


SOUTH CAROLINA STATE PARKS
POLICIES, PROCEDURES, AND TRAINING MANUAL

S U R F W A T E R F R O N T A R E A S



Digitized by the Internet Archive
in 2012 with funding from
LYRASIS Members and Sloan Foundation

<http://archive.org/details/surfwaterfrontar00unse>

South Carolina State Parks
Policies, Procedures and Training Manual

WATERFRONT AREAS

Table of Contents

	<u>Page</u>
Introduction	1
Mission Statement	2-3
Authority (Organizational Structure)	4
Lifeguard Employment Requirements	5
Uniform Regulations & Personal Hygiene	6
Division Standard Personnel Procedures & Regulations	7-12
Park Specific Standard Operating Procedures & Guidelines	13-17
Communication	18-20
Lifeguard Emergency Procedures	21-29
Drowning Investigations	30-31
Lifeguard Procedures for Special Hazards	32-33
Surf & Beach Regulations	34-35
Rescue Procedures	36-37
Principles of Lifeguard Work	38-39
Protected Swimming Areas	40-41
Public Relations	42
The Surf and It's Hazards	43-50
Training	51

INTRODUCTION

A South Carolina State Park lifeguard is responsible for the safety and well being of the park visitors swimming at the park and using the beach area. In order to meet their responsibilities each state park lifeguard needs: (1) To have an expert knowledge of rescue procedures in conjunction with excellent swimming ability; (2) a thorough familiarity with lifeguard equipment and the techniques used in the application of that equipment; (3) the confidence to analyze and act quickly and effectively in any situation either in water or on the beach; (4) to have trained eyes, so that they maintain complete control over their area of responsibility; (5) and to stay physically fit, so that they can meet the physical demands of the job.

In addition to their water safety role, state park lifeguards have a responsibility to help insure that each park visitor has the optimum opportunity to enjoy the park facilities.

The purpose of this manual is to help South Carolina State Park lifeguards understand their job and to perform in it more effectively & professionally. The rules and procedures in this manual are based upon providing the greatest degree of well-being, health and safety for the majority. These rules and procedures are for the protection of the public and the effective performance of the lifeguards in their duties. The material in this manual may not cover the entire scope of a lifeguard's duties, expected actions, or on the job conduct. This manual is intended to be used as a resource document to supplement a park lifeguards in-service training.

It is the responsibility of all waterfront personnel and particularly the responsibility of each lifeguard to familiarize himself with, and fully understand, the material contained in this manual.

MISSION STATEMENT

Below is the stated purpose of South Carolina State Parks, (adopted by the P.R.T. Commission, 7-1-67).

Purpose of the State Park System

1. The purpose of the South Carolina State Park System shall be:

TO SERVE THE PEOPLE OF SOUTH CAROLINA AND THEIR VISITORS BY:

- A. Preserving and protecting natural areas of unique or exceptional scenic value not only for the inspiration and benefit of the present generation, but, also for generations to come.
- B. Establishing and operating state parks that provide recreational use of natural resources and outdoor recreation in natural surroundings.
- C. Portraying and interpreting plant and animal life, geology, and all other natural features and processes included in the various state parks.
- D. Preserving, protecting and portraying through proper interpretive programs and devices, and restoring where necessary and practical, the various historic sites, areas, and buildings of recognized meaning and authenticity which are considered important in our state's history and development; also the shrines, monuments, and burial places of outstanding persons who contributed to this heritage.
- E. Preserving, protecting and portraying scientific sites of statewide importance.

Section B, of the Purpose of the State Park System, sets forth the reason for the operation of protected swimming areas within the system. In operating designated protected swimming areas the Division of State Parks realizes its professional responsibility to ensure a reasonably safe experience for State Park swimmers. The safety and protection of park visitors and employees is one of the highest priority responsibilities of the park superintendent. The park superintendent must be sure that everything in his power that can be done is being done to guarantee the safety and protection of those working in and visiting South Carolina State Parks. The Division of State Parks provides lifeguard services at all of their designated protected swimming areas within the system. It would be both impractical and impossible to designate all state park shore lines as protected swimming areas since there are hundreds and hundreds of miles of shore line within the system. However, the Division also realizes the moral obligation it has to protect all park visitors who use all waterfront areas within the systems boundaries to the best of its means. This may be done by a variety of ways such as barricades, signs, educational programs, and other means.

AUTHORITY (ORGANIZATIONAL STRUCTURE)

Any order or direction at the signature of the park superintendent or higher shall have the same effect as, and be construed as, a portion of the rules and regulations for that respective waterfront area and park.

The Lines of Authority

Chief of Park Operations
District Park Superintendent
Park Superintendent
Assistant Park Superintendent (where applicable)
Ranger Designated as Waterfront Supervisor
Waterfront Director or Head Lifeguard (seasonal)
Lifeguard (seasonal)

1. The chain of command shall be preserved at all times to maintain the principles of good administration and supervision.
2. In the absence of the head lifeguard or waterfront director (seasonal) a designated lifeguard shall assume the duties of, or take any actions necessary as acting waterfront director of the area involved.

LIFEGUARD EMPLOYMENT REQUIREMENTS

Lifeguards should be a minimum of 17 years of age. The park superintendent will insure that all lifeguards possess the minimum of a current lifesaving (open water, pool, etc.) certificate from Red Cross or YMCA. Current certificates of training in CPR & Standard Multimedia First Aid are highly recommended. Copies of the certificates will be kept on file by the park superintendent.

All lifeguards are expected to be in good physical condition, with their well being at an adequate level for performing the assigned duties associated with the position.

Lifeguard uniforms are to be worn at all times while on duty. Uniforms will not be worn while not on duty. Cleanliness and proper maintenance of the uniform will be the lifeguards responsibility. All uniform items are the property of the state, and will be returned to the park superintendent upon the lifeguards termination of employment.

UNIFORM REGULATIONS & PERSONAL HYGIENE

1. All uniform items worn are to be clean and in good repair.
2. Uniform items are not to be traded or loaned.
3. Uniform items are not to be worn by anyone other than lifeguards.
4. Uniform items are not to be worn at any time other than while on duty or traveling to and from work.
5. Any loss or damage to uniform items is to be reported immediately through the chain-of-command.
6. Any damage or loss of State provided uniform items, or other lifeguard equipment, through the fault or neglect of an individual lifeguard will result in that individual reimbursing the state for the cost of the item(s) and/or equipment.
7. Whistles will be worn around the neck at all times when on duty.
8. No articles of outer clothing except regulation issue are to be worn while on duty unless specifically authorized by the park superintendent on a temporary basis for special circumstances.
9. Hair, beards, and mustaches must be maintained in a manner which is neat and in accordance with standard PPT policy.
10. Clothing must be neat, properly fitted, and as clean at all times as the assignment permits.
11. Skin, teeth, hair, and fingernails should be clean.

