



SURF LIFE SAVING  
**NEW SOUTH WALES**



Nowra-Culburra  
SURF LIFE SAVING CLUB INC

# Patrol Operations Manual

<b>1</b>	<b>Communication</b>	<b>3</b>
1.1	Surf Life Saving & Emergency Services	3
1.2	Club Callout Team	4
1.3	Club Radio Procedures	5
<b>2</b>	<b>Hazard/Risk Management</b>	<b>6</b>
2.1	Hazard/Risk Map	6
2.2	Hazard/Risk Management Plan	7
2.3	Northern Emergency Response Area	7
2.4	Southern Emergency Response Area	7
<b>3</b>	<b>Beach Management</b>	<b>8</b>
3.1	Minimum Patrol Requirements	8
3.1.1	Personnel	8
3.1.2	Equipment	8
3.2	Patrol Types	9
3.2.1	Base Patrol	9
3.2.2	Satellite Patrol	10
3.2.3	Outpost Patrol	10
3.2.4	Beach Closed Patrol	11
3.3	Daily Patrol Procedures	11
3.3.1	Start of patrol	11
3.3.2	End of patrol	11
3.3.3	Equipment Location	12
3.4	Nippers/Water Safety	17
3.5	Club Rules	17
3.6	Local Government By-Laws	17
<b>4</b>	<b>Emergency Operations Plans</b>	<b>18</b>
4.1	Emergency Beach Closure	18
4.2	Emergency Beach Closure Procedure	18
4.3	Closure Periods	18
4.4	Tsunami Plan	19
4.4.1	Notification	19
4.4.2	Key Equipment	20
4.4.3	Marine Threat Response	20
4.4.4	Land Threat Response	20
4.5	Coastal Flooding Plan	21
4.5.1	Coastal Flooding Response	21
4.6	Emergency Rally Point	21
4.7	Helicopter Landing Zone	22
<b>5</b>	<b>Standard Operating Procedures</b>	<b>23</b>

# 1 Communication

## 1.1 Surf Life Saving & Emergency Services

SurfCom		
Service	Phone	Email
State Operations Centre		
Branches covered;		
• Far North Coast		
• North Coast		
• Mid North Coast	02 9471 8092	<a href="mailto:soc@surflifesaving.com.au">soc@surflifesaving.com.au</a>
• Lower North Coast		
• Hunter		
• Central Coast		
• Sydney		
SurfCom (Fisherman's Beach)		
Branches covered;		
• Sydney Northern Beaches	02 9982 5666	<a href="mailto:surfcom@surflifesaving.net.au">surfcom@surflifesaving.net.au</a>
• Illawarra		
• South Coast		
• Far South Coast		

Emergency services such as Police, Ambulance, Fire, Helicopters, Roads and Maritime Services, Marine Rescue, National Parks and Wildlife Services and the NSW Department of Fisheries should be requested via SurfCom

Surrounding Surf Life Saving Assets			
Club/Service	Distance	Response Time (Water)	Response Time (Land)
Shoalhaven Marine Rescue	8Km	18min	N/A
Shoalhaven Heads SLSC	10Km	20min	33min
Kiama Jet Rescue	25km	25min	45min
Other Stakeholders			
Assure Programs (Counselling)	1800 808 374	NSW Poisons Info	131 126
Shalhaven Marine Rescue	02 4447 4466	Nowra Police Station	02 4421 9699
President / Callout officer (Mitch Pakes)	0432 557 516	<b>Club Captain (Steve Schott)</b>	<b>0421 278 333</b>
Public Officer (Peter Adlington)	0410 553 955	Glen Mathews (duty officer)	0408 627 684
Josh Douglas (Duty Officer)	0438 376 233	<b>DUTY OFFICER MOBILE</b>	<b>0419 576 620</b>
<b>13SURF</b>	<b>137873</b>	<b>South Coast Branch</b>	<b>02 4421 2614</b>
<b>SES</b>	<b>132 500</b>	<b>Aerial Patrol Albion Park</b>	<b>02 4257 3200</b>
<b>NSW Poisons Info</b>	<b>131 126</b>	<b>NRMA</b>	<b>1800 808 374</b>

## 1.2 Club Callout Team

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

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

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

### 1.2.1 Callout Team List

Team Member	Call Out Position	Phone Number
PAKES, Mitchell	Club Callout Officer	0432557516
Adlington, Gaye (3638938)	IRB Crew	0415582910
ADLINGTON, Hamish (4148085)	IRB Crew	0401303521
ADLINGTON, Peter (3638929)	IRB Driver	0410553955
DE WIT, Trent (4550267)	IRB Driver	0402237170
DENOVAN, Ron (4754052)	IRB Crew	0418220875
Fillery, Simon (4689576)	IRB Driver	0488935798
LETTERS, Ronald (3638850)	IRB Driver	0418473314
PAKES, Colin (3638745)	IRB Driver	0412189726
Pakes, Joshua (3639007)	IRB Driver	0435903320
SCHOTT, Steven (4562118)	IRB Driver	0421278333
SMITH, Glenn (4417294)	IRB Crew	0431261543
WRIGHT-SMITH, Peter	IRB Driver	0409287598



## 1.3 Club Radio Procedures



# CLUB RADIO PROCEDURES



## SIGNING ON/OFF WITH SURFCOM

### SIGN-ON

#### SurfCom Contacts Clubs Services (North to South)

- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

### CHANGE OVER

#### Clubs Contact SurfCom

- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

### SIGN-OFF

#### SurfCom Contacts Clubs Services (North to South)

- Extension of Patrol Hours: Notify SurfCom 15 minutes prior to scheduled finish time and advised finish time
- Number of Rescues (total for whole day)



## RADIO CHANNELS

### Channel 1

- Emergency Working Channel (line of sight only)  
Used during major incidents where Duty Officers, RWCs, Helicopters are involved.

