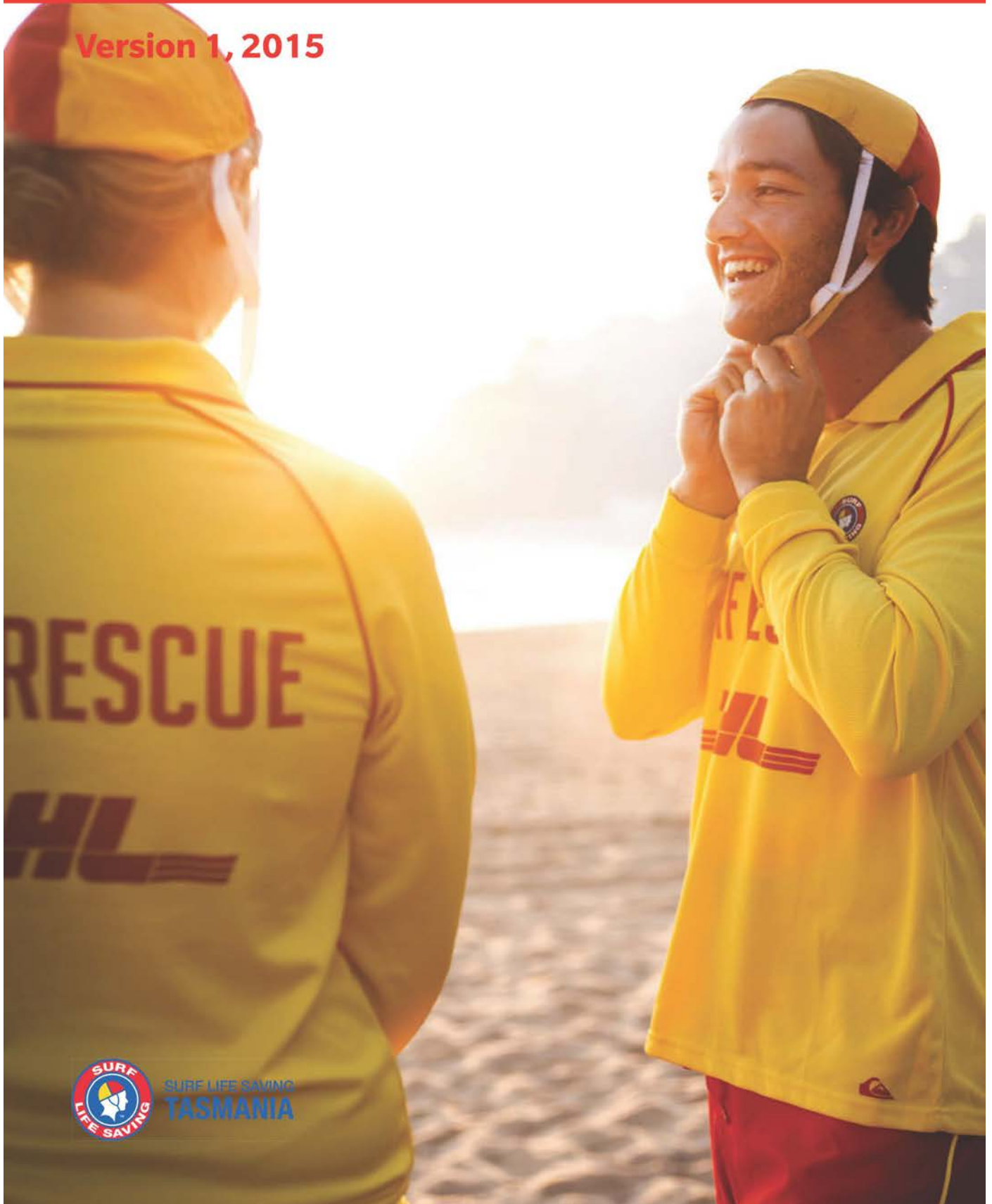


Standard Operating Procedures Lifesaving Services

Version 1, 2015



SURF LIFE SAVING
TASMANIA



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**TASMANIA**

FOREWORD

Date: 27th November 2015

Dear All

It is with great pleasure that I provide you with the SLST Standard Operating Procedures (SOPs) – Version 1 (2015). This manual outlines policies, procedures and guidelines to assist lifesaving services in the management and delivery of Surf Life Saving operations.

Supporting the SLST Strategic Plan, this document will define minimum operational standards for all Surf Life Saving Clubs (SLSC), Volunteer Marine Rescue (VMR) and Support Operations/Services. It also reflects the professional requirements, responsibilities and expectations of our services by all stakeholders; including our members, emergency service partners, government departments and the wider community.

Our organisation and the services provided by thousands of volunteers/staff are fundamental to the Australian way of life; we are respected across the board as the best in the world at what we do and the demand for our services is increasing annually.

As the needs of the public and emergency service expectations increase, Surf Life Saving is self-driven to provide the highest quality service it can through innovation, dedication and hard work. This manual reflects those values and our combined commitment to excel in our ongoing work to save lives and prevent drowning.

While this document aligns with National policy and stipulates the various State minimum requirements, Regions and clubs may extend minimum requirements above these levels if deemed necessary to meet local needs. Such enhancements should be set within Clubs Patrol Operations Manuals and Lifesaving Service Agreements.

I would like to thank and acknowledge Surf Life Saving New South Wales for their document which has been modified to suit Surf Life Saving Tasmania. In addition to this, I would like to thank the members, volunteers and staff who have had input into the development of this document.

This document is provided to support the management and quality assurance of your lifesaving services and I again thank you for your ongoing professionalism and dedication.

Yours in lifesaving

Christopher Jacobson
State Lifesaving Officer
Surf Life Saving Tasmania

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LS2 WORK HEALTH & SAFETY



LS2.1 WORKPLACE HEALTH & SAFETY

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PURPOSE

To communicate the health and safety responsibilities of our surf lifesaving/ VMR volunteer personnel with the aim of ensuring a safe and healthy environment for lifesavers and others at all times.

All surf lifesaving and VMR volunteer personnel are required to perform their tasks in a safe manner and follow Surf Life Saving policies, procedures and established work practices.

All surf lifesaving and VMR volunteer personnel are required to meet their responsibilities under the Work Health and Safety Act 2011.

PROCEDURE

Smoking

Smoking while on active Surf Lifesaving and VMR duties is not permitted.

Smoking of any substance is prohibited in all Surf Life Saving buildings, facilities and vehicles.

Surf lifesaving personnel must not smoke while in uniform, in the public's view or while representing the organization.

Smoking brings with it additional hazards in terms of fire safety. Surf lifesavers must ensure others do not smoke near oxygen equipment, fuel or in other circumstances where there is an increased risk of fire or explosion.

Alcohol

Alcohol is not to be consumed whilst wearing any Surf Life Saving uniform.

Lifesaving service personnel should not undertake patrolling duties with a blood alcohol level higher than 0 %.

Lifesaving service personnel that are on their provisional driving license should have a blood alcohol limit of 0% if operating any lifesaving vehicle.

Lifesaving personnel acknowledge and agree that they may be breath tested at any time to ensure they are meeting these requirements.

Drugs

The use of drugs prescribed by a doctor for medicinal or recuperative purposes may be taken however the Patrol Captain must be advised as to the type of medication and all possible side effects.

If these prescribed drugs impair or disrupt your senses, you must advise the Patrol Captain immediately and cease surf lifesaving patrol duties until you have completed the prescribed course of medication.

Surf lifesaving personnel are responsible for monitoring their own condition and communicating any changes in medical state to the Patrol Captain.

The improper use of non-prescription and prescription drugs in the course of duties is completely prohibited. Surf lifesaving personnel must not present themselves for duty whilst under the influence of any illegal drug.



LS2.1 WORKPLACE HEALTH & SAFETY

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Operating Gear and Equipment

Surf lifesaving personnel must adhere to all legal blood alcohol limits for the operation of gear and equipment, including vehicles i.e. ATV and Powercraft. Persons impaired by drugs and/or alcohol are not permitted to operate gear and equipment under any circumstances. Surf lifesaving personnel must attend task specific training as provided and adhere to Surf Life Saving procedures.

Surf lifesaving personnel must not operate plant or equipment unless authorised and qualified as per Surf Life Saving Tasmania requirements.

Penalties for Breaches

Surf lifesaving personnel who present themselves for duty whilst suspected to be under the influence of alcohol and/or drugs may be immediately suspended from duties and referred for disciplinary action.

Any lifesaver who knowingly allows a person to carry out duties whilst under the influence of alcohol and/or drugs will also be subject to disciplinary action.

Cases that indicate evidence of illegal drug use shall be referred to the appropriate authorities for investigation.

Dehydration

As dehydration can cause fatigue and loss of concentration, impacting on performance of Surf Lifesaving activities, it is important to take in sufficient fluids during the course of duty. Eight to ten glasses of water per day is advised (higher depending on external factors such as temperature, time of day and physical exertion).

To minimise the effects of dehydration which in extreme cases may lead to heat exhaustion and heat stroke, Lifesaving personnel must ensure they are not without a water/sunscreen break for more than one hour. Tents and other shaded areas should be used where possible.

Sun Safety

Lifesavers are required to follow necessary precautions to protect themselves from the effects of UV radiation. Steps may include:

1. Reduce exposure to the sun by using shade i.e. Tent.
2. Wear sun protecting clothing such as lifesaving uniform (long sleeve shirt, rash vest, knee length shorts).
3. Wear a wide brimmed or peaked cap.
4. Apply broad spectrum sunscreen regularly.
5. Wear UV protective sunglasses.

It is recommended that surf lifesaving personnel check their skin regularly for suspicious spots and address any concerns with a doctor.

REFERENCE

Guidelines to Safer Surf Clubs SLSA Policies:

- a. Sun Safety 2.1
- b. Public Health Act 1997
- c. Rehabilitation and Return to Work 2.4
- d. Disinfection of Equipment 3.1
- e. All Terrain Vehicles 4.5
- f. Illicit Drugs in Sport 6.23
- g. The Cancer Council of Australia Sports Medicine Australia



LS2.2 RISK MANAGEMENT

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PURPOSE

To outline a standard approach to managing risk in the lifesaving environment.

Risk management is an ongoing process and Surf Life Saving Services carry out many risk management procedures to maintain the safety of members and the public. Some examples of this risk mitigation include, but are not limited to; Annual Gear and Equipment Inspections, Patrol Assessments and robust training.

Formal risk assessments must be done at least annually, preferably quarterly. An example of a formal risk assessment includes the Annual Gear Inspection.

Informal risk assessment should be a day to day process to prevent injuries from happening before they do harm.

PROCEDURE

Background (Refer to pages 25 - 27 of the Guidelines to Safer Surf Clubs)

Risk management is the term given to the systematic identification of hazards, the assessment of risks posed by the hazards and the control of those risks.

Risk exists in all aspects of surf lifesaving and the level of risk faced at any one time is a combination of the likelihood of an event occurring and the consequences if it happened.

The Risk Management and Assessment Process

The Risk Management and Assessment process involves the steps as set out in AS/NZS ISO 31000:2009

1. Communication and Consultation – with members, club management and team leaders on each of the following steps.
2. Establishing the Context – A risk management plan needs to be developed to identify the purpose, principles, scope, people involved, their roles and the implementation schedule.
3. Identify the Risks – Through observation by all members, monitoring injury records and information gathered via the health and safety inspections.
4. Risk Analysis and Evaluation – Use the Risk Score Matrix (Figure 2.2.1) to evaluate likelihood of an injury occurring and consequence of the injury. Use the Club Hazard Register to develop a Safety Action Plan (Figure 3- Club Hazard Register/Safety Action Plan).
5. Control the Risk – Use the Hierarchy of Controls (Figure 2.2.2) to identify the most practical option to control a risk – eliminate where practical; use PPE as a last resort.
6. Monitor and Review – Ask questions like: Were the controls effective? Is there any follow up action required?
7. Documenting the Process – Regularly check to guarantee continuous improvement.



LS2.2 RISK MANAGEMENT

FIGURE 2.2.1 - LIKELIHOOD TABLE

DESCRIPTOR	DESCRIPTION
Almost Certain	<ul style="list-style-type: none"> • Will probably occur more than once • 100% chance of occurrence • Common or Frequent Occurrence • Is expected to occur in most circumstances
Likely	<ul style="list-style-type: none"> • High probability that will occur at least once • 1 in 10 chance of occurrence (10%) • Likely to occur or “has happened to us a number of times in the past” • Might occur in a 2-3 year timeframe
Possible	<ul style="list-style-type: none"> • Reasonable likelihood that could occur more than once • 1 in 100 chance of occurrence (1%) • Could occur or “I’ve heard of it happening elsewhere” • Might occur in a 5 year timeframe
Unlikely	<ul style="list-style-type: none"> • May occur once or less • 1 in 1000 chance of occurrence (0.1%) • Not likely to occur • Might occur in a 10 year timeframe
Rare	<ul style="list-style-type: none"> • May occur in exceptional circumstances • Practically impossible • 1 in 10,000 chance of occurrence (0.01%) • Could happen but probably never will

FIGURE 2.2.2 - IMPACT TABLE

DESCRIPTOR	PHYSICAL/SAFETY
Extreme	Death or total permanent disability of a Surf Life Saving member and/or a member of the public.
High	Serious injury of a Surf Life Saving member and/or a member of the public.
Medium	Systemic injuries of a Surf Life Saving member and/or a member of the public. Increased frequency of near misses.
Minor	Minor injuries of a Surf Life Saving member and/or a member of the public.
Insignificant	Insignificant injuries of a Surf Life Saving member and/or a member of the public.



LS2.2 RISK MANAGEMENT

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FIGURE 2.2.3 - RISK SCORE MATRIX

LIKELIHOOD	IMPACT				
	1. INSIGNIFICANT	2. MINOR	3. MEDIUM	4. HIGH	5. EXTREME
5. ALMOST CERTAIN	M5	H10	H15	E20	E25
4. LIKELY	L4	M8	H12	E16	E20
3. POSSIBLE	L3	M6	H9	H12	E15
2. UNLIKELY	L2	L4	M6	H8	H10
1. RARE	L1	L2	L3	M4	M5

RISK LEVEL	ACTION YOU SHOULD TAKE
EXTREME (E15 - 25)	Consider discontinuing - Immediate correction required
HIGH (H8 - H15)	Immediate corrective action required
MODERATE (M4 - M8)	Attention needed - Correction required
LOW (L1 - L4)	Perhaps acceptable as is

Score Matrix consistent with ISO 31000: Risk Management



LS2.2 RISK MANAGEMENT

FIGURE 2.2.4 - HIERARCHY OF CONTROLS

1	Elimination	Remove hazard e.g. Dispose of spoiled fuel, paint or chemicals.
2	Substitution	Alternative product e.g. Disposable resuscitation masks.
3	Isolation	Separate people from hazard e.g. Surf boat training away from flagged area.
4	Engineering	Redesign to reduce risk e.g. Remove ladder to tower and replace with stairs.
5	Administration	Procedures, training, supervision etc e.g. IRB training in progress sign on beach.
6	Personal Protective Equipment (PPE)	Make sufficient available e.g. Pocket masks for resuscitation, PFDs in IRBs, sunscreen.

FIGURE 2.2.5 - CLUB HAZARD REGISTER/SAFETY ACTION PLAN

			Club Safety Officer Complete		Club Management Committee to Complete			
			Hazards Identified		Safety			
Inspection Checklist	Yes	No	Hazard	Priority	Action	Who	Timeframe	Done
Electrical								
Wiring in good condition		N	Rust in circuits	M	Club Electrician	Smith	3 Weeks	
Battery charger in good condition	Y							
No broken plugs, sockets or switches		N	Stage Socket Broken	H	Disconnect now - Club Electrician	Smith	Now	11/03/14

REFERENCE

Guidelines to Safer Surf Clubs - 2.4

AS/NZS ISO31000:2009 Risk Management

SLSA Policy: Risk Management 6.9



LS2.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

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PURPOSE

To ensure proper use, maintenance and training in relation to Personal Protective Equipment (PPE).

Surf Life Saving recognises the importance of PPE and endeavors to provide training on correct use and maintenance of PPE.

Under the Work Health and Safety Act 2012 all surf lifesaving personnel are required to use and maintain all supplied PPE.

PROCEDURE

Club Responsibilities

Surf lifesaving personnel are to be provided with and trained in the correct use of PPE. Common PPE that are required in surf operations include:

- Long sleeved patrol shirts, rash vests, wide brim hats and SLSA Approved Patrol Uniforms;
- Shade, sunscreen, gloves and mask during first aid/resuscitation procedures;
- Approved PFDs for IRB operations, Bum bags (optional)

PPE must be maintained, repaired or replaced as required so that it continues to minimise risk. This includes ensuring equipment is kept clean, hygienic and in good working order.

PPE should be stored in such a way so as to prevent damage or deterioration.

Surf life saving clubs are to provide information, training and instruction in the proper use and wearing, storage and maintenance of PPE.

Surf Lifesaving Personnel Responsibilities

Surf lifesaving personnel are required to use or wear all PPE provided in accordance with any information, training or reasonable instruction with which they have been provided.

Surf lifesaving personnel must not intentionally misuse or damage any PPE. Surf lifesaving personnel must inform the surf life saving club of any damage to, defect in or need to clean or decontaminate any PPE.

Surf lifesaving personnel who do not follow these requirements may not be eligible for Workers Compensation in the case of an incident, illness or injury.

REFERENCE

Guidelines to Safer Surf Clubs SLSA Policy:

- a. Sun Safety 2.1
- b. SLSA PPE Policy



LS2.4 PERSONNEL INJURY MANAGEMENT

PURPOSE

To provide information to surf lifesaving personnel on compensation in the event of injury whilst performing surf lifesaving duties.

This Standard Operating Procedure applies to all surf lifesaving personnel involved in approved surf lifesaving activities.

The Surf Life Saving National Insurance Programme covers financial members of Surf Life Saving Tasmania that are involved in approved surf lifesaving activities. Members may be eligible for compensation in the event of an injury.

PROCEDURE

Reporting Accidents and Injuries

1. If a member gets injured while carrying out surf lifesaving duties you are required to follow the steps below:
2. Ensure the member receives appropriate treatment.
3. If the incident occurs during approved surf lifesaving activities the SLST Executive Support Officer and Jardine Lloyd Thompson Pty Ltd (Brent Jenke) should be contacted immediately of any potential claim and complete the claim form.
4. Club official to complete an Incident Report Form and enter into SurfGuard (IRD).
5. Notify the Club Safety Officer or club official (investigate if required/serious).
6. If the incident involved the death of a person, serious injury or illness or a danger incident it must be reported to Work Place Standards Tasmania immediately (as per the SLST Work Health and Safety 2012 Incident Notification Fact Sheet)
7. If member requires additional treatment or time off work, fill out SLST Notification of Injury or Workers Compensation Claim Form.
8. Complete and submit a Return to Surf Duties Form before returning to Surf Patrol or Competition etc.

REFERENCES

Guidelines to Safer Surf Clubs SLSA Policy:

- a. Rehabilitation and Return to Duties 2.4
- b. SLST Work Health and Safety 2012 Incident Notification Fact Sheet

Surf Life Saving Australia Insurance Programme:

- a. <http://www.jlta.com.au/slsa>



TASMANIA

LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION

Section: LS2 Work Health & Safety

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LS2 Work Health & Safety

PURPOSE

To ensure correct notification to Jardine Lloyd Thompson Pty Ltd (Brent Jenke) and Surf Life Saving Tasmania in the event of an incident.

This Standard Operating Procedure applies to surf lifesaving personnel who are involved in or witness a serious or notifiable incident in the surf club environment.

POLICY

Internal Reporting

Serious incidents where a club member or a member of the public has been put at risk or injured from surf lifesaving activities require investigation and must be reported to SLST, following internal reporting procedures.

External Reporting

The Work Health and Safety Act 2012 also requires certain incidents (notifiable incidents) to be reported to Work Place Standards as soon as reasonably practicable.

PROCEDURE

Internal Reporting (Serious Incidents)

Definition

All serious incidents and near misses require investigation without delay, including:

- a. Major responses by SLSA services;
- b. Moderate/major personal injuries to club members, employees, contractors, public;
- c. Members exposed to a critical incident;
- d. Fatalities in non-patrolled locations or after hours;
- e. Incidents such as deaths of those fishing, diving, or riding surf craft in or near the surf zone;
- f. Deaths where immersion may not be the primary cause of death;
- g. Complaint (e.g. from the public regarding a patrol).

Procedure

If a serious incident occurs in the workplace while carrying out surf lifesaving duties, the following steps must be taken:

- a. Ensure the member receives appropriate treatment if required;
- b. All incidents must be recorded in the **Incident Report Log** as soon as practicable and entered into the **Incident Reporting Database (IRD)**;
- c. Notify SLST CEO or Lifesaving and Services Manager within 24 hours;
- d. An incident investigation must then be completed as soon as practicable by the Club Captain for all incidents, injuries, or near misses;
- e. An Incident/Accident Investigation Form should be used;



LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION

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- f. Perform a survey of the accident location and a chronology of the accident events;
- g. Eyewitnesses should be questioned if possible;
- h. It should be stressed to surf lifesaving personnel that the main objective of the investigation is to prevent future incidents, not place blame. The completed form should then be forwarded to SLST as soon as possible;
- i. Any incident investigation report should be considered a draft until signed off by Jardine Lloyd Thompson Pty Ltd (Brent Jenke).

The minimum reporting requirements for all surf lifesaving personnel is outlined in Figure 2.5.1- Minimum reporting requirements.

External Reporting (Notifiable Incidents) to Work Cover TAS

Definition

Under the Work Health and Safety Act 2012, an incident is notifiable if it is a serious incident or injury that arises out of the conduct a surf lifesaving activity or a surf sports activity.

Examples of this could include:

- A swimmer in the surf injured after being struck by an IRB which is being used to rescue a member of the public;
- A competitor in a surf sports carnival (State/Club) suffers a suspected serious spinal injury in an IRB or board race.

Notifiable Incidents are broken into 2 categories:

Serious Injury or Illness - Serious injury or illness of a person is any injury or illness requiring the person to have immediate treatment as an inpatient in a hospital or medical treatment within 48 hours of exposure to a substance.

Dangerous Incident - A dangerous incident is one that exposes a person to serious risk to their health and safety arising from an immediate or imminent exposure to certain matters such as electric shock or fire.

For more information on notifiable incidents please refer to the Work Health and Safety Incident Notification Fact Sheet.

Procedure

1. If the incident is notifiable inform Work Cover by the quickest means possible – phone on 1300 135 513. This may be done by the Club Captain, Club Safety Officer or Patrol Captain. You may also be asked to inform Work Cover in writing (fax, email or post is acceptable);
2. Ensure the incident site is preserved until an inspector arrives or directs otherwise. This however, does not prevent action to assist injured persons or make the site safe. This duty is designed to preserve any evidence that may assist an inspector to determine the cause of the incident;
3. Keep a record of notifiable incidents for 5 years from the date Work Cover was notified. Record details on IRD.

These reporting requirements are separate to the reporting of injuries for Workers Compensation purposes, although some incidents may result in a workers compensation claim.



LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION

Section: LS2 Work Health & Safety

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FIGURE 2.5.1 - MINIMUM REPORTING REQUIREMENTS

INCIDENT	REPORTING TIME	REPORT REQUIREMENT
Death of any person	<ul style="list-style-type: none"> • Within 2 hrs to SLST • Immediately to Workplace Standards 	<ul style="list-style-type: none"> • 24 Hour Major Incident Report • SLSA Incident report • Workplace Standards
Serious personal injury to any person	<ul style="list-style-type: none"> • Within 24 hrs to SLST • Immediately to Workplace Standards 	<ul style="list-style-type: none"> • 24 Hour Major Incident Report • SLSA Incident Report • Workplace Standards
Personnel incapacity of 30 or more successive working days or shifts	<ul style="list-style-type: none"> • Within 24 hrs of becoming aware of the duration of incapacity to SLST. 	<ul style="list-style-type: none"> • 24 Hour Major Incident Report • SLSA Incident Report • Workplace Standards
Dangerous occurrence which could have caused any of the above. Including but is not limited to: search and rescue, resuscitations, shark attacks, fire in a building	<ul style="list-style-type: none"> • Within 24 hrs to SLST • As soon as practicable to Workplace Standards if notifiable (as above) 	<ul style="list-style-type: none"> • 24 Hour Major Incident Report • SLSA Incident Report • Workplace Standards
Injury involving any person and a marine craft	<ul style="list-style-type: none"> • Within 48 hrs to MAST and SLST. • Workplace Standards if caused by the actions of a surf lifesaving activity 	<ul style="list-style-type: none"> • SLSA Incident Report • MAST Incident Report • Workplace Standards



LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION

Section: LS2 Work Health & Safety

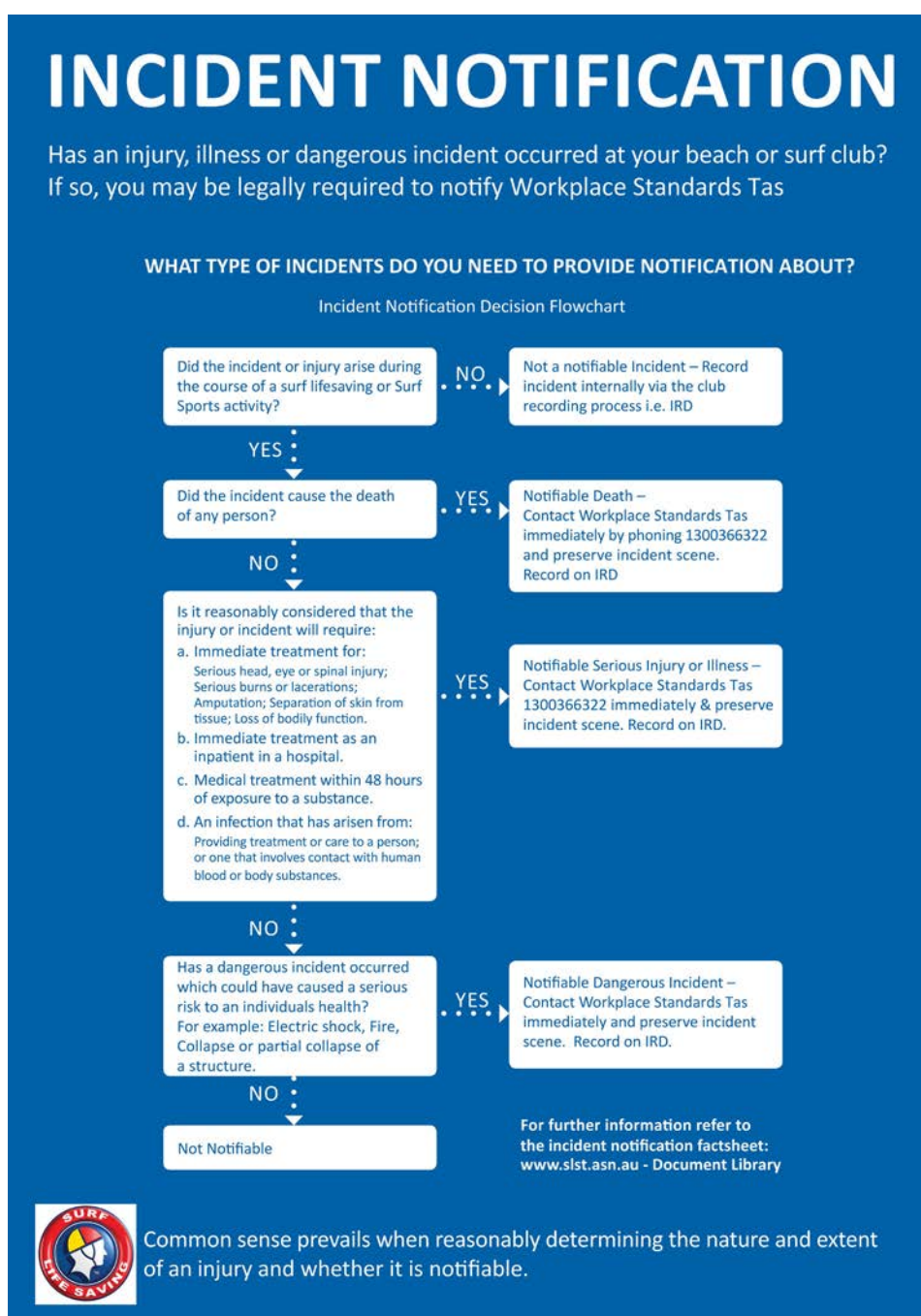
Page: 4 of 5

LS2 Work Health & Safety

FIGURE 2.5.2 - HOW DO I KNOW IF AN INCIDENT IS A WORKPLACE STANDARDS NOTIFIABLE INCIDENT?

The flow chart below (Figure 2.5.2) should be used to determine if an incident needs to be reported to Workplace Standards Tas. For information on patrol related incidents refer to the SLST Lifesaving SOPs.

Incident Notification Decision Flowchart





TASMANIA

LS2.5 WORKCOVER INCIDENT REPORTING & INVESTIGATION

Section: LS2 Work Health & Safety

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LS2 Work Health
& Safety

REFERENCES

Guidelines to Safer Surf Clubs

SLSA Policies a) Occupational Health and Safety 2.3

Workplace Standards Tasmania

SLST - Incident Notification Fact Sheet and Poster



LS2.6 MATERIAL SAFETY DATA SHEETS

PURPOSE

To ensure the safety of members when dealing with chemicals in the workplace and compliance with State and Commonwealth Legislation in relation to the use of Material Safety Data Sheets (MSDS).

All surf life saving clubs are required to meet their responsibilities under the Work Health and Safety Act 2011 with regards to Material Safety Data Sheets (MSDS) and a Chemical Register.

Surflifesaving volunteer personnel must ensure they are aware of the location, contents and use of MSDS and a Chemical Register.

PROCEDURE

A MSDS for all hazardous chemicals shall be readily accessible to all surf lifesaving members.

All surf life saving clubs must maintain a Chemical Register that is to be kept in a location that is easily accessible to any worker or other person who is likely to be affected by a hazardous chemical.

The Chemical Register must include an inventory of all chemicals used, handled or stored and the current safety data sheet for each chemical listed. At a minimum these should include:

- a. Oxygen
- b. Petroleum
- c. Cleaning Solvents and Products

The Chemical Register must be updated at least annually.

All surf life saving clubs must ensure that when training surf lifesaving personnel they are aware of the location and contents of the Chemical Register and MSDS and their use in an emergency.

REFERENCE

Chemical Register

Guidelines to Safer Surf Clubs

Material Safety Data Sheets



LS2.7 CRITICAL INCIDENT STRESS

Section: LS2 Work Health & Safety

Page: 1 of 1

PURPOSE

To identify the causes of critical incident stress and to prevent or reduce situations that may result in undue and detrimental stress.

PROCEDURE

Definition

For the purpose of this document critical incident stress means the negative impact (psychological or physiological) on individuals, caused by critical or other incidents in the surf life saving environment.

Causes of Stress

Critical incident stress occurs as a result of trauma associated with critical incidents, such as emergencies.

Examples of critical incidents in the surf life saving club environment may involve members dealing with a deceased person, a dangerous rescue or a resuscitation etc.

Signs and Symptoms of Critical Incident Stress

Factors that may assist in the identifying stress factors in yourself and others include, but are not limited to, the following:

- Distressing recollections or memories of the event
- Distressing dreams of the event
- Flashbacks
- Avoiding thoughts, feelings or conversations associated with the event
- Difficulty falling or staying asleep
- Irritability or outbursts of anger
- Difficulty concentrating

Control Measures

Critical incident stress is a significant health and safety issue and steps must be taken to ensure lifesavers are not subjected to unnecessary stress. Control measures to minimise stress may include, but are not limited to:

- Providing adequate training for personnel, allowing for extra time if required
- A safe working environment is provided at all times
- Awareness training for surf lifesaving personnel on the occurrence of stress following exposure to critical incidents
- Effective communication within the workplace and within work teams
- Counselling for identified individuals in a “peer support” role

REFERENCE

LS14.2 Critical Incident Debriefing

Guidelines to Safer Surf Clubs

SLSA Policy: Occupational Health and Safety 2.3



LS2.8 FUEL STORAGE AND HANDLING

PURPOSE

To ensure the safety of members when dealing with fuel storage and handling with relation to Work Health and Safety.

PROCEDURE

Petrol is a Dangerous Good, Class 3 under the Work Health and Safety Regulations.

Any clubs, units and services that store fuel must use an appropriate hazardous material storage cabinet which has inbuilt spillage containment and prevents fuel leaking from the cabinet, thus reducing the chance of ignition of the contents. This cabinet must be kept locked at all times, particularly whilst the Gear/IRB shed is open to provide security against theft, vandalism, and potential health and safety issues.

Aspects that need to be taken into account to ensure correct storage and handling of fuel include:

- List of all the dangerous goods in each storage area;
- Assess risks by reviewing the MSDS for each of the dangerous goods;
- Minimise quantities kept at any one time;
- Substitute dangerous goods with other goods of a lower risk;
- Task specific training;
- Method of storage – fuel cabinet, fuel storage containers;
- Labelling of fuel storage containers;
- Volume of fuel being stored;
- Storage area location within gear shed (fire escapes, distance from ignition sources);
- Decanting for re-fuelling (ventilation and PPE);
- Ventilation of storage area;
- Safety signage;
- Approved fire extinguisher appropriate for Class B fires;
- Material Safety Data Sheet on the product e .g. Petrol;
- Chance of spillage and risk emergency procedures;
- First aid training.

REFERENCE

Guidelines to Safer Surf Clubs

Work Health and Safety Act 2012

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LS3 INFORMATION MANAGEMENT



TASMANIA

LS3.1 INFORMATION MANAGEMENT/SURFGUARD

Section: LS3 Information Management

Page: 1 of 2

PURPOSE

To provide an overview of the key information management tools for lifesaving operations.

PROCEDURE

The following provides a general overview of requirements. For specific milestones and due dates clubs/members should refer to the relevant pre-season circulars/memos released annually.

Lifesaving Online is a self-service membership portal for members of clubs and support organisations in Surf Life Saving. You can renew membership, apply to join a club and check your details, awards and patrol hours from this site. www.lifesavingonline.com.au

Members Portal

This Members portal currently contains a library, a central news and information area and a forms and workflow area for members. From this site members can:

- Download a Circular
- View job adverts
- Read local and national surf lifesaving news
- Apply for a Service Award
- Submit a news item

See <https://portal.sls.com.au/wps/portal/member/> for more information

Club service profile (contact details and office holders) updated on SurfGuard www.surfguard.slsa.asn.au

Club/Service patrol teams/rosters inputted and managed through SurfGuard (also feeds into beachsafe portal for public information about patrolled locations)

State teams created and updated, including:

- RWC Teams
- Duty Officer Teams
- Club Emergency Response (Callout) Teams
- Patrol Assessments Teams
- Gear and Equipment information updated (pre- and post inspections) as well as whenever equipment is sold or disposed of.
- Proficiencies - All proficiencies must be completed and entered into SurfGuard by December 31st annually.
- Patrol Log and Incident Logs

Club/service patrol information requires input into SurfGuard (IRD) within 2 weeks of patrol/incident date.

SurfCom Management System: Incidents created through the SurfCom Management System require club/service additional input and endorsement (via updating and saving) to become formally recognised. An 'incident' created by SurfCom for a club/service that isn't then updated and saved by that specific club/service, will not become part of the patrol data. To assist, the SurfCom Operator should issue all Patrol Captains with an IRD number over the radio (or phone) at the conclusion of an incident.



LS3.1 INFORMATION MANAGEMENT/SURFGUARD

Section: LS3 Information Management

Page: 2 of 2

SMS/GROUP EMAILING FUNCTIONS

SMS/Text functions in SurfGuard assist State/Club Officers and Patrol Captains to manage their services and improve effectiveness of communications.

REPORTING

SurfGuard enables effective patrol statistic and membership data reporting, which may assist in planning and review activities.

SYSTEM TRAINING/HELP

SurfGuard and SurfCom training are available from SLSA and should be actioned through a State request to SLSA. Training sessions ideally are run as single group.

A SLSA IT helpline is available 7 days a week at 1300 724 006. SLSA SurfGuard Manual is available at www.surfguard.slsa.asn.au

Online training 'Playpens' are also available. These 'dummy' systems allow appropriately authorised personnel to practice using the systems without affecting information. Contact SLSA for more information and visit <http://sls.com.au/infotech/quicklinks>.

SLSA SURF STORE

A central lifesaving equipment supply store is available through SLSA in the members portal. Restricted equipment and uniforms can only be ordered through authorised club personnel.

REFERENCE

<http://sls.com.au/infotech/quicklinks>

www.surfguard.slsa.asn.au

<https://portal.sls.com.au>

www.beachsafe.org.au

www.surfcom.org.au

www.slsa.com.au



TASMANIA

LS3.2 WWW.BEACHSAFE.ORG.AU

Section: LS3 Information Management

Page: 1 of 1

PURPOSE

To outline the single public safety information portal that should be used by all lifesaving services.

PROCEDURE

www.beachsafe.org.au provides consistent public safety information and patrolled locations/times to the public in both website and smart-phone application formats. Patrol service information inputted into SurfGuard aligns directly to public information available through Beachsafe.

www.beachsafe.org.au shall be the central reference point for all public safety information released internally and externally by lifesaving services.

This shall include:

- Media Releases/media enquiries – key safety messages should align and media releases/enquiries should be referred to 'Beachsafe' for more information.
- Club/Service websites – safety information tabs/pages should link directly to 'Beachsafe'.
- Public information/education collateral – should align key messages and reference 'Beachsafe'.
- Social media posts regarding public safety information should refer to 'beachsafe'.
- External partners/agencies should be encouraged to link their websites, media releases and other communications regarding beach/surf safety to 'Beachsafe'.

REFERENCE

www.beachsafe.org.au

SLSA Policy 6.20 – Use of Social Media



LS3.3 PUBLIC EMERGENCY CONTACT INFORMATION

LS3 Information Management

PURPOSE

To outline 'Public Emergency Contact Information,' for promotion by lifesaving services.

PROCEDURE

Public Emergency Contact Information

Lifesaving services shall promote 'Triple 0' (000) as the public avenue for reporting emergencies.

Note: For in-water specific incidents/emergencies, lifesaving services should promote '000 – Police'.

Regions/clubs/services **shall not** promote any other emergency contact information (other than 'triple 0') to the public. This includes any local/regional emergency contact information for a club/service or individual member.

The Surf Emergency Response System (13SURF) must not be promoted to the public/media or any parties, other than to the appropriate emergency services, by the appropriate SLS officers.

112—International standard emergency number

Triple Zero (000) is Australia's primary telephone number to call for assistance in life threatening or time critical emergency situations. Dialling 112 directs you to the same Triple Zero (000) call service and does not give your call priority over Triple Zero (000).

112 is an international standard emergency number which can only be dialled on a digital mobile phone. It is accepted as a secondary international emergency number in some parts of the world, including Australia, and can be dialled in areas of GSM network coverage with the call automatically translated to that country's emergency number. It does not require a sim card or pin number to make the call, however phone coverage must be available (any carrier) for the call to proceed.

There is no advantage to dialling 112 over Triple Zero (000). Calls to 112 do not go to the head of the queue for emergency services, and it is not true that it is the only number that will work on a mobile phone.

Dialling 112 from a fixed line telephone in Australia (including payphones) will not connect you to the emergency call service as it is only available from digital mobile phones.

Clubhouse Emergency Contact Signage

Club/service facilities should provide consistent emergency contact information on key locations (SLSC, towers etc.) to assist the public at unpatrolled times. This information should read "In an Emergency Dial 000 for Police".

The following symbol should be displayed with said information.



REFERENCE

<http://www.triplezero.gov.au/Pages/Usingotheremergencynumbers.aspx>



LS3.4 SOCIAL MEDIA

Section: LS3 Information Management

Page: 1 of 3

PURPOSE

To outline acceptable parameters for the use of social media regarding lifesaving operations.

This policy aims to provide principles to follow when using social media. This policy does not apply to the personal use of social media platforms by SLST members or staff where the SLST member or staff makes no reference to SLSA or related issues.

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, Surf Life Saving Tasmania recognises the benefits of social media as an important tool of engagement and enrichment for its members.

SLSA, its state centres, regions and clubs have long histories and are highly respected organisations. It is important that Surf Life Saving's reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the organisation.

When someone clearly identifies their association with Surf Life Saving (SLS), and/or discusses their involvement in the organisation in this type of forum, they are expected to behave and express themselves appropriately, and in ways that are consistent with SLSAs stated values and policies.

PROCEDURE

This policy applies to SLSA members, staff or any individual representing themselves or passing themselves off as being a member of SLSA.

This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter or MySpace);
- Content sharing include Instagram, Snapchat or similar (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page.
- The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or Surf Life Saving as an organisation.

USAGE

For SLST members and staff using social media, such use:

- Must not contain, or link to, libelous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential or in any way sensitive to SLSA, its affiliates, partners or sponsors; and
- Must not bring the organisation or surf lifesaving into disrepute.



LS3.4 SOCIAL MEDIA

BRANDING AND INTELLECTUAL PROPERTY (IP)

It is important that any trademarks belonging to SLSA or any state centre, or club are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else”).

Trademarks include:

- Club, and SLSA logos;
- The “Life of the Beach”, “Whatever it Takes” or any other associated slogans; images depicting surf lifesaving volunteers, staff and/or equipment, except with the permission of those individuals;
- Other SLSA imagery including the red and yellow flags, the SLSA red and yellow caps or the official SLSA red and yellow patrol uniforms.

OFFICIAL SURF LIFE SAVING (SLS) BLOGS, SOCIAL PAGES AND ONLINE FORUMS

When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person at a club/State level has given written consent to create the page or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child’s parent and/or guardian.

For official SLS blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled;
- SLS employees must not use SLS online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

CONSIDERATION TOWARDS OTHERS WHEN USING SOCIAL NETWORKING SITES

- Social networking sites allow photographs, videos and comments to be shared with thousands of other users. SLST members and staff must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private SLS event will not appear publicly on the internet. In certain situations, SLST members or staff could potentially breach the privacy act or inadvertently make SLST liable for breach of copyright.
- SLST members/staff should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.
- Under no circumstance should offensive comments be made about SLSA members or staff online.



LS3.4 SOCIAL MEDIA

Section: LS3 Information Management

Page: 3 of 3

BREACH

SLSA, State, regions and clubs continually monitor online activity in relation to the organisation and its members. Detected breaches of this policy should be reported to SLST.

If detected, a breach of this policy may result in disciplinary action from SLST or SLSA. A breach of this policy may also amount to breaches of other SLST and SLSA policies.

PRIVILEGE OF INFORMATION

This policy applies to all SLS members and personnel. However; members who operate in a capacity/role where they may be privileged to information must be made especially aware of this policy.

This applies, but is not limited to roles such as SurfCom Operator/Supervisor or State Duty Officers.

Employees of the Australian Lifeguard Service are included.

REFERENCE

SLSA Policy 6.20 – Use of Social Media



LS3.5 DANGEROUS SURF WARNINGS (DSW)

PURPOSE

To outline parameters for the dissemination of Dangerous Surf Warnings (DSW) to internal and external stakeholders. Release of warning and operational information shall be undertaken by authorised State/Club personnel only.

PROCEDURE

Definition: A Dangerous Surf Warning (DSW) shall be deemed as any 'release' of a warning to the media/public other services regarding forecast high-risk surf/weather conditions.

The Dangerous Surf Warning system shall be administered by SLST under its arrangement with the Bureau of Meteorology (BOM).

DSW - SMEAC

SMEAC (Situation, Mission, Execution, Administration, Communication):

Definition: A standard format template for reporting DSW under each of the headings of situation, mission, execution, administration and communication. Surf Life Saving Tasmania State Centre releases a SMEAC in order to assist services to plan/prepare for potential higher-risk situations.

SLST shall be responsible for disseminating warning information via a SMEAC regarding dangerous surf conditions and/or other regional/state-wide coastal risk issues to the following:

- SLS/ALS
- Emergency Services
- Government Departments

Authorised club/service personnel shall forward that same relevant information to local/regional stakeholders as required. Regions/Clubs/Services shall not release a SMEAC to external services without SLST approval.

DSW – MEDIA

SLST shall be responsible for disseminating DSW information to the media via a Media Advisory. Authorised clubs/services may in addition to that 'release' provide local/regional advice and information to the media.

Regions/Clubs/Services shall not release a DSW to the media without SLST approval.

DANGEROUS SURF WARNING PROTOCOL (GENERAL)

The following BOM/SLST protocols are in place to best identify and provide warnings:

1. BOM forecasters identify potential dangerous surf situations 48-24hrs prior;
2. BOM provide SLST a 'heads-up' notification regarding potential DSW;
3. SLST prepare SMEAC and if appropriate Media Releases;
4. BOM confirm DSW and impact area/timeframe;
5. SLST release a SMEAC to internal and external services/emergency services;
6. SLST release media advisories to impacted regions (or state wide), these releases are either: 'General' or 'Rock-Fishing specific' depending on time-of-year/risk activities;
7. SLST releases translated media advisories to foreign language media (general or rock-fishing);
8. BOM advise on any changes/extensions to DSW;
9. SLST provide updated information to stakeholders if deemed necessary.

REFERENCE

SMEAC Template



LS3.6 WITNESS STATEMENTS

Section: LS3 Information Management

Page: 1 of 1

PURPOSE

To outline the protocol for witness statements collected by lifesaving services. Collecting witness statements is normally a part of a Critical Incident Debriefing process.

Witness statements may be collected for the purpose of further investigation or as evidence to be presented in a court.

SLST must receive copies of all witness statements and will file confidentially for future reference if required.

Personnel privy to witness statements must not forward them to any unauthorised person.

PROCEDURE

The procedure below outlines the process for collecting and filing witness statements.

1. Witness statements may be collected during or immediately at the conclusion of a critical incident.
2. Witness statements must be documented legibly on the SLST Witness Statement template.
3. All witness statements are to be forwarded to the Lifesaving and Services Manager.
4. The Lifesaving and Services Manager will forward all witness statements to Chief Executive Officer.
5. SLST will file witness statements.

REFERENCE

Critical Incident Debrief SLST Witness Statement

SLSA Portal



LS3.7 BEACH ATTENDANCE MONITORING

PURPOSE

To provide a consistent formal beach attendance monitoring program to improve the reliability, accuracy and range of data collected with regards to beach visitation.

An evidence-based approach can be used to inform decisions on lifesaving service provisioning and resource allocation.

PROCEDURE

Lifesaving services should have the same methodology and procedures for observing and estimating beach attendance.

Visual scanning techniques utilised for effective water observation can also be applied for estimating on beach visitation figures.

The technique described below is subjective and is estimate based, however with additional checks and balances in place there should be improved confidence and faith in the figures.

Definitions

Attendance: Shall include the total number of people in the water and on the beach.

Area: Shall be the area defined as the primary patrolling area.

Grouping Technique

1. During observation, personnel should break the beach/water up into smaller representative groups.
2. Count the number of people in one such group.
3. Multiply the number of beach users in that group by the total number of groups contained on the beach.
4. It may be appropriate to estimate on beach and in water separately and then combine to give a total beach attendance.
5. This method is still subjective and if the representative group is poorly selected the total beach attendance figure can be significantly affected.

Beach Attendance = Group Total A x total number of Groups



LS3.7 BEACH ATTENDANCE MONITORING

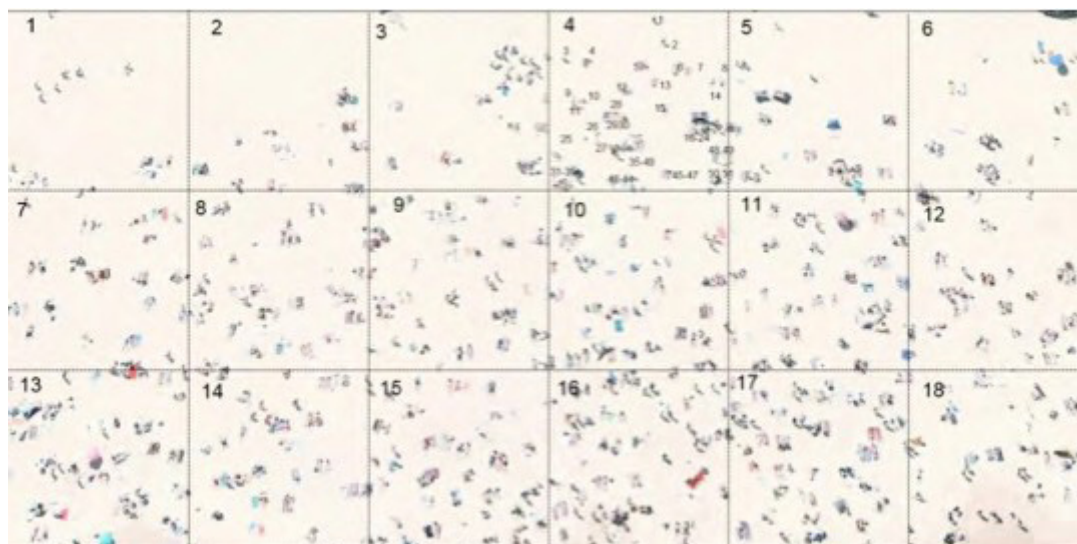


Figure 3.7.1

Example

In Figure 3.7.1, the beach has been split into 18 groups. Group number 4 has been selected as having an average representative number of attendees. Approximately 51 attendees can be counted in group 4. When multiplied out across the 18 groups, this gives an approximate attendance figure of 918 people.

