



SURF LIFE SAVING  
**NEW SOUTH WALES**



# **Merewether SLSC Patrol Operations Manual 2021/22**

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## Letter from Branch Director of Lifesaving

Hi and welcome to the 2021/22 season,

Attached is an updated version of the Patrol Operations Manual (POM) for your club. If you have any comments or would like to see any changes, email them to [lifesaving@hsls.org.au](mailto:lifesaving@hsls.org.au). The POM should reflect how we expect patrol captains and patrols to act, both during patrols and when rescues occur out of hours.

This season promises to be as challenging as the one just past, with COVID restrictions still in place and looking like being around for some time. The key actions that need to be taken to ensure that we provide a safe workplace for our members are:

- All patrol members will need their own PPE. This should be in a bumbag so that they can carry it with them at all times.
- There should be minimal contact with members of the public, particularly for first aid. The preferred approach is to get them to carry out their own first aid with supplies that we give them (e.g: ice packs for bluebottles). Where this isn't feasible, then gloves are the very minimum of PPE.
- If CPR has to be performed, then breaths are optional and gloves should be used for compressions. Breaths should not be done without some form of mask.
- If there is direct contact, such as in a rescue, then the personal details of the member of the public should be kept and those involved in the rescue advised to get tested and isolate.
- All patrol members should be encouraged to get vaccinated.

The other change that will continue this season is the move to being an emergency service. This has been underway for a couple of years and a lot of work has been done behind the scenes. This will start to flow down to clubs over the coming seasons. At this stage, the main impact for clubs will be the composition of callout teams as over 50% of rescues are now being done out of patrol hours. Please ensure that you have people with the right skills as part of your callout team. Those skills are:

- IRB crew and drivers (these are the main skills needed)
- First aid / ARTC
- Radio operators
- Silver Medallion Aquatic Rescue (SMAR)

The callout team members need to have timely access to the equipment that they need if they are called out, including their own gear such as wetsuits.

The ongoing efforts of our Lifesaving Directors / Club Captains, patrol captains and patrol members will be what ensures that we have another successful season, as we continue to keep the members of the public safe at the beach.

Let me know if you need any assistance from myself throughout the season.

**Steve Foggett**

Hunter Branch Director of Lifesaving



Hunter Surf Life Saving

PO Box 44  
Carrington, NSW 2294

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Tighes Hill, NSW 2297

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# 1 Club Directory

Merewether SLSC			
Club Street Address	Henderson Parade, Merewether		
Nearest Cross Street	John Parade		
Club Phone Number	02 4963 7972 or 4963 1560		
Emergency Response Area	North: Coane Street		
Primary Repeater	Shepherds Hill Repeater (SHEPS)		
Club Contacts			
Position	Name	Mobile Phone	Email
President	Nick Newton	0408 212 005	nickeng25@hotmail.com
Director of Lifesaving	Garry Semetka	0423 872 354	clubcaptain@merewetherslsc.com.au
Director of Administration	Jamie Paras	0412 195 249	mslsc.secretary@gmail.com
Emergency Callout Team			
Kevin Buckley	0408 272 364	Gemma McMillan	0427 419 800
Ralph Foster	0422 938 565	Kristen Wall	0488 300 770
Emma Gale	0414 564 268	Nick Newton	0408 212 005
Sarah Gray	0431 158 784	Mark Owen	0488 990 400
David Hoar	0403 925 799	Jamie Paras	0412 195 249
Simon Lovell	0439 604 463	Bruce Rummins	0439 529 450
Nathan McKelligott	0438 359 765	Garry Semetka	0423 872 354
Norman Rogers	0407 101 184	Warren Sterling	0403 898 820
Chris Warren	0403 041 574	Anthony Tietze	0431 696 276
Karen Wallace	0415 661 210	Dom Wilson	0409 698 849
Nathan Wright	0427 664 626	Tim Coghlan	0439 300 780

<b>PRIMARY PATROLLING AREA</b>	<b>SECONDARY PATROLLING AREA</b>
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Patrol Times			
Date	Saturdays	Sundays	Public Holidays
18/9/2021 to 25/04/2022	9am to 5pm	9am to 5pm	9am to 5pm

## 2 Communication

### 2.1 Surf Life Saving & Emergency Services

SurfCom				
Service	Phone	Email		
State Operations Centre	02 9471 8092	<a href="mailto:soc@surflifesaving.com.au">soc@surflifesaving.com.au</a>		
<b>Emergency services such as Police, Ambulance, Fire, Helicopters, Roads and Maritime Services, Marine Rescue, National Parks and Wildlife Services and the NSW Department of Fisheries should be requested via SurfCom</b>				
Surrounding Surf Life Saving Assets				
Club/Service	Contact	Distance	Response Time (Water)	Response Time (Land)
Hunter Branch President – Henry Scruton	0412 495 798	2.5km	40 minutes	15 minutes
Hunter Branch CEO – Rhonda Scruton	0412 780 540	2.5km	n/a	15 minutes
Branch Director of Lifesaving – Steve Foggett	0417 313 589	14km	n/a	23 minutes
Branch Duty Officer	0419 965 570	Duty Officer with under 10-minute response time will be contacted in emergency		
Club President – Nick Newton	0408 212 005	2.5km	n/a	15 minutes
Club Captain – Garry Semetka	0423 872 354	1km	n/a	10 minutes
IRB Captain – Nathan Wright	0427 664 626	0.5km	n/a	5 minutes
Gear Steward – Chris Warren	0403 041 574	12km	n/a	20 minutes
JAC – Chris Warren	0403 041 574	12km	n/a	20 minutes
Other Stakeholders				
Assure Programs (Counselling)	1800 808 374	NSW Poisons Info		131 126
Hunter Branch Counselling Coordinator	0412 495 798			

### 2.2 Club Callout Team

Each Club should have an 'Emergency Callout Team' that can respond to incidents within the 'Emergency Response Area' as outlined in the Lifesaving Service Agreement. Members of the 'Emergency Callout Team' are to be appointed by the Club Captain and a list of active members maintained via SurfGuard.

To maximise emergency response effectiveness and personnel safety, clubs should maintain the following equipment/logistical preparedness;

- 2 x rescue tubes (with fins)
- 2 x rescue boards
- IRB (with trailer and full fuel bladder in an accessible location)
- ATV (if applicable)
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board
- 2 x handheld radios in waterproof bags
- Personal telephone numbers contactable 24 hours with contacts (updated in SurfGuard)

## 2.3 Club Radio Procedures

2021/22 Update:

This season Hunter Branch will be converted to digital communications with SurfCom



# CLUB RADIO PROCEDURES



## SIGNING ON AND OFF - EACH PATROL

### SIGN ON

The Operations App is the preferred mode for signing on and off patrol.

- Ten minutes before SIGN ON, SurfCom will remind clubs to sign on via the Operations App.
- Clubs without access to the app will SIGN ON at the appropriate time via radio with SurfCom.
- SIGN ON with Patrol Bronze qualification numbers, Beach status and IRB status
- Within 30 minutes of SIGN ON, SurfCom may conduct a radio check for clubs using the app.

When using the Operations App, each patrol must SIGN ON and Off on the day. Afternoon PCs will have the ability on the App to sign off the morning patrol.

### SIGN OFF

- Ten minutes before SIGN OFF, SurfCom will remind clubs to submit statistics via the SLSA Operations App
- Clubs with no access to the app will SIGN OFF at the appropriate time via radio with SurfCom.
- SIGN OFF with Rescue Statistics only
- Patrols wishing to extend patrol times should notify SurfCom 15 minutes prior to scheduled SIGN OFF and provide revised finish time

Always contact SurfCom if your patrol status changes (IRB, SSV, Bronze Numbers below 3) or the beach is closed.



## RADIO CHANNELS

### Channel 1

- Incident Channel
- Line of sight only
- Communications channel between Duty Officers, and all assets on scene (RWC, OSB or Helicopter)

### Channel 2

- Patrol "chat" channel
- Line of site only
- Internal patrol communications between beach assets only

### Channel 3

- Primary Repeater Channel
- For all communications with SurfCom
- Digital radios will roam for strongest signal

Analogue radios can be used for line-of-sight communications

### Channel 4

- Scanning Channel only
- Receives all traffic on channels 1, 2 & 3 and secondary repeaters within range.
- Please note: If a response is made within 5 seconds, the message will be transmitted on the receiving channel, otherwise the radio will transmit on channel 2.

### Training Channels

- Labelled as "25 Train" & "26 Train" on older radios
- Labelled as "58 Train" and "66 Train" on newer radios
- Frequencies have not changed | 25 Train = 58 Train | 26 Train = 66 Train



## CONTACTS

### State Operations Centre (SOC)

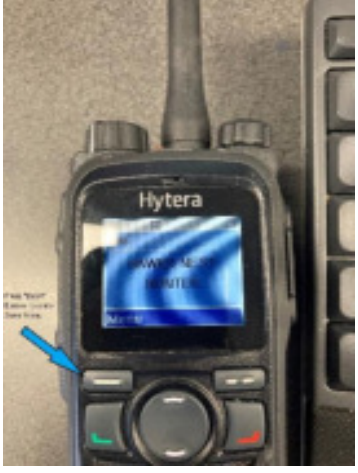
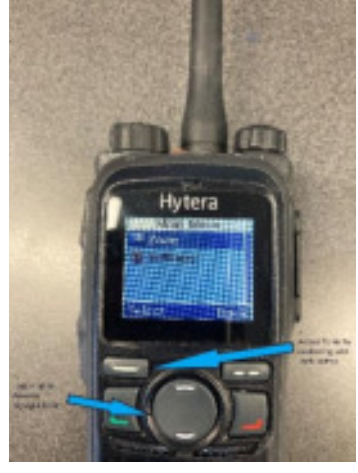
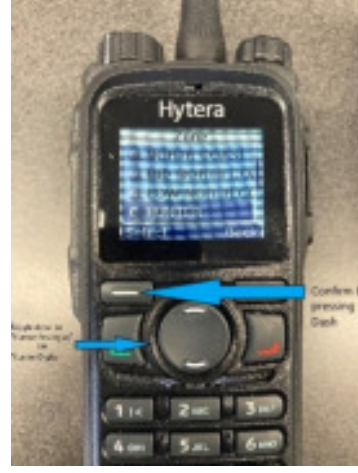
- Call Sign: SurfCom New South Wales
- Phone Number 9471 8092
- Operates FNC, NC, MNC, LNC, HUN, CC, SYD, ILL, SC, FSC 7 days a week
- Operates SNB Monday to Friday in Season and 7 days a week out of season

### SurfCom Warringah

- Call Sign: SurfCom Sydney Northern Beaches
- Phone Number 9982 5666
- Operates only SNB weekends in Patrol Season

