



**FAIRHAVEN SLSC**

# **Patrol Leaders' Handbook**



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## Patrol Leader Roles and Responsibilities

### Patrol Captain

The Patrol Captain is responsible for the quality of service delivered by their patrol on all rostered patrol days. Their role is to ensure that the patrol team is effective and also encourage continuous improvement of their patrol members as individuals and as a team. In order to fulfil the role of Patrol Captain to the highest level, a person must call upon a wide variety of skills from both within their own experience as well as their wider team. The best Patrol Captains delegate to a trusted team that is able to collectively meet all responsibilities by working around each member's strengths and weaknesses.

Specifically, this includes but is not limited to:

1. Ensuring adequate attendance and award coverage.
2. Ensuring appropriate behaviours on patrol both for effective surf lifesaving and to convey the best possible image of Fairhaven SLSC and Surf Lifesaving in general.
3. Managing prevention strategies to mitigate and address risks to the beach population.
4. Managing emergency incidents as they occur.
5. Developing the social elements of patrol and creating an enjoyable experience.
6. Seeking out absent members and encouraging them to attend.

Patrol Captains hold a senior position in our club and should recognise the influence they have on the experience of our patrolling members, as well as the perception of our club. Positive experiences for both new and experienced patrolling members significantly increases their chances of continuing to patrol. Patrol Captains should always keep this in mind.

### Patrol Vice-Captain

Whilst the roles and responsibilities of Patrol Captains are often outlined and defined, there can be confusion surrounding the role description of Vice-Captains whilst on patrol. For the most part, these responsibilities can be summarised as supporting the Patrol Captain in any required duties. Beyond this, the Vice-Captain is encouraged to become actively involved in setting and maintaining patrolling standards, as well as taking on a mentoring role for younger members.

In any situation where the Patrol Captain is occupied with another task, or has left the beach for any reason, the Vice-Captain will assume official responsibility on the beach, and thus it is critical that all Patrol Vice-Captains are prepared to fulfil this duty when required.



## Other Role Descriptions

### Patrol Mentor

The Patrol Mentor is responsible for easing the transition from training courses to the application of practical skills by providing support to new members of the patrol. This includes:

- Sign On/Sign Off Process
- Explanation of Individual Roles to New Members
- Demonstrating and Tour of Equipment Storage and Key Operational Areas
- Attempt to Resolve Underlying Insecurities or Concerns of New Members
- Assisting New Members to Immerse Themselves in the Patrolling Culture at Fairhaven.

### FALCON Members

Alongside the Patrol Captain, Patrol Vice-Captain and Patrol Mentor, each Falcon Team will also have the following designated roles:

- **IRB Driver**
  - Responsible for set-up, driving for the purpose of IRB rescue operations, training (if appropriate) and pack-up of the IRB on any given rostered patrol.
- **IRB Crew**
  - Responsible for providing assistance to the IRB Driver in completing all allocated duties, as well as crewing for any IRB rescue operations.
- **ART Operator**
  - Responsible for coordinating the primary response to critical incidents involving the administration of oxygen, CPR, or other cases of cardiovascular distress.
- **First Aid/Spinal Operator**
  - Responsible for the provision of First Aid services, and also for managing critical incidents that involve spinal management, transport and treatment.
- **FALCON Member(s)**
  - Responsible for providing assistance to the other members of the FALCON Team, and also to fill any voids that may develop during a rostered patrol.

**These roles can be rotated at the discretion of the Patrol Captain.** Further information on this program and the broader patrolling structure can be found on the Fairhaven SLSC website.



## Preparing for a Patrol

### Minimum Patrol Requirements

Whilst every patrol member is critical to the operation of daily lifesaving services, there are particular specialised awards that must be held by members within your patrol team in order to have a full patrol. These awards are:

IRB Driver  
IRB Crewperson  
Advanced Resuscitation Techniques Certificate Holder  
Spinal Management Certificate Holder  
Basic Beach Management Holder

Minimum requirement for any patrol is three (3) proficient Bronze Medallion/Cert. II Public Safety (Aquatic Rescue) holders, and one (1) other proficient patrolling member holding:

- Apply (Senior) First Aid Certificate
- Spinal Management Certificate
- Surf Rescue Certificate
- Basic Beach Management
- Advanced Resuscitation Techniques Certificate

**THESE AWARDS ARE COVERED BY THE CORE FALCON TEAM**

### Observation Patrols

In the case of observation patrols, the minimum requirements are set out below:

- Two (2) proficient members holding Bronze Medallions/Certificate II in Public Safety (Aquatic Rescue).
- One (1) of these members holding an Advanced Resuscitation Techniques Certificate.

