



Incident & Team Details				Police Tasking Information			
Club				Tasking event #			
Incident date	/	/		Tasking officer #			
Incident location				Tasking start time			
GPS or grid ref				Tasking finish time			
Incident start time				Incident Analysis			
Incident finish time				Probability of recurrence			
Incident level (0-4)				Consequence / impact			
Number of patients involved				Accident investigated	Yes	No	
SLSNZ workplace incident	Yes	No		Action required	Yes	No	
Did this happen during patrol?	Yes	No		Patrol occurrence			
Summary of incident <i>(please enter what happened, when and the response effort below)</i>				Patrol team name			
				EAP required	Yes	No	
				EAP actioned	Yes	No	

Incident Type				Mass Rescue & Patient Assist Details				
Rescue		Complete patient report form		Name				Patient 1
Patient assist				Address				
First aid (major)		Complete patient report form		Age*				
Search		Complete patient report form		Gender*				
Near miss				Ethnic origin*				
Activities Involved				Name				Patient 2
Swimming		Fishing		Address				
Surfing / bodyboard		Attempt rescue		Age*				
Sail or boat		Other		Gender*				
Walking / running				Ethnic origin*				
Incident Conditions <i>(at start of incident)</i>				Name				Patient 3
See codes	Weather			Address				
	Wave height			Age*				
	Surf conditions			Gender*				
	Wind strength			Ethnic origin*				
	Wind direction			Name				
Other: <i>(rips, holes, equipment...)</i>				Address				Patient 4
Resources Used				Age*				
IRB		Radios		Gender*				
Rescue tube		RWC		Ethnic origin*				
Rescue board		First aid equipment		Name				
Rescue vehicle		No equipment		Address				Patient 5
Other:				Age*				
Lifeguards / Volunteers Involved				Gender*				
First name	Last name	Surf ID number		Ethnic origin*				
				Form completed by		First name	Last name	
				Signed				

*Must complete for all patients. In all cases the outcome will be 'patient left in stable condition'. If their condition is not stable a patient form needs to be completed. Name & address are optional but must add suburb.

SLSNZ Incident Report Form

To assist Surf Lifeguards in completing reports the following definitions apply:

Incident and Team details:

Incident location - Be as specific as possible and add a GPS reference if the event is a major incident.

Start/Finish times – These are entered in 15min blocks.

Incident Level - This refers to the status of the most serious patient and follows normal emergency status levels.

S0 – deceased • S1 – critical condition, immediate threat to life • S2 – serious condition, potential threat to life • S3 – moderate condition, unlikely threat to life
S4 – minor condition, no threat to life.

Patrol Occurrence and Team – Incidents can be linked to a patrol and patrol team or can be a stand-alone incident outside of a patrol or call out. If this is linked to a patrol circle “Yes” and add the patrol team name below.

SLSNZ Workplace incident - This is an incident that occurs to a SLSNZ staff member.

Number of Patients Involved – Add in the total number of patients involved in the incident.

Incident Details - This is to record the detail of the incident – What happened, Who was involved, how it happened and any other relevant information. Do not add the patient treatment details, this is recorded in the patients section.

Incident Type:

Rescue - Where a person requires **immediate help** to return to shore (or place of safety) and who without intervention would have suffered distress, injury or drowning. They are unable to remove themselves from the situation by themselves.

Patient Assist – An incident where a person would most likely be able to get themselves out of danger.

First Aid - Any incident where a victim is administered some form of medical treatment.

Search – Any organised search for a missing person or group either at sea or on land. This includes body recovery.

Near Miss – This is an incident that did not cause any harm but had the potential to.

NOTE: Minor incidents do not need an incident form completed, they just need to be recorded on the Patrol Captains Report form. **A Minor First Aid** incident where a victim is administered some form of minor medical treatment – minor cut, bluebottle sting, sand in the eye, minor strain or sprains.

Activities, Conditions and Resources:

Activities Involved: This is the activity the person was doing when the incident happened.

Patrol Conditions: The beach conditions at the start of the incident, the codes are in the Patrol Captains Report form.

Resources used: This is the equipment the lifeguards used during the incident.

Incident details: This is a free text field used to detail what happened and the response from patrol members. This should be as comprehensive as possible.

Mass Rescue and Patient Assist:

For patient assist and mass rescues where patient are not injured and the rescue was minor we will record minimal information.

Police Tasking:

These are incidents led by Police or Rescue Coordination Centre and have directed lifeguard to a specific task. All incident of this nature will have a tasking number issued by police which you will need to get.

Incident Analysis:

This is a quick reference for major incidents or near misses to assess the likeliness of this happening again and assessing the impact. This will help when looking at areas of concern to make safety improvements.

EAP:

This is the employee assistance programme that SLSNZ have in place to support staff and members that have been involved in traumatic incidents. This will automatically be ticked if the incident is S1 or S0 but should be ticked if required.

Major Incidents:

For major rescues, first aid and searches the **Additional Patient Information** needs to be completed in the reverse of the form. This includes full patient details, treatment, vitals and any search information.