them your location should you request their services in an emergency.

#### Assign Duties

Each member of the staff should know what is expected of them in time of emergency. When making these assignments, remember to provide back-up assistance should one of your staff be absent from work at a time of need.

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## Drills

A well-managed facility will run practice drills to determine the effectiveness of their advanced planning. The drills should simulate all of the various types of emergencies that are conceivably possible in the swimming area.

## Re-evaluation of the Established Plan

After the various drills have been run, a re-evaluation should be made to determine the effectiveness of the original plan. If any discrepancy or error was found, the basic plan should be changed to rectify the situation.

## SIGNALS

### Whistle Signals

Whistles are used at King County beaches only to signal an emergency has occurred.

### Arm Signals

A good lifeguard will realize that on a busy day verbal communication is almost impossible for communicating emergency information. For this reason arm signals should be used and understood by all of the guards at any facility. Use the King County uniform set of arm signals.

<u>Emergency Location</u>	<u>Neck, Back, Spinal</u>	<u>Heart Attack</u>	<u>Not Emergency, Send Assistance</u>
Point to location	Hand to back of neck	Two fists above head	Wave one arm above head hand open

### Verbal

Use the King County Aquatics uniform set of code numbers - no changes, additions or special codes for a particular beach.

22 = Aide Car	55 = Rescue Board
33 = Lost Bather	66 = Need Assistance
44 = Call Police	88 = Emergency

## **ELECTRICAL STORMS**

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1. If an electrical storm is sighted, heard or reported to be developing, good judgment and common sense are critical to the safety and well being of beach patrons and staff.
2. Clear the beach immediately at the first sign of an electrical storm: thunder, lightning or the approach of large, dark cumulus cloud buildups. (Strong winds, sudden drop in temperature, heavy rain and/or hail are common prior to, during and after these storms.)
3. Guards should get off their chairs as soon as the beach is clear.
4. Do not allow swimming until at least 15 minutes after the last sign (thunder or lightning) of the storm.

## **EMERGENCIES OUTSIDE OF THE GUARDED AREA**

1. Beach staff may encounter situations requiring emergency response outside of the guarded area. Examples of these emergencies that have occurred in the past are rescues and assists of swimmers and boaters, first aid administered to park patrons, emergency spinal injury management, and resuscitation of drowning victims.
2. The safety of the guarded area must be maintained at all times under all conditions.
3. If guards on station are needed for an emergency, the beach must be closed and all swimmers cleared from the water prior to any guard leaving their station.
4. One guard must remain on the beach at all times while the beach is temporarily closed.
5. Swimmers will not be allowed in the water until the beach is officially reopened.
6. Supervisors must be notified immediately by emergency page if the beach is closed.
7. Guards must be prudent and cautious when responding to emergencies outside the guarded area. Teamwork and effective communication is extremely important for safe successful response.
8. Guards must practice different roles for a variety of emergency scenarios during regular inservice training.
9. Managers and senior guards are responsible for instructing all regularly assigned staff and substitutes in the emergency procedures for their beach.

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## **FIRST AID PROCEDURES**

- Clear the water if the proper attention cannot otherwise be given to the injured person, REMEMBER, the safety of the swimmers in the water is the primary objective of the lifeguard.
- At all times in the event of an injury, it is the responsibility of the beach personnel to administer first aid only. This is the immediate and temporary care of the wound or injury until medical personnel take over the care. Be sure to be knowledgeable in neck and back injury emergency procedures and to review these procedures often.

***AN ACCIDENT REPORT FORM MUST BE FILLED OUT FOR EACH INJURY!*** The report should be neatly written in black ink. The Accident Report must include:

1. The nature of the injury
2. The location on the beach where the injury occurred
3. The cause of the accident
4. The names of at least two witnesses if possible
5. The date and time of the day that the accident occurred
6. The signature of the beach manager



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## RESCUE PROCEDURES

For a swimmer who needs assistance, the guard will blow 1 long blast to notify other guards that they are about to leave their post to perform a rescue. Other guards should repeat the whistle blast, to insure notification of all other guards and stand, so the vacated post is easily visible.

The guard will consider the condition of the victim and time available, and then use the most effective means to perform the rescue.

1. Rescue board
2. Reaching or wading assist
3. A swimming rescue, with rescue equipment

The person in charge of the beach or the person on a relief break will assume the vacated post.

