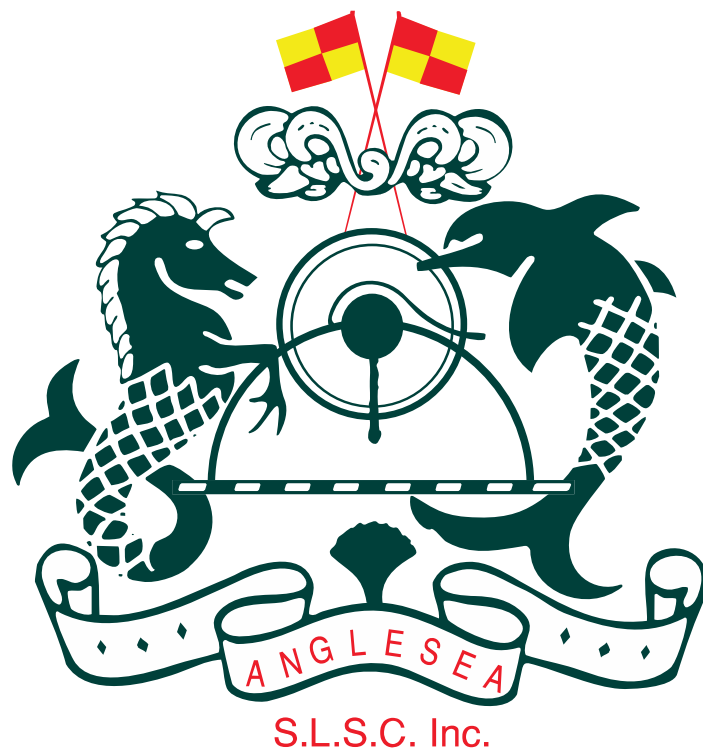


# Anglesea Surf Rescue Handbook



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## Introduction

Unlike other clubs, not all ASLSC members are rostered on to a patrol group instead members have a choice. They can either:

- Complete their patrol hours by booking into a patrol prior at their leisure (subject to availability); or
- Become a member of Anglesea Surf Rescue and be a rostered patrol member.

Anglesea Surf Rescue (ASR) is regarded as an elite squad of highly qualified surf lifesavers dedicated to providing a safe aquatic environment for visitors to the beaches Anglesea Surf Life Saving Club (ASLSC) is responsible for. The objectives for ASR are:

- To deliver the best level of patrol service to the Anglesea community and visitors.
- To provide ASLSC members with the opportunity to develop strong leadership skills.
- To ensure that ASLSC fulfills their Life Saving Victoria patrol obligations.
- To strive to be the best patrolling club in our region.

## ASR Member Performance Expectations:

ASR members are expected to perform to a higher standard than other (non-ASR) members when on patrol. The following are the expectations:

- Attendance: ASR members must commit to fulfilling a minimum of 75% of their rostered patrols and find an equally qualified substitute should they not be able to attend.
- Punctuality: Arrive 30 minutes prior to the commencement of the patrol start to assist with set up and remain until 30 minutes after the patrol finish time to assist with pack up.
- Commitment: ASR members are expected to commit for at least two years of participation.
- Administration: Members must renew their membership prior to their first rostered patrol otherwise they will be unable to patrol.
- Qualifications:
  - All ASR members must hold as a minimum a Bronze Medallion.
  - It is strongly recommended that all ASR members have as a minimum the following additional qualifications: Advanced Resuscitation Techniques (ART), First Aid (FA) and Inflatable Rescue Boat Crew (IRBC).
  - All ASR members must complete their Skills Maintenance (requal) for all awards they hold prior to their first patrol.
- Presentation:
  - All ASR members are to ensure they are appropriately attired in the current full patrol uniform provided at all times during the hours of patrol, including:
    - Patrol Skull cap tied onto head, not around your neck or in your pocket.
    - Patrol red wide brim hat or cap on head.
    - Approved red shorts or ASR tracksuit pants (if provided).
    - Approved yellow patrol shirt.
    - Approved ASR jumper or jacket (if provided)
    - Club, black or red bathers must be worn underneath at all times.
    - It is strongly recommended that you wear sunglasses.
  - All ASR members must present themselves in a clean and tidy manner.
  - It is strongly recommended that you bring a wetsuit for patrol.
  - Please do not wear casual clothes on patrol or a non-official hat or head wear over your patrol cap. Initial uniform is supplied.
- Behaviour: All ASR members are required abide by the clubs' Code of Conduct and ensure that whilst on patrol they understand they are the public face of the club and need to supervise the beach/water to the highest standard.

All Anglesea patrol members shall:

- Obey the directions given by your patrol captain at all times.

- Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
- Professionally fulfil your patrol duties as delegated by the patrol captain.
- Sign on in the SLSA patrol logbook prior to commencing patrol.
- Encourage swimmers to swim between the red and yellow flags.
- Warn swimmers entering the water outside of the flagged off area of the danger and hazards and advise them to swim between the red and yellow flags.
- Be polite and courteous to other patrol members.
- Encourage board riders to not impose on the swimming area.
- Wear the correct patrol uniform during your rostered patrol times.
- Remove your patrol uniform at the completion of their rostered patrol and only wear the patrol uniform during patrol.
- Not leave the patrol area unless authorised by the Patrol Captain.
- Always carry a rescue tube and whistle when patrolling the water's edge.
- Maintain your fluid intake during patrol duties, especially on hot days.
- Practice the basic principles of Sun Safety (Slip, Slop, Slap and Wrap).
- Always be polite and courteous when dealing with the public.
- Where allocated by the Patrol Captain wear the bum bags.
- Ensure all patrol equipment is erected in a secure and safe manner.
- Advise the Patrol Captain if feeling fatigued, ill or tired.
- Check rescue equipment for damage or breakages and report such to the Patrol Captain.
- Advise members of the public that the beach is closed or is closing i.e. at the end of the patrol day and/or due to dangerous conditions etc.
- Advise the Patrol Captain of your absence, late arrival or early departure if needed and with ample of notice is possible.
- At all times follow the direction of the Patrol Captain.

## ASR Patrol Team Structure

The number of members in each ASR patrol team varies from team to team. However, each patrol has the same basic structure with some roles being held by the same person dependent on the size, qualifications and experience of that team. The following are the key duties and responsibilities of each role.

The Patrol Captain is the key leader in each patrol who is ultimately responsible for the patrol. All members on patrol are expected to follow the direction of the Captain or their Vice Captain.

