



Borough of Lincoln Park Seasonal Staff Manual

**Supplement to the official
Borough of Lincoln Park Employee Handbook**

Introduction

This manual shall apply to all summer staff positions, including but not limited to the Lincoln Park Summer Camp, Lincoln Park Community Lake Staff and Lincoln Park Recreation Special Events Staff.

It shall act as a supplement to the official Employee Handbook of the Borough of Lincoln Park. All employees, full-time, part-time, temporary, and seasonal, should remember that they are employees of the Borough of Lincoln Park, and thus *all* Borough of Lincoln Park policies and procedures, (available on the Borough website at www.lincolnpark.org), apply to them as well.

While some policies are written as specific to each Recreation program, all policies do apply to all recreational staff. Staff policies apply to staff while they are “at work.” A staff member is considered to be at work when they are at camp, at the lake, on field trips, and while on any of Borough property during their work day. Staff should always remember, especially when in public, that they are representing the Borough of Lincoln Park.

Section I

General Policies

Accident & Incident Reports

Accident vs. Incident? An accident is something that could not reasonably have been avoided. An incident is the result of poor planning, unsafe conditions or negligence. The following examples refer to campers, but the similar situations may occur at the LPCL and/or any recreational program.

An example of an accident: A group of campers are playing softball, and a pop-fly is hit to left-center field. The left fielder and the center fielder both run to catch the ball and, not seeing each other, collide and bang heads. If the game was being played properly (with the proper equipment and the correct number of players), this is understandable and manageable and the collision was an accident.

An example of an incident: Two staff members are having a lengthy private conversation while they should be watching their campers. The unattended campers begin taking turns to see who can jump the farthest off a picnic bench, clearly not a safe activity. One camper, while jumping, slips and falls off the bench, banging his head on the ground. This situation is the result of counselor negligence, and is unacceptable and therefore an incident.

Our most important goal is ensuring the health and safety of our campers, members/patrons and other participants. As such, we aim to eliminate incidents and minimize accidents. Supervisory staff should be informed as soon as possible about all incidents and all non-trivial accidents. They must also be recorded in the Department Accident/Incident Log Book by the end of each day. The Camp Director or Lake Director is required to keep a log of all accident/incidents and file appropriate reports. When in doubt, we ask that you go to your supervisor with ALL accidents and incidents, no matter how small you may think they are.

Appearance & Dress

If a uniform is not required, staff members are encouraged to wear casual, comfortable clothing. Staff should exercise good judgment in selecting clothing that is modest, tasteful and worn appropriately. Clothing that promotes drugs, alcohol, smoking, sex or other inappropriate behavior is unacceptable. Staff violating this policy will be asked to change if possible (and sent home without pay if it is not). Staff are role models for campers, and are expected to dress as such. If you think you are wearing inappropriate clothing, you probably are.

Breaks

New Jersey labor laws require employers to provide employees under the age of eighteen (18) with a thirty (30) minute break after five (5) consecutive hours of work. [NJSA 34:2-21.17d\(g\)\(4\)](#). You may bring a snack/lunch to work for your break. Please do not bring glass bottles or containers.

Cell Phone Use

Cell phone use while at work is prohibited. Communicating by phone with other employees may be necessary on occasion, and the directors will advise you of those specific situations on a daily basis. Browsing on your phone while on duty will not be tolerated and may be cause for a verbal/written warning and/or immediate dismissal. Your supervisors will always have access to a phone and in the event of an emergency and you can give the director's cell phone number to a family member if you need to be contacted.

Confidentiality

Staff may be informed of essential health or other pertinent information about campers, lake members/patrons or other participants of any recreation program. This information should not be shared with other staff, members/patrons or other participants under any circumstance. Your supervisor should be consulted if there are any questions. Breach of confidentiality is grounds for termination.

Daily Responsibilities

Daily responsibilities include but are not limited to:

- Clocking-in and/or checking-in with supervisor
- Each staff member will have responsibilities to help prepare/wrap up each work day. Your supervisor will post and review with staff.
- Staggered Start Times: Some staff will be scheduled as the “set-up” crew and will be asked to come in earlier to set-up for the day. Some of the staff will be scheduled on “clean-up” and will stay later.

