

STRZELECKI BUSHWALKING CLUB "EMERGENCY CONTACT SYSTEM"

WALKS SECRETARY

- Ensure that leaders, especially new leaders, are aware of and have access to the necessary planning forms:
 - "Trip Intentions"
 - "Trip Participants"
 - "Acknowledgement of Risk and Obligations of Temporary Members" (visitors form)
 - "Trip Planning Checklist for Leaders"Current versions of these forms are available on the club's website: sbwc.org.au.
- Ensure that leaders are aware of the club's "Emergency Contact System".

TRIP LEADER

- Nominate an Overdue Contact when discussing the trip with the Walks Secretary. This person could be, for example, a family member or friend, or another Club member who will generally be available for contact by phone over the duration of the trip, and particularly around the expected time of finishing.
- Arrange for the Overdue Contact phone details to be published in the Activities Program in the Club's monthly newsletter.
- Advise participants to let their *Personal* Emergency Contact know the name and phone number of the Overdue Contact for that walk.
- Give the Overdue Contact a copy of your Trip Intentions form, which should provide details of dates, times, route and any other relevant information including when to expect a call saying 'all is well'.
- Supply a copy of your Trip Participants form to the Overdue Contact as close as possible to the start of the walk.
- Check that your Overdue Contact has a copy of the "Information for the Overdue Contact" (on the Club's website).

OVERDUE 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 you have given a mobile phone no. as your contact number it is essential that you be in a service area.
You should have been provided with details of the trip, including a copy of the leader's Trip Intentions form, Trip Participants form, the leader's phone contact details and when to expect a call from them saying 'all is well'. The "Information for the Overdue Contact" will detail your role (available on the club's website: sbwc.org.au.)
- In the event that the leader has not contacted you and the return is delayed, then:
If delayed by 2 hours, attempt to contact the leader in case s/he has forgotten to call, and if not answering then try another participant. If unable to make any contact, then telephone the Walks Secretary or if s/he is unavailable contact one of the other nominated Emergency Coordinators below. They will require details from the leader's Trip Intentions and Trip Participants forms. If it is decided that the situation is serious, the emergency services (police) should be contacted. **This should be done by the Emergency Coordinator.**
If contacted by any concerned friend or relative of a party member, advise them of the situation and of this Emergency Contact System, and ask them NOT to contact the police.

EMERGENCY COORDINATOR

- The Overdue Contact will contact the Walks Secretary (or if unavailable then another Emergency Coordinator), when concerned about an apparently overdue trip.
- You will have the sole responsibility for calling & liaising with emergency services.
- You should raise the alarm with the authorities sooner if children or the elderly are involved, if the weather has been poor, or if it is a snow trip.
- **Police contact number (24 hrs): 000**

At a convenient time, notify the SBWC President if emergency services have become involved.

2017/2018 EMERGENCY CO-ORDINATORS

Walks Secretary	
Wendy Cartledge	5194 036 0413 532 715
Emergency Coordinators	
Wayne Burge	5174 8295 0417 138 049
Cathy Almond	0478 672 647
Ed Dyt	0428 871 954
Ron Cann	5623 5358 0408 105 015
Rob Bentvelzen	5625 3586 0438 279 556
Graham Bolton	5195 5125 (h) 5136 0782 (w) 0411 203 787
Tim Clarke	5627 8477