The Communication and Emergency Plan is to be completed by the WOC/FW Leader and attached to the UQSafe WOC/FW Plan. Copies of the plan should be provided to the WOC/FW Communications Person and participants. It is recommended that copies also be provided to family/friends of the participants.

|  |  |  |  |
| --- | --- | --- | --- |
| WOC/FW Destination |  | **UQSafe ID #** |  |
| WOC/FW Leader |  | **Phone number** |  |
| WOC/FW Communications Person |  | **Phone number**  |  |

# Important Contacts

| Contact for assistance | Contact details (address and phone number) |
| --- | --- |
| **Local emergency services**  | Hospital |  |
| Doctor |  |
| Police |  |
| Ambulance |  |
| Roadside assistance |  |
| Other |  |
| Pick up / Drop off / Transfer  |  |
| Accommodation  |  |
| On location – Host / Office  |  |
| UQ Manager / Supervisor  |  |
| UQ HSW Manager / WHS Coordinator  |  |

# Communication Equipment

How will the WOC/FW participants communicate with each other, with emergency responders, and with UQ (24/7)?

|  |  |  |
| --- | --- | --- |
| Name  | Type (mobile, satellite, PLB, radio etc) | Phone Number  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

#  Emergency Plan Activation

A check-in plan based on the duration of the trip and the potential hazards has been [documented in UQSafe](https://prod.riskcloud.net/?ccode=642). If there is a failure to return or check-in as scheduled, what steps will be taken, and how will the emergency plan be activated?
(Refer section [3.3.1.1 of WOC/FW Procedure](https://ppl.app.uq.edu.au/content/2.30.09-work-campus))

|  |
| --- |
|  |

# Pre-departure emergency planning checklist

|  |
| --- |
|[ ]  Downloaded the **Emergency Plus app**Call Triple Zero (000) quickly and accurately communicate your location to emergency call-takers |
|[ ]  Downloaded the **International SOS Assistance app** Provides personalised travel advice, real-time updates and incident alerts, and 24/7 assistance from a real person when needed from anywhere around the globe |
|[ ]  Programmed emergency contact numbers into mobile phone/satellite phone |
|[ ]  Using an Australian phone/SIM overseas?Verified global roaming and network operation for the regions to be visited |

# Other Important Contacts

| Contact | Contact Details |
| --- | --- |
| FCM Travel (8:30-5:30 Mon-Fri AEST) |  +61 7 3393 8855  | uq@fcmtravel.com.au  |
| FCM After Hours - for after-hours bookings, changes and support | 1300 662 703 (within Australia)+61 7 3170 7823 (overseas) | extended.hours@fcmtravel.com.au  |
| International SOS (ISOS) AssistanceUQ membership - 12AYCA778031 | +61 2 9372 2468 (reverse charge available) | If you do not have telephone access, email sydney@internationalsos.com  |
| UQ Insurance Services | +61 7 3365 3075 | insurance@uq.edu.au  |
| UQ Security (emergency) | +61 7 3365 3333 | security@pf.uq.edu.au  |
| DFAT/Smart Traveller24 hrs consular assistance | +61 2 6261 3305 (overseas)1300 555 135 (within Australia) | SMS: +61 421 269 080 |
| Emergency Services  | 000 (Australia) | 112 (Global No. mobiles only) |
| Poisons information  | 13 11 26 (Australia) |  |
| UQ Employee Assistance Program | 1300 307 912 (Australia) |  |
| Non-urgent medical/police help | 13 43 25 84 (Australia) | 13 14 44 (Australia) |
| SES | 13 25 00 (Australia) |  |

# Other relevant information

|  |
| --- |
|  |