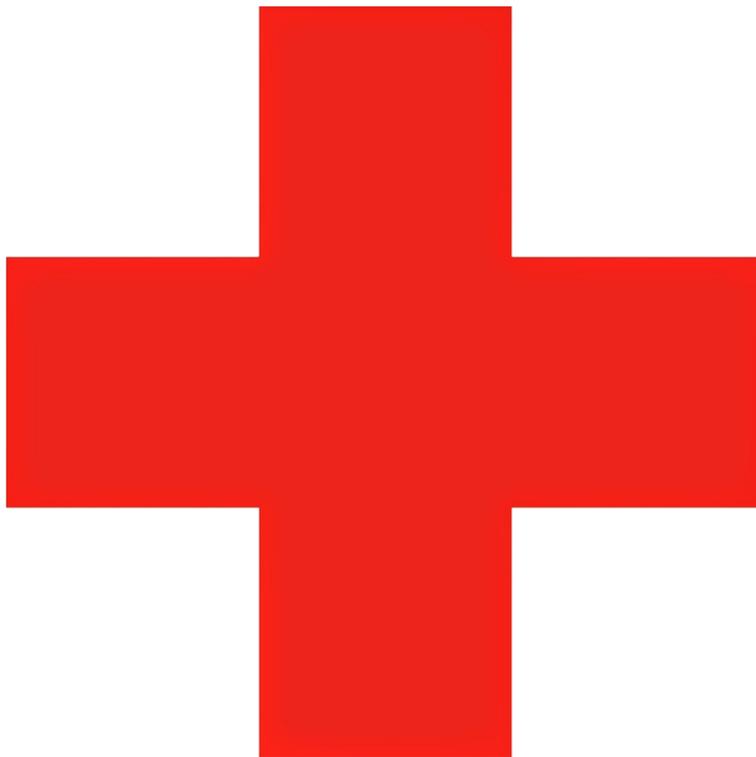




Responding to Accidents and Incidents



EMERGENCY CONTACT NUMBERS

Police, Fire, Ambulance: Dial 000

Require police presence: 13-14-44

Ride Coordinator: _____

Support Crew Driver: _____

Black Dog Ride: Fiona Duffield, 0488-050-676

WHEN CALLING TRIPLE ZERO:

- Request the service you require: police, fire brigade, ambulance
- Clearly state your location and the nature of the accident or incident;
- Follow the instructions given to you by emergency services;
- Stay on the line to emergency services until they advise you to disconnect.

PROCEDURE - RESPONDING TO AN ACCIDENT OR INCIDENT

How To Use This Booklet

This file has been sent by Black Dog Ride to the volunteer Ride Coordinator of each 1 Dayer region and must be handed by the Ride Coordinator over to the Support Crew to carry in the Support Vehicle prior to the 1 Dayer.

On the morning of the 1 Dayer, before riders depart upon the ride, Support Crew must be handed the list of registered riders and volunteers with their names, date of birth, next of kin information and any medical notes given during the registration process. It must be kept securely in the Support Vehicle to ensure confidentiality of all riders.

After the 1 Dayer, this file is to be handed back to the Ride Coordinator.



When outside of metropolitan areas, it may be difficult to ascertain your exact location to direct emergency services to you so they can provide assistance to you. The Emergency+ app is a free app developed by Australia's emergency services, available for iPhone and Android users, which can help you give emergency services your precise location. Search for the Emergency+ in the App Store or Google Play store and download it prior to the ride.

Definitions

An accident is defined as: An incident that happens unexpectedly and/or unintentionally on the road involving motorcycles or motor vehicles and their drivers/riders and/or occupants, typically resulting in damage or injury to people or objects. For example, wildlife hitting a motorbike en route during the ride; a collision between riders; a rider failing to take a corner and coming off his motorbike.

An incident is defined as: An incident that happens unexpectedly and/or unintentionally during an activity that does not involve motorcycles or motor vehicles and their drivers/riders and/or occupants, which may or may not result in damage or injury. For example, a rider or member of the public tripping on a marquee cord at ride check-in; a rider or member of the public having a medical incident at a refreshment break; a rider or member of the public having an allergic reaction to food at a refreshment break; a physical altercation between riders or a rider and a member of the public.

A Ride Coordinator is defined as: The person given responsibility by Black Dog Ride to coordinate a 1 Dayer and to use the title Ride Coordinator.

Support Crew is defined as: The person or people in the vehicle tasked with supporting the 1 Dayer who typically act as Tail End Charlie, staying behind motorcyclists during the ride.

Support Vehicle is defined as: The vehicle driven by the Support Crew at the rear of the motorcyclists during the 1 Dayer, usually towing a trailer for the purposes of carrying a motorcycle. In addition it should carry a first aid kit, hi-visibility vests and other incident response gear.