### Channel 2

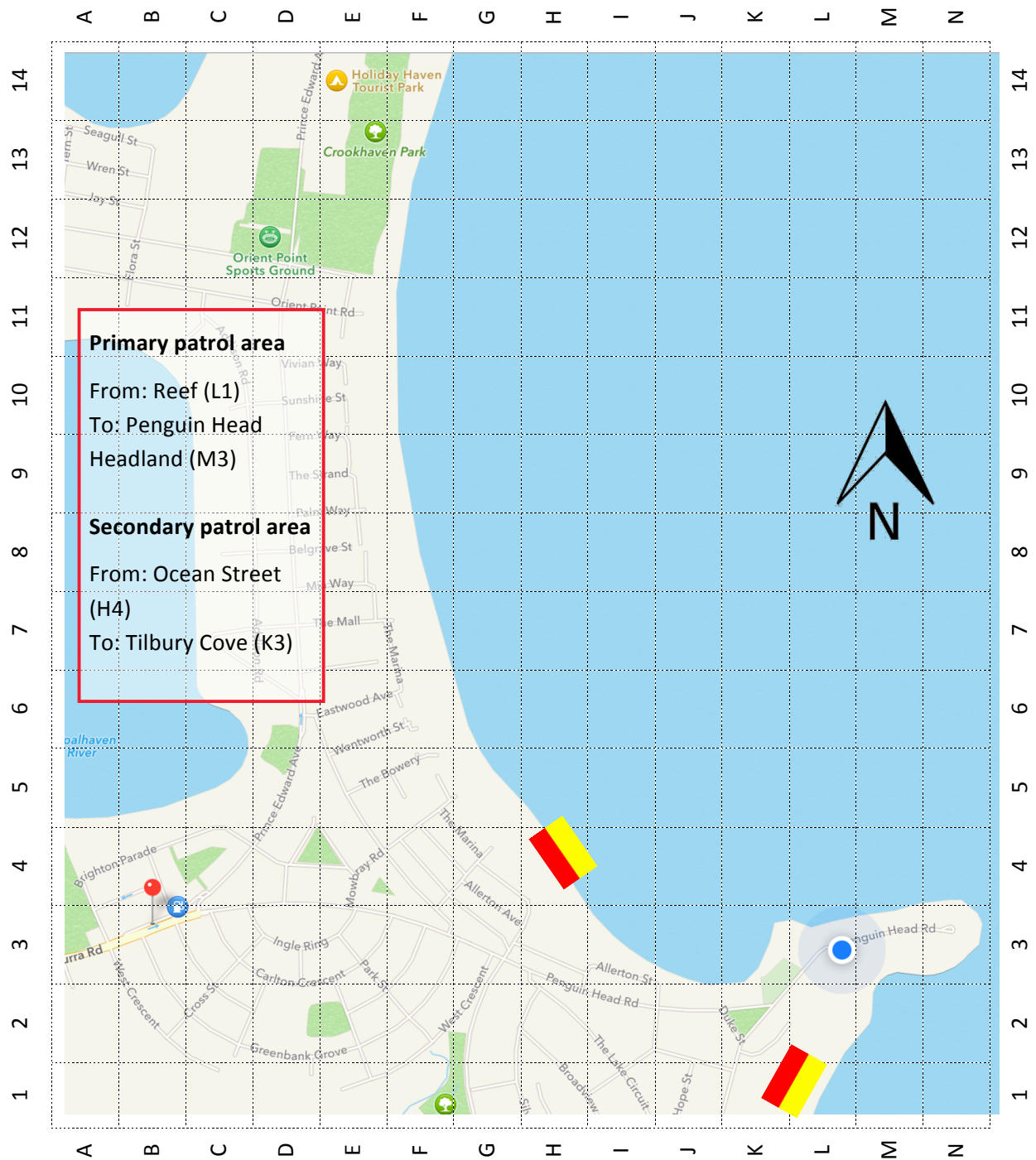
- Patrol Channel (line of sight only)  
Used for everyday internal patrol communications (e.g. IRB, roving patrol, ATV)

### Channel 3

- Primary Repeater Channel  
Used for all communications with SurfCom and other SLS assets/clubs

## 2 Hazard/Risk Management

### 2.1 Hazard/Risk Map



## 2.2 Hazard/Risk Management Plan

Hazard/Risk	Location (Grid Ref)	Management Plan
Example	Example	Example
Jump Rock – rock jump into shallow water and difficult exit from water	Jump Rock (D4)	<ul style="list-style-type: none"> <li>Monitor area from patrol tower with binoculars</li> <li>Roving patrol to area every 30min to 60min</li> </ul> <p><b>Equipment:</b> Tube, Radio, Binoculars</p> <p><b>Response:</b> IRB or tube rescue from rocks</p>
Rock Fishing – Washed off rocks in to water with dangerous exit	Headland (M3, M4, N3 & N4)	<ul style="list-style-type: none"> <li>Monitor area from patrol tower / patrol area with binoculars</li> <li>Roving patrol to area every twice daily</li> </ul> <p><b>Equipment:</b> IRB</p> <p><b>Response:</b> IRB or tube rescue from rocks</p>
Diving, Fishing & Surfcraft	Reef (L1)	<ul style="list-style-type: none"> <li>Monitor area from patrol tower / patrol area with binoculars</li> <li>Roving patrol to area every twice daily</li> </ul> <p><b>Equipment:</b> IRB, Tube, Radio, Binoculars, Board, Binoculars</p> <p><b>Response:</b> IRB, Board or Tube</p>
		<p><b>Equipment:</b></p> <p><b>Response:</b></p>

## 2.3 Northern Emergency Response Area

Area	Crookhaven Heads
Equipment	ATV with IRB or IRB via water, Board, Tube, Radio, Binoculars
Response	ATV or IRB
Response Time (water - IRB)	15min
Response Time (land - ATV)	10min
Access (boat ramps etc)	Crookhaven Boat Ramp, ATV access to Beach

## 2.4 Southern Emergency Response Area

Area	Currarong Boat Ramp
Equipment	ATV with IRB or IRB via water, Board, Tube, Radio, Binoculars
Response	IRB, ATV (beach), Car
Response Time (water - IRB)	18min
Response Time (land - ATV)	12min
Access (boat ramps etc)	Yes

