

ŌREWA SURF LIFE SAVING CLUB

Club Standard Operating Procedures

2023/2024





ŌREWA STANDARD OPERATING PROCEDURES (CSOP) INDEX

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Club Emergency Contact Information - CSOP

Information & Communication

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This procedure outlines the Emergency contact details for relevant agencies and/or club members local to Ōrewa and the process to update and check these each season.

2.0 SCOPE

Lifeguards, Members, Club Management Officials

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Clubs should review their emergency contact sheet (above) annually before each patrol season, no later than 1 October annually.
- 4.2** Review Local Contact numbers to ensure that they are current.
- 4.3** SAR Squad Contact details need to be updated every 3 months for active SAR Squads.
- 4.4** Details must be emailed to the Lifesaving Support Officer (SAR).
- 4.5** Once updated, print off the Emergency Contact Sheet and place near the Phone in the Patrol Tower before the start of the season.

5.0 EMERGENCY CONTACT INFORMATION

When reporting an incident give: POSITION, PROBLEM, PEOPLE, PROGRESS, ASSISTANCE REQUIRED

Service	Contact 1 (emergency)	Contact 2 (local)	Distance in kms	Response in mins
Police	111	09 426 4555	500m	10+
Fire	111	09 423 0382	2km	10+
Civil Defence	111	0800 800401		N/A
Coastguard	VHF 16	09 303 1303 (HC)	25km	30-40+
Dive Medical Emergencies	111	0800 4337111		N/A
Council 24hr enquiries	N/A	09-301 0101	N/A	N/A
National Poison Centre	0800 764 766	N/A	N/A	N/A
SurfCom	Rescue Network	0800 SAVE LIFE		

Who	When to contact	Phone Number	Call Sign
SurfCom Operator	<ul style="list-style-type: none"> Notify an incident. Request support: (Police, Ambulance, Fire, Coastguard etc.) SAR Squad Activation Notify of beach closures Contact Council or Rangers Pollution Response Peer Support requests 	0800 SAVE LIFE (0800 7283 5433)	"SURFCOM"
Lead Duty Officer	<ul style="list-style-type: none"> Major Incident Support Insufficient Patrol Equipment Insufficient Patrol Members Miscellaneous Queries Peer Support requests 	0800 SAVE LIFE (0800 7283 5433)	"ALPHA 1"

Club Contact Information - CSOP

Information & Communication

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This procedure outlines the contact details for key club roles at Ōrewa and the process to update and check these each season.

2.0 SCOPE

Lifeguards, Members, Club Management Officials

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** At the conclusion of the Club's Annual General Meeting, Club Roles including Contact information (contact mobile and email addresses) need to be updated into the CRM data base as soon as practicable and no later than 1 October annually, as delegated by the Club Committee. See CRM user guide – Club Roles.
- 4.2** Notify Regional Office of any changes to personal or contact information.

5.0 CLUB CONTACT INFORMATION

Club Phone Number: 09 4265058
Club Website: www.orewasurfclub.co.nz
Club Email: admin@orewasurfclub.co.nz
Club Mail Address: PO Box 109, Ōrewa
Club Physical Address: 275 Hibiscus Coast Highway, Ōrewa

Club Position	Name	Phone	Email
President			
Chairperson	Faron Turner	021 620578	faron_turner@xtra.co.nz
Administrator	Lana Harvey	022 0445262	admin@orewasurfclub.co.nz
Secretary	Vicki Cunningham	027 774 6301	kweenvik@xtra.co.nz
Chair of Life Saving	Tom Burgess	021 0828 1133	tomburton21@hotmail.com
Powercraft Officer	Kristian Larsen	021 08537407	klarsen0067@gmail.com
Chair of Competitive Lifesaving	Jon Copeland	027 550 4688	jon@camebridgehomes.co.nz
Chair of Junior Surf	Colin Bownern	027 4559772	colin@bownern.com
Chair of Building	John Chapman	021 708 818	john@stratafunding.co.nz
Chair of Membership	Renee Beckett	021 612 025	Reneebeckett@gmail.com
Fundraising/Sponsorship	Andrea May	021 170 1838	andreamay47@yahoo.co.nz
First Aid Officer	Conan Willis	027 289 9576	conan.willis@ando.co.nz
Regional Staff			
Chief Executive Officer	Matt Williams	021 507 141	Matt.williams@lifesaving.org.nz
Executive Assistant	Kathryn Frankcom-Burgess	021 507 853	Kathryn.frankcomburgess@lifesaving.org.nz
Operations Manager	James Lea	027 249 5974	James.Lea@lifesaving.org.nz
Lifesaving Manager	Lauren Williams	027 670 0383	Lauren.williams@lifesaving.org.nz
Lifesaving Support Officer	TBC		
Lifesaving Support Officer	Ollie Irwin	021 507 142	Ollie.irwin@lifesaving.org.nz
Lifesaving Support Officer	Bryce Pearce	021 385 116	Bryce.pearce@lifesaving.org.nz
Lifesaving Support Officer (SAR)	Evan Oxborrow	022 450 6523	Evan.oxborrow@lifesaving.org.nz
Training & Development Manager	Wayne Sutton		Training@lifesaving.org.nz
Club Development Capability Officer	Talia Comp	021 053 1903	Talia.comp@lifesaving.org.nz
Community Safety & Engagement Manager	Tom Kearney	021 235 5812	Tom.kearney@lifesaving.org.nz
Community Education Supervisor	Dan Grant	021 507 510	Daniel.grant@lifesaving.org.nz
Manager – Member Services	Zac Franich	021 508 688	Zac.franich@lifesaving.org.nz
Participation & Event Development Officer	Donal Dray-Hogg	021 813 090	Donal.drayhogg@lifesaving.org.nz
Development Officer	Talia Comp	021 0531 903	Talia.comp@lifesaving.org.nz
Finance Manager	Kenneth Lim	027 439 7371	Kenneth.lim@lifesaving.org.nz
Payroll & Accounts Coordinator	Linda Freeman		Linda.freeman@lifesaving.org.nz
Funding & Grants Manager	Barbara Leyland	021 507 140	Barbara.leyland@lifesaving.org.nz

Club Patrol Area – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the Patrol Area for Ōrewa.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand, Surf Lifesaving Northern Region

3.0 REQUIREMENTS

N/A

4.0 CLUB PATROL AREA

4.1 PRIMARY PATROLLING AREA

From (landmark/street name):	Beach Road
To (landmark/street name):	Riverside Road
Commencement Date:	Saturday 21 st October 2023
Completion Date:	Monday 1 st April 2024

4.2 SECONDARY PATROL AREA

Venue (beach name):	Wenderholm
Patrol type:	Satellite
Frequency secondary area to be covered:	Saturday December 9 th 2023 – Sunday February 11 th 2024 1100 – 1700

4.3 MINIMUM PATROL TIMES

Area minimums (set by Local Lifesaving Committees)

Month	Start Time	Finish Time
October, November	1100	1700
December, January, February	1100	1800
March, April	1100	1700

Club extension to minimum patrol times: (Optional)

Option if a Club wants to set standard minimum patrol times in extension to the area minimum for the shoulder and peak seasons.

