

Lifesaving South Africa

Major Incident Reporting Protocol

In the event of an incident occurring at a venue officially patrolled by a Lifesaving South Africa voluntary duty member or duty squad or in a remote vicinity but attended to by members of the club/ duty squad while on duty the following reporting / investigative procedure must be adhered to.

Examples of reportable incidents are as follows but are not limited to

- Confirmed death by drowning or unknown causes or a near drowning of a member of the bathing public within the lifeguard patrolled area.
- Suspected drowning / disappearance of a member of the bathing public within patrolled area.
- Retrieval of bodies from the water.
- Injury to a member of the bathing public within patrolled area caused by the actions of a voluntary duty lifeguard in which case claims of medical and/or legal liability may be tested.
- Injury to a voluntary duty lifeguard caused during or subsequent to the execution of his or her lifesaving duty either by accident, force of nature or violent act in which case claims of medical and/or legal liability may be tested.
- Any resuscitation carried out by the club or its members, wherever it may occur, resulting from a call out made to the club

Incident 1

DROWNING OR NEAR DROWNING

NOTE: - At no stage must the voluntary duty members or club representatives admit liability to the incident; neither should they make any statements to the Newspapers, Radio or Television. Official statements should only come from the Club Chairman.

1. Duty member responds to bather in difficulty.
2. Back up duty members assist with the execution of the rescue.
3. Victim removed from the water and placed on suitable working surface as soon as possible.
4. Basic Life Support / Resuscitation inline with training level must be commenced.
5. Duty patrol leader summoned if not already in attendance.
6. Emergency Medical Services summoned and regional Professional lifeguards informed.
7. Exact details of incident documented – time, place, rescue and resuscitation actions, lifeguards involved, time of EMS activation and arrival on the yellow Resuscitation Report Form found in the back of the LSA Duty Report Book.
8. If victim is declared dead on scene by EMS, local South African Police Services (SAPS) must be summoned and respond before the body may be removed.
9. Duty patrol leader to verbally inform Club Chairman and Captain as soon as possible.
10. Club Chairman to inform relevant Local Authority / Council management representative within one hour of incident.
11. Duty patrol leader to submit confidential detailed report to Chairman and Captain by end of duty period, together with the yellow report forms mentioned above.
12. Brief recording of incident must be made in the club duty book.
13. Club Chairman to arrange internal club debriefing / investigation of incident.
Club Chairman to inform relevant Local Authority / Council as well as Provincial and National Lifesaving Body of the incident, initially by telephone and followed up in writing together with copies of the yellow report forms by the following working day.
14. Post traumatic stress counseling must be arranged for / offered to all duty members involved in incident as soon as possible.

15. The Provincial Chairman shall convene a formal inquiry within fourteen days of the incident. Participants on the Inquiry Board may include but not be limited to, members of the Duty Patrol, Club Chairman and Captain, representative(s) of the Local Authority / Council and member(s) of the Provincial Lifesaving Body. The Convener/Chairman of the Enquiry Board shall be appointed by the Provincial Association and notified of his/her responsibilities by the Provincial Chairman. The Convener/Chairman of the Enquiry Board shall be a member of the Provincial Lifesaving Executive or an independent Subject Specialist Chairperson.
16. The Enquiry Board shall take testimony (evidence) from any and all persons or bodies who have an interest in the event. The Enquiry Board shall then consider the evidence and prepare a report on its findings and recommendations and circulate this report to all participants in the Enquiry Board, the Club, the Provincial Lifesaving Association, the Local Authority / Council and Lifesaving SA, within seven days of the formal enquiry having been completed.
17. Based on the findings and recommendations of the Inquiry Board, leave to appeal on all findings and recommendations may be submitted by any of the parties to Lifesaving SA for the attention of the Directors of Patrols and Lifesaving, within seven days of the issue of the report of the formal inquiry.

Incident 2

SUSPECTED DROWNING / DISAPPEARANCE OF BATHER WITHIN PATROLLED AREA

NOTE: - At no stage must the voluntary duty members or club representatives admit liability to the incident; neither should they make any statements to the Newspapers, Radio or Television. Official statements should only come from the Club Chairman.

1. Duty member responds to report by summoning all available duty members.
2. Duty patrol leader summoned if not already in attendance.
3. Back up duty members assist with the execution of land and water based search for missing person.
4. All available information regarding the suspected disappearance must be documented by a responsible duty member. Example area, time, activity, description, actions already taken and contact details of victim's family if available.
5. Regional Professional lifeguards informed.
6. If missing victim is not found within the hour, the Duty patrol leader must verbally inform the Club Chairman and Captain.
7. The Club Chairman to inform relevant Local Authority / Council management representative within one hour of incident.
8. The Club Chairman or designated representative to inform South African Police Service (SAPS).
9. Duty patrol leader to submit confidential detailed report to the Club Chairman and Captain by end of duty period.
10. Brief recording of incident must be made in the club duty book.
11. The Club Chairman to inform relevant Local Authority / Council as well as Provincial and National Lifesaving Body in writing of the incident by the following working day.
12. If deemed necessary The Provincial Chairman shall convene a formal inquiry within fourteen days of the incident. Participants on the Inquiry Board may include but not be limited to, members of the Duty Patrol, Club Chairman and Captain, representative(s) of the Local Authority / Council and member(s) of the Provincial Lifesaving Body. The Convener/Chairman of the Enquiry Board shall be appointed by the Provincial Association and notified of his/her responsibilities by the Provincial Chairman. The Convener/Chairman of the Enquiry Board shall be a member of the Provincial Lifesaving Executive or an independent Subject Specialist Chairperson.

