American Red Cross

Lifeguarding Manual

American Red Cross

American Red Cross Lifeguarding

MANUAL

The following organizations provided review of the materials and/or support American Red Cross Lifeguarding:

BOY SCOUTS OF AMERICA®

USA SWIMMING®

Association of Aquatic Professionals

JCC Association of North America

american CAMP association®

© 2011, 2016 The American National Red Cross. All rights reserved.

American Red Cross

This manual is part of the American Red Cross Lifeguarding program. By itself, it does not constitute complete and comprehensive training. Visit redcross.org to learn more about this program.

The emergency care procedures outlined in the program materials reflect the standard of knowledge and accepted emergency practices in the United States at the time this manual was published. It is the reader's responsibility to stay informed of changes in emergency care procedures.

The care steps outlined within this manual are consistent with the 2015 International Liaison Committee on Resuscitation (ILCOR) Consensus on Science and Treatment Recommendations (CoSTR). The treatment recommendations and related training guidelines have been developed by The American National Red Cross Scientific Advisory Council (SAC), a panel of nationally recognized experts in fields that include emergency medicine, emergency medical services (EMS), nursing, occupational health, sports medicine, school and public health, aquatics, emergency preparedness and disaster mobilization. This manual also reflects the United States Lifeguarding Standards: A Review and Report of the United States Lifeguard Standards Coalition, a collaborative effort of the American Red Cross, the United States Lifesaving Association and the YMCA of the USA.

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS (the or these "Terms and Conditions") BEFORE AGREEING TO ACCESS, USE OR DOWNLOAD THE FOLLOWING THE AMERICAN NATIONAL RED CROSS MATERIALS. BY PURCHASING, DOWNLOADING, OR OTHERWISE USING OR ACCESSING THE MATERIALS, YOU ACKNOWLEDGE AND HEREBY AGREE TO BE LEGALLY BOUND BY BOTH THESE TERMS AND CONDITIONS AND THE AMERICAN NATIONAL RED CROSS TERMS OF USE (AVAILABLE AT http://www.redcross.org/terms-of-use). YOU AGREE THAT THE INCLUDED COURSE MATERIALS ARE PROVIDED "AS IS" AND WITHOUT WARRANTIES OF ANY KIND, AND THAT ANY ACCESS TO OR USE OF THESE COURSE MATERIALS IS AT YOUR OWN RISK.

The following materials (including downloadable electronic materials, as applicable) including all content, graphics, images and logos, are copyrighted by, and the exclusive property of, The American National Red Cross ("Red Cross"). Unless otherwise indicated in writing by the Red Cross, the Red Cross grants you ("Recipient") the limited right to download, print, photocopy and use the electronic materials only for use in conjunction with teaching or preparing to teach a Red Cross course by individuals or entities expressly authorized by the Red Cross, subject to the following restrictions:

- The Recipient is prohibited from creating new electronic versions of the materials;
- The Recipient is prohibited from revising, altering, adapting or modifying the materials, which includes removing, altering or covering any copyright notices, Red Cross marks, logos, or other proprietary notices placed or embedded in the materials;
- The Recipient is prohibited from creating any derivative works incorporating, in part or in whole, the content of the materials;
- The Recipient is prohibited from downloading the materials, or any part of the materials, and putting them on Recipient's own website or any other third party website without advance written permission of the Red Cross;
- The Recipient is prohibited from removing these Terms and Conditions in otherwise-permitted copies, and is likewise prohibited from making any additional representations or warranties relating to the materials.

Any rights not expressly granted herein are reserved by the Red Cross. The Red Cross does not permit its materials to be reproduced or published without advance written permission from the Red Cross. To request permission to reproduce or publish Red Cross materials, please submit your written request to The American National Red Cross.

© 2012, 2016 by The American National Red Cross. ALL RIGHTS RESERVED.

The Red Cross emblem, American Red Cross® and the American Red Cross name and logo are registered trademarks of The American National Red Cross and protected by various national statutes.

The Boy Scouts of America corporate logo is a registered trademark of the Boy Scouts of America in the United States and/or other countries. All rights reserved. Used with permission.

Printed in the United States of America

ISBN: 978-0-9983745-0-5

© 2011, 2016 The American National Red Cross. All rights reserved.

ACKNOWLEDGMENTS

This manual is dedicated to the thousands of employees and volunteers of the American Red Cross who contribute their time and talent to supporting and teaching lifesaving skills worldwide and to the thousands of course participants and other readers who have decided to be prepared to take action when an emergency strikes.

Many individuals shared in the development and revision process in various supportive, technical and creative ways. The American Red Cross Lifeguarding Manual was developed through the dedication of both employees and volunteers. Their commitment to excellence made this manual possible.

The following members of the American Red Cross Scientific Advisory Council provided guidance and review of the American Red Cross Lifeguarding Manual:

David Markenson, MD, MBA, FCCM, FAAP, FACEP, EMT-P
Chair, American Red Cross Scientific Advisory Council
Chief Medical Officer, Sky Ridge Medical Center
Denver, Colorado

Peter G. Wernicki, MD, FAAOS
Aquatics Chair, American Red Cross Scientific Advisory Council
Sports Medicine Orthopedic Surgeon
Assistant Clinical Professor, Florida State School of Medicine
Chair, International Lifesaving Federation Medical Committee
U.S. Lifesaving Association Medical Advisor
Vero Beach, Florida

Roy Fielding, MS
Member, American Red Cross Scientific Advisory Council
Senior Lecturer, Department of Kinesiology
University of North Carolina at Charlotte
Charlotte, North Carolina

Teresa (Terri) Lees, MS
Member, American Red Cross Scientific Advisory Council
Owner, Lees Therapeutic Solutions
Talees LLC
Wichita, Kansas

Linda Quan, MD, FAAP
Vice Chair, American Red Cross Scientific Advisory Council
Pediatric Emergency Physician
Seattle Children's Hospital
Professor of Pediatrics at the University of Washington School of Medicine
Seattle, Washington

Joshua M. Tobin, MD
Member, American Red Cross Scientific Advisory Council
Director, Trauma Anesthesiology
Keck School of Medicine at USC
Los Angeles, California

The following members of the American Red Cross Scientific Advisory Council provide support and guidance on American Red Cross Swimming and Water Safety programs:

Angela Beale, PhD
Louise Kublick, BS
Stephen Langendorfer, PhD
William D. Ramos, PhD

For more information on the Scientific Advisory Council, visit redcross.org/science.

The American Red Cross thanks:
Francesco (Frank) Pia, PhD, Emeritus Member of the Scientific Advisory Council, Alex Antoniou, PhD, Chief Marketing and Information Officer, National Swimming Pool Foundation and Jerome H. Modell, MD, Emeritus Professor of Anesthesiology, Colleges of Medicine and Veterinary Medicine, University of Florida, for their contributions to this manual.

© 2011, 2016 The American National Red Cross. All rights reserved.