Role	Duties and Responsibilities
Patrol Captain	<p>To facilitate the effective and efficient management of life saving resources to ensure a safe aquatic environment for the public.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>○ Ensure adequate human resources are available to the patrol.</li> <li>○ Ensure all administrative tasks and records are completed.</li> <li>○ Ensure all equipment is of good working standard prior to and following the patrol.</li> <li>○ Implementation of relevant local laws.</li> <li>○ Management/control of emergency management activities.</li> <li>○ Ensure patrol presentation remains appropriate to the image of the club.</li> <li>○ Implementation and adherence to club and state policies, standard operating procedures and code of conduct.</li> </ul>
Patrol Vice-Captain	<p>To assist the Patrol Captain in facilitating the effective and efficient management of life saving resources to ensure a safe aquatic environment for the public. To act in the Patrol Captains' place when required.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>○ Four days prior to each patrol contact all other members of the ASR team to ensure attendance at patrol or ensure a suitable substitute has been arranged.</li> <li>○ Provide support to the Patrol Captain as required.</li> <li>○ Undertake the leadership of the Patrol Induction Program each patrol with new patrolling (non-ASR) members.</li> <li>○ Responsible for the set up/pack up of the radios for patrol.</li> </ul>

Patrol Mentor	<p>To develop a relationship with a Patrol Captain and by extension, their patrol members. The aim is to improve the wellbeing, skills and knowledge of the Patrol Captain.</p> <p>The Patrol mentor will also conduct training for all patrol members routinely to improve the effectiveness of the team.</p>
IRB Driver	Responsible for the pre- and post-patrol set up/pack up of the IRB and associated equipment. Performs patrol training and rescue operations as required.
IRB Crewperson	To assist the IRB Driver with pre- and post-patrol set up/pack up of the IRB and associated equipment. Performs patrol training and rescue operations as required.
First Aider	Responsible for the pre- and post-patrol set up/pack up of the First Aid equipment. Administers first aid during patrol as required.
ART Operator	Responsible for the pre- and post-patrol set up/pack up of the ART and oxygen equipment. Administers ART during patrol as required.
Board Operator	Responsible for the pre- and post-patrol set up/pack up of the rescue boards. Performs board rescues on patrol as required.
Tube Operator	Responsible for the pre- and post-patrol set up/pack up of the rescue tubes and fins. Performs board rescues on patrol as required.
Rookie	As a first year ASR member you will assist the Patrol Vice Captain in the set up and pack up of the radio equipment and assist the team as required. Duties on patrol will be as directed by the Patrol Captain.



## Member Health and Safety

All members have a shared duty of care under Australia's Work Health and Safety (WHS) legislation to ensure the health and safety of themselves and others within ASLSC. It also sets out requirements for all members to create a positive culture of SAFETY FIRST towards the health and safety of volunteers, staff and the public.

To set a good example and be a positive role model for health and safety and ensure EVERYONE returns home safely each day you should:

- Adhere to SLSA, LSV and ASLSC policies and abide by the clubs' codes of conduct.
- Always report hazards and all types of incidents.
- Create, maintain and promote a positive attitude towards health and safety.
- Follow standard operating procedures.
- Never smoke or be under the influence of alcohol or drugs when on duty.
- Show zero tolerance for harassment, discrimination or bullying.

Remember many injuries and illnesses are the results of poor health and safety attitudes and behaviours. You do not want to be the cause of someone else's injury or illness.

### What are my WHS responsibilities as a volunteer member?

While your club must make sure you are as safe as possible while you are volunteering, you as a worker/volunteer must:

- Take reasonable care for your own health and safety.
- Take reasonable care to ensure you don't affect the health and safety of others.
- Carry out your tasks in a safe way.
- Follow the reasonable instructions given to you by the club.
- Cooperate with the reasonable policies and procedures of your club.
- Carry out activities that you have the skills to undertake and are within the role you have been assigned.

### Hazard Identification and Reporting

If you identify a hazard the first thing, should it be safe to do so, is to control or manage the risk. Which means to prevent others from getting injured for example by putting a safety cone on it or cleaning up a spill.

You can report a hazard to a patrol captain, patrol vice-captain, club staff member or anyone in a leadership position. All hazard must be documented in the Incident Report Logbook as a near miss.

### Chemical Management

Safety Data Sheets for all chemicals stored in the facility are located in the First Aid Room, should you need to know more about the chemical and what to do should there be a spill or injury from a chemical.

There is a spill kit located in the main store which is to be used to cleaning up any spilt chemical. If you were to splash some in your eye an eye wash station is located inside the main store between the roller doors.



All spills and injuries must be documented in the Incident Report Logbook and reported to the Patrol Captain, who will report to the Patrol Coordinator.

The main chemicals that ASR members will use relate to the operation of the IRB and Polaris (ATV). All oils and fuels are to be stored in the yellow fuel cabinet. When re-filling fuel cells the fuel cell is to be placed on the spill tray (pictured below) to prevent excess fuel or spillage from being washed down the drain. The Duty Managers' will manage the spill tray to ensure that this is kept clean.



## Critical Incident Stress and Mental Health

While carrying out their duties, surf lifesaving members may be exposed to or involved in a critical incident that can lead them to feel distress. This can result in a decline in their performance and overall levels of wellbeing.

Critical incident stress management aims to help people deal with the normal physical and emotional reactions that may result from involvement in, or exposure to, a critical incident (or an accumulation of smaller incidents). Reactions can happen straight away or after a period of time.

For specific support please speak to any of the following club leaders who can arrange for professional support if you would like it:

- Director of Rescue Services
- Club Chaplain
- Member Protection Officer
- Club President

Contact details for each of these are found in appendix 1.

## Manual Handling

A hazardous manual task is any task that required a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or item which may result in injury or illness.

The following key considerations should be applied:

- Do not handle anything that you do not feel you can without causing injury.
- Where possible always utilise mechanical aids such as trolleys or trailers to move items.
- Ensure that you have the minimum number of people to lift an item as per your training.
- Ensure that you employ correct lifting techniques.

## Housekeeping

It is imperative that equipment be stored in a manner that is safe and functional, and that takes into account varying constraints such as the size, weight and frequency of use of particular items.

Please ensure that you return any equipment to where it is correct home is after use.

## Patrol Operations

### General Patrol Set up and Pack up Procedures

ASR members should be designated a role by the Patrol Captain and then begin to conduct their allocated tasks.

All patrol equipment being used should be checked for damage prior to the commencement of patrol. The Gear Steward, IRB Manager or First Aid Officer should be notified of equipment relevant to their role that requires repair or restocking by the Patrol Captain.

All rescue services equipment is located in either the First Aid Room on the Ground Floor or in the Main Store on the Lower Ground Floor. The Patrol Captain and/or the Patrol Vice Captain are responsible to opening up these two spaces at the start of patrol (if not already opened). This may involve deactivating the security alarm.

Security of the club and our equipment is to be maintained at all times. When you have removed all equipment needed on patrol the First Aid Room is to be secured and the Main Store secured by ensuring all doors are closed/locked. This is the same as when you leave for the day.

When packing up it is essential that you clean all equipment free of sand/salt, pack down equipment and clean the spaces to a higher standard than what you found it in.

The below listings are designed for each patrol members position in regard to what set up and pack up duties they need to complete.

