Plan 0: Do 1, then 2, 3, 4, 5 then EXIT

0: Plan & Deliver a 5-day Outdoor Activity Program

Plan 1: Do 1.1, then 1.2 to 1.6 in any order, then do 1.7 and 1.8 then EXIT

Plan 2: Do 2.1 and 2.2, then 2.3 – 2.6 in any order, then 2.7, then 2.8 and EXIT

Plan 3: Do 3.1, 3.2 and 3.3, then do 3.4 to 3.8 in any order, then do 3.9, 3.10. Then, if participation preparation activities are required, do 3.11. Then do 3.12, 3.13, 3.14, 3.15 and then EXIT

Plan 4: Do 4.1, 4.2, 4.3, 4.4, 4.5. If equipment required, do 4.6, then 4.7, 4.8, 4.9. Then do 4.10 to 4.14 continuously. If incident occurs, then do 4.15. When activity completed do 4.16, 4.17, 4.18, 4.19 then EXIT
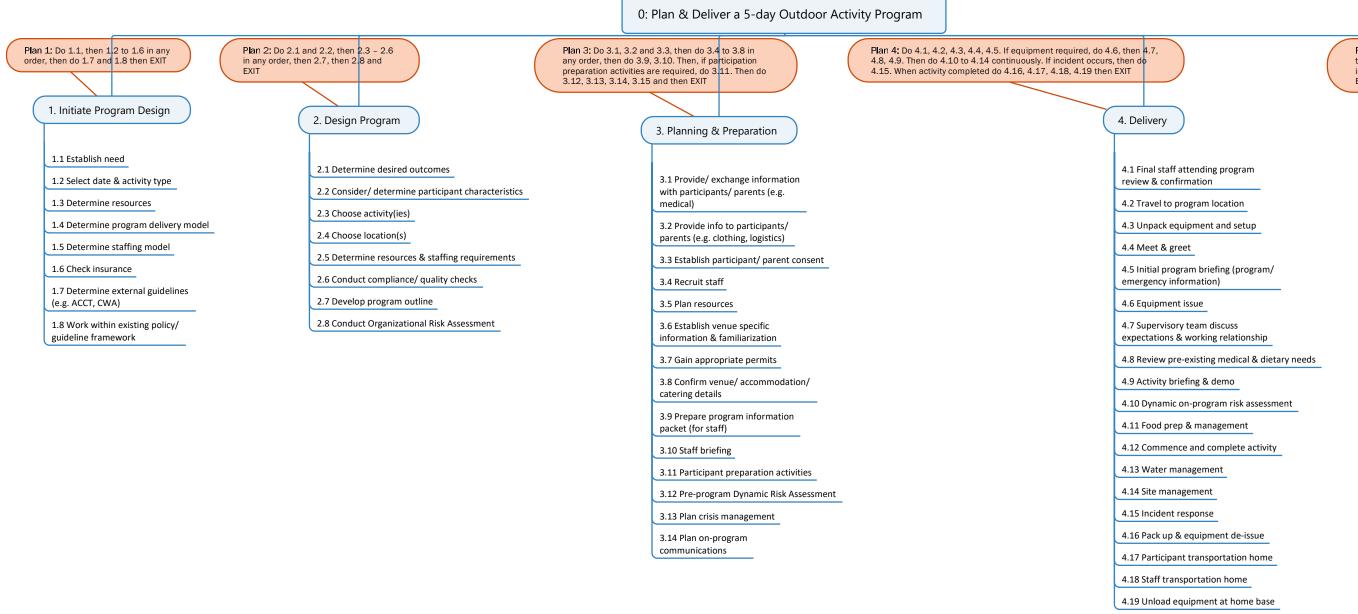
Plan 5: If incident occurred, do 5.1, then do 5.2, 5.3, 5.4 then EXIT. If no incident occurred, do 5.2, 5.3, 5.4 then EXIT

1. Initiate Program Design

1.1 Establish need
1.2 Select date & activity type
1.3 Determine resources
1.4 Determine program delivery model
1.5 Determine staffing model
1.6 Check insurance
1.7 Determine external guidelines (e.g. ACCT, CWA)
1.8 Work within existing policy/ guideline framework

2. Design Program

2.1 Determine desired outcomes
2.2 Consider/ determine participant characteristics
2.3 Choose activity(ies)
2.4 Choose location(s)
2.5 Determine resources & staffing requirements
2.6 Conduct compliance/ quality checks
2.7 Develop program outline
2.8 Conduct Organizational Risk Assessment

3. Planning & Preparation

3.1 Provide/ exchange information with participants/ parents (e.g. medical)
3.2 Provide info to participants/ parents (e.g. clothing, logistics)
3.3 Establish participant/ parent consent
3.4 Recruit staff
3.5 Plan resources
3.6 Establish venue specific information & familiarization
3.7 Gain appropriate permits
3.8 Confirm venue/ accommodation/ catering details
3.9 Prepare program information packet (for staff)
3.10 Staff briefing
3.11 Participant preparation activities
3.12 Pre-program Dynamic Risk Assessment
3.13 Plan crisis management
3.14 Plan on-program communications

4. Delivery

4.1 Final staff attending program review & confirmation
4.2 Travel to program location
4.3 Unpack equipment and setup
4.4 Meet & greet
4.5 Initial program briefing (program/ emergency information)
4.6 Equipment issue
4.7 Supervisory team discuss expectations & working relationship
4.8 Review pre-existing medical & dietary needs
4.9 Activity briefing & demo
4.10 Dynamic on-program risk assessment
4.11 Food prep & management
4.12 Commence and complete activity
4.13 Water management
4.14 Site management
4.15 Incident response
4.16 Pack up & equipment de-issue
4.17 Participant transportation home
4.18 Staff transportation home
4.19 Unload equipment at home base

5. Post Program Review

5.1 Review incident reports
5.2 Debrief & evaluation with participants & staff
5.3 Review and update risk management
5.4 Budget analysis & reconciliation

Identifying risks and emergent risks across sociotechnical systems: The NETworked Hazard Analysis and Risk Management System (NETHARMS). Clare Dallat, Paul Salmon, Natassia Goode