The panel of volunteer subject matter experts for this edition include:

Joshua D. Aldama
Operations Manager
Aquatica San Antonio, SeaWorld Parks & Entertainment
San Antonio, Texas

Algreatus Batton, AFO
Assistant Aquatics Operations Manager
City of Charlottesville Parks and Recreation
Charlottesville, Virginia

David W. Bell, PhD
National Aquatics Task Force
Boy Scouts of America
Ponca City, Oklahoma

Branden Burns
Aquatics Coordinator
Twinsburg Parks and Recreation
Twinsburg, Ohio

Pete DeQuincy
Aquatics Manager
East Bay Regional Park District
Oakland, California

Mary Franklin
Volunteer Instructor Trainer Educator
American Red Cross
Knoxville, Tennessee

Cory Hilderbrand
Aquatics Supervisor
City of Irvine
Irvine, California

Karen M. Jenovese
Owner, Swim New Hampshire LLC
Concord, New Hampshire

Dan Jones
Division Head of Aquatics and Beaches
City of Norfolk, Virginia

William A.J. Kirkner, JD
Senior Director, Aquatics Facilities and Programs
JCC of Greater Baltimore
Owings Mills, Maryland

Daniel Llanas
Director of Operations
Aquatica San Antonio
SeaWorld Parks & Entertainment
San Antonio, Texas

John Raby
President
Minnesota Safety Services, LLC
Excelsior, Minnesota

Billy Sassi
Aquatics Manager
Tucson Parks and Recreation Department
Tucson, Arizona

Sean E. Sepela
Aquatic Operations Manager
Freedom Aquatic & Fitness Center
George Mason University
Manassas, Virginia

Ginny Templeton, MA
Associate Director of Operations
Associated Students Inc., California State Polytechnic University
Pomona, California

Jason D. Vitulli
Aquatic Program Coordinator
Town of Hempstead
Hempstead, New York

Brenda J. Ward
Lecturer, Department of Kinesiology
University of North Carolina at Charlotte
Charlotte, North Carolina

Christopher R. Whipple, AqP
Manager of Lifeguards
University of Maryland
College Park, Maryland

© 2011, 2016 The American National Red Cross. All rights reserved.

LIFEGUARDING CONTENT DIRECTION

Stephanie Shook, CPRP
Senior Manager, Instructor
Engagement and Quality Assurance
Lifeguarding Content Director
American Red Cross

The American Red Cross team for this edition included:

Catherine Barry
National Director, Aquatics

Jonathan Epstein
Senior Director, Science and Content Development

Connie Harvey
National Director, Centennial Initiatives

Matthew Haynes
Product Manager, Aquatics

Nichole Steffens
Product Manager, Aquatics

PREFACE

This manual is for lifeguards, whom the American Red Cross profoundly thanks for their commitment to safeguarding the lives of children and adults who enjoy aquatic facilities. As the number of community pools and waterparks grows nationwide, participation in aquatic activities is also growing. With this growth comes the need for even more lifeguards.

To protect this growing number of participants, lifeguards must receive proper and effective training. Lifeguards also need to maintain their skills to ensure their ability to work effectively with others as a part of a lifeguard team. Participation in frequent and ongoing training is essential.

Lifeguards must be able to recognize hazardous situations to prevent injury. They must be able to supervise swimmers, minimize dangers, educate facility users about safety, enforce rules and regulations, provide assistance and perform rescues.

Being a lifeguard carries a significant professional responsibility, but lifeguarding also offers opportunities for personal growth. Experience as a lifeguard can help one develop professional and leadership skills that will last a lifetime—through college, career and family.

There are a half million American Red Cross-trained lifeguards working at swimming pools, waterparks and waterfronts across our country. Every day on the job, these lifeguards are part of a critical force for good—ensuring the safety of patrons and protecting lives.

© 2011, 2016 The American National Red Cross. All rights reserved.

CONTENTS

CHAPTER 1
The Professional Lifeguard

Introduction 3
Responsibilities of a Professional Lifeguard 3
Characteristics of a Professional Lifeguard 4
Decision-Making 8
Legal Considerations 8
Continuing Your Training 10
Being Part of the Team 13
Lifeguards as Water Safety Advocates 15
Wrap-Up 17

CHAPTER 2
Facility Safety

Rescue Equipment 25
Facility Safety Checks 30
Weather Conditions 40
Rules and Regulations 43
Management and Safety 46
Wrap-Up 48

CHAPTER 3
Surveillance and Recognition

An Overview of the Process of Drowning 57
Effective Surveillance 58
Wrap-Up 79

CHAPTER 4
Injury Prevention

How Injuries Happen 91
Injury Prevention Strategies 91
Effective Guarding—Injury Prevention Challenges 95
Special Considerations for Guarding Aquatic Attractions 105
Wrap-Up 112

CHAPTER 5
Emergency Action Plans

Types of Emergency Action Plans 119
Implementing an Emergency Action Plan 125
Emergencies Outside of Your Zone 135
Wrap-Up 136

CHAPTER 6
Water Rescue Skills

General Procedures for a Water Emergency 145
Train to the Standard, Meet the Objective 147
Rescue Skills 147
Additional Rescue Skills for Waterfronts 153
Special Situations at Waterfronts 155
When Things Do Not Go As Practiced 161
Wrap-Up 163

© 2011, 2016 The American National Red Cross. All rights reserved.

CHAPTER 7
Before Providing Care And Victim Assessment

Bloodborne Pathogens 203
How Pathogens Spread 204
Preventing the Spread of Bloodborne Pathogens 206
If You Are Exposed 211
General Procedures for Injury or Sudden Illness on Land 211
Wrap-Up 218

CHAPTER 8
Breathing Emergencies

Recognizing and Caring for Breathing Emergencies 233
Giving Ventilations 237
Airway Obstruction 245
Emergency Oxygen 248
Oxygen Delivery Devices 250
Suctioning 253
Wrap-Up 254

CHAPTER 9
Cardiac Emergencies

Cardiac Chain of Survival 273
Heart Attack 274
Cardiac Arrest 275
CPR 275
AEDs 278
Multiple-Rescuer Response 283
Wrap-Up 284

CHAPTER 10
First Aid

Responding to Injuries and Illnesses 303
Secondary Assessment 304
Sudden Illness 305
Skin and Soft Tissue Injuries 309
Bites and Stings 319
Poisoning 322
Heat-Related Illnesses and Cold-Related Emergencies 323
Injuries to Muscles, Bones and Joints 325
Emergency Childbirth 327
Wrap-Up 328

CHAPTER 11
Caring For Head, Neck And Spinal Injuries

Causes of Head, Neck and Spinal Injuries 341
Caring for Head, Neck and Spinal Injuries 342
Wrap-Up 351

Glossary 373
References 381
Special Thanks 386
Index 387

© 2011, 2016 The American National Red Cross. All rights reserved.