DIVISION STANDARD PERSONNEL PROCEDURES AND REGULATIONS

1. Each state park lifeguard shall familiarize himself with all policies, procedures, rules, regulations, memorandums, or other guidelines which are established. Lifeguards must satisfactorily complete all training requirements.
2. Each State Park lifeguard shall perform his duties in a manner so as to make an efficient and effective contribution to the achievement of the Division's goals.
3. Each state park lifeguard shall always remember that he is a public servant and attempt to preclude criticism by professional conduct.
4. Each state park lifeguard shall be responsible for his assigned section of the waterfront and provide water and air temperatures or information concerning currents or other conditions when necessary or as requested by the park visitors.
5. No person other than a member of the lifeguard staff will assume the duties of a lifeguard at any time.
6. A lifeguard must be on duty on his assigned stand and alert at all times when there are potential bathers in the beach area during assigned guarding hours.
7. Lifeguards are to remain at their assigned positions at all times until properly relieved, unless an emergency occurs.
8. Lifeguards are to be prompt in dispatching all duties and responsibilities.

9. Lifeguards are to enforce the beach rules & regulations at all times and with strict impartiality.
10. Lifeguards are to be courteous at all times.
11. Lifeguards have responsibility for the bathing area assigned them. Instructions primarily will be channeled through the ranger assigned as the waterfront supervisor, however, there may be situations when instructions are given by another park supervisor.
12. Lifeguards are to report all complaints, all incidents, and first aid cases of a serious nature to the ranger assigned to the waterfront area, noting all the pertinent details. Including intoxicated persons, nude bathers, fights, etc.
13. A lifeguard may not be under the influence of or consume any form of alcoholic beverage or controlled substance while on duty. Any violation will result in dismissal. Taking prescribed drugs should be discussed with the immediate supervisor.
14. A lifeguard's personal appearance must conform to standards established by the Division of State Parks.
15. Lifeguards are not to make statements to any individual for publication without the consent of the park superintendent.
16. No person other than a lifeguard may sit on a lifeguard stand at any time, except in the case of a lost child. (See section on lost children).
17. Lifeguards are not to sit anywhere other than on the assigned stand when on stand duty. This includes the beach area adjacent to the stand.

18. Lifeguards will not further social relationships while on duty. Lifeguards should discourage phone calls and messages from family and friends while on duty.
19. Lifeguards are not to cease bathing operations without permission from the ranger assigned to waterfront area except in an emergency. If such an emergency occurs, the ranger in charge of the waterfront area will be notified as soon as possible.
20. Lifeguards are not to render any medical treatment or advice, other than first aid.
21. Lifeguards are not to dispense any first aid supplies other than in the performance of their duty.
22. All lifeguards must be available in the event of any emergency as determined by the head lifeguard, or waterfront director, or the ranger assigned to the waterfront area during any break. They must remain on the alert in the vicinity of the beach area.
23. Lifeguards are expected to treat their fellow park employees with respect and exercise every consideration in their relationships to assure maximum park efficiency. All park personnel are expected to work together as a team to achieve this end result.
24. Lifeguards must adhere to their weekly work schedule unless they are ill, at which time they must call the park office before they are to report to work.
25. Lifeguards should report to work on rainy days, however, the supervisor may cancel lifeguard duties for the day. Rainy days may also afford the opportunity to repair/replace equipment, replenish first aid kits, clean supplies or equipment, or perform other tasks which might be assigned.

26. Each lifeguard should keep his rescue buoy with him at all times unless an emergency situation requires him to leave it behind.
27. Each lifeguard shall notify the ranger assigned to the waterfront area of any personal injury sustained on duty and complete a full report of the incident.
28. Each lifeguard shall remain in proper physical condition and will participate in scheduled training or conditioning exercises as established by the waterfront director or the chain of command.
29. The lifeguard will notify the ranger assigned to the waterfront area of articles which are lost or found at the earliest opportunity.
30. Each lifeguard will insure that adequate equipment and supplies are available for each day's shift. First aid supplies & other bonafide necessities will be provided by the park superintendent. The park superintendent or his designee will normally conduct routine inspections to insure that all assigned equipment and supplies are adequate and functioning.
31. A single lifeguard shall normally be responsible for no more than 300 feet of beach. A lifeguard stand will typically be located at the center of the coverage area or so that optimum visibility and proximity to dangerous or high-use areas may be afforded. The location of a lifeguard stand will be determined by the chief of operations, district superintendent, and park superintendent based upon experience, coverage area configuration, use patterns & site specific requirements.
32. Whistles are normally used for signalling swimmers & bathers. When necessary, whistles should be used in conjunction with air horns to obtain attention or signal a problem situation.

33. Radios are used by full-time personnel on specified parks. If radios are used, standard operating procedure for the radio system must be followed.
34. The park superintendent or his designee in charge of the park should be notified immediately in the event of a:
 - a. death
 - b. drowning, possible drowning, or near drowning
 - c. missing person
 - d. boating accident
 - e. auto accident
 - f. major illness or injury
 - g. disorderly conduct
 - h. diving accident
 - i. any other event as specified by the park superintendent

The following procedures are normally followed when reporting an incident to the Park Superintendent or his designee:

- A. Describe the nature of the problem and the desired immediate assistance (i.e. ambulance, law enforcement officer, search team, etc.).
- B. Being as specific as possible, describe the current location and status of the victim or incident.
- C. Update the situation as requested or if changes occur.
- D. Request any additional assistance as it becomes necessary.
- E. All other lifeguards should remain at their stations unless their assistance is required or requested.

35. Opening and Closing:

All lifeguards are to report to their beach at the designated time. All equipment will be set in place and if scheduled training or drilling will begin prior to opening. The opening and closing times of the protected swimming areas will be determined on a park by park basis. Upon opening each day, an announcement will be made by bull horns or loudspeaker system indicating that "lifeguards are now on duty. Please give them your full cooperation and obey their signals and directions."