Beach attendance = Group Total A x total number of Groups

Beach attendance 918 = 51 x 18

Reporting

Beach attendance should be collected at the following times (as a minimum):

- Sign On
- Mid Patrol
- Sign Off

Beach attendance shall include the number of people in the water and on the beach at each of the specified times. The area to be monitored shall be the area specified as the services primary patrolling area.

Data must be collected and recorded on Patrol Logs to be entered into SurfGuard within 14 days (as per SOP 3.1).

REFERENCE

Brewster, C B 2003, 'Open Water Lifesaving – The United States Lifesaving Association Manual', United States Lifesaving Association, New Jersey, USA.

LS4 OBLIGATIONS & STANDARDS FOR SURF LIFE SAVING CLUBS



LS4.1 LIFESAVING SERVICE AGREEMENTS/CONTRACTS

Section: LS4 Obligations & Standards

Page: 1 of 2

PURPOSE

Lifesaving Service Agreement and Lifeguard Contracts are documents that specify the operations for a particular beach/ service or area to which a lifesaving service operates.

PROCEDURE

Lifesaving Service Agreements

Lifesaving Service Agreements have been developed to allow an individual Club, Services, Support Operations, Units and SLST to plan and implement the most appropriate lifesaving services required for their relevant area(s), taking into account the following conditions:

- History of incidents
- Beach visitation numbers
- Prevalent recreational activities
- Weather, climate conditions
- Surf conditions, i.e. high surf
- Existing hazards, i.e. rock platforms
- State and Local Government/Council requirements

Lifeguard Contracts

Lifeguard contracts are a commercial in confidence document between the client and SLST. SLST staff manage all Lifeguard Contracts and its contents on behalf of the organisation.

All Lifeguard services shall have a Lifeguard Contract or Memorandum of Understanding (MOU) for the provision of services. Lifeguard contracts are negotiated and agreed upon by the delegated staff member and the Chief Executive Officer (CEO).

All Lifeguards and Lifeguard Supervisors shall operate within the parameters of the relevant lifeguard contracts at all times.

Scope

Lifesaving Service Agreements can be completed and are not limited for the following services:

- Australian Lifeguard Service (ALS) Patrol times
- Surf Life Saving Club Beach Patrols
- Rescue Water Craft (RWC) Operations
- Volunteer Marine Rescue (VMR) Operations
- Jet Rescue Boat (JRB) Operations
- SurfComs



LS4.1 LIFESAVING SERVICE AGREEMENTS/CONTRACTS

Lifesaving Service Agreements

A Lifesaving Service Agreement is issued under the SLST Constitution by the SLST Board of Directors as Regulations for the proper advancement, encouragement, management and administration of SLST. SLST Regulations are binding on all members of SLST. As Regulations, the agreement comprises part of the rules framework of SLST and all lifesaving services are obliged to execute this agreement.

Surf Life Saving Clubs, Support Operations and VMR Units that do not execute an agreement will have contravened SLST Regulations. The agreement is subject to, and will be interpreted in accordance with, the SLST Constitution.

Those Clubs, Support Operations and VMR Units who's Constitution do not comply with the relevant State Constitution and vary from the above, should take the necessary steps to ensure that the constitution does under the SLST Regulations of Affiliation.

The Lifesaving Service Agreements shall be negotiated and endorsed by the State Lifesaving Officer and SLST prior to the commencement of each patrolling season or extended agreed period (as appropriate).

The persons responsible for the negotiation of the Lifesaving Service Agreements on behalf of their relevant committee/ executive shall be the Lifesaving Manager and the Club President/ Service Commander of the affiliating Club/ VMR and Service in consultation with SLST State Lifesaving Officer and Staff.

All Club, Service and VMR Unit Lifesaving Service Agreements shall be sent to SLST and received no later than 31st October of each year of review (agreements may be signed for a period beyond 1 year).

The Lifesaving Executive Committee (LSE) reserves the right to make alterations to minimum service requirements based on special and/ or unforeseen circumstances, provided such is based on evidence or mandated requirements (i.e. change in legislation).

Special Exemption/Alteration Requests

In special circumstances clubs or services may request consideration of an exemption/ alteration to specified requirements within a lifesaving service agreement. Such a request must be made in writing to the SLST State Lifesaving Officer no later than 31st October of the relevant year and have the signed endorsement of the Surf Life Saving Club President and Lifesaving Manager. A request must be supported by clear evidence/ need and include a specific plan and timeline to re-establish full capacity which is ratified by the SLST Lifesaving Executive. An agreed support plan will be implemented to assist the club to reestablish full capacity (or other agreed outcome).

Note: Exemption/ alteration allowances may have implications on a surf life saving club's surf sports competition involvement or access to other programs for the duration of the exemption period.

REFERENCE

SLST Lifesaving Service Agreements

Patrol Operation Manuals (POM)

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Lifeguard Contracts (Commercial in Confidence)



LS4.2 LIFESAVING SERVICE REQUIREMENTS (MINIMUM)

Section: LS4 Obligations & Standards

Page: 1 of 2

PURPOSE

To outline the lifesaving service requirements of SLST.

Each lifesaving service shall be responsible for patrolling the beach(es) or water areas under its jurisdiction in accordance with their Lifesaving Service Agreement/ Contract, the SLST Standard Operating Procedures and SLSA Policies.

Local operations may set minimum requirements that apply to their local area of operations over and above State and National minimum requirements. No lifesaving service may set minimum requirements beneath the minimums set by State and National bodies (unless endorsed by the SLST Life Saving Executive).

PROCEDURE

Minimum Lifesaving Season - Surf Life Saving Clubs

SLST affiliated Club/ VMR, Services must provide lifesaving services as per the minimum individual Lifesaving Service Agreement. The specific dates for each season are dated in the individual Lifesaving Service Agreements and Service Profile.

Surf life saving clubs are encouraged to operate over and above the minimum requirements of the official patrol season where local conditions and visitations demand and should confirm the best means to achieve this within their Lifesaving Services Agreement and Patrol Operations Manual.

Any alterations to a lesser minimum patrol season must be authorised by the SLST Lifesaving Executive. Extensions beyond the minimum patrol season must be authorised by the SLST Board. It is expected that surf life saving clubs that have the resource and capacity provide Emergency Response Teams outside of the agreed period as detailed in the Lifesaving Service Agreement.

Surf Life Saving Club - Operational Times

Minimum lifesaving service times are determined by the Surf Life Saving Club in conjunction with the Lifesaving Executive, taking into consideration hazards, risks, beach patronage, recreational activities and prevailing environmental conditions etc. The specific times of patrolling for each season shall be listed in the Lifesaving Service Agreement and Service Profile.

Any reduction to patrol times set within the Lifesaving Service Agreement must be approved by SLST State Life Saving Officer.

Note: It is pertinent that minimum start and finish times are applied as consistently as possible to all lifesaving services across regions, as it enables these to be advertised to the public and maximise public safety/ communication around supervised swimming locations/ times.



LS4.2 LIFESAVING SERVICE REQUIREMENTS (MINIMUM)

Section: LS4 Obligations & Standards

Page: 2 of 2

Lifesaving Personnel/ Qualifications

All club patrols shall at a minimum have on duty the following personnel with the following qualifications, for the duration of the base patrol.

Minimum number of 4 made up as per below:

- 3 x Bronze (Cert II) qualified members (proficient)
- 1 x IRB Driver (proficient)*
- 1 x IRB Crew (proficient)*
- 1 x ARTC (proficient)
- 1 x Silver Medallion Basic Beach Management

1 x Proficient Radio Operator or Senior First Aid or Advanced Resuscitation Techniques Certificate or Spinal Management or Bronze Medallion or Surf Rescue Certificate holder.

**Note: These awards may not be filled by the same Bronze holder on a patrol.*

Clubs/ Service may set minimum personnel number and qualification requirements above the SLST minimums and such should be reflected in their specific Lifesaving Service Agreement and Patrol Operations Manual.

REFERENCE

Lifesaving Service Agreement

Patrol Operations Manual



LS4.3 CLUB PATROL REQUIREMENTS

PURPOSE

To outline the minimum types and placement of rescue equipment and lifesaving personnel for general operations. Lifesaving services must operate one of the three core patrol types.

A sub-patrol type must only be established in addition to a core patrol and cannot operate independently of a core patrol.

There is no definition of a 'surveillance patrol' as this is not a recognised patrol type.

PROCEDURE

Patrol Types

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

Core Patrols	Sub-Patrols
1. Base Patrol – Between the flags	a. Roving Patrol
2. Stand-by Patrol – inclement weather	b. Outpost Patrol
3. Open beach Patrol	c. Satellite Patrol

1. Base Patrol – Between the Flags

Definition: A Base Patrol is the core patrolled area 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 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 life saving club patrol shall consist of the following minimum personnel:

Minimum number of 4 made up as per below:

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

1 x Proficient Radio Operator or Senior First Aid or Advanced Resuscitation Techniques Certificate or Spinal Management or Bronze Medallion or Surf Rescue Certificate holder.

**Note: These awards may not be filled by the same Bronze holder on a patrol.*

Should a sub patrol be established, the minimums and resources above must be maintained at the Base Patrol.

Minimum Equipment

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

LS4.3 CLUB PATROL REQUIREMENTS

Section: LS4 Obligations & Standards

Page: 2 of 6

A surf life saving club on duty should setup the beach with the following:

- a. Red and Yellow Feathered Patrol Flags
- b. IRB (with trailer)
- c. 2x Handheld Radios
- d. Patrol Information Board
- e. Rescue Craft Access Signs (where an IRB is present)
- f. ATV/Vehicle (where applicable)
- g. Tower or Shade (tent)
- h. 1 x Pair of Binoculars
- i. 1 x Rescue Board
- j. 1 x Rescue Tube & Fins
- k. 1 x Defibrillator
- l. 1 x Oxygen Resuscitation Kit
- m. 1 x First Aid Kit
- n. 1x Spinal Equipment (including spinal board and stiff-necks)

Note: Surf Life Saving Clubs may raise the requirements above the State minimums identified above

Process

1. Refer to SOP LS8.1-8.5
2. Should a Sub-Patrol be required, refer to the Sub Patrol section in following pages.

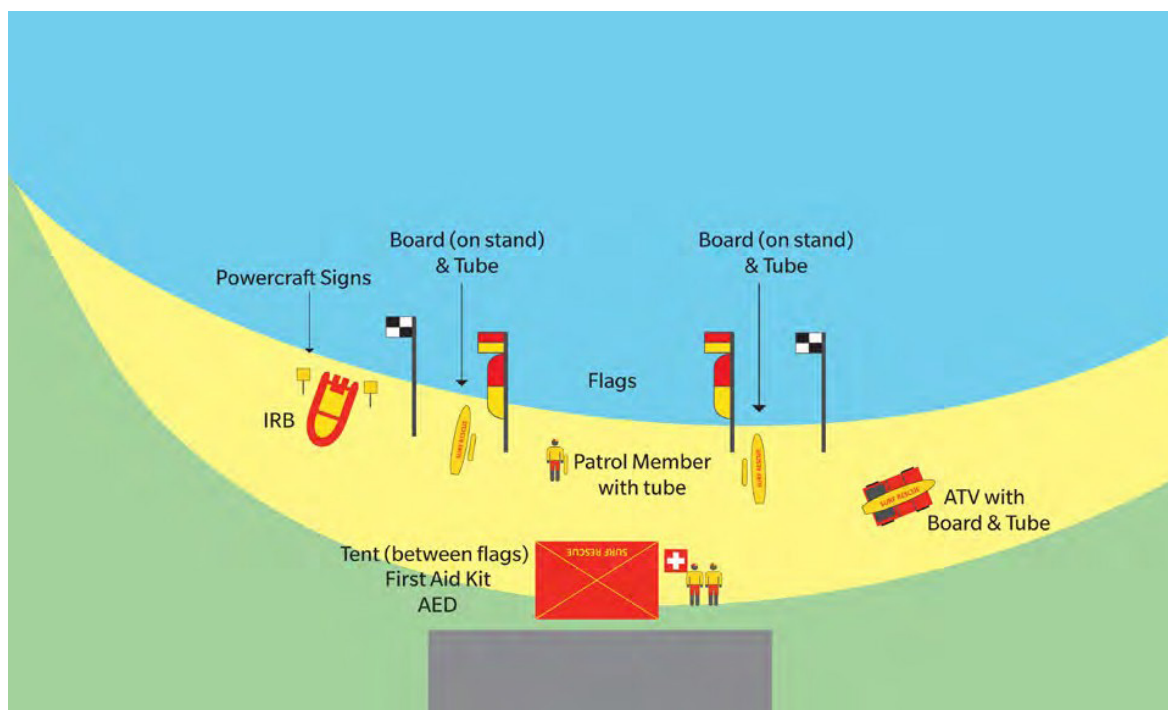


Figure 4.3.1



LS4.3 CLUB PATROL REQUIREMENTS

2. Stand-by / Inclement Weather Patrol

Definition: An Inclement 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 Stand-by 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 an Inclement 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 /Duty Officer that the service is now operating a Inclement Weather Patrol.
4. A minimum of 1x lifesaver should maintain in an effective position to provide surveillance of the patrolling area. If an Inclement Weather Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.
5. Other lifesavers may retreat to clubhouse or another suitable position to ensure welfare is maintained; however must be available for immediate emergency response throughout the duration of the Inclement Weather Patrol.
6. At any point during a Inclement 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/Duty Officer that the service is now operating a ‘Beach Closed Patrol’ and why.
6. Lifesavers should maintain an effective position to provide surveillance of the patrolling area. If a Beach Closed Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.



LS4.3 CLUB PATROL REQUIREMENTS

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.
8. Patrol Captain to conduct risk assessment to ascertain if a 'Beach Closed Patrol' is suitable.
9. Patrol Captain to advise SurfCom as soon as the service establishes a "Base Patrol" and the beach is open e.g. "SurfCom this is Boat Harbour Beach, be advised we are now have an open beach and are no longer operating a Closed Beach Patrol, over".

Sub Patrol Types

The following Sub Patrols may only be implemented in addition to a Base Patrol.

a. Roving Patrol

Definition: A transient patrol method whereby a mobile lifesaving unit sourced from the Base Patrol, travels along the coastline (via land or water) surveying adjacent areas of water/beach as per services Patrol Operations Manual.

Process:

Any one or a combination of the following Roving Patrols may be established as per the needs of the service during patrol operations and at the discretion of the Patrol Captain.

- Minimum requirements – Foot Patrol
 - 1x Bronze Medallion member and 1 other patrolling member
 - Radio + aqua-bag
 - Rescue tube and fins
 - Basic First Aid Kit
- Minimum requirements – ATV Roving Patrol
 - 1x Bronze Medallion member and 1 other patrolling member
 - 1x Rescue Board
 - Radio + aqua-bag
 - Rescue tube and fins
 - First Aid Kit
 - Defibrillator
 - Oxygen Resuscitation Kit
 - Adherence to maximum capacity (as per ATV owner's manual)
- Minimum Requirements – IRB Roving Patrol
 - Qualified Silver Medallion - IRB Driver (proficient)
 - Qualified IRB Crewperson (proficient)
 - Radio
 - 1x PFD for each person

b. Outpost Patrol

Definition: An Outpost Patrol is established at other areas of coastline. This sub patrol type has no patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk.

Process

An Outpost Patrol may be established at the discretion of the Patrol Captain. Typically, it will replace the need for a roving patrol to the same location and may be established during times of high beach attendance in area with a high risk.



LS4.3 CLUB PATROL REQUIREMENTS

If an Outpost Patrol operates for an extended period, ensure that an effective rotation roster is in place for this duty.

- Minimum Requirements
 - 2x Bronze (Cert II) members (proficient)
 - 1x Rescue Tube + Fins
 - 1x Board
 - First Aid Kit
 - 1x Handheld Radio
 - Shade

Note: All outpost patrols must be in radio communication with the main patrol at all times.

c. Satellite Patrol

Definition: A Satellite Patrol is a sub patrol type with patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk. A Satellite Patrol may operate almost independently of a Base Patrol due to similar minimum requirements.

Process

A Satellite Patrol may be established on a needs basis (sunny, high patronage days) – as determined by the Patrol Captain and services Patrol Operations Manual or as a consistent service provision (with minimum patrol dates and times) as stipulated within the services Patrol Operations Manual.

Lifesaving personnel and qualifications (minimum)

- 2x Bronze Medallion (Cert II) qualified members

Minimum Equipment

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

Patrol Uniform

- Uniform must meet the SLSA minimum standards (SLSA shirt, shorts, quartered cap and peak cap/wide brim hat). Members wishing to wear a jacket on patrol are to wear an approved SLSA jacket.
- Members are advised that at no time are heavy clothing to be worn whilst in an IRB (unless wearing a PFD). The rash shirt is recommended.



LS4.3 CLUB PATROL REQUIREMENTS

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 ATV 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 Equipment, and the Defibrillator Kit are to be kept in the Patrol Area/ATV – 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 near the water's edge in such a position that it can be launched & recovered quickly without posing a risk to beach visitors and/or lifesaving personnel.
- Unless necessary IRBs shall be left on a trailer 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.



LS4.4 MAINTAINING MINIMUM LIFESAVING STANDARDS

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline the framework regarding delivery, compliance checks and issue resolution for lifesaving services in Tasmania.

As providers of key public water safety services, SLST has established minimum service expectations in partnership with its membership, State/ Local Government, Emergency Service partners and the public.

Ensuring minimum obligations are met is fundamental to Surf Life Saving from a public safety, member safety and credibility perspective.

All active patrolling members/clubs/VMR/services have an obligation to ensure individual and club/VMR/ service minimum standards are reached and maintained consistently.

PROCEDURE

Framework

The following programs/initiatives complement each other and facilitate clear expectations and ongoing quality assurance measures at club/service/branch/state levels.

- Lifesaving Service Agreements (club/VMR/service specific)
- SLST Standard Operating Procedures
- Club/VMR/Service Patrol Operations Manual (POM)
- Annual Gear and Equipment Inspections
- Patrol Assessment/Quality Assurance Program
- SurfGuard Compliance Audits (state delivered)

Breaches of Minimum Standards

Refer to SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

REFERENCE

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Lifesaving Service Agreement

Patrol Audit Program

SLST Constitution



LS4.5 LIFESAVING SERVICE SHORTAGE

PURPOSE

To outline the immediate procedure to mitigate risk when a lifesaving service fails to meet the minimum standards as set in the Lifesaving Service Agreement/Contract.

In the event that a lifesaving service does not have the minimum number of qualified personnel or equipment to establish a patrol, it is vital that immediate action is taken to:

- Meet minimum standards and establish a patrol;
- Mitigate/manage risk as best able in the interim, in order to protect the bathing public.

Personnel and equipment (including signage) already on-site shall be actively engaged in surveillance, roving patrols, preventative actions and rescues even though minimum standards are not yet met to open a flagged patrol area.

The State Duty Officer (via SurfCom or 13SURF) shall be notified to assist in coordination of any resources to assist in the short term.

Such assistance may include:

- Additional personnel from neighboring lifesaving services;
- Support Operations positioned in the area (RWC, JRB, VMR, Duty Officer);
- Lifesaving Service Support/ Emergency Response Teams being activated.

The SLST State Life Saving Officer shall be notified within 48 hours



LS4.6 LIFESAVING SERVICE EXTENSION OF HOURS

PURPOSE

To provide guidance for lifesaving services in extending their operational hours past their minimum obligation standard.

Lifesaving service times are allocated based on an averaged risk management approach which takes into account lifesaving operations, weather, time of year, beach visitors and the like. However, these times are a minimum and may need to be extended depending on the conditions on the day (i.e. a very hot day may cause the public to remain longer at the beach in the afternoon).

PROCEDURE

When a lifesaving service is due to finish its operations the person in charge of the lifesaving service should conduct an assessment of the level of risk present.

Given this risk assessment it may be deemed a 'high risk' to close the patrolled area and go 'off-duty' and thus the need to extend services may be warranted. If this is the case the following should occur:

1. The Patrol Captain is to consult team members to discuss extension of hours and requirement to meet minimum lifesaving standards to do so.
2. SurfCom/Duty Officer is to be contacted and informed of the situation.
3. Relevant Support Operations are considered to assist (i.e RWCs) to either complement or substitute the patrol.

If extended hours are agreed:

1. Minimum lifesaving standards shall be required for the continuation of a patrol (including the number of Bronze Medallion holders, equipment etc).
2. The lifesaving service is to continue operations and monitor/evaluate every half an hour until making a decision to complete operations and notify Duty Officer on completion.

REFERENCE

Lifesaving Service Agreement



LS4.7 PATROL/SERVICE ASSESSMENT

PURPOSE

To outline the system for quality assuring lifesaving services.

PROCEDURE

Definition:

Patrol Assessment: The standardised process of assessing compliance of patrols/services to lifesaving service agreements and operations policies/procedures for quality assurance and professional development.

Patrol Assessor: State appointed Officer who conducts/delivers Patrol Assessment.

State: Surf Life Saving body responsible for administration/delivery of Patrol Assessment Program in the State.

All lifesaving services shall be 'assessed' by a State appointed 'Patrol Assessor', within a State administered patrol/service assessment program, at least four times per patrolling season.

Delivery of patrol assessments shall abide with the standard SLST Patrol Assessment Form/Process. Patrols/services must reasonably participate with a patrol assessment.

SLST may conduct patrol/service assessments as it deems appropriate with prior approval of the State Lifesaving Officer.

Regions may choose to 'assess' components/items in addition to the minimum requirements of the SLST Patrol Assessment Form/process (as it deems necessary). However, these shall be delivered on State forms (not included in any SLST standardised 'scoring' system).

Assessment Planning/Preparation

Prior to the commencement of the patrol season, Regions and State shall:

- Establish a Patrol Assessment Team, of appropriately experienced SLS members.
- Appoint/endorse the Patrol Assessors.
- Confirm reporting structure to the SLST State Life Saving Officer and identify whether a Patrol Assessment Coordinator shall be appointed.
- Conduct a briefing/induction with all Patrol Assessors, including issuing appropriate resources and uniform/equipment.
- Develop an 'assessment roster' to ensure appropriate number/spread of assessments over the season.
- Communicate Patrol Assessment process/expectations/information to all clubs/services.
- Provide to State Lifesaving Executive written confirmation of Patrol Assessment preparedness prior to season commencing.



LS4.7 PATROL/SERVICE ASSESSMENT

Section: LS4 Obligations & Standards

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Assessment Delivery

Patrol Assessments shall be delivered as per the 'SLST Patrol Assessment Guide' and shall utilize the standardised forms. Patrol Assessors shall wear uniform to identify them as SLST State Patrol Assessors.

Should 'excessive' patrol/service activity (public safety focused) at the time of an assessment (significantly heavy workload/rescues) mean that an assessment may compromise effective beach management (create an unacceptable risk) then the Patrol/Service Captain (or Patrol Assessor) may reasonably decline participation in components which may hinder service delivery.

Note: The Patrol Assessor having recorded the details, may continue to assess the 'other' components as able (i.e. equipment/beach setup/uniform etc).

Should surf conditions at the time of an assessment be deemed too dangerous for in-water activities (must include beach being closed to the public for swimming) then the Patrol/Service Captain (or Patrol Assessor) may cancel in-water components and land-based only activities shall be undertaken.

In both above cases a patrol/service shall be attributed the same % of points for the water components as achieved for the land-based components (i.e. If 80% of land-based points are achieved, the patrol/service shall be attributed 80% of the water-based points automatically, rounded up to the next point).

Should the Patrol Assessor witness any clear breaches of lifesaving standards, which are creating immediate unacceptable risk to the public or members, the Patrol Assessor shall inform the Patrol/Service Captain. Should no action be undertaken to remedy the issue, the Patrol Assessor shall notify either the State Duty Officer or SLST State Life Saving Officer (directly or via SurfCom).

Assessment Reporting

- Following the completion of an assessment, the Patrol Assessor shall inform the Patrol Captain of the result and provide feedback/advice as appropriate.
- Any issues requiring immediate support shall be communicated to the Duty Officer and SLST State Life Saving Officer.
- A copy of the Assessment Form shall be sent to State within 1 week of being conducted.
- A copy of the Assessment Form shall be retained with the Patrol Assessment Logbook.
- SLST shall input the date/score/relevant information into a central spreadsheet and retain a copy of the Assessment Form on file.
- Assessors shall send progress reports (spreadsheet) to SLST and submit a final report/spreadsheet once all SLSC/Services are assessed for that month. The feedback/results should be fed back into regional and state lifesaving meetings and where relevant support continuous improvement for Trainer & Assessor moderation and annual skills maintenance of members.
- SLST may request copies of specific or all patrol assessment forms if required at any stage over the year, with reasonable notice.

REFERENCE

SLST Patrol Assessment Guide

SLST Patrol Assessment Form Patrol Assessor – Job Description

SLST Guide to Dealing with Breaches of Minimum Lifesaving Standards

Annual Compliancy Circular



LS4.8 GEAR AND EQUIPMENT INSPECTIONS

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline annual gear inspection requirements for all surf life saving clubs, services and support operations. The purpose of gear and equipment inspections is to maintain equipment to safe and working order.

All services are required to ensure they maintain a safe environment and meet their responsibilities in regards to gear and equipment inspections.

PROCEDURE

A circular will be issued by SLST annually and shall be forwarded to the regions and clubs outlining the key dates and actions.

Each year all volunteer surf lifesaving equipment may be inspected prior to the commencement of the patrol season by nominated regional supervisors/inspectors, in accordance with the annual Gear and Equipment Inspection program.

All equipment shall be recorded by the 'inspector'.

Clubs/services shall ensure gear and equipment information is regularly updated in SurfGuard and reviewed/updated prior to commencement of gear and equipment inspections. Clubs must also add, remove or update equipment status as soon as possible throughout the season.

Gear and equipment that has not passed inspection must be removed from service until it is either repaired to an approved status.

REFERENCE

Guidelines to Safer Surf Clubs

Surfguard

Gear and Equipment Specifications (Lifesaving)

Annual Compliancy Circular



LS4.9 PATROL OPERATIONS MANUALS

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline the purpose of Patrol Operations Manuals (POM's) within SLST.

Specific local beach management/response plans are essential for appropriate planning/preparation, response and recovery operations for clubs.

All SLST clubs/services shall have developed, implemented and endorsed annually (by Club/Region) a Patrol Operations Manual that is submitted to SLST as part of annual compliancy requirements.

As part of annual season planning these manuals shall be reviewed and updated (if necessary) to reflect the Standard Operating Procedures and communicated to the patrolling membership.

At a minimum each club/service POM shall include:

- Communication – SLS & Emergency Service contacts, radio network information.
- Hazard/Risk Management – Map, hazard/risk management plan, emergency response areas.
- Beach Management – Patrol requirements, patrolling types, patrol/club procedures.
- Emergency Operations Plan – Emergency beach closure, tsunami plan, flood plan, emergency rally point.
- Standard Operating Procedures – Reference of current SLST Standard Operating Procedures.

PROCEDURE

- POM reviewed and updated (if necessary) as part of annual season planning.
- POM endorsed by Surf Life Saving Clubs then submitted to SLST as part of annual compliancy requirements.
- Key contact information, including emergency callout teams are to be kept up to date in SurfGuard.
- All new patrolling members are recommended to be provided a copy of the POM.
- All new/existing Patrol Captains are to be provided a copy of the POM.
- The POM should form the bases for annual pre-season briefings/inductions with Patrol Captains and key patrolling members.

REFERENCE

Patrol Operations Manual - Template

Lifesaving Service Agreement



LS4.10 SLS RESCUE VESSELS

PURPOSE

To provide policy and procedure for the function of marine rescue vessels in lifesaving operations in Tasmania.

Surf life saving marine rescue vessels are required to comply with the obligations outlined in the relevant Government Regulations, operating procedures, licensing specifications and Lifesaving Service Agreements.

PROCEDURE

A marine rescue vessel is defined as a rescue vessel that operates both short and long range in both surveillance and response operations.

Types of SLS Marine Rescue Vessels, but not limited to:

- Jet Rescue Boat (JRB)
- Offshore Rescue Boat (ORB)
- Rigid Hull Inflatable Boat (RIB)
- Volunteer Marine Rescue (VMR)
- Inflatable Rescue Boat (IRB)
- Rescue Water Craft (RWC)

Scope of Operation – Patrol Season/Patrol Hours

A marine rescue vessel shall perform normal rostered patrols on Saturdays, Sundays and Public Holidays within the lifesaving season as outlined in each units Lifesaving Service Agreement and endorsed by the State.

A marine rescue vessel shall patrol, as a minimum, the State patrol hours as outlined in the units Lifesaving Service Agreement.

Scope of Operation – After Hours/Out of Season

Marine rescue vessels shall be on call for response to emergencies 365 days a year and be able to be “on-water” within the shortest operation time.

REFERENCE

Lifesaving Service Agreement



LS4.11 POWERCRAFT CODE OF CONDUCT

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline the Code of Conduct for powercraft operators within Surf Life Saving Tasmania (SLST).

All powercraft operators are expected to adhere to the requirements of the Powercraft Code of Conduct as outlined by Surf Life Saving Australia (SLSA).

PROCEDURE

Code of Conduct

Safety

Ensure the safety of yourself, your crew and the public. Regularly assess risk while operating powercraft and promote safety at every opportunity.

Limitations

Understand the limitations of your craft and crew in different conditions. Always aim to maintain a high level of competency.

Search and Rescue

SLS powercraft are part of emergency service operations. Always have your craft ready to respond and follow standard operating procedures.

Craft

Your craft is highly visible. Always demonstrate a culture of safety and respect the rights of others in the water.

REFERENCE

SLSA Powercraft Code of Conduct



LS4.12 EMERGENCY MANAGEMENT & RESCUE COMMITTEES

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline the process for Surf Life Saving representation at local and district emergency management, and rescue committees.

SLST as a peak-body in inland, inshore and offshore volunteer search/rescue operations, and as a 'support agency' within the Tasmanian Emergency Management Plan 'TEMP' (Tsunami, Flood and Storm), supports consistent and quality representation and input into the local and regional joint-agency committees.

PROCEDURE

Forums at which emergency service and stakeholder partners meet are structured under the State Emergency Management Arrangements and occur within Southern, Northern and North West Police Search and Rescue volunteer meetings. Generally, the SLST Lifesaving and Services Manager will represent SLST with relevant technical volunteer experts (or authorized delegates).

SLST representatives should be prepared to represent SLST, update the relevant committee on SLS capabilities and not commit the organization to anything not previously agreed to. Notes and reports should be generated to be circulated to relevant SLS committees, officers and advisors.

LS4 Obligations & Standards

Regional Emergency Management and Rescue Committee Meetings (Joint Meetings)

Regional	Meetings p/a	Delegates
Southern District	1-3	SLST, SES, Police Search and Rescue, Hobart Walking Club.
Northern District	1-3	SLST, SES, Police Search and Rescue, Launceston Walking Club
North West District	1-3	SLST, SES, Police Search and Rescue

Figure 4.12.1



LS4.13 JUNIOR ACTIVITIES & PATROLS

Section: LS4 Obligations & Standards

Page: 1 of 1

PURPOSE

To outline the SLST requirements for staging junior activities (including training).

‘Training’ means authorised junior training conducted in accordance with the SLSA Water Safety Policy.

All surf life saving clubs shall adhere to the requirements stipulated in this document and additional policies/ procedures regarding junior activities.

PROCEDURE

Juniors (and like activities) shall adhere to the SLSA Water Safety Policy at all times.

Junior activities (not including training) shall be delivered during the scheduled patrol season.

Should the beach be closed due to dangerous conditions, or for other reasons, no in-water junior activities shall take place.

On-duty lifesaving personnel may be tasked to assist with junior water safety only if doing so does not reduce patrol capacity below minimum patrol standards. Should juniors training lack sufficient water safety personnel to meet the requirements of the Water Safety Policy, then in-water junior activities should not proceed.

The Junior Activities Coordinator (JAC - person in charge of juniors on the day) shall have delegated ‘command’ of their water safety delivery requirements – as per the SLSA Water Safety Policy. The Junior Coordinator and the Patrol Captain (if during patrol hours) should conduct a risk assessment and agree for junior activities to take place, however the command role is undertaken by the Patrol Captain as necessary and this means that the Patrol Captain has final authority on whether junior activities can proceed or not.

An ongoing line of communication should be maintained between the Patrol Captain and JAC, including a pre-activity briefing. The junior area shall be in contact with the patrol via radio at all times.

Non-club based junior (or similar) programs shall hold a surf life saving club/ state endorsed safety plan and consistently meet the requirements of the SLSA Water Safety Policy and Guidelines for Safer Surf Clubs.

RESCUE EQUIPMENT:

1. Rescue equipment used for the purposes of water safety must be SLSA approved and can include:
 - ALL equipment listed on the SLSA approved lifesaving gear and equipment list.
 - SLSA approved racing boards.
2. It is highly recommended that an IRB be used for water safety (where safe and applicable).
3. If an IRB is used for water safety, the IRB accounts for 2 members of the water safety supervision ratio (IRB driver and crew).
4. During the activity rescue equipment must be readily available and operational. The IRB should be on the water rather than stationary on the beach.
5. If the patrol IRB is used (at the direction of the Patrol Captain) then it should be in radio contact with the patrol at all times. If an IRB that is not the patrol IRB is used, it should also be in radio contact.

REFERENCE

- SLSA Water Safety Policy
- SLSA Water Safety App (iPhone and Android)
- Guidelines to Safer Surf Clubs



LS4.14 SLSA POLICIES

Section: LS4 Obligations & Standards

Page: 1 of 2

PURPOSE

To outline the requirements of Surf Life Saving Tasmania (SLST) to adhere to the minimum standards set out by Surf Life Saving Australia (SLSA).

PROCEDURE

SLSA policies are combined with the SLSA Constitution and Regulations to form our National Policy Framework. Policies are periodically reviewed by the relevant National Boards and changes are implemented accordingly.

All personnel within SLST must be aware of their obligation to comply with the policies of SLSA. The master copy of these policies can be found on the SLSA Members Portal and some of these policies are listed below:

- 1.1 WATER SAFETY
- 1.10 SHARK SAFETY POLICY
- 1.11 CROCODILE SAFETY
- 1.14 SHARPS
- 1.15 PEER GROUP SUPPORT
- 1.16 TSUNAMI POLICY
- 1.2 USE OF SLSA EQUIPMENT
- 1.3 BODY RETRIEVAL
- 1.4 OFF-DUTY AMBULANCE OFFICERS ON SLSA RESCUE CRAFT
- 1.5 PATROL UNIFORMS
- 1.6 NEW & MODIFIED EQUIPMENT
- 2.01 SUN SAFETY
- 2.3 OCCUPATIONAL HEALTH & SAFETY
- 2.4 REHABILITATION AND RETURN TO DUTIES
- 3.03 PREGNANCY & THE SURF LIFESAVER - COMPETITION & PATROLS
- 3.6 SEIZURES AND EPILEPSY
- 3.7 DEFIBRILLATION
- 3.09 ASTHMA
- 3.12 PAIN MANAGEMENT
- 5.1 SPORTS BETTING, RESULT FIXING AND CORRUPTION
- 5.2 ANTI-DOPING POLICY
- 5.4 PROFICIENCY & PATROL HOUR REQUIREMENTS – COMPETITION ELIGIBILITY
- 5.5 SELECTION POLICY
- 5.7 DESIGN AND MANUFACTURE OF SURF BOATS
- 5.8 COMPETITION SPONSORSHIP



LS4.14 SLSA POLICIES

Section: LS4 Obligations & Standards

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LS4 Obligations & Standards

- 5.9 MASTERS COMPETITION
- 5.10 TRANSGENDER/TRANS-SEXUAL ATHLETE
- 6.1 INTELLECTUAL PROPERTY
- 6.2 PRIVACY
- 6.3 LIMITING AND PERMANENT DISABILITY
- 6.5 MEMBER PROTECTION
- 6.6 GRIEVANCE PROCEDURE
- 6.7 ARCHIVES AND MUSEUM
- 6.8 GOVERNANCE
- 6.9 RISK MANAGEMENT
- 6.10 AUSTRALIAN REPRESENTATIVE RECOGNITION POLICY
- 6.11 ECOSURF
- 6.14 IT ELECTRONIC ACCEPTANCES
- 6.15 YOUTH POLICY
- 6.16 DEALING WITH POLICE INVESTIGATIONS
- 6.17 CORONIAL INQUESTS
- 6.18 CHANGE MANAGEMENT
- 6.19 SLSA IT TERMS OF USE
- 6.20 USE OF SOCIAL MEDIA
- 6.21 SLSA PHOTOGRAPHY POLICY
- 6.22 INCLUSIVE ORGANISATION POLICY
- 6.23 ILLICIT DRUGS IN SPORT
- 6.24 COMPETITIVE RIGHTS AND TRANSFERS
- 6.25 NON-POLITICAL AND NON-SECTARIAN
- 6.26 VISITS AND TOURS

REFERENCE

SLSA Members Portal

LS5 REGULATIONS RESCUE VESSELS



LS5.1 ROLE SPECIFIC LICENCES

PURPOSE

To outline the licenses required for specific roles within lifesaving services.

All personnel are required to hold the appropriate licences in order to operate powercraft for lifesaving services.

PROCEDURE

Rescue Vessels

Crew members are required to obtain the necessary Federal and State Government licenses relating to the operations of the marine rescue vessel they are operating (including exemptions and arrangements in place with SLS).

A rescue vessel is defined as a rescue vessel that operates both short and long range in both surveillance and response operations.

Types of SLS Rescue Vessels (but not limited to):

- Jet Rescue Boat (JRB)
- Offshore Rescue Boat (ORB)
- Rigid Inflatable Boat (RIB)
- Inflatable Rescue Boat (IRB)
- Rescue Water Craft (RWC)

Drivers License (Motor Vehicles)

The length of the tow vehicle and trailer is considerable and all up the weight of the boat and trailer can be up to 5 tonnes. A Light Rigid (LR) license is required for any rigid vehicle, including a truck and bus, greater than 4.5 tonnes GVM, but not more than 8 tonnes GVM, plus a trailer of no more than 9 tonnes GVM; or a bus seating more than 12 adults.

Radio License

VHF and HF Marine Radio Operators must have a licence to use these radios.

REFERENCE

Tasmanian Government Department of State Growth Transport (DSGT).

Marine and Safety Tasmania (MAST)



LS5.2 POWERCRAFT OPERATOR LICENSING

PURPOSE

To outline Marine and Safety Tasmania (MAST) licensing requirements for Surf Life Saving Powercraft such as Inflatable Rescue Boats (IRBs), Rescue Water Craft (RWC), Offshore Rescue Boats (ORB) and Jet Rescue Boat (JRB)

PROCEDURE

All personnel operating a Surf Life Saving IRB/RWC must be qualified, endorsed and proficient to operate the vessel under Surf Life Saving Australia (SLSA), Surf Life Saving Tasmania (SLST) and State regulations/ requirements.

RWC Licensing Procedure

The following procedure applies to a member's RWC licensing:

1. Member must hold the prerequisites to commence RWC training (see Support Operations Member Application Form);
2. Apply to SLST to commence training;
3. Confirmation granted by SLST;
4. Member undertakes Part 1 of RWC training (Navigation, preparing for boat operations) under supervision of a State RWC facilitator or State IRB Assessor;
5. Member must maintain their signed workbook as proof of completion of Part 1;
6. Member undertakes Part 2 and additional training under supervision of a State RWC trainer and/or State RWC facilitator;
7. Member completes RWC assessment under supervision of State RWC facilitator;
8. Member issued RWC Operators Award (as a laminated card); and
9. Member commences active patrolling.

Annual Renewal/Proficiency

Members must complete their RWC proficiency annually.

All drivers and operators of SLST craft (for strictly SLST activities) shall hold a SLST Award for the craft to which they are operating. The Award will indicate the relevant vessel:

RWC – Rescue Water Craft

IRB – Silver Medallion IRB Driver

ORB – Offshore Rescue Boat Driver/Skipper

JRB – Jet Rescue Boat Driver/Skipper

*Trainee drivers must have the minimum qualification signed off by an assessor on an Assessment Summary Form and be under the direct supervision of someone who holds a license.



TASMANIA

LS5.2 POWERCRAFT OPERATOR LICENSING

Section: LS5 Regulations - Rescue Vessels

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SLST RWC and IRB award holders are required to obtain MAST boating/PWC licenses.

Awards will be sent to members by SLST when they achieve their award through SurfGuard.

Members may already hold the Recreational Boating Licence and PWC licence through MAST (be licensed for personal use). This however, does not negate the need to complete Part One of RWC training within the SLSA RWC course. Additionally, a current MAST issued Boat or PWC license does not negate the need to complete annual SLS powercraft proficiency.

REFERENCE

Support Operations Member Application Form



LS5.3 RESCUE VESSEL REGULATIONS/EXEMPTIONS

PURPOSE

To provide information pertaining to Surf Life Saving Tasmania (SLST) rescue vessel operations under the maritime legislation in Tasmania.

All boat users in Tasmania fall under maritime regulations/legislation including lifesaving services. Due to the nature of operations there are a series of formal exemptions for SLST. All surf lifesaving personnel and marine rescue vessels shall adhere to the requirements of regulations/legislation in Tasmania (including formal exemption requirements).

PROCEDURE

Surf Rescue Vessel Registration

All rescue vessels used for lifesaving services are to be registered through MAST.

Registration Procedure – New Vessel

1. Prior to purchasing a vessel from a manufacturer, a Club/SLST must complete a MAST New Vessel Registration Application Form.
2. MAST will record the details of the vessel then provide the registration number to the Club/SLST.
3. Club/SLST is to forward details of the vessel registration number to the vessel manufacturer for inclusion on the vessel.
4. Club/SLST must add details of vessel registration to SurfGuard.

Annual Re-Registration

1. Clubs/service shall be responsible for maintaining accurate vessel registration and equipment details within SurfGuard.
2. Clubs/services shall be responsible for ensuring that changes to vessel registration information are communicated to SLST.
3. Prior to the annual gear and equipment inspection the SLST gear inspectors will be required to print the surf rescue vessels (IRB,RWC) pre-filled Gear Inspection Checklist Form from SurfGuard with the other relevant lifesaving gear and equipment inspection checklists.
4. SLST gear inspectors are to cross reference the information on the pre-filled Gear Inspection Checklist Form with the clubs/service surf rescue vessels to confirm that these vessels are registered with SLST and the details are correct.
5. If the details are correct gear inspectors are to sign the relevant vessel Gear Inspection Form and maintain this on file at the SLST office.
Note: These may be audited by SLST at any time.
6. If the details are incorrect on the pre-filled Gear Inspection Checklist Form, the SLST gear inspector is to make the relevant amendments and return a copy to SLST and relevant Club/service.
7. If there is a surf rescue vessel that is not registered with SLST, the Club/service will be required to complete a New Vessel Registration Application Form and return to SLST.
8. If a Club/service has sold a vessel previously registered with MAST the Club/service will be required to complete the vessel transfer procedure below.



LS5.3 RESCUE VESSEL REGULATIONS/EXEMPTIONS

Vessel transfer Procedure (Selling/Gifting/Disposing)

1. Prior to selling/gifting/disposing of a vessel a Club/SLST shall complete a MAST Transfer of Vessel Registration Form.
2. SLST provide confirmation of receipt of the Transfer of Vessel Registration Form and Club/SLST is to then remove the vessel from Club/SLST SurfGuard records.
3. If the vessel is sold to a party other than a Club/SLST of SLST, or is being disposed, the MAST registration number and all associated Surf Life Saving branding and wording must be removed from the vessel prior to transaction being completed. Failure to remove registration and branding may result in consequences for the Club/SLST.

Registration numbers

Each vessel shall display its registration number on both its port and starboard forward gunwales. The registration numbers shall be affixed in block letters at least 150mm in height [minimum of 100mm for Rescue Water Craft (RWC)] in either black or contrasting in colour with the hull or background.

Any other Club/Service related vessel must be registered as per normal public procedure through MAST (Training supporting boats etc).

Licensing of Drivers/Operators

All drivers and operators of SLST rescue vessels (for strictly SLST activities) shall hold* a SLST License for the craft to which they are operating. The license will indicate the relevant vessel:

RWC – Rescue Water Craft

IRB – Silver Medallion IRB Driver

ORB – Offshore Rescue Boat Driver/Skipper JRB – Jet Rescue Boat Driver/Skipper

*Trainee drivers must have the minimum qualification signed off by an assessor on an Assessment Summary Form and be under the direct supervision of someone who holds a licence.

SLST RWC and IRB award holders are not required to obtain additional MAST boating/PWC licenses due to the components of such being included with the SLS training/assessment structure. This process is endorsed and is an exemption granted by MAST. This exemption applies to lifesaving activities only:

– Patrolling, emergency response, training (not personal boating activities or activities not deemed as lifesaving operations).

Licenses will be sent to members by SLST when they achieve their award through SurfGuard. Award holders shall be required to produce licence if requested by authorised officer to MaST within 14 Days.

Licenses shall be reissued annually following proficiencies for all marine rescue vessel license holders.



LS5.3 RESCUE VESSEL REGULATIONS/EXEMPTIONS

Marine Incidents

A 'Marine Incident' is a serious event and requires immediate reporting and adherence to MAST and SLST protocols. See the Marine Incident Report Policy LS5.4.

Generally a 'Marine Incident' involves events where there is:

- Collision of a surf rescue powercraft with another vessel causing damage/injury.
- Collision of a surf rescue powercraft with a member of the public causing injury.
- Injury sustained by surf lifesaving member from a surf rescue powercraft.
- Any injury/death caused to a member of the public or lifesaver by any public powercraft.

A Duty Officer should be tasked to every marine incident

Lifejackets

All surf lifesavers (driver and crew) operating Inflatable Rescue Boats (IRBs) both in frontline lifesaving operations and IRB training must wear a certified lifejacket, also to be referred to as a Personal Floating Devices (PFDs).

Equipment Requirements:

- Certified lifejackets must meet the SLSA specification; most notably the safety standard that underpins the specification – Australian Standard: 4758.1-2008 Personal Flotation Devices - Level 50 or International Standard: 12402:6:2006 Personal Flotation Devices - Level 50]
- Clubs/services are to procure certified lifejackets to satisfy their current SLS state/territory service agreement/ standard operational procedures or their local operational and membership requirements. As a guideline only, it is recommended that 3 x PFDs per IRB owned by the club/service in varying sizes (XS-XXL) be held.
- Certified lifejackets [AS:4758 or ISO:12402 - Level 50] are subject to gear and equipment inspections.

Operational Requirements:

- Both IRB driver and crewperson/s are to wear a certified lifejacket [AS:4758 or ISO:12402 - Level 50] (worn correctly; zipped and clipped up as applicable and in the correct size) at all times when in an IRB on the water.
- The IRB crewperson may only remove the certified lifejacket [AS:4758 or ISO:12402 - Level 50] when exiting the boat to perform an in-water rescue. The lifejacket must be put back on upon re-entry to the IRB.

Construction Requirements:

All buoyancy aids used for inshore aquatic power craft activities must be certified and meet International Standard: 12402:6 (Personal Floating Devices – Buoyancy Aids - Level 50) or Australian Standard 4758.1 (Personal Floating Devices – Level 50S).

