

Mount Martha Life Saving Club



Patrol Handbook

Season 2020/21



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Patrol Obligations

Mount Martha Life Saving Club was founded on August 12, 1986 and since then has enjoyed a steady growth of memberships to become one of the largest and most successful lifesaving clubs in Victoria. The club has trained hundreds of members to become patrol members and thousands of school children lifesaving skills and techniques.

In 2017 Mount Martha Life Saving Club was awarded the Life Saving Victoria 2016/17 Patrol Efficiency Club of the Year.

One of the reasons for Mount Martha Life Saving Club's success is that it welcomes people of all abilities and ages, from all walks of life, and encourages them to grow as an active member of the club. It is these members that contribute to the welcoming and 'have a go' attitude that exists throughout the Life Saving Australia organisation.

The primary and number one aim for Mount Martha Life Saving Club is to provide effective life saving patrols during the summer period, and in doing so uphold the Surf Life Saving motto "Vigilance and Service". Mount Martha Life Saving Club would not exist without you providing this vital service.

As a patrolling member of Mount Martha Life Saving Club the expectation is that you complete your rostered patrols, in your rostered patrol team.



Patrol Roster 2020/21

MOUNT MARTHA LIFE SAVING CLUB 2018-19 PATROL ROSTER							
Grey Shaded Areas: Observation Patrols - (10/11/2018 -> 25/11/2018) and (6/4/2019 -> 22/4/2019)							
Public holidays appear in white text.							
Weekly Friday Night Nipper Program Patrol				Friday		1730 to 2000	
PATROL PERIOD 1 = 5.5 HOURS SHIFTS, (10/11/18 -> 24/12/18)				Saturday, Sunday & Public Holidays		1200 to 1730	
PATROL PERIOD 2 = 6 HOUR SHIFTS, (25/12/18 -> 28/01/19)				Saturday, Sunday & Public Holidays		1200 to 1800	
PATROL PERIOD 3 = 5 HOUR SHIFTS, (01/02/19 -> 22/04/19)				Saturday, Sunday & Public Holidays		1200 to 1700	
November 2018	FRI 9TH /NIPPER WK 1	SAT 10TH	SUN 11TH	February 2019	FRI 1ST / NIPPER INTRA-CLUB	SAT 2ND	SUN 3RD
	8	1	2		8	5	6
	FRI 16TH / NIPPER WK 2	SAT 17TH	SUN 18TH		FRI 8TH / NIPPER WK 11	SAT 9TH	SUN 10TH
	8	3	4		8	7	2
	FRI 23RD / NIPPER WK 3	SAT 24TH	SUN 25TH		FRI 15TH / NIPPER WK 12	SAT 16TH	SUN 17TH
8	7	6	8	6	1		
FRI 30TH / NIPPER WK 4				SAT 23RD	SUN 24TH		
8				3	4		
December 2018		SAT 1ST	SUN 2ND	March 2019	FRI 1ST / NIPPER WK 13	SAT 2ND	SUN 3RD
		5	1		8	7	2
	FRI 7TH / NIPPER WK 5	SAT 8TH	SUN 9TH			SAT 9TH	SUN 10TH
	8	2	3			5	1
	FRI 14TH / NIPPER WK 6	SAT 15TH	SUN 16TH		MON 11TH - LABOUR DAY	SAT 16TH	SUN 17TH
	8	4	7		6	4	3
		SAT 22ND	SUN 23RD			SAT 23RD	SUN 24TH
	6	5		1	5		
WED 26TH - BOXING DAY	SAT 29TH	SUN 30TH		SAT 30TH	SUN 31ST		
2	7	1		2	7		
January 2019	TUES 1ST / NYD	SAT 5TH	SUN 6TH	April 2019		SAT 6TH	SUN 7TH
	8	3	4			8	6
	FRI 11TH / NIPPER WK 7	SAT 12TH	SUN 13TH			SAT 13TH	SUN 14TH
	8	5	6			7	4
	FRI 18TH / NIPPER WK 8	SAT 19TH	SUN 20TH		FRI 19TH - GOOD FRIDAY	SAT 20TH - EASTER SATURDAY	SUN 21ST - EASTER SUNDAY
	8	1	2		6	5	3
		SAT 26TH - AUSTRALIA DAY	SUN 27TH		MON 22ND - EASTER MONDAY		
	All patrol teams MMAD Swim Water Safety	3	1				
MON 28TH - AUSTRALIA DAY HOLIDAY							
4							

You must inform your Patrol Captain if you are unable to attend any of your rostered patrols and arrange a substitute with similar qualifications

Version 2 - 02 Nov 2018

Before Patrol Starts

Responsibilities of Patrol Captains on the day of patrol

The below are guidelines to assist you with running your day-to-day patrols. There is a checklist of items to be completed before patrol and to assist with packing up and finishing your patrol.