## **3 Beach Management**

### **3.1 Minimum Patrol Requirements**

#### **3.1.1 Personnel**

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

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

#### **3.1.2 Equipment**

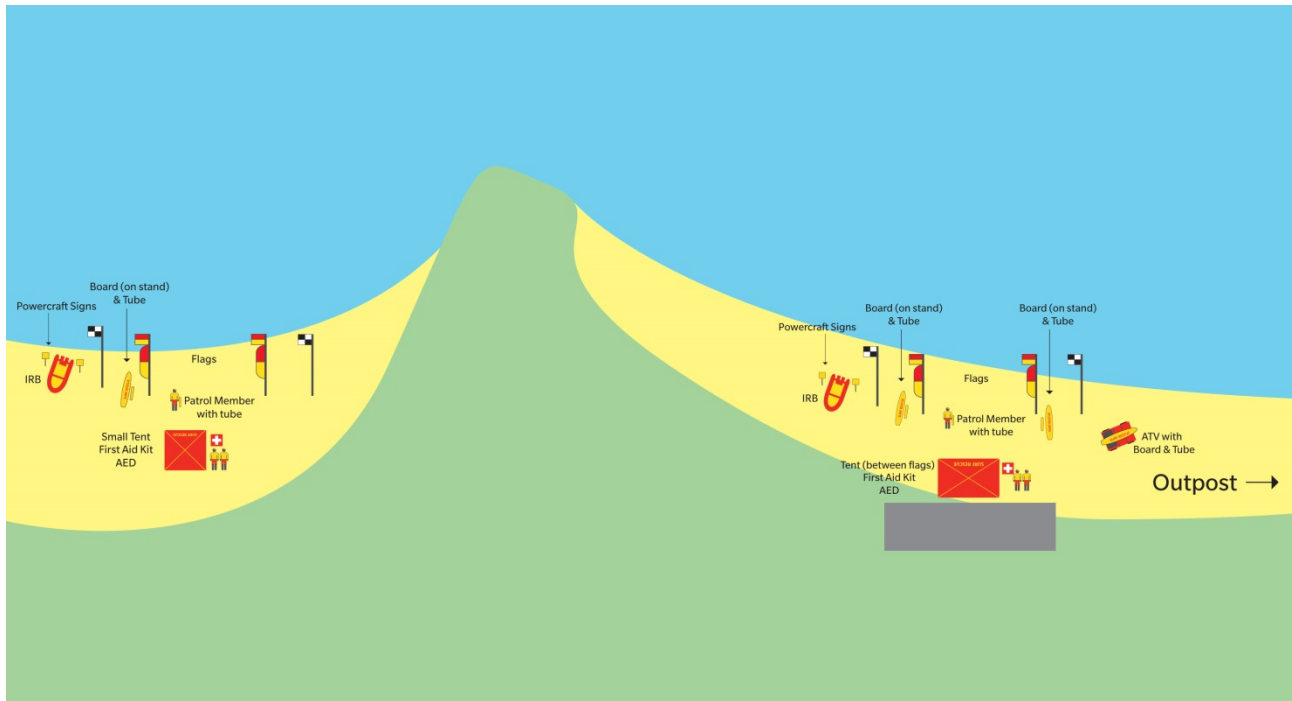
A patrol is to set up their beach with items of equipment, as a minimum;

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



### 3.2 Patrol Types

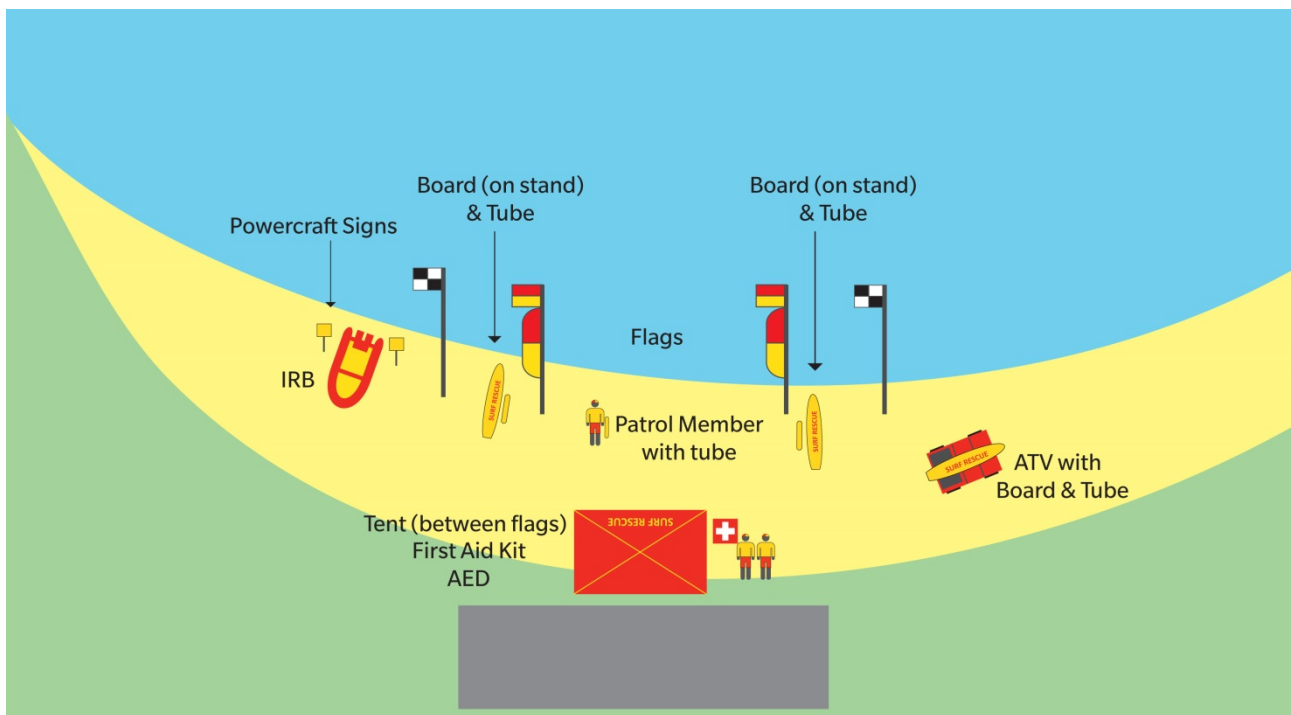
For detailed descriptions of the various patrol types that can be conducted, please refer to the Standard Operating Procedures, **LS4.3 Club Patrol Types**.