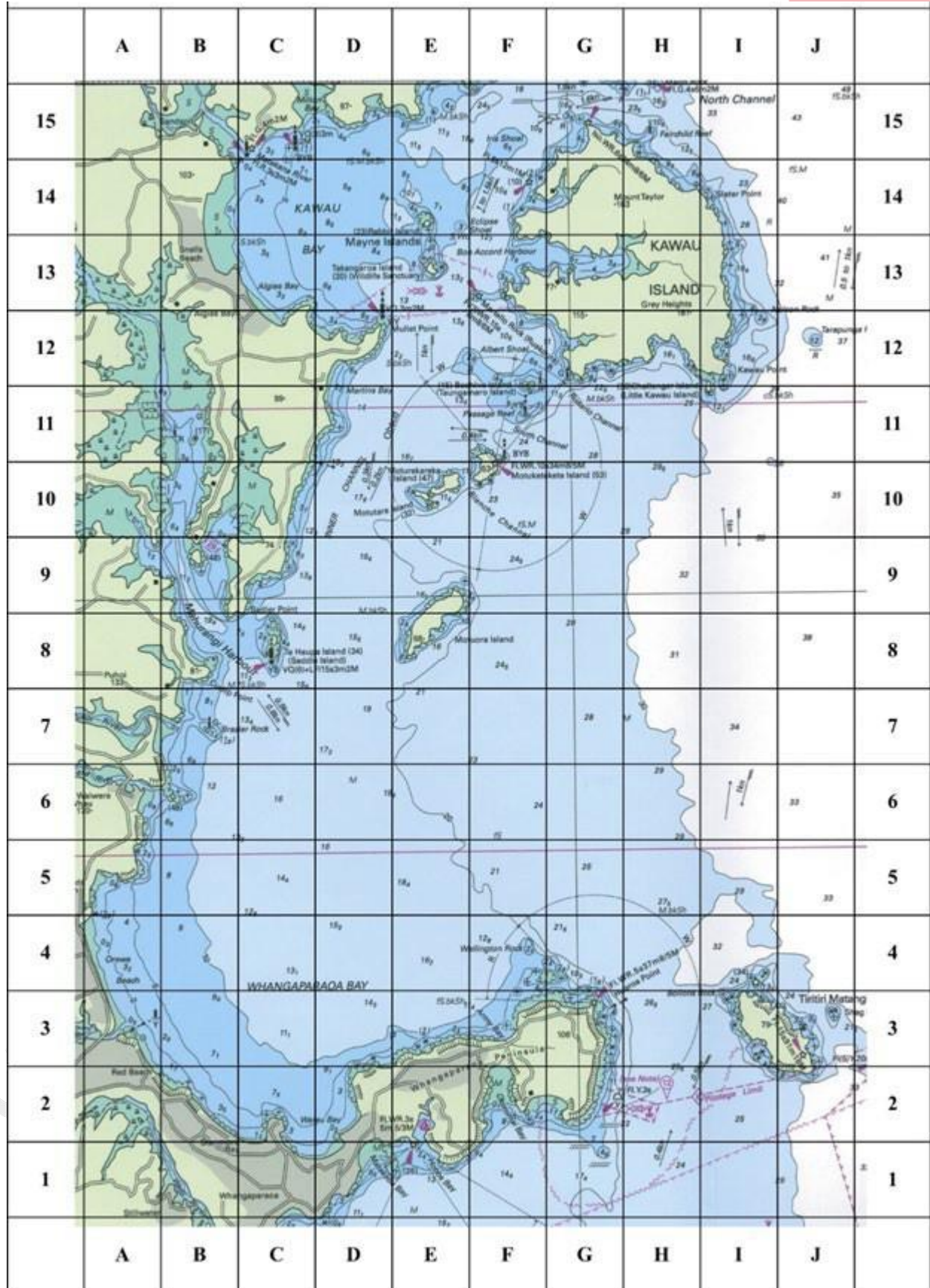
(Example: 5pm minimum finish time for the whole season, or 10am minimum start time etc.)

Ōrewa SLSC will aim to extend these minimum hours to patrol on:

- Saturday and Sunday from 11am each weekend
- Where we have Junior Surf running on Ōrewa Beach on Sundays from 9am.