Before patrol commences:

- **Advise all patrol team members to arrive 15 minutes before patrol start time**
- Open the club and switch off the alarm
- Place the "Parking for Beach Patrol Only" signs at the front of the club
- Open the upstairs patrol room, and the club rooms.
- Open downstairs patrol room and equipment room door to allow access to the beach for patrol equipment
- Collect radios from upstairs and distribute to the patrol team
- Switch on base station radio
- Check logs from previous patrols for any problems
- Check and prepare IRB for operation
 - Check all IRB equipment in IRB –knife, paddles, fuel cell, tow rope, tube and whistle
 - pontoons correctly inflated
 - Motor attached including safety chain
 - Motor run in water or in the sea for 3 minutes
 - IRB at water's edge, outside of the "No Boating "area as per SOP. Insert Power craft sign & 6 witches' hats around the area.
 - Check the amount of fuel including spare fuel. If fuel is required, write on white board and contact Wolfy Frantz IRB Captain (0413 648 360) or Andy Whitehouse ATV Captain (0409 042 167)
 - Cover fuel cell with damp towel or similar
- Patrol Captain to ensure all equipment is out as per patrol requirements (see SOPs)
 - Place patrol flags and stands at each end of patrol area
 - Place 2 rescue boards, one next to each set of flags
 - Place 2 rescue tubes, one next to each set of flags
 - Place 2 sets of flippers, one next to each set of flags
 - Allocate members to put shelter up and sandbags to support it if it is windy
 - Place set of signal flags and shark flag inside shelter
 - Ensure there is a radio, in a waterproof cover, in the shelter
 - Ensure a Patroller is in the shelter at all times on patrol – allocate rotating 'times' for patrollers to be in the shelter – e.g. 20 mins at a time so all patrollers have a go!
 - Ensure a Patroller is in the upstairs Patrol Observation Room always during patrol
 - Select Power craft area outside of flags – Insert Power craft sign & 6 witches' hats around the area.
 - **Introduce any new members to the team**

Before patrol commences cont.:

- Ensure information board is completed and placed at beach side of the club house
- Fill out tide times on the information board and in the patrol log book - there is an App called BEACHSAFE, which has current information of the beach conditions at Mount Martha for the day. Insert any warnings or advice into the information. Can be simple as Slip, Slop, Slap.
- Check ATV fuel level
- Check ATV tyre inflation – 6 PSI (42 KPA) minimum
- When patrol equipment area is not in use, close yellow and black chains over doorways to discourage public use
- Open the first aid room, ensuring both doors are unlocked
- Check bum bags are filled with appropriate items as per sign in downstairs patrol room
 - Ensure bum bags are allocated to patrol members
- Check the oxygen plus both Resuscitation kits, 1 for Patrol use & 1 for the ATV– this will need to be done by an ART holder and documented in the Patrol Log
 - General check all first aid supplies are there as per list
 - Check spinal board and stretcher
 - Clean sink and floor
 - Check First Aid log is there
 - Check cold water and ice in freezer

- Allocate duties to patrol team – log this in the patrol log and on the whiteboard in the patrol equipment room
- Shark Alarm- check it works and ensure it is in the upstairs patrol room ready for use.
- Complete all log books thoroughly before signing on (to ensure accurate information is given to LSV). Check the 4 logs prior are also completed
 - Patrol Log
 - IRB Log
 - Radio Log (for Mount Martha reference only)
 - Check that previous 4 logs have been completed correctly

- Hold a briefing session with all patrol members. Allocate duties as per the whiteboard and ensure team members know and understand their roles. Discuss any other relevant information or activities for the day. Remind the team to notify you when they wish to leave the club for lunch and ensure they inform you when they return.
- **Ensure patrollers are dressed in uniform i.e. patrol shirt, shorts, four quarter cap (must always be on when outside, or round the neck when inside), wide brim hat (when outside), sunglasses, club bathers (or red or navy blue) and bum bags (if they were allocated one).**
- Don't forget to log beach attendance throughout the day
- Sign on with LSV Comm's see Signing on section

Signing On

LSV preferred methods of signing on are

- 1: On line
- 2: Radio
- 3: Phone

****MMLSC signs on using the Online method****



Signing on via the Internet

- You can use your smartphone or tablet. If you are not able to use your smartphone or tablet there is a laptop available in the upstairs patrol room. Switch it on and click the Google Chrome shortcut on the desktop. The following page will open.
- Web Address: <http://lsvcomms.lifesavingvictoria.com.au/>
- Username: MMAV
- Password: club026

Signing on via Radio or Phone

- Phone No: 13 SURF (13 7873)
- Information required
 - Location: Beach name / Name of Lifesaving Club
 - Patrol Strength: (Full or Partial)
Full Patrol: your patrol meets core patrol requirements.
Partial Patrol: your patrol does not meet core patrol requirements, keep LSV updated as more patrol members arrive and or when full patrol is met.
 - Patrol Status (Open/Closed/Inclement)
Beach Open.
Beach Closed: your beach has been deemed too dangerous for the public and all patrolling members are maintaining a watch from the beach (refer SOP 1.7 Beach Closure)
Inclement Weather: you have poor weather at your beach are there is no one in the water (refer SOP 1.8 Inclement Weather Procedures)
 - IRB Status (Operational/Standby/Unavailable)
IRB Operational: an IRB is at the water's edge and ready for use.
IRB On Standby: an IRB is at the clubhouse ready for use and can be brought to water's edge for use if required.
IRB Unavailable: IRB is not able to be used on your patrol, it does not have an IRB driver and/or crew available.
 - Beach Population (Total)
 - Provide information on any other information requested by LSV Comms
- If emergency traffic is occurring on your channel, please wait. Sign on information is not time critical.