Beach equipment will begin to be collected one half hour before closing the swim area, provided sufficient personnel are available to do this and still provide adequate lifeguard protection. Torpedo buoys will not be removed from lifeguard stands until patrons have left the water.

Lifeguards going off duty at the end of the day will make an announcement that the lifeguards are now off duty.

PARK SPECIFIC STANDARD OPERATING PROCEDURES & GUIDELINES

Edisto Beach State Park Lifeguard Requirements

1. Learn the area you are to cover.
2. Learn the equipment available to you.
3. Learn your emergency phone numbers.
4. Learn the procedures for rescues in your area.
5. Talk to your Superintendent about the dangerous areas and the best way to handle them.
6. Talk to your Superintendent about the size of crowds and the type of crowds to expect.
7. Keep your area clean.
8. Make sure you understand what is expected of you.
9. You need to look and act professional at all times.

Edisto Beach State Park Lifeguard Guidelines

1. Lifeguards are assigned to the protected area that starts at the rock groin to the outside showers behind the Trading Post.
2. Signs are posted in this area to let visitors know whether guards are on duty or off duty. Guards should make sure these signs indicate ON or OFF duty.

3. Lifeguards will post their duty schedule daily in the display in the picnic area. These schedules should be filed at the end of each day.
4. Lifeguards should check their equipment daily to insure proper working condition.
5. Lifeguards should check tides, beach and weather conditions daily.
6. Lifeguards should adjust the stands with the tides. Stands will be brought behind the dune line at the end of each work day.
7. Once a guard is set up in his duty station he should remain there until an emergency calls him out or the next guard relieves him.
8. Lifeguard duty stations are as follows:
 - A. Chair 1: This is the stand closest to the Trading Post. This guard should always have his eyes on the people out swimming. If this guard sees a swimmer in trouble he should blow his whistle three times to alert the other guards he is leaving his stand to make a rescue so they may take the proper action. The back-up guard for this chair is the guard walking the beach. The back-up guard should always assist the rescuing guard.
 - B. Rock Station: This guard's job is to keep swimmers and visitors off the rock groin. If this guard goes out to rescue someone off the rocks he should blow his whistle three times to alert the other guards of the rescue. The back-up guard for this station is Chair #2 and the man walking will take his chair when vacated.
 - C. Chair 2: This is the chair nearest to the rocks. The procedure for this stand is the same as Chair 1. The

back-up guard for this chair is the man on the rocks. The guard walking will take this chair when vacant.

- D. Walking Guard: This man is to patrol up and down the beach, looking for any potential hazards in the water or on the beach. He is also there to assist visitors with information and assistance. The man also serves as "the man on break". By being on break this man is allowed time to get out of the sun, get a refreshment or go to the rest room. This man is responsible for making sure to get back to his station on time and be ready to go to his next station on time to set up the next rotation. Always listen for a whistle.
9. Whenever a guard goes to make a rescue and blows his whistle three times, all other guards should blow their whistles to alert other personnel of a rescue.
10. A. When a guard makes a rescue of a swimmer that has not gone under the water but only has trouble swimming, the swimmer should be brought out and told to rest beside the guards stand for 20 to 30 minutes to insure that he/she is okay.
- B. When a guard makes a rescue of a swimmer that has gone under the water, the EMS unit should be called to the scene. When calling EMS be sure and let them know what the situation and status of the swimmer is.
- C. On situations "A" or "B" a Major Accident Report should be filled out with all the information requested on the Report. In "A": The report can be filled out while the swimmer is sitting beside your stand. In "B": The information should be gathered from a relative or friend. If this is not possible, fill out the report as complete as possible.

- D. All reports should be turned in to the office and a copy for the guard's file.
11. When lifeguards go off duty at the end of the day you should blow one long whistle and yell out "lifeguards going off duty."
 12. Lifeguards should pick-stick the beach for litter first thing every morning.
 13. If a visitor is causing trouble, call a ranger for assistance.
 14. Practice drills should be planned at least every other week and on days that are the least busy.
 15. Make sure your equipment is put out and set up properly at the start of a work day and put away properly at the end of the day.

Lifeguard Schedule

Date _____

	CHAIR A	ROCKS	CHAIR B	BEACH
11:00-11:20				
11:20-11:40				
11:40-12:00				
12:00-12:20				
12:20-12:40				
12:40-1:00				
1:00-1:20				
1:20-1:40				
1:40-2:00				
2:00-2:20				
2:20-2:40				
2:40-3:00				
3:00-3:20				
3:20-3:40				
3:40-4:00				
4:00-4:20				
4:20-4:40				
4:40-5:00				
5:00-5:20				
5:20-5:40				
5:40-6:00				
6:00-6:20				

COMMUNICATION

The following signals have been developed in order that lifeguards can effectively communicate within the environment they must work:

A. Whistle Signals

1. One blast is used for gaining patron's attention.
2. Two short blast are used to gain the attention of other lifeguards within hearing range.
3. Three short blast indicate that a rescue is beginning, or other emergency situation has arisen.

B. Air Horn Signals

1. One blast means lifeguards are needed quickly.
2. Three blasts mean that an emergency condition exists.

C. Hand Signals

1. A clenched fist overhead is used to gain another lifeguards attention.
2. Pointing with index finger and thumb extended is used to alert another lifeguard of a situation to be watched in his area.
3. Bring a backboard - Grasp your wrist and extend both your arms above your head.
4. Call an ambulance - Extend your arms perpendicular to the side of your body and move them up and down in an exaggerated imitation of steering a vehicle.

5. Bring a resuscitator - Place your fingers in the center of your chest and circumscribe an arc in the air until your arms are fully extended perpendicular to the side of your body. Keep repeating this motion as though you were pulling scoops of air into your chest.
 6. Call a ranger - Tap top of head.
 7. To call a lifeguard from the water - Blow whistle, move hand in circular motion over your head then motion to come in.
- D. Body Signal - When a lifeguard observes a potential rescue he will stand up in the stand grasping a rescue buoy and with his whistle in his mouth. He will sound the appropriate whistle signals, if the situation develops to that point.

Summoning Aid

All emergency telephone numbers should be conspicuously displayed as near the telephone as possible. If at any time and for any reason, an area becomes dependent on using a public telephone for emergencies, the area must provide sufficient coins to the area staff for this purpose. When the aid of an emergency service from outside the park is needed (i.e., ambulance, police, etc.) the following steps will be followed:

- A. Call the service you need and inform them:
1. Who you are and the park you are in.
 2. The reason you called - the injury or incident.
 3. The location of the emergency within the park.
 4. Your telephone number.