The other guards will:

1. Clear the pier and swimming areas (if necessary)
2. Make emergency phone calls (if needed)
3. Make sure the driveway is clear for emergency vehicles
4. Maintain crowd control

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## **MISSING PERSON PROCEDURES (LOST BATHER)**

1. Organization, quickness and accuracy are key elements of an effective lost bather procedure. If there is a doubt about the last location of a lost bather, an organized water search should be started as quickly as possible.
2. If communication with the person reporting the lost bather is difficult or unclear, an organized water search should be started as a precaution. Communication may be very difficult with non-English speaking patrons or with emotionally distraught individuals.
3. In the event of a reported or presumed submersion, accuracy, organization, and quickness are critically important. Shallow water and deep-water search techniques must be well organized, planned and practiced to be effective and safe. Divers should always be called before a deep water search is initiated.
4. Only staff members should conduct a deep-water search. Volunteers should not be utilized for safety considerations. Deep water searches should be conducted with one staff member in charge of organization, supervision, and safety of the staff participating in the search.
5. All staff should exercise the utmost caution and stay within their physical limits when performing a deep-water search or practicing deep-water search techniques. Dock areas, pilings, cold water and poor visibility are potentially very dangerous.

## **USE GOOD JUDGMENT AND BE AWARE OF POTENTIAL HAZARDS**

### **SPECIFIC LOST BATHER PROCEDURES**

1. First, very quickly but accurately, establish that there is a missing person. Get name, age, sex, swimming ability and a brief description (size, clothing, hair color, and skin color).
2. Immediately, establish where the missing person was last seen. If the person was last seen in or near the water, clear the beach and begin a shallow or deep-water search. Begin in the area last seen and work to other areas.
3. Announce missing person's information.

**Continued on next page. →**

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4. During this time, other staff members should:
  - a. *Record all information on the missing person.*
  - b. Check beach, picnic areas and restrooms.
  - c. Check play areas, known areas of "interest" such as creeks, lily pads and marshes.
  - d. Check the parking lot and transport vehicle (if any).
  - e. Telephone home and friends of missing person.

THEN, if not found the person in charge of the beach should assume that the missing person may be underwater requiring SCUBA divers:

1. Call 911 and request assistance from County Sheriff divers and call the Aid Car. Call divers immediately if person was last seen in the water.
2. Take command of the central control tower and close swimming areas.
3. Alert the guards to assume their emergency posts.
4. Keep track of any witnesses (specifically the person who made the report).
5. Notify the Aquatic Supervisor or main office.

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## EMERGENCY POSTS:

### Post 1 Central control tower (main chair).

- a. Issued a call for volunteers, specifically ask for individuals with lifesaving training (explain situation to public).
- b. From tower, supervise general search and guard activities.

### Post 2 Deep water swimming area (may be more than one post or pier).

- a. From the pier direct staff, keep area and water clear of swimmers.
- b. Be prepared to give rescue breathing or CPR.

### Post 3 Shallow water area (may be more than one post on large beach).

- a. Organize and conduct shallow water search by using volunteers and forming human chain.
- b. Help maintain crowd control.
- c. Have someone stand by the telephone.
- d. Be prepared to give rescue breathing or CPR.

## WHEN THE VICTIM HAS BEEN RESCUED:

Check pulse and respiration first!

Administer CPR immediately and treat victim for shock.

Assist in keeping the crowd back from the beach area.

*CLOSE THE SWIMMING AREA* until the beach can be properly and safely staffed.

**DO NOT DISCUSS THE ACCIDENT WITH ANYONE.**

Call the aquatics supervisor or main office and inform them of the accident, false alarm or whatever the case may be.

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**BEFORE REOPENING THE BEACH:**

1. Make sure that all beach personnel are able to reassume their posts. If they are not, have them wait until additional lifeguards arrive, then send them home or away from the beach for a few hours. If staff cannot return to work and other guards are not available - close the beach.
2. Independently fill out accident reports in detail.
3. Wait for any instructions by the aquatic's supervisor.

If only two guards are at the beach, the same emergency procedures will be followed with the person in charge of the beach assuming the control tower and the other guard conducting the shallow water search or the deep water search.

**\*\*If the rescue results in a fatality, it is imperative that all staff members attempt to record all facts pertaining to the incident individually. Facts such as: date, time, location of accident, location of all lifeguards, water and weather conditions, number of people on the beach and in the water. Detail the rescue procedures followed. In most cases, the aquatic's supervisor will arrive and fill out the Emergency Accident Report. But, if for any reason the supervisor cannot get to the facility, the staff must make the report themselves.**

*Knowledge and understanding of the policies and procedures in this manual is an important part of the success of the beach program. Retain your Beach Manual for future reference during the beach season. Please talk to your beach manager or a supervisor if you have any questions about policies and procedures. Your suggestions for the 2002 Beach Manual are welcome.*