Reporting during Patrol

- Throughout the day advise LSV Comms **LIMSOC** immediately or as soon as practical of all;
 - Rescues
 - Major first aids and incidents
 - Change to patrol status
 - Change to IRB status
 - Major weather changes



Signing Off

Signing off via the Internet

- Web Address: <http://lsvcomms.lifesavingvictoria.com.au/>
- Username: MMAV
- Password: club026

Signing off via Radio or Phone

- Phone No: 13 SURF (13 7873)
- Information required
 - Location: Beach name / Name of Lifesaving Club
 - Preventative actions / rescues:
 - Total number of preventative actions
 - Total number of rescues
 - First Aid Total:
 - Total number of minor first aid cases e.g. cuts etc.
 - Total number of major first aid cases e.g. referred to Hospital / Ambulance
 - Average Wave Height:
 - The average wave height for the day not wave height at sign off
 - Total Beach Attendance:
 - The estimated TOTAL number of beach visitors for entire day, not at sign off as taken from your patrol log book
 - Provide information on any other information requested by LSV Comms
- **PLEASE NOTE ALL SIGN OFF STATISTICS SHOULD BE THE SAME AS WHAT IS RECORDED IN THE PATROL LOG BOOK**
- If emergency traffic is occurring on your channel, please wait. Sign off information is not time critical.

Finishing Patrol

Responsibilities of Patrol Captains on the day of patrol

The below are guidelines to assist you with running your day-to-day patrols. There is a checklist of items to be completed before patrol and to assist with packing up and finishing your patrol.

Finishing patrol:

Pack up all equipment – don't forget to bring in the information board.

Patrol members should notify the public that the flags are coming down and they are on their own – particularly if there are youngsters in the water etc.

Wash down IRB and motor – Run for min 3 minutes with fresh water and spray with WD40.

On Sunday afternoon or at weeks' end let pressure out of the IRB pontoons and take the motor off and place it on racks.

Wash down ATV – particularly if it gets bogged – rinse off all sand as it prolongs its life!

First aid room

- Put all bum bags back in the cupboard in the first aid room. Re-fill any equipment used during patrol
- Oxygen – ensure the regulator is bled and leave on and store for next patrol
- Ensure clean and tidy

Tidy the main hall and kitchen area.

Complete all logbooks – all sections.

Ensure all IRB drivers and crew have noted their hours in the log.

Logbooks will need to be signed, dated and checked that all information is up to date.

Sign off with LSV Comms either by radio or on the internet (see sign off section).

Take all hand-held radios to the upstairs patrol room and ensure they are on charge.

Turn off the radio base station.

Tidy both patrol rooms for the next patrol.

Lock the patrol rooms and upstairs clubrooms.

Ensure the club is locked and secure (always double check all balcony doors and windows).

Turn on the alarm!

Ensure you always thank your patrol team at the end of patrol.

Pillars Patrol Policy

- Using the IRB, the Pillars are to be visited at least twice each patrol. More often in peak periods or hot weather, resources permitting.
- When visiting the Pillars, take a Bum Bag and put the club mobile phone in a waterproof bag in case of emergency.
- If boats or jet skis are endangering others near the Pillars, please be polite and diplomatic.
- Contact VicPol Water Police if necessary.



Radio Management

Terminology Changes

- Portable Radio - A handheld Radio
- VHF – Very High Frequency
- Fixed Station Terminal - A Base Radio
- Trunked - Duplex Operation, Radio to tower to radio (and statewide)
- Direct Mode Operation - Simplex Operation , Direct radio to radio communication
- Talkgroups - A channel
- RMR – Regional Mobile Radio

Using the Radio

- Wait until no one is transmitting
- Press and Hold the PTT button
- Wait for the three quick chirps (beeps)
- Wait a further one second
- Then talk
- There is **NO NEED** for radio checks
- Ensure you turn on the Fixed Station Terminal in the upstairs patrol room.
- When transiting to the Pillars change to Local radio communication and take the Club Mobile, kept in the upstairs Patrol Room. (To be used in emergencies.) Place phone in watertight radio pouch when in the IRB.