- Inflatable buoyancy aids that require user intervention are not acceptable.
- The buoyancy aid is to be lightweight;
- The buoyancy aid is to be non-obstructive to the throat, neck or face area;
- The buoyancy aid must not have any sharp edges or materials that may cause injury to the user;
- The buoyancy aid must be able to be secured as to prevent riding up;
- Any fastening device/s on the buoyancy aid are to be fashioned in a way that they don't cause entanglement;
- The buoyancy aid is to be comfortable to wear.



LS5.3 RESCUE VESSEL REGULATIONS/EXEMPTIONS

Surf Life Saving Operational Requirements:

To be fit for surf lifesaving purpose, a buoyancy aid for inshore aquatic power craft activities must be able to meet the following requirements:

- Be non-restrictive and streamlined for operational duties including swimming (25m in calm seas), lifting patients and moving in and around power craft;
- Be suitable for beach and surf conditions (durable to salt water and extreme UV conditions);
- Be easy and quick to fit and remove;
- Optional: Where the lifejacket is to be used for night time operations, it is to have reflective taping. Reflective taping must be on the outside of the jacket;
- Optional: If required, have a securing point for a duty radio on the right collar bone area.

Branding and Colour Requirements:

- Life jackets are to be red or yellow in colour.
- The words SURF RESCUE or Lifeguard must appear on the back of the vest in lettering 70mm high x 25mm wide.
- The SLS logo is to be shown on the front left breast. This is to be 50mm high x 50mm wide.
- A lifejacket is required to be worn at all times.
- ORB/JRBs lifejacket requirements shall be as per their vessel requirements under state regulations and vessel survey requirements.

Speed

- SLS vessels shall adhere to state regulations regarding speed and distance to other vessels and persons in water except for when required for lifesaving activities (patrolling, emergency response, and training).
- Adherence to the vessel operating procedures (SOPs), Powercraft Code of Conduct and the application of a risk assessment approach shall always be required.

REFERENCE

SLST New Vessel Registration Application Form

MAST Transfer of Vessel Registration Form

SLST Witness Statement Form

SLSA Incident Report Log

MAST Vessel Incident Report

SLSA Powercraft Code of Conduct

SLSA Bulletin 03/13-14 Mandatory Wearing of Certified Lifejackets in IRBs - Lifesaving and Competition

SLSA Circular 66/13-14 Lifejacket Suppliers List -IRB Operations and Competition



LS5.4 VESSEL INCIDENT REPORTING (MAST)

PROCEDURE

To outline regulations for marine rescue vessels in Tasmania.

Surf Life Saving Tasmania (SLST) has an obligation to comply with the relevant Marine and Safety Tasmania (MAST) requirements.

PURPOSE

Surf Life Saving work closely with and within the MAST scope of management/responsibility.

It is essential that any incidents involving Surf Life Saving resources follow the correct reporting and reviewing procedure in line with our requirements as an emergency service.

Definition of “an incident” which requires immediate reporting to SLST

- Collision of a surf rescue powercraft with another vessel causing damage/injury.
- Collision of a surf rescue powercraft with a member of the public causing injury.
- Injury sustained by surf lifesaving member from a surf rescue powercraft.
- Any injury/death caused to a member of the public or lifesaver by any public powercraft.

Where no lifesaving personnel or powercraft are involved the responsibility primarily falls to the skipper of the vessels involved and/or the Police or MAST officer on scene. If Police or an MAST officer is not immediately available, it may be prudent for lifesavers to make a report.

All incidents and injuries where a powercraft has been involved must be reported to SLST and MAST within 48 hours of the incident occurring. All incidents involving a fatality, serious injury and/or damage to property, including a vessel, are to be reported to MAST within 48 hours of the incident occurring.

MAST must be notified using the MAST Vessel Incident Form (available from SLST and MAST websites).

Notification to SLST can be done immediately via the SLST State Lifesaving Officer with a report completed into the Incident Report Database and a copy of the Incident Report Log communicated to SLST.

A SLS Duty Officer should attend marine incidents.

REFERENCE

MAST Vessel Incident Report

LS5.5 RESCUE VESSEL OPERATIONS CLOSE TO FLAGGED AREAS

Section: LS5 Regulations - Rescue Vessels

Page: 1 of 1

PURPOSE

To outline Surf Life Saving Tasmania (SLST) policy with regards to marine rescue vessel use in and around designated red and yellow flagged patrol areas.

PROCEDURE

Rescue vessels pose a hazard due to size, weight and speed of the vessel.

Rescue Vessels shall not operate, launch or beach within a designated patrolled area and must remain at least 60m either side and/or at least 500m from shore unless required to respond to an emergency within this area.

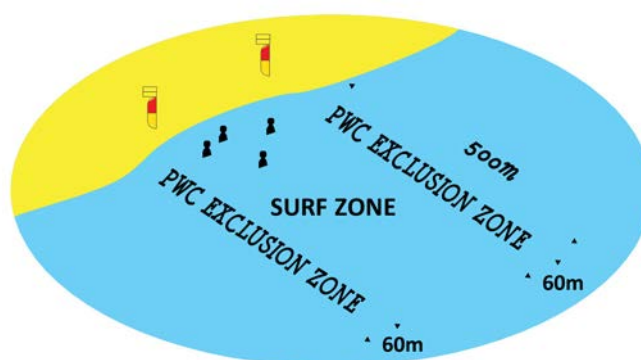


Figure 5.5.1

LS5 Regulations -
Rescue Vessels

SLST EXEMPTIONS

The following regulations do not apply to Surf Life Saving Powercraft that are operated for the purpose of undertaking rescues or surf rescue training or patrolling.

MAST REGULATIONS – PUBLIC (NON SLS) VESSELS

- No boat shall not exceed a speed of 5 knots when within 60 metres of a wharf, jetty, mooring, the shoreline or other boat.
- No boat shall exceed a speed of 5 knots when within 120 metres of a person swimming, a person diving (displaying the A flag) or a person wading in the water.
- Provisional license holders are not to exceed 20 knots.
- There are also a number of designated areas around the state where a speed limit of 5 knots exists. These areas are normally around popular swimming beaches where MAST has previously encountered dangerous behaviour from PWC and boat operators in close proximity to swimmers.



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LS5.6 RESCUE VESSEL LAUNCHING & BEACHING ZONES

Section: LS5 Regulations - Rescue Vessels

Page: 1 of 1

PURPOSE

To outline the procedure for ensuring public safety during positioning, launching and beaching of marine rescue vessels on beaches.

Surf Life Saving Tasmania (SLST) require additional safety considerations when launching and beaching marine rescue vessels.

PROCEDURE

Marine Rescue Vessels are a hazard due to their size, weight, speed and a combination thereof. Launching and beaching creates a situation where the vessel may have a lowered level of control.

Vessels shall be positioned on the beach in 'standby' and shall launch and beach within pre-determined designated areas demarcated by specific 'Rescue Craft Access Area' hazards signs.

Drivers/operators/skippers shall ensure the beach area and immediate water area is clear of patrons prior to launching or beaching the vessel.

In emergency situations marine rescue vessels may be exempted from this requirement but shall ensure risk is minimised to any in-water patrons as best able/appropriate.

REFERENCE

SLSA Surf Store/Signage

SLSA Powercraft Manual

LS5 Regulations -
Rescue Vessels

LS5.7 WHALE & DOLPHIN REGULATIONS

Section: LS5 Regulations - Rescue Vessels

Page: 1 of 2

PURPOSE

To provide guidance regarding operating close to marine mammals.

PROCEDURE

If in the course of lifesaving duties personnel are required to operate close to marine mammals the following shall apply unless necessary to save human life:

Figure 5.7.1

REQUIREMENTS	DISTANCE TO A WHALE	DISTANCE TO A DOLPHIN
CAUTION ZONE <ul style="list-style-type: none"> No Wake Speed Maximum of 3 vessels Do not enter caution zone if animals are stranded 	<ul style="list-style-type: none"> 100 and 300 metres 	<ul style="list-style-type: none"> 50 and 100 metres
NO APPROACH ZONE <ul style="list-style-type: none"> Do not enter No waiting in front of direction of travel Do not approach from the rear 	WITHIN <ul style="list-style-type: none"> 100 metres 	WITHIN <ul style="list-style-type: none"> 50 metres
BOW RIDING <ul style="list-style-type: none"> Do not deliberately encourage bow riding When animals are bow riding do not change course or speed suddenly If there is a need to stop gradually reduce speed. 		

LS5 Regulations -
Rescue Vessels

APPROACH DISTANCES FOR WHALES

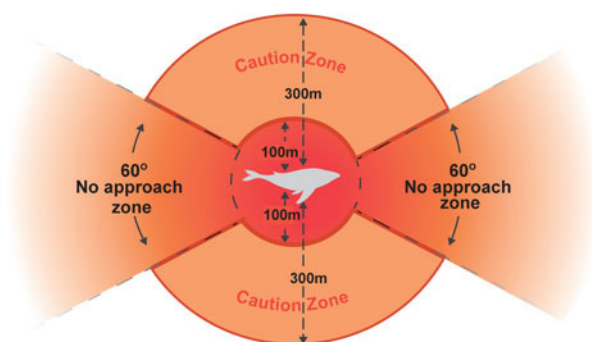


Figure 5.7.2

APPROACH DISTANCES FOR DOLPHINS

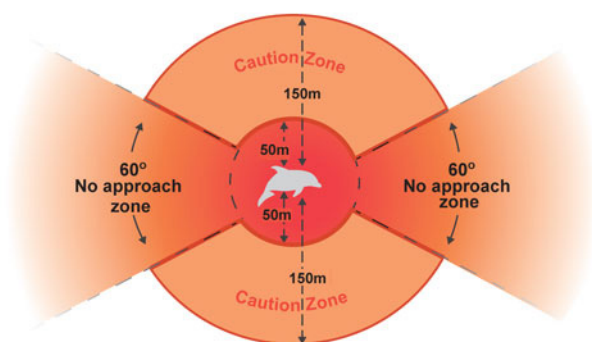


Figure 5.7.3



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LS5.7 WHALE & DOLPHIN REGULATIONS

Section: LS5 Regulations - Rescue Vessels

Page: 2 of 2

Lifesaving personnel, vessels and/or equipment may assist the Department of Primary Industries, Parks, Water and Environment Officers (including the Tasmanian Parks and Wildlife Service) with operational response to marine mammal incidents, including strandings and disentanglements.

If you see whales, dolphins or other marine mammals in Tasmanian waters, contact the hotline:

0427 WHALES or 0427 942 537

This information is vital. Not only are you adding to knowledge of these species, your information may even prevent whales and dolphins from stranding.

Lifesaving services may provide in water safety support to other agencies/vessels involved in marine mammal incident response under supervision of DPIPWE Officers.

Lifesaving Services may assist with:

- DPIPWE officers with their vehicles (eg ATV) to tow DPIPWE trailers/boats
- Assist DPIPWE boats into the surf zone and with initial reconnaissance activities
- Render assistance to animals with SLST vessels under the supervision of DPIPWE officers
- Safety support to DPIPWE personnel and volunteers in the water (Typical response efforts to mass strandings of small cetaceans (eg pilot whales, dolphins) involves swimming with the animals and exercising them prior to release)
- Advice on launch locations – beach entry and/or boat ramps
- Use of Surf Life Saving Tasmania radio for communication

All assistance is subject to sign off from the SLST State Duty Officer. SLST personnel must not respond to a marine mammal incident without specific direction and supervision from DPIPWE officers.

REFERENCE

Department of Primary Industries, Parks, Water and Environment

LS5 Regulations -
Rescue Vessels

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LS6 GEAR & EQUIPMENT



LS6.1 LIFESAVING VEHICLES (4WD)

PURPOSE

To provide a minimum standard by which lifesaving vehicles shall be managed.

Lifesaving vehicles are defined as motor vehicles (excluding ATV) that are used for lifesaving operations (patrolling/emergency response).

Lifesavers/Lifeguards required to drive as part of their patrolling duties will only be permitted to do so if they hold the following driver qualifications.

- Driver's license (Provisional or Open).
- Appropriate lifesaving qualifications for the patrol/response task.
- Vehicle induction (specific to that vehicle).

Surf Life Saving is NOT recognised by the State Emergency Management Act 2006 of Tasmania as an accredited rescue unit so vehicles shall abide at all times with speed limits and all relevant laws and regulations relating to vehicles (including registrations, speed, seat-belts, red-lights, parking). Lifesaving vehicles are not exempt from any fines and infringements, including during emergencies.

Vehicles operating on-beach shall minimise speed and shall operate with headlights and hazard lights on at all times.

PROCEDURE

Rescue Equipment

All vehicles assigned to patrol/response duties are recommended to carry the following lifesaving equipment during operational times:

- Surf Life Saving branding
- Oxygen Resuscitation Equipment + AED + First Aid Kit
- Rescue Board
- Rescue Tube + Fins
- Radio
- Loud Hailer/PA System
- Reverse Beepers

Any modifications including roll bars, carry racks and storage containers must adhere to manufacturer's guidelines and be carried out in consultation with the manufacturer or dealer.



LS6.1 LIFESAVING VEHICLES (4WD)

Section: LS6 Gear & Equipment

Page: 2 of 2

Vehicle Branding & Surf Rescue/Lifeguard Magnets

Branding for all Surf Life Saving vehicles shall comply with the SLSA Equipment and Uniform Branding Policy. This policy can be obtained at www.sls.com.au.

Permanently branded lifesaving vehicles shall only be operated by approved personnel for approved duties.

Surf Rescue/Lifeguard Magnets shall be utilised only by approved personnel during lifesaving operations, such as Duty Officer Patrols or Emergency Response Callouts.

When the vehicle is being disposed, all surf lifesaving branding and equipment must be removed at the end of service.

REFERENCE

SLSA Brandbox (Branding Guidelines)



LS6 Gear & Equipment

Figure 6.1.1



LS6.2 ALL TERRAIN VEHICLES - ATV (SIDE BY SIDE)

Section: LS6 Gear & Equipment

Page: 1 of 2

PURPOSE

To outline requirements for Side by Side ATVs in lifesaving operations.

All ATV drivers must be at least 17 years of age and:

- Hold a current and proficient driver's license (provisional or open).
- Be a financial Surf Life Saving member or employed lifeguard (on active duty).

All ATV drivers must:

- Be inducted in the operation of the specific ATV by a nominated club/service officer.

PROCEDURE

Introduction

Side by Side All Terrain Vehicles (ATVs) enable suitably qualified lifesaving personnel to be more mobile and capable of quickly responding to emergencies both inside and outside of their patrolled area.

Operational Policy

All ATVs are to meet SLSA gear and equipment specifications. These specifications are outlined at: www.sls.com.au.

Single Seat (Quad Bikes) are no longer to be used by clubs/members for Surf Life Saving operations. Any use of 'quads' forfeits coverage by the association's insurance policy for any member/club/service involved in an incident.

ATVs shall abide at all times with speed limits and all relevant laws and regulations relating to vehicles (including registration, speed, seat-belts, red-lights and parking). Speed should be minimised at every opportunity. ATVs are not exempt from any fines and infringements, including during emergencies.

Local government and/or state regulations in relation to speed must be adhered to at all times.

The ATV should not exceed 20km/h under normal operating conditions. The speed limit for heavily populated areas and between the red and yellow flags is 5km/h.

It is the operator's responsibility to evaluate the environment to determine a safe and appropriate speed within these limits.

ATVs shall minimise speed and shall operate with headlights on at all times. Passengers should not exceed maximums set within the ATV owner/operator manual.

Headlights should be turned on whenever 'underway'.

Registration

All ATVs must be conditionally registered as per the Registrar of Motor Vehicles Tasmania annually.

LS6.2 ALL TERRAIN VEHICLES - ATV (SIDE BY SIDE)

Section: LS6 Gear & Equipment

Page: 2 of 2

Rescue Equipment

All on-duty ATVs shall carry the following lifesaving equipment and hold the following safety items:

- Rescue board
- Rescue tube + fins
- Radio
- Loud Hailer/PA system
- Reverse beepers (shall activate whenever in reverse)
- ATV must have side doors/barriers

No SLS Vehicle is permitted to have/use a siren.

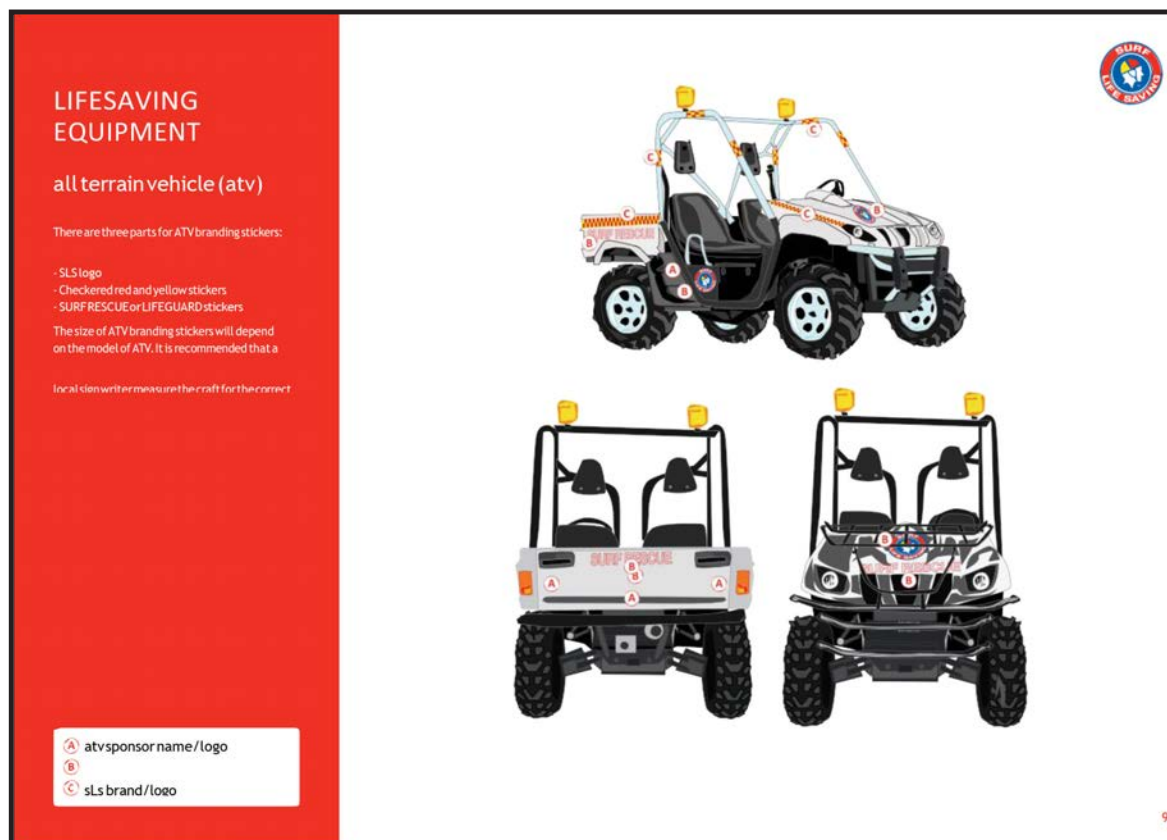
Any modifications including roll bars, carry racks and storage containers must adhere to manufacturer’s guidelines and be carried out in consultation with the manufacturer or dealer.

Vehicle Branding

Branding for all Surf Life Saving ATVs shall comply with the SLSA Equipment and Uniform Branding Policy. This policy can be obtained through the SLSA Members Portal.

REFERENCE

SLSA Approved Gear and Equipment Manual SLSA Brandbox (Branding guidelines) Manufacturers guidelines



LS6 Gear & Equipment

Figure 6.2.1



LS6.3 WATER SAFETY SIGNAGE

PURPOSE

To provide an overview of beach safety signage for lifesaving services.

1. All Beach Signage and Flags shall be as per the National Aquatic & Recreational Signage Style Manual (3rd Edition) and Australian/New Zealand Standard 2416.
2. All Surf Life Saving personnel shall actively promote the use of signage systems to be compliant with the above when signage is not that of Surf Life Saving.
3. Any existing metal mobile beach signage should be replaced through natural attrition with the hard-plastic variety.
4. SLS services shall only utilise 'prohibition' signage where the appropriate delegated authority has been provided.

PROCEDURE

Signage serves an important part of the overall education program which aims to reduce the number and severity of incidents in the aquatic environment.

Signage systems provide important messages to the public. These messages fall into three categories:

1. Information
2. Warning
3. Prohibition

Type	Function	Example
Information	Indicate direction or give general information, location, etc.	Patrolled area to north
Warning	Warn the public of a danger, a potentially dangerous situation or a hazardous environment exists.	Swimming not advised
Prohibition	Indicate that certain activities are prohibited.	No dogs

Figure 6.3.1

Location

Signage should provide appropriate information at point of entry and reinforces specific messages and information at additional specific sites.

On-Beach (Mobile) Signage

Lifesaving services personnel that have direct responsibility for on-beach signage shall ensure that signs and message boards are erected at the appropriate access points and/or hazard locations.

Lifesaving services personnel shall report on the availability & condition of all beach signage through their annual gear and equipment inspections and patrol log book.

Presentation is an important part of the 'impact' of on-beach signage.

LS6.3 WATER SAFETY SIGNAGE

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ASNZ2416 and SLSA/SLST policies/requirements. All forms of sign-writing/signage, flag-bases and flags must be endorsed by SLST.

Signs should be made of plastic material and any metal signage should be replaced by natural attrition. Poles should be constructed of a non hazardous material that limits impact of injury.

Diamond vs Triangle Warning Signs

Lifesaving Services shall use the existing diamond shaped warning symbols/signs. The standard provides both a diamond and triangle option. No lifesaving service shall utilise 'triangle' warning symbols.



Figure 6.3.2

Mobile (Patrol) Warning/Hazard Signage

The 'swimming not advised' sign should be used to warn of strong currents/rips at high-risk locations and access points. The specific 'strong currents' hazard sign should generally not be used for mobile warning signage and should rather feature within appropriate permanent access signage (as recommended by an appropriate public coastal risk assessment). However the 'swimming not advised' sign may be displayed with descriptive text relating to the identified hazard leading to the recommendation that swimming is not advised (e.g. strong currents, dangerous rips and dangerous surf).

Swimming Not Advised



Figure 6.3.3

Strong Currents



Figure 6.3.4

***NB To be phased out through natural attrition**

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Mobile (Patrol) Prohibition/Warning Signage

Unless a service has delegated authority and supporting legislation to enforce a prohibition, no mobile prohibition signage (red circle/white background) should be used, but rather warning/advisory signage should be used (yellow diamond).

Swimming Not Advised - is the preferred sign



Figure 6.3.5

Prohibition Signage - to be phased out through natural attrition.



Figure 6.3.6

LS6.3 WATER SAFETY SIGNAGE

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Rescue Craft Access Signage

All lifesaving services shall utilise a set of 2 'Rescue Craft Access' signs to demarcate designated launching and beaching areas for powercraft (RWC, IRBs). Signage shall be placed at the water's edge on either side of the designated area and can be complemented by 'orange cones' as deemed necessary.



Figure 6.3.7



Figure 6.3.8

ATV/Vehicle Beach Access

On particular beaches and/or at particular times of year, it may be prudent to demarcate vehicle access onto/off the beach and/or from the patrol base to the waters edge. Orange cones can be effective in ensuring a 'path' is kept clear of patrons and their belongings.



Figure 6.3.9

REFERENCE

National Aquatic & Recreational Signage Style Manual (3rd Edition)

Australian/New Zealand Standard 2416:2010.1,2 & 3 - Water Safety Signs and Beach Safety Flags

LS6.4 WATER SAFETY FLAGS

Section: LS6 Gear & Equipment

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PURPOSE

To outline water safety flag requirements for lifesaving services.

PROCEDURE

Red and yellow Patrol Flag + Feather (Augmentation)

Lifesaving Services shall utilise the red and yellow patrol flag with the red and yellow feather ('Beach Flag Augmentation') as its standard for indicating the patrolled swimming zone at beaches.

The 'feather' also enhances public identification of the patrolled area from in the water – so that the public can better ensure they continue swimming 'between the flags'.

Black and White quartered Flag + Feather (Surfcraft Boundary)

Lifesaving Services shall utilise the black and white quartered flag (with optional feather) to indicate surfcraft exclusion zones where SLS services have delegated authority. Implementation of black/white 'feathers' shall require SLST approval.

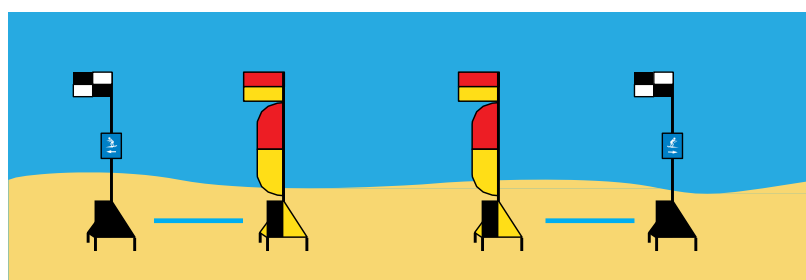


Figure 6.4.1

Display of Surfcraft Signage with Black/White Flags

SLS also endorses the use of surfcraft directional or prohibition signs to be used in conjunction with surfcraft boundary flags. This may be through the placement of signs on the 'flag pole' or 'pole base'. The most common example of this would be the use of a directional 'surfcraft' information sign on the flag pole (Figure 6.4.2). The use of the surfcraft prohibition sign (Figure 6.4.3) should only be used where the service has delegated authority and supporting legislation to prohibit the activity.



Figure 6.4.2 – Surfcraft Directional Signage (as shown in A/NZS 2416:2010.2)



Figure 6.4.3 – Surfcraft Prohibition Signage (as shown in A/NZS 2416:2010.2)

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LS6.4 WATER SAFETY FLAGS

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Figure 6.4.4 - Flags Approved for Use by Lifesaving Services in TAS

1		PATROL FLAG	Pair of flags to signify a swimming and bodyboarding zone which has a patrol on-duty.
2		PATROL FLAG – FEATHER	Additional 'feather' flown only with rectangular patrol flag.
3		SURFCRAFT BOUNDARY FLAG	Pair of flags used to demarcate a surfboard and other water craft zone or boundary. To signify a zone, or the boundary of a zone, designated for use of surfboards and other water craft.
4		SURFCRAFT BOUNDARY FLAG – FEATHER	Additional 'feather' flown only with rectangular surfcraft boundary flag.
5		CLUBHOUSE PATROL FLAG	Single flag flown from clubhouse/tower to signify an active on-duty service. Shall only fly if patrolled area is open.
6		SIGNAL FLAG	Pair of flags used by lifesaving services to signal other lifesavers.
7		EMERGENCY EVACUATION FLAG	Emergency evacuation. To signify that people should leave the water because of an emergency.

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LS6.5 FIRST AID EQUIPMENT

Section: LS6 Gear & Equipment

Page: 1 of 2

PURPOSE

To provide guidance relating to the requirements for first aid/emergency care equipment for lifesaving operation.

SLST first aid equipment requirements are generated from the “Safe Work Australia, First Aid in the Workplace, Code of Practice.”

The document can be found at: www.safeworkaustralia.gov.au

PROCEDURE

First Aid/Medical Room:

The contents of a first aid room should suit the hazards that are specific to the workplace. The following items should be provided in the room:

1. A first aid kit or supplies appropriate for the workplace
2. Hygienic hand cleanser and disposable paper towels
3. An examination bed with waterproof surface and disposable sheets
4. An examination lamp with magnifier
5. A cupboard for storage
6. A container with disposable lining for soiled waste
7. A container for the safe disposal of sharps
8. A bowl or bucket (minimum two litres capacity)
9. Electric power points
10. A chair and a table or desk

The location and size of the room should allow easy access and movement of injured people who may need to be supported or moved by stretcher or wheelchair.

A first Aid Room Should:

- Be located within easy access to a sink with hot and cold water (where this is not provided in the room) and toilet facilities.
- Offer privacy via screening or a door.
- Be easily accessible to emergency services (minimum door width of 1 metre for stretcher access).
- Be well lit and ventilated.
- Have an appropriate floor area (14 square metres as a guide).
- Have an entrance that is clearly marked with first aid signage.



LS6.5 FIRST AID EQUIPMENT

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Example of Contents for a First Aid Kit.

A first aid kit should contain the following:

Item	Kit Only
	Quantity
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart	1
Note book and pen	1
Resuscitation face mask or face shield	1
Disposable nitrile examination gloves	5 Pairs
Gauze pieces 7.5 x 7.5 cm, sterile (3 per pack)	5 Packs
Saline (15 ml)	8
Wound cleaning wipe (single 1% Cetrimide BP)	10
Adhesive dressing strips – plastic or fabric (packet of 50)	1
Splinter probes (single use, disposable)	10
Tweezers/forceps	1
Antiseptic liquid/spray (50 ml)	1
Non-adherent wound dressing/pad 5 x 5 cm (small)	6
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)	3
Non-adherent wound dressing/pad 10 x 10 cm (large)	1
Conforming cotton bandage, 5 cm width	3
Conforming cotton bandage, 7.5 cm width	3
Crepe bandage 10 cm (for serious bleeding and pressure application)	1
Scissors	1
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll	1
Safety pins (packet of 6)	1
BPC wound dressings No. 14, medium	1
BPC wound dressings No. 15, large	1
Dressing – Combine Pad 9 x 20 cm	1
Plastic bags - clip seal	1
Triangular bandage (calico or cotton minimum width 90 cm)	2
Emergency rescue blanket (for shock or hypothermia)	1
Eye pad (single use)	4
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)	5
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings)	1

LS6 Gear & Equipment



LS6.6 OXYGEN RESUSCITATION EQUIPMENT

Section: LS6 Gear & Equipment

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PURPOSE

To establish appropriate requirements for the provision of oxygen resuscitation equipment.

All personnel required to use oxygen resuscitation equipment should be appropriately trained and qualified. All oxygen resuscitation equipment should meet SLSA and SLST standards.

PROCEDURE

Start of Day Checks

- Check all equipment has been cleaned and is fully operational.
- Check oxygen cylinder is over ½ full.
- Ensure at least 1 full backup cylinder is available.

End of Day Checks

- Repeat above checks and replace cylinder if less than half full.
- Notify club/service officers if replacement oxygen/consumables are required.

Equipment Requirement Guidelines

An oxygen resuscitation kit should contain the following items as a minimum:

- 1 x Standard 'C' size medical oxygen cylinder
- 1 x Australian Standard Regulator
 - Three (3) settings; 8L/min, 15L/min, Off
 - Gas Contents Gauge
- 1 x BVM (Bag Valve Mask)
- 2 x Resuscitation Masks – Child and Adult (Sterile packaged)
- 2 x Therapy Masks – Child and Adult (Sterile packaged)
- 1 x Cylinder Key Wheel/Lever (Permanently attached with chain/rope to interior of casing)
- 2 x Oxygen Tubing
 - Soft plastic
 - 2m in length
 - 5mm in diameter
- 2 x Spare Sealing Washers (Stored in a watertight container)
- 3 x Oropharyngeal Airways in Various Sizes
- Pen and Notebook (to record patient details)
- Disposable Gloves (2 pairs)
- Rescue sheet (space blanket)
- Spare stocks of oxygen masks and tubing etc
- Manual suction unit
- Coloured Chalk



LS6.6 OXYGEN RESUSCITATION EQUIPMENT

Carry Case/Bag

The carry case/bag for oxygen resuscitation equipment must be:

- Of durable material, sturdy in design and able to protect contents from damage;
- Of non-corrosive material;
- Able to accommodate all the necessary equipment in a safe and orderly manner;
- Able to safely secure an oxygen cylinder (either internally or externally) to prevent movement of the cylinder; and
- Be as water resistant as possible dependent on material/s used.

Technical Servicing (External)

A qualified operator should closely check equipment. The oxygen regulator should be serviced annually, preferably during non-peak times (winter months), and all consumable equipment checked for expiry.

Service agents should also have:

- Adequate insurance to cover any claim made against them or their company in the event of their negligence causing injury to persons or damage to property (this is to indemnify surf lifesaving);
- Be capable of obtaining the correct replacement parts for the units to keep resuscitators uniform;
- Be prepared to label and date such units as being serviced by the person; and
- Be able to maintain a service register of equipment.

Cleaning

After having carried out resuscitation with an air bag resuscitator it is very important to clean all the equipment to minimise the chance of spreading disease or infections.

Disposable Bag-valve-masks are recommended (disposed of after use).

1. Oxygen therapy masks, regurgitation valves and resuscitation tubing should be discarded after use.
2. Disassemble patient valve, wash in soapy water to remove all solids, rinse in fresh running water and assemble.
3. Wash air bag in warm soapy water, rinse in fresh running water and assemble.
4. Disassemble rear valve, wash in warm soapy water, rinse in fresh running water and re-assemble.
- e. Wash reservoir valve (bag only) and oxygen reservoir in soapy water and rinse in fresh running water.
6. Then soak all parts in a solution of at 10% bleach for at least two minutes.
7. They should then be rinsed and dried (not in direct sunlight). Refer to SLSA Policy.
8. Operate all features after drying before storage.



LS6.7 AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)

Section: LS6 Gear & Equipment

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PURPOSE

To establish the appropriate requirements for the provision of defibrillators.

All personnel required to use defibrillator equipment should be appropriately trained and qualified. All defibrillator equipment should meet SLSA standards.

PROCEDURE

Start of Day Checks

- Check all equipment is fully operational (self-test + miscellaneous equipment check).

End of Day Checks

- Repeat above checks;
- Notify club/service officers if replacement oxygen/consumables are required.

Deployment

All Tasmanian SLSCs are to maintain an operational AED at all times.

Due to the nature of cardiac arrest and the importance of “time to first shock” it is necessary that the AED is located with other first response equipment (on/in rescue vehicle etc) or at a common accessible location (patrol tent etc).

Equipment

An AED Kit must contain the following items as a minimum:

- AED (SLSA Endorsed) and AED Pads
- Pen and paper
- Small towel (for drying chest)
- Non-alcohol wipes
- Clothing shears (for cutting heavy clothing/wetsuits)
- Disposable razor
- Disposable gloves and resuscitation mask (unless included with the accompanying first aid or oxygen resuscitation kits)
- Water-resistant carry case (waterproof pelican-type case preferred)

REFERENCE

SLSA Approved Gear and Equipment Manual



LS6.8 SHARPS

Section: LS6 Gear & Equipment

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PURPOSE

To raise the awareness of “sharps” as an important aspect of lifesaving.

PROCEDURE

Management

There are two aspects to sharps management:

1. Education (community and lifesaving services personnel).
2. Prevention and response.

The Law

In Australia it is not an offence to possess sterile needles and syringes. However, it is an offence to dispose of injecting equipment in an unsafe manner.

Safe Disposal

All used needles and syringes should be placed immediately after use in a properly sealed, rigid walled, puncture proof container and disposed of in your nearest public sharps disposal bin.

Prevention and Response

- Provision of sharps disposal containers.
- Beach cleaning services (identification and removal of sharps).
- Access to portable sharps containers and safe handling equipment.
- First aid training in general hygiene requirements and treatment of needle stick injuries.

What to do if you find an unsafely discarded needle/syringe

If you find a needle and syringe:

- Find and put on latex/rubber gloves if possible.
- Do not put your hands in any hidden or hard to access places (e.g. drain pipes, toilets or thick bushes).
- Do not attempt to recap the needle.
- Use a sharps container or find a rigid walled, puncture resistant, sealable container (plastic bottles are good if no disposal containers are immediately available).
- Bring the container and place on ground beside the needle/syringe.
- Do not hold the container upright in your hands as you are disposing of the needle/syringe.
- Pick up the needle/syringe by the middle of the barrel keeping the sharp end facing away from you at all times.
- Place the needle/syringe in the container sharp end first; and securely close the lid, holding the container at the top.
- Remove gloves (if appropriate and wash hands with running water and soap).
- Place the sealed container into your nearest Needle and Syringe Program (NSP) for disposal as medical waste.
- Other items that have come into contact with blood should be disposed of in the same container as the used needle/syringe, or placed into double plastic bags and then into rubbish, or taken to a NSP for disposal.
- Advise children to inform an adult if they find unsafely disposed of needles/syringes.
- Call the Clean Needle Hotline, **1800 NEEDLE (1800 633 353)** to report any incidents of unsafely discarded needles and syringes.



LS6.8 SHARPS

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Needle Stick Injury

Reports of needles being found on or near beaches are becoming increasingly common. Due to the risks of Hepatitis B, Hepatitis C and HIV infection, all needle stick injuries must be regarded as potentially serious. Even the tiniest break in the skin should be reported to the patient's doctor or the nearest major hospital.

At the earliest stage, Hepatitis B can be prevented by prompt injection. The sooner they are given an injection the better.

- Stay calm.
- Promote bleeding at the site by gently pulling the wound apart.
- Scrub the area gently, but thoroughly, in hot soapy water.
- Wearing gloves and using forceps or tongs, dispose of needles in a sharps container so that the sharp end presents no further risk to anyone. Remember to take the container to the sharp, not the sharp to the container.
- Send the patient to hospital for treatment and blood tests (advise them it is just a precautionary measure).
- If the needle is still stuck in the skin, treat as a foreign body wound.
- Report the injury (Incident Report Log).
- Consider the need for counselling of the injured person.

Further Information on Disposal

The Clean Needle Helpline (1800 NEEDLE/1800 633 353) is available to access information regarding needle stick injury. Report incidents of unsafely discarded needles and syringes and to find out where and how used sharps can be safely disposed of. This service is available 24 hours, seven days a week, and is run by the Alcohol and Drug Information Service (ADIS). Note: The hot line is staffed - Monday to Friday 8.00am - 6.30pm with an answering machine at other times



LS6.9 PUBLIC RESCUE EQUIPMENT (PRE)

Section: LS6 Gear & Equipment

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PURPOSE

To provide guidance relating to the use of publicly accessible lifesaving equipment for public emergencies.

SLST will conduct a risk assessment on whether Public Rescue Equipment (PRE) should be provided where or when traditional lifesaving services are not available. Any risk assessment on the provision of PRE should be undertaken in consultation with the local council.

Most commonly in Tasmania, PRE refers to a Rescue Tube, Angel Ring, and publically accessible Defibrillator (AED). All proposed PRE installations require written approval of both SLST and local council before proceeding.

PROCEDURE

SLST and local council shall keep records of the placement of a form of PRE.

SLST through local Surf Club/Service should regularly check areas where PRE exists to ensure they have not been used or removed as the result of theft.

When any PRE is used in an emergency and the Surf Club/Service are aware of its use, notification of this should be given to SLST via an Incident Report Log being completed and forwarded as soon as possible after the event.

Note: PRE shall not be considered as part of minimum equipment for patrolling use i.e. the provision of a public access Defibrillator is not to be considered as patrolling equipment and a Defibrillator must be with the patrol at all times.



LS6.10 SLSA EQUIPMENT POLICIES

Section: LS6 Gear & Equipment

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PURPOSE

To provide guidance relating to the use of lifesaving equipment.

The National Lifesaving Management Committee endorses all equipment specifications and policies. All members have a responsibility to ensure that all policies are followed at all times. The most current versions of these policies are located on the SLSA members portal.

At the time of publication of these Standard Operating Procedures they were as follows:

- Use of SLSA Equipment
- New and Modified Equipment
- Gear and Equipment Specifications (Lifesaving)
- SLSA Approved Gear and Equipment Manual
- SLSA Equipment and Uniform Branding
- IRB Outboard Motor Sealing Process

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LS7 RADIO COMMUNICATIONS



LS7.1 RADIO COMMUNICATIONS

Section: LS7 Patrol Operations (General)

Page: 1 of 1

PURPOSE

To outline club/service radio communications requirements for lifesaving operations in Tasmania.

PROCEDURE

All SLS clubs/services/regions shall meet the SLST radio/communication requirements when undertaking lifesaving operations, including:

- SLST approved radio equipment (types/models)
 - SLST approved radio frequencies (channels)
 - Coordinating through SLST approved SurfCom's
-
- All SLS clubs/services/units/regions shall utilise and operate within the SLST approved radio network. No service shall undertake lifesaving operations on alternative networks or establish their own alternative radio communications networks unless authorised by SLST.
 - All SLS clubs/services/units in Tasmania shall utilise a SLST endorsed SurfCom communications/coordination centre for lifesaving operations. No SLS service shall implement their own SurfCom-type entity without the authorisation of SLST.
 - Only SLST approved radio frequencies and channel allocations shall be programmed into SLS radios. No unapproved frequencies or frequency changes shall be permitted without the approval of SLST.
 - SLS radio frequencies are licensed and managed by SLST. No SLS service in Tasmania shall apply for or implement frequencies through the ACMA for lifesaving operations outside of the SLST frequency plan. Additions to the SLST Apparatus Licence needs to be submitted to the Lifesaving and Services Manager for approval.
 - Only SLST approved, licensed agents/service technicians may service or program SLS radios.
 - All SLS services must be contactable via radio if conducting lifesaving operations in regular patrol coverage areas.
 - All SLS radios must meet the minimum SLST radio specifications as outlined in this document.
 - Only approved SLS clubs and units/service officers/personnel (who are currently SLST members/staff) shall utilise and operate lifesaving radio equipment and monitor lifesaving frequencies. External partner agencies/stakeholders shall require written permission to hold, use or monitor SLST radio frequencies.



LS7.2 RADIO SPECIFICATIONS

PURPOSE

To outline minimum radio specifications for SLS radios used in Tasmania.

PROCEDURE

Definitions

Base-set/Mobile-Set: Fixed radio unit-usually located in towers/clubs or ATV/4WD/Marine Rescue Craft

Portable/Handheld: Radio units used/carried by individual lifesavers/lifeguards/IRBs

Lifesaving Operations: Patrolling/Emergency Response/Training/Events/Carnivals

1. Only SLST approved radio makes or models shall be utilised for lifesaving operations.
2. Radios for lifesaving operations shall be purchased only from SLST approved suppliers/dealers and must be Australian type approved radios.
3. Only SLST approved radio service agents shall be authorised to service or program SLS radios.
4. SLS radios shall only have the SLST schedule of radio frequencies/channels programmed into them (additional frequencies must have SLST written approval and subsequent records updated on the SLST frequency schedule).
5. No one other than authorised SLST personnel shall provide SLST frequencies to other parties, and no other radios other than SLS radios shall hold SLST frequencies without SLST approval in writing.
6. External (non SLS) services with authorisation to hold SLS frequencies shall reapply to SLST annually.
7. SLS clubs/services shall service all radio equipment annually, including frequency/channel alignment.
8. Only those 'special functions' approved by SLST and provided to endorsed radio suppliers/service agents shall be activated on SLS radios.
9. SLS services shall utilise only radios which meet the following specifications to ensure optimal working ability within the SLST radio network for lifesaving operations.

Figure 7.2.1 - Radio Equipment Minimum Requirements:

Spectrum	VHF Marine Band
Radio Type	Base-set/Mobile-Set or Portable/hand-held
Radio Mode	Conventional/PMR/DMR TIER II
Frequency Range	VHF 136-174MHz
Power Output	5 Watt (portable/handheld) 25 Watt (base-set/mobile-set)
Channel Spacing	12.5 kHz (narrow)
Channels	36+ minimum
Channel Selection	Push button with LCD (> 50 channel)
Signaling	5 Tone (CCIR) Selcall ANI capable CTCSS encode/decode (sub-tone) capable
Compliance	C Tick approval required



LS7.2 RADIO SPECIFICATIONS

Scan	Capable
Background Scan	Capable
TX Timeout	Set to 90 seconds
TX Reclaim (Re-Key)	Capable
TX Lockout	Capable
Environmental	IP57 minimum (water ingress + dust resistant) IP67 recommended
Numeric Keypad	Optional – Duty Officer Radios only
Battery	8+ hour shift life 2000+ mAh Li-Ion or NiMH
Charger	Smart
Accessories	Optional external speaker microphone (IP rated)
Parts and Service	National sales and service (5 years). 12 Month Warranty.
Scribed	Permanently marked with club/service name (engraved/other)

Figure 7.2.2 - Radio Channel Allocations (Statewide)

Repeater/Frequency	Display	Details
Hobart Repeater	Hobart	Repeater channel for Hobart area patrol duties
Table Cape Repeater	Boat Harbour	Repeater channel for Boat Harbour, Somerset and Burnie patrol duties
	Somerset	
	Burnie	
Penguin Repeater	Penguin	Repeater channel for Penguin area patrol duties
Ulverstone Repeater	Ulverstone	Repeater channel for Ulverstone area patrol duties
Devonport Repeater	Devonport	Repeater channel for Devonport area patrol duties
Port Sorell Repeater	Port Sorell	Repeater channel for Port Sorell area patrol duties
Bridport Repeater	Bridport	Repeater channel for Bridport area patrol duties
Portable Repeater	SAR Repeater	Repeater channel for search and rescue in remote locations
Local point to point	32A	Supplementary channel for patrol duties
VHF Marine Band Frequencies	6, 8, 9, 10, 11, 12, 13, 14, 16, 20, 21, 22, 67, 68, 71, 72, 73, 74, 77, 78, 80, 81, 82	VHF Marine Band channels for communication to other authorities and boating public.



LS7.3 RADIO EQUIPMENT MAINTENANCE

Section: LS7 Patrol Operations (General)

Page: 1 of 1

PURPOSE

To outline the recommended maintenance procedures for SLS radios.

PROCEDURE

Radio Servicing/Preventative Maintenance

All radio equipment should be annually serviced by a SLST endorsed service agent/technician to ensure the integrity of equipment and lifesaving service provision.

Equipment needs to be checked for (at a minimum):

- Channel/frequency assignment
- Battery condition
- Transmit power levels
- Correct CTCSS number and format

Preseason Radio Tests

Clubs/Services should conduct a series of preseason radio tests with all lifesaving services within the radio repeater coverage area.

Testing should commence no later than one month before the start of the season to enable issues to be identified and rectified so as to not inhibit lifesaving operations.

Radio Programming/Frequencies

All radios shall be programmed only by a SLST endorsed licensed technician/agent as per SLST specifications and allocations. Radio frequencies schedules are maintained by SLST and are provided only to endorsed radio service agents. They shall not be provided to other clubs/services or other bodies/ persons. No alterations to radio programming shall be undertaken without SLST authorisation – to ensure adherence to licenses and to ensure radio channels are correctly documented.



LS7.4 COMMUNICATIONS SECURITY/ STREAMING

Section: LS7 Patrol Operations (General)

Page: 1 of 1

PURPOSE

To outline expectations and restrictions regarding recording, releasing and streaming of lifesaving communications.

PROCEDURE

No individual club or service shall record, release, publish or stream any Surf Life Saving radio, phone or written communications without the written authorisation of Surf Life Saving Tasmania.

These restrictions include:

- Recording of SLST radio frequencies and/or provision of recording communications to any other party (internal or external).
- Live streaming of SLST radio frequencies on the internet or any intranet system.
- Recording of any lifesaving operations related phone/mobile communications and/or provision to any other party (internal/external).
- Provision of Surf Life Saving logs or forms to any other party (internal/external) – other than Tasmanian Police/Coroner.
- 'Posting' or publishing any official surf lifesaving logs/forms online or in the media.

Social Media

Please refer to the separate SLSA Social Media Policy.

Sensitive Information

Members may be privy to sensitive information during the course of lifesaving duties, particularly those who undertake roles in SurfCom or as Duty Officers. To be clear, all information (and especially that of a sensitive nature) must remain confidential and must not be disclosed via any medium unless authorised by SLST.

Any suspected breaches will be taken seriously and SLST will investigate. Severe consequences may result for any person(s) found to be responsible.

REFERENCE

SLST SOP – Social Media

SLSA Policy 6.20 - Social Media



LS7.5 RADIO CALL SIGNS

PURPOSE

To ensure a consistent and standardised form of communication across Tasmania the following call signs are to be used by and for all radio communications.

PROCEDURE

Callsign: 'SurfCom' – All Radio Command Centres

Figure 7.5.1 - Club

Units	Call-sign
Patrol Captain or Patrol Base	[Club Name] Patrol
Tower (mobile or fixed)	[Club Name] Tower
Flagged Area (waters-edge)	[Club Name] Flags
Roving Foot/ATV Patrol	[Club Name] Roving or Mobile
IRB*	[Club Name] IRB*

*Additional units assigned numbers. i.e. "[Club Name] IRB 1" and "[Club Name] IRB 2."

