

Hello Doutsies,

There was an incident with a Melbourne university dive club that made the news and caused the cessation of all boat and dive activities through that university. Our analysis suggests the following learning points. These apply to any UTS event including bus trips or international trips.

1. Call for assistance sooner rather than later

If there is any incident that risks safety, inform authorities as soon as the situation arises and request assistance. Don't delay until it gets worse.

2. Inform Club and ActivateUTS

- Inform the committee via phone firstly to the Vice President, (safety officer).
- If you cannot contact Safety officer, then contact President.
- If you cannot contact either and the incident is serious (i.e. injury to personnel, significant damage to UTS equipment or authorities notified) let ActivateUTS know of the incident immediately via Aimee Purcell (Manager, Sport and Recreation).

Please save the following numbers in your phone.

Position	Name	Mobile	Business Hours	Email
President, DOUTS	Thomas Caccitti	0404 502 969		president@douts.org
Treasurer, DOUTS	Juan Barba	0404 434 404		treasurer@douts.org
Sport and Recreation Manager, ActivateUTS	Aimee Purcell	0401 536 869	02 9514 1891	aimee.purcell@uts.edu.au

If none of those contacts answer, and the situation is serious (as described above), please contact UTS Security (available 24/7) and ask them to get the message to Aimee (give her position details above and explain the situation).

UTS Security	02 9514 1192
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Follow up – as per Club safety management system (copies of emergency procedures are in the boat)

- Keep a record of witnesses, those involved and what happened. The boat log has blank pages for this reason.
- Fill in a DOUTS safety report (which asks for the above info) and circulate to committee@douts.org
- If another boat is involved and damage is over \$1000 or injury occurs a NSW Maritime report must be lodged within 24 hr. Current copy from their website http://www.maritime.nsw.gov.au/docs/forms/vessel_incident_report.pdf