



**SURF LIFE SAVING
NEW SOUTH WALES**



Cooks Hill SLSC

Patrol Operations Manual 2018 / 19



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

1	Communication	4
1.1	Surf Life Saving & Emergency Services	4
1.2	Club Callout Team	6
1.3	Club Radio Procedures	7
2	Hazard/Risk Management	8
2.1	Hazard/Risk Map	8
2.2	Hazard/Risk Management Plan	9
2.3	Northern Emergency Response Area	11
2.4	Southern Emergency Response Area	11
3	Beach Management	11
3.1	Minimum Patrol Requirements	11
3.1.1	Personnel	11
3.1.2	Equipment	11
3.2	Patrol Types	12
3.2.1	Base Patrol	12
3.2.2	Satellite Patrol	13
3.2.3	Outpost Patrol	13
3.2.4	Beach Closed Patrol	14
3.3	Daily Patrol Procedures	14
3.3.1	Start of patrol	14
3.3.2	End of patrol	15
3.3.3	Equipment Location	15
3.4	Nippers/Water Safety	15
3.5	Club Rules	16
3.6	Local Government By-Laws	16
3.7	Patrol Breaches	16
3.7.1	Breach Identification	16
3.7.2	Breach Levels	17
3.7.3	Breach Penalties	17
4	Emergency Operations Plans	18
4.1	Emergency Beach Closure	18
4.2	Emergency Beach Closure Procedure	18
4.3	Closure Periods	19
4.4	Tsunami Plan	19



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

4.4.1	Notification	19
4.4.2	Key Equipment	20
4.4.3	Marine Threat Response	20
4.4.4	Land Threat Response	20
4.5	Coastal Flooding Plan	21
4.5.1	Coastal Flooding Response	21
4.6	Emergency Rally Point	22
4.7	Helicopter Landing Zone	22
5	Standard Operating Procedures	24
5.1	Surf Lifesaving NSW	24
5.2	Cooks Hill Procedures & Policies (refer Appendix A)	25
Appendix A		30
Contents		30



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

1 Communication

1.1 Surf Life Saving & Emergency Services

SurfCom				
Service	Phone	Email		
State Operations Centre (Branches covered); <ul style="list-style-type: none">Far North CoastNorth CoastMid North CoastLower North CoastHunterCentral CoastSydney	02 9471 8092	soc@surflifesaving.com.au		
SurfCom (Fisherman’s Beach - Branches covered); <ul style="list-style-type: none">Sydney Northern BeachesIllawarraSouth CoastFar South Coast	02 9982 5666	surfcom@surflifesaving.net.au		
Emergency services such as Police, Ambulance, Fire, Helicopters, Roads and Maritime Services, Marine Rescue, National Parks and Wildlife Services and the NSW Department of Fisheries should be requested via SurfCom				
Surrounding Surf Life Saving Assets				
Club/Service	Contact	Distance (km)	Response Time (mins)	
			Water	Land
SURFCOM	Surf Radio: Ch 3 Call-sign: ‘SURFCOM’	NA	NA	NA
Cooks Hill SLSC	Ph: (02) 4925 2828 Physical Address: Memorial Drive, Merewether	NA	NA	NA
Cooks Hill mobile	Call sign – “Cooks Hill mobile” on Ch 3 (then change to Ch 2)	NA	NA	NA
Dixon Park SLSC	Ph (02) 4926 2422 Dixon Park Surf Club Ocean St, Merewether NSW 2291 Call sign – “Dixon Park Patrol” on Ch 3 (then change to Ch 2)	1.1km		2
Merewether SLSC	(02) 4963 7972 Merewether SLSC, John Parade, Merewether NSW 2291 Call sign – “Merewether Patrol” on Ch 3 (then change to Ch 2)	1.6km		3
Newcastle SLSC	(02) 4926 4176 Newcastle SLSC, Shortland Esp, Newcastle NSW 2300 Call sign – “Newcastle Patrol” on Ch 3 (then change to Ch 2)	2.4km		5
Branch Duty Officer	0419 965 570	N/A	N/A	N/A
Duty Officer	Call sign – “Hunter 10” on Ch 3	N/A	N/A	N/A



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

(in command)				
Duty Officer 2 (additional)	Call sign – “Hunter 11” on Ch 3	N/A	N/A	N/A
Duty Officer 3 (additional)	Call sign – “Hunter 12” on Ch 3	N/A	N/A	N/A
Branch RWC Service	Via SurfCom: Ch 3 Direct: Ch 3 “Call-sign _____”	N/A	N/A	N/A
Ambulance	Via SurfCom Ch 3 (If ambulance required “Must make request thru SurfCom” where possible, do not go direct) Ph 131233 75 Denison St, Hamilton NSW 2303	2.5km	NA	5 mins
Fire	Via SurfCom Ch 3 (If Fire required “Must make request thru SurfCom” where possible, do not go direct) (02) 4927 2500 or 133473 44 Union St, Newcastle W NSW 2300	1.9km	NA	4 mins
Rescue Helicopter (Westpac)	Surf Radio: Ch 1 Call-sign “Westpac 2/Westpac 3”	N/A	N/A	N/A
Police	Via SurfCom Ch 3 (If Police required “Must make request thru SurfCom” where possible, do not go direct) Ph (02) 4929 0999 Church St (cnr Watt St), Newcastle NSW 2300	2.2 km	NA	4 mins
Council Lifeguard	Service Same Beach – Ch 2 Via SurfCom Ch 3 NCC Roving Lifeguard mobile 0481 437 298	N/A	N/A	N/A

Other Stakeholders

Assure Programs (Counseling)	1800 808 374	NSW Poisons Info	131 126
Wildlife Rescue Service	0418 628 483	Marine Rescue Newcastle	(02) 4927 8237
Council Rangers	(02) 4974 2000	Hunter Animal Watch	(02) 4961 6133

Cooks Hill Lifesaving & Surf Club Management Committee Officers

Club Position	Name	Mobile Phone
President & Chairman of the Board	Richard Hermens	0414 643 618
Director of Facilities & Infrastructure	Belinda Grealy	0437 590 013
Director of Administration (Secretary)	Adrian Miles	0402 099 574
Director of Finance (Treasurer)	Trudy Smith	0429 773 231
Director Of Lifesaving (Club Captain)	Mark Doherty	0417 730 195
Director of Education (Chief Training Officer)	Ros Sklavos	0418 690 896
Director of Junior Activities	Drew Miller	0409 395 470
Director of Surf Sports	Monique Williams	0405 504 213
Director of Member Services	John Mayo	0418 230 506



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

1.2 Club Callout Team

Each Club should have an 'Emergency Callout Team' that can respond to incidents within the 'Emergency Response Area' as outlined in the Lifesaving Service Agreement. Members of the 'Emergency Callout Team' are to be appointed by the Club Captain and a list of active members maintained via SurfGuard.

To maximise emergency response effectiveness and personnel safety, clubs should maintain the following equipment/logistical preparedness;


- 2 x rescue tubes (with fins)
- 2 x rescue boards
- IRB (with trailer and full fuel bladder)
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board (with spinal collars)
- 2 x handheld radios in waterproof bags
- Personal telephone numbers contactable 24 hours with contacts (updated in SurfGuard)

Name	Club Key	IRB Driver	IRB Crew	SMAR	Mobile #
Andreas Sklavos	Y	Y	Y	Y	0418 690 896
Alicia Breasley	Y		Y	Y	0431 830 851
Mark Breasley	Y	Y	Y		0424 192 928
Ian Bryson	Y	Y	Y		0431 396 731
Jason Darney	Y	Y	Y		0408 214 753
Lloyd Davies	Y	Y	Y		0425 232 930
Mark Doherty	Y	Y	Y		0417 730 195
Julie Farmer	Y	Y	Y		0400 387 020
Csaba Felkai	Y		Y	Y	0435 075 312
Chelsea Felkai	Y		Y		0438 291 664
Bryn Cotterill	Y	Y	Y	Y	0403 519 619
Malcolm Kelly	Y	Y	Y	Y	0432 092 041
Steve Kelly	Y	Y	Y	Y	0422 873 311
Jim Crookston	Y	Y	Y	Y	0418 601 320
York Dalton	Y			Y	0415 265 003
Craig Hamilton	Y		Y		0490 446 100
Kadisha Haynes	Y		Y	Y	0423 404 412
Adrian Henry	Y	Y	Y		0414 264 900
John Silva	Y	Y	Y		0430 532 416
Ros Sklavos	Y		Y	Y	0418 690 896
Graeme Lee	Y		Y		0432 428 625
Leanne Lee	Y		Y		0432 428 625
Matthew Liles	Y		Y		0411 754 395
Tony Linstrom	Y	Y	Y		0422 001 676
Matthew Lintott	Y	Y	Y	Y	0432 011 459
Joel Lucas	Y		Y	Y	0403 216 433
Donna McMillan-Beiboer	Y			Y	0408 243 404
James Morris	Y			Y	0425 241 087



1.3 Club Radio Procedures

CLUB RADIO PROCEDURES



SIGNING ON/OFF WITH SURFCOM

SIGN-ON

CHANGE OVER

SIGN-OFF

SurfCom Contacts Clubs Services (North to South)


- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

Clubs Contact SurfCom

- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

SurfCom Contacts Clubs Services (North to South)

- Extension of Patrol Hours: Notify SurfCom 15 minutes prior to scheduled finish time and advised finish time
- Number of Rescues (total for whole day)



RADIO CHANNELS

Channel 1

- Emergency Working Channel (line of sight only)
Used during major incidents where Duty Officers, RWCs, Helicopters are involved.

