



OVERDUE OR FAILURE TO CHECK-IN PROCESS

This process can only be initiated by the University Nominated Contact when the late check-in / return margin has been reached after the expected check-in time.

No	Process step	Role(s) involved
1	Phone the field trip leader to ascertain field trip status.	University Nominated Contacts
2	Phone other participants if the leader is not contactable.	University Nominated Contacts
3	Phone agreed destination contact (i.e. liaison person, local destination contact) or accommodation contact.	University Nominated Contacts
4	Phone University Security (on 8201 2880, available 24 hrs. a day) and confirm no calls have been received.	University Nominated Contacts
If unable to confirm at this point, further actions by Security and College Management need to occur.		
5	Advise the <ul style="list-style-type: none"> College Dean/Portfolio Director Vice-President and Executive Dean of College /Portfolio Head, and the Associate Director, WHS. 	Security / Emergency Control Coordinator
6	Call emergency services such as the police station in the field trip area, coastguard, park ranger, land owner, etc.	College Management or delegate
7	Phone the field trip leader's personal emergency contact.	College Management or delegate
	If an accident / incident has been confirmed, then arrange emergency services if required.	College Management or delegate and then notify Security / Emergency Control Coordinator
	If unable to confirm at this point, then the Emergency Control Coordinator would enact the critical incident process.	Emergency Control Coordinator