SKILL SHEETS

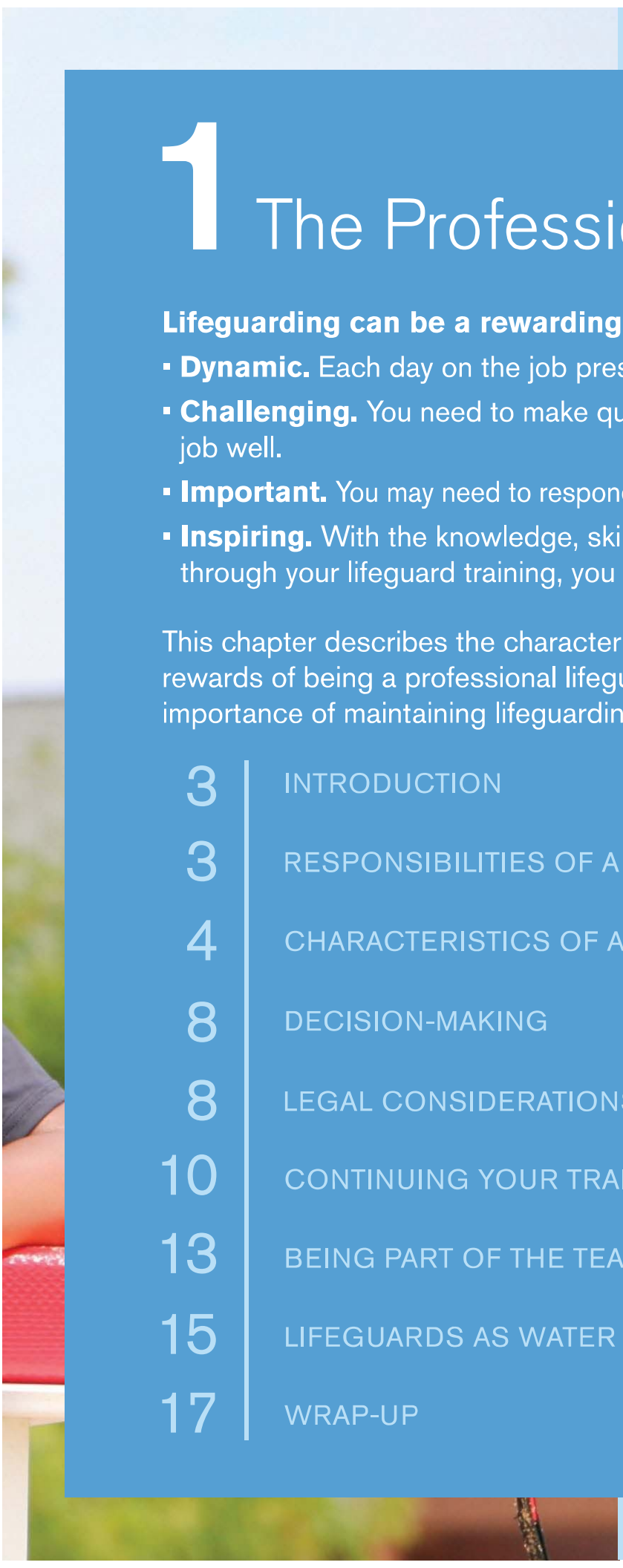
- ROTATIONS 87
  - Ground-Level Station 87
  - Elevated Station 88
- ENTRIES 169
  - Slide-In Entry 169
  - Stride Jump 169
  - Compact Jump 170
  - Run-and-Swim Entry 170
- ASSISTS 171
  - Simple Assist 171
  - Reaching Assist 172
- RESCUES AT OR NEAR THE SURFACE OF THE WATER 173
  - Active Victim Front Rescue 173
  - Active Victim Rear Rescue 174
  - Passive Victim Front Rescue 175
  - Passive Victim Rear Rescue 176
  - Passive Victim at or Near the Surface in Water ≤ 3', Face-Up 177
  - Passive Victim at or Near the Surface in Water ≤ 3', Face-Down 178
  - Multiple-Victim Rescue 179
- RESCUING A SUBMERGED VICTIM 180
  - Passive Submerged Victim–Shallow Water 180
  - Feet-First Surface Dive 181
  - Head-First Surface Dive 182
  - Rescuing a Submerged Victim in Deep Water 183
- REMOVAL FROM THE WATER 185
  - Extrication Using a Backboard at the Pool Edge 185
  - Extrication Using a Backboard at the Steps. 187
  - Extrication Using a Backboard in Zero Depth 188
  - Extrication Using a Backboard–Steep Steps and/or Moving Water 189
  - Walking Assist 190
  - Beach Drag 190
  - Quick Removal for a Small Victim 191
- USING A RESCUE BOARD 192
  - Approaching the Victim 192
  - Rescuing a Distressed Swimmer or Active Victim 193
  - Rescuing a Passive Victim 194
- USING WATERCRAFT FOR RESCUES 196
  - Rescue with a Non-Motorized Water Craft–Square Stern Rowboat 196
  - Rescue with a Non-Motorized Water Craft–Kayak 197
  - Rescue with a Motorized Water Craft 197
- WHEN THINGS DO NOT GO AS PRACTICED 198
  - Front Head-Hold Escape 198
  - Rear Head-Hold Escape 198
  - In-Water Ventilations 199
- REMOVING DISPOSABLE GLOVES 223
- USING A RESUSCITATION MASK 224
  - Head-Tilt/Chin-Lift 224
  - Jaw-Thrust (With Head Extension) Maneuver 225
  - Jaw-Thrust (Without Head Extension) Maneuver 226
- MOVING A VICTIM–EMERGENCY MOVES 227
  - Pack-Strap Carry 227
  - Clothes Drag 227
- MOVING A VICTIM–NON-EMERGENCY MOVES 228
  - Walking Assist 228
  - Two-Person Seat Carry 228
- PRIMARY ASSESSMENT–ADULT, CHILD AND INFANT 229

© 2011, 2016 The American National Red Cross. All rights reserved.

- GIVING VENTILATIONS 259
  - Using a Bag-Valve-Mask Resuscitator 261
- CHOKING 263
  - Adult and Child 263
  - Infant 266
- EMERGENCY OXYGEN 268
  - Assembling the Oxygen System 268
  - Administering Emergency Oxygen 269
- USING A MANUAL SUCTIONING DEVICE 270
- CPR 291
  - One-Rescuer CPR 291
  - Two-Rescuer CPR—Adult and Child 293
  - Two-Rescuer CPR—Infant 295
- USING AN AED 297
- CPR WITH AIRWAY OBSTRUCTION 299
- CHECKING A RESPONSIVE PERSON 335
- CONTROLLING EXTERNAL BLEEDING 337
- SECONDARY ASSESSMENT—USING SAMPLE TO TAKE A BRIEF HISTORY 338
- HEAD SPLINT 359
  - Face-Up Victim at or Near the Surface 359
  - Face-Down Victim at or Near the Surface 360
  - Submerged Victim 362
  - Face-Up Victim in Extremely Shallow Water 364
  - Face-Down Victim in Extremely Shallow Water 365
- SPINAL BACKBOARDING AND EXTRICATION 366
  - Spinal Backboarding Procedure 366
  - Spinal Backboarding Procedure—High Edges 368
  - Spinal Backboarding Procedure—Speed Slide 370

© 2011, 2016 The American National Red Cross. All rights reserved.

