**ACTIVITY DETAILS AND EMERGENCY RESPONSE PLAN**

Prepared By: *[Insert name of Activity Leader]*

Date of activity: *[Insert activity date]*

Hike Start Location/ Time: *[Insert Time & Location of hike start]*

Hike Finish Location Time: *[Insert Time & Location of hike finish]*

Transport Start Time/Location: *[Insert Time & Location of transport start]*

Transport Finish Time Location: *[Insert Time & Location of transport start]*

**Home Based Support:** *[Insert Name & contact number for your home based support]*

**Participants:** *[enter the total number of participants]*

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| **Leader/ Adult helpers:** *Name & contact* | **Emergency Contact***Name & Contact* |
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| **Youth Participants:** *Name & contact* | **Emergency Contact***Name & contact* |
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**Adult Roles**

Co-ordination & First Aid: *[Name of responsible person]*

External Communication with emergency services and home-based support: *[Name of responsible person]*

Non-Injured/Affected Scout Corralling/co-ordinating/welfare: *[Name of responsible person]*

Assisting/Other: *[Name of responsible person]*

**Emergency Contact Numbers:**

000 or use SPOT if no mobile signal is available *[is spot available? Will there be phone communication]*

Ranger contact: *[If relevant]*

Property manager Contact: *[If relevant]*

SES: 132 500

Incident Liason Officer: *[If relevant]*

Home Based Support: *[Name & Contact]*

Nearest Emergency Department Hospital: *[Address & distance]*

Emergency Initial rapid assessment *[For Groups with youth]*

*[Responsible Person]* to assess the nature of the emergency and current situation along with potential for escalation. During a severe emergency, *[Responsible Person]* to keep notes of times and actions that follow for later reporting.

Emergency Secondary Assessment

*[Responsible Person]* to administer first aid if required

*[Responsible Person]* to contact emergency services or external support as required.

*[Responsible Person]* to corral unaffected youth/participants to a safe place nearby and ensure the wellbeing of those participants.

*[Responsible Person]* to provide support as needed and directed by *[Responsible Person]*.

Home Based Support

*[Responsible Person]* as home based support will be responsible for communicating information back to parents/Emergency contact and will be the emergency parent contact as required.

Contingency plans

*[What’s your plan if there is a minor injury, what will you do?, How will vehicles access your location, who will come to help]*

*[What’s your plan if there is an emergency or major injury, what will you do?, How will vehicles access your location, who will come to help]*

*[What’s your plan if there is an extended emergency situation, what will you do? Think of supplies, shelter & emergency equipment]*

Weather

**Weather Forecast:**

Temperature: *[temperature forecast]*

Rain: *[rain forecast]*

Wind: *[Wind forecast]*

**Severe weather Trigger:**

Temperature: Below zero

Severe weather warning by BOM

Rain: High chance of Heavy rainfall or sustained rainfall, or thunderstorms.

*[What will you do if a severe weather trigger is activated? Postpone, cancel etc]*

Route

Hike Direction: *[Hike direction of travel if relevant]*

Hike Start: *[Location of the start of the hike]*

Overnight Camping/distance (repeat for each night): *[Where will you stay overnight, and what’s the distance to the camp if relevant]*

Hike End: *[Where will the hike end, and what’s the distance to the ed point]*

Trail Classification

*[What’s the trail classification], [Does the ability of your participants suit the classification]*

Shelter/Facilities

*[What shelter or facilities are available on the trai, i.e. toilets, shelters, water tanks etc… will the water require treatment?]*

Communications

Mobile phone (if signal is available) *[If relevant]*

SPOT *[If relevant]*

Emergency Equipment:

*[What emergency equipment will you have with you, here’s a sample list]*

*Rope*

*Tarps*

*Tents*

*Mobile Phone*

*SPOT*

*First aid kit x 2*

*Map x 2*

*Emergency blankets*

*Spare water*

*Spare food*

*Sun Screen*

*Leg splint*

Leave No Trace Plan:

*[How will you comply with the 7 leave no trace principles]*

1. Plan ahead and prepare
2. Travel and camp on durable surfaces
3. Dispose of waste properly
4. Leave what you find
5. Minimise campfire impact
6. Respect wildlife
7. Be considerate of others

Maps:

*[What maps will you be using, are they sufficient, will home based support have. Copy?]*

Permission:

*[Have you obtained permission to access the land you intend to hike on?]*

*[Have you paid any access fee’s]*

*[have you notified relevant authorities of your journey]*

*[Have you complied with the landowner/manager’s policies? Example, Bibbulmun track only allows groups on the trail if they have notified the BTF and received approval, there are also conditions that must be complied with whilst on the trail]*