



Patrol Operations Manual



Scarboro Surf Life Saving Club

2020-21 Season

Revision	Prepared By	Position	Reviewed By	Date
V 1.0	A. McMillan	Director Beach Operations		

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Acknowledgements

- Woolamai Beach Surf Life Saving Club (Victoria)
- Cudgen Headland Surf Life Saving Club (New South Wales)
- Surf Life Saving Western Australia
- City of Stirling



1. Introduction

1.1 Forward

Dear Patrolling Member of Scarborough Surf Life Saving Club,

Welcome to what will be our 92nd patrolling season at the iconic and sometimes treacherous Scarborough Beach and its surrounds. Our club will soon be approaching its 100th season on the beach and I would like to take the time to reflect on the numerous generations of surf life savers and club leaders who have contributed immensely to make our club what it is today.

Last season saw was our busiest in recent years with volunteer patrolling members conducting;

- 196 Rescues
- 2326 Preventative Actions
- 7906.90 Volunteer Patrol Hours

We also saw the introduction of new rescue and lifesaving equipment keeping our service the most contemporary and up to date in Western Australia.

This coming season will be no different, large swells, shallow sand banks and hot Perth weather will all contribute to some very busy days at Scarborough and Brighton beaches. Our professionalism and skill is unparalleled and is something that all of our volunteer patrolling members should be proud of.

I implore you to take a step out of your comfort zone this season, whether that be upskilling via new awards, taking on a leadership role in patrols or education, contributing to external water safety and fundraising or making an effort to attend club social events. Our club has a wide and diverse membership from all walks of life which forms the special bond that makes up Scarborough Surf Life Saving Club.

Thank you for what I know will be another fantastic season on the beach at Scarborough SLSC, your efforts and time spent assisting the club and public never go unnoticed.

See you on the beach.

Angus McMillan
Beach Operations Director | Scarborough Surf Life Saving Club



Scarborough & Brighton Beach

Like all beaches, our beach changes type as the season changes or after the arrival of the of the prevailing afternoon sea breeze. Typically Scarborough Beach (wa0842A) and Brighton Beach (wa0842c) are described as longshore trough beaches which present moderate to high danger.

Wave size of 1.5m or more are common. Waves break on a shallow sandbar and reform in the trough and surge up the beach face. A heavy shore break is common and often there is a deep water trough close to the shore. A resultant surging wave can knock people off their feet and carry them into deep water.

Rips and currents regularly appear without notice especially during periods of large and heavy surf over the sandbar. It is often difficult for swimmers to return to shore resulting in a high number of preventive actions and rescues,

A longshore or littoral current flows parallel to the shore before flowing seaward through the sur-zone. These are highly dynamic systems and have variable appearances and flow behaviors.

Low tide

During a falling to low tide it is likely that waves will be plunging (dumping) and because there is less water over the sandbank there is with a higher danger of spinal injuries. With faster flowing water rip currents will have greater definition especially after a large wave set.

High Tide

On a rising to high tide waves will tend to spilling over the sandbank making for ideal conditions to learn to surf and bodysurf. Rips will generally slow but as there is more water, the gutter is wider and deeper trapping weaker swimmers.

Sea Breeze

The prevailing afternoon sea breeze blows comes from the south west and ranges from 20-30 k per hour. Seas become choppy and the turbidity increases.

Sunset

The sun sets in the west making it difficult to clearly surveil swimmers. It is necessary to move position so as not to look directly into the sun or the sheen from the setting sun.

Other hazards

Other hazards include suspected spinal injuries, stings (marine and insect), and serious cuts from surf craft. During the summer, it is not uncommon to see snakes crossing the access pathways or venturing onto the sand.



1.2 Club History – The Story of Our Club

On 30 December 1916, 14-year-old Kathleen Gornall was at Scarborough Beach with her brother Alec, the family had come from Mt Hawthorn to camp at their bush block just over the dunes from the beach, for Christmas and New Year. By all accounts, Kathleen and her siblings were strong swimmers and swam frequently at Lake Monger. There was a scattering of other people at the beach but most were non-swimmers.

The day was cool and overcast, about 23 degrees with a blustering Sou'wester and the sea was dark and surging. They had trekked over the sand dunes to have a swim. A rip had developed unnoticed.

It was 11.10am. Kathleen waded out first. A wave reared, her feet were swept out from under her and in an instant, the rip had taken her out 50 meters into boiling white water. She screamed for help; Alec dove in to try to get to her – he could see her waving her arms.

Further along the beach two fishermen, J Downes and George Hartree saw the floundering couple and went to grab a line and reel that had been left nearby, by the Royal Life Saving Society.

Kathleen was now 120 metres from shore. Alec was still trying to reach her but was exhausted and making no headway. As the men watched from shore Kathleen disappeared under the water, they said later, "One second she was there the next she was gone".

Downes grabbed the lifeline, pulled on the harness and dived into the water. He was swimming strongly when he felt the rope tighten! The rope which was supposed to be 150 metres long had been cut sometime previously and was now only 47 metres long. A third man had come to help with the reel and raised it above his head and waded about 15m into the surf and Downes struck out again to where he had seen the girl disappear. Alec swam past him back to shore; he was exhausted and hadn't been able to get through the break.

By now several more men had appeared on the scene to help. The man on the reel was knocked over by the pounding surf and the reel was lost. A man named Drabble was sent to fetch a length of rope from his father's shack, in the meantime, Downes struggled back to shore, he had slipped out of the harness and now that too was lost along with the lifeline.

Alec struck out again with the new rope tied around his waist. About ten men now formed a human chain in the water to about chest depth to give Alec more line. Among them were William Djusing, Edward Damon, George Hoskins, John Smith, Peter Daly, George Fox, George Hartree and Downes. Damon was "the anchor-man" and was instructed not to leave the shoreline.

Precisely what happened next has never been established. There was panic and confusion. None of the men were strong swimmers. The human chain was broken by the huge surf that was now pounding all the men. They were all floundering and attempting to rescue one another. The situation had become utterly desperate. On the isolated beach, there was no way to summon more help. The sea was becoming more dangerous and four of the would-be rescuers, as well as Kathleen, could not be seen. Hartree and Downes made it back to the beach, Djusing was attempting to rescue Damon who had left the shoreline and got caught in the turbulent water and ended up 120 metres out to sea. George Fox had been swept out 70 metres and was struggling back to shore when he was spotted by a man horseback who forced his horse into the water to save him.



Kathleen's body was eventually seen floating only about 30 metres from where she had initially entered the water. She had been under the water for 45 minutes nevertheless Hartree tried to resuscitate her for two and a half hours, but she could not be revived.

Of the men who had attempted the rescue, the body of William Djusing was washed up 40 metres north and 15 minutes later Edward Damon's body was seen in the shallows. The bodies of George Hoskins, John Smith and Peter Daly were found later.

It had been a tragic afternoon. Six people had drowned in one incident and one of the worst beach tragedies in Australian history had unfolded.

Although this mass drowning shocked all of Australia, Scarborough Beach was still thought of as too remote to establish a surf lifesaving club. Undaunted by bureaucracy, a group of young people formed an unofficial surf rescue organisation and watched over the beach on summer weekends. There was campaigning and lobbying to the then Perth Road Board to establish a surf lifesaving club at Scarborough throughout the 1920s citing the mass drowning event of 1916.

Finally, in January 1928 the Scarborough and Districts Surf Lifesaving and Athletic Club was established.

The Office Bearers and Founding Members were:

M Moore President, DA Ewan and AE Cornish Vice Presidents, WF Bell Secretary and H Henderson Treasurer. First Committee Members were Mrs Henderson, Baker, Anderson, Owen, Boundy, Alner, Fisher, Millet and Allsopp.

The next season, 1929/30 the words and athletic club were dropped from the name and Scarborough became Scarboro. The spelling is taken from the bus that regularly travelled the plank road between Perth, Innaloo and Scarborough.

On 8 January 1929, the Perth Road Board agreed to provide building materials for a clubroom, which was erected by club and public volunteers. This was a small shed 4.3 metres x 6.1 metres set back in the sandhills. This was where the club operations were conducted, and equipment stored.

1929 is the first year that the club honour boards started recording with DG Stewart President, HM Henderson Treasurer and AE Cornish Secretary.

It is assumed the athletic leaning members left and formed their own club, leaving the members more interested in the surf to reform Scarboro Surf Life Saving Club.



1.3 Members

Surf Life Saving is concerned with caring for people, our members first then the general public. There are 5 categories of membership in Surf Life Saving Australia, namely Junior membership, Active membership, Community membership, Associate membership, Honorary and Service membership

The various members listed above are recognised for their voluntary dedication and services to our communities and this Operations Manual is provided for the assistance and guidance of our Active and patrolling Junior members (e.g. Cadets), herein referred to as “Members”.

Members are the backbone of our club and are required to be proficient by the 31 December and financial by September each year. If not proficient, they can't patrol or participate in club or SLSWA activities and may not be covered by insurance.

