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Muriwai VLS SAR Operations Manual		
<b>CONTENT CODE:</b> SAR007	<b>SUBJECT: 7.0 Callout Squad Information</b>	
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### 7.1 CALLOUT SQUAD ACTIVATION

**Muriwai VLS Callout Squad** is activated by SurfCom via Radio and SMS message or direct phone call. In the event of this system failing e.g. RADIO NETWORK DOWN, the backup activation system is a direct phone call from SurfCom to the Callout Squad, starting with coordinators/captains.

### 7.2 CALLOUT SQUAD KEY CONTACTS

Club Position	Name	Primary Phone	Alternative Ph
Callout Squad Coordinator	Mark Goodhew	0275 750 489	09 411 5179
Callout Squad Vice Coordinator	Oliver Tyack	021 039 6604	09 411 7487
Callout Squad Equipment Officer	Mark Goodhew	0275 750 489	09 411 5179
Head Lifeguard	Oliver Tyack	021 039 6604	09 411 7487
SLSNR Lifesaving Contact	Chase Cahalane	021 508 688	09 905 3429
SLSNZ Lifesaving Manager	Allan Mundy	0272452660	0705742016 ext 708
Regional SLS Duty Officer	Delta 1	Available on Radio or on phone via SurfCom	

### 7.3 CALLOUT SQUAD MEMBERS (SURF LIFEGUARDS)

Muriwai Clubhouse Phone Number: <094118055>						
Name	Club Key (Y/N)	IRB Drive r (Y/N)	First Aid Level	Cell Phone #	Other Phone #	Email
Mark Goodhew <b>Coordinator</b>	Y	Y				
Oliver Tyack <b>Head Lifeguard</b>	Y	Y	PHEC			
Anthony O'Meara	Y	N				
Tim Jago	Y	Y	PHEC			
Tane Moore	Y	Y	FA2			
Brett Hardie	Y	Y	FA2			
Peter Baltus	Y	Y	PHEC			
Shane Armitage		Y	PHEC			
Neil Reid	Y	N	FA2			
Dan Russek	Y	Y				
Ricky Butt	Y	Y				

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## Patrol Operations Manual

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Russell Clarke	Y	N	Westpac Medic
Wayne Sutton	Y	Y	FA2
Darrel Watt	Y	N	FA2
*Damian Molloy	Y	Y	PHEC
*Nivana Johnson	Y	N	PHEC
*Nigel Sorenson	Y	Y	N
Park Ranger 24/7 - Van	Y	N	

**\*indicates mainly weekends**

**7.4 CLUB CALLOUT SQUAD MEMBERS (PATROL SUPPORT)**

<b>Surf Life Saving New Zealand – Lifesaving Policy Statement</b>		
<b>CONTENT CODE:</b> SLS006	<b>SUBJECT:</b> Patrol Support Members	
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**Prerequisites**

For the purposes of patrol operational continuity, the Patrol Support Lifeguard must pass the entire theoretical component of the Surf Lifeguard Award SLA. This will ensure a common language and the application of standard operating procedures are seamless between the Surf Lifeguards and the Patrol Support Lifeguard.

**Callout or After-Hours Emergencies**

Patrol support members can help with opening clubhouses, getting equipment ready, working radios, local knowledge etc. during out-of-season or after-hours emergencies. Their inclusion in Callout Squads is recommended.

Name	Role	Club Key? (y/n)	Primary Contact Number	Secondary Contact Number	Tertiary Contact Number
Nil	Nil	Nil	Nil	Nil	Nil



Muriwai VLS Patrol Operations Manual		
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**8.1 CALLOUT RESPONSE AREA MAP**



**8.2 ESTIMATED RESPONSE TIMES**

<b>Location</b>	<b>Grid Reference</b>	<b>Estimated Response Time (During Patrol Hours)</b>	<b>Estimated Response Time (After-hours)</b>
Flat Rock	D6	5mins	20mins
Maori Bay	E6	5mins	20mins
Okiritoto Stream	C6	10mins	25mins
Bethells Beach	I4	15-20mins	30-40mins

Muriwai VLS Patrol Operations Manual		
<b>CONTENT CODE:</b> SAR009	<b>SUBJECT:</b> 9.0 Search and Rescue Operations	
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### 9.1 OVERVIEW OF CALL-OUT

Surf Lifeguards may be called upon to respond to incidents and assist emergency services with search and rescue operations (SAROPs) at any time. For after-hours or out-of-season incidents, club and centralised Callout Squads undertake these operations. As a call-out is additional to SLSNZ’s publicly committed service, no guarantee is provided to the public or external agencies that lifeguards can respond 24 hours/365 days. Surf Lifeguards have the right to refuse tasking if they are concerned about safety, do not have the capability to respond, or are in any doubt about their ability to carry out the task.

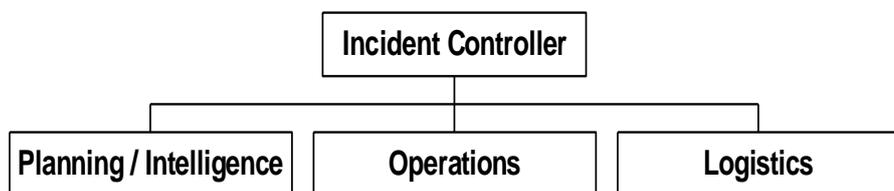
Responding offshore, or in to any aquatic environment at night falls outside surf lifesaving’s normal scope of operations. SLSNZ does not require clubs or Callout Squads to be equipped for, nor undertake, night SAROPs (refer SLS025 - Search and Rescue Operations). Involvement in this type of activity is up to the individual club or Callout Squad. As many incidents occur in locations or conditions that pose added safety risks to members, additional items of rescue, safety and personal protective equipment may be required (refer SLS026 – Minimum Equipment for SAR).

### 9.2 NEW ZEALAND COORDINATED INCIDENT MANAGEMENT SYSTEM (CIMS)

Along with the emergency services, defence force, local and central government, SLSNZ follows the CIMS structure of emergency management. This system was designed primarily to improve the management of the response phase to emergency incidents through better coordination between the major emergency services (ie. Fire, Rural Fire, Police, Ambulance, Civil Defence) and organisations like Surf Life Saving, which have a role in providing an emergency response.

