

Opening Procedures

Facility Information

Premier guards are on stand 11am-1pm Monday through Friday, and 9am-4pm on Saturday and Sunday during the off season.

During summer Premier guards will be on stand from 9am-4pm 7 days a week.

Opening Procedures

1. Clock-in for your shift at your scheduled time
2. Walk down the main stairs to the aquatics level
3. Let front desk know that you are a premier lifeguard and you are here for your shift. The front desk staff member will use their key fob to let you into the Aquatics Office Space
4. Place personal belongings in empty "Premier" labeled locker
4. Grab the Premier Lifeguard Binder and fill out the Daily Procedure Sheet. Please Initial Opening Duties, add your Name and Shift time
5. Go over to locker #34 labeled "Premier Aquatics" and enter code "1145"
6. Remove Key Fob from locker and scramble code
7. Grab a radio and radio clip
8. Grab Rescue Tubes and Premier First Aid Kit and put on Tower 1
9. Remove pool covers (during off season)
10. Put out equipment from outdoor storage closet:
 - a. backboards (one on tower 1, one on tower 2)
 - b. ring buoy (tower 1,2 and 3)
 - c. lap reservation signs (1-13)
11. Pull out crash cart from in the aquatics office and place in "first aid station"
12. Pick up trash, check deck for hazards (contact manager on duty with any issues), put left out equipment away
13. Open lifeguard umbrellas

14. Turn on pace clock exactly at the top of the hour (remote on crash cart)
15. Check with Manager/City staff if there are other opening responsibilities

During shift Duties

1. Be rescue ready (holding rescue tube with strap across chest and slack in hand. Hip pack and whistle on. Clean Uniform with proper footwear. Engaged 10/20 scans with proper 3- Dimensional scanning.
2. Enforce the City of Laguna Niguel's policies and procedures politely and consistently. (See current updated LNAC rules and policies document)
3. Answer guest's questions
 - a. If you are unable to answer their question(s), please radio front desk or program manager. (Never say "I don't know", let them know that you will find out the answer or direct them to someone who can)
 - b. If guests are confused on which lane they reserved, please radio front desk and ask who is assigned to what lane. (example: "hi front desk, could you please tell me who has a reservation for lane 7?")
4. Make rescues and provide care if necessary
5. Move lane lines for rec swim while ensuring one guard has full surveillance of the water

Closing Procedures

1. Close water and deck at time of facility closure, ensuring everyone is fully out of the water before hopping off stand
2. Move lane lines to correct lap swim location
3. Put equipment back in outdoor storage closet
 - a. backboards (one on tower 1, one on tower 2)
 - b. ring buoy (tower 1,2 and 3)

- c. lap reservation signs, (1-13)
 - d. turn off pace clock
 - e. put crash cart in aquatics office
4. Put pool covers on
 5. Put Premier rescue tubes and first aid kit back in aquatics office
 6. Pick up trash, and check the deck for hazards
 - a. Contact Manager on Duty with any issues
 7. Place facility key fob back in the locker #34 and scramble code
 8. Return radio and radio clip ensuring radio is fully off and clicks into place
 9. Check with manager on duty or city staff/front desk if there are any additional closing tasks that need to be completed
 10. Initial closing procedure boxes
 11. Clock out
 12. Grab personal belongings from locker, and enjoy the rest of the day