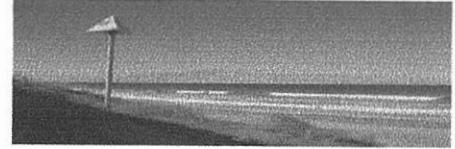




Club Lorne Outdoor
Education Camp

Emergency Management Plan



Prepared & presented by:
Chris Stevens

On behalf of;
Life Saving Victoria



Emergency Management Plan

**Club Lorne Outdoor Education Camp
Lorne Surf Life Saving Club
Lorne Foreshore Reserve**

Developed by Life Saving Victoria.

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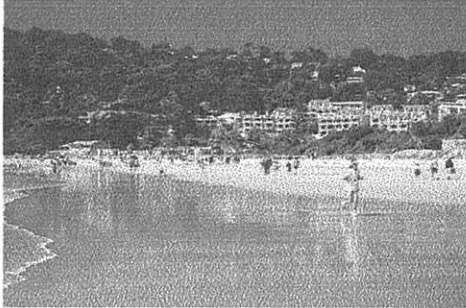
Sections and references have been taken or referred to from:
Australian Beach Safety and Management Program, University of Sydney Coastal Studies Unit
Safety Guidelines – Swimming Based Activities – Department of Education, employment and Training Victoria
Australian Standards
 ASNZS 4360 – Risk Management
 AS 2416 – Water Safety Signage
 AS 2899.1 – Public Information Symbol Signs – General Information Signs
 AS 2899.2 – Public Information Symbol Signs – Water Safety Signs
Aquatic and Recreation Signage and Style Guide, 2nd Edition (Life Saving Victoria, 2004)

This document has been prepared and compiled by Chris Stevens on behalf of Life Saving Victoria: (provided July 2005)

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1. EXECUTIVE SUMMARY



Club Lorne Outdoor Education Camp is situated at the Lorne Surf Life Saving Club on the Lorne foreshore.

The camp is accredited with the Australian Camping Association and the Camping Association of Victoria. The camp has 0.8 ha site on Lorne Foreshore Reserve. The outlook is to Lorne Point, Lorne Pier, Louttit Bay and Airey's Inlet Lighthouse.



The camp offers many activities that combine to create a truly experiential learning environment. These activities add to the richness of the program and leave the participants fulfilled to have achieved personal gain through the environment.



Within this Emergency Management Plan, procedures (based on current standards and best practices) have been created regarding risk management issues along the Lorne foreshore area. The implementation of such a plan will ensure Camp Lorne Outdoor Education Camp meet their duty of care and ensure users are free from major dangers associated with a particular location and activities.

2. INTRODUCTION

Camp Lorne Outdoor Education Camp must be prepared for emergencies, large or small. Preparation for emergencies fulfils the camps responsibility to protect employees, students and visitors, regulatory requirements; and enhances the camps image with the local community, and amongst all key stakeholders

3. PURPOSE FOR THE PLAN

The purpose of this plan is to highlight all associated risks of undertaking activities with the foreshore environment (both land and aquatic), and provide a systematic approach for dealing with these emergencies.

There are four goals implicit in this Emergency Management Plan:

- 1) To promote the safety and security of employees, students, staff and visitors;
- 2) To minimize damage to the camp's resources;
- 3) To minimize disruption of camp's programs; and,
- 4) To assist the community as appropriate.

This Plan provides activity-wide guidelines for preparing for and responding to emergencies. It is the responsibility of all employees and instructors to:

- 1) Be aware of the contents of this plan in respect all activities.

No part of this plan shall be construed as a contract between any employee, student, or visitor and the Camp. Camp Lorne Outdoor Education Camp reserves the right to change any part of this plan at any time.

4. AUTHORITY

The Victorian Emergency Management Council is responsible under the Emergency Management Act for the development of planned and coordinated management arrangements for emergencies in Victoria. The State Emergency Response Plan has been developed to ensure the coordination of all agencies, which have a role in responding to emergencies. The State Emergency Recovery Plan has been developed to ensure the effective coordination of agencies involved in providing recovery services arising from emergencies.

The Emergency Management Act (1986) provides the legislative framework for the coordination of emergency management activity in Victoria. Under the Act an emergency is the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria or endangers or threatens to endanger the environment or an element of the environment in Victoria.

The Great Ocean Road Coast Committee Incorporated, as the local foreshore land manager, on behalf of the Crown, must be included all stages of the emergency management process. Consultation is recommended to ensure all parties share a common approach.