CIMS may be used at a variety of incidents including: response to natural hazards, police incidents, fires, multiple casualty incidents, air, rail, water or ground transportation accidents, public health and medical incidents, pre-planned events (eg. concerts) and search and rescue missions.

The CIMS model consists of four major components:



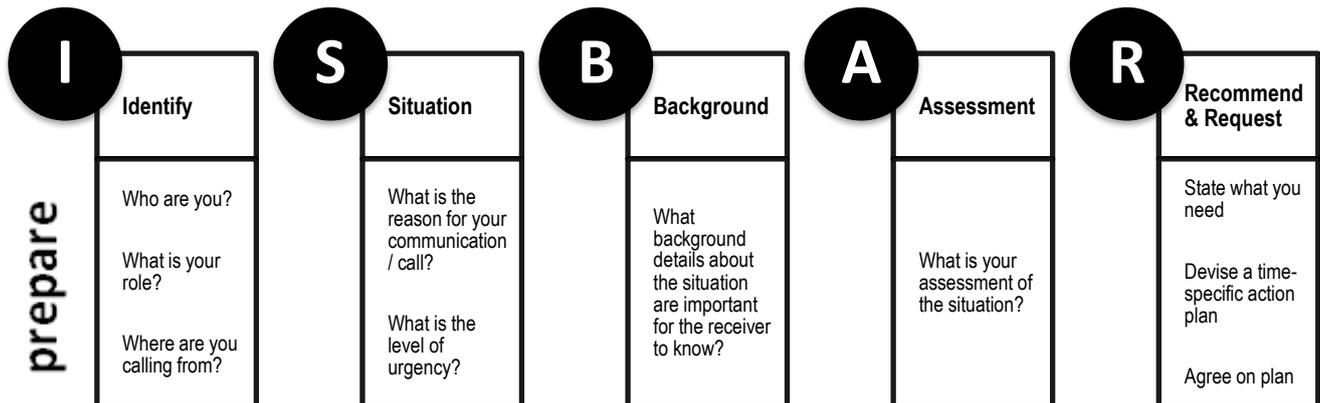
- Control- the management of the incident
- Planning and intelligence- the collection and analysis of incident information and planning of response activities
- Operations- the direction of an agency’s resources in dealing with the incident
- Logistics- the provision of facilities, services and materials required to deal with the incident.

The person responsible for the overall direction of response activities and in charge at an incident is known as the Incident Controller. In situations where Surf Life Saving is the lead or first agency on scene, the Patrol Captain or senior lifeguard on-scene will assume the role of Incident Controller until relieved by the emergency services. In most search and rescue

missions that Surf Lifeguards are involved in, the Incident Controller will be the Police or Rescue Coordination Centre (RCCNZ).

### 9.3 EMERGENCY SERVICES LIAISON (ISBAR)

Surf Lifeguards can use the ISBAR communication tool when requesting assistance or notifying the emergency services of an incident. It is important to prepare the call or transmission, and know what is going to be said in advance. ISBAR can also be used for briefing personnel as they arrive on-scene. A clear, concise initial request for help can improve the response-time to an incident.



*Example:*

**Identify-** "My name is John Smith, I am the Patrol Captain at Waipu Cove Surf Life Saving Club"

**Situation-** "I am calling to report one person missing in the surf, last seen 1km North of the Waipu Cove Surf Club. This is an emergency situation"

**Background-** "The missing person is a male swimmer, who was sighted by a member of the public signalling for assistance who was seen going under the water and did not resurface"

**Assessment-** "We have dispatched an IRB and conducted an initial assessment of the scene and not found him"

**Recommend & Request-** "We require immediate air support to assist with the search and Police on-scene to assist with searching the beach and carpark areas. We are setting up and additional IRB and crew to commence a grid search of the last seen point. We recommend contacting Land SAR to assist with searching the coastline if they are available."

### 9.4 BRIEFING TEAMS ON THE RESPONSE TO AN INCIDENT (SMEAC)

It is important Surf Lifeguards are fully briefed prior to responding an incident. In some situations, reflex tasking may be required while the incident action plan (IAP) is being developed. SMEAC can be used for initially briefing and organising rescue teams.



*Example:*

**Situation-** "We have a 12-year old boy reported missing 200m South of the estuary, last seen entering water around 1730. Police and Ambulance have been notified. As soon as Police arrive, they will take control."

**Mission-** "The mission is to locate the missing boy."

**Execution-** "We will conduct an in-water search using 2 IRBs and a land-based shoreline search along beach, until advised, or until 2130hrs."

**Administration & Logistics-** "I want three teams; 2 to get the IRBs prepped and the third to do a quick land-based search in areas of high probability (toilets, carpark etc.). All teams kitted out for night time just in case. Call signs: IRB1, IRB2 and ATV. Dave, lead team 1, Johnny team 2 and Lisa team 3."

**Command, Communications & Check-in-** "I am in command and will run this incident until relieved. All communications will be on VHF69. Field teams report in every 15mins. Does everybody understand the mission? Are there any questions?"

**9.5 SPECIFIC HAZARDS RELATING TO CALL-OUT**

Responding to incidents after-hours can present additional hazards to Surf Lifeguards. Identified hazards and management strategies specific to the Callout Squad’s location should be listed below:

<b>HAZARD / INCIDENT</b>	<b>LOCATION</b>	<b>COMMENT</b>	<b>PREVENTITIVE PLAN / EQUIPMENT</b>
Rivermouth	2km north of Clubhouse	Strong rip on an outgoing tide	Mobile patrol on quad every 60 minutes, IRB inspection on every run during outgoing tide Keep public well away from area on outgoing tide
Rocks	South end of beach	Strong rip especially on outgoing tide	Warn boaties or Swimmers of hazards advise them of 200m rules with swimmers
Boats, Jet Skis & Kite Surfers	Launched/approaching beach	Potential accidents with swimmers / Breakdowns	Advocate for warning signs
Cliffs	South end of beach / Maori Bay	Potential for fall	Warn public do not climb cliffs
Sandunes	Everywhere	Potential for collapse on public	Warn public do not climb dunes
Low tide + Busy day + Big surf	Outgoing tide + Big surf	Mass rescue potential	Have guards in the water where appropriate to keep swimmers within a safe zone. IRB in water or on standby.
Flash Rips	All of Muriwai Beach	Mass rescue potential	Have guards in water paying close attention to at risk groups e.g. Children
Hanggliders and Paraponters	All of Muriwai Beach	Possible serious injury	Have guards trained for unusual situation
Motor Vehicles	All of Muriwai Beach	Possible serious injury. Uncontrollable event	As Above.

