

Open Climb Safety Management Plan

Document No. T04, version 10

September 2021

The Taranaki Alpine Club came in to being on February 11th, 1930, when a meeting in New Plymouth attended by about 60 persons agreed to form a club under the captaincy of L.V.Bryant, skilful and enthusiastic mountaineer, who five years later was a member of Shipton's Everest reconnaissance expedition. With its incorporation in April 1930, the new club began an active programme.

The first need was a high level hut on Egmont's northern slopes for use by both climbers and skiers. A hut site was chosen at the 1600m level near Humphries Castle and the route to the summit. All material had to be carried to the site. Taurangi Hut was officially opened on June 2nd, 1935, by the club patron, Mr. Walter C Weston, who was then Chairman of the Egmont Park Board. The hut was named after the legendary Maori who lit a fire on the summit to proclaim his tribe's possession of the mountain known to his race as Taranaki.

The Taranaki Alpine Club Constitution details a number of objectives of the Club.

- To encourage walking, climbing, skiing and mountaineering
- To open up and develop resorts and arrange facilities in connection therewith, and in particular to popularise Mount Taranaki as a tourist and health resort:
- To protect native flora and fauna and the natural features of the country:
- To arrange trips to or up Mount Taranaki, the Kaitake and Pouakai Ranges and other districts

More details on the Club and its activities can be found on the Club website www.taranakialpineclub.co.nz and Facebook page www.facebook.com/taranakialpineclub.

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Amendment Register

Date	Version	Amendment
01-Nov-2008	1	P Andrews: Various sections. Audit approved changes
Aug-12-2012	2	P Andrews: All sections. Review and General update
Aug-22-2012	3	M Penn: Updated links to external forms and documents
Dec-14-2012	4	M Penn: Updated Table of Contents to list other components of Safety Management System
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Sept 2021	10	S Tucker: overall document consolidated plus sections added & updated following Open Climb 2021 After Action Review. Key updates include smaller party sizes, improved party management, clarification of roles at Stratford Plateau, new driver roles, an ascent/descent timing plan. G Hodges: sections updated to reflect current operations for Upper Mountain Team.

This document version approved by the Taranaki Alpine Club President:

Signature: 

Name: Ivan Bruce Date: ...26/11/2021.....



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ABBREVIATIONS & DEFINITIONS

4WD	Four Wheel Drive
AAR	After Action Review
Club	Taranaki Alpine Club
DOC	Department of Conservation
H&S	Health and Safety
Mountain	Mt Taranaki / Mt Egmont
MSC	Mountain Safety Council
NEVC	North Egmont Visitor Centre
OCC	Open Climb Controller
Open Climb	Event where the general public is 'guided' to the top of the Mountain by volunteer members of TAC as a public service.
Plan	this Safety Management Plan document T04
RAMS	Risk Assessment and Management System
RMT	Round the Mountain Track
SAR	Search and Rescue
SMP	Safety Management Plan
SMS	Safety Management System
TAC	Taranaki Alpine Club
TACR	Taranaki Alpine & Cliff Rescue Inc.
UMT	Upper Mountain Team



1 INTRODUCTION

1.1 Overview

The Open Climb event is an organised event where volunteer members of Taranaki Alpine Club (the 'Club') guide groups of the public to the summit of Mount Taranaki and return.

The Club has been holding regular Open Climbs since 1934. Open Climbs are held as a public service, not as a commercial enterprise. Fees are accepted as a means of offsetting expenses associated with running the Open Climb and Tahurangi Lodge.

The Club has approval, via means of a Concession, from the Department of Conservation to run this annual event.

The Open Climbs have become a popular yearly event, with participants coming from both inside and outside the Taranaki province, and some from overseas.

Open Climbs are held during the summer months, usually January to March. Open Climbs use the 'Summit Route' starting from Stratford Plateau as a standard route but may be varied on the day as needed by the Open Climb Controller.

1.2 Responsibility

The Club President assisted by the Open Climb Committee has overall responsibility for the running of the Open Climb and ensuring the requirements of this Plan are met.

1.3 Organisation Overview

The Open Climb is organised and conducted by volunteer members of TAC in accordance with this Safety Management Plan.

The Club does not have sufficient professional guiding resources to draw upon, however, the volunteers involved with the Open Climb do have many years of experience conducting Open Climbs, have relevant experience and skills gained from outside of the Club, and many are also members of the Taranaki Alpine & Cliff Rescue Team. The organisation of the Open Climb reflects the 'learned experience' from previous events, after action reviews and the experience of Club members.

The Club has an Open Climb Committee convened by the Club President for the purposes of organising and appointing Club members to roles and ensuring the requirements of this Plan are complied with.

Open Climb participants are required to register prior to the event, detailing their experience, fitness level and relevant medical information. The Club website has an Open Climb page which provides:

- a Public Information Brochure detailing relevant information for the event including the clothing and equipment they are required to take on the event, fitness and timing expectations for the event
- a link to the Club Facebook gallery of the nature of the terrain they will encounter
- a link to the DOC online Mt Taranaki summit video.

Open Climb participants are required to make their own way to Stratford Plateau where, directed by Club members, they make their own way to Tahurangi Lodge. At the Lodge the participants are formed into parties of up to 10 participants to be guided to the summit and return to the Lodge.

Each party has a Club member as a Party Leader and a Party Tail to provide a guiding ratio of 5:1.



Other various roles are fulfilled by Club members on the day of the event including a number of 'Rovers' and 'Roving Medics' on the Mountain to address any participants requiring special attention. An Open Climb management and communications base is coordinated from Tahurangi Lodge along with a crater and summit coordination team.

1.4 Commitment and Accountability

The Club is committed to providing the Open Climb service in the safest manner possible to all involved in the event including Club members, participants and the public.

Mountaineering in general, and Open Climbs specifically, will always involve an element of risk. The Club is committed to managing these risks by minimising or eliminating or eliminating parts of this risk, where possible.

The Club is committed to continuous improvement of safety. It has set targets which are reviewed yearly, the results of which are considered in the annual review of the Open Climb Safety Management Plan. Annual after action reviews are also considered and incorporated into the planning and execution of the Open Climb, including where relevant into this Safety Management Plan.

The Club is also committed to complying with relevant legislative and regulatory requirements pertaining to the holding of this event, specifically, The Conservation Act, Crimes Act, the Health and Safety at Work Act 2015, and the Health and Safety at Work (Adventure Activities) Regulations 2016.

1.5 Records

Documents specific to each Open Climb:

- Registration list compiled by the Open Climb team to produce a master participant list.
- Party Lists. Are created by the Registrar's from the registration list as participants arrive and are placed in parties, are used by Party Leaders during the climb and returned to the registrar's upon reaching Tahurangi Lodge.

All records used for the management and operations of the event are kept confidential and privacy of individuals respected at all times.

Incident Register and incident/ accident reporting and investigation forms are kept as permanent Club records by the Club Secretary and are used when reviewing this Plan.

2 SAFETY MANAGEMENT SYSTEM

The Safety Management System (SMS) for the Open Climb comprises of a series of documents and forms as listed in the following table.

The overarching document for the Open Climb is this 'Open Climb Safety Management Plan' (Plan) which contains hazard and risk assessments, health and safety, operating procedures, roles and responsibilities, action plans, contingency plans, records and so on.

Copies of all of the below are filed documents & forms in the Club Outlook Onedrive and are available to Club members upon request from the Club Secretary.

The Executive Committee of the Taranaki Alpine Club review the SMS on an annual basis and approve any changes.



Document	Document Title
T04	Open Climb Safety Management Plan
F003	Public Information Form/Publicity Brochure
F006	Injury Register
F007	Induction checklist for New Volunteers
F009	After Action Review Form (AARF) – The President’s summary of the Open Climb
F019	Open Climb Party List
F020	Open Climb – Lodge Supplies
F043	Open Climb – COMMS Log
F044	Open Climb – Event Notification Checklist
F045	Open Climb – Incident Investigation
F073	Injury Record
F074	Open Climb Locker Inventory
F079	Open Climb – Weather Observations
T02	Club Procedure

Table: List of Open Climb Safety Management System documents and forms

3 SAFETY MANAGEMENT PLAN

3.1 Scope

This Safety Management Plan document is the overarching document in the Club’s Open Climb Safety Management System.

The scope of this Plan relates to the planning and running of an Open Climb on Mt Taranaki / Mt Egmont for the purpose of taking members of the general public to the summit of Mt Taranaki / Mt Egmont and return to the Club’s Mountain base at Tahurangi Lodge.

This Safety Management Plan represents the accumulated knowledge of Club members who have conducted previous Open Climbs and covers health & safety targets, hazard and risk assessments and associated mitigations, organisation and roles and responsibilities, communications, action plans, and incident management.

3.1.1 Main Activity

The guiding of groups of the general public to the summit of the Mountain, and return. No other activities are the subject of this Plan.

3.2 Approval

Original preparation, and each subsequent revision, of this Plan is endorsed and approved by the Club President on behalf of the Club’s Executive Committee.

3.3 Filing & Distribution

Once signed off by the Club President, the signed hard copy of this Plan is held by the Club Secretary who also ensures that:

- digital PDF and Word copies of this Plan are stored on the Club Outlook Onedrive
- the current version number is recorded on TAC’s F001 Document Control Register.