- B. Immediately after the call above notify the park office of the emergency and request an escort for the responding emergency vehicle(s) and rangers for crowd and traffic control.
- C. Immediately after the 2nd call, notify the main gate and inform them that an emergency vehicle will be arriving. Inform them of the location of the emergency so that they may provide directions if necessary.
- D. Notify the head lifeguard if he/she is on duty, but not in the immediate vicinity.
- E. Assign a member of the lifeguard staff, if possible, to meet the emergency vehicle to assist and guide them to the location of the emergency.

It is important to point out that when an emergency occurs that if swimmers are still in the protected area that the area remain guarded or protected. Lifeguards should never leave their station if it is not absolutely necessary that they do so. During an emergency situation swimmers may be distracted and even more susceptible to an additional emergency situation.

LIFEGUARD EMERGENCY PROCEDURES

Lost Children

Any child that appears to be lost is to be delivered to a park ranger. If a ranger is unavailable, or not successful in locating the child's parents/guardian, a lifeguard on beachwalk will place the child on a lifeguard stand and announce on a bull horn that a child has been found and give the child's description.

Everything possible by the lifeguard to stabilize the emotional state of the child should be done.

Missing Children

When a child has been reported missing, the lifeguard should:

Obtain the following information.

1. Name and complete description.
2. Where the child was last seen.
3. Any additional information that may aid in locating the child.
4. Contact a ranger or a patrol person, if they have not been notified.
5. Instruct an adult who knows the child to remain at a central location, park office, etc., so that they may be contacted as needed.

6. If the child was last seen in or near the water, the lifeguards will conduct a water search.
7. Rangers will conduct a land search.

Water Search

- A. If there is a missing person last seen in or around the water, the lifeguards will conduct a water search. Speed and efficiency are vital. The head lifeguard on duty will take charge and direct the search. If necessary have all bathers clear the water whenever possible. Only one lifeguard staff should be used for the search. When there is a missing person situation there must be an attempt made to gather as much information, and investigate the circumstances as expediently as possible then determine what action is warranted.
- B. When a water search is conducted for a missing person, if the person is a very young child the shallow water should be searched first. The older the person the farther it should be carried out. Always start the search where the missing person was last seen.
- C. As the situation warrants more intensive search procedures will be taken.

Sighted Submersion

This is different than a water search because in this situation a lifeguard going on a rescue has seen the location of the victim before the victim submerges.

- A. Initial Procedures:
 1. The first lifeguard arriving on the location where the victim was last spotted should take sightings of landmarks so the spot can be readily identified.

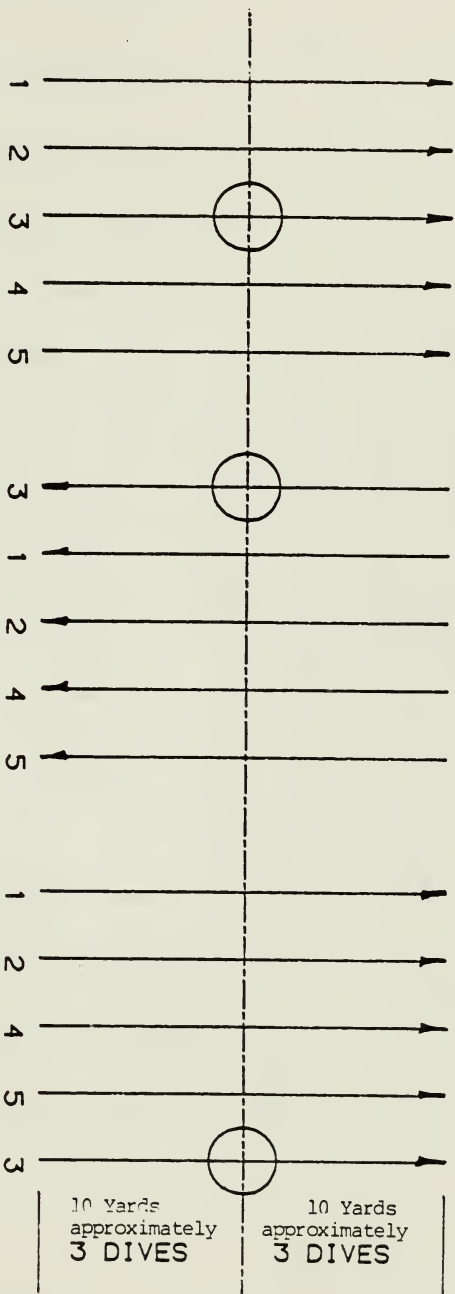
2. The first guard and other arriving guards take random dives and search the bottom for the victim.
3. When the guards on the beach see the guard who went on the original rescue diving for a victim, the airhorn should be blown (unless another signal is used) and the bathing area should be cleared of all bathers.
4. All available lifeguards report to the scene leaving one guard on each stand until the water is cleared.
5. The parks office must be notified that there has been a confirmed submersion so rangers and ambulance can be sent to the beach.
6. When enough guards arrive at the location where the victim was last seen, a human chain is to be formed if the water is less than chest deep, or a diving line for deeper water to begin a systematic search.

B. Systematic Search for a Sighted Submersion

1. The head guard will organize and conduct the search.
2. The head guard lines up the guards approximately ten yards inland of the location the victim was last sighted. The guards will form a line by spreading their arms and touching finger tips. The guard in the middle of the line is lined up with the location the victim was last seen.
3. When the guards are lined up properly the head guard will give the 1-2-3-dive. At his command the entire line will dive, take three strokes along the bottom, then resurface. The line will then move back one body length, and reform and dive again. The dive line will continue this procedure of diving until it is approximately ten yards past the location

the victim was last seen. When searching the bottom the guards must feel with their hands for the victim because visibility most likely will be poor.

4. When the dive line is ten yards past the spot the victim was last sighted, the guards will rotate according to the diagram on Page 25. After they rotate the guards will be facing shore ready to start a second pass over the area. The diving line will dive a number of times on this second pass until they are ten yards inland of where the victim was last sighted.
5. After the second pass over the area the diving line will rotate again according to the diagram and make a third pass until the line is ten yards past the victims last sighting.
6. If the diving line does not find the victim after three passes, the guards will split up and cover additional area according to the subsequent coverage diagram on Page 26.



