

MURIWAI VOLUNTEER LIFEGUARD SERVICE

Club Standard Operating Procedures

2024/2025





MURIWAI STANDARD OPERATING PROCEDURES (CSOP) INDEX

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Information and Communication



Club Emergency Contact Information - CSOP

Information & Communication

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This procedure outlines the Emergency contact details for relevant agencies and/or club members local to Muriwai and the process to update and check these each season.

2.0 SCOPE

Lifeguards, Members, Club Management Officials

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Clubs should review their emergency contact sheet annually before each patrol season, no later than 1 October annually.
- 4.2** Review Local Contact numbers to ensure that they are current.
- 4.3** SAR Squad Contact details need to be updated every 3 months for active SAR Squads.
- 4.4** Details must be emailed to the Lifesaving Support Officer (SAR).
- 4.5** Once updated, print off the Emergency Contact Sheet and place it near the phone in the Patrol Tower before the start of the season.

5.0 EMERGENCY CONTACT INFORMATION

When reporting an incident give: POSITION, PROBLEM, PEOPLE, PROGRESS, ASSISTANCE REQUIRED

Service	Contact 1 (emergency)	Contact 2 (local)	Distance in kms	Response in mins
Police	111	09-412 7756 (Kumeu)	15km	20-30+
Fire	111	09-411 7999	0.5km	10+
Civil Defence	111	0800 800401		N/A
Coastguard	VHF 16	09 303 1303 (Manukau) 09 303 1303 (Kaipara)	50km 50km (bar)	40+ 1hr+
Dive Medical Emergencies	111	0800 4337111		N/A
Council 24hr enquiries	N/A	09-301 0101	N/A	N/A
National Poison Centre	0800 764 766	N/A	N/A	N/A
Bethells Beach SLSP	Rescue Network	09-810 9587	9km	

Who	When to contact	Phone Number	Call Sign
SurfCom Operator	<ul style="list-style-type: none"> Notify an incident. Request support: (Police, Ambulance, Fire, Coastguard etc.) SAR Squad Activation Notify of beach closures Contact Council or Rangers Pollution Response Peer Support requests 	0800 SAVE LIFE (0800 7283 5433)	"SURFCOM"
Lead Duty Officer	<ul style="list-style-type: none"> Major Incident Support Insufficient Patrol Equipment Insufficient Patrol Members Miscellaneous Queries Peer Support requests 	0800 SAVE LIFE (0800 7283 5433)	"ALPHA 1"



Club Contact Information - CSOP

Information & Communication

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This procedure outlines the contact details for key club roles at Muriwai and Northern Region, and the process to update and check these each season.

2.0 SCOPE

Lifeguards, Members, Club Management Officials

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

4.1 At the conclusion of the Club's Annual General Meeting, Club Roles including Contact information (contact mobile and email addresses) need to be updated into the CRM data base as soon as practicable and no later than 1 October annually, as delegated by the Club Committee. See CRM user guide – Club Roles.

4.2 Notify the Regional Office of any changes to personal or contact information.

5.0 CLUB CONTACT INFORMATION

Club Phone Number: 09 411 8055
Club Website: www.muriwaisurf.org.nz
Club Email: administrator@muriwaisurf.org.nz
Club Mail Address: Muriwai Volunteer Lifeguard Service, PO Box 526, Kumeu 0841, Auckland
Club Physical Address: 100 Jack Butt Lane, Muriwai Beach, Waitakere 00881

