



**PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
**(Headquarters Philippine Coast Guard)**  
139 25<sup>th</sup> Street, Port Area  
1018 Manila

16 April 2014

HPCG/CG-8

**MEMORANDUM CIRCULAR**  
**NUMBER .....03-14**

**GUIDELINES FOR SAFETY AND SECURITY REQUIREMENTS OF  
COASTAL AND BEACH RESORTS, AND VESSELS WITH POOL  
FACILITIES INCLUDING QUALIFICATION AND REQUIREMENTS OF  
LIFEGUARDS FOR THE PROMOTION OF SAFETY OF LIFE AT SEA**

**I. AUTHORITY:**

- A. Republic Act 9993 known as (The Philippine Coast Guard Law of 2009)
- B. Rule 3 (e) 1.I of the Implementing Rules and Regulations R.A. 9993

**II. REFERENCES:**

- A. Republic Act No. 9593 known as "The Tourism Act of 2009"
- B. IRR of RA 9593 (Department of Tourism, Rules and Regulations to govern the accreditation of hotels, tourists inns, motels, apartels, resorts, pension houses and other accommodation establishments)

**III. PURPOSE:**

This Circular prescribes the guidelines and procedures for the safety and security requirements of coastal and beach resorts, and vessels pool facilities, including qualification and requirements of lifeguards for the promotion of safety of life at sea.

**IV. SCOPE:**

This Circular shall apply to:

- A. Coastal and beach resort owners;
- B. Ship owners/operators of vessel with pool facilities; and
- C. Lifeguards

## V. DEFINITION OF TERMS

- A. **Basic-Life Support- Cardiopulmonary Resuscitation (BLS-CPR) Course** – is a training course conducted by PNRC, WLSA, PLS or any PCG accredited organization which aims to provide knowledge and basic skills to students in rendering first-aid to a person whose breathing and/ or heartbeat suddenly stopped.
- B. **Beach – going public** – refers to person or group of persons going to the beach for excursion, relaxation and swimming.
- C. **Coastal and Beach Resort** – refers to a resort located on the beach (not just accessible to), and amenities and activities to indicate the beach as an anchor attribute.
- D. **Designated Areas** – refers to the perimeter area extended from the beachfront identified by the beach owner wherein the people are safe to swim. Basically, it is marked with buoys or any other floating devices.
- E. **DOT** – Department of Tourism.
- F. **First Aid Course** - is a training course conducted by PRC, PLS or any PCG accredited organization which aims to equip participants with knowledge, skills and confidence in providing care for a person who has been injured or suddenly become ill. The trainings include lecture and actual demonstration on bandaging techniques, emergency transfers and common emergencies.
- G. **First Aid Station** - is a station providing emergency care or treatment before regular medical aid can be obtained. This is manned by personnel who are trained in first aid and BLS-CPR.
- H. **Lifeguard** - refers to a person who supervises the safety and rescue of swimmers, surfers and other water sport participants such as in a swimming pool, water park or beach. They shall be qualified and should have fulfilled the requirements for certification of PCG.
- I. **Life-saving equipment** – equipment designed for or connected with saving of human life particularly from drowning or in any maritime tragedy.
- J. **Philippine Life Saving (PLS)** – a non-government organization engaged in drowning prevention, water safety, water rescue, lifesaving, lifeguarding and lifesaving sport in the Philippines.
- K. **PCG Lifeguard Certificate** – is a certificate issued by PCG to a person or individual after completing the required training for lifeguard from PNRC, PLS or any PCG accredited organization.
- L. **PRC** – Philippine Red Cross.
- M. **Water Safety Course (Swimming, Aquatic Lifesaving & Life Guarding)** – is a training course conducted by PRC or any PCG accredited organization which aims to teach survival and lifesaving techniques. The trainings include lecture and actual demonstration on the fundamentals of survival techniques, such as threading and disrobing, and saving a drowning person;
- N. **Buoys** – a distinctively shaped and marked floating device used to identify the safe area for swimming extending from the beachfront. Further, these buoys are not intended for mooring of boats.

## VI. GENERAL PROVISIONS

- A. The Philippine Coast Guard shall set the national policy guidelines and requirements for coastal and beach resort including vessel with pool facilities in the promotion of security, water safety, water rescue, lifesaving and lifeguarding of the beach-going public.
- B. The Philippine Coast Guard shall set the national criteria and standard for competency and training of lifeguards on coastal and beach resorts and in vessels with swimming pool.
- C. A PCG Lifeguard Certificate will be issued to qualified lifeguards renewable every 2 years.