Employee Communication

Communication regarding all employment matters shall take place between the employee and the department director or your supervisor. Communication from parents should be limited to emergency situations. We will not accept requests for days off from your parent.

Punctuality

Please arrive on time for your shift. TARDINESS IS UNACCEPTABLE! If you are late more than twice without contacting appropriate staff, a meeting with management will be set up to discuss. If you know you are going to be late, contact your supervisor immediately.

Reporting Child Abuse and/or Neglect

Please advise your supervisor of any concerns at which time they will assist with the appropriate action, if necessary.

The state of New Jersey defines child abuse as, “Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.” Additionally, the state defines child neglect as, “Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.”

“In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.” – Taken from the NJ Department of Children & Family Services website.

Substance Abuse

The use or possession of drugs or alcohol on the property of Lincoln Park Schools, Borough property, the Community Lake or any other facility that the recreation department is visiting or utilizing for a program, (including but not limited to any and all camp trips), is strictly prohibited at all times. For the safety of our patrons, we reserve the right to search a staff member's possessions.

If you report to work and appear to be under the influence of alcohol or any narcotics or appear to be unable to complete your shift, you will be sent home and thereafter subject to discipline, up to and including termination. If you appear to be a danger to yourself, the police will be contacted to help you get safely home.

Out of respect for the health and safety of our campers, smoking is not permitted during camp. Violation of this policy is grounds for disciplinary action.

Termination

The Directors shall have the right to terminate employment of an employee upon the failure to satisfactorily perform the stated expectations of his or her job responsibilities. Failure to maintain the standards and or repeated violation of policies will result in termination.

Additionally, staff may be re-assigned or terminated as a result of a change in the Recreation Department's needs over the course of the summer.

Additional Information

The Lincoln Park Recreation Department will not be responsible for injuries suffered by a staff member unless it results from the performance of program duties. The Lincoln Park Recreation Department will not be held responsible for staff valuables before, during, or after work.

There is no paid time off, including sick time, vacation days or holidays during the course of the summer and any day absent from camp. Excessive vacation time requests or sick days may result in termination.

Section II

Summer Camp Staff

CAMP OVERVIEW

Lincoln Park Summer Camp, (**hereinafter “LPSC”**), is defined as a site where care and activities are provided for children during the summer months. In addition we strive to incorporate the following objectives in our day-to-day programming:

1. LPSC is a place where children can grow both as individuals and members of our community. Emphasis should be placed on trying new things, improving existing skills and learning from mistakes.
2. LPSC offers a social experience different from what most children have during the rest of the year. We should foster an environment that enables our campers to explore their personalities and improve their social skills.
3. LPSC is a place where children can have fun in an environment that is safe--both physically and emotionally. **The safety and well-being of our campers is always our first priority.**

Mission Statement

LPSC is more than just a fun way for kids to spend a portion of their summer. The LPSC should be a place where we can make a positive difference in young people’s lives. Every day at camp should be a day for children to participate, build new skills, and form friendships. If our staff is successful, campers will grow through their experiences at camp. We aim to build meaningful relationships and experiences while promoting values and social responsibility.

Goals

Our goal is to provide an outdoor camp experience in a relaxed yet structured atmosphere. We want to create an environment where our campers are comfortable with themselves and their surroundings. We want our campers to challenge themselves every day to try new things and have new experiences. Our goals are essential to the achievement of our mission statement. Our staff members are expected to always be striving towards these goals:

1. Encourage campers to try new things and step “outside their comfort zone.”
2. Help to build and maintain an environment that is safe and where campers feel comfortable.
3. Build meaningful relationships with the campers, and help the campers to build relationships and friendships with each other. Encourage our campers to be themselves and learn about themselves.
4. Actively ensure that our community is safe for all of its members.

LPSC exists primarily for the benefit of campers. While our staff is an essential part of our community and has the opportunity for personal growth and positive experiences, it is essential that the *children always come first*.

Our Staff

Our camp staff is comprised of an outstanding and enthusiastic group of young individuals. All staff members participate in an orientation program prior to the beginning of camp. This program includes counselor skills, praise and discipline, and communication skills.