1.4 Beach Operations Committee

The Scarborough Beach Operations Committee comprises eight appointed office bearers and is chaired by the Beach Operations Director who sits on the Club's Board of Directors. The committee meets on the first Tuesday of each month, its key responsibilities entail;

- Annually endorse a roster of patrols and oversee selection of patrols, to provide lifesaving services at Scarborough Beach in accordance with the Constitution and Policies of the Club and any agreement with SLSWA and/or City of Stirling.
- Annually endorse a calendar of SLSA Award training & instruction dates and dates for proficiency testing and ensure appropriate water safety is made available for all water related instruction, award training and proficiency testing activities.
- Oversee the implementation and maintenance of all lifesaving related Policies of the Club. Liaise with the Surf Sports Committee to ensure that appropriate water safety is available for all authorised intra-club surf sports events, points and trophy races.
- Maintain Club discipline and general conduct of members at all lifesaving and education related activities and events.
- Undertake any activities as directed by the Board.



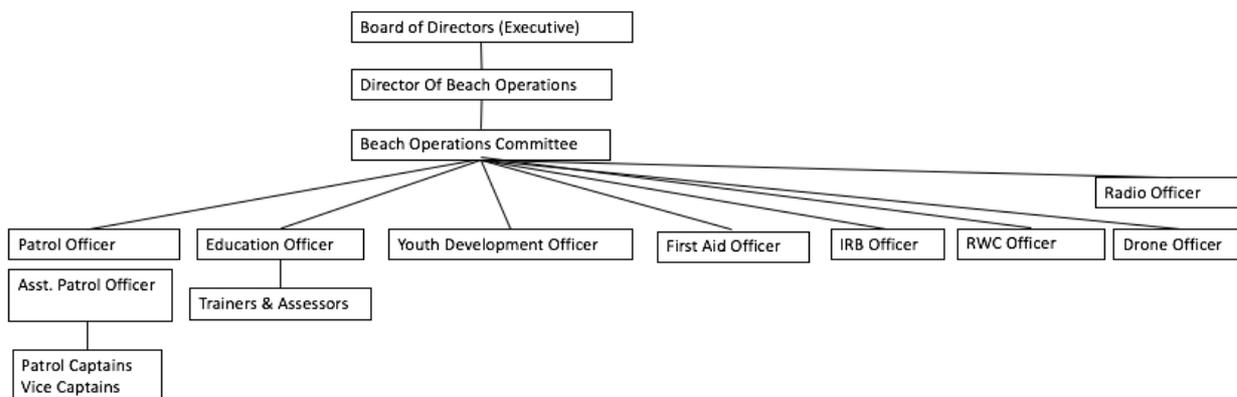
2. General Information

2.1 Key Contacts

Position	Name	Contact
Director Beach Operations	Angus McMillan	0474 297 812 beachoperationsdirector@scarboro.com.au
Patrol Officer	Terry Colby	0437 156 622 patrolofficer@scarboro.com.au
IRB Officer	Emily Regan	0432 315 200 irbofficer@scarboro.com.au
RWC Officer	Tomo Thomson	0417 973 085 rwcofficer@scarboro.com.au
Education Officer	Bel Kuster	0408 259 941 educationofficer@scarboro.com.au
Drone Officer	David Lim	0410 491 848 droneofficer@scarboro.com.au
First Aid Officer	Shane Power	0413 809 886 firstaidofficer@scarboro.com.au
Radio Officer	Shane O'Driscoll Black	0452 615 228
Youth Officer	Mick 'Micky G' Girando	0407 276 637 youthofficer@scarboro.com.au
Peer Supporters	Micky G Gillian Alco	0407 276 637 0422 337 868

2.1.1 Club Operational Structure

Operational Structure





2.1.2 Club Address and Contact Details

Address: 163 The Esplanade, Scarborough Beach, WA, 6019; PO Box 79 Scarborough WA 6922

Web: <http://www.scarboro.com.au/>

Phone: **(08) 9341 1011**

Email: adminofficer@scarboro.com.au

2.2 Patrol Roster

The Patrol Roster can be found at the end of this document. The most up to date copy can be found via the club's website www.scarboro.com.au

2.3 Patrol Teams

A full list of the patrol teams can be found at the end of this document. The most up to date copy can be found via the club's website www.scarboro.com.au

2.4 Patrol Contact Details

Position	Patrol Number	First Name	Last Name	Contact Number
Patrol Captain	Patrol 1	Adam	Bennett	0410801313
Patrol Captain	Patrol 2	Chris	Kuster	0422 005 199
Patrol Captain	Patrol 3	Andrew	Matraszek	0419 968 242
Patrol Captain	Patrol 4	Michelle	Bistrup	0401887331
Patrol Captain	Patrol 5			
Patrol Captain	Patrol 6	Adam	Watts	0403284243
Patrol Captain	Patrol 7	Angus	McMillan	0474297812
Patrol Captain	Patrol 8	Sharron	Walshaw	0409370866
Patrol Captain	Patrol 9	Peter	Stevens	0418850767
Patrol Captain	Patrol 10	Shane	Power	0423 658629
Patrol Captain	Patrol 11	Kate	Irwin	0406 886 054
Patrol Captain	Patrol 12	Belinda	Kuster	0408 259 941
Patrol Captain	Patrol 13	Emma	Forte	0425 615 315
Patrol Captain	Patrol 14	Sarah	Rafferty	0468965779
Patrol Captain	Patrol 15	Justin	Coe	0408 941 376
Patrol Captain	Patrol 16	Carl	VanHerren	0415287779



3. Patrol Requirements

- It is the patrol captain's responsibility to check that all members are financial members of the club. A list of financial members will be provided each patrol by the Administration Officer.
- It is the patrol captain's responsibility to ensure themselves, along with their vice-captain have a valid working with children check.
- Patrol captains should report, to the respective officer, any damaged or unserviceable equipment as a matter of urgency.

3.1 Patrol Captain Roles and Responsibilities

Responsible for management and operation of their patrol and associated activities in accordance with the Club's lifesaving policies.

3.1.1 Major responsibilities

- Oversee the management of their allocated patrol and its lifesaving activities within the Club's patrol boundaries in accordance with the Club's lifesaving policies & directives to ensure the safety of the beach going public is maintained as an absolute priority
- Arrive for rostered patrol in sufficient time to receive and check in patrol members
- Conduct pre and post patrol briefings to ensure all patrol members (rostered, substitutes and visitors) are aware of their patrol tasks and duties, are correctly attired and conduct themselves on patrol in accordance with the Club and SLSWA Lifesaving policies and directives
- Ensure that all patrol associated equipment and facilities are correctly maintained and used in accordance with Club procedures and manufacturers guidelines during their rostered patrol hours; and, correctly stored, or handed over to the next rostered patrol, at the end of their patrol, reporting any damage in the patrol log
- Maintain an understanding of the SLSWA policies as applied to lifesaving patrols
- Maintain an understanding of City of Stirling policies and relationships with lifeguards as applied to lifesaving patrols
- Liaise with the Radio Officer, First Aid officer and IRB Officer on the training of members to ensure that equipment is used correctly
- Ensure that patrol record logs are correctly entered on the completion of their rostered patrol
- Comply with the Club's constitution and policies

3.1.2 Primary Accountability

- Patrol is conducted in accordance with all relevant policies and directives and patrol members aware of their duties.
- Owes a duty of care to patrol members whilst on duty.
- Patrol records are entered correctly.
- Patrol gear is correctly maintained and used during the rostered patrol.
- Meetings attended and reports submitted as and when required.
- Club policies and directions of the Board complied with.



3.2 Required Standards

- All members on patrol must be current financial members of Surf Life Saving Australia and belong to an affiliated Australian club.
- All members must ensure their awards are updated at the annual club proficiency at a date determined by the Beach Operations Committee.
- Patrolling members must follow the direction of their patrol captain at all times and must adhere to all Scarboro SLSC policies and procedures.
- Members must act in a responsible manner while on patrol, wearing the appropriate uniform and adhering the club's code of conduct.

3.3 Patrol Attendance and Proxy Requirements

Patrolling club members must attend or provide a proxy for all rostered patrols throughout the season. Failure to meet your rostered Club patrol obligations may result in ineligibility for:

- club awards
- club camps and trips
- club subsidies
- competition and activities
- access to equipment
- access to club facilities including gym and bar
- training opportunities

Active and Cadet Members who wish to compete at State and National competition must complete a minimum of 16 hours patrol, or other recognised volunteer activity, in the previous calendar year, to be eligible to compete

Active and Cadet members will not be permitted to compete in inter or intra club competitions if they have a deficit of hours as a result of 'no shows' and the subsequent 50% 'penalty'. All deficits need to be cleared prior to the close of entries for carnivals in order to be eligible to compete in line with SLSA Policy 5.04.

Unless exempted by the BOC, all renewing Active and Cadet members shall be liable for a similar number of patrol hours for the season. A renewing member who joins after rostered patrols have commenced for a season may, by direction of the BOC and depending on the circumstances related to the late renewal of membership, be required to complete the same number of hours as members who were financial and had been rostered on patrols from the beginning of the patrol season before they will have access to other club activities such as intra and inter club competition.

