

Patrol Operations Manual

Cudgen Headland Surf Life Saving Club

2023-24 Season



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Forward

Policies, Procedures, Guidelines and Operating Manuals are important for organisations to keep consistency across their operations. In an emergency service such as Surf Life Saving, with clubs and branches throughout Australia, its vitally important we have consistency and standards on how we respond to emergencies, save lives, maintain and operate equipment, patrol beaches, interact with each other and the public, keep ourselves safe, etc. Surf Life Saving Australia provides various Policies and Guidelines that all states must comply with. Each Surf Life Saving State Centre then provides a library of Standard Operating Procedures, that all the clubs in that state must comply with.

As we learn more, our operating practices evolve and policies and procedures are updated. It's incumbent on all of us to stay up to date with the latest techniques. This Patrol Operations Manual underpins how we operate as surf lifesavers at Cudgen Headland Surf Life Saving Club.

Leya Nipperess

Director of Lifesaving – Club Captain

Greg Wood

Patrol Manager

1 People

1.1 Who are we?

[Surf Life Saving Australia \(SLSA\)](#) is Australia's peak coastal water safety, drowning prevention and rescue authority. With 182,000 members and 314 affiliated Surf Life Saving clubs, SLSA represents the largest volunteer movement of its kind in the world. Surf Life Saving exists to save lives, create great Australians, and build better communities. SLSA services to the community and its members are valued at an estimated \$6.5 billion per year to the Australian economy.

SLSA is made up of its seven State and Territory centres, including [Surf Life Saving New South Wales \(SLSNSW\)](#). SLSNSW's vision is "zero preventable deaths on the NSW coastline" and consists of 129 clubs organised into 11 Branches. [Cudgen Headland SLSC \(CHSLSC\)](#) is one of the 10 clubs in the [Surf Life Saving Far North Coast Branch \(SLSFNC\)](#) of SLSNSW.

SLSFNC covers over 284kms of coastline in Northern NSW from Tweed Heads in the north to Yamba in the south with headquarters in Ballina. Apart from the clubs, the FNC branch includes support operation of Rescue Watercraft (RWC) across various locations including Cudgen Creek, the Unmanned Aerial Vehicle (UAV) program in the region, training facilities and training, Duty Officers and 24/7 Operations support.

CHSLSC was established in 1922 and is served by a Board of Directors with various committees or teams sitting under the relevant Directors, namely Education, Juniors, Surf Sports, and Lifesaving. This Patrol Operations Manual ("POM") is specifically for the Lifesaving part of the organisation. Following are CHSLSC's Vision, Mission, Values and current Strategic Priorities.

Our Vision:

To be the premier Surf Life Saving Club providing excellence in everything we do.

Our Mission Statement:

To ensure we can support water and beach safety at Kingscliff Beach and Cudgen Headland Surf Life Saving Club. We will respond 24/7 to emergencies and continue to deliver world's best practice training and support services to our community.

Our Values:

Our club has a proud history in surf lifesaving and competition through establishing these values.

1. **INTEGRITY** : Demonstrate a commitment to providing socially responsible community values of service, to the highest standards of ethical behaviour.
2. **SAFETY** : Provide a safe aquatic environment for the public at Kingscliff Beach.
3. **EDUCATION** : Promote excellence delivering development and education programs to create a safe aquatic environment.
4. **RESPECT** : Respond to the needs of our community and our members.
5. **UNITY** : Instil a culture of inclusiveness, responsibility, and equity in our members to promote our spirit of 'One Club'.
6. **FAMILY** : Promote a welcoming, friendly atmosphere that encourages participation and enjoyment on our beach and at our club.
7. **DIVERSITY** : Through structural/educational/mentoring, create an inclusive club that recognises the value of diverse opinions, lifestyles, and heritage.
8. **ENVIRONMENTAL** : Ensure all club decisions are made with an environmental lens. Educate our lifesavers of the future on the importance of caring for our beaches, waterways and oceans.

Our Strategic Priorities (2021–25):

1. Protect & Progress our Surf Lifesaving Purpose.
2. Ensure Surf Lifesaving remains viable and relevant.

3. Increase our retention within our Youth program – provide a path way to active engagement / patrolling.
4. Increase our relevance and contribution within our community.
5. Fit for purpose facility renovations.
6. Program development for progression, inclusion and empowerment.
7. Ongoing innovation and member representative leadership.

1.2 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 (i.e. Cadets), herein referred to as “Members”.

Members are the backbone of our club and are required to renew their proficiency by the 31st of December and become financial during September each year. If not financial, then the person is no longer a Member, can't become proficient, can't patrol or compete and is not covered by insurance.

1.3 How Do We Operate?

1.3.1 Surf Life Saving Code of Conduct

SLSA requires our Members to:

- Respect the rights, dignity and worth of others.
- Be fair, considerate, and honest in all dealing with others, and be a positive role model.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies.
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age.
- Contribute to the provision of a safe environment for the conduct of all activities within surf lifesaving.
- Abide by the relevant Role-Specific Codes of Conduct.

1.3.2 Policies & Procedures

SLSA provides Policies and Guidelines that all states must comply with. SLSNSW provides a comprehensive library of Standard Operating Procedures (“SOPs”), that all NSW clubs, including CHSLSC must comply with. More details are provided in Chapter 7 below.

1.4 Members Support

Australian WHS legislation requires organisations such as SLSA and its entities to offer a duty of care to ensure, so much as is reasonably practicable, the health and safety of people who carry out activities in the workplace.

1.4.1 WHS Responsibilities

All SLS members have a shared duty of care under Australia's WHS legislation to ensure the health and safety of themselves and others within their surf lifesaving clubs, so much as is reasonably practicable.

1.4.2 Personal Protective Equipment (PPE)

PPE is provided by the club and must be used by Members, as appropriate, to further reduce risk during SLS operational activities. Some common examples of our PPE are:

- helmets, which are required to be worn by all rescue watercraft (RWC) operators and are optional and encouraged for IRB operators on lifesaving duties.
- lifejackets (also known as a personal flotation device or PFD), which must be used by all powercraft operators and crew.
- patrol uniforms, sunscreen and hats.
- single-use gloves and resuscitation masks.
- Seat belts in all mobile equipment and roll-over protection bars where fitted.

1.4.3 Personal Injury

Any incident that causes injury or had high potential of causing injury (i.e. a “near miss”) to a person (e.g. member of the public, a surf life saver, etc) must be entered in the patrol log and an Incident Report prepared. The Incident Report will normally be entered in the Operations App. If for some reason the Operations App fails, then the Incident Report shall be completed on the paper Incident Report log. The Patrol Captain or his/her delegate is to immediately inform either or both the Patrol Manager and/or the Director of Lifesaving. The Patrol Manager and/or the Director of Lifesaving will immediately ensure each are aware and will review the incident with appropriate patrol members, the club Occupational Health & Safety (“OHS”) Officer and other members as appropriate.

For injuries requiring transport to hospital or an ambulance being called, SurfCom must also be informed. Members are entitled to make a claim under workers compensation or equivalent insurance in the event of sustaining a personal injury while performing their duties. Members injured in the course of their duties must follow the SLSNSW’s [injury management and reporting processes](#) to make a claim (refer link). The club OH&S Officer oversees this process.

1.4.4 Mental Health

Good mental health (‘social and emotional wellbeing’) is important for Members’ wellbeing and resilience and helps effective performance as a lifesaver. The nature of lifesaving activities means that Members may be exposed to critical incidents. Critical incidents are traumatic events that may be sudden, overwhelming, threatening, drawn out or repeated. Critical incident stress (CIS) is a natural response to the emotional and physical impact of exposure to a critical incident.

The Branch Duty Officer (or equivalent) should lead every Critical Incident Debrief as part of the incident Recovery Phase. If a Duty Officer is not available, an appropriate Branch Officer should be tasked to deliver the Debrief. The Debrief should take place as soon as possible after the incident has finished, at a location which does not require much travel e.g. the Surf Life Saving Club.

If a Member experiences persistent signs and symptoms of work-related or critical incident stress, including numbness, fear, anxiety, guilt, sadness, anger and regret, then talk to our Club Trauma Officer where confidential counselling can be arranged. This is similar to an employee assistance program (‘EAP’) that many workplaces use.

1.4.5 Bullying, Harassment and Discrimination

CHSLSC is dedicated to providing a safe and nurturing environment for all participating in surf lifesaving activities and is committed to being an inclusive organisation, open to all who wish to participate regardless of age, gender, disability, cultural and linguistic background or sexual orientation. If a member is experiencing bullying, harassment, or discrimination, they are encouraged to have a confidential discussion with our Member Protection Information Officer.

For further information, please refer to SLSA’s [Member Protection Policy](#).

1.4.6 Safeguarding Children and Young People

Surf Life Saving is committed to the safeguarding of children and young people (CYP) who are often more susceptible to abuse and harm.

Members have a responsibility to report breaches of the SLSA codes of conduct and any child safety concerns via the online Child Protection Report Form or Complaint and Grievance Form. Reports can remain anonymous, are confidential and may result in disciplinary or criminal action. Alternatively, concerns can be discussed with our Member Protection Information Officer.

For further information, please refer to SLSA's [Child Safe Policy](#).

1.4.7 Members Refreshments

Each patrol captain is issued a debit card to the value of \$800 to purchase refreshments for patrol team Members throughout the season. The debit card may be used at either Zinc café or the club bar and bistro. Members are reminded to change out of patrol uniforms and wear footwear before entering the bar/bistro.

1.4.8 Formal Complaints Process

If a complaint or grievance can't be resolved to the satisfaction of a Member, the Member may implement a formal complaints or grievance process with SLSA as outlined in SLSA's [Complaints Resolution Policy](#).

1.5 Surf Life Saving Committee Contacts

Following are the contacts for the CHSLSC Surf Life Saving Standing Committee. Committee meetings are open to all Members to attend (but not vote), who are encouraged to participate and raise issues and ideas in this open forum. Unless advised otherwise, Committee meetings are held on the 4th Wednesday of each month in the training room, normally starting at 6.00pm NSW time.

Position	Name	Contact
Director Surf Life Saving (Club Captain)	Leya Nipperess	0427169913 dir.lifesaving@cudgenslsc.org.au
Vice-Captain	Susan Young	0409740627 vicecaptain@cudgenslsc.org.au
Patrols Manager	Greg Wood	0418887438 patrols@cudgenslsc.org.au
Committee Secretary <i>Assistant</i>	Michael Kenny <i>Vacant</i>	0409360944 lifesaving.secretary@cudgenslsc.org.au
Committee Treasurer <i>Assistant</i>	Jenny Waters <i>Vacant</i>	0405122019 CHSLSCtreasurer@cudgenslsc.org.au
Education Officer	Susan Eke	0411953193 education@cudgenslsc.org.au
Occupational Health & Safety (OH&S) Officer	Janthea Andersen	0433509659
Member Protection Information Officer	Jenny Kenny	0419344079 mpio@cudgenslsc.org.au
Youth Development Officer	Erin Kill	0421406819 youth@cudgenslsc.org.au
Trauma Officer	Rachael Robinson	0427567962
SLS Registrar	Lyndel Small	0417605091 Lyndel@cudgenslsc.org.au
First Aid Officer <i>Assistant</i>	Rachael Robinson <i>Vacant</i>	0427567962
IRB Powercraft Captain <i>Assistant</i>	Sven Loemker <i>vacant</i>	0491103718 irb@cudgenslsc.org.au
UAV Coordinator	John McIntosh	0418798894
Radio Officer	Nick Forde	0414281752

Lead Gear Steward <i>Gear Stewards</i>	Barry Synot <i>Jason Pearson</i>	0414388359 0411674034 gearstewards@cudgenslsc.org.au
Emergency Services Officer	Matt Bell	0409776661 eso@cudgenslsc.org.au
Publicity Officer	Shiana (Chevy) Lewis	0474820557 Publicity@cudgenslsc.org.au
Honorary Medical Officers	Doug Warne Grant Rogers	0412991966 0477324041
Fundraising Officer	Vacant	
Merchandise Officer	Vacant	
Car Competition Officer	Vacant	
Club Historian	Kim Holdom	0403737874
Sub Committees		
Life Membership Committee	Kim Holdom Keith Kennedy Jan Gielis Susan Eke	0403737874 0266722296 0411395986 0411953193
Education Team	Sue Eke Matt Bell David Rope Michael Kenny David Field Greg Wood Erin Kill	0411953193 0409776661 0433355563 0409360944 0421696240 0418887438 0421406819 education@cudgenslsc.org.au
Car Competition Committee	Vacant	
Merchandise Committee	Vacant	
Gym Committee	Vacant	
Building Committee	Matt Bell Adam Mills Greg Wood	0409776661 0417468840 0418887438

1.6 Patrol Teams Roster

This season, CHSLSC has 13 patrol teams rostered to provide lifesaving coverage across the season. Patrols run for 32 weeks commencing on Saturday 23 September 2023 and concluding on Sunday 28 April 2024 for a total of 529 hours of patrol over 144 half day patrols.

Patrol Team	Patrol Captain/s	Mobile	Roster		
Barracudas	capt	Susan Eke	0411953193		
	vice	Warren Boyd	0466013405		
		Sven Loemker	0491103718		
		Rachael Robinson	0427567962		
		Lachlan Field	0432365935		
		Patrol Date	Start Time	Finish Time	No. of Hours
		Saturday, 23 Sep 2023	13:00	16:00	3.0
		Sunday, 8 Oct 2023	9:00	13:00	4.0
		Sunday, 5 Nov 2023	9:00	13:00	4.0
		Saturday, 2 Dec 2023	13:00	16:00	3.0
		Monday, 25 Dec 2023	9:00	13:00	4.0
		Saturday, 6 Jan 2024	13:00	17:00	4.0
		Sunday, 28 Jan 2024	9:00	13:00	4.0
		Sunday, 11 Feb 2024	13:00	17:00	4.0
Sunday, 3 Mar 2024	9:00	13:00	4.0		
Saturday, 23 Mar 2024	13:00	17:00	4.0		
Sunday, 14 Apr 2024	9:00	13:00	4.0		
Total >>			42.0		
Crabs	capt	Nick Forde	0414281752		
	vice	Greg Wood	0418887438		
		Leya Nipperess	0427169913		
		Patrol Date	Start Time	Finish Time	No. of Hours
		Saturday, 23 Sep 2023	9:00	13:00	4.0
		Sunday, 15 Oct 2023	9:00	13:00	4.0
		Sunday, 5 Nov 2023	13:00	16:00	3.0
		Saturday, 25 Nov 2023	13:00	16:00	3.0
		Monday, 25 Dec 2023	13:00	17:00	4.0
		Sunday, 7 Jan 2024	9:00	13:00	4.0
		Sunday, 28 Jan 2024	13:00	17:00	4.0
		Sunday, 11 Feb 2024	9:00	13:00	4.0
		Sunday, 25 Feb 2024	13:00	17:00	4.0
		Sunday 17 Mar 2024	9:00	13:00	4.0
Saturday 13 Apr 2024	13:00	16:00	3.0		
Thursday 25 Apr 2024	13:00	16:00	3.0		
Total >>			44.0		
Dolphins	capt	Gavin Smith	0419866276		
	vice	Paul Burdekin	0407066211		
		Patrol Date	Start Time	Finish Time	No. of Hours
		Sunday, 24 Sep 2023	9:00	17:00	8.0
		Sunday, 26 Nov 2023	9:00	16:00	7.0
		Sunday, 17 Dec 2023	9:00	17:00	8.0
		Friday, 26 Jan 2024	9:00	13:00	4.0
Saturday, 9 Mar 2024	10:00	17:00	7.0		
Saturday, 6 Apr 2024	9:00	16:00	7.0		
Total >>			41.0		