Radio Talk Group Guide

Normal Operations

- Zone: 8 (OPS Peninsula)
- Patrol Talkgroup: 8-01 (MRN-LEO DISP)
- Training Talkgroup: 8-34 (PEN TRN LOC 02)
- Backup Talkgroups
- Patrol Talkgroup: 8-21 (PEN OPS LOC 01)

(Only use in the event of network failure)

<u>Z-TG</u>	<u>Radio Display</u>	<u>Type</u>	<u>Designated Use</u>
<u>8-01</u>	<u>MRN- LEO DISP</u>	<u>Trunked</u>	<u>Normal Patrol Talkgroup: Mornington, Point Leo</u>
<u>8-02</u>	<u>MRN- LEO INC</u>	<u>Trunked</u>	
<u>8-05</u>	<u>DISP</u>	<u>Trunked</u>	
<u>8-06</u>	<u>INC</u>	<u>Trunked</u>	
<u>8-09</u>	<u>DISP</u>	<u>Trunked</u>	
<u>8-10</u>	<u>INC</u>	<u>Trunked</u>	
<u>8-21</u>	<u>PEN OPS LOC 01</u>	<u>Local</u>	
<u>8-22</u>	<u>PEN OPS LOC 02</u>	<u>Local</u>	

<u>8-23</u>	<u>PEN OPS LOC 03</u>	<u>Local</u>	
<u>8-24</u>	<u>PEN OPS LOC 04</u>	<u>Local</u>	
<u>8-25</u>	<u>PEN OPS LOC 05</u>	<u>Local</u>	
<u>8-26</u>	<u>OPS STATE LOC</u>	<u>Local</u>	
<u>8-31</u>	<u>PEN TRN NET 01</u>	<u>Trunked</u>	<u>Training Talkgroup (when away from club)</u>
<u>8-32</u>	<u>PEN TRN NET 02</u>	<u>Trunked</u>	<u>Training Talkgroup (when away from club)</u>
<u>8-33</u>	<u>PEN TRN LOC 01</u>	<u>Local</u>	<u>Normal Training Talkgroup</u>
<u>8-34</u>	<u>PEN TRN LOC 02</u>	<u>Local</u>	<u>Normal Training Talkgroup</u>
<u>8-35</u>	<u>PEN TRN LOC 03</u>	<u>Local</u>	<u>Normal Training Talkgroup</u>
<u>8-36</u>	<u>PEN TRN LOC 04</u>	<u>Local</u>	<u>Normal Training Talkgroup</u>
<u>8-37</u>	<u>PEN TRN LOC 05</u>	<u>Local</u>	<u>Normal Training Talkgroup</u>

Radio Pack Up

- Remove radio from harness and bag
- Check for damage/water ingress
- Turn off
- Clean if required (see care and maintenance requirement in handbook)
- Place on charge

For more information on the digital radios, you can read the Induction Handbook located in the Patrol Rooms.

Suggested Patrol Activities

We have all experienced the boredom of a long day on patrol on the beach, particularly when we have inclement weather. The purpose of this discussion is to assist you with keeping your team occupied and engaged during patrol hours. These activities do not need to be coordinated by the Patrol Captain. The vice-captain or junior vice-captain or even a senior member of your team can assist.

- Scenarios. They don't have to be complicated and can be a good way of reinforcing training for your team. It's also a great way of making sure your team knows their way around the first aid room. Some examples below:
 - Simple first aid scenarios. Take some of your team down to the first aid room and ask them to treat you (or a volunteer patient). E.g. a sprained ankle, a cut, stingray, jellyfish. Anything you can think of.
 - Lost child scenario
 - Mock rescue e.g. board rescue, tube rescue etc.
 - CPR or patient assessments (1 and 2 person)
 - De-fib. Intro to all patrol team members and demonstrate correct use.
- Volleyball/cricket/soccer. These are available to be used during patrol hours (particularly if the beach is quiet). Set up a mini tournament and get the whole team involved.
- Study for up skilling to new awards.
- DVD's/Videos – the presentation equipment is available for use on all patrols. If the weather is inclement, team members can watch a movie if they want to (of course the beach will need to be watched at the same time). Teams can also have the TV on for the ironman/cricket etc.
- Maintenance – there is always something that needs fixing around the club. If there is a job you're going to take on (e.g. IRB motor repairs, board repairs etc.) ask your team members if any of them would like to help out. It's a great way for your team to get more involved and learn more skills.
- Cleaning – (everyone's favourite). Sweeping the hall, downstairs, washing down nipper boards and mals etc. There is always something to do.
- Roving patrols – we often forget that members can go on roving patrols. Make sure they have a radio and they let you know where they are going and report regularly with base. A great way to show the public we have a presence on the beach, not just in front of the clubhouse.
- Open water swim

Patrol Service Efficiency & Standards Program

LSV will conduct patrol inspections during the season. During the 2020/21 season we will be inspected twice. The purpose of the inspections is to monitor, review, and promote the club's patrolling efficiency and to provide a means of ranking clubs and identifying areas of development.