3.2.1 Sourcing a proxy

It is your responsibility to **find a substitute** that is equivalently qualified to you. Once you have found a substitute you should contact your patrol captain and inform them who will be patrolling in your place. If you cannot find a substitute, please contact your patrol captain. Your patrol captain will either assist you to find an appropriate substitute or may excuse you from the patrol.



It is always best to find a proxy by first asking within your own groups at the club, this has been found to be the most effective way.

If that fails, members can ask for a proxy via the *Scarboro Patrol Proxy* Facebook Page (<https://www.facebook.com/groups/2000056123611364/>). If that fails, please contact the patrol captain as per section 3.2.

Please note: Failure to make an effort to find a proxy without a valid excuse will result in the attendance being recorded as a NO SHOW.

3.2.2 Missing a patrol/ down hour members

If members fail to find a proxy without a valid excuse or fails to let their respective patrol captain know they will be marked as “down hours”.

Members who are marked “down hours” will follow the following down hours work flow, determined by the Beach Operations Committee, in accordance with Club Policy 2.2 Patrol Requirements;

Step 1: Member failing to attend a rostered patrol will result in a 1st down hours’ reminder letter (written or electronic form) being issued, within seven (7) days of the rostered patrol.

Step 2: Failure to attend two (2) consecutive rostered patrols without explanation results in a 2nd down hours reminder letter being issued, within 7 days of the second rostered patrol missed.

Step 3: Failure to attend a 3rd consecutive rostered patrol without explanation will result in Automatic Disciplinary Action (refer Policy 1.4 section 3) that restricts the member to patrol activities only until an acceptable explanation is received. Following which the member will be called upon to attend a meeting to discuss the future of their membership as per step 4.

Step 4: On accumulating three (3) consecutive rostered patrols missed, the member will be called upon to attend a meeting with the Director Beach Operations and Patrol Officer to discuss “the future of their membership and their circumstances regarding patrols.” If the member fails or refuses to attend such a meeting, then suspension may occur as per step 5.

Step 5: Should the member fail to respond or refuse to attend such a meeting then further disciplinary action as per Policy 1.4 Club Discipline will be undertaken.

3.2.3 Exemptions

The Club accepts that some Members have other obligations that may restrict their ability to attend all patrols. These obligations may include, but are not limited to:

- Shift workers
- Fly in fly out workers
- SLSWA employees (who are required to work weekends)
- Professional Lifeguards (who are required to work weekends)
- Health (fitness for duty)



These members can apply for leave from regular rostered patrols in accordance with policy 1.3. This should be addressed prior to the commencement of the patrol season. However, this does not exclude them from meeting minimum patrol hour requirements for competition purposes – as set out in SLSC Policy 5.4.

A member can request a change of patrol roster due to family & transport arrangements or work commitments.

More information can be found in club policy 2.1 Patrol Requirements

3.2.4 Club Active Reserve and Long Service Members

Reserve Active members must complete a minimum of 8 patrol hours per calendar year to be eligible to compete in any interclub surf sport competition.

Reserve Active members can be called onto patrol to assist when numbers are low or extra support is required. These can be arranged via the patrol captain and patrol officer.

Application for this category of membership is on written application to the Beach Operations Committee, refer to club policy 1.1 Membership Categories.



4. Beach Management

4.1 Beach Management Plan

The Beach Management Plan is used in conjunction with this document to ensure that incident reporting and hazard mitigation is viewed consistently within the club. The Beach Management Plan incorporates a number of disciplines and club activities with the view of the safe running of these activities in conjunction with the required lifesaving services.

This document can be viewed in conjunction with this Life Saving Operations Manual

4.1.1 Our Patrol Area

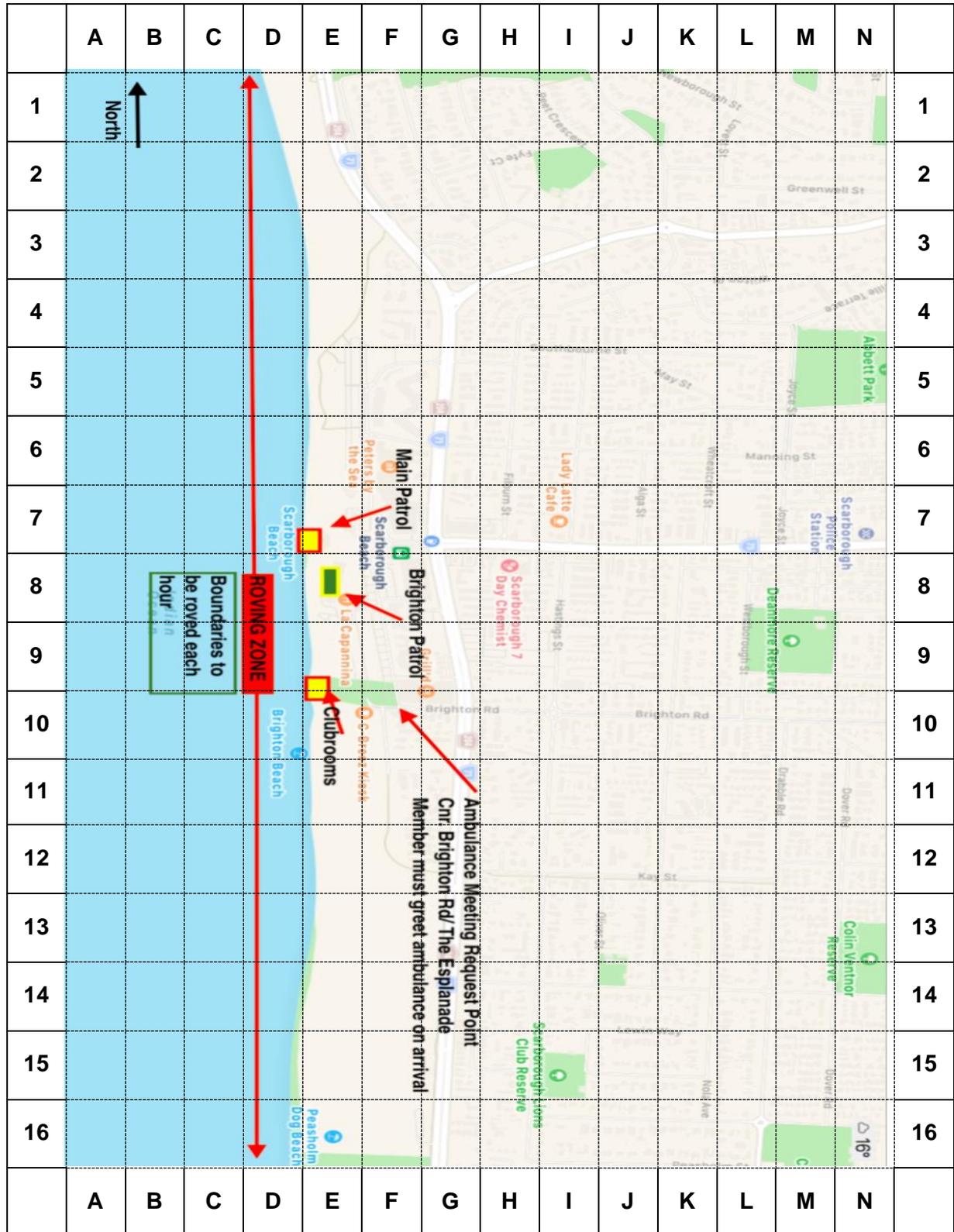
Scarboro Surf Life Saving Club assists the City of Stirling Beach Inspectors to patrol approximately 3 kilometres of coastline and adjacent areas between Bournemouth Parade Underpass at North Scarborough to Peasholm Street Dog Beach to the south.

The two primary patrol areas include the shoreline in front of the Amphitheatre and, Brighton Beach and 200m either side of the designated swim areas (Patrol Flags).

While this whole area is not all flagged with designated swimming areas, we conduct regular roving patrols to our boundaries to ensure public safety and Local Government by-law compliance.



Our area is defined below;





4.2 Types of Patrol

Scarboro uses a variety of different patrol strategies to ensure that patrol activity can effectively deal with the ever-changing conditions and the diversity of beach users.

These strategies follow the broad strategies identified by the International Lifesaving Federation and have been developed and refined over the years in consultation with Beach Inspectors, local knowledge and by analysing beach usage patterns to identify peak risk periods.

4.2.1 Towers

The main tower (located adjacent to the Gear Shed and situated above the City of Stirling Brach Operations centre and the shared First Aid facility) must be manned at all times with a minimum of one Bronze Medallion holder present. This tower gives the best vantage point of the Scarborough area.

The central beach tower (located on the beach in front of Sunset Hill) is manned when patrol numbers are present as it gives an excellent vantage to the North Scarborough area. A minimum of one Bronze Medallion holder is required when this tower is operational.

There is an elevated tower at Brighton Beach adjacent to the Brighton Road access path. This should be operational when swim flags are displayed.