1ST PASS

THEN ROTATE
BY NUMBERS

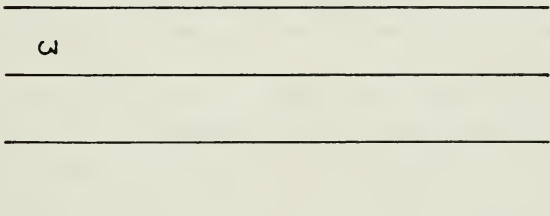
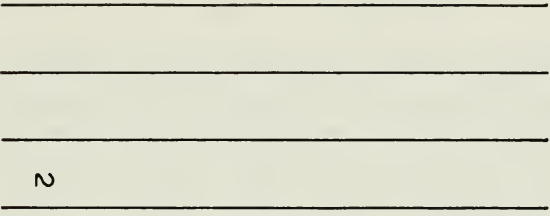
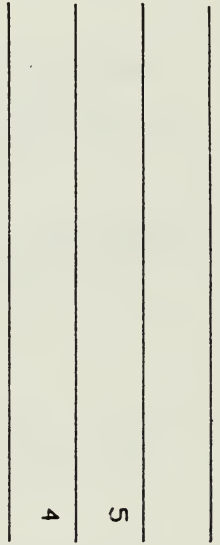
2ND PASS

THEN ROTATE
BY NUMBERS

3RD PASS

THEN ROTATE
BY NUMBERS

INITIAL COVERAGE FOR SIGHTED SUBMERSIONS



Drowning

A drowning or near drowning will require an immediate and appropriate response from the lifeguard. The lifeguard's primary concern is for the rescue and/or attempted CPR or resuscitation of the victim. Other lifeguards should be signaled for assistance if possible. If not, the lifeguard may request that a bystander summon help from other lifeguards. The lifeguard should, in any case, continue lifesaving procedures.

After assessing the situation, the lifeguard should request emergency rescue if required. When in doubt, the lifeguard should request emergency rescue. When a qualified emergency rescue team arrives, the lifeguard should allow them to take charge of the victim.

Assist the emergency rescue team as requested. The park superintendent or his designee will complete all required reports and notifications.

Death or Major Injury

As with a drowning or near drowning, the lifeguard's primary concern is for the care of the victim. If possible, the lifeguard should take charge of the situation, rendering any known first aid.

Signal for assistance from other lifeguards, and contact the park office. Summon emergency rescue if their assistance may be required. Continue providing any first aid until help arrives.

When emergency rescue arrives, allow them to take charge of the victim, assisting as requested. The park superintendent will contact local law enforcement officials and provide any required crime scene protection. Do not move the victim until authorities arrive. The park superintendent will obtain all pertinent information regarding the circumstances of the death, and try to provide comfort and reassurance to family and/or friends.

Boating Accident

In the event a lifeguard observes a boating accident, the park office should be notified immediately with all available information regarding location, distance from shore, type of accident, number of people involved, type and size of boat, or any known pertinent information.

If the accident is reported and not observed by the lifeguard, as much information as possible should be obtained from the witness prior to notifying the park office.

If possible, the lifeguard should attempt rescue and first aid. If rescue is judged by the lifeguard not to be feasible, the lifeguard should remain at his/her station and await further instructions from the park superintendent or his designee.

The park superintendent or his designee will contact the appropriate authorities and assist if possible. If a park rescue vessel is available, park staff will utilize it as the first method for reaching the accident.

The park superintendent will complete all appropriate reports as the information becomes available.

Diving Accident

If the victim can be located and reached, the lifeguard should attempt rescue, first aid and CPR or resuscitation.

The lifeguard will notify the park office with as many details as possible regarding the location and circumstances of the accident. If the victim cannot be located, all swimmers and bathers will be cleared from the swimming area until the victim is located or until directed by the park superintendent. The park superintendent or his designee will

request any needed emergency rescue, dive recovery team, or other assistance. The park superintendent will complete all necessary reports as information is gathered.

DROWNING INVESTIGATIONS

When a drowning or in some cases a major accident occurs in a protected swimming area it will most likely be followed up by an investigation. Reports will need to be written and statements will be taken. There are two primary reasons for this. (1) To determine exactly what did happen and (2) to determine if changes need to be made to make the area more safe.

Whenever, an emergency occurs a lifeguard needs to keep a "cool head" in order to carry out his emergency response actions effectively. He also must be observant of exactly what is happening.

Just to give you an idea of what kinds of questions might be directed to lifeguards in an investigation, the following list of examples is provided:

1. What was the location of all the guards when the incident occurred?
2. Were there any other people in the area where the victim went down?
3. Were there any other witnesses who saw what happened, and who are they?
4. Were there any exceptional conditions at the time? (water clarity, currents, horseplay, etc.).
5. Who was in charge of the swimming area?
6. Were there any unusual actions or deviations from the norm at the time of the incident or anytime during the day.?

7. What are the standard practices and drill procedures?

8. What was your mental and physical state?

Of course, this is not an all inclusive list of things which lifeguards are expected to be aware of in emergency situations. It is just intended to give you an idea of things that might be asked of the lifeguards during an investigation.

Obviously, when a lifeguard is making a rescue he is primarily concentrating on rescuing the victim and his own safety. However, when the time is available after the incident has occurred it is a good idea to write down mental notes so they may be referred to later. If at all possible written statements should be obtained from any witnesses. It is very important to get a witnesses address and phone number. The park staff should assist lifeguards by obtaining witness statements since lifeguards most likely will be required to go back to their primary responsibility of watching the area as quickly as possible.

It is important that lifeguards not discuss any of the actions of or relating to a drowning with any friends or anyone, particularly with anyone representing the media.

Any words spoken in regard to any incident or accident, might be used against you personally or against the Department in general. Anyone requesting information about an incident should be referred to the central office for official comments. The central office will rely on the Attorney General's guidance in releasing information. Information will not be withheld, but it is important that it be approved and that the proper channels are followed in giving it out.

LIFEGUARD PROCEDURES FOR SPECIAL HAZARDS

Sharks

If a shark is sighted in the immediate vicinity of the swim area by the lifeguard, the following steps will be taken: 1) notify all other lifeguards; 2) clear all swimmers from the waters; and 3) notify the park office of action taken.

The swimming area should remain closed until the lifeguard sees no more sharks. The park superintendent will then be notified, and the swimming area reopened with the concurrence of the park superintendent.

Other dangerous or hazardous marine animals should be handled in the same manner as shark sightings. The park superintendent will be notified so that he may make a determination of the action to be taken.

