

## **Guidelines for the Incident Form**

In the event of something going wrong on a walk the Incident Form may be used to summarize what has happened. The information supplied will assist in developing an overview and assist in resolving the incident (whether or not outside assistance is required).

These Guidelines for the Incident Form have been designed to allow the person completing the Incident Report to follow a logical sequence, so that relevant information may be supplied particularly where outside assistance is required. This will give rescue personnel the critical information to be able to choose the necessary equipment and personnel required.

In the case of a serious incident the Police must be contacted. Whether the club's Contact Officer or an FMR Rescue Leader does this does not matter. The Police must be contacted. If the walking group contacts the police direct then the club's Contact Officer should be informed that this has been done.

If a trip is overdue because of scunge, flooded creek or water course, difficult terrain or slow walkers. On concluding the trip, the leader should let the Contact Officer know that all are safe and the reason for the delay.

Any information that is forwarded to the Contact Officer or the appropriate party could save time in preparing for the search or rescue. This should include the weather at the site of the situation. (The weather on the walk may not be the same in Brisbane or wherever the assistance is coming from).

### **This Incident Form may be used as a means of**

- Gathering information about an incident
- Who was involved
- Where the incident occurred
- What the incident was
- Stating what was done at the time of the incident
- Providing a checklist of what has been done, and
- What are the next steps to consider
- Detailing what is required at the scene
- Providing information useful to a rescue party
- For gathering information that could be useful for a club in its training program
- To alert a club to what can go wrong to avoid similar situations in the future
- Relaying this information to a contact person as accurately as possible
- The form would be useful in preparing a full written report on an incident (for insurance claims or other purposes)

### **Categories of Incidents**

Each walk will have its own unique circumstances. It is often difficult to categorise the range of incidents/accidents that may happen on a walk. With assistance from experienced members of the party, use commonsense and knowledge of first aid to assess the whole situation to determine its urgency.

Other factors that can have some effect on the incident and its urgency are.

- Time of day
- Weather/temperature
- Distance from the party's vehicles and/or campsite
- Fitness/experience of all party members
- Equipment/food/water available within the party

Any of these factors can have a major effect on the situation. A minor incident could be categorised as urgent if it happens late in the day in poor weather. However, a similar incident in the middle of the day in fine weather would be much less urgent.

**The following categories are only guidelines to help in assessing a situation.**

**1. Minor Incident** (no outside assistance is required to resolve the situation)

- A situation where a party of walkers is up to 2 hrs late
- Injuries/ illness that does not require medical attention
- A member or the party goes missing, but the rest of the party uses their own resources to locate the missing person
- The party is delayed because of unforeseen events (eg., flooded creeks, and lack of ability/fitness of party members)

Always keep in mind that the various factors (eg. weather, time of day, temperature) during a walk could change a minor incident into more serious situation in a very short period of time.

Even keeping a record of a minor incident could give some useful information that a club may use to avoid a future incident that could potentially escalate into something more serious.

**2. Medium Incident**: - (where seeking outside assistance becomes a serious consideration)

- Where the group is able to resolve the situation within 12 hours of the original expected finish time (this may mean spending an extra night out).
- A situation where a party of walker is more than 4 hrs late but manages to complete the walk on the day that it was due to finish.
- Non urgent medical attention is required.

**3. Serious Incident**: - (where outside assistance *is* required and the party has to spend one or more extra nights out)

- A situation where the party has to spend one or more extra nights out.
- Urgent medical attention is required.
- Evacuation/rescue of an injured person is required.
- External assistance is required.
- A member of the party, or the whole party, is lost or missing

**When to fill out the form?**

1. When a serious incidents, or medium incidents occurs that require outside assistance
2. When less serious situations, for example:
  - Where the individual club or FMR has a requirement for the information.
  - Where there are new hazards on a route (eg. landslides, tree falls)
  - Where the details of the incident could be used for future training activities

If the situation can be resolved without outside assistance but further medical treatment might be required, only details on the location and person need to be recorded. Additional information can be recorded when more time is available.