<b>Muriwai VLS Patrol Operations Manual</b>		
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### 10.1 MINIMUM EQUIPMENT FOR CALL-OUT

All clubs must ensure the following minimum equipment is readily available for use by Callout Squads both during and outside of the patrolling season:

- SLSNZ documentation/forms
- 3 Rescue Tubes
- 1 set of swim fins per lifeguard
- 1 pair of binoculars
- Telephone
- 3 radios
- Stocked first aid kit
- Inflatable Rescue Boat/20L fuel
- Spinal board and 'stiff necks'
- Portable oxygen kit
- 3 life jackets (PFD)

Callout equipment must be checked monthly.

#### Other Recommended Equipment

- Rescue vehicle and spare fuel
- Backup IRB
- Spare oxygen cylinder
- Spare radios on charge
- Automated External Defibrillator

### 10.2 MINIMUM EQUIPMENT FOR OFFSHORE INCIDENTS

Offshore can refer to any one or combination of the following: More than 3km from shore, out-of-sight of land, within 3km of shore, but significant distance from base, or outside the patrols normal area of operation. Classification of the incident as offshore will be at the discretion of the Patrol Captain or senior lifeguard on-scene.

Any IRB or RWC responding to an offshore incident is required to carry the following equipment:

- 1 VHF radio
- 1 flare pack, containing red parachute, red pinpoint and orange smoke in a waterproof container

Recommended: GPS enabled personal locator beacon.

### 10.3 MINIMUM EQUIPMENT FOR NIGHT OPERATIONS

Night Operations are any search and rescue activity where Surf Lifeguards may be required to enter the water, or are already in the water 30 minutes before sunset until sunrise. Every IRB or RWC responding at night shall display navigation lights (either single white masthead or port/starboard/stern) and carry:

- 1 VHF radio
- 1 flare pack, containing red parachute, red pinpoint and orange smoke in a waterproof container
- Maritime Navigation Lights
- GPS enabled personal locator beacon
- Personal strobe lights
- Waterproof dive torches

Recommended: radar reflector and white parachute illuminating flare.

### 10.4 PERSONAL PROTECTIVE EQUIPMENT

The following items are recommended for all lifeguards involved in marine SAR operations:

- Full wetsuit
- Dive gloves or wet boots
- Fin belt and fins
- Surf helmet (with reflectors on all sides/top)
- Day/night combination or mini-projectile flare pack
- Personal strobe light and torch
- Dive knife and whistle
- Windproof jacket/protective eyewear
- Waterproof CPR face shield/glove pack
- Energy bars/drink bottle
- Rescue tube (individual issue)

Note: For night marine SAR operations, every lifeguard is required to wear a full wetsuit, reflectorised PFD, and personal strobe light. A surf helmet is also recommended.

Clubs and Callout Squads may specify specific personal protective equipment (PPE) for certain types of incidents:

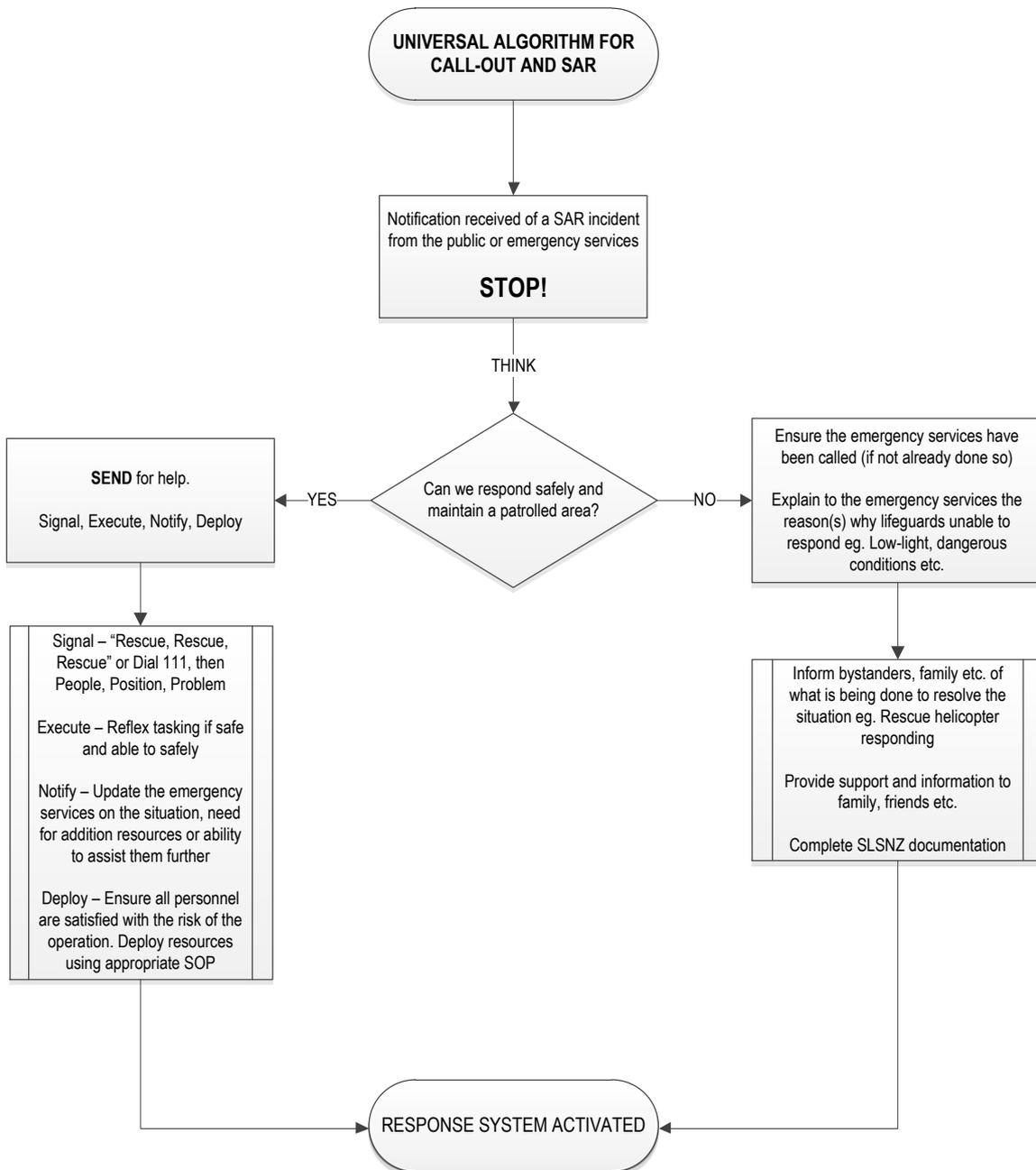
Incident Type	Personal Protective and Safety Equipment Required
Offshore Operations	<ul style="list-style-type: none"><li>• Full wetsuit and PFD</li></ul>
Night Operations	<ul style="list-style-type: none"><li>• Full wetsuit, personal strobe light and reflectorised PFD</li></ul>