Figure 7.5.2 - Lifeguards (ALS)

Units	Call-sign
Patrol Base	[Beach Name] Lifeguard
Tower (mobile or fixed)	[Beach Name] Tower
Flagged Area (waters-edge)	[Beach Name] Flags
Lifeguard RWC	[Beach Name] Support Ski
Roving Foot/ATV Patrol	[Beach Name] Roving or Mobile

Figure 7.5.3 - SLST

State Position	Call-sign
Duty Officers	Duty Officer
Rescue Water Craft (Jet Ski)	RWC1, RWC2, RWC3, RWC4,

Figure 7.5.4 - Rescue Services and Vessels

Unit	Call-sign
North West Jet Rescue Boat	Jet Boat 1
Northern Jet Rescue Boat	Lifesaver 1
Kingborough Marine Rescue	Kingborough Rescue
Freycinet Marine Rescue	Freycinet Rescue
St Helens Marine Rescue	St Helens Rescue
Tamar Marine Rescue	Tamar Rescue
Ulverstone Marine Rescue	Ulverstone Rescue
Wynyard	Wynard Rescue
Dodges Ferry Marine Rescue	Dodges Ferry Rescue

LS7 Radio Communications



LS7.6 RADIO CODES

Section: LS7 Patrol Operations (General)

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PURPOSE

To outline SLST endorsed radio codes and the parameters of use in lifesaving operations.

PROCEDURE

- Any SLST services wishing to use radio codes shall adhere to the codes below and shall implement their use consistently across the whole service (i.e club).
- No alternative 'codes' shall be used by lifesaving services on SLST frequencies without written authorisation by SLST.
- Club/service personnel should be adequately trained/inducted in the use of codes should that service implement their use.
- If in any doubt services/personnel should always revert to standard English (clear and concise sentences).

Figure 7.6.1 - Radio Codes

Code	Meaning	Further Explanation
Rescue Rescue Rescue	Prefix for emergency transmissions to indicate urgency + call-sign	Should prefix every initial 'Priority 1' emergency call to notify/request support. i.e from lifesaver to patrol base/patrol captain
No Duff	A real incident underway during a training exercise	The term 'NO DUFF' is used when a real incident is occurring during a training exercise or simulated event. Every transmission after "No Duff" is treated as legit. E.g. "No Duff No Duff No Duff, Rescue Rescue Rescue, SurfCom SurfCom this is Ulverstone IRB"
Priority 1	Urgent task	Specific tasking that requires immediate attendance – usually involves life-threatening situation/rescue or serious injuries or several patients.
Priority 2	Non-urgent task	Specific tasking that requires lifesavers to provide emergency care or to undertake rescue operations but not considered life-threatening.
Priority 3	Routine task	Specific task but is not considered urgent. May include administrative, logistics requests.



LS7.6 RADIO CODES

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Code	Meaning	Further Explanation
Sign On	Commencing of duty (start of shift)	
Sign Off	Ceasing duties (end of shift)	
Secure Radios	Secure radios from public earshot	Prefixing non-urgent but sensitive information to be communicated.
X	Search for submerged patient	More details required in transmission.
1	On duty and available for tasking	
2	On standby and awaiting further instructions at (location)	Used during incident/callout to indicate 'elevated state of readiness' and/or arrival at incident site.
3	On meal break	
4	Beginning to pack up patrol area	The lifesavers commences to pack equipment at the end of shift.
5	Leaving beach, assigned task or use restroom etc	When complete – transmits a 'Code 1.'
6	Entering the water for training	Used when going for a swim, undertaking water based training. When complete – transmits a 'Code 1.'
7	Unavailable to respond to calls (service/equipment)	This code means the service or aspect of the service is contactable but cannot respond at that time. Offer a timeframe if possible. i.e Ulverstone IRB Code 7.
8	Unable to be contacted	More details required in transmission.
9	Entering water to undertake rescue	
10	Search for missing person in water	Provide details, e.g. location, description, etc. "Code X" may be relevant if confirmed (submerged person).
11	Mass Rescue	
12	Lifesaver/Lifeguard in trouble (man-down)	Member/staff has been injured, is in physical danger or is missing. Urgent assistance required. If possible give further information – especially location.
13	CPR Incident	More details required in transmission.
14	Deceased Person	More details required in transmission.
15	Undertaking First Aid (non-life threatening)	
16	Shark Sighting	
17	Shark Attack	More details required in transmission.
18	Indecent Behaviour	More details required in transmission.
19	Undertaking Enforcement Function	

LS7 Radio Communications



LS7.7 RADIO NETWORK FAULT REPORTING

Section: LS7 Patrol Operations (General)

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PURPOSE

To outline the process and roles/responsibilities of lifesaving services and service providers in resolving radio network issues.

A fully operational and effective radio network is essential to the provision of lifesaving services across the state. The resolution of radio problems must be undertaken in a coordinated manner, to achieve the most time efficient and effective outcome.

PROCEDURE

Radio Network Responsibilities

The following parts of the radio network are managed by the following parties:

- a. Base sets, handheld radios, facility antennas – Clubs/Services
- b. SurfCom facilities/equipment – SLST
- c. SurfCom internet lines – SLST
- d. Radio Network Repeaters/VOIP – SLST
- e. Radio Frequencies – SLST
- f. Radio Network SOPs/Procedures – SLST

Figure 7.7.1 - Radio Transmission Quality Checks – For Use by Lifesaving Services:

SIGNAL STRENGTH	REPORT ON READABILITY
LOUD – STRENGTH 5	CLEAR
GOOD – STRENGTH 4	READABLE
WEAK – STRENGTH 3	UNREADABLE
VERY WEAK – STRENGTH 2	DISTORTED
FADING – STRENGTH 1	WITH INTERFERENCE

Example: “Reading you Strength 3, with Interference over.”

Radio Network Maintenance Report Forms

FORM 1

- Used by Clubs/Services/units to inform SLST of problem.
- Used by SLST to inform service technician of problem.

FORM 2

- Used by service technician to inform SLST of work undertaken (in conjunction with network drawings).



LS7.7 RADIO NETWORK FAULT REPORTING

RADIO NETWORK MAINTENANCE PROCEDURE

1. A lifesaving service identifies a problem with their radios:
 - Lifesaving service undertakes radio checks within its own area on at least 2 handhelds and its base set (simplex, main repeater channel, and alternative repeater channel).
 - Lifesaving service undertakes radio checks (on main and alternative repeater channels) with neighboring clubs/services
 - Lifesaving service records the results of these radio checks and contacts SLST.

NOTE: ONLY THE SLST LIFESAVING AND SERVICE MANAGER CAN ENDORSE REPAIRS TO THE RADIO NETWORK

2. SLST contacts radio network service technician and provides "Form 1" and a "Form 2" template + radio network drawings. Quote requested for repair. Purchase Order number supplied.
3. Service provider provides 'quote'. SLST reviews quote and provides direction on whether to progress.
4. Service Provider completes work:
 - Notifies SLST of repair.
 - Completes "Form 2".
 - Updates network drawings.
 - Returns "Form 2" and drawings to SLST with invoice.
5. SLST advises the lifesaving service relevant details and updates its radio network records.
6. Lifesaving service notifies their lifesaving service personnel.

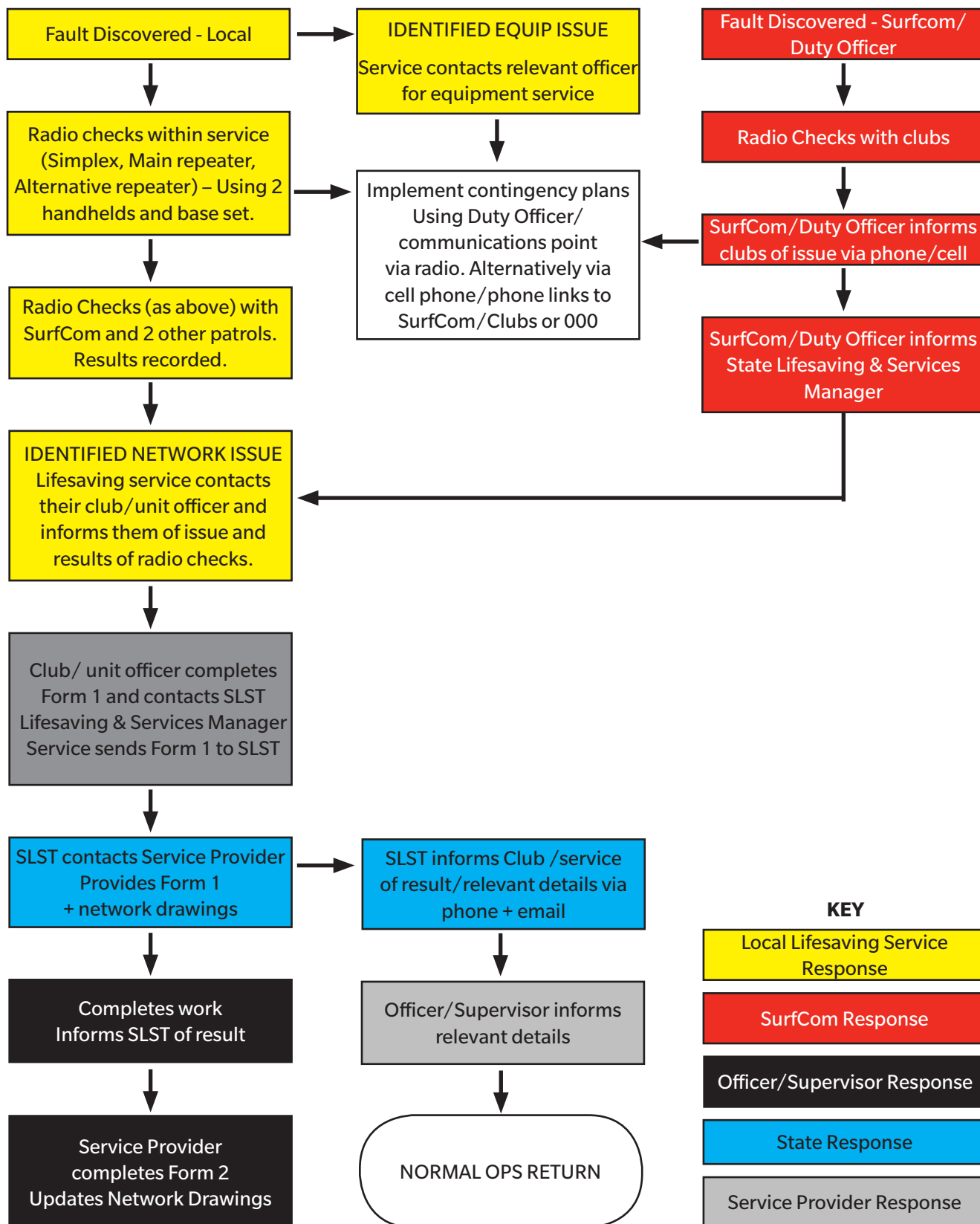
REFERENCE

Radio Fault Reporting – 'Form 1' and 'Form 2'



LS7.7 RADIO NETWORK FAULT REPORTING

FIGURE 7.1.2 - RADIO NETWORK MAINTENANCE PROCEDURE



LS7 Radio Communications

LS8 PATROL OPERATIONS (GENERAL)



LS8.1 BEACH MANAGEMENT METHODS & ROLES

Section: LS8 Patrol Operations (General)

Page: 1 of 3

PURPOSE

To provide an understanding of the minimum roles and responsibilities a lifesaving service shall undertake within their beach operations while maintaining a level of service quality.

PROCEDURE

Beach Operations

1. Lifesaving personnel shall ensure the flagged patrol area is located in the safest possible area for swimming.
2. The patrolled area shall be under constant surveillance of lifesavers for the full duration of the patrol.
3. Patrol arenas, tents or bases shall be based in the most appropriate position to ensure appropriate surveillance of and access to the patrolled area and adjacent areas, publicly identifiable/accessible.
4. The flagged patrol area should be as wide as appropriate to best manage risk, given the various factors involved (conditions, personnel, hazards).
5. Patrol flags, IRB, boards etc shall be positioned as close to the water's edge as practical.
6. Lifesaving services should provide an information sign at the main access point to the patrolled area identifying the key hazards and other patrol information.
7. Appropriate hazard and information signage (mobile) shall be placed at adjacent beach access points and specific hazards.
8. Lifesaving personnel shall ensure the beach is in a safe and clean condition prior to setting up of the flagged patrol area. Particular attention should be made to hazardous items such as broken glass, bottles, needle sticks, regions, floating debris, etc.
9. In a multiple person team situation lifesaving personnel shall be assigned patrol duties and tasks e.g. patrolling water's edge, tower surveillance, roving ATV patrols duties etc.
10. Lifesaving personnel should rotate roles on a regular basis – under the direction of the Patrol Captain i.e. every 20 minutes to minimise fatigue/boredom and ensure efficiency.
11. Non lifesaving personnel are not permitted in a lifesaving arena except in an emergency.
12. Lifesaving personnel assigned to surveillance duties shall not utilise personal mobile phones or other devices which may distract attention from duties.
13. A lifesaver shall be stationed in an elevated position (mobile tower/facility tower/high point on sand dunes etc) at all times during operation when swimmers are in the water and have the beach area under observation at all times.
14. Lifesaving personnel shall patrol the water's edge with a rescue tube whilst swimmers are in the water.
15. Radio channels (SurfCom, patrol) shall be constantly monitored.



LS8.1 BEACH MANAGEMENT METHODS & ROLES

Patrol Captain/Lifeguard

The Patrol Captain/Lifeguard shall:

1. CONDUCT A BRIEFING WITH PATROL TEAM – AT THE START OF EVERY PATROL.
2. Prior to the commencement of duty check all previous log entries and liaise with the previous Patrol Captain/Lifeguard to identify any issues (equipment or other) or hazards present.
3. Ensure all lifesaving equipment is checked and prepared before duty with the assistance of others.
4. Select (based on training) the safest area of beach to erect the flagged patrol area from an elevated observation point and/or physical test of the area (where permitted).
5. Ensure the positioning of lifesaving equipment inside/outside of the flagged patrol area is in a manner that will not become harmful to the public.
6. Ensure a proper buffer zone exists between the surf craft area and the swimming area.
7. Ensure that all lifesaving services personnel take a proactive approach to preventative measures i.e. warning the public of dangers, maintaining swimmers between the flags, placing of equipment in the vicinity of hazards etc.
8. Complete risk assessment and co-ordinate any search and rescue situation that may occur.
9. Be aware of and abide by the Local Government Act.
10. Ensure signage and mobile hazard and information signage are erected (where required).
11. Ensure the correct recording of information in log books, report forms etc.
12. Make themselves easily accessible to the general public to answer any general enquiries.
13. Have with them a radio (hand held) at all times during patrol and monitor.
14. Ensure the delegation of roles/activities to members of patrol.
15. Allocate responsibilities in case of emergency and/or rescue.
16. CONDUCT A DEBRIEF WITH PATROL TEAM AT THE END OF EVERY PATROL.



LS8.1 BEACH MANAGEMENT METHODS & ROLES

Section: LS8 Patrol Operations (General)

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Lifesaving Services Personnel

Lifesaving services personnel shall:

1. Always carry a rescue tube when patrolling the waters edge. It is recommended that a whistle and radio are also utilised.
2. Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE on duty.
3. Sign on/off in the log book at start/finish of patrolling operations.
4. Ensure all lifesaving equipment is erected in a secure and safe manner.
5. Proactively encourage swimmers to swim in between the red and yellow flags.
6. Warn swimmers entering the water outside of the flagged area of the danger and hazards and advise them to swim between the red and yellow flags.
7. Ensure that board riders do not impose on the flagged patrol area.
8. Wear the correct patrol uniform during their rostered times.
9. Remove their uniform at the completion of their operations/duties.
10. Not leave the patrol area unless authorised by the Patrol Captain/Lifeguard.
11. Maintain fluid intake during operations, especially on hot days.
12. Have access to required PPE.
13. Practice the basic principles of sun safety.
14. Always be polite and courteous when dealing with the public.
15. Advise Patrol Captain if feeling fatigued, ill, tired or injured.
16. Check rescue equipment for damage or breakages and report such.
17. Proactively advise members of the public that the patrolled area is closing i.e. at the end of the day and/or due to dangerous conditions etc.
18. Advise of your absence, late arrival or early departure if needed.
19. At all times be under the direction of the Patrol Captain.



LS8.2 OPENING OF PATROL (START OF PATROL)

PURPOSE

To outline the key required actions when opening a patrolled area.

Lifesaving personnel in most areas are required to determine the safety of the selected patrol area and the most appropriate method and efficient deployment of equipment and personnel in addition to any specific actions that may have to be taken to ensure public safety.

The flagged area should be located in the safest area for swimming and should be opened as wide as possible where conditions and resources allow.

Patrol flags and rescue equipment shall be positioned as close to the water's edge as possible. The flags and rescue equipment must be moved with the rise and fall of the tide to keep them at the waters edge.

PROCEDURE

Establishing a flagged area

In areas where a flagged area is established the following factors should be considered:

General:

- Size and distance of area to be patrolled.
- Number of patrons.
- Skill level(s) of patrons.
- Type of activities.
- Recreational equipment in use (slides, toys, inflatables etc).
- Potential hazards (i.e. rocks, sudden drop off etc).
- The number of personnel on duty.
- The type and amount of equipment available.
- Other tasks required of the lifesaving personnel.
- Facilities available to the lifesaving services.
- Safety and emergency support operations.
- Communications systems (access to support/emergency services).

Beach/Surf:

- Beach type.
- Prevailing conditions (weather, swell, tide, current).

Equipment

It is the responsibility of the Patrol Captain/Lifeguard to ensure that emergency equipment is in place and in working order.

Any damaged or missing equipment shall be reported in the log and communicated ASAP to the Club Captain or Lifeguard Supervisor.



LS8.2 OPENING OF PATROL (START OF PATROL)

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Patrol – Sign On Procedure

Patrol Captains/Lifeguards are required to report into a SLS SurfCom when they have commenced their patrol by calling 1300 884 621 and following prompts.

When signing on the following details must be provided at the start of your patrol:

- Beach/patrol status (open/closed).
- Number of personnel (# bronze medallion holders/lifeguards).
- IRB/RWC status (operational/non-operational).

Note:

IRB/RWC is operational only when the equipment is fully functional (rescue ready) AND has sufficient qualified and proficient personnel presently on duty to operate it.

IRB/RWC is non-operational when either or both of the above criteria are not present.

Breaches

Clubs/services are to note any breaches in the Lifesaving Service Agreement and advise the appropriate State personnel e.g. if the service does not have the minimum number of bronze medallion holders or if the IRB is non-operational for a period of time.

REFERENCE

SLST Guidelines to Dealing with a Breach in Minimum Standards



LS8.3 PATROL BRIEFINGS

Section: LS8 Patrol Operations (General)

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PURPOSE

To outline the concept of a “patrol briefing” and topics to be covered within.

Good beach management requires good communication. Patrol briefing provides an excellent tool for optimal patrol planning and preparation.

In a volunteer situation this should be conducted by the Patrol Captain.

In a lifeguard situation this may be done by the Senior Lifeguard or Lifeguard Supervisor.

A briefing should be consistently employed on every occasion, regardless of the predicted level of patrolling/rescue activity.

PROCEDURE

A start of patrol briefing should:

- Include all lifesaving personnel.
- Invite input and questions at any stage (open forum).
- Utilise visual aids (whiteboards/maps etc) if required.
- Identify any new personnel that may require a full induction.
- Pair up new/inexperienced personnel with experienced personnel.

An operational briefing may cover:

- Patrol Operations Manual (POM).
- Patrol Assessment Form.
- Uniform check (current/meets policy, clean, practicable).
- Equipment check (as a team or task personnel).
- Allocate equipment as necessary (radios, call-signs etc).
- Current and expected beach/water/weather conditions.
- Expected patronage.
- Identified high risk areas (areas of lateral drift, rips, holes etc).
- Identified high risk groups (rock fishermen, tourists etc).
- Beach management plan (surveillance positions, flag duties etc).
- Roles and responsibilities.
- Incident contingency plans (based on identified risks, who, what, where, when).
- Roster (including rotations and subs).
- Health and safety issues (Sun Safety, Fluid intake etc).
- Public image/professionalism expectations.

PATROL CHANGE OVERS

When the incoming lifesaving service has assumed control, SurfCom should be advised of:

- Beach Status
- Number of Bronze Holders
- IRB/RWC Status

REFERENCE

Patrol Operations Manual

Patrol Assessment Form



LS8.4 CLOSURE OF PATROL (END OF DAY)

Section: LS8 Patrol Operations (General)

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PURPOSE

To outline best-practice procedure for closing a lifesaving service patrol for the day.

The closure of a lifesaving service patrol at the end of the day requires effective communication to ensure a safe transition from supervised swimming to unsupervised swimming.

PROCEDURE

Disestablishing of a Flagged Patrol Area

1. Refer to Lifesaving Service Agreement and identify whether extended times (above minimum hours) are required due to patronage or conditions.
2. Inform SurfCom of closure or extension by calling 1300 884 621 and follow prompts.
3. Utilise the public announcer or similar to inform swimmers of closure and recommend they cease swimming for the day.
4. Utilise in-water lifesaving personnel to inform public of closure.
5. Consider a roving patrol to adjacent areas to inform public of closure.
6. Repeat communication of closure and warning of hazards to remaining swimmers if required.
7. Maintain surveillance of water by delegated lifesaving personnel while equipment is packed up for the day.
8. Maintain dedicated rescue equipment on-standby while other equipment is packed up for the day.
9. Prepare after-hour/callout response equipment (rescue-ready).
10. Conduct a final surveillance sweep of surf area before packing up standby equipment and leaving the beach. Notify relevant club/service/branch officers/supervisors of any issues (i.e equipment damage, consumable/fuel shortages etc).

If beach/water patronage warrants, and personnel are available, surveillance of the beach area should be maintained by lifesaving personnel (with access to rescue equipment) for at least 30minutes to 1 hour after the patrol has closed.

IRB Rescue Ready at Closure of Patrol

It is permissible that at the discretion of the Patrol Captain for an IRB to be removed from the beach, no earlier than 30mins before the minimum closing time, to be washed, refuelled and prepared for after hours/ call out response under the following conditions:

- That the IRB driver and crew are in radio contact during this process and must be present until the minimum closing time is reached
- That the IRB (with driver and crew) is maintained in a rescue ready position to enable quick response to the beach should it be required until the minimum closing time is reached e.g. attached to ATV.

An IRB cannot be reported as non-operational during the last 1 hour of minimum patrol times.



LS8.5 LIFESAVING ACTIVITIES ON CLOSED BEACHES

PURPOSE

To provide clarity for lifesaving activities that can be undertaken during a Closed Beach Patrol.

In order to ensure that members have the required skills and abilities to safely work in surf conditions that constitute a Closed Beach Patrol refer SOP LS4.3.

No in-water junior activity is to be undertaken on closed beaches.

No in-water lifesaving activity is to be undertaken on closed beaches affected by the following hazards:

- Dangerous Marine Creatures
- Debris in the water
- Marine pollution
- Electrical storms

Endorsed surf lifesaving competitions/events shall continue to be guided by the specific event safety plan.

This policy refers to beaches under the control of Surf Life Saving. Should the beach be under the control of another agency the lifesaving service should communicate with the appropriate person responsible and agree on the training area to be used.

PROCEDURE

For the purposes of this SOP, lifesaving activities are separated into the following areas;

- a. Training of members for the Bronze Medallion
- b. Training conducted for maintaining the skills of lifesavers in SLSA awards currently held
- c. Training of members for Power Craft awards
- d. Training conducted for surf sports

a) Training of members for the Bronze Medallion

If a Closed Beach Patrol is operating, training of members for the Bronze Medallion or Surf Rescue Certificate (i.e. the award is not currently held) cannot be undertaken.

b) Training Conducted for Maintaining the Skills of Lifesavers in SLSA Awards Currently Held

Members who are undertaking lifesaving activities for the purpose of maintaining or improving skills must adhere to the following procedure:

1. Members must be financial members and be proficient in the award (minimum Bronze Medallion).
2. Patrol Captain to conduct risk assessment to ascertain if training is suitable.
3. Prepare appropriate water safety.
 - a. If swim or board rescue training is being conducted there is to be a minimum of one fully operational IRB, on standby as water safety.
 - b. The crew of the water safety IRB must be briefed on the training to be undertaken and must be ready to respond.



LS8.5 LIFESAVING ACTIVITIES ON CLOSED BEACHES

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4. The relevant training signage should be positioned near the training area.
5. Patrol Captain to advise SurfCom that the service is conducting training on a Closed Beach e.g. "SurfCom this is Boat Harbour, be advised we are currently conducting board training for the next 2 hours, over."
6. Should conditions or circumstances change, the Patrol Captain has the authority to suspend the training activity.
7. At the completion of training, the Patrol Captain is to advise SurfCom that training is now complete.

c) Training of Members for Powercraft Awards

Members who are undertaking Powercraft training for new or existing awards must adhere to the following procedure:

1. Members must be financial members and be proficient in the prerequisites (minimum Bronze Medallion).
2. Patrol Captain/Trainer to conduct risk assessment to ascertain if training is suitable.
3. Prepare appropriate water safety.
 - a. There must be a minimum of one fully operational IRB, on standby as water safety. The crew of the water safety IRB must be briefed on the training to be undertaken and must be ready to respond.
 - b. The services' IRB on duty can be used with approval from both Patrol Captain and IRB Driver, but it cannot be used for the training i.e. if one IRB is on the water, then the second IRB must be on standby and capable of response.
4. The relevant training signage should be positioned near the training area.
5. Patrol Captain to advise SurfCom /Duty Officer that the service is conducting training on a Closed Beach.
6. Should conditions or circumstances change, the Patrol Captain has the authority to suspend the training activity.
7. At the completion of training, the Patrol Captain is to advise SurfCom/Duty Officer that training is now complete.

d) Training Conducted for Surf Sports Competition

1. Refer to SLSA Water Safety Policy 1.1



LS8.5 LIFESAVING ACTIVITIES ON CLOSED BEACHES

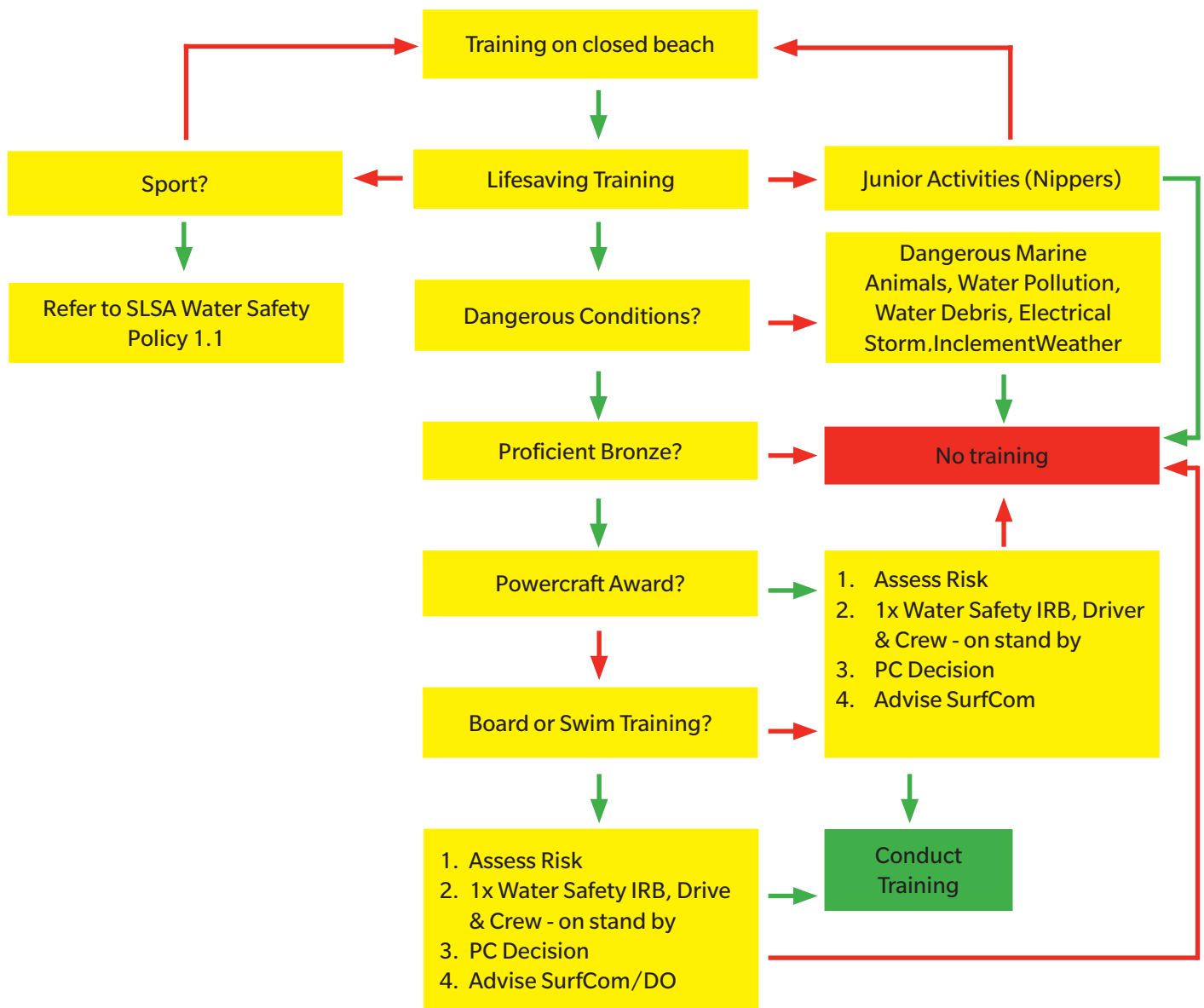


Figure 8.5.1



LS8.6 LIFESAVING VEHICLES ON BEACHES

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PURPOSE

To provide guidelines for the safe management of vehicular traffic on beaches.

Driving on beaches should only be permitted:

- As approved by the local regulating authority.
- Where the beach surface structure supports the weight of vehicles.
- Where there are no roads running immediately adjacent to the beach.
- In an emergency.

On-beach driving shall be undertaken at the slowest safe practical operating speed.

Local government and/or state regulations in relation to speed must be adhered to at all times.

The ATV should not exceed 20km/h under normal operating conditions. The speed limit for heavily populated areas and between the red and yellow flags is 5km/h.

It is the operator's responsibility to evaluate the environment to determine a safe and appropriate speed within these limits.

PROCEDURE

Beach Access

Enter and leave the beach only at ramps and designated access points.

Beach access gates, ramps and tracks should be sign posted with appropriate driving rules and regulations specific to the area.

When driving on beaches the following conditions/precautions should be taken into consideration:

- Poor visibility (sun on sand, sea spray and mist creates disorientation).
- Distracting from other vehicles, water/wave conditions, wildlife, fishers, beach users and swimmers etc.
- The best sand vehicles are light.
- Wet sand near the wave line may be hard but an odd soft patch can send you off-course without warning.
- Know your tides, never drive along wave line on a rising tide.
- Be aware of fishers and fishing lines.
- Beware of washouts after heavy rains.
- Sand tyre pressures:
 - For beach driving a reduction in tyre pressure to 136kpa (18-21 psi) is recommended.
 - It must be noted that tyres deflated to half normal pressure won't respond to braking or steering as effectively.
 - Finding the correct pressure is largely trial & error for a particular vehicle with a particular load, but most vehicles place the lower limit at 16psi.
 - Never drive on roads at these pressures reduced tyre pressures.



LS8.6 LIFESAVING VEHICLES ON BEACHES

Other factors

Other factors that need to be considered and promoted to owners and operators of vehicles to be driven on beaches include:

- Speed of travel on beaches;
- Ground clearance;
- Consistency of the sand;
- Other vehicles and degradation of the beach;
- Pedestrians;
- Driving on beaches at high tide or on narrow beaches contributes to general beach erosion and erosion of native habitats including birds, crabs and sea turtles, and;
- Driving on the beach causes sand compaction and rutting, and can accelerate erosion.

Rules of the “Road”

The following specific rules of the road shall be met for driving on beaches:

1. Vehicles should have a current and valid registration. Only approved vehicles to be used.
2. Drivers must have a current and valid:
 - a. Drivers license for the vehicle type, and a;
 - b. Permit to drive on a beach (if required).
3. Headlight and hazards lights shall be activated when in motion.
4. Pedestrians, swimmers and bathers have the right of way over all vehicles.
5. Wildlife has the right of way over all vehicles.
6. Vehicles should not be driven in the dune systems.
7. Seat belts must be worn at all times.
8. Passengers should not be carried on the outside of the vehicle.
9. Keep to the left of oncoming vehicles.
10. Use indicators when overtaking or turning.

Accidents/Injuries

Accidents and/or injuries as a result of driving on beaches will be at the jurisdiction of the law.



LS8.7 REGULATION EDUCATION

Section: LS8 Patrol Operations (General)

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PURPOSE

To provide guidance in relation to the practical education of local by-laws/regulations.

PROCEDURE

The education of regulations will generally follow a systematic progression or escalation of information and warnings.

The following outlines a series of stages a Patrol Captain/Lifeguard can work through to promote local regulations

1. Advisory
2. Warning
3. Reporting

Advisory Stage

The advisory stage can have three sub-stages:

1. Communicate – Establish communication
2. Inform/Educate – Provide information
3. Advise – Provide specific advice

Communicate

- Greet the person
- Introduce yourself
- Positive body language
- Smile
- Establish a rapport

Inform/Educate:

- Explain that the area is subject to certain rules and regulations.
- Explain that these rules are for the safety and health of all.
- Identify the authority of the regulation – i.e. Local Authority.
- Advise them of the preferred course of action.

Advise:

- Advise the person that they would be, or are, in breach of these regulations.
- Reinforce what you would like from them as a preferred course of action.



LS8.7 REGULATION EDUCATION

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Warning Stage

Warning:

- Advise the person that they are in breach of the regulation and of the penalty if they continue their current activity.
- Advise them of your course of action.

Reporting Stage

Reporting:

- Report offence to appropriate authority.
- Record details.



LS8.8 VESSEL TOWING

Section: LS8 Patrol Operations (General)

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PURPOSE

To outline vessel towing protocols.

Lifesaving personnel should only attempt to tow another vessel when there are people in immediate danger. Lifesaving personnel should at no stage attempt to tow another vessel if it creates unacceptable risk.

The primary function of Surf Life Saving is preservation of life, not recovery of property or salvage operations. RWCs are at no stage permitted to tow any form of vessel.

PROCEDURE

The decision to tow another craft should be carefully evaluated. The first consideration should be the safety of the crew and those aboard the stricken vessel. If a tow is too hazardous, and the crew of the stricken vessel is in imminent danger, then they should be transferred to the rescue vessel. The primary function of Surf Life Saving is preservation of life, not recovery of property or salvage operations

If a tow is feasible, the first decision is whether to leave some or all of the crew on board the disabled vessel. Those on board should have personal flotation devices and means of communicating between vessels. Wherever able persons should be transferred to the safety of land before commencing a tow.

Before attempting a tow a verbal agreement should be reached that the skipper of the other boat will accept the tow and that the marine rescue vessel will take all care but no responsibility.

The outboard on the vessel should be left down to allow control of the direction of the towed vessel.

In long tows out to sea both boats must be in step, that is, both boats enter the troughs or crests simultaneously and at least one swell apart. The towed boat should be observed continuously. If it begins to yaw, the driver should slow down or the boat may broach, especially if the tow point is high above the waterline. Ideally the tow line should be attached as low as possible to the waterline of the vessel, at the bow.

The towed boats anchor and anchor line can be attached in the tow line to allow a shock absorber in the line when towing in swells. Any slack line must be taken in to avoid fouling the propeller or jet unit.

If the tow is in a following sea, a drogue or sea anchor may need to be rigged 20 to 30 metres astern of the tow. A suitable drogue can be made from a bucket or similar.

If a large wave astern forces the disabled boat to override the rescue boat it could prove disastrous. This can be avoided by quick throttling action.

If the marine rescue vessel is forced to steer away, quickly abort the tow.

Crews Duties

- Ensure fenders are in place.
- Remove tow rope and bridle from rope locker.
- Rope selection:
 - A long rope or two joined together connected to towed vessels anchor line, using anchor as a spring for big swell, or to a bollard or tow point.
 - A short rope used for closed quarters and flat conditions (can be shorted even more by sheep-shank).
- Bridle is looped around stern bollards; ensuring pulley and shackle are free and connect tow line to shackle at pulley.



LS8.8 VESSEL TOWING

Section: LS8 Patrol Operations (General)

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-
- Lay out tow line on boat deck to ensure no tangles.
 - Inform skipper that you are ready to tow.
 - If warranted, use a light throw line from either vessel then use this to pull towline between vessels.
 - Ensure person secures towline to anchor bollard, capstan or anchor line.
 - Inform skipper all is secure.
 - As driver takes up slack, pay out the line, ensuring it does not snag on vessel or crew, until taut.
 - As tow commences, monitor towline and vessel, being ready to sever (with knife) the tow line in case of emergency.
 - At completion of tow, pull line in, keeping clear of motors.
 - In close quarters, i.e. Marina, line is pulled in and an appropriate sized sheep shank placed in line. Line is then again payed out and tow recommences.
 - Have a knife on deck to cut line free.

Driver Duties

- Place boat to the windward side of the vessel to be towed, close enough for lines to be transferred safely and await for signal that line is secured.
- On signal move forward on one motor at low revolutions to take up slack.
- Once line taut and towed vessel is true, speed can be increased.
- In enclosed or close quarter conditions, i.e. Marina, the line should be shortened to allow easy manoeuvring without risk of collision with other vessels.
- Be aware that the size of the towed vessel is proportioned to the amount of momentum when towing ceases.

Skippers Duties (JRB/ORB Driver Duties)

- Plan the transfer of tow line from a safe distance and inform crew of planned procedure.
- Ensure other vessel is aware of your intentions whilst crew prepares for tow.
- Double check tow line is correct.
- Inform driver and other vessel when ready to tow.
- Oversee towing procedure ensuring safety of all involved.
- Advise crew and other vessel of intention to shorten line in close quarters.
- Get particulars from skipper of towed vessel i.e. name, address, type of vessel, reason for requiring tow.

REFERENCE

SLSA Powercraft Manual

NOTE

Towing is currently under review by AMSA, waiting on implementation of Scheme R.



TASMANIA

LS8.9 INAPPROPRIATE BEHAVIOUR BY PUBLIC

Section: LS8 Patrol Operations (General)

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PURPOSE

To outline the protocols for managing inappropriate behaviour.

Inappropriate behaviour covers numerous activities that occur on beaches. These include, but are not limited to:

- Theft
- Consumption of alcohol/drug use on beaches
- Suspected paedophiles
- Indecent exposure
- Public sexual activities

PROCEDURE

Where a patron reports someone to lifesaving personnel or lifesaving personnel observe someone involved in offensive inappropriate behaviour, or they believe someone to be suspicious, they should follow the procedures listed below:

- Maintain a safe distance.
- If possible keep members of the public away (i.e restrict access to area of beach or public toilets etc).
- Make note of the person's description, location and vehicle.
- Take notes from witnesses.
- Contact the Police for assistance.
- Where Police are not on-site lifesaving personnel (minimum of 2) should observe the suspect (if safe to do so) and remain in contact with their patrol base until the Police arrive.

Water safety should not be compromised in this situation and minimum lifesaving service standards should be maintained in regard to water surveillance/patrolled area.



LS8.10 MARINE POLLUTION

Section: LS8 Patrol Operations (General)

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PURPOSE

To provide guidelines relating to marine pollution incidents.

In addition to the environmental risks associated with marine pollution there is a potential for risk to the community that includes:

- The health risks associated with potentially poisonous substances.
- The potential threat of fire or explosion.
- Marine algae

PROCEDURE

Actions on Identifying Marine Pollution

- As per Emergency Beach Closure, plus;
- Notify SurfCom/Duty Officer and contact the Environment Protection Agency, National Maritime Safety Authority, and Department of Primary Industries.

Reporting

Witnesses to pollution being discharged from any vessel or noticing oil or chemical pollution should contact Surfcom/Duty Officer, who will then contact the MAST or Environment Protection Authority.

The information that should be provided includes:

- When and where the pollution occurred.
- The type of discharge or a description of the product.
- The extent (area covered).
- Name of the vessel or other source.
- Any other relevant information.

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LS9 PATROL OPERATIONS (EMERGENCY)



LS9.1 EMERGENCY BEACH CLOSURE

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations
(Emergency)

PURPOSE

To assist Patrol Captains/Lifeguards by providing guidelines to determining their options and acting upon their decisions to close the patrolled area in a safe and efficient manner at any time other than the end of the day.

Lifesaving service personnel are required to assess the conditions that present to them and determine if closing the patrolled area (aquatic area) is an appropriate option.

PROCEDURE

Patrol Captains/Lifeguards should consider 'closure' at any time that there is an unacceptable/ unmanageable risk to the public or the lifesaving service is unable to effectively safely perform water safety tasks.

The following are specific conditions under which 'closure' may be considered (this list should not be considered to be exclusive):

1. Dangerous Surf Conditions:

- Heavily Dumping Surf
- Large Surf
- Rips/Strong Currents
- Debris

2. Marine Life:

- Sharks
- Excessive Stingers

3. Human Hazard:

- Uncontrollable surf craft infringements
- Powercraft hazards

4. Civil Disturbance (public unrest, criminal activity)

5. Equipment in surf/ swimming area (lines, netting, buoys, etc)

6. Environmental/Weather:

- Lightning
- Cyclonic conditions
- Tsunami warning

7. Chemical/ Biological Hazard:

- Chemical spill
- Oil/ Petrol spill
- Biological agents(s)

8. Other:

- Dangerous objects such as munitions
- Suspicious packages



LS9.1 EMERGENCY BEACH CLOSURE

Section: LS9 Patrol Operations (Emergency)

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Emergency Beach Closure - Procedure

1. Determine if water area is to be evacuated.
2. Inform SurfCom/ Duty Officer that you are about to close the patrolled area.
3. Activate the Emergency Evacuation Alarm.
4. Inform everyone 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.

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.

Reopening Procedure

Once it is determined that it is safe to reopen the beach then normal patrol procedures should be re-established under the direction of the Patrol Captain/Senior Lifeguard.



LS9.2 LOST/MISSING PERSONS

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations (Emergency)

PURPOSE

To ensure lifesaving personnel use correct procedures when a missing person is reported. This guideline provides some principles on which to base a response.

PROCEDURE

Definitions

A 'lost person' is where a family member, friend or guardian approaches the lifesaving personnel and reports a person missing.

A 'found person' is where the lifesaving personnel either:

- Is approached by a member of public who has lost their group;
- Comes across someone who appears distressed and lost, or;
- When a member of public finds the child/person and hands them over to lifesaving personnel.

Prioritising Information Gathering

Lifesaving personnel should prioritise information gathering before declaring the type of response and then follow a series of escalating procedures to handle lost and found persons.

Figure 9.2.1

Serial	Action	Details
1	Information Gathering	0 – 2 Minutes
2	Type of Search Declared	In-Water or Land Based
3	Assistance Requested/Incident Reported	Via SurfCom/ Duty Officer
4	Initial Search Conducted	With on-site assets
5	Person Not Located/Advise Police	Via SurfCom/ Duty Officer
6	Coordinated Search: Under External Agency	With other emergency services

Information Gathering

In all search incidents it is imperative that the following information is collected and recorded on paper. Informants must be retained with the lifesaving service for the duration of the search.

Figure 9.2.2

<ul style="list-style-type: none"> • Name • Age • Sex • Clothing • General Description (size/weight/race) 	<ul style="list-style-type: none"> • Location last seen • Activity being undertaken • Flotation devices? • Likelihood of being in the water • Swimming ability • Missing persons site on the beach (where their clothes/possessions are)
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LS9.2 LOST/MISSING PERSONS

Section: LS9 Patrol Operations (Emergency)

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Declaring an In-water Search

Incidents where persons are missing in the surf or believed to be missing in the surf require an immediate, coordinated and methodical response by lifesaving personnel.

An in-water search should be declared by the Patrol Captain/Senior Lifeguard under the following circumstances:

- Lifesaving personnel witnessed submersion – while under surveillance or in the process of rescuing.
- Public communicated missing person – last seen in water.
- Public communicated missing person – believed to be in the water.
- Public communicated missing infant/child (<8) – last seen near the water.
- Personnel missing (dangerous conditions) – last seen in water.

In-water Search Response

- Details collected.
- Informant retained.
- Lifesaving personnel dispatched.
- Radio communications.
- Observers from tower with binoculars (or elevated position).
- Shoreline search (foot and/or ATV/4WD).
- Water based search with powercraft.
- In-water swimmer positioned at last known location.
- SurfCom/ Duty Officer informed.
- Emergency service support requested.
- Additional lifesaving services/support operations requested (if required).

In-water Search Considerations

- Consider current/drift direction (consider use of 'dye').
- Activate on-scene resources ASAP and initiate support from other services ASAP.
- Remember to maintain management of flagged area or close flagged area if it cannot be adequately maintained.
- Send lifesaving personnel to where the missing persons towel etc are positioned on the beach and/or to their car (land based search).
- Ensure all responding units have radio communications (excluding swimmers/boards).
- Reassure parents or carer and where possible obtain addition details such as other possible search areas i.e. location of car, residence, etc.



LS9.3 ROCK RESCUES

Section: LS9 Patrol Operations (Emergency)

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PURPOSE

To provide guidelines regarding performing rescues around rock platforms.

PROCEDURE

Overview

When working near rocks consideration should be given of protective uniform/equipment, including helmet (fit for purpose), full wetsuit, rescue tube, booties, gloves and fins.

Rock Entries

1. Preparing to Enter

When approaching the rock platform, search for the point with the safest access, including:

- Least swell;
- Deeper water; and
- Protected channels (leeward of incoming waves).

Do not enter where the surf is at your front and rocks/cliffs at your back (squash zone). Enter to the side, if able, with the surf coming in at your 9 o'clock or 3 o'clock.

Key points are:

- Assess the platform before moving onto it.
- Ideally have tried and tested contingency plans for the rock area (if a local spot) – jump off on spots.
- Deep water (assured).
- No rock hazards/shallow water.
- Move quickly, move with commitment.
- Don't hesitate once moving.

2. Entry

- Don fins before jumping.
- Wait for a smaller wave set.
- If a largest set wave 'catches you out' turn your back to the incoming water and crouch down.
- Move in a fast but controlled fashion to the rock edge.
- Wait for the wave to rise up and jump onto the top of the swell/wave.
- Dive smart (do not plunge head-first).
- Signal 'all-clear/ok' to other lifesavers.



LS9.3 ROCK RESCUES

Section: LS9 Patrol Operations (Emergency)

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In-Water Rescue

When approaching, duck dive under swells as you would at the beach. Be aware the surge may be very powerful. Do not catch waves.

1. Person Stranded on Rocks

- Can the person be secured/transported to land without re-entering the water?
- If not, is the person in a position to be safely transported to an IRB or RWC?
- If not, is the person in a position to be winched by helicopter?
- If not, then the rescuer may need to re-enter the water to swim the patient to an IRB/RWC or to the beach. This should be a last resort only, if the safety of the patient is under threat (rising tides/waves).
- If possible, land on the rocks and secure the patient.
- Brief the patient on the action to be taken.

2. Person in Water

- Secure patient.
- Attempt to swim patient away from rocks and/or back to a safe beach landing spot and/or in a location to be picked up by an IRB or RWC.
- If unable to return patient to beach secure the patient as best able until rescue craft or aircraft are on-scene.

Rock Exits

1. Identifying Safe Exit Area

- Behind rocks/in-lee of incoming waves. Do not exit with your back to the waves.
- Consider swash/bounce effect of waves bouncing off other rocks cliffs and providing a safer boost from the water.
- A rock area with natural stairs or a shelf that you can be safely lifted onto.
- A rock platform that has a safe and rapid path of withdrawal away from the surf.

2. Preparing to Exit

- Wait for a smaller wave set/lull.
- Swim to the rock platform and float next to it with hands touching rocks.

3. Exit and Withdraw

- As a small surge comes in, swim up onto the rocks and achieve a foot-hold/hand hold quickly.
- As surge withdraws leaving you dry on the rocks, stand and move away from the wash-zone quickly.

4. Safe Exit Eject

If the wave being used to propel oneself onto the rocks is too strong or if no foothold/handhold is able to be obtained:

- Push away from the rocks.
- Cover the head/face with both arms and assume the foetal position.
- Signal 'all-clear/ok' to other lifesavers.