Channel 2

- Patrol Channel (line of sight only)
Used for everyday internal patrol communications (e.g. IRB, roving patrol, ATV)

Channel 3

- Primary Repeater Channel
Used for all communications with SurfCom and other SLS assets/clubs

Note – SLSA are introducing a web-based patrol Sign-on using a Tablet Computer. After the hardware, software and the process have been robustly tested this sign-on procedure will be replaced with the updated process communicated to all Patrol teams

Cooks Hill Patrol Operations Manual 2018 – 2019 Season

Page | 7



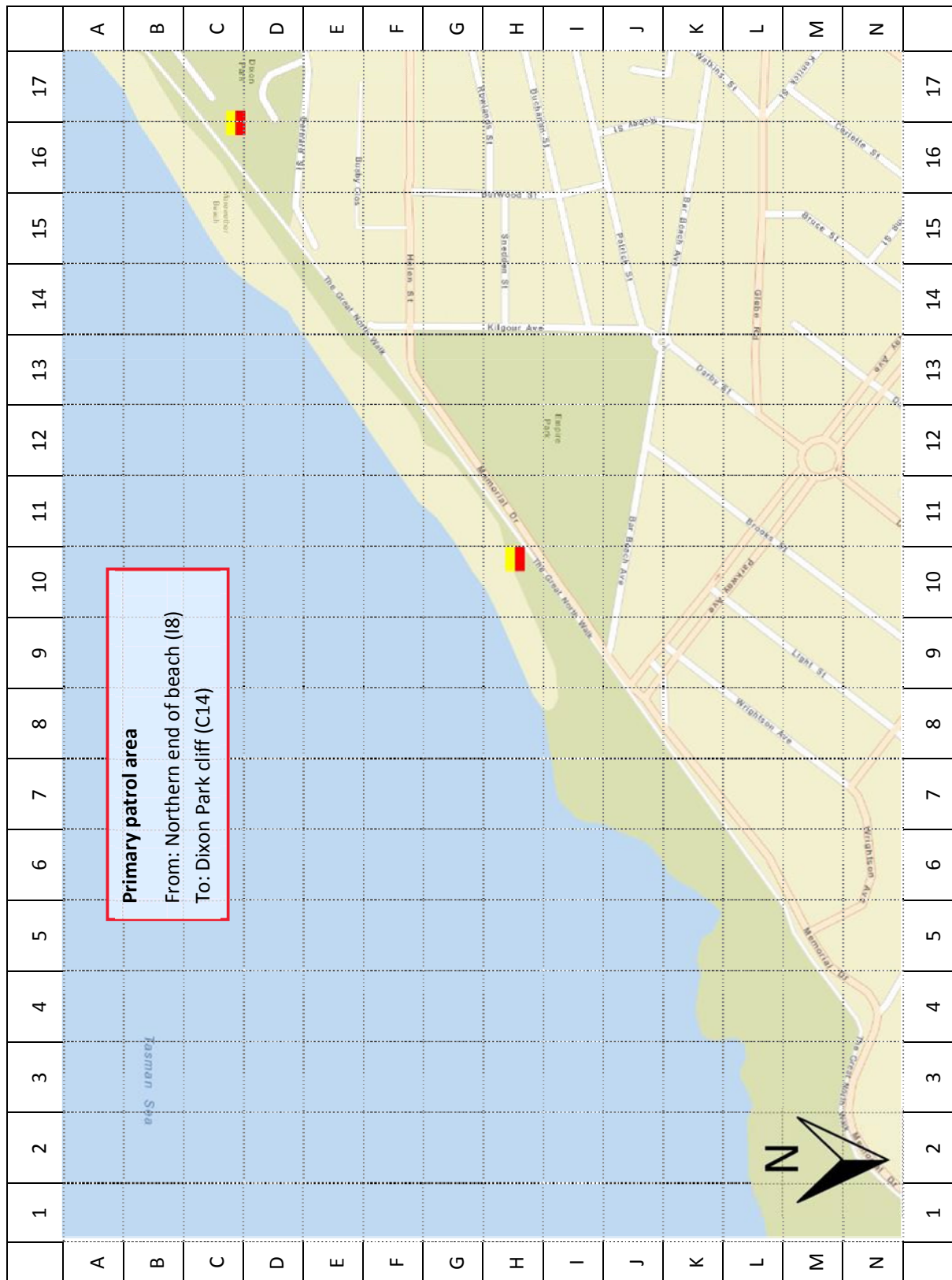
COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

2 Hazard/Risk Management

2.1 Hazard/Risk Map





COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

2.2 Hazard/Risk Management Plan

Hazard/Risk	Location (Grid Ref)	Management Plan
Rip Currents & Holes - Persons caught in rips Particularly at unpatrolled parts of beach	H9 to D14	<p>Identify rips - position flags appropriately</p> <p>Lifesaver at water's edge (flag duty) whenever people swimming</p> <p>Position safety signage in front of rips/key access ways</p> <p>Constant surveillance of flagged area</p> <p>Constant surveillance of adjacent areas with binoculars</p> <p>Regular roving patrols (Nth and Sth) – at least 2 patrol members plus radio and a rescue tube</p> <p>Preventative actions as required</p> <p>Equipment: Tube, fins, radio, binoculars, PA, dangerous current warning signs</p> <p>Response: immediate preventative intervention, IRB inshore rescue if necessary</p>
Heavy Shore Dump - Spinal Injuries / Dislocations	H9 to D14	<p>Position safety signage warning of dumping surf.</p> <p>'Spinal' qualified lifesaver on every patrol</p> <p>Regularly drill spinal scenarios</p> <p>Equipment: Backboard and stiff-neck collars in patrol room, shore dump or submerged object warning signs</p> <p>Response: preventative interventions, patient immobilisation in the water</p>
Submerged rocks - Spinal Injuries / Dislocations	H8	<p>Position safety signage warning of submerged objects.</p> <p>'Spinal' qualified lifesaver on every patrol</p> <p>Regularly drill spinal scenarios</p> <p>Equipment: Backboard and stiff-neck collars in patrol room, shore dump or submerged object warning signs</p> <p>Response: preventative interventions, patient immobilisation in the water</p>
Blue Bottles - Injury to public (minor) Anaphylactic reaction to sting (serious)	H9 to D14	<p>Erect warning signage if significant numbers of blue bottles seen in the surf zone</p> <p>Provide access to hot showers for any persons stung (for children ensure parents accompany them)</p> <p>Provide ice to persons leaving beach if stung</p> <p>Assess history of allergic reactions to bee stings etc</p> <p>Assess any patients significantly stung and/or stung around the chest, neck, face/head</p> <p>Monitor breathing and level of consciousness</p> <p>Equipment: hot running water (shower), ice or ice packs, PA, marine stinger warning signs</p> <p>Response: Request ambulance support from SurfCom for any breathing difficulties / lowered level of consciousness.</p>



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

Sharks - Public Panic Injury to swimmers (low risk)	H9 to D14	Launch IRB and patrol immediate area as well as upscale water surveillance via binoculars until confident shark has left the area, before reopening Equipment: IRB, emergency evacuation alarm Response: Evacuate water, close swimming area Notify SurfCom
Kite Surfers - Stranded offshore Tangled in surf zone Risk to swimmers in flags Risk to persons on beach (from kite)	F11 to D14	Maintain surveillance of offshore waters (with binoculars) Maintain surveillance of adjacent surf zone Launch IRB and/or request RWC assistance to warn kite surfers to stay clear of flags Warn on-beach kite-surfers to avoid high use beach areas Evacuate water of swimmers/board riders should a kite become stuck in the surf zone (tangle hazard) Equipment: IRB / RWC, Binoculars, PA Response: Launch IRB Approach from upwind (avoid ropes) Have kite-surfer discard any/all ropes/lines prior to approach
Jump Rock – rock jump into shallow water and difficult exit from water	K4	Monitor area from base patrol with binoculars Roving patrol to area every 30min to 60min Equipment: Tube, Radio, Binoculars Response: IRB or tube rescue from rocks
Surfers in Flags - Injury to swimmers	G10	Ensure 'no-surfcraft' flags/signs erected Provide warning via public address (PA) to move away from flagged area Evacuate and move flagged area if necessary Notify SurfCom Equipment: IRB, Binoculars, PA Response: Launch IRB
Jump from cliff - fatality	L5 to J8	Monitor area from base patrol with binoculars. 'Spinal' qualified lifesaver on every patrol Regularly drill spinal scenarios Roving patrol to area every 60min Equipment: Tube, Radio, Binoculars, spinal board and collars Response: Foot patrol, secure area, provide support to emergency services