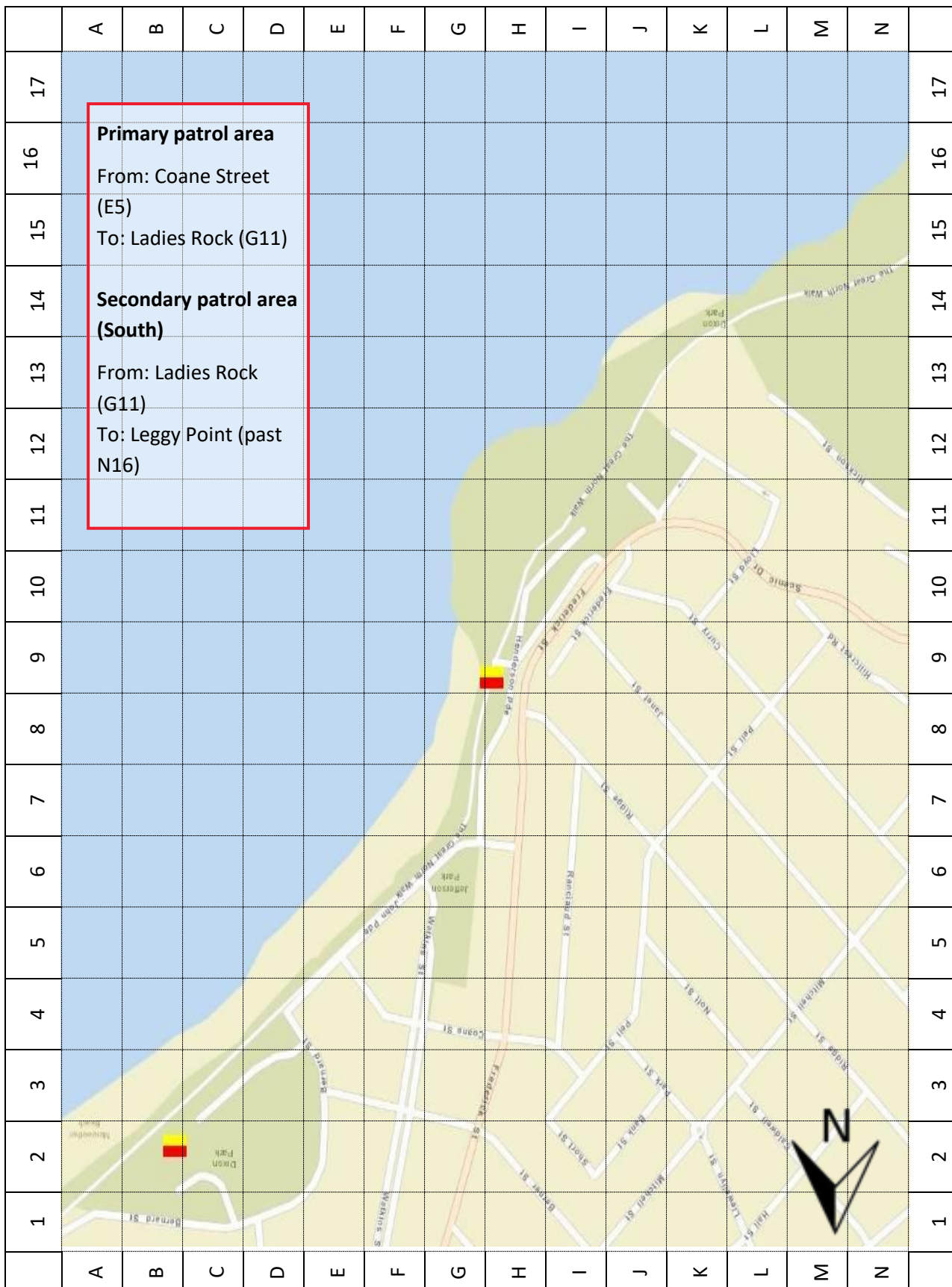
Both SurfCom facilities operate during daylight hours. For all after hours emergencies, dial "000" and ask for police.

## 2021 Radio Cheat Sheet

Locating the Correct Zone for your Branch			
<ul style="list-style-type: none"> <li>Radios in the Hunter and Lower North Coast Branches have been programmed with both the old Analogue channels and the new Digital Channels in anticipation of the digital migration later this year.</li> <li>To access either, you need to ensure you are on the correct ZONE. Each Branch has a specific Zone for both the old Analogue Network and the new Digital Network.</li> </ul>			
			
Turn on Radio and Press Dash button to access Zone Menu.	Once the Zone menu is highlighted, Press the Dash to confirm.	Toggle down to access - Hunter Analogue - - Hunter Digital – Press Dash to confirm	
Differences in Analogue and Digital Zones			
<u>Analogue</u>		<u>Digital</u>	
<ul style="list-style-type: none"> <li>Operator needs to specify which repeater to use</li> <li>2 Training Channels (25 &amp; 26 or 58 &amp; 66)</li> </ul>		<ul style="list-style-type: none"> <li>Leave radio on Channel 3 and it will search for strongest signal.</li> <li>4 Training Channels (58, 66, 67 &amp; 68)</li> </ul>	
Differences between Club and Branch Radios			
FEATURE	FEATURE EXPLAINED	CLUB	BRANCH
<b>Designated Power ON</b>	Regardless of where operator is, or what channel they are on when radio is turned OFF, the radio will go back to a Primary Branch and Channel when turned ON again.	OFF	ON
<b>State Profile</b>	All Branch Support Operations will have all eleven branch and emergency service liaison channels. Club radios will have the branch to the north and south of them.	OFF	ON
<b>Display Caller ID</b>	Receiving radios will see the transmitting radio caller ID on the screen E.g. 'Redhead SLSC' or 'Hunter RWC' etc	ON	ON
<b>Scan TRANSMIT mode</b>	When the radio is placed on scan it will display priority Channel (SurfCom)	ON	ON

### 3 Hazard/Risk Management

#### 3.1 Hazard/Risk Map





### 3.2 Hazard/Risk Management Plan

Hazard/Risk	Location (Grid Ref)	Management Plan
Shore Dump	E5-G1	<b>Equipment:</b> Tube, Flags, Signage <b>Response:</b> Advise public, Erect Signs, Patrol water's edge
Rips/Sweeps	E5-G1	<b>Equipment:</b> Tube, Board, IRB, PA <b>Response:</b> Advise public, Erect Signs, Patrol water's edge
Rocks	G9	<b>Equipment:</b> Tube, PA <b>Response:</b> Tube rescue
Blue Bottles	E5-G1	<b>Equipment:</b> 1 <sup>st</sup> aid kit, flags to close beach <b>Response:</b> Advise public, Erect Signs, Patrol water's edge
Board riders	G9-G10	<b>Equipment:</b> PA, IRB <b>Response:</b> PA announcements, IRB patrolling

### 3.3 Northern Emergency Response Area

Area	To Coane St
Equipment	IRB, Radio, Rescue Board, Tube, Bum bag, Whistle
Response	Roving patrol
Response Time (water - IRB)	2 mins
Response Time (land - ATV)	2 mins
Access (boat ramps etc)	From beach

### 3.4 Southern Emergency Response Area

Area	To Leggy Point
Equipment	IRB, Radio, Rescue Board, Tube
Response	IRB
Response Time (water - IRB)	5 mins
Response Time (land - ATV)	5 mins to end of baths
Access (boat ramps etc)	From beach

## 4 Beach Management

### 4.1 Financial Membership

All members on a patrol must be financial by October 31<sup>st</sup>, 2021. If a member has not become financial prior to this date, SurfGuard will remove them from their roster, and they will not be able to be perform patrols. Please communicate to your team when distributing information.

### 4.2 Skills Maintenance/Proficiencies

To sustain award proficiency, every member must meet the skills maintenance requirements for their awards. This ensures that their lifesaving skills are in sync with current scientific research and literature in drowning prevention, first aid and beach management. It also ensures they are fit enough for active patrolling duties.

A Bronze Medallion qualified lifesaver must demonstrate annually that they can:

- Perform resuscitation
- Complete a Run-Swim-Run within 8 minutes
- Perform a rescue using a Rescue Tube or Rescue Board
- Spinal Management
- Apply Tourniquets

Members that hold additional qualifications such as Advanced Resuscitation Techniques Certificate or IRB Crew or Silver Medallion IRB Driver, need to also show they meet the skills maintenance requirements of these qualifications. IRB Assessors are to conduct IRB proficiencies.

Within the season, these must be completed and signed off before December 31<sup>st</sup>, 2021. If a member has not been able to meet the skills maintenance requirements for their awards, SurfGuard will remove them from their roster, and they will not be able to be perform patrols. If a member needs to do their proficiency after this date, they will be required to write a letter to the Branch Director of Lifesaving requesting an exemption. This letter needs to be written on the clubs letterhead and must outline the reasoning for their request.

#### **Important Change**

- If a member is not financial by October 31<sup>st</sup> 2021, SurfGuard will not allow them to be rostered onto a patrol.
- If a member is not proficient by December 31<sup>st</sup> 2021, SurfGuard will not allow them to be rostered onto a patrol.

### **4.3 Minimum Patrol Requirements**

#### *Personnel*

A patrol is to consist of a minimum of three (3) Bronze Proficient personnel, with the below qualifications held amongst the three (3) members;

- 3 x bronze medallion
- 1 x Advanced Resuscitation Techniques Certificate (ARTC)
- 1 x IRB driver
- 1 x IRB crew
- 1 x Basic Beach Management (held by Patrol Captain)

#### *Equipment*

A patrol is to set up their beach with items of equipment, as a minimum;

- IRB (with trailer)
- Rescue craft access signs (where an IRB/RWC is launched from)
- 3 x handheld radios in waterproof bags
- 2 x 'swimming not advised' (or 'beach closed) mobile signs
- Patrol information board
- ATV/vehicle (where applicable)
- Red and yellow patrol tent (Newcastle Permanent signage)
- 2 x rescue boards
- 2 x rescue tubes
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board
- 1 x binoculars
- Set of red and yellow feathered patrol flags
- Set of black and white chequered surfcraft boundary flags

### **4.4 Patrol Types**

For detailed descriptions of the various patrol types that can be conducted, please refer to the Standard Operating Procedures, **LS3.3 Club Patrol Types**. This can also be found in Appendix A of this document.

### **4.5 Patrol Swaps**

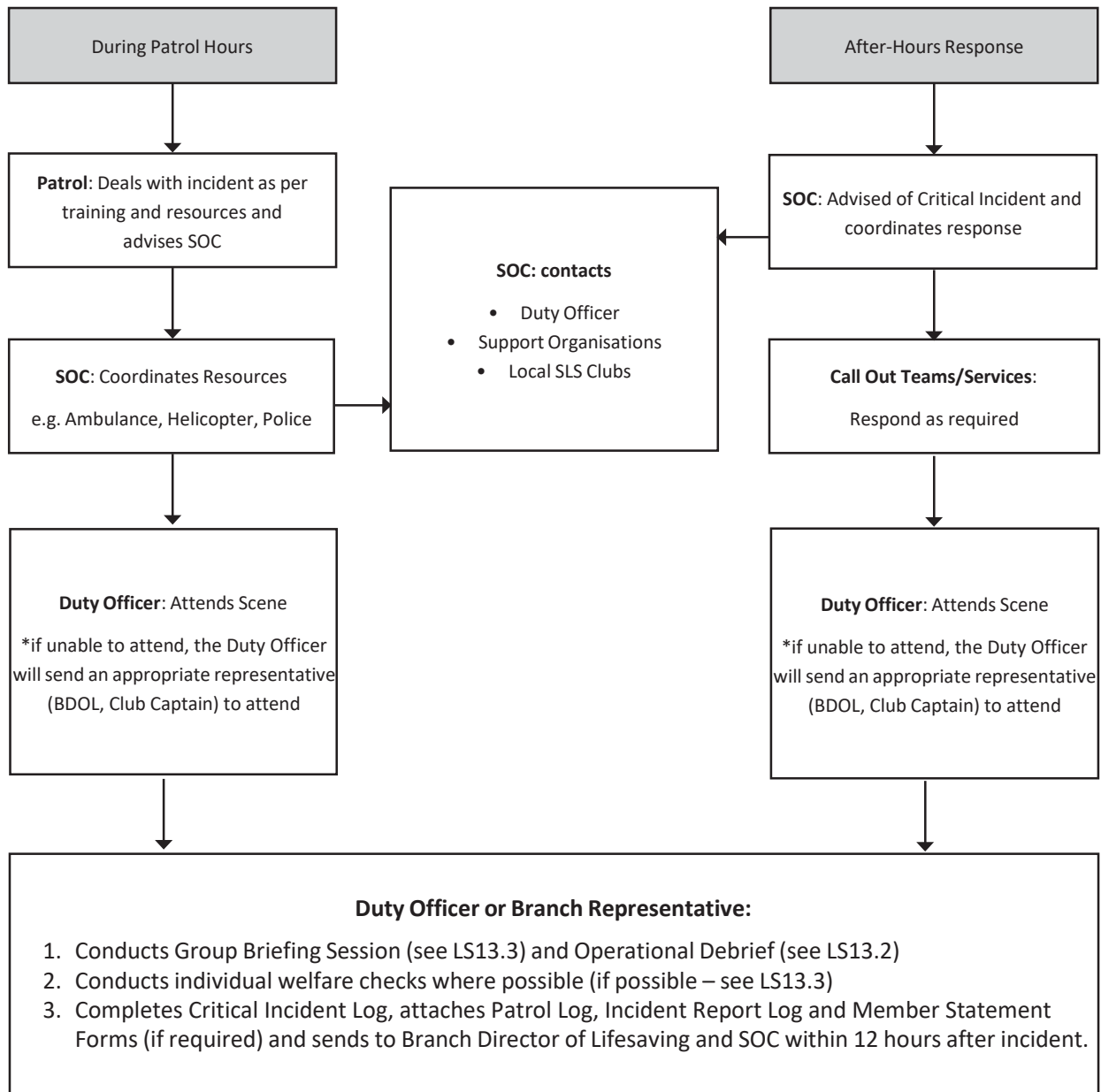
Members are encouraged to use the Member Portal when swapping patrols with other members. This will ensure that the swap is recorded in SurfGuard and the patrol roster. Alternatively, you may use your club's recognised mode of communication.

