

Kaipupu Overdue Volunteer Procedures

Please keep this form handy. As the nominated Emergency Contact, you are responsible for alerting Kaipupu, or Emergency Services if the volunteer is overdue past their expected home time.

Volunteers must report their planned activity, **to their Designated Contact Person** every time they are on Kaipupu. This should include:

Expected return time, Track details, or other location, Any other reasons for concern;

In the event a lone worker does not check in with their designated contact person within **60 minutes** of their expected and agreed finish time, the contact person is advised and requested to begin the actions listed on their Kaipupu Sanctuary Contact Card. (See below for details)

Emergency Contact Card

KAIPUPU SANCTUARY

OVERDUE/LONE WORKER PROCEDURE FOR DESIGNATED CONTACT PERSON

In the event that you cannot connect with:

Name:Phone:

WITHIN 60 MINUTES of an agreed check in time, **please ring and give known details, to the Kaipupu Biodiversity Manager,**

Hazel Ross Ph; 027 898 2517

Or, if not available, one of the Kaipupu Committee Members listed below,

Gerald Harper 027 573 5925

Judith Manning 021 022 73250

Anna Polson 027 288 0503

To alert them of the situation

It is then the responsibility of the above named Kaipupu person to establish what else might be known about the situation on Kaipupu, and if necessary, ring:

EMERGENCY SERVICES 111

To: Give the Kaipupu Jetty GPS coordinates 41 deg 16.4185 S – 174 deg 0.207 E and the Coastguard Jetty Number - Q6300.

And explain the general location of the Kaipupu Point to 111, if required.

In the unlikely event that the Sanctuary Manager or one of the alternative Kaipupu people named above cannot be contacted, it is advised and requested that the Designated Contact Person make the 111 call themselves with the above Kaipupu GPS & Jetty information.

Overdue Volunteer Procedures

