**CLUB EMERGENCY CONTACT PROCEDURE**

In the interests of safety, it is common bushwalking practice to leave detailed **trip intention** information with a responsible person. This information enables suitable action to be taken in the event of a serious accident or unexpected delay in a party’s return from an activity. Bushwalking Australia recommends that State Bodies Risk Management Guidelines encourage all member clubs to have in place an efficient emergency contact procedure for all official club trips.

*A suitable procedure would ensure that:*

* The club creates a roster of volunteers to act as club emergency contacts, each of whom is advised of procedures for alerting police when a search or assistance is judged to be needed by a club activity group.

*Before a trip:*

* The leader advises participants on a club trip of the name and phone number of the nominated emergency contact and the expected time of return
* Each trip participant forwards this information to a personal contact with the advice to phone the club contact for information if concerned about an unexpected delay in return.
* The leader provides the nominated club contact with a trip route plan and expected time of return**.**(\*)

*On return:*

* The leader advises the club contact as soon as possible of a safe return.
* Participants advise their personal contact person of safe return.
* If no contact is made within a specified time of the arranged return call by the leader, the club contact establishes if possible that the call has not simply been forgotten, and begins the established procedure which will usually include alerting police of a possible need for assistance.

(**\***)*This is the minimum of information required with respect to safety of the club activity group as a whole.*

Additional information that involves more paperwork but could in certain circumstances be useful is:

* Names and personal contact details for all group members
* Vehicle registration numbers and location
* Special conditions with respect to weather and terrain expected and equipment being carried
* Confidential details of medical conditions or special requirements of members.