# Surf Rescue Certificate

### LEARNER GUIDE

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# Introduction

Congratulations on commencing your training for the Surf Life Saving Surf Rescue Certificate (SRC). You are joining thousands of other Surf Life Saving (SLS) members who complete this course each year to support their local SLS club to provide water safety services to SLS members and to the public.

### **COURSE OVERVIEW**

Before you start the course, make sure you have reviewed the *Course Overview* (available from your trainer or from the SLS Members Area Document Library) and that you understand the course entry requirements and learning outcomes for the course.

### HOW YOU WILL LEARN

The Surf Rescue Certificate is designed to be delivered using a blended learning approach. This means that you will learn using a variety of methods including face-to-face learning (in the classroom, on the beach and in the water) and self-paced learning (completed in your own time).

It is important that you complete the self-paced learning in the timeframes advised by your trainer to ensure a positive learning experience for both yourself, and your fellow course participants.

Your trainer will provide you with an overview of the individual sessions which make up your course. They will also provide you with a summary of any additional fitness or skill support sessions which are available at your SLS club.

### HOW YOU WILL BE ASSESSED

Your assessment will include a theory assessment task as well as practical skill and scenario-based assessment tasks in an environment similar to where lifesaving activities will be undertaken. Refer to the *Assessment information* section of this learner guide for more detailed information on the assessment process, and on each of the SRC's seven assessment tasks.

More information relevant to SLS assessments in your state/territory may be found within your SLS state centre's course participant handbook, for example: enrolment information, assessment principles and pathways, assessor and trainer responsibilities, recognition of prior learning, credit transfers, additional support services, reasonable adjustment, complaints and appeals, how to provide feedback on courses, privacy and course participant records and certificates.

### WHAT YOU WILL NEED

### To complete the Surf Rescue Certificate, you will need:

### O SLS Members Area login details

You will need to use your own, individual SLS Members Area login details to access the SLS Members Area, eLearning platform or SLS Learning app, electronic training manuals and other SLS mobile applications. If you are part of a family group you will still need to create your own Members Area login so that learning and assessment is recorded against the correct member.

# O SLSA Public Safety and Aquatic Rescue (35th edition) training manual (PSAR35)

The electronic version of PSAR35 can be purchased through the SLS Members Store for \$10.00 and accessed through the SLS Publications app. If you cannot access the electronic version, ask your trainer for a copy of the latest PDF version.

### O SLS Members Area eLearning platform

The recommended method for completing the self-paced learning and theory assessment is via the SLS Members Area eLearning platform or SLS Learning app, which are available free of charge to SLS members. You will need to use your own, individual SLS Members Area login to access the electronic course resources. If you are part of a family group you will still need to create your own Members Area login so that completion of learning and assessment is recorded against the correct member.

### O Learner guide and assessment portfolio

This learner guide will guide you through your learning and help you to prepare for assessment. It includes preparation checklists and reflection questions for each session, a space to record notes and the benchmarks used to assess competency for each assessment task. The assessment portfolio includes checklists and templates to ensure that the evidence required for assessment of the course is collected and submitted.

### O Equipment

For wet sessions, you will require appropriate swimming attire, a towel and a personal water bottle. Your SLS club may also issue you with a high visibility rash vest. Check with your club whether sunscreen is provided or whether you need to provide this yourself. For dry sessions, it is recommended that you wear comfortable clothing which will enable you to participate in activities such as performing CPR on a manikin on the floor.

### ○ State/territory requirements

Remember that more information relevant to your state/ territory may be found within your SLS state centre's course participant handbook. For example: enrolment information, assessment principles and pathways, assessor and trainer responsibilities, recognition of prior learning, credit transfers, additional support services, reasonable adjustment, complaints and appeals, how to provide feedback on courses, privacy and course participant records and certificates.

Before you leave your first face-to-face training session (Course Introduction), make sure that you have downloaded the SLS Publications app, and that you know how to access the online manual and learning. You will need to use your own individual SLS Members Area login details to access them.

### **INTRODUCTION**

### SAFETY FIRST

Many of the activities that you will be required to participate in during this course will require a certain level of fitness and/or skill. It is important that you follow the instructions of your trainer at all times, and that you are aware of your own limitations. If you feel uncomfortable with what you are being asked to do at any stage, speak with your trainer to discuss your concerns. All training and assessment is conducted in accordance with organisational standard operating procedures and Work Health and Safety (WHS) requirements.

### CONTACTS

Use the space below to write contact details specific to your course and your surf lifesaving club that you may refer to and update at any time. This may include members of your training squad in addition to those holding key roles within your surf lifesaving club such as your club president, member protection information officer, club safety officer, peer support officer and chief training officer.

CONTACT	CONTACT DETAILS

# Session 1—Dry: Course Introduction

### DATE:

### WHAT TO EXPECT IN THIS SESSION

This session is all about getting you set up to complete the course. You'll learn about how the course will be delivered and assessed and you will start getting to know the other participants in your training squad. You'll also have the chance to familiarise yourself with your surf lifesaving club, including finding out who is who in your club, and to learn about water safety signals.

### WHAT YOU WILL NEED FOR THIS SESSION

- O A pen to make notes in this learner guide
- O A mobile device (smart phone or tablet) to download the SLS apps
- O Appropriate swimming attire, a towel, personal water bottle and sunscreen (if completing the entry requirement swim during this session)
- O High visibility rash vest if one has been issued to you (if completing the entry requirement swim during this session)

### HOW TO PREPARE FOR THIS SESSION

O While the session will cover how to access a copy of the SLSA Public Safety and Aquatic Rescue (35th edition) training manual (PSAR35) and the Surf Rescue Certificate online self-paced learning, you can get a head start by downloading the SLS Publications app and the SLS Learning app from the app store relevant to your mobile digital device. If you do download the SLS Publications app, you may choose to review the PSAR35 content in the Introduction to Surf Life Saving Australia module.

### Note

If you arrive at the session with access to these resources, your trainer may ask you to assist other participants to get set up with the apps.

### **CLUB ORIENTATION TABLE**

Tick each item in the table below after you have located them during your surf lifesaving club orientation.