Our Camps

Little Kids Camp “LKC”

LKC campers range in ages from 3 – 4 yrs old and must be potty trained by the time camp begins. LKC is a more relaxed version of LPSC and is a good way to ease first time campers into the routine of camp.

K-6 Summer Camp

LPSC campers are children entering kindergarten in the fall through children entering 6th grade in the fall. Groups typically contain 8-10 campers and are staffed on a 1:10 ratio (1 adult counselor per every 10 campers). Every day, LPSC campers participate in sports, arts & crafts, and games. The camp takes 1 field trip per week and visits the Lincoln Park Community Lake 1 day per week.

Summer Tour

Summer Tour campers range in grades from 7th through 10th.

Camper Groups

Campers are assigned to a group based on their grade in school, (except Little Kids Camp for 3 & 4 year olds). Siblings are not grouped together, they are separated into the appropriate grade group. If a Counselor has a sibling attending camp, the Counselor will not be assigned to the sibling's group.

Staff members are assigned to groups based on experience and the needs of camp. Staff group assignments are subject to change, at the discretion of the directors, both before and during the summer.

CAMP STAFF POLICIES

The following policies are specific to the Lincoln Park Summer Camp, they shall supplement all other General Policies as well and the Borough's employee handbook.

Appearance & Dress

Staff shirts must be worn on all field trips. On the alternate days, appropriate clothing or camp t-shirts from previous years may be worn. Camp counselors are encouraged to participate in all camp theme days.

The most common injuries at camp stem from the use of improper footwear, resulting in injured toes and scraped knees. Thus, the staff is required to wear closed-toe, closed-heel shoes at all times, except Lake Days.

To help facilitate our rotational schedule, staff are expected to wear a properly functioning watch, a clock on a cell phone does not qualify (please refer to the aforementioned staff cell phone policy).

Breaks

New Jersey labor laws require employers to provide employees under the age of eighteen (18) with a thirty (30) minute break after five (5) consecutive hours of work. [NJSA 34:2-21.17d\(g\)\(4\)](#). The majority of camp days are under five (5) hours so we do not schedule employee breaks. If camp does extend past five (5) hours, as it may with a field trip, lunch or a snack is usually provided at no cost to the employee. If there is a reason you need a break during your shift, please speak with the Camp Director.

Camper Interaction

Please be aware that the campers hear, retain and may repeat anything that you talk about in front of them. Campers are like sponges, they look up to you so – try to give them positive things to repeat or mimic.

Communication with Campers' Parents

It is recommended that staff limit their formal interaction with parents. Staff members should never initiate contact, (whether in person or on the phone), with a parent to discuss a camper issue. Any camper issues that require contacting a parent should be brought to a camp director, who will decide on the best course of action.

We understand that many staff members will interact with parents at pick-up and drop-off and during parent visits to camp. Staff are encouraged to be pleasant, and answer innocent questions such as, "How are things going?" or "How did my child do during camp yesterday?" The answers to such questions should always be positive. Never use such a situation to give a parent a negative comment. If the parent brings up an issue, tell them that it needs to be referred to a camp director, (or perhaps is already being handled by one). Be pleasant and accommodating, but for your protection, do not say too much.

Daily Responsibilities

Each counselor will have responsibilities to help prepare/wrap up each camp day. Camp directors will post and review with staff.

Staggered Start Times: Some staff will be scheduled as the “set-up” crew and will be asked to come in earlier to set-up for the day. Some of the staff will be scheduled on “car-duty” and will stay later.

Food

You may bring a snack to camp. Both campers and staff must bring appropriate snacks. For the safety of our campers, please do not bring glass bottles or containers. We do not encourage campers to bring junk food (including soda), and we ask staff to assist in modeling a healthy lifestyle.

An increasing number of campers now have severe food allergies. Since many of our campers, especially the younger ones are not yet able to manage their food allergies by themselves, we must advise counselors and campers not to share food. Though it may be a seemingly generous idea, it could be life threatening to another child.

LP Summer Camp provides water throughout the day to counselors.

