

Guide For Trip Leaders

Before the outing

- (a) If unfamiliar with the area in which you intend to conduct the event, consult a guide book and/or talk to someone who is familiar with the area.
- (b) Ideally survey or pre-walk the route, especially if off-track, to be aware of current conditions etc. Be aware of the need for any shortcuts/escape routes in case of illness/accident/bad weather/fire etc.
- (c) Seek the permission of landowners, and/or obtain camping permits, if applicable.
- (d) Prior (at least 10 days) to the meeting and prior to the closing date of 'Footprint', write an article for 'Footprint' and email it to the editor (newsletter@toowoomba.bwg.org.au) and the Secretary (secretary@toowoomba.bwg.org.au). The article should include:
 - Location of the walk, and the quality/distance of road access to it.
 - Time and place of departure.
 - Distance, approximate time and degree of difficulty of the walk – overstate, rather than understate. Include a grading for the walk as a summary.
 - Recommended food and water needs for the activity
 - Any special or recommended requirements, such as footwear, swimming gear, protection from unfriendly vegetation.
 - For a weekend trip, facilities available at the campsite and costs involved.
 - Any other applicable costs, such as canoe or bus hire.
 - Be aware that the trip report may be used as a source of information about where the party is going and when it is due back. This has implications for management of incidents – see notes below.
- (e) Contact a National Parks ranger or other local person a few days before the trip for an update on track and camp conditions.
- (f) Be aware of the club's *Emergency Procedure Protocol*. (presently under development)

At the meeting

At the meeting before the outing (or sooner for popular campsites, canoe trips etc, where early bookings may be required):

- (a) Give a description of the trip and answer any questions that may arise. Elaborate on information on suitable footwear, equipment etc and the recommended amount of water to carry.
- (b) Collect deposits from intending participants where booking of campsites/canoes/bus etc is required.
- (c) When necessary, get a cheque from the Treasurer for National Park permits or booking campsites/canoes/bus/etc.
- (d) Offer to help inexperienced/novice participants on equipment/gear they will need, and on the suitability of the trip for them. If in doubt, advise them to wait for a more suitable activity.
- (e) Provide the *Intention to Attend Activity* sheet for your outing and collect it before leaving the meeting.
- (f) Look at the participant list. Where you have concerns that an activity is beyond the capabilities of a participant, or you are uncertain of a participant's abilities, you should advise the participant that they are not eligible for that particular activity under club by-laws.
- (g) Collect the club emergency beacon (PLB or Spot Tracker) and sign the beacon register. The last person taking the beacon should ensure it is available. If it is not available at the meeting, follow up with the last person signing out the beacon as per the register.

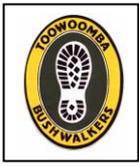
On the day of the outing

At the departure point:

- (a) Ensure non-members sign the *Acknowledgment of Risks and Obligations by Temporary Members (Visitors)* forms.
- (b) Check all participants have signed the walk registration sheet and provided emergency contact details. (NB – This is not 000. It is the phone number of the next of kin or nominated emergency contact of the participant)
- (c) Check that participants, particularly inexperienced ones, are adequately equipped- eg. have water, not wearing thongs, carrying personal first-aid kit, etc
- (d) Ensure that any minors are under the care and supervision of a responsible adult and that the responsible adult provides a *Legal Guardian Consent* form
- (e) Be equipped with and know how to use navigational equipment appropriate for the activity (eg map, compass, GPS)
- (f) Brief the group with how it is intended to conduct of the activity (route, duration, stops etc) and what to do/who to tell should a "nature stop" be required.
- (g) Check to see if any GPS unit, mobile phone, or emergency beacon is being carried by others. If others have communication devices, emergency beacons etc – be prepared to take charge and manage or direct the use of these in managing an incident or emergency.

On the walk:

- (a) Count heads at the start, and regularly during the walk.
- (b) Keep the group together with an experienced club member as "Tail-end Charlie", especially if walking off-track.
- (c) Keep an eye on new or inexperienced participants
- (d) Adjust the pace to allow for the slowest participant. Be aware of the possible need for unplanned rest stops.
- (e) Be prepared to abort the outing at any time, if necessary.