For minor incidents seek advice from your club's Safety & Training officer. Some valuable information can be acquired from minor incidents.

**What and how much information to supply?**

In the event of something going wrong on a walk the type of information and the amount of information to be recorded on the incident form depends on the nature of the incident. If the incident is serious and urgent, and/or outside assistance is required, give as much detail as possible to supply critical information to rescue personnel.

In some situations eg, where an injured person is able to walk out with the rest of the party the section "Person Requiring Assistance" is the minimum information that should be recorded. The rest may be filled out later.

If you are involved in a situation stop, sit down and calmly think about what is required to recover from the situation. This form will guide you through the situation with details that should be considered, what to do and what information would be required so that a party coming to assist you would know what to expect and have a plan to resolve the situation that you might find yourself in.

**A**ssess the situation

**C**onsider the options

**E**xecute the preferred option

And all will be **ACE**

## The Information on the Incident Form

### The Incident Form.

#### Page 1

- Trip Information
- Where the incident occurred.
- Weather
- The incident.
- Initial action.
- Planned action

#### Page 2

- General Information
- Who has gone for assistance?
- What equipment is available at the scene?
- What is required at the site?
- Contact list of FMR Rescue Leaders

### Necessary Information Sections

- Leader of the trip
- Contact Officer for the trip
- The planned trip
- Date of the trip or date and time of the incident
- Location of incident. (In the case of a lost or delayed party the proposed route would be all the information available. This would be enough to enable the search to be planned)
- Weather
- Person requiring assistance
- Type of incident
- Injury/Situation

If a person in the party were missing a quick search to the last known location of the missing person would be done. The chances are that the person would be less than 20 meters from the track.

If the person were not located then a more extensive search would be required with the party giving consideration to requesting outside help.

When outside assistance or urgent medical assistance is required supply as much information as possible.

### Additional Information

- Equipment at site of incident
- Requirements at site
- Party sent for assistance (as record of who went where)
- Action Taken (Important if moving to another location)

## The Incident Form

The following is the Incident Form Broken down into its various sections and a brief explanation of these sections. The options are not intended as a complete list but as a guide to what information would be useful.

**Use this form as a guide in creating a report (if required)**

**Contact either FMR, Police, or Contact Officer**

**Circle the appropriate item. More than one option may be required in any section**

**Keep one copy at scene of incident. If external assistance required send a copy with party sent for assistance**

**Forward a copy to your club's Safety & Training Officer or Committee Member as soon as possible or at next meeting**

**Instructions:** The top of the Incident Form has some basic instructions on how use the form and who to contact. The person or Rescue group to contact depends on the situation and it seriousness.

TRIP INFORMATION			
Date _____	Time _____	AM _____	PM _____
LEADER _____			
Trip Contact Officer _____		Phone No. _____	
Number of Walkers _____		Experienced _____	Intermediate _____
		Inexperienced _____	
<b>Attach list of members on the trip to this form including contact phone numbers if possible)</b>			

### **Trip Information:** The Who, When and Where.

The information that should be recorded is the

- Trip
- Date of the trip
- Starting and finishing times
- The leader of the trip and phone number
- Contact Officer and phone number.

Should a trip be overdue and no other information is available, a plan of action can be initiated. This could mean putting FMR on standby and wait for further information or a search could be commenced with this information.

This should be considered as the absolute minimum information to supply. It is the Who, Where, When, and how many were on the trip.

### **LOCATION OF INCIDENT**

Exact location (Map, Map Coordinates and Map Datum) _____			
<b><u>Terrain at of Site of Incident</u></b>			
<u>Open</u>	<u>Watercourse</u>	<u>Closed canopy</u>	<u>Open canopy</u>
		<u>Rocky</u>	<u>Steep</u>
			<u>Ridge</u>
			<u>Mountain</u>
General Description _____			

### **Location of incident:** Where and description

In this section the location of the incident is recorded. This should include the map, Coordinates, Map Datum (this can be found on the bottom of the map) and a brief description of the incident site. In the case of a missing person, when the person was noticed missing and/or the last known location recorded.