Club Position	Name	Number	Email
President	Bryce Pearce	021 385 116	president@muriwaisurf.org.nz
Delegate	Brendan Barry-Walsh	021 720 139	delegate@muriwaisurf.org.nz
Chairperson	Michael Ward	021 546 222	chairman@muriwaisurf.org.nz
Administrator	Kate Ward	021 770 108	administrator@muriwaisurf.org.nz
Treasurer	Kate Ward	021 770 108	administrator@muriwaisurf.org.nz
Head Lifeguard	Tim Draisey	021 264 5240	headlifeguard@muriwaisurf.org.nz
Life Saving Convenor	Damian Molloy	027 290 0635	lifesaving@muriwaisurf.org.nz
Club House Director	Kate Ward	021 770 108	administrator@muriwaisurf.org.nz
Powercraft Officer	Josh Hirst	020 409 44169	powercraft@muriwaisurf.org.nz
SAR Squad Coordinator	Glenn Gowthorpe	021 420 832	sarsquad@muriwaisurf.org.nz
Welfare Officer	Jo Cooper	027 674 9568	welfare@muriwaisurf.org.nz
First Aid Officer	Finbar Marshall	021 201 1048	firstaid@muriwaisurf.org.nz
Junior Surf Coordinator	Evelyn Michael	021 461 600	jslead@muriwaisurf.org.nz
Regional Staff			
General Manager	Zac Franich	021 508 688	Zac.franich@lifesaving.org.nz
Executive Assistant	Kathryn Frankcom-Burgess	021 507 853	Kathryn.frankcomburgess@lifesaving.org.nz
Operations Manager	James Lea	027 249 5974	James.Lea@lifesaving.org.nz
Lifesaving Manager	Chase Cahalane	027 670 0383	Chase.cahalane@lifesaving.org.nz
Lifesaving Support Officer	Samantha Larson	021 507 493	Samantha.larson@lifesaving.org.nz
Lifesaving Support Officer	TBC		
Lifesaving Support Officer	Emma Baker	021 240 5095	Emma.baker@lifesaving.org.nz
Lifesaving Support Officer (SAR)	TBC		
Training & Development Manager	Wayne Sutton	021 280 9546	Wayne.sutton@lifesaving.org.nz
Community Safety & Engagement Manager	Tom Kearney	021 235 5812	Tom.kearney@lifesaving.org.nz
Community Education Supervisor	Maraea Whiu	021 507 510	education@lifesaving.org.nz
Manager – Member Services	Talia Comp	021 053 1903	Talia.comp@lifesaving.org.nz
Sports Manager	Dan Grant	021 813 090	Dan.grant@lifesaving.org.nz
Club Development Officer	Gabriella Delatour	027 906 8529	Gabriella.delatour@lifesaving.org.nz
Club Development Officer	JD Daniels	021 107 0331	Jd.daniels@lifesaving.org.nz
Finance Manager	Kenneth Lim		accounts@lifesaving.org.nz
Payroll & Accounts Coordinator	Linda Freeman		Linda.freeman@lifesaving.org.nz
Funding & Grants Manager	Barbara Leyland	021 507 140	Barbara.leyland@lifesaving.org.nz

Club Access - CSOP

Information & Communication

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain/Club Administrator

1.0 PURPOSE

This procedure outlines the process to gain access to the club buildings.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Club Hires

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Contact person to request access to the club buildings is Kate Ward (Club Administrator): adminstrator@muriwaisurf.org.nz
- 4.2** The key lock boxes are located to the right-hand side of the main lounge door. These lockboxes are opened via a numerical combination code (obtained from Club Administrator)
- 4.3** Combination codes are not to be distributed to other persons unless authorised to do so by the Club Administrator or other members of the Club Management Board.
- 4.4** Any key removed from the lock boxes must be returned to the lock box as soon as possible.



Section 1: Patrol Operations



Club Patrol Area – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the Patrol Area for Muriwai.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand, Surf Lifesaving Northern Region

3.0 REQUIREMENTS

N/A

4.0 CLUB PATROL AREA

4.1 PRIMARY PATROLLING AREA

From (landmark/street name):	Flat Rock (bottom of Motutara Rd)
To (landmark/street name):	Beach access adjacent to Jack Butt Lane
Patrolling Dates:	<i>As per Club Lifesaving Service Agreement</i>

4.2 MINIMUM PATROL TIMES

As per Club Lifesaving Service Agreement.