American Red Cross



1 The Professional Lifeguard

Lifeguarding can be a rewarding job. Being a lifeguard is:

- **Dynamic.** Each day on the job presents you with new situations.
- **Challenging.** You need to make quick judgements to do the job well.
- **Important.** You may need to respond to an emergency at any moment.
- **Inspiring.** With the knowledge, skills and attitude you acquire through your lifeguard training, you can save a life.

This chapter describes the characteristics, responsibilities and rewards of being a professional lifeguard. It also discusses the importance of maintaining lifeguarding knowledge and skills.

3 INTRODUCTION

3 RESPONSIBILITIES OF A PROFESSIONAL LIFEGUARD

4 CHARACTERISTICS OF A PROFESSIONAL LIFEGUARD

8 DECISION-MAKING

8 LEGAL CONSIDERATIONS

10 CONTINUING YOUR TRAINING

13 BEING PART OF THE TEAM

15 LIFEGUARDS AS WATER SAFETY ADVOCATES

17 WRAP-UP

1-1 INTRODUCTION

You are training to become a professional lifeguard, taking responsibility for the lives of people who are participating in a variety of aquatic activities. As a professional rescuer with a legal responsibility to act in an emergency, you must be self-disciplined and confident in your knowledge and skills. You need to have solid public relations, customer service and conflict resolution skills. In addition, you must be willing to be a leader and a good team member. Being a lifeguard requires maturity, professionalism and competence in specialized rescue techniques.

The purpose of the American Red Cross Lifeguarding course is to teach you the skills needed to help prevent and respond to aquatic emergencies. This includes land and water rescue skills, as well as first aid and CPR.

1-2 RESPONSIBILITIES OF A PROFESSIONAL LIFEGUARD

As a lifeguard, your **primary responsibility** is to prevent drowning and other injuries from occurring at your aquatic facility (Figure 1-1). Lifeguards do this in many ways, such as:

- Monitoring activities in and near the water through patron surveillance.
- Preventing injuries by minimizing or eliminating hazardous situations or behaviors.
- Enforcing facility rules and regulations and educating patrons about them.
- Recognizing and responding quickly and effectively to all emergencies.
- Administering first aid and CPR, including using an automated external defibrillator (AED) and, if trained, administering emergency oxygen when needed.
- Working as a team with other lifeguards, facility staff and management.

Figure 1-1 | Patron surveillance is a critical part of a lifeguard's primary responsibility.

FYI

*The American Red Cross Lifeguarding program includes **benchmarks** for lifeguard performance as well as lifeguarding facility operations. The benchmarks represent **the core competencies of the Red Cross program and include expectations of Red Cross trained lifeguards.** One of the benchmarks for lifeguard performance is to be professional at all times. To fulfill the responsibilities of a professional lifeguard, you must be mentally, physically and emotionally prepared at all times to do your job.*

© 2011, 2016 The American National Red Cross. All rights reserved.

A lifeguard is also responsible for other tasks, which are **secondary responsibilities**. Secondary responsibilities must never interfere with patron surveillance. Secondary responsibilities can include:

- Testing the pool water chemistry.
- Assist patrons by performing safety orientations, administering swim tests, fitting life jackets and other duties (Figure 1-2).
- Cleaning or performing maintenance.
- Completing records and reports.
- Performing opening duties, closing duties, or facility safety checks and inspections.

Figure 1-2 | Swim testing is a secondary responsibility and must not interfere with patron surveillance.

1-3 CHARACTERISTICS OF A PROFESSIONAL LIFEGUARD

To fulfill the responsibilities of a professional lifeguard, you must be mentally, physically and emotionally prepared at all times to do your job. As a professional lifeguard, you must be:

- **Knowledgeable and skilled.** Have the appropriate knowledge and skills to help prevent and respond to emergencies. Successful completion of this Lifeguarding course is your initial training. You must maintain your knowledge and skills through annual or preseason orientation and training, and through regular, frequent in-service training.
- **Reliable.** Arrive at work on time, accept assignments willingly, be committed to your work, and respond to all incidents quickly and effectively.
- **Mature.** Be a leader, but also be a good team member, act responsibly, take initiative and obey all facility rules, leading others by example.
- **Courteous and consistent.** Be polite and enforce the rules firmly and equally for everyone (Figure 1-3).
- **Positive.** Show a positive attitude in all job activities.

Figure 1-3 | Lifeguards must be courteous and consistent and maintain a positive attitude.

© 2011, 2016 The American National Red Cross. All rights reserved.

- **Professional.** Look professional and be prepared to respond appropriately to any situation by:
  - Wearing the lifeguard uniform only when on duty.
  - Sitting or standing upright at the lifeguarding station.
  - Being well groomed.
  - Keeping rescue equipment positioned for immediate use when on duty.
  - Keeping your eyes focused on your assigned zone of responsibility at all times.
  - Keeping interactions with others brief and not letting them interrupt patron surveillance.
  - Transferring and handling equipment carefully.
  - Observing all facility rules, regulations and policies.
  - Eating only when on break or off surveillance duty.
- **Healthy and fit.** To stay in good physical condition a professional lifeguard must:
  - **Exercise.** An exercise program should include swimming and water exercises that focus on building endurance and developing strength (Figure 1-4). Regular exercise helps you to stay alert, cope with stress and fatigue and perform strenuous rescues.
  - **Eat and hydrate properly.** Good nutrition and a balanced diet help to provide the energy needed to stay alert and active. Drink plenty of water to prevent dehydration.
  - **Rest adequately.** Proper rest and sleep during off-duty hours are essential for staying alert while on duty.
  - **Protect yourself from sun exposure.** Overexposure to the sun's ultraviolet (UV) rays can cause many problems, such as fatigue, sunburn, skin cancer, dehydration, heat exhaustion and heat stroke. To prevent these problems:
    - Use a sunscreen with a sun protection factor (SPF) of at least 30, re-applying at regular intervals.
    - Use an umbrella or shade structure for sun protection and to help keep cool.
    - Wear a shirt and hat with a brim that shades your face, ears and the back of your neck and use polarized sunglasses with UVA/UVB protection.
    - Drink plenty of water.
    - Take breaks in cool or shaded areas.

As a professional lifeguard, there are also some things you must **not** do. Keep the following in mind:

- Do not leave your lifeguard station while on surveillance duty.
- Do not use mobile phones or other devices for personal calls, texting or other types of communication when on duty.
- Do not slouch in a lifeguard stand. Always be attentive and sit or stand upright when on surveillance duty.
- Do not participate in conversations at the lifeguard station.
- Do not eat at the lifeguard station.
- Do not leave the facility while on duty.
- Do not use alcohol or drugs. Alcohol or drugs can negatively affect job performance and can jeopardize the safety of patrons, co-workers and yourself.

Figure 1-4 | Regular exercise helps lifeguards stay physically fit.

© 2011, 2016 The American National Red Cross. All rights reserved.