1 Dayer is defined as: the community awareness raising activity hosted by Black Dog Ride on the third Sunday of March each year in multiple locations around Australia.

Black Dog Ride is defined as: the national health promotion charity hosting the 1 Dayer in collaboration with hundreds of local volunteers nationwide with the aim of raising awareness of depression and suicide prevention. Black Dog Ride can be abbreviated as BDR.

RESPONDING TO AN ACCIDENT

- Ascertain any immediate hazards around the accident that could injure you or other first responders. Remove or mitigate them if safe to do so. If it is not, immediately call 000 and request emergency assistance. Follow instructions from emergency services.
- If life threatening or disabling hazards have been resolved, approach the scene. Task other Support Crew or motorcyclists with calling 000 for police presence or ambulance assistance.
- Task other Support Crew or motorcyclists with maintaining a safe boundary around the scene by parking the Support Vehicle at the rear of the scene on the shoulder of the road with hazard lights on. Task others to move on well intentioned but non essential people at the scene and to wave on other motorists. Ensure Hi-Vis vests are worn by all at the scene.
- Administer first aid to the injured and follow directions from emergency services.
- Provide emergency services the personal information required by them for the injured person, which includes full name, date of birth, next of kin information. Find out if next of kin is being notified by emergency services.
- Once the injured have been safely removed from the scene and the scene including motorbike has been attended to, contact Fiona Duffield on 0488-050-676 with a brief description of the accident and include rider details and condition, next of kin details, where the injured person is now.
- Then contact the Ride Coordinator to give them a summary and ETA of your arrival at the end point.
- Complete the Accident/Incident Form, take a photo of it with your phone and text or email it to Fiona on 0488-050-676 or email community@blackdogride.com.au
- Proceed to the end point of the ride and meet with the Ride Coordinator.
- Do not at any stage speak to or write to riders or members of the public, including on social media, about the accident, the rider, or the condition of the rider. Do not at any stage talk to the media about the accident, the rider or the condition of the rider. BDR will be in contact with you to obtain more details in order for them manage official notifications to the media and stakeholders.

RESPONDING TO AN INCIDENT

- Ascertain any immediate hazards around the incident that could injure you or other first responders. Remove or mitigate them if safe to do so. If it is not, immediately call 000 and request emergency assistance.
- If life threatening or disabling hazards have been resolved, approach the scene. Task others with calling 000 for police or ambulance assistance if needed.
- Task other Support Crew or riders with maintaining a safe boundary around the scene, and task others to move on well intentioned but non essential people at the scene.
- Administer first aid to the injured and follow directions from emergency services if they are present.
- If police or ambulance personnel are present, provide them the personal information required by them for any injured rider, which includes full name, date of birth and next of kin. Ascertain if they are notifying next of kin.
- Once the injured have been safely removed from the scene, contact Fiona Duffield on 0488-050-676 with a brief description of the incident and include the personal details and condition, next of kin details, where the injured/unwell person is now.
- Then contact the Ride Coordinator to give them a summary of the incident.
- Complete the Accident/Incident Form, take a photo of it with your phone and text or email it to Fiona on 0488-050-676 or email community@blackdogride.com.au
- Proceed to the end point of the ride and meet with the Ride Coordinator.
- Do not at any stage speak to or write to riders or members of the public, including on social media, about the incident, the rider, or the condition of the rider. Do not at any stage talk to the media about the incident, the rider or the condition of the rider. BDR will be in contact with you to obtain more details in order for them manage official notifications to the media and stakeholders.

POST ACCIDENT / INCIDENT DEBRIEF

After the accident or incident, you will be contacted by Black Dog Ride for an informal debrief about what occurred. It is vital to remember to respect the privacy of the people involved and not comment to anyone verbally or in writing about what occurred and what condition the injured party is in. Refer all queries to Black Dog Ride Head Office.

If you are feeling distressed or upset by the accident or incident, please inform Black Dog Ride as soon as you can. Your wellbeing is important to us. Please remember if you are experiencing a mental health crisis, Lifeline are available to talk to you 24 hours a day 7 days a week, by calling 13 11 14.

At some point after the accident or incident, the injured party could approach you with enquiries about how they may make a claim against Black Dog Ride's insurance to cover physical damage to people or belongings. You must let them know you are unauthorized to speak about that, and refer them directly to Black Dog Ride's Head Office: office@blackdogride.com.au

Black Dog Ride truly values your time and tireless efforts in supporting Black Dog Ride's participants during our awareness raising activities. Your contributions provide comfort and assurance to all participants that they are not alone, and that help is nearby.