Ducks	capt vice Adam Poole Mark Haynes	Andrew Mills	0409145699				
			0414354603	Patrol Date	Start Time	Finish Time	No. of Hours
			0412069185	Saturday, 30 Sep 2023	9:00	13:00	4.0
				Sunday, 15 Oct 2023	13:00	16:00	3.0
				Sunday, 12 Nov 2023	9:00	13:00	4.0
				Saturday, 2 Dec 2023	10:00	13:00	3.0
				Sunday, 24 Dec 2023	13:00	17:00	4.0
				Saturday, 13 Jan 2024	9:00	13:00	4.0
				Saturday, 27 Jan 2024	13:00	17:00	4.0
				Saturday, 17 Feb 2024	10:00	13:00	3.0
				Sunday, 3 Mar 2024	13:00	17:00	4.0
				Monday, 1 Apr 2024	9:00	13:00	4.0
				Sunday, 14 Apr 2024	13:00	16:00	3.0
				Total >>			40.0
Flying Fish	capt vice Ty McCartney	Cody Bell	0477063601				
			0433770459	Patrol Date	Start Time	Finish Time	No. of Hours
				Monday, 2 Oct 2023	9:00	17:00	8.0
				Saturday, 4 Nov 2023	10:00	16:00	6.0
				Saturday, 23 Dec 2023	9:00	17:00	8.0
				Sunday, 21 Jan 2024	9:00	17:00	8.0
				Saturday, 2 Mar 2024	10:00	17:00	7.0
				Sunday, 7 Apr 2024	9:00	16:00	7.0
	Total >>			44.0			
Hammer heads	capt vice Peter Quinlan	Michael Kenny	0409360944				
			0427708012	Patrol Date	Start Time	Finish Time	No. of Hours
				Saturday, 30 Sep 2023	13:00	16:00	3.0
				Sunday, 22 Oct 2023	9:00	13:00	4.0
				Sunday, 12 Nov 2023	13:00	16:00	3.0
				Sunday, 3 Dec 2023	9:00	13:00	4.0
				Sunday, 24 Dec 2023	9:00	13:00	4.0
				Sunday, 7 Jan 2024	13:00	17:00	4.0
				Saturday, 27 Jan 2024	9:00	13:00	4.0
				Saturday, 17 Feb 2024	13:00	17:00	4.0
				Sunday, 10 Mar 2024	9:00	13:00	4.0
				Sunday, 24 Mar 2024	13:00	17:00	4.0
	Saturday 13 Apr 2024	9:00	13:00	4.0			
	Total >>			42.0			
Manta Rays	capt vice Greg Pile Ben James Katherine Lambros	Hayley Smith	0434242661				
			0474654199	Patrol Date	Start Time	Finish Time	No. of Hours
			0413070831	Saturday, 21 Oct 2023	10:00	16:00	6.0
			0423971213	Saturday, 11 Nov 2023	10:00	16:00	6.0
				Tuesday, 26 Dec 2023	9:00	17:00	8.0
				Saturday, 10 Feb 2024	10:00	17:00	7.0
				Saturday, 30 Mar 2024	9:00	17:00	8.0
	Saturday, 27 Apr 2024	9:00	16:00	7.0			
	Total >>			42.0			

Mermaids	capt	Alex Torrance	0408986988		Start Time	Finish Time	No. of Hours
				Patrol Date			
	capt	Susan Young	0409740627	Sunday, 1 Oct 2023	9:00	13:00	4.0
				Sunday, 22 Oct 2023	13:00	16:00	3.0
				Saturday, 18 Nov 2023	10:00	13:00	3.0
	vice	Paul Ransom	0403739663	Sunday, 3 Dec 2023	13:00	16:00	3.0
				Saturday, 30 Dec 2023	9:00	13:00	4.0
				Saturday, 13 Jan 2024	13:00	17:00	4.0
				Friday, 26 Jan 2024	13:00	17:00	4.0
				Sunday, 18 Feb 2024	9:00	13:00	4.0
				Sunday, 10 Mar 2024	13:00	17:00	4.0
				Sunday, 24 Mar 2024	9:00	13:00	4.0
				Saturday, 20 Apr 2024	13:00	16:00	3.0
				Total >>			40.0
Mullets	capt	Simon Tate	0437317254		Start Time	Finish Time	No. of Hours
				Patrol Date			
	vice	Erin Kill	0421406819	Sunday, 1 Oct 2023	13:00	17:00	4.0
				Saturday, 28 Oct 2023	10:00	13:00	3.0
				Sunday, 19 Nov 2023	13:00	16:00	3.0
				Saturday, 16 Dec 2023	9:00	13:00	4.0
				Saturday, 30 Dec 2023	13:00	17:00	4.0
				Sunday, 14 Jan 2024	9:00	13:00	4.0
				Sunday, 4 Feb 2024	9:00	13:00	4.0
				Sunday, 18 Feb 2024	13:00	17:00	4.0
				Saturday, 23 Mar 2024	10:00	13:00	3.0
				Thursday, 25 Apr 2024	9:00	13:00	4.0
				Total >>			37.0
Old Salts	capt	David Rope	0433355563		Start Time	Finish Time	No. of Hours
				Patrol Date			
	vice	Dennis Eyre	0491101439	Saturday, 14 Oct 2023	10:00	16:00	6.0
		Gary Raso	0421728677	Saturday, 9 Dec 2023	10:00	16:00	6.0
		Rob Slade	0407297662	Sunday, 31 Dec 2023	9:00	17:00	8.0
		Iain Thomas	0438596290	Friday, 29 Mar 2024	9:00	17:00	8.0
				Sunday, 21 Apr 2024	9:00	16:00	7.0
			Total >>			35.0	
Prawns	capt	Tim Regan	0437445045		Start Time	Finish Time	No. of Hours
				Patrol Date			
	vice	Jason Pearson	0411674034	Saturday, 7 Oct 2023	9:00	13:00	4.0
				Saturday, 28 Oct 2023	13:00	16:00	3.0
				Sunday, 19 Nov 2023	9:00	13:00	4.0
				Sunday, 10 Dec 2023	13:00	16:00	3.0
				Monday, 1 Jan 2024	13:00	17:00	4.0
				Saturday, 20 Jan 2024	9:00	13:00	4.0
				Saturday, 3 Feb 2024	13:00	17:00	4.0
				Sunday, 25 Feb 2024	9:00	13:00	4.0
				Saturday, 16 Mar 2024	13:00	17:00	4.0
			Sunday, 31 Mar 2024	9:00	13:00	4.0	

			Sunday, 28 Apr 2024	13:00	16:00	3.0	
			Total >>			41.0	
Sea Gulls	capt	Doug Fewtrell	0403402553				
	vice	Jenny Curnow	0408742588				
		Chris van der Waal	0419641078				
		Brett Tetlow	0431311371				
				Patrol Date	Start Time	Finish Time	No. of Hours
				Saturday, 7 Oct 2023	13:00	16:00	3.0
				Sunday, 29 Oct 2023	9:00	13:00	4.0
				Saturday, 18 Nov 2023	13:00	16:00	3.0
				Sunday, 10 Dec 2023	9:00	13:00	4.0
				Monday, 1 Jan 2024	9:00	13:00	4.0
				Sunday, 14 Jan 2024	13:00	17:00	4.0
				Saturday, 3 Feb 2024	10:00	13:00	3.0
				Saturday, 24 Feb 2024	13:00	17:00	4.0
				Saturday, 16 Mar 2024	10:00	13:00	3.0
			Sunday, 31 Mar 2024	13:00	17:00	4.0	
			Sunday 28 Apr 2024	9:00	13:00	4.0	
			Total >>			40.0	
Whales	capt	Janthea Andersen	0433509659				
	vice	Grant Rogers	0477324041				
				Patrol Date	Start Time	Finish Time	No. of Hours
				Sunday, 8 Oct 2023	13:00	17:00	4.0
				Sunday, 29 Oct 2023	13:00	16:00	3.0
				Saturday, 25 Nov 2023	10:00	13:00	3.0
				Saturday, 16 Dec 2023	13:00	17:00	4.0
				Saturday, 6 Jan 2024	9:00	13:00	4.0
				Saturday, 20 Jan 2024	13:00	17:00	4.0
				Sunday, 4 Feb 2024	13:00	17:00	4.0
				Saturday, 24 Feb 2024	10:00	13:00	3.0
				Sunday, 17 Mar 2024	13:00	17:00	4.0
				Monday, 1 Apr 2024	13:00	17:00	4.0
				Saturday, 20 Apr 2024	9:00	13:00	4.0
			Total >>			41.0	

1.7 Patrol Roster Calendar

Cudgen Headland SLSC - Patrol Roster Calendar - Season 2023-24											
Sep-23	Sat 23rd 9am to 4pm	Sun 24th 9am to 5pm	Sat 30th 9am to 4pm								
	am Crabs	Dolphins	Ducks								
pm	Barracudas	Dolphins	Hammerheads								
NSW School Holidays											
Oct-23	Sun 1st (Daylight Saving start) 9am to 5pm	Mon 2nd (Labour Day) 9am to 5pm	Sat 7th (Interbranch Selection-Cudgen) 9am to 4pm	Sun 8th 9am to 5pm	Sat 14th (Cooly Gold Short & Youth) 10am to 4pm	Sun 15th (Cooly Gold) 9am to 4pm	Sat 21st 10am to 4pm	Sun 22nd (FNC Canival-Cudgen) 9am to 4pm	Sat 28rd (Ocean 38 - Tallebudgera) 10am to 4pm	Sun 29th 9am to 4pm	
	am Mermaids	Flying Fish	Prawns	Barracudas	Old Salts	Crabs	Manta Rays	Hammerheads	Mulletts	Seagulls	
pm	Mulletts	Flying Fish	Seagulls	Whales	Old Salts	Ducks	Manta Rays	Mermaids	Prawns	Whales	
NSW School Holidays											
Nov-23	Sat 4th 10am to 4pm	Sun 5th (JAC Carnival-Yamba) 9am to 4pm	Sat 11th 10am to 4pm	Sun 12th (Senior Carnival-Lennox) 9am to 4pm	Sat 18th (Ocean 38 - Dicky B) 10am to 4pm	Sun 19th 9am to 4pm	Sat 25th (FNC Team Clinic-Cudgen) 10am to 4pm	Sun 26th (Kiny Tri) 9am to 4pm			
	am Flying Fish	Barracudas	Manta Rays	Ducks	Mermaids	Prawns	Whales	Dolphins			
pm	Flying Fish	Crabs	Manta Rays	Hammerheads	Seagulls	Mulletts	Crabs	Dolphins			
Dec-23	Sat 2nd (Interbranch-Fingal) 10am to 4pm	Sun 3rd (Interbranch-Fingal) 9am to 4pm	Sat 9th (FNC Branch Titles-Byron) 10am to 4pm	Sun 10th (FNC Branch Titles-Byron) 9am to 4pm	Sat 16th 9am to 5pm	Sun 17th 9am to 5pm	Sat 23rd 9am to 5pm	Sun 24th 9am to 5pm	Mon 25th (Xmas Day) 9am to 5pm	Tues 26th (Boxing Day) 9am to 5pm	Sat 30th 9am to 5pm
	am Ducks	Hammerheads	Old Salts	Seagulls	Mulletts	Dolphins	Flying Fish	Hammerheads	Barracudas	Manta Rays	Mermaids
pm	Barracudas	Mermaids	Old Salts	Prawns	Whales	Dolphins	Flying Fish	Ducks	Crabs	Manta Rays	Mulletts
NSW School Holidays											
Jan-24	Mon 1st (New Year) 9am to 5pm	Sat 6th (Ocean 38 - Tugun) 9am to 5pm	Sun 7th 9am to 5pm	Sat 13th (JAC Carnival - Cudgen) 9am to 5pm	Sun 14th 9am to 5pm	Sat 20th 9am to 5pm	Sun 21st 9am to 5pm	Fri 26th (Australia Day & Country Titles) 9am to 5pm	Sat 27th (Country Titles-WBP) 9am to 5pm	Sun 28th (Country Titles-WBP) 9am to 5pm	
	am Seagulls	Whales	Crabs	Ducks	Mulletts	Prawns	Flying Fish	Dolphins	Hammerheads	Barracudas	
pm	Prawns	Barracudas	Hammerheads	Mermaids	Seagulls	Whales	Flying Fish	Mermaids	Ducks	Crabs	
NSW School Holidays											
Feb-24	Sat 3rd 10am to 5pm	Sun 4th 9am to 5pm	Sat 10th 10am to 5pm	Sun 11th 9am to 5pm	Sat 17th (Cudgen Classic-Cudgen) 10am to 5pm	Sun 18th 9am to 5pm	Sat 24th 10am to 5pm	Sun 25th 9am to 5pm			
	am Seagulls	Mulletts	Manta Rays	Crabs	Ducks	Mermaids	Whales	Prawns			
pm	Prawns	Whales	Manta Rays	Barracudas	Hammerheads	Mulletts	Seagulls	Crabs			
Mar-24	Sat 2nd 10am to 5pm	Sun 3rd 9am to 5pm	Sat 9th (Junior State Titles-Queenscliffe) 10am to 5pm	Sun 10th (Junior State Titles-Queenscliffe) 9am to 5pm	Sat 16th (Senior State Titles-Queenscliffe) 10am to 5pm	Sun 17th (Senior State Titles-Queenscliffe) 9am to 5pm	Sat 23rd 10am to 5pm	Sun 24th (Kiny Tri) 9am to 5pm	Fri 29th (Easter) 9am to 5pm	Sat 30th (Easter) 9am to 5pm	Sun 31st (Easter) 9am to 5pm
	am Flying Fish	Barracudas	Dolphins	Hammerheads	Seagulls	Crabs	Mulletts	Mermaids	Old Salts	Manta Rays	Prawns
pm	Flying Fish	Ducks	Dolphins	Mermaids	Prawns	Whales	Barracudas	Hammerheads	Old Salts	Manta Rays	Seagulls
Apr-24	Mon 1st (Easter) 9am to 5pm	Sat 6th 9am to 4pm	Sun 7th (Daylight Saving End) 9am to 4pm	Sat 13th (Aussi Youth-Sunshine Coast) 9am to 4pm	Sun 14th (Aussi Youth-Sunshine Coast) 9am to 4pm	Sat 20th (Aussi Open-Sunshine Coast) 9am to 4pm	Sun 21st (Aussi Open-Sunshine Coast) 9am to 4pm	Thu 25th (ANZAC Day) 9am to 4pm	Sat 27th 9am to 4pm	Sun 28th 9am to 4pm	
	am Ducks	Dolphins	Flying Fish	Hammerheads	Barracudas	Whales	Old Salts	Mulletts	Manta Rays	Seagulls	
pm	Whales	Dolphins	Flying Fish	Crabs	Ducks	Mermaids	Old Salts	Crabs	Manta Rays	Prawns	
NSW School Holidays											

1.8 Active Reserve Members

Active reserve members are members who are not allocated to a patrol. In most cases they are life or long service members with substantial experience who are willing to fill in when needed. Following are CHSLSC's Active Reserve members this season with an indication of some of the key awards they currently hold.

Member	Membership	BM	ARTC	IRBC	IRBD	Patrol Capt	FAC	UAV	Mobile
Ben Allsopp	Active Reserve	X		X	X				0415787961
Matthew Bell	Life Member	X	X	X	X	X	X	X	0409776661
Mark Buckman	Life Member	X				X			0418665832
Jo Colja	Life Member	X	X			X	X		0407760986
Warren Copping	Long Service	X							0432396476
David Field	Life Member	X	X	X	X	X	X	X	0421696240
Janice Gielis	Life Member	X	X						0411395986
John Harbison	Long Service	X	X	X	X	X			0403427131
Robert Harries	Long Service	X							0407286281
Carsten Loemker	Long Service	X					X		0416126707
Adam Mills	Life Member	X	X	X	X		X		0417468840
Brook Mison	Long Service	X	X			X	X		0432397364
Kylie Mison	Long Service	X	X			X	X		0431837236
John Wilkie	Active Reserve	X							0411394277

1.9 Club Emergency Response Team

Our Club has an 'Emergency Response Team' (ERT), who respond to incidents within the 'Emergency Response Area' as outlined in the Lifesaving Service Agreement and SOPs "PSS 9 Surf Emergency Response System". Members of the ERT are appointed each season by the club Director of Lifesaving and the Emergency Services Officer ("ESO") and the list is maintained in SurfGuard. The ERT is coordinated by the ESO and is linked via the emergency SMS service to SurfCom, Police and Ambulance.

To maximise emergency response effectiveness and personnel safety we maintain the following equipment/logistical preparedness:

- 2 x rescue tubes (with fins)
- 2 x rescue boards
- IRB (with trailer and full fuel bladder in an accessible location)
- SSV
- 1 x Automated External Defibrillator ("AED")
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x aquatic rescue kit (trauma)
- 1 x spinal board
- 2 x handheld radios with waterproof bags
- Loud Hailer
- Personal telephone numbers contactable 24 hours with contacts (updated in SurfGuard).