Board Operator	
Patrol Set Up	<ul style="list-style-type: none"><li>• Check three (3) boards to be on patrol. Check to ensure there are no sharp edges, dings and that all straps are attached correctly. If a fibreglass board ensure that there is enough wax applied.</li><li>• One (1) foam board is to be secured to the top of the 4WD for call out</li><li>• Three (3) boards are to be transported/carried to the beach on the trailer.</li><li>• Once boards are ready assist with preparation of other equipment for beach</li><li>• Two boards are to be placed on the beach are positioned appropriately. Also ensure in high wind that they are positioned as not to blow away</li></ul>
Patrol Pack Up	<ul style="list-style-type: none"><li>• Ensure all boards are checked for any damage and report to Patrol Captain</li><li>• Clean off all sand and put away in Main Store.</li><li>• The three board carried on the trailer may remain on the trailer with the board from the 4WD to be placed on the rack.</li><li>• Once boards completed assist with pack up of other equipment</li></ul>

### Tube Operator

Patrol Set Up	<ul style="list-style-type: none"><li>• Ensure that you have at least five (5) tubes to be on patrol. Check to ensure there are no sharp edges, ropes fraying and that all straps are attached correctly.</li><li>• One (1) tube is to be placed in 4WD for call out</li><li>• Five (5) tubes are to be transported/carried to the beach in the patrol trailer.</li><li>• Once tubes are ready assist with preparation of other equipment for beach</li><li>• Ensure tubes on beach are positioned appropriately.</li></ul>
Patrol Pack Up	<ul style="list-style-type: none"><li>• Ensure all tubes are checked for any damage and report to Patrol Captain</li><li>• Clean off all sand and put away as appropriate.</li><li>• Once tubes completed assist with pack up of other equipment</li></ul>

### ART Operator

3 sets of equipment are required – two for beach, one for 4WD call out

Patrol Set Up	<ul style="list-style-type: none"><li>• Check three (3) Defibrillators to ensure that the battery charged</li><li>• Check to ensure defibrillation is with Oxy kit (which contains items listed on First Aid room cupboard)</li><li>• Check Oxy Kit to ensure:<ul style="list-style-type: none"><li>○ Oxygen cylinder is at least ½ or more full (otherwise replace)</li><li>○ Check contents of bag to ensure stocked as per listing in first aid room.</li></ul></li><li>• Connect regulator on oxygen bottle (leave bottle &amp; regulator off)</li><li>• Check First Aid room to ensure there is spare oxygen cylinders (min 1)</li><li>• Sign off in Patrol Log book that Oxy kit has been checked &amp; that there are spare oxygen cylinders.</li></ul>
Patrol Pack up	<ul style="list-style-type: none"><li>• Check all equipment is clean, restock if required, and put away.</li><li>• Once ART equipment completed assist with pack up of other equipment</li></ul>

## IRB Driver & Crewperson

Check both patrol and call out IRB's

Patrol Set Up	<ul style="list-style-type: none"> <li>• Check of IRB Logbook and IRB Whiteboard to ensure the correct IRB and engine are used. Whilst also identifying back up craft if required. Update IRB Logbook and Whiteboard as required.</li> <li>• Ensure the selected IRB has no prior damage, listed on whiteboard.</li> <li>• Examine all valves are secure and retaining air</li> <li>• Examine all pontoons are inflated and free of damage, tears or breaks</li> <li>• Examine the floorboard/floors for damage including frayed foot straps, damaged corners or hinges.</li> <li>• Ensure, selected engine has no prior damage listed on whiteboard</li> <li>• Check the security of the propeller and prop guard</li> <li>• Examine the engine for damage</li> <li>• Ensure engine is centrally located on the transom and the engine safety cable is connected and secure</li> <li>• Ensure ancillary equipment is present (2x oars, whistle, tow rope, tube)</li> <li>• Ensure fuel cell is full; re-fill if required</li> <li>• Ensure fuel cell is secured and bayonet is connected and sand free</li> <li>• Ensure that both the driver and crewperson have the appropriate sized lifejackets.</li> <li>• Start motor when on waters edge to ensure motor starts</li> </ul>
Patrol Pack Up	<ul style="list-style-type: none"> <li>• Check for any damage to IRB or motor (report to Patrol Captain)</li> <li>• Clean IRB, motor and trailer with water pressure cleaner</li> <li>• Check &amp; re-fuel IRB fuel cell &amp; ATV</li> </ul>

## First Aider

3 sets of equipment are required – two for beach, one for 4WD call out

Patrol Set Up	<ul style="list-style-type: none"> <li>● Check patrol log book – review events of previous patrol day for anything that may impact upon first aid equipment for today’s patrol</li> <li>● Familiarise yourself with:             <ul style="list-style-type: none"> <li>○ Incident Report Log</li> <li>○ Emergency contact numbers</li> <li>○ Familiarise with other proficient First Aid holders who may also be on patrol</li> </ul> </li> <li>● Check First Aid Kit to ensure that it is clean and tidy</li> <li>● Check kit to ensure that it contains correct amount of stock as listed on First Aid Room Cupboard</li> <li>● Re-stock from First Aid room stores as required. If you take the last item please list on whiteboard (so that the First Aid Officer can re-stock)</li> <li>● Check Major Trauma Kit to ensure it is clean &amp; tidy</li> <li>● Check First Aid Room to ensure it is clean &amp; tidy</li> <li>● Check Bum bags are clean and contain the following:             <ul style="list-style-type: none"> <li>○ Pocket Mask (x1)</li> <li>○ Gloves Disposable (3 pairs)</li> <li>○ Triangular Bandage (x1)</li> <li>○ Whistle (x1)</li> <li>○ Notebook &amp; pen/pencil (x1)</li> </ul> </li> <li>● Ensure cleanliness of First Aid Room:             <ul style="list-style-type: none"> <li>○ Floor</li> <li>○ Sink and bench</li> <li>○ Garbage disposal bin</li> <li>○ Sharps container</li> </ul> </li> <li>● Ensure clean access to First Aid Room</li> <li>● Ensure one (1) kit is placed in cab of 4WD for call out and other two kits transported to beach</li> </ul>
Patrol Pack Up	<ul style="list-style-type: none"> <li>● Ensure kits are clean and tidy, re-stock if required</li> <li>● Ensure all bumbags are clean and tidy, re-stock if required</li> <li>● Ensure First Aid Room is clean and tidy. Replace sheet and pillow case if required</li> <li>● Make sure records of all first aid cases have been entered in the First Aid log book or Critical Incident Log book.</li> <li>● Leave room clean, tidy, secure, wipe down benches, sweep floor, lock doors</li> <li>● Report and log all missing equipment to Patrol Captain</li> </ul>

Rookie	
Patrol Set Up	<ul style="list-style-type: none"> <li>• Set up at least four (4) radios in bags, with at least two (2) also in harnesses. Ensure they are on and on correct channel</li> <li>• Ensure a radio in a harness is given to the IRB Driver and Patrol Captain. Remaining radios to be taken to beach.</li> <li>• Once radios are ready assist with preparation of other equipment for beach</li> </ul>
Patrol Pack Up	<ul style="list-style-type: none"> <li>• Ensure all radios are checked for any damage and report to Patrol Captain</li> <li>• Clean off all sand from bags and harnesses and put away in Radio cupboard</li> <li>• Put all radios back into charges ensuring they are all accounted for and charging. Report any missing to Patrol Captain</li> <li>• Once radios completed assist with pack up of other equipment</li> </ul>

*Note: Content minimums are also posted in the First Aid Room.*

### Patrol Equipment Checklist

The following minimum equipment is to be utilised for each patrol.