Area minimums (set by Local Lifesaving Committees)

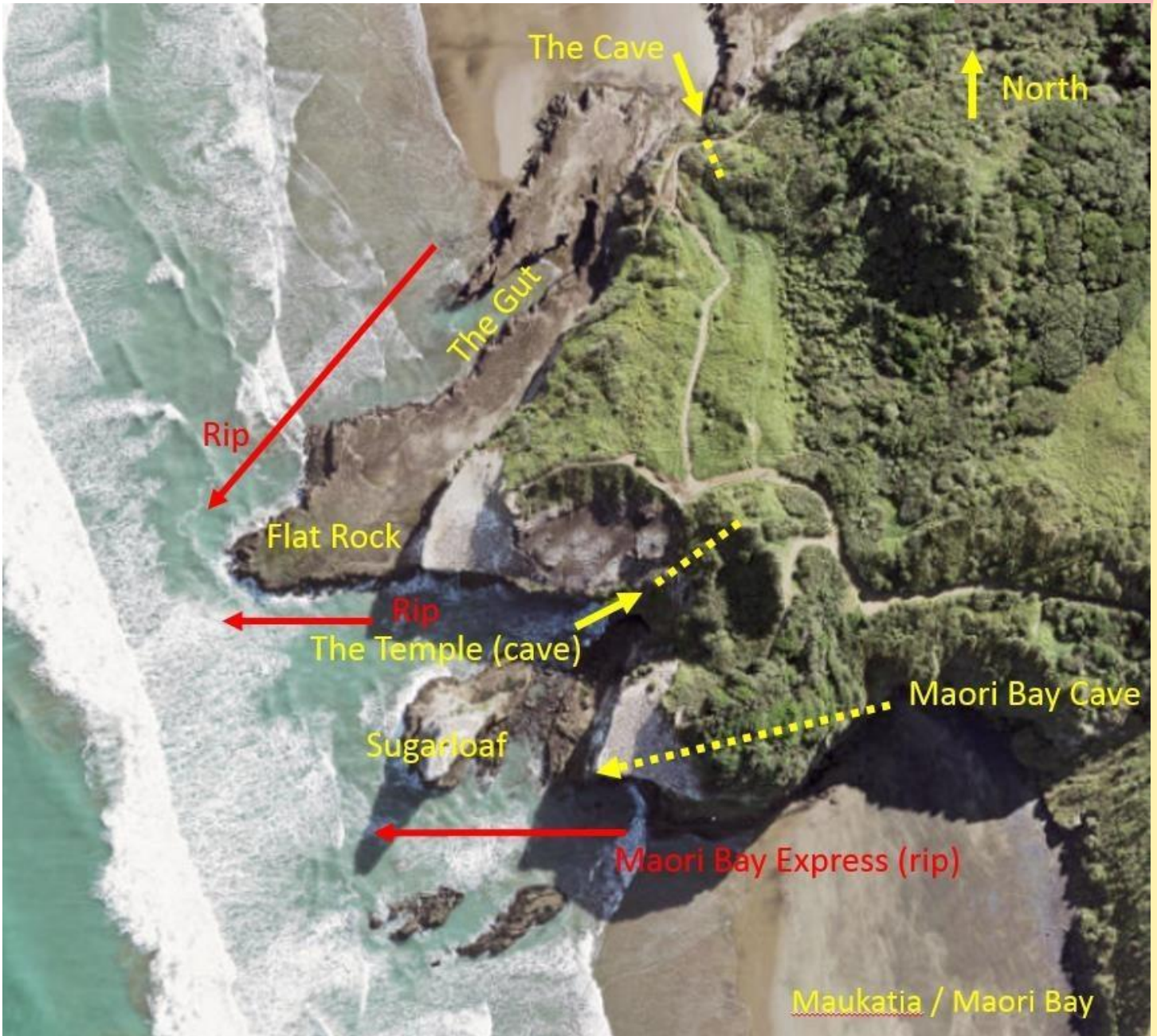
Club extension to minimum patrol times: (Optional)

(Example: 5pm minimum finish time for the whole season, or 10am minimum start time etc.)

4.3 AREA MAP



4.4 SCHEMATIC PLAN OF BEACH





Minimum Patrol Equipment – CSOP

Section Number: 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the minimum Patrol Equipment required for Muriwai to operate.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

Follow Agreed Equipment Schedule found in the Lifesaving Service Agreement.