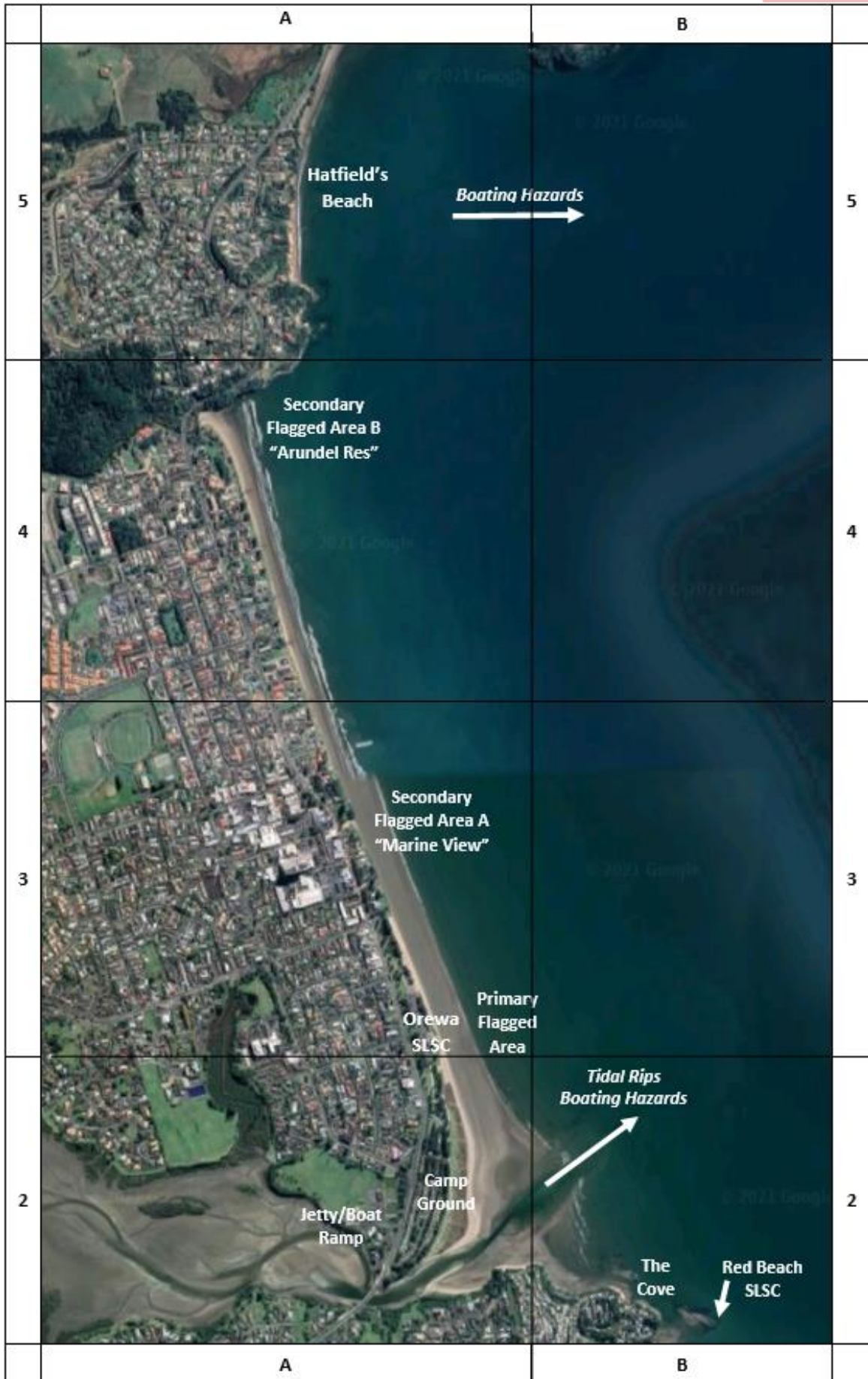
These specific ranges can be located on the club website and are in excess to the minimum times above: www.orewasurfclub.co.nz/sunday-sessions-1