The Plan is emailed to all Club members involved with the Open Climb each year.



Copies of the Plan are available at Tahurangi Lodge on the day of the Open Climb for Club members, participants & public to view.

3.4 Reviews & Updates

3.4.2 Club Annual Review

This Plan is reviewed within 6 months after every Open Climb, and after any incident investigations have been completed. The review shall include output from After Action Reviews, a check for any changes to legislation as listed in Section 1.4, changes in requirements from DOC, and a check with FMC for any relevant changes. Updates will then be made to the Plan as required. The Plan will be subsequently approved and distributed per Sections 3.2 & 3.3.

3.4.3 After Action Review

After each Open Climb, one or more After Action Reviews (AAR) shall be conducted. An informal AAR is conducted on the day of the Open Climb via a group discussion of Party Leaders and other field personnel with the Open Climb. A record shall be kept of this discussion using Form F009.

3.4.4 Participant Feedback

The Club website for the event has a dedicated email address for Participant feedback regarding any and all activities around the event. This email address is also provided during the registration process.

After the event, the event booking system automatically sends an event assessment form to all participants for their feedback. This is an anonymous service and emailed to the Club by the booking system on behalf of the participant; they may choose to identify themselves.

Participant feedback is summarised and incorporated in reviews of this Plan.

3.4.5 Independent Internal Review

An independent review of the Plan shall take place every two years. A suitable person, possibly a senior Club member, not involved with running the Open Climb, or someone with suitable industry experience shall be appointed to conduct the review.

The scope of the review shall include:

- the approach the Club takes to managing the Open Climb
- the approach taken to safety management
- the contents of this Plan and the SMS,
- the adherence to this Plan, and SMS, by the Club.

The reviewer shall report back to the Open Climb Committee, who shall in turn report to the Club Executive Committee. The feedback may initiate a review of this Plan and/or SMS.

3.4.6 External Review

At a maximum of every three years the Plan shall be reviewed by a suitably qualified external entity.

3.4.7 DOC Review

As part of the Concession update under which Open Climbs are held, this Plan shall be audited by a DOC approved auditor prior to Concession renewal.



4 HEALTH & SAFETY TARGETS

The Open Climb health & safety targets are:

- To have no serious harm incidents on an Open Climb. (<1 serious harm incident per year).
- To have no Open Climb participant Leave Tahurangi Lodge later than 7.45am.
- To have no Open Climb participant Leave Tahurangi Lodge inadequately equipped.

These targets are monitored by reviewing the Open Climb Injury Register (form F006), the After Action Review record, and feedback from the Independent Internal Review as part of the club annual review. Results are reported to the Club Executive Committee.

5 HAZARD IDENTIFICATION AND CONTROL

5.1 General

The basic method of hazard identification & risk reduction adopted for the Open Climb is to:

- Identify activities
- Identify and list hazards
- Assess risk (likelihood and consequence of hazard occurring)
- Based on risk assessment, decide whether activity (or part thereof) should be undertaken, implement risk reduction strategy, and provide and install control measures
- Develop emergency action plan if appropriate
- Update this Plan accordingly.

The Club uses a Risk Management Matrix to record identification of hazards, assessment of the risk, and to list control actions where the risk assessment requires it. The Risk Management Matrix also identifies emergency actions where required should the situation escalate. To assess the risk of a hazard, a Risk Assessment Matrix is used.

The Risk Management Matrix and the Risk Assessment Matrix are provided in Appendices 1 and 2 respectively. Risk mitigation measures are written into the Open Climb roles & responsibilities.

In order to adequately manage participants, and provide adequate levels of safety, participants are taken to the summit in groups of up to 10, plus two Club members as guides per group i.e. one Party Lead and one Party Tail.

Floating teams are on standby on the Mountain to accompany participants down the Mountain if they are unable to continue with their party for reasons such as fitness, fatigue, or first aid.

5.2 Dissemination of Information to the Public

The Club's management of hazards and risks for the participants is translated into a Public Information Brochure provided on the Club's website page and when participants register for the Open Climb.

The Public Information Brochure provided includes the following information:

- A statement as to risks encountered in attempting a summit climb
- Fitness training and medical requirements
- Personal equipment required



- Food and drink required
- Suitable footwear, walking aids
- A timing plan for the Open Climb day
- How to get additional information, including Open Climb Safety Management Plan and DOC summit video

During the course of the Open Climb, safety briefings are given to the participants at specific locations as dictated by the requirements of this Plan.

5.3 Collection of Participant Information

Open Climb participants are required to supply information to the Club at the time of registration. The following information is collated and reviewed by the Open Climb Administrator from entries:

- Full name
- Age / Date of birth
- Contact details (address and phone number)
- Next of kin and contact details
- Medical conditions & medications
- Fitness Level (as judged by participant)

If the Administrator has any concerns about the participants ability to take part in the Open Climb the Administrator will contact the participant to confirm participation or not.

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5.4 Weather Conditions and Risk Assessment

Weather reports should be considered against their risk in the below tables for the Lower and Upper Mountain. Weather reports may be from online mountain weather forecasts or from real-time assessment from Club members on the Mountain.

Low and Medium risks may be able to be managed to enable continuation of the Open Climb. Any final decisions will be by the OCC.

High risk conditions should be immediately assessed by the OCC with serious consideration as to stopping the Open Climb. Any final decisions will be by the OCC and their decision recorded on the Comms Log.

Results from the weather checklist, F079, for the Crater Team is called in to Tahurangi Base and recorded on the Comms Log.

Lower Mountain:

Factor / Risk	Low Risk		Medium Risk	High Risk
Wind	10 km/h L1		20 km/h L1	35 km/h L1
Wind & Rain	10 km/h L1		15 km/h L1	20 km/h L1
Others	P1		P2	

Upper Mountain:

Factor / Risk	Low Risk	Medium Risk	High Risk
Wind	15 km/h L1	25 km/h S1Hr	40 km/h S1Hr
Wind & Rain	15 km/h S1Hr	20 km/h S1Hr	25 km/h S1Hr
Others	P1	P2	P3

Table legend:

- L1 = Showing no sign of lessening
- S1Hr = Over the past hour and showing no signs of lessening
- P1 = An incident affecting a whole party
- P2 = An incident affecting multiple parties on or above the Lizard
- P3 = An incident affecting flow through Summer Entrance or other parties descending
- Wind & Rain = Sustained heavy rain affecting visibility and safe footing and showing no sign of lessening



6 INCIDENT RESPONSE & MANAGEMENT

6.1 Definition of an Incident

For the purposes of this document, 'incident' can also refer to 'accident'.

For the Open Climb, the definitions of an incident in relation to a participant or Club member are:

- Minor Medical
 - minor first aid treatment that can be administered in situ and does not require ongoing treatment
 - the participant can likely continue with the Open Climb if they wish to do so
 - e.g. minor cuts & scrapes, bruises, blisters, sunburn, insect bites, mild fatigue and/or dehydration, mild joint discomfort, mild sprain
- Medical
 - medical treatment that may be initially treated in situ but will require further subsequent treatment by a suitable medical professional
 - e.g. lacerations, mild concussion, sprains, dislocations, major fatigue and/or dehydration
 - the participant is unlikely to be fit to continue with the Open Climb, the OCC will decide whether they continue or not
- Serious Harm
 - Medical treatment that requires hospital treatment as an in-patient i.e. would be notifiable if the Club was a PCBU
 - E.g. severe bleeding, concussion, fractures, dislocations, unconsciousness, death
 - the participant is unable to continue and the OCC will decide emergency response

No Open Climb incidents are notifiable to WorkSafe for the following reason:

- Taranaki Alpine Club has previously ascertained that it is not a PCBU (Person Conducting a Business or Undertaking) under the Health & Safety At Work Act 2015. Therefore any injuries or illnesses on the Open Climb that require (or would usually require) a person to be admitted to hospital* for immediate treatment are not notifiable to WorkSafe. Should TAC ascertain that it is a PCBU then such incidents will become notifiable to WorkSafe and this Plan updated with the correct reporting requirements to WorkSafe.
 - *'admitted to hospital' means being admitted to hospital as an inpatient for any length of time – it doesn't include being taken to the hospital for out-patient treatment by a hospital's Emergency Department, or for corrective surgery at a later time, such as straightening a broken nose.)



6.2 Incident Response & Management

All incidents must be notified to the OCC at Taurangi Base at the time of their occurrence. This is crucial should an incident escalate at the time, or later during the day.

Should an incident occur, the following escalating list of actions shall take place depending upon the nature of the incident(s).

1. Problem dealt with by Party Leader, first aid administered if required. Participant continues with Party. OCC informed.
2. Assistance sought from 'Floating Party' (Rover or Roving Medic) for additional first aid or assistance. Participant continues with Party. OCC informed.
3. Assistance sought from 'Floating Party' (Rover or Roving Medic) for additional first aid, assistance, medical treatment. Participant unable to continue with Party. Members from Floating Parties assist and accompany Participant back down to Taurangi Lodge, and back to car park if required. OCC informed and controls response with 'Floating Party'.
4. Assistance sought from 'Floating Party' (Rover or Roving Medic) for medical or serious harm treatment. Participant unable to continue with Party. OCC informed and controls response with 'Floating Party'. Responses will depend upon nature of incident and could be, in order of escalation:
 - a. Members from Floating Parties assist and accompany Participant back down to Taurangi Lodge, and back to car park if required.
 - b. Alert Police and request medical evacuation. By OCC.
 - c. Request urgent assistance from Police, including medical and /or search & rescue. By OCC.