Local Bylaws – CSOP

Section 1 – Patrol Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain/Lifesaving Director

1.0 PURPOSE

This outlines the local by laws in place at Muriwai that Muriwai Volunteer Lifeguard Service and its members need to be aware of.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region.

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

Check the local area and district council websites for bylaws relating to the beach.

5.0 LOCAL BYLAWS

The local bylaws for Muriwai are:

Local Bylaw/Maritime Law	Impact on SLS Service	Monitoring/Enforcing Role of SLS Service
Powered craft exclusion zone within 200m of beach - 5 knots within 200m of shore, and 50m of an object or swimmer.	Minor	Club role is to monitor and advise members of the public of the bylaw, if they don't comply and are endangering other members of the public, contact SurfCom.
Liquor ban (7pm to 7am)	Minor	There is a liquor ban on Muriwai Beach and surrounding areas at certain times. The club's role is to monitor. If there are any problems, the club patrol is to contact SurfCom
Vehicles on beach	Minor	Vehicles are prohibited on Muriwai Beach south of the vehicle access except for the launch and retrieval of boats. The club's role is to monitor. If there are any breaches, the patrol is to contact SurfCom.

Dangerous Conditions – CSOP

Section Number: 1 – Patrol Operations

Version Number: 3.0

Effective Date: 1 August 2023

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the definition of dangerous conditions for Muriwai.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand, Surf Lifesaving Northern Region

3.0 REQUIREMENT

- 3.1 Dangerous conditions at Muriwai are influenced by several factors. These include tides, weather conditions, wave height and rips present.
- 3.2 General indications for consideration of dangerous conditions could be any of the following: large sweeping waves with high tides, lack of safe patrolling area due to unmanageable rips, extremely strong winds preventing safe patrolling conditions, any other hazards identifiable at the discretion of the Patrol Captain.

4.0 PROCEDURE

- 4.1 The PC of the day and/or the Club Captain and SAR Coordinator can make the call as to what constitutes conditions for closure of the beach. This decision will be a combination of NSOPS, CSOPS, and the judgement of the indicated members.
- 4.2 Upon the decision to close the beach, the PC must radio SurfCom on Channel 1 or call 0800SAVELIFE to inform them of their decision and the reasons behind it.

Section 2: Health and Safety Management

Club Hazard Register – CSOP

Section 2 – Health & Safety Management Version

Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain/Lifesaving Director

1.0 PURPOSE

This outlines the local hazards at Muriwai that the members need to be aware of.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region.

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

Clubs should review their club hazard register more frequently if their Club H&S policy indicates this.

5.0 SPECIFIC DANGERS & HAZARDS LOCAL KNOWLEDGE

In all the below situations, the Patrol Captain on the day is responsible for allocating rescue resources as they see fit. If you are not sure of what to do, particularly junior members, please consult with the Patrol Captain, or other senior lifeguards.

