

Circular 052:05:10



To: Club Presidents
AMSAR Groups
Club Secretaries
Club Captains

Cc: Regional Officers
District Officers

From: Darren McLeod – State Emergency Management Officer

Date: 6 May 2010

Subject: **Emergency Response Contacts**

Action: Please return emergency contacts form to Greg Scott at Life Saving Victoria

For additional details on this Circular please contact:
Greg Scott on 03 9676 6935 or email greg.scott@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

If your club operates a 'call out' service, please ensure changes to your designated emergency contacts are registered with LSV Comms. At any time if your contacts require updating, please complete the contact form as listed below and return to Life Saving Victoria, marked to the attention of Greg Scott.

Emergency Response Contact Form:
http://www.lifesavingvictoria.com.au/resources/documents/Emergency_Response_Contacts.pdf

With the conclusion of scheduled patrols, it is timely to remind all clubs of procedures to be followed for 'call outs'.

In order to maintain a high degree of safety of our members and high level of community service, LSV Comms MUST be notified PRIOR to any response taking place. This is necessary in all call out operations out side of the season.

**Notify LSV Comms on 13 SURF (13 7873)
BEFORE commencing Emergency Response**

This number is operational 24 hrs, all year round
PLEASE ENSURE PHONES HAVE CORRECT NUMBER PROGRAMMED

It must be stressed to all clubs that failure to operate without previously notifying LSV Comms / Duty Officer, as well as utilising an approved communications system, is not only a breach of Life Saving Victoria Standard Operating Procedures but also outside Occupational Health and Safety requirements. No watercraft is to be launched without proper Personal Protective Equipment, Personal Flotation Devices and the utilisation of a Life Saving Victoria approved communications network.

The safety of our volunteers is of the utmost importance!

It is required that the responding Life Saving Club will complete all documentation and logbooks as they would have if the incident had occurred during the patrol season.