



Circular 094:18

Date: 1st November 2018

Subject: Radio reporting

Attention: All patrolling members

Action: All club and patrolling members to reference this document when reporting to SurfCom

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

Please find below a guide on radio reporting and language.

Radio Checks:

NB: *Do not use the five-out-of-five descriptor as it is outdated and is not specific.*

The following should be referenced when conducting radio checks.

Pro Word	Meaning
Report on Signal Strength	
Loud	Your signal is very strong
Good	Your signal strength is good
Weak	Your signal strength is weak
Very Weak	Your signal strength is very weak
Broken	Your signal is broken and cannot be relied upon
Report on Readability	
Clear	Your message is very clear
Readable	Your message is readable
Unreadable	Your message is unreadable
Distorted	Your message is distorted
With Interference	Your message has interference

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Start of Patrol Reports:

Example: "SurfCom, SurfCom, this is Muriwai. Our Start of Patrol Report reads as follows from number of patrol members..."

1. List numbers from number of patrol members to number of ATVs.
"9, 1, 1, 4, 2."
2. List numbers from weather to wind direction.
"3, 2, 2, 2, 3."
3. Read out opening headcounts and conclude message with "over".
"Our 11 o'clock headcounts are 120 on beach, 60 in water for a total of 180, over."

SLSNZ Patrol Captains Report Form					SURF LIFE SAVING					
Patrol & Team Details				Type of Service (Tick one box)						
Club / service				Voluntary						
Patrol team (if allocated)				Regional guard						
Patrol captain				Callout						
Date of patrol / / S M T W T F S				Event safety						
Patrol location				Other						
Patrol description / notes / hazards / additional information:										
Patrol Information			Patrol Conditions		Start of patrol	Comments				
Patrol start time			Weather		2					
Patrol finish time			Wave height							
High tide time			Surf conditions							
Peak headcount			Wind strength							
Total hours worked			Wind direction							
Patrol Members (contact)										
First name	Last name	SLSNZ number	Role	Start	Finish	Hours	Head counts	On beach	In water	Total
Use 15 minute time units							06.00			
1							07.00			
2							08.00			
3							09.00			
4							10.00			
5							11.00			
6							12.00			
7							13.00			
8							14.00			
9							15.00			
10							16.00			
11							17.00			
12							18.00			
13							19.00			
14							20.00			
15							21.00			
16							22.00			
17							Peak			
18							Notes:			
19										
20										
21										
22										
Resources				Actions		Number	# forms complete			
Number of patrol members				Number of people rescued						
Number of patrolled areas				Number of people assisted to safety						
Number of IRBs / RWC				Number of people needing major first aid						
Number of radios				Number of minor first aid incidents						
Number of ATVs				Number of people searched for						
Other equipment: (list below)				Number of preventative actions						
				Est. No. of public involved in preventative actions						
Signed: _____				(patrol captain)						

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2 & 4pm Headcounts:

Example: "SurfCom, SurfCom, this is Muriwai. Our 2 o'clock headcounts are 250 on beach, 50 in water for a total of 300, over."

1. Read out on-beach, in-water & total headcounts and conclude message with "over".

SLSNZ Patrol Captains Report Form					SURF LIFE SAVING					
Patrol & Team Details			Type of Service (tick one box)							
Club / service			Voluntary							
Patrol team (if allocated)			Regional guard							
Patrol captain			Callout							
Date of patrol / / S M T W T F S			Event safety							
Patrol location			Other							
Patrol description / notes / hazards / additional information:										
Patrol Information		Patrol Conditions		Start of patrol	Comments					
Patrol start time		Weather								
Patrol finish time		Wave height								
High tide time		Surf conditions								
Peak headcount		Wind strength								
Total hours worked		Wind direction								
Patrol Members (contact)										
First name	Last name	SLSNZ number	Role	Start	Finish	Hours	Head counts	On beach	In water	Total
				Use 15 minute time units:			06.00			
1							07.00			
2							08.00			
3							09.00			
4							10.00			
5							11.00			
6							12.00			
7							13.00			
8							14.00			
9							15.00			
10							16.00			
11							17.00			
12							18.00			
13							19.00			
14							20.00			
15							21.00			
16							22.00			
17							Peak			
18							Notes:			
19										
20										
21										
22										
Resources			Actions		Number	# forms complete				
Number of patrol members			Number of people rescued							
Number of patrolled areas			Number of people assisted to safety							
Number of IRBs / RWC			Number of people needing major first aid							
Number of radios			Number of minor first aid incidents							
Number of ATVs			Number of people searched for							
Other equipment: (list below)			Number of preventative actions							
			Est. No. of public involved in preventative actions							
Signed:			(patrol captain)							

