



# DUSA Club Executive Incident Management Guide

**DUSA (Deakin Univeristy)**

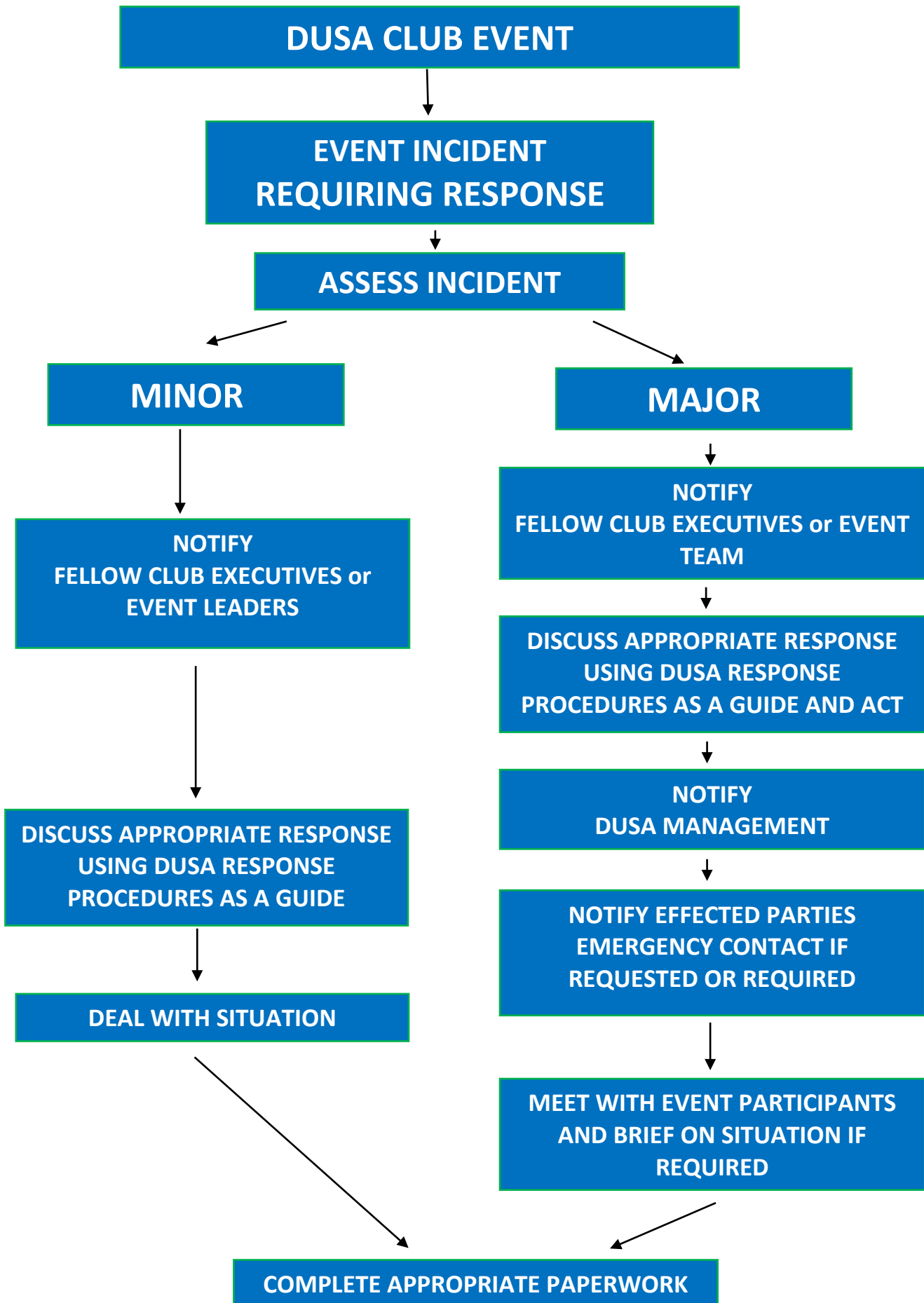
Version 2.0 – June 2021

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## 1.0 Incident Flowchart



## 2.0 Critical Incident Management - Levels

Following the occurrence of an incident, the Club Executive must determine whether the incident is serious enough to activate the DUSA Incident Response Team. Activation of the Team should occur immediately for obvious critical incidents.