0	Ambulance access points
0	Amenities (e.g., kitchen)
0	Emergency exits, evacuation procedure and meeting points
0	Evacuation/shark alarms
0	Fire extinguishers
0	First aid room
0	Gear shed and location of equipment
0	Gymnasium (if applicable)
0	Location of phone and emergency numbers
0	Specific problem areas/issues relevant to club

### SESSION 1-DRY: COURSE INTRODUCTION

### **REFLECTION QUESTIONS**

### • Are you familiar with the different ways in which Surf Life Saving works to reduce drowning?

- Do you know how your SLS club fits into the national organisation and how decisions are made in your SLS club and state centre?
- Are you aware of the different award pathways and training opportunities available to you after you complete this course?
- Do you know who is available to support you in your role at your SLS club?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Complete the self-paced learning (Session 2—Safety, Wellbeing and Radio Operations).
- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual you may choose to review content in the Safety and Wellbeing (specifically the 'common causes of workplace injury and illness') and in the Radio Operations sections.
- O For the next dry session, you will need comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. Part of the session may be outdoors.

# Signals



# **Beach to water signals**



1. Attract attention

5. Remain stationary



2. Pick up swimmers



all clear

- 6. Message understood,
- 7. Pick up or adjust

3. Proceed further

out to sea



4. Go to the right or to the left



8. Return to shore

# Water to beach signals



9. Assistance required



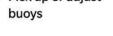
12. Submerged victim missing

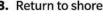


10. Shore signal received and understood



13. All clear/ok





11. Emergency evacuation alarm



14. Powercraft wishes to return to shore

# Session 2—Self-paced: Safety, Wellbeing and Radio Operations

### COMPLETE BY:

### WHAT TO EXPECT IN THIS SESSION

This self-paced session will introduce you to some of the key work health and safety (WHS) considerations that apply within Surf Life Saving. You will learn about the key policies and best practice procedures we have in place to support your physical and mental wellbeing as a SLS member. You will also be introduced to how the organisation uses radio communications in its operations and begin to familiarise yourself with the language used when communicating via radios.

### WHAT TO DO IF YOU ARE NOT USING THE ONLINE SELF-PACED LEARNING

Review the Safety and Wellbeing and Radio Operations modules in the PSAR35 manual.

### **REFLECTION QUESTIONS**

- Do you know what your responsibilities are in relation to work health and safety (WHS)?
- Do you know the signs and symptoms of mental ill health and would you know what to do if you observed these in yourself or others?
- Are you aware of Surf Life Saving's Member Protection Policy and the information it contains?
- Do you understand how radios work, including the purpose of channels, repeaters and networks?
- Are you confident in your knowledge of Surf Life Saving's prowords?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O You will need comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. Part of the session may be outdoors.



# Session 3—Dry: Safety and Radio Operations

### DATE:

### WHAT TO EXPECT IN THIS SESSION

This session will give you a greater understanding of some of the hazards that you may encounter in Surf Life Saving, and how they can be managed to reduce their associated risks. You will be introduced to the key items of personal protective equipment (PPE) used in Surf Life Saving and will find out what to do in the event of a personal injury.

You will also start to put some of your newly acquired knowledge on radio communications (from the self-paced learning) into practice, using your club radios to communicate with your fellow training squad members.

### WHAT YOU WILL NEED FOR THIS SESSION

- O A pen to make notes in this learner guide
- O Comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. Part of the session may be outdoors
- O To have completed the self-paced learning (Session—Safety, Wellbeing and Radio Operations)

### HAZARD IDENTIFICATION TABLE

Complete the following table as you identify hazards in and around your surf lifesaving club.

HAZARDS IDENTIFIED	LOCATION	OBVIOUS, HIDDEN OR DEVELOPING?	POTENTIAL MANAGEMENT OPTIONS

### **REFLECTION QUESTIONS**

- Are you aware of the physical and psychological hazards which you may encounter in your role in Surf Life Saving?
- Would you know what to do if you had a safety concern or sustained an injury while volunteering?
- Are you confident in your ability to use prowords, call signs and the 4Ps to communicate over the radio?
- Would you know what to do if your radio is dropped into water, or shows signs of physical damage?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Complete the self-paced learning (Session 4—Radio, Signals and Surf Awareness).
- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual, you may choose to review content in the Surf Awareness section (specifically content on 'Surf skills').
- O For the next wet session, you will need appropriate swimming attire, a towel, a personal water bottle and sunscreen (if not provided by SLS club). You will also need your high visibility rash vest if one has been issued to you.



<mark>Standard*</mark> All stations		
All stations	Usefor	Example
	Everyone on the network	All call signs
Patrol	Patrol Captain (or next available patrol member)	Grange patrol
Roving	A roving patrol	Newportroving
Outpost	An outpost patrol	Carlton Park southern outpost
IRB	Inflatable rescue boat	Mullaloo IRB
Tower #	Surveillance tower	Tower 1
Offshore #	Offshore rescue boat	Offshore Rescue Boat 2
Support Ski #	Personal water craft (jet ski)	Support Ski 6
RWC #	Personal water craft (jet ski)	RWC 6

\*Other call signs may be used in your local area. Check your local Standard Operating Procedures (SOPs).

# Call signs commonly used at your club

Proword	Definition	Eurctional Meaning
Over	I have finished my message and expect a reply. NB: Often over is removed from the end of a transmission once the conversation has commenced.	l've finished my message and handing over to you for a reply.
Go ahead	Proceed with the transmission of your message.	Go ahead with your message.
Standby	Please wait until I call you back. I need to complete my current job or get more information or assistance for you. Other stations may transmit.	Stand by for more information while I do something. Other stations may transmit.
Break	I have finished a conversation with one station and am calling another without breaking my transmission.	Wait for my reply while I break to call another station, e.g., SurfCom.
Roger	I have received and understood all of your last transmission.	l understand.
Wilco	Your last message has been received, understood and will be complied with. I will do what you have asked me to.	l understand and will go do what you have asked me to do.
Say again	l missed part or all of your last transmission. Transmit it again.	Please say your message again.
Correction	An error has been made; the correct version is	The correct information will follow after I say 'correction'.
Affirmative	Yes or Permission is granted.	Yes or Permission granted.
Negative	No or Permission is not granted.	No or Permission denied.
Out	The conversation is finished and I don't expect a reply. Used at the end of transmission as an indication to other stations that the network is clear and free for use.	I am getting out of this conversation. End of conversation.

# **Emergency Call**

Where a patrol requires urgent assistance, the correct radio procedure to clear a channel is to call **'Rescue, Rescue, Rescue'.** 

# For example:

Mindil Beach: 'Rescue, Rescue, Rescue, (Pause). 'SurfCom, SurfCom, this is Mindil Beach, over'. SURFCOM: 'All stations stand by. Break. Mindil Beach this is SurfCom, go ahead.'