4.2.2 Brighton Patrol

Brighton Patrol is manned as per our lifesaving agreement (available at the end of the document) and **MUST** have a be patrolled during these times. Brighton is compulsorily through the summer months but can be manned at any time if the patrol numbers are present. This area is considered to be a “between the flags” type patrol December until February but maybe patrolled outside of these times depending on the number and type of beach users and the conditions.

When the flags are not set up, regular roving patrols or surveillance patrols should be conducted in this area. The location of the flagged area is specified by the on-duty Beach Inspector

NB: Flags do not need to be erected for a surveillance patrol.

4.2.3 Main Patrol

The main patrol area is flags up from October through to March, its location each weekend is determined by the duty Beach Inspector at the commencement of patrol. This is the base of operations for each patrol with patrols operating out of the patrol trailer, central tower or a combination of both.

Note: In consultation with the Beach Inspector it may be necessary to move this location during the patrol.



This area is considered to be a between the flags type patrol at all times, except when on surveillance.

4.2.4 Roving Patrols

Roving patrols between our boundaries should be conducted at least **every hour**. A combination of vehicle roves and foot patrols, for shorter distances, should be utilised with the specified equipment available in section 5.1 of this document.

While it is the Patrol Captain's responsibility to organise these activities within the patrol team, the Beach Inspector may request specific areas to be surveilled or activity to be undertaken.

4.3 Lifesaving Service Agreement

Our lifesaving service agreement is a three-way agreement between ourselves (the club), Surf Life Saving Western Australia and our local government authority, the City of Stirling.

A copy is available at the end of this document.

4.4 Radio Procedures

Radios are stored in a locked cabinet at the northern end of the gear shed, the combination will be given to Patrol Captains and Vice Captains at the beginning of each season and when the combination is changed.

Every radio must be recorded and signed out in the Radio Register before use. Each radio must be placed in a bag while in use. COS Beach Inspectors will have access to a SLSWA digital radio from the club.

Radios must be signed-in at the end of operations, turned off and placed back in the charging station.

Effective radio communications are vital to an effective patrol. For further operating information please refer to the SLSWA SoP's available within the SLSA Members area.

Call for emergency assistance as soon as possible and at any stage during the primary assessment. Remember the four (4) Ps when communicating:

- Position
- Problem
- People
- Progress



4.4.1 Operating Channels

Our Handsets	
Metro Wide Channel	<p>Direct line of communication to SurfCom @ SLSWA in Balcatta.</p> <p>All handsets are to be set on this channel during patrol operations unless otherwise directed by the Patrol Captain, Patrol Officer or Beach Operations director.</p>
Scarborough Local	<p>This channel runs off the Scarborough Local repeater and is only available for handsets on this channel within close proximity.</p> <p>This channel is utilised on a busy day if metro wide is busy, there is water safety at the beach or training exercises are being conducted.</p> <p>Always notify SurfCom if this channel is being used.</p>
Training	Used for Education and training
Carnivals	Used for carnivals being held at Scarborough beach.

****always ensure proper radio operating procedures are observed***

Note:

- i. To lock or unlock the keypad press the P2 button***
- ii. Use the up and down arrows to display the zone ie Metro Wide***
- iii. Press the P1 button to select the zone***
- iv. To Change Channel within the selected Zone (eg Scarborough Local) rotate the channel selector located on the top of the radio between the aerial and On/Off Volume knob***



4.4.2 Call Signs

Asset Description	Radio Call Sign
SSV 1	"Scarboro ATV 1"
SSV 2	"Scarboro ATV 2"
SSV 3	"Scarboro ATV 3"
New Landcruiser Tray Back	"Scarboro Four-Wheel Drive"
Old Landcruiser Tray Back	"Scarboro Four-Wheel Drive"
Brighton semi-permanent tower	"Brighton Patrol"
Patrol Trailer	"Scarboro Patrol"
Permanent tower @ clubrooms	"Scarboro Main Tower"
Semi-permanent beach tower	"Scarboro Central Tower"
Patrol Captain	"Scarboro Patrol Captain"
RWC 32	"RWC 32"
RWC 44	"RWC 44"
Patrol IRB	"Scarboro IRB"
SLSWA Radio Net Controller	"Surfcom"
Scarborough Beach Inspector	"Scarborough Beach Inspector"

4.4.3 Sign On/ Off Procedure

Before commencement of Patrol ALL Patrols must sign on and off with SURFCOM. Any update in Patrol Status, IRB Availability etc. must be updated with SURFCOM as soon as possible.

Sign On/Off can be achieved in two manners.

First, Sign/Off online, through the SLSWA Operations app using your personal SLSA Member Area username and password, then a radio check through to SURFCOM.

Second, Sign/Off over the Radio with SURFCOM, not using the App (only used when the app is unavailable).

Sign On information to be given to SURFCOM over radio or app:

- Beach Status
 - *Open, Inclement Weather, Closed etc. See details in Patrol Operating Procedures section*
- Patrol Status
 - *Full Patrol, Partial Patrol etc.*
 - *See details in Patrol Requirements section for Patrol Status information*
- Beach Attendance
- If the patrol will be using the App
- IRB Status
 - *Operational, Non-Operational, Waiting on Driver/Crew Members etc.*
- ATV Status
 - *Operational/ Non-Operational*



Sign Off information to be given to SURFCOM

- Total Statistics
 - Rescues, beach attendance, preventative actions and first aids performed

4.4.4 Radio Maintenance and Reporting

All radios, when in use, must be;

- Signed out via the radio log book
- Placed in waterproof bags when in use
- Looked after, ensuring any damage is reported to the Radio Officer
- Returned, signed back in, switched off and placed on charge.

If the radio does come in contact with water DO NOT remove the battery, run it briefly under fresh, cold water and place in the shade to air dry. Ensure that the Patrol Captain is notified.

4.5 Patrol Set Up

The on time set up of Patrol is essential to keep compliance with our Lifesaving Service Agreement. It is the Patrol Captains responsibility to ensure this happens. Patrol captains must;

- Ensure all the gear and equipment is in the relevant places
- Ensure team members know their role within the team
- Ensure that a pre and post patrol briefing is completed
- Ensure that the flags are erected in a timely manner following the direction of the Duty Beach Inspector.

4.6 Local Government

The City of Stirling and its Beach Inspectors assist with our volunteer lifesaving operations at Scarborough and Brighton Beaches. The Beach Inspectors ensure that members of the public are adhering to the Local Government Laws attached at the end of this document.

The Scarborough Beach Inspector must be notified when any of the following occur;

- Missing person(s)
- Local Government Ordinance (fines)
- Shark sightings
- Major First Aid

The beach can only be closed with the permission of the Beach Inspector, not SURFCOM, for the following;

- Search and Rescue
- Confirmed/ Unconfirmed Shark Sightings
- Death on the Beach
- Inclement weather (Lightning, weather front)
- Bio Hazard (pollution or whale carcass)



Some of the City's Policies and procedures differ from those at SLSWA, specifically the lightning and shark policy. The City's beaches close at a 15 second flash to bang ratio and any confirmed shark sighting in the area.

However, we have a duty of care to adhere to SLSA Environmental Factors Lighting Guidelines – see attached. Where the flash to bang count is 30 seconds, indicating that the lightning is 10km away, we advise the Beach Inspector that we are suspending our patrol activity in accordance with SLSA guidelines. We can resume patrol when 30 minutes has passed since the last sighting of lightning,

Pursuant to local laws 5.3 to 5.5 of the City of Stirling's *Local Government Property Local Law 2009* (the **Local Law**), enabled under the *Local Government Act 1995* (WA), Patrol Leadership within the Surf Life Saving Club is authorised to perform the following functions in relation to a beach:

Local Law 5.3 Powers of an authorised persons or surf life saving club members

- a) *patrol any beach;*
- b) *carry out any activity on any beach;*
- c) *erect signs designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach and to direct persons on the beach or in or on the water to comply with such signs;*
- d) *temporarily enclose any area with rope, hessian, wire or any other means for the conduct of surf lifesaving club activities; and*
- e) *direct persons to leave the water adjacent to a beach*

However, pursuant to Local Law 5.4, if there is an employee of the City of Stirling present (i.e. Beach Inspector) their authority prevails.

Local Law 5.5 Persons to comply with signs and directions

A person must—

- a) *not act in contravention of a sign erected on a beach under clause 5.3(1)(c);*
- b) *not enter an area which has been temporarily closed with rope, hessian, wire or any other means for the conduct of surf life saving club activities, unless he or she is a member of the club or has obtained permission to enter from the club;*
- c) *comply with any direction given under clause 5.3(1)(c) or 5.3(1)(e); and*
- d) *not interfere with, obscure, obstruct, or hang any item of clothing or towel on a flag, sign, notice or item of life saving equipment.*



5. Patrol Policies and Procedures

What you can expect to do while on patrol?

You are expected to:

- Patrol set up and pack up
- Surveillance – scanning techniques and strategies
- First aid
- Education (training)
- Operate equipment – radios & rescue craft
- Search & Rescue
- Prevention - talk to the public (sometimes more than once)
- Follow direction
- Work in a team

There are a number of standard operating procedures that need to be observed while on patrol. These documents can be found at the end of this manual and should be followed at all times.