5. COMPLIANCE STANDARDS

The compliance standards used for this plan are:

- Australian Beach Safety and Management Program (ABSAMP) – University of Sydney Coastal Studies Unit
- Best Practice Manual – Signage for Remote Locations (Victorian Version)
- Safety Guidelines – Swimming Based Activities (2001) – Victorian Department of Education, employment and Training
- Safety Guidelines – Camping and Bush Activities (1998) – Victorian Department of Education, employment and Training
- Australian Standards
 - ASNZS 4360 – Risk Management
 - AS 2416 – Water Safety Signage
- Aquatic Risk and Safety Auditing of the Coastal Environment – Resource Guide

6. SITE IDENTIFICATION

6.1 Area Summary

Lorne is one of Victoria's premier holiday destinations, with the popular beach paralleling the Great Ocean Road. A well-established foreshore reserve separates the road and Main Street from the beach. The reserve has extensive parking, parks and a pool. The Lorne Surf Life Saving Club was formed in 1948 and occupies the southern corner. Its members average 50 rescues annually, attesting to its popularity, as well as the surf conditions.

6.2 Administration

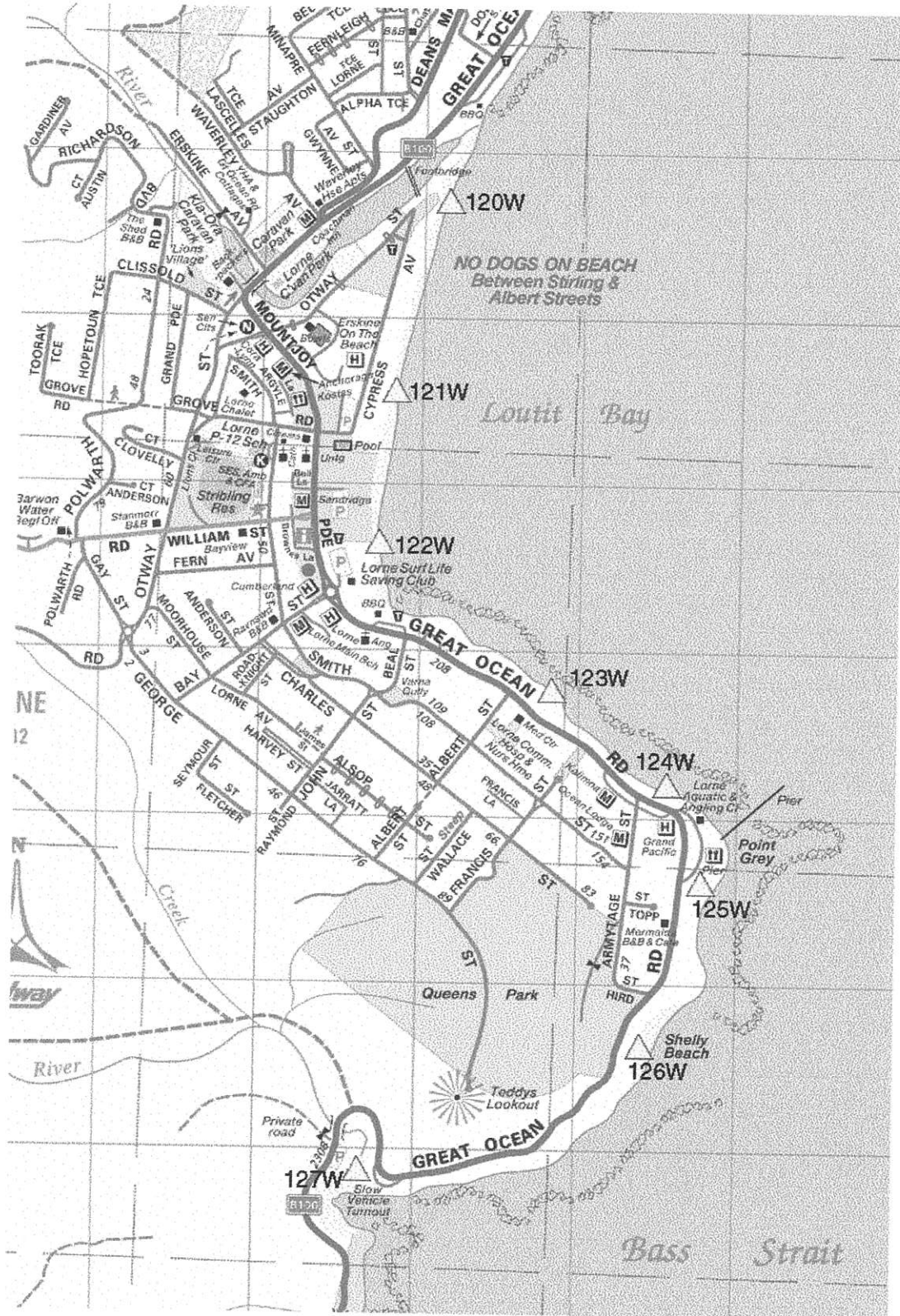
The entire area, as described in 6.2, above the high tide mark, car parks, access tracks, foreshore and adjoining dunal and inland areas to the roadside are managed by The Great Ocean Road Coast Committee Inc. as the committee of management for the Department of Sustainability and Environment.

