

SAVEM PARTICIPANTS' CODE OF PRACTICE

July 2026

PEACETIME: SAVEM participants will:

- Ensure SAVEM's training requirements are met to maintain competency and currency. See **Training Requirements** on the SAVEM website. Currency is essential to join a SAVEM response, for safety and efficiency
- Maintain communication with SAVEM by acknowledging emails or other communications, with a reply, Ack
- Monitor the SAVEM website for news, notices, Commander's communiqués or other matters
- If an account is held, follow the SAVEM Instagram page: savem_inc
- Familiarise themselves with their **overalls size** – see the Hard Yakka sizing chart [here](#) and scroll to Men's Coveralls – this saves time and a mess!
- Take part in Prevention and Preparedness outreach activities if part of the peacetime Outreach team

RESPONSE

When placed on Standby for an Activation, SAVEM Participants will:

- Follow all instructions given by email
- Advise availability when requested to do so, but DO NOT change personal or work arrangements until further notice
- Advise SAVEM Logistics of overalls size (see above) – participants are required to sign for, and be responsible for laundering overalls unless advised otherwise. Overalls to be returned to Logistics at end of a participant's rostered days.

Activation, SAVEM Participants will:

- Follow and acknowledge all instructions given by email
- Complete Site Entry Advice form and return form to Logistics

- On receipt of roster, make own way from accommodation/home to SAVEM Command
- Arrive ON TIME at SAVEM Command for induction, SMEAC briefing, allocation of teams and forming team “org chart” and Action Plan (AP)
- Drivers should have completed 4WD training
- Team AP will include detail of meals, provision of meals, meal breaks and toilet stops – breaks MUST be taken after a maximum of three (3) hours in field. Toilet stops MUST be factored into the day by the Team Leader
- Carry out pre-departure vehicle checks, including for PPE and PPC
- Ensure all equipment anticipated to be needed is on board, including radios, maps and copies of the SAVEM IMT AP
- Request and SIGN FOR all equipment issued by SAVEM Logistics
- Remember SAVEM team vehicles are NOT fully equipped clinics – you need to adapt and improvise, and use professional clinical skills rather than clinical equipment, pharmacy and OTC medications
- Begin field activities once check lists are completed and delivered to SAVEM Logistics
- Understand SAVEM policy on use of phones and radios – see SAVEM Communications Policy document - in summary:
 - SAVEM phones ONLY to be used for SAVEM Comms, including WhatsApp and Survey 123
 - NO use of private phones for SAVEM Comms
 - NO photographs of the incident ground on private phones
 - NO uploading of any images or comments to social media
 - GRN radios MUST be carried in vehicles when available
 - UHF radios may be used when leaving the vehicle for intra-team comms

- Share team members' private phone numbers between team members in case of emergency and as back-up comms – these are also listed in team AP
- Ensure photo ID is worn, with current emergency contact details
- Participate in team activities as directed by the Team Leader – no free-lancing
- Return vehicle to Command tidy, and as clean as possible, as a new team would wish to find it
- Communicate with Logistics for requirements for overnight refuelling, cleaning, restocking of vehicles to suit next day's taskings, including PPE
- At end of day participate in Hot Debrief with Command
- At stand-down for the day, make own way to accommodation from Command