It is suggested that call out team members should have the following gear and equipment available with them so they can respond quickly from any location to a callout:

- Dry Bag (to take items in IRB) + Separate bag for dry clothing etc upon return (Car keys, towel, warm clothes).
- Non-perishable snacks (for prolonged searches etc)
- Wetsuit, Booties, Gloves other PPE.
- Spare 'Surf Rescue' uniform for land searches including enclosed shoes & socks.
- Water bottle to fill prior to departure.
- Access / keys to IRB, First Aid and any other Gear Equipment rooms.
- Mobile phone with waterproof pouch (backup for communications etc)

2 Communications

Details of Communications requirements are outlined in the SOPs “PSS 2 Information Management, PSS 6 Radio Communications & PSS 11 Surfcom”.

2.1 Clubhouse

Address: 61 Marine Parade, Kingscliff NSW 2487; PO Box 1386 Kingscliff NSW 2487

Phone: **026674 1573**

Web: <http://www.cudgenslsc.org.au/>

General emails:

- admin@cudgenslsc.org.au
- membership@cudgenslsc.org.au

WIFI Name (inside clubhouse): CH-SurfClub Password: 41surfteam76

WIFI Name (outside clubhouse): CH-SurfClub-Ext Password: 41surfteam76

2.2 Radio Procedures

Always perform a radio check both locally and with Surfcom before patrolling and ensure both channels 2 & 3 are being monitored. Handsets should be locked to prevent accidental changing of channel.

At the end of patrol, all radios must be switched off and placed in the charger cradle. Ensure the charger light is solid and not flashing. Any issues with radios are to be reported to the patrol captain, the radio officer and entered in the Issues section of the Patrol App.

Members must gain permission prior to borrowing a club radio. If the period of borrowing is less than a week, the Radio Officer can provide approval. If a week or greater, then the Director of Lifesaving must provide approval.

2.2.1 Radio Channels

Our Handsets	
Channel 1: Emergency, incident or Helicopter channel	Line of sight only Incident communications channel between Duty Officers and all assets on the scene.
Channel 2: Patrol (chat) channel	Line of sight only Internal patrol communications between beach assets including SSVs, IRBs and UAV When driving along the beach towards Fingal or along Cudgen Creek, communications often don't work on this channel and it is necessary to swap to channel 3
Channel 3: Primary Cudgen Repeater Channel	Used for communications with SurfCom and other SLS assets and clubs Communications on this channel must be kept to a minimum and always professional
Channel 4: Scanning channel	Receives and broadcasts all traffic on channels 1, 2 & 3 within range. If response is within 5 seconds, radio will transmit on receiving channel, otherwise it defaults to channel 2.
Channel 5: Point Danger/DBah Repeater (we don't normally use)	Only use if Cudgen Repeater is down
Channels 58 & 66	Training Channels

2.2.2 Radio Check

Radio checks are the quickest way of checking that your radio equipment is functioning correctly.

Radio Check Readability Scale	
Loud and clear	Can receive and understand transmissions
Unreadable	Can receive but can't understand transmissions
Nothing heard	No transmission received

2.2.3 Radio Prowords

Prowords are a single word or phrase with a common meaning and provide a quick and simple way to keep transmissions short. Prowords should be used where possible.

Proword	Functional Meaning
Over	I've finished my message and am handing over to you for a reply
Go ahead	Go ahead with your message
Stand by	Stand by for more information while I do something. Other stations may transmit.
Break	Wait for my reply while I break to call another station.
Roger	I understand.
Wilco	I understand and will go do what you have asked me to do.
Say again	Please say your message again.
Correction	The correct information will follow after I say 'correction'. An error has been made.
Affirmative	'Yes' or 'Permission granted'.
Negative	'No' or 'Permission denied'.
Out	I am getting out of this conversation. End of conversation, network is clear and free for use.

2.2.4 Incidents and Emergencies

Where the patrol requires urgent assistance for a life-threatening incident or any incident outside the patrol capabilities (e.g. mass rescue), the procedure to clear the channel is to call "Rescue, Rescue, Rescue", e.g. *Rescue, Rescue, Rescue (pause), Surfcom, Surfcom this is Cudgen Headland. Over.*

For any incident, we use the 4P's to pass on accurate information, i.e.

- Position – what is the location of the incident (e.g. 300m north of the patrol area)
- Problem – what is the problem (e.g. unresponsive victim) and what assistance do you need (e.g. ambulance)
- People – how many people and any identifiable features (e.g. age, gender, clothing)
- Progress – what is happening now to progress the scene (e.g. commencing CPR)

2.2.5 Radio Codes

Radio Codes maybe used to shorten transmissions and keep information relatively secure from the public.

Code	Meaning	Further Explanation
Priority 1	Urgent task	Specific tasking that requires immediate attendance – usually involves life-threatening situation/rescue or serious injuries or several patients.
Priority 2	Non-Urgent task	Specific tasking that requires lifesaver/lifeguard to provide emergency care or to undertake rescue operations but not considered life-threatening.
Priority 3	Routine task	Specific task but is not considered urgent. May include administrative, logistics requests.
Rescue Rescue Rescue	Prefix for emergency transmissions to indicate urgency + call-sign	Should prefix every initial 'Priority 1' emergency call to notify/request support.
Break Break	Grouping transmissions together (should always leave a gap after 2 different transmissions)	'Break break' can be used to group different transmissions together. <i>e.g. "Cudgen patrol from SurfCom, all copied thank you. Break break, Salt patrol this is SurfCom requesting your patrol sign-on, over"</i>
No Duff	A real incident underway during a training exercise	The term 'NO DUFF' is used when a real incident is occurring during a training exercise or simulated event. Every transmission after "No Duff" is treated as legit. <i>e.g. "No Duff No Duff No Duff, Rescue Rescue Rescue, SurfCom SurfCom this is Cudgen Patrol"</i>

2.3 Local Surf Life Saving & Emergency Services Contacts

SurfCom			
State Operations Centre (covers all NSW branches)	7 days per week 18/9/23 onwards: 0700 to 1800 27/11/23 onwards: 0700 to 1900 26/2/24 onwards: 0700 to 1800 4/4/24 onwards: 0700 to 1700 General: 02 9471 8092 (only call if requested to) Emergency: 02 9471 8091 (only call if requested to) soc@surflifesaving.com.au		Emergency services such as Police, Ambulance, Fire, Helicopters, Roads and Maritime Services, Marine Rescue, National Parks and Wildlife Services and the NSW Department of Fisheries should be requested via SurfCom, followed up with a call to Triple zero if required.
Surrounding Surf Life Saving Assets			
Service	Name	Phone	Location
Branch Emergency Services Officer <ul style="list-style-type: none"> FNC 10 		0432 217 500	FNC emergency@surflifesavingfnc.com
Tweed Duty Officers: <ul style="list-style-type: none"> Tweed 11 Tweed 12 Tweed 13 Tweed 14 	CJ Samuels David Rope Andrew Mills Matt Bell	0410 221768	Tweed Region
Club/SLS Assets	Distance	Response Time (Water)	Response Time (Land)
Fingal Rovers SLSC: Club Captain Julie Blake 0488517144	9km	40 minutes	15 minutes
Salt SLSC: Club Captain Michael Cross 0457790998	3km	15 minutes	10 minutes
Cabarita SLSC: Club Captain Brett Fischer 0418885196	10km	35 minutes	20 minutes
Brunswick SLSC: Club Captain Leigh Robbins 0432174598	45km	-	40 minutes
FNC Support Operations – Cudgen Creek. RWC Area captain Gary Raso.	1km	10 min	5 min
Other Stakeholders			
Emergency services (Ambulance, Police & Fire)	000	Assure Programs (Counselling)	1800 808 374
SES	132 500	Tweed Heads Police Station	07 5506 9499

SES Tweed/Richmond	138 737	Marine Rescue Point Danger	07 5536 9333
Tweed Hospital	07 5506 7000	John Flynn Private Hospital	07 5598 9000
National Parks Wildlife Service	13 000 PARKS	FAWNA Wildlife Rescue	02 6581 4141
WIRES	1300 094 737	ORRCA	02 9415 3333
Tweed Council	02 6670 2400	Tweed Shire Council Pound	02 6676 6060
Council Customer Service	02 6670 2400	Council After Hours Emergencies	1800 818 326
NRMA	131 111	NSW Poisons Info	131 126
SLS Media Phone	0405 203 764		

2.4 Media

Only the Branch Emergency Services Officer, Branch Director of Lifesaving or Branch President can make statements regarding a major Lifesaving Incidents within Far North Coast Branch. For any 'critical incident' the SLNSW Media Manager shall be notified as soon as practical.

Media responsibilities are listed below:

SLNSW Media Manager

- Deaths / Drowning's / member Injuries / accidents issues / state / national safety and funding issues

Branch President / Branch Director of Lifesaving / Emergency Services Officer

- Branch issues / Stats / programs / Initiatives
- Major Rescues / Incidents
- Local Council Issues / SLS Issues

Club President / Club Director of Lifesaving / Club Captains

- Club Stats / Safety Issues / events / programs

Club Patrol Captains

- Beach Conditions / Activity / General Information

For any incident that involves Surfcom, the Patrol Manager and/or the Director of Lifesaving must be informed immediately. In addition, it is the Patrol Captain's responsibility to ensure an Incident Report is completed.

2.5 Members Portal

SLNSW provides a [Members Area](#) (refer link) on their web site, which provides a large range of resources to Members, e.g. Annual fees, Patrol roster and swaps, Awards, Document Library, Training courses (go to Memberships > Courses > Login to eLearning> Training Library or My Training), etc.

To login to this area, you'll require the following information:

- Username
- Password

2.6 Cudgen Members Facebook

We have the [CHSLSC Facebook page](#) (refer link) to allow members to communicate with each other. This closed group currently has over 800 members and is an important communication link.

2.7 Patrol Captains' Messenger Group

This is an effective platform to provide timely and relevant information to Patrol Captains & Vice-Captains.

2.8 IRB Drivers & Crew Messenger Group

This is an effective platform to provide timely and relevant information to the club's IRB ("Inflatable Rescue Boat") community.

2.9 SLSA IT Helpdesk

As Surf Life Saving moves towards an online and digital world, we recognise that some of our Members require more support than others. Please refer to the [SLSA IT Helpdesk](#) website (refer link) for more information and assistance as well as the frequently asked questions by our Members.

3 Our Beach

3.1 Our Patrol Area



Primary Patrolling Area

- Dark blue area in the above photo immediately in front of the surf club approximately 400m wide
- ‘Beach segment’: sandbar, and adjacent inshore holes and rip currents
- Highest level of service provision; constant supervision;
- Use of red and yellow flags;
- Proactive engagement with beach and water users, and focus on preventative actions e.g. reduce the likelihood and severity of incidents;
- Identify persons in difficulty and respond immediately using a rescue tube or rescue board; response using an inflatable rescue boat (IRB) or rescue watercraft as required.

Secondary Patrolling Areas

- Additional ‘segments’ approximately 300-400m either side of the ‘Primary Patrolling Area’ shown as light blue in the above photo. This includes south from the Primary Patrol Area to the northern side of the creek rock wall, and north from the Primary Patrol Area to the northern end of the caravan park (i.e. southern end of the Bowls club).
- These ‘segments’ may include beach, rock shelf, headlands etc.;
- Moderate level of service provision; regular ‘surveillance’;
- Roving surveillance using a side-by-side vehicle (SSV), IRB, and/or rescue watercraft e.g. once every 30-60 minutes;
- Proactive engagement with beach and water users, and a focus on preventative actions during roving surveillance;
- Identification and response using SSV and rescue tube and/or rescue board, or an IRB or rescue watercraft.

Emergency Response Areas – Not Visually Represented (refer below)

- Lowest level of service; response to incidents outside Primary and Secondary Patrolling Areas;
- Areas north and south that the service can respond to immediately to potentially affect a successful rescue e.g. within 10 minutes via SSV, IRB and/or rescue watercraft;
- Response alongside other services is likely in these areas;
- Services could be tasked beyond these areas e.g. more than 10 minutes, but a positive outcome may be less likely.

3.2 Hazard/Risk Management Plan

Hazard/Risk	Location	Management Plan
Marine Life	Primary & secondary areas.	<ul style="list-style-type: none"> • Shark sweep in IRB at start of patrol, use staggered line for 15 mins with crew standing wearing polarised sunglasses • UAV sweep at start then 2-3 sweeps per hour • Constant surveillance of patrol area and surrounding areas throughout patrol <p>Equipment: IRB, UAV, SSV, radio, signage, loud hailer & aquatic rescue kit (trauma)</p> <p>Response: loud hailer, evacuation alarm, UAV speaker, close beach and treat injuries</p>
Rips, Currents & Holes Persons caught in rips (Particularly in unpatrolled areas of the beach)	Primary & secondary areas.	<ul style="list-style-type: none"> • Identify rips - position flags appropriately. • Lifesaver at water's edge (flag duty) whenever people swimming. • Position safety signage in front of rips/key access ways. • Constant surveillance of flagged area. • Constant surveillance of adjacent areas with binoculars. • Regular roving SSV & UAV patrols (Nth and Sth). • Preventative actions as required. <p>Equipment: SSV, UAV, Board, Tube, IRB, radio, signage</p> <p>Response: IRB, Board, Tube rescues as required</p>
Sandbars very shallow at Low Tide with gutters in-shore. Changing conditions can be hazardous to public. Changing sand bars, constant fast sweep through gutter and on sandbar	Primary & secondary areas.	<ul style="list-style-type: none"> • Surveillance and preventative actions • Lifesaver at water's edge • Regular roving SSV patrols (Nth and Sth). <p>Equipment: SSV, Board, Tube, IRB, radio, signage</p> <p>Response: IRB, Board, Tube rescues as required</p>
Heavy Shore Dump Spinal Injuries / Dislocations.	Primary & secondary areas. Wave energy and surf size generally	<ul style="list-style-type: none"> • Spinal board on beach and SSV. • Regularly drill spinal scenarios <p>Equipment: Spinal Board, SSV, radio</p>

	increases as you move north.	Response: Rescue and spinal injury treatment as required.
Blue Bottles/Stingers Injury to public (minor) Anaphylactic reaction to sting (serious).	Primary & secondary areas.	<ul style="list-style-type: none"> Erect warning signage if significant numbers of blue bottles seen in the surf zone. Equipment: hot/warm water & showers, ice, first aid kit, signage Response: <ul style="list-style-type: none"> Wash and remove tentacles Provide access to hot showers for any persons stung (for children ensure parents accompany them). Provide ice if warm water not effective. Assess history of allergic reactions to bee stings etc. Assess any patients significantly stung and/or stung around the chest, neck, face/head. (Monitor breathing and level of consciousness.) Request ambulance support from SurfCom for any breathing difficulties / lowered level of consciousness, treat as required.
Large Numbers of Public swimming outside patrolled areas	Various “hot spots” for groups swimming outside patrolled areas are: Murphys Rd North Caravan Park (patrolled Summer School Holidays Only) South Caravan Park Cudgen Creek North Wall Cudgen Creek	<ul style="list-style-type: none"> Erect signs outlining risks and recommending swimming at the patrolled area Surveillance and preventative actions Regular roving SSV patrols (Nth and Sth). Regular IRB and UAV patrols (Nth and Sth) When appropriate, set-up sub-patrols Equipment: SSV, Board, Tube, IRB, radio, signage Response: IRB, Board, Tube rescues as required
Blocked Emergency Access	Can’t drive on beach past Bowls Club at high tide Can’t access creek by IRB at low tide	<ul style="list-style-type: none"> Agree at start of patrol alternate routes to be taken.
Reef Boating Hazard at mouth of Cudgen Creek	Bombies - refer below photograph	<ul style="list-style-type: none"> Constant surveillance Regular IRB & UAV patrols Equipment: IRB, UAV, radio, binoculars Response: IRB & UAV



3.3 Southern Emergency Response Area

Area	Kingscliff Beach south towards the creek mouth around to Salt beach and into Cudgen Creek to the bridge.
Equipment	IRB SSV via road (comply with road rules) with rescue board, spinal board, rescue tube & fins, first aid kit, oxygen & AED, radios, binoculars & UAV.
Response	Establish command post on rock wall, launch rescue resources. Despatch SSV
Response Time (water - IRB)	10 minutes. *be aware of rock hazards on low tide.
Response Time (land - SSV)	15 minutes via Cudgen Creek Bridge.
Access (boat ramps, etc.)	Clubhouse ramp Cudgen Creek ramp.