## VII. SAFETY AND SECURITY REQUIREMENTS

### A. Coastal and Beach Resorts

- 1. All resorts shall provide the services of a sufficient number of lifeguards duly trained by PRC, PLS or other PCG accredited organization and be certificated by the Philippine Coast Guard. There should be one lifeguard for every twenty (20) meters of length of beach coast line.
- 2. All resorts shall provide the services of a physician, either on-call or on full-time basis, depending on their volume of operation and accessibility to hospital or medical centers. In addition, resorts shall also employ first-aiders who have completed a course in first aid duly certified by the Philippine Red Cross or other PCG accredited organization. First aid medicines and necessary life-saving equipment shall be provided within the premises.
- 3. There shall be placed on a coastal or beach resort an adequate number of buoys (approximately 1 for every 10 meters) attached with safety net which shall be spread within the area whenever there's an abrupt depth of water (*kantilado*). However, when the beachfront has no abrupt depth of water, adequate number of buoys shall be placed to be determined by the resort owner or keeper as safe for swimming purposes.
- 4. The distance fronting the area of the resort with adequate number of buoys as provided in the preceding section shall be designated as the area for swimming purposes, and no boat, banca or other crafts shall be allowed to enter the designated areas.
- 5. The resort owner shall likewise designate a portion of the beach front to be used exclusively for loading and unloading of resort guests or areas designated by the LGU in coordination with the PCG.
- 6. Management shall post sufficient and visible signs in strategic areas in the resort or at the beach to warn guests/customers of the presence of artificial or natural hazards, danger areas or occurrences threat (Annex-1).

7. Shall have radio/communication room which will be used for activity monitoring and a VHF radio with base and sufficient handheld radios for the use of personnel and emergency hotlines are properly posted.
8. Other than these safety requirements, each resort shall establish its own house rules and regulations which must be clearly visible to guests and shall be checked by PCG.
9. Inclusion of beach warning signage and flag signals. (Annex-2)

#### **B. Vessels with pool facilities**

1. All pool areas must have an audible emergency alarm system or bell which will summon competent aid from other parts of the facility and an emergency lighting system to ensure the safety of bathers during possible loss of electrical power and unexpected rolling period of vessel. This system shall be maintained in good working condition at all times and tested weekly with an appropriate log test maintained.
2. All pool areas shall have proper pool lighting, mechanical heat, and appropriate ventilating systems which shall be maintained in good working conditions at all times.
3. There must be a suitable device completely around the edge of the pool, such as gutter or an expedient hand grab rail to permit firm grasping by occupants in the pool.
4. Buoy lines must be provided to mark off and segregate shallow section of the pool for use by non-swimmers.
5. Entrance and exits to pool area shall be provided with locking device to secure the area against unauthorized access.
6. One lifeguard station must be located in relation to pool entrance so that no one can pass into the area without being observed by the lifeguard. All lifeguards must be positioned according to the zone coverage plan, the bottom and top of the entire assigned zone, 180 degrees, must be visible to the guard at all times.
7. Walking surfaces such as decks, steps, ladders, etc. will be constructed of or treated to render a non skid, and will be kept free from obstruction.
8. Exit sign shall be illuminated and visible from all areas of the pool.
9. Depth marker must be a minimum of 4 inches high, permanent placed above waterline. The markers must be installed inside and outside of the pool on the vertical and horizontal planes and have FT (feet) and IN (inches) spelled out.
10. Pool chemicals shall be stored in a safe, secure area and handled in accordance with the Pool Operator on Location (POOL) guidelines and manufacturer's instructions. "Material Data Sheets" should be permanently mounted in the chemical storage area.
11. The following safety equipment shall be available and within ready access of the lifeguard stations at all times:

- a) Minimum of four (4) reaching poles (with a minimum of 12 feet in length)
  - b) Shepherd's Crook
  - c) Soft ring buoys should be replaced with 18 inches life saving ring with sufficient rope attached to reach all parts of the pool.
  - d) First Aid Kit completely stocked to treat all pool emergencies
  - e) Back Board with head restraints, 3 straps and cervical collars should be provided.
12. Rules, regulations and procedures for the use of swimming pool shall be permanently mounted in the swimming pool area near the entrance.
  13. Shall provide the services of a sufficient number of lifeguards duly trained by PRC or the WLSAP and accredited by the PCG.
  14. Pools will be evacuated during thunder storms. Swimmers may return twenty minutes after the last clap of the thunder was heard.