ACCIDENT / INCIDENT REPORT FORM PAGE 1 OF 2

Date of Accident/Incident: ___/___/_____

Date of Report: ___/___/_____

Personal Details of Person Injured or Unwell

Full Name:

Contact Details:

Next of Kin Notified:

Next of Kin By Whom:

Accident/Incident/Illness Details

Date of Occurrence:

Time of Occurrence:

Location:

Witnesses:

Reported to Whom:

Date Reported:

Accident/Incident/Illness Details – what happened, or in a near miss, what could have happened:

Nature of Injury or Illness

Contusion/Laceration

Burn

Dislocation

Amputation

Foreign Body

Internal Injury

Concussion

Sprain/Strain

Fracture

Other – describe _____

Location of Injury or Illness

Head/Face

Eye

Internal Organs

Hand/Fingers

Shoulder/Arms

Trunk

Hip/Leg

Foot/Toes

Back

Other – describe _____

Treatment of Accident/Injury/Illness

First Aid

Doctor

Police Notified

Hospital

Damage to Equipment/Buildings/Vehicles

What was damaged?

What was the extent/value of damage?

ACCIDENT / INCIDENT REPORT FORM PAGE 2 OF 2

Contributing Factors

What were the contributing factors (if any)?

Corrective Actions

Immediate actions taken:

What controls could be put in place to prevent this happening again?

Who is to implement the controls/corrective actions?

When should this action be taken?

Witness Information

Name of Witness to Accident/Illness/Injury:

Address of Witness to Accident/Illness/Injury:

Signature of Witness to Accident/Illness/Injury:

Date:

----- INTERNAL USE ONLY BELOW THIS LINE -----

Accident/Incident Reviewed and Corrective Actions Completed

CEO Sign:

Date:

Chair Sign::

Date:

THIS DOCUMENT MUST BE RETAINED IN A SECURE LOCATION FOR A MINIMUM OF SEVEN YEARS

ACCIDENT / INCIDENT REPORT FORM PAGE 1 OF 2

Date of Accident/Incident: ___/___/_____

Date of Report: ___/___/_____

Personal Details of Person Injured or Unwell

Full Name:

Contact Details:

Next of Kin Notified:

Next of Kin By Whom:

Accident/Incident/Illness Details

Date of Occurrence:

Time of Occurrence:

Location:

Witnesses:

Reported to Whom:

Date Reported:

Accident/Incident/Illness Details – what happened, or in a near miss, what could have happened:

Nature of Injury or Illness

Contusion/Laceration

Burn

Dislocation

Amputation

Foreign Body

Internal Injury

Concussion

Sprain/Strain

Fracture

Other – describe _____

Location of Injury or Illness

Head/Face

Eye

Internal Organs

Hand/Fingers

Shoulder/Arms

Trunk

Hip/Leg

Foot/Toes

Back

Other – describe _____

Treatment of Accident/Injury/Illness

First Aid

Doctor

Police Notified

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ACCIDENT / INCIDENT REPORT FORM PAGE 2 OF 2

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Contact Details:

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Date of Occurrence:

Time of Occurrence:

Location:

Witnesses:

Reported to Whom:

Date Reported:

Accident/Incident/Illness Details – what happened, or in a near miss, what could have happened:

Nature of Injury or Illness

- | | | | |
|---|---|--------------------------------------|--|
| <input type="checkbox"/> Contusion/Laceration | <input type="checkbox"/> Burn | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Amputation |
| <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Internal Injury | <input type="checkbox"/> Concussion | <input type="checkbox"/> Sprain/Strain |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Other – describe _____ | | |

Location of Injury or Illness

- | | | | |
|--|---|--|---------------------------------------|
| <input type="checkbox"/> Head/Face | <input type="checkbox"/> Eye | <input type="checkbox"/> Internal Organs | <input type="checkbox"/> Hand/Fingers |
| <input type="checkbox"/> Shoulder/Arms | <input type="checkbox"/> Trunk | <input type="checkbox"/> Hip/Leg | <input type="checkbox"/> Foot/Toes |
| <input type="checkbox"/> Back | <input type="checkbox"/> Other – describe _____ | | |

Treatment of Accident/Injury/Illness

- | | | | |
|------------------------------------|---------------------------------|--|-----------------------------------|
| <input type="checkbox"/> First Aid | <input type="checkbox"/> Doctor | <input type="checkbox"/> Police Notified | <input type="checkbox"/> Hospital |
|------------------------------------|---------------------------------|--|-----------------------------------|

Damage to Equipment/Buildings/Vehicles

What was damaged?

What was the extent/value of damage?

ACCIDENT / INCIDENT REPORT FORM PAGE 2 OF 2

Contributing Factors

What were the contributing factors (if any)?

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Signature of Witness to Accident/Illness/Injury:

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Accident/Incident Reviewed and Corrective Actions Completed

CEO Sign:

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Chair Sign::

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