Social Hour

While on duty, it is imperative that you are involved with your group, and not sitting together with other counselors chit-chatting and such. If you are seen clustering with other counselors, you will be asked to spread out and will be given a verbal warning. A second time, will result in a written warning and a third time will result in a meeting with management.

Camp Procedures

Group Lists

Counselors should carry a list of their campers with them at all times. Copies of camper lists may be obtained from the Camp Directors.

Emergency Procedures

In the event of an emergency, remember to always stay calm. **ALWAYS**, contact the Camp Director, they will call 9-1-1 (if the situation is serious). Do not alarm the campers (even if the situation is alarming!).

Pick-Up and Drop-Off

In the morning, campers are the responsibility of their parent until they are dropped off when camp opens. In the afternoon, campers may leave only when the authorized person picking up the camper arrives with proper identification. Please have patience at pick-up and drop-off so the Camp Directors can accurately account for all campers, it may take a little longer, but it ensures the safest possible transfer of care. If you are not sure of the identity of a parent or caregiver at pick-up or drop-off, check with the Director or ask the parent for ID.

Praise and Discipline

During the course of the day, please reinforce the positive camper behaviors rather than highlighting negative behaviors. If a camper is exhibiting negative behavior, constant yelling and berating will not make it any better. Any camper behavior that you cannot address or do not know how to address should immediately be brought to the Camp Director. Children who behave appropriately and respond to corrective cues should be positively encouraged and good positive behavior should be constantly verbally reinforced. All habitual problematic behavior should be reported to a Camp Director as soon as possible so that the situation may be address appropriately.

Programming

Counselors are expected to participate in every activity with the campers. Staff sets the example for the children, so it is important to always participate and always have a positive attitude. If the campers see you having fun, they will also want to be part of it. In addition, counselors should work together to plan activities for choice periods as well as for rainy days.

Rainy Days

Counselors should plan “rainy day” programs during orientation so that we are prepared in the event of precipitation. You never know when we will be forced to move indoors for hours, or days, at a time, and once the first drop has fallen, it’s too late to start planning an activity.

Transitional Times

The few minutes between activities, or when campers have finished their snacks, or are waiting for pick-up to begin (as a few examples) are great times for mini-activities. During these down-times, campers are usually unfocused and bored, and often find trouble if we don’t give them something to do.

During orientation, you will receive some ideas for transitional time games. Be sure to share your own games with other staff members. Always have a few ready to go--you never know when you’ll have a minute here or there!

Hot Days

LP Summer Camp will also encounter days when temperatures will exceed 90°F. On these days, it may be unsafe for the campers to take part in rigorous athletic activities. The daily activity schedule may be modified as necessary.

Campers should always be encouraged, (and sometimes required), to drink water throughout the day. One of the most common medical problems at camps is dehydration. Headaches, stomach aches, nausea and vomiting are all often caused by dehydration. (In these cases, bring the camper to a supervisor.) Campers are usually not aware of their body’s water needs, so constantly remind them to have a drink.

In addition, be sure that campers apply sunscreen, (the LP Camp does not supply sunscreen and counselors are prohibited from sharing their own products with any campers), throughout the day as necessary, have plenty of time in shaded areas, and wear hats.

Camper Bathroom Breaks

It is imperative that counselors take campers to the restroom when they ask. It can get frustrating making four trips to the bathroom in one period, but if it is needed, it has to be done. Staff is prohibited from helping campers with their clothing during bathroom breaks. If there is an issue or an accident, you should call for another counselor to assist and call the Camp Director. Camp Directors will review bathroom procedures.

Emergency Procedures

Fire Safety Procedures

A fire drill will be conducted every two weeks while camp is in session. Each staff member shall be informed of his duties in case of emergency. Upon sounding of the fire alarm signal, all people in the building will evacuate in a quick and orderly manner. Campers will line up by the fence around the baseball field. Once outside the building, each counselor will take attendance of the campers in his charge. The Camp Director will account for all staff members. If everyone is accounted for, the campers and counselors will proceed to the general assembly area. If someone is unaccounted for, the counselor whose camper is missing will immediately inform the director and give any additional information about where that person was last seen. The counselor will then proceed to the general assembly area with his campers.