<p><b>Main Store:</b></p> <ul style="list-style-type: none"> <li>• Operational IRB <ul style="list-style-type: none"> <li>- Filled Fuel Cell</li> <li>- Engine</li> </ul> </li> </ul> <p>Patrol Trailer:</p> <ul style="list-style-type: none"> <li>• IRB Accessories <ul style="list-style-type: none"> <li>- Hazard Signs x 2</li> <li>- Life Jackets x 2</li> <li>- Helmets x 4</li> <li>- Wind Breakers</li> </ul> </li> <li>• Rescue Boards x 2</li> <li>• Rescue Tubes x 2</li> <li>• 3x3 Tent</li> <li>• Tent Accessories Tub <ul style="list-style-type: none"> <li>- Sandbags</li> <li>- Tent Sides</li> </ul> </li> <li>• Patrol Accessories Tub <ul style="list-style-type: none"> <li>- Fins Set x 2</li> <li>- Sunscreen</li> <li>- Megaphone</li> <li>- Patrol Hats</li> </ul> </li> <li>• Flags <ul style="list-style-type: none"> <li>- Red &amp; Yellow Patrol Flags x 2</li> <li>- Black &amp; White Patrol Flags x 2</li> <li>- Signal Flags x 2</li> </ul> </li> </ul>	<p><b>First Aid Room:</b></p> <ul style="list-style-type: none"> <li>• First Aid Kit <ul style="list-style-type: none"> <li>- Gloves</li> <li>- Biohazard Bags</li> <li>- Inhaler and Spacer</li> <li>- Ice packs</li> <li>- Circular Bandages</li> <li>- Gauze</li> <li>- Triangular Bandages</li> <li>- Band-Aids</li> <li>- Saline</li> <li>- Steri-Strips</li> <li>- Scissors</li> <li>- Tape</li> </ul> </li> <li>• Oxygen Kit <ul style="list-style-type: none"> <li>- Defibrillator</li> <li>- O2 bottle at least half full</li> <li>- Airbag</li> <li>- Resus Masks</li> <li>- Therapy Masks (Adult and Child)</li> <li>- OP Airways</li> </ul> </li> <li>• Spinal Board and Straps</li> <li>• Major Wounds Kit</li> <li>• Bum bags x 4 <ul style="list-style-type: none"> <li>- Whistle</li> </ul> </li> </ul>
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<ul style="list-style-type: none"> <li>- Mass Evacuation (Shark) Flag</li> <li>• A-Frame Signs x 2</li> <li>• Chair x2</li> <li>• Radios x 4 <ul style="list-style-type: none"> <li>- Splashproof Bags</li> </ul> </li> <li>• Patrol Logbooks Bag <ul style="list-style-type: none"> <li>- iPad</li> <li>- Patrol Log</li> <li>- First Aid Log</li> <li>- Incident Report Log</li> <li>- IRB Log</li> <li>- Pens</li> <li>- Chalk</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Band-Aids</li> <li>- Gloves</li> <li>• (Spare Full O2 Bottle)</li> </ul> <p><b>Call Out Vehicle Checklist:</b></p> <ul style="list-style-type: none"> <li>• Rescue board</li> <li>• Tube</li> <li>• First Aid Kit</li> <li>• Oxygen Kit <ul style="list-style-type: none"> <li>- Defibrillator</li> <li>- O2 bottle at least ¾ full</li> </ul> </li> <li>• Spinal Board and Straps</li> <li>• Inflated and tied down IRB</li> </ul>
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### **Additional COVID-19/Infectious Disease Equipment Checklist**

<p>Single Use PPE Packs Containing:</p> <ul style="list-style-type: none"> <li>• P2/N95 Masks</li> <li>• Medical Gowns</li> <li>• Gloves</li> <li>• (Reusable) Eye Protection</li> <li>• Waste disposal bags</li> </ul>	<ul style="list-style-type: none"> <li>• Hand Sanitiser</li> <li>• Surgical masks</li> <li>• Sanitiser</li> <li>• Paper Towel</li> </ul>
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## Patrol Communications

### Signing On

A patrol member is required to notify LSVComms of the commencement and conclusion of each patrol. The three contact methods with LSV are (*in preferential order*):

1. Electronically via iPad (<https://limsoc.com.au>)

*Username: ...*

*Password: ...*

*Additional information*

2. Telephone  
*13-SURF or 13-7873 or (03) 9676 2244*
3. Radio

You will need to provide the following information:

- Patrol Strength
  - Full Patrol – ASLSCs core patrol requirements are met
  - Partial Patrol – ASLSCs core patrol requirements are not met
  - Observational Patrol – ASLSCs observational patrol requirements are met
- Beach Status
  - Beach Open – the beach is open to the public and safe for swimming

- Beach Closed – the beach is too dangerous for the public and patrolling members are watching from the beach (See SOPS for beach closure procedures)
- Inclement Weather – there is poor weather. Patrol members are allowed off the beach unless people are in the water.
- IRB Status
  - Operational – IRB ready for use at water’s edge
  - On Standby – IRB ready for use at clubhouse and can be at the water’s edge in two minutes
  - Not Operational – IRB is not able to be used (e.g. there is not a driver and crew person)
- Contact Method
  - If radio contact is unachievable, LSVComms needs to be provided with a contact method (i.e. primary and secondary mobile phone numbers).
- Beach Attendance
  - The number of people on the beach, in the water or using watercraft at Sign On in the patrolled area.

### Signing Off

You will need to provide the following information:

- Total number of:
  - Preventative Actions
  - Rescues
  - Major First Aid Cases e.g. Ambulance/Hospital involved
  - Minor First Aid Cases e.g. small laceration to arm
- Total Beach Attendance
- Average Wave Height

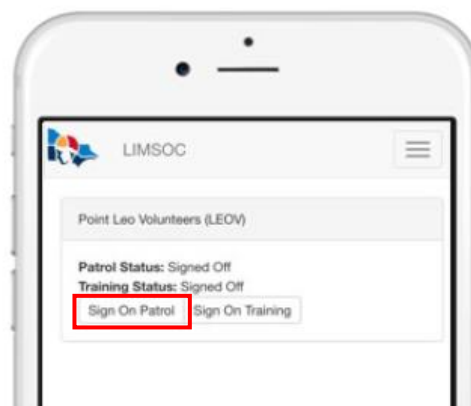
### During Patrol

LSVComms should be notified immediately, or as soon as is practical, of:

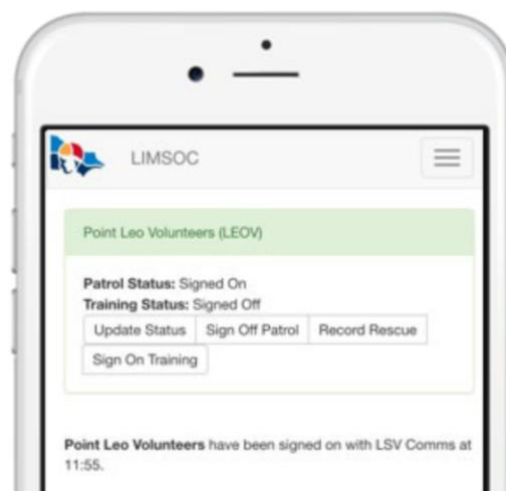
- Rescues
- Major First Aid cases or Incidents
- Changes to Patrol or IRB status
- Major weather changes
- Changes to contact method

## Using the iPad

1. Turn on the iPad and check that it is charged
2. Click on the LIMSOC app tile or the safari app and search for the address:  
<https://limsoc.com.au>
3. Login using the Anglesea SLSC details:  
Username:  
Password:



4. Click 'Sign On Patrol'
5. Answer the prompted questions and press 'Submit'
6. You may then update patrol status throughout the day, record a rescue and sign off for patrol. *Note: radio or phone are the points of contact for emergent situations.*



Further instructions on how to use the iPad can be found at:  
<https://lsv.com.au/wp-content/uploads/LIMSOC-Quick-Guides-Nov-2018.pdf>

## Logbooks

The logbooks record patrol operations and activities and may serve as legal documentation if required. At the conclusion of each patrol all logs should be completed.