Details of these procedures can be found here;

- [SLSWA Standard Operating Procedures](#)
- [SLSA Emergency Management Guideline](#)
- [Policy 1.05 Patrol Uniform](#)

Fitness for Duty/ Return from injury

We have a responsibility to support rehabilitation and return -to-duty procedures for injured members. After serious injury or medical treatment, it may be necessary for the member to provide a return to work certificate or be place on 'light duties.

Sick or intoxicated members should not report for duty.

5.1 Minimum Requirements

5.1.1 Personnel

In accordance with our lifesaving service agreement we are required to have a minimum number of qualified personnel to remain compliant. In our case that is as follows;

Type of Patrol	Minimum Personnel	Minimum Award	Used when;
Between the Flags	Two Members	2x Bronze Medallion Between the two; <ul style="list-style-type: none"> • 1x Snr. FA • 1x ART 	When flags are up October – March including public Holidays
Tower Shift	One Member	Bronze Medallion	At all times, in conjunction with between the flags patrol type



Power craft	RWC – One Member IRB – Two Members	RWC – RWC Award IRB – IRB Driver and Crew Award	At all times, in conjunction with between the flags patrol type
Surveillance	Two Members	2x Bronze Medallion Between the two; <ul style="list-style-type: none"> • 1x Snr. FA • 1x ART 	To sit in vehicle on beach for the duration of rostered time No flags to be erected
Roving (Foot)	Two Members	Surf Rescue Certificate	During Patrol Hours when conditions permit
Roving (Vehicle)	Two Members	Bronze Medallion Up to date Driver's License (No Learner)	During Patrol Hours Every 1/ hour

5.1.2 Equipment

Patrol Type	Equipment Required	Number Required
Between the Flags (Trailer)	Rescue Board	2
	Rescue Tube	4
	Binoculars	1
	Digital Radio (in bag)	3
	Loud Hailer	1
	First Aid Kit	1
	Oxy Kit	1
	Defibrillator	1
	Spinal Board	1
	Severe Bleed Kit	1
	Spinal Straps	1
	Whistles	1/pp
	Power craft Signage	1
	Bum Bags	4
	Patrol Flags	2
	Craft Signage	2
Roving (Vehicle)	Rescue Board	1
	Rescue Tube	2
	Radio (in bag)	1
	Spinal Board	1
	Oxy Kit	1
	First Aid Kit	1
	Defibrillator	1
Roving (Foot)	Rescue Tube	1
	Radio (in bag)	1
	Whistle	1/pp
	Bum Bag	1/pp
Surveillance	Rescue Board	1
	Rescue Tube	1



	Binoculars	1
	Digital Radio (in bag)	1
	Loud Hailer	1
	First Aid Kit	1
	Oxy Kit	1
	Defibrillator	1
	Spinal Board	1
	Severe Bleed Kit	1
	Spinal Straps	1
	Whistles	1

5.1.3 Patrol Uniform

Representing the Club and Organisation in an appropriate manner is of the utmost importance. Patrol uniform, as per Club Policy 2.2 Patrol Requirements and SLSA Policy 1.05 Patrol Uniforms is as follows;

SLS Uniform Requirement		
Environment	Minimum Requirement	Recommended Additional Items
Land	<ul style="list-style-type: none"> • SLSA approved patrol shirt • SLSA approved patrol shorts • SLSA approved red and yellow cap worn tied up and at all times • State approved wide brimmed hat / peaked cap or beanie 	<ul style="list-style-type: none"> • State approved wide brimmed hat / peaked cap • SLSA approved rash shirt • Sunglasses
Water	<ul style="list-style-type: none"> • Club bathers • SLSA approved red and yellow cap worn tied up and at all times 	<ul style="list-style-type: none"> • SLSA approved rash shirt
IRB	<ul style="list-style-type: none"> • Swimming costume • SLSA approved red and yellow cap worn tied up and at all times • Approved Level 50 Lifejacket 	<ul style="list-style-type: none"> • State approved wide brimmed hat / peaked cap • SLSA approved rash shirt • Sunglasses

Any member who fails to comply, or refuses to may be sent home by the Patrol Captain with zero allocated hours.



5.2 Rescue Protocols

5.2.1 Training

- All active members are expected to undertake training during patrol. It is the patrol captain's responsibility to ensure that such training is undertaken. The only acceptable excuse for not undertaking training is if members are flat out with directly patrolling the beach.
- When the beach is open, this training should include both physical and theoretical areas. When the beach is closed, it will need to be confined to theoretical/beach activities aspects. Theoretical training materials are available in the patrol box.
- Patrol captains should nominate at least one experienced patrol member to co-ordinate training activities during each patrol.

5.2.2 Rescue Protocols

A duty of care exists for all our members. However, there is no duty to rescue. The safety of volunteer lifesavers is of the upmost importance when undertaking any rescue or resuscitation activity. The rescuer should always consider the danger to themselves first but always act with the best interest of the casualty in mind. Below are the protocols that need to be observed;

- Never attend a rescue without equipment – this increases the risk of danger and should be avoided and discouraged.
- **If in doubt – go out.** It is far more important to be on the way to a potential rescue than waiting for it to become more serious.
- Always radio a rescue in when it is spotted or you are heading out.
- **Radio Etiquette** – Be specific, ensure you radio through the 4 p's – Position, Problem, People and Progress.
- **Mass Rescue** – Always radio in for back up before heading out 'rescue, rescue, rescue – 4P's'

5.2.3 Spotting a Rescue

It is important not to become complacent while on a tower duty or in vehicles. Rescues can occur at the calmest of times and can be missed due to complacency – stay vigilant and identify hazardous rips and gutters before the start of patrol.

Remember if you can't see someone you have you can't save them. Use a combination of scanning techniques to avoid fatigue. Watch specific people (fixed focus) to see what they are doing. Use your peripheral vision (wide focus) while you are scanning. Sweep your eyes back and forth across your section of the beach (moving focus) and watch a particular target over a period of time (tracking).

The COS Beach Inspectors patrol outside of the primary surveillance zones. When responding to a rescue they will position their vehicle so that it faces Main Tower with the driving lights flashing alternatively. It is desirable that the ATV is dispatched to the location with two members to assist. If no help is not required the ATV should return to the primary patrol area.



Mobile phones should not be used while on duty, failure to comply may result in your dismissal from patrol.

5.3 Daily Patrol Procedures

5.3.1 Rostered Patrol Times

The lifesaving service agreement is a three-way agreement between ourselves (the club), Surf Life Saving Western Australia and the City of Stirling. The agreement establishes days the Club patrols and informs when patrols commence and finish. On rare occasions patrols may be asked to extend patrol hours due to extreme beach conditions or attendance.

The rostered start time is the time members begin their duties. For the first patrol of the day you have 30 minutes to be set up on the beach.

For the last patrol of the day, the rostered end time provides for 30 minutes after flags down to pack up. This is the time that a member can depart.

The roster allows for a 15-minute hand over between the morning and afternoon patrols. Evidence shows that this is a peak rescue time and so it is essential that you arrive on time.

5.3.2 Start of Patrol

1. All members arrive at their rostered patrol time.
2. Minimum standards assessed (numbers, qualifications, gear)
3. Radios and electronic tablet log retrieved from chargers
4. Transfer equipment out of first aid room to trailer/ vehicles
5. Check fuel levels of IRB, SSV, RWC, etc. and fill accordingly
6. Equipment should be checked and positioned for patrol
7. Flagged area established with Beach Inspector Assistance
8. Patrol log completed (hard copy and app)
9. Patrol signed-on via app/ SURFCOM
10. Set up rotation roster
11. 'Patrol Briefing' conducted by Patrol Captain, discussing;
 - Uniform standards
 - Member roles/responsibilities
 - Rotation schedule/positioning
 - Radio use (channels/call-signs)
 - Expected weather/surf conditions

5.3.3 End of Patrol

1. All members should expect to leave the club at their expected, rostered finish time.
2. Scanning/surveillance of beach maintain by at least one lifesaver during 'pack-up'
3. Advise the public via the PA that our volunteer patrols have concluded for the day – to swim with care – that COS Lifeguard service continues until 6PM
4. Rescue equipment (radio, tube, board, IRB) to remain at 'rescue ready' status during 'pack up'
5. Advise the public the beach will no longer be patrolled via loudhailer
6. Patrol log, Incident log and Power craft log completed
7. Patrol signed-off via app or SURFCOM
8. Check fuel levels of IRB, SSV, RWC, etc. and fill accordingly
9. All equipment cleaned and stored – one ATV to remain rescue ready
10. Radio's and electronic log (tablet) placed on charge
11. Any supply requirements or



-
- Expected hazards and management
 - Induction/introduction of any new members
 - Training activities
- equipment damage reported to relevant club officer
12. '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

5.3.4 Surveillance Patrol

A surveillance patrol may be necessary at a regular manned outpost (Brighton) before it is in season or when the beach is closed due to poor weather. **Vigilance still needs to be maintained**, members of the public may still enter the water and require rescuing.