For incidents where the impacts are not obvious, refer to the following table to gain an objective assessment of whether the incident justifies formal activation of the DUSA Incident Response Team.

Classification	Description	Examples	Reporting
Event (Level 0 - Minor)	<ul style="list-style-type: none"> <li>▪ No or minor injuries.</li> <li>▪ Contained in house.</li> <li>▪ No external services required.</li> <li>▪ No external threat.</li> <li>▪ Low/ Medium financial loss.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bodily fluid clean up</li> <li>▪ Conflict between players</li> <li>▪ Intoxicated participant</li> <li>▪ Misconduct – individual</li> <li>▪ Motor vehicle accident (minor)</li> <li>▪ Property damage (minor)</li> <li>▪ Witness to a crime</li> <li>▪ Racial abuse claims</li> <li>▪ Family / friend network emergency</li> </ul>	<p><b>Notify:</b> Club Executives  <b>Activate:</b> Nil - local response only by Club Executives</p>
Emergency (Level 1 - Moderate)	<ul style="list-style-type: none"> <li>▪ Consultation with emergency services.</li> <li>▪ Potential to escalate and/or affect event operations.</li> <li>▪ Attendance of emergency services.</li> <li>▪ External and/or mandatory reporting.</li> <li>▪ Evacuation of small area.</li> <li>▪ Media attention at local level</li> <li>▪ Less than 3 people injured.</li> <li>▪ Impact duration up to 1 day.</li> <li>▪ No external threat.</li> <li>▪ High financial loss.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accommodation loss - individual</li> <li>▪ Arrest of staff or student</li> <li>▪ Bullying, hazing, victimisation</li> <li>▪ Family violence / intervention order</li> <li>▪ Fire at event</li> <li>▪ Fire at residence</li> <li>▪ Hospitalisation of participant or staff</li> <li>▪ Medical emergency requiring extra support</li> <li>▪ Motor Vehicle accident (major – no fatalities)</li> <li>▪ Theft from / by participant</li> <li>▪ Food poisoning</li> <li>▪ Drink spiking</li> </ul>	<p><b>Notify:</b> DUSA Management  <b>Activate:</b> DUSA Incident Response Team.</p>
Critical Incident (Level 2 – Major)	<ul style="list-style-type: none"> <li>▪ Loss of event operational capability.</li> <li>▪ Detrimental off-campus effect.</li> <li>▪ Evacuation of whole facility.</li> <li>▪ Media attention at regional or national level.</li> <li>▪ More than 3 people injured.</li> <li>▪ Impact duration up to 1 week.</li> <li>▪ External assistance necessary.</li> <li>▪ Major financial loss.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accommodation loss - group</li> <li>▪ Active Shooter</li> <li>▪ Assault Physical</li> <li>▪ Assault Sexual</li> <li>▪ Biological</li> <li>▪ Bushfire</li> <li>▪ Chemical</li> <li>▪ Civil disturbance</li> <li>▪ Death staff or students</li> <li>▪ Disease</li> <li>▪ Drug dealing or possession</li> <li>▪ Drug overdose</li> <li>▪ Earthquake</li> <li>▪ Medical emergency (major)</li> <li>▪ Missing person</li> <li>▪ Psychologic distress (Extreme)</li> <li>▪ Self harm</li> <li>▪ Suicide</li> <li>▪ Terrorist attack</li> <li>▪ Transport accident</li> </ul>	<p><b>Notify:</b> DUSA Management  <b>Activate:</b> DUSA Incident Response Team and Deakin Crisis Management Team</p>

