

SOP 4.06 – Incident Notifications

Section 4 – Communication and Information Technology

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Effective Date – 1 September 2018

Review Date – 1 September 2020

Electronically Controlled Document

Purpose

To outline which persons are to be notified by LSV Comms of incidents based on the incident type.

Scope

This applies to all operational levels of Life Saving Victoria.

Procedures

Certain staff and state officers are required to be notified of incidents as they occur to ensure that appropriate management and oversight of that incident.

The persons who are required to be notified varies based on what type of incident it is and the location in which it has occurred.

The below matrix outlines the minimum persons who need to be notified of incidents by LSV Comms based on their type.

Notifications will occur as a verbal briefing. The time and methodology of the notification is to be noted in the LIMSOC incident chronology. Persons monitoring incidents directly are to create an incident message stating that they are monitoring in the incident log.

Automated incident paging will occur separately and notification lists will be managed by the State Emergency Management Officer.



#	Incident Type	LSV Comms Supervisor	Local Area Lifesaving Officer / Chief Lifeguard	State Duty Officer	State Emergency Management Officer	Manager – Lifesaving Operations	Director – Lifesaving Services
A01	Missing Person – Land	Notified	Notified	Notified (If Protracted)	NIL	NIL	NIL
A02	Missing Person – Water	Notified	Notified	Notified	Notified	Notified (If Protracted)	Notified (If Protracted)
A03	Missing Vessel	Notified	Notified	Notified	NIL	NIL	NIL
B01	Marine Incident – Injury	Notified	NIL	NIL	NIL	NIL	NIL
B02	Marine Incident – No Injury	Notified	NIL	NIL	NIL	NIL	NIL

#	Incident Type	LSV Comms Supervisor	Local Area Lifesaving Officer / Chief Lifeguard	State Duty Officer	State Emergency Management Officer	Manager – Lifesaving Operations	Director – Lifesaving Services
B03	Broken Down Vessel	Notified	NIL	NIL	NIL	NIL	NIL
B04	Problem Vessel	NIL	NIL	NIL	NIL	NIL	NIL
B05	Flare Sighting	Notified	Notified	Notified	NIL	NIL	NIL
B06	Capsized Vessel	Notified	Notified	Notified	NIL	NIL	NIL
B99	Other Vessel Incident	Notified	At Supervisor Discretion	At Supervisor Discretion	NIL	NIL	NIL
C03	Rescue (in water) – Condition Unknown	Notified	Notified	Notified	NIL	NIL	NIL
D01	Resuscitation	Notified	Notified & consider attendance	Notified & consider attendance	Notified	Notified	Notified
D02	Chest Pain	Notified	NIL	NIL	NIL	NIL	NIL
D03	Breathing Problems	Notified	NIL	NIL	NIL	NIL	NIL
D04	Suspected Spinal Injury	Notified	NIL	NIL	NIL	NIL	NIL
D05	Suspected Drug Overdose	Notified	Notified	Notified	NIL	NIL	NIL
D06	Unconscious / Fainting	Notified	NIL	NIL	NIL	NIL	NIL
D07	Fall	NIL	NIL	NIL	NIL	NIL	NIL
D08	Penetrating Trauma	NIL	NIL	NIL	NIL	NIL	NIL
D09	Serious Bleeding	NIL	NIL	NIL	NIL	NIL	NIL
D10	Laceration	NIL	NIL	NIL	NIL	NIL	NIL
D11	Needle Stick Injury	Notified	Notified	Notified	NIL	NIL	NIL
D12	Burns	NIL	NIL	NIL	NIL	NIL	NIL
D13	Fracture	NIL	NIL	NIL	NIL	NIL	NIL
D14	Dislocation	NIL	NIL	NIL	NIL	NIL	NIL
D15	Heat-Cold Exposure	NIL	NIL	NIL	NIL	NIL	NIL
D16	Sprain-Strain	NIL	NIL	NIL	NIL	NIL	NIL
D17	Marine Sting	NIL	NIL	NIL	NIL	NIL	NIL
D18	Allergic Reaction	Notified	NIL	NIL	NIL	NIL	NIL
D19	Seizure	Notified	NIL	NIL	NIL	NIL	NIL
D20	Suspected Stroke	Notified	NIL	NIL	NIL	NIL	NIL
D99	Other Medical Incident	Notified	NIL	NIL	NIL	NIL	NIL
DZZ	ANY MEMBER INJURY	Notified	Notified & Consider Attendance	Notified & Consider Attendance	Notified	Notified	Notified

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#	Incident Type	LSV Comms Supervisor	Local Area Lifesaving Officer / Chief Lifeguard	State Duty Officer	State Emergency Management Officer	Manager – Lifesaving Operations	Director – Lifesaving Services
E01	Diving Accident	Notified	Notified	Notified	NIL	NIL	NIL
E02	Drowning Death	Notified	Notified & Should Attend	Notified & Should Attend	Notified & Consider Attendance	Notified & Consider Attendance	Notified
E03	Recovered from Water	Notified	Notified	NIL	NIL	NIL	NIL
E06	Request for Police	Notified	NIL	NIL	NIL	NIL	NIL
E07	Assist Extrication	Notified	NIL	NIL	NIL	NIL	NIL
E99	Other Incident	Notified	NIL	NIL	NIL	NIL	NIL
S01	Unconfirmed Shark Sighting – Reported to LSV	Notified	Notified	Notified	NIL	NIL	NIL
S02	Unconfirmed Shark Sighting – Reported to Victoria Police	Notified	Notified	Notified	NIL	NIL	NIL
S03	Shark Sighting – Confirmed by LSV	Notified	Notified	Notified	NIL	NIL	NIL
S04	Shark Sighting – Confirmed by Victoria Police	Notified	Notified	Notified	NIL	NIL	NIL
S05	Shark Sighting – Confirmed by Fisheries	Notified	Notified	Notified	NIL	NIL	NIL
S06	Shark Sighting – Confirmed by other agency	Notified	Notified	Notified	NIL	NIL	NIL
Z99	False Alarm	Notified	As Required	As Required	As Required	As Required	As Required
ZZZ	ANY INCIDENT UTILISING STATE RESOURCES	Notified	As Required	Notified	NIL	Notified	NIL
ZZZ	ANY INCIDENT INVOLVING MORE THAN ONE CLUB/SERVICE	Notified	Notified	As Required	NIL	NIL	NIL
ZZZ	ANY INCIDENT WITH POTENTIAL MEDIA INTEREST/INVOLVEMENT	Notified	NIL	Notified & consider attendance	Notified	Notified & consider attendance	Notified

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