The OCC will respond to weather events as described in Section 5.4 above.

The Risk Management Matrix in Appendix 1 considers in more detail the various hazards, their mitigations and related emergency responses where applicable. The specific emergency responses are in line with the above general list of escalating responses.

6.3 First Aid Equipment

Equipment to be carried by each Party:

- basic first aid kit – sufficient to treat blisters and minor abrasions
- either two-way radio or cell phone as prime communication method
- 1L extra water
- sunscreen
- ground insulation (i.e. foam mat)
- body insulation (i.e. extra thermal clothing)
- emergency shelter (i.e. survival blanket or pack liner)

Equipment to be carried by designated First Aiders i.e. Roving Medics, Crater Medic:

- first aid kit – sufficient to treat blisters, minor abrasions, and dress larger injuries, sprains
- extra water 2L
- sunscreen, re hydration agents
- pain relief such as Panadol
- emergency shelter materials such as exposure blanket or pack liner
- Ground insulation (i.e. foam mat)
- body insulation (i.e. extra thermal clothing)



The Crater Medics located in the crater shall have in addition to the above:

- TAC Group First Aid Kit
- sleeping bag
- small tent or suitable shelter
- cooker to provide warm drink

6.4 Emergency Shutdown

An emergency shutdown of the Open Climb takes place at the whim of the elements. The weather risks in Section 5.4 would be considered in deciding upon such a shutdown.

The OCC or Assistant OCC are the only Club members authorised to initiate and coordinate an emergency shutdown of the Open Climb.

An emergency shutdown would need to consider the impact people and their actions may have upon operation of the Open Climb and an emergency shutdown of the event.

Any of the Open Climb crew can request the OCC to initiate an emergency shutdown at any time based upon weather risks. In such a scenario, the crew member shall immediately advise the Open Climb Controller or the Assistant Open Climb Controller of the issue. This communication shall take precedent over any other active communications, and all crew members shall immediately hold and await further instructions.

If the decision is made by the OCC to proceed with an emergency shutdown, the OCC will announce over the radio "Open Climb Return to Base" three times. All parties and Open Climb crew on the Mountain to return to Taurangi Base.

At Taurangi Base, all participants will either be released under their own recognisance to make their way to Stratford Plateau, or they will be guided by Crew members.

6.5 Practicing Emergency Procedures

Many Club members assisting on the Open Climb, are also members of Taranaki Alpine & Cliff Rescue Inc. (TACR) and Taranaki Land Search & Rescue, who hold regular SAR exercises and hold records of training.

It is not seen as necessary therefore, to repeat this training specifically for the Open Climb.

These emergency procedures are based on the actions TACR would initiate.

For the same reasons, it is not necessary to practice calling for police (SAR & TACR) assistance.

During the pre-event briefing, simulations and scenario's may be presented to the Open Climb Crew with the Club procedures outlined for each, or incidents from the immediate past or previous Open Climbs may be run-through including the results from any investigations.

6.6 Incident Reporting, Recording, Investigation

Accidents / incidents are reported to the OCC who coordinates appropriate response, and ensures incident forms are filled out and filed in the incident register.

The following forms shall be filled out in relation to an incident occurring and referred to during the AAR and review of this Plan as required.

- F006 – Injury Register
- F073 – Injury Record
- F045 – Incident Investigation



The flowchart below describes which form must be completed, when, and by whom.

<u>ACTION</u>	<u>Timing</u>
Accident / Incident occurs	
First aid / emergency actions dealt with by Party Leader, Floating Party, OCC	On Day of Open Climb
OCC or Assistant OCC records incident details in Injury Register (form F006)	On Day of Open Climb
Complete the Injury Record using form F073 to describe the nature of the injury and treatment provided. Completed by Roving Medic on scene. OCC or Assistant OCC to coordinate.	Within 3 weeks of Open Climb being held
Carry out Incident Investigation & determine root cause & actions required using form F045. Use input from completed Injury Record F073. Conducted by Senior Club Member with input from OCC, and other suitably qualified persons at discretion of Club President.	Within 6 weeks of Open Climb being held
Where there has been a serious harm incident: Review Safety Management Plan with input from OCC, Party Leaders. Consider review of Safety Management Plan by a local qualified guide or other suitably qualified person. Review investigation(s) on F045 and update Plan where necessary. <i>Ensure all incidents on the register have been considered.</i>	Within 6 months post Open Climb
In post Open Climb review, update Safety Management Plan hazard register, emergency procedures as required. By OCC with input from Club members.	Within 6 months Post Open Climb
Publish updated Safety Management Plan to distribution list. Club President responsibility.	Within 8 months Post Open Climb

Table: Incident Reporting and Investigation Flow Chart



7 OPEN CLIMB ROUTE

Participants are encouraged to park at Stratford Plateau and make their own way to Tahurangi Lodge. (Starting from North Egmont Visitor Centre is not recommended since 2019 because of significantly limited parking as a result of freedom camping and early congestion during summer).

The Open Climb route starts at Tahurangi Lodge where participants are registered for the day.

The ascent route follows the well-defined and pole-marked 'North Summit' route.

The descent route is the same except for the exit point off the Lizard onto the scree which will be temporarily marked (for safe route clarification) by the Club early on the morning of the Open Climb.

Crater Valley will not be used on the standard route.

Any deviations from the route will be approved by the OCC.

Participants are de-registered when they return to Tahurangi Lodge, and then make their own way back to Stratford Plateau.

The Club uses well known points along the route to split the Open Climb route into sections (zones) which are used for radio check-ins, communications clarifications, and designating some of the Open Climb roles to certain zones. These locations and zones are as follows and are shown on the sketch overleaf:

- Tahurangi Base < - > Top of Hongi's Staircase
- Top of Hongi's Staircase < - > Drinking Rock
- Drinking Rock < - > Bottom of Lizard
- Bottom of Lizard < - > Lower Lizard
- Lower Lizard < - > Upper Lizard
- Upper Lizard < - > Summer Entrance
- Crater
- Summit

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Taranaki Alpine Club Open Climb

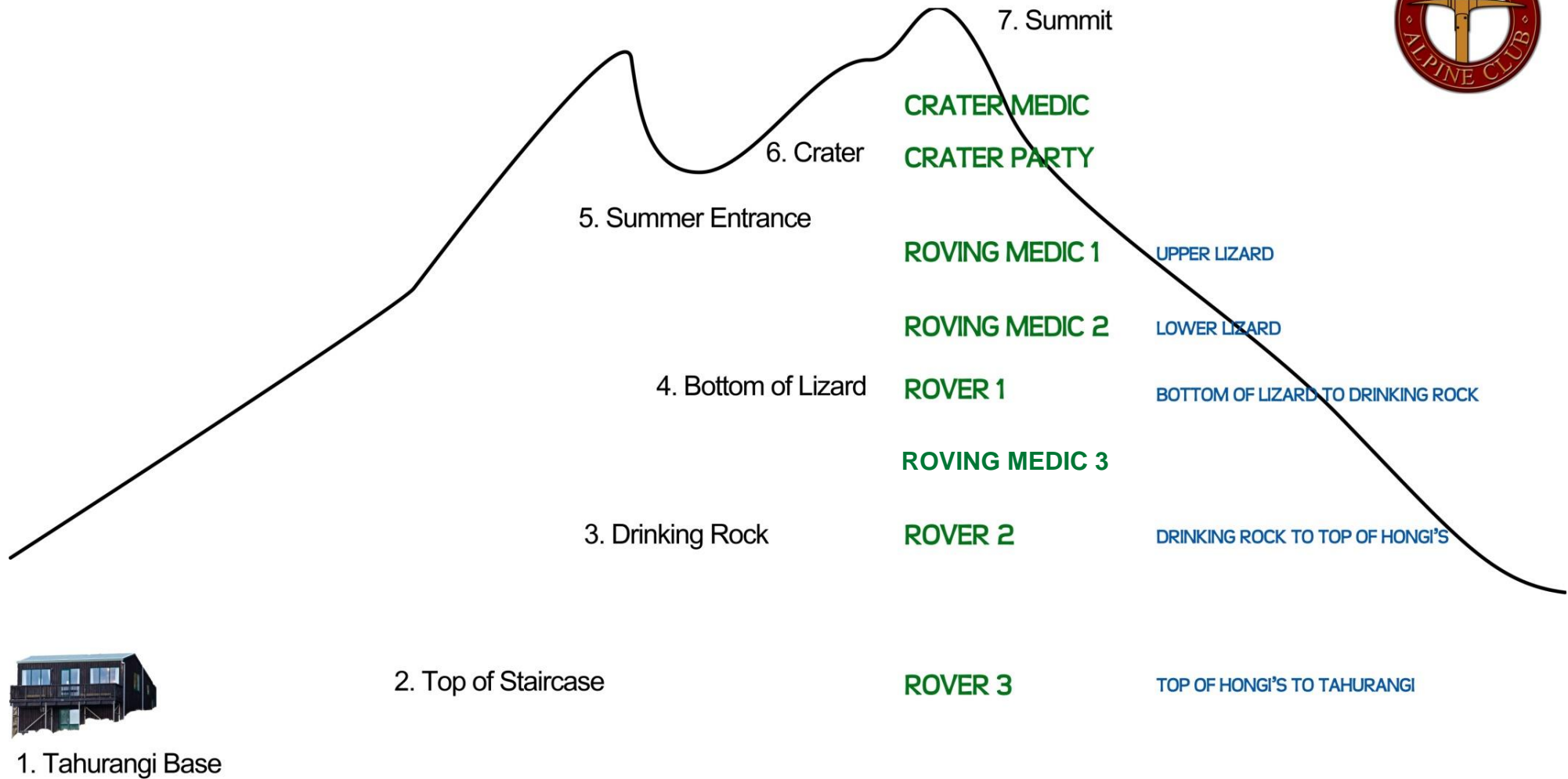


Figure 1: Open Climb Route and Zones



8 OPEN CLIMB TIMING PLANS

8.1 Annual Planning Timeline

The following summarises the key activities in the annual cycle of planning the Open Climb. Dates are approximate.