GUARDING WITH GADGETS

When it comes to drowning prevention, seconds count. That means while you're on duty, your patrons require your undivided attention. As a lifeguard, patron surveillance is your primary responsibility—this means there is no time to text, post, snap or chat. You should never be in a position to wonder "If I wasn't talking on my phone, would I have heard my co-worker signaling an emergency" or "If I wasn't so focused on the photos that my friend just posted, maybe I would have seen that patron struggling." If you don't recognize an emergency, you can't respond to it. When you are on duty, leave the gadgets (Figure 1-5) behind—not on the stand, not in your pocket, not in your hip pack. Your team and patrons depend on you to be completely engaged in patron surveillance. Stay focused and ready to respond without distraction; don't let tragedy be your teacher.

Figure 1-5

© 2011, 2016 The American National Red Cross. All rights reserved.

SWIMMING FOR FITNESS

Executing water-based rescues to get to a victim, moving the victim to safety and performing life-sustaining resuscitation require you to have adequate strength and endurance at a moment's notice. This means that you need to constantly maintain or improve your personal level of fitness. Luckily, most lifeguards have access to one of the most versatile pieces of fitness equipment available: the water.

There are two main approaches to improving your level of fitness: building endurance and increasing intensity. You can improve your endurance by practicing more, whether by swimming longer distances or for longer periods of time.

When exercising to increase endurance, you must commit to a regular, consistent workout schedule. Count the number of pool lengths that you can swim without having to stop to take a break. Your goal should be to increase this amount slightly each time you practice. At the beginning, you should be able to swim at least 300 yards without stopping. Try to build up to a competitive mile, which is about 1650 yards, or 66 lengths of a 25-yard pool. Once you build your endurance to this level, you will find it easy to practice even longer distances.

If your practice time is limited, you may choose to focus on the intensity of your swim. Typically, when a person is doing an activity for a long period of time, they begin to slow down as muscles become fatigued. Strength is built by forcing muscles to work at or beyond their current peak level, which requires maintaining—or increasing—your level of effort over your period of exercise.

In swimming, this can be done through interval training. **Intervals** are a series of swims of the same distance and time interval, each done at the same high level of effort. There is a rest period between the time spent swimming that depends on the speed of the swim. The entire swim series is a set. As an example, an interval set is "5 x 100 on 1:30." This means that the 500-yard swim is broken up in to five 100-yard swims, with 1:30 being the total amount of time for the swim and rest. In this example, a swimmer who swims the 100 in 1:15, has 15 seconds available for rest. This short rest period keeps the heart rate within the target range without dropping back to a resting heart rate. Interval training is the best all-around method to develop both speed and endurance.

As your level of fitness improves, you should combine the endurance and intensity approaches to your workouts. Breaking down a larger endurance workout into smaller parts allows you to keep up your level of intensity, and it also helps to make the workout more interesting.

© 2011, 2016 The American National Red Cross. All rights reserved.

1-4 DECISION-MAKING

Decision-making is an important—and sometimes difficult—component of lifeguarding. In an emergency, such as a situation requiring a possible rescue or CPR, you must make critical decisions and act quickly. Your facility should have established emergency action plans (EAPs), which are the written procedures that guide the actions of lifeguards and other staff members in emergencies.

In a non-emergency situation, such as how to work with your facility's management or how to interact with patrons, you can take more time for deliberation. In these kinds of situations, when time is not a critical factor, a decision-making model can help guide you through the process. The FIND decision-making model can be applied to lifeguarding situations to help you clearly understand what is involved in a decision. FIND means:

- **F** - **Figure** out the problem.
- **I** - **Identify** possible solutions.
- **N** - **Name** the pros and cons for each solution.
- **D** - **Decide** which solution is best, then act on it.

1-5 LEGAL CONSIDERATIONS

To avoid liability, it is important to understand the following legal principles that apply to your role as a professional lifeguard.

- **Duty to act.** While on the job, you have a legal responsibility to act in an emergency. Failure to adhere to this duty could result in legal action.
- **Standard of care.** You are expected to meet a minimum standard of care, which may be established in part by your training program and in part by state or local authorities. This standard requires you to:
  - Communicate proper information and warnings to help prevent injuries.
  - Recognize someone in need of care.
  - Attempt to rescue those needing assistance.
  - Provide emergency care according to your level of training.
- **Negligence.** When a person is injured or suffers additional harm because lifeguards failed to follow the standard of care or failed to act at all, the lifeguards may be considered negligent. Negligence includes:
  - Failing to control or stop any behaviors that could result in further harm or injury.
  - Failing to provide care.
  - Providing inappropriate care.
  - Providing care beyond the scope of practice or level of training.

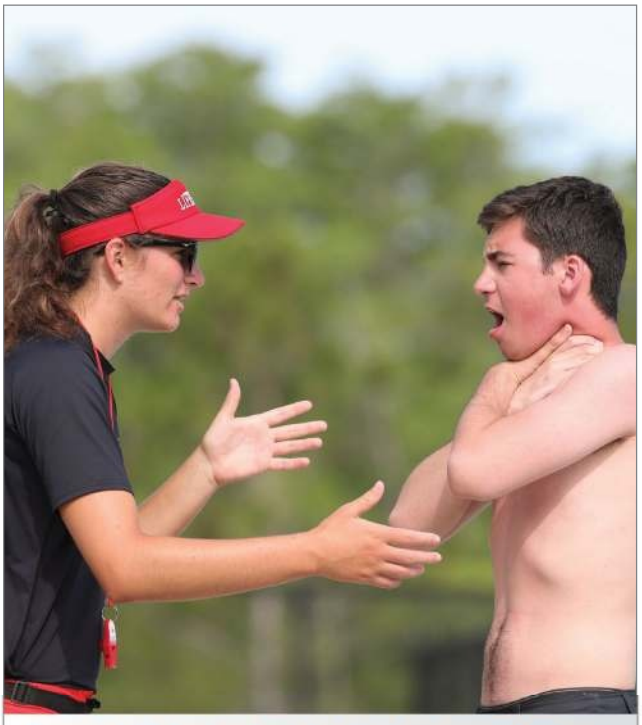


Figure 1-6 | You must ask for a victim's consent before providing care.

© 2011, 2016 The American National Red Cross. All rights reserved.

- **Abandonment.** Once care is initiated, it must be continued until emergency medical services (EMS) personnel or someone with equal or greater training arrives and takes over. You can be held legally responsible for abandoning a person who requires ongoing care if you leave the scene or stop providing care.
- **Confidentiality.** While making a rescue or providing care, you may learn something about the injured or ill person, such as information about medical conditions, physical problems and medications taken. This person's right to privacy is protected by laws that require you to keep information learned about the person confidential. Reporters, insurance investigators or attorneys may ask questions following an incident. This information should not be shared with anyone except EMS personnel directly associated with the person's care, facility management or the facility's legal counsel. Sharing personal information with individuals not directly associated with an injured person's medical care may constitute a breach of the victim's privacy.
- **Documentation.** Properly documenting injuries and incidents is very important. If legal action occurs later, your records and reports can provide legal documentation of what was seen, heard and done at the scene. Complete the required forms as soon as possible after the incident; preferably immediately after the incident has wrapped up. As time passes, critical details may be forgotten. When completing a report, state the facts of the incident without including your opinion. Once the report is complete, sign and date it and have all responders read the report, then sign and date it as well. A copy of the report should be kept by the facility.
- **Consent.** An injured or ill person must give permission before responders can provide first aid and emergency care. To obtain consent:
  - State your name.
  - State your level of training.
  - Ask if you may help (Figure 1-6).
  - Explain that you would like to assess them to find out what you think may be wrong or what you can do to help.
  - Explain what you plan to do.

