



Presentation Proposal

Title: Drowning Prevention: Jeff Ellis vs Red Cross

Location: Svore Room, 100 Municipal Dr. Trophy Club, TX 76262

Date/Time: 11-19-2015 at 10 am

Presenter: Jacob Lohse

Jacob Lohse

Town of Trophy Club

100 Municipal Dr.

Trophy Club, TX 76262



Jacob Lohse



jlohse@trophyclub.org



Overview

This presentation will discuss the advantages of the Jeff Ellis Risk Management program and the disadvantages of the Red Cross Lifeguarding Program. The audience will also get trained and certified in Lifeguard Visual Awareness Training.

Goals

1. Convince the audience/managers to switch to the Ellis Lifeguard Training Program
2. Successfully train and teach Lifeguard visual awareness training

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Introduction

Hi! How is everyone doing this morning?

As most of you know, our lifeguards are trained in CPR and lifesaving techniques from the American Red Cross. Red Cross has been around for a long time and began in 1914. Through the years, they started out leading the industry in developing life saving techniques to combat drownings. The Red Cross concentrated heavily on what to do AFTER rescuing a drowning victim. In the 1980's, a man by the name of Jeff Ellis began his work as a lifeguard and noticed many deficiencies with the Red Cross program. He noticed that the Red Cross lifeguard training program concentrated little on lifeguard surveillance. There was nothing in place that taught the lifeguards how to properly scan a pool. For over 25 years now, Jeff Ellis has researched and implemented the 10/20 standard for lifeguard surveillance. We will talk about the 10/20 rule later in the presentation. Jeff Ellis was also responsible for developing lifeguard rescue tube techniques, mandated AED and oxygen support systems, and he created the first vigilance awareness training program. Ellis and Associates' client base makes up 80% of water parks including Disney, Six Flags, Great Wolf lodge, and NRH2O waterpark. Additionally, they serve hundreds of Parks and Recreation departments and YMCA's. In fact, they work with more public, community pools and aquatic centers than they do waterparks. Collectively, Jeff Ellis clients see over 100 million visitors a year and often have ZERO drowning incidents at swimming pools and waterparks. Of course drowning can't be prevented, but Ellis fully prepares its clients on how to fully deal with an incident if it occurs. Before I get into the presentation, it important I share a story about an incident I was involved in over eleven years ago.

In the summer of 2004, I was 22 years old and the Senior Operations Supervisor at NRH2O Waterpark. On the morning of July 14, I was training a Head Lifeguard who was transitioning to the Operations Supervisor Position. The park had only been open for 30 minutes when I got a call telling me there was a 10-99 code 3 on one of our attractions. A 10-99 code 3 is code for a major medical emergency such as a seizure, heart attack, or drowning. When I arrived on the scene, I noticed my Head Lifeguards had started CPR on a young girl. My staff administered CPR, oxygen support, and used an Automated External Defibrillator until emergency services arrived. The emergency services arrived 15 minutes into the incident and took her to the hospital. There were ten staff members involved with the incident. Everyone including myself was shaken up, but everyone seemed to calm down after a couple hours. This was not the first major incident we had dealt with, as we had previously seen seizures and fainting incidents many times a summer. It was not until about three hours after the incident when we were all called into the conference room. We were met by the city's Fire Chaplain and the Park Manager.



Of course I knew we were about to hear bad news, but I don't think any of us thought the worst. They had announced that the girl had died due to heart failure. After hearing the news, the entire room broke down crying including the Park Manager and Chaplain. It was a sad scene, especially for my staff. All of them were between the ages of 17 and 19, so this was a very traumatic incident for them at that age. Everyone was sent home that day except for me who decided to stay and finish my shift. While finishing out my shift, media swirled around the park including helicopters overhead. The phones were ringing off the hook with people asking about the incident. It was a crazy scene and things got crazier for the days, months, and years to come. There was stories in the news, investigations, and finally a lawsuit. Myself, the ten lifeguards involved, the Park Manager, the Parks and Recreation Director, and the Assistant City Manager were all named on the lawsuit. The girl's mother was suing us because she had thought the Automated Defibrillator was not administered fast enough. The girl's cause of death verified by the Medical Director was due to a rare heart defect the girl had from a young age. It had nothing to do with the way in which we attempted to save her life. I still remember meeting with the lawyer on multiple occasions. It was such a heart wrenching scenario every time we all met with him. In the end and six years later, everyone including the city was dropped from the lawsuit. So what did I learn from this incident? Mainly, I'm thankful for my training and the Jeff Ellis protocols. Jeff Ellis represented us in the lawsuit and they were the reason we were dropped from the lawsuit. We followed their emergency action plan to the tee, and it proved to win the court battle. Ellis's risk management program required us to have a written plan in place along with documentation of daily AED and oxygen checks, inservice training logs, and emergency protocols. When the incident occurred, we followed the plan from beginning to the end which ultimately saved us.

Jeff Ellis holds a special place in my heart and I honestly believe the Community Pool is safer using their services. In this presentation, I am going to demonstrate the basic techniques of lifeguarding and then I will prove to you why Jeff Ellis is a better program than Red Cross. This is also an interactive demonstration, where I will teach each of you basic lifeguard techniques. So let's get started.



Power Point Slides

Drowning Prevention: Jeff Ellis vs. Red Cross



November 19, 2015

Presenter: Jacob Lohse
LTEC 5121 Section 20



Sarah Friend Story



Today we will discuss:

- The benefits of the Jeff Ellis Risk Management Program
- The downside of our current training program (Red Cross)

AND.....

- YOU WILL GET CERTIFIED IN.....

VISUAL AWARENESS TRAINING

Drowning Statistic:
Six people drown in U.S.
pools every day.

- Centers of Disease Control



Why Jeff Ellis?

Safety Audits

Unannounced



Jacob Lohse



jlohse@trophyclub.org



Litigation Support

Unlimited



Consulting

Risk Management



Jacob Lohse



jlohse@trophyclub.org



Drowning Statistic:
Drowning deaths claim
around 4,000 annually.
- American Institute for Preventative Medicine



Downside of Red Cross

Certifications

Not a license



Surveillance Training

Not offered



Documentation

Not required



Drowning Statistic:
19% of drowning deaths
involving children occur with
a lifeguard on duty.
- Drowning Prevention Foundation

Training Time!





10/20 Rule

10 sec = recognition
20 sec = to save victim



Find Timmy!

Training exercise



Are you ready to switch?



