



SURF LIFE SAVING®
NEW ZEALAND



Patrol Captain Training Candidate Workbook

Name: _____

Club: _____

In it for life



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Team Leadership

1. What are the 7 things you need to form a good foundation of trust with your team?

2. List the 6 Leadership Styles and give an example of when you would use it.

- a. _____

- b. _____

- c. _____

- d. _____

- e. _____

- f. _____

Building Rapport & Motivating Others

3. Give 2 examples of how you can motivate others in your team?

- a. _____

- b. _____



Roles & Responsibilities, NSOP, CSOP and Patrol Management

4. What are the Roles and Responsibilities of a Patrol Captain?

5. List the forms you, as a Patrol Captain, will need to know about and give an explanation about what each is used for.

a. _____

b. _____

c. _____

d. _____

e. _____

6. For each of the sections below detail the actions you need to take.

a. Setting up a patrolled area.

b. Maintaining a patrolled area.

c. Closing down a patrol.



7. What are the various roles that you must assign to those on patrol?

8. In what situations would you have to shut down your patrol?

9. Complete the following forms as per the scenario in your handout (*will be provided in your training*).

SLSNZ Patrol Captains Report Form



Patrol & Team Details		Type of Service (Tick One Box)	
Club/Service		Voluntary	
Patrol Team (if allocated)		Regional Guard	
Patrol Captain		Callout	
Date of Patrol	S / / S M T W T F	Event Safety	
Patrol Location		Other	

Patrol Description/Notes/Hazards/Additional information:

Patrol Information		See codes	Patrol Conditions		Start of patrol
Patrol Start Time			Weather		
Patrol Finish Time			Wave Height		
High Tide Time			Surf Conditions		
Peak Headcount			Wind Strength		
Total Volunteer hours worked			Wind Direction		

Patrol Members (Contact)		SLSNZ number	Role	Start	Finish	Hours	Head counts	On Beach	In Water	Total
First name	Last name									
1			PC				06.00			
2							07.00			
3							08.00			
4							09.00			
5							10.00			
6							11.00			
7							12.00			
8							13.00			
9							14.00			
10							15.00			
11							16.00			
12							17.00			
13							18.00			
14							19.00			
15							20.00			
16							21.00			
17							22.00			
18							Peak			
19							Notes:			
20										
21										
22										

Resources		Actions		Number	# Forms complete
Number of Volunteers		Number of People Rescued			
Number of Patrolled Areas		Number of people Assisted to safety			
Number of IRBs/RWC		Number of people needing Major First Aid			
Number of Radios		Number of Minor First Aid incidents			

Number of ATV's		Number of people Searched for	
Other Equipment: (List below)		Number of Preventative Actions	
		Est. No. of Public Involved in preventative actions	
Signed:		(Patrol Captain)	

SLSNZ Patrol Captains Report Form

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

TYPES OF SERVICE:

- Voluntary Patrol - Volunteer Surf Lifeguards that perform a patrol.
- Regional Guard - Surf Lifeguards that are employed to provide patrols.
- Call Out - Any response to an emergency occurring outside of normal patrol hours.
- Event Safety - Any event where Surf lifeguard provides safety.
- Other - Other activities that are not included in the areas above, e.g. educational activity.

PATROL TOTALS:

- Total Volunteer hours worked - To calculate the total hours worked: add the number of hours that each individual worked on Patrol that day.
- Peak Headcount - this is the largest total number of people on the beach for a single hour of that day recorded as the highest number during an hourly headcount.

CODES FOR RECORDING PATROL CONDITIONS: (enter the conditions that were most predominant for the patrol)

CODES	1	2	3	4	5	6	7	8	9
Weather	Clear	Scattered Cloud	Overcast	Scattered showers	Heavy rain				
Wave Height	<0.5m	-1.0m	-1.5m	-2.0m	-2.5m	-3.0m	-3.5m	-4.0m	4.5m +
Surf Conditions	Glassy	Slight chop	Choppy	Rough	Very Rough				
Wind Strength	Still	Light	Moderate	Strong					
Wind Direction	Northerly	Nor' Easterly	Easterly	Sou' Easterly	Southerly	Sou' Westerly	Westerly	Nor' Westerly	Nil

Patrol Members:

- Member Name - record first and last name of the patrol member, do not use nicknames as these can't be found on the database. Record member number where possible
- Patrol Hours - record the start and finish time using 15min time periods.
- Member Role - These should be used for each patrol member, some may not be relevant to all patrols.