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- (f) Navigate and generally walk safely with regard for the conditions (risks of falls, loose soil, rocks, tree falls etc).
- (g) Leaders are responsible for ensuring that any participant who cannot complete the activity is assisted in returning to an appropriate point and/or arrangements are made to provide transport.

After the outing

- (a) Get each participant to sign-off on the trip sheet, to ensure all are accounted for.
- (b) Encourage someone to write a trip report for "Footprint".
- (c) Ensure all vehicles start OK before leaving for the trip home.
- (d) Contact the leader of the next walk on the program to arrange handover of the emergency beacon.



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Incidents

These notes are intended as an information source for leaders and walkers to consider when managing an incident. They are not a set of rules, or even a recommendation about what to do in case of an incident. The aim is not to create more rules and regulations, making the task of leading an activity more difficult to comply with, but to create an awareness of some of the issues involved in handling an incident, if one should occur.

Leaders should be aware of the potential need to manage an incident. In this context, an incident is a situation where one or more of the party sustains an injury or illness. For any incident, even an apparently minor one, it is recommended that an *Incident Report Form* be completed to support any subsequent accident insurance claim.

In general, consider two types of incident: minor and major incidents.

A minor incident is one in which the injury/illness can be managed adequately using the resources within the group (for example, a sprained ankle that needs strapping, or a gashed arm that requires control of the bleeding). For a minor incident, the group is able to recover the affected party without outside assistance.

A major incident is one in which assistance beyond the resources of the group is required to achieve recovery of the affected party. This assistance could come from ambulance, aeromedical service, SES, police, and/or national park rangers.

Management of an incident could include some or all of the following:

- (a) Ensure the rest of the group is not in danger from the same or another cause.
- (b) Appoint a responsible person(s) to manage the injury/illness, apply first-aid, etc
- (c) In the event of a serious, life-threatening emergency: Dial 000; If phone coverage is not available, activate the emergency beacon. Expect a delay of up to 24 hours before help will be available – although the Club's beacons are equipped with GPS and a response should be possible within 4-5 hrs.
- (d) Consult with experienced members of the group to set up a plan of action. Have one person manage the overall situation (if not yourself as trip leader, pass control to the member most suited to act in the situation). Delegate/allocate tasks as necessary, to avoid having one person do all of the work.
- (e) Consult the remainder of the party on the steps to be taken to manage the incident, ensure that everyone knows the problem and the steps being taken to mitigate it. Make plans for managing the rest of the party until help arrives. Appoint people to do any appropriate tasks, such as set up camp, collect water, firewood, etc.
- (f) If phone coverage is available, ensure the authorities are notified in a clear and concise manner. Ascertain their estimated time of arrival.
- (g) The emergency service will ask for the following information:
 - 1: The exact location of the incident and the time it occurred
 - 2: What has happened
 - 3: How many involved
 - 4: The nature of the injuries/illness
 - 5: How old are the injured/ill
 - 6: Are they breathing
 - 7: Are they conscious
 - 8: Are they taking any medications
 - 9: Access to the incident site
- (h) Appoint at least two people to go for help if necessary.
- (i) Provide written details of current location, nature of injury, number and names of people injured, services to contact, and any other relevant details, to the party going for help.
- (j) Ensure the rescue authorities are given every assistance possible in locating and accessing the injured persons.
- (k) Reserve a phone or other communication device for use only in management of the emergency, so that communication capability is preserved as long as possible. The emergency mobile phone should remain off to conserve battery power when not in use.
- (l) If on a day walk, it may be necessary to improvise a shelter and pool resources so that everyone gets a share of available food and shelter.
- (m) Debrief the incident with the rest of the group to ensure they are coping with the stress of the accident, particularly if injuries are severe. Encourage them to talk over their actions and responses to the incident.
- (n) Plan and organise the continuation or abandonment of the activity to get all participants safely back to base or transport.