It is highly recommended that at least one member of the patrol is over 18.



## Patrol Day Support

Where a patrol is either short on personnel or awards, patrol leaders may request a designated patrol support person who will assist with various tasks, including:

- Opening up the club where required;
- Organisation of patrol equipment where required;
- Cooking of the BBQ on a full patrol day;
- Cleaning the BBQ;
- Washing BBQ utensils; and
- Assisting with closing and locking the club where required;

**NOTE:** This person's responsibility is not to actively take part in the operations of the patrol, but rather to provide support to patrolling members to ensure a successful and enjoyable day on the beach.

- Requests should be directed to the Club Captain or Club Vice-Captain as soon as possible in the circumstances.

## Other Patrol Leaders' Duties

Each patrol team will have a number of full patrol days during the season. Prior to all patrols, it is the Patrol Leader's responsibility to confirm with the Vice-Club Captain that all awards are covered.

In the case of **full day patrols**, Patrol Leaders must note any dietary requirements (vegetarian, vegan, gluten free) and plan to pick up BBQ ingredients from **Anglesea IGA**. This process is not an onerous one, and consists of arranging to pick up meat for the BBQ, bread and any other required food items, and then placing them in the fridge at the club kiosk. **Please contact the Club Captain or Club Vice Captain to obtain the account number to charge the food items too at Anglesea IGA. Lunches must be organised and picked up before the full day of patrol. Patrol members are not to leave for Anglesea to pick up food items during patrol.**

### Barbeque Requirements:

- Meat (sausages, burger patties) and veggie burgers
- Bread, Lettuce, Tomato, Cheese, Onion, Other

**Please note, other snack items must be purchased with one's own money, not on the club account.**



If there are any issues surrounding the pick-up of these lunch items it is required that the leader contacts other patrol members to confirm that someone will be able to pick up food for the day.

### Patrol Uniforms

All patrol uniforms are located on the shelves within the patrol room, and are washed after they have been used for a weekend patrol using the facilities located in the training room underneath the club. This process should occur during the course of the patrol day, with the uniforms hung up to dry ready for use at a later stage, and the dry uniforms from the previous patrol folded and packed away in the appropriate boxes.

Patrol leaders are asked to make sure that members only wear one top to minimise washing, and to ensure that this area is kept as tidy as possible.

With regard to uniform standards, it is the responsibility of patrol leaders to ensure that all members of the patrol are sufficiently attired. Below are the minimum dress standards for patrol:

- Long-Sleeve Patrol Shirt;
- Patrol Shorts;
- Quartered Patrol Cap (to be worn at all times);
- Broad Brim Patrol Hat/Peaked Patrol Cap (to be worn at all times); and
- Club Bathers or red bathers (to be worn underneath Patrol Shorts).

Further, there are a number of items that patrol leaders are recommended to wear, and asked to encourage other patrolling members to wear:

- Sunglasses.
- Bum-bag.
- Radio.

**NOTE:** Only red and yellow clothing items that are either produced by Surf Life Saving Australia, Life Saving Victoria or the Fairhaven SLSC may be worn on patrol.

### Name Badges

The club has supplied name badges for members to wear while on patrol. Research suggests that the public is more satisfied with the communication they receive if the patrolling member wears a name badge. They also help with communication between patrol members and promote a sense of belonging on patrol.





A badge has been made for each of the identified roles on patrol. Write your name on the badge with whiteboard marker only. Do not use permanent marker. Wipe the name off at the end of patrol.

## Club Regulations and Policies

### Club Response Vehicle (Ford Ranger)

The complete policy for the Club Response Vehicle can be found on the Fairhaven SLSC website, as well as a hard copy within the patrol room. The Vice President (Lifesaving Operations), Club Captain and Gear Steward are the points of contact for any issues with the Response Vehicle.

All drivers must have filled out the licence and personal details form prior to being provided with access to the Response Vehicle, and all trips conducted must be detailed in the logbook.

### All-Terrain Vehicle (ATV)

The ATV is parked in the gear storage area of the club, and the keys will be already in the ignition in order to be 'rescue ready' at all times. Only members who have undertaken their ATV Induction and have this award entered on the SurfGuard system are permitted to drive this vehicle.

