

DEPARTMENT: Junior Activities	SUBJECT: Contingency Plan	
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Emergency Situation Initial Check list for Age Managers at Sunday Nipper Days

1. A. Sound the air horn – face horn towards the ocean in a horizontal sweep
Stay where you are with horn in the air to mark the emergency spot
B. Age Manager / Observer blows whistle to also alert nippers to return to shore
2. Record details on missing person and pass info to WSC who also confirms this with parents
3. Gather information on initial search
4. Stay in area to provide assistance to WSC and Water Safety Supervisor
5. Provide attendance sheet to Age Manager/Assistant for roll call

Director of Junior Activities (DJAC)

1. Confirms identity details with parents. In contact with WSC.

Initial check list for Water Safety Coordinator (WSC) at Sunday Nipper Days

1. Gather information from Age Manager who has spoken to parents
2. Initiate communication to Patrol Captain and co-operate with patrol/lifeguard if available
3. Brief personal and initiate secondary search
4. Prepare for arrival of Emergency Services

Initial check list for WSS at training

1. Rapid Response – immediate search
2. Gather information – location, missing person details etc
3. Instigate communication to Authorities (Surf com, Patrol Captain, Emergency services)
4. Brief personal and Initiate secondary search
5. Prepare for arrival of Emergency Services

EMERGENCY SURF AND RESCUE RESPONSE PLAN (SAR)

In the event of an emergency, the observer will raise the alarm by sounding the air horn. This is the signal for all nippers and water safety to return to shore.

The Age Manager / Observer will also blow their whistle from the observer's bag until all children are making an effort to return to the shore.

The WSC will head to the area where the air horn has been sounded and start working their way through their initial check list as stated above

Water safety members are to head to the area where the air horn has been sounded and await instruction from the WSS

The patrol captain will head to the location with 2 radios (one for the VPJA) with any extra patrolling members and if needed.

The Patrol or Vice Patrol Captain will remove the public from the water if required.

Nippers are to assemble for roll call at their designated area (behind their Age Group flag). No parents are to be near the children or remove children until approved by the Age Manager.

NOOSA HEADS SURF LIFE SAVING CLUB CONTINGENCY PLAN GUIDELINES

INTRODUCTION

“To provide the safest environment for all members participating in club activities to ensure minimal injury.”

SUMMARY

All participants must be financial Noosa Heads Surf Life Saving Club members and have fulfilled their Pool swim proficiency and completed or be in the process of completing their proficiency, preliminary swimming assessment or training for their SRC or Bronze Medallion.

The Water Safety Coordinator (WSC) must be satisfied that the safety arrangements provide the necessary safety for competitors prior to the commencement of any club activity (training session, Nipper Day, carnival, Bronze training etc). The WSC must also be satisfied that the surf conditions are satisfactory for water activities to proceed. A Risk Management evaluation must be filled in by a WSC prior to commencing any club activities that are held in the ocean, open water, river, pool or at an activity where necessary. A first aid kit must be made accessible at all sessions.

The Water Safety supervisor can be one of the following:

- * Nippers Head Coach
- * Water Safety Coordinator
- * Head Coach/ Assistant Coach
- * Course Lead Trainer/ Assessor

CONTINGENCY PLAN

If adverse weather conditions prevent the conduct of either a part, or the whole of a competition, it is essential that a clear and simple Contingency Plan be established to enable assessment of the conditions and, if appropriate, the safe completion of all club activities. No activities to commence if beach is closed.

Decision Making

The Water Safety Coordinator shall determine the response to hazards as they occur, or otherwise as required. This includes the suspension, cancellation, postponement or relocation of part or all of the water activities.

Outline Plan - There are four primary options:

1. Complete relocation of the competition.
2. Partial relocation, where only those events considered unsafe will be relocated.
3. Postponement of part, or all, of the competition to a later date.
4. Cancellation of part, or all, of the competition.

Relocation Timings and Early Warning

The decision to relocate, postpone or cancel should be made as early as possible, preferably on the day before. All members are to be advised by text as soon as possible of the decision.

EMERGENCY RESCUE RESPONSE PLAN

The Director of JAC and Water Safety Coordinator has command and control in an emergency or major incident until either a Patrol Captain or Lifeguard can take over, or until an authority (eg police) are present.

IN ALL INCIDENTS WHERE A SEARCH IS REQUIRED, THE HIGHEST PRIORITY MUST BE TO FOCUS ON RAPID RESPONSE TO COMMENCE THE SEARCH.

