



## BOATING LATE OR FAILURE TO CHECK-IN

### 1. Initial On-site response

#### OVERDUE OR FAILURE TO CHECK-IN PROCEDURE

|   | ACTION  | SOURCE OF INFORMATION  |
|---|---|--|
| 1 | Phone the field trip leader to ascertain field trip status –  | Should be in FlinSafe against a Field Trip record  |
| 2 | Phone other participants if the leader is not contactable.  | Should be in FlinSafe against a Field Trip record - participants   |
| 3 | Phone - Maritime Safety Officer   | <b>MSO - Matt Lloyd – 0414 190 051</b>   |
| 4 | Phone University Nominated Contact (if not who raised the alarm)<br><br>Phone the field trip leader's emergency contact.  | Should be in FlinSafe against a Field Trip record:<br>- Nominated University Contact<br><br>- Participants details   |
| 5 | Phone University <b>Security (on 8201 2880, available 24 hrs. a day)</b> and confirm no calls have been received.   | <b>Security - 8201 2880</b>  |
| 6 | Check for Boat booking – if not able to identify vessel missing<br><br>Check for returned gear with area technical staff if participants/leader are not contactable. Check for return of University vehicle(s). | Boating booking web page- calendar <a href="#">Boats and boating activities - Flinders University Staff</a><br><br>Respective College areas:<br>HASS- Scott Castledine – 8201 5016<br>CSE Store – 8201 3993  |
| 7 | Call emergency response/ services such as Sea Rescue, coastguard, AMSA Search and Rescue or Police.   | FlinSafe record - Provide GPS Coordinates, launch site & vessel details – FlinSafe Notes & Notification tab- Boating safety plan<br><br><b>Coast Guard SA (08) 8248 6100</b><br><b>Sea Rescue – (08) 8295 5072</b><br><b>AMSA – 1800 641 792</b><br><b>Police - 13 1444 or 000</b> |
| 8 | Advise the College Dean/Portfolio Director or the Associate Director, WHS.  | College DoCS or Dean:<br>WHS Unit - Helen Webb; 0414 190 024   |
| 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).                                   | Critical Incident flow chart- held by College Management or Security.  |

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| 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 | Emergency Services - 000 |
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