Jacob Lohse



jlohse@trophyclub.org



Budget Proposal

E&A Budget Proposal

One Year Estimate



Year Total

\$9,660

Fees and Licenses

Total \$6,350.00

Training and Books

Total \$3,310

Fees & Licenses

	Cost	Estimate Quantity	Total
Retainer Fee	\$650	1	\$650.00
Audit Fees	\$700	4	\$2,800.00
License Fees	\$80	20	\$1,600.00
Renewal License	\$65	20	\$1,300.00

Training and Books

	Cost	Estimate Quantity	Total
LG Instructor Training	\$382	5	\$1,910.00
Leadership Training	\$15	8	\$120.00
Text Books	\$32	40	\$1,280.00



Conclusion

To wrap up the presentation, I wanted to give you some things to think about. As I said earlier, The Town of Trophy Club WILL EXPERIENCE an aquatic emergency as the odds are against us. After listening to my presentation, do you think we are ready to deal with a major aquatic incident? In my opinion we are ready, but by keeping the Red Cross training program I believe we are not as ready as we could be. You have to think about the sixteen year old lifeguard who begins his first job at the Community Pool. Many of these guards are children of Town residents, and can you imagine the impact a drowning would have on a child's life? This is something that will impact that lifeguard for the rest of his life, all for \$8.00 an hour. Like I said earlier, when I was telling you of the story at NRH2O, when a drowning happens, everyone in this audience today will be listed on the lawsuit. You will have to defend yourself in court, so why not give yourself the best chance possible by choosing Jeff Ellis. I would hope that when looking back after a major incident at the pool, that we as a city can explain to the residents that we did all we could to save the person's life. I hope this presentation taught you a little about lifeguard training and the importance of switching to the Jeff Ellis Lifeguard training program. I have handed out a sample contract for you to look over and hopefully sign. I would like to thank everyone for listening to my presentation and I will now open the room up for questions.



Certificate of Completion




Certificate of Completion

is awarded to

Adam Adams

*by the Town of Trophy Club for successfully
completing introductory lifeguard visual awareness training.*

Completion Date: 11/11/15

Jacob Lohse, *Town of Trophy Club*



Instructor Evaluation Form

Presentation Evaluation Form



Name

Date

Location

Presenter

* Mark within the indicated range of the five categories.

* Be sure to ask any questions at the end of the presentation.

*The idea of this form is to offer constructive advice to improve my evaluate my presentaion skills and give feedback

	Not very successful	Could be better	Average only	Quite good	Very good
Overall, how would you rate this presentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How successful was the speaker with the following?

	Not very successful	Could be better	Average only	Quite good	Very good
Clarity of speaking (Could you hear the speaker properly and clearly?)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How would you rate the audio-visuals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity of language (Could you understand everything?) ie, Terminology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Body language (Eye contact, speaking to everyone and not just to one or two individuals)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pace (Introduction, points, conclusion, use of notes, questions)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the speaker appropriately answer your questions at the end?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If there is one particular good or not so good observation you wish to make about the presentation, please write in the box,



Sample Contract - City of Coppell

<p>Jeff Ellis & Associates, Inc. <i>"International Aquatic Safety and Risk Management Consultants"</i> Business Office: 508 Goldenmoss Loop, Ocoee, FL 34761 Office: 1-800-742-8720 Facsimile: 407-854-1723 E-mail: business@jellis.com</p> <p align="center">Client Status Notification Form</p> <p>Date: December 3, 2010 Client Name: Coppell Parks and Recreation., City of Client Address: 255 Parkway Blvd. Coppell, TX From: Richard A. Carroll Sr. VP/COO</p> <p>Subject: 2011 Comprehensive Program Options</p>	
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I am pleased to invite your company/agency/organization to participate in the Ellis & Associates, Inc. Comprehensive Aquatic Risk Management Program. This document is included by reference to the Client Agreement by and between Client and Jeff Ellis Associates, Inc. The fees and information below are referenced and included as part of the Client Agreement.

This form outlines Client Options for Comprehensive Program participation. If you choose the Traditional Option your pricing structure will not change. If you would like to accept the Flat Fee Service Plan options please check the box next to that option.

<input checked="" type="checkbox"/> Option 2: Flat Fee Service Plan (please check to select)	
# of Monthly Payment: 12	Monthly payment: \$658.33
Total Payment Amount: \$7,900.00	Lump Sum payment less 2% NET 10 days
Flat Fee Service Plan includes: Annual Retainer Fee, Audit fees, Unlimited use of Lifeguard Licenses (calendar year), \$50 ILTP Kit price. E&A owns the license inventory.	
Flat Fee Service Plan does not include Failed Audit Follow up, Lifeguard Instructor or IAASS Tuition and Lifeguard Textbook or Online Codes.	
TERMS: Finance charges pursuant to Consulting Agreement. Additional Standard Late Fee of \$100 per invoice/per month	

Term of Agreement: January 1, 2011 through December 31, 2011

If you agree with the terms, please print your name, sign your name and enter your title below and return along with the executed E&A Standard Agreement. Your signature acknowledges acceptance of the additional payment terms noted above and those specified in the Consulting agreement.

Print Name: Clay Phillips
 Sign Name: *Clay Phillips*
 Title: City Manager



**CONSULTING AGREEMENT FOR PROFESSIONAL AQUATIC SAFETY
AND RISK MANAGEMENT SERVICES**

THIS CONSULTING AGREEMENT FOR PROFESSIONAL AQUATIC SAFETY AND RISK MANAGEMENT SERVICES ("Agreement") made and entered into as of the day and year last written herein below, by and between the client named in the Client Status Notification, located at the address stated on the Client Status Notification ("Client"), and JEFF ELLIS & ASSOCIATES, INC., a Texas corporation, with corporate offices located at 3506 Spruce Park Circle Kingwood, Harris County, Texas 77345-3033 ("Consultant").

RECITALS:

- A. Client owns and operates facilities that provide, amongst other things, aquatic activities.
 B. Consultant is in the business of providing a Lifeguard Training Program, Comprehensive Aquatic Safety Program and Services related to aquatic activities.
 C. Client desires Consultant to provide the aforementioned services to Client.