### 3.2.1 Base Patrol

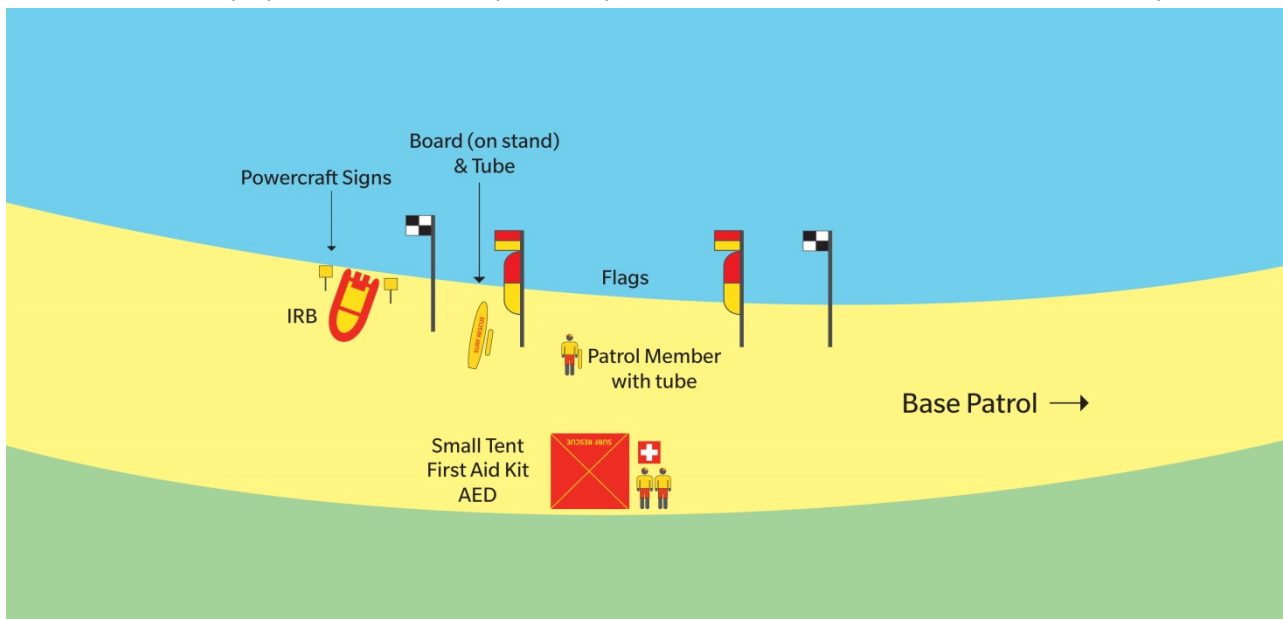
A Base Patrol is the core patrolled area for a lifesaving service established at all times and dates as identified in the Lifesaving Service Agreement. A Base Patrol must meet all minimums for personnel and equipment as stated below to be considered ‘beach open’.

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



### 3.2.2 Satellite Patrol

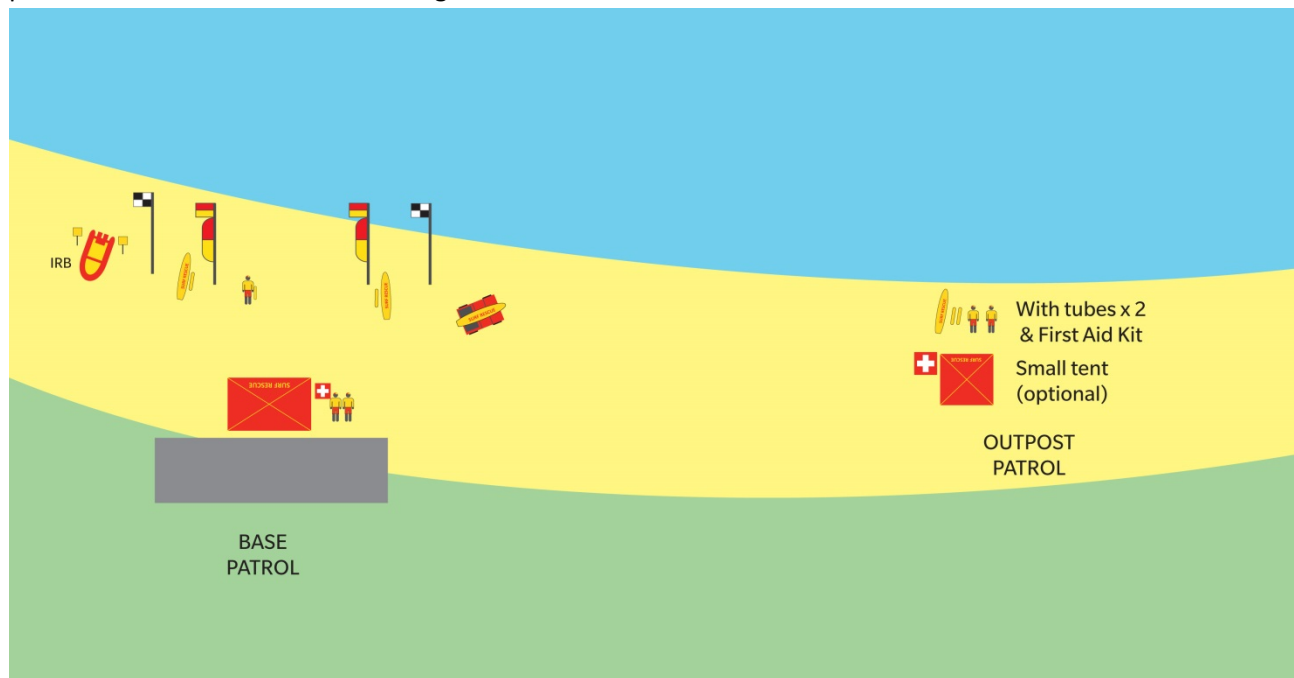
A Satellite Patrol is a sub patrol type with patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk. A Satellite Patrol may operate almost independently of a Base Patrol due to similar minimum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



### 3.2.3 Outpost Patrol

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.