JUNIOR ACTIVITIES SUNDAY NIPPER DAYS

RISK ASSESSMENT

The WSC will complete a Risk Management Evaluation and discuss water safety requirements with the coaches and VPJA.

BEACH / WATER ARENA SET UP

The WSC and Patrol Captain will discuss the best areas for each age group. Water arenas will be set up according to the surf conditions. Decisions will be made by the WSC whether certain age groups will not have an arena due to conditions or recommended smaller numbers entering into the water.

WATER SAFETY

All water safety personnel are required to report to the Water Safety Coordinator at 8am outside the Nippers Shed. They will be appointed into an area or group for the session. Members will be allocated either a foam rescue board or tube if needed and be wearing an orange cap and orange rash shirt. They will need to sign in and out after they have finished.

WSC briefs Age Managers at an Age Manager meeting prior to nippers
WSC briefs Water Safety personnel at a Water Safety meeting prior to nippers
DJAC or DDJAC informs members at Nipper briefing prior to nippers
IRB if available to be set up ready on the beach.

SIGN ON & AGE GROUPS

Sign On / Roll Call – each age group to be established by the age flag in front of club on sand
All nippers must be signed on before participating and signed off when finished
Nipper caps are compulsory whilst participating at Sunday nipper days
High visibility singlets or rash shirts (HVS) are compulsory at Sunday nipper days.
U6 & U7 – one parent must be with the group at all times
U8-14s – one parent must be on the beach during activities and inform the Age Manager if they are not with the group
Nipper members must remove their caps when nipper activities are over

Each Age group will be supplied with a pack including the following items.

Age folder – sign on sheets, information sheets	Air Horn – for use in an emergency
Contingency Plan Response guidelines booklet	First Aid Kit (for minor injuries)
Whistle, lanyard with guide cards	

The pack will be in the possession of an “Observer” - who will responsible for initiating the rescue response procedures if needed. This person should be in a position to oversee the age group’s water arena.

Guidelines for each age group and their arena.

Maximum numbers starting in a board/iron race – 30 (min 6 water safety)

Maximum numbers starting in a swim race – 40 (min 8 water safety)

If you have enough water safety and conditions allow, the age group can have two groups in the water at the same time. One group going out, one group coming in but with sufficient space in between.

NIPPER TRAINING

RISK ASSESSMENT & WATER SAFETY

The WSC or Nippers Head Coach will complete a Risk Management Evaluation and discuss water safety requirements with the water safety personnel.

SIGN ON

All nippers to sign in prior to the session. Coach must ensure all members are signed in. Water Safety members must also sign on to the log book.

DURING SESSIONS

Participants will be placed into groups based on their fitness and skills. Sessions may alter depending on the ability of the participants and the surf conditions.

EMERGENCY RESCUE RESPONSE PLAN

Participants will be signaled to shore with an air horn or whistle. Assistant Coach to be designated to head up to the lifeguard on duty or phone to contact emergency services.

Nippers are to return to following areas and assemble for roll call.

Noosa sessions : Forecourt area on the beach side of the club

Peregian sessions: on grassed area on the beach side of the club

Noosa River (Lions Park): on the grass side of the toilet block

The observer or parent will conduct a roll call. Water safety members are to await instruction from the WSC who will instigate the SAR plan.

Designated Roles

Patrol Captain – communicates with surfcom. Main command of search if available

Director of Junior Activities (DJAC) – confirms identity details with parents. In contact with WSC.

Water Safety Coordinator (WSC) – directs water safety effort and is in contact with patrol captain and VPJA. During Sunday nippers, will be positioned on the beach with a radio.

Age Manager – stays with parents for comfort and reassurance

Any person with information regarding the search must be sent to the DJAC.

If a child has gone missing from the group whilst doing water activities, an air horn must be sounded immediately and the emergency evacuation response plan initiated

In the event that a child has gone missing from the group doing land activities, the DJAC and WSC must be informed immediately. A search of the immediate area including the club and surrounding beach areas to be carried out by the age groups water safety members and extra patrolling members. If still not found, the emergency evacuation response plan is to be initiated.

SEARCH AND RESCUE RESPONSE PLAN

IN ALL INCIDENTS WHERE A SEARCH IS REQUIRED, THE HIGHEST PRIORITY MUST BE TO FOCUS ON RAPID RESPONSE TO COMMENCE THE SEARCH.

The following points detail SAR response before handover to the relevant Authority.