The Director will implement the Lost Camper Plan and inform the Fire Department of the missing person. No one will be permitted to re-enter a burning building for whatever reason. In a burning building, any rescue attempts will be the responsibility of the Fire Department. Outside the building, the counselor will stop the activity, take attendance, and proceed with the campers to the general assembly area. Any unaccounted for persons will be reported to the Camp Director as above. In the event of a fire, the Camp Director will notify the Fire Department. Alternate person to notify the Fire Department is the Assistant Camp Director. Fire extinguishers shall be placed strategically and meet the requirements of the Fire Underwriters Association. Each fire extinguisher shall be serviced regularly and shall be inspected at the time camp is in session. Landlord will be responsible for fire extinguishers. In the event of a natural disaster, campers will be lined up on the baseball field, and await further direction from Office of Emergency Management. All counselors will take attendance to account for all campers. Parents will be informed that they may pick up their children from the designated location.

Fire

If a fire is spotted, a staff member should immediately be sent to the Camp Directors to call 911. The Director will sound alert for all camp staff.

Counselors should gather their campers as quickly and calmly as possible, campers should be seated quietly in a line by camper group. One staff member should be at the front of the line and one in the back, to ensure no campers leave the group. The highest ranking staff member present at the meeting place will be in charge. One staff member from each group should report the status of their campers to the Camp Director.

In the event of a missing camper, the staff will be asked to check their groups for extra campers. If the camper is not found, non-camp related staff will be sent by the staff member in charge to search the facility, as is possible depending on the location and extent of the fire, the fire response unit should be notified of the missing person immediately upon arriving.

Cell phone usage should not take place during the emergency, unless initiated by the Director. The Director will notify the staff once clearance is given to resume normal camp activities.

Lost Camper Plan

Counselors must account for their campers. A roster of the campers under their responsibility is essential for accounting for every camper. The Borough may institute a “buddy system” between campers. If the buddy system is in place, the system should be explained to the campers. If a camper notices that his “buddy” is missing they should immediately notify their counselor of the missing camper. The counselor should immediately notify the Camp Director. Upon receiving such a report, the Camp Director should then:

1. Begin an immediate search to check the activity areas, bathrooms, gym, fields, etc...
2. If the camper is not immediately found, the Camp Director shall notify the police giving a full description: e.g. height, weight, clothes worn, last place seen, and any habits which may aid searchers.
3. Camp Director shall follow police instructions for forming search parties to search areas outside the camp.
4. Follow instructions of authorities.

Medical Emergency

In an emergency medical situation (severe trauma, excessive bleeding, broken bone, unconsciousness, etc.), follow procedures below:

Staff member should:

1. Delegate someone to find Camp Director and advise of the situation.
2. Delegate another staff member contact the EMT and to call 911 if necessary.
3. Delegate a staff member to assist in removing other campers from the scene and keeping them calm.
4. Assess the severity of the injury. In the case of a broken bone or head trauma, the injured camper should not be moved before a medical professional arrives.
5. Comfort and calm the injured camper, and administer first aid, with the help of any other qualified staff, until a medical professional is on the scene.
6. After the situation is resolved, fill out an accident/incident report at the office.

Lake Days at Camp Procedures

General Lake Day Rules

- All campers will be assigned swimming eligibility based on swim tests and parents permissions.
- Proper pool attire must be worn: boys must wear swim trunks, and girls must wear appropriate bathing suits.
- No flips or backwards jumps from the diving deck.
- No horseplay in or around the diving deck. This includes the pushing or throwing of campers or staff into the water.
- For everyone's safety, lifeguards' instructions must always be followed.
- Buddy checks will be conducted every 10 to 15 minutes. This will entail that each child has a partner and is with them on when the buddy check is called. Counselors will conduct a head count, and all children must be accounted for before water-play continues.
- Not all squads will be together.
- Counselors will perform bracelet checks to ensure campers are in their appropriate areas.
- Staff attendance will be required on diving deck to check bands by diving boards.
- Staff attendance will be required at the life vest station to ensure campers have life vests on and are permitted to use equipment.