3.4 Northern Emergency Response Area

Area	Kingscliff Beach north as Fingal headland and Duranbah.
Equipment	IRB SSV via road (comply with road rules) with rescue board, spinal board, rescue tube & fins, first aid kit, oxygen & AED, radios, binoculars & UAV.
Response	Despatch SSV Launch IRB.
Response Time (water - IRB)	10 minutes to 40 minutes to reach Fingal Head.
Response Time (land - SSV)	5 minutes to 20 minutes to reach Fingal Head.
Access (boat ramps, etc.)	Clubhouse ramp Police emergency beach access beside Bowls Club.

3.5 Emergency Beach Locators

Code	Description	Walk On / Drive On	Comments
FNL-06	Fingal Rovers Surf Club access track	Drive on	Emergency Vehicle Access track off corner Prince St and Marine Pde at Surf Lifesaving Club. Track 50m to beach.
FNL-07	Fingal Head	Limited Access	350m south along beach from FNL06.
FNL-08	Access from quarry south of Fingal Head	Drive on	Emergency Vehicle Access off Fingal Rd 2.5km from off ramp Pacific Hwy. Access track 300m through to old quarry carpark, beach access track further 100m.
FNL-09	0.8km south of Fingal Head	Walk on	290m east of Fingal Rd. 820m south of FNL08 along beach. Note: low lying waters exist directly between beach and road.
KIN-10	Murphy's Rd. 3.6km south of Fingal Head	Walk on	460m north from intersection of Wommin Bay Rd and Murphys Rd. Track 175m to beach.
KIN-11	Seaward of Terrace St. & Marine Pde Kingscliff access	Walk on	East of intersection of Terrace St and Marine Pde. Access through car park. Track 75m to beach
KIN-12	Seaward of Kingscliff Police station	Drive on	Emergency Vehicle Access 65m from Marine Pde through carpark, 25m track to beach.
KIN-13	Kingscliff Bowls Club Carpark	Walk on	75m south of Bowls Club.
KIN-14	Surf Club Kingscliff	Drive on	Southern side of Kingscliff Surf Club. Access through car park.
KIN-15	Cudgen Creek North Wall	Drive on	Access off Marine Pde, east of intersection with Moss St. 165m into Lions Park car park next to Coastguard tower. 40m to beach.
KIN-16	Cudgen Creek South Wall	Drive on	Emergency Vehicle Access. South of bridge across Cudgen Creek turn into park car park 970m off Sutherland St.
KIN-17	Adjacent Main Track	Walk on	South of bridge across Cudgen Creek turn into park car park 190m off Sutherland St. 65m track to beach.
KIN-18	Adjacent Dog Sign	Walk on	South of bridge across Cudgen Creek turn 125m south from bridge onto track continue southwards 310m.
KIN-19	North Boundary Salt	Walk on	260m north along beach from KIN20.
KIN-20	Salt Central Bells Blvd	Drive on	Emergency Vehicle Access. 500m along Bells Blvd from intersection with Casuarina Way. Entrance southside of Salt Surf Life Saving Club 110m track to beach.
KIN-21	South Boundary Salt	Walk on	350m along Windsong Way from intersection with Casuarina Way. 20m track south then 75m track east to beach.

4 Beach Management

Details of Beach Management requirements are outlined in the SOPs “PSS 3 Obligations & Standards, PSS 5 Gear & Equipment & PSS 7 Patrol Operations (General)”.

4.1 Minimum Patrol Requirements

4.1.1 Personnel

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

- 3 x bronze medallion
- 1 x Advanced Resuscitation Techniques
- 1 x IRB driver
- 1 x IRB crew
- 1 x relevant Patrol Captain’s award, i.e. Silver Medallion Beach Management gained prior to July 2022 or Silver Medallion Patrol Captain gained after July 2022.

These personnel must be available and rescue-ready on the beach inside the primary or secondary patrolling areas. Members can only be signed onto patrol if they’re present on the beach ready for service. Members are to wear full patrol uniforms as specified in the SOP’s.

The flagged area should be located in the safest area for swimming within the Primary Patrol Area and should be opened as wide as possible where conditions, activities and resources allow. Patrol flags and rescue equipment shall be positioned as close to the water’s edge as possible. The flags and rescue equipment must be moved with the rise and fall of the tide to keep them at the water’s edge.

Skills Maintenance must be completed by 31 December each year, otherwise the Member is no longer proficient. If a Member is not proficient in any discipline (e.g. Bronze, Advanced Resuscitation, IRB Driver, etc), they can’t patrol in that capacity. If a Member is not financial, they are no longer a Member and can’t patrol.

4.1.2 Equipment

The minimum equipment required for our patrols is as follows:

- Shade and tower, in our case this is our Patrol Arena plus we may add tents.
- Tractor to tow the Patrol Arena if required.
- IRB (with beach trailer), 2 approved Lifejackets, waterproof radio and rescue tube. The IRB is to be set up on the beach immediately outside one of the surf craft boundary flags.
- 2 x Power craft signs and orange cones set up around the IRB.
- At least one SSV (“Side by Side Vehicle”), preferably two. Each SSV with its own Radio, Rescue Board, Rescue Tube, Spinal Board, First Aid Kit, Oxy Resuscitation Kit and AED in addition to equipment listed in the Patrol Arena. First Aid Kit, Resuscitation Kit and AED shall be stowed in a waterproof pelican type case in the tray of the SSV.
- UAV with landing mat, signs and cones to designate the take-off/landing zone.
- Set of red and yellow feathered patrol flags set in the most appropriate location for safe swimming and constantly moved as close as practical to the water’s edge as the tide changes (no more than 15m from the water).
- Set of black and white quartered surfcraft boundary flags set either side of the red and yellow patrol flags to form a buffer for craft and moved with the red and yellow flags as the tide changes. The buffer zone is to be a minimum of 30m wide each side of the patrol area.
- 2 x rescue boards set up to be “rescue ready” beside the 2 red & yellow patrol flags.
- 2 x rescue tubes set up to be rescue ready beside the 2 red & yellow patrol flags.

- Patrol information board set up near the patrol area access way to provide important information to the public.
- Access to relevant mobile signs, displayed as appropriate, e.g. Bluebottles, Shark, Swimming not advised, Beach Closed, etc.
- The following equipment must be available in the Patrol Arena and ready for immediate use:
 - Patrol Tablet (log). The patrol may choose to use a personal smart device instead.
 - Access to SLSNSW SOPs and this Patrol Operations Manual.
 - Sun cream, alcohol wipes, disposable gloves and pocket masks.
 - Drinking water
 - Hot water for treatment of stings (when appropriate)
 - 3 x handheld radios (minimum)
 - 2 x rescue tubes (minimum) to be used for patrolling the water's edge and foot roving patrols
 - 2 sets of swim fins
 - 1 x AED
 - 1 x oxy resuscitation kit
 - 1 x first aid kit
 - 1 x aquatic trauma kit "grab bag"
 - 1 x snake treatment kit "grab bag"
 - 1 x spinal board
 - 1 x binoculars
 - 1 x loud hailer
 - 1 x Emergency Evacuation Alarm
 - Set of orange with blue diagonal stripe communication flags
 - 1 x Red and white quartered emergency evacuation flag
 - Rubbish bin

Other equipment may be brought on patrol as deemed appropriate by the Patrol Captain.

4.1.3 First Aid Kits

Please check the kits at the beginning of each patrol. Replacement items are available in first aid room. Please place out of date equipment in the appropriate box in the first aid room for use in training.

ITEM	MIN. NUMBER
PPE	
Disposable Nitrile Gloves	5 pairs each of small, medium, large & X-large
Disposable face masks	5
Disposable vomit (emesis) containers	2
Resuscitation mask with one way valve	1
Safety glasses	2 pairs
Hand sanitiser	1 x 200ml
Sharps disposable container	1
Contaminated waste disposal bags	1
Sunscreen SPF 50+	1 x 200ml
TAPE/BANDAGES	
Brown adhesive tape (strapping)	1 x 12.5mm roll & 1 x 25mm roll
Paper tape (Hypoallergenic)	1 x 25mm roll

Clear tape	1 x 25mm roll
Hypafix/Mend Aid Underwrap	1 x box (5cm x 10m)
Conforming/Crepe bandage	5 x 5cm & 5 x 7.5 cm
Pressure bandage	2 x 10 cm
Triangular bandage (min 90cm)	5
Safety pins	1 pack (contains 12)
DRESSINGS	
Band-Aids (Sterile adhesive dressings strips)	Pack of 50, replace when less than 25
Eye pads	5
Gauze squares	5 packs
Non adherent sterile dressing	5 x small (5cm x 5cm) 5 x medium (7.5cm x 10cm) 5 x large (10cm x 10cm)
Wound dressing No. 14	5
Wound dressing No. 15	5
WOUND CARE/CLEANING	
Sterile saline solution	5 x 15mls & 5 x 30mls
Instant ice packs	1
Antiseptic spray/liquid	1 x bottle
Antiseptic/Wound cleaning swabs/wipes (1% Cetrimide)	2
Alcohol swabs	10
Splinter forceps	2
Splinter probe disposable	10
MAJOR TRAUMA / BLEEDING CONTROL	
Torniquet	2
6" Olaes Trauma Dressing	1
Multi-trauma dressing 20x90cm	2
MISCELLANEOUS	
First aid instruction booklet	1
Note pad and pen/pencil	1
Permanent marker	1
Scissors	2
Zip lock bags	5 each of Small, Medium & Large
Emergency blanket for shock/hypothermia	2
Pulse Oximeter	1

Pen Torch	1
Whistle	1

4.1.4 Oxygen Resuscitation Kits

Please check the kits at the beginning of each patrol. Replacement items are available in first aid room. Please place out of date equipment in the appropriate box in the first aid room for use in training.

ITEM	MIN. NUMBER
Oxygen Cylinder "C" Size – ensure no damage/corrosion or sand	1
Cylinder spanner/wheel/lever – permanently attached	1
Oxygen cylinder gas content gauge – ensure >50% full when cylinder turned on and returns to empty when O2 emptied.	1
Oxygen therapy regulator – 3 settings 15L/min, 8L/min and Off	1
Disposable adult resuscitator bag with mask (sterile)	1
Disposable child resuscitator bag with mask (sterile)	1
Disposable adult oxygen therapy mask (sterile)	1
Disposable child oxygen therapy mask (sterile)	1
O2 tubing 5mm 2m length	2
O2 tubing connector	1
OP/Guedel Airway Kit	1 x Size 000 40mm 1 x Size 00 50mm 1 x Size 0 60mm 1 x Size 1 70mm 1 x Size 2 80mm 1 x Size 3 90mm 1 x Size 4 100 mm 1 x Size 5 110mm
Pulse Oximeter	1
Notebook and pen/pencil	1
Emergency blanket	1
Disposable Nitrile Gloves	2 pairs each of small, medium, large & X-large

4.1.5 Automated External Defibrillator (AED) Kits

Please check the kits at the beginning of each patrol. Replacement items are available in first aid room. Please place out of date equipment in the appropriate box in the first aid room for use in training.

ITEM	MIN. NUMBER
AED – turn on and ensure audible + check battery condition	1
AED Pads	1 set (2 pads)

Child key	1
Small towel/paper towels	1
Clothing shears	1
Disposable razor	1
Wax strips	1 x pack
Resuscitation mask with one way valve	1
Non-alcohol wipes	1 x pack
Weatherproof carry case	1
Disposable Nitrile Gloves	2 pairs each of small, medium, large & X-large

4.2 Patrol Types

4.2.1 Base Patrol (Kingscliff Beach in front of Clubhouse)

A Base Patrol covers the primary and secondary patrolling areas for a lifesaving service established at all times and dates as identified in the Lifesaving Service Agreement. Our Base Patrol must meet all minimums for personnel and equipment as stated above to be considered 'beach open'. The base patrol is to be located as close to our Clubhouse and the major beach access as practical and will be determined by the patrol captain.

Our Base Patrol may be supported by other Sub Patrols to effectively manage the beach operations.

4.2.2 Satellite Patrol

A Satellite Patrol is a sub patrol type with patrol flags and operates as an extension of the Base Patrol to provide surveillance at an area of high risk. A Satellite Patrol may operate almost independently of a Base Patrol due to similar minimum requirements. We do not normally use satellite patrols at Cudgen.

4.2.3 Outpost Patrol

An Outpost Patrol is established at other areas of coastline. This sub patrol type has no patrol flags and operates as an extension of the Base Patrol to provide surveillance at an area of high risk. We may use the Outpost patrol for the northern beach beside the Cudgen Creek rock wall, Cudgen Creek and/or in front of the Bowls Club as deemed appropriate. The minimum requirement is 2 proficient bronze holders with appropriate rescue equipment.

4.2.4 Beach Closed Patrol

A Beach Closed Patrol is Base Patrol with a closed swimming area. The swimming area may be closed for situations such as dangerous conditions or an emergency. A Beach Closed Patrol includes continued surveillance, all minimum personnel and all minimum equipment with the exception of patrol flags.

4.2.5 Inclement Weather Patrol

An Inclement Weather Patrol is a 'downgraded' Patrol, operated when services are exposed to extreme or poor weather conditions, irrespective of the surf conditions. The purpose of an Inclement Weather Patrol is to ensure the welfare of the patrolling members and may be temporary in nature.

4.2.6 Surveillance Patrol

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

Surveillance Patrol does not meet Lifesaving Agreement minimum requirements and needs to be rectified ASAP. Please contact the Patrol Manager for assistance.

4.3 Chain of Command

4.3.1 Patrol Captain

The Patrol Captain is in charge of their Beach's operations and will notify the Patrol Manager and Branch Duty Officer of any issues that need to be resolved, e.g. unable to fulfil Patrol Obligations (SurfCom will automatically contact the on-call Duty Officer). If necessary, major unresolved issue may be escalated to the Branch Director of Lifesaving.

Patrol Captains should always wait until tasked by SurfCom or a Duty Officer before responding to an incident outside their patrol area.

4.3.2 Duty Officer

The Duty Officer will assist the Patrol Captain to manage an incident and is not there to take over unless requested to do so by the Patrol Captain. Duty Officers can be recognised by their red shirts and they are not there to conduct patrol audits.

Following are some of the Duty Officer's responsibilities:

- Obtain a SITREP (Situation Report) from the Patrol Captain.
- Act as the Forward Commander for all Surf Life Saving assets at any emergency incident.
- Liaise with other Emergency Services.
- Manage all FNC Branch surf lifesaving requests from the 13SURF Emergency Response System, SurfCom and external agencies.
- Conduct Critical Incident Debriefs for all surf lifesaving assets involved in any emergency incident or when associated with serious injuries.
- Manage media at a major incident.
- Monitor Work Health and Safety of all surf lifesaving personal whilst undertaking activities.

4.4 Daily Patrol Procedures

Following are minimum requirements.

4.4.1 Start of patrol

- All members arrive at least 30 min prior to start of a morning patrol or 15 min prior to start of an afternoon patrol.
- Minimum standards will be assessed (numbers, qualifications, gear, etc)
- Carryout a risk assessment of the beach and ocean conditions using the SRR App as part of the Operations App. Take action to manage the risks to an acceptable level. Where the patrol is a full day patrol, a second risk assessment will be carried out at the start of the afternoon session.
- Open the patrol arena and ensure all wind braces are locked in place.
- Radios and electronic tablet log retrieved from chargers
- Fill hot water and ice water containers
- Check fuel levels of IRB, SSV, Tractor, etc. and fill accordingly
- Complete IRB log check
- Prepare UAV and UAV landing zone outside the flagged area and preferably in front of the IRB if practical.
- Equipment should be checked and positioned for patrol
- Flagged area established in most appropriate swimming location. The red and yellow patrol flags and the black and white craft flags are to be set within 15 m of the water's edge. Be cognisant of

surfboard riders and don't set the patrol in an area where there'll be constant conflict with board riders.