Month	Activity	Responsibility
August / September	Convene Open Climb Committee	President
August / September	Confirm & publish date for Open Climb	President
October / November	Hold Open Climb induction(s)	Open Climb Committee
October / November	Confirm Public Information Brochure accurate. Update as required.	Open Climb Committee
October - December	Club Members confirm interest to take part in Open Climb	Open Climb Committee
November – January	Assign & confirm Club Members to Open Climb roles.	Open Climb Committee
November – January	Issue Safety Management Plan to all Open Climb Club members. Issue role responsibility, and briefing requirements if relevant, to each assigned role.	Open Climb Committee
December	Open Climb bookings go live Club Facebook page announces Open Climb date & bookings open	Open Climb Committee
December onwards	Club Members prepare for their assigned roles	All Club Members
January	Open Climb locker & lodge supplies checked and organised	Open Climb Committee
February	Manage Open Climb event	OCC
Day before Open Climb	Supplies transported to Lodge with 4WD.	Open Climb Committee (& other Open Climb crew).
After Open Climb	After Action Reviews Incident Investigations as required	Open Climb Committee

Table: Open Climb Annual Planning Timeline

8.2 Timing Plan on the Day of the Open Climb

The Club is committed to participants safely enjoying the Open Climb. Should participants not be sufficiently fit or able to complete the Open Climb in a safe and timely manner, the Club must make decisions on the day that may require participants to exit their Party. In this instance, participants will be accompanied back to Tahurangi Lodge by the Open Climb Rover / Roving Medic teams as directed by the OCC for the safety of all involved.

To support this approach, the following Timing Plan shall be adhered to. The ascent / descent timings are generous and exceed those suggested by DOC. The timings are based upon previous years typical / average Party timings and are intended to enable Club Members and participants to enjoy and complete the day in a safe and timely manner.

Participants will be advised:

- of the timings via the Public Information Brochure
- of the timings by the Party Lead at the beginning of, and during, the Open Climb event
- that they will be turned back to Tahurangi Lodge if they are unable to maintain the timings



The OCC and Communications Person will record the time that each Party leaves Tahurangi Lodge and, with Party Leads, ensure that the Timing Plan is adhered to, or plans made for participants to be accompanied back down the Mountain.

If a Party is particularly fast and well within the Timing Plan, yet participants are struggling, the Party Lead will be required to slow down and enable the participants to re-group and maintain a suitable pace that is within the Timing Plan and suitable for all participants.

The following Timing Plan could result in a maximum 11.5 hour day from Stratford Plateau return for participants. This is more than the 8-10 hour day that DOC suggests. The Timing Plan allows 8.25 hours for Party Leads to guide the participants in their parties from Tahurangi Lodge to the summit and back to Tahurangi Lodge, allowing for rest stops and photo stops.

Appendix 3 provides a more detailed plan on timings and shall be adhered to by all Party Leaders.

From	To	Duration (maximum)	Cumulative Duration (maximum)	Notes
Stratford Plateau Car Park	Tahurangi Lodge	1.5 hours	1.5 hours	Recommended start time: 5am Latest start time: 6am
Tahurangi Lodge (rest stop & register)		15 mins	1.75 hours	
Tahurangi Lodge	Summit	4.5 hours	6.25 hours	Earliest start time 6.45am Latest start time: 7.45am
Summit (photos)		15 mins	6.5 hours	Leave summit earliest: 11.30am Leave summit latest:: 12.30pm
Summit	Tahurangi Lodge	3.5 hours	10 hours	Earliest finish time: 3pm Latest finish time: 4pm
Tahurangi Lodge	Stratford Plateau Car Park	1.5 hours	11.5 hours	

Table: Open Climb Timing Plan

In addition to the above, other key timings on the morning of the Open Climb are:

- 4am: Upper Mountain Team leave Tahurangi Lodge to start ascent to the crater / summit.
- 5.45am (no later than): OCC, after consultation with UMT and senior club members, decides whether Open Climb will proceed.
- 6am: OCC holds Event Briefing at Tahurangi Lodge for all Open Climb crew.
- 6.45am: First party leaves Tahurangi Lodge to commence summit climb.
- 7.45am: Final party leaves Tahurangi Lodge to commence summit climb.

9 PARTY ORGANISATION

A maximum of 12 parties (each of up to 10 participants) will be guided to the summit on the day of the Open Climb, enabling a maximum of 120 participants to partake in the Open Climb each year.

Participants will be organised into party groups consisting of up to 10 participants with one Party Lead (Club member) and one Party Tail (Club member).

Participants will be organised into party groups as they arrive at Tahurangi Lodge. They will be registered and introduced to their Party Lead and Party Tail.

Previous recent Open Climbs have indicated that exceeding certain timings, or transferring participants between parties, often increases risks of participants and Club members completing the day in a safe and timely manner. Therefore,

- each Party must keep within the Open Climb Timing Plan (Section 8.2 & Appendix 3).
- transfer of participants between parties is not permitted without the express prior agreement of the OCC.

10 ROLES & RESPONSIBILITIES

10.1 Roles & Responsibilities

There are 61 roles as listed in the below table that are filled by Club Members that together ensure the Open Climb is well planned beforehand and executed in a safe and timely manner on the day. One person can fill more than one role in some instances.

An Open Climb Committee oversees the planning and execution of the Open Climb. The Open Climb Committee members are, as a minimum, those with an asterisk (*) in the below table.

To avoid a lengthy section in the body of this Plan, all role responsibilities are in Appendix 4. (The President is part of the Open Climb Committee only and does not have a separate role description).

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and await instruction.

1. *President	30. Rover 1-1 - Btm Lizard to Drinking Rock
2. Administrator	31. Rover 1-2 – Btm Lizard to Drinking Rock
3. Club Website & Bookings Coordinator	32. Rover 2-1 – Drinking Rock to Top Hongis Stairs
	33. Rover 2-2 – Drinking Rock to Top Hongis Stairs
4. *Open Climb Controller (OCC)	34. Rover 2-3 – Drinking Rock to Top Hongis Stairs
5. *Assistant Open Climb Controller	35. Rover 3-1 – Top Hongis Stairs to Tahurangi
6. Radio Communications	36. Rover 3-2 – Top Hongis Stairs to Tahurangi
7. Registrar 1	37. Rover 3-3 – Top Hongis Stairs to Tahurangi
8. Registrar 2	
	38. Party 1 Leader
9. Road End Marshall – Stratford Plateau car park	39. Party 1 Tail
10. Track Marshall – Manganui Gorge	40. Party 2 Leader
11. Track Marshall – Ski Field, below T-Bar	41. Party 2 Tail
12. Track Marshall – RMT	42. Party 3 Leader
	43. Party 3 Tail
13. Concierge	44. Party 4 Leader
14. Teas/Drinks	45. Party 4 Tail
15. Teas/Drinks	46. Party 5 Leader
16. Driver	47. Party 5 Tail
17. 4WD Driver	48. Party 6 Leader
	49. Party 6 Tail
18. *Crater Marshall	50. Party 7 Leader
19. Summit Controller	51. Party 7 Tail
20. Crater Assistant 1	52. Party 8 Leader
21. Crater Assistant 2	53. Party 8 Tail
22. Crater Medic 1	54. Party 9 Leader
23. Crater Medic 2	55. Party 9 Tail
	56. Party 10 Leader
24. Roving Medic 1-1 – Upper Lizard	57. Party 10 Tail
25. Roving Medic 1-2 – Upper Lizard	58. Party 11 Leader
26. Roving Medic 2-1 – Lower Lizard	59. Party 11 Tail
27. Roving Medic 2-2 – Lower Lizard	60. Party 12 Leader
28. Roving Medic 3-1 – Btm Lizard to Drinking Rock	61. Party 12 Tail
29. Roving Medic 3-2 Btm Lizard to Drinking Rock	

Table: List of Open Climb Roles

10.2 Competencies

The following sub-sections list the minimum competencies / experience required for specific Open Climb roles.

Having a once a year event means there is limited opportunity for assessing personnel in the field.

At the time appointments to various positions are made by the Open Climb Controller, the appointee's competence is assessed by personal knowledge, and by discussion with the appointee on their experience and any qualifications / certificates they may hold.