- Patrol Log – All sections completed with the Patrol Captain (or Vice-Captain) signing off.
- Power Craft (IRB) Log – Sections are required to be completed before and after power craft use and signed off by the IRB Driver.
- First Aid Log – Entries completed for each First Aid case and signed off by treating patrol member.
- Incident Report Log – Entries completed and signed off. An entry is required and LSV must be notified for the following incidents:
  - A club/patrol member sustaining an injury during club activities, including training and patrol.
  - Where significant damage to equipment has occurred during lifesaving activities.
  - A first aid case requiring significant treatment or if an ambulance was called.
  - A response over an extended period or involving multiple agencies.
  - A major rescue or out of hours response by lifesavers.

## COVID Requirements

### Communications

To enable contact tracing:

- All patrol members must check-in to the clubhouse by scanning the QR code.
- Contact details for all patients must be collected where feasible.

### Set Up Procedures:

- Scan QR code at clubhouse to check-in
- Maintain social distancing (>1.5m apart)
  - Limit the number of patrol members in each area to based on displayed number.
- Bring additional infectious disease patrol gear to beach
- Wear a mask.

### Pack Up Procedures:

- Spray surfaces of Rescue Boards, Tubes, ATV, IRB with high volume sanitiser dispenser after hosing off sand.

## Standard Operating Procedures and Policies

All members are required to abide by numerous Life Saving Victoria Standard Operating Procedures (SOP's) and Club Policies whilst on patrol. A hard copy version of the SOP's are available in the Main Store or can be downloaded at <https://lsv.com.au/clubs-members/support/standard-operating-procedures/>

Club policies can be found on the club website.

## Anglesea SLSC Patrol Induction Program

Anglesea SLSC is committed to the on-going high expectation of training and education of all of its members. The Patrol induction program is designed to give all new patrolling members the information they require to begin their patrolling experience. It is also designed to ensure shared understandings of all our patrolling members.

It will be the Vice Captains role to complete the induction program with all new patrolling members.

1. At the 'Start of Patrol Briefing' identify new members to patrol
2. Once briefing is complete Vice Captain to collect new members and hand out 'Anglesea SLSC Patrol Induction' cards.
3. New members to fill in:
  - a. Their names,
  - b. Today's captains,
  - c. The ASR they are patrolling with.
4. Vice-Captain to read through the whole card, ensuring the information is understood.
5. Answer any questions that may be asked.

## ASR Induction Program

The ASR Induction program is designed to give all new ASR members the information they require to uphold the purpose of this group, understand the expectations and performance requirements required.

It is the Patrol Vice-Captains role to complete the induction program with all new ASR members at the beginning of the lifesaving year.

1. Once briefing is complete Vice Captain to collect new members and hand out 'ASR Patrol Induction' cards.
2. New members to fill in:
  - a. Their names,
  - b. Today's captains,
  - c. The ASR they are patrolling with.
3. Vice-Captain to read through the whole card, ensuring the information is understood.
4. Answer any questions that may be asked.

## On-Patrol Training

The first priority of patrol is to supervise the beach and water, however during non-peak times and without compromising supervision, it is expected that each patrol will conduct on-patrol training.

The below are some suggested training options to consider.

Scenario	Intended Skill Focus
<b>Blood Nose</b>	<ol style="list-style-type: none"> <li>1. Put on gloves</li> <li>2. Get them to tilt head forward and pinch soft part of nose</li> <li>3. Catch blood with tissue</li> <li>4. Ask them to breath through mouth</li> <li>5. If it does not stop after 10 minutes remove patient from heat, apply ice pack to back of neck (except with children under 8).</li> <li>6. If still not stopping call ambulance</li> <li>7. Advise patient not to blow nose, pick nose or swallow blood for several hours.</li> </ol>
<b>Cut on the Foot</b>	<ol style="list-style-type: none"> <li>1. Apply pressure (or patient do so) to reduce bleeding</li> <li>2. Clean out wound and dress with absorbent pad (depending on size of cut)</li> <li>3. Apply dressing as appropriate</li> </ol>
<b>Lost Child</b>	<ol style="list-style-type: none"> <li>1. Don't just assume they are in the water (don't rule it out), but also check places where children like to play. E.g. sand dunes.</li> <li>2. Keep parents/guardian as calm as possible (keep someone senior with them at all times). Try to keep them in the same place so you know where they are.</li> <li>3. Ask the parent/s guardian/s questions. Such as where they were last seen, favourite places to go, where the car is parked etc.</li> <li>4. After an initial search then contact the Police (&amp; LSV Comms)</li> </ol>
<b>Suspected Dehydrated Patient</b>	<ol style="list-style-type: none"> <li>1. Remove from environment (e.g. put in shade)</li> <li>2. Loosen tight clothing</li> <li>3. Ask questions (SAMPLE)</li> <li>4. Give small sips of cool water</li> <li>5. Monitor</li> <li>6. Call ambulance if condition doesn't improve</li> </ol>
<b>Suspected Hyperthermia (Heat Exhaustion)</b>	<ol style="list-style-type: none"> <li>1. Remove from environment (e.g. put in shade)</li> <li>2. Loosen tight clothing</li> <li>3. Ask questions (SAMPLE)</li> <li>4. Give small sips of cool water cautiously</li> <li>5. Ensure patient seeks medical assistance when recovered</li> </ol>
<b>Asthma Attack</b>	<ol style="list-style-type: none"> <li>1. Sit patient upright</li> <li>2. Attempt to calm patient and do not leave them alone</li> <li>3. With spacer apply 4x4x4 dosing method</li> <li>4. If there is still no improvement contact ambulance</li> <li>5. If patient has collapsed contact ambulance</li> </ol>
<b>Patient in Shock</b>	<ol style="list-style-type: none"> <li>1. Call ambulance</li> <li>2. Control any bleeding</li> <li>3. Raise legs</li> <li>4. Reassure</li> <li>5. Ask questions (SAMPLE)</li> <li>6. Treat any other injuries</li> </ol>
<b>CPR</b>	<ol style="list-style-type: none"> <li>1. DRSABCD</li> </ol>
<b>One Person Patient Assessment and CPR</b>	<ol style="list-style-type: none"> <li>1. DRABCD</li> </ol>
<b>Two Person Patient Assessment and CPR</b>	<ol style="list-style-type: none"> <li>1. DRABCD</li> </ol>
<b>Standing Suspected Spinal Injury</b>	<ol style="list-style-type: none"> <li>1. Recognising a spinal</li> <li>2. Immobilising head, neck &amp; back initially, either doing</li> <li>3. Questioning</li> </ol>
<b>IRB CONCSIOUS Patient Pick-up</b>	<ol style="list-style-type: none"> <li>1. Driver and crew wear a correctly assembled IRB harness with radio, life jacket and helmet.</li> <li>2. Board and launch the IRB safely with assistance as required.</li> <li>3. Safely negotiate the surf using correct crewing technique without losing balance or falling overboard or becoming dislodged or capsizing the IRB.</li> <li>4. Pick up patient cleanly without running over them.</li> </ol>