There will be no erected flags or designated swimming area – your duty is to maintain a visual on the water to ensure public safety.

Refer section 5.1.2 for required equipment.

5.3.5 Beach Closure Procedure

The beach may be closed to swimmers and surfers for a number of reasons, more commonly this is a shark sighting or poor weather, uncommonly, the beach may be closed due to a shark attack or fatality.

The procedure is as follows;

- Contact the duty beach inspector via radio or 1300 365 356 for sensitive matters, and discuss the situation – **it is their call** whether the beach closes or not.
- Once approval has been given, inform swimmers and beach goers via loud hailers and public relations
- Take down the red and yellow flagged area
- Maintain all appropriate rescue equipment on the beach
- Dispatch the IRB/ RWC to inshore run to alert swimmers and surfers out of range. Under no circumstances is the power craft to go 'shark hunting' – stick to the brief.
- Dispatch all patrolling members and vehicles to keep swimmers out of the water – be proactive, not reactive.
- Maintain regular announcements and monitor the water
- Only re-open the beach after consultation with the Beach Inspector and when it is safe to do so.



Sunday Mornings – Nippers & Club Activities

SLS Junior (Nipper) activities are conducted throughout the Summer with the majority of activity occurring on Sunday mornings between 0900 and 1100. These activities are coordinated by a designated water safety officer Supervisor (WSS) who ensures there is adequate water safety personnel (WSP) to conduct the various activities. Generally, this is a 1:5 WSP to participant ratio or 1:10 if the conditions are deemed low-risk.

The lifesaving Patrol Captain's primary duty is public beach safety. The on-duty lifesaving Patrol Captain must not act in the position of WSS.

The WSS should liaise with the Patrol Captain BEFORE activities commence to discuss the beach conditions and the water safety requirement for the planned activities.

Members of 'on-duty' lifesaving patrols may be reallocated as WSP when the minimum patrol requirements are met and at the discretion of the Patrol Captain.

A similar protocol exists for senior club activities.

5.4 Recording Patrol Activity

5.4.1 Statistics

Data recording is an integral part of the work we do on the beach. It assists us in identifying beach trends, applying for SLS awards and grants, assist us in obtaining new sponsors and ensures the club meets its relevant Key Performance Indicators.

Each area of the patrol log should be filled out EACH PATROL. Beach attendance should be taken hourly.

5.4.2 Patrol Operations App

SLSWA now works on a paperless patrol log basis, which means the patrol log will now be entered directly into the surfguard system by the patrol rather than the office. The patrol iPad is now our primary log with the paper log used to record attendance and used if the ops app is not available or operational. Should a patrol find they must use the paper log, please notify the Patrol Officer who will inform SURFCOM.

It is vital that member attendance is recorded by the patrol captain accurately with the accompanying member signature. If the signature does not accompany the hours, they will not be allocated to the individual member. **This is the Patrol Captains responsibility.**

To access the system, the Patrol Captain, or their vice, must have their "Username" and "Password" for the SLSA [Members Area](#). This is the same Username & Password required to log onto the Members Area. Please note that only the Patrol Captain and the Vice Captain can access the electronic log.



The electronic log can either be accessed via the iPad provided by the club, or by downloading the App onto the Members phone as described in [SLSA Operations App User Guide v1.1](#). For more information watch the [video walkthrough guide](#).

5.4.2 Incident Reports

In accordance with SLSWA Standard Operating Procedures (2017), an incident report must be completed for;

- All Major incidents
- All Major rescues
- All Search and Retrievals
- All Member injuries (eg around club, at carnivals, on patrol)
- All Drownings
- All Near Drownings
- All Complaints (eg from the public about a patrol)
- All Resuscitations

An Incident Log for all Minor incidents must be entered onto SurfGuard (IRD) within 30 days of the incident and sent to SLSWA (as per patrol log requirements).

An Incident Log for all Major incidents must be entered onto SurfGuard (IRD) and all documents relating to the incident (full report) must be submitted to SLSWA within 7 days of the incident



6. IRB Procedures

All IRB operators need to hold the correct qualifications and abide by the SLSWA standard operating procedures, refer to the end of this document for the SLSA Powercraft Code of Conduct.

An IRB MUST be on the beach at all times during patrol with a qualified driver and crew. The only exemption is if an RWC is on the beach in lieu.

Please note; the below is only to be conducted by qualified personnel.

6.1 Pre-Patrol Procedures

- IRB 'NICK' or 'BETTY' are to be used with a selected IRB motor, refer to the whiteboard for guidance.
- The IRB is to be pumped up and equipped with all of the relevant gear by qualified personnel. IRB bladder is to be fueled up with the jerry cans marked 'IRB'.
- The motor is to be run for 3 minutes in the run tank, checking that water is exiting the piddle tube.
- IRB signage, digital radio and approved lifejackets are to be taken to the beach.
- IRB signage should be displayed on the sand to give a power craft area of 20m.

6.2 Patrol Duties and Obligations

- The IRB that is on the beach is to be facing away from the water when not in use. (for drainage).
- The IRB is to be on the beach during the specified patrol hours and fully operational at all times with a qualified driver in close proximity.
- IRB Drivers should avoid unnecessary operations in close proximity to bathers and/or crowded areas.
- IRB Drivers should operate in a safe manner in accordance with the SLSA Powercraft Code of Conduct.
- IRB Drivers should operate within boating regulations unless in emergency situations.
- IRB training signs should be erected where training or regular patrol IRB activity is taking place and where possible in a spare IRB and never out of sight of the patrol.
- Fuel cells to be checked regularly especially if under direct sunlight. The black fuel cells are especially prone to expanding when heated up. If you notice an overly large fuel cell simply unscrew the cap and let any air out. For preventative action cover fuel cells with a soaking wet PFD and re-soak every hour.
- Any training in IRB's is to be done with an experienced driver at all times. Training must also be conducted away from patrol area and away from swimmers.
- The Patrol Officer is to be notified of any gear failure or inability to comply with the outlined requirements at sign on or as soon as possible after gear failure.

If in doubt, contact the IRB Officer for advice about procedures. The IRB Officer would much prefer phone calls for advice than a potential mal-function in equipment



6.3 Post-Patrol Procedures

- All motors used to be run for at least 3 minutes. Take cowling off, wash the motor with fresh water being careful to keep water away from electrical and carburettor. Spray entire inside of motor with CRC, concentrating on electrics and up under flywheel.
- Spray with compressed air hose to dry engine.
- All IRBs that have been used are to be hosed out with fresh water.
- Upon storage, the keel in is to be fully deflated and all other compartments have the pressure let out.
- Fuel cells are to be removed from the IRB and stored on a towel after a Saturday patrol. At the end of the weekend the bladder is to be emptied into the IRB jerry cans with the bladder hung up.
- The logbook to be completed

6.4 Rollover/ Damage

- Remove top cowling and check for visual damage or sand deposits (if sand is present, it may have entered the engine through the carburettor - do not attempt to restart the engine as a power head strip down may be necessary).
- Invert motor to drain contaminated fuel from the carburettor. Squeezing clean fuel through the carburettor with the motor still inverted will further assist in purging the contaminated fuel from the carburettor.
- Remove the spark plugs and rest the engine on the rear cowl with the spark plug holes facing down (in an area free of sand and dust).
- CAUTION FIRE HAZARD. With the safety cut out switch in the "off" position, crank engine quickly a minimum of twenty (20) times.
- Turn motor over so spark plug holes are facing upwards and pour until full of fuel down spark plug holes.
- Shake motor from side to side to distribute the fuel thoroughly through the power head.
- Turn the motor over again, rest on rear cowl and repeat the 20 pulls.
- Fit new spark plugs, or alternatively, if new spark plugs are not available, clean original spark plugs in fuel, and shake dry.
- Thoroughly spray external power head parts with dewatering fluid concentrating on all the ignition components and connections (including under the flywheel).
- Place the motor in a test tank, connect fuel line and start. If motor will not start or runs poorly and will not clear itself, repeat procedures 2 through 10.
- Run engine through various R.P.M. ranges for a minimum of two (2) hours in the ocean under load.
- If the engine will not restart or, will not run correctly after all of the above has been carried out twice fill the un tank with fresh water, invert the motor without spark plugs and fully submerge – **ALERT THE IRB OFFICER ASAP**

Any damage or rollover is to be reported to the IRB officer immediately, refer section 2.1 Key Contacts for details.



7. Rescue Watercraft (RWC) Operating Procedures

All RWC operators need to hold the correct qualifications and abide by the SLSWA standard operating procedures, refer appendix 12.4 and SLSC Powercraft Code of Conduct.

An RWC Operator must first obtain permission from the RWC officer before putting an RWC on the beach, refer section 2.1 for details.

Please note; the below is only to be conducted by qualified personnel.

7.1 Pre-Patrol Procedures

- The RWC Officer must first be contacted to use RWC 32 or RWC 44
- The Pre-operational checks are to be completed, ensuring the bungs are tightly done up and there is no damage to the hull or sled.
- The RWC is to be started and fuel level checked before taking the ski out of the club sheds.
- SURFCOM is to be notified that the asset is active via radio (metro wide).
- The RWC is to be positioned on the beach, near the waterline within the power craft signage boundaries.