10.2.1 Open Climb Controller (OCC)

- Senior Club member with suitable experience.
- Has been involved with Open Climbs previously.
- Has leadership skills suitable for position.
- Be familiar with this Safety Management Plan and emergency response procedures.
- With at least one of the following:
 - 5yrs outdoor experience locally, has been to the summit at least 10 times previously, at least once in the last 18 months, has training in risk management, either industry based or as a component of a MSC or other acceptable course,
 - Trained as part of Search And Rescue management team (CIMS - Coordinated Incident Management System) in at least one of the following roles: incident controller, operations manager, logistics manager, safety officer, response coordinator
 - Hold a recognised Guiding qualification
 - Hold Suitable Outdoor Education qualification

10.2.2 Communications Person

- Be familiar with comms equipment (Two-way radio, cell phones) used on the Open Climb.
- Have appreciation of the terrain, be familiar with the landmarks (reporting points)
- Be familiar with this Safety Management Plan and emergency response procedures.

10.2.3 Party Leader

- Has first aid skills, appropriate fitness and leadership skills to manage group. Competent with comms.
- Knowledge of route.
- Has suitable communication skills to engage with participants.
- In addition to the above, **at least one** of the following must apply:
 - 3yrs general outdoor experience, has been to the summit at least 10 times previously, at least once in the last 18 months
 - Has recognised guiding qualification
 - Has outdoor education qualification

10.2.4 Party Tail

- Has first aid skills, appropriate fitness and leadership skills to manage group. Competent with comms.
- Knowledge of route.
- Has suitable communication skills to engage with participants.
- Can take charge if Party Leader incapacitated
- 3yrs general outdoor experience, has been to the summit at least 3 times previously, at least once in the last 18 months

10.2.5 New Volunteer

- Suitably fit. Has knowledge of route.
- Supervised by Party Leader.
- Note : Supervision continues each Open Climb until New Volunteer is deemed competent.



10.2.6 Rover

- Has first aid skills, appropriate fitness. Competent with comms.
- Knowledge of route.
- Has suitable communication skills to engage with participants.
- 3yrs general outdoor experience, has been to the summit at least 3 times previously, at least once in the last 18 months

10.2.7 Roving Medic

- 5yrs general outdoor experience
- Knowledge of route.
- Be qualified and current with any of the following:
 - Medical doctorate
 - Paramedic
 - Nursing qualification
 - Industrial medic
 - Pre hospital emergency care (PHEC)
 - Industry advanced first aid
 - Outdoor First aid (MSC) or equivalent

10.2.8 Crater Marshall

- Senior Club member with suitable experience.
- Has been involved with Open Climbs previously.
- Has leadership skills suitable for position.
- Meets Party Leader requirements.
- Has current knowledge of route and summit area. Competent with comms.
- Meets UMT requirements (section 12.1)

10.2.9 Summit Controller

- Meets Party Leader requirements, plus has current knowledge of route and summit area. Competent with comms.
- Meets UMT requirements (section 12.1)

10.2.10 Crater Assistant

- Meets Party Leader requirements, plus has current knowledge of route and summit area. Competent with comms.
- Meets UMT requirements (section 12.1)

10.2.11 Crater Medic

- 5yrs general outdoor experience,
- Be qualified and current with any of the following:
 - Medical doctorate
 - Paramedic
 - Nursing qualification
 - Pre hospital emergency care (PHEC)
- Meets UMT requirements (section 12.1)



10.2.12 Road End Marshall and Track Marshall

- Has suitable communication skill to engage with participants and offer advice.
- One of the following must apply:
 - 3yrs general outdoor experience, has been to the summit in the last 2 years.
 - Has recognised guiding qualification
 - Has outdoor education qualification

10.2.13 Registrar

- Have suitable administration & communication skills.

10.2.14 Administrator

- Has suitable administration & communication skills.

10.2.15 Concierge

- Has suitable communication and organisational skills with a large group.

10.2.16 Driver and 4WD Driver

- Has suitable communication skills.
- Has a valid drivers licence.
- Plus for the 4WD Driver only – must be approved by DOC to drive 4WD from NEVC to Translator Tower

10.3 Training

All Club members assisting with an Open Climb will receive an induction (Appendix 5.1) which takes place in the weeks leading up to the Open Climb. Some Open Climb roles will receive a further briefing per Appendices 5.2, 5.3, 5.5.

An Event Briefing (Appendix 5.4) held by the OCC will also be held for all Open Climb Club members on the morning of the Open Climb.

All Club Members assigned a role on the Open Climb are required to be familiar with this Plan and fully understand their role responsibilities and the emergency response procedures.

10.3.17 Induction of New Guides / Volunteers

Prior to any new volunteers being used as guides, a basic induction will be given, generally by the OCC. Topics to be covered are as per Form F007.

10.4 Monitoring and Appraisal

Due to the nature of the Open Climb there is only a once a year opportunity to assess and appraise Club members acting as guides.

During the course of the Open Climb, the OCC will be monitoring the progress of each party and monitoring the radio traffic.

At the end of the day during the de-brief / AAR session, the OCC will give feedback on the performance of guides and other field personnel, and seek feedback as well, on the performance of all personnel including themselves.

If the OCC determines there is a problem with a Party Leader, they have the option of replacing the Party Leader with a person from a floating party or combining two parties together.



11 RADIO COMMUNICATIONS

Radios will be primary means of communications with mobile phones as a backup.

The below table lists the optimal number (25) of radios required for the Open Climb event. Should more radios be available they will be allocated by the OCC.

Radio equipment for the event is sourced through the local Search & Rescue groups.

Radios should allow good function on the mountain and allow for multiple channels to be used during the Event.

Radios should be available from the Friday morning through to Sunday evening.

Party Leaders will be required to check in with the radio Communications Person at various pre-determined locations per the Ascent / Descent Timing Plan in Appendix 3.

1.	"Tahurangi Base", Open Climb Controller (OCC)
2.	"Tahurangi Base", Radio Comms Person
3.	Crater Marshall (radio for OC crew comms)
4.	Crater Marshall (radio for UMT comms)
5.	Summit Controller
6.	Crater Assistant 1
7.	Crater Medic 1
8.	Roving Medic 1-1 – Upper Lizard
9.	Roving Medic 2-1 – Lower Lizard
10.	Roving Medic 3-1 – Btm Lizard to Drinking Rock
11.	Rover 1-1 - Btm Lizard to Drinking Rock
12.	Rover 2-1 – Drinking Rock to Top Hongis Stairs
13.	Rover 3-1 – Top Hongis Stairs to Tahurangi
14.	Party 1 Leader
15.	Party 2 Leader
16.	Party 3 Leader
17.	Party 4 Leader
18.	Party 5 Leader
19.	Party 6 Leader
20.	Party 7 Leader
21.	Party 8 Leader
22.	Party 9 Leader
23.	Party 10 Leader
24.	Party 11 Leader
25.	Party 12 Leader

Table: List of Open Climb Radios

Parties will be known by their party number i.e. "Party Two". OCC and Radio Communications Person will known as "Tahurangi Base". Rover and Roving Medics will be known by their role & location i.e. "Rover 1, between Bottom Lizard & Drinking Rock". All other roles will be their respective role e.g. "Crater Marshall" and "Summit Controller"

Appendix 3 identifies ascent/descent timing plan and mandatory check points for Party Leaders.



12 UPPER MOUNTAIN TEAM SAFETY

The Upper Mountain Team (UMT) will spend between 6 and 9 hours in the crater as part of the Open Climb. Additional organisational and safety requirements exist to for this activity.

The below summarises some main responsibilities of the UMT. Detailed responsibilities are provided in Appendix 3

12.1 UMT Selection and Pre-Open Climb Briefing

The Crater Marshall is responsible for selecting the UMT.

Team selection should occur in November from Club members that have indicated that they are available.

UMT members should:

- be 'team-players', have proven winter mountaineering skills, and be self-sufficient in this environment
- if possible have participated previously as part of an UMT

The Crater Marshall shall email an UMT Briefing (Appendix 5.3) to team members in January outlining the team, key group and individual responsibilities, and a preliminary order of activities.

12.2 Open Climb Day Activities

12.2.1 Ascent on the day of the Open Climb

The Crater Marshall and some members of the UMT are the first team onto the mountain.

Responsibilities during the ascent include:

- Report on weather conditions on the mountain during the ascent to ensure the OCC has the earliest information possible for decision making.
- Positioning a Marker Cone to indicate the required point for descending parties to leave the Lizard.

12.2.2 Crater Safety

The UMT is responsible for setting up and managing safety risks associated with the Crater.

Responsibilities include:

- In the event of an accident ensuring that a patient(s) can be treated with a high level of professionalism and in the shelter of a tent if weather conditions require this
- Route selection to minimises rock fall risks
- Making the route safe with ropes where practical (Summer Entrance)
- Ensuring a safety rope is placed across the top of crater valley
- Managing the flow of parties and the public to reduce delays
- Give regular weather condition updates to the OCC and participate in related decision making
- Communicate to the OCC when parties transit into Summer Entrance from holding position

12.2.3 Descent on the day of the Open Climb

The UMT are the last team off the mountain. During the descent they are to act as sweep to ensure all participants and TAC members make it safely back to Tahurangi Lodge.