### **4.6 Media**

If patrols are approached by media representatives because of an incident, it is important that patrol members refer them to the Duty Officer or Branch Director of Lifesaving.

If patrols are approached by media for a general comment, patrol members may use this as an opportunity to promote their beach and club.

## 4.7 Debriefs



## PROCEDURE

### Why should an operational debrief be undertaken following a critical incident?

is undertaken to ensure that:

1. Environmental conditions are noted, and the nature of the incident is agreed.
2. What went well during the incident is highlighted and reinforced.
3. What could have been done better is discussed and noted for suggested changes to local beach tactics or patrol operations generally.
4. As a precursor to discussions on support options available to the members involved (see *LS13.3 Member Welfare – Critical Incidents*).

## What incidents require an operational debrief?

Duty Officers' attendance to the scene and operational debriefs are compulsory in the following incidents:

- Incidents involving death of a patient
- CPR (successful or unsuccessful)
- Drowning
- Failure to save a life
- Shark attacks
- A member of SLS is seriously injured
- Major injury with hospitalisation
- Major rescues
- Severe trauma
- Abuse
- Aggressive Behaviour
- Heart Attack
- Severe asthma attacks

## When/where should the operational debrief be undertaken?

Best practice states that the operational debrief takes place in the week/s following the critical incident, yet for many Surf Life Saving incidents this is not achievable. The debrief often takes place directly after the incident has been finalised, often in conjunction with the group debrief session.

It should be conducted in a private and secure location isolated from any media or public interference with no thoroughfare. Ideally the location will have access to a whiteboard or notepaper for collection of feedback and have access to chairs, tables and water for participants – the Surf Life Saving Club is often ideal.

## Who should deliver/lead the operational debrief?

The Duty Officer should lead every operational debrief following a critical incident as part of the incident Recovery Phase. If a Duty Officer is not available an appropriate Branch Representative should be tasked to deliver the debrief.

## Who should attend?

All Surf Life Saving personnel who were involved in the incident should attend, regardless of the level of involvement. Any personnel not in attendance should be recorded in the debrief form and followed up by the Duty Officer or Branch Representative.

## What information needs to be recorded and retained?

- The Critical incident Log (detailed in LS13.3, Member Welfare – Critical Incidents) must be completed and provided to the SOC.
- If the incident occurred on patrol, a copy of the Patrol Log and Incident Report Log must be completed in full by the patrol, copied and handed to the Duty Officer. Photographs of these logs is recommended. In some instances, the completion of Member Statement Forms may be requested by the SOC.
- In the case of member injury during a critical incident, WorkCover forms can be obtained from the SOC for on-forwarding to members.

NOTE: ALL paperwork must be sent to the Branch Director of Lifesaving and SOC within 12 hours after incident.

## REFERENCE

LS13.3 Member Welfare – Critical Incidents

## 4.8 Member Welfare

### POLICY

The environment in which surf lifesaving operates has the potential for members to be involved in incidents of a traumatic nature. Such incidents could include the loss of life, the provision of emergency care, search and rescue operations, or a serious incident involving fellow members. SLSNSW has implemented a strong framework of support to ensure that members are cared for and receive appropriate support.

Members are affected differently by incidents, and it is the **reaction** of the individual which makes the incident **critical** for that person, not necessarily the size or nature of the incident. SLSNSW is committed to lessening the impact of critical incident stress on members, staff and their families by providing best practice support following an incident.

### PROCEDURE:

The following procedure should be read in conjunction with the *SLSNSW Critical Incident Management Support Procedures* which provides further background, context and support for its implementation (including details of what a **Group Briefing Session** and **welfare check** entails).

1. Duty Officer and Lifesaving Officer determine the support required for member welfare.
2. When the situation has stabilised, Duty Officer (or appropriately trained Branch Representative) delivers the **Group Briefing Session** and conducts a **welfare check** where possible. The Operational Debrief often takes place at this time.
3. As part of the Group Briefing Session, members involved in the critical incident are advised that they will be contacted for a welfare check as part of standard procedures.
4. Within 12 hours, Duty Officer completes **Critical Incident Log**, compiling a list of members directly and indirectly involved in the incident.
5. Within 24 hours, Lifesaving Officer:
  - a) Sends members' details to SLSNSW's Employee Assistance Program (EAP) provider.
  - b) Conducts welfare check (is possible) if this was not completed by the Duty Officer or Appointed Branch Representative.
  - c) Forwards the members' details to the SLSNSW Member Welfare Officer.
6. Within 48 hours, SLSNSW Member Welfare Officer:
  - a) Sends each member post-incident support information via email.
  - b) Conducts a welfare check if this was not completed by either the Duty Officer or Lifesaving Officer.
7. Two further welfare checks will be conducted – one at approximately one week post-incident and one at approximately one month post-incident. These will be conducted by either SLSNSW Member Welfare Officer or a branch-based State Welfare Officer, depending on local arrangements.



## **Referrals**

Referrals can be made to professional psychological support at any stage of the process. Referrals can be made via SLSNSW Employee Assistance Program, or via the individual member's GP.

## **Major Incident Support**

Throughout the season, major critical incidents may occur which require swift professional support over and above the process outlined above. In these instances, a member of the SLSNSW Senior Leadership Team will work directly with the Club or Branch to activate additional support.

## **Additional Support**

Some clubs and branches have additional support people or networks in place who can be contacted for support outside of the SLSNSW Critical Incident Support process. These include chaplains and peer support networks.

# Member Welfare Guide

The environment in which Surf Life Saving operates has the potential for members to be involved in incidents of a traumatic nature. Members are affected differently by incidents, and it is the reaction of the individual which makes the incident critical for that person, not necessarily the size or nature of the incident.

## What You Can Expect

If you are involved in a critical incident whilst volunteering for SLSNSW, you can expect to receive the following support:

- An onsite briefing delivered by a Duty Officer outlining the support and resources available to you.
- Three welfare checks conducted in the month post-incident.
  - Onsite or within 48 hours
  - Approximately 1 week post-incident
  - Approximately 1 month post-incident
- Access to professional psychological support if required.

Your club or branch may have additional support people or networks in place who can be contacted for support, such as chaplains or peer support networks.

## Where To Go For Support

You don't have to wait for a welfare check to seek out support. If you are experiencing any negative mental health outcomes after an incident which have not improved after trying some of the coping strategies outlined in this leaflet, consider one or more of the following:

- Talking to a local chaplain or peer support officer
- Talking to your GP
- Talking to a psychologist

If you're not sure who to speak to, contact:

### SLSNSW Member Welfare Officer

(02) 9471 8000 or [memberwelfare@surflifesaving.com.au](mailto:memberwelfare@surflifesaving.com.au)

### Assure Programs

1800 808 374

## Welfare Checks

In the days and weeks following an incident, reactions can change. They may improve, worsen or new reactions may appear.

Welfare checks are conducted multiple times on a one-to-one basis to ensure that any support needs are identified if, and when, they develop. Welfare checks are not professional counselling; they are an opportunity to see how you are going and to signpost additional support if needed.

## Assure Program

Assure Programs is SLSNSW's Employee Assistance Program (EAP) provider. If you are involved in a critical incident, you are automatically able to access their team of professional psychologists trained in critical incident management 24/7.

You can call them at any time, day or night, on the weekend or on public holidays for immediate support and advice. This service is provided at no cost to members.

Phone: 1800 808 374

[www.assureprograms.com.au](http://www.assureprograms.com.au)



## Reactions Following An Incident

People are affected differently by critical incidents. If you are involved in a critical incident in Surf Life Saving you may experience some, none, or all of the responses below. For most, these responses are short-lived and will subside within a few days or weeks.

- Avoiding reminders of event, such as the place it occurred, or people involved
- Constant negative thoughts and feelings
- Trouble sleeping or concentrating
- Displaying anger and irritability or sweating
- Being easily startled, constantly vigilant or highly strung
- Withdrawal from friends and family or a loss of motivation
- Feeling low and / or tired all the time
- Changes in appetite, sleep, weight or increased alcohol or drug use

## Coping Strategies

Recovering from critical incidents doesn't mean forgetting your experience or not feeling any emotional pain. Recovery means reducing your distress and increasing your ability to cope over time. Ways you may cope and look after yourself after exposure to an incident include:

- Recognise you have been through an extremely stressful event and it is normal to have an emotional reaction to it
- If you feel like it, talk about your feelings to someone you trust. This may help you to process what has happened
- Get plenty of rest (even if you can't sleep), regularly exercise and eat regular, well-balanced meals
- Get back to your normal routine as soon as possible, but take it easy. Don't do activities just to avoid painful thoughts or memories of the incident
- Don't bottle up or block out your thoughts and feelings. Recurring thoughts, dreams and flashbacks are unpleasant, but they are normal, and will decrease with time
- Try to plan one enjoyable or meaningful activity each day
- Even if you don't want to talk about your experience, spend time with people you care about. It's also okay to want to be alone at times but avoid isolating yourself
- Make time for relaxation

If you've tried these strategies and things still aren't improving after a couple of weeks, or if you are having trouble coping with work or with relationships – please seek further support.

**Lifeline**

131114

**MensLine Australia**

1300 78 99 78

**Kids Helpline**

1800 55 1800

## 4.9 Daily Patrol Procedures

### *Start of patrol*

1. Patrol Captain to meet with Lifeguard and discuss daily plan
2. All members arrive at least 15min prior to start of patrol
3. Minimum standards assessed (numbers, qualifications, gear)
4. Equipment should be checked and positioned for patrol
5. Flagged area established
6. Patrol log on completed on Operations App
7. Patrol signed on with SurfCom
8. 'Patrol Briefing' conducted by Patrol Captain, discussing;
  - Uniform standards
  - Member roles/responsibilities
  - Rotation schedule/positioning
  - Radio use (channels/call-signs)
  - Expected weather/surf conditions
  - Expected hazards and management
  - Induction/introduction of any new members

### *End of patrol*

1. Scanning/surveillance of beach maintained by at least one lifesaver during 'pack-up'
2. Rescue equipment (radio, tube, board, IRB) to remain at 'rescue ready' status during 'pack up'
3. Patrol log, Incident log and Powercraft log completed
4. Patrol signed off with SurfCom
5. Patrol log off completed on Operations App
6. All equipment cleaned and stored appropriately
7. Radios placed on charge
8. Any supply requirements or equipment damage reported to relevant club officer
9. 'Patrol Debrief' conducted by Patrol Captain, discussing;
  - Rescues/incidents and key activities from the day
  - Any questions/concerns from patrol members
  - Upcoming events/opportunities
  - Training options
  - Next patrol date

*Patrol uniforms are to only be worn at the beach during rostered times and removed upon completion of operations/duties.*

### **Equipment Location**

Item	Location
IRB	IRB shed
Radios	Patrol room
Patrol shade (tent)	SSV shed
Rescue boards	IRB shed
Rescue tubes	IFB shed
Defibrillator	Patrol room
Oxy resuscitation kit	Patrol room
First aid kit	Patrol room
Spinal board	IRB shed
Binoculars	Patrol room
Patrol flags/signage	IRB shed

## 4.10 Nippers/Water Safety

Nipper activities (and like activities) are to adhere to the SLSA Water Safety Policy (**SLSA Policy 1.01**) at all times. Nipper activities are to only be conducted in the immediate vicinity of an active patrolled area and have its own sufficient water safety (minimum 1 water safety for every 5 participants). It is highly recommended that an IRB be available for water safety. The IRB should be on the water, rather than stationary on the beach.

Nipper activities cannot be undertaken on a closed beach.