### 3.2.4 Beach Closed Patrol

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.

## 3.3 Daily Patrol Procedures

Add/remove items to the below lists as required.

### 3.3.1 Start of patrol

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

- Induction/introduction of any new members

### 3.3.2 End of patrol

1. Scanning/surveillance of beach maintain by at least one lifesaver during 'pack-up'
2. Rescue equipment (radio, tube, board, IRB) to remain at 'rescue ready' status during 'pack up'
3. Patrol log, Incident log and Powercraft log completed
4. Patrol signed off with SurfCom
5. All equipment cleaned and stored appropriately
6. Radio's placed on charge
7. Any supply requirements or equipment damage reported to relevant club officer
8. 'Patrol Debrief' conducted by Patrol Captain, discussing;

- Rescues/incidents and key activities from the day
- Any questions/concerns from patrol members
- Upcoming events/opportunities
- Training options
- Next patrol date

### 3.3.3 Patrolling Member Contact Details

Member ID	Last Name	First Name	Category	Status	Preferred Contact No
4560968	ABBEY	Karen	Active (18yrs and over)	Active	'0418487265
4252787	ABBEY	Amy	Cadet Member (13-15 years)	Active	'0418487265
4148085	ADLINGTON	Hamish	Active (15-18 yrs)	Active	'0401303521
3639039	ADLINGTON	Dimity	Active (18yrs and over)	Active	'0478197401
3638938	Adlington	Gaye	Active (18yrs and over)	Active	'0415582910
3638929	ADLINGTON	Peter	Active (18yrs and over)	Active	'0410553955
3639016	ADLINGTON	Isabella	Past Active	Active	'0244474347
5439627	ANDERSON	Dylan	Cadet Member (13-15 years)	Active	'0438079774
4462526	ANDERSON	Nicholas	Cadet Member (13-15 years)	Active	'0427330885
5593413	ANDERSON	Wayne	Probationary	Active	'0409006253
4465998	ASHFORD	Bree	Active (18yrs and over)	Active	'0402416264
3543840	Ashton	Edward	Active (18yrs and over)	Active	'0244717139
5540367	ATKINSON	Darren	Active (18yrs and over)	Active	'0412820751
5540373	ATKINSON	Tom	Active (18yrs and over)	Active	'0400020008
5517192	BARAK	Klara	Active (18yrs and over)	Active	'0419496274
4131872	BARRY	Mark	Active (18yrs and over)	Active	'0419826342
4131871	Barry	William	Active (18yrs and over)	Active	'0417294511
5520191	BEEBY	Dylan	Active (18yrs and over)	Active	'0478027507
4626363	BETTS	Mark	Active (18yrs and over)	Active	'0402098829
5530682	BOYNE	Michael	Active (18yrs and over)	Active	'0403018075
3638439	Brodie	Paul	Active (18yrs and over)	Active	'0244460168
4106276	BROWN	Emily	Active (15-18 yrs)	Active	'0407002590
4417544	BROWN	Lang	Active (15-18 yrs)	Active	'0404269160
4418875	BROWN	Lloyd	Associate	Active	'0418965845
4418872	BROWN	Natalie	Associate	Active	'0404269160
4148082	BROWN	Harmony	Cadet Member (13-15 years)	Active	'0407002590
4417545	BROWN	Kira	Cadet Member (13-15 years)	Active	'0404269160
3674023	COELLI	Jenna	Active (18yrs and over)	Active	'0448923204
4751302	CONDON	Liam	Cadet Member (13-15 years)	Active	'0429900592
3575090	Connolly	James	Long Service	Active	'0427375751
4561837	DAVISON	Louise	Active (15-18 yrs)	Active	'0401839842
4626472	DAVISON	Gregory	Active (18yrs and over)	Active	'0401839842
4561841	DAVISON	Mathew	Cadet Member (13-15 years)	Active	'0401839842
4106278	De LEPERVANCHE	Budge	Active (15-18 yrs)	Active	'0419991935
4238806	De LEPERVANCHE	Ari	Cadet Member (13-15 years)	Active	'0419991935
4550267	DE WIT	Trent	Active (18yrs and over)	Active	'0402237170
4754052	DENOVAN	Ron	Active (18yrs and over)	Active	'0418220875
4578772	Duffy	Ben	Active (18yrs and over)	Active	'0410089615
5436187	EDWARDS	Jarrold	Cadet Member (13-15 years)	Active	'0402140770
4689576	Fillery	Simon	Active (18yrs and over)	Active	'0244475035
4235836	FRANCIS	Stephanie	Active (15-18 yrs)	Active	'0431081661
3670320	FRASER	Simon	Reserve Active	Active	'0404023098
4625076	GARNER	Nicholas	Active (18yrs and over)	Active	'0432260133
5531600	Garrett	Nathan	Active (18yrs and over)	Active	'0412136241
4623915	GAUDIE	Wendy	Active (18yrs and over)	Active	'0411127857
4413866	Gillick	Louis	Active (18yrs and over)	Active	'0244473201
5520189	GLENDINNING	Robert	Active (18yrs and over)	Active	'0403622176

