

Waterfront Staff Training Checklist

The following is a checklist that ALL National Lifeguard-certified staff must complete fully, in order to be considered a guard at Camp Northland. All waterfront staff MUST complete the checklist before the end of pre-camp to work on their specialties. All other NL staff can complete the following training to gain their NL staff bonuses and work as a guard when needed around camp (e.g., Cook-outs, Canoe trips, Overnight programs, All-Day programs, Evening Programs, etc.). This training ensures that all NL staff at Camp Northland understand and consistently know waterfront procedures. This training does not replace an official National Lifeguard and or Standard First Aid and CPR-C qualifications, it is meant to elevate the abilities of Camp Northland waterfront staff and ensure that all waterfront staff are trained to equal abilities.

SFA Review

- CPR (child and adult training)
- Burns, cuts, nose bleeds, breaks, splinters
- Head injuries, spinal injuries, internal injuries
- Heart attack, diabetic shock, anaphylaxis shock, and asthma

Stroke Check (front, back, and breaststroke) + (head-up front and breaststrokes)

Rollovers in shallow and deep water (Canadian and Vice)

Vigilant Guarding

- Signing swimmers into and out of the water
- Scanning (zig-zag pattern, circle pattern, and snake patterns)
- Counting swimmers (what to do if your count is off)
- Guarding positioning (head forward, if people need to talk to you, they must come from behind)
- How to correctly apply your power as a guard
- Whistles (what each whistle means)
- Guarding rules (how many guards to how many swimmers, how long should you guard for, what to do if you feel like you can't guard anymore)
- What equipment do you need to have with you while guarding

Tows, Carries, and Removals

- Head-up and feet-first surface dives
- How to remove a submerged victim
- Towing and removing an alert and awake victim
- Towing and removing a breathing but unconscious victim
- Towing and removing an unconscious, non-breathing victim
- Towing and removing a suspected spinal victim

Grid Search Procedure

- Ensure that a missing camper is actually present before you put a grid search into effect (check the land, washrooms, health centre (via walkie call), and nearby areas, ask staff if they know where the missing camper is, etc.).
- A grid search procedure commences with 3 whistles followed by 3 air horn blasts blown continuously while the staff begins dragging.
- Main Guards on duty enter the water and drag under the docks in a uniform pattern, yelling “clear” once they have finished their path and have not found said missing camper.
- Additional guards enter the water and swim in a zig-zag pattern through the width of the swimming area, yelling “clear” once they have finished their path and have not found said missing camper.
- A head staff member will call for a land drag immediately and simultaneously.

Land Drag Procedures

- Ensure that all campers properly sign out of the water before going to their designated beaches.
- Followed by heading to your designated beaches once you are 100% sure the water is clear and you have blocked off access to the lake from your specialty.
- Staff at Northland Enclosure (or location of the grid search) will continue dragging the water until being told otherwise by the Head of Swim.

Red Flag Procedures

→ Role of Windsports Staff:

1. At the sound of the air horn and sight of the red flag, drive the boat quickly to the area of the emergency, approaching slowly with no wake.
2. Follow the guidance of the ski boat and make sure you are always parallel to it, reposition yourself away from the sight of the emergency as needed.
3. The head of Windsports or its designate (or any staff who are not involved with the rescue) will instruct all sailboats and surfboards to sail into shore immediately and sign out of the water, ensuring everyone is accounted for.
4. Once the victim has been boarded, the driver must turn the engine off and assist the swim staff with getting onto the boat, help the swim and ski staff with lifting the spinal board into the boat, and lay it vertically across the back seat.
5. Drive directly to the health center dock and assist with removing the board from the boat.
 - *If a spinal injury happens at Windsports (Sail or Surf):*
 - a. One guard must remain on the dock and instruct all sailboats and surfboards to sail into shore immediately and sign out of the water, ensuring everyone is accounted for.
 - b. One windsports staff and one additional staff member (could be windsports or a spotter if no other windsports staff are available) will head to the site of the emergency.
 - c. The boat engine will be shut off, and the non-rescuer will initiate the red flag blasting the air horn for five (5) long blasts and

- waving the red flag (repeatedly, until all members of the emergency response team have arrived).
- d. A waterfront staff member will immediately enter the water to perform appropriate immobilization of the cervical spine and a rollover, if necessary.
 - e. If the boat drifts near the scene, the spotter can use a paddle to steer the boat away (doing so in a way that minimizes waves and disruption to the guards).
 - f. Once the swim team has arrived (via a ski boat), they will take over the emergency procedures as they have been trained, and the windsports staff will assist where instructed.
 - g. Once the victim has been boarded, both the head guard (Guard 1, from Swim) and the windsports staff will climb into the windsports boat with the help of the spotter. The windsports staff will then drive the boat with the swim staff and the victim (lying vertically across the back seat) to the health center dock and assist with removal.