The Patrol Captain is to have 'control' over all Nipper activities and may delegate to a Nipper Coordinator.

## 4.11 Club Rules

- Full patrol uniform must always be worn on patrol
  - Uniforms are not to be worn outside this time.
- At least one (1) patrol member to always be watching the water
- At least one (1) patrol member always monitoring the radio (channel 2 and channel 3)
- The Patrol Captain is to always be made aware of all member locations/activities
- At least one (1) patrol member at the water's edge with a tube and radio when swimmers are in the water
- Rescue tubes are to always be carried by patrol members when on the beach
- Rescue tubes should not be tied to flag poles
- Members should not text, sun bathe or engage in any unprofessional behaviour (in uniform) in public view

Patrol Captains can promote an enjoyable experience for their patrol members by facilitating the development of skills and knowledge. This could be achieved by:

- Introducing training for new awards
- Introducing scenarios to practice lifesaving skills

- Only qualified IRB driver and crew are to operate the IRB
- Only licensed and inducted drivers to operate the ATV
- The ATV should always be left facing the water (out of gear and in neutral)
- ATV should always be driven at a low speed (unless in an emergency)
- No passengers are allowed in the tray of the ATV (unless in an emergency)
- The Club Captain or relevant officer should be notified immediately of any equipment damage/issues
- Patrol will adhere to full start and end of patrol procedures
- All paperwork is to be completed for each patrol (including patrol log, incident log and Powercraft log)

## 4.12 Local Government By-Laws

Mid-Coast Council   Australian Lifeguard Service	Monday - Friday
Port Stephens Council   Australian Lifeguard Service	Monday - Friday
Newcastle City Council Lifeguards (2)	Everyday
Lake Macquarie Council Lifeguards (2)	Everyday

## 4.13 Patrol Improvement Notices

SLS NSW and HSLs operate a system of "Improvement Notices" which are issued to clubs where it has been identified the club has not been able to meet its obligations as noted in the SLS NSW Life Saving Agreement (LSA). This may include, but is not limited to, issues such as falling below the designated patrol numbers and/or award types or unavailability of required equipment during any patrol. The purpose of an **Improvement Notice** is to identify to all parties where a club needs to prioritise efforts to rectify any areas which may impact on their ability to effectively undertake their patrol requirements. Where SLS NSW and HSLs agree a club is exhibiting a pattern of behaviour that is contrary to the LSA, they will be put on notice that any further failure to comply with the LSA will result in a Formal Breach Notice being issued. SLS NSW inform Hunter Branch of patrolling requirements not being met. Hunter SLS will inform the Club Captain, President and Secretary of a pending **Improvement Notice** and request explanation for this action on a letter head addressed to the CEO via email: [ceo@hsls.org.au](mailto:ceo@hsls.org.au) HSLs will pass this explanation onto SLS NSW on your behalf and inform you of the outcome. On the occasion of repeated failure to meet the LSA i.e., if a club receives three [3] **Improvement Notices**, this will result in the club receiving a Breach Notice.

## 5 Emergency Operations Plans

*\*\*Note: This following information may vary between different local council policies and procedures*

### 5.1 Emergency Beach Closure

Patrol Captains should consider the 'closure' of a beach at any time that there is an unacceptable/unmanageable risk to the public of the lifesaving service being unable to safely perform water safety tasks. For a detailed procedure, refer to Standard Operating Procedure '**LS 8.1 Emergency Beach Closure.**'

Examples include;

- Dangerous surf conditions
- Sharks
- Excessive stingers
- Powercraft hazards
- Lightning (30/30 rule)
- Tsunami/flood warning
- Storm pollution
- Chemical/fuel spill

### 5.2 Emergency Beach Closure Procedure

1. Determine if water area is to be evacuated
2. Inform SurfCom that you are about to close the patrolled area
3. Activate the 'Emergency Evacuation Alarm'
4. Inform every one of the following;
  - Water area is being closed; and
  - Reason for closure
5. Lower and remove the red and yellow patrol flags and black and white surfcraft flags
6. Post 'Swimming not advised' signs at identified beach access points and where the flagged area was located
7. Continually monitor all areas
8. Maintain minimum personnel, qualification and equipment requirements
9. Maintain an active presence on the beach to advise/warn public
10. An appropriate record should be made in the patrol log giving an outline of the incident

### 5.3 Closure Periods

Generally, the beach will remain closed until such time as the identified hazard is controlled or no longer presents a risk.

Recommended closure periods include;

- Dangerous surf conditions – as determined/appropriate
- Shark – minimum 30 minutes from last confirmed sighting (or completion of search)
- Chemical/biological hazards – after confirmation from appropriate authorities that the area is safe
- Lightning – minimum 30 minutes after the storm has passed (after last sighting of lightning)

## 5.4 Shark Procedure

# LS8.5 SHARK INCIDENTS

Section: LS8 Patrol Operations (Emergency)

Page: 1 of 4



**NEW SOUTH WALES**

## PURPOSE

This guideline is an aid to recognising and reducing risks associated with sharks. It recognises the role of lifesaving services in managing an environment that sharks inhabit.

This guideline aims to:

- Help identify existing and potential health and safety issues.
- Raise the overall awareness of hazard identification and risk reduction.
- Assist in establishing risk management procedures.

## POLICY

SLNSW requires lifesaving services to follow provided guidelines regarding shark sightings/incidents.

## PROCEDURE

For the purposes of this document the word shark is used in the broad sense to include all sharks. It is recognised that not all sharks are dangerous with nearly all shark bites in NSW coastal waters being attributed to just three shark types. These include whaler sharks (including bull sharks), tiger sharks and great white sharks (also called white pointer or white shark).

### Definitions

For the purposes of this Standard Operating Procedure the following definitions apply:

<b>Shark Alarm</b>	Where a civilian or lifesaving personnel have seen an object in the water and they believe it to be a shark. Action is taken to ensure public safety and to confirm the identity of the object.
<b>Shark Sighting</b>	Where the presence of a shark has been confirmed. Usually as a result of a shark alarm.
<b>Shark Incident/Shark Bite</b>	Death/injury caused by a marine animal (which is presumed to be a shark) or property damage where it is apparent that the damage has been caused by the same.
<b>Shark Net</b>	Shark nets are 150m long nets that are set by contractors as part of the Shark Meshing (Bather Protection) Program managed by Fisheries NSW.  Note: Enclosed 'shark netted' swimming areas are managed by local councils or National Parks.

### Risk Factors

Lifesaving services should be aware of the following risk factors so as to ensure a heightened sense of alertness and an appropriate level of response when these factors are present.

While sharks may be present at any time the following risk factors may increase the risk of an encounter with a shark. These risk factors are:

1. Twilight hours (dusk or dawn) and night. These are considered as times when sharks are typically more active;
2. Salt water meets fresh water. Often this water is dirty, silt-laden or has debris in it (including river-mouths/estuaries/harbours);

3. Deeply overcast conditions;
4. Large amounts of fish schooling in the vicinity (seabirds diving is a good indicator of baitfish);
5. The occurrence of a shark attack in the area in the recent past; and
6. Swimming near steep drop offs and between sandbars.

## **Personal Safety**

Some of the advice for safe swimming also applies to helping reduce the risk of incidents involving sharks and humans, and should be promoted to the public so they can take appropriate self precautions:

- Always swim at a patrolled beach and between the red and yellow flags.
- Leave the water immediately if a shark is sighted.
- Leave the water if you hear a siren or a public address announcement. Do not enter the water if the beach is closed.
- Never swim or surf alone.
- Avoid swimming when it is dark or during the twilight hours (dusk or dawn) when sharks are most active and have a sensory advantage.
- Never swim or surf in dirty or murky waters.
- Do not swim or surf near schools of fish.
- Do not swim in canals, channels, near a river or creek mouth or drainage outlets or where fish are being cleaned.
- Do not swim near, or interfere with, shark nets.
- Steep drop offs are favoured shark 'hangouts'.
- If you see a shark leave the water as quickly and calmly as possible.

Refer to Fisheries NSW Shark Smart public education program website and brochure: <http://www.dpi.nsw.gov.au/fisheries/info/sharksmart>

## **Actions on Sightings**

In the event of a (lifesaving services confirmed) shark sighting near the patrolled area the following procedure shall occur:

- Determine if patrolled area is to be closed and swimmers asked to evacuate the water (considering size of shark, proximity to swimmers, level of confirmation of sighting and conduct of shark).

If closing the patrolled area:

- Activate the Emergency Evacuation Alarm (continuous tone);
- Inform everyone that the beach is being closed due to a shark sighting and strongly recommend they leave the water;
- Lower and remove red and yellow patrol flags and all other flags;
- Post 'Swimming Not Advised' signs at identified beach access points;
- Post 'Shark' hazard sign where patrolled area was located;
- Continually monitor all areas from an elevated position (i.e tower) and through the use of power-craft and aerial assets (if available);
- Do not attempt to kill, capture or injure the animal;
- Contact SurfCom (or similar) and inform them of the shark sighting and status of patrolled area (i.e closed);
- The patrolled area should remain closed until after a full search of the area has been completed and the Patrol Captain/Lifeguard is confident that there is no obvious risk to swimmers, surfers and other beach-users posed by the shark; and
- Complete Shark Report Form and forward to SLSNSW.

## **Actions in Event of Shark Incident/Bite**

In the event of an apparent shark incident/bite, the following procedure should be undertaken:

- Recover and treat the patient as per normal procedures;
- Close the beach immediately as per above;
- SurfCom to contact the Branch Duty Officer and State Duty Officer (SDO) on 13SURF who will advise appropriate authorities (i.e. Fisheries NSW) to activate NSW Shark Attack Response Plan;
- Consider closing patrolled areas at adjacent beaches;
- Record as much detail regarding the incident as possible;
- Implement critical incident debriefing/peer support process;
- Consider deploying marker buoys at attack site(s) and last seen (victim & shark) locations;
- Consider securing a body retrieval kit.

### **State Duty Officer (SDO):**

- Contact DPI – NSW Fisheries to advise.
- Contact the SLSNSW Lifesaving Manager and ALS Manager (or Council Lifeguard Supervisor).
- Ensure that the Rescue Coordinator at the relevant VKG Radio Communication Centre has been advised.

### **Media Liaison**

The SLSNSW Lifesaving Manager or Australian Lifeguard Service (NSW) Manager will notify the SLSNSW Media Manager. All media queries, releases and statements relating to shark attacks must be referred to Media Manager or the delegated spokesperson (i.e Lifesaving Manager).

### **Re-opening patrolled areas after a shark attack**

The decision to re-open patrolled areas after a shark attack should be decision made by the joint working group. This group comprises DPI - Fisheries NSW, SLSNSW, ALS and Council.

It is strongly recommended that the beach where the attack occurred should remain closed for at least 24 hours following an incident.

When deciding to re-open patrolled areas a risk management approach needs to be undertaken and all risk factors (as outlined above) need to be reviewed. If risk factors remain high, beaches should remain closed and a Media 'Beach Safety Warning' issued.

### **Reopening patrolled area Risk Assessment guide**

Signage should remain in place (as best able) until such time beaches are re-opened.

Prior to re-opening patrolled areas it is strongly recommended that a thorough search of the beach is made through the use of powercraft and aircraft to confirm that there are no further sightings of sharks in the area.

Ensure the SDO is advised upon re-opening of patrolled areas.

## 5.5 Tsunami Plan

Surf Life Saving New South Wales is recognised under the State EMPLAN as a 'support agency' in a Tsunami event. Broadly, our role includes;

- Contribute to tsunami community education initiatives
- Assist the SES with the dissemination of warnings
- Close and evacuate beaches on receipt of a NSW Tsunami Warning or upon observation of unusual ocean behaviour indicative of a tsunami, in consultation with Local Government Councils
- Assist with the rescue of people from the surf zone following the impact of a tsunami
- Notify the SES when unusual ocean behaviour indicative of a tsunami is observed, or a tsunami has occurred for which there has been no prior warning

For a detailed procedure, refer to Standard Operating Procedure '**LS 8.11 Tsunami Warning**' and the 'Surf Life Saving New South Wales Tsunami Plan.'