NOW, THEREFORE, for and in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto, each intending to be legally bound, do hereby represent, warrant, covenant and agree as follows:

1. **RECITALS:** The foregoing recitals and Client Status Notification are reaffirmed and made an integral part of this Agreement.
2. **CONSULTANT SERVICES:** The following services shall be performed by Consultant:
 - (A) **INTERNATIONAL LIFEGUARD TRAINING PROGRAM™:** Consultant shall provide authorization to Client for purposes of training lifeguards in the International Lifeguard Training Program™ on an "as needed" basis which shall include the following:
 - (i) Aquatic rescue technology;
 - (ii) Victim identification training;
 - (iii) Spinal injury management and extrication training for aquatic environments;
 - (iv) Prevention/Scanning technology training;
 - (v) Professional Lifeguard Development training;
 - (vi) Consultant/Nationally Recognized Professional Rescuer CPR Training;
 - (vii) Consultant/Nationally Recognized Lifeguard First Aid Training; and
 - (viii) ILTP™ lifeguard licensing to be provided upon successful completion of training course for lifeguards employed at Client's facility.
 - (B) **INTERNATIONAL LIFEGUARD TRAINING PROGRAM™ INSTRUCTOR:** Consultant shall provide Instructor level training programs for the International Lifeguard Instructor Training Program on an "as needed" basis for Client's employees which shall include the following:
 - (i) Teaching methodology which includes communication and presentation techniques;
 - (ii) Rescue skills enhancement training to develop "Instructor level" quality for ILTP™ course demonstrations;
 - (iii) ILTP™ course philosophy;
 - (iv) Course management and administrative procedures; and
 - (v) Testing and evaluation procedures.
 - (C) **CONSULTANT AQUATIC SAFETY OPERATIONAL AUDITS:** Consultant shall perform its aquatic safety operational audits regarding each of the aquatic facilities operated by Client. Each year Consultant shall perform the number of audits stated in the Client Status Notification for the fees specified in the Client Status Notification. These audits shall include videotape and written documentation in support of evaluations rendered to Client regarding aquatic risk management issues and same shall be delivered to Client upon completion of the grading process.
 - (D) **ACCIDENT INVESTIGATION AND LITIGATION SUPPORT:** In the event of the occurrence of a fatal or catastrophic accident or any other legal proceeding regarding aquatic safety issues arising involving Client, Consultant shall make its records and documentation of the safety and training standards available to Client. Consultant shall be named lead investigator of any aquatic event by Client and shall conduct said investigations. Consultant shall provide litigation support, if required, to Client at no additional fee so long as Consultant determines, in its sole judgment, that Client followed all of the Consultant and/or International Lifeguard Training Program™ aquatic safety protocols failing which, Client shall pay an Additional Consulting Fee as provided in the Client Status Notification for such accident investigation and/or litigation support services. Notwithstanding anything to the contrary contained in this paragraph, Client shall always be responsible for Consultant's out-of-pocket costs and expenses relating to any accident investigation and/or litigation support including, but not limited to, travel, couriers, document reproduction, long distance telephone, etc.
 - (E) **CONSULTANT'S INSURANCE:** Consultant shall carry professional liability insurance coverage in the amount of at least two million dollars (\$2,000,000.00) and Workers Compensation coverage in the amount of one million dollars (\$1,000,000).
3. **CLIENT'S RESPONSIBILITIES:** Client's duties and responsibilities under this Agreement are as follows:
 - (A) Adhere to and comply with the International Lifeguard Training Program™ standard of care for lifeguarding, PR, safety and emergency procedures;
 - (B) Adhere to and comply with the aquatic risk management guidelines provided in the Comprehensive Aquatic Risk Management Handbook to Client;
 - (C) Respond in writing and implement auditor recommendations in accordance with the aquatic risk management protocols provided by Consultant;
 - (D) Make available all emergency action plans and staff certification and training records to Consultant's auditors within ten (10) days of Client's receipt of a written request for same from Consultant;
 - (E) Adhere to and comply with all aspects of the Comprehensive Aquatic Risk Management Program Handbook provided by Consultant. Client hereby agrees that failure to comply with the aquatic risk management requirements of Consultant as stated in the Comprehensive Aquatic Risk Management Program Handbook shall, in the sole judgment of Consultant result in an Event of Default under this Agreement. Client must submit, in writing, any variance request to Consultant to be exempt from any requirements set forth in the Comprehensive Aquatic Risk Management Program Handbook;
 - (F) **Consultant's Fees:** Client shall pay Consultant the fees set forth in the Client Status Notification in addition to the out-of-pocket costs and expenses stated in this Agreement. Client shall pay the Annual Retainer Fee, Audit Fees, Facility Inspection Fee, all remaining billed hourly fees, lifeguard/lifeguard instructor fees, other fees and/or costs and expenses on a NET 30 basis from date of invoice in accordance with the business practices of Consultant. All amounts owed and unpaid shall bear interest at the rate of one and one-half percent (1½%) per month (eighteen percent (18%) per annum) until paid in full.
4. **TERM:** The Term of this Agreement shall be as stated in the Client Status Notification.



5. **DEFAULT AND TERMINATION:**

(A) **Events of Default.** Each of the following shall be an event of default ("Event of Default") under this Agreement for which the defaulting party shall be liable to the non-defaulting party for damages directly arising out of the default (the defaulting party shall not be liable for consequential or incidental damages of any kind whatsoever):

(i) if Client fails to make any payment due under this Agreement within thirty (30) days from the date said payment is due;

(ii) if either party shall default in the substantial performance of any term, covenant or condition of this Agreement (other than those relating to the payment of monies by Client) and the defaulting party fails to remedy such default within twenty-one (21) days after receipt of written notice from the non-defaulting party of such default, or if such default is of such nature that it cannot be reasonably remedied within said twenty-one (21) days (but is otherwise susceptible to cure), the defaulting party shall not within said twenty-one (21) days advise the non-defaulting party of its intention to institute all steps necessary to remedy such default and thereafter diligently pursue to completion all such steps necessary to remedy such default;

(iii) if, in the sole judgment of Consultant, Client fails to adhere to and comply with the aquatic risk management requirements identified in the Comprehensive Aquatic Risk Management Program Handbook;

(iv) to the extent permitted by law, if either party admits, in writing, that it is generally unable to pay its debts as such become due;

(v) to the extent permitted by law, if either party makes an assignment for the benefit of creditors; and

(vi) to the extent permitted by law, if either party files a voluntary petition in bankruptcy, voluntarily or involuntarily goes into liquidation, or a receiver is appointed, with respect to substantially all of its assets, and the foregoing are not stayed or dismissed within one hundred and fifty (150) days after such filing or other action.

(B) **NOTICE OF EVENT OF DEFAULT.** The foregoing events of default shall not become effective and actionable (i.e., become an "Event of Default") until the non-defaulting party first sends written notice of same with sufficient detail regarding the nature of the default to the defaulting party and the defaulting party fails to cure said default within twenty-one (21) days from its receipt of said notice subject to the provisions of subparagraph 5(A)(i) herein.

(C) **TERMINATION.**

(i) In the event this Agreement is terminated by operation of law or otherwise prior to the expiration of its Term (as defined in the Client Status Notification), then, in that event, all finished documents, manuals, data, studies, surveys, drawings, maps, models and aquatic safety auditing reports prepared by Consultant under this Agreement shall remain the property of Client and Consultant shall be entitled to receive equitable compensation for any such finished and/or unfinished work and services provided up to the date of termination.