6.3 Beach Characteristics

The beach is 1.2 kilometres long, running almost due south from the mouth of the Erskine River and its adjacent rock platforms. The southern end is bordered by the long sandstone rock platform that extends one kilometre out to Point Grey and the Lorne wharf. Point Grey affords the beach considerable protection, with waves averaging one metre. These produce a low, wide, attached bar, with rips only occurring during and following higher waves. In addition, six small wooden groynes and one large rock groyne have been built across the beach, supposedly to prevent beach erosion.

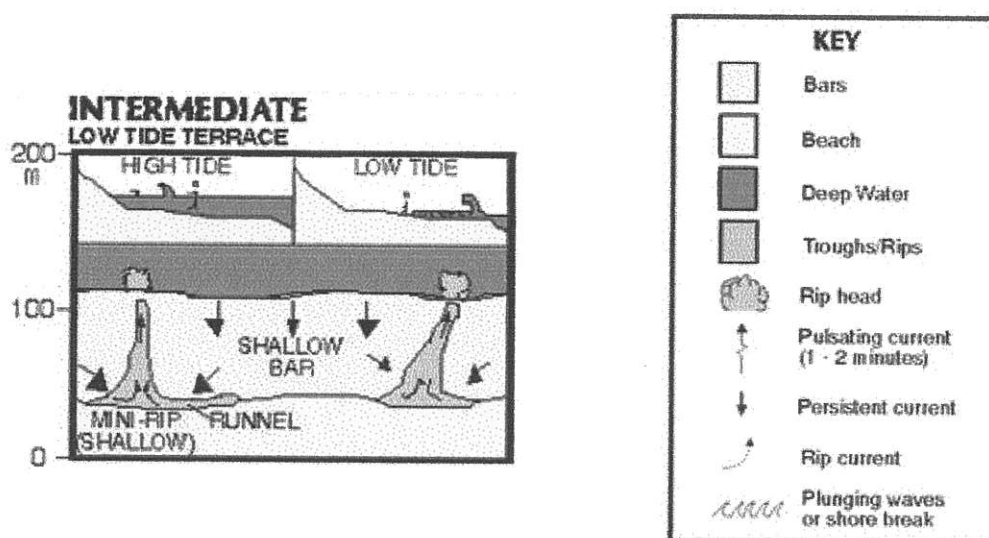
A low rock platform runs out from Lorne Beach for one kilometre to the jetty at Point Grey. Next to the jetty and crossed by a concrete boat ramp is the small, steep Lorne Jetty Beach. It receives low surging waves, but is not well suited for bathing. At the point itself, the coast and the Great Ocean Road swing to the south, and immediately south of the point are two beaches. There is a continuous car park behind the Point Grey Beach and a car park on the northern side of Shelly Beach.

Emergency Management Plan – Camp Lorne Outdoor Education Camp



The St George River reaches the coast via a deep valley one kilometre south of Point Grey. The Great Ocean Road winds around and across the river, with a car park beside the small bridge. The river, which is more of a creek, is backed by a small lagoon and fronted by rock platforms and reefs, extending north from the southern bluffs that almost enclose the beach. The entire small bay is full of fine sand and has a surf zone that extends out to the rocks, with a permanent rip flowing out the narrow, fifty metres wide entrance.

The main Lorne foreshore area is categorised as a Low Tide Terrace Beach.



CHARACTERISTICS

Shallow bar or terrace often exposed at low tide, 0.5 – 1.0m breakers

HAZARDS

Safest bathing – safe at low tide, deeper water and weak rips at high tide

BEACH HAZARD RATING AND HINTS

3/10 (watch for plunging waves at low tide)

Beach Hazard & Risk Assessment

Hazard	Level of Risk
Strong Currents	Medium
Submerged Rocks	Medium
Large Unexpected Waves	Low

Utilisation & Hazards

Swimming

A relatively safe beach during average summer conditions. Be careful of rips and groynes up the beach, with the safest bathing in the southern patrolled corner.

Surfing

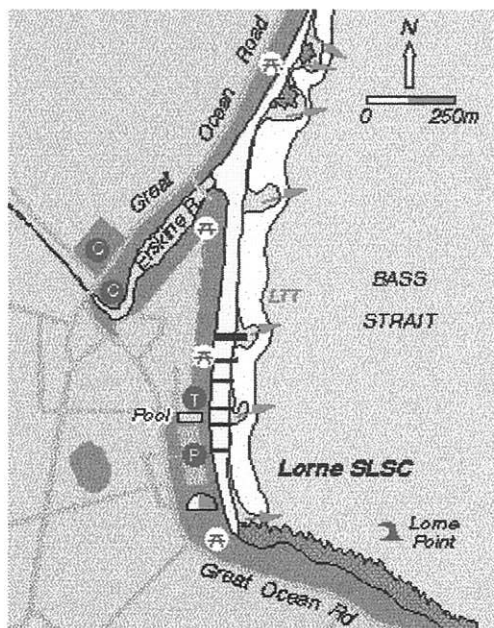
Usually a low wide beach break is more suitable for beginners. During moderate to large swell Lorne Point provides good right handers, while further out at Point Grey a fuller wave is preferred by windsurfer's skis.