#### **VIII. QUALIFICATION AND REQUIREMENTS OF LIFEGUARDS**

1. A lifeguard must be physically fit and medically healthy, strong swimmer, and must be able to use the safety equipment comfortably and confidently.
2. As a lifeguard, you must be successfully completed the following Philippine Red Cross Training or any PCG accredited equivalent training courses:
  - a. First Aid Course
  - b. Basic-Life Support - Cardiopulmonary Resuscitation (BLS-CPR) Course
  - c. Water Safety Course
3. Upon completion of the required training courses, the Philippine Coast Guard will require lifeguards to undergo various water tests and practical exam prior certification and issuance PCG Lifeguard Certificate (Annex-3) to qualified lifeguards.
4. Lifeguards shall undertake refresher training course every 2 years to revalidate lifeguarding skills and renewal of PCG Lifeguard Certificate.

## **IX. RESPONSIBILITIES**

### **A. Beach resort owners**

1. Shall ensure sufficient number of lifeguards to cover their area of responsibility.
2. Shall ensure that all their lifeguards are certificated and qualified based on the requirement of the Circular.
3. Shall submit to the Coast Guard Station/Detachment the list of all their lifeguards to include their corresponding certificates and training records.
4. Shall ensure compliance of other requirements as stipulated under Chapter VII A of this Circular.
5. Shall report immediately to the nearest Coast Guard Station/Detachment on any drowning incident in the vicinity
6. Shall ensure proper waste disposals and cleanliness of the beach facilities and perimeter for the protection of marine environment.
7. Shall established an individual rules and regulation concerning safety and security requirement which will be used a guidelines of the personnel particularly lifeguards.
8. Shall identify the designated area for swimmer and non-swimmer.

### **B. Ship owner/operator with pool facilities**

1. Shall provide the services of a sufficient number of well-trained lifeguards that duly accredited by the PCG.
2. Shall ensure compliance of other requirements as stipulated under Chapter VII B of this Circular.

### **C. Lifeguards**

1. Shall undertake required training courses and shall maintain individual records.
2. Shall apply for certification with the PCG (Annex-4).
3. Shall enforce rules and regulations of the beach resort they are employed at to ensure safety of life at sea.
4. Shall carry out rescues and initiate other emergency actions as necessary.

5. Shall render reports of any unusual incident pertaining to the use of beach resorts and recreational watercrafts.

6. Shall ensure safety of the resort's private beach / vessels with pool facilities including making the area safe, by getting rid of dangerous objects, encouraging safe play in the water and watch out for weaker swimmers.

**X. FEES AND PENALTIES**

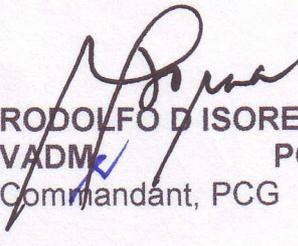
A. An amount of Three Hundred Pesos (P300.00) shall be collected for the issuance of PCG Lifeguard Certificate.

B. The Beach resorts/operators and ships owners/operators shall be held liable for violations of any guidelines under Chapter VII and Chapter IX A, B and C of this Circular.

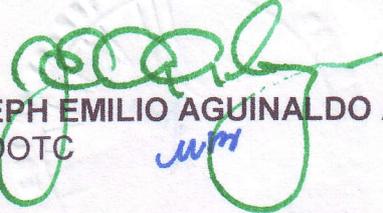
First Offense	Fine of Five Thousand Pesos (P 5, 000.00) plus warning
Second Offense	Fine of Twenty Thousand Pesos (P 20, 000.00) and one (1) month operational suspension
Third Offense	Fine of Fifty Thousand Pesos (P 50, 000.00) and six (6) months operational suspension

**XI. EFFECTIVITY CLAUSE**

This Circular shall take effect after fifteen (15) days after publication in the Official Gazette or in the newspaper of National Circulation in the Philippines

  
RODOLFO D ISORENA  
VADM PCG  
Commandant, PCG

Approved by:

  
HON. JOSEPH EMILIO AGUINALDO ABAYA  
Secretary, DOTC

**Annexes:**

- 1) Danger signage and marker
- 2) Warning signage and flag signals
- 3) PCG Lifeguard Certificate
- 4) Application Form for PCG Lifeguard Certificate



