

Wellington Tramping And Mountaineering Club



Guidelines for Emergency Contact Duty People

This is a brief description of what is involved.

- The Emergency Contact Duty Person will ideally be a club member who is on duty for the weekend of the tramps and must be contactable most or all of the time, in particular on Sunday night. (A couple of hours at the theatre with your cell phone turned off isn't a problem, but best not to do a day walk in the Orongorongos where you could be out of cell phone contact for several hours or even get into trouble yourself).
- The Emergency Contact Duty Person receives the intentions sheets by email from all trip leaders by Thursday night. The plans should include the PLB letter, good weather plan, a back up and the emergency contact numbers for all punters on the trip. (Do not be afraid to chase this up, if a leader doesn't get in touch by Friday lunch time. The Emergency Contact Duty Person should retain a copy of this information at home).
- The punters would give the Emergency Contact Duty Person's details to their family/flatmates. This is who should be rung if the party is late returning to Wellington.
- The leader may decide to change the trip plan on the Friday night. Where possible, the leader should make a call to the Emergency Contact Duty Person, to inform them of the change of plan.
- The Emergency Contact Duty Person does nothing all weekend, unless one of the following occurs:
 - 1) They are called by the Rescue Co-ordination Centre of NZ to say that one of our personal locator beacons has been activated.

Response:

Confirm that the beacon activated is one of those in use this weekend, and pass on to RCCNZ all details you have about the trip intentions, the size of the party, and any medical conditions advised. RCCNZ will co-ordinate with Police and Land SAR, and they will confirm what further role you may need to play eg contacting the friends and family of the party as per the emergency contacts on the trip intentions sheet.

Please refer to the Intentions sheet for all the up-to-date PLB details. The Intentions sheet has all the UIN (unique identification number) and serial numbers for all the PLBs on it. RCCNZ will quote these numbers to you to enable you to identify which PLB has been activated. RCCNZ also has the club letter associated with each PLB in their system so you can also ask them to tell you this.

The Master copy of the Intentions Sheet is available on the website:
<http://www.wtmc.org.nz/plan-your-trip#sickness>

If the beacon which has been activated has not been advised to you as being in use, it is possible a group has forgotten to advise you that they have the beacon. This is

the most likely situation as any unused beacons should be in the gear cupboard. Hopefully you can work out which group might have the beacon, and pass on the details to RCCNZ. You may wish to discuss the situation with the WTMC SAR Squad Contact, details below:

Wayne Stevens Phone (H) (04) 970 2055 or (021) 216 7625

the Chief Guide, or any senior club committee member that you can get hold of.

- 2) A call is received from another trip leader to say that a trip has missed its bus pickup or other rendezvous.

Response:

Get as much information as you can about the local conditions (e.g. river levels, rain) and state of the late party (e.g. party members slower than expected).

Discuss the situation on Sunday night with the Chief Guide, or any senior club committee member that you can get hold of.

The priority is, if you have any major concerns, to call the police on 111, after consultation with the WTMC SAR Squad Contact. Police SAR are less likely to make searches for a well equipped tramping group which has only been delayed for a few hours.

- 3) Calls are received from worried relatives/flatmates late on Sunday night or Monday morning.

Response:

Explain to callers that a search may not occur immediately, as the trip could just be late because of high rivers, it was slower than expected etc.

Explain that you will discuss with the WTMC SAR Squad contact who will decide whether to notify the Police.

Explain to the caller that Police SAR are less likely to make searches for a well equipped tramping group which has only been delayed for a few hours. Discuss the situation on Sunday night with the Chief Guide, any senior club committee member or the Club's SAR Squad Contact (details above).

- 4) If there is an accident requiring SAR involvement, the trip leader would first arrange contact with the local Police SAR (111) and then the Club's Emergency Contact Duty Person for that weekend.

Response:

If you get a call from the trip leader get as much information as possible about the incident, particularly:

- details about any injured person(s),
- evacuation plans,
- hospital etc.

Consult with the key people as above, then if required ring the family/friends numbers of the trip's members if they are going to be late.

It's also good where any of the steps above occur that the Emergency Contact Duty Person knows ASAP when everyone is out safely and on time. If a trip is late the trip leader must give the Emergency Contact Duty Person a call, either at the road end or as soon as practicable once all of the party are safe and on their way home.

Leaders are asked to give a courtesy call to the Emergency Contact Duty Person upon return to Wellington or on the way home. This may not always happen and absence of a call does not mean that there has been a delay or an emergency. If you are concerned, call the trip leader prior to calling the Chief Guide or others.