# Session 4—Self-paced: Radio, Signals and Surf Awareness

### COMPLETE BY:

### WHAT TO EXPECT IN THIS SESSION

This self-paced session will give you further opportunities to practise your radio communication skills and knowledge of water safety signals. It will introduce you to the different characteristics of beaches and surf conditions, and how these affect hazard ratings. You will learn about rip currents, and about how to recognise signs which suggest that someone may be in distress or drowning. The session will introduce you to scanning strategies which will help you understand how to provide beach surveillance.

### WHAT TO DO IF YOU ARE NOT USING THE ONLINE SELF-PACED LEARNING

Review the following modules in the PSAR35 manual:

- Radio Operations
- Surf Awareness
- Rescue (recognising the victim, signalling team members).

### **REFLECTION QUESTIONS**

- Are you confident in your ability to use call prowords, call signs and the 4Ps to communicate over the radio?
- Are you confident in your knowledge of Surf Life Saving's water safety signals?
- Are you aware of the common features of rip currents and how to escape one if you are caught in it?
- Do you understand how the characteristics of each beach interact, determining how hazardous they are at any point in time (e.g., swell, waves, wind, rips, tide, underwater topography)?
- Are you aware of the range of scanning techniques?
- Could you recognise the difference between a distressed victim and a drowning victim?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O You will need appropriate swimming attire, a towel, a personal water bottle and sunscreen (if not provided by SLS club). You will also need your high visibility rash vest if one has been issued to you.

### **MY NOTES**

### SESSION 4-SELF-PACED: RADIO, SIGNALS AND SURF AWARENESS

# Session 5—Wet: Surf Awareness and Surf Skills

### DATE:

### WHAT TO EXPECT IN THIS SESSION

This wet session provides you with the opportunity to familiarise yourself with your local beach environment and to refine your skills in the surf using techniques such as dolphin diving and body surfing. You will learn about performing rescues without equipment and will be introduced to rescue boards while having the opportunity to practise and develop your board paddling skills. You will also complete your first run-swim-run.

### WHAT YOU WILL NEED FOR THIS SESSION

- O Appropriate swimming attire, a towel, personal water bottle and sunscreen (if not provided by SLS club)
- O High visibility rash vest if one has been issued to you
- O To have completed the self-paced learning (Session—Radio, Signals and Surf Awareness)

### **REFLECTION QUESTIONS**

- Are you confident in your knowledge of Surf Life Saving's water safety signals?
- Do you know what considerations should be taken before entering the surf?
- Are you confident in your use of techniques to negotiate the surf (e.g., wading, dolphin diving, bodysurfing)?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Complete the self-paced learning (Session 6—Resuscitation and Rescue Planning).
- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual. You may choose to review content in the Resuscitation section.
- O For the next dry session, you will need comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. You are required to perform CPR on an adult manikin on the floor.

RUN-SWIM-RUN TIME	
(if completed)	

# Session 6—Self-paced: Resuscitation and Rescue Planning

### COMPLETE BY:

### WHAT TO EXPECT IN THIS SESSION

This self-paced session will introduce you to the principles of providing emergency care, the role of CPR in the ' chain of survival' and how your duty of care applies to the provision of resuscitation. You will learn about basic anatomy as it applies to resuscitation, along with the primary assessment procedure (DRSABCD). You will also have an opportunity to put your decision-making skills to the test in a rescue scenario.

### WHAT TO DO IF YOU ARE NOT USING THE ONLINE SELF-PACED LEARNING

Review the SLS *Resuscitation Chart* on the next page of this learner guide and the Resuscitation section in the PSAR35 manual.

### **REFLECTION QUESTIONS**

- Do you know what considerations should be made before performing a rescue?
- Do you know what the 'chain of survival' is?
- Are you aware of the legal considerations related to the provision of emergency care (duty of care, consent, recording and confidentiality)?
- Are you confident in your understanding of DRSABCD?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual, you may choose to review content in the Resuscitation section.
- O You will need comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. You are required to perform CPR on an adult manikin on the floor.

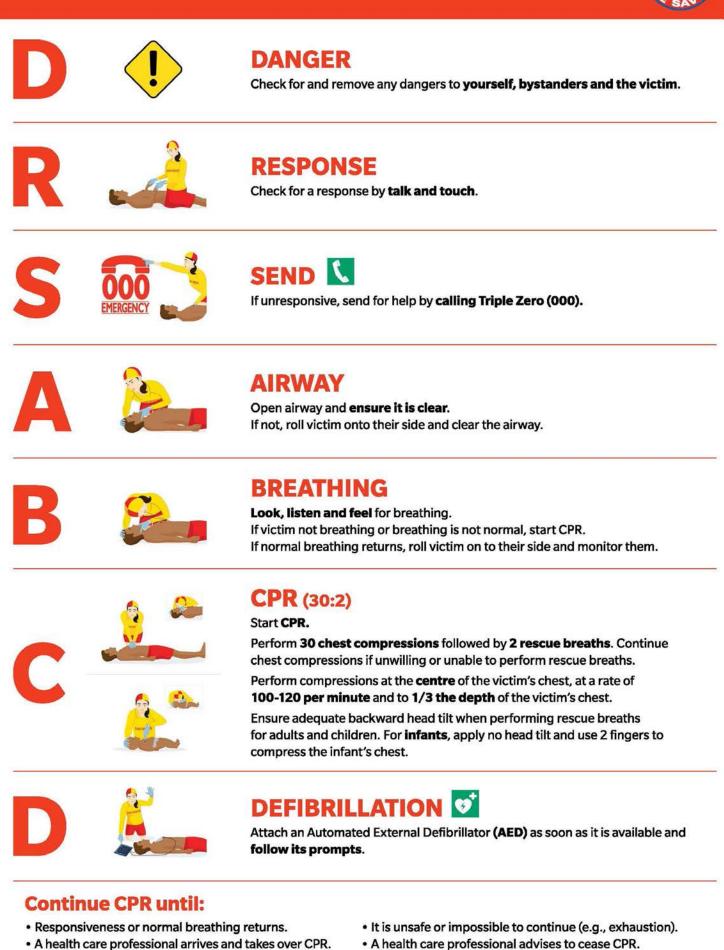
### **MY NOTES**

### SESSION 6—SELF-PACED: RESUSCITATION AND RESCUE PLANNING

Surf Rescue Certificate | Learner Guide v1.1 Aug 2020 - This document is considered out of date once printed or downloaded. Refer to SLS Members Area for current version.