	<ol style="list-style-type: none"> <li>5. Conscious patient is correctly secured in IRB in a safe manner.</li> <li>6. Crewman/Driver signals or radios for assistance required during return to shore.</li> <li>7. Conscious patient is assisted when exiting out of IRB without falling over.</li> <li>8. Conscious patient is given an assessment by First Aider or ARTC and appropriate treatment or advice is given</li> </ol>
<b>IRB UNCONSCIOUS Patient Pick-up</b>	<ol style="list-style-type: none"> <li>1. Driver and crew wear a correctly assembled IRB harness with radio, life jacket and helmet.</li> <li>2. Board and launch the IRB safely with assistance as required.</li> <li>3. Safely negotiate the surf using correct crewing technique without losing balance or falling overboard or becoming dislodged or capsizing the IRB.</li> <li>4. Pick up patient cleanly without running over them.</li> <li>5. Unconscious patient is correctly secured in IRB Airway is cleared and rescue breaths are demonstrated.</li> <li>6. Crewman/Driver signals or radios for assistance required during return to shore.</li> <li>7. Unconscious patient is removed out of IRB using a casualty carry without being dropped may be transferred to patrol members.</li> <li>8. The unconscious patient is carried up the beach using a two person carry and correctly placed in recovery position for assessment and appropriate treatment.</li> </ol>
<b>Tube Rescue</b>	<ol style="list-style-type: none"> <li>1. Safely enter the water, wade and porpoise through wave zone as required.</li> <li>2. Swim to patient whilst negotiating the sea conditions.</li> <li>3. After reaching the unconscious patient, safely approach from behind</li> <li>4. Two deep water rescue breaths are demonstrated on non-breathing patient.</li> <li>5. A land demonstration is required also if requested by an inspector.</li> <li>6. Secure unconscious patient in tube correctly maintaining contact.</li> <li>7. Return to shore within a reasonable time. Maintain contact and control of the patient.</li> <li>8. Perform assistance required signal.</li> <li>9. Signals are acknowledged by patrol.</li> <li>10. The unconscious patient is carried up the beach using a two person carry and correctly placed in recovery position for assessment and appropriate treatment.</li> </ol>
<b>Board Rescue</b>	<ol style="list-style-type: none"> <li>1. Correct use of board and safe water entry, i.e. avoid injury or loss of board.</li> <li>2. Safely negotiate the surf using correct paddling technique without falling off or loss of board.</li> <li>3. Approach patient correctly, i.e. patient is on the seaward side.</li> <li>4. Two deep-water rescue breaths are demonstrated on non-breathing patient.</li> <li>5. A land demonstration is required also if requested by an inspector.</li> <li>6. Using correct board roll-over technique for unconscious patient, correctly place the patient in prone position on board.</li> <li>7. Maintain contact with the patient.</li> <li>8. Return safely to shore. Secure the unconscious patient as required in wave zone and provide adequate patient care.</li> <li>9. Maintain contact with patient.</li> <li>10. Perform assistance-required signal.</li> <li>11. Signals are acknowledged by patrol.</li> <li>12. The unconscious patient is carried up the beach using a two-person carry and correctly placed in recovery position for assessment and appropriate treatment.</li> </ol>

Equipment	Task	Intended Skill Focus
Radios	Radio Check	➤ Clear voice
	Sign on with LSV	➤ Holding down of the button correctly with adequate time to hear the message
	Sign off with LSV	➤ Responsive to questions being asked
Oxygen Equipment	Check bottle and equipment	➤ Bottle is safe to use ➤ Correct checks for O2 bottle
	How to assemble equipment	➤ Cracking, connecting regulator, bleeding
	Using O2 equipment for therapy	➤ Flow rate, equipment used, methods
	Using O2 equipment during resuscitation	➤ Flow rate, equipment used, methods, positioning, safety
Spinal Equipment	Check spinal straps	➤ Operation, safety checks
	Tie Down of patient on spinal board	➤ Positioning, how to connect, how tight, what order
	Spinal carry (with spinal board)	➤ Positioning, manual handling technique, holding head, movement, leadership, communication
First Aid Equipment	First Aid Logbook	➤ How to complete, level of detail required
	Incident Report Logbook	➤ How to complete, level of detail required
	First Aid kit setup	➤ What is contained, what items are used for
	First Aid Room	➤ First aid room operational: ➤ Clean and tidy (allowance for busy days). ➤ First aid and incident log available. ➤ 1X Ventolin /Spacer-current date. ➤ Gloves, apron, goggles, sharps container. ➤ Full spare oxygen cylinder.
IRB's	IRB Logbook	➤ IRB log is correctly filled out and up to date for that patrol day. The last three ➤ IRB logs are correctly completed; driver/ ➤ Crew hours completed and signed.
	How to set up an IRB	➤ Equipment required, location, preparation requirements
	PPE when using an IRB	➤ How to fit, consideration when using, sizes
	How to crew	➤ Positioning, safety
	How to fill a Fuel cell	➤ Safety, location, procedure
	How to drive	➤ Safety, launching, positioning, surf awareness
	Driving Practice	➤ Ability to operate in different conditions
Board's	Engine Rollover procedure	➤ Procedure
	How to paddle a board	➤ Technique
	Board Surf Skills	➤ Surf awareness and how to handle board
Tube's	Rescue techniques	➤ How to rescue
	How to swim with tubes	➤ Technique
	Tube Surf Skills	➤ Surf awareness
Swim	Rescue techniques	➤ How to rescue
	Reading Surf (Rips, currents)	➤ Surf awareness
	Surf swimming Skills	➤ Ability to catch waves, surf awareness, safety
Run Swim Run	Surf Awareness	➤ Ability to read surf/conditions



## Clubhouse Access

As a result of COVID and the various directions from the Victorian Chief Health Officer we need to be mindful of the level to which the clubhouse is open for members and the implications that this has on the club. As a result, commencing on the 28<sup>th</sup> November, we will be opening the clubhouse in a staged manner with access for rescue services purposes being the priority.

All members should only use the facility when necessary. There is a higher level of cleaning required to keep everyone safe, thus we all must take responsibility for how and when we access the building.

Please refer to the relevant club communication portals for details about which areas can be accessed and whether there are specific requirements that must be abided by.

### Access

The clubhouse access is controlled via an integrated access control and security system which has been installed throughout the facility. Instead of the use of keys the facility is accessed using access control technology. There are three types of encrypted credentials (devices) that can be used at this facility:

- Cards
- Fobs
- Wristbands (adult size only)

Each of these will be allocated to each member dependent on the membership category. As follows:

- Cards: Gym memberships.
- Fobs: Family, Life Member and Associate.
- Wristbands: Active Senior, Active Reserve, Long Service.

Each new member will receive only one device, with families receiving two of the allocated devices. Additional devices can be purchased. Any replacement for lost devices is to be purchased by the member.

Depending on your type of membership and what leadership positions (if applicable) you have in the club will determine the 'access level' that you have to the clubhouse.

As a club leader, including Patrol Captain's and Patrol Vice-Captain's you will have access to all areas with the exception of the catering spaces and the upper storeroom. ASR members will have access to the first aid room, main store, change rooms and viewing room.

Only members under 18-years-old or members 18 years old or over with a current Working with Children card will be able to access the change rooms.

Those under 18-years-old are the only members who can access the Youth Members Lounge when available.

All rescue services equipment is located either in the First Aid Room on the ground floor or the Main Store on the lower ground floor.

### Card Readers

Card readers (pictured below) are located on the majority of doors including all exterior doors and many interior doors.



As per the above photos, if the light is red the door is locked, when you tag/touch your device (i.e., wristband, fob or card) on the reader it will make a noise and turn green. Whilst it is green you can pull or push the door open.

If the light is already green, then the door is already unlocked, and you can pull or push the door open. When the security alarm is turned on all door card readers will automatically lock in that zone.

