

# Problem Identification and Management - TOTAL

## FedWalks 2024 - Wilsons Promontory National Park

11th and 12th October 2024

In this document the word "leader" is a reference to leaders and co-leaders.

Problem	Owner	Action Required
<b><i>Pre Event</i></b>		
<b>Walks Incorrectly Graded</b>	Org. Comm.	Ensure appropriate grading of activities in guide books and leaders' notes so that participants know what activity to choose and what to expect.
<b>Insufficient walkers on a walk</b>	Org. Comm.	Ensure that a minimum of four walkers are booked on each walk.
<b>Leaders</b>	Org. Comm.	<p>Organising Committee to ensure that leaders:-</p> <p>Have adequate Navigation skills and a current First Aid qualification and are capable of organising and controlling a group of people.</p> <p>Are familiar with their walk and its hazards.</p> <p>Have previewed the walk prior to the event and are aware of obstructions, difficult terrain, slip or trip hazards, potential water hazards or muddy sections and are aware of sections that do not have adequate mobile coverage.</p> <p>That when previewing their walk, planned potential alternative routes that may be required, planned and assessed emergency exit routes.</p> <p>Are aware of any navigational anomalies on their walk.</p>
<b>Bushfire</b>	Org. Comm.	Organising committee, Walks Co-ordinator and leaders to be aware that <b><u>the Prom is in the "West South Gippsland" Fire District</u></b> , to be aware of the Fire Danger rating for the West South Gippsland Fire District on event days and be cognisant of Parks Victoria current fire danger instructions at all times.
<b>Difficult Terrain Hazards, Water Crossings or Muddy Conditions</b>	Leaders	Must have previewed be familiar with their walk and be aware of: - Difficult terrain, Slip or trip hazards, Potential water hazards or muddy sections. To have planned potential alternative routes that may be required. Be aware of any navigational anomalies. Have planed and assessed emergency exit routes. Have identified any sections of their walk that does not have mobile coverage. Be satisfied that they have
<b>Communications</b>	Org. Comm.	Be aware of sections of each walk that does not have mobile coverage.

<b>Problem</b>	<b>Owner</b>	<b>Action Required</b>
<b>Tracks Obstructions</b>	Walks Co-Ord	Walks co-ordinator to obtain up to date track condition information from Parks Victoria immediately prior to event. Brief leaders at Muster.
<b>Track Closure</b>	Walks Co-Ord	Identify a similarly graded walk for affected party to transfer to. Start the transferred party at different times or directions to the original party on the 'new' walk. Ensure that leader is given full details and papers for the 'new' walk.

<b><i>During Event</i></b>
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<b>Tracks Obstructions or Closure</b>	Walks Co-Ord	Walks co-ordinator to check with Parks Victoria for any last minute changes in track conditions each morning and brief affected leaders at the muster. In the case of track closure, identify a similarly graded walk for affected party to transfer to. Start the transferred party at different times or directions to the original party on the 'new' walk. Ensure that leader is given full details and papers for the 'new' walk.
<b>Extreme Weather Conditions *</b>	Org. Comm.	Assess weather conditions and be aware of weather forecasts <u>each day in morning and in the evening for next day</u> . Organising Committee to consider cancelling event or activity(s) if conditions are extreme. Decision to be made in conjunction with and in compliance with instructions from Parks Victoria. Leaders may only cancel after discussion with walks co-ordinator. * Such as cold, heat, electrical storm, heavy rain, severe winds, bushfire, hazardous smoke haze, etc.

<b>Bushfire</b>	Org. Comm.	Organising Committee to assess weather conditions and Check Fire Danger Ratings <u>each day in morning and evening for next day</u> . Organising Committee to consider cancelling the event if a Fire Danger rating of High is declared. Decision to be made in conjunction with and in compliance with instructions from Parks Victoria. If a Fire Danger Rating of Extreme or Catastrophic is declared, it is assumed that Parks Victoria will direct the event to be closed. Leaders may only cancel after discussion with the walks co-ordinator.
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<b><i>Muster</i></b>
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<b>Changes to Track and Weather Conditions</b>	Walks Co-Ord	Walks co-ordinator to brief affected leaders at the muster of any changes in track conditions, discuss the weather forecast and advise of any potential adverse weather conditions. See above "During the Event".
<b>Changes to Road Conditions</b>		At Walk Musters, warn drivers of Pool Cars of road conditions changes and of other known users who may impinge on FW24 traffic.
<b>Changes to Track and Weather Conditions</b>	Leaders	Ensure you have received a briefing from Walks co-ordinator of any changes in track conditions, have discussed the weather forecast and been advised of any potential adverse weather conditions, or of potential problems.

