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|  | **REMOTE or OFF-ROAD VEHICLE EMERGENCY** |

**1. Initial On-Site Response** 

**2. Additional Response**

**3. EMERGENCY CONTACTS**

**Enter numbers and record on FlinSafe**

**4. OVERDUE OR FAILURE TO CHECK-IN PROCEDURE**

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| 1 | phone the field trip leader to ascertain field trip status |
| 2 | phone other participants if the leader is not contactable |
| 3 | phone agreed destination or accommodation contact |
| 4 | phone the field trip leader’s emergency contact |
| 5 | phone University **Security (on 8201 2880**, **available 24 hrs. a day**) and confirm no calls have been received |
| 6 | check for returned gear with area technical staff if participants/leader are not contactable. Check for return of University vehicle(s). |
| 7 | call emergency services such as the police station in the field trip area, coastguard, park ranger, land owner, etc. |
| 8 | advise the College Dean/Portfolio Director and the Associate Director, WHS |
| 9 | the College Dean/ Portfolio Director should advise the Vice-President and Executive Dean of College /Portfolio Head and the Emergency Control Coordinator (Head of Security) |
| 10 | if an accident has occurred, arrange for the appropriate emergency service(s) to attend and advise the College Dean/Portfolio Director or the Associate Director, WHS |