Procedures for Patrol Inspections

Introduction

- Patrol Inspection formats (areas reviewed, scoring system, number of inspections) may change on a seasonal basis as well as within a season (questions asked or simulated rescue) as determined by the State Service Efficiency and Standards Officer. The critical aspect is that the Patrol Inspection is fair and reasonable within each round of club inspections and that the inspectors are trained to provide a relatively impartial review. The patrol inspection, as defined each season, will be communicated to all clubs at the start of the season.

Format

- In the pre-season LSV will identify: inspectors, dates, clubs, environment conditions and patrol. They will develop a scoring system and a feedback method to the patrol and club of result and feedback method to Life Saving Victoria if clubs fail to meet the minimum patrol requirements in any area.

During the Inspection

- The inspectors will usually split the inspection into two sections – the patrol and equipment.

Patrol Review

- Number of members and if patrol meets minimum number of patrol persons as well as relevant awards.
- Members attire in relation to uniform requirements.
- General knowledge of members.
- Response of patrol in relation to a simulated rescue situation.
- Location of members on patrol.
- Equipment review
- If patrol meets minimum equipment requirements.
- That relevant log books are appropriately filled out.

What If there is...

Contents:

- Attempted Suicide
- Boats, Sail craft or jet skis in No Boating Zone
- Broken Patrol Equipment
- Club member's misbehaviour
- Dogs on the beach
- EPA Report for Mount Martha Beach
- Helicopter Safety
- Inclement weather
- Incomplete Patrol Team
- Indecent Exposure
- Lightning
- Major First Aid
- Marine Animal
- Minor First Aid
- Missing Person
- Paedophilia or Inappropriate Visual Recording
- Patrol Member Injury
- Preventative Action
- Rescue
- Search and Rescue
- Shark Sighting
- Suspected inappropriate photography or Visual Recording
- Suspected Theft
- Violence
- Other Emergencies

Attempted Suicides

If there is an individual trying to commit suicide notify LSV Comms and emergency services as soon as possible.

If they are out in the water and posing no harm to lifesavers or bystanders encourage the individual to come back into shore. Where safe to do so comfort the individual and try to keep them out of the water. If at any stage, they pose a hazard to lifesavers or bystanders leave the individual and assess from a distance until emergency services arrive.

Boats in No Boating Zone

If there is a vessel in the no boating area outside the club lifesavers should advise the vessel that it is not allowed in the area and point the vessel in the right direction. As lifesavers, we do not have the authority to fine the vessels in the wrong place. If the vessel ignores lifesavers request to move, we can advise the Water Police on the following number: Water Police: 9399 7500



Body Retrieval

General Principles

- The body should be disturbed as little as possible.
- The Police should be notified as soon as practicable.
- Isolate the area.
- Consider:
 - members of the public,
 - relatives / friends,
 - the deceased person,
 - age of lifesavers on patrol
- Note locations, times and other relevant details.

See Standard Operating Procedure: SOP:5.2

Broken Patrol Equipment

If any patrol equipment is broken, unsafe or unable to be used please inform the Patrol Captain. The issue should be noted in the relevant log and the appropriate committee member notified. E.g. a broken radio should be noted in the Radio Log and the Radio Captain notified.

Club Members Misbehaviour

If the actions of other club members reduce or impact on patrol duties, then the Patrol Captain is empowered to ask or demand they cease. If the member takes no action to remedy the situation then the Patrol Captain can report them to the Committee, which can require the member to explain their conduct.

Dogs on beach in Summer daylight saving hours

We are not Shire Rangers or the Police! We can only advise/educate members of the public. If a member of the public reports a dog on the beach firstly be sympathetic and explain we are not allowed to enforce rules. Explain we can advise dog owners (they may not know that it is not a dog friendly beach in Summer) that they may face a fine if caught with a dog on the beach and inform them where the signs are.

Explain that we cannot make them take the dog away but we can monitor the situation and give evidence etc. if an incident occurs.

A friendly advisory approach will often solve the problem but do not allow yourself or other patrollers to be drawn into an argument with any dog owners.

The rules for dogs on our beach are: during daylight saving dogs are not allowed on our beach between 9am and 7pm. They are allowed on the beach at any other times, but must be on a lead.

Helicopter Safety

See Standard Operating Procedure: SOP: 9.1

Inclement weather

Inclement weather is defined as when adverse weather conditions are such that no person is in or on the water in the defined area.

See Standard Operating Procedure: SOP: 1.8

Incomplete Patrol Team

If a patrol member turns up to patrol and patrol members are not there, they should contact their Patrol or Vice Patrol Captain to contact rostered patrol members. If there is not a complete patrol any members should set up the patrol and proceed to logging on with LSV Comms with an incomplete patrol.

Following this if no more members from the rostered team show up, members should ring around other teams to try and get a full patrol and when each extra patrol member with a needed award arrives inform LSV Comms of the change.

If you do not have any success contacting your Patrol Captain, please contact our Life Saving Operations Manager Nick Wootton on 0431 170 880

In the last instance LSV Regional or Assistant Regional Officers can be contacted and asked if they can send us any patrol members from other clubs in our region.