## 3.0 Emergency Contacts

### CLOSEST HOSPITAL

Hospital:

Direct Phone Number:

Address:

### CLOSEST 24hr POLICE STATION

Suburb:

Direct Phone Number:

Address:

### VENUE/CAMP OWNER/MANAGER CONTACT DETAILS

Site Name:

NAME:

PHONE (Landline)

PHONE (Mobile)

Location :

### IMPORTANT CONTACTS

Police, Ambulance, Fire Brigade (24hrs)	000
State Emergency Service – SES	132 500
Deakin Security (24hrs)	1800 062 579
Deakin Safer Communities Unit (BH)	9244 3734
DUSA Clubs & Societies (BH)	9244 6356
Lifeline (24hrs)	131 114
Sexual Assault Crisis Line (24hrs)	1800 806 292
Suicide Line (24hrs)	1300 651 251
Grief Line (Midnight – Middy)	03 9935 7400
Nurse-On-Call (24hrs)	1300 606 024
Victorian Poisons Information Centre (24hrs)	13 11 26
Victorian Bushfire Information Line (24hrs)	1800 240 667
<b>DUSA Student Engagement Manger Lee Emberton</b>	<b>0408 760 066</b>

## 4.0 Response Procedures

The following response protocols are the actions you may wish to consider during an incident. **Note:** The Standard Operating Procedure for all incidents is to apply the UNI part of the UNI CAMPS immediate response protocol.

<b>U</b>	<b>Understand</b>	Understand the situation. Collect immediate facts about the incident.
<b>N</b>	<b>Needs</b>	Organise your immediate safety and club members safety needs (eg first aid, 000).
<b>I</b>	<b>Inform DUSA</b>	Report to DUSA on what has happened as soon as you can.
<b>C</b>	<b>Communicate</b>	Communicate with your executive team on actions to take. Remind executive team not to speak to / post to media and understand how you and your executive team are feeling. Seek appropriate support
<b>A</b>	<b>Act</b>	Act on instructions from emergency services and DUSA.
<b>M</b>	<b>Manage</b>	Manage the situation calmly and with confidence.
<b>P</b>	<b>Prepare</b>	Prepare to understand the steps and plan for evacuation or relocation.
<b>S</b>	<b>Summarise</b>	Summarise the incident and complete the incident report.

If the incident is assessed as moderate or major the DUSA Incident Response Team will be taking the lead in the response to this level of incidents. **If the incident is rated a Major, DUSA Management will notify the DUSA / Deakin University Crisis Management Team.**

The following below are the 'on the ground' responses to consider for incidents that are considered minor when assessed against the incident escalation checklist, which will guide all actions from start to finish for an incident.

<b>4.01 Arrest of Participant</b>	
1.	Club Executive should be notified of incident immediately, gather as much factual information as possible and undertake an impact assessment of the incident using the agreed checklist. If assessment is moderate or major then Club Executive will escalate to DUSA Incident Response Team.
2.	If the Club Executive assessment of the Incident is it is a minor level e.g. infringement not an arrest, then the following steps will apply.
3.	Club Executive to attend police station where participant held and inform DUSA Management.
4.	DUSA Management will meet with the arrested individual and inform them of the disciplinary process arising from this matter.
5.	Club Executive to complete Incident Report Form.

<b>4.02 Assault Physical</b>	
1.	If requested to do so by the victim or if the victim is unconscious, administer First Aid to your level of training.
2.	Contact Club Executive with UNI CAMPS response. Club Executive will assess incident and if major will escalate to DUSA Management.
3.	If assessed as minor level Club Executive will advise the victim of what options are available to them, such as contacting the Police.
4.	Club Executive will, if asked to do so by the victim, contact Police.
5.	Club Executive, if asked to do so by the victim, will contact emergency contact.
6.	Club Executive will determine whether there is an ongoing risk to the victim and whether there is a risk or possible risk to other participants.
7.	Club Executive will provide referral information to Deakin University Counselling Services. Additionally, if asked by the victim, arrange an appointment with the victim and Deakin University Counselling Services.
8.	If the assault is such that other members of the team has been traumatised, the Club Executive will contact Deakin University Counselling and arrange a de-briefing session with remainder of team.
9.	Escalate situation to the DUSA Management if required.