  With this information, an ill or injured person can grant their informed consent for care. Someone who is unresponsive, confused or seriously injured or ill (such as in a nonfatal drowning) may not be able to grant consent. In these cases, the law assumes the victim would give consent if they were able to do so. This is called **implied consent**. Implied consent also applies to a minor who needs emergency medical assistance and whose parent or guardian is not present.
- **Refusal of care.** Some injured or ill people may refuse care, even if they desperately need it. Parents also refuse care for their children. Even though someone may be seriously injured, their wishes must be honored. In these situations, you should explain why they need care. For significant injuries, you should call EMS personnel to evaluate the situation. For non-life-threatening emergencies, when care is refused and you are asked not to call EMS personnel, make it clear that you are neither denying nor withholding care and that you are not abandoning the victim. You must document any refusal of care. Someone else, such as another lifeguard, should witness the person's refusal of care and sign a report. Ask the person who refuses care to sign the report as well; if they refuses to sign, note that on the report.

GOOD SAMARITAN LAWS

Most states and the District of Columbia have Good Samaritan laws that protect people against claims of negligence after having provided emergency care in good faith without having accepted anything in return. These laws differ somewhat from state to state but generally help to protect people who act in good faith, within the scope of their training, and who are not negligent.

Some Good Samaritan laws, however, do not provide coverage for individuals who have a legal duty to act, which includes professional lifeguards. Therefore, it is important that lifeguards consult a lawyer or the facility's legal counsel to determine the degree of protection provided by their state's Good Samaritan laws.

© 2011, 2016 The American National Red Cross. All rights reserved.

1-6 CONTINUING YOUR TRAINING

Earning a lifeguarding certification means you have successfully completed a training course and passed written and skill evaluations on a given date. It does not mean that you have learned everything there is to know about lifeguarding. Once hired as a lifeguard, you should expect that you will be required to continue your training.

It is the responsibility of facility management to help its lifeguards maintain abilities, develop skills and work effectively as a team. Expect facility management to provide a pre-service evaluation, annual or preseason orientation and training, a policies and procedures manual and regular in-service training.

Pre-Service Evaluation

Facilities often require lifeguard applicants to hold a current training certificate from a nationally recognized agency, such as the American Red Cross. State codes, insurance company rules and standards of organizations to which your facility belongs may require your employer to evaluate your current skill level. Your employer may have you participate in rescue scenarios to ensure that you understand your responsibilities within your team and are familiar with your facility's layout and equipment.

Annual or Preseason Orientation and Training

Lifeguards should have annual certification training. This is especially important for seasonal lifeguards, who can forget knowledge and skills between seasons. Annual training can include review courses or a review of first aid, CPR/AED and lifeguarding knowledge and skills (Figure 1-7).

An orientation session about facility operations and lifeguards' responsibilities helps both new and returning lifeguards understand the facility, their responsibilities and management's expectations. The orientation is critical for learning what is unique about your workplace and how it differs from the environment in which you were trained. Ask your employer questions about your facility and become completely familiar with your facility's operations.

Figure 1-7 | Annual training helps lifeguards maintain their knowledge and skills.

© 2011, 2016 The American National Red Cross. All rights reserved.

Policies and Procedures Manual

A policies and procedures manual should provide the information that you need to understand what is expected of you, to be able to work safely and to perform your duties effectively. This manual usually includes administrative policies and procedures, personnel policies and guidelines and standard operating procedures.

Regular In-Service Training

In-service training takes place while you are employed as a lifeguard and is designed to help you maintain your knowledge and skills at a professional level. It also gives you a chance to practice with other lifeguards at your facility. This will help you to efficiently respond as a team in an emergency.

Maintaining Your Certification

There is a validity period on for your certification. Additional training may be required to meet state and local regulations or facility-specific policies. Your facility management should be aware of any further training requirements.

DID YOU KNOW?

You may be evaluated periodically while on the job by your employer or through a contracted agency, such as the ***American Red Cross Aquatic Examiner Service,*** *or a combination of both. These evaluations may be announced or unannounced, may be recorded, and may assess how you perform patron surveillance and lifeguarding skills.*

© 2011, 2016 The American National Red Cross. All rights reserved.

IN-SERVICE TRAINING

It is a best practice of many well-managed facilities that lifeguards participate in a minimum of 4 hours of in-service training each month (Figure 1-8). The facility manager, lifeguard supervisor, a head lifeguard or an individual who is an expert in a particular subject matter (such as a public health official, risk manager or human resources representative) may conduct in-service training. Training sessions will address issues, such as surveillance and recognition, water and land rescue skills, emergency response drills, decision-making protocols, facility rules and regulations, customer service, records and reports and physical conditioning.

Figure 1-8 | In-service training helps to maintain knowledge and skills.

© 2011, 2016 The American National Red Cross. All rights reserved.

1-7 BEING PART OF THE TEAM

There are two teams at most aquatic facilities: **the lifeguard team** and the **safety team**. The lifeguard team is formed whenever two or more lifeguards are on duty. The lifeguard team is part of a larger safety team, which is a network of people who prevent, prepare for, respond to and assist in an emergency at an aquatic facility. To be effective, members of both teams must know, understand and practice the roles that they are assigned in an emergency.

Lifeguard Team

If you work at a facility where two or more lifeguards are on duty at a time, you are part of a lifeguard team. To learn what you should expect from other team members, it is critical that you communicate and practice together. Your ability to respond to an emergency depends in large part on how much you have practiced the facility's emergency action plans (EAPs) together and how well you communicate.

By practicing with your team, you will learn how staff members work together in a variety of circumstances (Figure 1-9). Team practice also gives teammates the chance to work on different responder roles together. This is particularly important because team rescues are an integral part of lifeguarding. Several of the rescues presented in this course require more than one rescuer to provide care.

In addition to practicing rescues and response, it is important that the team works to maintain a climate of teamwork. Effective communication, trust, mutual respect, commitment and cooperation are crucial elements for working effectively as a team. Some ways that you can have a positive effect on your team include:

- Arriving to work on time.
- Rotating stations on time.
- Attending in-service trainings.
- Enforcing safety rules in a consistent manner.
- Communicating clearly while treating others with respect.
- Being prepared by maintaining your knowledge, skills and physical fitness.
- Completing secondary responsibilities in a timely and acceptable fashion.

© 2011, 2016 The American National Red Cross. All rights reserved.

The Emergency Action Plan

The lifeguard team and other staff members must practice the facility's EAPs together until everyone knows their responsibilities and can perform them effectively.

Because conditions can change throughout the day, you may need to adapt the EAP to a particular situation. Some facilities have created more than one EAP to cover specific situations or conditions. Factors that may affect the steps of an EAP include:

- The number of lifeguards on duty.
- The number and availability of other safety team members on duty.
- The types of patron activities occurring.