<b>Problem</b>	<b>Owner</b>	<b>Action Required</b>
<b>Navigation &amp; Comms.</b>	Leaders	Must carry sufficient navigation and communication equipment appropriate to their walk. (maps, compass, GPS,PLB, <u>charged</u> mobile phone.) Be aware of sections of walk without adequate mobile coverage. Ensure that each walker has leaders & co-leader's mobile number.
<b>First Aid Assistance</b>		Ensure an appropriate First Aid kit is carried within the party and the contents are adequate for the activity. Make themselves aware of any walkers with First Aid qualifications.
<b>Insufficient Walkers Present</b>		Ensure that a minimum of four walkers are present at the muster <u>and at the start the walk</u> . Fewer than four starters = no start. Contact walks co-ordinator.
<b>Medical Emergency</b>		Ensure that all participants are carrying an up-to-date “ Emergency Contact and Medical Information” form and that it is readily accessible.
<b>Equipment</b>		Having regard to the conditions on the day, check that walkers are suitably equipped and carrying/wearing appropriate clothing, are wearing adequate footwear, have food, water, personal first aid items (inc. blister remedies if appropriate), a snake bite bandage and any required medications. Leaders to be available to advise on equipment requirements and recommend walking poles.
<b>Dehydration</b>		Ensure that walkers have enough water and encourage participants to drink adequate water
<b>Snake Bite</b>		Ensure that walkers are wearing appropriate footwear and gaiters and are carrying a snake bite bandage
<b>Stings or Bites, Blisters, Sunburn</b>		Brief participants prior to walk on general and specific hazards and recommend insect repellent or other precautions, such as, gaiters, long sleeves, hats and other sun protection as appropriate as well as personal sting or bite remedy.
<b>Walk Hazards</b>		Brief participants on general and specific hazards likely to be encountered on the walk. Advise walkers to consider large rocks and logs as potentially slippery and step over or around if possible and to be wary of sloping wet bare earth.
<b>Suitability of Walkers - Physically</b>		Check participants' suitability by enquiry and observation for chosen walks as far as practicable and refuse to take a walker deemed unsuitable. Brief and monitor participants on walk protocols.
<b>Suitability of Walkers - Health Conditions</b>		Enquire if a walker has any medical condition or disability that may manifest itself during the activity and affect the walker's ability to participate safely. Ensure they have their required medications and refuse to take a walker deemed unsuitable.
<b><i>During the Walk</i></b>		
<b>Failures in Walkers</b>	Leaders	Watch for early signs of hyperthermia, hypothermia or dehydration of walkers as well as signs of minor injury or ill health and take appropriate corrective action.
<b>Dehydration</b>		Encourage walkers to maintain their hydration. Take drink breaks.
<b>Difficult Terrain</b>		Be aware of difficult sections and known hazards and bring these to the attention of walkers as the party approaches the relevant section, and monitor participants' progress through or past hazards.

<b>Problem</b>	<b>Owner</b>	<b>Action Required</b>
<b>Slip or Trip Hazards</b>	Leaders	Maintain vigilance for hazards and emphasise caution when approaching hazardous situations or locations and monitor participants' progress through hazards.
<b>Flooded Creeks.</b>		Check depth of creek crossings before walkers cross water and to take alternative route if necessary.
<b>Bushfires</b>		On becoming aware of any bushfire activity, no matter how small or distance from walk area, will immediately terminate the walk and return to the walk starting point or finish point, whichever is closer, using the planned route, OR emergency exit routes if returning to start or finish points is impractical. Unless impractical due to imminent fire danger, the whole party must stay together at the walk start or finish point to await further instructions.
<b>Extreme Weather Conditions</b>		On becoming aware of weather conditions changing to extreme, to immediately terminate the walk and return to the walk starting point or finish point, whichever is closer, using the planned route, OR emergency exit routes if returning to start or finish points is impractical. Unless impractical due to imminent danger, the whole party must stay together at the walk start or finish point to await further instructions.
<b>Adverse Weather Conditions</b>		Leaders can alter activity to minimise effects of weather conditions.
<b>Lost Walkers</b>	Leaders	Upon becoming aware of a walker missing from the party, assemble party, keep together and stay in present location. Co-leader to stay with party. Leader, together with two members of party to return to last known position of missing walker, searching areas immediately on each side of track, <u>not losing sight of each other</u> as they proceed, calling out name of missing walker. Stay quiet and listen for cries, shouts or whistle blasts. Investigation of side tracks should be limited to first 100 metres along side track. If search unsuccessful, immediately advise walks co-ordinator on event emergency number. Return to main party. If necessary, leader and two searchers to move along track to a location with mobile signal (Co-leader stays with party.) . Await instructions.
<b>Lost Walkers</b>	Walks Co-Ord	<b>See FedWalks 2024 Emergency Management Plan</b>
<b>PLB is for life &amp; death emergencies only. Getting lost during FW24 is not a life and death situation.</b>		
<b>Lost Party</b>	Leaders	If group is misplaced (as distinct from lost) lead the group back along the incorrect route until a point on the correct route is recognised. Leader to determine whether to return to start or continue with walk. Leader to determine if group will be more than 30 minutes late in returning. If so, advise Walks Co-ordinator by mobile phone when in range. If necessary, leader and two walkers to move along track to a location with mobile signal. (Co-leader stays with party.) Await instructions. If lost and unsure how to recover the situation, immediately advise walks co-ordinator on event emergency number. All of party to stay put and together. If necessary, leader and two walkers to move to a location with mobile signal. After making contact, two walkers return to party to advise situation and return to leader. Leader stays at mobile reception spot to await instructions. (Co-leader stays with party.)