<b>4.03 Assault Sexual</b>	
1.	Calm and re-assure the victim. If requested to do so by the victim, administer First Aid to your level of training.
2.	Advise the victim not to wash any part of themselves and not to change any of their clothing.
3.	Notify Club Executive with UNI CAMPS response. Club Executive will escalate to DUSA Management.
4.	Club Executive to notify all relevant authorities e.g. venue management.
5.	DUSA Management to escalate to DUSA Incident Response Team.
6.	If the assault is such that other club members or attendees have been traumatised, DUSA Management will contact Deakin University Counselling service and arrange a de-briefing session with affected individuals or teams.

<b>4.04 Bodily Fluid Clean Up</b>	
1.	If the spillage is as a result of a person being ill, organise first aid.
2.	Keep other persons away from the immediate area.

<b>4.04 Bodily Fluid Clean Up</b>	
3.	Event Coordinator or Club Executive to organise for the removal of the spillage. Ensure PPE is worn.
4.	Assess area to ensure no further risk to others.

<b>4.05 Bullying, Hazing and Victimization</b>	
1.	If a member of the team becomes aware that a participant's behaviour is contrary to the code of behaviour set out at the Camp Briefing ideally a local request should be made to the perpetrator to cease this behaviour immediately. If this request is ignored and the behaviour continues and/or occurs again then it must be reported to the Club Executive.
2.	Club Executive should investigate the report.
3.	If found to be of a minor nature the Club Executive will advise the participant that their behaviour is contrary to the Code of Conduct/Participation Agreement, etc., that this behavior must cease immediately and not occur again or risk being asked to leave.
4.	If the participant does not comply with the requests of the Club Executive or the misconduct is rated as major, then the Club Executive shall ask the participant to leave and notify DUSA Management.
5.	DUSA Management will determine what action should be taken and advise the participant of the application of the University Disciplinary procedure.
6.	Follow up with victim of bullying and hazing.

<b>4.06 Death of Participant</b>	
1.	If you find a person who is unconscious, then either administer first aid to your level of training or get help.
2.	While a you are administering First Aid, get someone to <ul style="list-style-type: none"> <li>▪ Firstly, call 000 and request an Ambulance and the presence of Police;</li> <li>▪ Secondly to alert the First Aider who will take over the first aid and shall administer first aid to their level of training; and</li> <li>▪ Thirdly to notify the Event Coordinator / Venue management.</li> </ul>
3.	The person who called 000 should remain with the First Aider to provide support. All other onlookers should be kept back by other event staff.
4.	Notify DUSA Management with UNI CAMPS response.
5.	DUSA Management will escalate to Deakin Crisis Management Team.

<b>4.07 Death of a Relative/Close Friend</b>	
1.	If the participant is unaware of the death, determine how best to advise the participant of the death. Contact DUSA Management who in turn may contact Deakin University Counselling to seek their assistance in this regard.
2.	Subject to the advice provided in Step #1, the Club Executive should meet with the participant as soon as possible.
3.	Offer and arrange on behalf of the participant, support by means of: <ul style="list-style-type: none"> <li>▪ access to counselling;</li> <li>▪ access to a private room;</li> <li>▪ assistance with travel arrangements;</li> <li>▪ contacting emergency contact of the participant, etc.</li> </ul>
4.	Club Executives should respect the privacy of the individual involved and only inform other camp participants in directed to by the affected individual..