2.3 Northern Emergency Response Area

Area	H9 to K5 (Susan Gilmore)
Equipment	Rescue tubes, resuscitation unit, FA unit, spinal board and collars
Response	Foot
Response Time (water - IRB)	1 min
Access (boat ramps etc)	Nil

2.4 Southern Emergency Response Area

Area	G11 to D14 (The Cliff or South Bar)
Equipment	Rescue tubes, rescue boards, resuscitation unit, FA unit, spinal board and collars
Response	Foot and IRB
Response Time (water - IRB)	1 min
Access (boat ramps etc)	Dixon Park (500m south)

3 Beach Management

3.1 Minimum Patrol Requirements

3.1.1 Personnel

A patrol is to consist of a minimum of three (3) personnel, with the below qualifications held amongst the three (3) members;

- 3 x bronze medallion
- 1 x Advanced Resuscitation Techniques Certificate (ARTC)
- 1 x IRB driver
- 1 x IRB crew
- 1 x Basic Beach Management (held by Patrol Captain)

3.1.2 Equipment

A patrol is to set up their beach with items of equipment, as a minimum;

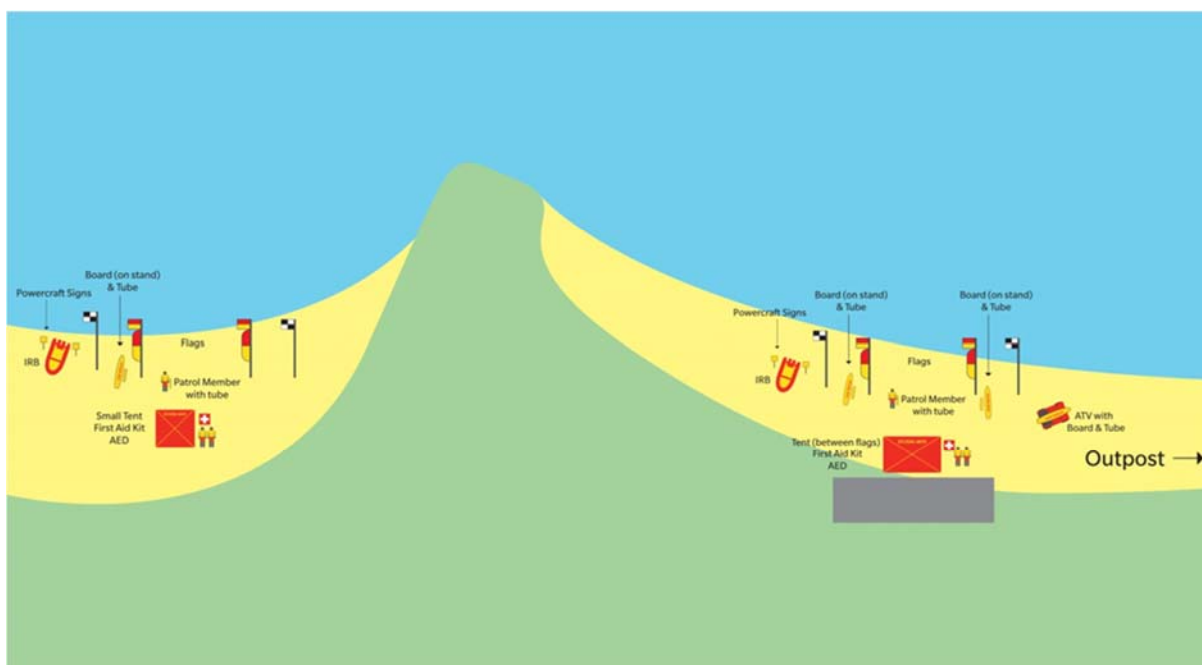
- IRB (with trailer)
- Rescue craft access signs (where an IRB/RWC is launched from)
- 3 x handheld radios in waterproof bags
- 2 x 'swimming not advised' (or 'beach closed') mobile signs
- Patrol information board
- Tower or shade (tent)
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board (with spinal collars)
- 1 x binoculars



- Set of red and yellow feathered patrol flags
- Set of black and white chequered surfcraft boundary flags

3.2 Patrol Types

For detailed descriptions of the various patrol types that can be conducted, please refer to the Standard Operating Procedures, **LS4.3 Club Patrol Types**.



3.2.1 Base Patrol

A Base Patrol is the core patrolled area for a lifesaving service established at all times and dates as identified in the Lifesaving Service Agreement. A Base Patrol must meet all minimums for personnel and equipment as stated below to be considered ‘beach open’.

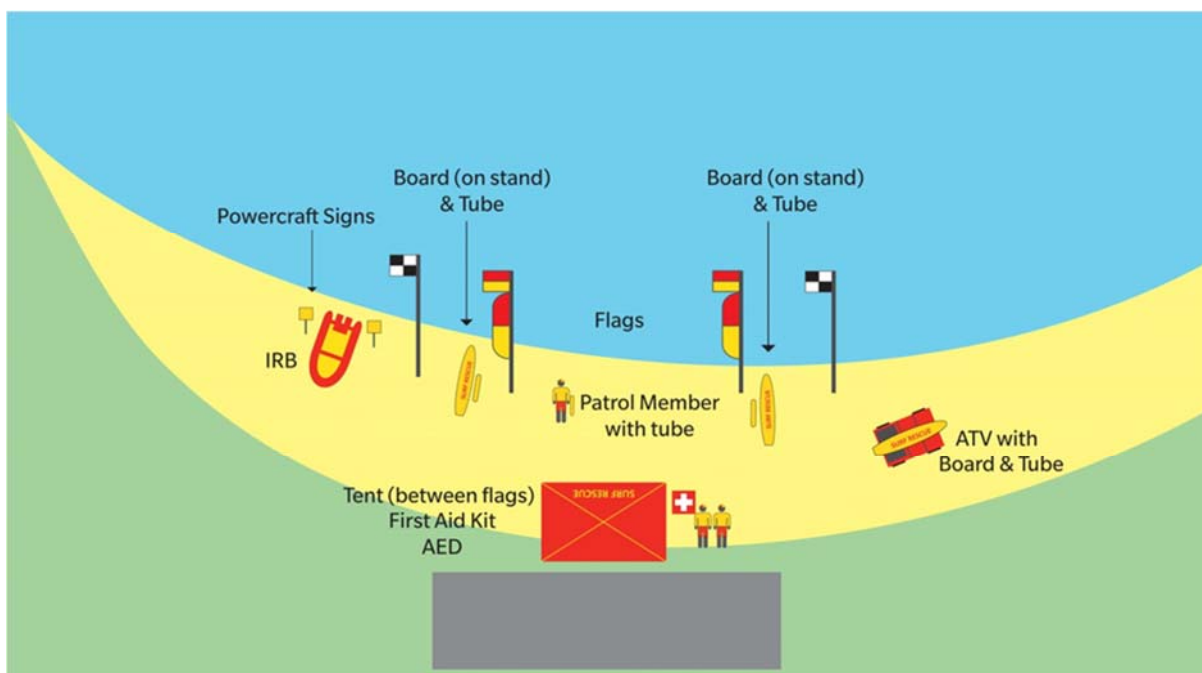
A Base Patrol may be supported by multiple Sub Patrols to effectively manage the beach operations as identified in the services Patrol Operations Manual.



