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A critical incident is an occurrence where a member or members of the 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, UTAS Sport or the University of Tasmania.

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 self and others
2. **Commence first aid** and ask/seek assistance from others able and willing to assist
3. **Call 000** and ask for the relevant emergency service (Police, Fire, Ambulance)
4. **Follow direction** from emergency service personnel
5. **Contact one of the UTAS Sport Critical Incident Protocol Officers:**

Club Development Coordinator Keegan Popowski 0455 330 233

Head, Sport and Recreation Jarrod Stephens 0439 616 892

1. Follow direction from UTAS Sport Critical Incident Protocol Officer
2. If approached/contacted by media, **direct all enquiries** to a UTAS Sport Critical Incident Protocol Officer
3. Complete an Incident report within 24-48hrs – assistance available from a UTAS Sport Critical Incident Protocol Officer

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A UTAS Sport Critical Incident Protocol Officer will then:

1. Contact the Executive Director, Student Experience
2. Contact the University of Tasmania Media and Communications 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 it’s members