4.4 AREA MAP

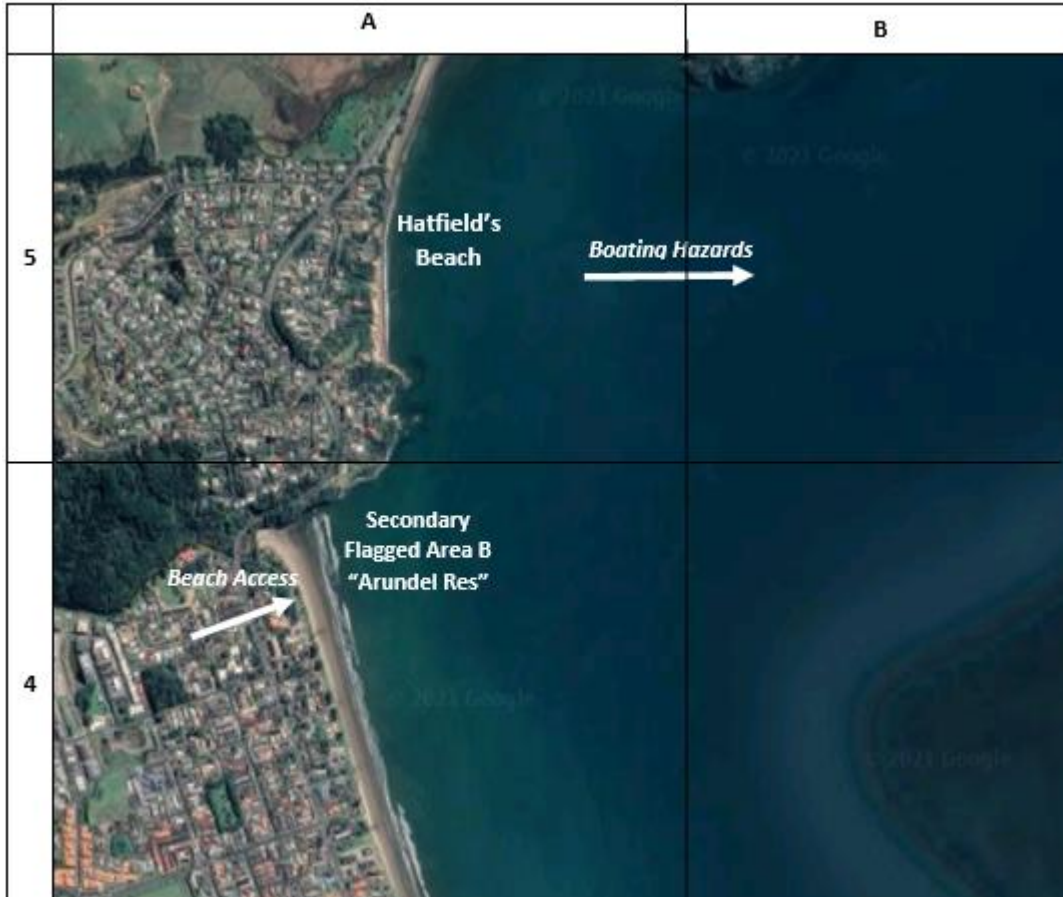


4.5 SCHEMATIC PLAN OF BEACH

Ōrewa/Hatfield's



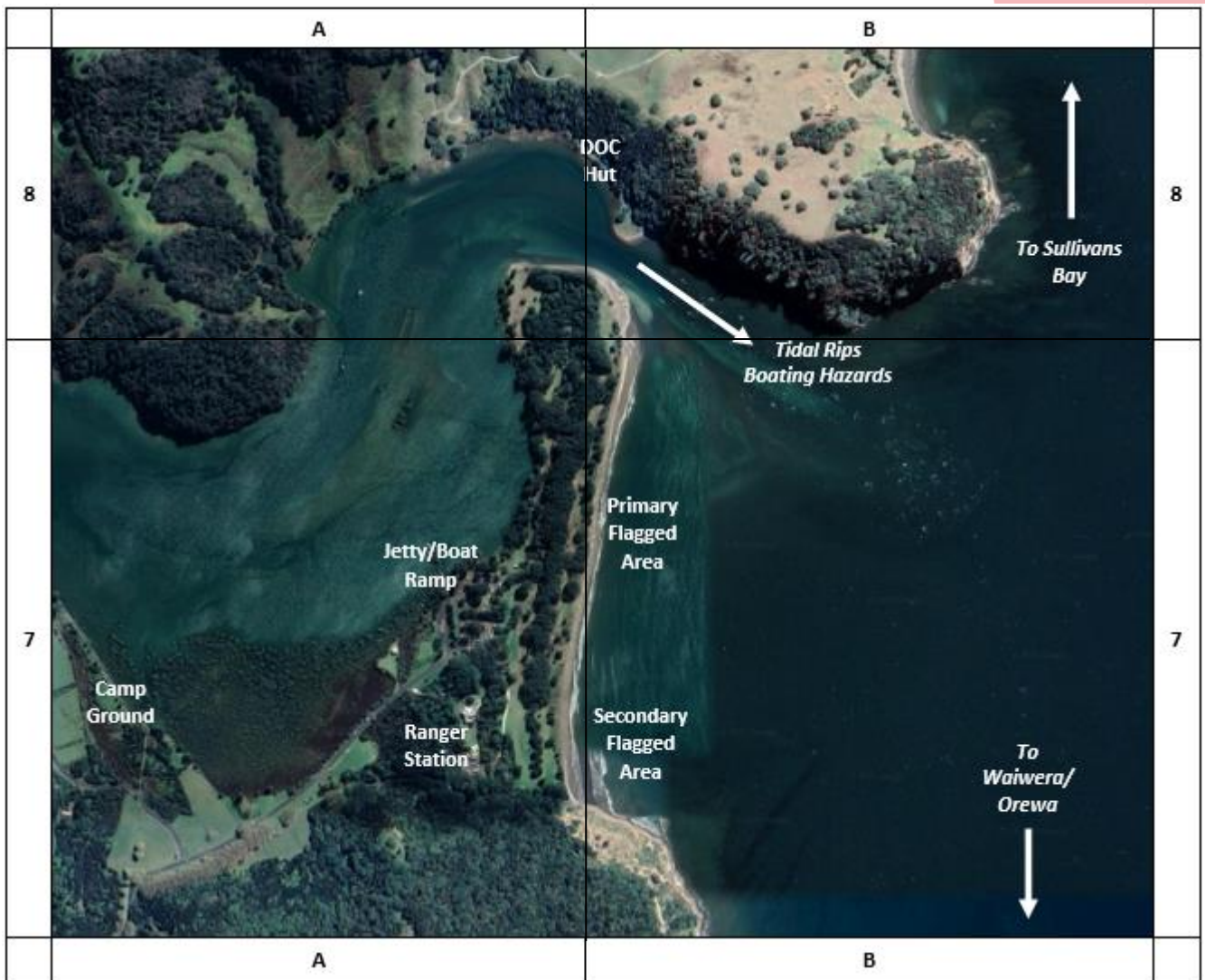
Ōrewa – North End Only



Ōrewa – South End Only



Wenderholm Regional Park



Minimum Patrol Equipment – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the minimum Patrol Equipment required for Ōrewa to operate at.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Clubs need to have ready and available, minimum patrol equipment that meets the specifications of SLSNZ.
- 4.2** Complete a stock take of the club patrol equipment annually and replace or purchase new equipment as and when required.
- 4.3** Update the Minimum Patrol Equipment list to detail what equipment will be made available for patrol operations.

Minimum equipment: Patrol Base	Recommended equipment:
SLSNZ documentation - forms & CSOPs	Automated External Defibrillator (AED)
3 Rescue tubes (SLSNZ approved)	IRB (that meets SLSNZ regulations)
1 pair of binoculars	3 lifejackets (PFD)
3 pairs of swim fins	2 Helmets (correct fitting sizes to fit the operator & crew)
Stocked first aid kit	ATV (correct fitting helmets sizes to fit all travelling in the ATV)
3 radios & aqua bags (waterproof radio bag)	
Portable oxygen kit	
Patrol flags (Beach, Clubhouse & BP)	
Portable Stretcher	
Patrol signage	
Rescue board	
Telephone	

**Please note: The 3-rescue tube minimum does not include those in IRBs or hung on flags.*

Local Bylaws – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the local by laws in place at Ōrewa that Ōrewa Surf Life Saving Club and its members need to be aware of.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region.

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

Check the local area and district council websites for bylaws relating to the beach.

5.0 LOCAL BYLAWS

The local bylaws for Ōrewa are:

Local Bylaw/Maritime Law	Impact on SLS Service	Monitoring/Enforcing Role of SLS Service
Powered craft exclusion zone within 200m of beach - 5 knots within 200m of shore, and 50m of an object or swimmer.	Minor	Club role is to monitor and advise members of the public of the bylaw, if they don't comply and are endangering other members of the public, contact SurfCom.
Liquor ban	Minor	There is a liquor ban on Ōrewa Beach. The club role is to monitor. If there are any problems, the club patrol is to contact SurfCom
Vehicles on beach	Minor	Vehicles are prohibited on Ōrewa Beach. The club's role is to monitor. If there are any problems, the club patrol is to contact SurfCom
Animals on beach (dogs etc)	Minor	Dogs are prohibited in summer from 10am to 5pm. The club role is to monitor. If there are any problems, the club patrol is to contact SurfCom

Club Access & Lockup – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the procedure to access and lock up the club for Ōrewa.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand, Surf Lifesaving Northern Region

3.0 REQUIREMENTS

Required PPE	N/A
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Patrol Support Award SLSNZ Lifeguard refresher SLSNZ Senior Lifeguard – Patrol Captain
Training	Annual Induction and Mid-Season update
Other	N/A
Equipment	Personal Issued Key and Club Alarm Codes

4.0 PROCEDURES – Ōrewa Beach

Unlock

- 4.1** Arrive onsite, walk around the external building to check for any damage or vandalism (if located notify Chair of Lifesaving or Chair of Board as per Health and Safety Procedure / Manual).
- 4.2** Unlock the main doors and then 'scan in' using the COVID 19 App or 'sign in' manually to the visitor book.
- 4.3** Deactivate the alarm using the keypad and allocated code.
- 4.4** Walk around and unlock remaining doors and windows (including first aid room and Ops room).