- Patrol log completed and updated throughout the patrol
- Patrol signed-on via App or SurfCom Radio
- Shark sweep with IRB and UAV
- 'Patrol Briefing' conducted by Patrol Captain, discussing;
 - Uniform standards
 - Member roles/responsibilities
 - Rotation schedule/positioning
 - Radio use (channels/call-signs)
 - Appropriate use/display of signage as needed
 - Expected weather/surf conditions
 - Expected hazards and management
 - Induction/introduction of any new members
 - Training activities

4.4.2 End of patrol

- Expect to be finished pack-up at least 30 min after the advertised patrol finish time
- Scanning/surveillance of beach maintain by at least one lifesaver during 'pack-up'
- Rescue equipment (radio, tube, board, IRB) to remain at 'rescue ready' status during 'pack up'
- Advise the public the beach will no longer be patrolled
- Collect all club signs and notice boards on the beach
- Patrol log, Incident log and IRB log completed
- Patrol signed-off via App or SurfCom
- Check fuel levels of IRB, SSV, Tractor, etc. and fill accordingly
- All equipment thoroughly cleaned and stored appropriately. Be sure to remove sand from tyres before reversing inside.
- Washing down equipment on the concrete apron in front of our equipment storage area causes build-up of sand on the concrete which then makes its way inside the building. Wherever possible, equipment should be washed down on the concrete beach access ramp so sand runs back to the beach.
- Radios and electronic log (tablet) placed on charge – as a matter of rescue safety all radios should be switched to Cudgen Repeater (Channel 3) before being switched off.
- Any supply requirements or equipment damage reported to relevant club officer
- '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

4.4.3 Checking Gear and Equipment

It is essential all patrol gear and equipment is in proper working order and condition prior to your patrol commencing, so that you can be confident it is 'rescue ready' and can be used should the need arise. Any damaged, unserviceable or dangerous equipment should be reported to your patrol captain as soon as possible, removed from service and tagged as unserviceable and repaired or replaced where appropriate.

"Out of Service" tags are stored in the first aid room, hanging next to the vehicle keys.

4.4.4 Equipment Location

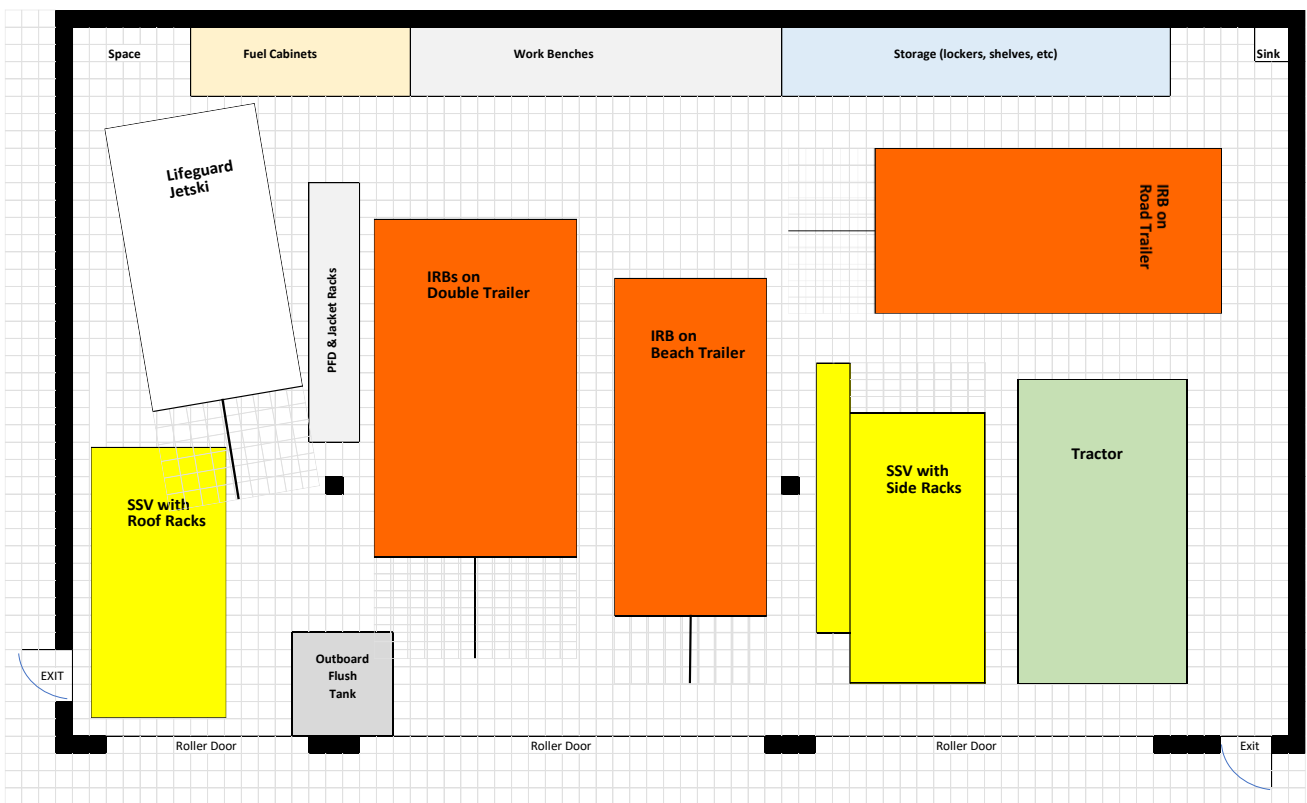
Following are storage locations of life saving equipment at Cudgen.

Item	Location
IRB	Southern storage area (refer diagram below)
Lifejackets	In hanging space beside IRB's
Fuel	Fuel Cupboard in southern area behind IRB's IRB: 2 stroke petrol (Black drums) SSV & RWC: 4 stroke petrol (Red drums labelled ULP) Tractor: diesel (Yellow drums labelled Diesel)
Radios	First Aid Room in charger cradles in Battery cabinet (refer photo below)
Patrol Tablet Log	First Aid Room plugged in on charge in Battery cabinet
Blue/grey reliever inhaler (puffer) for asthma treatment including spacer	In Perspex cupboard above bench in the First Aid Room
Adrenaline auto-injector (EpiPen or Anapen) for anaphylaxis treatment	In Perspex cupboard above bench in the First Aid Room
UAV's, UAV Batteries & UAV Cleaning Kit	First Aid Room in Battery cabinet
Keys for Mobile Equipment	Hanging on wall in First Aid Room (refer photo below)
Hot water & Ice water	First Aid Room
Patrol shade	Fixed permanent patrol arena plus tents available behind IRB storage area
Rescue boards	Stored in Patrol Arena, on SSVs and in Club House board racks
Rescue tubes	Stored in Patrol Arena, in SSVs and in the Club House hanging hooks (adjacent to rescue boards)
AED	First Aid Room, Patrol Arena and in SSV's pelican type case
Oxy resuscitation kit	First Aid Room, Patrol Arena and in SSV's pelican type case
First aid kit	First Aid Room, Patrol Arena and in SSV's pelican type case
Spinal board	Stored in Patrol Arena, on SSVs and in First Aid Room
Binoculars	Stored in Patrol Arena and in First Aid Room
Loud Hailer & Emergency Alarm	First Aid Room, Patrol Arena and in SSV's pelican type case
Patrol flags/signage	Stored in Patrol Arena and in southern storage area
SSV's	Southern storage area (refer diagram below) always reversed into place
Tractor	Southern storage area (refer diagram below) always reversed into place

Battery cabinet and keys peg in First Aid Room



Diagram of Equipment Storage Space



4.5 Patrol Log

SLNSW works on a paperless patrol log basis, which means the patrol log is entered directly into SurfGuard via the Operations App by the patrol. The online log is our primary log and the paper log is only to be used if the online log is not available or not operational. Should a patrol find they must use the paper log, at the end of patrol they are to take a photograph of the paper log and email or text it to the Patrol Manager.

To access the online log, the Patrol Captain, or her/his deputy, or the patrol log captain/s must have their "Username" and "Password". This is the same Username & Password required to log onto the Members Portal. The electronic log can either be accessed via the club Tablet, or by downloading the App onto the Members phone.

When signing onto patrol with the online log, SurfCom will contact each Club for radio check (only) starting from northern club working their way south.

If the online log is not available to sign-on and sign-off, this will need to be done by radio communication with Surfcom. Information to be relayed is as follows:

- Sign-on
 - Beach Status (Open / Closed), Remember if Beach Closed – why?
 - IRB Status (If not operational when it can be expected to be back online).
 - SSV Status (If not operational when it can be expected to be back online).
 - Number of Patrolling Members.
- Sign-off
 - Only require rescue total for the day (no preventative actions etc.)

During patrol, the beach statistics are to be updated hourly in the online log.

4.6 Nippers/Water Safety

Nippers programs (and like activities) shall adhere to the SLSA Water Safety Policy at all times. Where possible, Nipper activities shall be delivered during the scheduled patrol season and during the hours of a scheduled club patrol. To facilitate any in-water Nippers activities, all minimum patrol personnel requirements must be present where a rostered patrol is not in operation. Should the patrolled area be closed due to dangerous conditions, or for other reasons, no in-water Nipper activities shall take place at this location. The IRB should be on the water, rather than stationary on the beach.

The Patrol Captain shall have internal SLS 'control' of all lifesaving activities on the beach including 'Nippers'. The Nipper Coordinator (person in charge of Nippers on the day) shall have delegated 'command' of their water safety delivery requirements – as per the SLSA Water Safety Policy. The Nipper Coordinator and the Patrol Captain should conduct a risk assessment and agree for nipper activities to take place, however the command role is undertaken by the Patrol Captain as necessary and this means that the Patrol Captain has final authority on whether nipper activities can proceed or not.

4.7 Patrol Training

Members are encouraged to continue their training while on patrol. One method of doing this is for patrol Members to train on mock scenarios. Patrol Training should never involve all members of the patrol at the same time to ensure surveillance of the swimming area is maintained.

4.8 Cudgen Club Rules

4.8.1 Patrol Roster

CHSLSC, like all surf clubs, is party to a “Lifesaving Service Agreement”, which outlines the club’s obligations to patrol the beach and surroundings, all in accordance with our SOP’s (refer section 6 below). The season patrol roster is prepared and sent to all members prior to the commencement of a patrol season.

- The times on the roster are the times that the patrol must be set-up on the beach. All members must share in the responsibility of setting up and packing away the patrol. Therefore, for morning patrols, all members must arrive at least 30 min before the scheduled commencement of patrol. For afternoon patrols, all members must arrive at least 15 mins before the scheduled commencement of patrol. Pre-patrol briefings and hand-over from the previous patrol are essential parts of effective surf lifesaving.
- It must also be expected that it will take at least 30 mins to pack-up the patrol after the scheduled completion of patrol.
- If unable to make a patrol, you must advise your Patrol Captain and try to arrange a substitute well before the time and day of your patrol.
- If you are arranging a patrol swap, wherever possible, please swap with someone who has similar awards to yourself. This is particularly critical for Patrol Captains and IRB Drivers and Crews.
- Patrol swaps can be arranged many ways including informal discussions, however we encourage all members who require a swap to use the facility available on the members portal. Log into members portal > Patrols > Patrol Roster, then click on “I need a substitute” on any days you can’t make your patrol. All members are encouraged to log on regularly to see who needs to swap and if you can assist, i.e. Log into members portal > Patrols > Patrol Swap, then click on “I can do this”.
- Patrol penalties and/or competition restrictions may occur if you miss your patrol

4.8.2 Patrolling

- Full patrol uniform must always be worn on patrol, including yellow Rescue shirt, red shorts, red SLS bucket hat or truckers cap, sunglasses, sunscreen and SLSA “bumbags” where available. In addition, aquatic qualified members (bronze, SRC, etc) must wear the quartered cap when in the water and otherwise have on their body (rescue ready) when on land. The quartered cap is the only method of being able to immediately recognise aquatic qualified lifesavers.
- At least two (2) patrol members to always be watching the water.
- At least one (1) patrol member always monitoring the radio (channels 2 and 3).
- The Patrol Captain is to always be made aware of all member locations/activities.
- At least one (1) patrol member at the water’s edge with a tube and radio when swimmers are in the water.
- Rescue tubes and radios are to always be carried by roving patrol members.
- Rescue tubes are not to be tied to flag poles.
- Members must not text, sunbathe or engage in any unprofessional behaviour (in uniform) in public view.
- In case of storm and/or strong winds while on patrol, close the arena shutters and if necessary lower the front of the arena down onto its skids.
- At the end of the afternoon patrol, all equipment shall be thoroughly cleaned and washed with freshwater where appropriate and stored in a rescue-ready state.
- The Club Captain or relevant officer should be notified immediately of any equipment damage/issues. Please record in the patrol log (Operations App) or IRB log as appropriate. Any equipment that needs to be taken out of service shall have an “Out of Service” tag attached to it.
- Patrol will adhere to full start and end of patrol procedures.
- All logs are to be completed as appropriate for each patrol (including patrol log, incident log and powercraft log).

- If visiting the clubhouse bar after completion of patrol, all Members must change out of their patrol uniform and wear appropriate footwear.

4.8.3 Vehicle Use

- When operating any Cudgen Headland SLSC vehicles (e.g. tractor, SSV, bus, etc), all relevant road rules shall be adhered to at all times (including on the beach), including but not limited to licensing of drivers, wearing of seat belts, engaging all safety features, observing speed limits, observing drug and alcohol requirements, indicating turning direction, etc. In addition, anyone driving a SSV must be formally inducted on the vehicle with the induction qualification listed in Surfguard. Patrol Captains are required to ask any Member wanting to drive a SSV if they've been inducted on the vehicle.
- For all operators of these vehicles, drivers' licenses must be registered on Surfguard. It's the responsibility of the Member to notify the SLS Registrar should their Driver's License change status.
- Before operating any vehicle, it shall undergo a preoperational check T-CLOC (Tyres & Wheels, Controls & Cables, Lights & Electrics, Oil & Fuel, Chain/Driveshaft & Chassis).
- The tractor operator must wear the seat belt and fix in place the roll-over protection bar immediately after exiting the garage.
- When using vehicles on roads, concrete pads, concrete ramp, grass areas, under the club house, etc, 2-wheel drive shall always be engaged.
- When using vehicles on the beach, 4-wheel drive shall always be engaged. In addition, when towing equipment on the beach, low range gear shall be selected.
- When changing from 2-wheel drive to 4-wheel drive and vice versa, and when changing from high range to low range and vice versa, the vehicle shall be brought to a complete stop before engaging gears. Therefore, our vehicles shall always stop at the bottom of the concrete ramp to change to 4-wheel drive when entering the beach and to 2-wheel drive when leaving the beach.
- When reversing vehicles, there shall always be a "spotter" to help guide the driver and keep bystanders and other assets safe. Vehicles shall always be backed into the garage/equipment storage space.
- Passengers are not permitted in the tray of the SSV.
- The SSV should always be driven at a low speed, unless in an emergency. The SSV should not exceed 20km/h under normal operating conditions. The speed limit for heavily populated areas and between the red and yellow flags is 5km/h.
- The tractor may be used to tow all equipment and the SSV maybe used to tow the IRB on the beach when on the beach trailer only (not the road trailer). It is not permitted for any person to be in or on a towed piece of equipment e.g. trailer, IRB, patrol arena, etc.
- At the end of a day's patrol, any vehicles used on the beach shall be thoroughly washed and cleaned with fresh water and undergo a post operational check (check & log and damage/issues, refill fuel, check oil & coolant levels and store safely) and left in rescue-ready state. For SSV's this includes a rescue and spinal board in the board racks, a rescue tube, first aid kit, oxygen kit and AED (in weatherproof case if possible) in the tray.

4.8.4 Inflatable Rescue Boat (IRB)

Powercraft Code of Conduct

- **S:** Safety – Ensure the safety of yourself, your crew and the public. Regularly assess risk while operating powercraft and promote safety at every opportunity.
- **L:** Limitations – Understand the limitations of your craft and crew in different conditions. Always aim to maintain a high level of competency.
- **S:** Search & Rescue – SLS powercraft are part of emergency service operations. Always have your craft ready to respond and follow standard operating procedures.
- **C:** Craft – Your craft is highly visible. Always demonstrate a culture of safety and respect the rights of others in the water.

