

SOP 4.03 – LSVComms Sign On/Off Volunteer Patrols

Section 4 – Communication and Information Technology

Page 1 of 4

Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in sign on patrol and signing off patrol with LSVComms.

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in volunteer patrol communication with LSVComms.

Policy Statement

LSV requires all members and staff to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to communication and LSVComms.

Responsibilities

Lifesaving volunteers, lifeguards, local operations officers, duty officers (among others).

Definitions

Name	Definition
LSV	Life Saving Victoria
LSVComms	Life Saving Victoria Communications
LIMSOC	Lifesaving Incident Management System Operations Console



Procedure

Lifesaving 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 that when LSVComms calls they can reply.

Signing On

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

1. Location - Beach Name/Name of Lifesaving Club
2. 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’.
 - Beach Open – Your beach is safe for swimming and open to the public.
 - Beach Closed – Your beach has been deemed too dangerous for the public and 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).
3. 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 and crew on patrol).
4. 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



constitutes 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 LSVComms of the phone contact numbers and also advise them when normal radio communications have resumed).

5. 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).

Signing Off

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

Location

- Beach Name/Name of Lifesaving 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)

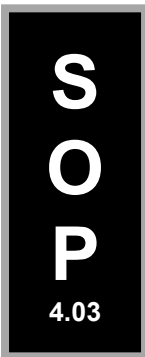
Average Wave Height

- 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.



Reference	
Related Documents	LSV SOP 1.7 – Beach Closure
	LSV SOP 1.8 – Inclement Weather Procedures

Review	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.

