

## **Woodbury Resort & Lagoon**

### **Opening Procedures**

1. Clock in
2. Retrieve keys from the Premier lock box
3. Open storage room by Resort Pool. Take buoys to each guard stand. Take one first aid kit and blue clipboard with rules to lagoon shallow tower, second first aid kit goes to resort pool tower. Blackbox with yellow lid typically goes next to the resort shallow tower.
4. Take 2 bins of Life Jackets out. Place by shallow end stand in Lagoon Pool.
5. Get Radios from Fire Riser room.
6. Put backboard out (stored in the Resort Pool Pump Room)
7. Manager, resort lifeguard, and lagoon lifeguard should always have keys
8. Manager should take pool and deck count upon each hour

### **Closing Procedures:**

1. Take all buoys, first aid kits, black box, and folder to storage at Resort Pool.
2. Return Life Jacket Bins to storage room at Resort Pool.
3. Place the backboard into the Resort Pool pump room
4. Add up all the hourly pool and deck count for the day
5. Manager should complete daily report
6. Place Radios on chargers in Fire Riser room
7. Put 1 Key Card in the Premier Lockbox. Place all other key cards in the black storage box.
8. Clock out