Abbreviation	PC	VPC	IRB	LG	PS	Rk	Log	Com	FA
Role	Patrol Captain	Vice Patrol Captain	IRB Driver	Lifeguard	Patrol Support	Rookie Lifeguard	Logistics officer	Comms Person	First Aid Officer

Head counts:

- Head Counts - Number of People on the Beach between the flags and not more than 500m either side of the flags. (Outside the 500m unless obvious land marks should be recorded under another location)

Resources:

- Number of Surf Lifeguards (includes Patrol Support and rookies) - The total number of Surf Lifeguards and patrol support people that were on patrol that day.
- 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. This does not include our members that are participating in SLS organised activities (e.g. training, competition, junior surf).
- Assist - Where a person requires assistance to return to shore but would most likely be able to get themselves out of danger - not immediately threat to life.
- Minor First Aid - Any incident where a victim is administered some form of minor medical treatment - minor cut, bluebottle sting, minor strain or sprains.
- Major First Aid - Any incident where a victim need a higher level of medical intervention and results in the requirement for further medical treatment or is handed to another agency (Ambulance, doctor...)
- Search - Any organised search for a missing person or group either at sea or on land. This includes body recovery.
- Preventative Action - Where a lifeguard identifies a potentially dangerous situation and takes precautionary action to prevent the situation from developing into or contributing in to a real emergency, for example:
 - o Shifting the flagged area during the day due to a change in conditions
 - o Preventing swimmers from entering a rip or hole.
 - o Removing or isolating broken glass or other hazards from the beach
 - o Checking on swimmers who may appear to be in difficulty
 - o Clearing the beach of swimmers of a suspected shark sighting
 - o Shifting board and ski riders out of the flagged area
- Est. No. of Public involved in preventative actions - Estimated number of public involved in preventative actions.

NOTE: When recording preventative actions the rule is to record the "preventative action" (i.e. moving 15 people into the flagged area) as 1 action. Record the "public involved" (15 people) as the estimate number of people involved in that action. On busy days the patrol might want to keep a running tally of these on a separate page.

SLSNZ Incident Report Form



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 Reoccurrence		
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 (Please enter what happened, when and the response effort below)			Patrol Team Name		
			EAP required	YES	NO
			EAP actioned	YES	NO

Incident Type				Mass Rescue & Patient Assist Details				
Rescue	Complete Reverse side			Name				Patient 1
Patient Assist				Address				
First Aid (major)	Complete Reverse side			Age*				
Search	Complete Reverse side			Gender*				
Near Miss				Ethnic Origin*				
Activities Involved				Name				Patient 2
Swimming	Fishing			Address				
Surfing/Body board	Attempt rescue			Age*				
Sail or Boat	Other			Gender*				
Walking/Running				Ethnic Origin*				
Incident Conditions (at start of incident)				Name				Patient 3
See Codes	Weather			Address				
	Wave Height			Age*				
	Surf conditions			Gender*				
	Wind Strength			Ethnic Origin*				
	Wind Direction			Name				
Other (rips, holes, equipment...)				Address				Patient 4
				Age*				
Resources Used				Gender*				Patient 5
IRB	Radios			Ethnic Origin*				
Rescue Tube	RWC			Name				
Rescue Board	First Aid Equipment			Address				
Rescue Vehicle	No Equipment			Age*				
Other:				Gender*				
Lifeguards/Volunteers involved				Ethnic Origin*				
First Name	Last Name	Surf ID Number						

*Must complete for all patients. In all cases the outcome will be "patient left in stable condition". If their condition is not stable the reverse of this form needs to be completed.

