

VenMX Incident Management System

The objectives of the *Incident Management System (IMS)* are:

- To ensure problems are recognised early and appropriate resources and action brought to bear
- To keep track of key events that could give rise to an unwanted outcome and monitor progress/problems
- To ensure as the risk from the incident escalates, higher authorities are involved and/or informed

The IMS will be developed along the lines of the “TARP” system (Trigger Action Response Plans).

When required by this procedure, an Incident Management Team (IMT) will be formed to deal with the incident:

The IMT will consist of:

- The VenMX Leader in charge (LIC)
- The Hikemaster
- The Check Point Coordinator
- Such other persons deemed to be desirable by the LIC in the management of that particular event. This will depend very much on the nature of the event.

The purpose of the IMT is not to dilute or replace the authority of the LIC, who continues to take responsibility for all aspects of VenMX, in accordance with QBSI and other scouting procedures. However, it is to ensure that, in the event of a potentially undesirable outcome arising during VenMX, the most competent advice is provided to the LIC, the LIC obtains contrary points of view (as required) and all reasonably foreseeable outcomes and solutions are identified, along with any further risks.

Two key events have been identified for VenMX as posing the most serious risks. However, other events may also provide the potential for unwanted outcomes and an IMT for such events will be formed at the discretion of the LIC.

Key events

Search and Rescue (S&R) operations will generally remain as part of the Hikemaster’s role (i.e. the Hikemaster will have both roles) until:

- A lost patrol has been “found” in which case perhaps another leader (e.g. the 4WD specialist, or a leader from the Pacman patrol or other) might take over the role of extracting the lost patrol, so the Hikemaster can turn his attention back to the event, OR
- The LIC appoints a S&R coordinator for a particular reason
- The search or rescue operations need to escalate to a much higher level, e.g. when the Police or SES has been called in, in which case our limited search resources would not doubt come under the control of the Police

Lost patrol (or patrol reports lost member)

Trigger	Action/Response
Patrol is overdue* by 1 hour	No action taken
Patrol is overdue* (behind Pacman time) by more than 1 hour but less than 2 hours (or individual is reported lost from patrol by <i>any</i> amount of time)	Hikemaster informed by Check Point Coordinator (CPC) or Check Point Operator (CPO)
	Other CPOs informed by CPC in case of communication with lost patrol etc
	Last known whereabouts confirmed by Hikemaster and CPC
	4WD Specialist (4WDS) informed by Hikemaster who checks potential access tracks into the potential search area
	Composition/skills/experience of patrol identified by Hikemaster in conjunction with the Navigation risk score assessment for that patrol and others (e.g. VSL)
	Medical issues of individuals checked on C4 forms by VenMX First Aider
	Potential search area identified by Hikemaster
	Leader and Pacman patrols advised by Hikemaster
	Search plan developed by Hikemaster, CPC and 4WDS and implemented
	Camp commandant informed (may need late meals etc)
	L-I-C informed if not already
	Patrol is overdue* by more than 2 hours (or individual is reported lost from patrol by <i>any</i> amount of time)
L-I-C appoints S&RC (could be Hikemaster)	
Radio channel watch established at somewhere near last known location if instructed by Hikemaster	
Patrol's VSL informed (if present) but generally not invited to join IMT	
Clerk appointed to record details so far (times, events, etc) and also future events and decisions	
Chief informed by LIC	
Patrol remains lost at nightfall (dark) and no contact made), OR individual is reported lost from patrol by more than 2 hours	Parents informed by LIC
	Briefing given to all leaders and youth by LIC at campfire or other evening event
	S&R teams and plan established for following morning by IMT
	Police and SES informed <i>Note that this time will be very dependent on any specific health issues in the patrol, the current and expected weather, the experience and age of the patrol member(s), and the equipment they are carrying</i>
Patrol remains lost and no contact made within 18 hours OR individual is reported lost from patrol by more than 2 hours (or such other time as decided by the LIC),	

* And precise location and status unknown

Patrol member injured or sick

Trigger	Action/Response
<p>Any person (youth or adult) reported sick or injured. Notification could happen via:</p> <ul style="list-style-type: none"> • A patrol reaches a CP with a sick or injured person, or • Two team members from a patrol get to a CP with a request for help, or • A patrol contacts VenMX staff via UHF radio or telephone with request for help, or • A patrol reaches another location (e.g. farmhouse) and request help from there 	<p>Hikemaster, CPO and VenMX 1st aider informed Location of injured/sick and nature of event established</p>
<p>If injury/sickness condition is unknown OR uncertain. This scenario is unlikely as we should have at least one first-hand report from a patrol member of the injury or sickness.</p>	<p>VenMX 1st aider, medical equipment or other resources as advisable despatched to the injured/sick Where practical, this will be done using vehicle from the S&RC to ensure minimum delays and also provide earliest possible extraction if deemed necessary C4 checked by VenMX First Aider for any specific medical issues for that individual</p>
<p>If injury/sickness confirmed as minor</p>	<p>First aid treatment organised by Hikemaster using VenMX First Aider or CPO or Pacman If necessary, evacuation from the course organised by Hikemaster in conjunction with CPS and S&RC L-I-C and Camp Commandant informed</p>
<p>If injury/sickness is serious OR</p> <ul style="list-style-type: none"> • Could reasonably be serious OR • Could reasonably become serious 	<p>L-I-C informed Patrol's VSL informed (if present) IMT established (LIC, Hikemaster, CPC, VenMX 1st aider, S&R coordinator) Clerk appointed C4 checked by VenMX First Aider for any specific medical issues for that individual Correct medical treatment/support established. Specialist advice sought and taken as required (e.g. doctor, QAS) If necessary, evacuation from the course organised by Hikemaster in conjunction with CPC and S&RC</p>
<p>If confirmed as serious</p>	<p>QAS notified (if applicable) Chief notified Parents informed</p>
<p>If medical evacuation is outside ability of VenMX or incident could cause permanent injury or death</p>	<p>Police notified (e.g. to get help from SES or rescue helicopters)</p>