COOKS HILL PATROL OPERATIONS MANUAL

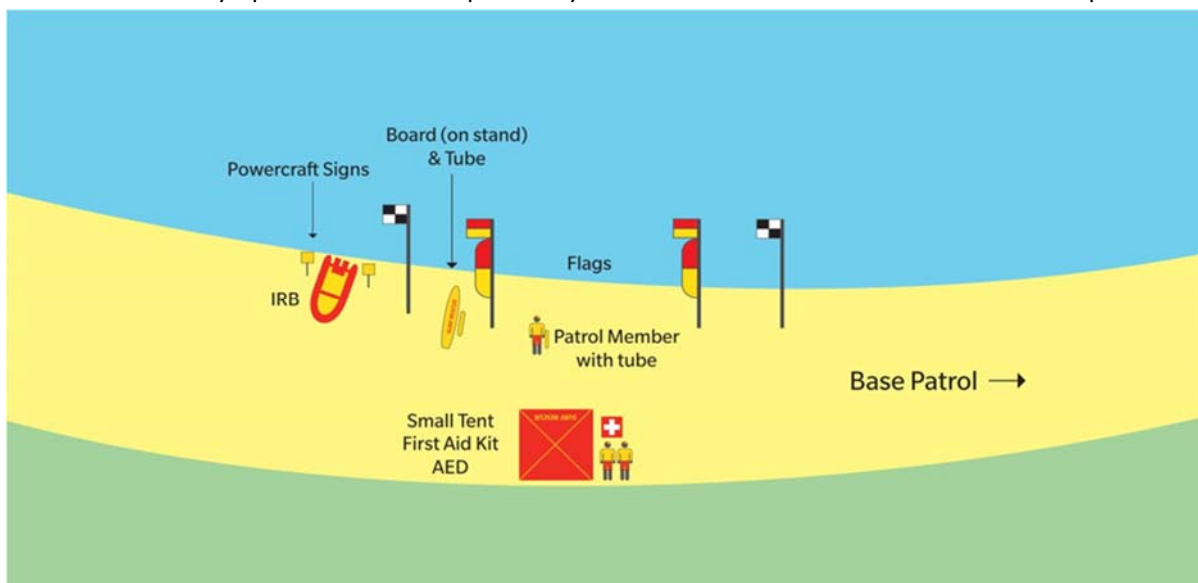
2018 – 2019 SEASON

20th August 2018, rev 1.0



3.2.2 Satellite Patrol

A Satellite Patrol is a sub patrol type with patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk. A Satellite Patrol may operate almost independently of a Base Patrol due to similar minimum requirements.



3.2.3 Outpost Patrol

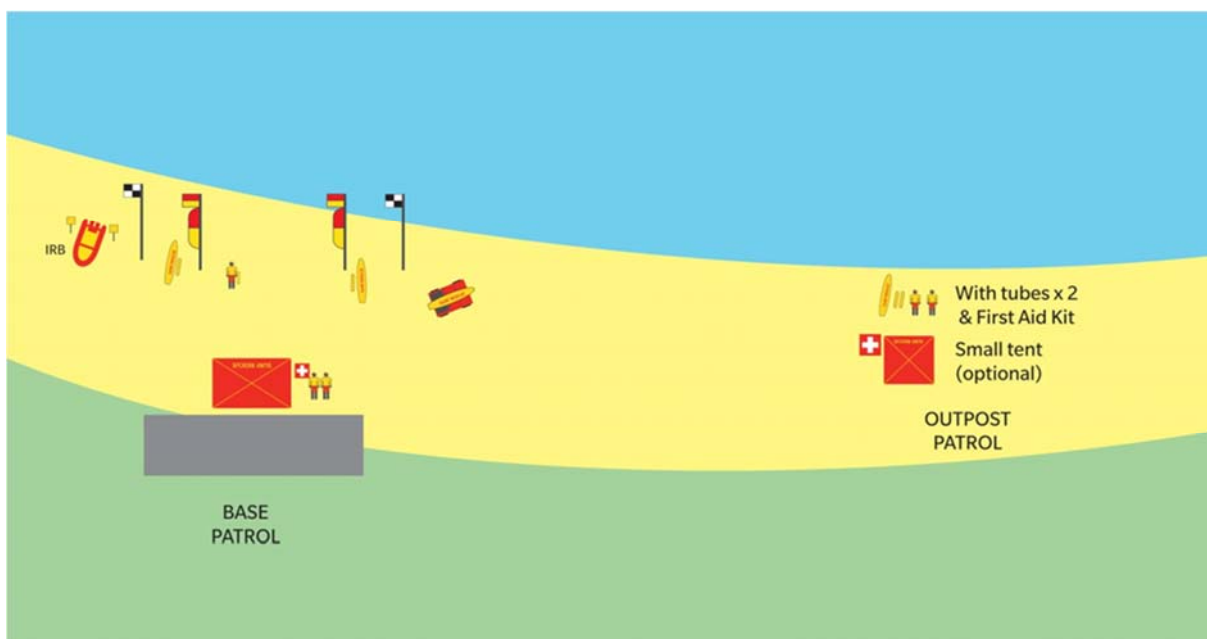
An Outpost Patrol is established at other areas of coastline. This sub patrol type has no patrol flags, and operates as an extension of the Base Patrol, as defined within the services' Patrol Operations Manual to provide surveillance at an area of high risk.



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0



3.2.4 Beach Closed Patrol

A Beach Closed Patrol is Base Patrol with a closed swimming area. The swimming area may be closed for situations such as dangerous conditions or an emergency.

A Beach Closed Patrol includes all minimum personnel and all minimum equipment with the exception of patrol flags.

3.3 Daily Patrol Procedures

Add/remove items to the below lists as required.

3.3.1 Start of patrol

1. All members arrive at least 15min prior to start of patrol
2. Minimum standards assessed (numbers, qualifications, gear)
3. Complete Risk Assessment
4. Equipment should be checked and positioned for patrol
5. Flagged area established
6. IRB area set-up & tested
7. IRB on the beach
8. Powercraft log start-up checks completed
9. Patrol log completed
10. Patrol signed on with SurfCom morning patrol only – Surfcom to contact club)
11. 'Patrol Briefing' conducted by Patrol Captain, discussing;
 - Uniform standards
 - Member roles/responsibilities
 - Rotation schedule/positioning
 - Radio use (channels/call-signs)
 - Expected weather/surf conditions
 - Expected hazards and management
 - Induction/introduction of any new members



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

3.3.2 End of patrol

12. Scanning/surveillance of beach maintain by at least one lifesaver during 'pack-up'
13. Rescue equipment (radio, tube, board, IRB) to remain at 'rescue ready' status during 'pack up'
14. Patrol log, Incident log and Powercraft log completed
15. Patrol signed off with SurfCom
16. All equipment cleaned and stored appropriately
17. Radio's placed on charge
18. Any supply requirements or equipment damage reported to relevant club officer
 - FA Officer (Paul Widseth - 0418 234 770)
 - IRB Officer (Andreas Sklavos - 0435 651836)
 - Radio Officer (Dan Solomon - 0407 944 954)

- 0488 014 602

• Rescue Boards & Rescue Tubes (Cody Broderick & Billy Broderick –)

19. 'Patrol Debrief' conducted by Patrol Captain, discussing;

- Rescues/incidents and key activities from the day
- Any questions/concerns from patrol members
- Upcoming events/opportunities
- Training options
- Next patrol date

3.3.3 Equipment Location

Add/remove items to the below lists as required.

Item	Location
IRB	IRB room
Radios	Patrol room – communications cupboard (on the wall above the bench)
Patrol shade (tent)	Boat shed (adjacent to patrol room)
Rescue boards	Boat shed (adjacent to patrol room) – note use "For Patrol Use Only" boards
Rescue tubes	Boat shed (adjacent to patrol room)
Defibrillator	Patrol room - First Aid and Resuscitation cupboard (with oxy resuscitation unit)
Oxy resuscitation kit	Patrol room - First Aid and Resuscitation cupboard
First aid kit	Patrol room - First Aid and Resuscitation cupboard
Spinal board	Patrol room (near entry door)
Binoculars	Patrol room – communications cupboard (on the wall above the bench)
Patrol flags/signage	Boat shed (adjacent to patrol room)

3.4 Nippers/Water Safety

Nipper activities (and like activities) are to adhere to the SLSA Water Safety Policy (**SLSA Policy 1.01**) at all times. Nipper activities are to only be conducted in the immediate vicinity of an active patrolled area and have its own sufficient water safety (minimum 1 water safety for every 5 participants). It is highly



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

recommended that an IRB be available water safety. The IRB should be on the water, rather than stationary on the beach.

Nipper activities cannot be undertaken on a closed beach.

The Patrol Captain is to have 'control' over all Nipper activities and may delegate to a Nipper Coordinator.

