



Daily Patrol Set up/Pack down - NSOP

Section 1 – Patrol Operations

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1.0 PURPOSE

Provide step by step procedures to set up and pack down a flagged patrol.

2.0 SCOPE

This procedure applies to all flagged patrols provided by SLSNZ and Clubs.

3.0 REQUIREMENTS

Required PPE	Varies depending on task or duty, e.g., refuelling a fuel bladder
Awards/Licenses	Patrol Support Refreshed Patrol Support Surf Lifeguard Award Refreshed Lifeguard
Training	Club induction Manual handling training ATV training
Other	N/A
Equipment	Refer to individual NSOPs/CSOPs for vehicles, powercraft, patrol methods, etc. See Minimum Patrol Equipment CSOP

4.0 PROCEDURES

Pre-patrol procedures

- 1.1 Arrive a minimum of 15 minutes prior to patrol to set up the patrol.
- 1.2 Be present for the Patrol Captain's briefing.



Start of patrol

- 1.3 Ensure that the patrol, along with the relevant IRB and/or RWC log books and Operational Risk Assessments forms are filled in, with any hazards identified and mitigated communicated to all patrol members.
- 1.4 Place rescue tubes and fins near patrol area, to be rescue ready.
- 1.5 Test communication devices, e.g., base radio set, portable radios, telephone, mobile phones. If not working properly then advise Patrol Captain. The Patrol Captain should seek an immediate solution where practicable, otherwise advise the appropriate club delegate.
- 1.6 Place portable radios in aqua bags and test.
- 1.7 Undertake vehicle inspections - *refer to Vehicle Pre-Use Inspection NSOPs/CSOPs.*
- 1.8 Set up powercraft and place near water's edge - *refer to IRB and /or RWC Set Up NSOPs.*
- 1.9 Place rescue board in the most appropriate location.
- 1.10 Ensure the First Aid room is accessible, clean and ready for use and advise Patrol Captain if attention is required.
- 1.11 Check condition and contents of First Aid Kit/s.

Note – Refer to SLSNZ First Aid Kit contents list.
- 1.12 Check oxygen cylinder is over ½ full. Ensure at least one full back up cylinder is readily available.
- 1.13 Check AED is ready for use and pads have not expired. Inform Patrol Captain if there are any concerns.
- 1.14 Check portable stretcher and/or spinal board for functionality, e.g., straps and buckles are working, etc.
- 1.15 Raise the red/yellow patrol flag on a flag pole, and BP flag where the IRB is operational.
- 1.16 Place the flags in the location designated by the Patrol Captain.
- 1.17 Place the Daily Conditions sign by the main access way to the beach and/or near Club.
- 1.18 Place other beach signs as requested by the Patrol Captain, e.g., danger, rip current signs, etc.
- 1.19 Place sun/patrol tower/shelters where applicable.



- 1.20 Ensure that the Patrol Equipment Daily Checklist is initialled by the individuals completing each of the checks.

End of patrol

- 1.21 Make an announcement to the beach users informing them the flagged area will be closing shortly.
- 1.22 Provide them with safety messaging:
- "Lifeguards are about to finish patrolling"
 - "We encourage you to leave the water when the lifeguards leave"
 - "If you do choose to remain in the water, please remain in the same location that the flags are/have been currently located", or
 - "Please be advised that to remain in the water after the patrol finishes, you do so at your own risk".
- 1.23 Drop the flags 15 minutes prior to patrol finishing, with a lifeguard remaining at the water's edge. This gives water users time to leave the water without being surprised the flags have been removed. If needed, send a lifeguard into the water to relay the information.
- 1.24 Make a final announcement that the lifeguard service is finishing for the day, when lifeguards will be back on patrol, and advise that if they see anyone in trouble, please call 111 and ask for Police.
- 1.25 Remove and store signage.
- 1.26 Return First Aid Kit to storage and replenish.
- 1.27 Lower all flags from the flag pole and store.
- 1.28 Wash down and return the IRB to storage – *refer to IRB Pack Down NSOPs and CSOP.*
- 1.29 Wash down, refuel and return vehicle/s to storage – *refer to Vehicle NSOP and CSOPs.*
- 1.30 Test radios and place on charge.
- 1.31 Ensure that the Operational Risk Assessments, Patrol, Incident, and Patient forms are completed and entered into PAM where applicable, along with the relevant IRB and/or RWC log books.
- 1.32 Wash down and return the rescue board, rescue tubes and fins.
- 1.33 Advise the Patrol Captain of any broken, lost or worn patrol equipment for their follow



up.

- 1.34 All patrol members should change out of their patrol uniform and into civilian clothing before they leave the club wherever practicable.

WORKING DRAFT