Member ID	Last Name	First Name	Category	Status	Preferred Contact No
4106280	GLENNAN	Dale	Active (15-18 yrs)	Active	'0488624832
4235591	GLENNAN	Catherine	Active (18yrs and over)	Active	'0422989531
4235590	GLENNAN	Daren	Active (18yrs and over)	Active	'0423987492
3639029	Glennan	Jay	Active (18yrs and over)	Active	'0431305674
4234102	GOULD	Mae	Cadet Member (13-15 years)	Active	'0413628643
3638941	GRENET	Debra	Leave / Restricted	Active	'0244474818
3659637	GUBB	Hannah	Active (15-18 yrs)	Active	'02 44486445
5511369	HARRIS	James	Active (18yrs and over)	Active	'0431578393
5511367	HARRIS	Mary-Louise	Active (18yrs and over)	Active	'0407885315
4694573	HARTSHORNE	Hugh	Active (18yrs and over)	Active	'0488444545
5503226	Hayes	Michael	Active (18yrs and over)	Active	'0404678082
4466004	HEALD	Campbell	Active (15-18 yrs)	Active	'0431105498
4466016	HEALD	Peter	Active (18yrs and over)	Active	'0422024007
4466015	HEALD	Tanya	Active (18yrs and over)	Active	'0402648112
4466008	HEALD	Liam	Cadet Member (13-15 years)	Active	'0401238157
5520190	HENTSCHEL	Alistair	Active (18yrs and over)	Active	'0416070231
3638966	Higgison	Karen	Active (18yrs and over)	Active	'0428679008
3639021	Higgison	Kirsty	Active (18yrs and over)	Active	'0429098787
4106271	HILL	Luke	Active (15-18 yrs)	Active	'0244473197
3639057	HILL	Robert	Active (15-18 yrs)	Active	'0244473197
3639001	HILL	Matthew	Active (18yrs and over)	Active	'0244473197
3638572	HILL	Michael	Active (18yrs and over)	Active	'0435871438
3639031	Hill	Thomas	Active (18yrs and over)	Active	'0244473197
3638940	HILL	Peter	Reserve Active	Active	'0244473197
4561315	HOLGATE	Gary	Active (18yrs and over)	Active	'0409692078
5444452	Honing-Wassenburg	Theo	Active (18yrs and over)	Active	'0432365363
4521827	IRWIN	Pia	Active (18yrs and over)	Active	'0434692670
4588601	Johnson	Lindsay	Active (18yrs and over)	Active	'0402697007
3643141	KOSTIUK	Cailem	Cadet Member (13-15 years)	Active	'0429726718
4428915	LASKER	Gus	Active (15-18 yrs)	Active	'0244224819
4424855	LAWRENCE	Mitchell	Active (15-18 yrs)	Active	'0244474305
4472116	LAWRENCE	Colin	Active (18yrs and over)	Active	'0407220626
4466025	LAWRENCE	Julie	Active (18yrs and over)	Active	'0244474305
4424852	LAWRENCE	Matthew	Cadet Member (13-15 years)	Active	'0244474305
3638849	LETTERS	Tom	Active (18yrs and over)	Active	'0403644069
3638850	LETTERS	Ronald	Life Member	Active	'0418473314
5449483	LEVY	Simon	Active (18yrs and over)	Active	'0439460638
5465931	LILLY	Brad	Active (18yrs and over)	Active	'0414778635
4521833	LOVE	Jessy	Active (15-18 yrs)	Active	'0434088950
4521830	LOVE	Zane	Cadet Member (13-15 years)	Active	'0244466567
3699157	Martin	Dominic	Active (18yrs and over)	Active	'6554 0757
4148083	MARTIN	Tye	Cadet Member (13-15 years)	Active	'0402308284
4661716	MINTRAM	Stuart	Active (18yrs and over)	Active	'0411723908
4523626	MINTRAM	Scott	Cadet Member (13-15 years)	Active	'0411723908
4520244	MINTRAM	Sophia	Cadet Member (13-15 years)	Active	'0417217779
4520245	MONSALVE	Erin	Cadet Member (13-15 years)	Active	'0244464673
4520246	MONSALVE	Tevito	Cadet Member (13-15 years)	Active	'0439733339
4241318	MURPHY	Lisa	Active (18yrs and over)	Active	'0410094219
4463192	MURPHY	Richard	Active (18yrs and over)	Active	'0408229467
4238099	MURPHY	Fintan	Cadet Member (13-15 years)	Active	'0408229467
4447266	MURRAY	Kristie	Active (18yrs and over)	Active	'0421186719
4417543	NICHOLLS	Jenna	Cadet Member (13-15 years)	Active	'0244483759