3.5 Club Rules

- Full patrol uniform must always be worn on patrol
- At least one (1) patrol member to always be watching the water
- At least one (1) patrol member always monitoring the radio (channel 2 and channel 3)
- The Patrol Captain is to always be made aware of all member locations/activities
- At least one (1) patrol member at the water's edge with a tube and radio when swimmers are in the water
- Rescue tubes are to always be carried by patrol members when on the beach
- Rescue tubes should not be tied to flag poles
- Members should not text, sun bathe or engage in any unprofessional behaviour (in uniform) in public view
- Only qualified IRB driver and crew are to operate the IRB
- The Club Captain or relevant officer should be notified immediately of any equipment damage/issues
- The Club Captain should be notified immediately of any significant incident or rescue
- Patrol will adhere to full start and end of patrol procedures
- All paperwork is to be completed for each patrol (including patrol log, incident log and Powercraft log)

3.6 Local Government By-Laws

Local By Law	Management Plan
Nil	

3.7 Patrol Breaches

The following information is a summary of the patrol breaches process for Clubs, Branches and SLSNSW. For a detailed explanation, refer to the SLSNSW 'Breaches of Lifesaving Standards Guide'.

3.7.1 Breach Identification

Breaches of lifesaving standards primarily relate to a failure to deliver the minimum obligations as set and agreed by all parties within a club/service Lifesaving Service Agreement and the SLSNSW Standard Operating Procedures (SOPS).

Breach – Service Provision

Failure of a club/service to deliver a lifesaving service on a pre-designated day/period, including;

- The late opening of patrol – after minimum start time



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- The early closure of patrol – prior to minimum finish time
- No service provision for the entire required period

Breach – Personnel/Qualifications

- Inadequate number of personnel to meet minimum requirements for staging a patrol
- Lack of qualified personnel to meet minimum requirements for staging a patrol
- Lack of minimum equipment on patrol

Misconduct/Negligence

- Misuse/dangerous use of equipment

3.7.2 Breach Levels

Level 1

Continued minor breaches of SOPS (patrol standards, such as;

- Poor uniform standards
- Sub-standard equipment on patrol
- Poor beach management standards
- Inappropriate use of radio network

Level 2

Failure to maintain/provide appropriate minimum standards, in breach of Lifesaving Service Agreement and SOPS, such as;

- Repeated level 1 breaches
- Late commencement of patrol/early closure of patrol
- Patrol numbers/qualifications below minimum standards
- Unreported non-operational core equipment
- Misconduct on patrol/negligence

Level 3

Failure to maintain/provide appropriate minimum standards, in breach of Lifesaving Service Agreement and SOPS, such as;

- Repeated level 2 breaches
- Non staging of patrol (patrol no show)
- Level 2 breach resulting in an injury/death incident

3.7.3 Breach Penalties

The following penalties are guidelines and are reviewed on a case by case basis.

Level 1 – penalties may include;

- Grants/funding tagged/administered by Branch/SLSNSW to correct breach

Level 2 – penalties (for up to 6 months) may include;

- Ineligibility for grants/funding
- Grants/funding tagged/administered by Branch/SLSNSW to correct Breach
- Suspension from surf sports competition/representation



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- Ineligibility for recognition awards such as those presented at the 'Awards of Excellence' (Branch/SLSNSW/SLSA) – not training awards/qualifications

Level 3 – penalties (for up to 12 months) may include;

- Ineligibility for grants/funding
- Grants/funding tagged/administered by Branch/SLSNSW to correct Breach
- Suspension from surf sports competition/representation
- Ineligibility for recognition awards such as those presented at the 'Awards of Excellence' (Branch/SLSNSW/SLSA) – not training awards/qualifications
- Individual member suspension from organisation

4 Emergency Operations Plans

4.1 Emergency Beach Closure

Patrol Captains should consider the 'closure' of a beach at any time that there is an unacceptable/unmanageable risk to the public of the lifesaving service is unable to safely perform water safety tasks. For a detailed procedure, refer to Standard Operating Procedure '**LS 9.1 Emergency Beach Closure**' and the Cooks Hill '**Shark Sighting Response Procedure**' (Annex A).

Note: for Saturdays' and Public Holidays the ultimate responsibility and accountability for beach closure resides with the Newcastle City Council Lifeguard, or delegate.

Examples include;

- Dangerous surf conditions
- Sharks
- Excessive stingers
- Powercraft hazards
- Lightning (30/30 rule)
- Tsunami/flood warning
- Storm pollution
- Chemical/fuel spill

4.2 Emergency Beach Closure Procedure

1. Determine if water area is to be evacuated
2. Inform SurfCom that you are about to close the patrolled area
3. Activate the 'Emergency Evacuation Alarm'
4. Inform every one of the following;
 - Water area is being closed; and
 - Reason for closure
5. Lower and remove the red and yellow patrol flags and black and white surfcraft flags
6. Post 'Swimming not advised' signs at identified beach access points and where the flagged area was located
7. Continually monitor all areas
8. Maintain minimum personnel, qualification and equipment requirements



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

9. Maintain an active presence on the beach to advise/warn public
10. An appropriate record should be made in the patrol log giving an outline of the incident

4.3 Closure Periods

Generally the beach will remain closed until such time as the identified hazard is controlled or no longer presents a risk.

Recommended closure periods include;

- Dangerous surf conditions – as determined/appropriate
- Shark – minimum 30 minutes from last confirmed sighting (or completion of search)
- Chemical/biological hazards – after confirmation from appropriate authorities that the area is safe
- Lightning – minimum 30 minutes after the storm has passed (after last sighting of lightning). Note a typical storm travels at about 40km/hr so 30 minutes = 20kms away.

4.4 Tsunami Plan

Surf Life Saving New South Wales is recognised under the State EMPLAN as a 'support agency' in a Tsunami event. Broadly, our role includes;

- Contribute to tsunami community education initiatives
- Assist the SES with the dissemination of warnings
- Close and evacuate beaches on receipt of a NSW Tsunami Warning or upon observation of unusual ocean behaviour indicative of a tsunami, in consultation with Local Government Councils
- Assist with the rescue of people from the surf zone following the impact of a tsunami
- Notify the SES when unusual ocean behaviour indicative of a tsunami is observed or a tsunami has occurred for which there has been no prior warning

For a detailed procedure, refer to Standard Operating Procedure '**LS 9.12 Tsunami Warning**' and the 'Surf Life Saving New South Wales Tsunami Plan.'

Each Surf Life Saving Club has an obligation to be prepared and respond as outlined in the 'Surf Life Saving New South Wales Tsunami Plan'.

There are two types of tsunami threats;

1. Marine threat – may influence currents/rips/water energy and immediate foreshore (more common)
2. Land threat – may impact coastal areas, inlets and inland inundation (rare event, but significant impact)

4.4.1 Notification

The SES is the 'lead agency' for tsunami response and will advise Surf Life Saving of a tsunami warning through the State Duty Officer, who will co-ordinate the Surf Life Saving response.

Due to the location of 'fault lines' (starting points of tsunami's) a warning should precede the tsunami impact by a number of hours.



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

Depending on the time of day/year, the notification process will differ, however will remain similar to the standard emergency response notification;

Patrols on duty

- State Duty Officer notifies SurfCom and Branch Duty Officer
- SurfCom advises on duty patrols of tsunami warning and to activate their 'Club Tsunami Response Plan'

Patrols not on duty

- State Duty Officer notifies Branch Duty Officer
- Branch Duty Officer notifies 'Club Emergency Response Teams' who activate their 'Club Tsunami Response Plan'

4.4.2 Key Equipment

The following equipment (minimum) is key to maintaining a viable lifesaving service during a tsunami warning (both marine and land threat) and restoring the service following the impact of a tsunami to a 'rescue ready' status. This equipment should be moved to a safe location prior to the tsunami's impact (marine and land threat);

- IRB (with trailer)
- 3 x handheld radios in waterproof bags
- 2 x 'swimming not advised' (or 'beach closed') mobile signs
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxy resuscitation kit
- 1 x first aid kit
- 1 x spinal board (with spinal collars)
- 1 x binoculars

4.4.3 Marine Threat Response

1. Club advised of tsunami warning
2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore
7. 'No swimming' signage erected
8. Relocate key patrol/response equipment away from the foreshore
9. Prepare to evacuate all personnel and key equipment if warning is upgraded to a 'land threat'
10. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
11. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

4.4.4 Land Threat Response

1. Club advised of tsunami warning



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore, car park and immediate area
7. 'No swimming' signage erected
8. All non-essential personnel sent home
9. Transport 'key equipment' and remaining personnel to pre-determined rally point (see 4.6 Emergency Rally Point)
10. Inform SurfCom/Branch Duty Officer when evacuation to rally point is complete
11. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
12. Respond to incidents following tsunami impact as directed by SurfCom/Branch Duty Officer
13. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

4.5 Coastal Flooding Plan

Surf Life Saving New South Wales is recognised under the State EMPLAN as a 'support agency' in a coastal flooding event. Broadly, our role includes;

- Assist the SES with the warning and/or evacuation of at risk communities
- Provide space in Surf Life Saving facilities for evacuation centres where required
- Assist the SES with flood rescue operations

For a detailed procedure, refer to Standard Operating Procedure '**LS 9.11 Coastal Flooding.**'

Each Surf Life Saving Club has an obligation to be prepared and respond in line with a 'land threat' tsunami warning.

