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OVERDUE PARTIES PROCEDURES

(Refer to E1 form for details of the specific activity)

Activity Coordinator

- Manages overdue party, keeping members safe;
- Raises alarm if assistance is required;
- If possible, advises transport providers/Emergency Contact of revised arrangements;
- Ultimately prepares incident report.

Transport Providers

- Remain on site or at location as designated by Emergency Services
- Maintain liaison with Emergency Contact and Local Area Coordinator(LAC)
- Assist emergency services as required.

Emergency Contact

- Remains available, especially around finishing time;
- Receives information from Activity Coordinator, LAC or transport providers that party is overdue;
- Advises LAC that Party is overdue
- Delegates somebody to notify all parents/ partners of overdue status.

Local Area Coordinator

- Tries to contact Activity Coordinator and then the Transport Providers if no confirmation has been received within 1 hour of intended pickup.
- Ensures NO ONE goes into the field looking for missing party.
- If no contact has been made after 3 hours liaise with Police Service. (Note: Police in some areas will not respond until after 6 hours overdue)
- Notifies State Office on (02)9735 9000 (a message will direct to the Duty Officer) and Emergency Contact.
- Remains available to liaise with all parties.
- Notifies Emergency Contact and State Office of all clear.

Police Service

- Manages search and rescue operations; and
- Liaises with other parties as required.

State Office Duty Officer

- Notifies Regional Commissioners of host and home Regions.
- Notifies State Commissioner (Members Support);
- Notifies Chief Commissioner;
- Maintains liaison with LAC and Emergency Contact;
- Liaises with the media or refers to the Chief Executive or Communications and Development Manager.
- Notifies the above when advised of the all clear.
- Ensures that the relevant Branch Section Commissioners are advised in due course.

Regional Commissioners of Host and Home Regions

- Notify host DC and discuss suitability of local support services within Scouting.
- Maintain a watching brief until receiving the all-clear.
- Home Regional Commissioner arranges a debrief with party members and other key personnel at an appropriate early time, and commissions a report if deemed necessary which is distributed to the Chief Commissioner and Chief Executive.
- Home Regional Commissioner initiates any further follow-up action that may be needed, and monitors progress.

Chief Executive

- Provides a report to the Scoutsafe Committee and any other committee he deems necessary.