

EMERGENCY PROCEDURES for COMMITTEE

What to do when the Emergency Contact (EC) rings you to say that there are problems

Remember that each situation is different and may require different actions. These are guidelines only.

1. NO PHONE CALL FROM THE LEADER by the EMERGENCY ALERT TIME (EAT)

- Discuss the trip and any known details with the EC
- Note all pertinent details in case further action is required by you
- Check the EC's list of walkers (if available) to ascertain if there are any other Leaders or experienced walkers on the trip. This may influence your subsequent decisions.
- Decide whether to take action now or wait and get the EC to try ringing the Leader again within another hour
- Ring another Committee member who is likely to know the leader and/or the area being walked
- In conjunction with other Committee members or experienced Leaders make the decision when to contact the Police. Depending on the walk, the weather and the Leader, take into account the EAT built in
- Give the Police **(000)** the known details of the situation and let them decide on the next step. Do not at this stage ask them to take action - they make that decision.

2. LEADER ASKS FOR ASSISTANCE

- Hopefully, the EC will have arranged for the **Leader to ring the Police (000) S & R direct.**
- However, if you need to take further action, get all pertinent details from the EC:
 - Leader's name
 - number in the group
 - exact location of the group
 - nature of the assistance required
 - phone number to be able to ring the Leader with information on action taken
 - when the Leader will call again in case you are unable to ring them back
 - location and number of cars
 - relative experience within the group, e.g. any first aiders
 - relative "condition" of the group
- Ring one of the other Committee members and consult on action to be taken
- Keep the EC informed of your decisions
- It should be the concerned relative who rings the EC for details. However, if required, get the EC to contact any walker's emergency contact numbers. Give them the details as to what is to be said.

EC Coordinator

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