7.2 Patrol Duties and Obligations

- The RWC that is on the beach is to be facing away from the water when not in use and beached low encase there is a need for a quick deploy.
- The RWC is to be on the beach during the specified hours as signed on with SURFCOM remaining fully operational at all times with a qualified driver in close proximity.
- The RWC Operator should rove between Trigg beach and Peasholm Street dog beach keeping an eye on hot spots and responding to rescues when needed.
- RWC Operators should avoid unnecessary operations in close proximity to bathers and/or crowded areas.
- RWC Operators should operate in a safe manner in accordance with the SLSC Powercraft Code of Conduct.
- RWC Operators should operate within boating regulations unless in emergency situations.
- Any training on an RWC is to be done with an experienced driver at all times. Training must also be conducted away from patrol area and away from swimmers.
- The RWC Officer is to be notified of any gear failure or inability to comply with the outlined requirements at sign on or as soon as possible after gear failure.

If in doubt, contact the RWC Officer for advice about procedures. The RWC Officer would much prefer phone calls for advice than a potential mal function in equipment

7.3 Post Patrol Procedures

- The RWC Operator should sign off with SURFCOM at the end of duties reporting any statistics.
- The RWC is to be cleaned and run through with a water displacer sprayed through the engine bay after use.



- The RWC is to be left fully fuelled and rescue ready in case of an emergency call out.

7.4 Reporting Damage

Any damage to the RWC is to be reported to the RWC officer as soon as practicable, refer section 2.1 for details.



8. Vehicle Procedures

8.1 Vehicle Usage Agreement

Refer to the end of this document for agreement

Unless directed by the Patrol Captain in an emergency, you must not drive any Vehicle until you have:

- signed the agreement; and
- completed a short induction by the Patrol Officer or Patrol Captain on how to correctly operate the relevant Vehicles.

Your priority at all times is the safety of yourself, your passengers, the public, and the Vehicle. You must comply with all relevant legislation when operating any Vehicle on public roads.

Drivers must also adhere to the following code:

- S Safety = to yourself, your passengers and the public
- L Limitation = Understand the limitations of the vehicle and your driving skills
- S Search and Rescue = the vehicle has the equipment to respond to an emergency
- C Car = the vehicle is highly visible. Always drive safely and respect the rights of other beach users

In crowded areas, the speed limit on the beach and adjacent pathways is 5km/hr (walking pace). In open areas, the speed is limited to 20 km/hr.

Seat belts in the ATV must be worn at all times and the mesh sides secured.

You may drive a Vehicle if you:

- are a current financial member of Scarboro SLSC ('the Club');
- hold a current full or provisional Western Australian Drivers license;
- are at least 17 years old; and
- have signed a copy of this agreement indicating your consent to the terms of usage and returned it to the Patrol Officer or the Club Administrators.

You must not:

- Use a mobile phone while driving;
- Be under the influence of alcohol or illicit substances
- Exceed the speed limit for the beach and operational areas or Drive in a reckless or careless manner
- Let anybody ride on the tray or unrestrained unless directed to by the Patrol Captain in an emergency situation
- Take the vehicle off Club premises without the permission of the Director of Beach Operations

Non-compliance

- If you breach the terms set out in this document, you will be required to meet with the Director of Beach Operations as per Club Policy 1.4.



- Failure to comply with the terms set out in this document may result in you being cautioned or authority to operate the Vehicles may be withdrawn.

8.2 Operating Procedures

Fuel for the vehicles is located in marked jerry cans that are stored in specially designed fuel storage cabinets. Please ensure that the correct fuel is used when refueling.

Note: IRB fuel is premixed with oil and is suitable for two-stroke engines. This fuel is not suitable for other engines.

Refueling is conducted outside of the gear shed and appropriate safety precautions and PPE should be maintained. Refueling on the beach is not recommended and should be avoided.

An air compressor and gauge is also located in the IRB area of the gear shed. Remember to switch on the compressor before use.

Pre-Operation	Post-Operation
<ul style="list-style-type: none"> • Complete Logbook • Check fuel level, if the vehicle is below ¼, refuel it • Ensure tyres are deflated to 16psi for 4x4 and 8psi for SSV • Check vehicle for damage • Ensure it is equipped with a radio and the call sign is known • Ensure the correct equipment is on the vehicle, refer section 5.1.2 – Equipment 	<ul style="list-style-type: none"> • Thoroughly wash down vehicle exterior and engine bay at the end of the day • Clean interior including removal of all rubbish & sand • Check for damage and report to the Patrol Captain or Patrol Officer • Fuel checked and refuelled if below ¼ tank remains • Switch Off the PA power supply (under the passenger seat) • Ensure that one SSV is left Rescue Ready • Keys left in ignition • One ATV is left Operational with First Aid kit / Defib and rescue equipment left in the vehicle

***** ALWAYS ENSURE THE VEHICLES ARE SWITCHED OUT OF 4X4 BEFORE DRIVING ON HARD SURFACES**

8.3 Egress Routes & Driving on the Beach

It is important that vehicle traffic along the beach does not interfere with the movements of the public. Vehicles should keep their distance from members of the public and keep their speed to walking pace unless responding to an emergency.

Brighton drain

Take care when crossing – keep perpendicular to the incline – watch for step downs and jump ups – maintain momentum but not too much excessive speed

Soft sand

Engage 4WD - keep momentum - no sudden stops — reverse if bogged – use the shovel or recovery mats if required. Avoid bogging the car to its axels

Terrace/ inclines

Do not traverse incline – remain perpendicular to the incline – do not stop or turn on incline

Bar & Rip beach

Avoid driving too close to the water's edge. Keep the surge areas in mind and time your crossing to avoid water flowing under the vehicle.

As set out in the Beach Operations Plan.

**8.4 On-beach Parking**

Please note, this is only for club and authorised vehicles.

A coned area should be established behind each patrol area for vehicle parking. All vehicles should be reversed in behind the shelter to ensure that they are kept rescue ready.

Members of the public should be kept well clear of this area.



9. First Aid Procedures

9.1 Sterillisation of Equipment

Sterilisation of non-disposable equipment such as Air Bag Oxygen resuscitators, pocket masks, resuscitation faces (during manikin training), kidney dishes, scissors, tweezers, etc. is to be carried out using soap and water and diluted bleach.

Do NOT use undiluted bleach. Do NOT use chlorhexidine.

Follow these five steps:

- Wash equipment in warm soapy water (remember to disassemble equipment before washing i.e. remove membranes in air viva bag & wash separately).
- Rinse in water to remove soap residue.
- Soak in 10% bleach for 2 minutes (bleach solution must be made up for each new sterilisation as it will lose its efficacy if left to sit for hours, diluting 1-part bleach 9 parts water).
- Wash Carefully in running water to remove bleach residue.
- Dry Carefully.

9.2 Air Bag/ Oxygen Resuscitator Service and Hygiene

Prior to the beginning of each patrolling season, the first aid officer will ensure the Oxygen Equipment is serviced by qualified personnel (as per Surf Life Saving SOP 15.01).

- During the season, it is important that the equipment is kept clean and free from sand and foreign material. This means equipment should be cleaned out at the end of each patrol before putting it away. Always make sure the cylinder is turned off and the regulator bled (removes pressure off the regulator) before putting it away.
- Disposable items such as oxygen therapy masks, oxygen tubing and OP airways should be thrown out and replaced if they have been used. Non-disposable items, such as resuscitation or pocket masks, (anaesthetic masks) should be sterilised as per method above.
- A full oxygen cylinder has the capacity to provide 30 minutes for Resuscitation (14-15 litres per minute) and 50 minutes of Therapy (8 litres per minute).
- Oxygen cylinders must **remain above half full** for operational use. If the cylinder is less than half full at any stage (except during training), it **MUST** be replaced with a full cylinder. The empty cylinder can be changed over, please contact the First Aid Officer/s as soon as possible if this is required

To ensure its correct operation, it must be checked: Before each Patrol (including the afternoon change over) and after each use.

- Whenever the oxygen equipment shows defects that may cause it to operate incorrectly, the kit must be taken out of service immediately and the first aid officer



contacted.

- Oxygen Equipment, including oxygen cylinders, MUST be stored in the first aid room when not in use. This area is specifically designed to meet all safety requirements and ensure that the location of all kits is known.

9.3 Disposal of Sharps and Contaminated Products

To ensure safety for all members of the club and the public, disposal of any sharps, syringes or contaminated products must be done so in line with Universal precautions.

- Yellow Sharps containers are provided in the portable first aid kits and also in the first aid room.
- **ALL SHARPS** must be placed in these containers. Where practical, sharps containers should always be taken to the sharp, carrying a sharp to the container must be avoided wherever possible.
- When a sharps container is full it must be sealed, and disposed of according to government health regulations. Contact the First Aid Officer
- Any first aid supplies or clothing which has been heavily contaminated with body fluids or blood, including disposable gloves or heavily soiled bandages must be placed in a yellow infectious waste bag and sealed.