Safety Team

After your lifeguard team activates the facility's EAP, the safety team needs to back you up and provide assistance. The main objective of the safety team is to assist you in maintaining a safe environment and providing emergency care.

In addition to the lifeguard team and other facility staff members, the safety team is composed of local emergency service personnel. Other members of the safety team may work off-site and often include upper-level management personnel. Chapter 5 discusses safety team members and their roles and responsibilities.

Figure 1-9 | The lifeguard team is formed whenever two or more lifeguards are on duty.

© 2011, 2016 The American National Red Cross. All rights reserved.

1-8 LIFEGUARDS AS WATER SAFETY ADVOCATES

Helping patrons be safe in, on and around the water is one of the primary responsibilities of a lifeguard. Lead by example for the patrons you serve as well as your fellow lifeguards by always demonstrating safe practices and behaviors, and promoting a safety-first mindset and attitude both on and off the stand. In your role as a lifeguard, you may be called upon by your facility management to help educate members of your community to prevent, prepare for and respond to emergencies in and around the water.

The American Red Cross provides free water safety educational materials for adults and children that you can use to lead water safety presentations. Topics range from specific interests (such as home pool safety, rip current safety, boating safety and basic water rescue) to general water safety education (such as Longfellow's WHALE Tales for children between the ages of 5 and 12).

At the core of these presentations are the following key concepts:

- The Circle of Drowning Prevention illustrates the layers of protection that are essential to prevent drowning (Figure 1-10).
- The Chain of Drowning Survival illustrates what action must be taken in the event of an aquatic emergency (Figure 1-11).
- Water competency is defined to help people of all ages understand the basic swimming skills needed to handle themselves safely in the water. This sequence of critical water-safety skills is:
  1. Step or jump into the water over your head.
  2. Return to the surface and float or tread water for 1 minute.
  3. Turn around in a full circle and find an exit.
  4. Swim 25 yards to the exit.
  5. Exit from the water. If in a pool, be able to exit without using the ladder.

Visit redcross.org for more information.

© 2011, 2016 The American National Red Cross. All rights reserved.