<b>4.08 Drug Overdose or Drug Impaired Participant</b>	
1.	If requested to do so by the participant or if the participant is unarousable and/or unresponsive, administer First Aid to your level of training.
2.	If a participant is unconscious, unresponsive, unable to hold a conversation, contact Ambulance services on ☎ <b>000</b> and inform them of the situation.
3.	Club Executive to contact DUSA Management and advise them of the situation using UNI CAMPS response.
4.	Club Executive in conjunction with DUSA Management will determine whether there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants, or other participants of the wider club.

<b>4.09 Drug Dealing and/or Possession</b>	
1.	Contact the participant and/or guest to determine whether there has been an actual offence or whether the allegation warrants further investigation.
2.	If the allegation warrants further investigation, the Club Executive must contact DUSA Management and advise them of the situation using UNI CAMPS response.
3.	Club Executive in conjunction with DUSA Management will determine whether there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants, or other participants of the wider club.
4.	Club Executive in conjunction with DUSA Management will assess facts of incident. If an offence has occurred, then the Club Executive will advise DUSA Management who will escalate accordingly.

<b>4.10 Expulsion from Accommodation</b>	
1.	Club Executive should notify DUSA Management as soon as possible if an individual, group or entire club has been expelled from accommodation with the UNI CAMPS response.
2.	Club Executive to contact accommodation and find out their reasons for the expulsion from accommodation.
3.	In conjunction with DUSA Management, the Club Executive needs to determine the severity of the reason for the expulsion. This decision leads to responses below:  <b>Minor = Level 1:</b> <ol style="list-style-type: none"> <li>i. Club Executive to warn individual, group or club that their behaviour is not acceptable</li> <li>ii. Club Executive in conjunction with DUSA Management to arrange for alternate accommodation. The cost of these charges will be incurred by the individual</li> <li>iii. In an instance this is not possible, the individual group or club may be required to leave and travel home at their own cost</li> <li>iv. If the entire club is forced to leave the accommodation, then the Club Executive should notify the DUSA Management of this decision.</li> </ol> <b>Major = Level 2:</b> <ol style="list-style-type: none"> <li>i. Club Executive notifies DUSA Management who then instigates the University disciplinary process.</li> </ol>

<b>4.11 Extreme Threat</b>	
<i>Examples: bomb threat, fire, chemical, extreme weather, terrorist attack, hostage situation, civil disturbance, infectious disease, flight crash.</i>	
1.	Follow emergency processes as instructed by venue wardens or official services.
2.	Club Executive should notify DUSA Management when safe to do so
3.	Move everyone to the nominated assembly area / meeting point.

<b>4.11 Extreme Threat</b>	
4.	All participants shall rendezvous at the evacuation assembly area, where the Club Executive shall call the roll to ensure that all participants are accounted for.
5.	Club Executive to determine if there is an ongoing risk to the participants and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.

<b>4.12 Fire</b>	
1.	Activate the nearest fire alarm, where applicable. Where there is no fire alarm, yell loudly to attract attention.
2.	<b>If it is SAFE to do so</b> where the fire is small and if you have been trained in the use of fire extinguishers or fire blankets, use an appropriate fire extinguisher or fire blanket to put the fire out.
3.	Follow emergency processes as instructed by venue wardens
4.	Club Executive must notify DUSA Management
5.	All event staff and participants shall rendezvous at the evacuation assembly area, where the Club Executive shall call the roll to ensure that all Deakin University participants are accounted for.
6.	Club Executive shall determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.

<b>4.13 Food Poisoning</b>	
1.	If the participant is suffering from mild symptoms, the participant should seek appropriate medical assistance.
2.	Where applicable the Club Executive should contact the Clubs First Aid Officer who can administer first aid to their level of training.
3.	Club Executive to determine the best course of action to take in respect of obtaining proper health care for the participant and others in team.