Hazard Identification and Analysis						Action		
Hazard/ Task	Location	Risk Score. with no controls	Significant (Yes/ No)	Controls Required (incl existing) (Eliminate, Substitute, Isolate, Engineering controls, Admin controls, PPE)	Risk Score after controls	Person Responsible	Monitoring Required (Who & when)	Review & Audit (Who & when)
The Creek	2km North of the lifeguard tower	8.75	Yes	Powercraft and/or ATV check as and when patrol workload allows.	6	Patrol Captain	Patrols	Club Lifesaving Committee
Sweeping waves and strong rips	In vicinity of Flat Rock, Sugarloaf, the Cave, the Gut	12	Yes	Angel rings checked during patrol, lifeguards to monitor and advise fisherman & tourists of dangers and precautions. Powercraft sweeps and foot patrols (with surf tube)	6	Patrol Captain	Patrols	Club Lifesaving Committee
Boats / Jet Skis launching and returning to beach	Shallows and board rider surf zones at southern end of beach	10	Yes	Powercraft sweeps, warning signs, preventative actions to keep swimmers between the flags	5	Patrol Captain	Patrols	Club Lifesaving Committee
Sweeper waves during heavy swells and big tides.	Entire beach	8	No	Flags placed appropriately with active preventative actions. Warning signs and foot patrols to warn beach users, particularly tourists and those with small children.	5	Patrol Captain	Patrols	Club Lifesaving Committee
Flash Rips	All Muriwai Beach, particularly on outgoing tide. Potential for mass rescue.	13.5	Yes	Use of warning signs, active patrolling, preventative actions, and use of power craft to sweep potential rip areas as they develop. Where possible, have two power craft and crews available for immediate deployment.	5	Patrol Captain	Patrols	Club Lifesaving Committee
Cliffs, steps, and rocks - slips and falls onto rocks or into water.	Southern end of beach, Gannet Colony	10	Yes	Active foot patrols to warn patrons of hazards, active intervention when dangerous activity (cliff climbing) is sighted.	5	Patrol Captain	Patrols	Club Lifesaving Committee
Motor Vehicles on beach especially during busy periods	All Muriwai Beach	8.0	No	Council bylaw prohibits vehicles on beach except for launching/retrieving boats. Lifeguards to warn drivers of bylaw and permit requirement and report to NZ Police for further action if required.	5	Patrol Captain	Patrols	Club Lifesaving Committee
Hang gliders and para-punters	Southern end of beach	8.75	No	Lifeguards to maintain good situational awareness of activities in the immediate beach surrounds and respond if workload and lifeguard numbers allow.	6	Patrol Captain	Patrols	Club Lifesaving Committee

Training and Development	All club members	16	Yes	The person in charge of training must fill out an ORA before starting a training session and must have permission from the Club Captain. All lifeguards involved must wear correct PPE and be suitable candidates for the training session. If after completing an ORA it is deemed too dangerous, the training session must not go ahead.	8	Club Captain	Club Lifesaving Committee	Club Lifesaving Committee
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		SLSNZ Risk Matrix					
		5	10	15	20	25	
Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost certain	
		1	2	3	4	5	
Likelihood (L)							



Fuel Storage – CSOP

Section 2 – Health and Safety Management

Version Number: 1.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain/Convenor Health, Safety and Welfare

1.0 PURPOSE

This outlines the specific fuel storage conditions for Muriwai Volunteer Lifeguard Service

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

4.0 PROCEDURES

- 4.1 Maximum petrol storage (mixed and unmixed) is: 300 litres
- 4.2 All flexible fuel bladders stored in Fuel Storage Shed are to be decanted back into fuel can at the end of daily operations.
- 4.3 Further information relating to fuel storage, including total quantities, and MSDS sheets, can be found in the MSDS folder located on the right hand wall as you enter the Operations Room.



Section 3: Vehicle Operations

Vehicle Maintenance & Service – CSOP

Section 3 - Vehicle Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the process for vehicle maintenance and servicing.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Maintenance shall be carried out in accordance with the manufacturer's instructions, although more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also impacts on the public image of surf lifesaving. It is important that operators ensure the vehicle is always in good condition.
- 4.2** Always follow the inspection and maintenance procedures described in the ATV owners/operator's manual and/or Club SOPs.



Vehicle Operation – CSOP

Section 3 - Vehicle Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the vehicle operations for Muriwai.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Surf Life Saving vehicles may not exceed any set beach speed limits as set by authorities.
- 4.2** In high patronage areas, vehicles may not exceed walking speed (i.e., 5kph - close to flagged areas, on crowded beach areas)
- 4.3** In low patronage areas, vehicles shall not use excessive speed (and may not exceed 30kph).
- 4.4** Speed shall only be used in an emergency or matter of urgency and the driver must take every precaution to ensure the safety of themselves, passengers, and all other beach users.
- 4.5** Headlights shall be always "on" whilst the vehicle is operating.
- 4.6** Safety information labels shall be considered as permanent parts of the vehicle. If a label comes off or is hard to read, contact your dealer for a replacement.
- 4.7** Sponsorship signage should not interfere with the visibility of identification and safety information labels.
- 4.8** It is the responsibility of the clubs operating an ATV and/or LUV Side-by-Side to have them registered and licensed under Registration class A for 6 to 15 months at a time. This is important and can affect insurance.