# **Resuscitation** Chart





### To get involved or learn to save a life, visit sls.com.au

This information is no substitute for CPR and first aid training. Surf Life Saving recommends that everyone learn CPR and first aid. June 2019

# Session 7—Dry: Resuscitation (Part One)

### DATE:

### WHAT TO EXPECT IN THIS SESSION

In this session you will be putting your newly acquired knowledge relating to resuscitation into practice, performing live victim assessments on other training squad members and using resuscitation manikins to practise CPR on both adults and infants. You will learn about the incident reporting requirements of Surf Life Saving and about how to effectively hand over victims to emergency services.

### WHAT YOU WILL NEED FOR THIS SESSION

- O A pen to make notes in this learner guide and to complete the incident report form on the following page
- O Comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. You are required to perform CPR on an adult manikin on the floor
- O To have completed the self-paced learning (Session 6—Resuscitation and Rescue Planning).

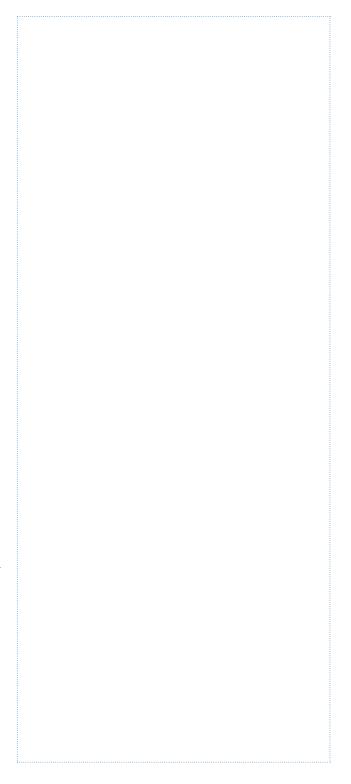
### **REFLECTION QUESTIONS**

- Are you confident in your understanding of DRSABCD?
- Do you know how to ensure that CPR is effective?
- Are you confident in effectively performing CPR individually and as part of a patrol team?
- Are you aware of the safety precautions that should be considered when using an AED?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual, you may choose to review content on tube and board rescue techniques in the Rescue section.
- O You will need appropriate swimming attire, a towel, personal water bottle and sunscreen (if not provided by SLS club). You will also need your high visibility rash vest if one has been issued to you.

**MY NOTES** 



### SESSION 7-DRY: RESUSCITATION (PART ONE)



### SURF LIFE SAVING AUSTRALIA INCIDENT REPORT LOG Name of Club / Service: \_\_\_\_\_

State: \_\_\_

Date: / Time:	am / pm	e of incident (if relevant):
Location (beach/suburb):	Wind:	Calm Slight Moderate
Name of Victim:		□ Fine □ Overcast □ Rain □ Small □ Medium □ Large
Age: DOB://		No Chop
		Surging Spilling Plunging
Address if known:		
Type of incident: (may choose more than one)	Description of incident: (please use back if needed)	Mechanism of incident: (what went wrong?)
Major First Aid Minor First Aid		
<ul> <li>Major Rescue</li> <li>Member Iniury</li> <li>Employee Iniury</li> </ul>		
<ul> <li>Member Injury</li> <li>Carnival Incident</li> <li>Complaint</li> </ul>		
Drowning Near Drowning		Location of incident:
Other	Nature of injury:	□ In water □ On beach
Patient is:		On rocks Other and
	<ul> <li>Marine sting, type</li> <li>Abrasion / graze</li> <li>Blisters</li> </ul>	In flags
Public     SLSC Member       Employee     Other	Open wound / laceration / cut	<ul> <li>Outside but near flags</li> <li>&lt; 1km from patrolled area</li> </ul>
	<ul> <li>Bruise / contusion</li> <li>Inflammation / swelling</li> </ul>	<ul> <li>1 - 5km from patrolled area</li> </ul>
Type of activity at time of incident:	<ul> <li>Fracture (including suspected)</li> </ul>	> 5km from patrolled area
Swimming/wading Body boarding	Dislocation / subluxation	Who first sighted the rescue/incident:
<ul> <li>Walking/playing near water</li> <li>Riding other craft</li> </ul>	<ul> <li>Sprain</li> <li>Sprain</li> <li>Overuse injury</li> <li>Concussion</li> </ul>	-
Rock fishing Other fishing	Cardiac problem	(e.g. public)
<ul> <li>Using a motorised water craft (rec)</li> <li>Water skiing</li> </ul>	<ul> <li>Respiratory problem</li> <li>Loss of consciousness</li> </ul>	Who conducted the rescue/incident:
<ul> <li>SCUBA/skin diving</li> </ul>	Heat stroke / Heat exhaustion	
□ Wind/kite surfing □ Sailing	<ul> <li>Hypothermia</li> <li>Suspected spinal</li> <li>Deceased</li> </ul>	(e.g. lifesaver)
Rock walking     Suspect suicide     Patrolling:     IRB     PWC	Other	Main language analysis
Beach 4WD JRB/ORB	🗅 Unknown	Main language spoken:
<ul> <li>Attempting a rescue</li> <li>Training for (please be very specific)</li> </ul>	Body region injured (please circle):	Or D English
Carnival official doing		
Competition in		Referral:
IRB Competition: Driver	AT. THE AT (A)	No referral     Medical practitioner
Crew Patient Surf boat crew position:		<ul> <li>Physiotherapist</li> <li>Ambulance transport to</li> </ul>
Administrative Fundraising	\_R_{ \	Hospital X-ray
<ul> <li>Water safety</li> <li>Junior activities</li> <li>Other club activity</li> </ul>	$()() \qquad ()()$	Peer counselling Pro. counselling
Other	DIG DIK	Other services:
Unknown		□ Fire/Rescue □ Police
Experience in activity:	Initial treatment:	JRB / ORB Helicopter
	<ul> <li>None given – not required</li> </ul>	<ul> <li>Investigation required</li> <li>Worker Compensation required</li> </ul>
Image: 3 years +Image: 1-3 yearsImage: 1 yearImage: 1-3 yearsImage: 1 yearImage: 1-3 yearsImage: 1 yearImage: 1 years	<ul> <li>None given – not required</li> <li>None given – patient refused</li> </ul>	<ul> <li>Other</li> </ul>
	None given – referred elsewhere	
Other contributing factors:	RICE     ICE     Cleaned	Treating person:
Negotiating the break	<ul> <li>Dressed (incl. bandage)</li> </ul>	Medical practitioner     Nurse
<ul> <li>Returning to shore</li> <li>Dumped</li> <li>Shore break</li> </ul>	□ Sling / splint	<ul> <li>Ambulance</li> <li>Chiropractor</li> <li>Lifesaving</li> <li>Lifeguard</li> <li>Other</li> </ul>
<ul> <li>Dumped</li> <li>Shore break</li> <li>Lost control of own craft</li> </ul>	<ul> <li>Spinal collar</li> <li>Massage / stretching</li> </ul>	Lifesaving
Other person lost control of craft	Strapping / taping only	□ Other
<ul> <li>Freak wave</li> <li>Sand bank</li> <li>Pot hole</li> <li>Slippery rocks</li> </ul>	<ul> <li>Stitches</li> <li>Medication</li> </ul>	Person completing form:
□ Suspected alcohol □ Suspect drugs	<ul> <li>Prescription written</li> </ul>	Name:
Rin type	Resuscitation	
Slip / trip / fall     Assault       Collision with	(please fill in other side of form)	Position:
Mechanical malfunction	Oxygen therapy Oxygen airbag	Phone:
Other      Unknown	Defibrillation (defib)     Other	Email:
		Signature:

Enter this form into the Incident Reporting Database

\_\_\_\_\_



### SURF LIFE SAVING AUSTRALIA INCIDENT REPORT LOG PART B: Resuscitation Report

1) Patient's condition when first observed:	9) The patient regurgitated / vomited due to:	17) How long was it, after calling for assistance, before the ambulance
<ul> <li>Conscious</li> <li>Unconscious</li> <li>Not Breathing</li> <li>Pulse Absent</li> </ul>	<ul> <li>Mechanical device</li> <li>Blocked airway</li> <li>Revival</li> <li>Did not vomit</li> </ul>	arrived?         0-1 min       1-3 min         3-5 min       5-10 min         10-20 min       Other
<ol> <li>Colour of patient when first observed:</li> </ol>	10) Which airway was inserted: (type)	18) The patient was conveyed to hospital by:
Normal     Pale     Blue     Grey     Unknown	Combitube LMA mask Other None	Ambulance     Helicopter     Private vehicle     Other
3) Patient's colour changed during resuscitation:	11) How long was it, from when the	
Normal     Blue     Grey	incident was first reported to the time an airway was inserted?	19) Which hospital was the patient conveyed to?
Unknown	0-1 min         1-3 min           3-5 min         5-10 min	
4) Airway of the patient was obstructed when first observed by:	□ 10-20 min □ Other	20) What condition was the patient in
Vomit	12) How long was CPR carried out?	when in transport?
<ul> <li>Seaweed</li> <li>Dentures</li> <li>Clenched jaw</li> <li>Airway was clear</li> </ul>	0-1 min       1-3 min         3-5 min       5-10 min         10-20 min       Other	<ul> <li>Conscious</li> <li>Unconscious</li> <li>Deceased</li> <li>Unknown</li> </ul>
Unknown	13) A defibrillator was used by:	21) Condition on discharge from
5) How long was it, from when the incident was first reported to the time of the first artificial breaths?	<ul> <li>Lifesaver</li> <li>Lifeguard</li> <li>Ambulance</li> <li>Doctor</li> <li>Unknown</li> </ul>	<ul> <li>bospital (if known):</li> <li>Full recovery</li> <li>Deceased</li> <li>Unknown</li> </ul>
□         0-1 min         □         1-3 min           □         3-5 min         □         5-10 min           □         10-20 min         □         Other	14) How long was it, from when the	22) Was trauma counselling arranged
6) Which method was used?	incident was first reported to the time the defibrillator was applied?	for the rescuer(s)?
Mouth to mask	🗖 0-1 min 🗖 1-3 min	□ Yes □ No
<ul> <li>Mouth to mouth</li> <li>Mouth to nose</li> <li>Bag valve mask</li> </ul>	□         3-5 min         □         5-10 min           □         10-20 min         □         Other	23) Was a carry used?
	15) How many times was a shock delivered?	□ Yes □ No
7) What oxygen equipment was used:	1 2	24) If yes, what kind?
<ul> <li>Oxygen therapy</li> <li>Air bag resuscitator</li> <li>Both</li> <li>None</li> </ul>	3         4           5         Other	
	16) Did the patient regain consciousness?	Person completing form: (if different from the other side of the form)
8) How long was oxygen administered for?	🗅 Yes	Name:
□ 0-1 min □ 1-3 min	🗅 No	Position:
□ 3-5 min □ 5-10 min □ 10-20 min □ Other		Phone:
		Email:
		Signature:

Please provide brief details of the incident including any recommendations:

# Session 8—Wet: Rescue Skills (Part One)

### DATE:

### WHAT TO EXPECT IN THIS SESSION

This wet session will focus on demonstrating tube and board rescues, providing you with the opportunity to practise using this equipment to perform rescues. You will also learn how to safely carry/drag victims from the surf to the beach, using a variety of techniques for different circumstances.

If you feel uncomfortable with using the rescue board after this session, speak to your trainer about any additional skill-based sessions that may be available at your SLS club to help you improve these skills prior to assessment.

### WHAT YOU WILL NEED FOR THIS SESSION

- O Appropriate swimming attire, a towel, personal water bottle and sunscreen (if not provided by SLS club)
- $O\;$  High visibility rash vest if one has been issued to you

### **REFLECTION QUESTIONS**

- Do you understand the advantages and disadvantages of different rescue techniques using rescue tubes and boards as well as unaided rescues?
- Do you understand the different carries/drags that can be used to carry a victim to a safe location?
- Are you confident in your use of rescue tubes and rescue boards?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O In the PSAR35 manual. You may choose to review content in the Resuscitation section and content on tube and board rescue techniques in the Rescue section to reinforce your learning.
- O Review the *CPR Overview* table on the next page of this learner guide.
- O You will need comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. You are required to perform CPR on an adult manikin on the floor.

RUN-SWIM-RUN TIME	
(if completed)	

# Session 9—Dry: Resuscitation (Part Two)

### DATE:

### WHAT TO EXPECT IN THIS SESSION

In this session you will recap on how to perform victim carries and have another opportunity to practise performing live victim assessments and adult and infant CPR. You will then revisit your learning on radio communications and participate in some short scenarios, bringing together your learning on resuscitation and radio operations.