IRB Use

- IRB use must comply with the relevant state boating rules and regulations. In NSW, the relevant rules and regulations are outlined in the NSW Boating Handbook.
- Only qualified IRB drivers and crew are to operate the IRB, unless in training exercises under the supervision of an IRB TAF.
- Approved PFD's must be worn by drivers and crew when operating the IRB.
- At the start and end of the day's use of an IRB, the drivers & crew will check the IRB and sign-off the IRB Log. The club has now transitioned to individual logbooks for each hull. The hull number is written on the cover of the logbook.
- During patrols, the IRB must be left on the beach in "rescue ready" state and in a location that allows quick access to the surf without compromising public safety.
- When operating the IRB, the driver or crew must always carry an operating radio.
- Outside patrols, IRBs must sign on & off with SurfCom when they are on the water for any reason. This assists with tasking of closest assets to incidents.
- Although qualified members are encouraged to carry-out basic maintenance of the IRB's and engines, the engines are not to be tampered with and settings are not to be changed. Any issues should be logged and raised with the IRB captain.
- Throttle recoil devices have recently been fitted to all outboard motors. In addition, there is a move away from toggle style kill switches and we'll be reverting to standardised hybrid kill switches with lanyards.
- All power craft collisions as well as power craft incidents that result in member injury are reportable to Transport NSW and require a formal investigation.
- Should the outboard motor be submerged in seawater (e.g. IRB rollover), the procedure below shall be followed to restart the motor.
- The IRB, outboard motor and trailer shall be thoroughly cleaned at the end of the day's use prior to storing as outlined below.
- The IRB fuel cell shall be topped up and reinstalled at the end of the day's use, so the boat is stored rescue ready.

Cleaning the IRB

The cleaning procedure of the IRB is as follows:

- Completely hose down the IRB with fresh water, removing all sand and debris from inside the IRB. Failure to remove sand from inside the boat will lead to rapid deterioration at the various points of wear/contact.
- While washing, inspect the IRB for any damage, particularly at glue joints, and repair as required, or enter details into the logbook when it's not possible to repair the defects identified.
- Check floorboards for damage.
- Complete any postoperative maintenance of the motor as required.
- Flush and clean the outboard motor as outlined below.

If the IRB has been used in extremely sand-laden surf, or if the IRB has been used in areas where shell grit or gravel are common, the Driver and Crew should:

- Deflate the IRB and remove the floorboards.
- Re-inflate the IRB and keelson and hose down with fresh water, completely removing all sand and debris from inside the IRB and from the floorboards.
- Deflate the IRB and re-fit the floorboards.
- Re-inflate the IRB ready for storage.

This procedure should be followed at least monthly to extend the life of the craft.

Flushing and Cleaning the Outboard Motor

Outboard motors shall be run and flushed in a flush tank prior to and after use each day.

Pre-operational Check: It is a requirement that the motor is run for at least 3 minutes with the water level at least 15cm above the cavitation plate in a flush tank prior to use. Check the motor idles and runs satisfactorily, the water pump is operating (i.e. the tell-tale is pumping), etc.

Post Operational Check: Place motor leg in a flush tank (water level 15cm above cavitation plate), remove the motor cowling and run motor for 3 to 5 minutes. While the motor is running, disconnect the fuel line and allow excess fuel in the motor to be used. After motor has stopped, hose it, wipe it over with a cloth, and spray the motor with recommended dewatering agent (INOX). Leave the cowling off for the motor to dry.

We use 2 types of flush tanks and the most appropriate tank for the application should be chosen.

Cut-down Wheelie Bin

The cut-down wheelie bin is appropriate for normal patrols and single use. It doesn't require removing the motor or fuel cell from the hull, however it will use up to 100 litres of water per fill.



Large Aluminium Test Tank

The test tank measures 120cm x 120cm and will need to be filled to approx. 55cm depth, so it potentially uses approx. 750 litres of water, however, it can be used multiple times and so is particularly useful for carnivals. To use the test tank, the outboard is lifted off the IRB hull by a minimum of 2 people and placed in the test tank. A fuel cell will also be required to run the outboard. As the test tank is inside the building, all roller doors should be raised to properly ventilate the area.

Great care must be taken when lifting the motor in and out of the tank to not cause manual handling injuries to Members.

Immediately after use, the area must be secured so there's no chance of a child gaining access to the area and climbing into the tank. After patrols or carnivals, the tank shall be either emptied onto the grass via

the rolled up “lay-flat” hose or an appropriate cover placed over the tank (cover not yet available at the time of preparing this manual).



Engine Restart Procedure after Motor Submersion (Rollover)

Following is the procedure as specified by SLSA. Alternatively, the motor manufacturer’s procedure may be followed if available. The successful restarting of a motor after submersion significantly depends on removing any water from the motor. The following procedure should be undertaken as soon as practical after immersion. Please note, after any rollover, it is important first to attend to any injuries that may have occurred.

Procedure:

- Disconnect fuel, disconnect kill switch, remove motor cowling and thoroughly hose motor with fresh water.
- Remove the spark plugs and dry them by spraying with a dewatering agent (e.g. WD40 or similar).
- Drain the carburettor by undoing the drain plug. Pull the starter chord at least 20 times with the motor lying down with the spark plug opening towards the ground. Avoid getting sand into the plug ports.
- With spark plug opening upright, pour up to 50mL of fresh water into each plug port and shake vigorously. Pull starter at least 10 times with motor lying down with the spark plug opening towards the ground. Repeat this step using fuel, containing any spilt fuel in a bund.
- Replace the carburettor drain plug.
- Insert new spark plugs if available and reconnect high tension leads. If new plugs are not available, the old plugs maybe used after cleaning and drying.
- Spray the motor with water dispersant, reconnect fuel and start the motor as normal.
- To properly dry out the motor, run it on a boat or in a test tank at half throttle (minimum) for at least 2 hours. Failure to do this will generally result in early bearing failure.
- If the motor won’t start, invert it in a tank of fresh water and have it repaired by a specialist motor mechanic.

IRB Storage

Depending on operational requirements, an IRB may be stored in either a non-emergency state or in a rescue ready state.

- In a non-emergency state, the IRB will normally be semi-deflated with the motor and fuel cell removed.

- In a rescue-ready state, the IRB will be fully inflated, with the motor and full fuel cell in place, ready for immediate use. Always check inflation pressures and fuel cells before commencing any use.

The patrol IRB on the beach trailer and the call-out IRB's on the double trailer shall always be left in rescue-ready state.

4.8.5 UAV Use

SLSNSW clubs have been provided with UAV's to assist with patrolling operations. At CHSLSC, our aim is to have an UAV operating on as many patrols and nipper training days as practical, subject to weather conditions.

All UAV operations shall be carried out in accordance with the SLS UAV standard operating procedures. During patrols the volunteer UAV operator/pilot is a member of the patrol team and reports to the patrol captain as with all other patrol members and communicates radio messaging to the patrol captain on Channel 2. The radio callsign for a volunteer operator/pilot is "Cudgen UAV", while a paid operator/pilot is "Kingscliff UAV". Volunteer operators/pilots are not to communicate with SurfCom unless directed by the patrol captain.

During patrols, the recommended location for the UAV area is directly behind the IRB area and outside the black and white craft flags. During UAV flights the UAV operator/pilot should be located with the rest of the patrol team between the flags. When the operator is walking between the UAV area and the patrol team, the UAV should be left hovering over water away from people. The operator should never be actively controlling the UAV while walking.

Batteries can be left charging inside the fire-proof charging cabinet with doors closed. The cabinet doors are to be closed if you notice they have been chocked open. To ensure battery efficiency, it is recommended that only one battery be taken to the patrol area for operational purpose. All other batteries are to remain in cabinet and swapped out after each use giving the UAV time to cool down to a state where it can continue to operate at a desired temperature. This process should negate any overheating of batteries and or UAV.

The UAV Operator in Command of the aircraft is responsible for:

- Creation of pre and post flight logs via AVCRM
- Conduct of flight in accordance with the SOPs;
- Safe operation of the aircraft;
- Acting in accordance with the SOPs;
- Follow the Standard Operating Conditions as defined by CASA's legislation.
- Ensure thorough cleaning post flights and batteries with 30% charge or less are placed on charge. Batteries are to be inspected prior to charging as per Battery Management Procedure.

Each Patrol, Volunteer UAV Operators are to:

- Sign-on as part of patrol (Patrol Captain signs UAV on)
- Carry-out a radio check with the Patrol Captain
- Advise the Patrol Captain of any incidents immediately (e.g. swimmer in difficulty) or sightings (e.g. shark) then follow the Patrol Captain's directions
- Assist with local incidents or searches as requested by the Patrol Captain, however always:
 - Ensure the job outcome is possible with your level of training;
 - Ensure the job outcome is possible within the limitations of the SOPs; and
 - Ensure that this assistance is reported upon briefly and sent through to the UAV general email address.
- Clean and place all equipment back in appropriate locations at the end of the day.

It should be noted that UAVs associated with emergency response fall under the Branch Support Operations Group and AUAV Service, rather than the club.

Safety and Compliance

Regardless of the urgency of the intended operation, please ensure that it is compliant with the SLSNSW UAV SOPs, which most notably include:

- Flight ceiling is 120m (400 ft) AGL;
- Maximum speed for shark surveillance is 29 km/h.
- A minimum 30m horizontal distance from any person not involved with the UAV operation;
- At least 3 nautical miles away from any aerodrome (controlled or uncontrolled) or helicopter landing site;
- In day visual line of sight at all times;
- A maximum horizontal distance of 500m from the operator.
- Airspace compliance must be checked on [ok2Fly](#) or AVCRM Airspace Calculator prior to UAV operation, under the Commercial Excluded category.
- Heed all wind warnings and do not operate the UAV in conditions exceeding maximum wind resistance. The drone specifications state that the maximum wind resistance is 38kph (20 knots) for the Mavic 2 Enterprise and 43kph (23 knots) for the Mavic 3 Enterprise.
- Each UAV operator must complete their own AVCRM on the day of the UAV patrol.
- Land the drone when the remaining battery is between 20-30%
- Allow the battery to cool down before it is placed on charge.
- Allow the UAV to cool down between flights (generally only 2-3 flights per hour are required)
- Do not leave the UAV or batteries in the sun.
- UAV batteries must be allowed to cool after use. If the back of an UAV battery is swollen after cooling, it should be reported to the UAV Coordinator and not be used again.

For further information refer to the SLSNSW UAV Standard Operating Procedures (“SOPs”) found at <https://sls.rpa.avcrm.net/documents/library#> . As the SOPs are now inside “AVCRM”, you’ll require the club log-in details to AVCRM as provided by the UAV Coordinator. In addition, the following video provides information on creating a job in AVCRM <https://m.youtube.com/watch?v=cUScPREASeQ>.

All UAV related issues should be reported to the patrol captain immediately and the UAV Coordinator as soon as possible.

UAV DPI Contract

Following is the proposed period where AUAVS will work with Clubs to provide a paid Pilot / Operator to deliver the following service. 2x 20min flights per hour, within weather limitations, between 0845 and 1615 hours.

- Winter: 1 to the 17 July 2023
- Spring: 23 September to 8 October 2023
- Summer: 21 December 2023 to 29 January 2024
- Autumn; 13 to the 28 April 2024

4.9 Extension of Patrolling Hours

Patrol Captains may decide to stay on past their normal sign off time due to increased bathing numbers. Patrol Captains should consider the risk to the bathing Public at sign-off time. If possible, please advise SurfCom if that is your intention at least 30 minutes prior to your rostered sign off time. SurfCom will notify the appropriate Branch Duty Officer. Please also advise the Patrol Manager.

4.10 Local Government By-Laws

Local By Law	Management Plan
No Dogs on Beach	As per council signage. <ul style="list-style-type: none"> • Dogs are not permitted on the beach from the Bowls Club to Cudgen Creek • Dogs are permitted on-leash on the beach North of the Bowls Club • Dogs are permitted off-leash from north of Murphy's Road (KIN-10) to Fingal Headland
No camping on beach	As per council signage
No naked flames on beach	As per council signage
No glass on beach	As per council signage
No surfboard riding between flags	Life Saver enforcement with flags and signage
No Vehicles on Beach	As per council signage
No Alcohol on Beach	As per council signage

5 Emergency Operations Plans

Details of Emergency Operations requirements are outlined in the SOP PSS 8 Patrol Operations (Emergency).

5.1 Emergency Beach Closure

Patrol Captains should consider the 'closure' of a beach at any time that there is an unacceptable/unmanageable risk to the public or the lifesaving service is unable to safely perform water safety tasks. Examples include:

- Dangerous surf conditions
- Sharks
- Excessive stingers
- Powercraft hazards
- Lightning where the "Flash to Bang" is less than 30 seconds.
- Tsunami/flood warning
- Storm pollution / extremely poor water quality
- Chemical/fuel spill

5.1.1 Emergency Beach Closure Procedure

- Determine if water area is to be evacuated
- Inform SurfCom that you are about to close the patrolled area
- Activate the 'Emergency Evacuation Alarm' bell on the beach, siren in Clubhouse first aid room (Emergency Evacuation Alarm switch in upstairs office and first aid room)
- Inform public of the following;
 - Water area is being closed; and
 - Reason for closure
- Lower and remove the red and yellow patrol flags and black and white surfcraft flags
- Post 'Swimming not advised' signs at identified beach access points and where the flagged area was located
- Continually monitor all areas
- Maintain minimum personnel, qualification and equipment requirements
- Maintain an active presence on the beach to advise/warn public
- An appropriate record should be made in the patrol log giving an outline of the incident
- Where required liaise with Emergency Services

5.1.2 Closure Periods

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

- Dangerous surf conditions – as determined/appropriate
- Shark – until after a full search of the area has been completed and the Patrol Captain is confident that there is no obvious risk to swimmers, surfers and other beach users
- Lightening - reopen when 30mins have passed since the last sighting of lightning strike
- Chemical/biological hazards – after confirmation from appropriate authorities that the area is safe.

5.2 Shark Incidents

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

Lifesaving services should be aware of the following risk factors so as to ensure a heightened sense of alertness and an appropriate level of response when these factors are present. While sharks may be present at any time the following risk factors may increase the risk of an encounter with a shark. These risk factors are:

- Twilight hours (dusk or dawn) and night. These are considered as times when sharks are typically more active;
- Salt water meets fresh water. Often this water is dirty, silt-laden or has debris in it (including river mouths/estuaries/harbours);
- Deeply overcast conditions;
- Large amounts of fish schooling in the vicinity (seabirds diving is a good indicator of baitfish);
- The occurrence of a shark attack, sighting or encounters in the area in the recent past; and
- Swimming near steep drop offs and between sandbars.

5.2.1 Personal Safety

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

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

5.2.2 Actions on Sighting

In the event of a (lifesaving services confirmed) shark sighting near the patrolled area, the patrol captain will determine if patrolled area is to be closed and swimmers asked to evacuate the water (considering size of shark, proximity to swimmers, level of confirmation of sighting and conduct of shark). If closing the patrolled area:

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

5.2.3 Actions in Event Shark Incident/Bite

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

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

All media queries, releases and statements relating to shark attacks must be referred to Media Manager or the delegated spokesperson.

5.2.4 Re-opening patrolled areas after a Shark Attack

The decision to re-open patrolled areas after a shark attack should be decision made by the joint working group. This group comprises DPI - Fisheries NSW, SLSNSW, ALS and Council. It is, however, strongly recommended that the beach where the attack occurred should remain closed for at least 24 hours following an incident.

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

5.2.5 Reopening patrolled area Risk Assessment guide

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

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

Ensure Surfcom is advised upon re-opening of patrolled areas.

5.3 Lightning

Remember the “30/30 rule”. Close the patrolled area when the “flash to bang” count is less than 30 seconds.

- Follow ‘Emergency Beach Closure Procedure’
- Seek shelter in a ‘hard top’ vehicle or building (avoid small structures) – maintaining water surveillance if able
- Avoid non-essential use of portable radios and mobile telephones during a thunderstorm. If emergency calls are required, keep them brief

Open the patrolled area when 30 minutes has passed since the last 30/30 lightning strike.

5.4 Tsunami Plan

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

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

For a detailed procedure, refer to the SOP and the ‘Surf Life Saving New South Wales Tsunami Plan.’ Each Surf Life Saving Club has an obligation to be prepared and respond as outlined in the ‘Surf Life Saving New South Wales Tsunami Plan’.