(ii) At the end of the Term of this Agreement, this Agreement shall terminate and all ILTP™ lifeguard licenses shall remain the property of Consultant and shall be immediately returned by Client to Consultant.

6. **NON-DISCLOSURE OF CONFIDENTIAL INFORMATION:**

(A) **CONFIDENTIAL INFORMATION.** For purposes of this Agreement, "Confidential Information" shall include all information or material that has or could have commercial value or other utility in the business or prospective business of Consultant. Confidential Information also includes all information of which unauthorized disclosure could be detrimental to the interest of Consultant, whether or not such information is identified as Confidential Information by Consultant. By example and without limitation, Confidential Information includes, but is not limited to, any and all information of the following or similar nature, whether or not reduced to writing: the Comprehensive Aquatic Risk Management Program Handbook and documents, client memos, newsletters, manuals, data, studies, surveys, drawings, maps, models, ILTP™ lifeguard licenses and aquatic safety auditing reports prepared by Consultant under this Agreement, and any other information or procedures that are treated as or designated secret or confidential by Consultant.

(B) **EXCLUSIONS.** Confidential Information does not include information that Client can demonstrate: (i) is now, or hereafter becomes, through no act on the part of Client, generally known to the public; (ii) is rightfully obtained by Client from a third party, without breach of any obligation to Consultant; or (iii) is independently developed by Client without use of or reference to the Confidential Information.

(C) **CONFIDENTIALITY.** Client and Client's representatives shall not disclose any of the Confidential Information in any manner whatsoever, except as provided in paragraphs 6(D) and 6(E) of this Agreement, and shall hold and maintain the Confidential Information in strictest confidence. Client hereby agrees to indemnify and hold harmless Consultant against any and all losses, damages, claims, expenses, and attorney's fees, including those for appeals, incurred or suffered by Consultant as a result of a breach of this Agreement by Client or Client's representatives.

(D) **PERMITTED DISCLOSURES.** Client may disclose Consultant's Confidential Information to Client's responsible representatives and employees with a bona fide need to know such Confidential Information to the extent necessary to perform their employment responsibilities.

(E) **REQUIRED DISCLOSURES.** Client may disclose Consultant's Confidential Information if and to the extent that such disclosure is required by court order or the Attorney General after a request for an opinion provided that Client provides Consultant a reasonable opportunity to review the disclosure before it is made and to interpose its own objection to the disclosure.

(F) **USE.** Client and Client's representatives shall use the Confidential Information solely for the purpose of operating under this Agreement as it applies to the operation of Client's business and shall not in any way use the Confidential Information to the detriment of Consultant. Nothing in this Agreement shall be construed as granting any right to Client by license or otherwise to any of Consultant's Confidential Information.

7. **MISCELLANEOUS:**

(A) **GOVERNING LAW AND VENUE.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Texas, both substantive and remedial, without regard to principals of conflict of laws. The exclusive venue for any litigation arising out of this Agreement shall be Dallas County, Texas, if in the state court, and the United States District Court, Northern District of Texas, if in the federal court.

(B) **CAPTIONS AND PARAGRAPHS.** Captions and paragraph headings in this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope or intent of this Agreement nor the intent of any provision hereof.

(C) **ENTIRE AGREEMENT-AMENDMENT-WAIVER.** This Agreement and any attachments hereto, if any, contain the entire agreement between the parties. There are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, express or implied, between the parties other than as herein set forth. No amendment or modification of this Agreement shall be valid unless the same is in writing and signed by the parties hereto. No waiver of any provision of this Agreement shall be effective unless it is in writing, signed by the party against whom it is asserted and any such written waiver shall only be applicable to the specific instance to which it related and shall not be deemed to be a continuing or future waiver.

(D) **SEVERABILITY.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written and enforced as so limited.



(E) **NOTICES.** All notices, requests, demands, or other communications hereunder shall be in writing and deemed to have been given only if and when hand delivered or sent by nationally recognized overnight courier service (e.g., Federal Express, UPS) to the parties hereto at their respective addresses set forth at the outset of this Agreement, or such other address as either party shall designate by notice pursuant to this paragraph. Copies of all notices, requests, demands or other communications hereunder to Consultant shall also be sent to Consultant's counsel: Joel N. Minsker, Esq., Bloom & Minsker, P.L., 1110 Brickell Avenue, Suite 700, Miami, Florida 33131-3107.

(F) **CLIENT.** The term "Client" shall mean the entity named in this Agreement and shall also include its officers, directors, employees, agents, representatives and the like.

(G) **INDEPENDENT CONTRACTOR.** Consultant, in performing its functions, duties and obligations herein, shall at all times be and act as an independent contractor. Nothing in this Agreement shall be construed as creating a partnership or joint venture between Client and Consultant, or as constituting Consultant as an agent or employee of Client.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year last written hereinbelow.

ACLIENT@

City of Coppell
a _____ corporation

ACONSULTANT@

JEFF ELLIS & ASSOCIATES, INC.,
a Texas corporation

By: [Signature]

Date: Jan 4, 2011

By: [Signature]
RICHARD A. CARROLL, Senior Vice President/COO

Date: November 1, 2010



Emergency Action Plan

Management of an Unconscious Unresponsive Guest

1. Lifeguard will administer two long whistle blows to alert other staff of the situation.
2. Rescuing lifeguard positions the guest on a rescue tube, opens the airway, and assesses breathing while moving toward the extrication point. Lifeguard calls out for a backboard and medical/trauma bag to arrive at the extrication point.
3. Lifeguard not on the stand will immediately call 9-11 from the cell phone located at the lifeguard stand and then bring the backboard, medical trauma bag, and AED (located under the lifeguard stand) to the extrication point.
4. If guest is not breathing, lifeguard performs rescue breathing with a resuscitation mask while moving towards the extrication point.
 1. Simultaneously the lifeguard not on stand will clear the pool, and begin assisting the lifeguard with extricating the guest in distress from the extrication point.
5. Once extrication is achieved, the guest in distress should be moved 6 feet from the water's edge and remain on the backboard.
6. Rescue team (rescuing lifeguard and lifeguard off stand) will assess the guest and provide care as needed. (e.g. CPR, AR, FBAO, AED, SOS)
7. If AED is needed, one rescuer will prepare the guest for application of pads while the other rescuer continues CPR and oxygen delivery, and facilitate the use of an oxygen adapter until AED application has been completed.
8. Continue care until EMS arrives or the guest in distress begins to breathe on his or her own, place him or her in rescue position, and continue to provide supplemental oxygen with a non-rebreathing mask.
9. Complete incident reports and collect witness names, addresses, phone numbers, and factual witness statements. Do not begin an interview or investigative process with staff or witnesses. Contact Sharon Logan and Recreation Center Manager as needed.