Section 4: Emergency Operations



Fire Evacuation Plan – CSOP

Section 4 - Emergency Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain

1.0 PURPOSE

This outlines the fire evacuation plan for Muriwai Surf Club.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1 Attempt to contain a fire if possible. Evacuate the building as quickly and as orderly as possible.
- 4.2 Wait in a safe place away from the hotspot.
- 4.3 Call SurfCom and request Fire Service as soon as possible.
- 4.4 Treat burns or other injuries as required, call an ambulance if there are any serious injuries. Take special care of possible smoke inhalation. If you suspect any person has been exposed and inhaled to thick smoke, refer to the medical centre or call an ambulance.
- 4.5 If there are multiple casualties, be prepared to triage.

Identify the location of a designated meeting point.	
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Tsunami Preparation & Response – CSOP

Section 4 - Emergency Operations

New Zealand’s coastline is vulnerable to both offshore and locally produced tsunamis. A tsunami is one of the more likely natural disasters to impact SLS Operations. They’re generally preceded by a significant earthquake, landslide, volcanic eruption or other disruptive event.

There are 4 types of Tsunami alerts that may be issued,

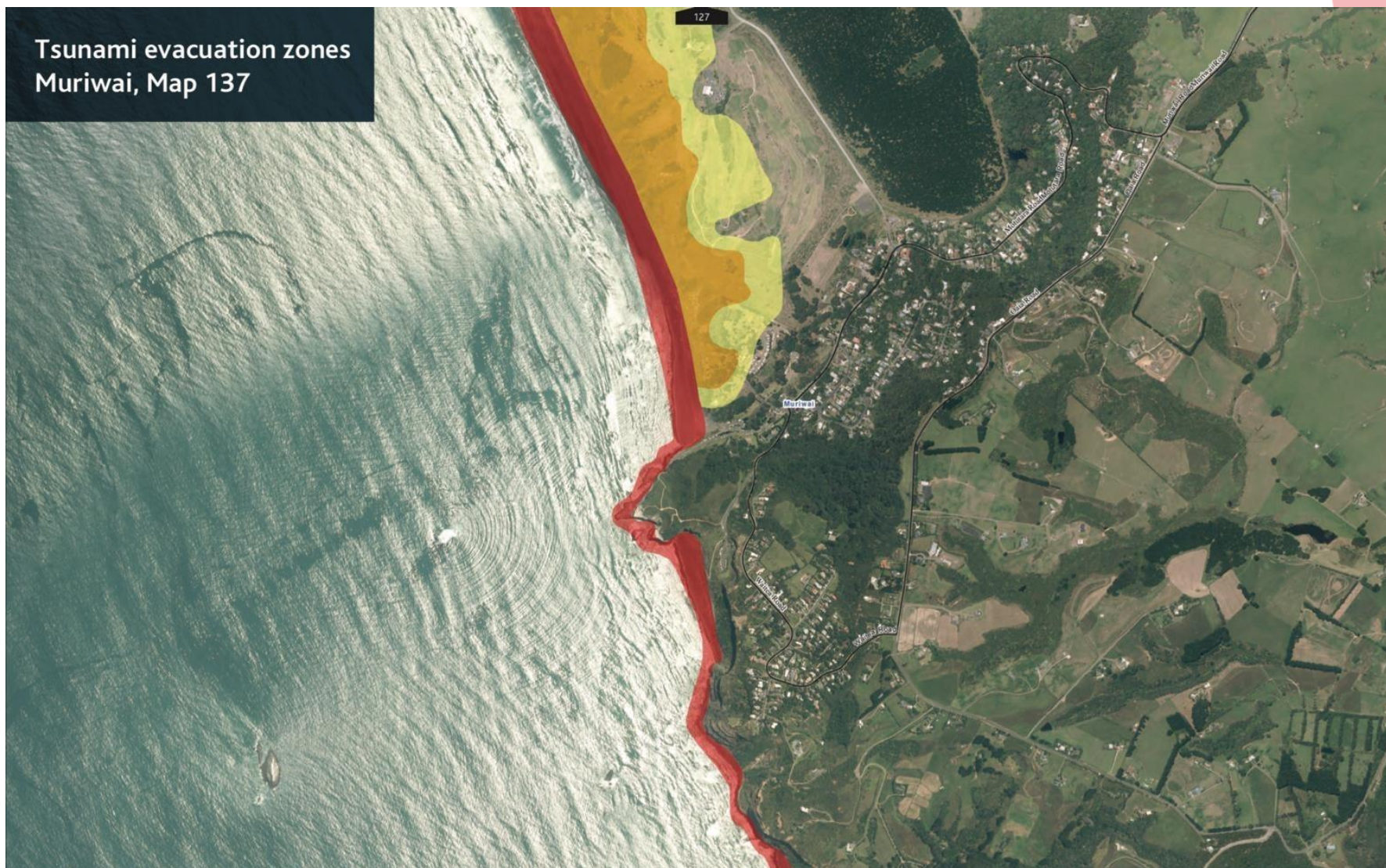
<i>Tsunami Advisory</i>	<i>Notification of a potential Tsunami</i>
<i>Tsunami Warning</i>	<i>Immediate Tsunami threat</i>
<i>Tsunami Evacuation</i>	<i>An evacuation for immediate Tsunami threat</i>
<i>Tsunami Stand Down</i>	<i>Stand down of a Tsunami threat</i>