There are two types of tsunami threats;

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

5.4.1 Notification

The SES is the ‘combat agency’ for tsunami response and will advise Surf Life Saving of a tsunami warning through the State Duty Officer, who will coordinate the Surf Life Saving response. Due to the location of ‘fault lines’ (starting points of tsunami’s), a warning should precede the tsunami impact by a number of hours. Depending on the time of day/year, the notification process will differ, however will remain similar to the standard emergency response notification.

Patrols on-duty

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

Patrols not on-duty

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

5.4.2 Key Equipment

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

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

5.4.3 Marine Threat Response

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

5.4.4 Land Threat Response

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

5.5 Coastal Flooding Plan

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

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

Each Surf Life Saving Club has an obligation to be prepared and respond in line with a 'land threat' tsunami warning. Coastal areas are likely to be affected by either 'flash flooding' or 'storm surge' flooding. 'Storm surge' flooding will generally coincide with high tides and is easier to predict and prepare for. 'Flash flooding' is unpredictable and occurs in a short period of time, occasionally a storm warning may be issued prior to the flooding event.

Coastal Flooding Response:

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

5.6 Emergency Rally Point

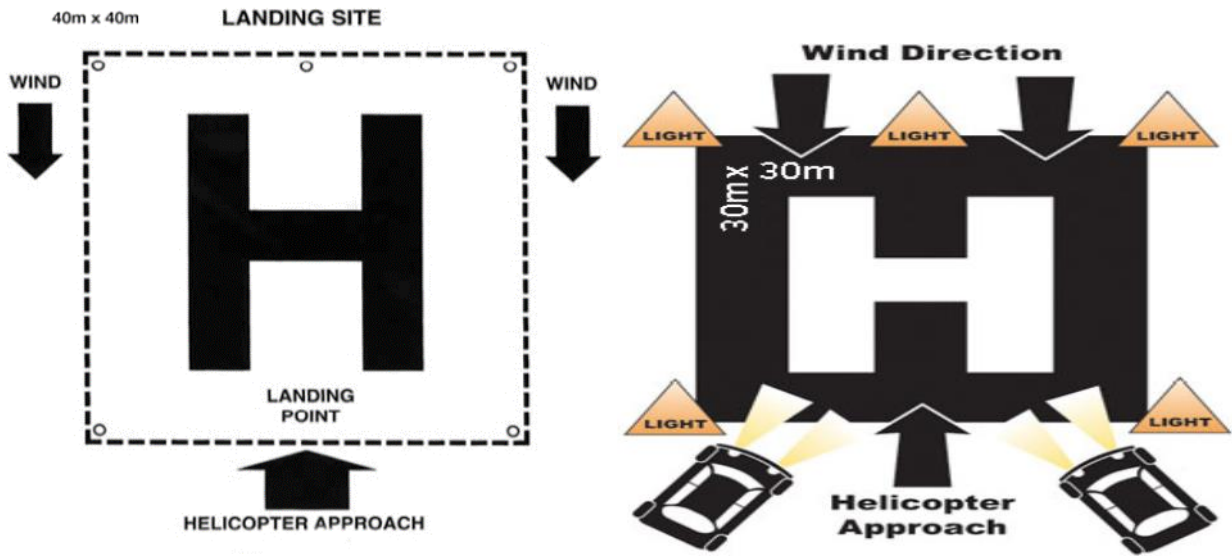
Emergency rally point location: Kingscliff Water Tower Seaview Street.

5.7 Helicopter Landing Zone

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

Things to consider when establishing a helicopter landing zone;

- Nominate a suitable lifesaver/lifeguard to manage the Landing Zone (LZ).
- Locate flat area of land at least 25m by 25m.
- Clear area of all people / animals.
- Remove all loose objects (umbrellas, surfboards, tents etc.).
- Ensure all access points to the LZ are manned by lifesavers (preventing public access), facing outward to view hazards.
- Establish radio contact with helicopter on Surf Channel 1 prior to landing.
- Be aware of debris as the helicopter lands or takes off.
- The helicopter will land and take off into the wind (in most instances).



Approaching a helicopter:

- Only approach & depart helicopter if essential and only once given “thumbs up” by the pilot or crewman
- Always approach/depart from the front (between 10-2 o'clock)
- Sloping ground may expose you to rotor blades. Be cautious on sloping ground.
- If blinded by sand or dust, stop and sit down

APPROACHING OR LEAVING A HELICOPTER

Do not approach or leave without the pilot's visual knowledge. Keep in pilot's field of vision at all times. Observe Helicopter Safety Zones (see diagram right)

On sloping ground always approach or leave on the downslope side for maximum rotor clearance.

If blinded by swirling dust or grit, STOP - crouch lower, or sit down and await assistance.

If disembarking while helicopter is at the hover, get out and off in a smooth unhurried manner.

Do not approach or leave a helicopter when the engine and rotors are running down or starting up.

Proceed in a crouching manner for extra rotor clearance. Hold onto hat unless chin straps are used. Never, never, reach up or chase after a hat or other articles that blow away.

Carry tools, etc, horizontally below waist level - never upright or on the shoulder.

PROHIBITED

ACCEPTABLE

PREFERRED

6 First Aid

The aims of First Aid are to:

- Preserve life
- Protect unconscious victims
- Prevent injury or illness becoming worse
- Minimise pain
- Minimise risk of secondary complications
- Promote recovery
- Provide reassurance and comfort to the ill or injured.

Always gain consent before commencing First Aid. Consent is implied if the victim is unconscious.

6.1 Victim Assessment

6.1.1 Primary Assessment – “DRSABCD”

The Members first priority is to perform basic emergency care assessment of the victim and their surroundings:

1. **Danger** – check for danger to self, bystanders and victim
2. **Response** – if no danger, assess consciousness
3. **Send** – if there is no response, send for help by calling SurfCom or “000”
4. **Airway** – if victim is unconscious check and clear airway as required. Open airway by providing head tilt and jaw support.
5. **Breathing** – with head tilted back, lift and support jaw and look, listen and feel for breathing
6. **CPR** – commence cardiopulmonary resuscitation (CPR). 30 compressions then 2 breaths with 5 cycles in 2 minutes (compressions to the beat of the song “Staying Alive”). If the victim was in the water, commence with the 2 rescue breaths.
7. **Defibrillation** – attach an AED as soon as possible and follow its prompts. Insert the infant/child key if required.

If victim recovers, place in recovery position and monitor.

6.1.2 Secondary Assessment

A secondary assessment can be carried out after the victim is stabilised. Use your senses to look, listen, feel and smell:

- Check vital signs – pulse, breathing, skin colour & temperature, conscious state
- Look for any bleeding or deformity
- Listen for abnormal sounds and responses
- Feel for deformity, texture, swelling, temperature
- Smell the patient’s breath and note any other odours

6.1.3 Handover of Victim

In preparation for handing a victim over to emergency services, the information contained in the Patient Handover Form should be prepared. The mnemonic **IMIST AMBO** is used by many first responders and can assist lifesavers in the delivery of a clear, concise and structured handover.

I: Identification of victim	<i>Stop to allow for questions</i>
M: Mechanism of Injury/Medical complaint	A: Allergies
I: Illness or Injury	M: Medications
S: Signs	B: Background and history
T: Treatment and trends	O: Other information

6.2 Typical Medical Emergencies

Emergency	Common Signs & Symptoms	First Aid Management
Anaphylaxis	Could include: Difficult/noisy breathing; swelling of tongue; swelling/tightness in throat; difficulty talking and/or hoarse voice; wheeze or persistent cough; persistent dizziness or collapse; pale and floppy (young children); abdominal pain or vomiting (for insect allergy)	<ul style="list-style-type: none"> • Lay person flat (if breathing is difficult allow them to sit) with legs outstretched • If unconscious or pregnant, place in recovery position • Follow action plan • Give adrenaline autoinjector (EpiPen or Anapen) • Triple Zero (000) or SurfCom • Further adrenaline doses may be given if no response after 5 min. • If necessary DRSABCD • Refer 6.2.1 below for further description of operation of the adrenaline autoinjectors
Asthma	Could include: Breathlessness; wheezing; tightness of chest; continued coughing. Severe may include: blue lips (cyanosis); wheeze/coughing may disappear; little or no improvement after using reliever.	<ul style="list-style-type: none"> • Sit person upright • Give 4 puffs of reliever medication with a spacer (shake puffer, put 1 puff into spacer, take 4 breaths from spacer, repeat until 4 puffs have been taken) • Wait 4 minutes • If there is no improvement, repeat 4 puffs as above • If no improvement or severe, call Triple Zero (000) or SurfCom • If necessary DRSABCD
Bites and Stings	Refer section 6.2.2 below	
Bleeding – external	Refer section 6.2.3 below	
Burns and Scalds	Could include: Superficial: Damage to the top layer of skin; red painful and possibly blistered. Partial Thickness: Damage to underlying skin layers; red, peeling, blistered and swelling Full Thickness Burn: Includes all layers of skin and underlying adipose tissue; can be as deep as the muscle, tendons, bones & organs; area usually black or grey; nerve endings are destroyed so little pain; superficial or Partial Thickness burns surrounding the area will be very painful.	<ul style="list-style-type: none"> • DRSABCD • Triple Zero (000) or SurfCom as appropriate • If victim on fire, stop, drop and roll and cover with fire blanket • Cover burnt area with sterile non adherent burns dressing • Remove tight clothing (if not stuck to victim) and jewellery • Depending on severity, flush with cool water up to 30 min • Treat for shock
Choking	Partial obstruction could include: Coughing; asking for help	<ul style="list-style-type: none"> • Partial: Reassure, encourage to cough • Complete: Call Triple Zero (000) or SurfCom, Give up to 5 firm back

	Complete obstruction could include: No coughing or breathing; clutching at throat; cyanosis.	blows, If not effective then give up to 5 firm chest thrusts <ul style="list-style-type: none"> • If necessary DRSABCD
Diabetes – High Blood Sugar (Hyperglycemia)	Could include: Hot dry skin, excessive thirst, excessive urination, tiredness, blurred vision, smell of acetone on breath.	<ul style="list-style-type: none"> • Encourage to drink water • Triple Zero (000) or SurfCom if symptoms worsen • If necessary DRSABCD
Diabetes - Low Blood Sugar (Hypoglycemia)	Could include: Sweating; hunger; dizzy; confused or aggressive; slurred speech; shaking or seizure; appear “drunk”.	<ul style="list-style-type: none"> • Sweet sugary drink or food (jelly beans, soft drink, honey) • Reast and assure in position of comfort • Triple Zero (000) or SurfCom if unsure • If necessary DRSABCD
Dislocation	Could include: Bruising or discolouration of the skin; deformity; loss of joint function; pain and tenderness; swelling.	<ul style="list-style-type: none"> • Reassure victim • Advise not to move and to support their injury in a position of least pain. Offer to sling where appropriate. • Apply a cold pack to decrease swelling • Determine if ambulance is required. If decreased circulation (press nearest finger or toe nail) or a major joint, call ambulance. • Do not attempt to relocate dislocation
Electrical Trauma	Could include: Entry and exit wounds, difficulty breathing, irregular heartbeat, collapse	<ul style="list-style-type: none"> • Primary Assessment – DRSABCD. Be aware of live electrical cables. • Call Triple Zero (000) or SurfCom • Treat Burns
Fracture	Could include: Tenderness; swelling; deformity; bleeding occurs when a fractured bone pierces the skin; sensation may be lost below the fracture.	<ul style="list-style-type: none"> • Reassure victim • Triple Zero (000) or SurfCom • Advise not to move and to support their injury in a position of least pain. Offer to sling where appropriate. • Clean and dress any open wounds • Splint the injured area • Try to immobilise the area above and below the fracture • Treat for shock if necessary
Heart Conditions (Heart attack & Angina)	Could include: Pain in chest; pain in arm; pain in neck, jaw or back; cool clammy skin; panic and stress; nausea and/or vomiting; difficulty in breathing; collapse.	<ul style="list-style-type: none"> • Triple Zero (000) or SurfCom if unsure or pain last longer than 10 mins • Encourage to stop and rest in a comfortable position • Reassure in a seated position • Assist with prescribed medication if available • Give Aspirin (300g) if available • If necessary DRSABCD
Heat Exhaustion	Could include: Cramps or muscle weakness; dehydration; dizziness;	<ul style="list-style-type: none"> • Lay the person down in a cool, shaded and protected environment.

	elevated body temperature; fatigue; headaches; heavy sweating; nausea or vomiting; pale skin; potential collapse; thirst.	<ul style="list-style-type: none"> • Loosen and remove excess clothing. • Cool the person quickly with a combination of the following cooling methods: <ul style="list-style-type: none"> ○ apply wrapped cold packs or ice to the groin, armpits, facial cheeks, palms and soles ○ gently fan them ○ give a sip of cool water or a commercial sports drink slowly when conscious ○ moisten the skin with a cool damp cloth or gently spray the person with water. • Monitor the person's condition, reassure them and Triple Zero (000) or Surfcom if condition doesn't improve.
Heat Stroke	Could include: Collapse; dehydration; body temperature above 40 deg; hot dry skin; intense thirst; lack of sweating; altered consciousness	<ul style="list-style-type: none"> • DRSABCD and Triple Zero (000) or SurfCom • Immerse in cold water for 15 minutes or under shower if not possible • Apply ice packs to groin, armpits, facial cheeks, palms and soles • Repeatedly moisten skin • Fan continuously
Hypothermia	Could include: Pale, blue & cold skin; lack of shivering; dizziness, difficulty speaking; confusion; hunger; nausea; lose consciousness.	<ul style="list-style-type: none"> • Move victim from cold • Place victim in warm wind-protected environment • Remove wet clothing and wrap in blanket • Encourage victim to curl up in a ball • If conscious give sips of warm sweet drink – no alcohol or caffeine • Apply heat packs to sides of neck, armpits & groin. If no heat packs, body to body warming. • If condition deteriorates, DRSABCD and Triple Zero (000) or SurfCom
Near Drowning	Could include: Pale cool skin, absent; rapid or laboured breathing; decreased level of consciousness; coughing; cyanosis (blue lips); rapid, weak,slow or absent pulse.	<ul style="list-style-type: none"> • Primary Assessment - DRSABCD • Triple Zero (000) or SurfCom • Treat Hypothermia (low body temperature) if cold.
Seizures and Convulsions (Epilepsy, Febrile Convulsions, etc)	Could include: Muscle jerking (spasm) or body stiffens, foaming at mouth or chewing movements; lose contact with surroundings; eyes rolling backwards.	<ul style="list-style-type: none"> • Protect from harm (including head) • Allow seizure to finish • Relevant position of recovery (sitting, recovery, supine) • Triple Zero (000) or SurfCom if unsure • If necessary DRSABCD

Shock (insufficient blood flow to tissues of the body)	Could include: Dizziness; thirst; anxiety; restlessness; nausea; breathlessness; feeling cold; collapse; rapid breathing; rapid pulse which may become weak or slow; cool, sweaty skin that may appear pale; confusion or agitation; deteriorating consciousness	<ul style="list-style-type: none"> • DRSABCD and Triple Zero (000) or SurfCom • Place in lateral position if unconscious or supine position if conscious • Maintain clear airway and monitor breathing • Control bleeding or treat other injuries • Maintain body temperature • Administer oxygen as appropriate
Spinal Cord Injury	Refer section 6.2.4 below	
Sprains and Strains	Could include: Intense sudden pain in joint; loss of power in joint; inability to bear weight; tender to touch; rapid swelling; internal bleeding (bruising).	<ul style="list-style-type: none"> • R.I.C.E.R. no H.A.R.M. • R – Rest • I – Ice (20 mins per hour) • C – Compression (compression roller bandage) • E – Elevation (elevate injury) • R – Referral (medical referral) • No HARM (first 72 hours) <ul style="list-style-type: none"> ○ No Heat ○ No Alcohol ○ No Running or exercise ○ No massage to affected area
Stroke	Could include: Facial droop/weakness; arm weakness; speech problems (slurred); sudden headache; nausea and/or vomiting; collapse.	<ul style="list-style-type: none"> • Act <i>F.A.S.T.</i> • Triple Zero (000) or SurfCom • Encourage to stop and rest in a comfortable position with nil by mouth • If necessary DRSABCD