→ *Role of Ski Staff on the Water:*

1. The boat in which the victim was being towed from will be shut off, and the ski staff will enter the water and perform appropriate immobilization of the cervical spine and a rollover, if necessary.
2. The non-rescuer will initiate the red flag blasting the air horn for five (5) long blasts and waving the red flag (repeatedly, until all members of the emergency response team have arrived). If the boat drifts near the scene, the spotter can use a paddle to steer the boat away (doing so in a way that minimizes waves and disruption to the guards).
3. Once the swim team has arrived (via a different ski boat), they will take over the emergency procedures as they have been trained, and the ski staff will assist where instructed.
4. Once the victim has been boarded and the windsports boat has departed for the health center, all ski boats must return to the ski docks and await further instruction from the head of swim or its designate, the head specialist or its designate, and Simon Wolle and the Directors of camp.

→ *Role of the Ski Staff On The Dock:*

1. At the sound of the air horn and sight of the red flag, one (1) ski staff member will quickly drive a boat to the far side of the Northland Enclosure dock to pick up the three (3) swim staff and their supplies.
2. Other ski staff still on the dock will ensure that any other boats on the water dock immediately and sign out campers, ensuring everyone is accounted for.
3. Once the boat has arrived at the scene of the emergency, approaching slowly and with no wake, the ski staff will cut the engine and allow the swim staff to get out of the boat.

4. The driver will watch from the boat, ensuring that they are not entering the site of the emergency. If so, they are to use a paddle to steer the boat away (doing so in a way that minimizes waves and disruption to the guards).
5. Once the victim has been boarded and the windsports boat has departed for the health center, all ski boats must return to the ski docks and await further instruction from the head of swim or its designate, the head specialist or its designate, and Simon Wolle and the Directors of camp.

→ *Role of Swim Staff In A Deep Water Spinal:*

1. At the sound of the air horn and sight of the red flag, the swim staff assigned to guarding positions 1,2, and 3 for that day will run from their posts and grab the necessary items. Guard 1 grabs the first aid kit, Guard 2 grabs the spinal board, and Guard 3 grabs an additional flotation device (such as a guard tube); all guards must grab their own lifejackets.
2. The swim staff will run to the far side of the dock to await the ski boat to come and pick them up. As they wait, they should remove the headpieces from the board and have guard 1 take hold of them, as well as putting their lifejackets on.
3. The head of swim or its designate will notify Simon Wolle and the Directors of Camp via walkie-talkie. All other swim staff not involved in the red flag must promptly clear the water and have all swimmers sign out, ensuring everyone is accounted for.
4. Once the swim staff have arrived at the scene, they will enter the water and swim, without creating waves, to the victim and the first responder (windsports, paddle, or ski staff that have done the initial immobilization).
5. Guard 3 will support the victim's hips to assist with immobilization on the same side of the victim as the staff member who did the initial immobilization.
6. *If the initial immobilization and rollover involved a “vice” hold, then Guard 1 will take control of the victim’s head at this time, placing them into a Canadian hold, to allow the first responder from Ski to remove their arms from the victim’s torso and back. This role at the head should be performed by the most experienced of the 3 Swim staff.
7. Guard 2 will then line up the spinal board on the opposite side of Guard 3 and will “knife” the board in line with the victim's body. The other guards will assist with telling Guard 2 when the board is in position.
8. Once the victim has been positioned on the board, Guard 2 will then secure the chest strap and the hip strap tightly onto the victim. When both straps are secured, Guard 2 will vice the victim down to the board and Guard 1 will let go of the Canadian hold and place the victim's arms by their side.
9. When the vice grip is secure, Guard 1 will begin securing the head pieces to the spinal board, making sure the lifejacket is out of the way (cutting it if needed). At the same time, Guard 3 will secure the leg/foot strap and support the bottom of the board.
10. Once the head pieces are secured, Guard 1 will instruct Guard 2 to let go of their vice grip and secure the second chest strap over both arms.

11. Once all straps have been double-checked and tightened, the guards will swim the board over to the windsports boat. Guard 1 will be helped into the boat, where they, along with the Windsports staff, will tilt and guide the board up onto the back seats of the boat.
12. The Windsports staff and Guard 1 will bring the victim to the health center dock.

→ Role of Paddle Staff:

1. Paddle staff are not directly involved in a red flag procedure unless the incident occurs within the paddle beach area or along the oblong.
2. If an injury does occur in these areas, a paddle staff will sound the air horn and wave the red flag, along with alerting the Head of Swim of the emergency over the walkie-talkie.
3. The Head of Paddle or their designate will clear all other participants from the water, ensuring they sign out and everyone is accounted for.
4. The first responder on site (paddle staff) will initiate the immobilization of the cervical spine and await the swim staff to take over. Simultaneously, the Head of Swim will alert the other specialty heads, the head specialist, and the Camp directors of the Red Flag.
5. A ski boat will pick up the three swim staff from the Northland Enclosure dock and take them to the scene of the emergency, where they will take over the procedure from the paddle staff.
6. At the same time, the windsports boat will be heading over to pick up the victim and the lead guard from the scene of the emergency to take them to the health center.