



Canberra Bushwalking Club Emergency Information

This information sheet and a pen should be carried by all members on all trips.

First Steps

- If injury or illness is involved, administer First Aid, using the contents of several kits if required.
- Record the date and time and the facts leading up to the event and all decisions and actions taken thereafter, e.g., using the other side of this sheet. (This information must be maintained in case of an insurance or legal claim and a copy provided to the Club Check-In Officer).
- If the casualty can walk or be carried by members of the party, consider self-rescue. A decision to self-rescue should not be made lightly as this may aggravate the injury.
- For emergencies involving separation of a member from the party, conduct your own search/rescue if appropriate but, as a guide, spend no more than two hours on such a search. If there is mobile phone coverage and the missing person's number is known, try making contact. Keep trying – a phone initially off may be turned on.

If poisoning is suspected, try to call the Poisons Information Hotline on 13 11 26.

Getting help

If you have mobile reception and you ring for help, you can either contact the emergency services directly, or call one of the [Club's Contact Officers](#) and ask them to contact emergency services. To contact the emergency services directly, ring 000 if the situation is life threatening or time critical. Otherwise, contact the Police on 13 14 44.

Current check-in contact information can be found on the [Club's Contacts page](#) and should be carried on all activities.

Have as much of the following information as you can at hand when requesting emergency assistance. Write it down if you can; don't rely on your memory.

- The grid reference and datum of the emergency including the map name and scale.
- If you have a GPS, the latitude and longitude in degrees and decimal minutes (hddd°mm.mmm') using the WGS84 datum.
- The problem and how serious it is.
- Number of people requiring assistance.
- Number in party, what equipment, particularly shelter and clothing, food and water you have.
- The phone number you are ringing from and an alternative phone number if one is available.
- Possible road access point, approximate distance from your current position and nature of the terrain and vegetation.
- Current weather conditions.

Note that if a search is required Police will probably need to talk directly to the leader at some stage.

In cases of serious injury (e.g., a broken ankle or leg and possibly a broken arm, depending on the terrain) or serious illness, you may decide to activate a personal locator beacon (PLB). However, outside help may take hours to arrive, so also consider the requirements of the rest of the party.

If helicopter rescue is a possibility, have available the GPS location (or alternatively, the map reference) of open ground that could be used as a helicopter landing site or winch location and the estimated wind strength.

- GPS location (preferred): set the datum to WGS84 and provide latitude and longitude in degrees and decimal minutes.
- Map reference: in Grid Reference format; provide map name, map datum, map scale and publisher.

The Club policy for overdue trips is to allow up to 24 hours for delays, due to weather conditions or exhausted party members, before emergency services are notified. If your trip is overdue and not in need of assistance, the leader should contact the Check-In Officer as soon as possible to prevent any emergency services from being activated.

The Telstra mobile phone network is usually superior to other networks in rural areas. Mobile phones work on "line-of-sight" to the nearest base station. With a marginal signal, try calling from higher ground. Note that batteries run down faster in areas of low signal strength so charge the battery before leaving home and turn the phone off (or at least to flight mode) when not needed. Text messaging uses less battery power than voice calls and can sometimes work in poor signal conditions when a phone call is not possible.

Other Relevant Documents

[CBC Emergency Contacts](#)

[CBC Ground and Air Rescue Advice](#)

[CBC Incident Report Form](#)



Canberra Bushwalking Club
Emergency Information

Name of casualty: Age: Gender:

Date and Time of Incident:

Emergency Services Contacted: Yes/No Date/Time:

Method of Contact:

Description of What Happened:

Details of injury/illness/problems:

First aid given (provide details):

Other actions taken to assist casualty:

Relevant Medical History (including allergies and medication):

Observations

Time	Pulse (rate/rhythm/strength)	Respiration (rate/rhythm/depth/noises)	Skin (colour/temperature/condition)	Intake (type/amount)	Output of urine or faeces (type/amount)	Comments (pain relief/medications/dressings/pressure area care/emotional state)

Name: Signature: Date: