

(1) Principles

- (1.1) At all times, water surveillance is paramount
- (1.2) Patrol pack-up may be initiated 15 minutes before the Club's sign-off time, provided:
 - (1.2.1) There are sufficient members free to watch the beach fully
 - (1.2.2) The IRB remains in launch readiness until sign-off
 - (1.2.3) Sufficient rescue gear—minimum two (2) boards and two (2) tubes—is left on the beach until the flags are taken down
- (1.3) In the month of March only, the patrol may sign-off at 1700 with the Council Lifeguards' permission [see 07 Lifesaving Service Agreement 2011-2013]

(2) IRB Pack-Up

- (2.1) IRB personnel should pack up the IRB according to current Club procedures. In particular:
 - (2.1.1) The fuel bladder should be re-filled for after-hours callouts
 - (2.1.2) The IRB motor should be swapped so that the next patrol does not use the same
 - (2.1.3) IRB log book must be filled out before the IRB Driver leaves
- (2.2) The Patrol Captain must ensure the IRB shed is locked before leaving

(3) Storage of Patrol Gear

- (3.1) Patrol Tent is to be stored in the area with the patrol enclosures, NOT in the patrol room
- (3.2) Everything in the patrol room should be OFF the floor
- (3.3) The afternoon patrol should sweep out the patrol room at the end of each day
- (3.4) Patrol Captain should ensure all radios are switched off and placed correctly on chargers

(4) Radio Sign-Off

- (4.1) The Patrol Captain or a delegated Bronze member should use the radio to sign off with Surfcom on Surf Channel 2
- (4.2) The sign-off call should include the following information:
 - (4.2.1) Total attendance for the afternoon patrol
 - (4.2.2) Preventatives for the afternoon
 - (4.2.3) Rescues and First Aid numbers