LS9.4 REQUESTING AN AMBULANCE

Section: LS9 Patrol Operations (Emergency)

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PURPOSE

To outline the minimum information required by the Ambulance Service from lifesaving services regarding a patient's condition.

PROCEDURE

Good incident management involves correct and concise collection and communication of information.

The Ambulance Service has a standard set of questions it must ask before it can respond by sending an Ambulance to an incident. To maximise the effectiveness and efficiency of a response lifesaving services should align their procedures to the following:

Patient Reporting

Lifesaving personnel should provide the following information to SurfCom/Duty Officer regarding a patient's condition. SurfCom/Duty Officer should provide this information to Ambulance communications:

- Patient Sex.
- Patient Age.
- Mechanism of Injury (what happened).
- Chief Complaint (what is the injury).
- Breathing Present?
- Level of Consciousness.
- Chest Pains?
- Patient location/access point.
- What action/treatment lifesavers are administering.
- The best contact number/radio channel to be contacted on.
- Update if patient condition deteriorates (loss of consciousness, difficulty breathing etc).

Secondary Information

- Is the patient changing colour?
- Is the patient clammy?
- Does the patient have a history of heart problems?
- Did the patient take any drugs or medication in the past 12 hours?



LS9.4 REQUESTING AN AMBULANCE

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LS9 Patrol Operations
(Emergency)

INCIDENT REPORTING MATRIX – PATIENT INJURY

Remember: Position, Problem, People, Progress.

Figure 9.4.1

ACTION	EXPLANATION	EXAMPLE
<p>INFORM SURFCOM/Duty Officer (via radio or phone)</p> <p>Rescue Rescue Rescue (if an emergency) and Call sign/patrol name</p>	Identifies your call as an emergency and prioritises it above non-emergency transmissions	“Rescue Rescue Rescue this is Kingston Beach, SurfCom do you copy, over?”
PROBLEM	Outline what has happened – mechanism of injury	“SurfCom we have 1 patient who has been run over by a surfboard and has severe laceration to their head”
<p>PEOPLE</p> <ul style="list-style-type: none"> • Patient Sex • Patient Age • Chief Complaint (what is the injury) • Breathing Present? • Level of Consciousness • Chest Pains? • Is this person a SLS member? 	Outline details of the patient and their condition	<p>“Patient is Male, aged 36yrs old. Patient is breathing. Patient is conscious Patient is bleeding severely from the head Patient has no chest pains, over”</p>
<p>POSITION</p> <p>On beach/rocks/water? Address of Surf Club? Closest access point/road (if not at surf club)</p>	<p>Where is the patient located? How can emergency services best access them?</p>	“Patient has been transported to the Surf Club. A lifesaver will be positioned on the side of the road to direct the ambulance, over”
PROGRESS	SurfCom should be updated if the patient’s condition deteriorates	“SurfCom this is Kingston Beach, be advised that our patient has lost consciousness, over”

REFERENCE

Ambulance Service of Tasmania <http://www.ambulance.TAS.gov.au/calling/questions.html>



TASMANIA

LS9.5 REQUESTING HELICOPTER SUPPORT

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations
(Emergency)

PURPOSE

To outline procedure for requesting helicopter support for lifesaving operations.

PROCEDURE

Scope

Helicopters serve two primary roles in lifesaving operations

1. In-water/coastal search and rescue
2. Medical response and evacuation

Request for Assistance Process

- Tasmanian Police Rescue Helicopters shall be notified/requested via the State Duty Officer (SDO) via (13SURF).
- SurfCom/SDOs shall record all communications to and from lifesaving services and the other emergency services regarding helicopter requests.

It is important to note that AusSAR may task Tasmanian Police Rescue helicopters direct to assist with major search operations. Procedures exist to ensure other lifesaving services are advised of such – particularly where the incident is coastal.

Note: This is only a helicopter request and that a support response by helicopter may not always be available or most appropriate.



LS9.6 SHARK INCIDENTS

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.

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 Tasmanian 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:

Shark Alarm	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.
Shark Sighting	Where the presence of a shark has been confirmed. Usually as a result of a shark alarm.
Shark Incident/Shark Bite	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.

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. 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.



LS9.6 SHARK INCIDENTS

Section: LS9 Patrol Operations (Emergency)

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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.

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/ Duty Officer 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 SLST.



LS9.6 SHARK INCIDENTS

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;
- Contact the State Duty Officer (SDO) on 13SURF who will advise appropriate authorities (i.e. TAS Police) to activate 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.

Duty Officer (DO):

- Contact Tas Police to advise.
- Contact the SLST State Lifesaving Officer.

Media Liaison

The SLST State Lifesaving Officer will notify the SLST Lifesaving and Services Manager. All media queries, releases and statements relating to shark attacks must be referred to SLST Lifesaving and Services Manager or the delegated spokesperson (i.e. State Duty Officer).

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 TAS Police and SLST.

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.



LS9.6 SHARK INCIDENTS

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations (Emergency)

Reopening Patrolled Area Risk Assessment guide

Note: The following is a guide only for assisting with the decision whether to reopen patrolled areas and should not be used in isolation.

Figure 9.6.1

RISK	SCALE		
	LOW	MEDIUM	HIGH
Twilight Hours?			
Salt water meets fresh water?			
Deeply overcast conditions?			
Large amount of fish schooling?			
Timing since last attack?			
Steep drop offs or between sandbars?			

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 SLST State Duty Officer is advised upon re-opening of patrolled areas.

REFERENCE

Emergency Beach Closure

Media Guide

Critical Incident Debriefing



LS9.7 LIGHTNING

Section: LS9 Patrol Operations (Emergency)

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PURPOSE

To outline the procedure for lifesaving services in conditions where lightning strikes may occur.

In statistical terms, lightning poses a greater threat to individuals than almost any other natural hazard in Australia, accounting for five to ten lives lost and well over 100 injuries annually.

PROCEDURE

The 30/30 Rule

The '30/30 Rule' is recommended for lightning safety in the Australian Standard on Lightning Protection. It sets out the following principles:

Closure of Patrolled Area

Where the flash to bang count is less than 30 seconds, indicating that the lightning is less than 10km away, the following action should be taken:

- Patrol and surf-craft boundary flags should be dropped (patrol area closed).
- With an approaching thunderstorm, all persons should be advised to leave the water and clear the beach immediately. The patrol should retire to the shelter of the clubhouse/patrol base, maintaining a surveillance lookout from there.
- Seek shelter in a 'hard top' vehicle or building – avoid small structures, patrol shelters, fabric tents and isolated or small groups of trees.
- If isolated in the open, away from shelter, crouch down (preferably in a hollow) with feet together and remove metal objects from head and body. Do not lie down but avoid being the highest object in the vicinity.
- If swimming, surfing or in a boat leave the water immediately and seek shelter.
- In the event of a surf carnival or special event all effort should be made by the Carnival Emergency Services Officer/referee and/or organisers to delay the event until the danger has passed or cancel/ postpone events completely.
- Avoid the use of portable radios and mobile telephones during a thunderstorm if in the open. If emergency calls are required keep them brief.
- SurfCom/Duty Officer should be advised of the action being taken.

Reopening of Patrolled Area

Reopen when 30 minutes have passed since the last sighting of lightning strike. A typical storm travels at about 40km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away.

REFERENCE

Emergency Beach Closure



LS9.8 PUBLIC ORDER INCIDENT

Section: LS9 Patrol Operations (Emergency)

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PURPOSE

To define the procedures when a disturbance (such as an altercation) occurs at a beach during patrol hours.

PROCEDURE

Notification of Surfcom/ Duty Officer

- SurfCom/ Duty Officer is to be notified immediately whenever a Public Order Incident occurs.
- SurfCom/ Duty Officer is to make a full and accurate record in the log.

Notification of the Police

- Upon receiving information that a Public Order Incident is occurring SurfCom/Patrol Captain is required to contact the police and pass this information on to them.
- Normal notification is via 000.

Notification of Other Lifesaving Services

- Surfcom/ Duty Officer is to notify neighbouring clubs of the situation (if applicable). Additional resources should only be sent to the incident if they are requested by the Patrol Captain or a Duty Officer.
- State Duty Officers must be notified and a Duty Officer shall attend (if able).

Rescues

- In the event of a rescue consideration should be given to taking any patients to an adjacent beach. Normal protocols in regards to the safety of the patients and rescuers are important e.g. surf conditions, unstable condition of patient, etc.

Altercations

- If there is likely to be an altercation near patrol members, all members are to leave the beach with two members remaining at a vantage point to monitor the bathing public (if it is safe to do so). Otherwise close the patrolled area by removing the flags.
- The members are to proceed to the club rooms until the disturbance has subsided. SurfCom/ Duty officer must be advised of this.
- Any radio, first aid and oxygen equipment etc. is to be removed from the beach.
- Every effort is to be taken to ensure that young or inexperienced members are protected and do not become involved (directly or indirectly).

IRB/Rescue Vessels

- If able, rescue vessels should conduct patrols from the water. The IRB must be equipped with a radio.



LS9.8 PUBLIC ORDER INCIDENT

Section: LS9 Patrol Operations (Emergency)

Page: 2 of 2

Interaction with Offenders

- Members are to avoid becoming involved in any form of interaction with people causing a disturbance on the beach. Have no verbal communication with them and avoid eye contact if possible.
- If members are harassed leave the area and make sure that you stay with experienced members. Ensure SurfCom/Patrol Captain has called the Police.
- At no time should a member communicate with any person who is harassing or intimidating them.

Injuries and Rescues

- If any person is injured or requires rescuing from the water, including offenders, normal first aid and rescue procedures are to be provided as long as it is safe to do so.

Post Incident

- Complete an incident report log (take particular care to complete the narrative as thoroughly as possible and state the nature of the incident).
- Where physical abuse has been suffered the Police should have been contacted immediately.
- Remain calm and follow other SLST procedures including Incident Reporting, Media and Notification of Incidents.
- Consider initiating critical incident debriefing/peer support.

REFERENCE

Critical Incident Debrief



LS9.9 BOMB THREAT

Section: LS9 Patrol Operations (Emergency)

Page: 1 of 2

PURPOSE

To provide guidance if lifesaving service personnel receive a bomb threat.

SLST advises personnel to treat all bomb threats as genuine and to take appropriate action.

PROCEDURE

Initial Action

Ascertain Details

- Informant name/contact/location.
- Location - person/s or premises threatened.
- Type of device.
- Any time limit?

If a telephone threat – has the telephone line been kept open?

Is there caller ID?

Commence Log

- Time/Date/Place.
- Record full account of conversation outlining threat.

Notify

- SurfCom
- TAS Police
- State Duty Officer (via 13SURF)

Act

1. Continue Log
2. Evacuate area and surrounds to place of safety
3. Establish assembly area - put someone in charge
4. Cordon off scene
5. Set up command post
6. Support emergency service access (if attending)
7. Assist with police requests

Personnel Required at Command Post

1. Duty Officer
2. Police Coordinator
3. Ambulance Coordinator



LS9.9 BOMB THREAT

Section: LS9 Patrol Operations (Emergency)

Page: 2 of 2

At Completion

Debrief

1. Arrange venue away from activities and interruptions
2. Ensure police and ambulance coordinators in attendance
3. Arrange refreshments
4. Ensure all personnel are accounted for
5. Conduct debrief - SLS/Police/Ambulance
6. Take notes
7. Take contact details of all major participants in incident
8. Thank members
9. Arrange any ongoing assistance



LS9.10 BODY RECOVERY

Section: LS9 Patrol Operations (Emergency)

Page: 1 of 2

PURPOSE

To outline considerations, roles and expectations of lifesaving services regarding body recovery operations.

Common submerged body process

A body in the water will under normal circumstances initially sink and then (over 36 – 72 hours) as the body's cells degenerate gas will be released and the body will float. Variables include water temperature and depth. Cold water will slow down degeneration and deeper water will compress the gases.

PROCEDURE

Lifesaving personnel should always treat a body as a viable rescue/resuscitation attempt until it is otherwise obvious that the body is of a deceased nature (decomposition, tasked body retrieval etc).

It is not appropriate to risk life, serious injury or major equipment damage in body retrieval operations. Body retrieval is the responsibility of Tasmanian Police. Any recovery should be under the direction of the Police.

Body Recovery

On Land

1. Perform body recovery under the direction of Tasmanian Police.
2. If a body must be moved note any details and keep as close as possible to the original site.
3. Utilise protective clothing (body recovery kit).
4. If necessary ensure the body is retrieved above waterline.

In Water

1. Assess the situation/risk.
2. Recover the body if possible.
3. Minimise direct contact with the body.
4. If no recovery is possible then mark or note location and, if possible, maintain contact/sight of the body.

Always Consider

- a. Young/inexperienced lifesaving personnel (minimise exposure).
- b. Members of the public.
- c. Relatives/friends.
- d. Note important details: times, location, etc.
- e. Keep any witnesses close to the scene or take contact details.



LS9.10 BODY RECOVERY

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations
(Emergency)

Equipment Requirement Guidelines

It is advisable that all lifesaving services maintain a Body Recovery Kit for health and safety reasons. A Body Recovery Kit should contain the following items as a minimum:

Figure 9.10.1

ITEM	QUANTITY
Body Bag	2
Protective Face Masks	4
Gloves – arm length	2 pairs
Bio hazard bags/plastic bags	6
Blanket/sheet	2
Disinfectant	1 litre
Small anchor/buoy system	1

Safety

All normal hazards associated with search and rescue operations are present in a body recovery. It is not appropriate to risk life, injury or equipment damage in body recovery operations.

The risk of infection is increased and the use of gloves is highly recommended. Personnel involved in operational activities should be aware of the available counselling services that aid in maintaining psychological health.

Transport Arrangements

The arrangements for transporting the deceased person will be the responsibility of the Police. Lifesaving resources may be requested to assist in this task (especially in remote areas). This should not interfere with the safety and rescue tasks of the lifesaving service.

Critical Incident Debrief/Peer Support

A critical incident debrief process and peer support/psychological first aid (including Critical Incident Debriefing options) should be undertaken for any incident where members/staff have been involved/ exposed to a deceased person.

REFERENCE

Critical Incident Debriefing



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LS9.11 COASTAL FLOODING

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations
(Emergency)

PURPOSE

To outline how SLST as a 'Support Agency' supports the Tasmanian State Emergency Service (SES) during flood response operations.

In the event of a flood, the SLST Flood Response Plan shall be located and followed. All actions will be under the control of the State Duty Officer through the SES.

PROCEDURE

Surf Life Saving services are deemed a 'Support Agency' under the Tasmanian Emergency Management Plan (EMPLAN)/Flood Sub-Plan. As such there is an expectation that lifesaving services may assist in major flood events.

The Tasmanian State Emergency Service (SES) is the combat agency/authority for flood response operations.

Lifesaving Services shall be notified/tasked by the SES, via 13SURF, as per the arrangements between SLST and SES.

Lifesaving facilities may be requested as community shelters and/or response coordination centres for emergency services.

Lifesaving services may only undertake flood SAR activities within an authorised and coordinated State/ Regional response plan.

Local Response Procedure (General)

- State Duty Officer (13SURF) shall notify Duty Officers/Local Incident Commanders of directions/information from the SES and required actions
- If during patrol hours – close patrolled area and evacuate members of the public from the area
- Evacuate personnel and key equipment as necessary from high risk areas under advisement of the SES
- Evacuate members and key operational equipment to pre-determined safe location (rally point)
- Await advice/updates from SurfCom/Duty Officer/SES
- Do not undertake any flood SAR activities unless authorised by the State Duty Officer and undertaken within a coordinated response plan.
- Lifesaving services to activate and follow Club Coastal Flooding Plan.

REFERENCE

SLST Flood Response Plan

Surf Emergency Response System (13SURF)



LS9.12 TSUNAMI WARNING

PURPOSE

To outline how SLST as a 'Support Agency' supports the Tasmanian State Emergency Service (SES) during Tsunami response operations on the Tasmanian coastline.

In the event of a Tsunami the SLST Tsunami Plan shall be located and followed. All actions will be under the control of the State Duty Officer through the SES.

PROCEDURE

Importance of an Effective Tsunami Response

SLST are considered a 'Support Agency' for Tsunami events within the Tasmanian Tsunami Emergency Sub Plan and Tasmanian SES Planning and Response Arrangements.

The Tsunami threat is of specific importance to SLST and coastal lifeguard services for the following reasons:

- a. The "coastal" location of lifesaving activities and facilities place SLST and lifesaving personnel/ facilities in a high risk area given a Tsunami event.
- b. As the services are most active on the beach and in-shore aquatic areas, lifesavers and lifeguards are best situated, equipped and trained to warn beach goers of a potential hazard and recommend evacuation/action, based on advice/instruction of the SES.
- c. Lifesavers and lifeguards are best situated to 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.
- d. Lifesavers and lifeguards are equipped and trained to support Tasmanian Police in search and rescue activities post Tsunami.
- e. As an expert provider of aquatic safety training to the public SLST is able to assist the SES in educating the public regarding best practice response to a Tsunami event.

REFERENCE

SLST Tsunami Plan

Patrol Operations Manual (Club)



LS9.13 COASTAL FIRE

Section: LS9 Patrol Operations (Emergency)

Page: 1 of 1

PURPOSE

To outline guidelines for lifesaving service response to a coastal fire event in support of the Rural Fire Service.

In the event of a major coastal fire emergency response procedures shall be undertaken to mitigate the risk to members, the public and other emergency services, under control/direction of the appropriate authorities (Tasmanian Fire/Police) and command of the State Duty Officers.

PROCEDURE

Coastal fire events create a number of risks for lifesaving services in particular locations such as in national parks, forested areas and regional clubs which have limited access through forested areas.

Specific risks include:

- Direct threat to lifesaving personnel/facilities.
- Direct threat to bathing public/coastal communities.
- Isolation of beaches impacting evacuations (access cut – roads/tracks).
- Isolation of beaches preventing lifesaving service provision (access cut – roads/tracks).

The following contingencies may be required in one or more of the above circumstances:

- Provision of shelter/refuge to lifesaving personnel, public, wider community in surf lifesaving clubs/facilities
- Water-based evacuation of personnel/public from an existing patrolled beach and/or additional isolated coastal communities.
- Water-based provision of patrol services to isolated (but not threatened) coastal communities.

Response Procedures (General)

Lifesaving response to fire events shall be undertaken within the existing emergency response system, including State Duty Officers, and SurfCom (if during patrol hours).

As the combat agency/authority, the Tasmanian Fire Service (TFS) shall provide direction and incident control.

Lifesaving services may only undertake evacuation response activities (to locations other than club patrol locations) SAR within an authorised and coordinated State response plan under the direction of Tasmanian Fire/Tasmanian Police.



LS9.14 AIRCRAFT CRASH

Section: LS9 Patrol Operations (Emergency)

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PURPOSE

To provide guidelines and special consideration for lifesaving personnel responding to an aircraft crash incident.

Lifesaving service response to an aircraft crash incident aligns with standard SLSA training relating to in-water search & rescue and/or land based first aid treatment and emergency care.

The possible number of injured or lost patients requires the response of a significant quantity of lifesaving resources, rescue helicopters, Ambulance, Fire and Police resources as soon as possible.

PROCEDURE

Types of Aircraft Accidents:

- **Land Emergency:** Where an aircraft makes an emergency landing on land.
- **Water Emergency:** Where an aircraft makes an emergency landing on water.

Personal Safety

Plane crash incidents can pose hazards to lifesaving services that require specific consideration, such as:

- Fuel.
- Fire/smoke/gas hazards.
- Sharps (glass/metal).

Communication/Support Requested

- Contact SurfCom/ State Duty Officer immediately and inform of incident details.
- Request additional lifesaving services and emergency services.

Site Marking

The submersion of an aircraft may require lifesaving services to mark the location via the use of buoys etc.

Interpretation of currents and drift may be required to identify search areas. Marker dye may be suitable for such.

Triage Centres

Lifesaving services personnel may be requested to assist with the establishment of a triage treatment centre either within a surf club and or adjacent areas.

Evacuation

An aircraft must only be evacuated once it is stationary. It is important to move passengers well away and upwind after evacuating the aircraft.

Aircraft Crashes into Water

When an aircraft crashes into the water, the impact is likely to cause the aircraft to break up in pieces. Although the risk of fire is reduced fuel floating on the surface of the water can ignite spontaneously. When the aircraft is floating after a crash care should be taken to ensure buoyancy is not disturbed. Survivors should be evacuated smoothly and quickly before the aircraft begins to fill and sink. If there is some time before the aircraft sinks divers can sometimes rescue persons trapped in the air pockets within the fuselage. Lifesaving personnel should not attempt to enter an aircraft which has crashed.



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LS9.14 AIRCRAFT CRASH

Section: LS9 Patrol Operations (Emergency)

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LS9 Patrol Operations
(Emergency)

Aircraft Crashes on Land

When an aircraft crashes onto land there may be several impacts before the aircraft becomes stationary. There is a very high risk of smoke, fire and explosions post-crash and persons may become trapped inside the aircraft. Lifesaving personnel should not attempt to enter an aircraft which has crashed.

Precautions when Dealing with Crashed Aircraft

Although the risk of igniting fuel on the water surface is low, every precaution should be taken to prevent such an event. This may even include turning off the motors to prevent any possibility of ignition. If crew members are required to enter the water they should be protected against the effects of the fuel. This includes wearing a wetsuit, a helmet and a mask. The effects of fuel are to irritate the skin and especially any mucus membranes. Women should be especially careful when entering fuel contaminated water. When the crew re-boards the boat they should be thoroughly washed down with copious amounts of fresh water and then shower as soon as possible. Wetsuits should also be thoroughly cleaned to prevent damage.

LS10 EMERGENCY RESPONSE SYSTEM



LS10.1 EMERGENCY RESPONSE SYSTEM (13SURF)

Section: LS10 Emergency Response System Page: 1 of 4

PURPOSE

To outline the Surf Rescue – Emergency Response System (13SURF) within Tasmania with the aim to:

- Improve casualty survival rates.
- Reduce the response time of lifesaving and rescue services to casualties.
- Maximise the quality of a coordinated emergency response system.
- Minimise ambiguities into the most appropriate resources to utilise.
- Reduce the risk to responding personnel.

Surf Life Saving Tasmania (SLST) requires personnel to follow the provided guidelines to ensure the effectiveness of the Emergency Response System (13SURF) as the notification/tasking process for emergency services to contact and activate lifesaving services in Tasmania.

Definition

An emergency response is a request for assistance from any of the following agencies/organisations:

- Emergency Services (Police, Fire, Ambulance, SES etc).
- Lifesaving Services (Lifeguards, SLSCs, VMR etc).
- National Parks and Wildlife Service Rangers.

Background

The nature of emergency response often results in a situation where:

- Incident is at an unpatrolled location/time.
- There is limited information – unknown circumstances/details available.
- Patients are in the mid-latter stages of the drowning cycle.
- Response time is critical to the casualties survival/recovery.

PROCEDURE

1. The SLST administered Emergency Response System (13SURF) shall be the notification/tasking process for Police, Ambulance, Fire, SES and other emergency services to contact and activate lifesaving services in Tasmania (including SLS volunteers).
2. The SLST administered Emergency Response System (13SURF) shall be the process for upward notification of locally identified/notified major incidents from lifesaving services.
3. No lifesaving service shall implement duplicate/contrary systems which do or may undermine the Emergency Response System (13SURF) at local/regional/state level.
4. Regardless of the origin of the request for assistance or agencies involved, the SLST Emergency Response System (coordinated by the State Duty Officer) shall utilise the nearest/most appropriate resource from any agency/organisation for assistance to ensure the quickest response time.
5. The integrity of the State Duty Officer (on-duty) shall be maintained at all times. No other person shall assume the role, function, authority or call-sign of the on-duty State Duty Officer, unless delegated to by that person.
6. The contact number for the Emergency Response System (13SURF/137873) shall not be communicated by any party to the public or media. The system shall be referred to externally as the 'Surf Emergency Response System'.



LS10.1 EMERGENCY RESPONSE SYSTEM (13SURF)

LS10 Emergency Response System

Communication and Resource Types:

- **Primary Resource Notification:** The surf rescue resource which is deemed nearest/most appropriate to respond to an incident and is notified/tasked first.
- **Secondary Resource Notification:** The surf rescue resource/s which may provide value to an emergency response and is notified/tasked after the primary.
- **Advisement:** Where a surf rescue service/resource may not have available resources and/or where primary resources are more than adequate for the response and/or have completed the task. An advisement call is made to the relevant services to notify them of the incident.

Control and Command

The Emergency Response System (13SURF) is primarily responsible for disseminating emergency information to lifesaving services on behalf of the Tasmanian Police (and other emergency services) and providing updated/SITREPS to those agencies as appropriate.

For a surf rescue incident, Tasmanian Police are the combat agency and have 'control'.

Regardless of day, time or council area, responding organisations shall retain 'command' of their assets/ personnel under their own incident command structures/systems (i.e a Club shall be responsible for what/how their own services respond and will likely appoint a Local Duty Officer on-scene).

On-scene, the various incident commanders shall establish a joint incident command post, and under the control of Police establish a joint response-plan. If appropriate and agreed, a 'forward incident commander' may be delegated to oversee a task involving assets from multiple organisations.

The State Duty Officers who deliver the Emergency Response System shall take a 'Command' function for responding SLS services only if:

- No local service 'incident commander' is available (Local Duty Officer/Patrol Captain).
- The local service 'incident commander' is delayed/some period of time away.
- Requested to take on that role by the Local Duty Officer/Patrol Captain.

Response Sequence of Actions

In alignment with 'Search and Rescue' best-practice, the Emergency Response System has a sequence of actions that relate to each of the search and rescue stages. These are as follows:

Awareness Stage

- a. The State Duty Officer will advise the most appropriate lifesaving services.
- b. Lifesaving services will alert their personal, and ascertain what resources are available to respond.
- c. The State Duty Officer may promulgate information to the relevant SLS Officers and Management personnel from agencies involved with the incident to aid in enquiries from the community/media stations.



LS10.1 EMERGENCY RESPONSE SYSTEM (13SURF)

Initial Action

- a. The State Duty Officer will begin monitoring the situation.
- b. Lifesaving services will respond under their internal protocols advising the State Duty Officer (via 13SURF) of response details.
- c. The responding lifesaving service shall appoint and respond an Incident Commander (Local Duty Officer or Patrol Captain) or request 'command' support from their State Duty Officer if not available/delayed.
- d. The 'Incident Commander/s' shall begin monitoring/coordinating their response.
- e. The State Duty Officer will contact other non-priority agencies for 'advisement' as deemed appropriate.

State Duty Officer – Lifesaving Service Communication

The initial notification/tasking call from the State Duty Officer to lifesaving services shall provide any/all available information as provided by the authority/combat agency (Police/SES etc). It shall be recognised that available information initially may be limited.

The initial call from the State Duty Officer to the lifesaving service shall include:

- 1. Notification of incident – including all relevant information held.
- 2. Advisement of what other resources have been/are responding.
- 3. Request for regional/local asset availability status.
- 4. Request for SITREP via 13SURF or SLS Radio once responding.

Advisement of Non-Primary Services/Resources

Where a paid lifeguard service (ALS) or SLS service may not be the "nearest/most appropriate resource" to activate as 'first-call' or have no on-duty/available resources to respond at all, the State Duty Officer shall still contact the lifeguard/service contact/supervisor or Local Duty Officer as soon as practical, to advise of the situation.

Planning

- a. The State Duty Officer (or delegate) will review existing plans (if in existence).
- b. The Incident Commander/s (Local Duty Officers/Patrol Captain) should provide SITREPS on the Initial Action Stage.
- c. The State Duty Officer (or delegate) should review SITREPS, weather reports and operational information for an action plan.
- d. The State Duty Officer (or delegate) should communicate the plan to relevant agencies.

Operations Stage

State Level

The State Duty Officer will:

- a. Assume communications control of surf lifesaving operations and monitor the situation.
- b. Liaise with other agencies at State level, particularly the Tasmanian Police Marine Area Command.
- c. Assist and or provide SITREPS and assist as able with information to the Media Manager.
- d. Acquire and coordinate dissemination of information to both internal and external support resources as appropriate.
- e. Will assume the position of 'Incident Commander' in their absence (SLS).



LS10.1 EMERGENCY RESPONSE SYSTEM (13SURF)

Regional Level

The Incident Commander/s (Local Duty Officers/Patrol Captain) will:

- a. Activate and assume 'command' of their lifesaving operations;
- b. Advise other agencies of their requirements for support and arrange that support and establish appropriate on-site liaison;
- c. Liaise with other agency Incident Commanders and personnel;
- d. Arrange to provide logistic/operational support for out-of-area groups;
- e. Liaise with or act as the Incident Controller until Police attendance; and
- f. Coordinate communications with on-site Surf Lifesaving Services.

LS10 Emergency Response System

Local (Operations)

The responding service will:

- a. Advise and establish liaison arrangements with their Incident Commander (Local Duty Officer/Supervisor), SurfCom, other emergency services and participating organisations;
- b. Participate in a joint response plan with other organisations/agencies – setting clear tasks/goals/milestones and always considering risk/safety;
- c. Commence operations;
- d. Call for assistance/support via their Incident Commander (Duty Officer) if required; and
- e. Maintain constant communications through such things as SITREPs with their Incident Commander (Duty Officer).

Incident Conclusion

- a. All responded lifesaving services shall be accounted for and stood down before the incident is declared 'over.'
- b. The appropriate Incident Commanders and emergency services (Police) shall be advised.
- c. The Incident Commander or other appropriate Officer may co-ordinate a debrief.
- d. Lifesaving Services will refuel, replenish and undertake post operational checks.
- e. All parties will complete the necessary documentation.

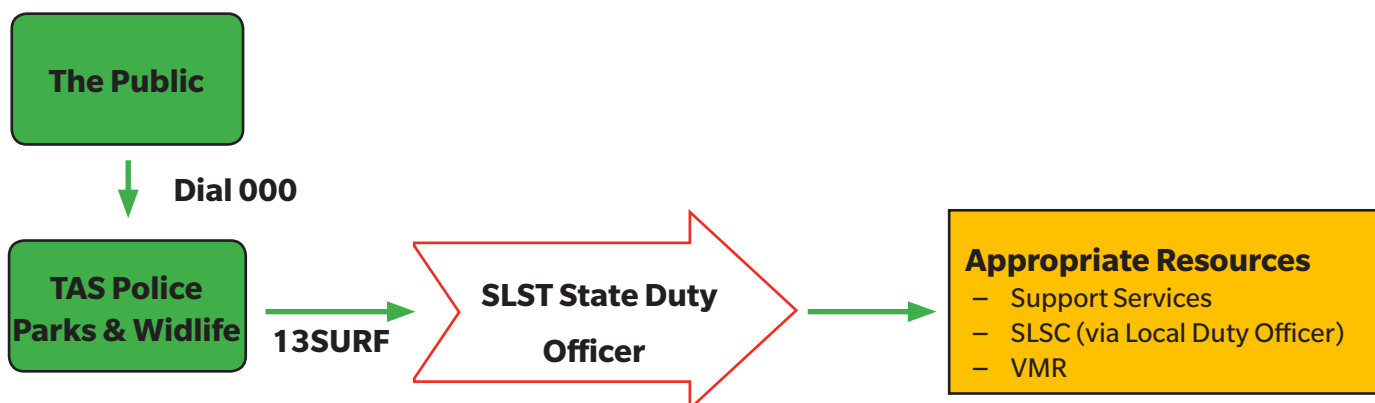


Figure 10.1.1



LS10.2 STATE DUTY OFFICER - OVERVIEW

PURPOSE

To provide policy, procedure and best practice regarding the role of a State Duty Officer within the Surf Emergency Response System.

A coordinated system of control/command/communication is required at Club and State level for any major emergency and/or after-hours incident that may occur.

The flow of communication from external agencies to the correct lifesaving services is essential to ensure an optimal response of appropriate resources in a coordinated, efficient and effective manner.

At the upper level of this system sits the role of the State Duty Officer.

PROCEDURE

State Duty Officer Definition

A Lifesaving Executive Committee/SLST appointed role within SLST which provides operational communication, command, coordination and external liaison to emergency incidents within Tasmania.

State Duty Officer Objectives

To provide communication, coordination and liaison support to all lifesaving services for search and rescue emergencies (including SLSC, VMR, Support Operations, ALS Lifeguards).

Scope of Operation – Coverage

The State Duty Officer role shall operate 24 hours a day, 365 days a year within the Surf Emergency Response System.

Roles/Responsibilities

Primarily, the State Duty Officer is responsible for:

- Acting as the single, central Surf Life Saving contact/liason for communications by tasking bodies within Tasmanian Police, Fire, Ambulance, for any search and rescue incident or natural disaster (flood, tsunami, fire) in Tasmania.
- Informing lifesaving services of a search and rescue incident (as advised by external agencies) which will see them respond their specific resources under their specific 'command' structure.
- Acting as the SLST lifesaving service 'controller' for all operations in the event of a major emergency or natural disaster.

Where an area has no available Incident Commander (Local Duty Officer) or when requested by that Incident Commander, the State Duty Officer may activate and command local lifesaving services directly and undertake a SLS command position for that incident.



LS10.3 STATE DUTY OFFICER POSITION DESCRIPTION

Section: LS10 Emergency Response System

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Title: State Duty Officer
Reports to: SLST State Lifesaving Officer
Role: An appointed role which provides operational communication, command, coordination and external liaison to emergency incidents within Tasmania.
Term: 12 months

LS10 Emergency Response System

PURPOSE

1. To act as the primary lifesaving service contact point within Tasmania for all external emergency services and agencies.
2. To task/notify appropriate lifesaving services to reported coastal and aquatic emergencies in Tasmania (including inland waterways/harbours).
3. To provide support to responding Incident Commanders (Local Duty Officers) to a major search and rescue incident.
4. To deliver the primary SLST control/command function for all lifesaving services for a major State disaster/emergency (Tsunami, flood etc) as per the TEMP.

ROLES & RESPONSIBILITIES

1. Promote a professional image of Surf Life Saving Tasmania internally and externally.
2. Action the response of lifesaving services in Tasmania to incidents and emergencies activated through the Emergency Response System.
3. Act as the Incident Command of lifesaving response to state/national emergency or natural disaster, and liaison for all external agencies.
4. Promote positive interaction between all lifesaving services, and appropriate external organisations.
5. Help ensure suitable de-briefings and/or peer support is undertaken at Regional and State levels as required.
6. Where required act as media liaison and/or direct enquiries to the appropriate Media Manager.
7. Ensure appropriate reports, recommendations, and statistical data are forwarded to relevant surf lifesaving personnel e.g. Lifesaving and Services Manager and State Lifesaving Officer.
8. Take immediate steps to report/rectify any serious breach of Surf Life Saving safety policies and/or patrol deficiencies identified.

Minimum Qualifications

- Active and financial SLSA member.
- Endorsed by Lifesaving Executive Committee of SLST.
- SLSA Bronze Medallion/Cert II or equivalent
- Basic Beach Management or equivalent
- Class C Drivers License.
- Local Duty Officer/ Club SAR Coordinator experience (or emergency services).



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LS10.3 STATE DUTY OFFICER POSITION DESCRIPTION

Section: LS10 Emergency Response System

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Desirable Skills/Qualifications

- Silver Medallion – Radio Controller.
- IRB/RWC/ORC/JRB experience EMA course.
- Certificate III in Public Safety (Aquatic Search and Rescue).

Attributes

- Leadership and decision making qualities.
- IT literate (computers/internet/mobile phones/personal devices i.e iPads).
- Sound communication skills.
- Professionalism (Respected within SLS/VMR) Customer orientated manner.
- Ability to multi-task.
- Ability of work under pressure.

Essential Knowledge

A significant background/understanding of lifesaving/VMR services throughout Tasmania.

Internal Liaisons

- State Lifesaving Officer
- Lifesaving and Services Manager
- SLST Media Manager
- Local Duty Officers

External Liaisons

- Tasmania Police
- Tasmania Fire
- Tasmania Ambulance
- Bureau of Meteorology Parks and Wildlife
- Media



LS10.4 STATE DUTY OFFICER CODE OF CONDUCT

PURPOSE

To outline the Duty Officer Code of Conduct.

PROCEDURE

Act Responsibly and with Professionalism

As a Duty Officer you are providing leadership and support to lifesaving personnel and representing Surf Life Saving to external agencies/emergency services.

As an operational figurehead other agencies and our members have high expectations of your conduct, image and professionalism.

Promote a Culture of Safety

As an operational leader the Duty Officer should at all times promote safety within lifesaving. The Duty Officer must understand his/her role in assessing risk while co-ordinating the response of lifesaving resources and promote safety at any opportunity.

Be Prepared

The time-critical nature of the role requires a Duty Officer to become an asset to an emergency response almost immediately. Duty Officers must ensure that the minimum equipment and information required for the role is readily available whenever on duty.

Communication

Maintaining good communication with lifesaving services is essential in optimising a response. Building good relationships with key lifesaving service personnel is important.

Follow/Strengthen Operating Procedures

SLST provides Standard Operating Procedures for lifesaving services and adherence to these should be promoted by Duty Officers. Specific procedures and contingency plans should be developed, maintained and exercised within your local/regional area and reflected in club Patrol Operations Manuals.



LS10.5 STATE DUTY OFFICER EQUIPMENT

Section: LS10 Emergency Response System

Page: 1 of 1

PURPOSE

To outline the minimum equipment requirements for a Duty Officer.

PROCEDURE

Minimum Equipment

Duty Officers shall carry the following equipment with them when on duty as a minimum:

- Handheld radio (SLST approved make/model/programmed)
- Radio charger
- Mobile Phone (personal or role specific)
- Torch (waterproof)
- Binoculars
- Area coastal map, with high risk locations, secondary names and hazards identified
- First Aid Kit
- Pen/Notebook
- Emergency Contacts List
- SOPs Manual
- Incident Logbook

Recommended Equipment

- Smart phone (iPhone – with up-to-date emergency contacts)
- iPad (tablet) with up-to-date maps and resource information
- AED + Oxygen Resuscitation Kit
- Body Recovery Kit
- Night Operations Kit
- Incident Command Kit
- Phone charger (car & wall types)
- Handheld FLIR unit



LS10.6 STATE DUTY OFFICER UNIFORM

PURPOSE

To outline minimum uniform requirements for a Duty Officer.

PROCEDURE

Official Duty Officer uniform may only be worn while on duty and/or responding to an after-hours incident. It may not be worn at any other time.

Shirt	<ul style="list-style-type: none">• Red polo shirt• SLS Generic Logo on the left chest
Name Badge	<ul style="list-style-type: none">• Red background SLS• Generic Logo
Hat	<ul style="list-style-type: none">• Red peak cap or wide brim hat• SLS Generic Logo• Chequered ribbon on both sides
Jacket	<ul style="list-style-type: none">• Red/Yellow SLSA Jacket• SURF RESCUE across back• SURF RESCUE on front right chest (Capitals, Arial Narrow, Red)• SLS Generic Logo on front left chest
Vest	<ul style="list-style-type: none">• Orange Night/Day Reflective Lined• DUTY OFFICER, SURF RESCUE across back• SLS Generic Logo on the left chest

Figure 10.6.1

LS10 Emergency Response System



TASMANIA

LS10.7 SURF LIFE SAVING CLUB/SERVICE CALLOUT TEAMS (EMERGENCY RESPONSE)

Section: LS10 Emergency Response System

Page: 1 of 2

PURPOSE

To outline the requirements of club/service emergency response systems.

Due to the benefit to the community, all volunteer lifesaving services in Tasmania should have emergency response (365-day callout) capability.

This should be achieved through a coordinated system of suitably qualified personnel with access to appropriate rescue equipment, responding within specific emergency response plans.

PROCEDURE

Local Emergency Response System

Lifesaving services should have emergency response systems in place that fall in line with the Surf Life Saving Emergency Response System; namely:

- Response areas (maximum) – Lifesaving Service Agreement/Contract.
- Equipment preparedness (suitable 365 'rescue ready' equipment).
- Formally established and administered call-out teams.
- Local response plans – included in their Patrol Operations Manual.
- A formally administered personnel contact list (based within SurfGuard).
- A consistent notification/tasking process (Cell/SMS etc).

Declining a Request for Assistance

Lifesaving services/personnel may decline a request to respond to an emergency if they feel it would create a level of unacceptable risk to do so. Examples of inhibitors may be:

- Insufficient personnel;
- Insufficient equipment;
- Dangerous conditions; and
- Geographical distance (outside achievable response area).

Appropriate local emergency response planning/preparedness (equipment and procedures) will minimise the above inhibitors and maximise the ability to render assistance.



LS10.7 SURF LIFE SAVING CLUB/SERVICE CALLOUT TEAMS (EMERGENCY RESPONSE)

Section: LS10 Emergency Response System

Page: 2 of 2

Planning/Preparedness

To maximise emergency response effectiveness and personnel safety, it is recommended that clubs/lifeguard services maintain the following equipment/logistical preparedness:

Equipment

- Two rescue tubes, two sets of fins and two rescue boards should be located in a known and easily accessible location at the facility at all times.
- At least one IRB should be fully set up with a full tank of fuel located in an accessible location (fuel storage container).
- An ATV (if available) should be fuelled and positioned “ready to go.”
- The O2/Resus Kit, AED Kit and First Aid Kit should be easily accessible either on the ATV or in the first aid room.
- Two radios with aqua bags should be on charge and easily accessible by lifesaving services personnel.
- Personal telephone contactable 24 hours with contacts.
- Emergency back-up contacts.
- Night operations kit available (if endorsed for night operations).

Logistics

- Surfguard should be utilised to maintain and administer club/service callout team contact information (updated pre-season, post-season and when otherwise changes).
- Surfguard SMS functions should be utilised and/or other suitable emergency notification systems.

Training/Exercises

- All club/service callout teams should conduct an annual pre-season induction/briefing.
- All club/service callout teams should conduct at least scenario/exercise annually.

REFERENCE

Lifesaving Service Agreement

Patrol Operations Manual



LS10.8 IRB OPERATIONS (LOW LIGHT/ NIGHT)

Section: LS10 Emergency Response System Page: 1 of 3

PURPOSE

To outline guidelines and procedures for low light and night emergency response operations.

Any low light/night operations shall be delivered by pre-identified, trained and resourced Regional Groups (or Regional endorsed clubs).

Low light/night IRB operations (or any on-water night operations) will form part of State Support Operations.

INTRODUCTION

Surf Life Saving personnel and assets may be tasked to perform search/rescue operations during low light conditions. This Standard Operating Procedures (SOP) sets out to offer guidelines and procedures to be followed when responding to emergency response operations during low light conditions. Low light conditions are considered to be the period leading up to and shortly after sunset.

IRB emergency response operations during low light conditions and at night are referred to as 'Night Operations' in this SOP.

On-water Night Operations are to only be conducted in surf conditions in the lead up to sunset and up to 1 hour (60 minutes) following sunset. Night Operations can be conducted on enclosed waters at all times following an appropriate risk assessment.

LAND PROCEDURE

Land based searches between sunset and sunrise (night operations) are to be conducted under the instruction and direction of the appropriate combat agency i.e. Tasmania Police.

WATER PROCEDURE

MAST Service Regulations

- Powered vessels of less than seven meters in length shall exhibit a white light visible all round along with separate port/starboard sidelights.
- Navigation lights should be positioned so they are not obscured by the vessels superstructure or interfered with by deck lights.
- Do not travel at excessive speeds.
- Type 2 PFD must be worn by Driver and Crew at all times.

SLS Operational Requirements

The following must be adhered to:

1. Endorsement for IRB Night Operations

Any Club/Service in Tasmania can participate in 'Night Operations' if the following is adhered to:

- Club/Service is SLST endorsed for low light operations.
- Proposed members complete 'Support Operations Member Application Form' and are endorsed by SLST before commencing training.
- Appropriate members are available and trained in 'Night Operations.'



LS10.8 IRB OPERATIONS (LOW LIGHT/ NIGHT)

2. Training

Initial training will be conducted with the club/service by authorised SLST Facilitators and Regional Trainers (Night Operations). Night Operations training will include:

- Standard Operating Procedure – IRB Operations (Low Light/Night)
- Team/Service Procedure Review
- Managing Risk
- Standard Operating Procedure – Emergency Response System (13SURF)
- Communications
- Navigation
- Emergency Service Partners
- Equipment Setup/Training (lights, EPIRB etc)
- Command & Control
- Response Operations
- Practical Training
- Operational Environment
- Lighting/Night Vision

3. Emergency Response Procedure (Responding to Incident)

Most reported night-time emergencies will come through Tasmanian Police (000) to the Surf Emergency Response System (13SURF). Information flow will usually follow the following:

1. State Duty Officer receives call from Tasmania Police through 13SURF.
2. State Duty Officer calls the Local Duty Officer.
3. Local Duty Officer to dispatch Night Operations teams/personnel (as per local club procedures).
4. Before any launch the Local Duty Officer/Incident Commander, IRB Driver and IRB Crew must unanimously agree that it is safe to launch and signing the Risk Assessment Form.
5. The Local Duty Officer will advise the State Duty Officer of the intent to launch subject to State Duty Officers approval.
6. A land-based incident commander and back up IRB, Driver and Crew (or other emergency service vessel – Water Police, Marine Rescue) must be on-site and contactable.

4. On-scene response conditions/parameters IRBs cannot respond at night/low light if:

- The on-beach surf is deemed by the Duty Officer to be above 2 meters and/or > 25 knots wind (excluding inland waterways).
- If an incident is further than 1 km out to sea from the beach.
- If no land-based incident commander and/or backup IRB and crew (or other emergency service vessel) is available.
- If the missing person is not sighted by an emergency service personnel or Surf Life Saving representative.
- If the IRB cannot remain in visual sight of the Duty Officer/Incident Commander at all times.



LS10.8 IRB OPERATIONS (LOW LIGHT/ NIGHT)

When the Duty Officer/Incident Commander, IRB Driver, and IRB Crew are on scene they all must agree on the following prior to launch:

- That visibility is clear enough to be able to respond.
- That conditions are safe enough to respond.
- That all minimum equipment and support is in place (radios, land-based team, command point established).
- The details of the task/operation.

5. Equipment

Minimum gear & equipment required for Low Light IRB Operations:

- A current approved make and model of IRB (as per SLSA approved gear and equipment list)
- Mountable white all-round light. Along with IRB Navigation lights (Port, Starboard) – must be switched on at all times
- 2 x Radios – 1 IRB, 1 Duty Officer/Incident Commander
- 2 x Type 2 PFDs with reflective patches – worn by IRB Driver and Crew
- 2 x Waterproof Torches – 1 IRB, 1 Duty Officer/Incident Commander
- 2 x Personal strobes – worn by IRB Driver and Crew
- 2 x Torches
- 1 x Personal EPIRB/PLB (attached to driver)
- 2 x Wetsuits – worn by IRB Driver and Crew
- 2 x Set of waterproof 'Mini Flares'
- 1 x V sheet
- 1 x High viz vest – worn by Duty Officer/Incident Commander
- 1 x Outboard lanyard (attached to driver)
- 2 x Beach navigation markers
- 6 x red/green/white cyalume sticks (glow sticks)
- 1 x Pelican case (or similar) with Night Operations clearly marked
- 25 x Cable ties
- 1 x Shears/scissors
- Spare batteries

Recommended

- FLIR
- Helmets (Gath type) with in-built radios
- Search Dye



LS10.9 INCIDENT CONTROL DEFINITIONS

PURPOSE

To enable all emergency response agencies to have a common understanding a national agreement has been reached on the use and interpretation of the terms Control, Command and Coordination.

PROCEDURE

Definitions

Control

Control is the overall direction of response activities in an emergency situation. Authority for control is established in legislation or in an emergency response plan. It carries with it responsibility for allocating tasks to and coordinating other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.

Command

Command is the internal direction of members and resource of an organisation in the performance of the organisations role and tasks.

Authority to command is established by agreement within an organisation. Command relates to individual organisation and operates vertically within an agency.

Coordination

Coordination involves the bringing together of agencies and other resources to support an emergency management response. It involves the systematic acquisition and application of resources (organisation manpower and equipment) in accordance with the requirements imposed by the emergency or emergencies.