13. The Enquiry Board shall take testimony (evidence) from any and all persons or bodies who have an interest in the event shall then consider the evidence and prepare a report on its findings and recommendations and circulate this report to all participants in the Enquiry Board, the Club, the Provincial Lifesaving Association, the Local Authority / Council and Lifesaving SA, within seven days of the formal enquiry having been completed.

14. Based on the findings and recommendations of the Inquiry Board, leave to appeal on all findings and recommendations may be submitted by any of the parties to Lifesaving SA for the attention of the Directors of Patrols and Lifesaving, within seven days of the issue of the report of the formal inquiry.

Incident 3

AN INJURY TO A MEMBER(S) OF THE PUBLIC CAUSED BY THE ACTIONS OF A VOLUNTARY DUTY MEMBER DURING THE PERIOD FOR WHICH HE/SHE IS SIGNED ON FOR DUTY.

NOTE: - At no stage must the voluntary duty members or club representatives admit liability to the incident; neither should they make any statements to the Newspapers, Radio or Television. Official statements should only come from the Club Chairman.

1. Duty member to render appropriate first aid in line with and limited to that for which the member is qualified..
2. Duty patrol leader summoned if not already in attendance.
3. Emergency Medical Services summoned.
4. Exact details of incident documented – time, place, rescue or incident details, lifeguards involved, time of EMS activation and arrival. Contact details of the injured person as well as any possible witnesses.
5. Duty patrol leader to verbally inform Club Chairman and Captain as soon as possible.
6. Duty patrol leader to submit confidential detailed report to Chairman and Captain by end of duty period.
7. Brief recording of incident must be made in the club duty book.
8. Club Chairman to arrange internal club debriefing / investigation of incident.
9. Club Chairman to inform relevant Local Authority / Council as well as Provincial and National Lifesaving Body of the incident, initially by telephone and followed up in writing together with copies of the yellow report forms by the following working day.
10. If deemed necessary The Provincial Chairman shall convene a formal inquiry within fourteen days of the incident. Participants on the Inquiry Board may include but not be limited to, members of the Duty Patrol, Club Chairman and Captain, representative(s) of the Local Authority / Council and member(s) of the Provincial Lifesaving Body. The Convener/Chairman of the Enquiry Board shall be appointed by the Provincial Association and notified of his/her responsibilities by the Provincial Chairman. The Convener/Chairman of the Enquiry Board shall be a member of the Provincial Lifesaving Executive or an independent Subject Specialist Chairperson.
11. The Enquiry Board shall take testimony (evidence) from any and all persons or bodies who have an interest in the event shall then consider the evidence and prepare a report on its findings and recommendations and circulate this report to

all participants in the Enquiry Board, the Club, the Provincial Lifesaving Association, the Local Authority / Council and Lifesaving SA, within seven days of the formal enquiry having been completed.

12. Based on the findings and recommendations of the Inquiry Board, leave to appeal on all findings and recommendations may be submitted by any of the parties to Lifesaving SA for the attention of the Directors of Patrols and Lifesaving, within seven days of the issue of the report of the formal inquiry.

Incident 4

**INJURY TO A VOLUNTARY DUTY LIFEGUARD CAUSED DURING OR
SUBSEQUENT TO THE EXECUTION OF HIS/HER LIFESAVING DUTY EITHER
BY ACCIDENT, FORCE OF NATURE OR VIOLENT ACT.**

NOTE: - At no stage must the voluntary duty members or club representatives admit liability to the incident; neither should they make any statements to the Newspapers, Radio or Television. Official statements should only come from the Club Chairman.

1. Duty member(s) to render appropriate first aid in line with and limited to that for which the member is qualified.
2. Injured duty member to be examined by a medical practitioner as soon as possible and a copy of the medical report requested for submission to the club Executive Committee.
3. Exact details of incident documented – time, place, rescue or incident details, lifeguards involved, time of EMS activation and arrival. Contact details of the injured person as well as any possible witnesses.
4. Duty patrol leader to verbally inform Club Chairman and Captain as soon as possible.
5. Duty patrol leader to submit confidential detailed report to Chairman and Captain by end of duty period.
6. Brief recording of incident must be made in the club duty book.
7. Club Chairman to arrange internal club debriefing / inquiry of incident.
8. If bodily assault of a member has taken place, parent/guardian of the member should be notified if a minor and legal opinion should be sought regarding criminal/civil charges.
9. Club Chairman to inform relevant Local Authority / Council as well as Provincial and National Lifesaving Body of the incident, initially by telephone and followed up in writing together with copies of the yellow report forms by the following working day.
10. If relevant the Compensation Commissioner must be informed within 24hrs of the incident.
11. If deemed necessary the Provincial Chairman shall convene a formal inquiry within fourteen days of the incident. Participants on the Inquiry Board may include but not be limited to, members of the Duty Patrol, Club Chairman and Captain, representative(s) of the Local Authority / Council and member(s) of the Provincial Lifesaving Body. The Convener/Chairman of the Enquiry Board shall be appointed by the Provincial Association and notified of his/her responsibilities by the Provincial Chairman. The Convener/Chairman of the Enquiry Board shall be a member of the Provincial Lifesaving Executive or an independent Subject Specialist Chairperson.
12. The Enquiry Board shall take testimony (evidence) from any and all persons or bodies who have an interest in the event. The Enquiry shall then consider the evidence and prepare a report on its findings and recommendations and circulate this report to all

participants in the Enquiry Board, the Club, the Provincial Lifesaving Association, the Local Authority / Council and Lifesaving SA, within seven days of the formal enquiry having been completed.

13. Based on the findings and recommendations of the Inquiry Board, leave to appeal on all findings and recommendations may be submitted by either parties to the National Lifesaving body via the Director of Patrols or Director of Lifesaving, within 14 days of the formal inquiry having been completed.

Signed

Ken Bentall

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Director Lifesaving, Lifesaving South Africa

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