Lockup

- 4.5** Walk around and lock all doors and windows.
- 4.6** Set or activate the alarm using the keypad and allocated code.
- 4.7** Walk around the external of the building to ensure all windows and doors are secured and no damage or vandalism has occurred.

5.0 PROCEDURES – Wenderholm Regional Park

Unlock

- 5.1** Collect Keys from Operations Room at Ōrewa SLSC, along with any resources to top up those used previously, and then drive to Wenderholm Regional Park (approx. 15 minutes)
- 5.2** Arrive onsite at Wenderholm, walk to the Toilet block behind the Lifeguard tower (west side) and access the Radios, Rescue Board, Tablet and Resuscitation Equipment – carry it all down to the portable tower.
- 5.3** Unlock the main door on the portable tower and unload the tower (Flags, Tubes, Popup Tent etc).

Lockup

- 5.4** Pack up the portable tower (Wash Flags, Tubes, Popup Tent etc) and lock up the main door of the Portable Tower.
- 5.5** Return to the Toilet block behind the Lifeguard tower (West Side) and secure the Radios, Rescue Board, Tablet and Resuscitation Equipment.
- 5.6** Return to Ōrewa SLSC, return the keys, any paperwork and set aside any new resources that need to be taken up to Wenderholm for the next patrol – contact the next PC to inform them.

Dangerous Conditions – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the definition of dangerous conditions for Ōrewa.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand, Surf Lifesaving Northern Region

3.0 REQUIREMENTS

Required PPE	Various depending on duty or task.
Awards/Licenses	SLSNZ Lifeguard Award SLSNZ Patrol Support Award SLSNZ Lifeguard refresher SLSNZ Senior Lifeguard – Patrol Captain
Training	Risk Management and Assessment training
Other	N/A
Equipment	Red "Dangerous Conditions" Flag Yellow "Swimming Not Advised" Signs White "No Swimming" Signs TSB Club "Daily Conditions" Board

4.0 PROCEDURES

- 4.1** Complete an operational risk assessment prior to the commencement of the patrol, and/or during the patrol as conditions change.
- 4.2** If a risk assessment identifies that the potential risks to water users exceeds the control measures and/or rescue capabilities of the lifeguards, then the water area must be advised as dangerous with the Red "Dangerous Conditions" Flag if patrol has not commenced. See: NSOP DANGEROUS CONDITIONS 2
- 4.3** Inform SLSNR Duty Officer or SurfCom on 0800 SVELIFE that dangerous conditions exist and there will be no flagged area just an 'Observational Patrol'.
- 4.4** If conditions become dangerous during patrol due to the risk assessment in 4.2, then follow 4.3 and 4.5.

- 4.5** Make announcement to beach users and swimmers that the flagged area is closing (or not opening) due to dangerous conditions.
- 4.6** If flagged area is currently set up, then remove red and yellow flags and stands from the beach and keep flags out of public view.
- 4.7** The red "Dangerous Conditions" flag should be flown from the tower or clubhouse flagpole/as well as on beach where available.
- 4.8** If an operational IRB is present prior to water closure, it should remain on the beach for the duration of the patrol, unless it is unsafe to undertake a rescue.
- 4.9** Other than removing the red and yellow flags, all other lifeguard equipment should remain in its designated location for ready access if required, unless it is unsafe to undertake a rescue.
- 4.10** Place "Swimming Not Advised" signs if available, in the usual swimming areas, at intervals along the beach and at all main beach access ways.
- 4.11** The "Daily Conditions" shall read "Swimming not advised - dangerous conditions".
- 4.12** Lifeguards must maintain surveillance of the beach and potential water users identify persons at risk and undertake preventative actions if required.
- 4.13** Where necessary, lifeguards should be positioned on the beach to advise the public of the identified dangers.
- 4.14** Roving Patrols may be utilised to provide safety advice and preventive actions along the beach where resources permit.
- 4.15** If the dangerous conditions change, and/or additional resources become available, another operational risk assessment should be completed and patrol re-opened, if the operational risk assessment permits. Notify SLSNR Duty Officer or SurfCom on 0800 SVELIFE if the water area is to be reopened.

Club Hazard Register – CSOP

Section 2 – Health & Safety Management

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the local hazards at Ōrewa that the members need to be aware of.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region.

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

Clubs should review their club hazard register or more frequently if their Club H&S policy indicates this.

5.0 SPECIFIC DANGERS & HAZARDS LOCAL KNOWLEDGE

In all the below situations, the Patrol Captain on the day is responsible for allocating rescue resources as they see fit. If you are not sure of what to do, particularly junior members, please consult with the Patrol Captain, or other senior lifeguards.

Hazard Identification and Analysis							Action		
Hazard/ Task	Location	Risk Score with no controls	Significant (Yes/ No)	Controls Required (incl existing) (Eliminate, Substitute, Isolate, Engineering controls, Admin controls, PPE)	Risk Score after controls	Person Responsible	Monitoring Required (Who & when)	Review & Audit (Who & when)	
Ōrewa Estuary "Daily Rip Tide"	1km South of Clubhouse A2/B2	10.0	Yes	Strong rips on outgoing tide, often used by members of caravan park. Signage erected prior to high tide and preventative warnings issued for swimmers and families present (PA's). Mobile patrol on ATV or IRB for inspection on every outgoing tide and close watch from Operations Room between 1/2 – 3 hours after high tides.	3.0	PC and VPC	Lifesaving Committee - monthly	Lifesaving committee and Ōrewa Board	
Windsurfers and Kite Surfers/ swimmers in patrolled area.	Entire Beach A2-4 /B2-3	4.0	No	Risk of collisions between each other. Particularly during strong easterly winds. Place buoys around patrolled area 200 meters from shore to denote safe swimming areas. Constant IRB patrols of the flagged area and education of windsurfers who enter the area regarding navigation rules i.e., must slow down to 5 knots within 200m of shore or 50 meters of any swimmers. Instruct them not to enter the patrolled area at all. Also indicate a safe area to launch. Depending on the wind direction they often launch in where they must cross through the flagged area. Encourage windsurfers to launch further up the beach to avoid this area or turn early. We have no legal authority to enforce navigation rules. If windsurfers are continually endangering swimmers, contact Harbour Master or Ōrewa Police for assistance (via SurfCom)	1.0	PC and VPC	Lifesaving Committee - monthly	Lifesaving committee and Ōrewa Board	
Boats and Personal Watercraft	Entire Beach A2-5/ B2-5	8.0	No	Hazard to swimmers, particularly in the patrolled area. As for windsurfers above. Educate regarding navigation rules. Advise riders to launch at Access/ski lane, to north of clubhouse, and remain 200 meters from shore.	4.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board	
Offshore Winds	Entire Beach Hatfield's and Wenderholm A2-5/ B2-5 A8 & B7	13.0	Yes	Hazard to swimmers, floatation users and beach goers (boats, kayaks, balls etc.) Signage erected with warnings and preventative warnings issued for swimmers and families present. Rescue response with board or an IRB, dependent on object, speed and distance blown offshore.	6.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board	
Roads/Carparks	Ōrewa Reserve parking area, main road. A2-4	9.0	Yes	In the event of car accidents, the Surf Club is likely to be called for assistance. If injuries are reported, notify ambulance control immediately (111). If there are fuel leaks or fire hazards, fire control (111) to be alerted. Police are to be notified to attend the accident scene. Treat injuries as per normal first aid practices. Cordon off area with spare guards to keep onlookers at a safe distance and provide ready access for emergency vehicles.	6.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board	