The lifeguard must use extreme caution and wise discretion before ever initiating this action. This action could lead to panic which could cause even more harm. This action should only be taken when there is a known genuine threat.

Hazardous Currents

While it is recognized as often difficult or impossible for a lifeguard to observe currents, any reports of dangerous currents or swimmers having difficulty should be reported to the park superintendent. Assistance should be rendered those having difficulties immediately.

Water Quality

Water quality problems may include such occurrences as high coliform bacteria counts, algae blooms, fish kills, red tides, and oil spills.

Water quality of ocean swimming areas is normally beyond the control of the park. However, visitors should be advised of any known problems such as fish kills, oil slicks, or red tides. The park superintendent will follow any instructions from appropriate authorities regarding the closing of ocean swimming areas.

Storms, Lightning, and Hazardous Surf

Swimmers and sunbather should be cleared from swimming areas and beaches during lightning and severe storms. The lifeguard should request that the beach be cleared, but the primary concern remains for those in the water. The lifeguard may request assistance from the park superintendent or his designee in clearing the swimming area or beach. (The park superintendent should concur with the guards decision any time the protected area is closed because of hazardous conditions).

The swimming area and beach should remain closed until the storm and/or lightning has passed.

Following any necessary transmissions, radio communications should be curtailed until storm activity has passed.

SURF & BEACH REGULATIONS

Within the confines of the protected area there shall be no:

1. Ball or frisbee playing (in other than designated area).
2. Fires.
3. Consumption of alcoholic beverages.
4. Indecent exposure.
5. Pets not under physical constraint.
6. Use of snorkels by other than lifeguard personnel.
7. "Horseplay" they may result in injury.
8. Scuba diving unless approved by the park superintendent.
9. Sailboats or any other kind of boats.
10. Surfboards and sailboards.
11. Fishing or seining.
12. Littering; all trash shall be placed in appropriate containers.
13. Destruction of dunes or stabilizing vegetation.
14. Destruction of animal life.

Enforcement of Regulations

The enforcement of all rules and regulations within the designated protected areas is the responsibility of the assigned lifeguards. The assistance of a park ranger or any other authorized officer-in-charge, is to be requested if a condition arises that is beyond the ability of a lifeguard to resolve, (i.e., drunk and disorderly behavior, weapons on the beach, etc.). A lifeguard will not jeopardize the safety of bathers by leaving the bathing area to tend to patrons breaking park rules outside of the bathing area.

Disciplinary Policy

Failure of a lifeguard to carry out any personnel, uniform or surf waterfront regulation will result in disciplinary action or dismissal.

RESCUE PROCEDURES

Know procedures to be followed in effecting a rescue.

Starting on a Rescue

1. Alert other guards with 3 whistle blasts and/or air horn blasts.
2. Take your rescue buoy.
3. Keep your "head" at all times and relax. If you lose your head, it puts you in the same "boat" as the victim.
4. Head for hard sand and run on it to the entrance point.
5. Dive under and cling to the sand bottom during each big wave when going through heavy surf.
6. Push off from the bottom in a powerful seaward lunge after the wave has passed.

Approaching and Reaching the Victim

1. Swim high so that you can see the victim; let him know that you are coming by yelling when close enough.
2. NEVER let yourself be in a position where he can grab you, but if he does, the best offensive weapon in the water is your knee, or simply submerge, but don't waste time or energy wrestling with the victim.
3. Watch the victim's eyes for panic, fright, etc.

4. On ordinary rescues, push the rescue buoy toward your victim and tell him to hold on. After he has the buoy, assure him that everything is O.K. This gives him a chance to calm himself and gain a little rest and air. Rest yourself and plan a way to swim back.
5. If the victim is hysterical, take a few seconds to reassure him.

Making The Return

1. Sometimes it is necessary to swim parallel to the beach, if there is a rip current. If you know a sand bar is near, head for that.
2. Keep looking over your shoulder or swim backstroke to watch the waves, and to make sure that the victim is O.K.
3. In big surf, maintain contact with both victim and buoy when coming in.
4. If the victim is unconscious, maintain physical contact with the victim and buoy.

Helping Other Guards

1. Assist other guards when there are two or more victims between stations and in some cases, when there is only one victim who is unconscious, or in cases you personally feel you will be needed.
2. Assist other guards in all cases by covering the neighboring station area left by the guard on a rescue; also notify the park office that a difficult rescue is being made, but do not leave the area unguarded to do this.

PRINCIPLES OF LIFEGUARD WORK

1. Know trouble when you see it.
2. Know how to get to the victim and how to bring him back.
3. Know what to do with the victim when you get him ashore.

Always Carry Your Rescue Buoy, or Other Rescue Equipment, When Going to Rescue:

1. When a victim is on a rescue buoy it gives you a chance to swim with both hands and feet, gaining much power and control in the water.
2. Use of the buoy eliminates the need for physical contact with the victim.

See Trouble ahead of time and move in toward the victim. You should be able to see the need for most rescues ahead of time and so inform those in danger. When you see a possible rescue in the making, pick up your buoy and move in toward your victim. Watch for the following causes of trouble:

1. Rip Tides: (Described later in another section.)
2. Shore Currents: Watch for strong currents, or littoral drifts running along the beach toward a rip tide. Swimmers will bounce along with a current and soon they will be in the middle of a strong rip tide.
3. In-shore Holes: Watch for holes in the surf. Children or non-swimmers get stuck in these holes. This type of rescue demands speed, so keep your eyes open...Interpret what you see quickly...If in doubt at any time,...GO.

4. Flotation Equipment: Watch for inner tubes and air bags especially near rip tides. Most people who use such equipment are poor or inexperienced swimmers.
5. Swimmers on paddleboards, drunks, boats, diving from piers, floating objects, etc.

Poor or Tired Swimmers

Learn how to tell a poor or tired swimmer. Signs are:

1. Swimming for shore and going out again.
2. Swimming for shore and waves washing over his face.
3. Swimming for shore and standing still, not making headway.
4. Swimming for shore with his hair in his face.
5. Swimming very weakly. A good swimmer usually dives or ducks under waves.
6. Stumbling in surf line.

PROTECTED SWIMMING AREAS

Swimming Area Designation

Most swimming areas are located based upon historic uses which existed at the time of acquisition.

Swimming will be allowed at any location where it is not specifically prohibit.