# Danger Signage and Marker



## Water Closed to Public

Agua Cerrada al Público

**Sarado ang Katubigan sa publiko**



## Dangerous Marine Life

Vida Marina Peligrosa

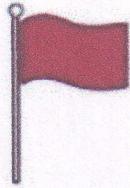
**May mapanganib na Hayop-dagat**

**Absence of Flags Does Not Assure Safe Waters**

**La Ausencia de Banderas No Asegura Aguas Seguras**

**Ang kawalan ng mga bandera ay hindi Garantiya ng Ligtas na Katubigan,  
Kaya ang aming payo ay laging mag-ingat**

# Warning Signage and Flag Signals



## High Hazard

High Surf and/or Strong Currents

Peligro Alto, Resaca Alta y/o Corrientes Fuertes

**Lubhang Mapanganib**

**Mataas na alon at/o malakas na daloy ng tubig**



## Medium Hazard

Moderate Surf and/or Currents

Peligro Medio, Resaca Moderada y/o Corrientes Fuertes

**Bahagyang mapanganib**

**Katamtamang alon at/o daloy ng tubig**



## Low Hazard

Calm Conditions, Exercise Caution

Peligro Bajo, Condiciones Calmas, Tenga Cuidado

**May kaunting mapanganib**

**Pantag na kondisyon, maging maingat**

**Absence of Flags Does Not Assure Safe Waters**

**La Ausencia de Banderas No Asegura Aguas Seguras**

**Ang kawalan ng mga bandera ay hindi Garantiya ng Ligtas na Katubigan,  
Kaya ang aming payo ay laging mag-ingat**



# PCG Lifeguard Certificate

This is to certify that

**MR. JUAN DELACRUZ**

Has been assessed as Qualified Lifeguard in compliance with the prescribed requirements stipulated under PCG Memorandum Circular No. \_\_\_\_ .

Training Course Completed :

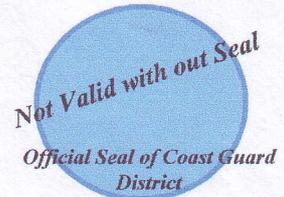
**FIRST AID COURSE  
BASIC LIFE SUPPORT – CARDIOPULMONARY RESUSCITATION (BLS-CPR)  
WATER SAFETY COURSE**

Certificate Issue Date: 21<sup>st</sup> March 2012

Lifeguard Certificate No: NCRCL-LG001-12

Expiration Date : 21<sup>st</sup> March 2015

**GREGORIO I ADEL JR**  
CAPT PCG  
Station Commander, CGS Manila



"Serving our Nation by Ensuring Safe, Clean and Secure Maritime Environment"



Department of Transportation and Communication  
**PUNONG HIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
 (Headquarters Philippine Coast Guard)  
 139 25<sup>th</sup> Street, Port Area  
 1018 Manila



Date: \_\_\_\_\_  
 CG Station / Detachment: \_\_\_\_\_

**APPLICATION FOR PCG LIFEGUARD CERTIFICATE**

1. Name of Applicant: ( Surname, Given Name, Middle Name)		2. Birthday:	3. Gender:
4. Home Address :		5. Civil Status:	6. Contact Nr.
7. Nationality:	8. Age:	9. TIN Number:	10. Height: (ft-in)
11. Weight: (lbs)		12. Name of Company:	
13. Business Address:		14. Course/training successfully completed by the applicant from Philippine Red Cross or Water Life Saving Association of the Philippines :	
• First Aid Course <input type="checkbox"/> Yes <input type="checkbox"/> No • Basic Life Support - Cardiopulmonary Resuscitation (BLS – CPR) <input type="checkbox"/> Yes <input type="checkbox"/> No • Water Safety Course <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Type of Lifeguard Certificate Application: • Beach and Resort <input type="checkbox"/> • Vessel with pool Facilities <input type="checkbox"/>	
16. Type of Application:		• New <input type="checkbox"/> • Renewal <input type="checkbox"/>	

**NOTE:**  
 Applicant should pass the written and physical examination conducted by the Philippine Coast Guard personnel for the issuance of PCG Lifeguard Certificate

Evaluated by:  XXXXXXXXXXXXXXXXXXXXXXXXXX ENS PCG OIC-SOG, HCGDNCR-CL	Evaluated by:  XXXXXXXXXXXXXXXXXXXXXXXXXX ENS PCG OIC-Medical, HCGDNCR-CL	Noted by:  XXXXXXXXXXXXXXXXXXXXXXXXXX CAPT PCG Station Commander, CGS Manila
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Paid Under O.R. Number: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Amount: \_\_\_\_\_