Wenderholm Regional Park and Puhoi River	Mouth of Puhoi River. "Daily Rip Tide" B7-8	10.0	Yes	Strong rip hazard on outgoing tide. This area is often frequented by bus loads of migrants, who are often poor swimmers. On rostered summer days (as per Lifesaving Service Agreements), or as requested by Regional Park rangers, a minimum of two patrol members are to be sent to patrol Wenderholm Beach. A mobile tower is present at the beach. Take an IRB around to the beach, if required either by sea, or on days of bad weather, on trailer by road, as there is a serious risk of capsizing while travelling to Wenderholm by sea in rough weather. If travelling by sea, be aware of reefs extending from Hatfield's Beach and Waiwera Island, which are covered at low tide, but shallow enough to be a hazard. Give both areas a wide berth when travelling. Patrol members are to take radios, first aid kits, rescue tubes and fins, plus sun protection to Wenderholm. Patrol Captain to rotate staff regularly by car.	3.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board
Large groups of swimmers	Entire beach. A2-5/B2-5	13.0	Yes	On warm sunny days, thousands of swimmers descend on Ōrewa Beach. Special care is needed to patrol such large numbers. Both mobile towers are to be utilized at secondary flagged areas. One tower and flags to Arundel Reserve if required, and the other to Marine View. This allows three patrolled areas, including our primary location directly in front of the club. Two guards patrol in each tower, with radios, first aid and rescue boards always. Regular patrols on ATV or IRB to determine if tower placement needs to be changed.	6.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board
Junior Surf Trainings	Club House, Sundays 1030am to 1200pm. A2-3/2-3	6.0	Yes	Junior days each Sunday attract over 300 Juniors of various water skills, aged 3yrs to 14yrs utilising craft and swimming. Patrol Captain to liaise early with Junior Coordinator. When Juniors are in the water, have as many patrolling members as possible at water's edge with rescue tubes and fins (including patrol 9-refreshed parent lifeguards). All members are to be briefed to watch for signs of children in danger. Junior Coordinator will ensure capable parents are in the water with children, and that a safe ratio of parents to children is maintained dependent on state of surf. An IRB will be in the water and always patrolling with competent crew. No Juniors in the boat while other groups are still in the water. Ultimately the Patrol Captain has responsibility for the safety of the children. If they have any concerns regarding unsafe practices, they are to be addressed.	5.0	Junior Surf Coord, PC and VPC	Junior Surf Committee and Lifesaving Committee	Junior Surf committee, Lifesaving committee and Ōrewa Board
Biohazards (Body fluids and Polluted water)	During first aid, CPR procedures and swimming in the ocean	9.0	Yes	Lifeguards are at risk from diseases transmitted through contact with body fluids and polluted ocean water. Gloves are to be worn during all first aid proceedings. Masks and resuscitation bags to be available and used at CPR procedures. Guards are to be educated by Patrol Captains as to use of these items and kept up to date. Rescue tubes contain personal protection kits in yellow bags at the end of tube. Blood spills are to be dealt with immediately and disinfected. Adhere to Safeswim guidelines as communicated by SLSNR and ARC.	6.0	Junior Surf Coord, Coaches, Senior Sports, PC and VPC	Junior Surf Committee, Senior Sports Committee and Lifesaving Committee	Junior Surf Committee, Sports Committee, Lifesaving committee and Ōrewa Board

ATV Rescue vehicle	Patrol Hours A2-4	9.0	Yes	The ATV Rescue Vehicle has the potential to be a serious hazard when driven, both to the driver and to the public. Only to be used with permission of Patrol Captain, by those who have a current restricted or full motor vehicle license. The ATV is to be driven in a safe and responsible manner always, with all passengers in seatbelts and in accordance with the manufacturer's guidelines (including helmets). Speeding is not justified unless in an emergency. The ATV is to leave a wide gap between persons using the beach and the ATV. The ATV is not to be parked or left unattended on a sloping surface, as this may result in a rollover or vehicle runaway.	5.0	PC and VPC	Lifesaving Committee	Lifesaving committee and Ōrewa Board
Training and Development	All club members	16	Yes	The person in charge of training must fill out an ORA before starting a training session and must have permission from the Club Captain. All lifeguards involved must wear correct PPE and be suitable candidates for the training session. If after completing an ORA it is deemed too dangerous, the training session must not go ahead.	8	Club Captain	Club Lifesaving Committee	Club Lifesaving Committee

		SLSNZ Risk Matrix					
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost certain	
		1	2	3	4	5	
		Likelihood (L)					

Access On/Off Beach – CSOP

Section 3 - Vehicle Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the process to access the beach with a vehicle for Ōrewa.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

Direct access via approved boat ramps can be located (also mapped above in page 9 'Plan of beach'):

- 1) from the ramp in front of Ōrewa SLSC
- 2) from the ramp located off Marine View
- 3) from the ramp located by the scout den off Arundel Reserve

Vehicle Maintenance & Service – CSOP

Section 3 - Vehicle Operations

Version Number: 2.0

Effective Date: 1 August 2023

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Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the process for vehicle maintenance and servicing.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Maintenance shall be carried out in accordance with manufacturer's instructions, although, more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also impacts on the public image of surf lifesaving. It is important that operators ensure the vehicle is always in good condition.
- 4.2** Always follow the inspection and maintenance procedures described in the ATV owners /operator's manual and/or Club SOPs.