LS10 Emergency Response System

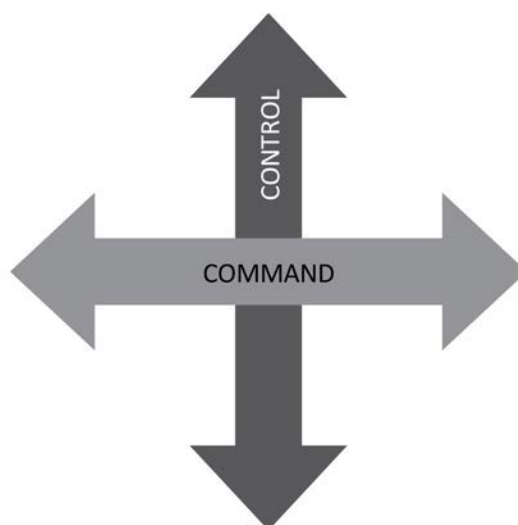


Figure 10.9.1



LS10.10 PRINCIPLES OF INCIDENT CONTROL SYSTEM (ICS)

Section: LS10 Emergency Response System

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PURPOSE

To outline the Incident Control System (ICS) principles within Surf Life Saving Tasmania (SLST).

The use of an ICS ensures that all vital management and information functions are adequately performed and that an incident is dealt with in the most effective manner.

PROCEDURE

Principles of Incident Control System (ICS)

The Surf Life Saving Incident Control System is tailored towards Surf Life Saving, based off the following principles:

- One Incident Controller
- Functional management
- Management by objectives
- Management plans
- Span of control

If Surf Life Saving were not to have an incident control system problems may occur. These include:

- Control not being established
- Control being established by more than one Incident Controller
- Inappropriate action being taken by personnel working without supervision
- Coordination of organisations not occurring
- No plan being established to manage the incident
- A disorganised approach being followed
- Communication problems being encountered
- Safety of personnel being compromised

One Incident Controller

It is essential that one officer, the Incident Controller, establish control of an incident. He/she is responsible for managing the entire response to the incident. The Surf Life Saving Incident Control System (SLICS) is designed to provide that person with the necessary organisational support to ensure effective command, control and coordination.

Functional Management

Functional management is the use of specific functions to manage an incident. The SLICS is based off the Australian Inter-service Incident Management System (AIIMS). SLICS uses the following four functions:

- Control
- Operations
- Planning
- Logistics

Depending on the size and complexity of an incident further delegation of tasks and functions and the transfer of coordination responsibility may be necessary. A factor of any ICS is its ability to expand and contract in an orderly manner to meet the needs of an incident.



LS10.10 PRINCIPLES OF INCIDENT CONTROL SYSTEM (ICS)

Section: LS10 Emergency Response System

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Control can develop from a small incident where the Patrol Captain/Lifeguard manages all functions, to the largest incident which involves the creation of an Incident Management Team (IMT) and the filling of all positions. (See Surf Life Saving Incident Control System SOP for more information).

Management by Objectives

Management of an incident requires an objective or desired outcome to be identified. The control of the incident revolves around the objective being communicated to all those involved in the operation.

Outcomes should be based on the SMART principle

- Specific
- Measurable
- Achievable
- Realistic
- Time-guided

Management Plans

Once the objective has been selected a plan outlining the strategies and tactics to be used to manage the incident is developed. Surf Life Saving Tasmania uses an Incident Action Plan and Situation Reports (SITREPS).

The Incident Action Plan includes the following:

- Overall operational objective and strategies
- Continuity and control of operations
- Effective use of resources
- Total resources in use and anticipated in the future

Span of Control

The span of control is a concept that relates to the number of teams or individuals who can be successfully supervised by one person. Where span of control is exceeded the supervising officer should consider delegating responsibility to others.

Where the span of control is lower or the tasks are fewer the supervisor may reassume responsibility or reorganise delegation to scale down the structure to fit the tasks required.

Under the principles of span of control up to four reporting teams/individuals/resources is considered to be desirable. This maintains a supervisor’s ability to effectively task, monitor and evaluate performance.

Figure 10.10.1

Small Incident	Medium Incident	Large incident
1-5 Individuals	4-10 Team*	>10 Teams*
Mental Plan	Mental to Written Plan	Written Plan
Limited Duration	Medium Duration	Large Duration
IMT 1 person	> 1 IMT	> 3 IMT

*In Surf Life Saving terms a team may be described as a lifesaving service that forms communication i.e. IRB, RWC, 2 Lifeguards.

LS10 Emergency Response System



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LS10.10 PRINCIPLES OF INCIDENT CONTROL SYSTEM (ICS)

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Roles for Non-SLS Personnel

Many of the roles within an Incident Management Team (especially in a large incident) do not require the expertise and experience of emergency service personnel. The SLICS provides opportunities for participation by non-operational personnel including:

- Planning
- Logistics
- Office administration (i.e. telephone answering, admin support etc)
- Technical fields



LS10.11 INCIDENT CONTROL SYSTEM STRUCTURES

PURPOSE

To outline the structures of Incident Control Systems (ICS) within Surf Life Saving Tasmania (SLST) and in relation to the Tasmanian Emergency Management Plan (TEMP).

The use of an ICS ensures that all vital management and information functions are adequately performed and that the incident is dealt with in the most effective manner.

PROCEDURE

Identifying the Lead Combat Agency

Lead agencies are determined by legislation or policy and are responsible for the management of specified events. The Incident Controller will thus be appointed in accordance with agency procedures. An Incident Controller will be responsible for assuming control of the incident and applying the principles of the ICS.

Local arrangements in place may mean that the below table is structured differently in your local area dependent on the remoteness of your area and staffing arrangements for emergency services agents.

Figure 10.11.1

Incident	Lead Agency
<ul style="list-style-type: none"> • General Beach Operations • Aquatic Search and Rescue • Tsunami • Flu Pandemic • First Aid and Emergency Care • Coastal Flooding 	<ul style="list-style-type: none"> • Parks and Wildlife, Council and SLST • Tasmania Police • Tasmania State Emergency Service • Tasmania Health & Human Services • Tasmania Ambulance Service • Tasmania State Emergency Service

Support Agencies

Legislation or policy will also determine which organization normally support the lead agency at an incident.

Identifying the Need for Delegation Functions

As an incident grows in size or complexity, its management becomes more demanding. The Incident Controller needs to consider delegating responsibility for operations, planning and logistics.

The Incident Controller assumes overall responsibility with the functional areas manned as required and delegated. Where such delegation occurs the incident controller and their persons responsible for each established function form the Incident Management Team (IMT).

Note: It is not advisable but should a higher authority person within the SLS Incident Command Structure wish to assume control without permission of the current Incident Controller they may do so.

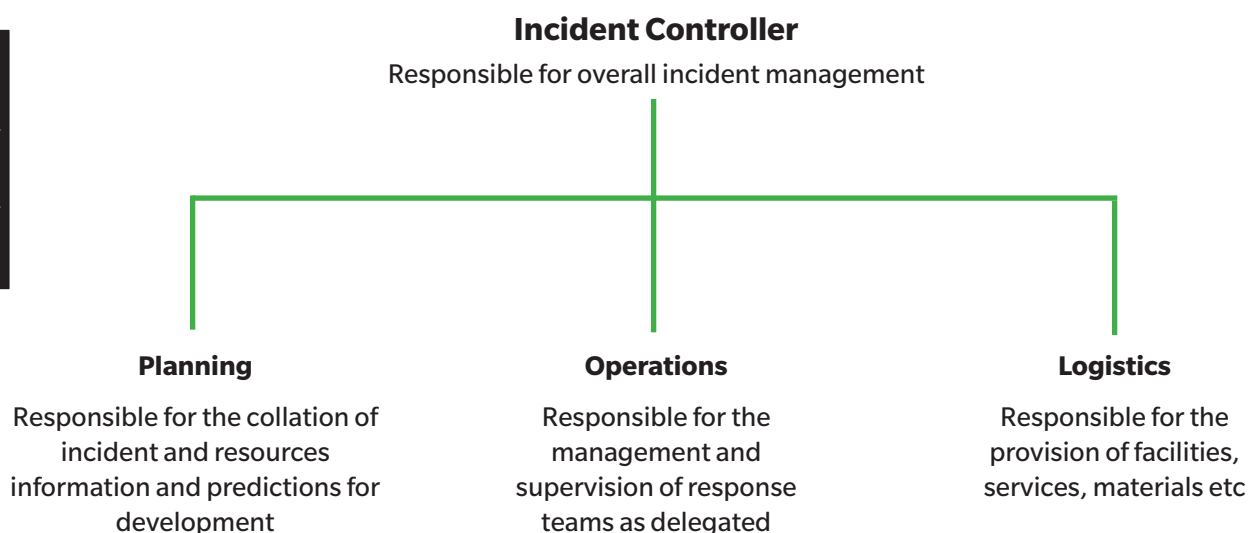
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LS10.11 INCIDENT CONTROL SYSTEM STRUCTURES

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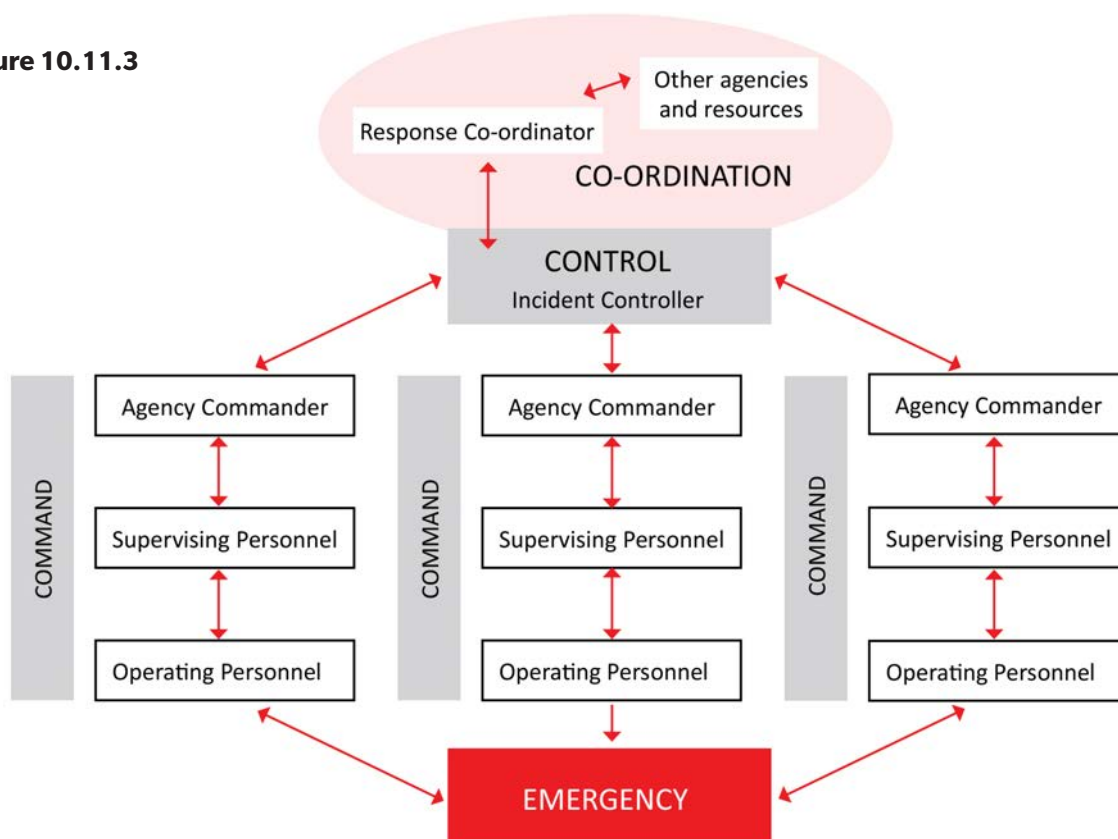
Figure 10.11.2



Identify Appropriate Control Structure

Members of an IMT may also need to delegate responsibility for activities conducted within their functional areas. An example of this specific to Surf Life Saving in Tasmania is described in the SLICS.

Figure 10.11.3





LS10.11 INCIDENT CONTROL SYSTEM STRUCTURES

The following table highlights generic emergencies/threats where SLS may be required to offer support to controlling agencies.

Figure 10.11.4

Emergency/Threat	Control Agency
Accident/Incident	
Aircraft	Police
Marine	Police
Fire or Explosion	
Marine	Fire
Natural Event	
Flood	SES
Tsunami	SES
Rescue	
Land	Police
Water	Police
Search	
Land and Water	Police
Other	
Marine Casualty	Police

LS10 Emergency Response System



LS10.12 INCIDENT CONTROL SYSTEM ROLES & RESPONSIBILITIES

Section: LS10 Emergency Response System

Page: 1 of 3

PURPOSE

To outline the roles and responsibilities with the Surf Life Saving Tasmania (SLST) Incident Control System (ICS).

PROCEDURE

Where all functions have been delegated, an Incident Management Team (IMT) comprises of the Incident Controller, Operations Officer, Planning Officer and Logistics Officer. The team of people now share the burden of controlling the incident.

The IMT should meet as determined by the Incident Controller, to assist the incident controller to ensure that control of the incident is being:

- Properly planned;
- Adequately resourced within the constraints;
- Suitably implemented;
- Provides for the safety and welfare of people involved in controlling the incident;
- Minimises impact on the community on the environment; and
- Is effective and efficient.

Control

The Incident Controller is appointed in accordance with the Tasmania Emergency Management Plan (TEMP), organisations policy or legislative requirements and is responsible for the overall management of the incident.

Incident Controllers roles become more of a leadership role as the structure expands and the functions of operations, planning and logistics are delegated. Incident Controllers must have the technical training and experience to manage the incident and be capable of using sound managerial practices to implement their strategies in the safest and most effective manner.

The Incident Controller must be able to organise people to allow time to consider the issues critical to the incident. Minor information and other distractions must be avoided. The Incident Controller must be kept informed with relevant information and be available to the principal members of the IMT to make important decisions.

The responsibilities of the Incident Controller at an incident are to:

- Assume control and assess the situation;
- Plan response to the incident and approve any plans;
- Allocate tasks;
- Maintain safe practices;
- Appoint staff/members;
- Co-ordinate and forward reports to the responsible agencies;
- Review any incident plans;
- Organise changeovers and briefings;
- Liaise with support personnel; and
- Manage the media.



LS10.12 INCIDENT CONTROL SYSTEM ROLES & RESPONSIBILITIES

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Planning

Complex incidents demand high levels of planning. The Incident Controller will experience great difficulty in managing an incident that is large, complicated in nature or extends over a lengthy period unless the planning function is delegated. An efficient planning officer is important to the smooth running of complex incidents.

When appointed the planning officer is important to the smooth running of complex incidents and needs to:

- Obtain a briefing from the Incident Controller;
- Process information relating to the current and predicted incident situation;
- Maintain records about the location and deployment of teams;
- Provide management support;
- Maintain an information service;
- Liaise with technical specialists;
- Conduct planning meetings with other members of the IMT;
- Develop alternative control objectives and strategies;
- Co-ordinate the development and distribution of the Incident Action Plan;
- Organise incident demobilisation;
- Plan for the future (6-24 hour plans, 1 & 2 day plans); and
- Maintain a log of activities.

Operations

As an incident develops the Incident Controller may decide to delegate some functions. The Operations role is normally delegated to a person from the principal leading organisation. The Operations function is a major role at all incidents. Where delegation of the operations functions occurs, the responsibilities assumed by the operations officer are:

- Obtain a briefing from the incident controller;
- Develop the operations portion of the Incident Action Plan;
- Brief and allocate personnel in accordance with the plan;
- Manage and supervise incidents at the incident;
- Establish and maintain assembly staging areas;
- Determine the need for and request additional resources;
- Assemble response teams from available resources;
- Re-allocate response teams;
- Initiate recommendations for the release of resources;
- Report special incidents and accidents; and
- Maintain a log of activities



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LS10.12 INCIDENT CONTROL SYSTEM ROLES & RESPONSIBILITIES

Section: LS10 Emergency Response System

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LS10 Emergency
Response System

Logistics

The Logistics Officer is appointed by the Incident Controller and is responsible for providing support materials and services for the incident. The Logistics Officer participates in the development of the plan and reports to the Incident Controller.

The main responsibilities are:

- Obtain a briefing from the incident controller;
- Plan the organisation of logistics section;
- Allocate tasks to logistic personnel;
- Process requests for additional resources;
- Estimate future services and support requirements; and
- Maintain a log of activities and resources.

Liaison Officers

The role of a Liaison Officer is to represent an organisation or perform an emergency management function within a SurfCom like facility. Liaison Officers are experts in relation to their organisation area of specialisation and therefore can advise others accordingly.

The Liaison Officer duties include:

- Reporting to and liaising with the Incident Controller;
- Knowing the resources of their organisation;
- Maintaining active communication with other liaison officers;
- Making decisions without hesitation;
- Preparing and forwarding SITREPS to organisations regularly; and
- Remember that their role is coordination not operation.



LS10.13 SURF LIFESAVING INCIDENT COMMAND SYSTEM (SLICS)

Section: LS10 Emergency Response System

Page: 1 of 1

PURPOSE

Under the operations that Surf Life Saving is actively involved in there exists a need for an incident control system to effectively and efficiently manage all incidents.

SLICS has three levels of Incident Commander which are responsible for the management of incidents and vary in applications depending on the Incident. These are known as:

- Patrol Captain/Lifeguard
- Local Duty Officer (Regional/Club based)
- SLST State Duty Officer

LS10 Emergency Response System

PROCEDURE

Patrol Captains / Lifeguards

For the majority of Surf Life Saving incidents the Patrol Captain/Lifeguard shall assume the role of the Incident Commander and be the Incident Management Team (IMT). The Patrol Captain /Lifeguard is responsible for a small band of members whose key role is prevention, recognition and rescue.

Roles and responsibilities of Patrol Captains/Lifeguards can be found in the relevant Standard Operating Procedures.

Through major incidents the Patrol Captain/Lifeguard may have to delegate their authority to a Duty Officer who will resume the position of Incident Controller. In this situation it is advisable that the Patrol Captain become the Operations Officer for the incident.

Duty Officers

For incidents that involve between 4-10 different units or teams, the Duty Officer assumes the role of the Incident Commander and will be supported by the IMT. The Incident Management Team would normally be as follows:

- Operations Officer – Patrol Captain/Senior Lifeguard.
- Planning Officer – Nominated person.
- Logistics Officer – Nominated person.

Duty Officers should normally control all search and rescue incidents within a council area and incidents that involve the notification to the State Duty Officer.

State Duty Officer

The State Duty Officer will assume the role of Incident Commander at after-hours emergency responses and large scale incidents that are normally supported by a written plan (i.e. Tsunami).

In this case, the Incident Management Team may be formed the following way:

- Operations Officer – Duty Officers.
- Planning Officer – Nominated.
- Logistics Officer – Nominated.
- Public Relations Officer – Nominated (usually SLST Media Officer).



LS10.14 TASK REGISTRATION & ANALYSIS

PURPOSE

To outline Surf Life Saving Tasmania (SLST) task registration and analysis process.

PROCEDURE

A request for assistance only becomes a task after it has been confirmed that it is not a duplicate call and it requires action. The status of a task for allocation purpose is either:

Action	Task requires action by resources under the control of SLS
Completed	Task has been completed by resources under the control of the SLS
Referred	Task passed to an external agency resources for action e.g. if the task is a fire to be activated by the relevant fire fighting agency. A referred task is treated as complete.

Check if the Request for Assistance (RFA) is a new task, duplicate or worth revisiting.

The RFA could be:

- A new task.
- A duplicate call – the original caller or related parties have called again about an existing uncompleted or completed task.
- A possible revisit – to a previously completed task which requires further action.

To work out which it is, check the address on the RFA against the register.

Duplicates can be generated because:

- A different person has called; or
- The person could be impatient and ring back.

New Task

If the task is not in the register then the RFA is a new task.

Fill in the next blank row of the request for assistance register, and then write the new task number in the task number box on the top right hand corner of the RFA.

Now the RFA is a new task with a unique number.

Duplicate Task

If the incident is already in the Request for Assistance Register it is a duplicate task. In this case write DUPLICATE in the RFA Box under the number.

LS11 SAR OPERATIONS



LS11.1 SEARCH AND RESCUE (SAR) RESPONSIBILITIES

Section: LS11 SAR Operations

Page: 1 of 3

PURPOSE

To outline the search and rescue responsibilities used by Surf Life Saving Tasmania (SLST) for lifesaving operations.

PROCEDURE

Definition

Search and Rescue (SAR) services are defined as the performance of distress monitoring, communication, coordination of search and rescue functions, provision of medical advice and initial medical assistance through the use of lifesaving resources.

Lifesaving resources include all SLS active members/ALS staff, approved lifesaving equipment, Surf Life Saving clubs /units and support operations in Tasmania.

Overview

There are three levels of management within the SAR system:

- Overall management of SAR responsibilities by SAR Authorities;
- Control of individual SAR incidents by an Incident Controller (IC); and
- Command of lifesaving services by an Incident Commander (usually Duty Officer/Patrol Captain).

This section outlines, in general terms, the management and coordination actions required when a decision is made to implement procedures in prosecuting a SAR.

Once it is decided to proceed with a search, plans should be enacted for the commencement of search activity with a minimum of delay.

SAR Authority

A SAR Authority shall ensure that a SAR operation can be promptly initiated and prosecuted with the efficient use of available SAR resources, until the rescue has been completed or until chance of success is no longer a reasonable possibility.

SAR Authorities have the overall responsibility for establishing, staffing, equipping and managing the SAR system, including providing appropriate legal and funding support, providing or arranging for SAR assets, coordinating SAR training and developing SAR policies.

Most commonly in Surf Life Saving operations, the SAR Authority shall be the Tasmanian Police – namely Marine Area Command.

Incident Control

Control of an incident relates to overall management of a SAR involving multiple agencies. A representative of the SAR Authority shall take the role of Incident Controller.

Most commonly in Surf Life Saving operations, the Incident Controller shall be a senior representative of the Tasmanian Police Service.



LS11.1 SEARCH AND RESCUE (SAR) RESPONSIBILITIES

Section: LS11 SAR Operations

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Each SAR operation is carried out under an Incident Controller (IC) designated for the purpose by the appropriate SAR Authority. The role of the IC may vary between SAR Authorities depending on their command arrangements. They must understand the extent of their authority and responsibility and must be capable of taking immediate and adequate action basing their decisions on knowledge, logic and good judgement.

Incident Command (SLS)

Command of an incident relates to the management of an individual agency’s resources and delivery of specific tasks/objectives/goals, as set generally by the Incident Controller.

For Surf Life Saving, the Incident Commander shall be the most senior lifesaving officer on-scene, usually the Patrol Captain/Senior Lifeguard or Duty Officer.

The Surf Life Saving Incident Commander shall have ‘command’ and coordinate all Surf Life Saving assets/resources/personnel involved in the SAR, not limited to Lifesavers/Lifeguards (SLST/ALS), IRBs, RWC, ORB, and JRB.

Co-responding lifesaving services from adjacent regions or states shall fall under the command of the specific SLS Incident Commander, unless otherwise delegated by the Incident Commander.

Note: The relevant operational responsibilities of the various lifesaving service vessels/skippers/pilots shall be maintained however, as per the procedures for the safe operation of those craft.

The Incident Commander may delegate roles/responsibilities/tasks (including establishment of forward command posts/and delegation of forward incident commanders) as required – but reporting to the Incident Commander.

SAR ROLES - OVERVIEW

State Duty Officer

The State Duty Officer is the sole emergency contact and dissemination point between emergency services and lifesaving services regarding a beach or aquatic (coastal/offshore/inland) incident in Tasmania and for ‘disasters’ as per the TAS DISPLAN and relevant Sub-Plans.

All communications from emergency services and SLS shall be directed to the State Duty Officer.

The State Duty Officer shall correlate and disseminate the relevant information to the relevant lifesaving services.

Responding lifesaving services shall provide the relevant SITREPS and communication to the State Duty Officer.

The State Duty Officer shall provide SITREPS and seek further information from emergency service communications centers and key departments, including but not limited to Police Radio Room, Marine Area Command, Tasmanian Ambulance, SES, Tasmanian Parks and Wildlife.

Responding lifesaving services shall establish contact with on-site emergency services and Incident Controllers.

Only State Duty Officers (SURFCOM if required) shall undertake a tasking/notification role for lifesaving services (unless otherwise delegated to by the State Duty Officer).



LS11.1 SEARCH AND RESCUE (SAR) RESPONSIBILITIES

Local Duty Officer

These roles deliver 3 key functions:

1. Local dissemination and coordination of services for emergency response (generally outside regular patrol times and/or to unpatrolled locations).
2. On-site liaison with Incident Controller (most commonly Tasmanian Police).
3. On-site 'command' of own services/assets/personnel.

Lifesaving services which shall fall under the operational 'command' of the Local Duty Officer if participating in a SAR incident in TAS include:

- SLSC patrols/callout teams.
- SLS RWCs.
- SLS ORB/JRBs.
- SLS services responding from adjacent regions.
- Other SLS services (i.e Volunteer Marine Rescue).

SurfCom

SurfCom provides the support function to a SAR, including the combination of the following:

- Initial dissemination of information and tasking of SLS service to an emergency;
- Coordination of emergency service support;
- Upward and downward SITREPs to SLS/ALS and emergency services;
- Monitoring service response/status/welfare; and
- Maintaining data/communications records.

Only SLST SurfCom and or State Duty Officers shall undertake a coordination/ communications support role for lifesaving services over the SLST radio network (unless otherwise delegated to by the State Duty Officer).

Note: SurfCom does not deliver a 'command' function for a SAR incident, rather communication/ coordination support.

The staff of a SurfCom perform duties in the prosecution of search and rescue events in addition they have responsibility for maintaining the operations in a continuous state of preparedness. The SurfCom staff shall consist of personnel who are experienced and or trained in SAR operations. When a period of heavy activity is anticipated or during major SAR incidents, the regular staff may be supplemented as required.



LS11.2 SEARCH AND RESCUE STAGES

PURPOSE

To outline Surf Life Saving Tasmania (SLST) search and rescue stages.

PROCEDURE

Introduction

When the SAR system first becomes aware of an actual or potential emergency, the information collected and the initial action taken are often critical to successful SAR operations. It must be assumed that in each incident there are survivors who will need assistance and whose chances of survival are reduced by the passage of time. The success of a SAR operation depends on the speed with which the operation is planned and carried out. Information must be gathered and evaluated to determine the nature of the distress, the appropriate emergency phase, and what action should be taken.

Prompt receipt of all available information by the Surfcom/Duty Officer is necessary for thorough evaluation, immediate decision on the best course of action and a timely activation of SAR assets to make it possible to:

1. Locate, support and rescue persons in distress in the shortest possible time; and
2. Use any contribution survivors may still be able to make towards their own rescue while they are still capable of doing so.

Experience has shown that the chances for survival of injured persons decrease by as much as 80% during the first 24 hours, and those for uninjured persons diminish rapidly after the first three days. Following an accident, even uninjured persons who are apparently able-bodied and capable of rational thought are often unable to accomplish simple tasks and are known to have hindered, delayed or even prevented their own rescue.

SAR Stages

The response to a SAR incident usually proceeds through a sequence of five stages. These stages are groups of activities typically performed by the SAR system in responding to a SAR incident from the time the system becomes aware of the incident until its response to the incident is concluded. The response to a particular SAR incident may not require the performance of every stage. For some incidents, the activities of one stage may overlap the activities of another stage such that the portions of two or more stages are being performed simultaneously.

The five SAR stages are:

1. Awareness – Knowledge by any person or agency in the SAR system that an emergency situation exists or may exist.
2. Initial Action – Preliminary action taken to alert SAR assets and obtain more information. The stage may include evaluation and classification of the information, alerting of SAR assets, communication checks and, in urgent situations, immediate performance of appropriate activities from other stages.
3. Planning – The development of operational plans including plans for search, rescue and final delivery of survivors to medical facilities or other places of safety as appropriate.
4. Operation – Dispatching SAR assets to the scene, conducting searches, rescuing survivors, assisting distressed craft providing necessary emergency care for survivors and delivering casualties to medical facilities.
5. Conclusion – Return of Search and Rescue Units (SRU)s to a location where they are debriefed, refuelled, replenished and prepared for other missions, return of SAR assets to their normal activities and completing of all required documentation.



LS11.3 RESPONSIBLE SAR AUTHORITY

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PURPOSE

To outline the responsible search and rescue authority.

PURPOSE

There are two levels of SAR response in Australia:

1. The Commonwealth level through AusSAR and the ADF; and
2. The State/Territory level through the Police.

Volunteer organisations such as Surf Life Saving work in close liaison with State Police. The Police retain overall SAR control in their jurisdiction.

It is common for a number of agencies to contribute to one SAR operation. In such circumstances it is vital that one agency has overall 'control' and other agencies involved cooperate with this agency to produce the best response possible within available resources.

Determination of Responsible Authority

In practice, the first agency to become aware of a distress situation is obliged to respond until the appropriate SAR authority with overall coordination responsibility is in a position to assume that responsibility. It is imperative that the appropriate SAR Authority is notified as soon as possible.

From time to time SAR operations may be commenced independent of a SAR authority. Once a relevant SAR authority is alerted to the incident it is their responsibility to coordinate the activities of the responding assets in order that the integrity of the search is maintained.

For lifesaving services this is evident and common through regular patrol duties and in emergency response situations where it is a period of time before Tasmanian Police are on-scene.

Responsibility for SAR coordination and direction may be transferred between SAR authorities, whenever more accurate knowledge of the missing person or distressed craft's position or movements comes to hand, or when it becomes apparent that a SAR authority other than the one initiating the action is more favourably placed to assume responsibility. This may be due to better communications, closer proximity to the area of search or more readily available facilities.



LS11.4 SAR RESOURCE CHARACTERISTICS

PURPOSE

To provide guidelines regarding the selection of Search and Rescue (SAR) resources.

PROCEDURE

Introduction

Every endeavour should be made to obtain sufficient SAR assets to search the determined area in the shortest possible time. However certain factors, such as inclement weather or darkness, may impact services utilised and SAR planning.

Identification and deployment of SAR units shall commence at the time of the initial SAR response and a review of requirements shall continue through the action.

SAR Unit Selection and Characteristics

The selection of available SAR units to be used in SAR operations should take into account the following considerations:

- a. The need to reach the distress scene quickly; and
- b. Suitability for at least one of the following operations:
 - I. Provision of assistance to prevent or lessen the severity of accidents;
 - II. Conduct a search using air, marine or land units as required;
 - III. Carriage of supplies to the scene of an accident and, if necessary, delivery of supplies; or
 - IV. Execution of a rescue (air, marine, land units as required).

Aerial Assets

Aerial assets provide an enhanced SAR capacity and include:

- a. Police Helicopters.
- b. Volunteer/paid fixed-wing services (i.e Aerial shark patrol).

Maritime Assets

Search operations are generally best carried out by aircraft, while rescue operations are best carried out by helicopters, marine craft or land assets. However, it will sometimes be necessary to use marine craft or land assets for some search efforts, particularly when weather conditions prevent or hamper air search, when the location of the distress scene is known with reasonable accuracy, or the location is remote and non-aviation assets are best placed to render assistance.

In an emergency situation when gauging the speed of marine craft involved, it is usually their maximum speed possible under the prevailing sea conditions (can vary depending on conditions). Generally, small boats search at 15–40 knots and larger vessels search at 10 – 30 knots.

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LS11.4 SAR RESOURCE CHARACTERISTICS

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Rescue vessels can participate in operations at considerable distance from their base. Their main design requirements are good manoeuvrability, seaworthiness, long range, relatively high speed and sufficient size to accommodate survivors and equipment. Naval vessels, offshore lifeboats, seagoing tugs, customs and pilot launches and patrol boats are of particular value because of their special equipment, including communications equipment, and trained personnel.

Rescue boats such as Inflatable Rescue Boats (IRBs) and Rescue Water Craft (RWCs) are short-range vessels capable of operating a limited distance offshore (less than 1nm) in good sea conditions.

Large rescue boats, such as SLS Offshore Rescue Boats (ORBs), Jet Rescue Boats (JRBs) and SLS Rigid Hull Rescue Boats (RIBs) have a greater range and capacity (as per their specific 'vessel survey' parameters).

Other sources of maritime assistance may include:

- a. Police vessels.
- b. Naval vessels.
- c. Tasmanian Maritime vessels.
- d. Marine Rescue vessel.
- e. Customs vessels.
- f. Merchant vessels.
- g. Fishing vessels.
- h. Harbour craft, ferries, pilot launches and tugs.

Land Assets

A land-based response in conjunction with Aerial/Maritime resources (or stand-alone if conditions dictate such) is important to an effective SAR operation.

Land based assets include:

- Emergency operations centre (EOC).
- Incident command post.
- ATV/4WD vehicles.
- Foot based search parties.



LS11.5 EMERGENCY SIGNALLING DEVICES

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PURPOSE

To provide guidelines regarding emergency signalling devices.

PROCEDURE

Introduction

People in a craft in distress may use any possible means of alerting others to their situation. These devices range from emergency radio beacons to mirrors.

Distress and Emergency Signals

There are many signals that can be used to indicate a distress or other emergency.

Personnel involved in lifesaving operations must be familiar with the types of signals they can expect to encounter in order to evaluate their meaning correctly and take appropriate action.

Most commonly for lifesaving services these emergency signals include:

- Flares
- Strobes (flashing lights)
- EPIRBs
- GPS/satellite Tracking
- Smoke
- V-sheets
- Flags
- Rescue Tubes
- Hand signals
- Marker Dye

Daylight Devices

Fluorescent sea dye marker, which stains the water a green or red colour, has been sighted as far away as 16 kilometres, with an average of 5 kilometres. However, sea dye is not visible when searching up-sun because of surface glare.

Orange smoke generating signals have been sighted as far away as 19 kilometres with an average of 12 kilometres. Smoke signals are most effective in calm wind conditions and open terrain. The effectiveness of smoke signals decreases rapidly with an increase of wind speed above 15 knots.

Pyrotechnic flares may be used in daylight; however their detectable range is only about 10 per cent of the night-time range.

Night-time Devices

Flashing strobe lights are an effective compact night signalling device available for individual survivors. Strobe lights have been sighted as far as 32 kilometres away with an average of 5.5 kilometres.

Incandescent lights that are used on some individual lifejackets have a much smaller detectable range than strobe lights, generally about 800 metres.

Flares, star shells and rockets have been detected as far away as 55 kilometres, with an average of 40 kilometres.

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LS11.6 DISTRESS COMMUNICATIONS

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PURPOSE

To provide guidelines regarding distress communications.

PROCEDURE

Distress traffic includes all messages relating to immediate assistance required by persons, aircraft, or marine craft in distress, including medical assistance. Distress traffic may also include SAR communications and on-scene communications. Distress calls take absolute priority over all other transmissions; anyone receiving a distress call must immediately cease any transmissions that may interfere with the call and listen on the frequency used for the call.

Distress and safety communications require the highest possible integrity and protection from harmful interference. Any interference that puts at risk the operation of safety services degrades obstructs or interrupts any radio communications, is harmful. Some frequencies are protected, in that they have no authorised uses other than for distress and safety.

Lifesaving services personnel should be particularly careful not to cause harmful interference, and should cooperate with authorities to report and stop incidents of interference.

The objective of lifesaving communications is to make possible the conduct of lifesaving operations. Communications must allow for:

1. Rapid transmission of distress messages from aircraft ships and small craft including for medical assistance;
2. Rapid communication of distress information to the authorities responsible for organising and effecting rescue;
3. Co-ordination of the operation of various SAR units; and
4. Liaison between controlling/coordinating authorities and response resources



LS11.7 DISTRESS INCIDENT LOCATION

PURPOSE

To outline guidelines regarding estimating distress incident locations.

PROCEDURE

Estimating the Distress Incident Location

The first step in either marine or land search planning is to determine the limits of the area containing all possible survivor locations. This is usually done by determining the maximum distance the survivors could have travelled between the time of their Last Known Position (LKP) and the known or assumed time the distress incident and drawing a circle of that radius around the LKP.

Knowing the extreme limits of possible locations allows the search planner to determine where to seek further information related to the missing craft or persons and whether an incoming report might apply to the incident. However, systematic search of such a large area is normally not practical. Therefore, the next step is to develop one or more scenario/s or sets of known facts plus some carefully considered assumptions, describing what may have happened to the survivors since they were last known to be safe. Each scenario must be consistent with the known facts of the case, have a high likelihood of being true and allow the search planner to establish a corresponding geographic reference or datum for the survivors' most probable position (MPP).

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Three possible situations may exist with respect to the location of a distress incident when it is reported.

Approximate Position Known

The incident may have been witnessed - reported as a navigational fix by another craft or the craft in distress; or computed by the Incident Controller as a dead reckoning position from a previously reported and reliable position of the craft in distress.

Approximate Track Known

The craft in distress may have filed a trip or voyage plan prior to departure that included the intended track or route but the crafts actual position along the track is unknown. A single line of position, such as a flare sighting, should be treated the same as a track known situation.

Approximate Area Known

When neither the position nor the intended tracks are known, at least an area that the craft in distress was probably within can usually be determined. The Incident Controller should try to reduce this area to an area of high probability that can be used as the initial search area or, if the area is small enough, use it.



LS11.8 URGENCY OF RESPONSE & TIME FACTORS

PURPOSE

To provide guidelines regarding time factors in relation to SAR emergency response.

PROCEDURE

Evaluating incidents to determine the urgency and the extent of required SAR response, or the terminating of a response is a function requiring information judgement and experience. In emergency situations requiring immediate assistance, the action taken must be accomplished quickly and positively. Where uncertainty exists, evaluation is usually more difficult and time consuming because of the many factors involved.

Perhaps the most difficult task the Incident Controller undertakes is the evaluation of these factors. They usually become apparent between the time the incident is reported and the execution of the search. This is a time when speed and reliability will be most important, however it is also a time when incident reports may be incomplete or confused.

The most serious limitation is time. When persons are injured or are subjected to adverse climatic or water conditions, the chances of survival decrease rapidly. Time limitation also may be dictated by the number of hours left for a daylight search, although the Incident Controller should not arbitrarily rule out night search, especially in unpopulated areas, over the ocean, and over flat terrain or deserts.

The facilities available to conduct a search may be limited by lack of available personnel and search assets. The Incident Controller must be aware of availability of SAR facilities within their region.

Terrain, weather and oceanographic conditions can affect all areas in SAR planning and operations. Search visibility, aircraft limitations, search effectiveness, safety of flight and time available to complete the search are some of the factors that will affect search capability.

Whenever practicable, pertinent data should be plotted on a chart to aid in evaluating related factors.

Normally the Incident Controller determines the urgency and extent of SAR services required for an incident. A rapid but systematic approach is essential since prompt response to emergency incidents is the essence of the SAR system.

General Time Factors

The probability of finding survivors and their chances of survival diminish with each minute after an incident occurs. Prompt positive action is required so that no life will be lost or jeopardized through wasted or misdirected effort. Individual incidents will vary with local conditions.

In the case of seriously injured persons or persons in a hostile environment, the reaction time of the SAR system must be measured in minutes. Critically injured persons of any accident usually die within the first 24 hours if not given emergency medical care.

Daylight Factor

For survivors not equipped with any type of detection aids, daylight visual search is usually the only search method available to the Incident Controller. If darkness were approaching this would be another limiting factor for the Incident Controller to consider.

Night Factor

If it is known or suspected that the survivors have detection aids such as pyrotechnic flares or other night signalling devices or can display other lights, night searches should always be conducted. Night searches, visual and electronic are particularly effective at sea, over sparsely populated areas, flat terrain and deserts.

Night aural and visual search should be considered. Modern electronic detection methods may be effective in locating targets. The capability of these devices should be discussed with the operators of the equipment.



LS11.9 FACTORS AFFECTING INITIAL SAR RESPONSE

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PURPOSE

To provide guidelines regarding factors affecting initial SAR response.

PROCEDURE

There is a wide spectrum of factors that may influence the extent and manner of an initial SAR response.

To summarise some of the more important ones:

- a. Extent and reliability of information about the location of the distressed craft/persons;
- b. Availability of aircraft, marine craft and land parties for searching;
- c. Actual and forecast weather conditions;
- d. Times of daylight/darkness; and nature of terrain/location (within permitted response area i.e distance from shore).

Location of a Distressed Craft

Should a craft disappear without a distress call being received, the following assumptions are made:

- a. That the craft is probably between the last reported position and its destination.
- b. That the craft is most likely to be found on the section of the planned track between the last reported position and the position where the next report was due.
- c. The possibility of a communications failure, and a subsequent diversion should not be overlooked. The operating agency should be questioned concerning policy as to diversion.
- d. New intelligence information may cause the Incident Controller to re-evaluate the assumptions made during the initial planning phase. The possibility of these evolutionary changes to search strategy should not, however, dissuade an Incident Controller from basing initial search procedures on the above assumptions as long as there is, at that time, no indication of contrary tracking by the distressed craft.
- e. When conducting an initial response, it is not necessary to draw up a probability area accurately based on the navigational history of the distressed craft's route, nor is it normally necessary to take water movement into account, unless the interval between the 'Last Known Position Time' and the estimated time of arrival of search units at the scene is longer than four hours. This will vary in high drift areas and the Incident Controller may make an arbitrary allowance in the first instance, which may be applied until an accurate probability area is calculated in readiness for a more intensive search.
- f. The terms "Last Known Position" and "Last Known Position Time" are used when referring to last known position and associated times. For simplicity, they are used to describe both land and water positions.



LS11.10 RISK VS GAIN

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PURPOSE

To provide guidelines regarding the process of evaluating risk versus gain in relation to SAR operations.

Surf Life Saving Tasmania (SLST) requires lifesaving personnel to evaluate SAR operations to determine the level of risk versus the likely gain before commencing activities to ensure the ongoing safety of personnel.

PROCEDURE

SAR facilities are responsible for taking whatever action they can to save life at any time and place where their facilities are available and can be effectively used. Nevertheless, there may be a point beyond which SAR services are not expected and cannot be justified.

Known and inherent and residual risk must be carefully weighed against the mission's chances for success and the gains to be realised.

SAR personnel and equipment shall not be placed at risk, nor the mission attempted, unless lives are known to be at stake and the chances for saving lives are within the capability of the personnel and equipment available.

All reasonable action shall be taken to locate distressed personnel, determine their status and bring about their rescue. Prolonged SAR operations after all probability of survival has been exhausted are uneconomical and not warranted. The decision to conduct such operations must be based on probability of detection.

Studies have shown that the period within 12 to 24 hours of a distress incident is the most critical for recovery of survivors. The best chance of successful recovery occurs during this time period. After 48 hours time the chance of successful recovery decreases rapidly.



LS11.11 SAR INFORMATION FACTORS

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PURPOSE

To provide an overview of search and rescue information factors.

PROCEDURE

General Considerations for the Incident Controller

Incident Controller (IC) duties can be demanding, the gathering of information, evaluation of this information and initiation of action all require concentrated effort on many details. The IC will find the various forms, checklists, worksheets, tables and graphs provided in the appendices to be very helpful.

The following provides some general guidance for the early stages of a SAR operation, including information gathering and preparation for the possible need to plan searches. Several factors will influence the extent and manner of an initial SAR response. In general, these are:

- a. Extent/reliability of information about the location of the distressed craft/occupants;
- b. Availability of aircraft, marine craft and land parties for searching;
- c. Actual and forecast weather conditions;
- d. Times of daylight/darkness;
- e. Nature of terrain;
- f. Availability of survival supplies and supply dropping teams;
- g. Sea currents; and
- h. Time delay in notification.

Location Clues

Some of the clues that may indicate the survivors' location or situation include:

- Intentions;
- Last known position;
- Hazards;
- Condition and capabilities;
- Crew behaviour;
- On scene environmental conditions; and
- Results of previous searching.



LS11.12 SAR INCIDENT INFORMATION

PURPOSE

To provide guidelines regarding the information that should be gathered in relation to a search and rescue incident.

PROCEDURE

The following information, or as much of it as is required to address an emergency situation, should be obtained from the craft or the individual reporting the actual or potential emergency situation or incident. As many of the items should be obtained as circumstances permit.

Maritime SAR Incident

A maritime SAR incident is considered imminent or actual when any of the following conditions exist:

1. A surface vessel or craft has requested assistance;
2. A surface vessel or craft has transmitted a distress signal;
3. It is apparent that a surface vessel or craft is in distress;
4. A surface vessel or craft is reported to be sinking or to have sunk;
5. The crew is reported to have abandoned ship or is about to do so;
6. Reports indicate that the operating efficiency of the craft is so impaired that the craft may sink or the crew may be forced to abandon;
7. The surface vessel or craft is overdue or unreported;
8. Persons are in the water and require assistance;
9. An EPIRB has been activated; or
10. A Medivac is required on medical advice.

Air, Marine or Land Incident information

1. Name, address, and telephone number or contact point of person reporting;
2. Distressed craft (name/type/call sign/registration) or identification;
3. Position of emergency (latitude/longitude or bearing/distance) from a known point or the last reported position and the next reporting position);
4. Nature of emergency (fire, collision, person overboard, disabled, overdue, crash or missing hiker etc.);
5. Date/time of emergency occurrence;
6. Date/time of notification;
7. For aircraft - altitude, attitude, heading, speed and endurance;
8. Craft description (size, type, markings, hull, colour of cabin, deck, rigging, fuselage colour, tail colour, wingtip colour, unusual features);
9. Details of persons on board, persons involved (POB) including number of people involved, ages, state of health, injuries, intentions;
10. Date, time and departure point, planned route, speed, ETA and destination;
11. Radio frequencies currently in use, monitored or scheduled;
12. Emergency radio equipment and frequencies, EPIRB, or flares;
13. Actual weather/sea conditions;



LS11.12 SAR INCIDENT INFORMATION

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14. Local action being taken or assistance required;
 15. Owner/agent of distressed craft and contact method;
 16. Possible route deviations;
 17. Navigation capabilities;
 18. Survival equipment including quantity of food/water and signalling devices;
 19. Other information sources, e.g. friends, relatives, associates, yacht clubs, and aero clubs; and
 20. Mobile phone numbers of any person involved.

Person Overboard Incident Information

1. Name and call sign of ship with man overboard;
2. Position, course and speed of the ship;
3. Date, time and position when the person went overboard;
4. If time of person overboard unknown, when last seen;
5. Weather conditions (include water temperature);
6. Person's name, age and gender;
7. Person's height and weight to determine survivability;
8. Person's physical/mental condition and swimming ability;
9. Person's clothing (amount and colour);
10. Height of fall from ship to water;
11. Lifejacket (worn, missing);
12. Has the ship been completely searched;
13. Will the ship search for the person overboard and, if so, for how long;
14. Radio frequencies in use, monitored or scheduled;
15. Whether an urgency broadcast is requested;
16. Assistance desired;
17. Assistance being received;
18. Initial reporter (parent agency, radio station, name/call sign of ship); and
19. Other pertinent information.



LS11.13 SAR BRIEFINGS

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PURPOSE

To provide guidelines regarding SAR crew briefings.

PROCEDURE

Comprehensive briefing and de-briefing of search crews is a vital component of search planning. They are time consuming processes, and in the case of briefing, preparation must commence at an early stage and, whenever possible, in good time before departure. It must be appreciated that many personnel engaged for search operations are neither trained for, nor experienced in the search role. Field SAR personnel shall therefore be given every opportunity to familiarise with all relevant details of the distress. All instructions for the SAR operation shall be clearly and precisely presented.

The Briefing Officer appointed to the briefing task must be thoroughly familiar with the overall plan and individual search unit tasks.

Search Briefing

Comprehensive briefing of search units is vital to every search operation. The Incident Commander should be satisfied that the briefings are well prepared, and that where group briefings are to be conducted, the venue is suitable for the purpose.

Briefings for marine units will cover similar topics to those given to air and land units, but there may be less opportunity for face-to-face briefing contact. Appointed Briefing Officers (Patrol Captains/Duty Officers) should be aware of the difficulties inherent in briefing indirectly and the increased potential for misunderstanding.

Similar arrangements shall be made for debriefing SAR units.

Search Area Description

There are many ways of describing search patterns and the boundaries of search areas. In selecting the method to be used, Briefing Officers must consider the SAR knowledge of the recipients and the method to be used for the transmission of the information.


SMEAC

A standard sequence for issuing orders or instructions is used to convey the operational plan to all personnel. This sequence is known as SMEAC. Using the SMEAC system to sequence your delivery can enhance briefings.