Each Surf Life Saving Club has an obligation to be prepared and respond as outlined in the 'Surf Life Saving New South Wales Tsunami Plan'.

There are two types of tsunami threats;

1. Marine threat – may influence currents/rips/water energy and immediate foreshore (more common)
2. Land threat – may impact coastal areas, inlets and inland inundation (rare event, but significant impact)

### *Notification*

The SES is the 'lead agency' for tsunami response and will advise Surf Life Saving of a tsunami warning through the State Duty Officer, who will co-ordinate the Surf Life Saving response.

Due to the location of 'fault lines' (starting points of tsunami's) a warning should precede the tsunami impact by a number of hours.

Depending on the time of day/year, the notification process will differ, however will remain similar to the standard emergency response notification;

#### **Patrols on duty**

- State Duty Officer notifies SurfCom and Branch Duty Officer
- SurfCom advises duty patrols of tsunami warning and to activate their 'Club Tsunami Response Plan'

#### **Patrols not on duty**

- State Duty Officer notifies Branch Duty Officer
- Branch Duty Officer notifies 'Club Emergency Response Teams' who activate their 'Club Tsunami Response Plan'

### *Key Equipment*

The following equipment (minimum) is key to maintaining a viable lifesaving service during a tsunami warning (both marine and land threat) and restoring the service following the impact of a tsunami to a 'rescue ready' status. This equipment should be moved to a safe location prior to the tsunami's impact (marine and land threat);

- IRB (with trailer)
- 3 x handheld radios in waterproof bags
- 2 x 'swimming not advised' (or 'beach closed') mobile signs
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board
- 1 x binoculars



### *Marine Threat Response*

1. Club advised of tsunami warning
2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore
7. 'No swimming' signage erected
8. Relocate key patrol/response equipment away from the foreshore
9. Prepare to evacuate all personnel and key equipment if warning is upgraded to a 'land threat'
10. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
11. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

### *Land Threat Response*

1. Club advised of tsunami warning
2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore, car park and immediate area
7. 'No swimming' signage erected
8. All non-essential personnel sent home
9. Transport 'key equipment' and remaining personnel to pre-determined rally point (see 5.6 Emergency Rally Point)
10. Inform SurfCom/Branch Duty Officer when evacuation to rally point is complete
11. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
12. Respond to incidents following tsunami impact as directed by SurfCom/Branch Duty Officer
13. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

## **5.6 Coastal Flooding Plan**

Surf Life Saving New South Wales is recognised under the State EMPLAN as a 'support agency' in a coastal flooding event. Broadly, our role includes;

- Assist the SES with the warning and/or evacuation of at-risk communities
- Provide space in Surf Life Saving facilities for evacuation centres where required
- Assist the SES with flood rescue operations

For a detailed procedure, refer to Standard Operating Procedure '**LS 8.10 Coastal Flooding.**'

Each Surf Life Saving Club has an obligation to be prepared and respond in line with a 'land threat' tsunami warning.

Coastal areas are likely to be affected by either 'flash flooding' or 'storm surge' flooding. 'Storm surge' flooding will generally coincide with high tides and is easier to predict and prepare for. 'Flash flooding' is unpredictable and occurs in a short period of time, occasionally a storm warning may be issued prior to the flooding event.

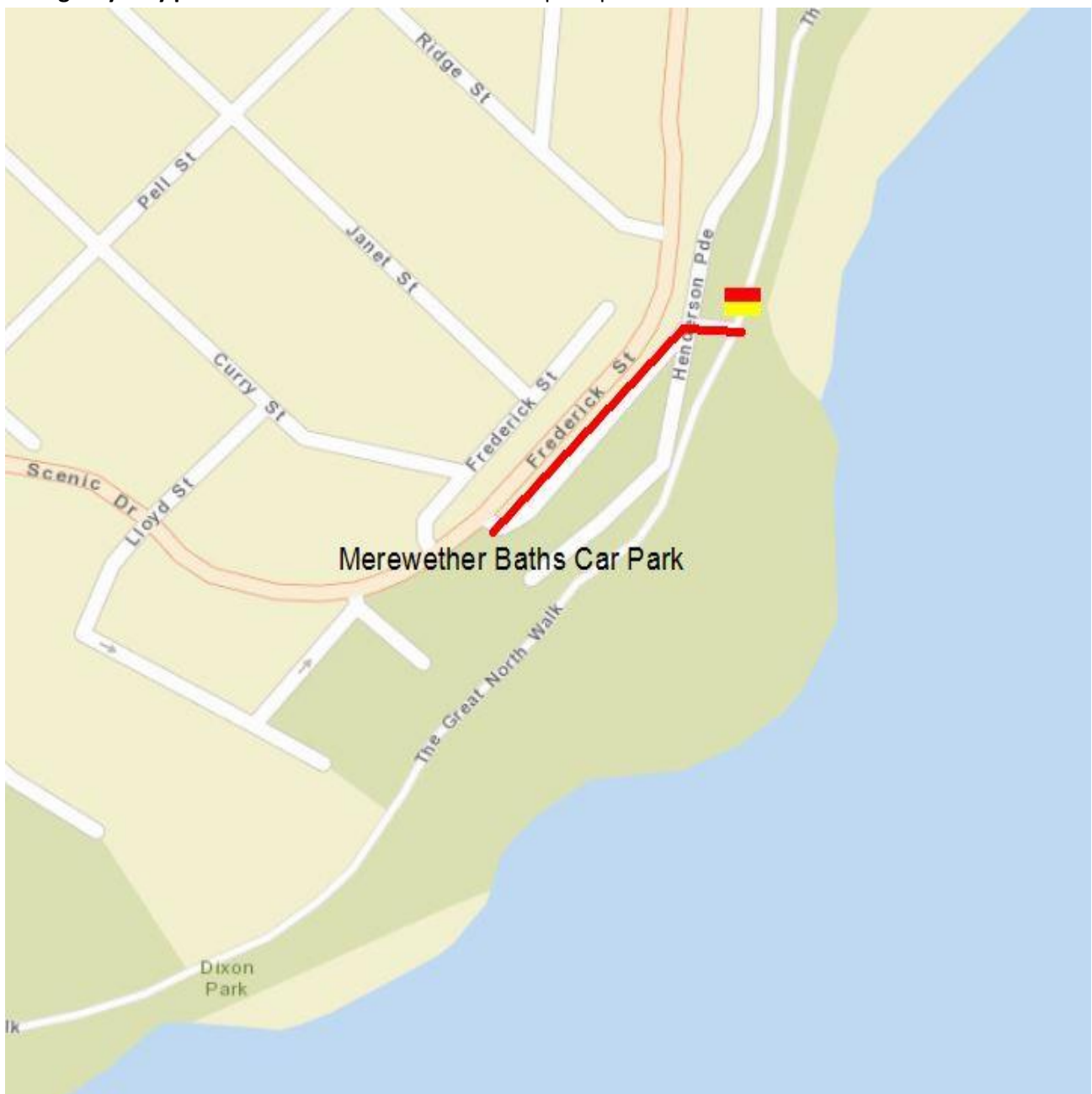
### *Coastal Flooding Response*

1. Club advised of coastal flooding warning
2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore, car park and immediate area
7. 'No swimming' signage erected
8. Prepare Clubhouse as an 'emergency evacuation centre'

9. All non-essential personnel sent home
10. Transport 'key equipment' and remaining personnel to pre-determined rally point (see 4.6 Emergency Rally Point)
11. Inform SurfCom/Branch Duty Officer when evacuation to rally point is complete
12. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
13. Respond to incidents as directed by SurfCom/Branch Duty Officer
14. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

## 5.7 Emergency Rally Point

**Emergency rally point location:** Merewether Baths top car park



## 5.8 Helicopter Landing Zone

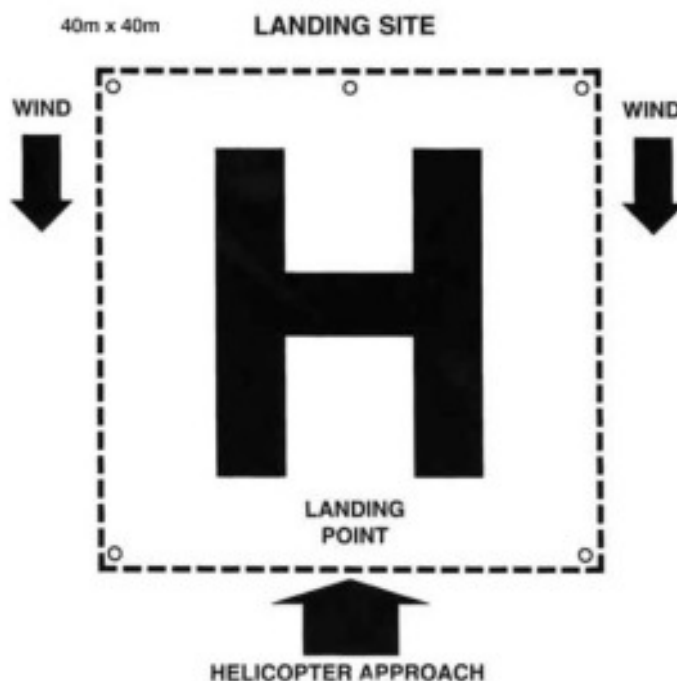
During major incidents, rescue helicopters may be required to land on the beach or near the beach to assist treating the patient and possibly transporting the patient to hospital. Ultimately, the decision of where to land is made by the pilot of the aircraft based on weather conditions, the nature of the incident and surrounding hazards. Patrol Captains can prepare and suggest a landing zone using local knowledge prior to a helicopter arriving.

Things to consider when establishing a helicopter landing zone;

- 40m x 40m area (minimum)
- Flat and cleared of hazards (loose objects, power lines, trees, etc)
- Helicopter will approach the landing zone against the wind

Helicopter Landing Zone procedure;

- Nominate a suitable lifesaver as 'landing zone controller' and provide a radio
- 'Landing zone controller' briefs lifesavers on pre-landing and post-landing procedures
- Landing zone cleared of all loose objects, vehicles and people
- Landing zone established with minimum 40m x 40m area and marked with cones.
  - Lifesavers to ensure landing zone is maintained and members of the public do not enter the area
  - 'Landing zone controller' is to be positioned on the side of the landing zone that the helicopter will land towards
- Establish contact with helicopter of 'Surf Channel 1' prior to landing and confirm suitability of landing zone. Provide a summary of key hazards (trees, power lines) within the area
- Helicopter lands, lifesavers ensure perimeter is maintained until helicopter departs
- Do not approach the helicopter and await instructions from the helicopter crew (only approach the helicopter from the front and once given the all clear from the helicopter crew)
- Ensure loose objects are secured and landing zone is clear of people prior to helicopter taking off



### Important:

- Helicopters produce a large amount of downward thrust (approximately 7.5 tonnes)
- Radios will not be functional underneath the helicopter. Ensure Radio Operator is at approximately 2 o'clock from the helicopter's perspective

## 6 Standard Operating Procedures

For detailed information on Lifesaving procedures and policies, refer to the Standard Operating Procedures on the Surf Life Saving New South Wales website.

## 7 Duty Officers

### **PURPOSE:**

1. To assist and coordinate Surf Life Saving service response to/at major incidents, during operational hours in support of the Patrol Captain and outside operational hours/at unpatrolled locations within the emergency response system.
2. To liaise with State Duty Officer/SurfCom in relation to the deployment of resources to emergencies at unpatrolled locations/times.
3. To liaise with SurfCom/Patrols/Services in relation to the deployment of resources in a proactive capacity to 'at-risk'/high-risk localities and times.
4. To liaise with external stakeholders/emergency services as required for proactive risk mitigation and emergency response.

### **ROLES & RESPONSIBILITIES:**

1. Promote a professional image of Surf Life Saving to internal and external partners.
2. Promote positive interaction between lifesaving services and external organisations.
3. To ensure that identified high risk areas along the coastline are appropriately covered with Surf Life Saving services in a proactive capacity.
4. Assist in ensuring the effective deployment of lifesaving resources to an incident.
5. Assume command of Surf Life Saving resources at major incidents (unpatrolled beaches/after-hours or as delegated to by Patrol Captain).
6. Arrange for suitable de-briefings and counselling for personnel when required.
7. Where required, act as initial media relay - directing enquiries to the appropriate Branch and State personnel.
8. Ensure appropriate reports, recommendations, and statistical data are forwarded to relevant Surf Life Saving personnel for further action.
9. Maintain contact with respective Branch DOL in relation to reviewing lifesaving service delivery standards and major incidents.