Vehicle Operation – CSOP

Section 3 - Vehicle Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the vehicle operations for Ōrewa.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Surf Life Saving vehicles may not exceed any set beach speed limits as set by authorities.
- 4.2** In high patronage areas, vehicles may not exceed walking speed (i.e., 5kph - close to flagged areas, on crowded beach areas)
- 4.3** In low patronage areas, vehicles shall not use excessive speed (and may not exceed 30kph).
- 4.4** Speed shall only be used in an emergency or matter of urgency and the driver must take every precaution to ensure the safety of themselves, passengers, and all other beach users.
- 4.5** Headlights shall be always "on" whilst the vehicle is operating.
- 4.6** Safety information labels shall be considered as permanent parts of the vehicle. If a label comes off or is hard to read, contact your dealer for a replacement.
- 4.7** Sponsorship signage should not interfere with the visibility of identification and safety information labels.
- 4.8** It is the responsibility of the clubs operating an ATV and/or LUV Side-by-Side to have them registered and licensed under Registration class A for 6 to 15 months at a time. This is important and can affect insurance.

Fire Evacuation Plan – CSOP

Section 4 - Emergency Operations

Version Number: 2.0

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Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the fire evacuation plan for Ōrewa Surf Club.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Attempt to contain a fire if possible. Evacuate the building as quickly and as orderly as possible.
- 4.2** Wait in a safe place away from the hotspot.
- 4.3** Call SurfCom and request Fire Service as soon as possible.
- 4.4** Treat burns or other injuries as required, call an ambulance if any serious injuries. Take special care of possible smoke inhalation. If you suspect any person has been exposed and inhaled to thick smoke, refer to the medical centre or call an ambulance.
- 4.5** If multiple casualties, be prepared to triage.

Identify the location of a designated meeting point.	
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Tsunami Preparation & Response – CSOP

Section 4 - Emergency Operations

New Zealand’s coastline is vulnerable to both offshore and locally produced tsunamis. A tsunami is one of the more likely natural disasters to impact SLS Operations. They’re generally preceded by a significant earthquake, landslide, volcanic eruption, or other disruptive event.

There are 4 types of Tsunami alerts that may be issued,

<i>Tsunami Advisory</i>	<i>Notification of a potential Tsunami</i>
<i>Tsunami Warning</i>	<i>Immediate Tsunami threat</i>
<i>Tsunami Evacuation</i>	<i>An evacuation for immediate Tsunami threat</i>
<i>Tsunami Stand Down</i>	<i>Stand down of a Tsunami threat</i>

