

FORMING A PROCEDURE

INITIAL RESPONSE: reporting/verifying

- a) Who needs to be told immediately of what the public say they have seen?
- b) How will this information be conveyed?
- c) Who will verify information?

COMMUNICATION

- d) Who else needs to be made aware of the local situation?
- e) Do you contact the press now?

RECOVERY RESPONSE

- f) Who makes up the response team and why?
- g) What are their designated roles?
- h) How do this team communicate (remember this is out of hours)?
- i) With regards to the situation presented what action should this team take to protect the public?
 - do nothing
 - inform the public of the risks but let them decide whether to enter the water that weekend
 - close the beaches affected

- j) What advice do you need to determine which action you will take?
- k) How will you acquire this advice?
- l) Are you prepared for media enquiries?
- m) How will you inform the public so that they can make an educated decision?
- n) What do you require if you are going to close the beach?

RETURN TO NORMALITY

- o) How long should the chosen action continue?
- p) How will you give the all clear?

EQUIPMENT

- q) what equipment needs to be available to the team?
- r) where will we store it?