During patrols, the ATV will ideally remain on the beach in close proximity to the patrol setup in order to act as a quick response vehicle. **Under no circumstances should the ATV be driven away from the Patrol area without the permission of the Patrol Captain.**

Where practicable, please ensure that ATV #1 (Polaris – Red) is utilised for patrolling purposes only, and that all other tasks are conducted using ATV #2 (Can-Am – Yellow).



## Inflatable Rescue Boat (IRB)

As previously mentioned, there is an allocated IRB driver for each patrol team. This person is responsible for the setup, operation and pack up of IRB equipment on a patrol day.

Only members holding a current IRB Driver Certificate are permitted to drive the IRB, and similarly, for patrol operations, only members holding a current IRB Crew Certificate are permitted to crew the IRB. **Members seeking to achieve their IRB Driver or Crew Awards are permitted to use the patrol boat with a qualified driver if they have completed hours with an IRB Training Officer at a previous time.**

Wherever practicable, the IRB should be positioned on the trailer near the water's edge in order to ensure a quick response time for any potential rescue.

Due to the often challenging surf conditions at Fairhaven, **helmets and PFDs MUST be worn when using the IRB at all times.**

## Inflatable Rescue Boat (IRB) motor hoist

The club has purchased a hoist for use in setting up and transferring IRB motors, to protect members from the risks associated with lifting heavy IRB motors, which weigh 55kg. This is an expensive and complicated piece of equipment.

**Only members who have been explicitly trained to use the hoist may do so.** In general, this training is restricted to IRB drivers and crew people.

**Two trained people must operate the hoist at all times.** It is not acceptable to move an IRB motor with a single person using the hoist.

The maximum weight this hoist can lift is 100kg. The hoist must not be used to lift anything other than IRB motors and fuel cells. **It cannot lift IRB hulls, RWCs, ATVs, drinks, or other equipment.** Attempts to do so may damage the hoist and severely injure members.

The hoist must never be used to lift a person.

**Before lifting an IRB motor, it must be secured using the supplied sling.** Nothing other than the supplied sling, securely fitted, may be used to lift IRB motors.

The hoist requires concrete floor to function. It must never be used on the beach.



## Setting Up A Patrol

This section has been developed with reference to the Standard Operating Procedures (SOPs) of Life Saving Victoria and Surf Life Saving Australia, however these have also been adapted to outline the specific standards expected at Fairhaven SLSC. Where a Fairhaven requirement has been used, the Life Saving Victoria minimum has been listed in parenthesis.

### What Is Required To Be On The Beach?

- 1 Set of Red & Yellow Flags with Feathers
- 1 Set of Black & White Board Rider Flags
- 1 Set of Board Rider Signs
- 2 Rescue Boards
- 4 Rescue Tubes (Minimum of Two)
- 4 Pairs of Swim Fins (Minimum of Two Pairs)
- 4 Approved Protection Packs (Bum-Bags) to Include:
  - Mask
  - Gloves
  - Pencil
  - Paper
  - Band-Aids
  - Whistle
  
- 1 Patrol Shelter
- 1 Evacuation Flag
- 1 Complete First Aid Kit (Second Complete Kit Stored in ATV)
- 1 Complete Oxygen-Defib Kit (Second Complete Kit Stored in ATV)
- 1 Complete COVID-19 PPE Kit
- 1 Pair of Approved Signal Flags
- 3 Approved Radios in Waterproof Bags and Harnesses (Minimum of Two)
- 1 Operational IRB (with 2 PFDs and helmets)

**NOTE:** The majority of these items will be found in the patrol trailer and the ATV however it is the responsibility of patrol leaders to ensure that this is checked and confirmed prior to start of the day's patrol.



### Other Recommended Items

- 'Beach Closed' signs
- 'Powercraft Training Area' Signs
- 'Caution Keep Clear Rescue Craft Access Area' Signs
- 'Warning Swimming Not Advised' Signs
- Spinal Board

### Items Required To Be Accessible In The Clubhouse

- Patrol Log Book
- Spare IRB, Motor and Fuel
- Equipped and Accessible First Aid Room
- Vehicle (Club 4x4)
- Spinal Board
- Radio Log Book
- IRB Log Book (**Completed Prior to Patrol Commencing**)
- IRB Check List Board (**Completed Prior to Patrol Commencing**)
- Public Announcement System (Located in Tower)
- Evacuation (Shark) Alarm (Located in Tower)
- Life Saving Victoria Standard Operating Procedures Manual
- Life Saving Victoria Policy Manual

If any equipment is damaged during the course of training or patrol operations it is critical that Patrol Captains are informed, and are then responsible for contacting the relevant club officer – generally the Gear Steward. If the damage limits the capabilities of the patrol team, and equipment requirements are not met, LSV Comms must be informed immediately and updated when this changes.