Coastal areas are likely to be affected by either 'flash flooding' or 'storm surge' flooding. 'Storm surge' flooding will generally coincide with high tides and is easier to predict and prepare for. 'Flash flooding' is unpredictable and occurs in a short period of time, occasionally a storm warning may be issued prior to the flooding event.

4.5.1 Coastal Flooding Response

1. Club advised of coastal flooding warning
2. Patrol/flagged area closed
3. Evacuation alarm sounded (continuous siren)
4. Evacuation flag erected (red and white quartered)
5. Swimmers/surfers etc evacuated from water
6. Members of the public evacuated from foreshore, car park and immediate area
7. 'No swimming' signage erected
8. Prepare Clubhouse as an 'emergency evacuation centre'
9. All non-essential personnel sent home
10. Transport 'key equipment' and remaining personnel to pre-determined rally point (see 4.6 Emergency Rally Point)



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

11. Inform SurfCom/Branch Duty Officer when evacuation to rally point is complete
12. Maintain preparedness to respond to emergencies until threat has passed (official notification from SurfCom/Branch Duty Officer)
13. Respond to incidents as directed by SurfCom/Branch Duty Officer
14. Upon clearance from SurfCom/Branch Duty Officer return to normal operations (stand down)

4.6 Emergency Rally Point



Emergency rally point location: Bar Beach Carpark ,
(near ANZAC memorial, Intersection of Memorial Drive and Parkway Ave, Bar Beach 2300)

4.7 Helicopter Landing Zone

During major incidents, rescue helicopters may be required to land on the beach or near the beach to assist treating the patient and possibly transporting the patient to hospital. Ultimately, the decision of where to land is made by the pilot of the aircraft based on weather conditions, the nature of the incident and surrounding hazards. Patrol Captains can prepare and suggest a landing zone using local knowledge prior to a helicopter arriving.

Things to consider when establishing a helicopter landing zone;

- 40m x 40m area (minimum)
- Flat and cleared of hazards (loose objects, power lines, trees, etc)
- Helicopter will approach the landing zone against the wind

Helicopter Landing Zone procedure;

- Nominate a suitable lifesaver as 'landing zone controller' and provide a radio

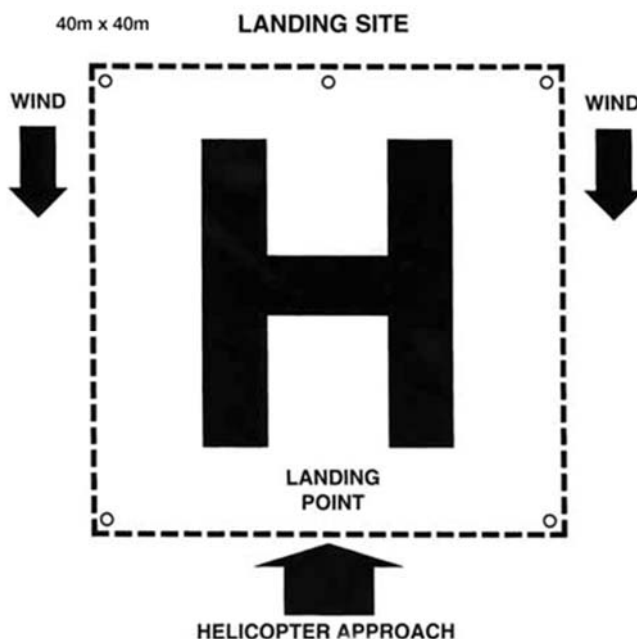


COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- 'Landing zone controller' briefs lifesavers on pre-landing and post-landing procedures
- Landing zone cleared of all loose objects, vehicles and people
- Landing zone established with minimum 40m x 40m area and marked with cones.
 - Lifesavers to ensure landing zone is maintained and members of the public do not enter the area
 - 'Landing zone controller' is to be positioned on the side of the landing zone that the helicopter will land towards
- Establish contact with helicopter of 'Surf Channel 1' prior to landing and confirm suitability of landing zone. Provide a summary of key hazards (trees, power lines) within the area
- Helicopter lands, lifesavers ensure perimeter is maintained until helicopter departs
- Do not approach the helicopter and await instructions from the helicopter crew (only approach the helicopter from the front and once given the all clear from the helicopter crew)
- Ensure loose objects are secured and landing zone is clear of people prior to helicopter taking off



Typically the most suitable helicopter landing point will be in Empire Park see map below.



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0



5 Standard Operating Procedures

5.1 Surf Lifesaving NSW

For detailed information on Lifesaving procedures and policies, refer to the Standard Operating Procedures on the Surf Life Saving New South Wales website or the handbook in the patrol room.

- LS2 Work health and safety
- LS3 Information management
- LS4 Obligations and Standards
- LS5 Regulations – rescue vessels
- LS6 Gear and equipment
- LS7 Radio communications
- LS8 Patrol operations (general)
- LS9 Patrol operations (emergency)
- LS10 Emergency response system
- LS11 SAR operations



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- LS12 SurfComs
- LS13 Lifesaving vessels and aircraft
- LS14 Post incident (recovery phase)

5.2 Cooks Hill Procedures & Policies (refer Appendix A)

- Shark Sighting Response procedure
- Rescue Board Policy
- Equipment Repair Policy
- Lifesaving Operations Team Organisation Chart

6. Excerpt Beach Lifeguard Services Operational Manual

SECTION 1.7.6 INCIDENT RESPONSE

Suspected and Confirmed Shark Sighting Procedure

This section identifies essential tasks to enable the Unit Lifeguards to efficiently manage a Suspected and Confirmed Shark sighting incident at a patrolled Council beach. The report of a shark sighting may be made by a range of sources lifeguard/lifesaver, swimmer, surfer, aerial survey or any beach user.

In the case of a shark attack proceed as per SECTION 16 of the Beach Lifeguard Services – Beaches Emergency Response Plan.

Containment

Patrolling lifeguards

- Responsible for initial confirmation and gathering of information on report of a suspected/confirmed sighting. Assess information and determine whether sighting is a suspected shark sighting or confirmed shark sighting.
- Information includes: Who made the sighting, where and when was the sighting, number of sharks, how far offshore, proximity to swimmers/surfers/surf craft users, how long did the sighting last and approximate size?
- The time and location of sighting in relation to the primary and secondary patrol area.
- Suspected sighting definition – an object identified within patrolled area (primary or secondary), details may not conform to shark behaviour/descriptions or source of information may not be considered completely valid or accurate. Generally speaking is a sighting made by an individual that has not received some level of training or does not have significant experience with marine life, or cannot be verified in some way as credible
- Confirmed sighting definition – object identified within patrolled area (primary or secondary), details of sighting aligns with description/behaviour of shark and/or source appears



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

reliable/confident. Generally speaking is a sighting that is a visual by a lifeguard, trained staff, public official, sightings made by multiple persons, or other highly credible sources. It may also be any sighting that based on the information and evaluation is deemed to have a high level of credibility.

Suspected Shark Sighting Actions

1. Close beach as per SOP and evacuate public from water remotely using whistle, hand signals, vocal commands, etc.
2. Lifeguards ready PWC for launch and Lifeguard #1 conduct search in a sweeping pattern and evacuate remaining public from water in primary patrol area.
3. Second Lifeguard Contact Beach Lifeguard Team Leader (BLTL) to advise of suspected sighting and decision to close beach temporarily. Maintain contact with Lifeguard #1 at all times via 2way radio.
4. Once primary patrol area is cleared of patrons, sweep of secondary patrols area undertaken including advising surfers, whilst maintaining vigilance on primary patrolled area.
5. Lifeguard # 2 is to advise neighbouring patrolled beaches and deploy to an elevated position (tower/upper level of surf club) to monitor the water with binoculars.
6. If attending Lifeguard #1 or #2 confirms shark sighting, follow confirmed shark sighting procedure.
7. If sighting not confirmed after search (1 hour), Lifeguards may reopen and resume normal operations.
8. All appropriate paperwork is to be completed.

