

SAMLARC Lagoon Opening & Closing Procedures

Opening Procedures:

1. Clock in on the When I Work App
2. Open the Premier lock box and retrieve facility keys
3. Using the key inside the lockbox, open the storage area and retrieve all Premier Lifeguard gear (rescue tubes, first aid kits, binder, radios, hip packs, etc.)
4. Using one of the keys, open the side gate to bring all the gear inside. Make sure the gate closes behind you.
5. Set up the “command center” with tables, first aid kit, gear box, and EZ-Up.
 - a. This area needs to be kept neat and tidy at all times. All of your belongings should be placed in the storage bin or under the tables.
 - b. Conversations must be professional. Remember that perception is everything and the patrons can hear you.
6. Set up all 4 lifeguard towers with all supplies (buoy, first aid kit, reach pole, broom, and umbrella), place the backboard in proper location and make sure you are wearing the lifeguard hip pack with mask and gloves inside.
7. Ensure you have a working radio
8. Walk the facility checking for hazards or trash and organizing the furniture
9. Start the Daily Procedure Sheet on the clipboard
 - a. Blank Daily Procedure Sheets can be found in the expanding file folder
10. Take a Sand/Water Count upon arrival and record on the Daily Procedure Sheet in the 10:00am slot.
 - a. Note: The facility is open hours outside of when Premier is on-site, please let patrons know that items that are not allowed may not be used while Premier is on site if such items are present at time of arrival.
11. Report any maintenance concerns or issues to your Manager on Duty



During Shift Tasks and Rules:

1. Take water/sand count every hour on the hour
2. Call Safety Breaks at the top of the hour, every hour, for 10 minutes
3. Make sure the facility is always clean of trash and the furniture is organized
4. Participate in sweeping of sand
5. Enforce all rules CONSISTENTLY – See Rules for specifics
6. Notify Management of any issues and any questions

Closing Procedures:

1. Straighten the beach furniture and pick up trash on and around the beach
2. Take a Sand/Water Count upon closing and record on the Daily Procedure Sheet in the 7:00pm slot and place in the expanding file folder in correct spot.
3. Return all Premier Lifeguard gear to the storage closet (rescue tubes, first aid kits, binder, radios, hip packs, gear box etc.)
4. Return the radios to the chargers and ensure they are charging

5. Lock the storage area
6. Return the facility keys to the Premier lock box.
7. Clock out on the When I Work App