Rock & Beach Fishing

The best beach fishing is up at the Erskine River mouth and off the adjacent rocks, and rock groyne at high tide.

Summary

The 1.2 km long Lorne Beach is protected from the southern waves by Point Grey and waves average 1 m at the surf club where the surf zone usually forms a shallow sand bar and fairly safe bathing conditions with a safety rating of 4. Bathers should stay between the flags at the southern end of the beach and avoid the central to northern parts of the beach which have wooden groynes, higher waves and stronger rips.



6.4 ABSAMP Hazard Ratings

The ABSAMP (Australian Beach Safety and Management Program) was developed by Professor Andrew Short from the University of Sydney Coastal

Studies Unit, in conjunction with Surf Life Saving Australia and the State Associations. The program has identified coastal hazards that affect bathers and rates the safety of the beach on a scale of one to ten, where 1 is the least hazardous and 10 is the most hazardous (Table 1.)

Table 1. The ABSAMP hazard rating scale applied to beaches.

Hazard Rating	Details
1 - 3	<u>Least Hazardous:</u> Low danger posed by water depth and/or weak currents; however supervision still required, in particular for children and poor swimmers.
4 - 6	<u>Moderately Hazardous:</u> The level of hazard depends on wave and weather conditions, with the possibility of strong rips and currents posing a moderate risk.
7 - 8	<u>Highly Hazardous:</u> Experience in strong surf, rips and currents required, with beaches in this category considered dangerous.
9 - 10	<u>Extremely Hazardous:</u> Identifies beaches that are considered extremely dangerous due to strong rips and currents, and large breakers.

It should be noted that hazard ratings relate to modal beach conditions and as such the hazard rating of a beach may increase when conditions alter e.g. with increasing wave height, winds, strong tides and high tide. Furthermore, a hazard rating is also applied to an average person and therefore depending upon an individual's own skill, understanding and competence in relation to a certain area the hazard may in fact be greater or less. The ABSAMP hazard ratings for the inspected areas are detailed in Table 2.

Table 2. ABSAMP hazard rating for the Lorne Foreshore.

Location	ABSAMP Hazard Rating
Lorne	5
Lorne Jetty	3
Point Grey	6
St George River	6

6.5 Emergency Beach Access Identification Numbers (EBAN)

Emergency Beach Access Identification Numbers (EBAN) are current used in this area (pictured below). The following EBAN for this area are:

- Erskine River Mouth 120W
- Lorne Beach – North (Cypress Ave) 121W
- Lorne Beach – Lorne SLSC 122W
- Lorne Point 123W
- Lorne Jetty 124W
- Point Grey (Car Park) 125W
- Shelly Beach 126W
- St George River 127W



Emergency Beach Access Number sign on beach.

7. RISK MANAGEMENT

7.1 Purpose

This document describes how Camp Lorne Outdoor Education Camp will perform the role of managing risks associated with the foreshore activities (both land and aquatics based). It defines roles and responsibilities for participants in the risk management process. It discusses how to identify, quantify, and mitigate risks for the respective activities. Camp Lorne Outdoor Education Camp recognises various risks are inherent in with the respective activities and processes must be implemented to reduce or eliminate these risks and hazards.

7.2 Process

The Risk Management Plan is a six-step process:

1. Identify risks
2. Assess risks
3. Treat risks
4. Operating procedures
5. Ongoing monitoring and review
6. Personnel responsible for implementation

7.3 Objectives

The objectives of this plan are to:

- Continually evaluate the effectiveness of these processes to ensure performance improvement
- Identify individuals to oversee the development and implementation of these processes, and to intervene whenever the level of risk becomes to high
- Communicate issues to appropriate personnel
- Ensure personnel who participate in safety activities are knowledgeable and capable
- Distribute, practice, enforce and review risk management policies and procedures as frequently as needed

7.4 What is Risk

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) defines risk as:

“The chance of something happening that will have an impact upon objectives. It is measured in terms of likeliness and consequences”

Currently there is no numerical data relating to Camp Lorne Outdoor Education Camp therefore this Risk Management Plan is prepared using the Qualitative method outlined by in AS/NZS 4360, as outlined by table 1.1. This method is used as it is the most common method used by many key stakeholders (Local Government, and State Government Departments).