Supervision

Counselors are expected to enter the lake. The lake can be the most dangerous place at camp, and every year, unfortunately, campers are injured due to safety negligence. Our safety procedures rely on the presence of counselors in and around the lake to help identify and halt potentially dangerous situations. The lake is not social time. Counselors sitting "chair duty" around the lake should be focused on the activity in the lake, they will sit spaced apart to ensure safety of the swimmers.

The lake is off-limits without proper lifeguard supervision. There are no exceptions to this policy. Staff must remain with their campers and should not allow them into the lake until instructed by a lifeguard.

Section III

Lake Staff

LAKE OVERVIEW

Lincoln Park Community Lake (**hereinafter “LPCL”**), is defined as a Community Park open to Members and Registered Guests. The facility is open from Memorial Day weekend to Labor Day weekend (weekends only until Lincoln Park Schools close). Activities at the LPCL include, but are not limited to:

1. Swimming/bathing in “swim area”, defined by ropes/buoys along the beachfront;
2. Swimming lessons offered to registered members, age 5 – 13;
3. Rentals of paddleboat/kayak;
4. Hosting parties at pavilion area (reservation and additional fees apply);
5. Swim Team membership (additional fees apply);
6. Participation in various community events (Iron Kids, Movie Nights, Fireworks, etc.)

Mission Statement

The LPCL provides a place for its members to spend quality family time. In addition to the swimming areas, there is a playground and sufficient area on the beach for other activities including a large picnic area. The safety and well-being of all members and guests is our priority.

Goals

Our Goal is to provide a pleasant, safe and fun place for members and their guests.

LPCL exists primarily for the benefit of the facility members and guests. While our staff is an essential part of our community and has the opportunity for personal and positive work experience, it is essential that the safety and well-being of the guests come first.

Our Staff

Our Lake staff is comprised of an outstanding and enthusiastic group of young men and women. All staff members are required to participate in two orientation programs at the start of the season. One is a general Borough of Lincoln Park Orientation, and one is specific to the Lake. These programs are designed to familiarize our employees with expectations, Borough policies, work protocol and expectations and emergency procedures.

LAKE STAFF POLICIES

The following policies are specific to the Lincoln Park Summer Camp, they shall supplement all other General Policies as well and the Borough's employee handbook.

Appearance & Dress

Lifeguards are expected to wear Borough-issued swimsuits or comparable, approved swimwear. If you are a returning guard, you may have a suit from previous season(s), which you are welcome to wear with the approval of the Lake Director. Female Lifeguards should wear a one piece suit, or tankini, no "bikini-style" suits are permitted. Additionally, all Lifeguards are issued whistles, lanyards hats/visors and shirts. With the exception of the shirt, these items should accompany you to the Lifeguards stand during every "sit".

Please remember you should not wear anything on the stand you aren't comfortable jumping into the water wearing. This includes car keys, wallet and personal items, the Borough is not responsible for damage to any other items that are not issued by the Borough as part of your uniform.

Gate Guard should dress comfortably and appropriately. Bathing suits are permitted, especially to cover the boat rental station (bikinis are not permitted).

ALL LPCL STAFF ARE ENCOURAGED TO WEAR SUNSCREEN.

Breaks

New Jersey labor laws require employers to provide employees under the age of eighteen (18) with a thirty (30) minute break after five (5) consecutive hours of work. [NJSA 34:2-21.17d\(g\)\(4\)](#).

Gate Guard shifts are usually under five (5) hours so we do not schedule breaks. If there is a reason you need a break during your shift, please speak with the Lake Director. You may bring a snack/lunch to the Lake. Glass bottles or containers are not permitted. There is a refrigerator and microwave at the Lake for the convenience of employees.

For Lifeguards and Gate Guards scheduled to work a full day, an unpaid break will be provided. The Lifeguard rotation schedule will be completed on a daily basis and will incorporate break times. If you need a specific break time, please advise Lake Director or the Assistant Lake Director when you arrive for your shift.

When scheduling breaks the following is always considered:

- At least five (5) lifeguards shall be on site at all times during the day;
- Schedules for swim lessons and swim team practice will be scheduled first, the rotation will be built around those schedules;
- If an employee returns from a break early and clocks in early, they will be docked for the appropriate break time.

