

# Security Control Centre Protocol

## JCU Boating and Diving Incident Response

For the safety of JCU workers, JCU management needs to receive immediate notification of any boating or diving incident that occurs in relation to JCU work.

Boating and diving activities may be carried out 24 hours per day 7 days per week.

To ensure all workers on JCU boating and diving trips have guaranteed access to JCU management in one phone call, security control centre has been identified as the most appropriate initial JCU contact.

1. All participants on JCU boating and diving trips have been advised to contact University Security Control Centre to report incidents as soon as practicable after dealing with the immediate requirements of the emergency incident. All JCU EPIRB's have JCU Security Centre listed as the emergency contact point.
2. On receiving a call regarding a boating and diving incident / EPIRB activation, Security are required to obtain critical information (listed below) and make immediate contact with one of the JCU Boating and Diving team listed below.
3. Each boating and diving trip is registered with the University and the contact person below has access to the details of the trip and is responsible for coordinating further action to manage the incident.

**SECURITY ARE REQUIRED TO COLLECT THE FOLLOWING INFORMATION FROM THE CALLER:**

1. VESSEL NAME:	
2. MASTER NAME:	
3. TYPE OF EMERGENCY:	(e.g. missing diver, medical condition, injury, boat failure / incident)
4. NUMBER OF CASUALTIES:	
5. LOCATION:	
6. HAS EMERGENCY SERVICES BEEN CONTACTED?	Contact Name: Contact Number:
7. HAS AN EPIRB BEEN ACTIVATED?	Contact Name: Contact Number:
8. ASSISTANCE REQUIRED:	
9. BEST CONTACT METHOD:	(e.g. mobile, VHF, satellite phone plus number)

4. Security control centre is responsible for immediately notifying one of the Boating and Diving team members to report incident details.

Name	Position	Contact 1	Contact 2
	Dean of Research		
	Boating & Diving Officer		
	Boating & Diving Officer		

5. Security Control Centre then notifies Chief of Staff of incident