Member ID	Last Name	First Name	Category	Status	Preferred Contact No
5540368	O` CONNOR	Jake	Active (18yrs and over)	Active	'0404837980
3545314	O` HARA	Alexander	Reserve Active	Active	'0430866044
4232128	OBRIEN	Mia	Cadet Member (13-15 years)	Active	'0402304589
4465972	ODONNELL	Breeana	Cadet Member (13-15 years)	Active	'0408420755
3639007	Pakes	Joshua	Active (18yrs and over)	Active	'0244472947
3638919	PAKES	Mitchell	Active (18yrs and over)	Active	'0432557516
3638745	PAKES	Colin	Life Member	Active	'0412189726
4462516	PARSONS	Joshua	Active (15-18 yrs)	Active	'0400114961
5449485	PEARSE	Michael	Active (18yrs and over)	Active	'0411734195
5439621	PHILLIPS	Henry	Cadet Member (13-15 years)	Active	'0434626669
5513416	PHILLIPS	Kate	Cadet Member (13-15 years)	Active	'0421278926
3659073	POLAND	Chad	Active (18yrs and over)	Active	'0402914175
5540392	Quinn	Ashley	Active (18yrs and over)	Active	'0402222713
5540393	Quinn	Jay	Active (18yrs and over)	Active	'0401636789
5540375	REIDY	Wade	Active (18yrs and over)	Active	'0423366245
3639050	RICHARDSON	Alexander	Active (18yrs and over)	Active	'0244473599
3638969	RICHARDSON	Stephen	Active (18yrs and over)	Active	'0408213465
5520184	RIEPSAMEN	Angela	Active (18yrs and over)	Active	'0400110979
5530685	RIEPSAMEN	Leon	Active (18yrs and over)	Active	'0488472111
5466699	ROACH	Tom	Cadet Member (13-15 years)	Active	'0402418556
4689572	SANSOM	Gavin	Active (18yrs and over)	Active	'0401148597
4687763	SANSOM	Liam	Cadet Member (13-15 years)	Active	'0401148597
4687758	SANSOM	Tom	Cadet Member (13-15 years)	Active	'0401148597
5589185	SAVILLE	Don	Long Service	Active	'0429015007
5513163	SCHOTT	Renee	Active (18yrs and over)	Active	'0423116401
4562118	SCHOTT	Steven	Active (18yrs and over)	Active	'0421278333
4771304	SLEATH	Rod	Active (18yrs and over)	Active	'0244475064
4106274	Smith	Alice	Active (15-18 yrs)	Active	'0244474494
4562136	SMITH	Iona	Active (15-18 yrs)	Active	'0244473234
4417294	SMITH	Glenn	Active (18yrs and over)	Active	'0244474494
4562138	SMITH	Trevor	Active (18yrs and over)	Active	'0431513398
4562137	SMITH	Rhiannon	Cadet Member (13-15 years)	Active	'0244473234
3659347	STRETTON	Gus	Active (15-18 yrs)	Active	'0244237473
4106290	THOMSON	Stuart	Active (15-18 yrs)	Active	'0244474889
4241315	THOMSON	Ian	Active (18yrs and over)	Active	'0466819922
4238803	THOMSON	Martin	Cadet Member (13-15 years)	Active	'02 44474889
4521452	THORNTON	Elizabeth	Active (15-18 yrs)	Active	'0412233247
4521451	THORNTON	India	Cadet Member (13-15 years)	Active	'0244483167
5540371	TRENERRY	Tania	Active (18yrs and over)	Active	
5433922	TRENERRY	Lauren	Cadet Member (13-15 years)	Active	'0437542822
3624665	WALSH	Grant	Active (18yrs and over)	Active	'0417455576
4106275	WATSON	Riley	Active (15-18 yrs)	Active	'0408490224
3638700	WATSON	Steven	Reserve Active	Active	'0408490224
4661806	WILLIS	Monica	Active (18yrs and over)	Active	'0468936511
3546960	WRIGHT-SMITH	Peter	Active (18yrs and over)	Active	'0409287598
4253280	WRIGHT-SMITH	Joshua	Cadet Member (13-15 years)	Active	'4447 5423

### 3.3.4 Equipment Location

Add/remove items to the below lists as required.

Item	Location
IRB	IRB Room
Radios	Radio Room 9 Radios, IRB Room 3 Radios
Patrol shade (tent)	Trailer or Rear Store
Rescue boards	Board Store
Rescue tubes	IRB Room
Defibrillator	First Aid Room
Oxy resuscitation kit	First Aid Room
First aid kit	First Aid Room
Spinal board	Trailer & First Aid Room
Binoculars	Trailer, ATV, & Radio Room
Patrol flags/signage	Trailer or Rear Store



## PATROL AUDIT FORM

Club:	Patrol Name/#:	Date:	Time:
Patrolled area open/closed:	Head count in water:		

### 1. PERSONNEL

<b>LIFESAVERS ON-DUTY</b> (bronze/cert II & proficient) <b>50 points</b> (0 points if below minimum number – per lifesaving agreement)	/50
<b>QUALIFICATIONS/AWARDS HELD</b> (BBM, ARTC, IRBD, IRBC, Spinal) <b>50 points</b> (10 points deducted for each shortfall)	/50
<b>PATROL UNIFORM</b> (SLSA shorts/shirt/hat/quartered cap) <b>50 points</b> (10 points deducted for each member in non-regulation uniform)	/50
<b>SECTION SUB-TOTAL</b>	<b>/150</b>

### 2. BEACH MANAGEMENT (✓✖) Full marks if compliant, 0 marks if not

Water under consistent surveillance	/10	Standard Operating Procedures (SOPs) available	/2
Flags erected & positioned close to water's edge	/5	Patrol Operations Manual (Club) available	/2
IRB positioned close to water's edge (response-ready)	/5	Procedures Guidebook immediately available	/1
Powercraft access signs erected	/2	Incident Logbook & Patrol Handover Forms available	/2
Lifesavers at waters-edge 'flag duty' if persons in water	/5	Patrol Log Completed	/5
Waters edge/roving lifesavers with 1 x tube ea + 1 x radio	/5	IRB Log Completed	/2
Patrol Tower/First Aid Room clean/no obvious risks	/2	Powercraft Code of Conduct displayed in patrol room/gear shed	/2
<b>SECTION SUB-TOTAL</b>	<b>/50</b>		

### 3. GEAR AND EQUIPMENT (✓✖) Full marks if compliant, 0 marks if not

IRB operational	/10	ATV (flashing light, reverse beeper, board, tube)	/10
3 x Rescue Tubes immediately available	/10	Spare fuel available in gear shed for IRB and ATV	/5
2 x Rescue Boards available and positioned at waters edge	/10	Defibrillator operational and immediately available	/10
Binoculars immediately available	/5	Oxygen resuscitation kit stocked, available (O2 > 50% + full spare)	/10
Patrol Tent/Arena erected	/5	Mobile first aid kit stocked and immediately available	/5
3 x handheld radios/monitored (SurfCom radio test)	/10	Spinal board and stiff-neck collars and immediately available	/5
2 x whistles	/2	Loud Hailer/PA (incl siren)	/2
2 x signal flags	/1		
<b>SECTION SUB-TOTAL</b>	<b>/100</b>		

### 4. PRACTICAL ASSESSMENT – Scaled against criteria in 'guide'

Resuscitation		Minimum Qualifications – for post-audit review by Branch	
		Award	Name
Danger – checked/PPE used	/4	1xBronze/Cert II	
Response – talk/touch	/3	1xBronze/Cert II	
Send – for help (incl SurfCom)	/3	1xBronze/Cert II	
Airway – clear + open (head tilt)	/5	1xBronze/Cert II	
Breathing – check + 2 breaths (mask)	/5	1xBBM	
CPR 30/2 (effective)	/10	1xIRBD	
Introduction of AED	/5	1xIRBC	
Introduction & use of O2 Resuscitation	/10	1xSpinal	
Overall incident management/teamwork	/5		
<b>SECTION SUB-TOTAL</b>	<b>/50</b>		

### AUDIT SUMMARY (Points Tally)

SECTIONS				TOTAL
1. PERSONNEL	2. BEACH MANAGEMENT	3. GEAR & EQUIPMENT	4. PRACTICAL ASSESSMENT	/350

### COMMENTS BY PATROL AUDITOR (including URGENT issues to report/resolve)

AUDITOR Name	AUDITOR Signature	PATROL CAPTAIN Name	PATROL CAPTAIN Signature

### 3.4 Nippers/Water Safety

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

Nipper activities cannot be undertaken on a closed beach.