## 8 Appendix

### 8.1 Standard Operating Procedures : LS 3.3 Club Patrol Requirements

#### Patrol Types

The core patrol types and the three sub-patrol types are:

Core Patrols	Sub-Patrols
1. Base Patrol	a) Roving Patrol b) Outpost Patrol c) Satellite Patrol
2. Foul Weather Patrol	
3. Beach Closed Patrol	
4. Surveillance Patrol	

#### 1. Base Patrol

**Definition:** A Base Patrol covers the primary and secondary patrolling areas for a lifesaving service established at all times and dates as identified in the Lifesaving Service Agreement. A Base Patrol must meet all minimums for personnel and equipment as stated below to have a status be considered 'beach open'.

A Base Patrol may be supported by multiple Sub Patrols to effectively manage the beach operations as identified in the services Patrol Operations Manual.

#### Lifesaving personnel and qualifications (minimum)

A volunteer surf club patrol shall consist of the following minimum financially current personnel who are proficient in the minimum qualifications listed below:

- 3 x Bronze Medallion (Cert II) qualified members
- 1x Silver Medallion Basic Beach Management \*
- 1x Advanced Resuscitation Techniques \*
- 1x Silver Medallion IRB Driver \*
- 1x IRB Crew \*

\*The above qualifications may be held collectively by the 3 x Bronze holders as long as the same person does not hold both IRB Driver and IRB Crew positions. Where required, the Patrol Captain may be the awardholder of any/all of the above minimum requirements.

Should an outpost or satellite patrol be established, the minimums and resources above must be maintained at the Base Patrol.

#### Minimum Equipment

Lifesaving equipment must be complete, functional, available for immediate use (rescue ready) and in position at the scheduled patrol start time. It must remain rescue ready for the duration of the operational hours.

The following gear & equipment items shall be deployed/available at a minimum for all Surf Life Saving patrols.

Primary Patrolling Equipment	Primary Patrolling Signage
<ul style="list-style-type: none"><li>• Pair of RED and YELLOW Feathered Patrol Flags (base frames optional)</li></ul>	<ul style="list-style-type: none"><li>• 2 x "Rescue Craft Access Area" mobile signs (IRB/RWC operating zone)</li></ul>
<ul style="list-style-type: none"><li>• Pair of BLACK and WHITE quartered flags (surfcraft prohibited signage attached)</li></ul>	<ul style="list-style-type: none"><li>• 2 x "Swimming Not Advised" mobile signs</li></ul>
<ul style="list-style-type: none"><li>• Inflatable Rescue Boat (IRB), including 25HP outboard motor, fuel bladder and accessories</li></ul>	<ul style="list-style-type: none"><li>• 2 x "Beach closed" mobile signs</li></ul>

• 2 x Level 50 SLSA approved lifejackets (PFD)	• 2 x “Blue Bottle” mobile signs
• 3x Handheld Radios in Waterproof Bags (Patrol Captain, Patrol Vice-Captain and IRB)	• 1 x “Red/Dangerous Conditions (Beach Closed)” mobile sign
• 1 x Side-By-Side (SSV) or alternate Vehicle (where applicable)	
• 1 x Patrol shelter or tent (including sufficient tie downs/ anchors)	<b>Primary Patrolling Resources</b>
• 1 x Pair of binoculars	• SLSNSW Standard Operating Procedures (e-copy available)
• 2 x Rescue Boards	• Patrol Operations Manual (e-copy available)
• 3 x Rescue Tubes	• Patrol Captain’s Procedure Guide flip book (e-copy available)
• 1 x Defibrillator (AED)	• Patrol Log Book/Operations App
• 1 x Oxygen Resuscitator kit	• Incident Log Book (hard copy or online version)
• 1 x First aid kit (including sharps container)	• IRB Log Book
• 1 x Spinal board	• Radio Log
• 1 x Whistle per patroller	
• 2 x Pair swim fins	<b>Optional Patrolling Equipment</b>
• 1 x First aid bum bag	• Patrol Information Board
• 1 x loud hailer/ PA system	
• 1 x Emergency Evacuation Alarm (loud hailer applicable)	<b>Process</b>
• 2 x Signal flags (orange with blue stripe)	1. Refer to LS SOP 7.1-7.5
• 1 x Emergency evacuation flag (red and white quartered)	2. Should a Sub-Patrol be required, refer to the Sub Patrol section in following pages
• Access to sunscreen (min: SPF 30+)	

### Satellite Patrol - Minimum Equipment

- a) Red and Yellow Feathered Patrol Flags
- b) Black and White Chequered Surfcraft Boundary Flags
- c) 2x Handheld Radios in Waterproof Bags
- d) Tower or Shade (tent)
- e) 1x Pair of Binoculars
- f) 1x Rescue Board
- g) 1x Rescue Tube
- h) 1x First Aid Kit

### Patrol Uniform

- Uniform must meet the SLSA minimum standards. Members wishing to wear a jacket on patrol are to wear an approved SLSA jacket.
- Consideration of wet weight should be assessed when selecting clothing items for use in an IRB. A rashshirt and/or wet suit is recommended, to be worn in conjunction with a compulsory PFD.

### Equipment Placement

- Equipment should be placed as follows:
- Patrol flags shall be placed no more than 15 metres from the water at any stage.
- Rescue Tubes are to be placed on Rescue Board stand (or on Rescue Board), at the waters edge. They should also be available at the lifesaving base and vehicle.
- Rescue Tubes must also be carried on the SSV when on roving patrols.
- Rescue Boards are to be placed on the water’s edge in board-stands in the most appropriate area and in the ‘rescue ready’ position.
- First Aid Kits, Oxygen Resuscitation Kit, Spinal Board and the Defibrillator Kit are to be kept in the

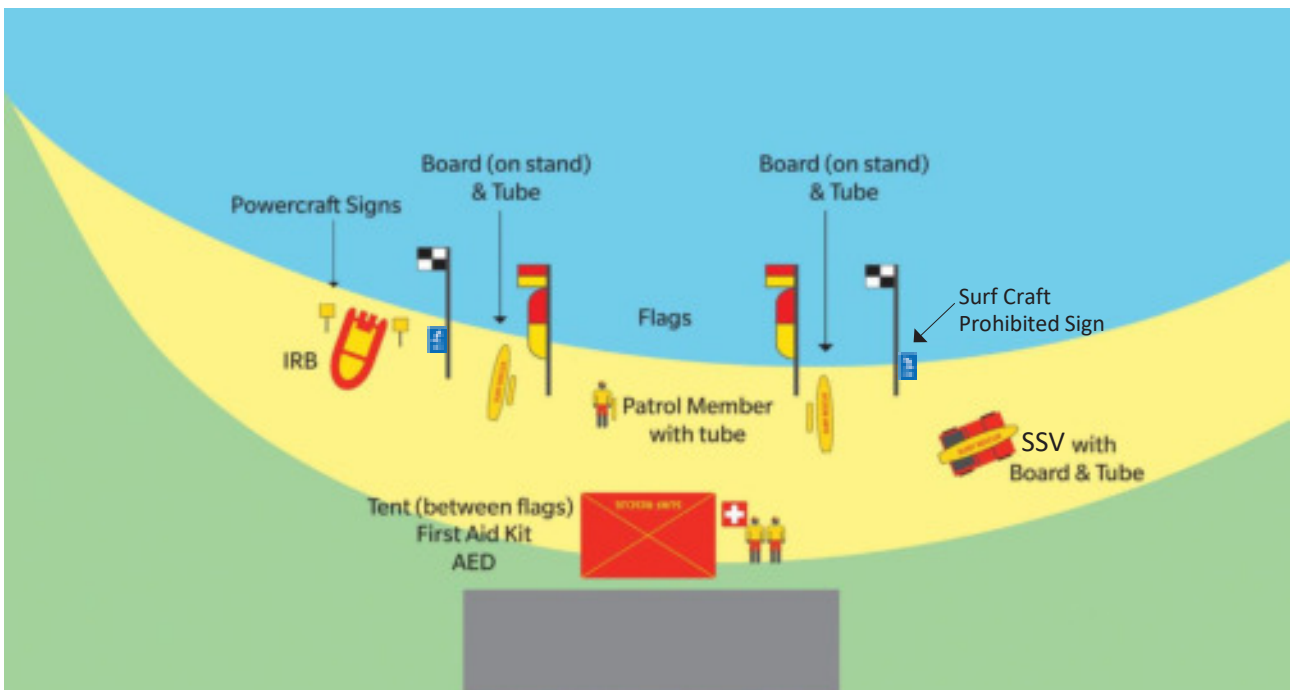
PatrolArea/SSV – easily accessible at all times (this should include splints and other accessories).

- Other equipment should be placed with consideration to local operational requirements as set in the service Patrol Operations Manual.
- Tent in between flags.
- Radios with Patrol Captain and IRB Driver when in operation.

#### Inflatable Rescue Boat (IRB) specific

- The IRB should be positioned on the beach at the water's edge in a rescue ready position that it can be launched & recovered quickly without posing a risk to beach visitors and/or lifesaving personnel.
- Rescue Craft Access Signs (2) should be erected either side of the IRB/RWC launching/retrieval area.
- Under standard conditions IRBs should be positioned on the sand with the stern facing the ocean. If necessary to position the IRB on the sand for a long period of time the trailer should be removed from the beach. Based on conditions, and in consultation with the IRB Driver, the Patrol Captain can elect to keep the IRB on the trailer (stern facing the ocean) near the water's edge.

#### Deployed lifesaving equipment layout for a Patrol



## 2. Foul Weather Patrol

**Definition:** A Foul Weather Patrol is a 'downgraded' Base Patrol, operated when services are exposed to inclement weather conditions, irrespective of the surf conditions.

The purpose of a Foul Weather Patrol is to ensure the welfare of the patrolling members and may be temporary in nature.

**Minimum Personnel:** As per Base Patrol

**Minimum Equipment:** As per Base Patrol

#### Process:

1. Patrol Captain to conduct risk assessment to ascertain if a Foul Weather Patrol is suitable.
2. All equipment (including Patrol Flags) should remain functional, available for immediate use

(rescue ready) and in position at the scheduled time and remain on duty throughout the duration of the operational hours.

3. Patrol Captain does not need to advise SurfCom that the service is now operating a Foul Weather Patrol.
4. Where an assessment has been conducted of the patrolling area and no beach patrons have been identified, all patrolling members may seek refuge in a Club House/ building.
5. Constant visual surveillance of primary and secondary patrolling areas must be maintained.
6. At any point during a Foul Weather Patrol, public may choose to enter the flagged area. When this occurs, a lifesaver must be in a position to provide immediate emergency response.

### 3. Beach Closed Patrol

**Definition:** A Beach Closed Patrol is Base Patrol with a closed swimming area. The swimming area may be closed for situations such as dangerous conditions or an emergency.

A Beach Closed Patrol includes all minimum personnel and all minimum equipment with the exception of patrol flags.

**Minimum Personnel: As per Base Patrol**

**Minimum Equipment: As per Base Patrol with patrol and surfcraft boundary flags removed**

#### Process

1. Patrol Captain to conduct risk assessment to ascertain if a 'Beach Closed Patrol' is suitable.
2. All equipment should remain functional, available for immediate use (rescue ready) and in position at the scheduled time and remain on duty throughout the duration of the operational hours.
3. Patrol Flags and Surfcraft Boundary Flags are to be removed from the beach and/or laid flat on the sand in their current locations to signal to the public that the beach is closed.
4. Mobile warning/hazard signage - "Swimming not advised" signage should be displayed in suitable positions including the area where the patrolled swimming area may have been.
5. Patrol Captain to advise SurfCom, via radio or the Operations App, that the service is now operating a 'Beach Closed Patrol' and why.
6. Lifesavers must maintain an effective position to provide surveillance of the patrolling area and an emergency response if required. If a Beach Closed Patrol operates for an extended period, the Patrol Captain shall ensure that an effective rotation roster is in place for this duty.
7. During a Beach Closed Patrol, public are to be advised that the swimming area has been closed and for their own safety they should not enter the water. Roving patrols can be used to ensure beach visitors receive the message clearly.
8. Patrol Captain to conduct risk assessment to ascertain if a 'Beach Closed Patrol' is suitable.
9. Patrol Captain to advise SurfCom, via radio or the Operations App, as soon as the service establishes a "Base Patrol" and the beach is re-opened.