Swimming Prohibited Areas

Swimming will be prohibited in areas where known hazardous conditions exist which cannot be eliminated. Examples of such hazards may include dangerous objects in or below water level, and boat traffic. Swimming may also be prohibited due to incompatibility with other activities or conditions such as historic zones, fishing piers or marinas.

Signs

Areas where swimming is prohibited will normally be designated with signs posted so that, in the judgement of the park superintendent, the district superintendent, and the chief of operations they are visible to visitors in or entering the area.

When lifeguard coverage is provided, the limits of the coverage area will normally be designated with signs on the beach, facing toward the coverage area.

Procedures Where No Lifeguards Are Provided

Signs

Designated swimming areas which do not have lifeguard coverage are normally posted with signs which read: "No Lifeguard On Duty - Swim At Your Own Risk".

Signs will be placed in locations which will provide reasonable visibility for visitors within or approaching the designated swimming area.

"No Lifeguard On Duty - Swim At Your Own Risk" signs will normally be placed along the beach or designated swimming areas, facing the shore where they will be most visible to the public.

Emergency Procedure Where No Lifeguard Coverage Is Provided

The standard emergency procedures will be implemented by the park superintendent or his designee upon receipt of a reported or observed hazard or incident.

Emergency Access

The park superintendent will insure access to designated areas by staff and emergency vehicles. Such access will be familiar to all employees and located so that entry is not blocked by visitor parking or other impediments.

PUBLIC RELATIONS

Lifeguards must remember that they work for a public service agency. They are to be courteous at all times. Lifeguards will state the rules as prescribed for the area. Any difference of opinion will be referred to the ranger assigned to the waterfront area, or park superintendent. Use of any offensive or obscene language by a lifeguard will not be tolerated. A lifeguard's conduct is a reflection upon the State of South Carolina. He/she is expected to conduct themselves, during duty hours and off duty hours, in such a manner as to bring credit upon themselves, fellow employees, and the park in which they work.

Lifeguards also should possess a general knowledge of the park and the surrounding area in order to provide accurate information to park visitors. If necessary the park superintendent or designated ranger will assist if required by providing literature or training to give lifeguards the information they need.

THE SURF AND IT'S HAZARDS

How Ocean Waves are Formed:

General Causes of Waves

1. Most waves are caused by wind at sea.
2. Earthquakes and undersea landslides (seismic disturbances) cause the largest waves, known as Tsunamis or tidal waves.
3. Some waves are caused by the gravitational pull of the sun and moon.
4. Changes in barometric pressure often cause a pulsation of an entire storm system against the ocean surface which in turn causes waves.
5. 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 get out of the water rapidly.

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: 1) the wind's average velocity; 2) the length of time the wind blows; 3) the extent of open water across which the wind blows (fetch). The creation of waves begin when the frictional drag of a breeze on a calm sea create ripples on the water surface. The ripples then present a surface against which the moving air can exert pressure. 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 1/7th of its length. When these conditions exist there is a breaking wave at sea.

Wave trains are rows of waves that are characterized by: 1) period, or the time taken for two consecutive crests to pass a given point; 2) wave length, which is the distance between the crests; 3) height, which is the vertical 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.

Effect of the ocean bottom on waves and the computation of wave speed: In the open sea, swells are called surface waves if they are moving in water 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 ten seconds will travel about 35-mph, which happens to be the average period of 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.

How Breakers Form

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 waves undergo 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.

As the waves spill over and break they are now termed "surf". The remainder of the water which runs up on the sand is called "uprush".

Estimating Wave Height

When measured from the still-water level, the water depth under a breaker at the moment of breaking, is about 1.3 times the height of the breaker.

To quickly and accurately estimate the size of a wave with the naked eye, walk down to the water until the crest of the breaking wave is aligned with the horizon on a horizontal plane. The vertical distance between the eye and the lowest point to which the water recedes on the beach is equal to the height of the breaker.

Effect of Bottom Contour On Shallow Water Waves or Surf

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.

A shallow and gently sloping bottom will form a gently spilling wave, with the "soup" or "foam" being pushed along ahead of the broken wave as it continues toward the beach.

Surf Conditions

The conditions in the ocean surf are entirely different from those encountered in a body of still water such as a bay, lake or swimming pool, or even a river. 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.

At one place there may be a smooth level floor, but ten yards to either side there may be a deep hole with a rip current running through it. On a given day, one Lifeguard can successfully protect hundreds of bathers; other days, due to bad surf conditions, many guards may have great difficulty protecting the same number of bathers.

Many rescues at the ocean front beaches are caused by rip currents. There are a few scattered cases of cramps, non-swimmers, persons under the influence of alcohol, etc. But it is safe to state that 90% of the

necessary rescues are attributable to rip currents. At times the surf is so rough that it is dangerous to enter the water at all, but it is usually safe during the summer months. If a person is forewarned about rip currents and is careful to avoid them, he should encounter very little danger. There is nearly always a littoral drift on all open sand beaches traveling either North or South. At times this littoral drift is so strong that a person is unable to remain in one spot. Entering the water at a safe location, a swimmer may pay no attention to his relative position with shore and be swept sideways into a rip.

Heavy surf is somewhat helpful because the force of large breakers will usually keep swimmers close to shore. However, during the lulls, which are calm periods, bathers in increasing numbers will venture out to the surf line where they will again expose themselves to a beating when the large wave set returns.

A succession of large breakers is called a "set". A lull is the slack period between "sets". It is during the lull immediately following the set that the rip currents and littoral drift are strongest. This is due to the great volume of water brought to shore by the previous "set". This water seeks the level of the ocean it came from (it is actually above sea level) and follows the paths of the troughs and holes in the sand that lead seaward, forming a rip current. The width of the trough may vary 20 to 150 feet. Immediately outside of this trough will be a sand bar where the water may be relatively shallow. There is a spill of water over the sand bar creating a strong littoral drift. This and the absence of waves in the deep water make it very difficult for one to regain the safety of "dry sand". Poor swimmers who see others standing on the sand bar think the water to be shallow all the way out and step into the trough, are pushed by the littoral drift into the rip current.

Pot holes are holes dug into the sand by wave action. Small children can easily step from inches of water into water over their heads. These holes may be several feet to several yards in diameter. Pot holes are found in any depth of water in the surf line.

At times, during a storm or rough sea, the entire surf line rips, and even a strong swimmer should be very careful. In fact, it is much safer to stay out of the surf completely. It is the responsibility of the lifeguard to practice "preventive lifesaving techniques" and so advise the public.

Rip Current

A rip current is a body of water or a "river" traveling seaward. Rips may be of any size, width, depth,, shape, speed or power.