The scope of this plan is to:

1. To identify, analyse and prioritise the risks associated with the activities undertaken by Camp Lorne Outdoor Education Camp.
2. Record these risks on a standard 'Risk Register'
3. Develop strategies to mitigate those identified risks by:
 - a) Reducing the LIKELIHOOD of those risks occurring and/or,
 - b) Reducing the CONSEQUENCES of those risks should they occur?
4. To objectively document these mitigating strategies in standardised "ACTION PLANS"
5. This Risk Management Plan will be the basis of an objective post event debrief, at which time both the Risk Register and Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addresses in this plan are:
 - Human Factors
 - Environmental Factors
 - External Factors
 - Administrative Factors

7.5 Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined in AS/NZS 4360:1999 as per table 1.2.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

Table 1.1 – Risk Register / Action Plan

Hazards: List significant hazards that may result in serious harm or affect people in the party.		Assessment			Action Required	
Description	Risk Group	Likelihood	Consequence	Level of Risk	Control Measures	Action Required
Drowning	Students, Staff, Instructors	Rare	Catastrophic	Significant	1. Supervision on water at all times. 2. Instructor Lifesaving qualifications 3. Student Ability Testing 4. Use of personal floatation devices 5. Use of buoyancy aids.	
Cold Water Shock	Students, Staff, Instructors	Possible	Minor	Medium	1. Activity tailored to conditions 2. Buoyancy aids worn 3. Use of wet suits 4. Supervision and capsizing briefing	Wetsuits PFD Type II
Hypothermia	Students, Staff, Instructors	Possible	Minor	Medium	1. Protective clothing supplied 2. Activity tailored to conditions 3. First Aid treatment training 4. Kayaking instructors to carry emergency space blankets and exposure bags 5. Hot drinks, showers and shelter available on site 6. Group briefing 7. Staff/Instructor daily briefing	Wetsuits Hot Drinks Available Hot Showers Emerg. Space Blankets

Hazards: List significant hazards that may result in serious harm or affect people in the party.		Assessment			Action Required	
Description	Risk Group	Likelihood	Consequence	Level of Risk	Control Measures	Action Required
Hyperthermia	Students, Staff, Instructors	Possible	Minor	Medium	1. Staff/Instructor daily briefings 2. Group briefings 3. Wearing of wetsuits and rash vests 4. Cold water & shelter available on site 5. First Aid treatment training	Rash Vests Wet Suits Cold Water Available Shelter Available
Sunburn	Students, Staff, Instructors	Possible	Minor	Medium	1. Compulsory use of sunscreen 2. Wearing of wetsuits and rash vests	Sunscreen Available Rash Vests Wet Suits
Dehydration	Students, Staff, Instructors	Possible	Minor	Medium	1. Sports Drinks and Drinking water and readily available. 2. First Aid treatment training	Cold Water Available
Minor Injuries	Students, Staff, Instructors	Possible	Minor	Medium	1. All staff / instructors at least level one first aid training 2. Major first aid kits available on site 3. First aid bum bags carried by all staff / instructors 4. All injuries recorded in first aid log	Major First Aid Kit Bun Bag First Aid Kits First Aid log book



Hazards: List significant hazards that may result in serious harm or affect people in the party.		Assessment			Action Required	
		Risk Group	Likelihood	Consequence	Level of Risk	Control Measures
Major Injuries	Students, Staff, Instructors	Possible	Moderate	Significant	<ol style="list-style-type: none"> 1. Duty manager with level two first qualifications 2. Major first aid kit available on site 3. First aid facility available within camp 4. Constant radio communications between staff/instructors and duty manager 5. Mobile phone to be carried on site at all times 6. Emergency service notification of site location 	Major First Aid Kit Oxygen Therapy Kit Radio Communications Mobile Phone First Aid Facility Local Knowledge
Common Illness	Students, Staff, Instructors	Possible	Minor	Medium	<ol style="list-style-type: none"> 1. Duty manager with level two first qualifications 2. Student Medical information sheets with duty manager 	Student medical information
Kayak Collision	Students, Staff, Instructors	Possible	Minor	Medium	<ol style="list-style-type: none"> 1. Separate area for activities 2. Assessment of competence throughout 3. Activity tailored to ability conditions 4. Group briefings 5. Adequate staff/Instructor levels 6. Instructors wearing same bright colour vests 	Designated activity area Student Competency assessments Instructors wearing same bright coloured vests



