



# QUEENSLAND BUSHWALKERS CLUB INC.

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## INFORMATION FOR EMERGENCY OFFICERS

Occasionally a walk trip may be delayed due to unforeseen circumstances, resulting in walk members returning late. To alleviate the concern of friends/relatives, QBW has an Emergency Officer system.

The Emergency Officer may be a Club Committee member, or, if the leader chooses, someone else specifically named by the leader. The name of the Emergency Officer is written on the Event Nomination Form by the leader of the walk.

The Emergency Officer is the one who:

- Has a copy of the list of walkers on a trip. A form for this is on the reverse.
- Is contactable by phone on the day of the walk.
- Will be called by the leader of the walk in the event of a delay and
- Will answer enquiries from relatives and friends.

## WHAT TO DO IN CASE OF DELAY OR EMERGENCY

### In Case of Delay

#### **A) If the leader of a walk informs the Emergency Officer that the walk is or will be delayed**

The Emergency Officer should notify the emergency contact person of each member on the walk. If the Emergency Officer does not have the phone numbers, he/she is to contact a Committee Member.

#### **B) If a friend/relative who is concerned that the member has not yet arrived back rings the Emergency Officer**

The Emergency Officer is to take the name and phone number of the person and notify the person that attempts will be made to find out what has happened and the person will be rung back.

The Emergency Officer should then try ringing the leader of the walk at his/her contact phone number.

If no answer, the Emergency Officer should then ring a Committee Member to discuss the situation. The Committee Member may have other phone numbers available. Contact the police if considered necessary.

Keep the friend/relative informed of any events.

### In Case of Emergency

(Eg Injury, lost persons, bad weather, dangerous conditions or serious delay)

In case of an emergency, the leader of the walk usually contacts the Emergency Services by phone directly.

The Emergency Officer may be required to provide the names of the people on the walk to a Committee Member or the Police. A Committee Member will be able to inform the Police of the details of walkers' phone numbers, addresses and emergency contact person.

The Emergency Officer may need to ring the emergency contact person of members on the walk to inform the person of what is happening.

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### **The Management Committee**

President	Gil Gunthorpe	3272 4366(H)
Vice President	Noelene McCay	3889 0264(H)
Secretary	Sue Ward	3844 6389(H)
Treasurer	John Hinton	3343 3724 (H)
Outings Officer	John Brunott	3209 9598 (H)
Membership Officer	Frank Garland	3341 5207 (H)
Editor	Richard Kolarski	3341 7509 (H)
Social Secretary	Traci Nudl	3890 8196 (H)
Training Officer	Stuart Mackay	3890 8196 (H)

### Copy of List of Walkers for the Emergency Officer

EVENT	DATE:
LEADERS NAME:	
HOME PHONE NO	
MOBILE PHONE NO	
EXPECTED TIME OF ARRIVAL BACK HOME	

[illegible]