A brief description of the incident site should be given, as there are at least two (2) different grid systems in current use. If the description does not match the Coordinates it can be assumed that different maps are being used and adjustments for the discrepancy can be made.

- Open or area of low scrub (heath land) or sand dunes (beach).
- Canopy can be given as a percentage or a fraction. This can also be applied to the weather. (eg. 75% or 3/4 canopy about 1/4 of the sky can be seen)

These above 2 sections should be considered as the ideal minimum information to be supplied.

<b><u>Weather conditions at time of incident</u></b>							
<u>Warm</u>	<u>Sunny</u>	<u>Windy</u>	<u>Foggy</u>	<u>Cloudy</u>	<u>Rain</u>	<u>Cool</u>	<u>Cold</u>
Additional Information _____							

### **Weather: -**

This is included because the weather and forecasted weather at the scene of the incident may not be the same as where the rescue/search party is coming from. This is important because a minor incident may become more serious in a very short time in poor weather conditions.

<b>PERSON REQUIRING ASSISTANCE</b>							
Name _____						Male _____	Female _____
Address _____							
Who to Notify _____				Contact Phone No(s) 1 _____		2 _____	
<b>TYPE OF INCIDENT</b>							
<u>Delay</u>	<u>Lost party</u>	<u>Fall</u>	<u>Injury</u>	<u>Snake / Insect bite</u>	<u>Illness</u>	<u>Unconscious</u>	
<u>Hyperthermia</u>	<u>Hypothermia</u>	<u>Additional Information</u> _____					
Witnesses _____							
<b>INJURY / SITUATION DETAILS</b>							
<b>Primary Injury/Situation</b> _____							
<b>Secondary Injury (ies)</b> _____							
<b>Overall condition</b>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Serious.</u>	<u>Critical.</u>	<u>Additional Information.</u> _____	
_____							

**Person Requiring Assistance:** - Who, What and How Serious:

This lets the rescuers know:

- Who was involved?
- What to expect when they arrive on the scene?
- What to be prepared for?
- What would be required?

With the section on "Equipment Available", an informed decision can be made on what equipment or personal are required to complete the rescue satisfactorily.

<b>ACTION TAKEN</b>							
<u>Searched</u>	<u>First Aid</u>	<u>Bleeding</u>	<u>Pressure Bandage</u>	<u>CPR</u>	<u>Shock</u>	<u>Hyperthermia</u>	<u>Hypothermia</u>
<u>Immobilised</u>	<u>Stabilised</u>	<u>Party Sent for Assistance</u>		<u>Additional Information</u> _____			
_____							

**Action taken:** - First course of action

What has been done to recover the situation? This suggests some of the options to consider so that the situation can be resolved at the site of the incident. This list is to give an idea of what information should be supplied about what has been done. It is not meant as a complete list of options available but some points to consider and expanded on.

<b>Planned Action (If moving give map coordinates of destination)</b>							
<u>Remain at site</u>	<u>Evacuate to</u>	<u>track.</u>	<u>Road</u>	<u>Track junction.</u>	<u>Shelter.</u>	<u>Natural feature</u>	
<u>Additional Information</u> _____							

**Planned Action.** Next course of action to consider.

If the situation could not be resolved then this and the following sections offers some guidance as to what should be considered next. The main one being - **Should the party stay or move to another location?**

Some points to consider in making this decision are: -

- The nature of the incident
- The terrain
- The location of the incident could be considered hazardous (ie. flooding water course, cliff)
- The person could be moved to a preferable or more readily accessible place
- The weather conditions

<b>Assistance Required</b>			
<u>First Aid</u>	<u>Medical</u>	<u>Medication (Personal Medication)</u>	<u>Personnel (Search/Rescue/Recovery)</u>
<u>Additional Information</u> _____			

**Assistance required:** - What is required at the site.

The assistance required could extend from personal medication that might be required through to personnel and equipment.

<b>Evacuation Plan</b>					
Walking out	Carrying out	Stretcher	Ambulance	Helicopter	Additional Information _____
_____					

**Evacuation Plan:** - How to get out.

The means of evacuating a person and selecting what would be the appropriate method. There are situations when carrying out to the nearest road for transport would be the better option than a helicopter rescue. Eg. when a person is able to walk out or be carried out without too much discomfort.

**GENERAL INFORMATION**

**Additional Information (include best route to return and additional information on situation)**

**Additional information:** - Any extra information that would be useful in resolving the situation.

This could include

- Best route to incident site.
- Additional information on patient
- Information that could be useful but not recorded elsewhere.

<b>Party sent for Assistance</b>			
Date _____	Time _____	AM PM	Assistance Party Leader _____
Number in Party _____			
Names _____			
_____			
Location and Phone No. Where the party sought assistance _____			
_____			

**Party sent for assistance:** - Who went for help and where they went:

Information on the party that was sent for assistance.

- Who was leader in this group
- When they went;
- How many in the group; and
- Their names;
- Where the party sent for assistance is phoning for assistance from.

Once the information has been relayed, to the Contact Officer, FMR or the Police, wait for rescue personnel to arrive at this location, unless otherwise instructed.

<b>Equipment (quantity) available at Site of Incident</b>							
<u>First Aid Kits</u>	<u>Tents</u>	<u>Sleeping Bags</u>	<u>Torches</u>	<u>Stoves and Fuel</u>	<u>Food</u>	<u>Water</u>	<u>Ropes</u>
<u>Other equipment</u> _____							

**Equipment:** - What is available

This will indicate how long the party at the incident site will be able to remain at the site and what resources are available there.

**Requirements at site of incident**

(Food/water/tents/matches/warm clothing/etc and quantity)

**Required equipment:** - What is required at the site of the incident.

Extra food and equipment could be required if the party might be forced to spend an extra out. Some of these items so this may carried/sent in by the rescue party or helicopter.

**Control Base Camp Location (Map, Map coordinates, Address and /or Directions)****Control base:** -Where the rescue is coordinated from.

This does not need to be filled immediately The location of the base will decided by The Police, or FMR, or the SES controller will select this site.

After a Base is established that information may be recorded on the Incident Form and forwarded to the personnel required for and during the situation.

**Procedure in case assistance is required**

Contact FMR Rescue Leader. They will contact Police, and Trip Contact Officer

**FMR contact List**

<u>Name</u>	<u>Home</u>	<u>Work</u>	<u>Mobile</u>
Doug McDonald	(07) 3395 1367	(07) 3887 5965	
Barry Ryan	(07) 5539 2805	(07) 5532 8555	
Simon Wood	(07) 3359 5026	(07) 3213 5526	
Cliff Harrison	(07) 5429 5494(Shifts)	(07) 3408 1711	
Ron Farmer	(07) 3355 2895	(07) 3355 2895	

**FMR Contact List.** Rescue Leaders in FMR.

In the event of an incident that requires outside assistance or medical assistance. A FMR Rescue Leaders should be the point of first contact. (See the list attached at the end of the Incident Form)

For an FMR callout the procedure is to start at the top of the list and dial each in turn until contact is made and relay the information gathered on this Form.

**When contacting Rescue Leader:**

- Relay the information on the Incident Form accurately, clearly and calmly
- Clarify any information when requested
- Listen to and follow any instructions that you may be given
- Write down any instructions, times or tasks that you are given

**When a Rescue Leader is contacted: Once a rescue leader is contacted**

- They will inform the Club/trip contact officer
- They police will be contacted
- They will relay the information to the police
- They will relay the information to the Club/Trip contact Officer
- The Police will have discretion as to who will be called out
- Liaise with the Police
- Put other Rescue Leaders on stand by if required or requested by the Police
- Take part in the rescue/recovery

**The Contact Officer will inform the**

- S & T Officer or
- The Outings Officer or
- The President of the Club and
- Any person the Club is required to keep informed of the situation