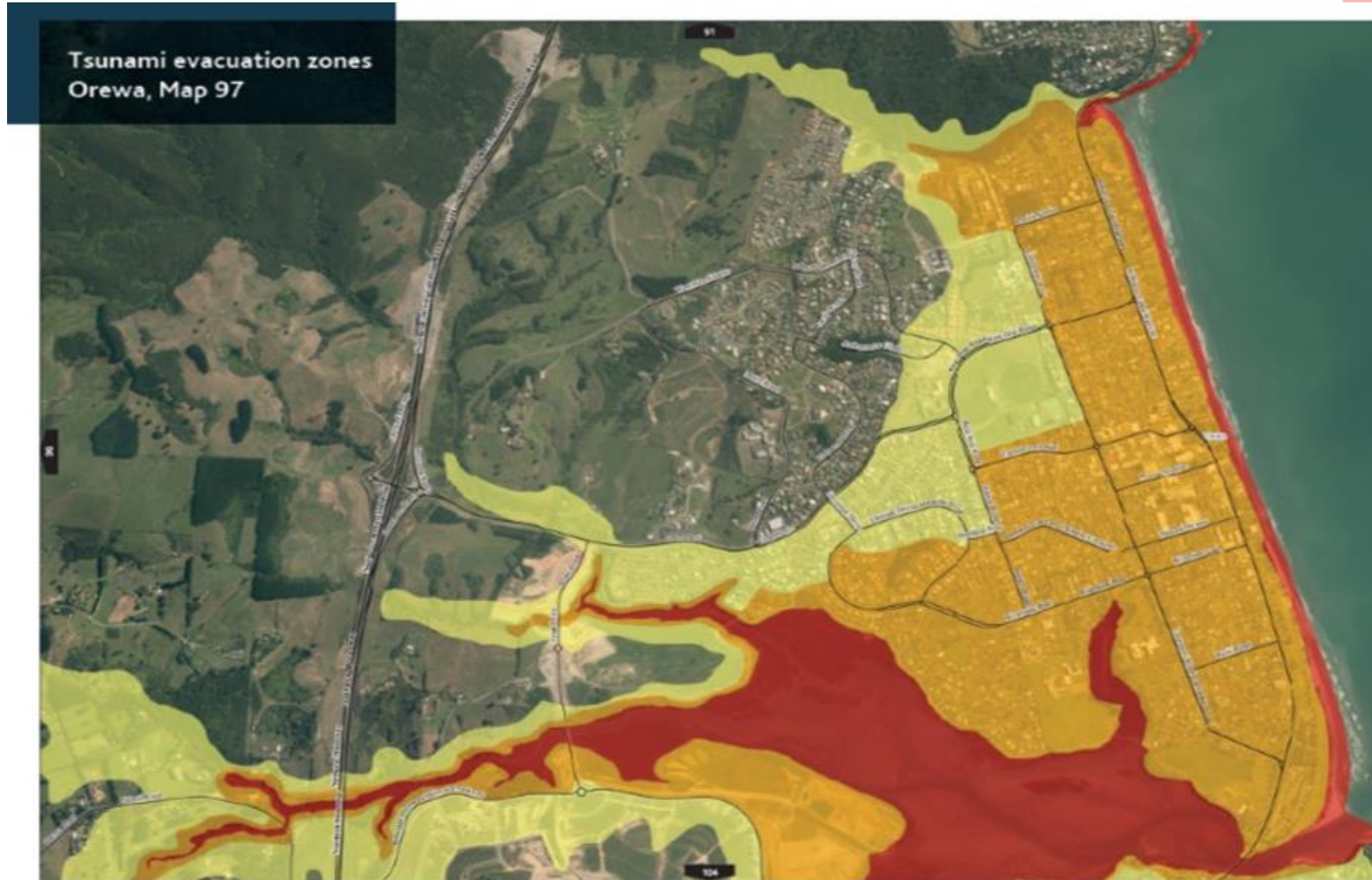
Club Tsunami Response Plan

Identify the essential lifesaving equipment that will be removed from the club in the event of a Tsunami.	3x IRBs (with Trailers, Motors and fuel bladders) 2x AED 2x First Response Packs 6x Radios (with aqua packs) 10x Rescue tubes 1x ATV with Stretcher 1x Night Rescue Kit
Outline how the club will be accessed to remove essential lifesaving equipment.	Via group text to SAR squad via SurfCom
Identify the location of a nearby safe ‘green zone’ (grid reference, address, and directions)	https://www.civildefence.govt.nz/get-tsunami-ready/#maps Silverdale Fire Station on the top of Hilltop Road (as per Auckland Emergency Management and Civil Defence action plan)
Outline how the equipment will be transported to the safe ‘green zone’.	Via Road Trailers and equipment secured in IRB’s and in the tray of the ATV. Driven in convoy.
Enter the contact number of the local Civil Defence Coordinator	Obtainable via 0800 SAVE LIFE
List the members able to respond following the activation of a Tsunami warning.	Refer SAR squad.

Please note: The above response plan must only be activated if there is time and no risk to anyone.

TSUNAMI GREEN ZONE MAP

Your local Civil Defence Group has tsunami zone maps and regional advice. Make sure you know where to go.



Tsunami evacuation zones
Waiwera, Map 91



Minimum First Aid Equipment – CSOP

Section 5 – First Aid Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the minimum equipment required in a First Aid Pack.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1 Clubs are recommended to have ready and available the minimum first aid equipment that meets the specifications of SLSNZ (see below).
- 4.0 Complete a stock take of the club first aid equipment often and replace or purchase new equipment as and when required.

FIRST AID SUPPLIES LIST

The following list has been created by the Medical Advisory Group and is the minimum recommendation.

First Aid Kit Contents

- Towel for optimising airway/head/torso alignment or absorbing fluids
- Headlamp, 250+ lumen, water-resistant
- Permanent marker, pen and notepad
- Alcohol hand sanitiser
- Trauma shears

PPE:

- Nitrile gloves (sizes S, M, L, XL)
- Surgical masks (medical ear loop face masks)
- N95 face mask
- Plastic face shields
- Safety glasses
- Sharps container
- Biohazard disposal bags
- Emesis bag
- Universal wipes (E.g., Clinell universal wipes)
- Patient blanket: Blizzard 2-layer compact trauma blanket OR Mediwrap high protection blanket OR wool blanket. Mylar foil blankets are unacceptable.

Airway module:

- Oropharyngeal airways, 50mm-110mm (00, 0, 1, 2, 3, 4, 5)
- CPR Pocket Mask, Laerdal OR ADC
- Oxygen tubing (usually comes with masks)
- Simple face mask, adult and child
- Non-rebreather (reservoir) mask, adult and child
- Bag-valve mask (BVM): Laerdal 'The Bag II' disposable resuscitator OR Adult BVM with size 5, 4 mask; Child BVM with size 3, 2 masks; Viral filter for each BVM.

Trauma Module:

- Trauma shears
- Water or saline for irrigation, 30ml plastic ampoules x 5
- Splinter probes
- Splinter tweezers, disposable fine point
- Dressings and Bandages: selection of non-adherent wound dressing pads, sticking plasters, gauze squares 75mmx75mm, combine dressings 20cmx20cm, crepe/cohesive bandages, water resistant Transpore surgical tape 50mm and 25mm (M), rigid strapping tape, 3M Steristrips 6mmx38mm.

Optional Module: (for use only by a qualified Surf First Responder who understands their limitations)

- Glucometer with valid test strips
- Manual BP: Welch Allyn sphygmomanometer (DS44 or better) OR ADC
- Stethoscope: Littman OR 3M brand OR ADC
- Pulse oximeter: Masimo Rad-5 (preferred) OR Masimo MightySat Rx fingertip oximeter (no other versions are acceptable)
- Tympanic thermometer

Oxygen Kit Contents

- Inhale oxygen cylinder
- Towel for optimising airway/head/torso alignment or absorbing fluids
- Oropharyngeal airways, minimum 60mm, 80mm, 100mm, 120mm (infant to adult XL)
- CPR Pocket Mask: must be one-piece/no assembly required.
- Oxygen tubing
- Non-rebreather oxygen mask (at 10-15L/min)
- BVM (bag-valve-mask): Laerdal 'The Bag II' disposable resuscitator* (at 10-15L/min); adult and child bags; masks sizes 5,3,2.

Major Bleeding Kit Contents

- Trauma shears
- Water or saline for irrigation, 30ml plastic ampoules x5
- Splinter probes
- Splinter tweezers, disposable fine point
- Dressings and Bandages: selection including non-adherent wound dressing pads, sticking plasters, combine dressings, conforming crepe/cohesive bandage, water resistant Transpore surgical tape, rigid strapping tape.
- Triangular bandage with safety pin
- SAM Splint, 36in/91.4cm
- Tourniquet: CAT Gen7
- Haemostatic dressing: Celox 20x20cm gauze pad

Event Guarding – CSOP

Section 6 – Event Guarding Operations

Version Number: 2.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Chair of Lifesaving at Ōrewa SLSC and Board of Ōrewa SLSC

1.0 PURPOSE

This outlines the process for providing Life Guarding Services and Event Guarding on behalf of SLSNZ and Ōrewa SLSC.

2.0 SCOPE

Lifeguards, Members of SLS, Members of the Public, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A – specific details will be identified in the Event Proposal and Safety Plan (approved by SLSNZ)

4.0 PROCEDURES

- 4.1 Request received for Event Guarding and passed onto Ōrewa Event Coordinator for follow up and scoping of Event Requirements.
- 4.2 Discussion by Ōrewa SLSC Chair of Lifesaving and Ōrewa Event Coordinator to collaborate on the creation of Event Plan, Safety Plans and Costings (as appropriate)
- 4.3 Peer Review of all plans and sign off by SLSNZ.
- 4.4 Update with Event Management and Sign off on all plans and quotes.
- 4.5 Team allocated and roles assigned – equipment checked, and briefings planned.
- 4.6 On the day – final review of conditions and lifeguarding capabilities, briefing held and emergency procedures clarified – communication plan discussed, and buddies assigned.
- 4.7 Post Event – debrief held, review of plans and updates if needed for future events and invoices completed and sent to Event Management
- 4.8 Provide Feedback to Event Management, Lifeguards and SLSNZ as appropriate.