Muriwai VLS Patrol Operations Manual		
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**11.0 GENERAL PROCEDURES FOR CALLOUT & SAR**

This procedure is designed to:

- Provide general guidance for initiating an after-hours rescue or search as a result of a member of the public or emergency service contacting a club directly.
- Provide reference to the minimum equipment required for various situations such as after-hours rescue, searches, inshore and off shore operations, low-light operations and land-based SAR.
- Provide minimum requirements to maintain call-out and SAR capability.



PROCEDURE	
<p><b>R</b> Readiness</p>	<ul style="list-style-type: none"> <li>• Ensure club or Callout Squad maintains accreditation with SLSNZ (submit POM)</li> <li>• Ensure all squad members are currently refreshed and maintain a personal state of readiness, including specialised training required for team capability</li> <li>• Maintain up-to-date roster of appropriately trained persons on call-out roster</li> <li>• Maintain functional operations centre (patrol tower, equipped with pens, paper, maps, white board, incident report forms, telephone etc.)</li> <li>• Ensure all rescue equipment kept in state of readiness (refer SLSNZ policy SLS02X)</li> <li>• Ensure all specialised SAR equipment (if kept) is maintained in a state of readiness (see specific procedures for off shore operations etc.)</li> <li>• Maintain up to date information about local landmarks, changes to rock, sand dune formations and local nicknames of common features and update these in the POM</li> <li>• Be prepared to equip IRBs and lifeguards with low light condition equipment if task duration likely to exceed available light time (within 30mins of darkness)</li> </ul>
<p><b>E</b> Emergency Services</p>	<ul style="list-style-type: none"> <li>• In event of incident after-hours:               <ul style="list-style-type: none"> <li>- Contact appropriate emergency service (Fire, Police, Ambulance, Coastguard etc.)</li> <li>• Contact Police via 111 system if search required after hours and/or:                   <ul style="list-style-type: none"> <li>- Initial attempts are negative after 15mins of active searching</li> <li>- Missing person is a minor (&lt;16yrs)</li> <li>- Any suspicious circumstances (report of suicide attempt, assault etc.)</li> <li>- Persons last known point was entering the water</li> <li>- Operation likely to exceed available light</li> <li>- Incident involves a missing or overdue vessel</li> <li>- Any other incident you think requires Police response</li> </ul> </li> </ul> </li> </ul>
<p><b>S</b> Situation</p>	<ul style="list-style-type: none"> <li>• Gather as much information and intelligence about the incident as possible</li> <li>• Keep informants at scene</li> <li>• Use subject questionnaire or checklist</li> <li>• Develop clear mission and objectives (SMEAC)</li> </ul>
<p><b>C</b> Communicate</p>	<ul style="list-style-type: none"> <li>• Conduct team briefing (SMEAC) before deploying</li> <li>• Communicate frequently throughout the incident</li> <li>• Handover and liaise with other services using the ISBAR communication tool</li> <li>• Provide updates to SLSNZ staff when able</li> </ul>
<p><b>U</b> Undertake Operation</p>	<ul style="list-style-type: none"> <li>• Consider refusing tasks if requested task exceeds teams capabilities or safety concerns</li> <li>• Ensure all team equipped with correct PPE for the task and environment</li> <li>• Request additional support early (eg. rescue helicopter etc.)</li> <li>• Conduct radio checks before deployment</li> <li>• Assign call signs before deploying</li> <li>• Conduct callout/SAROP within limits of teams skill, experience and abilities</li> <li>• Record operational details (times, places searched etc.). NOTE: this record may be used as evidence</li> </ul>
<p><b>E</b> End Operation</p>	<ul style="list-style-type: none"> <li>• Stand down when requested or unsafe to continue</li> <li>• Notify emergency services and SLSNZ when operation has ended</li> <li>• Ensure all team safe and return equipment to state of readiness</li> <li>• Complete SLSNZ documentation</li> <li>• Report damage to equipment and injuries to members</li> </ul>
<p><b>D</b> Debrief</p>	<ul style="list-style-type: none"> <li>• Conduct debrief in timely manner and make operational changes if required</li> <li>• Follow up team (arrange CISD with SLSNZ if required)</li> </ul>

Muriwai VLS Patrol Operations Manual		
<b>CONTENT CODE:</b> SAR012	<b>SUBJECT:</b> Standard Procedure for Land-based SAR	
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## 12.0 STANDARD PROCEDURE FOR LAND-BASED SAR

This procedure is designed to:

- Provide guidance for initiating or participating in a land-based search and rescue beyond normal area of operations.
- Provide guidance for the minimum equipment required.