### WHAT YOU WILL NEED FOR THIS SESSION

- O A pen to make notes in this learner guide
- O Comfortable, casual clothing to cope with activities such as bending, kneeling and lying on the floor. You are required to perform CPR on an adult manikin on the floor

CPR OVERVIEW					
Body type	Adult Child Infant				
Head tilt	Full head tilt backwards	Full head tilt backwards Slight head tilt backwards No head tilt (neutral position)			
Number of hands/fingers	Two hands One or two hands Two fingers				
Compressions: rescue breaths	30:2				
Location of compression	Centre of chest				
Depth of compression	1/3 Depth of chest				
Compressions per minute	100–120				
Cycles every 2 minutes	5–6				

### **REFLECTION QUESTIONS:**

- Do you know how to ensure that CPR is effective?
- Are you confident in effectively performing CPR individually and as part of a patrol team?
- Are you aware of the safety precautions that should be considered when using an AED?

### HOW TO PREPARE FOR THE NEXT SESSION

- O Review the reflection questions. If the answer to any of the questions is 'no', refer to content in the PSAR35 manual or speak with your trainer.
- O You can revisit any of the online self-paced learning to identify any areas where further learning may be required.

O You will need appropriate swimming attire, a towel, personal water bottle and sunscreen (if not provided by SLS club). You will also need your high visibility rash vest if one has been issued to you.

### **MY NOTES**

### SESSION 9-DRY: RESUSCITATION (PART TWO)

# Session 10—Wet: Rescue Skills (Part Two)

### DATE:

### WHAT TO EXPECT IN THIS SESSION

This session will provide you with additional opportunities to practise signals, tube rescues and board rescues. You will then have an opportunity to bring together all of the skills that you have learnt so far during the course by participating in short scenarios incorporating the following skills: signals, radio communications, rescue techniques, carries/drags and resuscitation.

At this end of this session, your trainer will advise you of any additional revision sessions which may be planned to ensure that you are ready for assessment.

### WHAT YOU WILL NEED FOR THIS SESSION

- O Appropriate swimming attire, a towel, personal water bottle and sunscreen (if not provided by SLS club)
- O High visibility rash vest if one has been issued to you

### **REFLECTION QUESTIONS**

- Are you confident in your use of rescue tubes and rescue boards?
- Are you confident in responding to various rescue scenarios?

(if completed)	IM-RUN TIME	
	eted)	

# State/territory or Club-specific Notes

Each state/territory in Australia has different regulations that SLS clubs in that state/territory must adhere to. At certain points within this course, you will be referred to your local standard operating procedures (SOPs).

Use this space to note any state or club specific information you come across or your trainer informs you of. This information may be on your SLS club, branch, or state centre's website or in a state-specific area of the SLS Members Area Document Library.


### STATE/TERRITORY OR CLUB-SPECIFIC NOTES

# Assessment Information

The following pages contain information on the assessment process and on each of the SRC's seven assessment tasks.

Remember to advise your trainer and assessor prior to commencing assessment if you require assistance so that reasonable adjustments can be made.

### THEORY ASSESSMENT OVERVIEW

The theory assessment task contains several multiplechoice questions and has been designed to assess your understanding and underpinning knowledge of the skills covered in the units of competency that align with the SLSA SRC. You must answer all multiple-choice questions correctly to be deemed as having satisfactorily completed the assessment task.

The assessment is an open book assessment that can be completed at any time throughout the course. You are permitted to use any course materials provided that you may find useful.

It is recommended that you complete the theory assessment online within the SLS eLearning platform or SLS Learning app. After you complete the assessment online, you will need to attach a copy of your completion certificate to your assessment portfolio.

If you cannot access the SLS eLearning platform or SLS Learning app for any reason, ask your trainer or assessor to provide you a hard copy of the questions with an answer sheet that you can fill out and submit along with your assessment portfolio.

If you are unable to answer a question correctly after two attempts, your assessor may ask you a verbal question related to the same topic area as a written question. If you do not provide a correct response to the verbal question, you will be required to complete some additional training prior to returning on another scheduled assessment date.

### PRACTICAL ASSESSMENT OVERVIEW

The practical assessment tasks are designed to assess your ability to perform the tasks required by SLS and by the units of competency that align with the SLSA award. As you carry out each of the tasks under the instruction of your assessor, you will be observed and assessed against the performance criteria for each assessment task.

You need to complete all tasks to the standard outlined in the performance criteria for a given assessment to be deemed as having satisfactorily completed the assessment task. All assessments must be assessed as 'Satisfactory' for you to be deemed as competent in the units of competency.

# Practical assessments with a performance criteria checklist include:

- 1. Assessment task 2-Signals
- 2. Assessment task 3-Radio maintenance
- 3. Assessment task 4-Resuscitation
- 4. Assessment task 5-Run-Swim-Run
- 5. Assessment task 6-Tube rescue and surf skills
- 6. Assessment task 7-Board rescue scenario

For each practical assessment task, your assessor will provide you with a briefing prior to assessment describing the situation you are about to participate in. This might include an introduction to the equipment available for your use, and what they will be looking for to determine competency. You should use this opportunity to ask questions, ensuring you are clear on all aspects of the assessment activity.

Your trainer may ask for you to enrol in your practical assessment via the 'Training event' menu in the SLS Members Area eLearning platform. Refer to your trainer for more information about your scheduled assessment date(s) and location.

### FURTHER INFORMATION

Remember that more information relevant to SLS assessments in your state/territory may be found within your SLS state centre's course participant handbook. For example: enrolment information, assessment principles and pathways, assessor and trainer responsibilities, recognition of prior learning, credit transfers, additional support services, reasonable adjustment, complaints and appeals, how to provide feedback on courses, privacy and course participant records and certificates.

### ASSESSMENT INFORMATION

# AT1—SRC THEORY QUESTIONS (PARTS 1–4)

### INSTRUCTIONS

### COMPLETING ASSESSMENT TASK 1 ONLINE

It is recommended that you complete this assessment task online within the SLS eLearning platform or SLS Learning app. Each multiple-choice question will appear on the screen of your computer or mobile device with various answer options for you to select one or more from.

If you need to make a correction, simply unselect an answer option and select a new one.

The online assessment saves your progress as you go and marks your answers automatically so there is no need for you to provide any paperwork to your trainer or assessor.

If you are unable to answer a question correctly after two attempts, you may return after 30 minutes to try again. It is recommended that you use this time to review your learning content or approach your trainer for support

If you have already enrolled in the online self-paced learning for the SRC, you can access the assessment as a module within this course. If you haven't yet enrolled in the online self-paced learning, review the instructions in Session 1 of your learner guide.

