

- SAR is initiated with the assumption that CALM staff are in danger or need of assistance. The following procedures are to be followed if a sched. call is missed.
- See **next page** for details on **working arrangements**.
- Your regional contact person for SAR is [Simon Watkin](#) on 91431488.

A

FIELD ACTIONS

Field based staff must make all nominated schedule calls. If problems are encountered alternatives may include contacting one of the below and having them relay a message

- Other parks or mobiles
- Pastoralists and other members of the public
- WA Police FESA/SES
- Royal Flying Doctor Service
- Driving to another place, where contact *can* be made

B

Nominated BASE contact person (Admin) must

- Review field trip advice form and log book for details of nominated BASE person after hours contact, expected location
- Check with nominated after hours contact
- Attempt to contact by mobile the nominated comm. method on the field trip advice
- Check with other office based staff to confirm no other contact has been made and that mobile has missed scheduled call.
- **If no resolution has been achieved initiate SAR phase 1.**

C

SAR Phase 1: 1 HOUR AFTER (0930 or 1700 hours)

- Nominated base contact person (NBCP) notifies manager immediately.
- NBCP or office based Calm staff should provide all available information to the manager regarding the scheduled call arrangements, last known contact person, FTA form and any other relevant information ,eg safety concerns, weather conditions.
- Base attempt to communicate with mobile or investigate other options for making contact
- **If no resolution has been achieved**, and contact with mobile has not been established 4 HOURS after scheduled call (0930 or 1700) initiate SAR PHASE 2

D

SAR Phase 2: 4 HOUR AFTER Sched Call (0930 or 1700)

- Nominated base contact and /or manager to notify police of the situation
- WA Police emergency response protocols will determine the necessary actions to be taken, eg State Emergency Service (SES) involvement, air and /or sea search, telephone communications, etc. The WA Police are likely to discuss the situation and possible actions with the manager or designated Calm contact.
- In SAR phase 2 Calm field based staff and volunteers can expect resources to be deployed for search and rescue purposes, if that mobile has not contacted base.

Search and Rescue Working Arrangements

1) Schedule calls

Schedule calls are to be undertaken by all staff who are out after close of business. This includes CALM volunteers and camp ground hosts. All registered volunteers are the responsibility of CALM.

CALM staff must complete Field Trip Advice form. (See attached)

2) Information included in Scheduled Calls

- Who is making the call(call sign)
- Current location
- Intended travel movements
- Next scheduled call
- Any other messages

Base station staffs are to document and log all incoming scheduled calls

3) Calls are to be made at 0915 -0930 hrs and 1645 – 1700 hrs and are to contain the information listed above.

Exceptions can only be made by prior arrangement. Rangers can use family members and other park staff. If they are not available, other arrangements **MUST** be made. As a general rule USING SPOUSE AND FAMILY MEMBERS OTHER THAN CALM STAFF IS NOT APPROPRIATE.

4) Weekends and after hours

Appropriate contacts

- CALM staff usually direct supervisor
- CALM fire duty officer (Pilbara)

5) Late returns from the field

All staff running late must make arrangements to log off when they return. Their office must be informed of their new ETA and contact person nominated prior to closing.

6) Recording normal work hour's movements.

All staff must record their movements with ETA and vehicle being used and record this on the destination board.