Remember, infectious waste is very expensive to dispose of, DO NOT place any other rubbish in these bags. Only heavily contaminated products need to be disposed of in this manner. A band aid with a drop of blood on it does not constitute heavily contaminated products. *Contact the First Aid Officer for information on how to dispose of this waste*

9.3 Body Fluid Contamination/ Needle Stick Injury

Should a member of the club suffer an exposure to blood or body fluids, or suffer a needle stick injury, the incident must be reported to the Patrol Captain immediately.

- The area of the injury must be washed thoroughly with warm soapy water (do not try and bleed or cut the area) and the lifesaver is advised to see his/her own Medical Practitioner or the nearest hospital at the earliest opportunity for tests and counselling.

**Scarborough Beach Medical Centre
37 Scarborough Beach Road
Scarborough, WA, 6019
(08) 9341 8300**

- The risks of cross-infection are not great, however the potential is there. These incidents should be taken seriously, however there is no time frame for which they must get to a doctor by, so returning to Melbourne to their own doctor is suitable.

The incident must be recorder in the **First Aid Logbook**. An incident report must also be written detailing the date, time, location and circumstances pertaining to the injury. A copy of this must be sent to SURFCOM and the First Aid Officer must be notified.



9.4 Replacement of supplies

It is the duty of the Patrol Team to ensure that all of the correct equipment is supplied within the red first aid kits.

- At the start of each patrol the portable kits should be checked to ensure they are complete.
- At the end of each patrol the portable kits should be restocked with anything that was used.
- Restocking the kits will be done from the cupboards located in the first aid room.

Record any equipment you have taken from central stores and notify the First Aid Officer via the whiteboard in the First Aid room.

9.5 Replacement of Empty Oxygen Cylinders

Oxygen Cylinders must remain above half full in order to be operational. When an oxygen cylinder is less than half full it may be used in training only.

- Full oxygen cylinders are kept in the first aid room, they are identified in the rack via the unopened white wrapping around the top.
- During the season if an oxygen cylinder is empty, or less than half full and it is replaced with the last full cylinder, if further replacements are required, please contact the First Aid Officer/s as soon as possible.
- DO NOT leave empty oxygen cylinders in the first aid room for the next patrol to find, as it may be a case of life and death when it is needed next!!



10. Major Incidents

A major incident includes but is not limited to:

- Serious first aid incident
- Drowning
- Missing person
- Member Injury

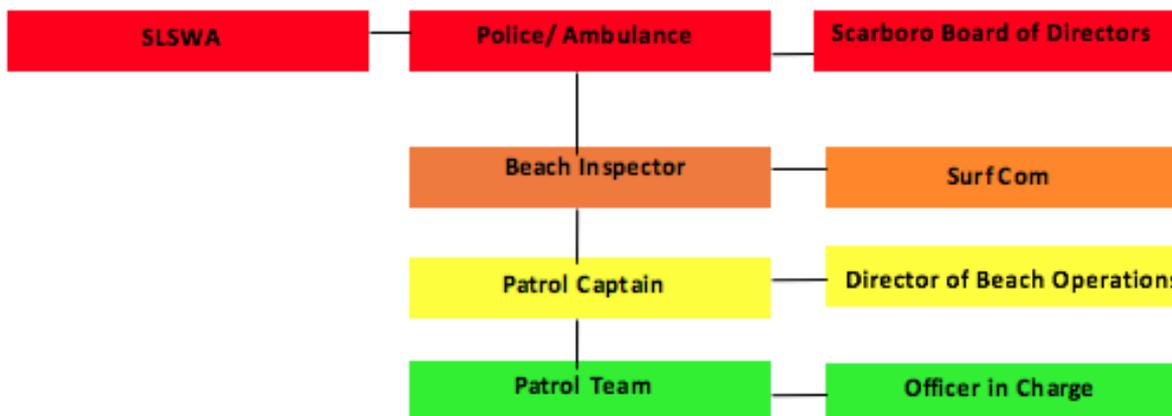
This is a guideline only and is here for anyone that needs assistance in the event of a major incident.

Major Incidents can also be found in the Beach Operations Plan.

10.1 Incident Escalation

In the event of an incident individuals are to report to the position above them in the chart below:

The person(s) specified below will be the operational leader(s) until a more senior authority arrives.



Depending on the colour code of the incident, the matching coloured level needs to be notified. Refer to the table below for a list of examples of incident colour codes and the above flow chart for level colour codes;

<p>GREEN (general lifesaver actions/duties)</p> <ul style="list-style-type: none"> • Lifesaver movement/management • Course set up • First aid cases • Rescue/retrieval as required 	<p>ORANGE (major - affecting extended area)</p> <ul style="list-style-type: none"> • Request assistance from other organisations • Operational management
<p>YELLOW (major - affecting event)</p> <ul style="list-style-type: none"> • Missing person • Major first aid 	<p>RED (major – affecting life) – via Beach Inspector/ SURFCOM</p> <ul style="list-style-type: none"> • Shark • Unconscious patient • Drowning • Emergency evacuations



10.2 During the Incident

- Incident controller to coordinate members (Patrol Captain/ Senior Member) to respond
- Contact Beach Inspector then SURFCOM via radio or (1300 415 228 or 13SURF if outside patrol hours)
- Request for emergency services if required through SURFCOM
- In consultation with the Beach Inspector, close Beach ASAP if drowning or confirmed missing in water/search
- Keep updating SURFCOM with as much information as possible
- Consult Standard Operating Procedures (SOPs) as needed, refer appendix 13.4
- Keep a running record of key events/times/who actioned etc.
- If possible- minimise member exposure to trauma, particularly younger members (Those under 18)
- **Alert the Beach Operations Director as soon as Possible**

10.2 During/ Post Incident

- Consider changing patrolling status (Open or Closed beach)- Incident Controller/Patrol Captain to decide
- Request additional support through SURFCOM (RWC's)
- Refer media enquiries to SLSWA Media Department unless instructed otherwise
- Record a list of all members involved- Incident Controller/Patrol Captain to manage and to be sent to the Director of Beach Operations as soon as practicable.
- Check on members involved- Coordinated by Director of Beach Operations

10.3 Post Incident

- After the incident has occurred a team debrief will be facilitated by the most senior team member involved.
- Club Peer Support engaged will be engaged to all members directly affected by the incident. If the club peer supporters are indisposed peer supports shall be available through SLSWA.
- The Director of Beach Operations will contact members involved and offer support at a club level and gather information on the incident to report to SLSWA
- An incident report shall be supplied within five (5) working days after the incident.
- SLSWA will complete a wellbeing check on members the week following the incident and offer other levels of support not available at the club level.

10.4 Long Term Follow Up

- The club will continue to follow up with members by:
 - Possibly partnering them with a mate/mentor to check on them
 - Having a senior member of the club engage with them at set time periods
- The peer supports can arrange extra support through SLSWA

The Beach Operations Committee in consultation with Director Member Services will review the incident and highlight any processes or procedures that need to be changed as a result of the incident.



10.5 EMERGENCY AMBULANCE MEETING POINT

WHO SHOULD GO TO HOSPITAL?

Anyone who:

- was unconscious at any moment
- required initial rescue breathing or CPR
- may have a secondary condition (heart attack, stroke, anaphylaxis, suspected spinal)
- has a persistent cough
- has abnormal skin colour
- may have inhaled any amount of fluid or gas.

Requests for an ambulance are made through Surfcom or by COS Beach Inspectors. Care should be taken that only one ambulance is called for each patient.

Send a member with a radio to wait for the ambulance at:

Corner of Brighton Road and The Esplanade Scarborough Beach (opposite C-Breeze café)



11. Emergency Call Out

Our Club has an 'Emergency Response Team', who respond to incidents within the metropolitan area. Members of the 'Emergency Response Team' are appointed each season by the club and SLSWA and a list of active members maintained via SurfGuard. The ERT is linked via the emergency SMS from the RWC Officer who will coordinate personnel to respond.

11.1 Emergency Call Out Procedure

A message from SLSWA or Water Police will be received by Club and ERT Leadership;

Name	Contact	Position
Dave 'Tomo' Thompson	0417 973 085	RWC Officer/ ERT Leader
Angus McMillan	0474 297 812	Beach Operations Director
Jody Ballard	0450 307 936	Club President

The ERT team will then be mobilised via SMS from the RWC Officer and gear and equipment will be coordinated to the search/ incident location.

For club based ERT support please follow section 10 of this document for the procedures. Alternatively contact the RWC officer for guidance, refer section 2.1

The Standard Operating Procedures relating to the specific incident can be found at the end of this document; refer appendix 13.4



12. Appendix

12.1 Club Policies

12.1.1 Code of Conduct

12.1.2 Patrol Policies

12.1.3 Member Discipline

12.1.4 Beach Management Plan

12.2 Lifesaving Service Agreement

12.3 Local Government Laws

12.4 SLSWA Standard Operating Procedures

12.5 Vehicle Usage Agreement