SLSNZ Patient Report Form



Additional Patient Information for Major Rescues, First Aids and Searches

Patient Details

Incident level (0-4)	Arr.	4	3	2	1	0	SLSNZ Member	Yes	No	Number -
	Dep.	4	3	2	1	0				
First Name							Gender		Male	Female
Last Name							Ethnic Origin			
Date of Birth							Ethnic Origin other			
Address and Suburb										
City							Was a Fatality prevented		Yes	No

Incident Reason

Exhaustion	Poor swimming	Drugs/Alcohol	Excessive Clothing	Inappropriate Equipment	Jellyfish / Insect sting	Cramp	Cut/Abrasions	Bruising	Burns/Sunburn	Breathing difficulty	Feeling unwell	Other	Other Notes

Patient Outcomes

First Aid Treatment

Left in stable condition		History/Chief Complaint/Onset
Referred to Doctor		
Assisted from the beach		
Ambulance to Hospital		
Helicopter to Hospital		
Deceased		
Unknown/Not Found		
Equipment Used		Treatment
Oxygen	FA Supplies	
Defibrillator		
Stretcher		
Neck Brace		Medications/Allergies

Patient Vitals

Time	Interventions/Drugs	Dose	Response AVPU	Airway	Breathing	Pulse/Circulation	Temp	Blood Pressure	O2 Sat	Bld Gluc
								/		
								/		
								/		
								/		
								/		
								/		
								/		

Search Information

Missing Person Details & Description		Informant Information	
Name		Name	
Phone numbers		Phone numbers	
Mental/Physical Condition		Relationship to missing	
Description of missing person		Missing person last location	
Age		Circumstances of disappearance	
Race			
Gender		Location missing from	
Height & Build		Last known point LKP	
Hair colour		Last seen by whom	
Eye colour		Activity (what doing)	
Clothing/belongings			

Search Activities by SLS Volunteers

Time	Action

NOTE: If there is more than one patient involved in a major incident use a second form.	

SLSNZ Incident and Patient 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 - patient deceased, S1 - life threatening, CPR required, S2 - Unstable, IV req, S3 - Stable, likely to worsen, S4 - Stable unlikely to change

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. This does not include our members that are participating in SLS organised activities (e.g. training, competition, junior surf).

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.



Risk Management

10. Using a challenging (hazardous) scenario at your own beach, complete the following. Example: *establish and maintain a safe patrol area in large (2.0m+) surf conditions on a hot summer's day, with an overcrowded beach (200+ people in the water), only 6 life guards on duty, with one qualified IRB driver and crew person. You are the qualified driver and PC!*

My Scenario

a. Step 1: Identify the work/task to be undertaken.

b. Step 2: Identify the people likely to be affected by the work.

c. Step 3: Identify the hazards including environmental, human and objects.

d. Step 4: Identify and assess the risks that may result in harm to people.



e. Step 5: Apply preventative actions (controls) to help prevent harm to people.

f. Step 6: Describe how you will monitor and review progress and outcomes to ensure no body is harmed.

g. Step 7: If your risk management procedures fail and an emergency results, describe the actions to be taken to respond to the emergency.

Incident Management

11. Name two ways you can prepare or plan for an incident.



12. Think of an incident and give examples that complement each of the points (a-i) below for all of the sections.

My Incident

Identify and assess an incident

a. What information do you need to gather about the incident?

b. What resources would I need to deal with the incident? (*Apply risk management principles at all times*)

c. What are some of the ways I can respond to the incident? Are they in line with the NSOPs/CSOPs? (*Apply risk management principles at all times*)

d. Who in my patrol team will be given what tasks during the incident? (*Apply risk management principles at all times*)



- e. What are the hazards and risks that need to be managed and or controlled during the incident (for your team and the public?) How will the hazards be monitored? (*Apply risk management principles at all times*)

Responding to the incident

- f. Based on the information gathered, how will you respond to the incident? (*Apply risk management principles at all times*)

- g. With the response chosen, will the personnel, equipment and resources be able to be dispatched promptly? If not, how can this be changed before an incident like this occurs? (*Apply risk management principles at all times*)

- h. How will you communicate with those responding to the incident?

- i. What are some of the tasks that must be completed after the incident has ended? (*Apply risk management principles at all times*)