Gear Stewards	Cam Miller
	Tom Burt



## Suggested Set Up Methods

There are a number of important aspects to cover in regard to preparing for, and setting up a patrol on any day. Each patrol team will have slightly different routines and preferences in regard to these areas, and these approaches will help members to become familiar with the processes if they are performed consistently.

A key focus during each patrolling season is patrol attire, as patrol inspections over the last few years have often highlighted shortcomings in this area. The uniform requirements have been outlined above, and it is the responsibility of patrol leaders to ensure these standards are maintained. Along with being properly attired, there are a number of other key tasks:

- Set up of flags and any other signage as required on the beach.
- Complete set up of the IRB and motor.
- Positioning of other beach equipment such as boards and tubes.
- Filling out all log books relevant to the patrolling activities.
- Preparation of the tower for the day of patrol.
- 'Sign On' with LSVComms within 10 minutes of the commencement time of the patrol.

In regard to Sign On and Sign Off with LSVComms, the preferred method is to use the electronic 'LIMSOC' system in order to ensure the radio channels are free for use in the case of an emergency.

- Fairhaven SLSC now has an iPad dedicated to the Lifesaving Operations branch of the club, and this is to be used in order to Sign On, Sign Off, or update details and rescues throughout the course of the Patrol.

**Patrol Captains and Vice Captains have been granted access to login to LIMSOC through their [credentials for the SLSA Member's Portal](#)**

## SMEAC whiteboards

The club has purchased and installed a number of whiteboards that use the SMEAC (Situation, Mission, Execution, Administration / Logistics, Command / Communications) briefing tool. The whiteboards are to be completed before each patrol, and separately before each response mission outside of the patrolled area. They may be used to brief the team to respond to an incident during patrol as well.



There are four whiteboards; on the Patrol Trailer, in the Radio Tower, at the RWC storage area and in the IRB room. These whiteboards can be used by each respective team / service as needs be. The whiteboard on the Patrol Trailer must be completed before a Patrol begins.

## During Patrol Hours

### Allocating Roles

This is a task that will most likely become easier throughout the season as you become more familiar with the awards held by each member of the patrol – it will also be assisted by the core patrolling roles that exist within each FALCON Team. In the early patrols of the season, however, it is important that patrol leaders do take time to find out the proficiencies of each member of their team in order to accurately allocate roles that best fit their patrolling skills.

This process of allocating roles is critically important at the beginning of each patrol. Every member of the patrolling team must know their allocated role in the event of an emergency. The club has supplied a whiteboard to record role allocations, which is stored on the patrol trailer.

- IRB Driver (**FALCON Team**)
- IRB Crewperson (**FALCON Team**)
- Resuscitation – Airway Management (**FALCON TEAM**)
- Resuscitation – Compressions (Preferably an ARTC Award Holder)
- First Aid/Spinal Officer (**FALCON TEAM**)
- Tube Rescue
- Board Rescue
- Tower/Radio Operator

Where possible, Patrol Captains should not be allocated to one of these positions unless there is inadequate coverage of the required awards. It is the responsibility of the Patrol Captain to manage any emergency situation, and delegate to proficient patrolling members.

There are also a number of further principles to maintain an efficient day of patrolling:

- Patrol members should be facing the water at all times.
- The majority of patrolling members should be at the waters' edge.
- Patrolling equipment should be moved as close to the watermark as possible when the tide is rising or falling.
- Those patrolling the waters' edge should be rotated throughout the day, and members should carry a tube, bum bag with whistle, and a radio.



- All patrol members should be encouraged to practice the basic principles of prevention, recognition and rescue **(in that order)**.
- Patrol members should not leave the patrolling area unless they have been authorised to do so by the Patrol Captain.

### Patrol Tower

Throughout the day members should also be rotated through the patrol tower. It is recommended that shifts in this position should be no longer than one hour, and that no more than two patrolling members should be in the tower at any one time.