Vigilance Awareness Training Operational Manikin Drop and Live Active Guest Drill Lifeguard Evaluation Record



This template is provided as a means to document Vigilance Awareness Training Operational Manikin Drop and Live Active Guest Drills conducted on lifeguards during the operational day. Supervisors are required to conduct a MINIMUM of eight (8) Operational Manikin Drops and four (4) Live Active Drills each month of operation. For facilities with fewer than 12 lifeguards on staff, it is required that all lifeguards receive a minimum of one (1) Operational Manikin Drop or Live Active Drill each operational month.

Organization:

Facility:

MONTH

PAGE

Recognition Time: 0 - 10 Seconds: PASS | 11 Seconds or more: REMEDIATION REQUIRED

Lifeguard Name	Date of Drill	Time of Drill	Type of Drill	Result	Remediation	Re-Drill Date	Re-Drill Score
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)
			<input type="checkbox"/> Operational Manikin Drop <input type="checkbox"/> Live Active GiD Drill	<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires Remediation)			<input type="checkbox"/> PASS <input type="checkbox"/> FAIL* (*Requires further Remediation)



Vigilance Awareness Training Operational Manikin Drop and Live Active Guest Drill Individual Lifeguard Evaluation



This template is provided as a means for to document Vigilance Awareness Training Operational Manikin Drop and Live Active Guest Drills conducted on an individual lifeguard during the operational day, including any appropriate follow up required. Lifeguards who are unable to PASS the standard are required to complete the Organization's Vigilance Awareness Training Remediation Program. Results should be documented in the staff record.

Organization:	Facility:	Day and Date of Initial Drill:
Lifeguard:	Attraction / Pool:	
Time Initial Drill Was Conducted:	Name of Zone in which Drill was Conducted:	This Zone was Last Validated on:

INITIAL DRILL RESULTS:

Type of Drill Conducted:	<input type="checkbox"/> Operational Manikin Drop (manikin or similar stimulus used)
	<input type="checkbox"/> Live Active Guest Drill (simulated Guest in Distress)
<input type="checkbox"/> 0 - 10 Seconds - PASS	<input type="checkbox"/> 11 Seconds or more - REMEDIATION
More than 10 seconds, remediation is required which is detailed below.	

FOLLOW UP ON INITIAL DRILL:

Date of Remediation In-service:	Specific Topics Covered:
Was the Zone re-validated? (including documentation) <input type="checkbox"/> YES <input type="checkbox"/> NO	

Day and Date of Re-Drill:	Re-Drill Results
	<input type="checkbox"/> 0 - 10 Seconds - PASS <input type="checkbox"/> 11 Seconds or more - Further Remediation Required

If additional Remediation is required, describe it below, including the ultimate outcome:



Zone Validation System Summary

The following provides a summary of the results of this facility's last validation of the Zone of Protection indicated. The Zone Validation System is a process based upon a lifeguard's ability to recognize a guest in distress (in the form of a submerged manikin or similar stimulus) within the confines of the 10/20 Protection Standard. The manikin is placed in key locations throughout the identified Zone of Protection area, including (but not limited to) the extreme edges, corners, exits, attractions, potential occlusions, locations of glare (reflection and refraction), locations of shadow and any other areas of concern.



Organization Name	Trophy Club	Date of Validation	Wednesday, May 25, 2011
Aquatic Facility Name	Community Pool	Times of Validation	6:30 am - 9:00 pm
	Kiddie Pool	Programming During Validation	Open Swim
Pool / Attraction Name		Name of Zone	Kiddie 1 when kiddie 2 is up

The graphic below shows the Zone of Protection area and the manikin placement used to validate the zone in relation to the lifeguard



Legend

- Manikin Placement
- Lifeguard Station
- Allowed roving direction
- Limit of roving

Briefly describe the zone as well as the required position and behavior of the lifeguard.
 The zone is used exclusively when Kiddie 2 is up. The zone should be roved the entire time to accomplish the 10/20 and the 5 minute "rule." The zone is valid when the lifeguard is between the arrows and when kiddie 2 is up.

In all instances described above, can the lifeguard (positioned as indicated) recognize the manikin (stimulus) within the confines of the 10/20 Protection Standard?

YES

NO

Guest Rules that should be enforced and/or other requirements to further assist the lifeguard at this location?

Make sure the kids are not running. No children under the age of 11 are allowed in the kiddie pool

Zone Validation Completed by: _____

Position / Title: _____



Lifeguard Rescue Report



A rescue report form must be completed when a lifeguard physically enters the water to aid a distressed swimmer or to respond to some other type of life threatening emergency. Please complete this report and maintain a copy for your facility records.

Incident Day and Date: _____		Time of Day: _____	
Client Name: _____		Facility: _____	
Name of Guest: _____		Date of Birth: _____	Age*: _____
Guest's Street Address: _____		Gender: _____	Ethnic Background: _____
City: _____		Guest's Home Phone: _____	
State: _____	Zip/Postal Code: _____	Secondary Phone: _____	
*If Guest is a minor, name of Guardian: _____		Was the Guardian present? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NA	

Primary Lifeguard: _____	Condition of Guest when first recognized: <input type="checkbox"/> Conscious <input type="checkbox"/> Unconscious**	Suspected Spinal Injury? <input type="checkbox"/> No <input type="checkbox"/> Yes**	EMS Called? <input type="checkbox"/> No <input type="checkbox"/> Yes**
Additional Lifeguards Involved in Care: _____	Location of Rescue: <input type="checkbox"/> In Water - Surface <input type="checkbox"/> In Water - Bottom <input type="checkbox"/> In Water - Below Surface <input type="checkbox"/> Non-aquatic Care		

