

# SOP 4.05 – Reporting Rescues

Section 4 – Communication and Information Technology

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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 reporting rescues.

## 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 reporting rescues.

## 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 reporting rescues.

## 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 and Operations Console |



## Procedure

### Introduction

Any rescues performed by a club must be reported to LSVComms. Reporting rescues at the end of the patrol can be time-consuming and can delay LSVComms from receiving sign-off information from other clubs or other emergency communication.

Rescues should be reported as soon as possible after they have occurred. When reporting rescues by radio, details should be read one rescue at a time to allow the LSVComms operator to acknowledge them.

## Recording Rescues Online

In the first instance clubs should enter rescue details online by accessing <https://limoc.com.au>. Please Note: Club Captains can contact LSV for login details.

### Required Rescue Information

LSVComms requires the following information for each rescue performed:

- Patient age
- Patient gender
- Patient postcode
- Distance out from shore
- Position
- Method
- Activity
- Time
- Patient nationality

These details should match the information collected in the club's logs.

| <b>Reference</b>  |                          |
|-------------------|--------------------------|
| Related Documents | LIMSOC Operations Manual |

| <b>Review</b>       |                  |
|---------------------|------------------|
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| Date to Cease       | 10 December 2022 |

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