12.2.4 General Safety Precautions

The UMT members need to maintain adequate hydration and food intake during their time in the crater. Individuals need to be aware of their personal requirements.

Adequate clothing is required for the range of weather conditions that may be experienced.

The requirement for all UMT members to carry ice axe and crampons will be dictated by the amount of snow/ice that exists in the crater. This will be agreed by UMT members before the Open Climb.

12.3 Recommended UMT Equipment

The below tables lists recommended team items of equipment that are required to establish the Crater Base and enable the UMT to for fill its responsibilities.

Before the Open Climb the Crater Marshal (or delegate) should identify all items that will be required, assemble all items from club or individual ownership, and ensure all items are taken to Tahurangi Lodge on the day before the open climb

All items should be allocated to individual UMT members to ensure all equipment reaches the crater when required.

UMT Group Equipment Item	Equipment Origin/Ownership	UMT member responsible to carry to Crater
Radio (x2) & spare battery (x1)	Loan	Crater Marshal
Radio & spare battery	Loan	Summit Controller
Radio & spare battery	Loan	Crater Assistant
Radio & spare battery	Loan	Crater Medic x1
Tent (s) (4 Season, Lightweight) – patient care	Personal or TAC	
Sleeping Bag x 1– patient care	Personal	
Sleeping foam pad x 1– patient care	Personal	
Marker Cone – for indication of Lizard decent departure point	TAC	
Snow Stakes (3 MSR T) - for Summer Entrance & Crater Valley	TAC	
Ice Axe (x 2) – for step cutting in crater	Personal	
Hammer or Ice Hammer for Snow Stakes (x 1)	Personal	
Rope (10mm x 50 – 60m) – for Summer Entrance	TAC	
Rope (7mm x 30m) – for top of Crater Valley	TAC or Personal	
Slings (x 3 : 60, 120, & 240 cm) – for Summer Entrance rope fixing	TAC	
Carabiners (12 screw gate) – for Summer Entrance & Crater Valley	TAC	
Wired Nuts 1 set (8 – 10) – for Summer Entrance	TAC or Personal	
Gas Stove & Pot for Snow/Ice Melting if required	TAC or Personal	
Gas Canisters-(1 x 125g)		
String for Crater to Summit Up-Track - Yellow/Green	TAC	
String for Summit to Crater Down-Track - Red/Orange	TAC	
TAC Group First Aid Kit	TAC	Crater Medic
Foam Pad (x1) and Sleeping bag for in case of medical emergency	Personal	
Yellow Vests	TAC	All

Table: UMT Recommended Equipment & Role Responsibility



APPENDIX 1 RISK MANAGEMENT MATRIX & EMERGENCY RESPONSE

The following information is key to reading and understating the Risk Management Matrix.

The coloured Risk Factor column refers to the risk assessment matrix in Appendix 2 i.e.

- A risk with a **blue** Risk Factor is not considered to be of sufficient risk to warrant specific control measures.
- A risk with a **yellow** Risk Factor requires some form of mitigation action.
- A risk with a **red** Risk Factor should be avoided altogether or have specific control measures and / or recovery plan as appropriate.

Control actions/ responsibilities in the following Risk Management Matrix are:

OCC	Open Climb Controller decision
PIB	Advise in Public Information Brochure
CP	Check at Stratford Plateau carpark
TL	Party Leader check at Tahurangi Lodge
B1	Party Leader advise during briefing given at Lodge
B2	Party Leader advise during briefings given during Open Climb
PL	Party Leader and Party Tail to monitor and take appropriate action
FA	First Aider to render assistance
CM	Crater Marshall to control
FT	Floating Team to assist i.e. Rovers, Roving Medics
SC	Summit Controller to control
UMT	Upper Mountain Team to plan, control, monitor, take appropriate action
RP	Participant Registration and Personal Details forms.

Emergency Procedures in the following Risk Management Matrix are detailed as follows:

Procedure No.	First line action	Action if situation escalates
EP1	Minor Medical. Administer 1 st Aid as necessary and continue. Advise OCC.	EP2
EP2	Minor Medical. Administer 1 st Aid as necessary and prepare patient to descend with Floating Party. Advise OCC.	EP3
EP3	Medical. Administer 1 st Aid as necessary. Patient unable to Continue. Ask for assistance and wait. Monitor group. Advise OCC.	OCC to Call Police for evacuation.
EP4	Send assistance	
EP5	Shout Warning	
EP6	Advise all parties to return to Lodge	Call Police and advise assistance required
EP111	Call 111, request assistance	
EPL	Send search party	Call police if necessary to escalate search



Risks (potential losses)	Risk Source	Casual Factors (lemons)	Risk Factor	Risk Reduction Strategies (mitigations)	Controlled via	Emergency Procedures (Recovery Plan)
Personal Injuries (other than heat and cold injuries, they are covered below)	People	Falling / sliding	D3	Appropriate route selection – avoid snow slopes	OCC	EP1
			E3	Speed restriction on scree	B2, PL	EP1
				Advise gloves be worn descending scree	PIB, B2, PL	EP1
				Recommend use of walking poles	PIB, B1, B2, PL	EP1
			D4	Identify point of descent from Lizard to scree	CM (during morning ascent), B2	EP1
			B9	Hand Line through summer entrance to prevent fall	CM, UMT, PL	EP3
				Rope across top of crater valley to prevent slide	CM, UMT	
		Insufficient fitness	E3	Advertise appropriately	PIB	EP1
				Maintain timings per ascent & descent Timing Plan	B1, B2, PL	
				Monitor individuals' progress	PL	
				Set pace appropriate for group	PL	
				Lighten load if necessary	PL	
				Support team to assist those down who turn back	PL, FT	
		Sprains	D3	Adequate footwear	PIB, CP, TL, PL	EP1
				Safe pace of travel	PL	
				Advise required fitness level	PIB	
				Recommend use of walking poles	PIB, B2, PL	
		Underlying medical condition	C5	Ask participants if they have any medical conditions which may affect participation	RP, B1	EP1
	Equipment	Blisters / poor fitting footwear	E3	Treat symptoms early, have tape	PL, FA	
				Screen footwear at start	CP, TL, PL	
	Environment	Rock fall	C5	Route selection	OCC, SC	EP5
				Warning signals (vocal and whistle)	B1, B2, PL	
				Awareness of danger	B1, B2, PL, UMT	
				Crater to Summit: two separate routes	CM, UMT	
				Crater to Summit: angled routes so not climbing above / below others	CM, UMT	



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				Rest stop in safest place	PL	
				Minimize time in highest risk area	PL, CM, UMT	
		Falling / Rock fall in Crater Entrance	C5	Movement through Crater entrance controlled by Crater Marshall, Summit Assistant, and Crater Assistant	CM, UMT	
		Falling / Rock fall in crater below summit	C6	Movement through the crater and to the summit controlled by Crater Assistant, Summit Assistant. Have separate routes up and down marked by coloured string	CM, UMT	
		UV overexposure	E2	Position crater tent(s) for UMT Crater Base away from rock fall zones	UMT	
	Fire at Lodge		B4	Sunscreen, sunglasses, protective clothing used	PIB, B1, B2, PL	
	Volcanic eruption		A10	Evacuate to safe location (next to TV Translator)	OCC	EP111
				Evacuate to nearest safe road end	OCC	EP111
Heat Injuries	People	Climbing too fast	C4	Leaders to set sensible pace in accordance with ascent & descent Timing Plan	PL	EP2
		Inadequate fluid intake	C4	Ensure sufficient fluid carried and consumed	PIB, TL, B1, B2, PL	
	Equipment	Inappropriate clothing	C3	Adequate re-hydration / rest stops	PL	
				Avoid over dressing	B1, B2, PL	
		Burns (Cooking & Snow Melting)	B6	Ensure participants have suitable clothing	PIB, CP, TL, B1	
	Environment	Heat stroke	B3	Employ Gas stoves only. Cook & Melt in sheltered location. Use appropriate pot holders & funnels.	UMT	EP3
				Maintain liquid intake	B2, PL	EP2
				Head cover		
				Adequate rest stops		
Cold Injuries	People	Insufficient food	C3	Monitor group		
		Inactivity	C3	Ensure sufficient food taken	PIB, B1, PL, UMT	EP3
		Group moving too slowly	C3	Avoid long periods of inactivity	PL, UMT	
				Maintain appropriate pace with ascent & descent Timing Plan	PL	



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				Participants unable to maintain ascent/descent timing Plan to be accompanied down.	PL, FT	
	Equipment	Inappropriate clothing	C5	Ensure participants and crew have suitable clothing	CP, TL, B1, PL, B1, UMT	
		Inappropriate camping and sleeping equip	C7	UMT member experience and appropriate equipment for adverse conditions	CM, UMT	
	Environment	Adverse weather	C5	Respond to weather changes Plan event for suitable weather	OCC, PL, FT, UMT OCC, Open Climb Committee	
Property Loss	People	Dropping gear	D1	Check rest areas	PL	None
	Environment	Wind blowing clothing away	D1	Avoid leaving gear in exposed situations	PL	
Lost	People	Navigation error	C5	Select appropriate Party Leaders	OCC	EPL
			C5	Use agreed/marked route	PL, CM	
		Separation of group	B5	Have leader and a tail	OCC	
				Head-count at rest stops	PL	
		Un controlled Separation	B5	Keep lists of climb participants in each party, one copy held by OCC, and one copy by PL. Advise OCC of any participants being assisted by Floating party.	OCC, PL	
				Check names of participants as they arrive back at Lodge	OCC	
	Environment	Poor visibility	D5	Keep group tightly together. Maintain visual contact each other	PL	
Delayed return	People	Travelling too slow	C5	Participants unable to maintain Timing Plan to be accompanied down.	PL, FT, OCC	EP4
	Environment	Adverse weather	C5	Cancel summit climb/bring parties down	SC, PL, OCC	EP6