PROCEDURE	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">R</div> <div style="border: 1px solid black; padding: 5px;">Readiness</div> </div>	<ul style="list-style-type: none"> <li>- Ensure all rescue equipment kept in state of readiness</li> <li>- Ensure rescue crews are adequately trained and prepared for land-based SAR within our immediate area. NOTE: this procedure is not intended for SAR beyond the coastline and foreshore area</li> <li>- Rescue vehicle fully fuelled</li> <li>- Ensure radios (Marine VHF capable) always charged</li> <li>- Issue and check PPE</li> </ul> <p>REQUIRED:</p> <ul style="list-style-type: none"> <li>- Radio contact with home SLSC, local Coastguard, maritime radio, amateur radio etc.</li> </ul> <p>PREFERRED:</p> <ul style="list-style-type: none"> <li>- Spare fuel for rescue vehicle</li> <li>- Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight</li> </ul> <p>PPE REQUIRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Reflectorised vest</li> <li>- Lifeguard uniform</li> <li>- Whistle</li> <li>- Gloves and face shield</li> <li>- Footwear appropriate for task eg walking on rocks, road</li> </ul> <p>PPE PREFERRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Warm clothing</li> <li>- Personal EPIRB or flare-pack</li> <li>- Handheld GPS navigation equipment</li> <li>- Energy bars and drinking water</li> </ul> <p>REQUIRED ON RESCUE VEHICLE:</p> <ul style="list-style-type: none"> <li>- Marine VHF radio</li> <li>- First aid and resuscitation equipment</li> </ul> <p>PREFERRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- EPIRB or GPS locator beacon</li> <li>- Night rescue equipment (if SAROP within 30min darkness)</li> </ul>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">E</div> <div style="border: 1px solid black; padding: 5px;">Emergency Services</div> </div>	<p>Contact SurfCom (or equivalent)</p> <p>Contact Police if:</p> <ul style="list-style-type: none"> <li>- Search required after-hours</li> <li>- Missing person is a minor (&lt;16yrs)</li> <li>- Any suspicious circumstances (report of suicide attempt, assault etc.)</li> <li>- Persons last known point was entering or near the water</li> <li>- Operation likely to exceed available light</li> <li>- Initial search of immediate surrounding area has not located person within 15mins</li> </ul>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">S</div> <div style="border: 1px solid black; padding: 5px;">Situation</div> </div>	<ul style="list-style-type: none"> <li>- Gather as much information and intelligence about the incident as possible</li> <li>- Keep informants at scene</li> <li>- Use subject questionnaire or checklist</li> <li>- Develop clear mission and objectives (SMEAC)</li> </ul>

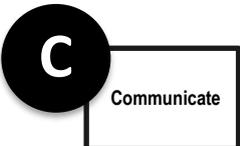
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">C</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; align-items: center;"> <span style="font-size: 18px; font-weight: bold;">Communicate</span> </div> </div>	<ul style="list-style-type: none"> <li>- Conduct team briefing (SMEAC) before deploying</li> <li>- Conduct radio checks before deploying field teams</li> <li>- Individual search teams should log trip report (TR) with Patrol Captain:</li> <li>- Callsign</li> <li>- Number of persons on board</li> <li>- Intentions</li> <li>- Expected return time</li> <li>- Handover and liaise with other services using the ISBAR communication tool</li> <li>- Communicate frequently throughout the incident</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">U</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; align-items: center;"> <span style="font-size: 18px; font-weight: bold;">Undertake Operation</span> </div> </div>	<ul style="list-style-type: none"> <li>- Ensure all team equipped with appropriate PPE for task</li> <li>- Request additional support early (e.g. Rescue helicopter etc.)</li> <li>- Conduct search in conjunction with Police, LandSAR and other services</li> <li>- Record operational details (times, places searched etc.)</li> <li>- File frequent SITREPS</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">E</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; align-items: center;"> <span style="font-size: 18px; font-weight: bold;">End Operation</span> </div> </div>	<ul style="list-style-type: none"> <li>- Stand down when requested or unsafe to continue</li> <li>- Notify emergency services and SLSNZ when operation has ended</li> <li>- Ensure all team safe and return equipment to state of readiness</li> <li>- Complete SLSNZ documentation</li> <li>- Report damage to equipment and injuries to members</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">D</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; align-items: center;"> <span style="font-size: 18px; font-weight: bold;">Debrief</span> </div> </div>	<ul style="list-style-type: none"> <li>- Conduct debrief in timely manner and make operational changes if required</li> <li>- Follow up team (arrange CISD with SLSNZ if required)</li> </ul>

Muriwai VLS Patrol Operations Manual		
<b>CONTENT CODE:</b> SAR013	<b>SUBJECT:</b> Standard Procedure for Inshore Marine SAR	
<b>PUBLISH DATE:</b> 2015	<b>VERSION:</b> 2	<b>TOTAL PAGES:</b> 2

### 13.0 STANDARD PROCEDURE FOR INSHORE MARINE SAR

This procedure is designed to:

- Provide guidance for initiating an inshore marine search and rescue operation.
- Provide guidance for the minimum equipment required.

PROCEDURE	
	<ul style="list-style-type: none"> <li>- Ensure all rescue equipment kept in state of readiness</li> <li>- Ensure IRB/RWC crews are adequately trained and prepared for SAROPs</li> <li>- IRB fully fuelled</li> <li>- Spare fuel available if prolonged operation</li> <li>- Ensure radios (Marine VHF capable) always charged</li> <li>- Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight</li> <li>- Issue and check PPE</li> </ul> <p>PREFERRED:</p> <ul style="list-style-type: none"> <li>- A minimum of 2 lifeguards for after-hours incidents, ideally 3 (one at base to man radio or call for extra assistance)</li> </ul> <p>PPE REQUIRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- PFD</li> </ul> <p>PPE PREFERRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Full wetsuit</li> <li>- Whistle</li> <li>- Rescue fins</li> <li>- Surf helmet</li> <li>- Personal EPIRB or flare-pack</li> <li>- Handheld GPS navigation equipment</li> <li>- Cold water survival suits, booties, dive gloves (location specific)</li> <li>- Energy bars</li> </ul> <p>REQUIRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Marine VHF radio</li> </ul> <p>PREFERRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Throw-rope</li> <li>- EPIRB or GPS locator beacon</li> <li>- Night rescue equipment (if SAROP within 30min darkness)</li> </ul>
	<ul style="list-style-type: none"> <li>- Contact Police via 111 if in-water search is required and/or:</li> <li>- Missing person is a minor (&lt;16yrs)</li> <li>- Any suspicious circumstances (report of suicide attempt, assault etc.)</li> <li>- Persons last known point was entering the water</li> <li>- Operation likely to exceed available light</li> <li>- Incident involves a missing vessel</li> </ul>
	<ul style="list-style-type: none"> <li>- Gather as much information and intelligence about the incident as possible</li> <li>- Keep informants at scene</li> <li>- Use subject questionnaire or checklist</li> </ul>
	<ul style="list-style-type: none"> <li>- Conduct team briefing (SMEAC) before deploying</li> <li>- Reflex task initial resources if safe and appropriate to do so</li> <li>- Contact Coastguard/SurfCom/Police if not already done</li> <li>- Handover and liaise with other services using the ISBAR communication tool</li> <li>- Communicate frequently throughout the incident</li> <li>- Provide updates to SLSNZ staff when able</li> </ul>