Hazards: List significant hazards that may result in serious harm or affect people in the party.		Assessment			Action Required	
		Risk Group	Likelihood	Consequence	Level of Risk	Control Measures
Surfing / Swimmer Collision	Students, Staff, Instructors	Possible	Minor	Medium	1. Use of soft surf / boogie boards and fins 2. Designated surfing area 3. Separate swimming area 4. Adequate staff / Instructor supervision 5. Adequate staff / Instructor qualifications 6. Instructors wearing same bright colour vests	Designated surfing area flagged off Separate swimming area flagged off Instructors wearing same bright coloured vests
Kayak Capsize	Students, Staff, Instructors	Possible	Minor	Medium	1. Group briefing 2. Capsize drills taught 3. Adequate staff / Instructor supervision 4. Instructors wearing same bright colour vests	Instructors wearing same bright coloured vests
Damage Craft / Equipment	Students, Staff, Instructors	Possible	Minor	Medium	1. Checks after each use 2. Weekly checks 3. Annual Checks 4. Maintenance procedures taken from service immediately	
Swell/ Currents	Students, Staff, Instructors	Possible	Minor	Medium	1. Daily surf reports monitored prior to activities 2. Surf / swell size to be matched to competency level of students. 3. Duty manager to monitor conditions	Seek daily surf reports



Hazards: List significant hazards that may result in serious harm or affect people in the party.		Assessment			Action Required	
Description	Risk Group	Likelihood	Consequence	Level of Risk	Control Measures	Action Required
Wind	Students, Staff, Instructors	Possible	Minor	Medium	1. Daily wind forecasts monitored prior to activities 2. Wind strength to be matched to competency level of students. 3. Identify effect of wind on beach hazard rating. 4. Duty manager to monitor conditions	Seek weather forecasts
Darkness	Students, Staff, Instructors	Possible	Minor	Medium	1. Activities tailored to complete prior to sunset. 2. Staff daily briefing 3. Duty manager monitor conditions	
Missing Person		Rare	Major	Significant	1. regular head counts 2. Adequate staff / instructor supervision 3. Maintain supervision ratios 4. Constant radio communications between staff/instructors and duty manager 5. Mobile phone to be carried on site at all times 6. Emergency services notification of site location immediately 7. Victoria police to control search.	



Table 1.2 – Likelihood

Descriptor	Description
Rare	The event may occur only in exceptional circumstances
Unlikely	The event could occur at some time
Possible	The event might occur at some time
Likely	The event will probably occur in most circumstances
Almost Certain	The event is expected to occur in most circumstances

Table 1.3 – Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, Little impact
Minor	First aid treatment, Medium financial loss
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, Medium level political
Catastrophic	Death, Huge financial loss, high level political embarrassment

Table 1.4 – Levels of Risks

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	L	L	M	S	S
Unlikely	L	L	M	S	H
Possible	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend

H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures

8. EMERGENCY MANAGEMENT PROCESSES

Major Incident

Initial Action:

Ascertain details	Location Nature of incident Extent of incident - how serious? Number of possible injured Is there anyone in charge as yet?
Commence Log	Time/Date/Place Identity of informant Location of informant
Notify: (As appropriate)	Police "000" Ambulance "000" Duty Manager

At Scene:

Continue Log
Ensure no further danger
Cordon off scene

At completion:

Debrief	Arrange venue away from activities and interruptions Ensure police and ambulance coordinators in attendance Ensure all personnel are accounted for Conduct debrief - Police/Ambulance Take notes Take contact details of all major participants in search
Clean Up	Ensure all equipment is accounted for Clean equipment Replenish supplies

Fire

The action taken will depend on the size and nature of the fire.

Initial Action:

Ascertain details

Location
Nature of incident
Extent of incident - how serious?
Number of possible injured
Type of accelerant?
Is there anyone in charge as yet?
Is the fire under control yet?
Can the fire be contained?

Commence Log

Time/Date/Place
Identity of informant
Location of informant

Notify: (As appropriate)

Fire Brigade "000"
Police "000"
Ambulance (dependant on size) "000"
Duty Manager

At Scene:

Continue Log
Ensure no further danger
Evacuate all persons to a central assembly area

At completion:

Debrief

Arrange venue away from activities and interruptions
Ensure police and ambulance coordinators in attendance
Arrange refreshments
Ensure all personnel are accounted for
Conduct debrief -Police/Ambulance
Take notes
Take contact details of all major participants in search

Clean Up

Ensure all equipment is accounted for
Clean equipment
Replenish supplies

Missing Person

Initial Action:

Ascertain details

Name and age of person
Description - race (Caucasian, Euro, Asian, etc)
- age
- sex
- height
- colour and length of hair
- clothing
- any descriptive marks
- was he/she carrying anything, eg board, etc
Time last seen
Location last seen
What was the person doing at the time?
What was the persons plans? (go swimming, home, etc)
Any medical problems or disabilities?
Can the person swim?
Does the person have any money with him?
Did the person leave any belongings on the beach?
Where is the person staying?
Does the person have a mobile phone with them?

