

# Club Critical Incident Procedure

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A critical incident is an occurrence where a member or members of a club are involved in a **traumatic event or situation**, or the threat of such, which causes or is likely to cause a fatality, severe physical injury, fear, harm or severe emotional distress.

This Club Critical Incident Procedure should also be followed by clubs where an incident occurs, or has the potential to occur, that would cause **reputational damage** to the Club, MU Sport or the University of Melbourne.

In the event of a critical incident, the following steps should be followed by the designated Club activity/trip leader, instructor or coach/team manager:

1. **Take appropriate action** to clear the area of any immediate danger and ensure the safety of others
2. **Commence first aid** and/or seek assistance from others qualified to commence first aid
3. **Call 000** and ask for the relevant emergency service (Police, Fire or Ambulance)
4. **Follow direction** from emergency service personnel
5. **Contact one of Melbourne University Sport's Critical Incident Protocol Officers:**
  - Club Officer Tom Mullumby 8344 3945 or 0432 357 889
  - Sport Participation Coordinator Larissa Payne 0430 434 469
  - Sport Development Manager Rod Warnecke 8344 8891 or 0403 199 700
6. Follow direction from Melbourne University Sport's Critical Incident Protocol Officer
7. If approached/contacted by the media, **direct all enquiries** to Melbourne University Sport's Critical Incident Protocol Officer
8. Complete the University's Incident Report Form (S3) within 24-48 hours - assistance available from Melbourne University Sport's Critical Incident Protocol Officer

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Melbourne University Sport's Critical Incident Protocol Officer will:

1. Contact the Director of Sport
2. Contact the University's Chancellery Media Manager
3. Assess the need for support and counselling for those directly and indirectly involved in the critical incident and implement as required
4. Provide support and direction to the Club and its members