 <p><b>U</b> Undertake Operation</p>	<ul style="list-style-type: none"><li>- Ensure all team equipped with appropriate PPE for task</li><li>- Request additional support early (e.g. rescue helicopter etc.)</li><li>- Conduct inshore operation in conjunction with Police, Coastguard and other services</li><li>- Record operational details (times, places searched etc.)</li><li>- File frequent SITREPS</li></ul>
 <p><b>E</b> End Operation</p>	<ul style="list-style-type: none"><li>- Stand down when requested or unsafe to continue</li><li>- Notify emergency services and SLSNZ when operation has ended</li><li>- Ensure all team safe and return equipment to state of readiness</li><li>- Complete SLSNZ documentation</li><li>- Report damage to equipment and injuries to members</li></ul>
 <p><b>D</b> Debrief</p>	<ul style="list-style-type: none"><li>- Conduct debrief in timely manner and make operational changes if required</li><li>- Follow up team (arrange CISD with SLSNZ if required)</li></ul>

Muriwai VLS Patrol Operations Manual		
<b>CONTENT CODE:</b> SAR014	<b>SUBJECT: Standard Procedure for Offshore Marine SAR</b>	
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### 14.0 STANDARD PROCEDURE FOR OFFSHORE MARINE SAR

This procedure is designed to:

- Provide guidance for initiating an offshore marine search and rescue operation.
- Provide guidance for the minimum equipment required.

PROCEDURE	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">R</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Readiness</div> </div>	<ul style="list-style-type: none"> <li>- Ensure all rescue equipment kept in state of readiness</li> <li>- Ensure IRB/RWC crews are adequately trained and prepared for offshore SAROPs</li> <li>- IRB/RWC fully fuelled</li> <li>- Ensure radios (Marine VHF capable) always charged</li> <li>- Issue and check PPE</li> </ul> <p>REQUIRED:</p> <ul style="list-style-type: none"> <li>- Radio contact with home SLSC or local Coastguard, maritime radio etc.</li> </ul> <p>PREFERRED:</p> <ul style="list-style-type: none"> <li>- Two IRBs/RWCs or air support e.g. rescue helicopter, fixed-wing</li> <li>- Spare fuel</li> <li>- Equip rescue assets with night rescue equipment if task duration likely to exceed available daylight</li> </ul> <p>PPE REQUIRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Reflectorised PFD</li> <li>- Full wetsuit</li> <li>- Whistle</li> <li>- Rescue fins</li> </ul> <p>PPE PREFERRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Surf helmet</li> <li>- Personal EPIRB or flare-pack</li> <li>- Handheld GPS navigation equipment</li> <li>- Cold water survival suits , booties, dive gloves (location specific)</li> <li>- Energy bars and drinking water</li> </ul> <p>REQUIRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Marine VHF radio</li> <li>- Flare pack</li> </ul> <p>PREFERRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Throw-rope</li> <li>- EPIRB or GPS locator beacon</li> <li>- Night rescue equipment (if SAROP within 30min darkness)</li> </ul>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">E</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Emergency Services</div> </div>	<ul style="list-style-type: none"> <li>- Contact Police via 111 in any situation that requires an offshore response</li> </ul>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">S</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Situation</div> </div>	<ul style="list-style-type: none"> <li>- Gather as much information and intelligence about the incident as possible</li> <li>- Keep informants at scene</li> <li>- Use subject questionnaire or checklist</li> <li>- Develop clear mission and objectives (SMEAC)</li> </ul>
<div style="display: flex; align-items: center; justify-content: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;">C</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Communicate</div> </div>	<ul style="list-style-type: none"> <li>- Conduct team briefing (SMEAC) before deploying</li> <li>- Contact Coastguard/SurfCom/Police before launching</li> <li>- Conduct radio checks before deployment and file trip report (TR) with Coastguard stating:             <ul style="list-style-type: none"> <li>- Callsign</li> <li>- Number of persons on board</li> <li>- Intentions</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Expected return time</li> <li>- Handover and liaise with other services using the ISBAR communication tool</li> <li>- Communicate frequently throughout the incident</li> <li>- Provide updates to SLSNZ staff when able</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">U</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; justify-content: center;"> <span style="font-weight: bold; font-size: 14px;">Undertake Operation</span> </div> </div>	<ul style="list-style-type: none"> <li>- Ensure all team equipped with appropriate PPE for task</li> <li>- Request additional support early (eg. rescue helicopter etc.)</li> <li>- Consider refusing tasks if requested task exceeds teams capabilities or safety concerns</li> <li>- Conduct offshore operation in conjunction with Police, Coastguard and other services</li> <li>- Record operational details (times, places searched etc.)</li> <li>- File frequent SITREPS</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">E</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; justify-content: center;"> <span style="font-weight: bold; font-size: 14px;">End Operation</span> </div> </div>	<ul style="list-style-type: none"> <li>- Stand down when requested or unsafe to continue</li> <li>- Notify emergency services and SLSNZ when operation has ended</li> <li>- Ensure all team safe and return equipment to state of readiness</li> <li>- Complete SLSNZ documentation</li> <li>- Report damage to equipment and injuries to members</li> </ul>
<div style="display: flex; align-items: center;"> <div style="background-color: black; color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin-right: 10px;"> <span style="font-size: 24px; font-weight: bold;">D</span> </div> <div style="border: 1px solid black; padding: 5px; display: flex; flex-direction: column; justify-content: center;"> <span style="font-weight: bold; font-size: 14px;">Debrief</span> </div> </div>	<ul style="list-style-type: none"> <li>- Conduct debrief in timely manner and make operational changes if required</li> <li>- Follow up team (arrange CISD with SLSNZ if required)</li> </ul>

Muriwai VLS Patrol Operations Manual		
<b>CONTENT CODE:</b> SAR015	<b>SUBJECT: Standard Procedure for Night Operations</b>	
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**15.0 STANDARD PROCEDURE FOR NIGHT OPERATIONS**

This procedure is designed to:

- Provide guidance for lifeguards responding to an incident in low-light or at night (any incident within 30minutes of sunset).
- Reinforce SLSNZ’s position that deploying rescue assets at night falls outside the normal scope of operation. Patrol Captains/Senior lifeguards should always refuse tasking unless there is a compelling reason to deploy (e.g. Missing person sighted etc.) and for which the risk of undertaking the night SAROP versus gain will not compromise the safety of members.