As much as the tower can be an enjoyable position to patrol out of the elements and with the best view of the beach, it is also the most easily observable point for members of the public. Complacency in this position can lead to a number of difficulties, so it is critically important that patrol leaders stress vigilance whilst in the tower to ensure that all members are surveying the water and length of the beach appropriately.

Please ensure the tower left clean and tidy at the end of patrol.

### Patrol Member Activities

During a patrol, members may ask to engage in a number of different activities. Many of these will come down to the discretion of the Patrol Captain, so always keep in mind that you want to have a strong enough patrol to manage any emergency situation that may arise:

- Swimming is permitted, yet it is encouraged that Patrol Captains limit the number of members swimming at any time to ensure adequate coverage of awards on the beach.
  - Further, it is important that patrol members remain vigilant whilst in the water, and keep an eye out for members of the public who may be in distress.
- Board Paddling is permitted in a similar fashion to swimming. In limited numbers and for a limited duration this activity is perfectly acceptable whilst on patrol assuming that there are a manageable number of people in the water. Surf Rescue Boards are to be used when going for a paddle on patrol.
- **Non-operational lifesaving gear is not permitted whilst on patrol (e.g. Surfboards, Surf Skis or competition mals)**. Patrol Captains are asked to ensure that this does not take place, and that patrol members use the time before patrol, or wait until its conclusion to head out for a surf.



## Beach Closure

In any situation where there is a significant risk to any member of the public, or where the Patrol Captain deems that it would be dangerous for patrolling members to attempt a rescue, the beach should be closed. Examples of dangerous conditions include:

- Shark sighting.
- Electrical storm.
- Dangerous surf conditions.

LSVComms must be notified when the beach is closed, and the reason for the closure. If the danger no longer exists at a later stage in the patrol and the beach can be reopened, LSVComms must again be notified of this change to the patrol status.

### Minimum Equipment on a Closed Beach:

- Rescue Tube with Fins.
- Rescue Board (If Practicable).
- Swimming Not Advised Warning Sign.
- Two (2) Patrolling Members.
- Flags to Be Removed.

Beach closed signs should be positioned at the points of access to the beach, and the beach closed flag should be placed in the flag holder at the top of stairs down to the beach.

### Equipment to be Available Within Two (2) Minutes:

- Rescue Board.
- Rescue Tube with Fins.
- Operational IRB.

## Shark Sightings

All suspected sightings must be communicated to LSVComms, though a confirmed sighting is any instance where a patrol member or lifeguard has identified the shark with certainty, or it has been confirmed by Victoria Police/Fisheries Victoria.

- Where safe to do so, the IRB should be launched to attempt to confirm the sighting.
- The species, approximate length, number of animals, distance from shore and direction of travel should all be communicated to LSVComms where this is known.

The beach should be closed and all swimmers evacuated if a confirmed shark sighting has occurred within 500m of shore and 1km of the patrolled area.





## Serious Incident Reporting

All incidents that occur during patrol hours must be documented in the appropriate logbook, and then collated when filling out the Patrol Logbook at the end of the patrol. This information is critical in providing an account of what happened in each set of circumstances, and may be required if the club is asked to recreate the events for any reason.

LSVComms must be informed of any of the following:

- Ocean or River Related Drowning in Area
- Treatment of an Unconscious Patient
- Major Incidents Involving Patrol Members or Public
- Any Unusual Incident

### Initial Information to be Reported to LSVComms:

- Location
- Time
- Age of Patient
- Sex of Patient
- Brief Account of Circumstances
- Brief Assessment of Patient's Condition (If Applicable)

Remember to always consider the "Four P's" (Position/Problem/People/Progress) when reporting information, and where practicable, keep accounts as short as possible.

### Follow-Up Information to be Reported to LSVComms:

- Assessment of Patient's Condition During and After Treatment (If Applicable)
- The Hospital the Patient is Transported to (If Applicable)

Internally, there are a number of other people that must be contacted to inform them of the events that have taken place:

Club Officer	Name
Club Captain	Liam O'Callaghan
Club Vice Captain	Jacqui Dreher
VP Lifesaving Operations	Maddy Green
President	Darren West



## Patrol Inspections

During the course of the season, Life Saving Victoria will conduct patrol audits on two separate occasions. It is critical as a patrol leader to remain calm and ensure that your patrol members do the same.