### COMPLETING ASSESSMENT TASK 1 ON PAPER

If you choose not to complete the theory assessment online, refer to the latest edition of the SLSA SRC Theory Questions booklet for a copy of the questions to answer. This booklet may be provided to you by your trainer or assessor, or you may view and download it anytime from the SLS Members Area Document Library.

You will need to print out the answer sheet at the back of the booklet and answer the theory questions in parts 1–4.

Mark the answer you think is correct with an 'x' in the appropriate box on the answer sheet (see example 1 and 2 below). If you need to make a correction, circle the correct response before submitting the assessment task to your assessor (see example 3 below).

After completing the answer sheet, attach it to your assessment portfolio and submit it to your trainer/assessor.

If you are unable to answer a question correctly after two attempts, it is recommended that you review your learning content or approach your trainer for support.

### Example 1-Single answer option

QUESTION	A	В	С	D
0.1	$\otimes$	0	0	0

# Example 2—Multiple answer option when asked to select all that apply

QUESTION	A	В	с	D
0.2	$\otimes$	$\otimes$	$\otimes$	0

### Example 3-Correction of answer on second submission

QUESTION	A	В	С	D
0.3	$\otimes$	0	$\otimes$	0

### AT2—SIGNALS

### INSTRUCTIONS

This activity will assess your knowledge on both beach to water signals and water to beach signals as per the most current version of the *SLSA Public Safety Aquatic Rescue (35th edition)* training manual (PSAR35). When the signal is communicated you are to demonstrate the appropriate signal. As part of this task you are required to stand so that you cannot see other participants' demonstration prior to demonstrating a signal yourself.

### ASSESSMENT CRITERIA AND BENCHMARKS

CRITERIA AND BENCHMARKS		
2.1 Beach to water signals	2.2 Water to beach signals	
2.1.1 - Attract attention	2.2.1 - Assistance required	
2.1.2 - Pick up swimmers	2.2.2 - Shore signal received and understood	
2.1.3 - Proceed further out to sea	2.2.3 - Emergency evacuation alarm	
2.1.4 - Go to the right	2.2.4 - Submerged victim missing	
2.1.5 - Go to the left	2.2.5 - All clear/OK	
2.1.6 - Remain stationary	2.2.6 - Powercraft wishes to return to shore	
2.1.7 - Message understood, all clear		
2.1.8 - Pick up or adjust buoys		
2.1.9 - Return to shore		

### AT3-RADIO MAINTENANCE

### INSTRUCTIONS

Throughout the task, you will be required to demonstrate your ability to perform pre- and post-use radio checks including the procedure for tagging faulty equipment and reporting faults. As part of this task, you are required to assemble and disassemble the removable components of a radio and perform a radio check when instructed to by your assessor so that the equipment is safe to operate.

### ASSESSMENT CRITERIA AND BENCHMARKS

CRITERIA AND BENCHMARKS	
3.1 Radio pre-use check	3.2 Radio post-use check
3.1.1 - Remove radio from charger	3.2.1 - Turn off radio
3.1.2 - Check radio for damage	3.2.2 - Check for damage to channel selector/buttons, battery, antenna, case (if applicable) and water damage
3.1.3 - Ensure battery sufficiently charged	3.2.3 - Rinse waterproof pouch/harness to remove saltwater and sand then dry (if applicable)
3.1.4 - Turn on radio	3.2.4 - Tag the radio as unserviceable
3.1.5 - Select correct channel as per organisational SOPs	3.2.5 - Report radio fault if required
3.1.6 - Radio placed in waterproof pouch/harness (if applicable)	3.2.6 - Follow organisational SOPs and WHS requirements
3.1.7 - Conduct radio check (i.e., patrol to IRB)	

### AT4-RESUSCITATION

### INSTRUCTIONS

Throughout the task, you will be required to demonstrate your ability to perform single person and team CPR as well as the differences in performing CPR on adult and infant manikins.

As part of this task you are required to work as a team to manage the scenario presented to you. You will rotate through the roles of Lifesaver 1 (treating the infant), Lifesaver 2 (treating the adult) and AED operator (treating the adult).

Relevant instructions will be provided by your assessor as required, for example advising if the victims are breathing normally or if there are any complications during CPR. You are to continue treating the victims until your assessor advises that activity has been completed.

As part of the scenario, you are also required to accurately complete an incident report form.

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### ASSESSMENT CRITERIA AND BENCHMARKS

CRITERIA AND BENCHMARKS
4.1 Primary assessment (Lifesaver 1 and Lifesaver 2)
4.1.1 - Check for dangers (minimise/remove)
4.1.2 - Select appropriate PPE (gloves and resuscitation mask)
4.1.3 - Check for response (Talk and Touch)
4.1.4 - Send for help and additional resources (other lifesavers, AED, ambulance)
4.2 Infant cardiopulmonary resuscitation (Lifesaver 1)
4.2.1 - Maintain open airway—head in neutral position with head supported
4.2.2 - Clear airway as required—both nose and mouth
4.2.3 - Check for breathing (Look, Listen and Feel)
4.2.4 - Commence compressions—administer 30 chest compressions with correct finger position
4.2.5 - Correct compression rate—100–120 compressions per minute
4.2.6 - Correct compression depth—1/3 of chest
4.2.7 - Administer two rescue breaths (mouth to nose)—chest rise demonstrated
4.2.8 - Perform at least 2 minutes of uninterrupted single operator CPR (five or six cycles of both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
4.2.9 - Monitor infant on their back
4.3 Adult cardiopulmonary resuscitation (CPR) (Lifesaver 2)
4.3.1 - Check airway (clear if required)
4.3.2 - Maintain open airway—head tilt & chin lift
4.3.3 - Check breathing (Look, Listen and Feel)
4.3.4 - Commence compressions—administer 30 chest compressions with correct hand position
4.3.5 - Correct compression rate—100–120 compressions per minute
4.3.6 - Correct compression depth—1/3 of chest
4.3.7 - Administer two rescue breaths (mouth to mask or mouth to mouth)—chest rise demonstrated
4.3.8 - Perform at least 2 minutes of uninterrupted single operator CPR (five or six cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
4.3.9 - Follow single resuscitation procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
4.4 Automated external defibrillator (AED) (AED operator)
4.4.1 - Turn AED on
4.4.2 - Apply AED pads in correct position
4.4.3 - Follow instructions prompted by the AED
4.4.4 - Ensure safety of self, bystanders and victim
4.4.5 - Press shock button when prompted by AED
4.4.6 - Continue to follow AED prompts.
4.4.7 - Respond appropriately in the event of regurgitation or vomiting
4.4.8 - Monitor victim (recovery position)
4.5 Incident documentation
4.5.1 - Accurately complete incident report form with information based on the adult victim resuscitation scenario
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### ASSESSMENT INFORMATION

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### AT5-RUN-SWIM-RUN

### INSTRUCTIONS

This timed assessment is designed to assess your fitness, running and swimming skills for the SLSA Surf Rescue Certificate.