Regional Officer	Cohen Doyle	0438 320 163
Assistant Regional Officer	Toby Dobell	0417 114 733

If you have a full patrol, and a member with an essential award needs to depart, then notify LSV Comms of your patrol status.

Indecent Exposure

In the case of an individual indecently exposing themselves the procedure is as follows.

- Call the local police (5970 4900)
- Report incident to LSV Comms
- Monitor the individual from a distance until police arrive
- Liaise with emergency services

Remember to log and report all proceedings in the patrol logs and to LSV Comms.

Lightning

The 30/30 Rule (refer Definition in Appendix) is recommended for lightning safety in the Australian Standard on Lightning Protection. The rule is designed to provide guidance on the suspension and resumption of activities in an outdoor environment. It sets out the following principles:

Close Beach

Where the flash (Lightning) to bang (Thunder) count is 30 seconds or less, indicating that the lightning is 10km away. This is associated with significant risk that the strike could be at the patrol area.

Open Beach

Where 30 minutes has passed since the last sighting of Lightning, a typical storm travels at about 40km/h. Waiting 30 minutes allows the thunderstorm to be approximately 20km away.

See Standard Operating Procedure: SOP:1.9

Major First Aid

A major first aid is defined as a serious accident or incident usually where emergency services are called. There are several things you need to know initially which include, location, time, date, name, age, sex and the hospital that the casualty is taken to. Following this, future records need to take into consideration weather, equipment use, names and witnesses with a full description of the first aid and rescue.

All information must be logged for club and LSV records and following the incident a debrief is to be held to discuss the incident with all patrolling members allowing access to counselling etc.

See Standard Operating Procedure: SOP: 4.4

Marine Animals

In the event of marine animals being spotted at the club there are several different procedures to deal with animals depending on the specific type. As a rule, the best thing to do would be to call LSV to advise on the appropriate authority for the patrol to call either directly or to be in contact through LSV.

Minor First Aid

Minor first aids should be dealt with as defined in either the bronze or first aid training books. If you do not know how to deal with something do not be afraid to ask a senior member or contact LSV. The important thing is to remember to always fill out the first aid log after any first aid and not perform any first aid for which you are not qualified. Don't do first aid alone (apart from basics like a band aid) radio or call for another member, particularly on youngsters, ask for parents to be there and permission to touch/do what needs to be done.

Missing Person

In the case of a missing person there are several ways to deal with the situation.

- Find out as much information as possible from the person reporting the missing person, which may include where they were last seen, what they look like, what clothing they were wearing, their age and a medical history
- Ensure the reporter or any others involved stay calm as often these people can become stressed with potential for shock
- Systematically search the beach and water for the missing person
- If unable to find the missing person in a **reasonable amount of time** inform LSV and the Police
- LSV to be informed as soon as information is received from the public. This enables them to be on standby to despatch additional resources if they need to.

Needles/Sharps

If you find a needle and/or syringe:

- Do not put your hands in any hidden or hard to access places (e.g. Drain pipes, toilets or thick bushes)
- Do NOT attempt to recap the needle
- Use a sharps container or find a rigid walled, puncture resistant, sealable container (plastic bottles are good if no disposal containers are immediately available)
- Find and put on latex/rubber gloves if possible
- Bring the container and place it on the ground beside the needle/syringe.
- Do not hold the container upright in your hands as you are disposing of the needle/syringe
- Pick up the needle/syringe by the middle of the barrel keeping the sharp end facing away from you always. Needles/syringes should be handled without direct contact e.g. use extended tongs
- Place the needle/syringe in the container sharp end first; and securely close the lid, holding the container at the top.
- Remove gloves (if appropriate and wash hands with running water and soap)

- Place the sealed container into your nearest Needle and Syringe Program (NSP) for disposal as medical waste
- Other items that have come into contact with blood should be disposed of in the same container as the used needle/syringe, or placed into double plastic bags and then into rubbish, or taken to a NSP for disposal.

See Standard Operating Procedure: SOP: 6.1

Patrol Member Injury

If there is a patrol member injury it is dealt with very much the same as a normal first aid. The first aider should treat the injury as they would any other injury. The difference comes in the way it is reported. The first aider should fill in the usual first aid report. If the patroller is injured from a building or equipment issue – i.e. health & safety related log it and go through the channels to raise the issue with the committee/building manager.

Preventative Action

A preventative action is when you deliver a warning or advise someone to do something. Don't forget to log it at the time and tell LSV at the end of the day.

Rescue

In the event of a rescue – have someone notify LSV Comm's as soon as the event starts to unfold; this will ensure they are on standby if extra resources are needed. All information must be logged for club and LSV records and following the incident, a debrief is to be held to discuss the incident with all patrolling members, allowing access to counselling etc.

Search and Rescue

A Search and Rescue (SAR) operation is defined as a situation, which involves the dispatch of a rescue team to an incident, the exact location of which may or may not be known. Search and Rescue operations are primarily the responsibility of the Victorian Police. Where an incident is not within the capabilities of the available rescue facilities, the coordination of the SAR is passed on by the Police to the Australian Coastal Surveillance Centre in Canberra, by mutual agreement.