Commence Log

Time/Date/Place.
Identity of informant.
Location of informant.
Whereabouts of parent or guardian who can identify and accept missing person upon location.

Notify:

Police "000"
Duty Manager

Consider:

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

At Scene:

Continue Log.
Attend site where belongings may have been left - are they still there?
Have someone attend accommodation - has he/she returned?
Arrange public announcement via PA.
If it is likely that the person may be missing in the water, consult response guideline, "Missing Person in the Water".
Have parent or guardian remain at the scene to identify and accept missing person upon location.

If the person has not been located after a period of time, notify the police again advising them of progress. Await their advice and assist where required.

At completion:

Debrief

Arrange venue away from activities and interruptions.
Ensure police coordinator in attendance.
Arrange refreshments.
Ensure all personnel are accounted for.
Conduct debrief - Police.
Take notes.
Take contact details of all major participants in search.

Clean Up

Ensure all equipment is accounted for.
Clean equipment and vehicles.
Replenish supplies.

Missing Person In The Water

Initial Action:

Ascertain details

Location
Nature of incident - missing swimmer, surf boat accident,
Number of missing persons
Obtain descriptions - race
- age
- sex
- height
- colour and length of hair
- clothing
- any descriptive marks
- any flotation devices or craft

Can the person/s swim?
Number of possible injured
Is there anyone in charge as yet?
What action has already been taken?

Commence Log

Time/Date/Place
Identity of informant
Location of informant

Notify: (As appropriate)

Police "000"
Ambulance "000"
Duty Manager
Consider Lifesaving/Lifeguard Service

At Scene:

Continue Log
Clear the water of all swimmers, students
Immediately note conditions, especially directions of currents
Ensure no further danger
Ascertain exact time and location person last seen

At completion:

Debrief

Arrange venue away from activities and interruptions
Ensure police and ambulance coordinators in attendance
Arrange refreshments
Ensure all personnel are accounted for
Conduct debrief - Police/Ambulance
Take notes

Clean Up

Ensure all equipment is accounted for
Clean equipment
Replenish supplies

Resuscitation

Initial Action:

Ascertain details Location
Nature of incident
Extent of incident - how serious?
Number of patients
Is there anyone in charge as yet?

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

**Notify:
(As appropriate)** Police "000"
Ambulance "000"
Duty Manager

At Scene:

Continue Log
Ensure no further danger
Cordon off scene

At completion:

Debrief Arrange venue away from activities and interruptions
Ensure police and ambulance coordinators in attendance
Arrange refreshments
Ensure all personnel are accounted for
Conduct debrief - Police/Ambulance

Clean Up Ensure all equipment is accounted for
Clean equipment
Replenish supplies

WHERE THE RESUSCITATION IS UNDERTAKEN AS PART OF A MAJOR INCIDENT, THE APPROPRIATE RESPONSE GUIDELINES SHOULD BE CONSULTED.

Appendix 1. Staff Qualifications & Ratios

Swimming Activities – without boards

Instructors

- SLSA Bronze Medallion / Surf Rescue Certificate
- Level One First Aid Certificate

Duty Manager

- SLSA Bronze Medallion / Surf Rescue Certificate
- Level Two First Aid Certificate

Ratios¹

- A minimum of one staff member to no more than five students (1:5) in the water
- For every twenty- students, or part there of, there must be at least on staff member with the above qualifications.

Surfing Activities – with boards

Instructors

- SLSA Bronze Medallion / Surf Rescue Certificate
- Level One Surf Coach
- Level One First Aid Certificate

Duty Manager

- SLSA Bronze Medallion / Surf Rescue Certificate
- Level Two First Aid Certificate

Ratios²

- A minimum of one staff member to no more than eight students (1:8) in the water
- For every twenty-four students, or part there of, there must be at least on staff member with the above qualifications.
- One instructor with Level One Surf Coach qualifications

¹ Safety Guidelines – Swimming Based Activities - DEET

² Safety Guidelines – Swimming Based Activities - DEET

Kayaking Activities

Instructors

- SLSA Bronze Medallion / Surf Rescue Certificate
- Basic Skills Canoe/Kayak Instructor
- Level One First Aid Certificate

Duty Manager

- SLSA Bronze Medallion / Surf Rescue Certificate
- Level Two First Aid Certificate

Ratios³

- A minimum of one staff member to no more than eight students (1:8) on kayaks
- For every twenty-four students, or part there of, there must be at least one staff member with the above qualifications.
- One instructor with Basic Skills Canoe/Kayak Instructor

³ Safety Guidelines – Swimming Based Activities - DEET

Appendix 2. Specific Safety Equipment

Kayaking

- Type II Personal Flotation Device
- Wetsuits
- Rash Vests
- High visibility vests for instructors