Club Tsunami Response Plan	
Identify the essential lifesaving equipment that will be removed from the club in the event of a Tsunami	Powercraft, fuel, rescue tubes, first aid equipment, defibrillators, oxygen.
Outline how the club will be accessed to remove essential lifesaving equipment.	SAR squad members with keys will respond as and when available/able based on the threat and the warning
Identify the location of a nearby safe 'green zone' (grid reference, address, and directions)	https://www.civildefence.govt.nz/get-tsunamiready/#maps Muriwai Fire Station, corner Motutara and Coast Rd, Muriwai
Outline how the equipment will be transported to the safe 'green zone'.	First aid and lifesaving equipment to be loaded into vehicles, Powercraft and private vehicles as available.
Enter the contact number of the local Civil Defence Coordinator	Obtainable via 0800 SAVE LIFE
List the members able to respond following the activation of a Tsunami warning.	Refer to SAR Squad

Please note: The above response plan must only be activated if there is time and no risk to anyone.

TSUNAMI GREEN ZONE MAP

Your local Civil Defence Group has tsunami zone maps and regional advice. Make sure you know where to go.



<https://www.civildefence.govt.nz/get-tsunami-ready/#maps>



Section 5: First Aid Operations



Minimum First Aid Equipment – CSOP

Section 5 – First Aid Operations

Version Number: 2.0

Effective Date: 1 August 2024

Review Date: 1 September Annually

Document Owner: Club Captain/First Aid Officer

1.0 PURPOSE

This outlines the minimum first aid equipment recommended for Muriwai.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

N/A

4.0 PROCEDURES

- 4.1** Clubs are recommended to have ready and available the minimum first aid equipment that meets the specifications of SLSNZ (see below).
- 4.2** Complete a stock take of the club first aid equipment often and replace or purchase new equipment as and when required.

FIRST AID SUPPLIES LIST

The following list has been created by the Medical Advisory Group and is the minimum recommendation.

First Aid Kit Contents

- Towel for optimising airway/head/torso alignment or absorbing fluids
- Headlamp, 250+ lumen, water-resistant
- Permanent marker, pen and notepad
- Alcohol hand sanitiser
- Trauma shears

PPE:

- Nitrile gloves (sizes S, M, L, XL)
- Surgical masks (medical ear loop face masks)
- N95 face mask
- Plastic face shields
- Safety glasses
- Sharps container
- Biohazard disposal bags
- Emesis bag
- Universal wipes (E.g., Clinell universal wipes)
- Patient blanket: Blizzard 2-layer compact trauma blanket OR Mediwrap high protection blanket OR wool blanket. Mylar foil blankets are unacceptable.