The common rip current is caused by water brought to the beach in the form of waves. Water seeks its own level. Therefore, the excess water will seek an area where the wave action is not keeping it on the beach. The water will run in a parallel direction along the beach, away from the direction of the swell until it finds a dip or hole in the ocean floor. Here the water will turn seaward with little or no resistance, because the depth has caused the surf to flatten.

Rips fall into two categories: Those that have one feeder and those that have two feeders.

One-feeder rips have one source of water supply. Two-feeder rips have two sources of water supply. 70% of all rip currents will have only one feeder.

There are four types of rip currents:

1. Fixed
2. Permanent
3. Flash
4. Traveling

Fixed rips are rips that pull in one location and are usually accompanied by a hole in the ocean floor. These rips may change as

time goes on due to the wave action taking away or adding sand to the hole. Therefore, one day you may have a fixed rip on your guarded area, and the next day, or the next tide change, it may disappear.

Permanent rips are stationary and are usually found on rocky coast lines (west coast). The water fed by the surf follows the contour of the rock formations seaward. These rock formations may be above the water line or submerged. Rock formations usually never change. Therefore, you can expect a seaward movement of water every day there are waves. The speed and power of these permanent rips depend entirely on the size of the surf. Large surf will feed a great volume of water where small surf may hardly feed them at all. As a rule, rock beach rip currents usually pull harder than the rip currents on sand beaches.

Piers, projecting points of land, rock jetties, drain pipes and beach contour may also cause permanent rip currents. Sometimes a fixed rip may be called a permanent rip due to the unusual length of time it has stayed in one area. At times a fixed rip may stay in one area for an entire season before disappearing.

One advantage a permanent rip offers is that once a Lifeguard learns it's habits, his rescues in it can become routine. He will know how to use it to get to a victim without delay. He will know how to swim out of it easily with a victim. In addition, he will know its power in different types of surf and what type of rescue gear he'll need without a moment's hesitation, land line, boat, etc.

Flash rips are temporary and are caused by increased volumes of water from sudden wave build-ups. Flash rips are usually found in irregular and stormy surf or when you have a heavy surf condition with long lulls. Flash rips are dangerous because they appear unexpectedly and usually without warning. At times they may suddenly appear in the middle of a safe swim area and take out part of the bathing crowd. But, because they are only temporary, most of the crowd that has been swept seaward will make the beach safely without aid. There are always the few who will panic and the non-swimmers who will need to be

rescued. You cannot tell from the beach, in a flash rip condition, who is going to make the beach and who is not. So you must start rescue operations immediately. Usually, several guards will be needed. If a flash rip condition occurs repeatedly on a given day, it is best to close the swim area, if sufficient numbers of lifeguards are available to enforce the closure.

Traveling rip are not accompanied by a hole or reef formations. They work up and down a beach depending on the strength of the littoral drift. The origin is the same as a flash rip and they are similar in all respects, except they can be predicted and they follow a set pattern.

A rip current may possess any of many varied appearances, but as a general rule, it always looks somewhat different from the surrounding surf. Rips may look rough or choppy, have the appearance of deep water, causing the incoming waves to flatten out; they may or may not have foam. They may pick up sand from the ocean floor, giving the water a muddy or dirty color. Or sometimes the seaward current may show plainly on the surface as smooth, fast water running seaward. Rips are more easily detected in calm, even surf than in windy, rough surf.

The strength of rip currents is governed by the size of the previous set and the condition of the ocean bottom at the particular level of the tide. Some rips will stop pulling at high tide, only to begin again at the low, or just the reverse.

Sand beach rips, which are usually fixed rips as stated, will change and disappear. This is due to the movement of sand. Sand is always in motion where there is turbulent water to disrupt it. Wave action will erode one section of a beach and build up another. Therefore, water in motion, is controlled in turn by the contour of the ocean floor it has created by moving the sand.

Because of this continuous change, vigilant Lifeguarding on a sand beach must be maintained. The area picked earlier for the safe swimming area may suddenly begin to rip, and this rip may maintain itself throughout the remainder of the day.

Spring and early summer are the most hazardous times for bathers on sand beaches. This is due to the general poor conditions of the ocean floor in the bathing zones. The floor may be full of holes from pot-hole size to giant rip holes. This condition, and the fact the water is still relatively cold (cold water uses up body energy), contributes to summer difficulty. Another factor to keep in mind is a beach visit at this time of year will probably lead to the first swimming experience for many of these people since the previous summer.

As the summer progresses, the mild south summer swell will level most of the sand floor creating good swimming conditions. But, keep in mind that the mild seasons are mixed with periodic rough water conditions.

It is very difficult to swim against the seaward current of a rip; at times it is impossible even for the strongest swimmers. People enter rips usually from ignorance of the danger. The absence of surf is an attraction for person accustomed to still-water swimming, especially non- or poor swimmers.

By merely floating or treading water, a person can drift with the rip to its outer-most point and swim around it in the direction of the current and back to shore, being careful not to re-enter the rip.

The fastest method is to swim to either side of the rip, (away from the main feeder usually in the direction of the current) then toward shore. When swimming shoreward, a person should swim hardest with the force of the swell or wave.

TRAINING

It will be the responsibility of the park superintendent or his designated training coordinator to drill and train all lifeguard personnel to insure their competence in rescue procedures and techniques, physical conditioning and all the procedures and policies covered in this manual.

Physical

Each lifeguard will be held responsible for his/her physical condition. Excessive weight or poor physical condition will not be tolerated. The head lifeguard will insure that a minimum of three hours each week are spent in an organized program of physical fitness. Organized calisthenics will be held seven days a week. A lifeguard who is physically unable to perform in these workouts is presumed to be physically unable to perform as a lifeguard. A lifeguard who performs his/her workouts in a lazy indifferent manner can be excepted to perform his/her duties in a like manner and, if improvement is not made, should be recommended for dismissal.

Rescue Procedures and Techniques

All rescue techniques and emergency procedures will be learned completely. As much time as necessary will be spent in acquiring and maintaining proficiency in these skills to meet the highest standards of excellence possible. The techniques should become a matter of reflex action.

Lifeguards are responsible for knowing all material in the lifeguard manual. A written examination may be given at the park on this material.

ALL LIFEGUARDS ARE SUBJECT TO TESTING IN THE ABOVE SKILLS, AND THEIR PHYSICAL CONDITION, AT ANY TIME.