<b>Problem</b>	<b>Owner</b>	<b>Action Required</b>
<b>Lost Party</b>	Walk Co-Ord	Enact <b>emergency procedures</b> if a group is overdue by 90 minutes without contact from leader, cannot contact leader and have not been advised by Victoria Police that a PLB alarm has been initiated.
<b>Medical Emergency</b>	Leaders	Upon becoming aware of a medical emergency in the group, assemble party, keep together and stay in present location. Ascertain the seriousness of the problem and short term implications. If applicable instigate First Aid procedures, if matter is minor, apply first aid or administer walker's personal medication (no other medication) and if appropriate resume walk with another walker providing monitoring and assistance to affected walker. If matter is serious, advise walks co-ordinator on event emergency mobile number. If necessary, leader and two walkers to move along track to a location with mobile signal. (Co-leader stays with party.) Await instructions. Keep a log of action taken and patient's condition; remember you will need to be able to complete a detailed incident report .
<b>Medical Emergency</b>	Org. Comm.	<b>See Emergency Management Plan</b>

## ***Marquee Management***

<b>General Emergency</b>	Org. Comm.	Large torches to be available for use in a blackout.
		Organising Committee to be briefed by marquee hirers about emergency exits or sections of wall joins that can be quickly made emergency exits.
During marquee events (e.g. Friday evening dinner & welcome, Saturday evening dinner & entertainment etc) two members of the Organising Committee present at the event to identify as undertaking responsibility for evacuation of marquee if a general blackout occurs in or an emergency such as fire erupts.		
"Evacuation Managers" to monitor that emergency exits are not blocked or hindered by chairs, tables etc.		
<b>Blackout in Marquee</b>		Delegate to at least two mechanically minded BBC members attending, responsibility for knowing the location of the electrical connection to adjoining lodge and location and layout of lodge switchboard.
		If a local blackout occurs, delegated BBC members to examine electrical connection to find possible breaks in cable connections and to examine adjoining lodge electrical switch board for tripped circuit breakers. If circuit breakers have tripped, arrange load shedding and reset circuit breakers.
		If possible electrical connection to have a lighting circuit separate to general power circuit.

<b>Problem</b>	<b>Owner</b>	<b>Action Required</b>
<b><i>BUS TRANSPORT</i></b>		
	Walks Co-ord.	Provide Bus driver with bus timetable and advise road conditions as advised by Parks Victoria.
<b>Road Conditions</b>	Bus Driver	Advise Transport Co-ordinator / Walks Co-Ordinator of any changed road conditions .
<b>Breakdowns, Delays</b>		Driver to call Emergency Incident Co-Ordinator in case of bus breakdown or delay.
<b>Accident or Medical Emergency</b>		In a medical emergency call First Aid Co-Ordinator or for vehicle accident call Parks Victoria Duty Officer 1300 247 594.
	Walkers	Walkers to take care when boarding and disembarking from the bus and cross roads/car parks with care. Check seats to ensure nothing is left behind. Wear seat belts and remain seated during travel.
<b>Late walkers</b>	Leaders	For Tidal River departures - Advise the Transport Co-ordinator of late walkers, providing names. Late walkers must miss the walk.
		For walk finishes - Co-leader to stay at pick up point to assist late walkers when bus must depart without them. Advise walks Co-Ordinator of circumstances and names
	Walks Co-ord.	Arrange substitute transport for late walkers - either special car or next bus.
	T'sport Co-Ord.	Check correct walk number with bus driver and walk leader at bus assembly point. Make the decision for the bus to depart when late walkers have not arrived at the bus assembly point. Advise Walks Co-Ordinator of late walkers, who have missed the bus and therefore the walk.
<b><i>Other</i></b>		
<b>Private Car Usage</b>	Org Comm	Obtain road condition information from Parks Victoria
	Walks Co-ord.	At Walk Musters, warn drivers of road and weather conditions and of other known users who may impinge on FW24 traffic.
	Drivers	Drivers of vehicles involved in FW24 must be licensed.
<b>Car Pooling</b>	Leaders	If walk involves car pooling - Warn drivers of dangers of fatigue (e.g. Pool drivers after completing a hard walk). Brief and monitor drivers on car convoy protocols.
<b>Obstruction on Roads</b>	Drivers	Obtain assistance from Parks Victoria in the Park or, if outside Park, from Police, Fire, Ambulance or SES as appropriate. Turnaround if unsafe to proceed. .
<b>Emergency Incident at Tidal River Campground</b>	Org. Comm.	Advise Parks Victoria management on <b>1300 247 594</b> . Follow directions from Parks Victoria staff.
<b>Children</b>	Org. Comm.	Parents or designated adults to be made aware, at check in, that <u>they are always responsible</u> for the behaviour and safety of children (<18) that they have brought to the event or are under their supervision.