

SOP 4.03 – LSVComms Sign On/Off Volunteer Patrols

Section 4 – Communication and Information Technology

Page 1 of 3

Effective Date – 1 September 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

To standardise the sign on, contact information and sign off procedures for voluntary patrols.

Scope

Applies to all Life Saving Victoria Patrol Members whilst on patrol duty.

Procedures

Life Saving Clubs are required to sign on and off their patrolling operations with LSVComms. There are three methods to contact LSVComms:

Primary:	Electronic
Secondary:	Radio
Tertiary:	Telephone

Electronic Sign On/Off

If signing on/off electronically, LSVComms will contact you via radio to confirm that the sign on has been received. Please ensure that someone is close by to the radio so when LSVComms calls they can reply.

Signing On

After contacting LSVComms using the appropriate method, provide the following information:

Location

Beach Name/Name of Life Saving Club

Patrol Strength

Full Patrol – Your patrol meets your club’s CORE PATROL requirements as per your Lifesaving Services Protocol.

Partial Patrol – Your patrol does not meet your club’s CORE PATROL requirements as per your Lifesaving Services Protocol.

Observation Patrol – Your patrol meets your club’s CORE PATROL requirements for an Observational Patrol as per your Lifesaving Services Protocol. Keep LSVComms updated as more patrol members arrive, or your patrol becomes a “Full Patrol”.

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- Beach Open – Your beach is safe for swimming & open to the public
- Beach Closed – Your beach has been deemed too dangerous for the public & all patrolling members are maintaining a watch from the beach. Refer to [SOP 1.7 – Beach Closure](#).
- Inclement Weather – You have poor weather at your beach and there is no one in the water. Refer to [SOP 1.8 – Inclement Weather Procedures](#).

Inflatable Rescue Boat Status

- IRB Operational – An IRB is at the water's edge and ready for use
- IRB On Standby – The IRB is at the club house, ready for use and can be brought to the water's edge for use within two minutes.
- IRB Not Operational – The reason the IRB is not able to be used i.e. the patrol does not have an IRB driver & crew on patrol.

Beach Attendance

- The number of people on the beach at Sign on, including people in the water or using craft in the patrolled area i.e. swimmers and surfers.
- If club contact via radio is not possible, you need to notify LSVComms during sign-on as to what is the contact method, e.g. what phone number is the primary and secondary contact
- If the contact method changes during the patrol, LSVComms must be notified of the change e.g. if the radio network is not working you need to notify comms of the phone contact numbers and also advise them when normal radio communications have resumed

Contact Method

- If club contact via radio is not possible, you need to notify LSVComms during sign-on as to what is the contact method, e.g. what phone number is the primary and secondary contact
- If the contact method changes during the patrol, LSVComms must be notified of the change e.g. if the radio network is not working you need to notify comms of the phone contact numbers and also advise them when normal radio communications have resumed

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Signing Off

After contacting LSVComms using the appropriate method, provide the following information:

Location

- Beach Name/Name of Life Saving Club

Preventative Actions and Rescue Details

- Total Number of Preventative Actions
- Total Number of Rescues

First Aid Total

- Total Number of Minor first aid cases e.g. small laceration to arm
- Total Number of Major first aid cases e.g. Ambulance/Hospital involved

Average Wave Height

- Average wave height for the day, not the wave height at sign off

Total Beach Attendance

- The estimated TOTAL number of beach visitors for the entire day, not just at sign off, as taken from your patrol log book.

Please note: All sign off statistics are recorded as your end of day numbers in LIMSOC.

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