<b>4.14 Injury</b>	
1.	If the injury is not life threatening, contact the Clubs First Aid Officer who can administer first aid to their level of training, or advise the participant to seek appropriate and / or available venue/accommodation medical assistance.
2.	If you find a person who is seriously injured and/or unconscious, then either administer first aid to your level of training or get help.
3.	While a you are administering First Aid, get someone to <ul style="list-style-type: none"> <li>▪ Firstly, call 000 and request an Ambulance and the presence of Police;</li> <li>▪ Secondly to alert the Clubs First Aid Officer who will take over the first aid and shall administer first aid to their level of training; and</li> <li>▪ Thirdly to notify the Venue management.</li> <li>▪ Advise Club Executives.</li> </ul>
4.	The person who called 000 should remain with the First Aider to provide support. All other onlookers should be kept back by other venue staff or club executives.
5.	Club Executive should ensure a club member is to accompany the member to the hospital or treatment centre.
6.	Notify DUSA Management with UNI CAMPS response.
7.	

<b>4.15 Intoxicated Participant</b>	
1.	In instances of minor intoxication, the Clubs First Aid Officer and Club Executives are responsible for taking care of affected individuals.
2.	If the participant is not at their accommodation the First Aid Officer and Club Executives should ensure the affected individual is escorted to accommodation.
3.	Depending on level of intoxication the individual might require monitoring throughout the night.
4.	If requested to do so by the individual or if the individual is unarousable and/or unresponsive, administer First Aid to your level of training.
5.	If the individual is unconscious (unarousable and/or unresponsive) contact ambulance service on ☎ 000 and inform them of the situation.
6.	If the participant is violent and aggressive, call Venue/Event/Accommodation Security (where applicable).
7.	Try to calm the participant down. If the participant threatens you, leave immediately. Do not continue to intervene or put yourself at any risk. If possible, prevent other individuals from putting themselves at risk by advising them to keep away from the general area.
8.	Call ☎ 000 and request Police presence if they believe that the situation warrants such action.
9.	Notify DUSA Management with UNI CAMPS response.

<b>4.16 Misconduct (General) – Individual or Group</b>	
1.	If you become aware that an individual or group's behaviour that is contrary to the code of behaviour set out at the Camp Briefing and/or Event Rules or is unreasonably disruptive to other participants, you should contact the Club Executives and discuss the allegations.
2.	In response to discussions the Club Executives should determine the course of action. The severity of the misconduct will determine the nature of any sanction.
3.	If misconduct is minor, the individual or group in question will be advised that their behaviour is contrary to the expectation of behaviour, and that they must cease the offending behaviour immediately; and informed that if behaviour continues sanctions might be put in place. Explain the impact of the individual or group's behaviour on other team members.
4.	Give the individual or group possible solutions to modify behaviour.
5.	If the individual or group does not comply with the requests of the Club Executives or the misconduct is rated as a serious breach, then DUSA Management shall be notified.
6.	DUSA Management will determine what action should be taken and advise the individual or group of the application of the University Disciplinary procedure. The sanctions applied may include removal of the individual or group from the club event and future event.
7.	Further Information about Deakin Misconduct can be found within the Student Guide to General Misconduct, this document can be found via the DUSA Clubs Resources webpage under helpful resources. See <a href="https://www.dusa.org.au/club-resources">https://www.dusa.org.au/club-resources</a>

<b>4.17 Missing Person</b>	
1.	If a participant cannot be physically located by the club attempt to contact them via mobile and/or online (Facebook, Whatsapp, etc.).
2.	If this is not successful, establish when the last time the missing participant was seen by a club member.
3.	Obtain details regarding their last known whereabouts.

<b>4.17 Missing Person</b>	
4.	Provide the missing participant's full details and emergency contact details to Club Executives who will escalate to DUSA Management.