Airway module:

- Oropharyngeal airways, 50mm-110mm (00, 0, 1, 2, 3, 4, 5)
- CPR Pocket Mask, Laerdal OR ADC
- Oxygen tubing (usually comes with masks)
- Simple face mask, adult and child
- Non-rebreather (reservoir) mask, adult and child
- Bag-valve mask (BVM): Laerdal 'The Bag II' disposable resuscitator OR Adult BVM with size 5, 4 mask; Child BVM with size 3, 2 masks; Viral filter for each BVM.

Trauma Module:

- Trauma shears
- Water or saline for irrigation, 30ml plastic ampoules x 5
- Splinter probes
- Splinter tweezers, disposable fine point
- Dressings and Bandages: selection of non-adherent wound dressing pads, sticking plasters, gauze squares 75mmx75mm, combine dressings 20cmx20cm, crepe/cohesive bandages, water resistant Transpore surgical tape 50mm and 25mm (M), rigid strapping tape, 3M Steristrips 6mmx38mm.

Optional Module: (for use only by a qualified Surf First Responder who understands their limitations)

- Glucometer with valid test strips
- Manual BP: Welch Allyn sphygmomanometer (DS44 or better) OR ADC
- Stethoscope: Littman OR 3M brand OR ADC
- Pulse oximeter: Masimo Rad-5 (preferred) OR Masimo MightySat Rx fingertip oximeter (no other versions are acceptable)
- Tympanic thermometer

Oxygen Kit Contents

- Inhalo oxygen cylinder
- Towel for optimising airway/head/torso alignment or absorbing fluids
- Oropharyngeal airways, minimum 60mm, 80mm, 100mm, 120mm (infant to adult XL)
- CPR Pocket Mask: must be one-piece/no assembly required.
- Oxygen tubing
- Non-rebreather oxygen mask (at 10-15L/min)
- BVM (bag-valve-mask): Laerdal 'The Bag II' disposable resuscitator* (at 10-15L/min); adult and child bags; masks sizes 5,3,2.

Major Bleeding Kit Contents

- Trauma shears
- Water or saline for irrigation, 30ml plastic ampoules x5
- Splinter probes
- Splinter tweezers, disposable fine point
- Dressings and Bandages: selection including non-adherent wound dressing pads, sticking plasters, combine dressings, conforming crepe/cohesive bandage, water resistant Transpore surgical tape, rigid strapping tape.
- Triangular bandage with safety pin
- SAM Splint, 36in/91.4cm
- Tourniquet: CAT Gen7
- Haemostatic dressing: Celox 20x20cm gauze pad

Medical Oxygen Quantity – CSOP

Section 5 – First Aid Operations

Version Number: 2.0

Effective Date: 2 January 2025

Review Date: 1 September Annually

Document Owner: Club Captain/First Aid Officer

1.0 PURPOSE

This outlines the types, quantity and locations of medical oxygen stored at Muriwai.

2.0 SCOPE

Lifeguards, Members, Club Management Officials, Surf Lifesaving New Zealand & Surf Life Saving Northern Region

3.0 REQUIREMENTS

Total Quantity of Medical Oxygen stored at Muriwai Volunteer Lifeguard Service is 8 (eight) bottles:

First Aid Room:

- 1 x D Size (Large Bottle)
- 2 x A Size (Small bottles) - Spares

Lifeguard Tower First Aid Kit: 1 x A Size

Hilux Ute: 1 x A Size

ATV 1 First Aid Kit: 1 x A Size

ATV 2 First Aid Kit: 1 x A Size

4.0 PROCEDURES

- 4.1** Medical Oxygen supplier for Muriwai Volunteer Lifeguard Service is: BOC NZ
- 4.2** The account is under: Muriwai Lifeguard Service Inc
- 4.3** The nearest branch to Muriwai is West Auckland Gas and Gear. Location: 334 Rosebank Road, Avondale, 1026. Contact phone number is: 09 828 9600
- 4.4** When an O2 bottle is used, please advise the First Aid Officer as soon as possible: first.aid@muriwaisurf.org.nz