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

### 3.5 Club Rules

- Full patrol uniform must always be worn on patrol
- At least one (1) patrol member to always be watching the water
- At least one (1) patrol member always monitoring the radio (channel 2 and channel 3)
- The Patrol Captain is to always be made aware of all member locations/activities
- At least one (1) patrol member at the water's edge with a tube and radio when swimmers are in the water
- Rescue tubes are to always be carried by patrol members when on the beach
- Rescue tubes should not be tied to flag poles
- Members should not text, sun bathe or engage in any unprofessional behaviour (in uniform) in public view
- Only qualified IRB driver and crew are to operate the IRB
- Only licensed drivers to operate the ATV
- The ATV should always be left facing the water (out of gear and in neutral)
- ATV should always be driven at a low speed (unless in an emergency)
- No passengers are allowed in the tray of the ATV (unless in an emergency)
- The Club Captain or relevant officer should be notified immediately of any equipment damage/issues
- Patrol will adhere to full start and end of patrol procedures
- All paperwork is to be completed for each patrol (including patrol log, incident log and Powercraft log)

### 3.6 Local Government By-Laws

Local By Law	Management Plan
No camping on beach	Council Signage
No drinking alcoholic beverage on beach	Council Signage
No driving motor vehicles on beach	Council Signage
No fires on beach	Council Signage
No surfboard riding between flags	Council Signage

## 4 Emergency Operations Plans

### 4.1 Emergency Beach Closure

Patrol Captains should consider the 'closure' of a beach at any time that there is an unacceptable/unmanageable risk to the public of the lifesaving service is unable to safely perform water safety tasks. For a detailed procedure, refer to Standard Operating Procedure '**LS 9.1 Emergency Beach Closure.**'

Examples include;

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

### 4.2 Emergency Beach Closure Procedure

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

### 4.3 Closure Periods

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

Recommended closure periods include;

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



## 4.4 Tsunami Plan

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

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

For a detailed procedure, refer to Standard Operating Procedure '**LS 9.12 Tsunami Warning**' and the 'Surf Life Saving New South Wales Tsunami Plan.'

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

There are two types of tsunami threats;

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

### 4.4.1 Notification

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

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

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

#### Patrols on duty

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

#### Patrols not on duty

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

#### **4.4.2 Key Equipment**

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

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

#### **4.4.3 Marine Threat Response**

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

#### **4.4.4 Land Threat Response**

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

13. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

## **4.5 Coastal Flooding Plan**

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

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

For a detailed procedure, refer to Standard Operating Procedure '**LS 9.11 Coastal Flooding.**'

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

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

### **4.5.1 Coastal Flooding Response**

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

## **4.6 Emergency Rally Point**

Culburra Public School

**Emergency rally point location:**

Culburra Public School  
Fairland Street  
Culburra Beach, NSW 2540

## 4.7 Helicopter Landing Zone

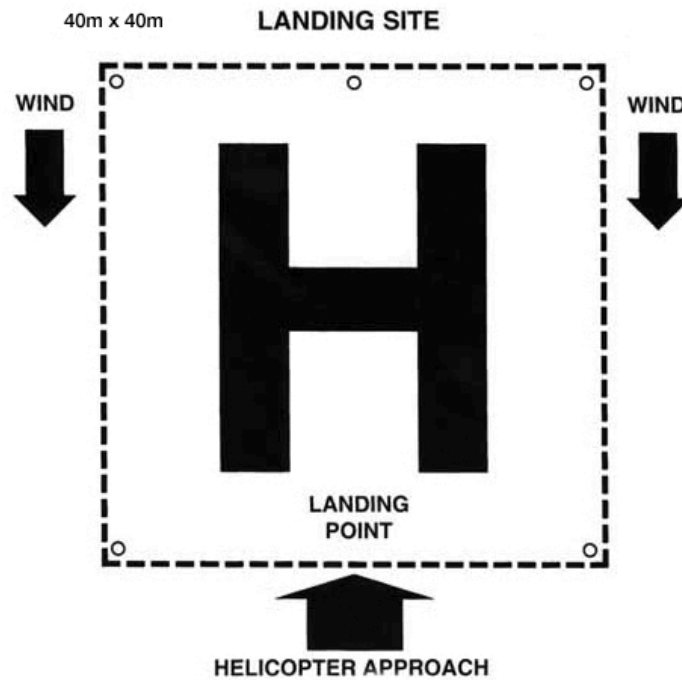
During major incidents, rescue helicopters may be required to land on the beach or near the beach to assist treating the patient and possibly transporting the patient to hospital. Ultimately, the decision of where to land is made by the pilot of the aircraft based on weather conditions, the nature of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

Things to consider when establishing a helicopter landing zone;

- 40m x 40m area (minimum)
- Flat and cleared of hazards (loose objects, power lines, trees, etc)
- Helicopter will approach the landing zone against the wind
- At night the landing zone should be expanded to at least 30m x 30m

Helicopter Landing Zone procedure;

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



## 5 Standard Operating Procedures

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

- LS2 Work health and safety
- LS3 Information management
- LS4 Obligations and Standards
- LS5 Regulations – rescue vessels
- LS6 Gear and equipment
- LS7 Radio communications
- LS8 Patrol operations (general)
- LS9 Patrol operations (emergency)
- LS10 Emergency response system
- LS11 SAR operations
- LS12 SurfComs
- LS13 Lifesaving vessels and aircraft
- LS14 Post incident (recovery phase)