LS11.13 SAR BRIEFINGS

Figure 11.13.1

 TASMANIA	NAME OF ORGANISATION SMEAC BRIEF
ITEM: EFFECTIVE: LOCATION:	DESCRIPTION OF EVENT DATE LOCATION
Advisory Target:	EXAMPLES SLS State Duty Officers SLS Emergency Response Teams Tasmanian Police Ambulance Service of Tasmania Helicopter Rescue Services Marine Rescue Services
Issued By:	NAME OF ORGANISATION / PERSON Emergency Number: ### Non-Emergency: ### EMAIL
SITUATION	What has happened (the big picture)
MISSION	The aim
EXECUTION	How the aim is to be accomplished (This may change as more information becomes available)
ADMINISTRATION	What support and coordination will be provided and how
COMMUNICATIONS	Who will be in control and how the communication system will work

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LS11.14 BASIC SEARCH PLANNING

PURPOSE

To provide guidelines on the process of basic search planning.

PROCEDURE

A search plan is required for every mission. It may be a very abbreviated plan for a single search unit, or it may be a complex plan involving a large number of units. In any case, a search plan should always be developed by the Incident Controller/Commander (IC), as many lives may depend upon the care with which the search is planned and conducted.

When a search mission is required, four factors are of immediate importance to the search unit for conducting their search:

1. An adequate description of the search target;
2. The search area, including weather conditions and any possible risks or dangers;
3. The best search pattern; and
4. The appropriate track spacing.

The IC will most likely provide much more detailed information to the first search unit to be dispatched to the search area, but the above four items comprise a minimum. The IC develops the original or optimum search plan on the assumption that sufficient and suitable search units will be available for conducting the operation. Once the optimum plan is developed, the IC must make every effort to obtain the services of the search units he/she needs.

Additional search planning involves:

1. Evaluating the situation, including the results of any previous searching;
2. Estimating the distress incident location and probable error of that location;
3. Estimating the survivors' post-distress movements and probable error of that estimate;
4. Using these results to estimate the most probable location (datum) of survivors and the uncertainty (probable error of position) about that location;
5. Determining the best way to use the available search assets so the chances of finding the survivors are maximized (optimal search effort allocation);
6. Defining search sub-areas and search patterns for assignment to specific search assets;
7. Providing a search plan that includes a current description of the situation, search object description(s), specific search responsibilities to search facilities, on-scene coordination instructions and search asset reporting requirements.



LS11.14 BASIC SEARCH PLANNING

Controlling Factors

When developing a search plan, the IC must carefully weigh the limitations of time, terrain, weather, navigational aids, search target detect ability, suitability of available search units, search area size, distance between search area and SAR unit staging bases, and the particular Probability of Detection (POD) desired under the circumstances.

As the ability to survive after an emergency is limited, time is of paramount importance and any delay or misdirected effort will greatly diminish the chances of locating survivors. While thorough mission planning and good conditions for search are desirable, positive and immediate action is also required. The IC should exercise best judgement and initiate search with a minimum of information and few SAR units while additional data are obtained and more extensive search operations are planned.

Of all the factors involved in search planning, one or more may prove so important in a particular situation that the others can generally be regarded as secondary or even disregarded entirely. These important factors are referred to as the controlling factors, and are the ones given the most consideration when developing the attainable search plan. For example, when only a limited number of SAR units are available, the following relationships might exist between datum, search area, time available and POD:

1. Inaccurate datum requires a larger search area at the expense of time or POD;
2. Limited time available for the search requires a rapid search rate at the expense of the POD; and
3. High POD requires close track spacing at the expense of area searched or time.

The preceding paragraph illustrates a few of the factors where the particular circumstances may dictate controlling factors. In any of the above circumstances additional SAR units would alleviate the situation, but (apart from SAR unit's availability) there is a practical limit to the number of search units that can be safely used within a given area. With the realisation that emphasis on any factor will usually be at the expense of others, the IC must decide which factors are the most important. Once this is decided, the search effort is planned to meet the requirements of the controlling factors, while at the same time satisfying the other factors as much as possible.

A controlling factor peculiar to most maritime areas is the drift rate. In situations where a high drift rate is encountered the IC must allow for sufficient extension of the search area in the direction of drift in order to prevent the target from slipping out of the area during the search.

Search legs must be planned so that the target cannot slip out of the search craft's track spacing during successive sweeps. The simplest and most effective way of accomplishing the latter is to orientate the search legs with the drift direction.

If the search leg must be oriented across the drift direction, then the search craft should take no longer than 30 minutes to complete each search leg.

To ascertain if the drift rate presents a problem, compare the target's drift rate to the rate of creep of the search aircraft. If the target's drift rate exceeds the aircraft's rate of creep, remedial action is necessary. This may take the form of a barrier search at the end of the search area.



TASMANIA

LS11.15 ENVIRONMENTAL FACTORS

Section: LS11 SAR Operations Page: 1 of 2

PURPOSE

To provide guidelines regarding the affect of environmental factors on SAR operations.

PROCEDURE

Weather/Oceanographic Factors

Adverse weather prevailing in or approaching an area where survivors are located may also limit the time available to conduct a SAR operation. Not only are survivors of a distressed craft more difficult to detect under adverse weather conditions, but also SAR units themselves operate at lower efficiency due to the added turbulence, rough seas and higher stresses on both the search personnel and their craft.

Accurate knowledge of weather conditions and the prudent judgment based on it will enhance the likelihood of a successful mission. Knowledge of the prevailing weather conditions will also play an important role in the safety of the search units.

If weather will not allow for a search operation to be mounted without endangering additional lives, the search effort should be deferred. If weather is currently good but forecast to deteriorate in a short time, more rapid action is required and detailed planning may suffer due to the time available. If weather is good and forecast to remain so, more extensive planning may be accomplished.

Wind, visibility and cloud cover influences the search track spacing. Therefore, the better the weather information the more realistic will be the derived track spacing. Maintaining accurate search patterns is difficult in adverse weather. Aerial units are particularly vulnerable. For this reason the patterns selected should allow for more precise navigational accuracy.

Safety may sometimes be prejudiced by actual weather conditions which must therefore be monitored continuously by the IC. Low cloud base and restricted visibility are particularly hazardous during searches that cover large areas where many aircraft are employed. Should an air search be conducted under adverse weather conditions that deteriorate below the required flight conditions then air search may have to be suspended.

In situations where survivors are adrift in regions of high velocity water current, searches should be mounted without delay. The probability of locations survivors is high during the early stages of survival craft drift as the drift factor allowed for in search calculations will be of reasonable accuracy over a short time period.

When missions involve overdue craft, the weather situation should be evaluated to determine what effect it may have had upon the craft's operating capabilities and/or the actions of the craft's operator prior to SAR system activation.



LS11.15 ENVIRONMENTAL FACTORS

To obtain an overall weather picture an attempt should be made to complete the following questionnaire:

1. What was the weather at the departure point, destination and along the planned track at the time the overdue craft should have been in those areas? If no established weather facilities are available, the information should be obtained from local reliable sources in the areas concerned, such as Police or marine volunteers, if possible.
2. What was the en-route and forecast weather briefing given to the crew of the missing craft, and what was the operator's reaction to the weather briefing?
3. What was the weather in the area where the missing craft is presumed to be and if the time of emergency is known, what were the actual weather conditions at the craft's estimated position?
4. Were there any marked changes in wind or sea currents that might have resulted in navigation errors?
5. Were there any areas of low ceiling, poor visibility, precipitation, thunderstorms, frontal activity, turbulence, icing, that may have caused the craft to attempt circumnavigation, or that could have exceeded either the crafts or operator's capability?
6. Were there any areas of marked pressure changes that may have caused aircraft altimeter errors?

Weather Reports by Survivors

Occasionally missions will occur during which radio contact can be established with survivors who do not know their exact position. If survivors can report sufficient weather information, the IC and meteorological personnel may be able to develop an approximation of the survivor's position by fitting the survivor's weather into the current synoptic picture.

The following weather information should be requested immediately, and on a scheduled basis thereafter, if possible:

1. Percentage of cloud cover;
2. Estimated height of clouds;
3. Type of description of cloud;
4. Estimated surface wind velocity;
5. Winds aloft direction, if discernible by cloud movement;
6. Prevailing weather phenomena such as snow, rain, fog, sea state, etc;
7. The times of sudden changes in wind or weather such as rapid clearing, quick deterioration, sudden changes in wind direction, noticeable change in temperature, blowing dust or any other condition that might indicate frontal passage;
8. Outside air temperature; and
9. Observed times of sunset and/or sunrise.



LS11.16 SURVIVAL ENVIRONMENTAL FACTORS

PURPOSE

To provide guidelines regarding survival environmental factors.

PROCEDURE

The environment in which the survivor is exposed is another factor that limits the time available to complete their rescue. In some cases, environment will be the most time critical of all. Climatic atlases are useful to evaluate probable climatic conditions in regions where few or no weather reporting facilities are available.

The relation of survival time to water temperature, air temperature, humidity and wind velocity is not a simple one. These and other factors often exist in combination to complicate the problem of estimating life expectancy of survivors. Individuals will vary in their reaction to cold and heat stresses.

Additional factors which will vary a survivor's life expectancy include the type of clothing worn, the clothing's wetness, the survivor's activity during their exposure, initial body temperature, physical conditions, thirst, exhaustion, hunger, and various psychological stresses such as isolation, loneliness and remoteness, and the all-important individual will to live.

The following graphs are provided to assist the IC in determining the urgency required to remove survivors from the environment, and to assist in evaluating the practicality of terminating a search. These graphs are based upon case histories, field tests, laboratory experiments and analysis of all known data. However, the IC must understand that some individuals will exceed the life expectancy or tolerance times indicated in these figures, and therefore should consider these figures as helpful guidelines rather than absolute controlling factors.

Hypothermia

Hypothermia is the abnormal lowering of internal body temperature (heat loss) and results from exposure to the chilling effects of cold air, wind or water. Death from hypothermia may occur in both land survival and water survival situations. Hypothermia is the leading cause of death for survivors of maritime disasters.

Internal body temperature is the critical factor in hypothermia. If the body temperature is depressed to only 35°C, most persons will survive. If the body temperature is depressed to approximately 33°C, most persons will return to useful activity. At about 32°C, the level of consciousness becomes clouded and unconsciousness occurs at 30°C. Only 30 percent would be expected to survive these temperatures. At body temperature depressions of 26°C and below, the average individual will die and ventricular fibrillation (heart attack) will usually occur as the final event. In some cases individuals have survived with body temperatures as low as 17°C.

Water Hypothermia

The body will cool when immersed in water having a temperature of less than 33°C. The warmest temperature that ocean water can be at any time of year is 29°C. Approximately one-third of the earth's oceans have water temperatures of 19°C or above.

The rate of body heat loss increases as the temperature of air and water decreases. If a survivor is immersed in water, hypothermia will occur very rapidly due to the decreased insulating quality of wet clothing and the fact that water will displace the layer of still air that normally surrounds the body. Water allows a rate of heat exchange approximately twenty five times greater than that of air at the same temperature.

In water temperatures above 21°C survival time depends solely upon the fatigue factor of the individual, some individuals having survived in excess of 80 hours at these temperatures. Staying afloat and fighting off sharks are the major problems at these temperatures.



LS11.16 SURVIVAL ENVIRONMENTAL FACTORS

Between 15°C and 21°C an individual can survive up to 12 hours. At 15°C skin temperatures will decrease to near water temperature within 10 minutes of entry and shivering and discomfort is experienced immediately upon immersion. Dunking and submersion difficulties become increasingly distressful to the survivor.

From 10°C to 15°C the survivor has a reasonably good chance if rescue is completed within 6 hours. Faintness and disorientation occur at water temperatures of 10°C and below. Violent shivering and muscle cramps will be present almost from the time of entering the water and intense pain will be experienced in the hands and feet. This very painful experience will continue until numbness sets in.

All skin temperatures decrease to that of the surrounding water temperature in about 10 minutes. In the temperature range from 4°C to 10°C, only about 50 per cent of a group can be expected to survive longer than 1 hour. In water temperatures of 2°C and below the survivor suffers a severe shock and intense pain on entering the water. This shock in some instances may be fatal owing to loss of consciousness and subsequent drowning.

Water survivors who die within 10 to 15 minutes after entry into frigid water apparently do not succumb because of reduced body temperature, but rather from the shock of rapid entry into cold water. Fifteen minutes is too short a time for the internal body temperature to fall to a fatal level, even though the outer skin temperatures are at the same temperature as the water. In addition, the temperatures of the hands and feet fall so rapidly that such immersions are frequently less painful than those in 4°C to 10°C water.

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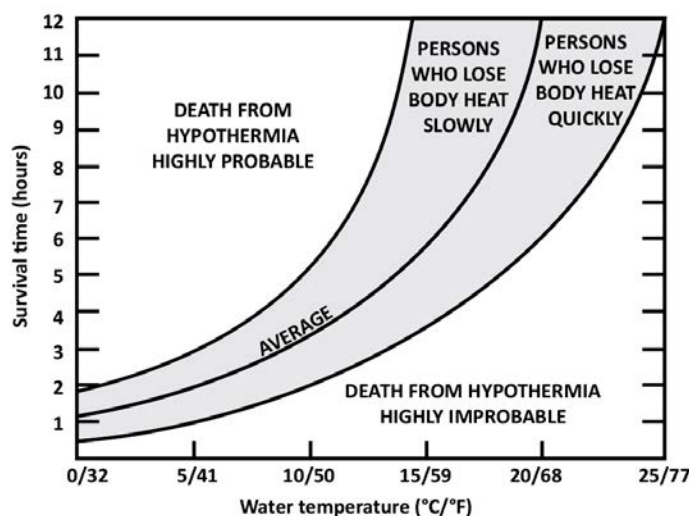


Figure 11.16.1

The graph above displays predicted calm-water survival time, the time required to cool a lightly clothed, non-exercising human to 30°C in cold water. This graph shows a line for the average expectancy and a broad zone that indicates the large amount of individual variability associated with different body size, build, fatness, physical fitness, and state of health. The zone would include approximately 95% of the variation expected for adult and teenage humans under the conditions specified. Factors that slow the loss of body heat are: high body weight, heavy clothing, survival clothing, or the use of a huddling or other protective behaviour.

Factors that make a person lose body heat faster are: low body weight, light clothing, or exercising (such as the situation where survivors without lifejackets must swim to stay afloat). Specialised insulated protective clothing, such as immersion suits or wet suits, is capable of increasing survival time from 2 to 10 times the basic duration shown on the figure.



LS11.16 SURVIVAL ENVIRONMENTAL FACTORS

Wind Hypothermia

Although the body will lose heat approximately twenty-five times slower in calm air than when immersed in water, the body heat loss will be accelerated with increasing wind velocities. This is an additional factor to consider for exposed survivors.

The table below depicts the effects of various wind speed and air temperature combinations. The straight-line relationship between air temperature and the logarithm of D wind speed allows simple interpolation of the intermediate temperatures. The shaded areas represent wind speed and temperature combinations that would cause freezing of any exposed skin.

Estimated wind speed (knots)	Actual air temperature (°C/F)					
	10/50	0/32	-12/10	-23/-9	-35/31	-45/-48
0	Little danger for properly dressed persons			Increased danger of freezing exposed flesh		
10	Little danger for properly dressed persons			Increased danger of freezing exposed flesh		
20	Little danger for properly dressed persons			Increased danger of freezing exposed flesh		
30	Little danger for properly dressed persons			Great danger of freezing exposed flesh		
40 or more	Little danger for properly dressed persons			Great danger of freezing exposed flesh		

Figure 11.16.2

Hyperthermia, Heat Stress and Dehydration

Hyperthermia, heat stress and dehydration are dangers in hot climates, particularly in desert areas. The most severe form of heat stress is heatstroke, during which the body temperature rises due to the collapse of the temperature control mechanism of the body. If the body temperature rises above 42°C, the average person will die. Milder forms of heat stress are heat cramps and heat exhaustion. Another limiting factor both in hot climates and in survival situations at sea is dehydration. A person totally without water can die in a few days, although some have survived for a week or more.



LS11.17 PARALLEL LINE SEARCH PATTERN

PURPOSE

To provide guidelines regarding parallel line search patterns.

PROCEDURE

Parallel line search patterns are used when the area of probability is large and the location of craft or person in distress is not well established. The search legs used are parallel to the major axis of the search area. This search pattern can be carried out by single or multiple vessels.

The parallel line search pattern is best used in rectangular or square areas. It is a very suitable pattern for a search conducted over water. The search vessel/s proceeds from one corner of the search area maintaining parallel tracks. Successive tracks are maintained parallel to each other and one track spacing apart.

This type of search may be carried out by one aircraft or by several aircraft following parallel tracks or each searching smaller rectangular areas separately.

This search pattern provides uniform coverage and should be utilised only when operating in the open ocean. Search and rescue crews should follow the following steps when utilizing this search pattern for single vessels:

1. The search pattern shall begin at the one corner of the search area.
2. Crews shall take a visual reference or drop a buoy and anchor as a surface marker. This will then provide a continuous reference point during the search.
3. The search pattern should begin so that there is a continuous overlap of vision throughout the search.
4. Crews shall ensure that successive tracks are maintained parallel to each other and are one track space apart.

Parallel line searches utilising more than one vessel should follow the same steps as one vessel operations but include the following considerations:

1. When operating within a relatively small area of probability (e.g. a beach 500 metres or less in length) each craft shall be designated a specific starting point in the search area in line with each vessel and shall be one track spacing apart.
2. When operating within a relatively large area of probability (e.g. a beach greater than 500 metres in length) each craft shall be designated a specific section of the search area based on distance with a specific overlap distance incorporated e.g. each vessel is designated a starting point 300 metres apart with an overlapping distance of 50 metres.

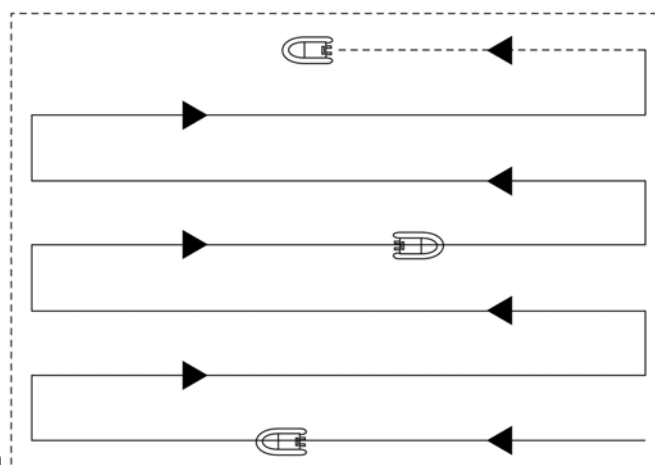


Figure 11.17.1 - Single Vessel Parallel Line Search

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LS11.18 CREEPING LINE SEARCH PATTERN

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PURPOSE

To provide guidelines regarding creeping line search patterns.

PROCEDURE

A creeping line search pattern would be used when there is a stronger probability of the craft or person in distress is closer to one end of the search area.

There are two different types of creeping line search patterns, these are:

- a. Rip to Open Ocean
- b. Open Ocean

Rip to Ocean

A rip to ocean creeping line search is to be utilised in inshore conditions when the last known position of the patient/s were in a rip current and the current direction is known. This search pattern should also be utilised when undertaking search and rescue operations in river and creek mouths and bars.

When undertaking a rip to ocean creeping line search the following steps should be utilised:

1. The search pattern shall begin at the last known position.
2. Crews shall take a visual reference or drop a buoy and anchor as a surface marker. This will then provide a continuous reference point during the search.
3. The search pattern should follow the direction of the current. The search lines taken should be close enough so that there is a continuous overlap of vision throughout the search.
4. Crews shall work from the last known position, down current, observing the change from rip current to ocean current. Crews shall alter the heading of the search accordingly with the current.

Open Ocean

An open ocean creeping line search is to be utilised in open ocean or flat water conditions. This search pattern is to be utilised when the direction of the current or wind is known.

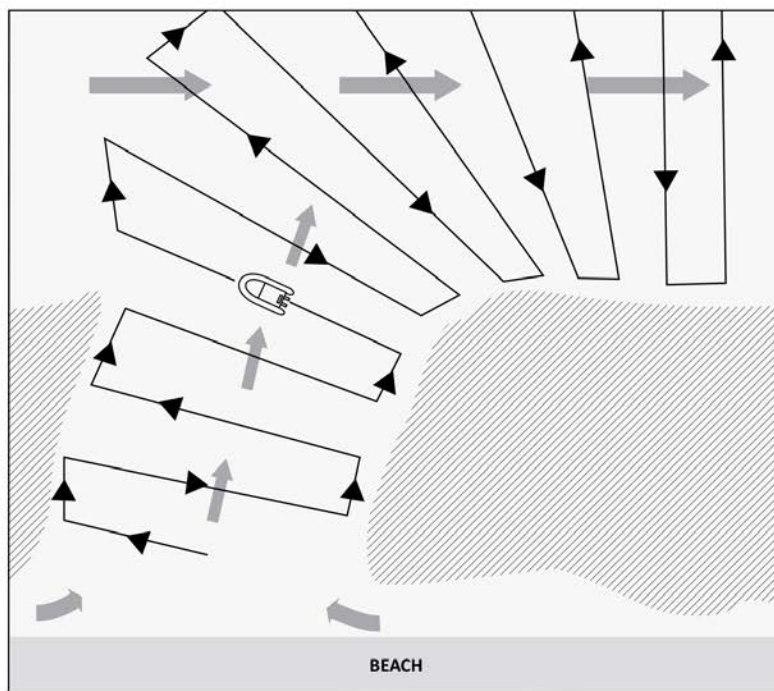
When undertaking an open ocean creeping line search the following steps should be utilised:

1. The search pattern shall begin at the last known position.
2. Crews shall take a visual reference or drop a buoy and anchor as a surface marker. This will then provide a continuous reference point during the search.
3. The search pattern should begin following the direction of the current or wind. The line taken should be close enough so that there is a continuous overlap of vision throughout the search.
4. Crews shall work from the last known position, and move along search lines that are equally spaced.

LS11.18 CREEPING LINE SEARCH PATTERN

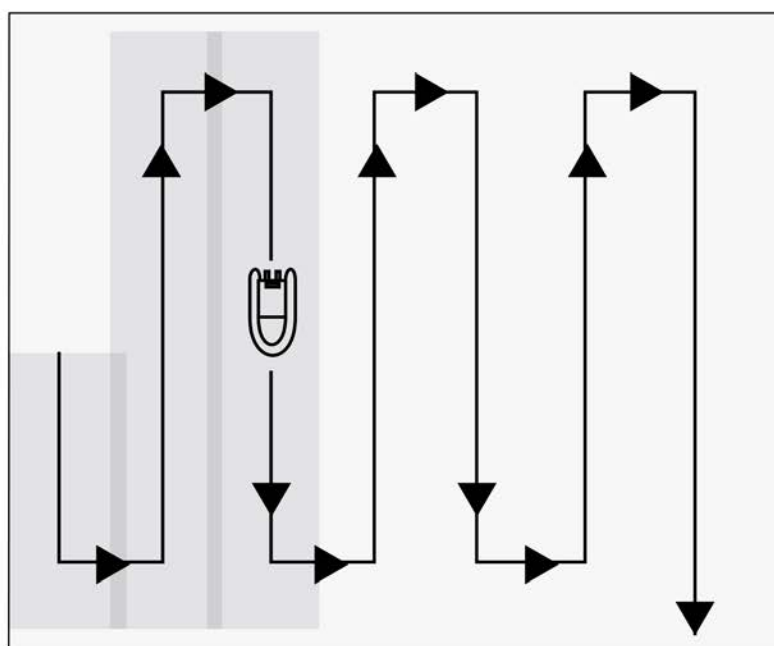
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**Figure 11.18.1 - Creeping Line Search Pattern
(Rip to Open Ocean)**

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Operations



**Figure 11.18.2 - Creeping Line Search Pattern
(Open Ocean)**



LS11.19 EXPANDING SQUARE SEARCH PATTERN

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PURPOSE

To provide guidelines regarding expanding square search patterns.

PROCEDURE

This procedure is referred to as an expanding square search as it begins at the reported position or most probable location and expands outwards in concentric squares. It is a very precise pattern and requires accurate navigation.

The square search pattern is used when the target is known to be in a relatively small area and the current direction is unknown. This search pattern provides uniform coverage and should be utilised only when operating in the open ocean.

Search and rescue crews should follow the following steps when utilising this search pattern:

1. The search pattern shall begin at the last known position.
2. Crews shall take a visual reference or drop a buoy and anchor as a surface marker. This will then provide a continuous reference point during the search.
3. The search pattern should begin so that there is a continuous overlap of vision throughout the search.
4. The first two legs are held to a distance equal to the track spacing and every succeeding two legs are increased by a further track space. Turns may be to the left or right at a 90 degree angle, depending upon the observer positions.
5. To ensure that each two legs are as accurate as possible the following methods may be used:
 - i. Distance – Each two legs are of equal length.
 - ii. Time and Speed – Each two legs are to occur over the same amount of time and at the same speed.

Expanding square search patterns utilising more than one vessel should follow the same steps as one vessel operations but include the following considerations:

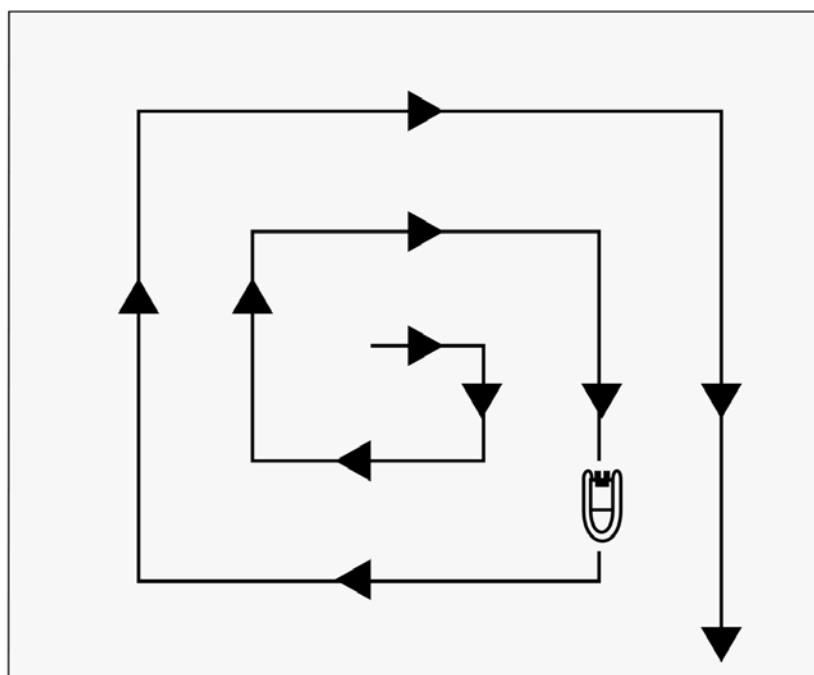
1. The second vessel is to commence the same pattern but orientated 45°.
2. If the same speed is used for both vessels, the first vessel must be allowed to complete at least 3 search legs before the second commences to avoid risk of collision.



LS11.19 EXPANDING SQUARE SEARCH PATTERN

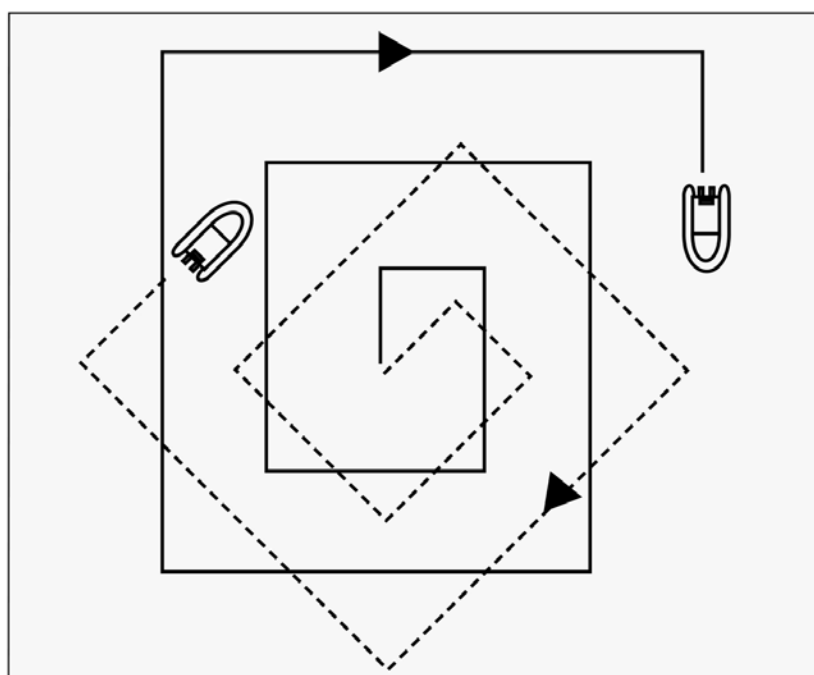
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**Figure 11.19.1 - Expanding Square Search Pattern
(Open Ocean)**

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**Figure 11.19.2 - Expanding Square Search Pattern
2 Vessels (Open Ocean)**



LS11.20 UNDERWATER SEARCH & RESCUE

Section: LS11 SAR Operations

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PURPOSE

To outline the correct procedure when undertaking an underwater SAR.

PROCEDURE

Underwater search and rescue activities may be conducted by lifesaving services in the initial phase of a SAR where the objective is to save a patient's life. When a search becomes a definite 'body recovery' operation, lifesaving services shall not undertake underwater SAR activities.

The use of SCUBA equipment is not to be used by lifesaving personnel at anytime. Lifesaving services may not tow lifesaving or emergency service personnel with SCUBA equipment.

Known and inherent risk must be carefully weighted against a mission's chance for success and the gains to be realised. All reasonable effort should be taken to locate those in trouble, determine their status, and affect the rescue.

The decision to prolong an operation after all probability of success has been exhausted should not be undertaken, unless at the direction of the Police.

The first consideration is the safety of the snorkelers, the crew, and the boat. When the time has elapsed, such that the search is basically for a body, the crew should not place themselves in a situation of risk. Where there is a chance that a life may be saved, the risks must be evaluated by the snorkelers and the skipper.

All participants must be qualified and proficient Surf Life Savers or Lifeguards. The snorkeler on scene initially must assess the situation faced, to ensure the safety of the team and the supporting crews. The snorkeler is expected to exercise judgement based on training and experience, in relation to the safety of the mission. If a snorkeler considers the risk too great, other personnel must accept the snorkeler's decision as final.

Only IRBs and ORCs are to be utilised when towing snorkelers (RWCs and JRBs are not to be used at anytime).

Snorkeler Equipment

Snorkelers should carry the following equipment at all times:

- Snorkel and Mask;
- Swim Fins;
- Wetsuit; and
- Dive Flag (displayed).

Initial Search

Firstly, establish where and when the victim was last seen. Determine this by dissecting two sets of landmarks and marking with anchor line and marker buoy.

During underwater SAR extreme care should be taken to avoid running the snorkeler over. Dive flags must be on or displayed at all times.

Underwater Currents

In many instances due to tide and underwater currents the body will have drifted from the position last seen. To determine the underwater current use marker dye and drop it into the sea at the position where the victim was last seen and observe the direction and rate of drift.



LS11.20 UNDERWATER SEARCH & RESCUE

Search Pattern

In consultation with the snorkeler, determine the area to be searched, the search pattern to be adopted and the width between each search run. This is determined by clarity and depth of water. Before commencing the search the size of the initial search area should be established and co-ordinates noted from various objects on the land so the search area can be accurately determined. If the search is unsuccessful then a new area should be defined unless timeframes dictate that the likelihood of survival has been exhausted.

Snorkeler Towing

In good visibility and sea conditions the IRB/ORC can tow the snorkeler behind the boat. The search pattern best used when towing the snorkeler is a creeping line search utilising landmarks to ensure that the area is being covered accurately. As a rule of thumb the boat will idle ahead with motor/s when towing a snorkeler. At no time should the snorkeler be towed at a speed greater than 4 knots. The snorkeler's height above the seabed depends on visibility. Successful sweeps require a 50% overlap.

Figure 11.20.1 - Recommended Speeds When Towing Snorkelers Underwater.

VISIBILITY (METRES)	SPEED (KNOTS)	SPEED (METRES/SECOND)
3	1.0	0.5
6	1.5	0.75
9	2.0	1.0
12	2.5	1.25
15	3.0	1.5
18	3.5	1.75

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Recovery of a Search Object

When located, the snorkeler should let go of the tow rope and attempt to recover the patient if able or maintain a visual. The snorkeler should signal to their support boat to gain their attention.

Crews Duties

- Assist snorkeler to don equipment.
- Monitor the snorkeler's safety as they deploy and use "OK" dive signal to check their condition once they are in the water.
- Observe position of snorkeler at all times and report any hazards to driver/skipper.
- For tow searches in ORBs, deploy the snorkeler tow bar. Place rope around bollard with one turn and hold onto rope so to receive or send any required signals. Relay any messages to driver/skipper.
- Assist snorkeler back onto boat.

Drivers Duties

For a stationary search, anchor vessel then assist crew with preparations:

- Ensure motors are in neutral when snorkelers are entering or leaving water.
- For tow searches, slowly take up slack on line then maintain appropriate speed for tow (motor/s idling).
- Steer appropriate bearings as indicated by skipper/crew, as accurately as possible.
- Listen to directions from crew as dictated by messages from snorkeler.
- At no time during towing should the vessel reverse.



LS11.21 PROBABLE ERRORS OF POSITION

Section: LS11 SAR Operations

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PURPOSE

To outline factors that may cause probable errors of position when planning and undertaking a SAR activity.

PROCEDURE

Drift Error for Waterborne Targets

Over land, the datum is the last known position; however when survivors are known or thought to be in or on the water an allowance must be made for movement of the water resulting from the effects of wind and current. The degree of displacement of the datum from the last known position assumes increasing importance with the passing of time, and MUST be allowed for in search planning. Survival Craft Drift, as the displacement is called, is a function of:

1. The average sea current;
2. The average wind current; and
3. Leeway.

Sources of information include data held by the SurfCom, vessels passing through the search area, and individuals with local knowledge.

The direction and speed of these factors is referred to as 'SET'. Contrary to the convention of expressing wind velocity, the direction component indicates the direction of movement. The speed component is usually quoted in knots. Care must be taken to ensure that the speed unit is both stated and interpreted correctly.

Sea Current

Tidal and local geographic features may affect sea currents near the coast. When areas near the coast are to be searched, the water movement for the area should be discussed more fully with local experts.

Tidal Streams

Tides are caused by the gravitational pull of the moon and sun, modified by the depth and shape of the sea basin along the coastal areas. Currents in coastal waters are usually affected by tides, changing in predictable velocity as the state of the tide changes. In some locations tidal streams are of the reversing type, abruptly changing direction 180 degrees at about the time of high and low water. In other places the direction will change in small increments so as to create a constant rotary movement. Variations of these tidal effects may also be found.

The exact effect of the tide on currents in any specific area may be found by consulting tide tables or local charts. Local knowledge is again of great value in dealing with movements of tidal streams. While the changes in direction of tidal streams have a tendency to nullify the cumulative effect, they must nevertheless be considered in computing drift for the following reasons:

1. Often, with reversing streams, the effect in one direction is greater than in the other so that, over a period of time, the resultant effect is more in one direction than in the other.
2. Even over short periods of time the flow of tidal streams will cause significant changes in the probable position of a search object.

LS11.21 PROBABLE ERRORS OF POSITION

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Since most areas affected by tidal streams will be close to landmasses, wind current will usually not be a factor in determining drift. Because of this, drift occurring in in-shore waters over short periods will be more greatly affected by tidal streams than current or leeway. However, if the cumulative effect of tidal streams and coastal currents thrusts the target into areas where sea current takes effect then drift considerations will need to be revised.

River Current

River current will affect SAR incidents that occur in offshore areas near river mouths. Tidal streams affect the river current speeds near the mouths of the rivers. In large rivers this affect may be noticed several kilometres upstream from the mouth. Published current tables often give values which are combinations of tidal and river flow effects. These are among areas where reversing streams will be greater in one direction than the other.

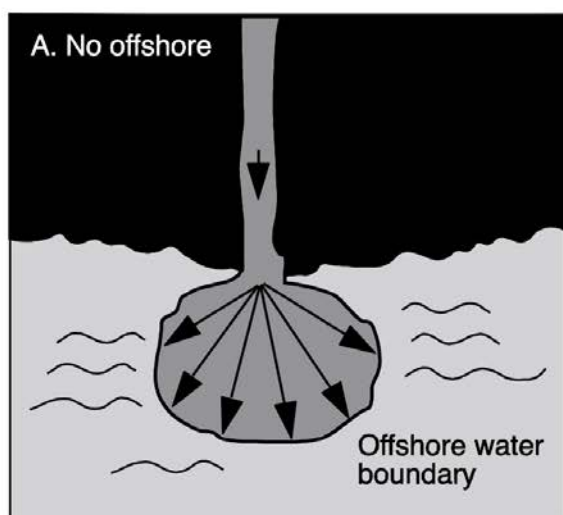


Figure 11.21.1

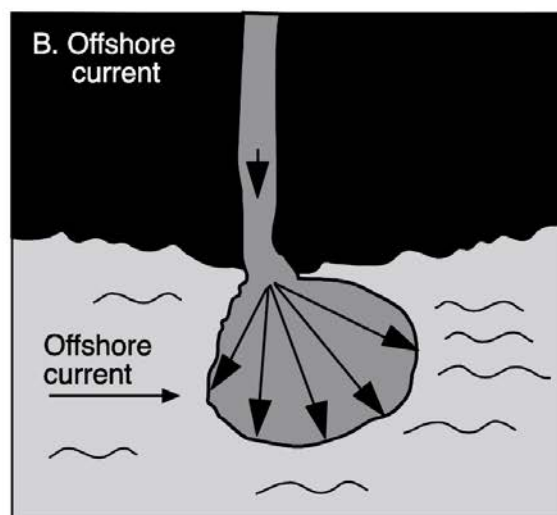


Figure 11.21.2

LS11 SAR Operations

On the other hand, river current affects both total current and sea current at its mouth. Some major rivers extend their influence quite significantly off shore. Seasonal variations in water volume and velocity should be considered.

When estimating river current in the discharge area an assumption that the current direction is a straight line from the river mouth to the discharge boundary and the river current speed decreases linearly from the river mouth to the discharge boundary should be made. The river current speed at the mouth can usually be obtained from local knowledge or by direct observation.

If any type of offshore current is present, the IC should expect that the river discharge will not fan out symmetrically, but will be displaced in the direction of the offshore current.

Long Shore Current

Long shore currents are caused by incoming swells striking the shore at an angle. Long shore current information must be obtained from direct observation or local knowledge.

Swell/Wave Current

In calm conditions, swells and waves may affect rafts and other small marine search targets. The effect is similar to leeway in that the raft is being moved through the water. However swell/wave current speed is so small, under 0.1 knots, that the drift force is usually ignored in determining general search areas. It is useful however for determining probable direction of target movement in some cases.



LS11.21 PROBABLE ERRORS OF POSITION

Surf Current

Surf current is only considered for incidents occurring in coastal surf areas. It is more of a rescue or salvage factor than a search planning factor. Surf currents will move a drifting object after it enters the surf zone. If no longshore current is present, the surf current will move the object towards the shore perpendicular to the line of breakers. If a long shore current is present, the object will be displaced in the direction of the long shore current.

Rip Current

Rip current is a special type of surf current. It is a narrow band of current flowing seaward through the surf line as a result of the long shore current building up a large volume of water along the beach line and then bursting through the incoming surf on its way back to sea. Rip currents are only a few metres wide through the surf line, but they fan out and slow down when in smoother water. Rip currents occur when longshore currents are present and in places where some form of bottom trough, bottom rise or shoreline feature assists in deflecting the long shore current build up in a seaward direction.

Local Wind Current

Local wind current is the current generated by wind acting on the surface of the water. The current changes with variations of the wind pattern. Near the coast, wind current can be affected by various factors and consideration should be given to omitting the wind current vector from search areas close to the coast. Offshore, consideration should also be given to omitting the wind current vector, if it is considered to be an area of consistent winds. The velocity of a wind current is calculated from:

1. Wind data for the 48 hours preceding splash time;
2. Actual and forecast winds between splash time and Datum time; and
3. The application of coefficients taken from tables held by SurfCom.

Wind current is calculated for 6-hour periods, the periods being coincident with the meteorological synoptic periods. The current for any given synoptic period is the cumulative effect of the wind in the area for the 48 hours prior to the end of the synoptic period being considered. The direction and speed coefficients obtained from the tables allow for the effect of coriolis, and the reversal of wind direction, to express the result as 'SET'.

Leeway

Leeway is the movement of a search object caused by it being pushed through the water by local winds blowing against its exposed surfaces. A boat, raft or any other type of marine craft has a certain proportion of its hull and superstructure exposed above the surface of the water at all times. This exposed area is blown against by local winds, which in turn have the effect of pushing the marine craft through the water. The more surface area the wind has to blow against, the greater will be the wind's effect on drift. If the silhouette of a boat were projected onto a flat plane, which was perpendicular to the wind direction, the area enclosed by the silhouette would be called the exposed flat-plane area. As the boat's heading changes relative to the wind, its flat-plane area also changes, usually becoming least when the boat is heading directly into the wind or downwind.

The pushing force of the wind is countered by the water drag on the underwater hull. The drag varies with the volume, shape, depth and orientation of the underwater hull. When a marine craft is parallel to the wind direction the least amount of underwater drag will exist since the craft will be pushed through the water in the direction its hull is designed to move. Almost the same conditions exist when the boat is pointed directly into the wind and is being pushed backwards through the water longitudinally. When the boat's heading is perpendicular to the local wind, however, the greatest amount of underwater drag will exist since the boat must now be pushed sideways through the water. Between these extremes the amount of underwater drag will varies depending on the heading of the boat.



LS11.21 PROBABLE ERRORS OF POSITION

Divergence

When a search object first begins to drift, the wind will push the object in a downwind direction. As the search object continues to drift, the wind will cause the search object to deflect (or diverge) to either the left or to the right of the downwind direction. The amount of divergence is dependent upon the shape of the “sail” area of the search object. Divergence is caused by the lack of symmetry of the drift object.

Modification of the Probability Area

Modification of a calculated probability area may be suggested from an assessment of intelligence information received in the SurfCom, limitations imposed by search unit availability or for other reasons.

It should always be understood that SAR calculations are intended to be a guide to search planning, and may be modified to suit any particular situation as suggested by the accumulated SAR experience within the SurfCom.

Any member of the SurfCom team who considers that a modification would be to advantage shall make the IC aware of the suggestion. When offering such suggestions, every attempt should be made to present viable alternatives, together with a summary of the advantages, and disadvantages of each. The authority to make any such modification rests solely with the IC.

Modification Suggested by Intelligence Information

During the course of a SAR action, reports and information may be received from a variety of sources claiming that the missing craft had been seen or heard. Detailed analysis of these reports, and comparison with known data, may lead the IC to delineate a modified, or totally different, search area.

Modification Resulting From a Shortage of Vessels

When it is not possible to search the whole of the probability area due to a shortage of vessels, a number of factors may be changed to facilitate modification of the area. For example: track spacing, vessel speed and size of the probability area. After consideration of these factors, the IC will make a decision which section of a probability area should be searched first.

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LS11.22 INFORMATION EXCHANGE IN TRANSFER OF COORDINATION

Section: LS11 SAR Operations

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PURPOSE

To provide guidelines regarding information exchange in the transfer of coordination of search and rescue operations.

PROCEDURE

Information Exchange in Support of Transfer of Coordination

Where the Incident Controller or Incident Commander needs another agency or Incident Controller/ Commander to take responsibility for a SAR event or a specific activity in the SAR event:

- a. The incoming agency/Controller/Commander must be provided with:
 - i. Clear objectives, scope and scale of the delegated responsibility and service required;
 - ii. Full briefing on the SAR event to the extent that it will affect the service to be provided;
 - iii. Conditions and constraints on use of assets;
 - iv. Time requirements and constraints; and
 - v. Tactical intelligence, information and data as it becomes available that may affect the progress of the support service provided.
- b. The incoming agency/Controller/Commander must:
 - i. Accept, or reject the proposed delegation. If the action is other than to accept the delegation, then the coordinating authority must be informed of the operational reasons;
 - ii. Operate within the terms of reference for the supporting service;
 - iii. Inform the coordinating authority of any circumstances, if they arise where the specified service cannot be provided or needs to be varied, together with reasons;
 - iv. Exchange with the coordinating authority, tactical intelligence, information and data as it becomes available that may affect the progress of the SAR event; and
 - v. Report progress of the support activity to the coordinating authority.



LS11.23 CONCLUSION OF SAR OPERATIONS

PURPOSE

To provide guidelines regarding concluding a SAR operation.

PROCEDURE

General

SAR operations enter the conclusion stage when:

- a. The target is located and the survivors are rescued;
- b. Information is received that the target is no longer in distress;
- c. All known persons on board are accounted for;
- d. The SAR authority determines that further searching has no significant chance of succeeding and either suspend or terminate the search;
- e. The Lifesaving Incident Commander (Duty Officer/Lifeguard Supervisor) deems conditions too dangerous for personnel;
- f. There are not sufficient lifesaving services available to safely continue operations

The authority to end a search rests with different levels within the SAR organisation, depending on the circumstances. In particular, the SAR Authority is responsible for deciding when to suspend or terminate an unsuccessful search where lives were known to be at risk.

Suspension of a Search when the Target is Not Found

When it is determined that further search would be of no avail, the Incident Controller shall consider recommending the suspension or termination of the SAR operation. However, search action shall not be suspended or terminated nor the distress phase cancelled without the specific concurrence of the SAR authority.

The decision to suspend a search shall not be made until a thorough review of the search is conducted. The review will focus on the probability of there being survivors from the initial incident, the probability of survival after the incident, the probability that the survivors were in the search area, and the effectiveness of the search.

The review should:

- a. Examine search decisions to ensure that proper assumptions were made and that planning scenarios were reasonable;
- b. Reconfirm the certainty of initial position and any drift factors used in determining the search area;
- c. Re-evaluate any significant clues and leads;
- d. Examine datum computations and data calculations;
- e. Confirm that all reasonable means of obtaining information about the target have been exhausted;
- f. Review all intelligence material to ensure no information had been overlooked;
- g. Examine the search plan to ensure that:
 - i. assigned areas were searched;
 - ii. the probability of detection was as high as desired; and
 - iii. compensation was made for search degradation caused by weather, navigational, mechanical or other difficulties; and
- h. Consider the survivability of the survivor/s taking into account:
 - i. time elapsed since the incident;
 - ii. environmental conditions;
 - iii. age, experience and physical condition of (potential) survivors;

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LS11.23 CONCLUSION OF SAR OPERATIONS

- iv. survival equipment available;
- v. studies or information relating to survival in similar circumstances; and
- i. Consider the rescue plan to ensure that:
 - i. best use was made of available resources;
 - ii. contingency plans were sufficient to cater with unexpected developments; and
 - iii. coordination with other agencies was effective in ensuring best treatment of survivors.

Before an unsuccessful search is suspended or terminated, the SAR authority shall make arrangements to ensure that the next of kin are fully briefed on the complete search effort, including condition in the search area, other salient operation factors and the reasons for proposing the suspension or termination of the search.

Consideration may be given to notifying the decision to suspend or terminate search effort at least one day prior to suspension of operations allowing next of kin at least one more day of hope while giving them time to accept that the search cannot continue indefinitely.

When a lifesaving service SAR response is discontinued or a search is suspended, the Incident Commander (Duty Officer) shall inform the Incident Controller and all authorities, units and facilities that have been activated and/or alerted.

On occasions, after the suspension of a search, it may be necessary for the Police to continue to search for bodies and/or aircraft/vessel wreckage. In such cases the SAR authority that had responsibility for the coordination of the search and rescue operation may, where possible:

- a. Provide briefings on the path of the aircraft/vessel prior to disappearance, last known position, area searched and related intelligence;
- b. Review intelligence to assist search;
- c. Source aircraft for transport or search purposes; and/or
- d. Provide drift information.

Should any other organisation wish to continue with or initiate an independent search, the SAR authority that had responsibility for the coordination of the search and rescue operation should ascertain whether there is any new intelligence that provides grounds to resume or continue the search. Under the circumstances where there is new intelligence, it should be evaluated and if considered valid the search should be continued or resumed. Where there is no new intelligence, then the SAR authority may assist the requesting organisation by:

- a. Briefing the aircraft/vessel's path prior to disappearance, splash/crash point, area searched and related intelligence;
- b. Advising the possible location of suitable search aircraft; and/or
- c. Providing drift information.

