SCRIPTURE UNION NSW | READY • SET • GO • GROW •

Incident & Emergency Quick Reference

1 Make everyone safe Ensure the immediate safety of all present.

2 Call 000 first If needed. Don't wait for anyone else.

3 Contact the IRT For support and assistance.

SU NSW INCIDENT RESPONSE TEAM (IRT)

PHONE · PRIMARY CONTACT
02 9638 9099
Diverts to a mobile, so call at any time.

SMS · TEXT ONLY
0483 900 140
Doesn't take calls. Use only when reception is poor, to arrange a call or to send updates.

EMAIL · NON-URGENT
irt@sunsw.org.au
Incident reports, follow-up, updates and non-urgent questions.

Call the IRT if there is

- a medical incident needing more than first aid
- a missing person or a (possible) evacuation
- a report to a government agency (DCJ, OCG, Police)
- an incident that may attract media interest
- any other time you need support or advice.

Medical emergency: DRSABCD

- **D** **Danger:** make sure the area is safe.
- **R** **Response:** ask their name, squeeze shoulders.
- **S** **Send for help:** call 000 for an ambulance.
- **A** **Airway:** open the mouth, check for blockage.
- **B** **Breathing:** look, listen and feel for 10 seconds.
- **C** **CPR:** 30 compressions, 2 breaths. Repeat.
- **D** **Defibrillate:** apply an AED as soon as possible.

Site incidents and evacuation

- Follow the instructions of emergency services on site.
- Follow your evacuation plan. Record regular headcounts, and always count before dismissing anyone.
- Missing person? Call the IRT straight away.

If an incident happens

- Don't leave the person alone. Get your First Aid Coordinator.
- Tell a director as soon as you can.
- Write down what happened, the actions taken, times and who was contacted.
- Don't investigate, speculate or post anything publicly.

Media: don't comment to the media. SU NSW will speak through a spokesperson if needed.

Child safety: you must report

Child under 16 at risk of significant harm (neglect, abuse, domestic violence, serious psychological harm): report as soon as you can to the **Child Protection Helpline 132 111** or reporter.childstory.nsw.gov.au. You can call the IRT first for support, but don't delay the report. If in doubt, call the Helpline.

Allegation about any SU NSW team member (staff or volunteer), at any time or place: call the **IRT**. SU NSW makes the report.

Disclosure of a serious criminal offence, even in the past: must be reported to **NSW Police**. Contact the IRT for advice.

Complete an incident report if

- an emergency service is contacted
- someone sees a doctor, hospital or other medical professional
- first aid beyond a band-aid or cold pack is given
- there's an alleged illegal act, a participant sent home, a serious leader dispute, or damage or loss of property
- a mandatory report or reportable conduct action is needed.

If in doubt, report. Send to irt@sunsw.org.au.

Our ministry: fill in before you go

Site address: _____

_____

Evacuation meeting point: _____

First Aid Coordinator: _____

Keep a copy with your first aid kit and with key team members. · November 2026

Scripture Union New South Wales