Was an employee injured? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, explain in summary)	Water Conditions: <input type="checkbox"/> Clear <input type="checkbox"/> Still <input type="checkbox"/> Turbid <input type="checkbox"/> Moving <input type="checkbox"/> NA
Name of Rescue Location / Attraction: _____	Type of Attraction: <input type="checkbox"/> Lap Pool <input type="checkbox"/> Leisure Pool <input type="checkbox"/> Lazy River <input type="checkbox"/> Sled/Rampage <input type="checkbox"/> Wave Pool <input type="checkbox"/> Hot Tub <input type="checkbox"/> Activity Pool <input type="checkbox"/> Catch/Run out <input type="checkbox"/> Dive Pool <input type="checkbox"/> River Rapids <input type="checkbox"/> Open Water <input type="checkbox"/> Non-aquatic <input type="checkbox"/> Other (describe in summary)
Exact Water Depth: _____ <input type="checkbox"/> Unknown <input type="checkbox"/> NA	
Type of Rescue: <input type="checkbox"/> Single Rescuer Active GiD Rescue <input type="checkbox"/> Unconscious GiD Rescue EAP** <input type="checkbox"/> Non-aquatic Unconscious Guest EAP** <input type="checkbox"/> Non-aquatic Sudden Illness/Injury EAP** <input type="checkbox"/> Two Rescuers Active GiD Rescue <input type="checkbox"/> Suspected Spinal GiD Rescue EAP** <input type="checkbox"/> Non-aquatic Suspected Spinal EAP** <input type="checkbox"/> Non-aquatic illness/injury (non-emergency)	
Suspected Cause: <input type="checkbox"/> Rule Infraction <input type="checkbox"/> Absent Parent/Guardian <input type="checkbox"/> Sudden Illness <input type="checkbox"/> Pre-existing Condition <input type="checkbox"/> Combination of Factors (explain in summary) <input type="checkbox"/> No Lifejacket / weak or non-swimmer <input type="checkbox"/> Inappropriate Attraction Choice <input type="checkbox"/> Contact with an object / Guest <input type="checkbox"/> Other or Unknown (explain in summary)	

Maximum Care Provided by Lifeguard Staff (until successful outcome or EMS arrived):

<input type="checkbox"/> Conscious GiD rescued & taken to safety (cautioned)	<input type="checkbox"/> Open Airway in water (breathing achieved)	<input type="checkbox"/> Rescue Breathing w/O2 support (breathing achieved)
<input type="checkbox"/> Conscious GiD rescued & taken to safety (Given lifejacket)	<input type="checkbox"/> Rescue Breathing in water (breathing achieved)	<input type="checkbox"/> CPR Performed (Pulse and breathing achieved/EMS)
<input type="checkbox"/> Conscious GiD rescued & taken to safety (Ejected)	<input type="checkbox"/> Open Airway upon extrication (breathing achieved)	<input type="checkbox"/> AED Used (Pulse and breathing achieved/EMS)
<input type="checkbox"/> Conscious Guest given Oxygen (non-rebreather mask)	<input type="checkbox"/> FBAO Procedure (breathing achieved)	<input type="checkbox"/> AED/CPR/AR/FBAO (Pulse and breathing achieved/EMS)
<input type="checkbox"/> Guest treated with First Aid (non-emergency)	<input type="checkbox"/> Guest treated with First Aid (EMS contacted)	<input type="checkbox"/> Suspected Spinal Injury Management Procedures

Released: <input type="checkbox"/> After Report Completed <input type="checkbox"/> To on-site EMS/First Aid <input type="checkbox"/> To Guardian <input type="checkbox"/> To off-site EMS/Transported <input type="checkbox"/> Guest Declined Transport by EMS	Condition after care/Transport: <input type="checkbox"/> Conscious <input type="checkbox"/> Unconscious (breathing) <input type="checkbox"/> Unknown <input type="checkbox"/> Unconscious (not breathing, w/Pulse) <input type="checkbox"/> Unconscious (no Pulse)
--	--

Provide a Brief Summary of what happened in the space below (use additional sheets if necessary)

Name and position of Person Completing this Report: _____	
Signature: _____	Date: _____
Reviewed by: _____	Date: _____



Assignment 1

Presentation Title & Brief Description

Title	Drowning Prevention: Jeff Ellis vs. Red Cross
Brief Description	This presentation discusses the benefits of switching from our current lifeguard safety program (Red Cross) to Jeff Ellis and Associates Lifeguard Program. The presentation will consist of three parts. Part One will explain the Jeff Ellis Lifeguard Safety Program. Part Two will explain our current Red Cross Lifeguard Safety Program and the main differences between these two vendors. Part Three will describe the benefits of switching programs.

Assignment 1B

Presentation Objective or Purpose

X	Objective or Purpose	Describe WHY!
X	Inform	I have to remember that our Town Manager is unfamiliar with lifeguarding, aquatic safety, and the difference in lifeguard safety vendors. It's very important that I present the topics on a very basic level for him to understand.
	Discuss	
X	Persuade	The purpose of the presentation is to persuade my Town Manager to switch from our current lifeguard training program to Jeff Ellis and Associates. It's important he learns the benefits of switching and why it's important to the resident's safety.



	Solve Problem(s)	
	Inspire	Inspiring my Town Manager is crucial to this presentation. I need to provide enough information that gets him on board with patron safety.
	Instruct	
	Entertain	The Town Manager has a good sense of humor. It's important to throw in jokes throughout the presentation.

Assignment 1C
Presentation Date/Time

Date/Time	November 19 th at 10:00 am
Why	<p>There are many reason I chose this date and time. First, our Town Manager usually has Town Council meetings on Tuesdays. So that means that he is usually heavily involved on Monday's and Tuesday's preparing for the meeting. He normally spends Wednesday's responding to the outcomes of the council meeting the night before. From my experience, Wednesday's are usually a highly dramatic environment around the office. I chose to do the presentation on Thursday opposed to Friday, because Friday's seem to be a very relaxed day around the office. I notice that on many Friday's our Town Manager is absent or doesn't have meeting availability. Thursday seems to be the best day to get my Town Manager's attention. I choose 10 am for a couple reasons. First, 10 am is not too late in the day but it's also not too early. Second, I've found that that morning meetings are more beneficial because it lessens the chance for something to come up. I've been involved with many afternoon meetings that my Town Manager cancels due to a more important issue coming up. Holding the meeting at 10 am lessens the chance of that. Also, you have to think lifeguarding is not at the top of his priority list, so the earlier the better.</p>



Presentation Location

Location	Public Service Room (Svore building)
Address	100 Municipal Dr. Trophy Club, TX 76262
Room #	N/A
Why	The Public Service Room is in our council chambers. The room is the perfect place for the presentation because it is big enough to see the projector but not too big where the font of the presentation looks small. The PS room also has very comfortable Lazy Boy chairs that everyone seems to like. Last, I also like the PS room because it's located away from many offices. That means there are fewer distractions during the meeting.



Assignment 2

Drowning Prevention: Jeff Ellis vs Red Cross



Are we the safest facility we can be?

Presenter: Jacob Lohse

Location: 100 Municipal Dr. Trophy Club, TX 76262

Map: <https://goo.gl/maps/U5eTU>

Description: This presentation discusses the benefits of switching from our current lifeguard safety program (Red Cross) to Jeff Ellis and Associates Lifeguard Program.



Analyzing Your Audience

Name	Jacob Lohse	Presentation Title	Drowning Prevention: Jeff Ellis vs Red Cross
Location	Public Service Room	Time	10:00 AM
Date	11/19/2015		

1. How many participants will be attending your presentation?

There will be three individuals attending my presentation, the Parks and Recreation Director, Town Manager, and Assistant Town Manager.