APPENDIX 2 RISK ASSESSMENT MATRIX

		Consequences	Increasing Likelihood							
Severity Rating	Group Descriptor	Description of injury	Description of illness	Environment	Reputation	<u>A. Rare</u> Theoretically possible, but unheard of	<u>B. Unlikely</u> Heard of in the Industry, not at this location	<u>C. Moderate</u> Has happened in this location previously.	<u>D. Likely</u> Has with this event in previous 5 yrs	<u>E. Often</u> Happens regularly on this event, >= once per yr.
0		No Injury or Health Effect	No Damage	No effect No environmental damage	No impact No public awareness	A0	B0	C0	D0	E0
1	Minor or short term impact on individual(s) that doesn't have large effect on their participation	Splinters, insect bites, stings	Minor irritant	Littering		A1	B1	C1	D1	E1
2		Sunburn, scrapes, bruises, minor cut	Minor cold, infection	Minor damage to environment that will quickly recover		A2	B2	C2	D2	E2
3		Blisters, mild hypo/hyperthermia, minor sprain, minor dislocation	Minor asthma, cold, upset stomach, etc	Scorched campsite, plant damage		A3	B3	C3	D3	E3
4	Medium impact on individual(s) that may prevent participation in the program for a day or two	Lacerations, frostnip, minor burns, mild concussion	Mild flu, migraine	Burnt shrubs, cut life branches to burn, washed group dishes in stream, etc		A4	B4	C4	D4	E4
5		Sprains & hyperextensions, mod hypo/hyperthermia, minor fracture	Flu, gastroenteritis, vomiting	Walked through sensitive ecological area destroying some plant life		A5	B5	C5	D5	E5
6	Major impact on individual(s) that would mean they	Fractures, dislocations, frostbite, major burn	Serious asthma attack, serious infection, medical	Destroyed/killed some example of flora/fauna		A6	B6	C6	D6	E6



		Consequences	Increasing Likelihood							
Severity Rating	Group Descriptor	Description of injury	Description of illness	Environment	Reputation	A. Rare Theoretically possible, but unheard of	B. Unlikely Heard of in the Industry, not at this location	C. Moderate Has happened in this location previously.	D. Likely Has with this event in previous 5 yrs	E. Often Happens regularly on this event, >= once per yr.
	were unable to continue with large parts of the program		<i>treatment required</i>							
7		<i>Arterial bleeding, severe hypo/hyperthermia</i>	<i>Infection or illness causing loss of consciousness, serious medical emergency</i>	<i>Killed, destroyed or polluted small area of environment</i>		A7	B7	C7	D7	E7
8	Life changing effect on individual(s) or death	<i>Spinal damage, concussion</i>	<i>Major illness requiring hospitalisation</i>	<i>Killed example of protected species</i>		A8	B8	C8	D8	E8
9		<i>Single death</i>	<i>Single Death</i>	<i>Fire or pollution etc resulting in area of wilderness being destroyed</i>		A9	B9	C9	D9	E9
10		<i>Multiple fatality</i>	<i>Multiple fatality</i>	<i>Major fire or pollution causing serious loss of environment or life</i>		A10	B10	C10	D10	E10

Blue zone Insignificant risk considered sufficiently low risk that no specifically targeted preventative actions or recovery plans needed
Yellow Zone Low- Medium Risk Preventative actions, recovery plan, or public awareness / education required as appropriate to situation
Red Zone High Risk Special Control measures required, or Consider not attempting Activity.

This risk matrix adapted and expanded from the following sources:

“Exploring the Myths: Analysis of incidents and accidents in professional outdoor education in New Zealand, 1996 – 2000” – G Davidson



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APPENDIX 3 ASCENT & DESCENT TIMING PLAN AND PARTY LEADER RADIO CHECK INS

Ascent & Descent Timing Plan – Maximum Allowable Timings			
From	To	Duration (maximum)	Cumulative Duration (maximum)
Lodge	Drinking Rock	1 hr 15 mins	1 hr 15 mins
Drinking Rock	Bottom Lizard	1 hr 15 mins	2 hrs 30 mins
Bottom Lizard	Below Summer Entrance	1 hr 15 mins	3 hrs 45 mins
Below Summer Entrance	Summit	45 mins	4 hrs 30 mins
Summit (rest stop)		15 mins	4 hrs 45 mins
Summit	Crater	30 mins	5 hrs 15 mins
Crater	Bottom Lizard	1 hr	6 hrs 15 mins
Bottom Lizard	Drinking Rock	1 hr	7 hrs 15 mins
Drinking Rock	Lodge	1 hr	8 hrs 15 mins

Party Leaders must radio check in with Tahurangi Base at the following locations:					
1	Ascent	Departing Lodge	8	Descent	Leaving Summit
2	Ascent	Top of staircase	9	Descent	Leaving Crater
3	Ascent	Drinking Rock	10	Descent	Below Summer Entrance
4	Ascent	Bottom of Lizard	11	Descent	Bottom of Lizard
5	Ascent	Below Summer Entrance	12	Descent	Drinking Rock
6	Ascent	Inside Crater	13	Descent	Top of staircase
7	Ascent	Arriving Summit	14	Descent	Arrival at Lodge



APPENDIX 4 OPEN CLIMB ROLE RESPONSIBILITIES



Appendix 4.1 Open Climb Committee - Responsibilities

Composition:

- Club President (Chair), current or proposed OCC, current or proposed Assistant OCC, current or proposed Crater Marshall, other suitably experienced Open Climb Club members

Purpose & Overall Responsibilities:

- Organise Open Climb
- Comply with this Safety Management Plan (Plan).
- Hold Open Climb Committee meetings. President to call, chair, minute the meetings.
- Club President responsible for all below items unless otherwise delegated to Open Climb Committee member, or listed as OCC responsibility (Appendix 4.2).
- Ensure the following are met before, during and after each Open Climb:

Hold initial meeting in August or September each year to:

- Appoint OCC, Assistant OCC, Crater Marshall.
- Confirm date for Open Climb.
- Confirm date(s) for induction(s).
- Advise Lodge Booking Officer of Open Climb date.
- Review this Plan, Publicity Documents, Induction content & update as required.
- Consider list of Club members for Open Climb roles.
- Delegate Open Climb Committee tasks.

Hold additional monthly meetings, and carry out delegated tasks, prior to Open Climb:

- October. Consult with DOC that Open Climb date is acceptable.
- October. Publish dates for Open Climb and induction(s).
- October-November. Hold induction(s) & update Public Information Brochure.
- October-December. President confirm Club members availabilities & potential roles.
- November-January. OCC appoint Open Climb roles, email appointees a copy of this Plan & ensure they have acknowledged they have read and accept their role & responsibilities.
- October-December. Notify other organisations (SAR, Ambulance etc) of Open Climb date (ref form F044).
- December. Open Climb bookings go live.
- January. Ensure there are sufficient supplies at Tahurangi Lodge (ref Forms F020 & F074).
- January. Ensure enough two-way radios are available and are suitable for the task.
- January. Agree basis for accommodating full Open Climb crew night before Open Climb.
- January. President pre-sign 130 ascent certificates & ensure ready to be taken to Lodge.
- Two weeks before Open Climb: final preparation meeting.

After Open Climb meet to:

- Consider feedback from AAR on day of Open Climb. Hold additional AARs if required
- Review incidents / accidents.
- Ensure all reviews undertaken per section 3.4 of this Plan.
- Update & issue this Plan & SMS if required.
- Ensure all action points from AAR / Plan review are carried out.
- Ensure Open Climb report sent to DOC as required by concession.
- Report back to Club Executive Committee.



Appendix 4.2 Open Climb Controller - Responsibilities

Before Open Climb: (Actions may be delegated to Assistant OCC)

- Ensure compliance with this Safety Management Plan including H&S requirements are met.
- Proactively participate in Open Climb Committee.
- Appoint Open Climb roles ensuring minimum competency / experience levels are met & Open Climb Crew List with contact details is up to date.
- Email appointees a copy of this Plan & ensure they have acknowledged they have read and accept their role & responsibilities.
- Familiarise with Safety Management Plan including weather assessment, incident response & management, route, timing plans, party organisation, roles and responsibilities; send acknowledgement to Open Climb Committee.
- Deliver Induction (Appendix 5.1).
- Deliver Briefings for Party Leaders, Rovers, Roving Medics (Appendices 5.2 & 5.3).
- Review weather patterns leading up to the Open Climb.
- Be familiar with emergency procedures and emergency contact numbers.