<b>4.18 Psychological Distress (Extreme)</b>	
1.	Try to calm the person down.
2.	If you feel that you are in danger, leave immediately. Do not continue to intervene if putting yourself at any risk.
3.	If possible, prevent other participants from putting themselves at risk by advising them to keep away from the general area.
4.	If there is an immediate risk of harm to either the distressed participant and/or other participants request someone to phone 000 (for Police and Paramedics).
5.	If the participant has harmed themselves (and it is safe to do so), treat with first aid.
6.	Contact DUSA Management with UNI CAMPS Response
7.	Club Executive to work with DUSA Management to determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants.
8.	If the situation is not dangerous provide support by means of: <ul style="list-style-type: none"> <li>▪ Calling the nearest State Crisis Assessment &amp; Treatment Service.</li> <li>▪ Providing referral information to University Counselling.</li> <li>▪ Contacting the participant's emergency contact if approved to do so.</li> </ul>
9.	Following up affected person post event.

<b>4.19 Suicide Risk*/Attempted Suicide</b>	
*If there is an immediate risk of serious harm to a participant	
1.	Try to calm the person down. If you feel you are in danger, leave immediately. If it is safe to do so, remove any means by which the participant may harm themselves or others.
2.	Prevent other participants from putting themselves at risk by advising them to keep away from the general area.
3.	If there is an immediate risk of harm to either the participant and/or other participants, call Emergency Services on ☎ 000 using any phone, and/or call venue or event security.
4.	Notify DUSA Management with UNI CAMPS Response

<b>4.20 Suspicious Person/Unauthorised Visitor at Accommodation / Venue</b>	
1.	The Club Executives shall notify the authority responsible for the event location who shall ask the person of the nature of their visit to the event location.
2.	If it is confirmed that the visitor is unauthorised, Club Executives shall request the appropriate responsible authority to request /remove the person from the event location and immediate area.
3.	Determine if there is an ongoing risk to the participant and whether there is a risk or possible risk to other participants and take any action that is required to maintain the safety of all participants which could include calling the police, evacuating and/or locking down the immediate area until Police arrive.

<b>4.21 Theft by Participant</b>	
1.	Club Executives should be notified of the theft.

<b>4.21 Theft by Participant</b>	
2.	Club Executives to investigate the allegations and validate allegation.
3.	For a minor theft, the Club Executives and those involved in the incident are to determine whether the stolen items can be returned.  For a major theft, the Club Executives should contact police, and support the process outlined by authorities.
4.	Notification to DUSA post the event should occur within 3 days to ensure appropriate record keeping.

<b>4.22 Travel Accident</b>	
1.	In the event of a minor accident with no injuries follow the process set out in either the hire car agreement or personal insurance protocol. This will involve documentation of incident etc.
2.	Contact Club Executive team especially if accident will impact on event timings.
3.	In the event of a major accident with injuries or major damage. Contact emergency services and notify the Club Executives & DUSA at the earliest opportunity.

<b>4.23 Covid-19 Response</b>	
1.	<p>Club Executives leading a group of students through an overnight setting are required to have Covid Safe event plan in place. This plan will have more detailed instructions on what to do in the case of one or multiple of the following applies to your event.</p> <ul style="list-style-type: none"> <li>• Onset of Covid-19 symptoms by a participant.</li> <li>• Known attendance at public exposure site as listed on an official government website.</li> <li>• Government implementation of inter / intra state travel restrictions or Covid Safe settings during duration of travel.</li> </ul> <p>It is advised that the Club Executive (where possible) remain active in monitoring reliable official channels of communication from government sources to support the traveling group with maintaining compliance with the instruction of the time.</p>
2.	DUSA will actively support Club Executives whom are concerned about potential impacts of the ongoing Covid-19 pandemic, do not hesitate to reach out for specific guidance throughout the trip.

## 5.0 Incident Report Form



Deakin University Student Association Inc.