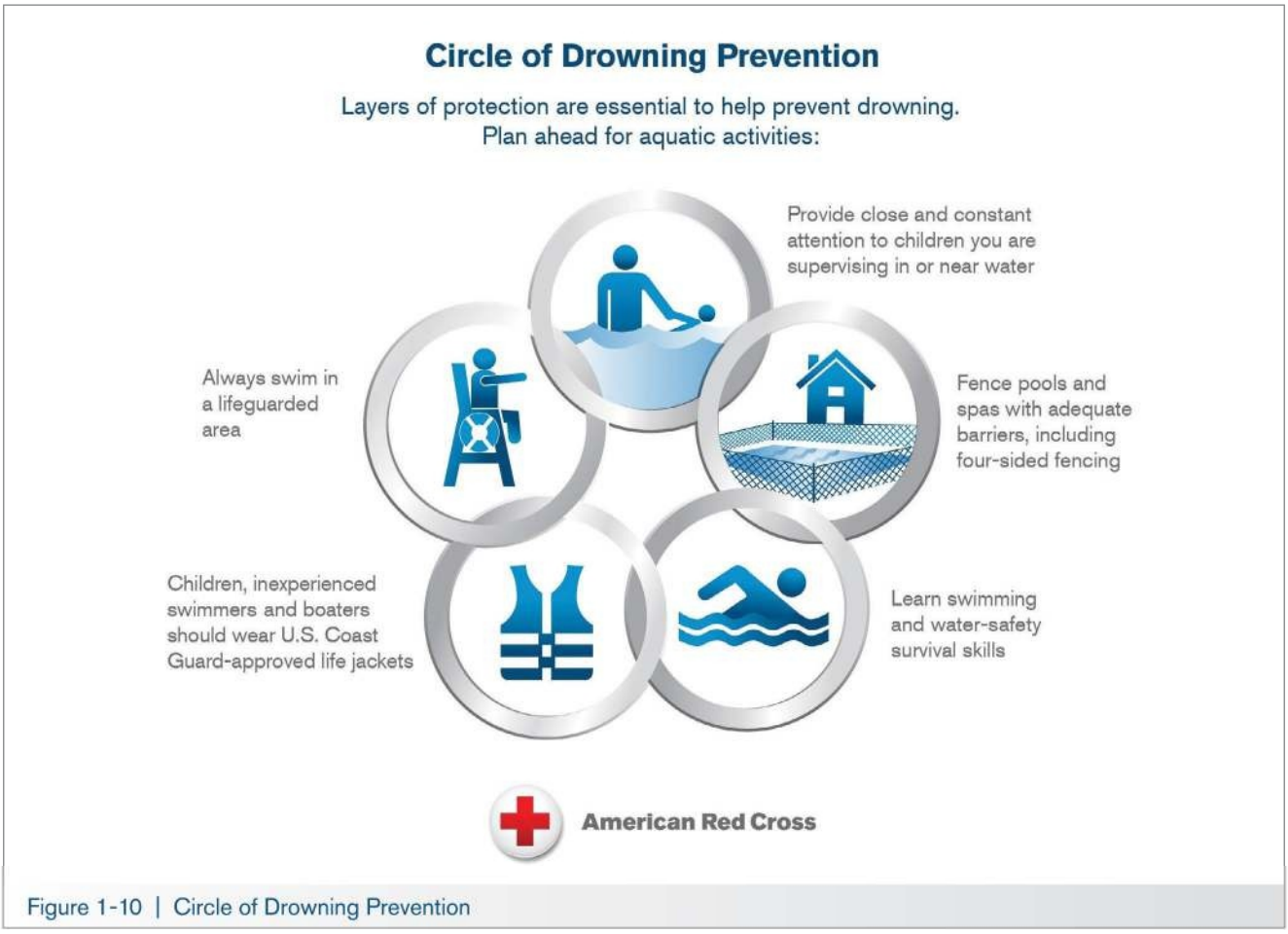


Figure 1-10 | Circle of Drowning Prevention

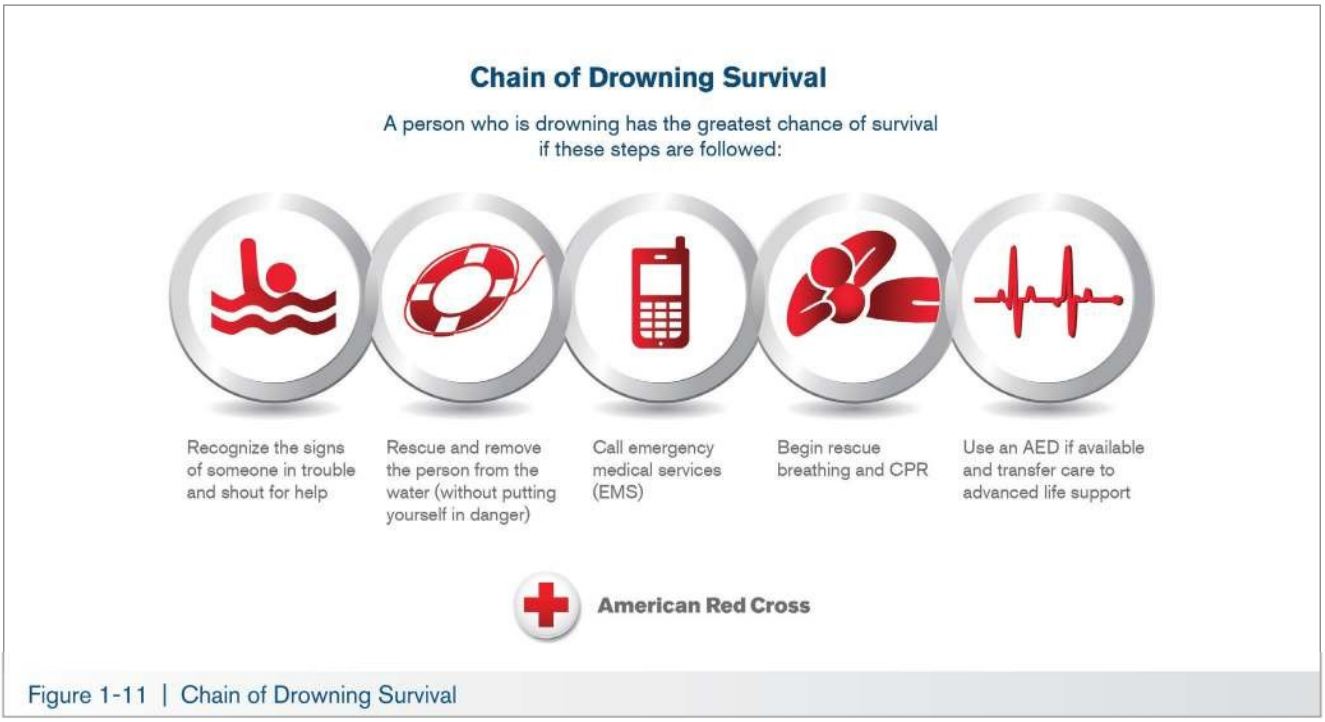


Figure 1-11 | Chain of Drowning Survival

© 2011, 2016 The American National Red Cross. All rights reserved.

Blog Post #1 | Back to Work!

May 20th 9:20 pm

I've been thinking about my lifeguarding class from last year, and how much I learned, and even how much I liked working at the pool. But that's not what did it for me. My first rescue at the beginning of the summer is how I knew I was meant to be a lifeguard. I'm so excited to get back to work!

When I arrived for pre-season orientation, I found out our facility signed up for a program called the Aquatic Examiner Service (AES). Basically, the American Red Cross sends an examiner into our facility unannounced with a hidden camera while we are lifeguarding to make sure we are doing our job. Pretty cool, right? They film us on the lifeguard stand performing patron surveillance and they also check on things like rescue equipment and training records. After filming, the examiner works with us to test our emergency response skills in situations like water rescues, caring for suspected spinal injuries and CPR/AED. The scenarios will change each time they visit and are designed to simulate real emergency situations. This is really going to keep us on our toes.

At first, the other guards and I were nervous about having a Red Cross examiner film us on surveillance duty and test our skills. Thankfully, Emma (our supervisor) explained that the AES program is completely educational. She reassured us that failing a skill test doesn't mean we will be fired, but it will be an opportunity for us to train as a team to strengthen our skills and challenge us to improve for the next skill test. The examiner who conducted our testing would also run an in-service training session for us to practice and polish our skills! I'm pretty excited to learn from the experts.

1-9 WRAP-UP

Being a professional lifeguard means being fully prepared for this challenging and important work. Looking and acting professional indicates readiness to do the job. Maintaining professional conduct requires practice and commitment. No one is a natural-born lifeguard; it takes hard work. A lifeguard can meet the challenges and gain the rewards of being a professional through practice, hard work and dedication.

BENCHMARK FOR LIFEGUARDS

To fulfill the responsibilities of a professional lifeguard, you must be mentally, physically and emotionally prepared at all times to do your job.

© 2011, 2016 The American National Red Cross. All rights reserved.

Chapter 1 Review

1. What is the primary responsibility of a lifeguard?

A | To encourage patrons to participate in water safety educational programs

B | To prevent drowning and other injuries from occurring at their aquatic facility

C | To schedule and participate in frequent in-service trainings

D | To deliver patron safety orientations and administer swim tests

2. Provide three examples of how lifeguards fulfill their primary responsibility:

1)

2)

3)

3. List five examples of secondary responsibilities that should never interfere with patron surveillance:

1)

2)

3)

4)

5)

© 2011, 2016 The American National Red Cross. All rights reserved.

Chapter 1 Review

4. List five characteristics of a professional lifeguard:

1)

2)

3)

4)

5)

5. Lifeguards should:

A | Keep a cell phone in their hip packs at all times, in case of emergency.

B | Stay alert by eating at the lifeguard stand.

C | Always be attentive and sit or stand upright when on surveillance duty.

D | Assist patrons with swim testing when on surveillance duty.

6. A lifeguard is texting while on surveillance duty and fails to recognize a swimmer in distress. What legal principle could be a problem for this lifeguard?

A | Negligence

B | Abandonment

C | Refusal of care

D | Consent

© 2011, 2016 The American National Red Cross. All rights reserved.

Chapter 1 Review

7. List the five steps that a lifeguard should take when obtaining consent from an injured or ill person before providing first aid or emergency care:

1)

2)

3)

4)

5)

8. What is the validity period of an American Red Cross Lifeguarding certification? How does an American Red Cross certified lifeguard get recertified?

9. Why is it important to attend a pre-season orientation and training?

A | To ensure that lifeguards understand their responsibilities and know how to perform their job

B | To ensure that lifeguards get practice with their facility's safety and rescue equipment and emergency action plans

C | To ensure lifeguards understand codes, rules and regulations of the facility

D | All of the above

© 2011, 2016 The American National Red Cross. All rights reserved.

Chapter 1 Review

10. What does EAP stand for?

11. Why is it important for lifeguards and other team members to understand and practice the EAP?

12. What is the best practice for the frequency of in-service training participation at well-managed aquatic facilities?

A | At least 1 hour of in-service training each month

B | At least 4 hours of in-service training each year

C | At least 1 hour of in-service training each day

D | At least 4 hours of in-service training each month

13. What are the benefits of regular, frequent in-service training?

© 2011, 2016 The American National Red Cross. All rights reserved.

Chapter 1 Review

14. List four topics that could be a discussed during in-service training:

1)

2)

3)

4)

QUESTION FOR FUTURE GUIDED DISCUSSION

Being a professional lifeguard is about more than blowing a whistle and wearing a uniform. A lifeguard must be mentally, physically and emotionally prepared at all times to do their job. So, how should a lifeguard prepare for working at an aquatic facility? What personal lifestyle commitments should a lifeguard make?

© 2011, 2016 The American National Red Cross. All rights reserved.

LIFEGUARD
American
Red Cross