

Circular

Title:	2017/2018 Patrol Operation Manual
Document ID:	100.06.2017
Department:	Lifesaving Operations
Audience:	All Members, All Clubs, All Branches, All SLSQ Staff & State Lifesaving Committee
Summary:	2017/2018 Patrol Operation Manual is now available
Date:	29.06.2017

Good Afternoon all SLSQ Clubs and Branches

The 2017/2018 SLSQ Operations Manual has now been uploaded on the member's portal, you can find this under:

Library – lifesaving – lifesavers – QLD.

Note that you must have a member portal log in to access the Patrol Operations Manual. The document can be uploaded and saved into your smart phone IBook's for quick reference or downloaded sections individually for PC's.

Clubs WILL NOT receive a hard copy of the Patrol Operations Manual this year.

Broad summary of changes are below:

Section:	Changes:
1	Date changes
2	Date changes
3	Date changes
4	<ul style="list-style-type: none"> • Date changes • Observers Qualification Sentence changes • Proficiency Award changes
5	<ul style="list-style-type: none"> • PSC – dates, public holidays, commencement & Conclude dates. • Update min requirements for patrolling from Section 5 • Date and Year Changes
6	Date Changes Version Changes
7	<ul style="list-style-type: none"> • Date change, Version change • header footer change • PC section 15. LIMSOC Logs instead of IPad logs
8	<ul style="list-style-type: none"> • Date change, header footer change • Closed Beach • 2nd Sentence – If a Club determines its beach is to be closed the minimum Patrol strength outlined in the club patrol service contract shall be maintained. • Update to Training Manual Numbers • Added 'beach closed sign' to wording.



9	Date Changes
10	<ul style="list-style-type: none"> • Date, version and footer updates • Page 1 – add SLSQ LIMSOC iPad • Page 2 o 7 – remove JRB o Remove North of Bustard Heads only for Marine Stingers sign • Support Gear Page 4 o Check with Heli/ LSC about landing equipment requirements - update surf guard and Section with decision • Beach Closed Patrol Equipment o IRB Requirements for closed beach • Marine Stinger drag kit section o Confirm equipment is correct • Page 6 o Confirm clubs shall clearly mark both buoys with club name and contact details? Is this required? • Page 7 - Patrol Towers o Review point 4 • Updates to Beach patrol Signage Catalogue
11	Date Changes
12	Date Changes
13	<ul style="list-style-type: none"> • Date change, header footer change • Version update • Formatting • Sentence structure
14	<ul style="list-style-type: none"> • Date change, header footer change • Inclusion of the wording: SLSQ safety management system • Wording: While operating a Powercraft it is the responsibility of the crew to maintain a proper lookout at all times and have a situational awareness of your surroundings. This also includes if the Powercraft is not under power or anchored. • Wording: That as an IRB is launched from the beach (for all IRB activities including competition), the crew person adopts the lock-in position through the break to secure themselves in the IRB or remains seated on the starboard pontoon through the break, then adopts the most appropriate position in order to prevent them from becoming dislodged and resulting in an injury. (refer to current training manual) • Inclusion of inflation instructions included as it is missing from the powercraft manual. • Inclusion of selling an IRB instructions: • All IRB's must be registered with MSQ and a registration label must be placed on the



	<p>inside of the transom on the starboard side.</p> <ul style="list-style-type: none"> • If a label is lost or damaged, the club/service must contact QLD transport for a replacement immediately. • Inclusion of registration label instructions <ul style="list-style-type: none"> ○ Update to towing a vessel: That the IRB/RWC is not designed to be a recovery vessel and as per the SLSA training manual this is outside of our standard operating procedures. ○ Towing may only be conducted on SLSQ's vessels that is of the same size or smaller only. ○ Experienced operators under the direction of SLSQ Staff/Tasking Office/Lifeguard Supervisor/Duty Officer only may only be used ○ A non-lifesaving vessel may only be towed if it is a life threatening situation and there is immediate danger and approval is granted by SLSQ Staff/Tasking Office/Lifeguard Supervisor/Duty Officer. ○ Towing a vessel is at the discursion of the SLSQ Staff/Tasking Office/Lifeguard Supervisor and approval must be obtained prior to attempting any tow. • Note: Any loss or damages that occur to a non-lifesaving vessel, will become the responsibility of the skipper of the craft conducting the tow. SLSQ will not be held responsible for any loss or damages uncured for the non-lifesaving vessel
15	<ul style="list-style-type: none"> • Date change, header footer change • Version update • Added additional point in definition of ship as per the Act
16	<ul style="list-style-type: none"> • Sign On – Start of Patrol, added in: With the implementation of LIMSOC all sign on statistics are entered into a club iPhone or iPad. Once the patrol captain, or designated patrolling member, has entered in their beach populations, patrol strength, beach open or closed, Surfcom will then radio the patrol for a “sign on Radio check”. Once the patrol has performed a radio check with Surfcom and the air waves are free they can do a radio check with their own IRB radio to make sure their communications on patrol



are at full strength.

- Sign Off – Finish of Patrol, added in: LIMSOC is used to sign off your patrol. If you have a club iPhone or iPad, you may sign your beach off at the closing time with all relevant fields filled out. There is no need to radio Surfcom and give them your sign off stats as they will have a confirmation come through to notify them of your sign off. If there is no access to LIMSOC from your location then...
- Pro Words: You may hear or use procedural words (prowords) when operating a radio. 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.
- Primary Working Channel, added in: At the start of each patrol sign on, the patrol captain should insert their mobile number into LIMSOC under secondary contact so that in the case of channel failure, or any other problems, Surfcom has a way of getting in contact with that patrol.
- Incident Reporting (for Ambulance) added in:
 - What is the exact address and location of the emergency?
 - What is the phone number you are calling from?
 - Brief description of the problem, exactly what happened
 - Number of patients
 - Patients gender
 - Patients age
 - Is the patient awake/conscious?
 - Is the patient bleeding externally?
 - Is the patient completely alert?
 - Is the patient breathing normally?
 - And prior medical conditions/ does the patient have/take any medication?
 - Any treatment/procedures that are being administered to the patient?



	<ul style="list-style-type: none"> Update SOC Number (07)5631 7400
17	<ul style="list-style-type: none"> The approval of all training/activity sessions for junior activities and senior members must be recorded in Club Minutes including primary training locations and secondary training locations.
18	<ul style="list-style-type: none"> re drafted entire section on new word document to align to new templates. Small wording changes and footer, dates and version control. Removal of personal vehicle being used on the beach. Removal of the policy, Guideline into one Guideline
19	Date Changes
20	Date Changes
21	New first page created for the Section LS0021 (dates, footer, version control)
22	Date change, header footer change Version update
23	Date change, header footer change Version update
24	<ul style="list-style-type: none"> Date change, header footer change Version update Removal of Spinal Removal CPR for child and infants
25	Date change, header footer change Version update
26	Date change, header footer change Version update
27	Date change, header footer change Version update
28	Date change, header footer change Version update

Please take your time to familiarize yourself with the changes.

Your Regional Lifesaving Services Coordinator or regional manager may arrange a time to go through the changes with you prior to the start of the season.

Regards,

DEMI MEREDITH

State Lifesaving Services Coordinator