**PROCEDURE**

<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <div style="background-color: black; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;"> <span style="font-size: 24px; font-weight: bold; margin: 0;">R</span> </div> <div style="margin-left: 5px;"> <p>Readiness</p> </div> </div>	<ul style="list-style-type: none"> <li>- Ensure all rescue equipment kept in state of readiness</li> <li>- Ensure IRB/RWC crews know how to use night rescue equipment and have experience in low-light/ night operations</li> <li>- IRB/RWC and rescue vehicles fully fuelled</li> <li>- Ensure radios (Marine VHF capable) always charged</li> <li>- Issue and check PPE</li> </ul> <p>REQUIRED:</p> <ul style="list-style-type: none"> <li>- Radio contact with home SLSC, SurfCom or local Coastguard, maritime radio etc.</li> <li>- Incident within sight of land</li> <li>- External (or overhead) light source available</li> <li>- Backup rescue asset on standby</li> </ul> <p>PREFERRED:</p> <ul style="list-style-type: none"> <li>- Two IRBs/RWCs or air support e.g. rescue helicopter</li> <li>- Spare fuel</li> <li>- Shoreline support crew</li> </ul> <p>PPE REQUIRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Reflectorised PFD</li> <li>- Full wetsuit</li> <li>- Whistle</li> <li>- Personal strobe light</li> <li>- Rescue fins</li> </ul> <p>PPE PREFERRED ON PERSON:</p> <ul style="list-style-type: none"> <li>- Surf helmet</li> <li>- Personal EPIRB or flare-pack</li> <li>- Strobe light or Cyallume stick</li> <li>- Handheld GPS navigation equipment</li> <li>- Cold water survival suits , booties, dive gloves (location specific)</li> <li>- Energy bars and drinking water</li> </ul> <p>REQUIRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Navigation lights</li> <li>- Two spotlight torches (handheld or headlamp)</li> <li>- Marine VHF radio</li> <li>- Flare pack</li> </ul> <p>PREFERRED ON IRB/RWC:</p> <ul style="list-style-type: none"> <li>- Throw-rope</li> <li>- EPIRB or GPS locator beacon</li> <li>- White parachute illuminating rocket flare</li> </ul>
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<p><b>E</b> Emergency Services</p>	<ul style="list-style-type: none"> <li>- Contact Police via 111 or SurfCom in any situation that requires a low-light response</li> <li>- Request air support with illumination</li> </ul>
<p><b>S</b> Situation</p>	<ul style="list-style-type: none"> <li>- Gather as much information and intelligence about the incident from informant or emergency services as possible</li> <li>- Undertake a SLSNZ Search and Rescue Risk Assessment by using the "SLSNZ Search and Rescue Risk Management Matrix Tool" (Example attached page 24-25)</li> <li>- Keep informants at scene</li> <li>- Conduct risk assessment on-scene and ensure personal safety maintained. In particular consider and assess:             <ul style="list-style-type: none"> <li>- Moon state</li> <li>- Available celestial light</li> <li>- Surf conditions</li> <li>- Availability of shoreline illumination and spotters</li> </ul> </li> <li>- Develop clear mission and objectives (SMEAC) and place a time limit on the amount of time the IRB/ RWC will be at sea</li> </ul> <p>DO NOT PROCEED IF:</p> <ul style="list-style-type: none"> <li>- Unable to see breaking surf</li> <li>- Unable to identify breaking surf on rock features</li> <li>- Unsure about personal limitations to handle conditions</li> <li>- The SLSNZ Search and Rescue Risk Management Matrix Tool exceeds 540 or a No GO is advised</li> </ul>
<p><b>C</b> Communicate</p>	<ul style="list-style-type: none"> <li>- Conduct team briefing (SMEAC) before deploying</li> <li>- Contact Coastguard/SurfCom/Police before launching</li> <li>- Conduct radio checks before deployment and file trip report (TR) with Coastguard stating:             <ul style="list-style-type: none"> <li>- Callsign</li> <li>- Number of persons on board</li> <li>- Intentions</li> <li>- Expected return time</li> </ul> </li> <li>- Handover and liaise with other services using the ISBAR communication tool</li> <li>- Communicate frequently throughout the incident</li> <li>- Provide updates to SLSNZ staff when able</li> </ul>
<p><b>U</b> Undertake Operation</p>	<ul style="list-style-type: none"> <li>- Ensure all team equipped with appropriate PPE for task</li> <li>- Request additional support early (eg. Rescue helicopter etc.)</li> <li>- Consider refusing tasks if requested task exceeds teams capabilities or safety concerns</li> <li>- Conduct night operation in conjunction with Police, Coastguard and other services</li> <li>- Record operational details (times, places searched etc.)</li> <li>- File frequent SITREPS</li> </ul>
<p><b>E</b> End Operation</p>	<ul style="list-style-type: none"> <li>- Stand down when requested or unsafe to continue</li> <li>- Notify emergency services and SLSNZ when operation has ended</li> <li>- Ensure all team safe and return equipment to state of readiness</li> <li>- Complete SLSNZ documentation</li> <li>- Report damage to equipment and injuries to members</li> </ul>
<p><b>D</b> Debrief</p>	<ul style="list-style-type: none"> <li>- Conduct debrief in timely manner and make operational changes if required</li> <li>- Follow up team (arrange CISD with SLSNZ if required)</li> </ul>

