

South Gippsland Walking and Adventure Club Inc.

NOTES FOR EMERGENCY CONTACT SYSTEM



NOTES FOR WALKS COORDINATOR

- Part of your role is to ensure that leaders are aware of and have access to the necessary planning forms, namely:
 1. Trip Intentions
 2. Trip Participants
 3. Acknowledgement of Risk and Obligations of Temporary Members (visitors)
 4. Guide for Walks & Activity Leaders
 5. Trip Planning Checklist for Leaders
 6. Notes for Emergency Contact System

Current versions of the above are available on the club's website – downloads tab

- Check that an Emergency Contact has been nominated by the leader and that details of the activity are included in the next club Walks Program.
- Ensure that the leader is aware of how the club's "Emergency Contact System" operates (as detailed in this document).

NOTES FOR TRIP/ ACTIVITY LEADER

Nominate an Emergency Contact when discussing the trip with the Walks Coordinator. The Emergency Contact would usually be one of the experienced Club Members who have agreed to be listed for this task. They will generally need to be available for contact by phone over the duration of the trip, and particularly around the expected time of finishing.

- Ensure that the Emergency Contact has been provided with and understands the "Emergency Contact System" - copy available on club's website.
- Advise all participants of the name and telephone number of the Emergency Contact.
- Arrange for this information to be published in the next Walks Program.
- Advise participants to let their *Personal Contact* know the name and phone number of the Emergency Contact for that walk.
- Give the Emergency Contact a copy of the Trip Intentions form, which contains details of dates, times, route, equipment, car registrations (if able), a copy of a map marking the intended route, and any other information considered relevant. Where practical (e.g. overnight or extended trips where the party members are known well in advance) supply a copy of the Trip Participants form as well.
- Forward a copy of the completed Trip Participants form to the Walks Coordinator ASAP after the completion of the trip, along with any completed and signed "Acknowledgement of Risk and Obligations of Temporary Members" forms. .

NOTES FOR EMERGENCY CONTACT

- Ideally you will be able to be contacted throughout most of the activity, but particularly around the pre-arranged time for notification of the completion of the trip. If a mobile phone no. has been given as the contact number it is essential that you be in a service area.
- You will have been provided with details of the trip, including a copy of the leader's Trip Intentions form and a list of participants
- In the event that the leader has not contacted you and the return is delayed, then:
 1. If a significant delay occurs, attempt to contact the leader in case s/he has forgotten to call.
 2. Emergency services should not be called at this stage. If contacted by any concerned friend or relative of a party member, advise them of the situation and this Emergency Contact System, and ask them NOT to contact the police.
 3. If concerned, discuss the matter with the Walks Coordinator or if they are unavailable contact one of the other nominated Emergency Contacts (some of the Club's most experienced walkers) listed below.
 4. If it is decided that the situation is serious, the emergency services (police) should be contacted.
 5. If the Walks Coordinator is not available, the nominated Emergency Contact has sole responsibility for calling & liaising with emergency services.
 6. The alarm should be raised with authorities sooner if children or the elderly are involved, if the weather has been poor or it is a snow trip
 7. Have available the Trip Intentions form and Trip Participants form for the emergency services as they will require this information.
 8. Be prepared to liaise with emergency services until the situation is resolved.

TELEPHONE NUMBERS

Police contact number (24 hrs): 000

CLUB EMERGENCY CONTACTS

WALKS COORDINATOR:

Steve Horton 5674 2980 (Home) 0437 894 642 (mobile)

1.

3.

2.

4.

Revised March 2011