Confirmed Shark Sighting

1. Initiate emergency siren, close beach as per SOP and evacuate public from water remotely using whistle, horn, hand signals, vocal commands, etc.
2. Lifeguards ready PWC for launch and Lifeguard #1 conduct search in a sweeping pattern and evacuate remaining public from water in primary patrol area.
3. Second Contact Beach Lifeguard Team Leader (BLTL) to advise of confirmed sighting and decision to close beach temporarily. Maintain contact with Lifeguard #1 at all times via 2way radio.
4. Once primary patrol area is cleared of patrons, sweep of secondary patrols area undertaken, including advising surfers within site area whilst maintaining vigilance on primary patrolled area
5. Lifeguard #2 erect Shark Warning sign next to Red Flag/Beach Closed sign
6. Lifeguard # 2 is to advise neighbouring patrolled beaches and is then deployed to an elevated position (tower/upper level of surf club) to monitor the water with binoculars and maintain reasonable contact with public regarding the circumstances of the closure
7. If visual contact is made during search, the Lifeguard operating PWC should consider trying to herd the shark out to sea or shadow the shark and its location from an appropriate distance (minimum 15 metres).



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

8. Lifeguard #1 is to continue PWC sweep for 1 hour following last sighting.
9. If no further sighting is confirmed after;
10. 1 hour search period in sunny clear conditions with little surface water disturbance and water turbidity, the PWC is to return to shore.
11. 2 hour search period should be conducted during periods of low light due to cloud cover, poor water clarity, medium to high level water turbidity due to wind chop or large surf conditions. Lifeguards may then reopen and resume normal operations.
12. Once reopened Lifeguard to conduct a search for a minimum 30 mins behind the break as a precautionary measure and 1 hour from an elevated position (tower/surf club).
13. All appropriate paperwork is to be complete including DPI Shark Sighting report as per the NSW Shark Incident Response Plan.

Second Lifeguard

- Provide immediate support to attending Lifeguard.
- Provide assistance loading/unloading the PWC.
- If not already completed, close beach as per SOP as required.
- If confirmed sighting, erect Shark sign next to Red Flag/Beach Closed sign.
- Contact is made with adjoining beaches.
- Contact Beach Lifeguards Team Leader.
- Maintain reasonable contact with public regarding the circumstances.
- Remain vigilant from a viewing position.

Third Lifeguard, if available

- as per generic responsibilities.

Reduction

- Continue to monitor surf zone.
- Ensure all public are aware and removed from perceived risk.
- Lifeguards where appropriate should educate bystanders and members of the public about LMCC Shark sighting procedural details and direct them to DPI Shark Smart website, www.dpi.nsw.gov.au/fisheries/info/sharksmart for further information about the ways to reduce their chances of an encounter. All media enquiries need to be directed to Council administration building.
- Contact Beach Lifeguard Team Leader.



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- Return venue to normal use once pre-determined amount of time has elapsed (1 hour or 2 hours in specified conditions) to reduce risk, and no sharks have been sighted within the period of closed beach, they may resume normal operating procedures. During unusual or exceptional circumstances the Beach Team Leader is contact Leisure Services Operations Coordinator or Manager Leisure Services.

Elimination

- Elimination of shark encounters and sightings is not possible. Post incident review with all staff involved and any suggested continuous improvement actions to be discussed with Beach Lifeguard Team Leader in the first instance.

Recording

- Complete reports as required including DPI Shark Sighting report as per the NSW Shark Incident Response Plan.

SECTION 16: Beach Lifeguard Services – Beaches Emergency Response Plan

Major Bleeding & Tissue Damage: Eg Shark Attack / Power Boat Injuries

This section identifies essential tasks to enable the Unit lifeguards manage effectively and efficiently an incident involving major bleeding and tissue damage at the beach.

Note: If a shark attack:

- Remove all swimmers from the water immediately and close beach
- Do not attempt to swim to the aid of the shark attack victim
- Use an IRB/PWC which provides a safer environment for the lifeguards while the rescue is being made
- While approaching the victim avoid splashing, quick and erratic movements, and most importantly, avoid panic utilising controlled breathing training techniques.

Containment

Attending Lifeguard/s

- **Contact emergency services**
- Bring the patient to the beach as quickly as possible – using boards, IRB/PWC etc
- Do not waste time trying to control bleeding in the water
- Carry patient above waterline
- **If conscious:**
 - Keep head level with heart and elevate legs
 - Keep warm by covering with a blanket but do not overheat
 - Moving patient must be kept to an absolute minimum



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

- **If unconscious**
 - Turn patient on side, care for ABC and prevent further loss of blood
- Attempt to stop bleeding by direct pressure
- If unsuccessful, use an arterial tourniquet.
- Patient will need to be stabilised at beach by medical team
- Moisten patients lips, but do not give anything by mouth
- Administer oxygen therapy
- Continue to monitor and control bleeding until emergency services arrive

Senior Lifeguard

- Ensure that emergency services have been contacted
- Advise adjacent beaches and team leader

Team Leader

- If a shark attack notify Police and DPI – Manager Special Operations / Director Fisheries Compliance and consider closure of patrolled and un-patrolled beaches in conjunction with Leisure Services Manager initiate reduction measures

Reduction

- Continue activities to reduce impact of emergency, including:
 - Public safety - if shark attack ensure that public are kept out of the water.
 - Delegate responsible member of the general public to meet emergency services upon arrival and direct to incident scene.
 - Delegate responsible members of the general public to control bystanders and keep a clear path for the Emergency Vehicles
- Team Leader to contact Police and DPI – Manager Special Operations / Director Fisheries Compliance.
- Police and DPI – Manager Special Operations / Director Fisheries Compliance and LMCC consider when appropriate to re-open the beach.
- Initiate recovery procedures.

Elimination

- Post incident review with staff
- Initiation of HINCS reporting system if required
- Post-event trauma counselling
- Post event debrief with relevant staff and representatives from NSW Police and DPI

Recording

- Complete reports as required including Department of Primary Industries (Fisheries) Shark Bite Information Sheet as per DPI Shark Incident Response Plan



COOKS HILL PATROL OPERATIONS MANUAL

2018 – 2019 SEASON

20th August 2018, rev 1.0

Appendix A

Contents

- Shark Sighting Response procedure
- Rescue Board Policy
- Equipment Repair Policy
- Lifesaving Operations Team Organisation Chart



Cooks Hill Surf Lifesaving Club

Shark Sighting Response Procedure

1 BACKGROUND

Every season at Cooks Hill we have shark sightings that require the closure of the beach, the search for the shark and the subsequent "All Clear" and reopening of the beach to the public for aquatic activities.

2 PURPOSE

This procedure describes how to manage the closure of the beach, the search for the shark and the reopening of the beach to aquatic activities.

3 SCOPE

This procedure applies to Cooks Hill's Bar Beach, Susan Gilmore and surrounding waters on Saturday, Sunday and Public Holiday patrols and is an extension of the SLSA Shark Safety Policy, 1.10.



4 DEFINITIONS

Shark For the purposes of this document the word shark is used in the broad sense to include all sharks, although it is recognised that not all sharks are dangerous with nearly all fatal attacks in coastal waters being attributed to just three species – bull sharks, tiger sharks and white sharks (the latter also known as great white or white pointer sharks).

5 REQUIREMENTS AND RESPONSIBILITY

This procedure is described in the following table.




Saturdays and Public Holiday Patrols

Step	Actions
1 Shark Sighting	 On Saturdays and Public Holidays the management of the beach and related public safety incidents are under the control of the Newcastle City Council (NCC) Lifeguard.  A Shark Sighting means both actual and suspected shark sightings and could be from a member of the public, a club member or a member of the patrol. The Patrol Captain or Vice Patrol Captain member notifies the NCC Lifeguard who has responsibility and control of the evacuation.