In all incidents where volunteer rescue organisations are utilised, all actions are coordinated by, and under the direct control of the Victorian Police. In many areas, the Police have limited or no marine rescue facilities and look to recognised volunteer rescue organisations to assist them in their search and rescue operations.

It is therefore important that our various lifesaving clubs around the State maintain a first-hand liaison with their local Police and ensure that the Police are aware of the depth of personnel, rescue and communication equipment that they have available.

Inflatable Rescue Boat (IRB) / Rescue Water Craft (RWC) and Offshore Rescue Boat (ORB) crews must ensure they are aware of the various reefs and danger spots that exist in their area of operation, and the dead spots which occur in radio communication.

See Standard Operating Procedure: SOP: 5.4

Shark Sighting

On receiving information of a shark sighting at a patrolled beach, the Patrol Captain must sum up the validity of the sighting and the severity of the risk. All sightings reported directly to patrol members or lifeguards must be passed onto LSV Comms, whether the sighting is confirmed or otherwise. If the location is near the patrolled area, if safe to do so, the IRB should be launched and sent to the location immediately upon notification of the sighting to further assist in the assessment.

The following should be used to determine risk:

- Species
- Length (approx.)
- Number
- Distance from shore
- Direction of travel (if known)
- If swimmers/divers/surfers were in vicinity and were they directed out of water
- Feedback from the IRB

See Standard Operating Procedure: SOP: 1.11

Suspected Paedophilia or Inappropriate Visual Recording

In the case of an individual looking inappropriately or visually recording the public on the beach the procedure is as follows.

- Monitor the situation to make sure the individual is acting inappropriately
- Call the local Police on 5970 4900
- Report incident to LSV
- Monitor individual from a distance until Police come to the scene
- Liaise with emergency services
- Remember to log and report all proceedings in the patrol logs and to LSV.

Suspected Theft

There are two different scenarios with stolen goods. The first is someone has reported something stolen and the second is catching someone stealing something.

If you see an individual stealing something lifesavers should:

- Monitor the situation, call the Police if needed and report to LSV
- Monitor the individual from a distance and liaise with the Police
- Log and report the incident to LSV

If a member of the public comes up to you and reports an item stolen, lifesavers should:

- Take details of incident as it may be handed in at a later stage

If the item is of value, the individual should be advised to report it to the local police on 5975 4900.

Violence

In the case of any violence on the beach the procedure is as follows.

- Monitor the situation; do not try to get involved if you are putting yourself in a dangerous situation
- Call the local police on 5970 4900
- Report incident to LSV
- Monitor individuals from a distance until police come to the scene
- Liaise with emergency services
- Remember to log and report all proceedings in the patrol logs and to LSV

Other Emergencies

If you do not know what to do in a situation your best resource is always to contact LSV. They have access to greater help and information, and it is their job to assist patrollers in the case of an emergency.



Patrol Uniform

Mount Martha Life Saving Club will **supply SRC and Bronze Lifesavers with one free uniform upon successful completion of their award.** This initial uniform will include a Red and Yellow Four Quarter Cap, Surf Lifesaving Long Sleeve Top, Surf Lifesaving Shorts and a Wide Brim Hat. **Additional uniforms are available for purchase at cost price. Speak to your Patrol Captain in the first instance about replacement uniforms.**

Patrol Uniforms

- Red and Yellow Four Quarter Caps
- Surf Lifesaving Long Sleeve Tops
- Surf Lifesaving Issued Shorts
- Wide Brim Hat
- Lifesaving baseball caps
- Club Bathers
- Sunglasses
- Sunscreen
- SLSA Waterproof Jackets
- SLSA Lifejackets

Friendly Reminder

Please only wear uniforms on Patrol, not to and from patrol.

If you leave the club during patrol – i.e. to go to the shops it is club protocol that you change into civilian clothing and then back to patrol gear when you return.

It's not good PR if lifesavers in full lifesaving attire are seen at the shops and not on the beach where the public expect them to be.



Patrol Awards

MMLSC values the support of its volunteer Patrol Members and recognises this at a 'Thank You and Awards' night event each year. At this club wide event recognition is given to patrol members with the following awards presented on the night: Best Patrol Person, Best 1st Year Lifesaver and in 2015/16 we introduced 100% Patrol attendance award and the "All Stars" Patrol Team.

100% Patrol attendance award

This is an award given to a patroller that completes 100% of their **rostered patrol hours** for their patrol team.

The first time a member achieves 100% they will receive the "100%" jacket showing they have achieved this award and joined the "100%" club. Their name will be added to the 100% Patrol attendance honor board in the year they gain 100%.

If a patrol member achieves the 100% in subsequent years they will receive a gift from the club as recognition of the achievement.