### Security Alarm System – Patrol Captains/Vice-Captains Only

The facility is separated into three independent security monitoring zones as follows:

- Ground Floor & First Floor.
- Lower Ground Floor – Main Store
- Lower Ground Floor – Kiosk

Patrol Captains and Patrol Vice-Captains will be issued with individual security codes to access the Ground Floor & First Floor and Lower Ground – Main Store Zones. These codes are confidential and are not to be shared with anyone else.

#### Ground Floor & First Floor Zone:

This zone includes all spaces on the ground and first floors with the exception of the Gym, Youth Members Lounge and Upper Storeroom all located in the old building.

There are two alarm keypads which can be used for this zone. One is located on the first floor in the toilet corridor and the other on the ground floor and the main entrance. Either keypad can be used to turn on/off the alarm in this zone, noting that there is no need to use both at the same time. I.e., the keypad will turn on/off both floor levels.

To turn on/off the alarm the operator is to enter their individual alarm code and press either the on or off button. To be able to turn the alarm on all doors in that zone must be closed to allow the system to be armed.



You will have 30 seconds to turn off the alarm on entering the building or 30 seconds to leave the building when turning the alarm. Failure to do this will set the alarm off.

#### Lower Ground Floor – Main Store Zone:

This zone only relates to the main store on the lower ground floor. The alarm keypad is on the wall inside the single door at the front of the main store.

To turn on/off the alarm the operator is to enter their individual alarm code and press either the on or off button. To be able to turn the alarm on all doors in that zone must be closed to allow the system to be armed.

You will have 30 seconds to turn off the alarm on entering the building or 30 seconds to leave the building when turning the alarm. Failure to do this will set the alarm off.

The alarm in this zone will automatically turn on at 10pm each night. If people are in this space at this time, the alarm pad will beep for 5 minutes prior to this time warning those inside that the alarm will be automatically turning on. If this beeping is heard the code holder can turn the alarm off by entering their code.

Non-security monitored spaces:

The following interior spaces are not covered by security monitoring and can be accessed without turning off the alarm:

- Ground Floor:
  - Gymnasium
  - Upper Storeroom
  - Youth Members Lounge
- Lower Ground Floor:
  - Member Change rooms
  - Member Change rooms corridor
  - Cleaning Storeroom

The door reeds for these spaces have been isolated due to the location of the alarm keypads and the operational usage of these spaces, however, should this change in the future these spaces could be un-isolated. Please note all the entries to these spaces are covered by security cameras.

## Beach Local Laws

### What are the rules about dogs on the beach?

*Refer to the signage available at the entrances to the beach.*

### Is alcohol allowed on the beach? What can we do if people are consuming it?

*Alcohol is not to be consumed on the beach due to local laws. Local laws inspectors randomly patrol beaches along the Surf Coast. Anglesea SLSC members cannot stop/enforce people consuming alcohol, however if safe to do so, you may advise them of this rule. If there is unruly behaviour, which is unsafe towards other beach users, then contact the police.*

### What are the rules about the sand dunes?

*The sand dunes are a re-vegetation area thus they are out of bounds. There are often many snakes in this area, so it is not advised that people enter this area also.*

## Frequently Asked Questions

### Can patrol members' train for competition whilst on patrol?

*No, they will need to sign off patrol if they want to do this.*

### What training is allowed on patrol?

- *Patrol based training is acceptable such as:*
- *Reviewing skills and knowledge based on bronze medallion and related first aid awards.*
- *Up skilling practice including IRB driving/crewing skills-based training*
- *Exposure to equipment that is foreign to members including exposing members to O2 kits but appropriate ASR members/Mentors.*
- *Board and swimming.*

### What is the minimum number of hours someone can do when signing onto patrol?

*The minimum amount of time someone can sign on to patrol for, for there hours to be included is 3 hours. This time must include either a set up or pack up. It is preferable for all members to be present for the full patrol.*

*Note: this relates to non-ASR members. All ASR members are expected to complete the full patrol shift.*

### What do I do if something breaks while on patrol?

*Let the Patrol Captain know who will let the Gear Steward or IRB Manager know in a text message (Please put your name in the text) and also write it up on the board.*

### What should you bring on patrol?

- *Bathers (no bikini's) to be worn and towel.*
- *Wetsuit*
- *Drinking water*
- *Sunscreen*
- *Sunglasses*
- *Snacks, lunch or money to purchase some.*
- *Warm clothing to wear under your patrol uniform if you do not have club issued ASR patrol uniform.*

## Patrol Vehicles and Vessels

### Operation of 4WD Vehicle

During patrol hours the operation of the 4WD Patrol Vehicle comes under the control of the Patrol Captain. The Patrol Captain will nominate one person per patrol to be the designated driver. It is preferable that the designated driver have a full car licence.

#### Passengers:

The vehicle shall carry only passengers who are logged on to the current patrol and who are at a minimum a qualified Radio Operator.

#### Responsibility:

The Patrol Captain is at all times responsible for the correct use and supervision of the 4WD Patrol Vehicle. Should the vehicle suffer damage, or cause damage to other property, whilst being operated outside this policy or normal traffic laws the driver may become liable to cover costs of repair.

#### Driving Speeds:

- |                  |  |
|------------------|--|
| Crowded areas:   | <b>Max. Speed 5km/h</b> <ul style="list-style-type: none"><li>○ Hazard Lights and roof flashing lights must be on</li><li>○ Driving to be as close to water's edge as possible</li><li>○ Under no circumstances should the vehicle be driven in the water.</li></ul> |
| Uncrowded areas: | <b>Max. Speed 20km/h</b> <ul style="list-style-type: none"><li>○ Hazard Lights and roof flashing lights must be on</li></ul>   |
| Rescues:         | Speed limits as above must be observed   |
| Public Roads:    | All normal traffic laws must be observed   |

**Seat belts must be worn at all times.**

#### Access and Egress to beach:

- Access and egress to beaches will be by suitably safe and adequately constructed tracks. Wherever possible the track should be checked for pedestrians and the passengers so positioned so as to warn pedestrians of the vehicle's movements.
- The main beach boat ramp should form the main access route to and from the beach patrol area.
- The vehicle is not to be driven on any sand dunes or other protected areas.

## Patient Transport:

Patients are not to be transported in the vehicle

## Preparation and Storage:

Prior to patrol the Patrol Captain should check:

- All minimum equipment is on board and serviceable.
- Oil, fuel and water levels are satisfactory.
- All lights are operating.
- Any mechanical defects are identified and addressed.

Upon completion of patrol the vehicle should be:

- Thoroughly rinsed down including under the floor pan and wheel guards.
- All sand and rubbish removed from inside the vehicle.
- Fuel checked for immediate re-use in case of call out.
- Tend to any maintenance or repair of the vehicle and/or notify the Gear Steward.

## Operation of ATV's (Polaris)

The ATV is an expensive and potentially hazardous piece of equipment. All ATV Operators are responsible for looking after the equipment and it is expected that they will treat the vehicle with the utmost care and respect.

The ATV is also a high-profile piece of equipment and attracts attention in use. All operators must be aware of their responsibility and be aware of the image being portrayed to beach users. ATV Operators must remember they are operating the vehicle in a professional capacity, not for leisure – be sure to foster a positive, professional image.

The primary function of the ATV Patrol Vehicle is to provide:

- Emergency response to accidents or rescues on Anglesea beach away from the main patrol area;
- Mobile surf patrols of remote beach areas.