**NOTE:** As a patrol leader, you should set up each day with the expectation that you will be inspected. As such, when it actually happens you will not be surprised, and will likely be prepared for the tasks ahead!

### Key Points to Assist with Patrol Inspections:

- Introduce yourself to the inspector as the patrol leader, and then introduce them to the members of your patrol team.
- Listen carefully to any instructions given by the inspector, and carry them out as efficiently as possible.
- Stay with the inspector for the duration of the patrol audit.
- Ensure that you delegate any roles during the inspection effectively, and refer to the role allocations made at the start of the day's patrol.
  - Remember that your ability to manage the team is being assessed as well; attempting to perform all the duties yourself will not be beneficial to the overall performance on the inspection.
- Take note of any comments that the inspector makes, as these may be useful in finding ways to improve the efficiency and quality of your patrol.
- Where possible, try to have fun and enjoy the experience! The inspector is not there to fail you, and if you have correctly set up the patrol during the day and allocated roles effectively there should be no issues.



## Packing Up Patrol

### All Patrol Members Must Not Leave Until Directed By The Patrol Captain

It is important that the pack up of patrol equipment not only concludes your day of patrol effectively, but also leaves the club and equipment in a position to be used for an emergency call out, or to be easily set up for the next rostered patrol. **Importantly, please follow the signs and checklists to ensure all equipment is properly packed away.**

The Patrol Captain has discretion as to when the patrol members may start packing up equipment. On busy days this may not be until the designated finishing time, however where there are inclement weather conditions or few members of the public on the beach, equipment may be packed up marginally earlier than this finishing time.

**NOTE:** It is vital the patrol maintains representation on the beach right up until the designated sign-off time. Whilst some patrol members begin packing up, it is imperative that there are other members continuing to watch swimmers in the water.

### Patrol Trailer

At the end of each day, the patrol trailer must be efficiently and neatly packed, before being thoroughly washed down to prevent sand and other materials from damaging the trailer or the storage areas of the clubhouse. The trailer should be positioned next to the storage cages, facing out towards the vehicle access door.

### Inflatable Rescue Boat (IRB)

The Following Steps Should Be Taken:

1. If used, the IRB motor should be run and cleaned in the test tank after patrol.
2. IRB should be completely cleaned of sand with fresh water before being packed away.
3. The IRB should be left inflated with the motor securely attached, and reversed into the IRB area so that it is in a 'rescue ready' state.
4. Fuel cells should be removed at the end of the day, and must be stored with all jerry cans in the fuel cabinet outside the clubhouse.
5. If running low, fuel cells should also be filled in preparation for future IRB operations.
6. If there are any issues with the equipment, these must be communicated to the IRB Captain (contact information can be found on the whiteboard in the IRB area) and noted on the IRB whiteboard and in the IRB Log Book.



## All-Terrain Vehicle (ATV)

Similar to the patrol trailer and the IRB, the ATV needs to be thoroughly cleaned prior to being packed away.

The ATV must be parked so as to allow it to be quickly attached to the trailers and driven to an emergency situation if required.

Make sure that the ATV is then placed on charge using the cable positioned around the corner from the IRB area.

## Club Response Vehicle (Ford Ranger)

When washing and packing away the Club Response Vehicle, the checklist for this procedure must be closely followed.

- **Importantly, any time that the Ford Ranger is driven on the beach or through other sandy areas, the vehicle must be thoroughly washed out using the high-pressure hose → take particular note of the under body and the areas around the inside of the wheels.**
- When parking the Club Response Vehicle underneath the clubhouse the Patrol Captain or Vice-Captain must ensure that the handbrake is left off in order for the internal workings to properly dry out and to avoid corrosion.

## Radio Equipment

Portable radios must be turned off and placed on charge inside the patrol tower.

Waterproof bags and harnesses should be stored in a manner that allows them to dry in preparation for the next patrol.

Ensure that the Base Radio is turned off once sign-off has been completed.

Make sure that the Radio Log Book has been filled out, and the patrol has been signed off for the day (Electronically via 'LIMSOC' if possible).



## Other Tasks

All relevant logbooks must be fully completed by the Patrol Captain and any applicable patrol members.

Windows on the Patrol Tower must be closed and locked.

Patrol Room must be left in a neat and tidy manner, ready for the next rostered patrol.

Depending on the circumstances, the clubhouse may not need to be locked up, however, where there are no events on it is the responsibility of the patrol leader to ensure that all doors are closed and locked.