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End of Patrol Reports:

Example: "SurfCom, SurfCom, this is Muriwai. Our End of Patrol Report reads as follows from number of rescues..."

- List numbers from number of rescues to estimated number of public involved in preventative actions.
"1, 3, 0, 1, 0, 0, 10, 20."
- List peak headcounts & total hours worked.
"45, 220."
- Confirm closing time.
"We will be closing at 4 o'clock..."
- Read out closing headcounts and conclude message with over:
"Our 4 o'clock headcounts are 150 on beach, 50 in water for a total of 200, over."

SLSNZ Patrol Captains Report Form					SURF LIFE SAVING						
Patrol & Team Details				Type of Service (tick one box)							
Club / service				Voluntary							
Patrol team (if allocated)				Regional guard							
Patrol captain				Callout							
Date of patrol	/ /	S	M	T	W	T	F	S	Event safety		
Patrol location				Other							
Patrol description / notes / hazards / additional information:											
Patrol Information				Patrol Conditions		Start of patrol		Comments			
Patrol start time	3			SLSNZ number	Weather						
Patrol finish time	2				Wave height						
High tide time					Surf conditions						
Peak headcount					Wind strength						
Total hours worked				Wind direction							
Patrol Members (contact)											
	First name	Last name	SLSNZ number	Role	Start	Finish	Hours	Head counts	On beach	In water	Total
					Use 25 minute time units:			06.00			
1								07.00			
2								08.00			
3								09.00			
4								10.00			
5								11.00			
6								12.00			
7								13.00			
8								14.00			
9								15.00			
10								16.00			
11								17.00			
12								18.00			
13								19.00			
14								20.00			
15								21.00			
16								22.00			
17								Peak			
18								Notes:			
19											
20											
21											
22											
Resources				Actions				Number	# forms complete		
Number of patrol members				Number of people rescued				1			
Number of patrolled areas				Number of people assisted to safety							
Number of IRBs / RWC				Number of people needing major first aid							
Number of radios				Number of minor first aid incidents							
Number of ATVs				Number of people searched for							
Other equipment: (list below)				Number of preventative actions							
				Est. No. of public involved in preventative actions							
Signed:				(patrol captain)							

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Additional Pro-words:

Pro-word	Meaning
Acknowledge/did you copy	<i>Let me know that you have received and understood my message</i>
Affirmative/Negative	<i>Yes/Correct - No/Incorrect</i>
Break	<i>I have finished a conversation with one station and am calling another without breaking my transmission.</i>
Correction	<i>An error has been made; the correct version is...</i>
How do you read	<i>How well are you receiving me?</i>
I Spell	<i>Transmitted before spelling a difficult word using the phonetic alphabet</i>
Negative	<i>No/Incorrect</i>
Nothing Heard	<i>No readable or no reply transmission heard</i>
Out	<i>The conversation is finished and I don't expect a reply. Used at the end of transmission as an indication to other stations that the network is clear and free for use</i>
Over	<i>I have finished my message and expect a reply</i>
Rescue, Rescue, Rescue	<i>Emergency broadcast prefix utilised to clear the radio channel and gain all stations attention</i>
Roger	<i>I have received and understood all of your last transmission</i>
Say Again	<i>I missed part or all of your last transmission. Transmit it again</i>
Stand by	<i>Please wait until I call you back. I need to complete my current job or get more information or assistance for you. Other stations may transmit</i>
Standing by	<i>Listening out and awaiting further information</i>

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