It requires you to demonstrate your surf awareness and self-rescue techniques by completing a 100 m run/100 m swim/ 100 m run in less than 5 minutes unaided.

### ASSESSMENT CRITERIA AND BENCHMARKS

### **CRITERIA AND BENCHMARKS**

### Surf Rescue Certificate Run-Swim-Run

Perform: 100 m run/100 m swim/100 m run within 5 minutes unaided

### AT6-TUBE RESCUE AND SURF SKILLS

### INSTRUCTIONS

Throughout the task, you will be required to demonstrate your self-survival skills in an aquatic environment and your ability to safely perform a tube rescue.

As part of this task you will rotate through the roles of a lifesaver and a victim.

In the role of a victim, you are required to demonstrate self-survival skills. You will apply your surf skills as you navigate through the surf zone until signalled to stop by the assessor, signal for assistance and then tread water or float until rescued.

In the role of lifesaver, you are required to use a rescue tube to rescue a victim in distress within the surf zone. This task is to be completed as if you are on patrol at the water's edge. You will have 2 minutes to check your rescue equipment and assess the surf conditions before the task commences.

### ASSESSMENT CRITERIA AND BENCHMARKS

CRITERIA AND BENCHMARKS	
6.1 Planning the rescue (Lifesa	ver 1)
6.1.1 - Check rescue equipment	
6.1.2 - Assess surf and beach conc	litions, identify hazards and minimise or control the risks they present
6.2 Perform tube rescue (Lifesa)	ver 1)
6.2.1 - Identify victim	
6.2.2 - Alert appropriate personne	I
6.2.3 - Select appropriate rescue e	quipment and any required PPE (e.g., wetsuit if cold or marine stingers present)
6.2.4 - Negotiate surf conditions w	vith rescue tube
6.2.5 - Approach victim in safe ma	nner (position rescue equipment between themselves and victim or take a defensive position)
6.2.6 - Communicate with the vict	im
6.2.7 - Rescue victim with a rescue	tube
6.2.8 - Signal 'assistance required'	if required
6.2.9 - Return victim safely to shor	e, protecting them from breaking waves if required

### **ASSESSMENT INFORMATION**

**CRITERIA AND BENCHMARKS** 

### 6.3 Self-survival (Victim)

6.3.1 - Surf swimming while negotiating surf (including wading and dolphin diving)

6.3.2 - Signal for assistance

6.3.3 - Tread water or float until rescued

### AT7-BOARD RESCUE SCENARIO

### INSTRUCTIONS

This assessment brings together all of your aquatic rescue training for an unconscious victim into one simulated real-life situation. As part of this task you are required to work as a team to manage the scenario presented to you.

This task is to be completed as if you are performing an outpost patrol with a rescue tube, rescue board and a radio. You will take part in a briefing before performing a rescue at least once.

You will rotate through the roles of lifesaver, radio operator and victim. The radio operator will direct the lifesaver to the victim using water safety signals, and will also be communicating with an assessor acting in the role of a SLS state centre communication centre operator. Upon return to shore, the lifesaver will need to commence a primary assessment.

The assessor will notify you when the activity has been completed, at which point you will be required to participate in a group rescue debrief which will be conducted by the assessor acting as a patrol captain. You will also need to restore equipment ready for operational use.

### ASSESSMENT CRITERIA AND BENCHMARKS

CRITERIA AND BENCHMARKS
7.1 Team briefing
7.1.1 - Check rescue equipment
7.1.2 - Designate roles (Lifesaver 1, Victim, Radio operator)
7.1.3 - Assess surf and beach conditions, identify hazards and minimise or control the risks they present
7.1.4 - Advise of any personal limitations
7.2 Perform board rescue for unconscious victim (Lifesaver 1)
7.2.1 - Identify victim
7.2.2 - Alert appropriate personnel
7.2.3 - Select appropriate rescue equipment and any required PPE (e.g., wetsuit if cold or marine stingers present)
7.2.4 - Use appropriate manual handling techniques for equipment
7.2.5 - Respond to signals from shore
7.2.6 - Negotiate surf conditions
7.2.7 - Approach victim in safe manner (position rescue equipment between themselves and victim or take a defensive position)
7.2.8 - Rescue victim with board—board pickup on shore side
7.2.9 - Signal 'assistance required'
7.2.10 - Return victim safely to shore
7.2.11 - Perform appropriate victim carry/drag with another lifesaver
7.2.12 - Lower victim onto their back in a safe location

### **ASSESSMENT INFORMATION**

CRITERIA AND BENCHMARKS
7.3 Correct use of portable radio equipment (Radio operator—during rescue)
7.3.1 - Radio held, approximately 10 cm from mouth and to the side with antenna vertical
7.3.2 - Ensure channel not in use before transmitting message
7.3.3 - Press hold PTT button, release PTT once finished
7.3.4 - Shield microphone when talking in high noise or windy areas
7.3.5 - Follows emergency radio protocols as per local SOPs (Including 'Rescue, Rescue, Rescue')
7.3.6 - Correct use of call signs as per local SOPs
7.3.7 - Correct use of prowords/phonetic alphabet where appropriate
7.3.8 - Correct use of 4 Ps for incident procedures (clearly identify Position, People, Problem, Progress)
7.3.9 - Requests ambulance and AED
7.3.10 - Clear and effective communication
7.3.11 - Follows instructions from patrol captain or SLS state centre communication centre operator
7.3.12 - Uses a phone if the radio does not work
7.4 Primary assessment (Lifesover 1)
7.4.1 - Check airway (clear if required)
7.4.2 - Maintain open airway—head tilt & chin lift
7.4.3 - Check breathing (Look, Listen and Feel)
7.4.4 - Monitor victim (recovery position)
7.5 Post-rescue debrief (following completion of scenario)
7.5.1 - Participate in rescue debrief
7.5.2 - Patrol/rescue equipment packed up, cleaned, maintained and faults reported if required