Reopening a Suspended Search

If significant new information or clues are developed reopening of a suspended case should be considered. Reopening without good reason may lead to unwarranted use of resources, risk of injury to searchers, possible inability to respond to other emergencies, and false hopes among relatives.



LS11.23 CONCLUSION OF SAR OPERATIONS

Records and Reports

Records relating to search and rescue operations, including air searches on behalf of other organisations, shall be retained for periods as required under the relevant legislation and regulation.

When a search has been terminated without locating a missing aircraft or its occupants, all records, charts etc. shall be retained and be accessible to SAR staff to allow easy resumption of search activity should further intelligence be received.

Reports on SAR actions shall be generated as required for Coroners inquiries, management purposes and for training requirements.

Incident Debriefs

Following an incident the conduct of a debrief of agencies and groups involved should be considered. The purpose of incident debriefs is to establish opportunities for improvement in the operation of the national SAR system.

Incidents worthy of debrief may include those where:

- a. Lives have been lost unexpectedly;
- b. Large and complex searches have been conducted;
- c. Multi agency involvement occurred; or
- d. Where coordination, communication or response challenges were experienced during the incident.

This list is not exhaustive and the conduct of a post incident, multi-agency debrief is at the discretion of the SAR authority in overall coordination of the incident with mutual agreement of other SAR authorities and agencies involved.

Post incident debriefs should be used to:

- a. Establish opportunities for improvement in the operation of the National SAR System; and
- b. Ensure current policies and procedures are appropriate.

The SAR authority with overall coordination is to:

- a. Decide the need for a debrief in consultation with other SAR participants;
- b. Organize and host the debrief unless otherwise agreed by the participants;
- c. Establish a venue that maximizes opportunity for participation in, and learning from, the debrief; and
- d. Capture and share the opportunities for improvement arising.

Participation at debriefs may be restricted to participants SAR authorities and agencies depending on the issues that are likely to arise and would be a decision for the SAR authority with overall coordination for the incident.

SAR authorities that participate in the debrief will meet their own attendance costs, unless otherwise agreed by the participants.

The debrief should include the opportunity for all significant parties involved in the incident to contribute and learn from it.

REFERENCE

Critical Incident Debriefing

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LS12 SURFCOM



LS12.1 OVERVIEW OF SURFCOM OPERATIONS

Section: LS12 SurfCom Page: 1 of 1

PURPOSE

To provide an overview of SurfCom operations within Surf Life Saving Tasmania (SLST).

PROCEDURE

Introduction

The purpose of a SurfCom is to assist the Incident Commander (Patrol Captain, Lifeguard, and Duty Officer) to carry out their role. SurfCom provides support/coordination between lifesaving services and emergency services. During the lifesaving season, Patrol Captains shall utilise the SLSA SurfCom Voice Response System to sign on and off patrol. In the event of a large scale search and rescue, a portable digital repeater will be established. SurfCom will be set up and monitored by the Duty Officer or nominated delegate for the duration of the incident.

SurfCom Authorisation

Only SLST authorised 'SurfComs' may utilise SLST radio frequencies and fulfil the 'SurfCom' type function. Other agencies/services/groups within Surf Life Saving and externally shall seek written permission from SLST to utilise radio frequencies and undertake SurfCom type roles (temporary or ongoing) for their own services and/or with lifesaving/other services.

SurfCom Objective

To provide communications and coordination support to lifesaving services/emergency services.

Scope of Operation

The SurfCom Voice Response System will be operational 24/7 for all clubs and services. A portable digital repeater will be established and SurfCom will be operational during any major search and rescue operation.

Scope of Operation – After-Hours Capacity

SurfCom should hold the capacity to be activated after-hours/out-of-season for emergency incidents.

SurfCom Key Duties

- Patrol/service sign-on/offers + key data/stats;
- Provide key planning information – weather/warnings/tides/other;
- Coordinate resources to support lifesaving services;
- Coordinate emergency service support to aid lifesaving services; and
- Information management – this relates to the necessity of SurfCom to maintain records and collect, interpret and disseminate relevant information.



LS12.2 SURFCOM VOICE RESPONSE SYSTEM OVERVIEW

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Figure 12.2.1 SLSA - An Introduction To The New Voice Response System



The voice system is a part of a suite of applications that will be implemented as part of the on-going ICT project. It will eventually enable the public, surf club members and surf club officials to interact with websites and systems, such as SurfGuard and Lifesaving Online.

It enables the input of information by SLSA members without the need for a form and a separate step to transcribe the form to a computer interface. This will not only save time, but by capturing the information in a timely fashion, the accuracy and amount of detail of the information will be improved.

How To Use the Voice System - Patrols

Note: Support Ops utilise the same system of authentication but would hear a different workflow specific to their role(s).



The user calls **1300 884 621**

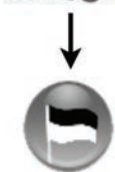


Authentication takes place based on:

1. A persons mobile phone number and year of birth or;
2. If no Mobile number then the SLSA ID from the Members portal then;
3. A persons 'memberships' in the Central Operating Database (COD) then;
4. Membership status for the membership is 'active', 'Reg year' is current and member category is a patrolling category (ie Active +18, Cadet, Active 15-18 etc).



The person calling will need to meet the criteria above to use the voice system. A person NOT meeting the criteria above will be refused access to the system.

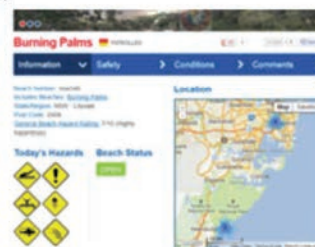


Example workflow for signing on a patrol:

1. "Please select which phase of the patrol you would like to report - start, mid or end?"
2. "What is the patrol strength - Full, Partial, Surveillance, Setup or None?"
3. "What is the water craft status - Operational, Not Operational or Standby?"
4. "What is the beach status? Open, Closed or Surveillance?"
5. "You entered the following information - is this correct - yes or no?"

Time	From	To	Message
10:21	Surf Club	Surfcom	Sign On - Patrol Full Name: Patrolling 1, Beach: Open Water, Craft: Operational, ATV: Operational, Responder: Hazards: Shirts: Rig Capacity: Notes: Showed on by: Gary Daily at 10:20 on 2013-02-18.
10:03	ALS - Supervisor - Pat Stephens 1	Surfcom	Service Tracker - ALS - Supervisor - Pat Stephens 1 is now on Standby at PORT STEPHENS
10:01	Beach Patrol (Lifeguards)	Surfcom	Sign On - Beach: Open, Name: Patrolling 2, Water Craft: Not Operational, ATV: Operational, Responder: LG's: Working Class.

The information appears in the Surfcom management system used by Surfcom radio centres, lifeguards and duty officers.



The information is also made available to the public through the Beachsafe website.

LS12 SurfComs



LS12.3 SURFCOM EMERGENCY PROTOCOLS

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Figure 12.3.1

EMERGENCY REPORTED
 Emergency has priority on radio network All non-emergency transmissions to cease
 (Stations to be informed of this if they attempt to transmit)

EMERGENCY INFORMATION
 Before contacting emergency services you need the following information:

Problem What is the emergency?
Position Physical location/address?
People Number, age and sex?
Progress What response is being undertaken?
Assistance What assistance is required?

SurfCom/Duty Officer Requests (via 000)

- Police
- Ambulance
- Fire
- Call the required services via your landline 000
- Identify yourself as "Name - at SLS SurfCom"
- Deliver all key information (below)
- Provide your contact phone number
- Request a CAD# (incident number) from the service
- Obtain an ETA of that service response
- Record communication and resource response

Medical Emergencies
 Call Ambulance Communications - 000
 Request a 'CASE/Incident number' - this can provide quick reference for any follow up calls to them
 Advise:

- Patient Sex
- Patient Age
- Mechanism of injury (what happened)
- Chief Complaint (most serious injury)
- Conscious (Y/N)
- Breathing (Y/N)
- Chest Pain (Y/N)
- Severe Bleeding (Y/N)
- What treatment is being administered
- Incident address/road access point
- Where the lifesaving personnel will meet them
- Request ETA
- Provide your contact number (not the patrols)
- Provide ambulance an update if patients condition deteriorates

NOTE: In some situations all the above information may not be warranted (i.e. clearly apparent) or unable to transmit (i.e. small # of personnel involved in CPR etc)

Note – ETAs
 Obtain an ETA from the responding service initially. Provide this to the lifesaving services.
 Refrain from communicate again with the emergency services unless there is a change to the status of the emergency or patient.
 Do not harass them for updated ETAs.
 Emergency services may be unable to provide an ETA depending on situation.

SurfCom/Duty Officer Requests

- Duty Officer
- Lifesaving backup/Callout Teams
- Lifeguard assistance
- Call the required services via your radio or landline
- Deliver all key information
- Obtain an ETA of that service response
- Record communication and resource response

Rescue Emergencies

- In-water search/missing person
- Major rescues/mass rescue
- Contact: Police – 000
- Request a "CAD number" – this can provide quick reference for any follow up calls to them
- Neighbouring SLS/LG Patrols
- Emergency Response Teams/Support Operations
- Duty Officer
- SLS Rescue Helicopters – via 13SURF

Advise:
Problem – What is the emergency
Position – Physical address/location
People – Number, Age, Sex, Description, Activity
Progress – What response is being undertaken
Assistance –What assistance is required

NOTE: In some situations highly detailed information may not be warranted (i.e. clearly apparent) or unable to transmit (i.e. small # of personnel involved in mass rescue etc).
 COMMON SENSE should always prevail regarding the time spent collecting additional specific details before help is requested.

LS12 SurfComs



LS12.4 CALL TAKING

Section: LS12 SurfCom Page: 1 of 1

PURPOSE

To ensure that all verbal communication is clear, concise, accurate and in line with the needs of the operation.

PROCEDURE

A Request for Assistance (RFA) has four main sections:

- Callers Details
- Incident Location
- Incident Description
- Communications Log

*Note: Specific procedures should be referenced as well (i.e. lost/missing persons).

Caller's Details

It is very important to obtain the caller's details so they can be contacted if information needs to be verified at a later stage (including Contact number, CAD/Incident number).

Incident Location

The most important information is the location of where assistance is required. Write down things such as the nearest access point, Beach ID, beach name or anything that may be relevant

Incident Description

- | | |
|-------------------|--|
| Problem | An overview of the problem including the severity of the situation and any likely consequences. |
| People | The number and details of the people involved, depending if search or medical. |
| Progress | The response being carried out, the current response situation. Progress updates should be provided to SurfCom as appropriate (milestones reached or changes occur). |
| Assistance | What assistance is required (either directly requested or appropriate to activate as per SOPs). |



TASMANIA

LS12.5 INFORMATION ASSESSMENT

Section: LS12 SurfCom Page: 1 of 1

PURPOSE

To provide guidelines regarding information assessment.

PROCEDURE

Once collated, information needs to be accessed and interpreted to convert it to intelligence by asking, among other things, the following:

- Is it relevant information and does the relevance produce further information or change existing information.
- Is its source reliable? Information must not be accepted at face value without assessing reliability of the source and cross checking with other information. Do not discard what appears to be unlikely without sound reasons.
- Is confirmation required?
- Does the information have urgent implications?
- Is it significant? If the significance of an item of information is not recognised, the resulting response may be deficient. Significance is determined by what may need to be done in response to the information.

Reaction to Information Assessment

When information has been gathered collated and assessed, it is then possible to consider and plan appropriate responses. Actions to be considered include:

- Deploying resources and personnel to an incident.
- Activating Support Operations.
- Requesting other internal SLS assistance.
- Requesting emergency service support.
- Lifesaving service support.
- Peer support/welfare services.
- Recording - accurate recording of all actions and orders is essential to:
 - a. ensure accountability for the exercise of authority and the use of resources.
 - b. facilitate investigations including coronial and criminal.
 - c. maximising learning through debriefing and subsequent training.



LS12.6 DISSEMINATION OF INFORMATION

Section: LS12 SurfCom Page: 1 of 2

PURPOSE

To outline the final process in information management – dissemination.

PROCEDURE

The final process in information management is to ensure effective declaration of the results and actions. Information flow must be upwards to supervisors, downwards to personnel/services and outward to other agencies and the community.

This is achieved by the following:

- Orders (written or verbally).
- Situation Reports (SITREPS) – They may be formal written communications or telephone messages. Controversial issues should be advised to the next higher level (or as per the SOPs) as soon as possible, rather than waiting to be included in the next routine situation report.
- Public Warnings – A number of methods of distribution may need to be used at the same time to make sure that everyone who needs to be warned is warned. One method is to use the media (all public warnings must be logged).
- Media Releases – These are designed to ensure that the public is properly informed of the current situation and the organisations involvement (see the media section of this manual).
- Briefings – these give an overview of the situation and may contain operational, administrative, communications and media information.
- Debriefings – these are to be conducted at the level appropriate for the incident and given the suitable level of importance.

Outgoing Information

Ideally all outgoing information should be written and a copy of the information filed digitally (and in hard copy if such exists).

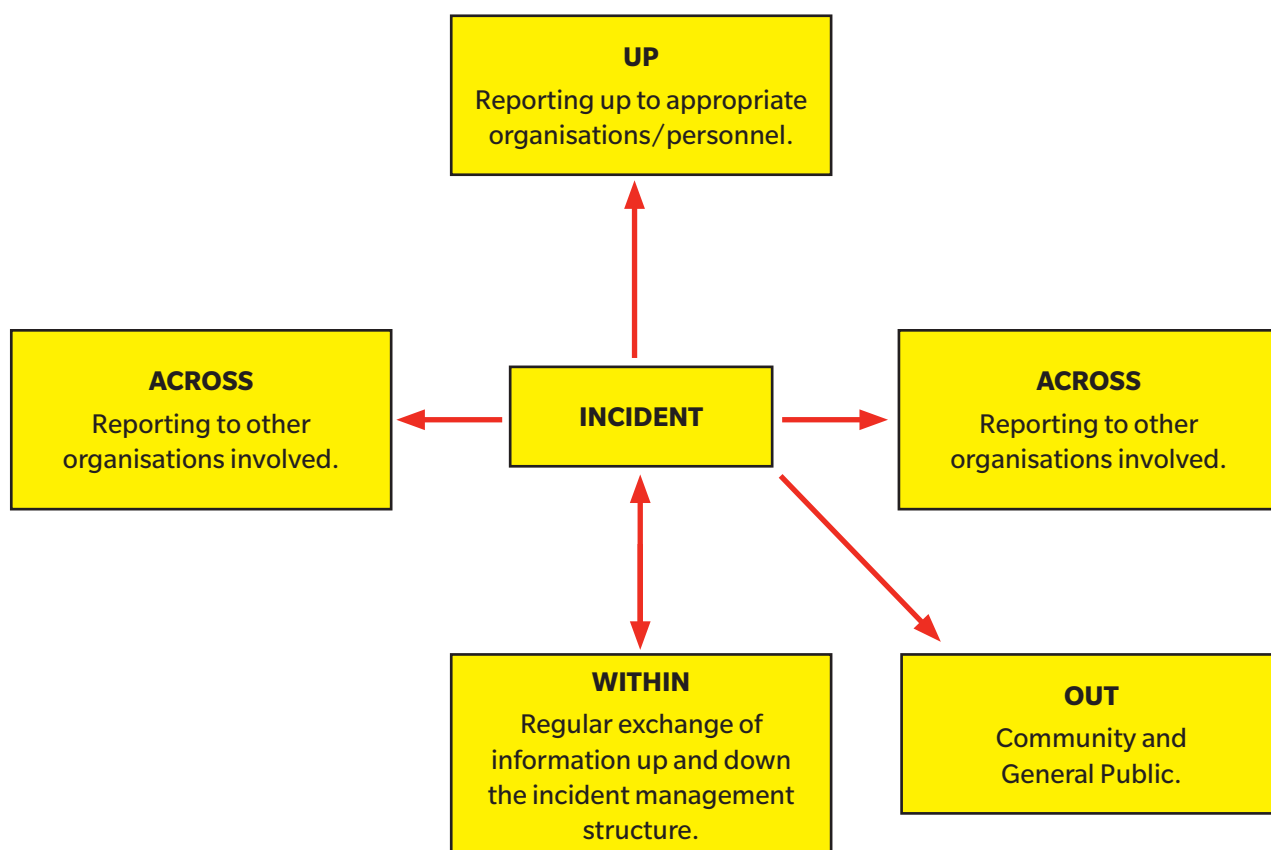


LS12.6 DISSEMINATION OF INFORMATION

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Information Flow Chart

SurfCom Operators shall ensure that all information follows the below procedure:



LS12 SurfComs

Figure 12.6.1

LS13 LIFESAVING VESSELS



LS13.1 RWC OPERATIONS - OVERVIEW

Section: LS13 Lifesaving Vessels

Page: 1 of 1

PURPOSE

To provide procedure for the Rescue Water Craft (RWC) operations.

PROCEDURE

Definitions

Rescue Water Craft (RWC) Units

An RWC is a personal water craft commonly known by brand names such as a wave runner or jet ski, operated by at least 1 qualified and proficient lifesaving personnel that is primarily responsible for patrolling outside patrol flagged areas with additional rescue capabilities.

RWC Service

A 'zone/area' where a RWC provides a roving and emergency response service. There may be multiple 'RWC Services' within a single region.

RWC Service Objective

To provide operational support to existing patrols and patrolling/emergency response capacity to non-patrolled areas/times.

Scope of Operation – Patrol Season/Patrol Days/Patrol Times

The minimum patrol season/hours for an RWC service shall be as agreed in the Lifesaving Service Agreement.

An RWC service shall undertake rostered patrols on Saturdays, Sundays and Public Holidays within the patrol season.

Scope of Operation – After-hours Capacity

RWC services shall have the capacity to respond to after-hours/out-of-season emergencies within the scope of the Emergency Response System.

SurfComs/Call Signs

RWC units shall be issued with a call sign by SLST and utilise radio call signs and communicate with Surfcom/Duty Officers.

REFERENCE

SLST Club Lifesaving Service Agreement

SLST Guide to Establishing a Support Operation



LS13.2 RWC MINIMUM EQUIPMENT

Section: LS13 Lifesaving Vessels

Page: 1 of 1

PURPOSE

To outline the minimum RWC equipment required for operations.

PROCEDURE

Minimum Equipment

All equipment must be SLSA approved equipment.

- Rescue Sled
- Rescue Tube
- Spare Lanyard (to be stored in the glove compartment of the RWC or on driver)
- Pairing Knife
- Throw rope / bag (to be located in forward hatch)
- First Aid Kit (to be located in the forward hatch. Recommended to be contained within a waterproof case)
- Flares (2 smoke flares)
- EPIRB (to be stored in forward hatch or on operator)

Recommended

- Waterproof Bag
- Rescue Handle
- Mask and Snorkel (to be stored in forward hatch)
- GPS Tracking Unit
- Bilge Pump Internal
- Marker Dye



LS13.3 RWC UNIFORM & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Section: LS13 Lifesaving Vessels





Page: 1 of 2

PURPOSE

To outline minimum uniform and PPE requirements for a RWC Driver/Crewman.

PROCEDURE

Minimum Requirements

Rash Shirt	SLSA rash shirt (long or short arm) Worn over wetsuit Worn under lifejacket	
Life Jacket	Australian Standard (AS) 4758.1-2008 Personal Flotation Devices (Level 50S) or the International Standard (ISO) 12402.6:2006 Personal Flotation Devices (Level 50), and meet the SLSA Equipment and Uniform Branding Guidelines. Note: Lifejackets are to always be worn externally (not under a jacket or rash shirt).	
Radio + Radio Bag	SLST endorsed radio	
Helmet (approved)	Yellow and Red Must provide coverage of entire back, top and sides of the head (including ears).	



LS13.3 RWC UNIFORM & PERSONAL PROTECTIVE EQUIPMENT (PPE)

Section: LS13 Lifesaving Vessels

Page: 2 of 2



Wetsuit Shorts	Worn under patrol shorts or stand-alone.	
Spare Lanyard	To be stored in the glove compartment of the RWC or on driver.	
Whistle	Whistle to be positioned on Lifejacket.	
EPIRB/PLB	To be stored on operator.	
Recommended/Optional		
Wetsuit	Full suit or spring suit. If wetsuit is not branded with SLS then a yellow SLSA rash shirt is to be worn over the top.	
Fin Belt	Worn at all times by driver/crew + fins.	
Swim Fins	Standard body boarding style swim fins (no dive fins).	
Jacket	SLSA jacket.	Note: Windcheaters are not to be worn over the top of lifejackets.
Sunglasses	For the provision of eye protection for UV and sea-spray.	
Booties	For the provision of added warmth and traction.	
Gloves		

Figure 13.3.1

LS13 Lifesaving Vessels



LS13.4 RWC DESIGN & LAYOUT

Section: LS13 Lifesaving Vessels

Page: 1 of 1

PURPOSE

To outline branding and outfitting standards for RWCs in operation in Surf Life Saving Tasmania (SLST).

PROCEDURE

Vessel Branding

Branding for all Surf Life Saving vessels shall comply with the SLSA Equipment and Uniform Branding Policy. This policy can be obtained through the members portal.

Outfitting

Security Straps	<p>Seats should be equipped with straps to ensure security when in transit and when in operation.</p> <p>A straps shall be used for each independent seat.</p> <p>A strap should also be considered for the front hatch.</p>	
Security Bungees	<p>Front hatches and glove compartments should be fitted with security bungees.</p>	
Safety Padding	<p>Rear seats handles should be padded with a soft material such as pipe-lagging or soft rubber to protect personnel on the rescue sled.</p>	
Wear Protection	<p>RWCs should have the rear area of the hull, where the rescue sled meets the craft, covered with "ute liner."</p> <p>This will prevent all wear and damage to the craft from the rescue sled.</p>	

LS13 Lifesaving Vessels

Figure 13.4.1



LS13.5 RWC FIRST AID KIT

PURPOSE

To outline the minimum requirements for a portable RWC first aid kit.

PROCEDURE

All RWC's operating within Tasmania shall carry a first aid kit, consisting of the following items (as a minimum):

1	Waterproof case/bag	1	Conforming Bandage (10cm)
1	Pocket Mask (Resus)	1	Crepe Bandage (10cm)
1	Resuscitation Face Shield	1	Gauze Swabs (7.5cm x 7.5cm)
4	Disposable Gloves (in bag)	1	Non-adherent Dressing Pad (10cm x 7.5cm)
1	Medical Shears (Scissors)	1	Adhesive Dressing Tape (2.5cm x 5m)
1	Emergency Blanket (Space Blanket)	1	Waterproof Notepad
1	Triangular Bandage (90-100cm)	1	Pencil

Figure 13.5.1

The nature of RWCs and their scope of operations within SLS see them tasked to support existing patrols and also respond to remote locations where no patrols exist and/or to locations not accessible via land.

It is essential that the RWC is equipped (at a minimum) with a first aid kit that will enable it to deal with the life threatening types of medical incidents, being:

- Resuscitation
- Severe Bleeding
- Hypothermia

Accordingly, RWCs (which by nature are short of storage space) do not require the full inventory of first aid equipment as required by a standard patrol, rather they require specific pieces of equipment targeted at the above medical conditions.

Where a non life threatening injury occurs at a patrolled location, the patrol will be equipped to deal with such. Where a non life threatening injury occurs at a remote location, the RWC will be equipped to secure the patient and prevent any life threatening condition developing while awaiting assistance.

It is also essential that the storage case is of a type that will prevent water ingress, which will destroy the contents of the kit – a robust case is required to make the kit a feasible asset.



LS13.6 OVERVIEW OF ORB/JRB OPERATIONS

PURPOSE

To outline the requirements of Offshore Rescue Boat (ORBs) and Jet Rescue Boats (JRBs) within Surf Life Saving Tasmania (SLST) operations.

All ORBs/JRBs must maintain the following:

- Hold a service/ state endorsed Lifesaving Service Agreement for each operational year.
- Must maintain a 365-day call out capability.
- Must include the provision of roving patrols in regular patrol times.
- Service operators/crew must be active/financial members of an affiliated SLST SLSC/VMR.
- Services must align and meet requirements of the relevant State constitution.
- Operations shall be run in accordance with the SLST SOPS and SLST endorsed training manuals.
- Service training must be in accordance with the SLSA awards structure.
- Where required, maintain and meet the requirements of 'survey' and MAST regulations.
- Service must align its emergency response policies and procedures with the SLST Emergency Response System (no separate arrangements with emergency services or government may be entered into without SLST approval).

PROCEDURE

Overview

ORB/JRB are specialist surf lifesaving marine rescue vessels. They play a vital part in Surf Life Saving's service delivery and emergency response system.

Currently Surf Life Saving operates 2 Jet Rescue Boats and 7 offshore Rescue Services (VMR) in Tasmania.

New Services

Any proposed new service and expansion of existing services must apply to SLST for endorsement under the requirements set in the 'SLST Guide to Establishing a Support Operation'.

Jet Rescue Boats

Jet Rescue Boats are craft that consist of a jet propulsion system similar to that of a RWC only larger. Jet Rescue Boats have an excellent ability to operate in surf environments, with their shallow water capability, swift turning capabilities and large surf capabilities; they are an ideal vessel for many environments.

Offshore Rescue Boats

Offshore Rescue Boat have derived from the greater need of vessels to rove and respond to incidents in more of an offshore capacity than that of Inflatable Rescue Boats and RWCs. Offshore Rescue Boats are a specialised operation within Surf Life Saving and are primarily designed to support the inshore operations of RWCs and Inflatable Rescue Boats as well as distressed vessels and persons.

Due to their larger size and capacity Offshore Rescue Boats are a response unit, first aid room, floating command post and a rescue vessel all tied into one.



TASMANIA

LS13.6 OVERVIEW OF ORB/JRB OPERATIONS

Section: LS13 Lifesaving Vessels

Page: 2 of 2

Rigid Hull Inflatables

Rigid Hull Inflatables provide a primarily inshore (outside surf zone) SAR role, with greater speed and coverage capacity than an IRB

Design/Layout/Branding

All newly established ORB/JRB services must have approval from Surf Life Saving Tasmania for the design and layout of the vessel.

Branding must meet the specification of SLSA equipment branding requirements and be approved by SLST.

REFERENCE

SLST Guide to Establishing a Support Operation.



LS13.7 JRB EQUIPMENT

Section: LS13 Lifesaving Vessels

Page: 1 of 2

PURPOSE

To outline the minimum requirements for Jet Rescue Boats (JRB) used within Surf Life Saving Tasmania (SLST) operations.

PROCEDURE

The following details the minimum list for a Jet Rescue Boat in Tasmania:

MEDICAL

- First Aid Kit
- Oxygen Resuscitation Kit
- Spinal Board
- Adjustable Neck Brace
- Blankets
- Towels
- Space Blankets
- Body Bag

SAFETY/PPE

- All requirements as per vessel 'survey' and MAST Regulations

LINES

- Towing Lines
- Towing Bridle
- Anchor Line

RESCUE SWIMMER

- 1 x Rescue Tube
- Wetsuit
- 1 x Helmet
- 1 pair Diving Fins/Rescue Fins

COMMUNICATIONS

- SLS VHF Base-set Radio
- SLS VHF hand-held radio (plus water-proof bag)
- P.A System incorporating Siren/Loud Hailer



TASMANIA

LS13.7 JRB EQUIPMENT

Section: LS13 Lifesaving Vessels

Page: 2 of 2

NAVIGATION

- Navigational Charts for Tasmanian Coast
- Boat Compass
- Hand Held Compass
- GPS/Depth Sounder (Global Positioning Satellite Navigation)

GENERAL

- 2 Fenders
- Water Bottles
- Tool Kit

LS13.8 HELICOPTER LANDING ZONE

Section: LS13 Lifesaving Vessels

Page: 1 of 2

PURPOSE

To outline the procedure for lifesaving services to secure a helicopter landing zone.

All lifesaving personnel shall be aware of helicopter safety. The pilot will have final and ultimate decision on whether and where to land.

PROCEDURE

Approaching a Helicopter

- Only approach and depart helicopter if essential and only once given “thumbs up” by the pilot or crewman.
- Always approach/depart from the front (between 10-2 o’clock).
- Sloping ground may expose you to rotor blades. Be cautious on sloping ground.
- If blinded by dust, stop and sit down.

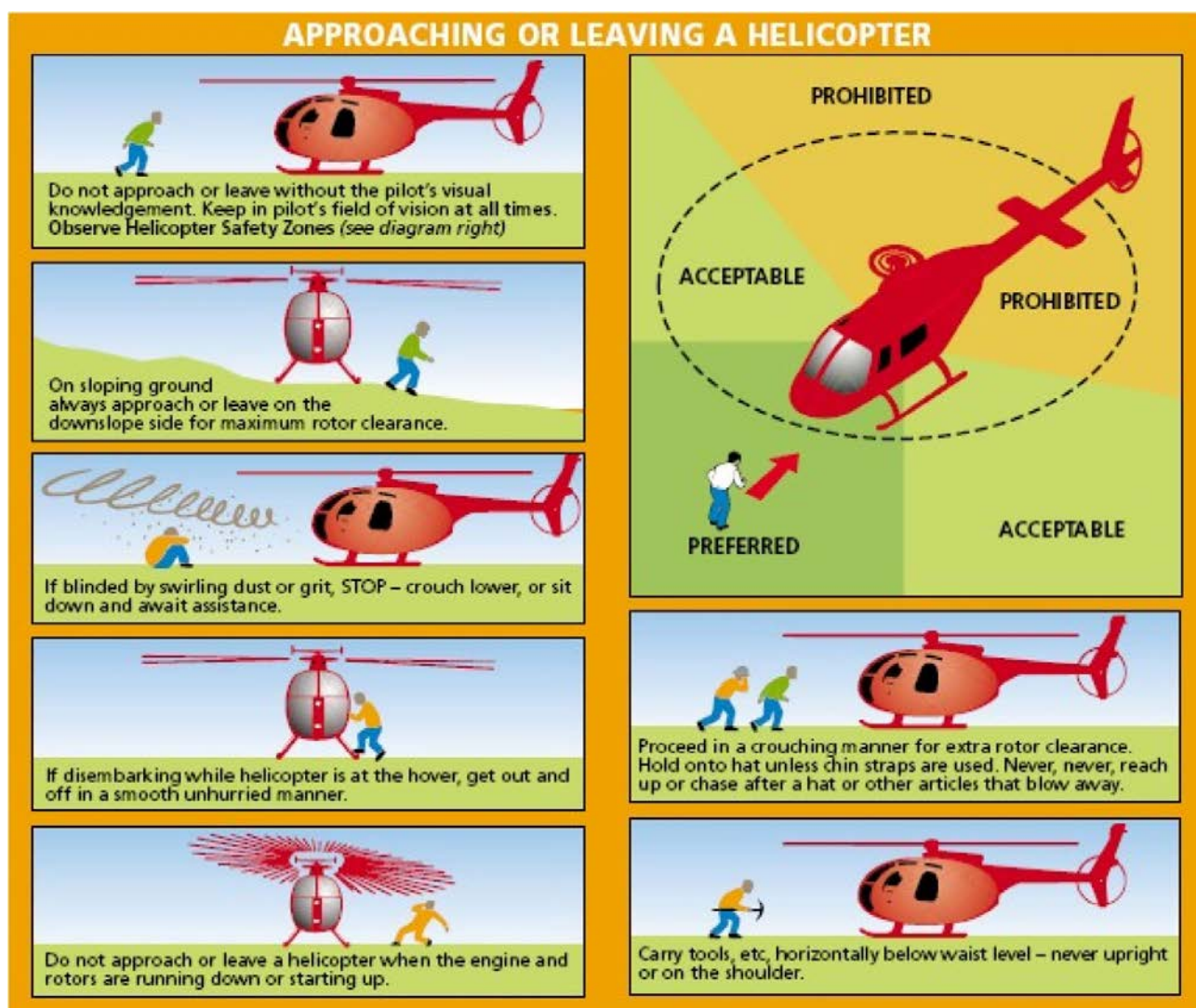


Figure 13.8.1

LS13.8 HELICOPTER LANDING ZONE

Section: LS13 Lifesaving Vessels

Page: 2 of 2

ESTABLISHING A LANDING ZONE

1. Nominate a suitable lifesaver/lifeguard to manage the Landing Zone (LZ).
2. Locate flat area of land 25m by 25m (at least).
3. Clear area of all people / animals.
4. Remove all loose objects (umbrellas, surfboards, tents etc.).
5. Ensure all access points to the LZ are manned by lifesavers (preventing public access), facing outward to view hazards.
6. Establish radio contact with helicopter on VHF Marine Channel 6 prior to landing.
7. Be aware of debris as the helicopter lands or takes off.
8. The helicopter will land and take off into the wind (in most instances).

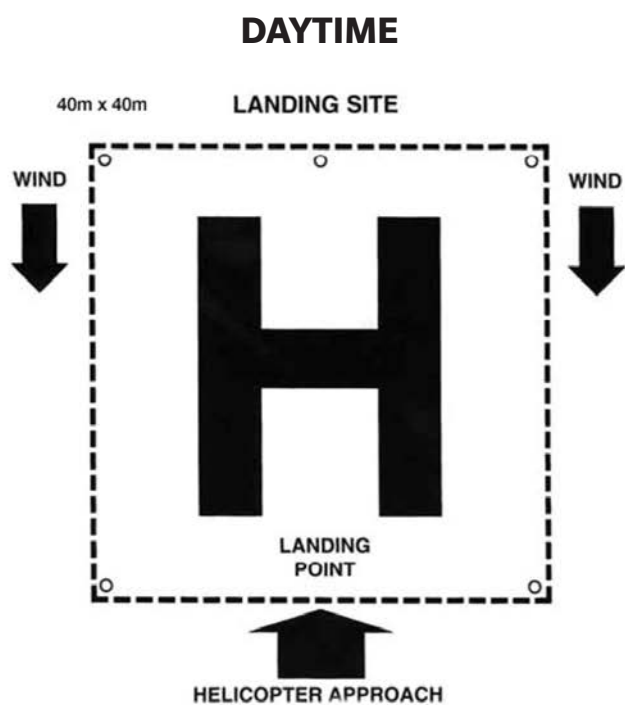


Figure 13.8.2

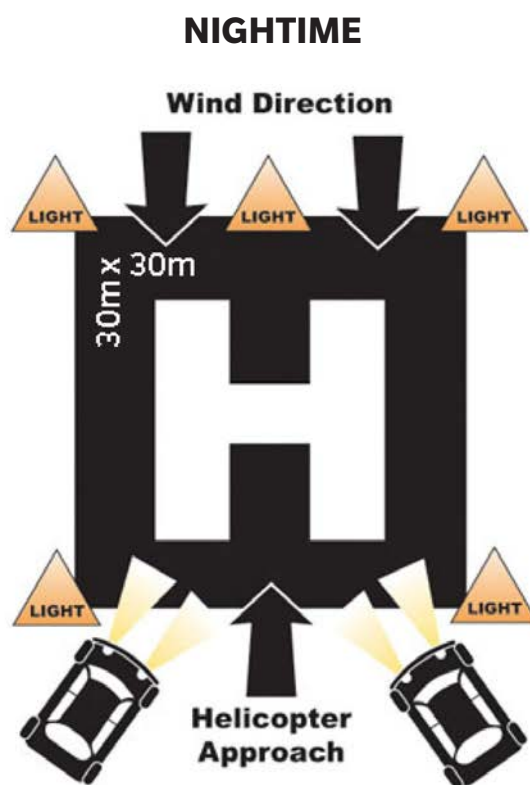


Figure 13.8.3

LS13 Lifesaving
Vessels

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LS14 POST INCIDENT (RECOVERY PHASE)



LS14.1 MEDIA – CRITICAL INCIDENTS

PURPOSE

To provide guidelines for consideration when dealing with the media in relation to ‘critical incidents’.

POLICY

Positive interaction with media is important for the organisation. It is imperative however that those media enquiries are handled by the appropriate lifesaving personnel.

Generally critical incidents are defined by Surf Life Saving as either (or a combination) of the following:

- Incident resulting in death (including unsuccessful CPR, body recovery);
- Incident resulting in serious/major injury (shark attack/propeller strike);
- Incident whereby a member of SLS is seriously injured (requiring hospitalisation);
- Incident whereby a member of the public is injured by lifesaving personnel/equipment (requiring external medical treatment or hospitalisation).

PROCEDURE

Critical Incident Media - Procedure

1. For any ‘critical incident’ the SLST Lifesaving and Services Manager (or 13SURF) shall be notified as soon as practical.
2. Lifesaving personnel may disregard any media enquiries during the response phase of an incident.
3. The senior lifesaving member involved (Patrol Captain/Duty Officer) shall assume the role of media contact until advised otherwise. This person shall direct media enquiries to the Lifesaving and Services Manager.
4. The senior lifesaving personnel shall restrict media comment by any other lifesaving personnel.
5. The Lifesaving and Services Manager shall establish the facts, communicate with key personnel involved (including the State Lifesaving Officer) and establish a media plan.
6. The media plan may involve the identification and briefing of an appropriate local club spokesperson, or may delegate the role to the CEO SLST.

General Media Enquiries (Non-Critical)

General media enquiries (e.g. hours of operation, surf conditions, patrol activity, etc) should be treated as a positive opportunity to represent/promote the organisation.

The Patrol Captain/Lifeguard Supervisor may deal with this directly or refer the media to the Club Captain/ State Lifesaving Officer.

Note: If the enquiry is more serious or potentially negative, the matter should be referred to the Lifesaving and Services Manager.

Presentation/Public Image

Members should ensure that they are presenting themselves in correct, full uniform at all times if staging photos or doing video interviews for the media.

Equipment and patrol setup should always be as per Standard Operating Procedure.

Do not be influenced to stage a photo or video which is against Standard Operating Procedure or might bring the organisation into disrepute.



LS14.1 MEDIA – CRITICAL INCIDENTS

Section: LS14 Post Incident (Recovery Phase)

Page: 2 of 2

Rules of Thumb:

If you are unsure as to whether or not you should answer a question or make comment to the media, always refer it to the next level.

- Stick to the facts
 - this is what happened,
 - this is what we did,
 - this was the outcome,
 - these are the key safety messages.
- Never engage in hearsay/rumour/innuendo.
- Never appoint blame.
- There is no such thing as 'off the record'
- You have control of what you say and how you look – don't be 'dictated to' by reporters.
- If you can't, don't want to or don't think you should answer a question – DON'T.
- State: "I am not the appropriate person to comment on that, please contact the State Lifesaving and Services Manager."

REFERENCE

SLST Media Kit

Duty Officer Media Check Sheet



LS14.2 CRITICAL INCIDENT DEBRIEFING

PURPOSE

To outline relevant procedures/processes and provide consistent and structured delivery of effective Critical Incident Debriefing.

The environment in which surf lifesaving operates has the potential for members to be involved in serious incidents of a high-intensity and traumatic nature, and which do often involve death, serious injury and/or significant risk to lifesaving personnel. These are referred to as 'critical incidents'.

PROCEDURE

Why Should a Critical Incident Debrief be Undertaken?

A critical incident debrief is undertaken to ensure that:

1. Member welfare/support is optimised
2. The ability to re-establish core lifesaving services is achieved
3. Obligatory paperwork and data is recorded, collected and forwarded appropriately
4. The Surf Life Saving response is documented for future review or for legal reasons (if required)
5. Surf Life Saving is best positioned (through effective data collection) to provide drowning prevention recommendations to the Coroner and relevant local government authorities.

Who Should Deliver/Lead Critical Incident Debrief?

The Duty Officer (or equivalent) should lead every Critical Incident Debrief as part of the Incident Recovery Phase. If the State Duty Officer is not available, an appropriate State Officer should be tasked to deliver the debrief.

When/Where Should a Critical Incident Debrief be Undertaken?

The debrief should take place as soon as possible after the incident has finished, at a location which does not require much travel e.g. the Surf Life Saving Club. The debrief should be conducted in a secure room with no thoroughfare and isolated from any media or public interference.

Who Should Attend?

All SLS personnel who were involved in the incident should attend, regardless of the level of involvement. Delivery of the debrief as soon as possible is important in this respect to ensure full attendance. Any personnel not in attendance should be recorded in the debrief form and followed up by the State Duty Officer.

External agency / public involvement: A joint SLS-External agency debrief can be organised following or at a later date, involving the key senior members involved (Duty Officer, Patrol Captain, Police etc).



LS14.2 CRITICAL INCIDENT DEBRIEFING

Critical Incident Process:

1. Operational Debrief
2. Emotive Debrief (Psychological First Aid)
3. Expert Counselling (as required post incident)

1. Operational Debrief

The Duty Officer shall lead/coordinate the Operational Debrief and record each members involvement (who was involved and in what capacity), contact details and the sequence of events - from first notification through to the end of the incident. Key actions and timings are recorded as best able within the sequence of events.

CHECKLIST FOR DUTY OFFICERS:			
Time:	Completed Form / Log:	Completed by:	Y or N
Within 48 hours of the incident.	Critical Incident Debrief Log – Operational (CIDL) – Completed in full	Duty Officer	
	‘Patrol Log’ – completed in full, copied and attached to Critical Incident Debrief Log	Patrol, handed to Duty Officer	
	‘Incident Report Log’ – completed in full, copied and attached to Critical Incident Debrief Log	Patrol, handed to Duty Officer	

Figure 14.2.1

NOTE: ALL paperwork to be sent to State Lifesaving Officer and Lifesaving and Services Manager within 48 hours after incident

2. Emotive Debrief (Psychological First Aid)

Critical incidents can have a strong emotional impact, which can overwhelm the usually effective coping skills of the individual or group. Members may experience a number of different reactions to a critical incident, all of which are completely normal. Psychological First Aid focuses on member wellbeing and coping, and will form a significant part of the Duty Officer role when dealing with critical incidents.

The Duty Officer shall lead the Emotive Debrief session and in essence the first part of it can commence (covertly) within the Operational Debrief. Specifically in the Emotive Debrief the Duty Officer will:

- Observe and record any members displaying obvious emotional trauma.
- Outline the effects that traumatic events can have on people (straight away and delayed on-set).
- Outline what support is available and how to access it (hotline, counselling sessions).
- Provide supporting information (brochures, contact information).
- Outline the process ‘from here’ as far as follow-up, accessing additional support etc.

LS14 Post Incident (Recovery Phase)



LS14.2 CRITICAL INCIDENT DEBRIEFING

Section: LS14 Post Incident (Recovery Phase)

Page: 3 of 4

CHECKLIST FOR DUTY OFFICERS:			
Time:	Completed Form / Log:	Completed by:	Y or N
Within 12 hours of the incident	Names of ALL members involved sent to SLST	Duty Officer	
	Notification of Injury Form – SLS Incident Report form handed out to each member involved.	Filled out by members	
Completed between 48 – 72 hours of the incident	Critical Incident Debrief Log – Emotive (CIDL) – Completed in full	Duty Officer	
	Witness Statement forms (individual) – completed and attached to Critical Incident Debrief Log	Members, handed to Duty Officer	
	Photos of the scene e.g. swell, environment, signage, access points *NO photos of CPR, injury or the patient	Duty Officer	

Figure 14.2.2

NOTE: ALL paperwork to be sent to State Lifesaving Officer/ Lifesaving and Service Manager 48 – 72 hours after incident.

3. Expert Counselling– if required.

SLST has a contract with a private counselling organisation. Expert counselling plays the following roles in SLS Critical Incidents:

- Provision of trauma information/brochures.
- Provision of counselling sessions to members once approved by SLST.
- Provision of psychological first aid (emotive debrief) training to State Lifesaving Officer and Peer Support Officers.
- Provision of group counselling sessions for significantly traumatic critical incidents.

Individual Counselling Session (Post-Incident): Members (or their parents for 18 years or younger) can request an individual counselling session as they deem necessary.

REFERENCE

Media – Critical Incident

Emotive Debriefs (Physiological First Aid)



LS14.2 CRITICAL INCIDENT DEBRIEFING

WHAT INCIDENTS NEED A CRITICAL INCIDENT DEBRIEF?

Surf Life Saving Critical incidents may take the form of (but not limited to):

<ul style="list-style-type: none"> • Incidents involving death of a patient • CPR (successful or unsuccessful) • Drowning • Failure to save a life • Shark attack • A member of SLS is seriously injured 	<ul style="list-style-type: none"> • Duty Officer attendance to scene - COMPULSARY • Operational & Emotive Critical Debrief conducted - COMPULSARY
<ul style="list-style-type: none"> • Major injury with hospitalisation • Major rescues • Severe trauma • Abuse • Aggressive behaviour • Heart attack • Severe asthma attacks 	<ul style="list-style-type: none"> • Duty Officer attendance to scene - COMPULSARY • Operational debrief conducted - COMPULSARY • Emotive Critical Debrief conducted - IF requested by the Patrol or Club Captain

Figure 14.2.3

If the following Signs and Symptoms are evident post incident, an Emotive Debrief MUST be run:

- Sleep disturbance.
- Marked symptoms of anxiety: restlessness, irritability, anger.
- Withdrawal from others: loss of motivation.
- Increased substance use e.g. drugs or alcohol.
- Appearing like 'being in a daze' / feeling detached.
- Difficulties with concentration, attention and decision making.
- Appearing preoccupied or emotionally 'flat' or fatigued.

LS14 Post Incident (Recovery Phase)



LS14.3 EMOTIVE DEBRIEFS (PSYCHOLOGICAL FIRST AID)

Section: LS14 Post Incident (Recovery Phase)

Page: 1 of 2

PURPOSE

To outline the process for 'emotive debriefs' following a critical incident.

PROCEDURE:

An emotive debrief should be conducted after any critical incident has occurred as part of the overall Critical Incident Debrief process. Emotive debriefs are conducted to ensure members welfare is optimised and the ability to re-establish core lifesaving services is achieved.

Critical incidents can have a strong emotional impact, which can overwhelm the usually effective coping skills of the individual or group. Members may experience a number of different reactions to a critical incident, all of which are completely normal. Duty Officers, Club Members and families play an important role in ensuring that the Member Counselling Service is used effectively. Recognising the early warning signs of a member experiencing on-going reactions and knowing how to refer that member to the Member Counselling Service is a very important role.

The Duty Officer shall lead the emotive debrief session (in essence the first part can commence (covertly) within the operational debrief), specifically in the emotive debrief the Duty Officer will:

- Observe and record any members displaying obvious emotional trauma;
- Outline the effects that traumatic events can have on people (immediate/delayed on-set);
- Outline what support is available and how to access it (hotline, counselling sessions);
- Provide supporting information (brochures, contact information);
- Outline the process 'from here' as far as follow-up, accessing additional support etc;
- Ensure all members directly involved complete the SLS Incident Report form.

When to Seek Professional Counselling?

Following a traumatic event it's common and normal for the member to experience a range of emotions, including numbness, fear, anxiety, guilt, sadness, anger and regret. These acute reactions generally subside over time as the members involved process the experience and come to terms with the event.

Following an incident SLST has a contract with a private counselling organisation. Expert counselling plays the following roles in SLS Critical Incidents:

- Provision of trauma information/brochures
- Provision of counselling sessions to members once approved by SLST
- Provision of psychological first aid (emotive debrief) training to State Duty Officers and Peer Support Officers
- Provision of group counselling sessions for significantly traumatic critical incidents

Once telephone counselling has been completed and Incident Report forms have been submitted, SLS approved services will get involved and assign a case worker to the member. Seeking confidential professional counselling will offer the member the opportunity to talk about and process their experience, understand reactions and assist with the recovery process. The counsellor will work with the member to assist with healthy coping behaviours to manage and reduce any distressing reactions and/or negative impact.



TASMANIA

LS14.3 EMOTIVE DEBRIEFS (PSYCHOLOGICAL FIRST AID)

Section: LS14 Post Incident (Recovery Phase)

Page: 2 of 2

Confidentiality

Expert counselling are confidential from the moment you call in. No information from sessions with the counsellor can be disclosed. The Incident Report notification form is the only form of disclosure you will need to make.

Follow Up Welfare Check

As the symptoms of trauma on members can present themselves sometime after the incident, it is important that the State Duty Officer involved, State Lifesaving Officer, Club Captain and Club President communicate post-incident to discuss the event and the need to ensure that the members involved are monitored and provided ongoing support (if required).

REFERENCE:

Critical Incident Debrief Pack

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LS15 INDEX

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