**CLUB/CALLOUT SQUAD SPECIFIC POLICIES AND EQUIPMENT**

<b>CLUB POLICIES</b>	
•	Ensure personal strobe light attached at all times
•	Only enter water with 2 or more guards
•	If in water, must have someone on land with a torch at all times

**15.1 SLSNZ SAR RISK MANAGEMENT MATRIX TOOL**

(Example only DO NOT USE) Use the ones in your club SAR folder

- Name of Marine SAR Coordinator/Duty Officer
- Name of IRB Driver
- Name and # of Incident
- Date
- Time
- Hours

Hazard	Low Risk	Pts	Moderate Risk	PTS	High Risk	Pts	Total
<b>People (Suggested Values)</b>							
<b>Skipper / Crew Experience / Training</b>	Mostly Senior Op crew	0	Mostly Op crew > 50 hrs	10	Mostly Op crew > 10 hrs	20	
<b>Skipper / Crew Currency (Drills completed)</b>	Most Crew in last month	0	Most Crew in last 6 months	15	Most Crew in last 12 months	25	
<b>Skipper / Crew Health / Rest Fatigue</b>	Most Good Health and proper rest	0	Most Fair Health and/or some signs of fatigue	15	Most Poor Health and / or serious Fatigue	50	
<b>Personal Protection equipment (kit)</b>	Crew is well kitted out for the conditions	0	Crew will be stretched in these conditions with their current kit	20	Conditions exceed the kit the crew have	No Go 100	
<b>Vessel (Suggested Values)</b>							
<b>Vessel Capability</b>	Within Vessel and crew capability	0	The conditions stretch the Vessels and crews capability	20	The conditions exceed the Vessel or crew capability	No Go 100	
<b>Communications</b>	Good in all areas	0	Some Blind Spots expected	15	Poor Comms	25	
<b>Task (Suggested Values)</b>							
<b>Gain</b>	High Gain from responding to the incident	0	Moderate Gain from responding to the incident	10	Low Gain from responding to the incident	20	
<b>Whole of Mission (Survivability)</b>	Incident occurred under 1 hr	0	Incident occurred under 1 hr but less than 5 hrs (recovery rather than rescue)	10	Incident occurred over 5 hrs (recovery rather than rescue)	25	
<b>Search Complexity</b>	Simple tasks using current known technology	0	Complex Tasks using current known technology	10	Complex Tasks new technology	20	
<b>Environment (Suggested Values)</b>							
<b>Weather over Operational Period</b>	Good, Calm weather	0	Adverse Weather and changeable	15	Current very bad Weather and forecast	50	

<b>Areas for refuge if weather or other conditions turns bad</b>	Good	0	Some	15	None	30	
<b>Night Operations</b>	Crew trained in Night Ops	0	Crew Partially trained in Night Ops	15	Crew Not trained in night Ops	25	
<b>Visibility Night or Day</b>	Good	0	Fair using equipment onboard	15	Bad even using equipment on Board	50	
<b>Objective Hazards (Reefs, rocks etc)</b>	No Hazards in the area	0	Some Hazards in the area	15	Many Hazards in the area	25	
<b>Area Familiarity</b>	Crew Familiar with the Area	0	Some Crew Familiar with the Area	15	Crew Not Familiar with area	25	
<b>Tide Affect</b>	No Issue's	0	Some Concerns	15	Concerns Operationally	50	
<b>Bar Crossing experience</b>	Very Experienced	0	Some Experience	15	No experience	50	
<b>Bar Crossing State</b>	Safe	0	Difficult	20	Unsafe to Cross	50	
<b>Additional Circumstances (Suggested Values)</b>							
<b>Total Calculated Risk Assessment</b>				Score =			
<b>Overall Risk Assessment</b>				<b>Name / Signature</b>		<b>Date / Time</b>	
<b>Low Risk = 0 - 75</b>							
<b>Moderate Risk = 76 - 265</b>							
<b>High Risk = Greater than 265 - 540</b>							
<b>Extreme Caution = Greater than 540 consideration to NOT GO</b>							
<b>Unacceptable Caution = any NO GO selections DO NOT GO</b>							

**Final Decision** (how are you going to manage the risk)

### Use of the Risk Management Matrix Tool

This tool will help you understand and manage risk before you deploy and during an operation if circumstances change. SLSCs often work in conditions that are adverse and involve varying degrees of risk. It is the IRB Driver's responsibility working with his crew to identify this risk, quantify the level of risk and then manage it before launching and during an operation.

The following areas need to be addressed when considering risk management and then reassessed as and when the situation changes.

- The task
- The vessels capability
- The crew capability and training
- The environment you will be working in

Key behind the use of the tool is that's it's a team effort this means the whole crew participates as everyone perceives things differently. In essence this tool will give you a 'buy in' for the task.

### People

Looks at how able your people are to complete the tasking as you understand it. Factors to consider are experience, fatigue, training and PPE worn.

### Vessel

Is the vessel and/or crew capable of doing the task in terms of sea conditions now and for the forecast ahead and how good are communications in the area.

### Task

Gain= how much benefit is there to be had by your completing this tasking versus how much risk will your crew and vessel be at. Ask yourself questions such as "Is there a person in the water who may die if you don't go?" or "Is this most likely a body recovery?" Is this task to help someone who is in a relatively safe haven?" Some information may not be known until you are on scene but it allows you to make an appreciation of the risks that could be involved in doing the task.

### Environment

Consider the environment you will be working in. This includes the weather and sea and bar conditions. It also takes into consideration many other factors like the visibility, working at night, area familiarity and places of refuge if required.

### Additional Circumstances

Are any other factors you may not have considered? These need to be listed and scored.

### Managing the Risk

- For each section ie people, vessel, task and environment put a total score in the total column for each line.
- Add all scores and using the overall Risk Assessment put your score in the green/amber/red box.
- Final decision:
  - Looking at your final score is it safe for the crew to go?

- If its amber or red is there anything you can do to reduce the risk? (Apart from changing the scores!)
- Even on a green score is there anything that you should do to reduce risk to the crew?

### **NO GO means 'NO GO!'**

If any of the lines in the risk assessment have a 'NO GO' then unless you can make a change to the circumstances that led you to pick this option, it stays NO GO. If you cannot change the circumstances you must advise the taking agency or the DPA or other Coastguard personnel that you are unable to undertake this operation due to its level of risk.