Camp Days

The Lincoln Park Summer Camp visits the Lake at least one (1) day every week for eight (8) weeks. In addition to Lifeguard responsibilities, you will be expected to evaluate camper's ability to swim and advise Camp Directors to ensure the safety and well-being of campers.

Confidentiality

Staff must respect the privacy of Lake members and patrons. In the event you read, see, hear or witness anything of a personal nature while on duty, please treat this information with the respect and confidentiality.

Daily Responsibilities

All members of the LPCL staff are responsible for facility opening and closing responsibilities. These include, but are not limited to tasks to ensure the general safety and sanitation of all facilities:

- set up/clean up lifeguard stations (first aid kits, rescue tubes, backboard, rescue board)
- set up/clean up chairs & umbrellas
- raking the lake and skimming water
- set up/clean up Gate Guard Hut
- ensure cash receipts are correct
- set up/clean up boat and kayak rental station
- sweeping pavilion and cleaning tables
- collection and removal of trash and debris
- clean/maintenance of restrooms;
- maintenance of playgrounds/mulch;
- Other duties as needed

Cell Phone Use

Use of your cell phone during and/or while "sitting" may be cause for immediate dismissal from work.

Patron Interaction

Please be aware that the patrons can hear, retain and may repeat anything that you talk about in front of them. Please exercise discretion when speaking with your co-workers or other patrons at work.

Social Hour

The job of a Lifeguard has a lot of down-time. When you are not "sitting", please make sure you are using time productively, especially since you are still "on the clock". You are there because of the patrons, so assist them in any way you can, including but not limited to carrying a chair or umbrella to the beach.

Other Responsibilities and Duties

In addition to daily operations, there are several special events held at the Lake during and after normal operating hours. Events will be posted and staff will be scheduled as needed.

LAKE EMERGENCY PROCEDURES

Whistle Protocol

Lifeguards at the LPCL use “whistles” to indicate situations requiring immediate attention or action. The Whistle indicators are as follows:

- 1 Chirp indicates a warning to a swimmer or patron (i.e. – swimming in an out of bounds area, horseplay, potentially dangerous activity);
- 2 Chirps indicates a distressed swimmer. When two chirps are sounded, all bathers must evacuate the water to facilitate care to the swimmer;
- 3 Chirps indicates a missing person. The missing person action plan is executed.

An emergency is defined as any situation, which demands immediate action by a lifeguard or other, trained personnel, such as a distressed swimmer or missing patron. An emergency can also be any event that will take the staff’s attention away from the ensuring the safety of patrons in the water or on the beach, such as a choking victim, an overturned kayak, a car accident in the parking lot.

Water Emergency Procedures:

- Lifeguard sounds a whistle blast, points to victim, and goes to aid victim
- Other staff shall locate and advise the on-site Lake Director or Assistant Director
- Call 9-1-1
- Director or Gate Guard shall make an announcement:
 - “please clear the water”
 - “this is an emergency”
 - “everyone please move to and remain on the beach”
- Rescuer – control situation and administer necessary rescue breathing, CPR, First Aid
- Lifeguards on Chairs: echo emergency whistle, one long, loud blast, remain on chairs, standing, to ensure that the water clears as quickly and safely as possible. Guards will keep the water clear until directed by the Lake Director to open the water again
- Gate Guard – remain at hut and maintain crowd over the PA. Keep phone clear for emergency response
- All other Lifeguards/Staff:
 - Bring out backboards/emergency equipment
 - Direct police/EMS to scene
 - Close lake to public – assist in directing emergency personnel to trouble area
- Lake Director:
 - notify victim’s family
 - notify Department Head and/or Administration
 - Gather info for report
 - Evaluation meeting after incident
- Accident/Incident Reports:
 - Completed immediately following incident and submitted to Department Head
 - Reports should contain as much information as possible, stating the facts and description of incident.
 - Any time two or three whistle chirps are activated, an Incident Report must be completed. The Lead Guard must complete the form with the assistance of the Lake Director.
 - All reports reviewed with staff at the end of each day.

