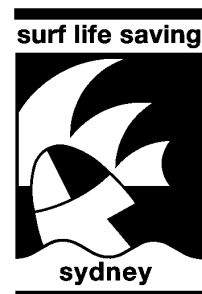


STANDARD OPERATING PROCEDURE

No: 1 – 1 – 4

Title: **Reporting to Surfcom**Date: 30th July 2010

Scope	This Procedure applies to all operational areas of Surf Lifesaving Sydney.
Purpose	To define the procedures when signing on/signing off and for communications throughout the day.
Introduction	This procedure has been developed so members are aware of what the protocols are for communications within the patrol and with SurfCom.
Activation	<p>Patrols are required to report to SurfCom Sydney Radio Base with their status, patrol strength and IRB cover as soon as patrols commence, then changes as they occur. The Patrol Captain and Vice Patrol Captain shall be in constant contact via a UHF radio (via Channel 3) at all times during the patrol.</p> <p>It is also important to sign off and receive acknowledgement from SurfCom Sydney at the end of patrol to allow the stand-down of Radio Operators and Emergency Services. <i>Don't forget to report statistics for the entire day.</i></p> <p>If radio contact cannot be made, the telephone should be used.</p>
Radio Protocols	<p>Each club should have a minimum of three (3) radios for the patrol i.e.: one (1) in the IRB, one (1) for the Patrol Captain, one (1) for roving or outpost patrol.</p> <p>Patrol Captains should keep their radios on Channel 3 and Scanning for other channels (eg 9 and 25). Outpost and Roving patrols and IRB's should avoid using channel 3 for regular beach transmissions rather they should use channel 9 or 25 (simplex). It is important that Channel 3 is only used for communications where required and not for day to day beach communications of a non emergency nature.</p>
Communications	All communication should be carried on normal surf lifesaving channels with the patrol captain and the vice patrol captain contactable on channel 3 and monitoring simplex
Review	The DDOL will review this policy annually.
Change History	<p>23/08/06 - created by MH</p> <p>09/07/08 - reviewed by GS</p> <p>12/10/09 - reviewed by GP/GS</p> <p>25/06/10 – reviewed by RB</p>