## Equipment:

During Patrol Hours the ATV must be equipped with:

- Communications/radio equipment
- First aid kit
- Oxygen equipment
- Rescue board
- Rescue tube
- Spinal Board



#### Control:

During patrol hours the operation of the ATV Patrol Vehicle comes under the control of the Patrol Captain.

One person per patrol will be nominated to be the responsible driver.

All drivers must provide the clubs administrator with a photocopy of their current license.

#### Drivers:

Drivers must be appointed by the Patrol Captain and be a minimum of 18 years of age, hold a current valid car driver's license and be a current Bronze Medallion holder.

#### Passengers:

The vehicle shall carry only passengers who are logged on to the current patrol.

#### Responsibility:

The Patrol Captain is at all times responsible for the correct use and supervision of the ATV Patrol Vehicle. Should the vehicle suffer damage, or cause damage to other property, whilst being operated outside this policy or normal traffic laws the driver may become liable to cover costs of repair.

#### Driving Speeds:

- Crowded areas:       **Max. Speed 5km/h**
- Hazard Lights must be on
  - Driving to be as close to waters edge as possible
  - Under no circumstances should the ATV be driven in the water
- Uncrowded areas:   **Max. Speed 50km/h**
- Hazard Lights must be on

Rescues:               Speed limits as above, hazard Lights must be on.

Public Roads:         All normal traffic laws must be observed.

**Seat belts must be worn at all times and mesh doors closed when the ATV is driven on public roads.**

#### Access and Egress to beach:

Access and egress to beaches will be by suitably safe and adequately constructed tracks. Wherever possible the track should be checked for pedestrians and the passengers so positioned so as to warn pedestrians of the vehicle's movements.

The Anglesea beach and Point Roadknight beach boat ramps should form the main access route to and from the beach patrol area.

The vehicle is not to be driven on any sand dunes or other protected areas.

#### Patient Transport:

Patients are not to be routinely transported in the vehicle however the Patrol Captain has the discretion to transport patients if considered safe to do so.

#### Preparation and Storage:

Prior to patrol the Patrol Captain should check:

- Fuel level is satisfactory.
- All lights are operating.
- Any mechanical defects are identified and addressed.

Upon completion of patrol the vehicle should be:

- Thoroughly rinsed down including under the floor pan and wheel guards.
- All sand and rubbish removed from inside the vehicle.
- Fuel checked for immediate re-use in case of call out.
- The battery charger is to be connected to the ATV and left on trickle charge.
- Tend to any maintenance or repair of the vehicle and/or notify the Gear Steward.

#### Operation of IRB's

The function of the IRB is to provide:

- Search and Rescue within inshore waters.
- Routine patrols of the main and near by beaches.

#### Control:

During patrol hours the operation of the IRB comes under the control of the Patrol Captain or the Senior Lifeguard.

#### Drivers:

- Drivers must hold a current IRB Drivers award and be currently proficient. They must also have a current Victorian Boat Licence.
- Trainee drivers must be a minimum age of 16 years and only drive the IRB under the direct supervision of a qualified IRB Driver acting as crewman.
- Trainee drivers must be currently proficient Bronze Medallion and IRB Crewperson holders. They must also have a current Victorian Boat Licence.

## Personnel Protective Equipment

At all times IRB drivers and crew, including trainees, must wear a lifejacket complying with ISO:12402 or AS:4758 – Level 50. This applies to both lifesaving and surf sport operations including IRB competition.

At all times IRB drivers and crew must wear a safety helmet as supplied by ASLSC.

## Offsite Rescue During Patrol Hours Policy

### Purpose:

To ensure all Anglesea SLSC members understand the procedure for responding to call outs for rescues outside of the Anglesea – Pt Roadknight bay area. This is to minimise the risk of injury to members due to the lack of radio communication beyond Pt Roadknight and probable lack of knowledge of the coastline for IRB drivers and crew.

### Aim:

To provide a duty of care to club members while delivering effective and reasonable emergency response care to the general public along the surf coast.

### Implementation:

When Anglesea Surf Life Saving Club is asked to respond to a rescue, outside of the Anglesea and Pt. Roadknight cove, we will first be responding with our rescue 4WD fitted with the necessary first aid equipment until the situation has been assessed.

Patrol Captain: As part of set up procedures-

- Fit one or two rescue boards to the roof of the rescue 4WD.
- Place emergency first aid equipment in the back seat of the 4WD including Oxygen, First aid equipment and defibrillator. Plus, one tube.
- Assign TWO competent and confident board paddlers, with car licence, senior first aid and ART, as first responders to any call out outside of the Anglesea and Pt. Roadknight cove.
- Carry the 4WD key on you at all times while the patrol is active.
- Undertake a radio check on patrol from the car radio for clarity and identify any operating problems. Park 4WD in the ambulance bay ready for any call out.

Two responders while at rescue-

- Once arrived at the rescue location identify People, Problem and Position, radioing updated information to LSV and Anglesea Base using the car radio.
- Send in one board paddler to assist in the rescue.
- Before sending in second board paddler, rescuers MUST ensure they have updated LSV and asked for additional support and know that the additional support is secured.
- Once additional support is dispatched and LSV is aware of the whole situation, second board paddler can assist first paddler.

### Rational

4WD radio has the strength to communicate with LSVComms, helicopter and the patrol, therefore continued updates and shared communication can still take place.

If a rescue is needed at set location, competent and confident board riders will be able to paddle out and wait for further assistance, while the second rescuer on the beach radios for additional support from LSV.

Our duty of care is foremost to Anglesea main beach, this procedure is to prevent that duty of care being jeopardized.

## Appendix 1 - Rescue Services Contact List

<b>Position</b>	<b>Name</b>	<b>Phone number</b>
Director of Rescue Services	Elise Langford	0448 375 264
Patrol Coordinator	Freddie Graham	0431 695 317
Patrol Development Coordinator	Jessica Handreck	0488 036 339
First Aid Officer	Matthew Anghie	0407 904 478
IRB Manager	James Betson	0429 649 260
Gear Steward	Lachie Appleby	0401 411 302
ASR 1 Patrol Captain	Lachy Sallabank	0498 739 813
ASR 1 Vice Captain		
ASR 2 Patrol Captain	Emily King	0400 771 512
ASR 2 Vice Captain	Jessica Handreck	0488 036 339
ASR 3 Patrol Captain	Elise Langford	0448 375 264
ASR 3 Vice Captain	Matthew Anghie	0407 904 478
ASR 4 Patrol Captain	Bailey Wraith	0451 823 523
ASR 4 Vice Captain	Luke Ross Smith	0458 484 177
ASR 5 Patrol Captain	Mason Schaub	0431 185 173
ASR 5 Co-Vice Captain	Kate Owen	0401 013 860
ASR 5 Co-Vice Captain	Marli Wilkinson	0435 520 133
ASR 6 Patrol Captain	Lachlan Eaton	0474 373 838
ASR 6 Vice Captain	Cam Barr	0437 626 369
ASR 7 Patrol Captain	Edward Mackay	0417 300 630
ASR 7 Vice Captain	Rachael Gay	0437 361 694
Club President	Tom Cullen	0438 054 455
Club General Manager & COVIDSafe Co-Coordinator	Jennifer McIntyre	0437 516 600
COVIDsafe Coordinator	Matthew Taylor	0448 020 027
Club Chaplain	John Russel	0418 508 185
Member Protection Officer	Jane Horne	0427 795 940