

BOATING FAILURE OR LATE CHECK-IN

(Flinders Uni- On site Response).

	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 Dive Officer (MSDO) .	Matt Lloyd (MSDO) – 0414 190 051 or (08) 8201 2534
4	Phone University Nominated Contact (if not, who raised the alarm) Phone the field trip leader's emergency contact.	Should be in FlinSafe against a Field Trip record: - Nominated University Contact - Participants details
5	Check attachments in FlinSafe for the Boating Safety Plan form which will contain important contact details of the Coxswain/ Skipper, vessel AMSA ID/ registration, area of operation, nearest Coast Guard/ Sea Rescue etc.	Call Coxswain/ Skipper, note, contact number will be listed on the FlinSafe Boating Safety Plan form. Can also try and contact via VHF Radio on Ch 16 if out of phone range.
6	If using a Flinders vessel, check Boat booking calendar –to help identify vessel missing.	Boating booking web page- calendar Boats and boating activities - Flinders University Staff
7	Check with College Boating contacts and/ or technical staff for returned boats, vehicles or gear if participants/leader are not contactable.	CHASS – Hiro Yoshida (Maritime Archaeology Technical Officer) – 0427 427 179 CHASS- Scott Castledine – 8201 5016 CSE Store – 8201 3993
8	Phone University Security (on 8201 2880, available 24 hrs. a day) and confirm no calls have been received. Instruct Security to go down to the Sturt Maritime Operations (Boat Shed) to confirm that the boat is not back onsite?	Flinders University Security - 8201 2880
9	Contact local volunteer Sea Rescue/ Coast Guard to confirm any late scheduled call or missed schedule call. If so Sea Rescue/ Coast guard to regain contact via VHF radio Ch 16 or if no contact, initiate a local volunteer search and rescue response. SA Coastal radio network .	Contact local volunteer Sea Rescue/ Coast Guard - Refer to FlinSafe Boating safety plan form or the Boats and Boating activity web page – Flinders Uni boats listing to provide vessel details and vessel tracking AIS/ MMIS numbers where applicable. Coast Guard SA (08) 8248 6100 Sea Rescue – (08) 8295 5072
10	Call in formal Emergency response with Australian Maritime Safety Authority (AMSA Search & Rescue) and/ or Water Police.	AMSA Search & Rescue – 1800 641 792 SA Water Police – (08) 82423466 Police - 13 1444 or 000
11	Advise the College Dean/Portfolio Director or the Associate Director, WHS.	College DoCS or Dean: WHS Unit - Helen Webb; 0414 190 024
12	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.
13	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