

Incident response plan

NZ Canyoning Festival

Event dates: 02 Feb – 05 Feb 2018

Event HQ location: Lake Rotoiti Community Hall. 22 Main Rd, St Arnaud.

Event information: A detailed list of event information, including program, activity locations and canyon information is available online: <http://nzcanyoningassociation.org/canyoningfestival>

NZCA contact information

Response coordinator:	Varies each day	Always contactable on 022 045 0920
Event manager:	Richard Bramley	022 045 0920
Assistant event manager:	Lee Den Haan	021 028 26177
NZCA Executive contact(s):	Dan Clearwater	021 215 7059
	Toine Houtenbos	021 041 4524

Other relevant contact information

Lake Rotoiti Water Taxi: 021 702 278

Nelson Cave (Canyon) volunteer SAR Coordinator: Greg Pickford 0212436628, Sarah Brewer 027 3490567

Police SAR Coordinator: On call officer 03-5459684, Malcolm York 021-1908245

Preparation

- This plan may be adjusted to suit a specific activity or event.
- It must be read in conjunction with the NZCA Safety Management Plan.
- Participants should be made aware that this plan exists and is available online.
- If next of kin are concerned about an overdue party, they should contact the NZCA, working down the contact list until contact is made.
- For Personal Locator Beacons, the person who is listed as an emergency contact on the beacon registration should also be asked to call the NZCA in the event of a beacon activation.
- Event managers should contact local SAR authorities prior to the event to discuss and refine the response plan. This will usually include obtaining the contact details of nearby skilled canyon rescue personnel prior to the event.

NZCA response coordinator

- The response coordinator is the primary point of contact between the NZCA and the Police or other external agencies.
- The event manager will usually be the response coordinator, but if the event manager is not contactable or available, the event manager should nominate someone else to be the response coordinator and make their contact details known.
- Initially, this will be the person who is holding the intentions of the group, but the responsibility will be transferred to a more experienced canyoner, the event manager or NZCA executive member as appropriate.

Response coordinator procedures

Initial response

- If an overdue party cannot be contacted, or a call for help is made, the response coordinator should:
 - Inform the NZ Police by calling 111
 - Provide the party intentions information, the location of the event HQ, and the name and number of the event manager
- Before finishing the call with the police, get the name and number of the appointed Police SAR coordinator.
- Inform the event manager and another NZCA executive member as soon as possible.

Prepare to assist the responders

- Gather any relevant information that may be useful for the Police and/or responders:
 - Canyon Topos
 - Activity (intention) sheets.
- Determine the availability of skilled canyon rescue personnel, equipment and vehicles locally/at the event.
- Consider the requirement for specialist equipment/vehicles (boats/helicopters/winches/night searching equipment).
- Consider options for a NZCA response using local resources. Depending on the circumstance, this may be quicker, or more appropriate than a response organised by Police.
- Discuss these options with Police before conducting such a response.
- Liaise with the Police SAR coordinator and assist wherever possible.

Conduct the response

- Maintain liaison with the Police SAR coordinator and assist wherever possible.
- Ensure that you are satisfied that all NZCA responders are accounted for at the end of the response.
- Ensure a debrief is either conducted, or scheduled.
- Take notes at the debrief, to assist with the accident or incident reporting for the NZCA.

Inquiries

Next of kin inquiries

- During an active incident response, all inquiries by next of kin should be referred to the police.

Media enquiries

- During an active incident response, all inquiries by media should be referred to the police.
- Once police are satisfied the response is complete, any comment from the NZCA should be made by the NZCA president, in consultation with the event manager.