Cooks Hill Surf Lifesaving Club

Shark Sighting Response Procedure

Step	Actions
2 Closing the Beach & Crowd Control	<p> It is the Lifeguard's responsibility to lower the red & yellow flags and put up beach closed signage.</p> <p> It is also the Lifeguard's responsibility to provide notification on the public address (PA) system as to the status of the situation.</p> <p>The Patrol Captain will;</p> <ul style="list-style-type: none"> ▪ Notify SurfCom that the beach has been closed and the reason why. ▪ Assign patrol members to the water's edge to ensure people do not enter the water.
3 Search for the Shark	<p>The Patrol Captain will offer assistance and respond to any reasonable requests for assistance from the NCC Lifeguard in the search for the shark. This may be via employing the IRB for an aquatic search or assigning patrol members to high vantage points with binoculars.</p>
4 Re-open the beach	<p> It is the Lifeguard's responsibility to determine when the beach is safe to re-open to aquatic activities and re-instate the red & yellow flags and remove the beach closed signage.</p> <p>The Patrol Captain will contact SurfCom advising of the beach has been re-opened.</p>





Sunday Patrols

Step	Actions
1 Shark Sighting	<p> A Shark Sighting means both actual and suspected shark sightings</p> <p> The shark sighting could be from a member of the public, a club member or a member of the patrol.</p> <p>The club member or patrol member notifies the Patrol Captain or Vice Patrol Captain of the shark sighting.</p> <p>The Patrol Captain or Vice Patrol Captain quickly scans the surf in the nominated area for the shark and if not convinced the sighting is a "false" sighting the beach will be closed.</p> <p> If there is any doubt as to the safety of the bathing public the beach must be closed</p>
2 Closing the Beach & Crowd Control	<p>The Patrol Captain will assign patrol members to;</p> <ul style="list-style-type: none"> ▪ Sound the mass evacuation alarm which is located in the patrol room. ▪ Make an announcement over the public address (PA) system advising of a suspected shark sighting and for the public to leave the water ▪ To patrol by the water's edge to evacuate the public from the water ▪ Lower the red & yellow flags and put up beach closed signage, ie the Red Flag and the "Beach Closed" sign. ▪ Notify SurfCom the beach has been closed and the reason why



Cooks Hill Surf Lifesaving Club

Shark Sighting Response Procedure

<p>2</p> <p>Closing the Beach & Crowd Control</p> <p>(continued)</p>	<ul style="list-style-type: none">▪ The Patrol captain will;<ul style="list-style-type: none">○ Contact HSLS Duty Officer via the radio, SurfCom Channel 3, or directly on 0419 965 570 (refer Patrol Operations Manual), and○ Contact NCC Roving Lifeguard via the radio, SurfCom Channel 3, or directly on 0481 437 298 <p>to advise that they will be required to reopen the beach when the search for the shark has been completed.</p> <ul style="list-style-type: none">○ Notify HSLS President, Henry Scruton, on 0412 495 798 <p> The patrol will need to continually remind the bathing public that the beach is closed and to remain out of the water.</p> <p> Under no circumstances are members of Cooks Hill to discuss the shark sighting or beach closure with the media. Please refer the media to Hunter Surf Lifesaving (HSLS), SLNSW or Newcastle City Council (NCC) to comment on this topic.</p>
<p>3</p> <p>Search for the Shark</p>	<p>The Patrol Captain will assign patrol members to high vantage points with binoculars and employ the IRB to assist with the search for the shark.</p>
<p>4</p> <p>Re-open the beach</p>	<p> The decision to re-open the beach will be the responsibility of the HSLS Duty Officer or the NCC Roving Lifeguard.</p> <p>When the search for the shark has been completed the Patrol Captain will;</p> <ul style="list-style-type: none">▪ Seek approval from the HSLS Duty Officer or NCC Roving Lifeguard to re-open the beach. <p>If approval to re-open the beach has been granted by the HSLS Duty Officer or the NCC Roving Lifeguard the Patrol Captain will;</p> <ul style="list-style-type: none">▪ Advise SurfCom that the beach is being re-opened▪ Re-instate the red & yellow flags and remove the beach closed signage.▪ Make an announcement over the public address (PA) system advising of bathing public that the beach has been re-opened to aquatic activities. <p>This procedure ends. ⊗</p> <p> If the HSLS Duty Officer or the NCC Lifeguard does not consider the beach safe to re-open the beach will remain closed for the remainder of the day and crowd control and public warnings will continue.</p>

6 REFERENCED DOCUMENTS

POLICIES

1.10

SLSA Shark Safety Policy



Cooks Hill LS&SC

Rescue Board Use Policy

1 BACKGROUND

At Cooks Hill we have approximately 20 rescue boards. They are used for a number of critical surf club functions;

- Patrol use and rescues
- Training our members in Bronze Medallion and SRC (Surf Rescue Certificate) awards
- Skills updates (proficiency tests)
- Personal skills development

As you can appreciate with this high level of use the rescue boards are subject to significant wear and tear.

It is critical that Cooks Hill retain a core number of rescue boards in “excellent” condition and free from damage for use in rescue operations. We have purchased a number of new boards, 4 of these boards are mandated for “Patrol Use Only”.

2 DEFINITIONS

Patrol Use Only

The primary role of these boards is for use for lifesaving patrol activities. They are not to be used for

- personal skills development under any circumstance
- Bronze Medallion or SRC training unless there are no other boards available and only after approval of the training officer in charge

3 REQUIREMENTS AND RESPONSIBILITY



Boards numbered 1, 2, 3 & 4 as shown in figure on the left are for

“Patrol Use Only”

These boards are to be stored against the southern wall of the board shed.

These boards are clearly labelled

All other rescue boards, numbered 5 through to number 20 can be used for award training, annual skills updates (proficiency tests) and personal skills development.

All club members have a responsibility to comply with this policy and to notify the Club Captain of any damaged rescue boards.

Note – in the case of an EMERGENCY any rescue board can be used.

Mark Doherty
Club Captain



Cooks Hill Surf Lifesaving Club

Lifesaving Equipment Repair Procedure

1 BACKGROUND

Throughout each patrol season the Lifesaving Equipment at Cooks Hill suffers from damage and wear and tear. To

2 PURPOSE

This procedure describes how to quarantine damaged lifesaving equipment and notify the responsible club officer / club member to facilitate the required repairs.

3 SCOPE

This procedure applies to all Lifesaving Equipment of Cooks Hill SLSC.

4 DEFINITIONS




Lifesaving Equipment

For the purposes of this document Lifesaving Equipment includes but not limited to;

- Rescue boards
- Rescue tubes
- Patrol signage and flags
- IRB and motors
- Spinal equipment
- Resuscitation equipment
- First Aid equipment
- Radios and public address system

5 REQUIREMENTS AND RESPONSIBILITY



This procedure is described in the following table.

Step	Actions
1 Identify and tag damage	<p> Anytime during lifesaving patrols, training squads or personal skills updates damaged equipment could be identified</p> <p>The club member identifies the damaged equipment and removes it from service and places an out-of service tag on the equipment if applicable.</p> <p>The out-of-service tag should clearly state the club members name; date the equipment is removed from service and the nature and location of the damage.</p> <p> The out-of-service tags are located in the patrol room in the cupboard next to the radio cupboard.</p> <p> For equipment shortages, viz first aid equipment, spinal collars procedure starts at step 2</p>



Cooks Hill Surf Lifesaving Club

Lifesaving Equipment Repair Procedure

Step	Actions
2 Recording the equipment damage / shortage	<p> If the equipment damage or equipment shortage is identified outside of regular patrol hours go to step 3.</p> <p>The club member will notify the Patrol Captain who will;</p> <ul style="list-style-type: none">Record the equipment damage or equipment shortage in the Patrol Log, bottom of page 2. <p></p>
3 Notify responsible club officer	<p>The Patrol Captain will notify the relevant responsible club officer, listed in Annexure A, of the equipment damage or equipment shortage.</p> <p>If the damaged equipment does not relate to one of the defined categories the Patrol Captain (or club member) will contact the Club Captain.</p>
4 Repair and re-instate equipment	<p>The responsible club officer will undertake the repair or replacement of equipment and notify the Club Captain.</p> <p>The Club Captain will inform all patrol captains of the repair or replacement via group email or similar intra-club communication.</p>

6 ANNUAL SET-UP REQUIREMENTS

The table in Annexure A is updated with the contact details of responsible club officers, laminated and posted on the patrol room noticeboard.



Cooks Hill Surf Lifesaving Club

Lifesaving Equipment Repair Procedure

ANNEX A

Any issues with gear and equipment damage, needing replacement, requiring refills etc please contact the relevant officer below. Mobile phone contact, voice or SMS is the preferred method of contact.

General Gear & Equipment	Mark Doherty	0417 730195	mark.doherty@downergroup.com
IRB (boats, motors, fuel, PFDs etc)	Andreas Sklavos	0418 690 896	andreassklavos98@gmail.com
Radio (Radios, chargers, cases etc)	Dan Solomon	0407 944954	dcsolomon@hotmail.com
First Aid (Resuscitation Units, Defibrillators, Spinal equipment, First Aid consumables)	Paul Widseth	0418 234 770	pwidseth@bigpond.net.au
Oxygen Bottles (empty & need replacing)	Dan Solomon	0407 944954	dcsolomon@hotmail.com
Patrol Equipment and Patrol Room Supplies (Flags, Sunscreen, Ice, Garbage bags etc)	Derek Bull	0417 565 475	derekbull2@gmail.com
Rescue Boards & Tubes	Cody Broderick & Billy Broderick	0488 014 602	codythesurfer@icloud.com , or nicole@gardnersurfboards.com
Patrol Uniforms	Patrol Captains		



Cooks Hill Surf Lifesaving Club

Lifesaving Operations Management Team – 2018 / 201

Date: 25th July 2018 Rev: 1.0