6.2.1 Adrenaline Autoinjectors

EpiPen

1. Form fist around EpiPen and pull off blue safety release
2. Hold leg still and place orange end against outer mid-thigh (with or without clothing)
3. Push down hard until click is heard or felt and hold in place for 3 seconds
4. Remove Pen
5. Remember *“Blue to the sky and orange to the thigh”*

Anapen

1. Pull off black needle shield
2. Pull off grey safety cap from the red button
3. Place needle end firmly against outer mid-thigh at 90 deg angle (with or without clothing)
4. Press red button so it clicks and hold for 3 seconds
5. Remove Pen

6.2.2 Bites and Stings

Treatment	Bites and Stings
Pressure Immobilisation Technique Triple Zero (000) or SurfCom for hospitalisation If necessar, DRSABCD	<ul style="list-style-type: none"> • Venomous Snakes • Funnel Web Spider • Blue Ringed Octopus • Cone Shell
Hot Water Immersion	<ul style="list-style-type: none"> • Blue bottle • Sting Ray • Stone Fish • Fish Stings
Cold Compression	<ul style="list-style-type: none"> • Ants • Bees and Wasps • Scorpions • Redback Spider
Vinegar Triple Zero (000) or SurfCom for hospitalisation If necessar, DRSABCD	<ul style="list-style-type: none"> • Box Jellyfish • Irukandji

6.2.3 Bleeding - external

Type of External Bleeding	Signs & Symptoms	First Aid Management
Minor Cuts and Abrasions	Could include: bleeding from a capillary will appear bright red and flows steadily out of the body; bleeding stops on its own or with pressure	<ul style="list-style-type: none"> • Clean dirty areas with antiseptic, washing away from the wound. • Clean the wound with water, sterile saline or a moistened gauze square. • Control bleeding—apply firm direct pressure and rest until bleeding stops. • Completely cover the wound with a sterile, absorbent, non-stick dressing (this may be self-adhesive). • Roller bandage or tape to secure the dressing in place if it is not self-adhesive
Nosebleed	Could include: Blood from nose	<ul style="list-style-type: none"> • Reassure the person. • Ask the person to apply equal pressure over the soft part of their nostrils, below the bridge of the nose. • Have the person sit up and lean forward to avoid blood flowing down the throat. • Have the person rest and remain seated for at least 10 minutes. • On a hot day or after exercise, it might be necessary to maintain pressure for at least 20 minutes.
Major External Bleeding	Could include: deoxygenated blood from a vein appears dark red and will flow steadily out of the body; bleeding slows or stops	<ul style="list-style-type: none"> • Reassure the person • Ask the person to lie down, remain still and apply pressure to their wound if they can

	<p>with pressure but starts again if you remove pressure; blood slowly soaks through a few bandages but is not out of control</p>	<ul style="list-style-type: none"> • Send for help and additional resources (first aid kit and AED) • Apply firm direct pressure over the wound or on each side of a protruding object: <ul style="list-style-type: none"> ○ using the heel of your hands ○ using a sterile dressing held in place by a bandage • Check that the pressure is applied directly over the wound or on each side of a protruding object—move your point of pressure if necessary • Apply a second bandage over the first one and increase pressure if bleeding continues. • Treat for severe, life-threatening bleeding if uncontrollable. • Do NOT remove a protruding object, e.g., stingray barb. • You may immobilise a bleeding limb to restrict movement
<p>Severe Life-threatening External Bleeding</p>	<p>Could include: oxygenated blood from an artery appears bright red and will spurt out in time with the person’s heartbeat; bleeding does not stop or slow with pressure; blood quickly soaks through several bandages and is out of control; amputated or partially amputated limb above wrist or ankle; decreased level of consciousness or unconsciousness; major trauma to any part of the body</p>	<ul style="list-style-type: none"> • Triple Zero (000) or SurfCom • Severe life-threatening external bleeding takes precedence over airway management • Additional resources e.g. trauma kit with an arterial tourniquet, first aid kit, AED • Expose the skin above the bleeding point where possible—you may use shears to cut clothing or wetsuits. • Stop uncontrolled bleeding from a limb as soon as possible by applying an arterial tourniquet. Apply a second tourniquet if necessary. • Record the time the tourniquet was applied on the tab of its strap (or on the person’s head) as well as in an incident report for the paramedics to note. • Monitor and reassure the person while waiting for the paramedics • DRSABCD after managing bleeding

6.2.4 Spinal Cord Injury

Signs & Symptoms	First Aid Management
<p>Signs:</p> <ul style="list-style-type: none"> • Abnormal heart rate (may be fast or slow depending on injury) • Abrasions or bruising to the head or forehead • Breathing difficulties • Dilated pupils • Fluid leaking from the ears • Loss of or altered level of consciousness • Loss of function in hands, fingers, feet or toes • Loss of bladder or bowel control • Neck or head in abnormal position • Priapism (erection) in males • Shock <p>Symptoms:</p> <ul style="list-style-type: none"> • Back or neck pain • Feeling of pins and needles • Headache or dizziness • Nausea • Tingling, numbness or lack of feeling in lower or upper limbs, fingers or toes 	<ul style="list-style-type: none"> • DRSABCD • Move the victim only to extract them from danger • Triple Zero (000) or SurfCom as soon as possible • Managing the victim’s airway takes priority over suspected spinal injuries <ul style="list-style-type: none"> ○ When in the aquatic environment – use the extended-arm roll over technique ○ When on land – it is acceptable to gently move the head into a neutral position if the airway is blocked. In victims needing airway management, jaw thrust and chin lift should be used to minimise neck movement. • Provide oxygen as appropriate • Align the victim’s head in the neutral position and immobilise head/neck movement, e.g. trapezious grip, pack sand around head

7 Policies, Guidelines & Procedures

All lifesaving activities at Cudgen Headland SLSC (CHSLSC) shall be carried out in accordance with SLSA's Policies and Guidelines and SLSNSW's Procedures.

7.1 SLSNSW Public Safety Standard Operating Procedures or SOPs

Members should be aware of and comply with the following [SLSNSW Public Safety Standard Operating Procedures \(SOP's\)](#) - refer link.

Where CHSLSC procedures conflict with SLSNSW procedures, the more stringent or conservative procedure shall be adopted. Should the conflict not be resolved on this basis, the SLSNSW procedure will prevail.

PSS 1 WORK HEALTH & SAFETY

- PSS 1.1 WORK HEALTH & SAFETY
- PSS 1.2 SHARPS

PSS 2 INFORMATION MANAGEMENT

- PSS 2.1 INFORMATION MANAGEMENT & ONLINE SERVICES
- PSS 2.2 WWW.BEACHSAFE.ORG.AU
- PSS 2.3 PUBLIC EMERGENCY CONTACT INFORMATION
- PSS 2.4 MEDIA
- PSS 2.5 WARNINGS
- PSS 2.6 MEMBER STATEMENTS

PSS 3 OBLIGATIONS & STANDARDS

- PSS 3.1 LIFESAVING SERVICE AGREEMENTS
- PSS 3.2 LIFESAVING SERVICE REQUIREMENTS (MINIMUM)
- PSS 3.3 CLUB PATROL REQUIREMENTS
- PSS 3.4 MAINTAINING MINIMUM LIFESAVING STANDARDS
- PSS 3.5 LIFESAVING SERVICE SHORTAGE
- PSS 3.6 LIFESAVING SERVICE EXTENSION OF HOURS
- PSS 3.7 PATROL/SERVICE REVIEWS
- PSS 3.8 GEAR AND EQUIPMENT INSPECTIONS
- PSS 3.9 PATROL OPERATIONS MANUALS
- PSS 3.10 EMERGENCY MANAGEMENT & RESCUE COMMITTEES
- PSS 3.11 NIPPER ACTIVITIES & PATROLS

PSS 4 REGULATIONS – RESCUE VESSELS

- PSS 4.1 ROLE SPECIFIC LICENCES
- PSS 4.2 POWERCRAFT OPERATOR LICENSING
- PSS 4.3 RESCUE VESSEL REGULATIONS/EXEMPTIONS
- PSS 4.4 VESSEL INCIDENT REPORTING (SERVICE NSW)
- PSS 4.5 RESCUE VESSEL OPERATIONS CLOSE TO FLAGGED AREAS
- PSS 4.6 RESCUE VESSEL LAUNCHING & BEACHING ZONES
- PSS 4.7 WHALE & DOLPHIN REGULATIONS
- PSS 4.8 SLS RESCUE VESSELS
- PSS 4.9 VESSEL TOWING

PSS 5 GEAR & EQUIPMENT

- PSS 5.1 LIFESAVING VEHICLES (4WD)
- PSS 5.2 ALL TERRAIN VEHICLES - SSV (SIDE BY SIDE)
- PSS 5.3 WATER SAFETY SIGNAGE
- PSS 5.4 WATER SAFETY FLAGS
- PSS 5.5 FIRST AID EQUIPMENT
- PSS 5.6 OXYGEN RESUSCITATION EQUIPMENT
- PSS 5.7 AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)
- PSS 5.8 METHOXYFLURANE
- PSS 5.9 PUBLIC RESCUE EQUIPMENT (PRE)
- PSS 5.10 SLSA EQUIPMENT POLICIES

PSS 6 RADIO COMMUNICATIONS

- PSS 6.1 RADIO COMMUNICATIONS
- PSS 6.2 RADIO SPECIFICATIONS
- PSS 6.3 RADIO EQUIPMENT MAINTENANCE & SERVICING
- PSS 6.4 COMMUNICATIONS SECURITY/STREAMING
- PSS 6.5 RADIO CALL SIGNS
- PSS 6.6 RADIO CODES
- PSS 6.7 RADIO NETWORK FAULT REPORTING

PSS 7 PATROL OPERATIONS (GENERAL)

- PSS 7.1 BEACH MANAGEMENT METHODS & ROLES
- PSS 7.2 OPENING OF PATROL (START OF PATROL)
- PSS 7.3 PATROL BRIEFINGS
- PSS 7.4 CLOSURE OF PATROL (END OF DAY)
- PSS 7.5 LIFESAVING ACTIVITIES ON CLOSED BEACHES
- PSS 7.6 LIFESAVING VEHICLES ON BEACHES
- PSS 7.7 REGULATION ENFORCEMENT
- PSS 7.8 INAPPROPRIATE BEHAVIOUR BY PUBLIC
- PSS 7.9 MARINE POLLUTION
- PSS 7.10 SHARK MESHING PROGRAM
- PSS 7.11 BEACH ATTENDANCE MONITORING

PSS 8 PATROL OPERATIONS (EMERGENCY)

- PSS 8.1 EMERGENCY BEACH CLOSURE & EVACUATION
- PSS 8.2 LOST/MISSING PERSONS
- PSS 8.3 REQUESTING AN AMBULANCE
- PSS 8.4 REQUESTING HELICOPTER SUPPORT
- PSS 8.5 SHARK INCIDENTS
- PSS 8.6 LIGHTNING
- PSS 8.7 PUBLIC ORDER INCIDENT
- PSS 8.8 BOMB THREAT
- PSS 8.9 BODY RECOVERY
- PSS 8.10 COASTAL FLOODING
- PSS 8.11 TSUNAMI WARNING

- PSS 8.12 COASTAL FIRE
- PSS 8.13 AIRCRAFT CRASH

PSS 9 SURF EMERGENCY RESPONSE SYSTEM

- PSS 9.1 SURF EMERGENCY RESPONSE SYSTEM
- PSS 9.2 STATE DUTY OFFICER
- PSS 9.3 BRANCH DUTY OFFICER SYSTEM
- PSS 9.4 DUTY OFFICER CODE OF CONDUCT
- PSS 9.5 DUTY OFFICER EQUIPMENT
- PSS 9.6 DUTY OFFICER UNIFORM
- PSS 9.7 DUTY OFFICER PRE-OPERATION CHECKLIST
- PSS 9.8 DUTY OFFICER POST-OPERATIONS CHECKLIST
- PSS 9.9 CLUB/SERVICE CALLOUT TEAMS (EMERGENCY RESPONSE)
- PSS 9.10 LOW LIGHT OPERATIONS

PSS 10 SAR OPERATIONS

- PSS 10.1 SEARCH AND RESCUE (SAR) RESPONSIBILITIES
- PSS 10.2 SEARCH AND RESCUE STAGES
- PSS 10.3 RISK VS GAIN
- PSS 10.4 SAR INFORMATION FACTORS
- PSS 10.5 SAR BRIEFINGS
- PSS 10.6 PARALLEL LINE SEARCH PATTERN
- PSS 10.7 CREEPING LINE SEARCH PATTERN
- PSS 10.8 EXPANDING SQUARE SEARCH PATTERN
- PSS 10.9 UNDERWATER SEARCH & RESCUE
- PSS 10.10 INFORMATION EXCHANGE IN TRANSFER OF COORDINATION
- PSS 10.11 CONCLUSION OF SAR OPERATIONS

PSS 11 SURFCOM

- PSS 11.1 OVERVIEW OF SURFCOM OPERATIONS
- PSS 11.2 SURFCOM FACILITIES & EQUIPMENT
- PSS 11.3 SURFCOM EMERGENCY PROTOCOLS
- PSS 11.4 INFORMATION SYSTEMS
- PSS 11.5 INFORMATION ASSESSMENT
- PSS 11.6 DISSEMINATION OF INFORMATION
- PSS 11.7 INFORMATION FILING/STORAGE
- PSS 11.8 CLOSING SURFCOM (END OF DAY)
- PSS 11.9 VOICE RECORDINGS

PSS 12 VESSELS AND AIRCRAFT

- PSS 12.1 RWC OPERATIONS - OVERVIEW
- PSS 12.2 RWC MINIMUM EQUIPMENT
- PSS 12.3 RWC UNIFORM & PERSONAL PROTECTIVE EQUIPMENT (PPE)
- PSS 12.4 RWC DESIGN & LAYOUT
- PSS 12.5 RWC FIRST AID KIT
- PSS 12.6 OVERVIEW OF AERIAL SERVICES
- PSS 12.7 HELICOPTER LANDING SITE

- PSS 12.8 OVER WATER HELICOPTER INTERACTION
- PSS 12.9 UAV OPERATIONS

PSS 13 POST-INCIDENT

- PSS 13.1 MEDIA – CRITICAL INCIDENTS
- PSS 13.2 CRITICAL INCIDENT DEBRIEFING
- PSS 13.3 MEMBER WELFARE – CRITICAL INCIDENTS

PSS 14 SLSA REFERENCES

PSS 15 GLOSSARY OF TERMS

PSS 16 CHANGES LOG

7.2 SLSA Policies & Guidelines

The following SLSA policies and guidelines cover health and safety issues in our surf lifesaving club. These are reviewed and updated regularly therefore may change. Always refer to the [SLSA Members Area](#) Document Library for the latest versions of all SLSA policies and guidelines. SLSA recommends you familiarise yourself with them and refer to our SLSNSW SOP's for instructions on how to complete tasks to enact them.

SLSA Policies:

- Policy 1.01 – Water Safety
- Policy 1.01A – Water Safety Procedure
- Policy 1.02 – Use of SLSA Equipment
- Policy 1.05 – Patrol Uniforms
- Policy 1.06 – Gear & Equipment
- Policy 5.02 – Anti-Doping
- Policy 5.04 – Proficiency and Patrol Hour Requirements – Competition Eligibility
- Policy 5.11 – Competition Manipulation and Sport Wagering
- Policy 6.01 – Intellectual Property
- Policy 6.02 – Privacy
- Policy 6.03 – Limiting and Permanent Disability
- Policy 6.04 – Child Safe
- Policy 6.05 – Member Protection
- Policy 6.06 – Complaints Resolution
- Policy 6.09 – Risk Management
- Policy 6.14 – IT Electronic Acceptances
- Policy 6.16 – Criminal Conviction
- Policy 6.19 – SLSA IT Terms of Use
- Policy 6.20 – Social Media
- Policy 6.21 – Photography, Digital Recordings & Images
- Policy 6.23 – Improper Use of Drugs and Medicine in Sport
- Policy 6.25 – Non-political and Non-Sectarian
- Policy 6.27 – Anti-corruption and Fraud
- Policy 6.28 – Sponsorship

SLSA Guidelines:

- Emergency Management Guideline
- Environmental Factors Guidelines
- Marine Creatures Guideline
- Member Support Guidelines
- Social Media & Imagery
- Visits & Tours Guidelines
- Australian Team Selection Guidelines