### 4. Surveillance Patrol

**Definition:** A Surveillance Patrol is executed when minimum personnel requirements cannot be met for any reason. In this situation available members are required to stay at the beach for the duration of the rostered hours and monitor swimmers. Flags are not erected. SurfCom and the Duty Officer must be informed immediately and additional personnel sought wherever possible to return the beach to Open status.



The COVID-19 situation and restrictions are continually changing. For up-to-date information on best practice with the Surf Life Saving context, please contact Director of Lifesaving, Steve Foggett or visit the COVID-19 updates in the Members Area on SLSNSW's website.

# COVID-19 Information Pack

## Lifesaving

26 August 2021 (Version 2)

### First Aid and Rescue Protocols – COVID-19

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#### Personal Protective Equipment (PPE)

Watch SLSA's [2-minute video](#) on donning and doffing PPE to reduce the risk of infection and review the SLSA [COVID-19 Patient Treatment Guidelines](#).

#### Minor First Aids

1. Sit the patient outside the club first aid room, patrol tent or observation tower.
2. Ensure that correct PPE is utilised.
3. Provide the patient with the appropriate first aid supplies to self-treat (band aids/alcohol swabs etc.).
4. Ensure that you wash your hands for at least 20 seconds after treatment.
5. Maintain at least 1.5 metres distance where possible.

If the patient cannot self-treat, follow the Major First Aid advice.

#### Major First Aids

1. Treat as per training, however take extra caution with ensuring correct PPE utilised.
2. Minimise exposure to other patrol members or lifeguards where possible e.g. one (1) patrolmember/lifeguard to treat one (1) patient.
3. Ensure that you wash your hands for at least 20 seconds or shower after treatment.
4. Extra care should be taken with cleaning ALL facilities/equipment after treating a patient.

#### Rescues

1. As always, there should be a major focus on preventions and proactive patrolling.
2. Patrols should continue to undertake inflatable rescue boat, rescue board and rescue tube pickups.
3. After the rescue is finalised, ensure you have taken retrospective action to minimise any risk e.g. showering if possible, cleaning equipment.

#### Resuscitation

Please review the SLSA [DRSABCD during COVID-19](#) poster. In summary:

1. Do not attend the patient without PPE
2. Do not use suction
3. Do not use OP airways
4. Do not use Bag Value Mask (BVM)
5. Do not give rescue breaths

The ARC suggests that in the current COVID-19 pandemic, rescuers who are willing, trained, and able to do so, consider providing rescue breaths to infants and children in addition to chest compressions.

The COVID-19 situation and restrictions are continually changing. For up-to-date information on best practice with the Surf Life Saving context, please contact Director of Lifesaving, Steve Foggett or visit the COVID-19 updates in the Members Area on SLSNSW's website.

# COVID-19 Information Pack

## Training & Education

26 August 2021 (Version 4)

### Reasonable adjustments

The following table provides some guidance on how Assessors and Facilitators can provide reasonable adjustments during the COVID-19 pandemic period for SLS emergency care pathway awards. These are example options to consider after completing a risk assessment prior to training or assessment.

**Note:** For information on first aid and emergency protocols during the COVID-19 pandemic, see the Lifesaving COVID-19 Information Pack. Participants should be made aware of these protocols during their training.

Assessment Criteria	Reasonable Adjustment Options
<b>HLTAID009: Resuscitation, Surf Rescue Certificate, Bronze Medallion &amp; Advanced Resuscitation Techniques</b>	
Ventilations/Rescue Breaths	Participants to take a breath and place their widely open mouth beside the manikin mouth (without contact) and blow to demonstrate inflating the lungs with a volume to achieve chest rise. Clearing the airway, positioning the head, and pinching the nose must all be carried out as normal.
Demonstrate Defibrillator	Participants to correctly indicate where the defibrillator pads are placed on the manikin, pointing to the button on the defibrillator that would be pressed when prompted.
Recovery Roll	Participants to demonstrate Recovery Roll using baby manikin, verbalising movements (e.g. airway open, mouth down). Participants to lay on the floor, demonstrating rolling themselves into the correct recovery position.
Respond to Regurgitation/Vomiting	Participants to place manikin in recovery position, clear airway, check for breathing.
Rotation of operators	Each participant and the trainer has a manikin.  6. <b>First round</b> Participants perform CPR 7. <b>Second round (First Rotation)</b> Trainer performs CPR 8. <b>Third round (Second Rotation)</b> Participants perform CPR
<b>HLTAID011/002 Bronze Medallion, First Aid</b>	
Anaphylaxis	Participant to demonstrate on themselves, verbalising the need to lay casualty down or sit on ground.
Asthma	Each participant receives an individual puffer/spacer. Rotate through manikins to deliver 4x4.
Bleeding	Participant to apply bandage to their own leg.

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Choking	Participant to demonstrate treatment on a manikin.
Basic care of a wound	Participant to demonstrate basic care of a wound on themselves or manikin.
Envenomation—marine creatures, snakes, and bees	Participant to apply PIT bandage to their own leg.
Fractures	Participant to tie a collar and cuff and place on own wrist, demonstrate how tails make “collar”.
Head, neck and spinal injuries—concussion	Participant to treat head injury on a manikin.
Secondary Survey	Participant to demonstrate and verbalise Secondary Survey on themselves. Participant to stand up whilst Trainer talks everyone through a physical Secondary Survey. Participant to look at another participant, ask them “what happened?” “where does it hurt?”.
Soft tissue injuries including sprains and strains	Participant to treat their own sprained ankle.
<b>HLTAID015: Advanced Resuscitation Techniques</b>	
Pulse	Participant to take their own pulse.
Respirations	Participant to count own breaths / observe rise and fall of chest to ascertain breathes per minute.
Temperature	Participant to use words to describe (cool, warm, dry, sweaty).
Correct Use of Bag-Valve-Mask (BVM)	Each participant and trainer has a manikin and BVM. 5. <b>First round:</b> Participants perform CPR, trainer provides ventilations using BVM. 6. <b>Second round:</b> Trainer performs CPR, participants provide ventilations using BVM.
Tourniquet	Participant to apply tourniquet to their own leg (as per manufacturer instructions).
<b>Surf Rescue Certificate and Bronze Medallion</b>	
Water Safety Signals	Participant to use hands instead of signal flags or rescue tubes.
Radio Communication	Use waterproof or Ziplock plastic bags for radios and change or clean the bags between users. Ask participants to demonstrate radio procedures on their personal mobile device using the SLSA Radio Operations Skills Maintenance Zello Channel to communicate—Zello is a mobile application that replicates the functionality of a radio. More information on Zello is available in the new SRC and BM Course Guides).
Carries	Demonstrate carries using a rescue manikin wherever possible.

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Tube Rescue	Allow a conscious victim to secure the rescue tube to themselves to reduce close contact, while the victim faces away from the rescuer.  Demonstrate a tube rescue of an unconscious victim in the water using a rescue manikin.
Board Rescue	Demonstrate a board rescue without a victim - paddle and negotiate water/surf conditions, simulate victim pick-up with a rescue manikin and return to the beach closer to shore.
Spinal Management (Dry)	Use rescue manikins wherever possible to practice rescue techniques.
Spinal Management (Wet)	Use rescue manikins to practice rescue techniques.
<b>IRB Crewperson, Silver Medallion IRB Driver, RWC</b>	
Patient Pick Up	Use rescue tubes and manikins wherever possible to practice rescue techniques.  Rescues performed beyond the break may reduce the risk of unnecessary physical contact.

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## Hunter Surf Life Saving

### COVID-19 Safety Plan – Lifesaving 2021-22 Season

Surf Life Saving Club details	
Surf Life Saving Club:	Hunter Branch
Plan completed by:	Rhonda Scruton
Plan approved by:	HSLs Director of Lifesaving
Plan effective:	30 August 2021
Plan Reviewed	30 August 2021

Requirements	Actions
<b>Wellbeing of SLS members, staff and other people</b>	
<p>Members are asked not to attend to any Surf Life Saving related activities if they have been near an LGA of concern or are a close contact of someone who has been at near an LGA of concern.</p> <p>Exclude SLS members, staff and other people who are unwell.</p>	<ul style="list-style-type: none"> <li>• Do not attend any SLS activities if:               <ol style="list-style-type: none"> <li>a. the current Public Health Order does not permit attendance or participation in that activity</li> <li>b. you feel unwell</li> <li>c. you have been in close contact with someone who has tested positive for COVID-19</li> <li>d. you have tested positive for COVID-19 – wait until you have been given medical clearance to attend again</li> <li>e. you have been to an LGA of concern which has specific limitations around travel and attendance at gatherings in the 14 days prior.</li> </ol> </li> <li>• Display signage with large font and/or images at entry points requesting those who are unwell not to enter the building or designated space and participate in activities</li> </ul>
<p>HSLs is committed to ensuring the safety and wellbeing of our members.</p> <p>To participate in any activity, members residing in LGAs of concern, including the Hunter as of <b>27.08.2021</b>, need to do the following:</p>	<ul style="list-style-type: none"> <li>• Apply for a <a href="#">Service NSW permit</a>.</li> <li>• Complete the <a href="#">SLSNSW Travel Exemption Request Form</a>.</li> <li>• Have had at least their first vaccination dose.</li> <li>• Members under the age of 16 are not permitted to patrol under the current restrictions.</li> <li>• They will not be permitted to travel to their club/service if their club/service is within an LGA without restrictions.</li> <li>• Members in stay-at-home areas required to travel outside of their LGA to participate in <b>critical</b> Surf Life Saving activities should complete the <a href="#">SLSNSW Travel Exemption Request Form</a>. Individual travel exemptions are being approved by SLSNSW at this stage.</li> <li>• Members who are required to leave their LGA of residence to attend patrols in a different LGA (live in Newcastle LGA but patrol in Lake Macquarie LGA) must also complete an exemption letter request located <a href="#">here</a></li> </ul>

