



University of
South Australia

UniSA Sport Club Critical Incident Procedure

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, UniSA Sport or the University of South Australia (UniSA).

The UniSA Sport Club Critical Incident Procedure aligns to the UniSA's Student Critical Incident Procedure.

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 contain risk by clearing the area of any immediate danger and ensure the safety of others
2. **Contact Campus Security** (if incident on campus)
3. **Commence first aid** and/or seek assistance from others qualified to commence first aid
4. **Call 000** and ask for the relevant emergency service (Police, Fire or Ambulance)
5. **Follow direction** from emergency service personnel
6. **Contact one of UniSA Sport's Critical Incident Response Officers:**

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| ▪ Clubs & Participation Coordinator | Deanna Kennedy | 8302 0477 or 0409 630 889 |
| ▪ Intersarsity Sport& Events Coordinator | Bridget Fenoughty | 8302 0920 |

7. Follow direction from the UniSA Sport Critical Incident Response Officer
8. If approached/contacted by the media, **direct all enquiries** to the UniSA Sport Critical Incident Response Officer
9. Complete the University's Incident Report Form within 24-48 hours, found on the UniSA Sport website - assistance available from UniSA Sport's Critical Incident Response Officer

UniSA Sport's Critical Incident Response Officer will:

1. Contact the Manager of UniSA Sport, Adrian George on 8302 3487 or 0421 863 669
2. Provide support and direction to the Club and its members
3. Complete the investigation of the incident in the UniSA Incident Reporting system

Manager of UniSA Sport will:

1. Contact Director of Student Engagement, Brendan Hughes
2. Contact Manager: Student Wellbeing, Natasha Boots to discuss need for support and counselling for those directly and indirectly involved in or affected by the critical incident

Manager: Student Wellbeing or nominee will coordinate priority counselling to impacted students and inform key stakeholders.