



INCIDENT RESPONSE POLICY

This policy is an action guideline for the SBC committee in case of delayed or injured parties.

For the purpose of this document an incident may be either:

- concerns that members are delayed returning from an activity, or
- a serious accident or death occurring in association with an official club activity.

The policy particularly applies to hard, very hard, exploratory, multiday and exploratory activities, or other activities that have an element of risk such as water activities or poor weather.

On-track easy walks have a lower level of risk and will not generally require as many precautions.

MEMBER RESPONSIBILITIES

All members participating in any SBC activity which is not a social activity are required, where practical, to leave the details of the activity with a responsible adult. The details should include the following items:

- The description of the activity and its location (as per the program)
- Name and contact details of the leader (as per the program)
- Any special or safety equipment the party will be carrying (eg PLB – compulsory for higher risk activities)
- Indication of the time contact will be made to indicate the activity has been safely completed
- Indication of when a “call-out” should occur. Usually this is the next morning for day walks and at least 24 hours after the expected contact time.
- Details of the SBC committee (listed on the back page of the newsletter) with instructions for the “responsible adult” to contact a committee member if the leader or others on the walk cannot be contacted at the “call-out” time.

LEADERS RESPONSIBILITIES

The information above could be provided as a standard text email from the leader to all participants. The email can then be forwarded to responsible parties.

Leaders are encouraged to use the club web site to update any changes in their walks that would impact on search and rescue.

If the location of the walk is changed whilst the walk is in progress the leader should, if possible, inform a member of the committee who can and will update the walk details using the club web site. This will automatically inform other committee members of the walk change.

All leaders must leave a copy of the *Activity Sign-up* form with their nominal responsible adult AND/OR on the club web site. This provides a list of the people on the activity. This list may prove to be crucial if there is a significant delay or emergency. It is recommended that leaders leave a detailed copy of the route and other details of the activity with their responsible adult.

COMMITTEE RESPONSIBILITIES

Committee members will attempt to contact members of the party, call the local police and will recommend contact be made with Bushwalking search and rescue. Investigations will be made concerning vehicle locations. Committee members will phone nominated next of kin to update and reassure. The committee will appoint a spokesperson for any liaison.

The committee will ensure an appropriately witnessed incident report is filed and will discuss the situation to take steps to ensure risks in similar circumstances are minimised.

Should serious injury or death occur, the committee will appoint a liaison person to contact the family to offer assistance and provide insurance details. Any information should remain confidential within the committee.

Should mass media be involved the committee will appoint a spokesperson. The role of the club should not be prominent

The committee will investigate the incident and identify and implement steps that can be reasonably taken to prevent further incidents.