Swimming

- Wetsuits
- Rash Vests
- High visibility vests for instructors

Surfing

- Wetsuits
- Rash Vests
- High visibility vests for instructors

Major First Aid Kit

Qty	Description	Use
1	BANDAGE - CREPE HEAVY 5CM	SUPPORT BANDAGE
2	BANDAGE - CREPE HEAVY 7.5CM	SUPPORT BANDAGE
2	BANDAGE - CREPE 7.5CM	SECURE DRESSING
1	TAPE - SPORTS 5CM X 9.1M	RIGID STRAPPING TAPE
1	ADHESIVE TAPE - HYPO ALLERGENIC 2.5CM	SECURE DRESSINGS
1	TAPE - ADHESIVE ELASTIC 7.5CM X 2.3M	ANKLE SUPPORT
4	BANDAGE - TRIANGULAR	FOR SLING AND/OR PADDING
2	COLD PACK - INSTANT	REDUCE SWELLING AND PAIN
2	DRESSING - COMBINE 9CM X 20CM	BLEEDING CONTROL
2	DRESSING - NON ADHESIVE 7.5CM X 10CM	WOUND COVER
2	DRESSING - NON ADHESIVE 20CM X 7.5CM	WOUND COVER
2	EYE PADS	EYE COVER
1	ADHESIVE STRIPS - FABRIC (50)	MINOR WOUND COVER
1	SCISSORS - SHARP/BLUNT	CUT DRESSINGS/BANDAGES
2	GLOVES - LATEX DISPOSABLE X 2	PREVENTION OF CROSS INFECTION
1	FORCEPS - METAL	REMOVING FOREIGN OBJECTS
2	SHOCK BLANKET - EMERGENCY	RETAIN BODY WARMTH
1	SPLINTER PROBE - DISPOSABLE (5)	REMOVING SPLINTERS
2	EMESIS BAGS	VOMIT COLLECTION
1	BOOKLET - EMERGENCY FIRST AID	EASY TO READ GUIDE
1	POCKET MASK - ST JOHN BRAND	AIDS IN RESUSCITATION
2	BAG - PLASTIC RESEALABLE MEDIUM	SOILED DRESSINGS & / OR SEVERED PARTS
20	SWABS - ANTISEPTIC	TO AID WOUND CLEANING
6	SALINE - AMPOULE 10ML	EYE/WOUND IRRIGATION

Bub Bag First Aid Kit

Qty	Description	Use
1	BANDAGE - CONFORMING 5CM	SECURE DRESSING
1	BANDAGE - CONFORMING 7.5CM	RETAIN DRESSINGS
1	ADHESIVE TAPE - HYPO ALLERGENIC 2.5CM	SECURE DRESSINGS
1	BANDAGE - TRIANGULAR	FOR SLING AND/OR PADDING
3	SWABS - GAUSE 7.5CM X 7.5CM (3)	WOUND CLEANING
1	DRESSING - WOUND NO 14	WOUND DRESSING / BANDAGE MEDIUM
2	DRESSING - NON ADHERENT 10CM X 10CM	WOUND COVER
1	ADHESIVE SHAPES (25)	MINOR WOUND COVER
1	SCISSORS - SHARP/BLUNT	CUT DRESSINGS/BANDAGES
1	GLOVES - LATEX DISPOSABLE X 2	PREVENTION OF CROSS INFECTION
1	FORCEPS - METAL	REMOVING FOREIGN OBJECTS
1	SHOCK BLANKET - EMERGENCY	RETAIN BODY WARMTH
1	SAFETY PINS (12)	SECURE BANDAGES, DRESSINGS
1	NOTEPAD & PENCIL	RECORD VITAL INFORMATION
1	TOWELS - DISPOSABLE (3)	DRYING HANDS
1	FIRST AID QUICK REFERENCE GUIDE	FIRST AID INFORMATION REFERENCE
3	BAG - PLASTIC RESEALABLE MEDIUM	SOILED DRESSINGS & / OR SEVERED PARTS

Oxygen Resuscitation Kit

Features should include

- Multi flow regulator
- Adult & Child non re-breather therapy mask
- Pocket mask
- Durable carry case
- Latex gloves
- Oxygen tubing
- Key wheel.

Communications

- Three (3) Ultra High frequency 1 watt Handheld CB radio
- Waterproof bags for Handheld radios
- One GMS Mobile Phone

Appendix 3. Student Competency Performa

Documentation on participant preparation, pre-requisite skills/knowledge

Year level _____ Activity _____
 (e.g., Year 7) (e.g., canoeing)

Skill/knowledge:	(e.g. 50 metre swim)		(e.g. sculling/ floating/ trea ding water for five minutes)		(e.g. capsized procedures)		(e.g. emergency communication signals)	
	Date	Initials	Date	Initials	Date	Initials	Date	Initials

Note: This pro-forma provides one suggested way of documenting participant preparation.