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<p><b>Communicate regularly with SLS members, staff and other people to remind everyone that they should not come to the SLSC if unwell with respiratory symptoms or fever. Encourage testing of anyone with symptoms in line with advice from NSW Health.</b></p>	<ul style="list-style-type: none"> <li>• Create a communications plan that includes a schedule of communications as well as the appropriate communication tools, e.g., social media, email, SMS, SurfGuard</li> <li>• Regularly update and refer members to your SLSC or SLSNSW COVID-19 updates webpage—have their messaging align.</li> <li>• Reference and hyperlink to SLS NSW COVID19 page and HSLS Covid info.</li> </ul>
<p><b>Display conditions of entry (website, social media, venue entry). Consider displaying the maximum number of people allowed in each room/space shown online and at a clear place of entry.</b></p>	<ul style="list-style-type: none"> <li>• Have QR Check ins for building and then each separate area of the club house – ie training room, office, gym, patrol room</li> <li>• Have a sign with the maximum number of people allowed in the room as per the latest government health order.</li> <li>• If and where possible, mark areas for entry and exits, and the direction of pedestrian traffic to avoid gatherings and promote physical distancing.</li> </ul>
<p><b>Ensure processes are in place to exclude people if they have attended any of the reported case locations listed on the NSW Health website (<a href="https://nsw.gov.au/covid-19/latest-news-and-updates">nsw.gov.au/covid-19/latest-news-and-updates</a>).</b></p>	<ul style="list-style-type: none"> <li>• Closely monitor the information on the NSW Health Website</li> <li>• Communicate with members that any person who has attended any of the reported locations listed on the NSW Health Website may not attend SLS activities and locations.</li> <li>• Clearly communicate the SLS organisation's position on this matter.</li> </ul>
<p><b>Provide SLS members, staff and others with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick person or victim.</b></p> <p><b>Advise members how to get Vaccinated</b></p>	<ul style="list-style-type: none"> <li>• SLSNSW is committed to ensuring the safety of our members. Although not mandatory, except if you reside in a LGA of Concern (see below), vaccination is strongly encouraged for all patrolling members considering the current cases of COVID in the community, and to assist with maintaining operational capability across the coming patrolling season, both on the beach and within Support Operations. Any concerns should be discussed with your doctor.</li> <li>• Visit the SLS Members Area to find out more and to download the Letter and Eligibility Declaration Form.</li> <li>• Refer people to <a href="#">COVID-19: What It Is, How to Prevent Spread online awareness course</a> (Est. Duration 5-7 minutes) created by <b>SLSA eLearning provider eTrainu</b></li> <li>• Refer people to the eLearning course for <a href="#">COVID-19 infection control training</a> (Est. Duration 30 minutes) created in partnership by <b>The NSW Department of Health</b> and Aspen Medical.</li> <li>• <b>Refer people to the NSW Health public <a href="#">COVID-19 Clinics</a> and free <a href="#">COVID-19 GP Respiratory Clinics</a> in NSW.</b></li> <li>• Recommend testing if someone has a fever, cough, sore throat or shortness of breath and meets the <a href="#">current testing criteria</a>.</li> </ul>
<p><b>Physical Distancing</b></p>	
<p><b>Assess the safe capacity of communal facilities (one person per 4 square metres of space), such as offices, meeting or training rooms, showers, change rooms and lockers. Display signs at entrances with the maximum safe capacity for that space or room and have strategies in place to reduce crowding and promote physical distancing.</b></p>	<ul style="list-style-type: none"> <li>• Measure the square footage of a room or designated training space and calculate its safe capacity by allocating one person per 4 square meters</li> <li>• Restrict access to showers, change rooms and to reduce the risk of infection as unable to maintain regular cleaning in these areas.</li> <li>• Communicate with members that they should shower and change at their personal residence</li> <li>• Include links to the NSW Health videos on the club website where possible, e.g., physical distancing</li> </ul>

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<p><b>Consider strategies on patrol to ensure members are adhering to social distancing requirements.</b></p>	<ul style="list-style-type: none"> <li>• Social distancing is important to prevent the transmission of COVID, however there will be times where lifesavers will not be able to maintain 1.5 metre distance (such as IRB Driver and Crew or in managing a patient).</li> <li>• General COVID precautions should be taken as per the clubs COVID plan.</li> <li>• Ensure members are spread out during patrol – ie two in club house, two roving, two on waters edge and move positions around periodically.</li> </ul>
<p><b>Move or block access to equipment to support 1.5 metres of physical distance between people.</b></p>	<ul style="list-style-type: none"> <li>• Move or block access to equipment to support 1.5 metres of physical distance between people.</li> </ul>
<p><b>Provide visual aids above hand wash basins to support effective physical distancing, e.g., <a href="#">NSW Government Posters</a></b></p>	<ul style="list-style-type: none"> <li>• Place government posters where appropriate at areas with hand washing and sanitation facilities as well as at entries and exits to area.</li> <li>• Include links to the NSW Health videos on the club website where possible, e.g., good hygiene starts here</li> </ul>
<p><b>Where practical, stagger the use of communal facilities. Strongly encourage everyone to shower/change at home where possible.</b></p>	<ul style="list-style-type: none"> <li>• Place closed signs at shower and change room facility entry points.</li> <li>• Restrict access to communal showers and change rooms.</li> <li>• Stagger bathroom breaks for training participants</li> </ul>
<p><b>Record keeping</b></p>	
<p><b>Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your SLSC and notify SafeWork NSW on 13 10 50.</b></p>	<ul style="list-style-type: none"> <li>• The Club's President will notify SafeWork NSW on 13 10 50 and be the first point of contact should this occur</li> </ul>
<p>Check-in rules and entering a premises</p> <p><b>SLSC are required to ensure members check into patrols.(name, phone number and/or email) to assist NSW Health with contact tracing.</b></p> <p><b>Businesses, venues and events that use Service NSW check-in system will <u>display a poster</u> with a NSW Government QR code.</b></p>	<ul style="list-style-type: none"> <li>• Anyone entering a SLSC Club, must check in using a Service NSW QR Code.</li> <li>• If you are entering different spaces – ie training room/gym/patrol room the club needs to register each space as a separate area and you must check in at each code.</li> <li>• Checking in without the Service NSW QR Code             <ul style="list-style-type: none"> <li>○ You don't need to have the Service NSW app installed on your mobile phone to use the QR system.</li> <li>○ If that doesn't work for you, you can ask the business to manually collect your details.</li> </ul> </li> </ul>

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## Specific risks related to Lifesaving

Requirements for your SLSC and the actions you will put in place to keep your SLS members, staff and other people safe.

Requirements	Actions
<b>Lifesaving</b>	
<b>Patrolling requirements</b>	<ul style="list-style-type: none"> <li>Clubs/Services should ensure that the minimum provisions are provided as per the Club/Service Lifesaving Service Agreement. Clubs must limit patrol numbers to a maximum of six (6) members on any one patrol.</li> <li>It is strongly recommended that clubs within an LGA with restrictions should roster one (1) patrol per day e.g. No split day patrols.</li> <li>Members under the age of 16 years old are not permitted to undertake patrols whilst restrictions are in place</li> </ul>
<b>Facemasks</b>	<ul style="list-style-type: none"> <li>Must be worn at all times while outside your home as of 27.08.2021.</li> <li>It is not recommended to wear masks in aquatic activities (inclusive of IRB and RWC).</li> </ul>
<b>Contact with Patients and members of the public during rescues</b>	<ul style="list-style-type: none"> <li>Clubs will have full PPE (masks, gloves, gowns, hand sanitiser etc) supplied to them.</li> <li>Use a bag-valve-mask (BVM) where possible as a safer alternative.</li> <li>Resuscitation masks with a one-way valve may still be used following individual risk assessment or a lifesaver may perform compression only CPR.</li> <li>Maintain a safe distance while checking breathing</li> </ul>
<b>Cleaning of Patrol room/equipment and at the end of each day/patrol</b>  Hygiene and cleaning. Coronaviruses, such as COVID-19, can survive on surfaces for a few hours or up to several days depending on the temperature, humidity and type of surface.	<ul style="list-style-type: none"> <li>Disinfectant aerosol spray and/or disinfection wipes should be utilised over hard surfaces, including tables and chairs.</li> <li>Clean and/or disinfect equipment before, in-between and after each use where possible. This includes vehicles such as SSVs.</li> <li>Follow manufacturer's instructions for disinfectant solutions</li> <li>Frequently clean any indoor or outdoor shared/frequently touched surfaces (e.g crowd control barriers, door handles).</li> <li>Ensure that sanitiser is readily accessible.</li> <li>Ensure that bathrooms are well stocked with hand soap and display posters to support effective hand washing.</li> </ul>
<b>Use of Radios</b>	<ul style="list-style-type: none"> <li>Make sure radios are in bags</li> <li>No sharing of radios.</li> <li>Member using a radio must clean it before they pick it up and as they pack away.</li> </ul>



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<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• <b>Use of First Aid Rooms</b></li> <li>• <b>First Aid Equipment</b></li> <li>• <b>Oxygen Equipment</b></li> </ul>	<ul style="list-style-type: none"> <li>• To minimise the potential of a “close contact” situation all major first aid cases are directed to the lifeguards on duty to mitigate patient double handling</li> <li>• If practicable to do so, all major first aid treatments should occur in an open-air outdoor setting, ensuring appropriate PPE is used by lifesavers</li> <li>• Wear Gloves when handling any first aid equipment</li> <li>• Ask patient to do their own minor first aid – ie put on band aids/apply ice.</li> <li>• Do not used first aid equipment that is clearly damaged or used where possible</li> <li>• Have Portable First Aid Kit under Tent</li> <li>• Clean non-disposable parts of the unit thoroughly</li> <li>• Use single only equipment.</li> </ul>
<p><b>Patrols status</b></p>	<ul style="list-style-type: none"> <li>• Encourage full day patrols – reduces risk to members from patrols crossing over. All equipment must be thoroughly cleaned after each patrol or in between patrols if doing a split shift.</li> <li>• Patrols are 9-5 for Lifeguards</li> </ul>
<p><b>Patrol Room and Patrol Tent</b></p> <ul style="list-style-type: none"> <li>• <b>Social Distancing</b></li> <li>• <b>Location of Members</b></li> </ul>	<ul style="list-style-type: none"> <li>• Ensure social distancing in (Patrol Room) in club</li> <li>• Two (2) roving performing remote surveillance,</li> <li>• Two (2) under tent one (1) assisting where needed</li> <li>• Patrol Captain must have a min of three (3) qualified members on Patrol</li> </ul>
<p><b>Patrolling Members have Bum Bags</b></p>	<ul style="list-style-type: none"> <li>• Have available gloves and masks, note pads, and sanitiser</li> </ul>
<p><b>Rescue Equipment</b></p>	<ul style="list-style-type: none"> <li>• Two (2) Boards-placed in position where potentially needed</li> <li>• One (1) Tube accompanying Rescue Boards</li> <li>• IRB ready on beach</li> </ul>
<p><b>Meeting with Lifeguards and Patrol Captain- Response to callouts</b></p>	<ul style="list-style-type: none"> <li>• A discussion will take place between lifeguards and Patrol Captain to identify the best response based on the current conditions, crowds and level of risk, at the start of the day.</li> </ul>
<p><b>Beach Closed (due to Excessive Crowds)</b></p>	<ul style="list-style-type: none"> <li>• If a beach exceeds social distancing guidelines in one area. Lifeguards can make the decision to close the beach. When this happens, the Lifeguards will discuss the best option with the Patrol Captain.</li> <li>• Activities may include directing and informing the public from water's edge, aquatic surveillance, scenario-based training and first aid.</li> </ul>
<p><b>Inclement weather (insufficient room)</b></p>	<ul style="list-style-type: none"> <li>• During periods of inclement weather if there is no suitable shelter for patrolling members to perform valued patrolling functions, a decision to reduce patrol size will be made in by the Patrol Captain.</li> <li>• Members may be sent home and minimum patrolling numbers to remain.</li> <li>• Adhere to social distancing guidelines available in the club building.</li> </ul>

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<p><b>Shared Space and Environments</b></p>	<ul style="list-style-type: none"> <li>• All members will endeavour to limit grouping of persons within an environment, both inside and outside.</li> <li>• Encourage moving between “Stations” to minimise boredom and reinforce importance of effective radio communication when dealing with procedures as they develop.</li> <li>• Make all efforts to greatly reduce the time spent within close proximity to another person where physical distancing is not possible.</li> <li>• Members are not to use the first aid rooms as storage areas.</li> <li>• Limit/cease use unless under direction or an emergency response.</li> </ul>
<p><b>Crowd Thresholds</b> Each Local Government Council should have in place a plan to manage their open spaces inclusive of beaches. It is recommended Club/Services are aware of their respective council plan and incorporate this within their Club/Service COVID plan.</p>	<ul style="list-style-type: none"> <li>• Members are not expected to engage in any situation which presents a risk to their safety (e.g. policing social distancing).</li> <li>• If comfortable to do so, PA announcements or conversations with the public can be undertaken to remind beachgoers of requirements.</li> <li>• If a situation of concern escalates, Patrol Captains should contact the SLSNSW State Operations Centre (SOC) for advice and support. Support may be in the form of their Branch Duty Officer, Lifeguard Supervisor, Council officers, Police etc.</li> </ul>
<p><b>Vehicle Drivers</b></p>	<ul style="list-style-type: none"> <li>• At the start of each Patrol a driver will be nominated for the day. This driver will be responsible for operating the vehicle for patrol matters.</li> <li>• Must clean the vehicle down at the completion of shift.</li> </ul>
<p><b>Shut down/Lowering of Flags</b></p>	<ul style="list-style-type: none"> <li>• Patrol Members not required if SLSNSW/ NSW/Federal Government shutdown occurs. If we are advised to lower the flags. There will be a discussion between the land manager and the SLS governing body on how things proceed</li> </ul>

Change Log	Date Reviewed:	Reviewed By
v1	27 <sup>th</sup> August 2021	Update for 2021-22 patrols season.