



Circular 096:08:07

To: Club Secretaries
Club Presidents
Club Powercraft Captains

Club Captains
Regional Officers
AMSAR Groups

cc District Officers

From: Mark Scott
Director of Lifesaving Services

Darren McLeod
State Emergency Management Officer

Date: 15 August 2007

Subject: Reminder on Call Out Procedures

Action: Ensure Emergency Response Contact Lists are Current
Updated Contact Lists submitted to Life Saving Victoria

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 03 9676 2244 **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 lifesaving club will complete all documentation and logbooks as they would have if the incident had occurred during the patrol season.

If your club operates a 'call out' service, please ensure changes to your contact lists are registered with LSV Comms. If your contact list needs updating, please complete the attached form and return to Life Saving Victoria, marked to the attention of Greg Scott.

For additional detail on this Circular contact: Greg Scott, Support Officer – Lifesaving Services

Email greg.scott@lifesavingvictoria.com.au or by phone: **03 9676 6935**

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205

Emergency Response Contact List Update



Club / Service: _____

This List is current as at (Date) _____

Primary Contact	Name	_____
	Mobile Phone Number	_____
	Home Phone Number	_____
	Alternate Phone Number	_____
	Estimated Response Time to Club or Equipment Store	_____
	Qualifications (Circle)	GM / IRBD / BM / ARC / SFA / _____
<input type="checkbox"/> (Tick)	Please confirm this contact has the Life Saving Club Keys and Committee approval to use club equipment for emergency response.	

Secondary Contact	Name	_____
	Mobile Phone Number	_____
	Home Phone Number	_____
	Alternate Phone Number	_____
	Estimated Response Time to Club or Equipment Store	_____
	Qualifications (Circle)	GM / IRBD / BM / ARC / SFA / _____
<input type="checkbox"/> (Tick)	Please confirm this contact has the Life Saving Club Keys and Committee approval to use club equipment for emergency response.	

Tertiary Contact	Name	_____
	Mobile Phone Number	_____
	Home Phone Number	_____
	Alternate Phone Number	_____
	Estimated Response Time to Club or Equipment Store	_____
	Qualifications (Circle)	GM / IRBD / BM / ARC / SFA / _____
<input type="checkbox"/> (Tick)	Please confirm this contact has the Life Saving Club Keys and Committee approval to use club equipment for emergency response.	

Club / Service: _____

Fourth Contact	Name	_____
	Mobile Phone Number	_____
	Home Phone Number	_____
	Alternate Phone Number	_____
	Estimated Response Time to Club or Equipment Store	_____
	Qualifications (Circle)	GM / IRBD / BM / ARC / SFA / _____
	<input type="checkbox"/> (Tick)	Please confirm this contact has the Life Saving Club Keys and Committee approval to use club equipment for emergency response.

Fifth Contact	Name	_____
	Mobile Phone Number	_____
	Home Phone Number	_____
	Alternate Phone Number	_____
	Estimated Response Time to Club or Equipment Store	_____
	Qualifications (Circle)	GM / IRBD / BM / ARC / SFA / _____
	<input type="checkbox"/> (Tick)	Please confirm this contact has the Life Saving Club Keys and Committee approval to use club equipment for emergency response.

Additional Emergency Response Equipment				
<input type="checkbox"/> ATV	<input type="checkbox"/> 4WD (with LSV Radio)	<input type="checkbox"/> IRB Road Trailer	<input type="checkbox"/> AED	<input type="checkbox"/> Other

Person Making Update: _____

Position in Club: _____

Phone: _____ AH _____ BH _____ Mob

Email: _____

Signature: _____ Date: ____/____/____

Please Return by Mail: Att: Greg Scott or Fax: (03) 9681 8211
Life Saving Victoria
PO Box 353 South Melbourne DC, 3205