A.B.N 95 022 653 791 | Reg. No. A0040625Y

Registered Office, Deakin University

221 Burwood Highway, Burwood, VIC 3125

Telephone: (03) 9244 6356 | Facsimile: (03) 9888 8796

Email: [dusa-contact@deakin.edu.au](mailto:dusa-contact@deakin.edu.au) | Web: [www.dusa.org.au](http://www.dusa.org.au)

### DUSA INCIDENT REPORT FORM

NAME AND CONTACT DETAILS			
FIRST NAME		DATE OF BIRTH	
LAST NAME		PHONE NUMBER	
ADDRESS			
INCIDENT DETAILS			
DATE			
TIME		<input type="checkbox"/> AM	<input type="checkbox"/> PM
TYPE OF INCIDENT	<input type="checkbox"/> MAJOR <input type="checkbox"/> MINOR		
INCIDENT LOCATION			
NATURE OF INCIDENT			
ADDITIONAL DETAILS			
ACTION TAKEN			
INITIAL ACTION			
FURTHER ACTION REQUIRED			
AMBULANCE CALLED?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
PROFESSIONAL MEDICAL HELP NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

SIGNATURES			
STAFF INVOLVED			
STAFF SIGNED	Signature		Date
STUDENT SIGNED	Signature		Date

## 6.0 Bystander Intervention

The 4 d's of Bystander Intervention are four simple tools you can use to help in responding to behaviour of an individual or group that is contrary to the code of behaviour set out at the Camp Briefing and/or Event Rules or is unreasonably disruptive to other participants

### DIRECT

*call out the behaviour when you see it, hear it  
before it escalates*

- Cant you see that you are making them feel uncomfortable
- I am not ok with your attitude / behaviour

### DISTRACT

*The perpetrator or victim*

- Take them away from the scene
- Lets go home?
- Can we grab some food?
- Lets get back to the game...

### DISCUSS

*Check in with peer*

#### *Victim*

- Are you ok?
- What can I do to help you?

#### *Perpetrator*

- What you did last night was not ok..... this is why
- Can we talk about your attitude

### DELEGATE

*Ask for support*

- Sports Team Manager
- DUSA Staff Member
- Bouncer or Bartender
- First Aid, Police etc
- Safer Communities



## Appendix A - Acronyms and Glossary

Definition	Description
CMT	Crisis Management Team
Critical Incident	A critical incident relates to an event which may adversely affect the University and requires an immediate response. An incident may be deemed critical if it is likely to cause significant personal illness or injury, substantial impact to operations and commercial prospects, a degradation of reputation, or lead to an impact on the wider community.
Critical Incident Management	Critical Incident Management is the development of a system to minimise the impact of a crisis on an organisations people, business, operations and/or reputation and to assist an organisation to recover from such an event
Emergency	An emergency relates to a situation or occurrence that happens unexpectedly and demands immediate action. An emergency can generally be managed with local resources, such as the local facility management and/or security, however may require the support of Emergency Services.
Emergency Management	Emergency Management is the development of an effective incident response system focused on controlling an event that requires an immediate response using existing: <ul style="list-style-type: none"> <li>▪ Evacuation Plans</li> <li>▪ OHS/WHS Procedures</li> <li>▪ Standard Operating Procedures (SOP's)</li> </ul>
Emergency Response Procedures	A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.
Facility	A building, structure or workplace that is, or may be, occupied by people (staff, students and visitors)
Incident Log	Summary of decisions made and actions delegated during an emergency or incident
Leader	Person responsible for taking control over an incident and delegating and directing a trained group of people in achieving a set of objectives
DUSA Incident Response Team	Response Team from DUSA including but not limited to the DUSA Club Support Coordinator, DUSA Student Engagement Manager and DUSA General Manager
SOPs	Standard Operational Procedures
Visitor	A person who is within a facility who is temporarily visiting the facility and is not: employed at or for the facility, either on a permanent casual, temporary, contracting basis; a resident; or studying at the facility
Warden	A person available on-site, with clearly defined responsibilities in relation to the facility's Emergency Response Plans. A warden will oversee the evacuation and lockdown processes of a facility / area. This process will usually be managed by the Facility or Event Manager. A warden team may also be referred to as the Emergency Control Organisation.