1. Where practical and safe to do so, an immediate response to commence the search can be undertaken by proficient water safety, proficient members or lifesavers. This initial response team must be supervised by the Water Safety Coordinator.
2. Whilst the immediate response team have commenced the Search, the remainder of the SAR Teams will gather at the search and begin preparing themselves for the Search. This may include water safety, Patrol Captain, proficient members, extra patrol members and the lifeguard on duty.
3. Before embarking on a full scale SAR the WSC must obtain relevant incident details including:
 - i. Background details of the incident;
 - ii. Location of missing person last seen;
 - iii. Location and time;
 - iv. Description of the person;
 - v. Direction of wind, currents and tidal movement;
 - vi. The Risk Assessment of the Search Area.
4. The WSC will initiate the request to Surfcom for Emergency Services (Police, Ambulance etc.) utilising the Patrol Captain is available
5. The WSC will brief all Power Craft Operators / Team Leaders and Search Personnel. After the briefing the search must commence.
6. Patrol water safety personnel and proficient surf lifesavers will form teams of 8-10 lifesavers.
7. Search personnel are to assemble and prepare for the search in the last known sighting of the person.
8. A buddy system will be in place for each team, each buddy must account for his/her partner before continuing their next dive and or progress within the surf. Each buddy must endeavour to remain no more than 1-2 metres apart.
9. Where practicable and safe the Power Craft Operator will monitor and coordinate the search teams from the shoreward side.
10. Each team will be observed by a patrol water safety team leader.
11. All search personnel will work under the direction and to report to the WSC, unless other wised advised.

12. The WSC will maintain communications and report to the Authority in charge and work under their direction once they arrive at the scene.
13. Under the direction of the WSC, nominated members will be crowd control coordinators where the search is being undertaken.
14. Upon a successful retrieval of a patient the members of the search team, water safety or the Authority will transport the patient to shore using the most appropriate method. The WSC will coordinate the appropriate management and response.
15. A concise written record should be maintained during the course of the SAR by the observer who initiated the response.
16. A debrief/recovery session for all search personnel involved should be held as soon as practicable after the retrieval with counselling arranged if needed.

**EMERGENCY RESCUE RESPONSE CHECKLIST
MAJOR INCIDENT**

Initial Action:

- Ascertain details**
- Location
 - Nature of incident
 - Extent of incident - how serious?
 - Casualty details(age, appearance)
 - Refer to missing person checklist if needed*
 - Is there anyone in charge as yet?

- Commence Log**
- Time/Date/Place
 - Identity of informant
 - Location of informant

- Notify:**
- SurfCom
 - Patrol Captain
 - Lifeguard

- (As appropriate)** Police, Ambulance

- Transport:** First aid, medical equipment and relevant personnel to site

- AT SCENE**
- Continue Log
 - Ensure no further danger
 - Cordon off scene
 - Set outer perimeter - consider
 - Set up triage and casualty area
 - Arrange escorts for relatives
 - Arrange emergency vehicle access
 - Co-ordinate search with Authority

- At First Aid area: patrolling members**
- Commence Log
 - Accept patients with minor injuries

Arrange area for relatives
Ensure adequate stocks of first aid supplies

At completion:

Debrief

Arrange venue away from activities and interruptions
Ensure police and ambulance coordinators in attendance
Ensure all personnel are accounted for
Conduct debrief - SLSA/Police/Ambulance
Take contact details of all major participants in search
Arrange any ongoing search/assistance/counseling (if required)

Clean Up

Ensure all equipment is accounted for
Clean equipment

**EMERGENCY RESCUE RESPONSE CHECKLIST
MISSING PERSON**

Initial Action:

Ascertain details

Name of person
Description - race (Caucasian, Euro, etc)
- age
- sex
- height
- color and length of hair
- apparel
- any descriptive marks
- was he/she carrying anything.....
Time last seen
Location last seen
What was the person doing at the time?
What was the person's plans?
Any medical problems or disabilities?
Did the person leave any belongings on the beach?

Commence Log

Time/Date/Place.
Identity of informant.
Location of informant.

Whereabouts of parent or guardian who can identify and accept missing person upon location.

Notify:

SurfCom
Lifeguard Service

Patrol Captain

(As appropriate) Police, Ambulance

Consider: The services of the Helicopter

The area that should be searched - land/water/both

At Scene: Continue Log

Attend site where belongings May have been left - are they still there?

Notify clubs either side of site - arrange foot/vehicle patrols.

Arrange general broadcast via SurfCom.

Arrange public announcement via PA.

Search & Rescue Kit on standby

If it is likely that the person may be missing in the water, consult Major Incident guideline.