

EMERGENCY PROCEDURES for LEADER

OUTLINE OF WHAT TO DO IN THE CASE OF AN EMERGENCY REQUIRING OUTSIDE ASSISTANCE, eg due to injury, illness, bushfire threat etc. EVERY situation will be different so these are only supplementary notes which must be considered in light of your situation and your common sense.

- 1. DO NOT PANIC. TRY TO STAY CALM AND MAKE CAREFUL, CONSIDERED DECISIONS.**
- Remember that although you are the Leader and responsible for the decisions in the end, it is usually good counsel to consult with others in the group and your Leadership style may need to change to be more authoritative and autocratic. You will need the group's help and co-operation, e.g. with medical knowledge, pooling food, water, clothing, building a fire, navigation, carrying extra gear. Don't forget that others in the group may need help or that the rest of the group needs your continued leadership.
- If it is definite that external assistance is required, decide how best and quickest to get to that assistance.
- If you decide to ring the Police Search and Rescue, ring Police on 000 They will co-ordinate a response.

Have ready to give them:

- your name
 - your exact location
 - the nature of the emergency and assistance required
 - the number in the group
 - the location and number of cars available
 - the relative experience within the group, e.g. any first aiders
 - the relative "condition" of the group
- You must also ring your Emergency Contact (EC) A.S.A.P. Keep ringing till you speak to them. If you cannot speak to your EC, ring the EC Coordinator or the VNPA office
 - Stay with your group until the emergency is resolved, even if you are the person coming out for help. Don't leave the area until all walkers are accounted for and safe.
 - If there has been an emergency of a lesser nature, please complete the section of the trip report form available for minor incidents.
 - Make sure that if medical treatment was required the Walker knows to contact the VNPA Office for details about the Accident Insurance procedures.
 - Depending on the situation, you may need to arrange a debrief session for those involved after the event.

The **full procedure** for contacting the EC before your trip is as described in the booklet, *Activities Program Interim Leader's Guide*.

Briefly the details are as follows:

For Non-metropolitan Day Walks

You must give the following details over the phone to the EC:

- starting and finishing points
- name of the relevant map
- approximate route
- expected time of return to the cars
- EMERGENCY ALERT TIME (the time at which the EC should take action, allowing sufficient time to cover any minor problems)
- number in the party
- leader's car registration number
- name & phone number of all people on the walk

For overnight and Extended Walks

You must post or email the following details to the EC in sufficient time to arrive before the activity:

- trip notes - including name and copy of map
- name, address and emergency contact phone number of all participants
- route, marked on a map, and expected time of return to cars
- EMERGENCY ALERT TIME (the time at which the EC should take action, allowing sufficient time to cover any minor problems)
- Leader's car registration number

EC Coordinator

Terese Dalman 0413 234 130

VNPA OFFICE (03) 9341 6500:

THE LEADER MUST TELEPHONE THE EC AT THE EARLIEST OPPORTUNITY TO REPORT SAFE RETURN OF THE GROUP