To be eligible for this award you must have completed 100% of your rostered patrol hours for your patrol team. If you are unable to attend a patrol, arrange a suitably qualified substitute* (don't forget to tell your Captain), and pay them back. I.e. if a substitute does 5 hours for you, you do 5 hours for them. If the member does not want you to pay them back you need to contact the club's Patrol Captain to organise a suitable patrol to make up the hours. You will be asked to attend a patrol which assists our club in meeting operational requirements. NB: if you are excused from a patrol, arrive late or depart early without arranging a sub to cover you will not be eligible for this award.

*Your substitute must hold the same base award ie a Bronze Medallion holder must arrange a Bronze Medallion as a substitute, not an SRC. If you hold awards key to the operations of your patrol eg IRB Driver, SM please arrange a substitute with similar qualifications. Patrollers will not be eligible for the 100% award in their first season.

All Stars Patrol Team

We currently have 2 main patrol awards - **Best first year** and **Best patroller** but we have lots of patrolling members that deserve to be recognised. This award will recognise a member from each team, nominated by your Patrol Captain, that has gone above and beyond and contributes to their team. Members selected each year will have their names added to the "All Stars" honor board.

To be eligible for this award you must have completed all your patrol obligations.

Key Patrol Contacts

Life Saving Ops Manager	Nick Wootton	0431 170 880	lifesavingopsmgr@mmlsc.com.au
Patrol Captain	Lachie Lloyd	0424 264 139	patrolcaptain@mmlsc.com.au
First Aid Officer	Tara Jackson	0407 986 980	firstaidofficer@mmlsc.com.au
IRB Captain	Wolfy Frantz	0411 587 944	irbcaptain@mmlsc.com.au
ATV Captain	Andy Whitehouse	0409 042 167	atvcaptain@mmlsc.com.au
Radio Captain	Rhys Cole	0449 632 306	radiocaptain@mmlsc.com.au
Gear Steward	John Harvey	0418 171 141	patrolgearsteward@mmlsc.com.au

Patrol Captains

Captain Team 1	Phil Shanahan	0422 764 027	pshan@bigpond.net.au
Captain Team 2	Brendan Randall	0408 175 686	bmrاندall11@hotmail.com
Captain Team 3	Sally Davis	0434 871 103	matsal1c@bigpond.com
Captain Team 4	Hannah Mowat	0428 959 309	hannahcmowat@hotmail.com
Captain Team 5	Ray Flanagan	0418 559 533	flanaganraymund@gmail.com
Captain Team 6	Bec Gibbs	0432 204 147	president@mmlsc.com.au
Captain Team 7	Tara Jackson	0407 986 980	tara.jackson93@gmail.com
Captain Team 8	John Harvey	0418 171 141	harvey@satlink.com.au

Patrol Resources

Handy phone numbers:

Mount Martha LSC	5974 4140	
LSV	13 SURF (13 7873)	
Emergency Services	000 or 112 (GSM mobiles)	
Regional Officer	Cohen Doyle	0438 320 163
Assistant Regional Officer	Toby Dobell	0417 114 733
Mornington Police Station	5970 4900	
Frankston Police Station	9784 5555	
Frankston Hospital	9784 7777	
Water Police	9399 7500	
Volunteer Marine Rescue	0419 233 999 (24 HRS)	
Crime Stoppers	1800 333 000	
Needle & Syringe Program (NSP)	1300 365 482	
(For information on the safe retrieval and disposal of needles and syringes and contact details of NSP providers)		

Handy resources while on patrol:

SOP Manual – stored in the cupboard in the upstairs patrol room. It contains procedures to follow during various incidents.

SOP Online – SOP's are also available to be read online at <https://lsv.com.au/clubs-members/support/standard-operating-procedures/>

LSV Comms – they are always available to provide guidance, don't be afraid to call them if you have a question or concern.

Appendix

The "30/30" Definition:

The "30/30" rule is recommended for lightning safety and serves as a guide for the suspension and subsequent resumption of activity. The first part of this rule (a flash-to-bang count of 30 s) is a guide to the suspension of activity. The flash-to-bang count is one of the most practical techniques for estimating the distance to lightning activity. It is based on the fact that light travels faster than sound. Given that sound travels at a speed of about one kilometre every three seconds, the time that elapses between the flash of lightning and clap of thunder can be divided by three to give a measure of how far away the storm is in kilometres.

The overall message is to seek shelter when the lightning activity is too close, but how do we define what is meant by too close? Currently, most experts agree that the accepted "safe" distance is no less than 10 km. This means that as the flash-to-bang count approaches 30 seconds, all people at risk should be seeking or already inside safe shelters.

The second part of the 30/30 rule provides the criteria for resumption of activity. Here it is recommended that people wait 30 minutes after the last sight of lightning or sound of thunder. This figure is based on the observation that a typical storm moves at about 40 km/h. Thus, waiting 30 minutes allows the thunderstorm to be about 20 km away, minimising the probability of a nearby strike. It is important to emphasise that blue skies and lack of rainfall are not adequate reasons to breach the 30-minute return-to-activity rule.