2. Why are individuals attending your presentation?

I am trying to persuade and inform town leadership on why the Community Pool should switch current lifeguard training programs from Red Cross to Jeff Ellis. They will also get certified in visual awareness training.

3. What is the experience and educational background of the audience?

The Parks and Recreation Director has been in his role for 12 years. He has been involved with Parks and Recreation for over 20 years. The Assistant Town Manager has a Finance background working with other cities. He has a Bachelor's degree in Finance and recently obtained his CPA. The Town Manager has a Master's Degree in Public Administration and has been in a leadership role with the Town for over 10 years. The Town Manager has experience working for other cities and is well versed in many areas.

4. What are the job-related responsibilities of your audience?

Town Manager – He receives direction from the town council. He is the direct connection that links the employee's needs to the town council

Assistant Town Manager: He is responsible for the town's Finance Department and Recreation Department. He relays all information to the town manager

Parks and Recreation Director: He is directly in charge of parks, medians, events, programs, and wellness. He is my direct supervisor.

5. What is the gender/cultural mix of the audience?

The audience are all males and Caucasian. They all seem to have come from a strong family background.



6. What is the average age of your audience?

35 years old

7. Do any members of your audience have special needs?

They do not require special needs. Our town manager has a bad back, so it's important that he sits in a comfortable chair.

8. Are there any issues that you should avoid when addressing this audience?

I don't believe there is any topics to avoid. However, I need to be extremely careful when talking to our town manager. He is very down to earth most of the time, but does not like to be talked down to. I've learned it's always best to let him express himself and never question his judgement.

9. Can any members of your audience serve as special resources? What kinds of assistance can they provide? How do you contact them?

First, my boss is on my side about on this topic. He will be the person supporting me in the audience during the presentation. My boss and I have a good relationship with our assistant town manager. I think it would be beneficial to show him the presentation beforehand to get his opinion. He will be able to tell us how we should present the presentation to persuade the town manager.



Assignment 4

Presentation Title: Drowning Prevention: Ellis vs. Red Cross	
Presentation Strategies	How you will use Them
<p>Problem Solution (Persuasive)</p>	<p>From the beginning to the end of my presentation, it's important that I emphasize that there is a safety problem with our lifeguard training program (Red Cross). I plan to include on my first slide that safety is an issue at the Community Pool. I will persuade the audience that the Town is risking the lives of patrons by not switching to the Jeff Ellis and Associates Training Program. I will show the advantages that Ellis brings to the table such as: Unannounced Safety Audits, Visual Awareness Training, Zone Protection, and legal backing. All of these advantages are not part of the Red Cross program. I will persuade the audience that it's important for the Town to take every measure necessary to ensure patron safety. By the Town not switching to Jeff Ellis, we are risking a drowning because we are not doing all that we can possibly do to prevent it. Below is an outline.</p> <ol style="list-style-type: none"> 1. There is a safety issue at the Community Pool because we use Red cross <ol style="list-style-type: none"> a. Drownings increase every year <ol style="list-style-type: none"> i. Statistics show that it's not a matter of, "if" but "when." ii. With Red Cross, we are increasing our safety risk b. Red Cross is not our best option <ol style="list-style-type: none"> i. Lacks training programs ii. Can't provide statistical data 2. Switching to Jeff Ellis will decrease the safety risk at the pool <ol style="list-style-type: none"> a. Elements of the program <ol style="list-style-type: none"> i. Visual Awareness Training <ol style="list-style-type: none"> 1. 10/20 Rule



	<ul style="list-style-type: none"> ii. Unannounced Audits iii. Crisis Support <p>b. Benefits</p> <ul style="list-style-type: none"> i. The patrons are safer ii. Statistical data iii. Legal Backing
<p>Proposal (Persuasive)</p>	<p>Along with the problem solution strategy, I plan to lay out a proposal to the audience. In the proposal, it will show the cost and benefits of switching to Jeff Ellis. The proposal will show a cost comparison along with a draft of an actual contract we would sign with Jeff Ellis.</p>
<p>Role Play</p>	<p>Since I am presenting to upper level management, it's crucial that I explain the importance of lifeguarding and how to effectively perform the job. Jeff Ellis is a big proponent of scanning. They have created a 10/20 rule which says that you have 10 seconds to scan your zone, and 20 seconds to recognize your victim. Red Cross does not provide any rules on lifeguard surveillance. I plan to have our town management participate in a scanning drill. I will show them the importance of the 10/20 rule while on stand. I plan to bring in a small pool with rubber ducks and pennies. I will explain the levels of surveillance and how Jeff Ellis teaches the 10/20 rule.</p>



Buy	Rent	Produce	Name of Media and/or Equipment and or Supplies
		X	PowerPoint Presentation
X			Kid's pool from Wal-Mart along with Rubber Duckies and Pennies
		X	Paper handouts of a crisis management plan – This will explain the different roles in management if a crisis occurs
		X	Paper handouts of the Community Pool's zone of protection worksheets – These are filled out for each lifeguard stand within the complex
		X	Paper handouts of a contract and proposal to switch to Jeff Ellis
		X	Paper handouts of a lawsuit I was involved with early in my career.
	X		Props – rescue tubes, pockets masks, AED, training dummy



Assignment 5

Test and Check Off Your Facility & Equipment Needs

Presentation Title: Drowning Prevention: Ellis vs. Red Cross

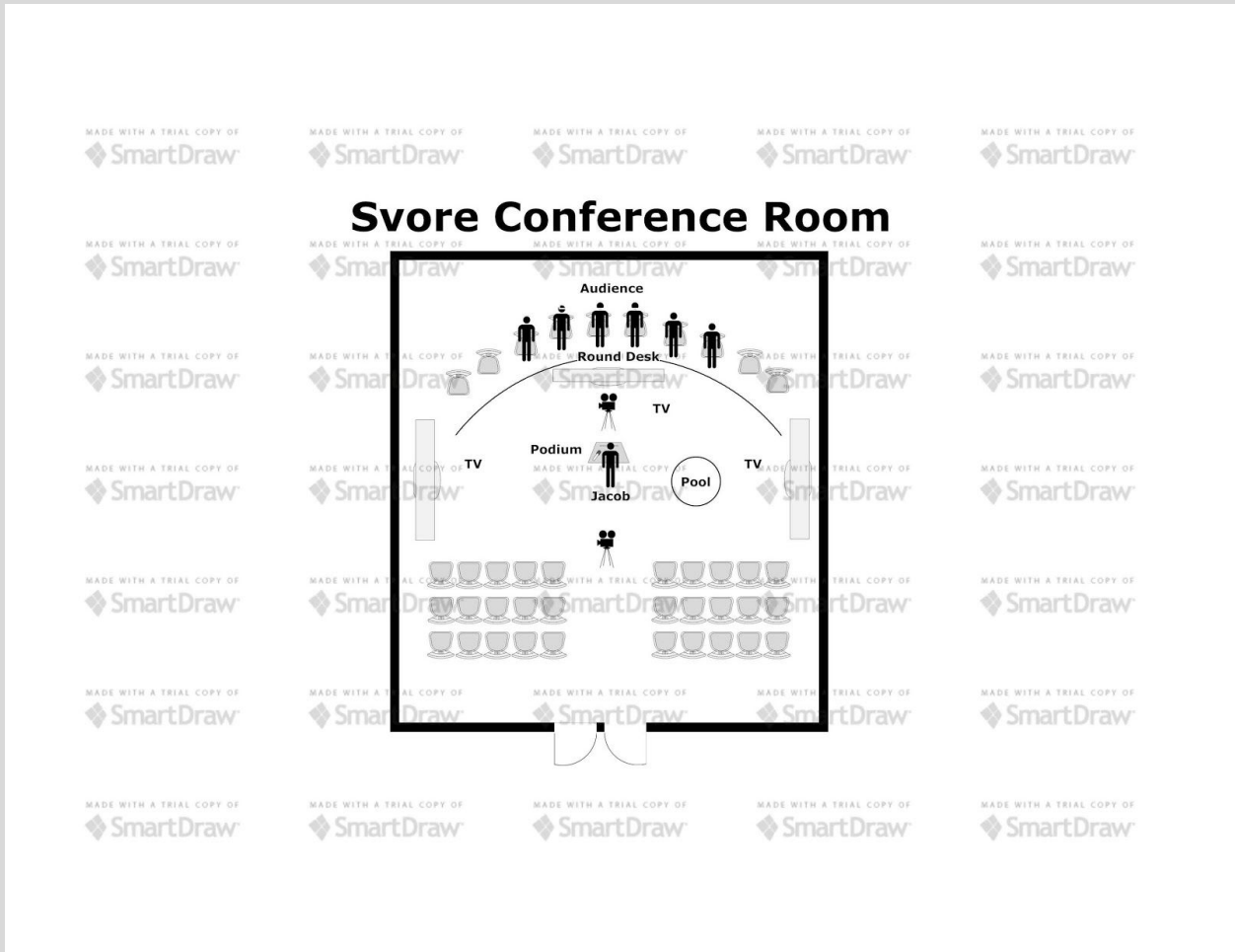
1	<p>Do you need a podium for your presentation? Where should they be located?</p> <p>I do plan to use a podium for the presentation. The room I plan to present at is large and will work good.</p>
2	<p>Do you need a computer, projector and display screen?</p> <p>The room I plan to present at already has a computer, projector, and a large screen. However, I also plan to bring my laptop as an additional device for my use. I plan to use it to glance at key points and my notes of the presentation.</p>
3	<p>Do you need a remote mouse/pointer?</p> <p>Yes, I plan to use a pointer. I'm showing many slides that are graphs and pictures. I need the pointer to highlight budget numbers and specifics on each slide.</p>
4	<p>Indicated the type of seating arrangement you will be using during your presentation.</p> <p>I plan to use the table approach. I will present my presentation standing at the podium. The audience will sit around a curved table facing me. The table is necessary because I plan to provide materials for them to examine. I also plan to bring a contract for our town manager to sign that day.</p>
5	<p>Will you need a microphone? What type of microphone would you prefer?</p> <p>Yes, I will need a microphone. The microphone will help with two things. First, it will clearly project the information I'm providing to the audience. Second, since I'm recording the presentation, it will enhance the sound on the video. I prefer the Nikon 27045 Stereo Microphone. http://www.amazon.com/Nikon-ME-1-Stereo-Microphone-Supplied/dp/B004V6BQ30 Luckily I have a friend that is going to let me borrow his.</p>



6	<p>What type of presentation media equipment do you need?</p> <p>I need a camera, tripod, and microphone. I will also need a projector, screen, and computer, but the room already provides these. I plan to bring my Nikon Camera with my Tri-pod. I am borrowing the microphone from a friend.</p>
7	<p>Do you plan on using handouts to support your presentation? When should they be distributed? Who will assist you in their distribution?</p> <p>Yes, I plan to have many handouts. I plan to handout a crisis management plan, a sample contract, a cost proposal spreadsheet, a zone of protection worksheet, and a copy of a lawsuit I was involved with. I plan to hand these out at when the appropriate topic comes up. If I hand them out before, it will distract the audience at the beginning of the presentation. In my presentation, I have planned 3 minutes after each document is handed out for audience review. This is a time of silence where I am not speaking.</p>
8	<p>Do you need extension cable of all types?</p> <p>I need an extension cord for a microphone. Everything else runs on battery.</p>
9	<p>Do you need refreshments?</p> <p>I definitely need to have drinks in the room. I am very familiar with my audience and all of them love coffee and diet coke. I will have both on hand the day of the presentation.</p>
10	<p>Do you need pens and tablets?</p> <p>I don't believe I need either as I know the managers will bring pens and paper. I have met with them in the past, and they normally bring them to the meeting. Of course I will have backups just in case.</p>



Assignment 6



Facility Checklist

Presentation Title:	Jacob Lohse		
Date of Presentation:	November 5, 2015		
Location:	Svore Building	Number of Participants:	4

Criterion	Yes	No	N/A	Comments
1. The size of the room is suitable for the number of participants.	x			
2. The room can be isolated from distractions from adjoining rooms.	x			
3. The room is accessible to all participants, including those with disabilities	x			
4. Breakout rooms are available, if needed.	x			
5. Breakout rooms are located in close proximity to the main presentation room.	x			
6. Restrooms are located in close proximity to the main presentation room.	x			
7. Restrooms are accessible to all participants.	x			
8. Seating arrangements set as checked below: a. Theater style b. Classroom style c. Horseshoe or U-shaped d. Conference	c			



e. Multiple, circular f. Multiple, square				
9. Seating requirements in breakout rooms are satisfactory.	X			
10. Lighting requirements are satisfactory.	X			
11. Location of lighting controls is satisfactory.	X			
12. Room lights can be dimmed as needed.	X			
13. Climate controls in the room are satisfactory.	X			
14. All necessary media equipment is available.	X			
15. Projection screen size appropriate for room.	X			
16. Meals or refreshments have been ordered.	X			
17. Site for meals or refreshments established.	X			
18. Access to telephones, computers, and other message services has been arranged.	X			