Day before Open Climb: (Actions may be delegated to Assistant OCC)

- Be at the Lodge during afternoon to ensure facilities & supplies are arriving at the Lodge. Delegate tasks at the Lodge as required in readiness for Open Climb next day.
- Ensure the Club website and facebook page is updated with the 'Decision Pending' notification for the Open Climb (liaise with Club Website Administrator).

On day of Open Climb: (Actions may be delegated to Assistant OCC)

- Conduct open Climb.
- Ensure compliance with this Safety Management Plan including H&S requirements are met.
- By 4am. Send off UMT from Tahurangi Lodge to start ascent to the crater / summit.
- 5am. Receive weather report from UMT at Drinking Rock. Consult with UMT and senior club members on weather reports & forecasts. Decide whether Open Climb will proceed.
- 5.15am. Ensure club website and Facebook is updated to inform participants of Open Climb 'Go' or 'No Go' status.
- 6am: Deliver Event Briefing at Tahurangi Lodge for all Open Climb crew (Appendix 5.5).
- 6am – 6.45am: Organise Club members present to reconfigure Lodge.
- 6am – 6.45am: Issue first aid kits to Party Leaders.
- 6am – 6.45am: Refuse participation to anyone arriving ill prepared for the Open Climb.
- 6.45am – 7.45am: Ensure all parties registered & have left Tahurangi Lodge.
- Monitor progress of parties via times recorded on Commns Log by Radio Commns Person.
- Monitor progress and performance of Party Leaders via communications traffic.
- Monitor individual participants, Rovers, Roving Medics via Party List updates (form F019).
- Liaise regularly with, and receive regular weather reports from, Crater Marshall.
- Supervise Open Climb crew incl. Party Leaders, Rovers, Roving Medics, UMT as required.
- Ensure all participants are accounted for on return to Tahurangi Lodge via Party List updates (form F019) managed by Assistant OCC.
- In event of emergency, take control and issue instructions to Club members to effect best outcome in accordance with emergency procedures (sections 6 and Appendix 1). Liaise with emergency services. Initiate search if required.
- Conduct De-brief / AAR once all parties returned. Give appraisal feedback to Club members.
- Ensure paperwork is completed as required (AAR forms, injury/incident forms etc.)



Appendix 4.3 Open Climb Controller Assistant - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan including weather assessment, incident response & management, route, timing plans, party organisation, roles and responsibilities; send acknowledgement to Open Climb Committee.
- Proactively participate in Open Climb Committee.
- Receive Induction.
- Carry out tasks delegated from OCC.

Day before Open Climb:

- Be at the Lodge during afternoon to assist OCC.
- Print & mount copies of the Open Climb Crew List in prominent places inside the Lodge for Open Climb crew to easily view.
- Carry out tasks delegated from OCC.

On day of Open Climb:

- 5am. Consult with OCC and input to decision whether Open Climb will be held.
- 6am. Attend Event Briefing conducted by OCC.
- Carry out tasks delegated from OCC.
- Collect Party Lists from Registrar. Track and record all changes and movement of participants between parties, Rovers, Roving Medics using form F019.
- Support Radio Communications Person in assessing party progress against Timing Plan (Appendix 3) & advise OCC of any issues.
- On return to Lodge of parties, ensure all participants are accounted for using form F019.
- Advise OCC of each parties return any discrepancies in party members.
- Take part in AAR.
- Manage paperwork on day of Open Climb.
- Complete all forms relating to accidents / incidents/ first aid
- Checks and advise OCC all participants are accounted for at end of day.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.

Appendix 4.4 Radio Communications Person - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan including incident response & management, route, timing plans, party organisation, radio communications, communications log (form F043), role responsibility; send acknowledgement to Open Climb Committee.
- Receive Induction.
- Source and organise collection of 25 (minimum) two-way radios from local SAR groups.
 - Radios should allow good function on the mountain and allow for multiple channels to be used.
- Check function of radios and sufficient batteries & chargers.
- Organise transport of radios, batteries, chargers to Lodge.
- Radios should be available from Friday morning through to Sunday evening of Open Climb.
- Prepare Radio Register for check out / check in of radios on day of Open Climb.

On day of Open Climb:

- Check function of each radio and batteries. Ensure radios are fully charged.
- Give instructions to all Open Climb crew using a radio on use of radio, which channels to be used, check points.
 - Ref Section 11 for Open Climb radio list.
 - Ref Appendix 3 for Check points.
- Hand out radios to Open Climb crew and record on Radio Register.
- Keep Communications Log (form F043).
 - Record times each party reaches each reporting point.
 - Keep OCC informed of party progress.
 - Liaise closely with Assistant OCC.
 - Continually assess party progress against Timing Plan (Appendix 3).
 - Advise OCC if any party may be likely to exceed Timing Plan timings (Appendix 3).
- Collect radios from Open Climb crew on return to Lodge and record on Radio Register. Record any defects also.
- Arrange transport of radios from Lodge back to local SAR groups.
- Take part in AAR.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.

Appendix 4.5 Party Leader - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction & separate Party Leader briefing given by OCC.
- Pack adequate clothing, equipment, food and drink for self.
- Pack additional first aid items for participants: sunscreen, ground insulation (i.e. foam mat), extra thermal clothing, emergency shelter (i.e. survival blanket or pack liner).

On day of Open Climb – at Tahurangi Lodge:

- Report to OCC upon arrival at Tahurangi Lodge.
- 6am. Attend 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Check Open Climb Crew List print outs for own Party assignment.
- Check with Tail person they are aware of their assignment and role responsibilities.
- Collect basic 1st aid kit, orange hi vis vest, poo-pot, pen.
- Report to Radio Commns Person, confirm mobile numbers, receive radio briefing & collect radio, confirm radio is operational.
- When called by Registrar or Concierge, collect Party List from them, gather Party participants & Party Tail and assemble them on track above Lodge. Complete roll call.
- Carry out compulsory participant preparedness check re clothing, footwear, food, water. If participant readiness inadequate, discuss participant not continuing with OCC.
- Give first briefing to Party (Appendix 5.5).
- Check in with Radio Commns Person when departing Tahurangi Lodge (Appendix 3).

On day of Open Climb – during & after Open Climb:

- Always maintain position at front of group on ascent and descent. Ensure Party Tail remains at end of party at all times.
- Deliver all Party Leader Briefings to participants (Appendix 5.5).
- Adhere to Ascent/Descent Timing Plan (Appendix 3) - put slowest at front of group.
- Check in with Radio Commns Person at every Check In Point (Appendix 3).
- Do roll call / head count at each Check In Point.
- Proactively monitor Party participants and Tail for speed, sun exposure, or any difficulties.
- Have rest breaks at each Check In Point if required & within Timing Plan.
- Talk with party participants and have a good time!
- Transfers between Parties may not occur unless specifically approved by OCC.
- Transfers of participants to Rovers or Roving Medics occur only under direction of OCC.
- Liaise with Crater Marshall for movement through Summer Entrance. Liaise with UMT between crater and summit.
- Descend from Lizard to scree only at clearly marked location.
- In event of incident or difficulties, advise OCC & follow OCC instructions.
- On return to Lodge, thank all, do roll call, tick off Party List, hand party list to registrar.
- Collect ascent certificates, sign and give to party participants.
- Complete any injury records (form F073) and hand to OCC or Assistant OCC.
- Take part in Open Climb De-Brief / AAR. Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.6 Party Tail - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. route, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Ensure adequate clothing, equipment, food and drink packed for self.
- Ensure additional one litre of water packed as part of party first aid.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Check Open Climb Crew List print outs for party assignment & check own contact number.
- Check in with Party Leader.
- Collect orange hi vis vest.
- Assist Party Leader. Perform any tasks as delegated from Party Leader.
- Remain at end of Party group at all times.
- Monitor party members for speed, sun exposure, food & water intake, fatigue, or any difficulties. Advise Party Leader of any issues.
- Provide additional water to participants if needed. Advise Crater Medic if replacement water required when entering Crater, for collection when leaving the Crater from the Summit.
- Talk to party members and have a good time!
- Take part in AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.7 Rover - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Receive Rover briefing given by OCC.
- Ensure adequate clothing, equipment, food and drink packed for self.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Check Open Climb Crew List print outs for Mountain zone assignment & check contact numbers.
- Report to Radio Commns Person, clarify mobile numbers, collect radio & receive radio briefing, make sure radio is operational.
- Collect yellow hi vis vest.
- Leave as directed by OCC to designated zone on Mountain (refer section 7, Figure 1).
- Stay within designated zone on Mountain unless otherwise directed by OCC.
- Monitor radio traffic for anyone requiring assistance and give advice if required.
- In the event of difficulties, incident or emergency, advise OCC & follow OCC instructions.
- Work with Party Leaders, other Rovers & Roving Medics, and OCC to provide assistance and safely accompany participants off the Mountain back to Tahurangi Lodge.
- Transfers between Parties may not occur unless specifically approved by OCC.
- Transfers of participants to / between Rovers or Roving Medics occurs under direction of OCC.
- Return to Lodge as directed by OCC.
- Complete any injury records (form F073) and hand to OCC or Assistant OCC.
- Take part in Open Climb De-Brief / AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.

Appendix 4.8 Roving Medic - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Receive Roving Medic briefing given by OCC.
- Ensure adequate clothing, equipment, food and drink packed for self.
- Amongst Medics, appoint one Medic to coordinate check and re-supply of all Party Leader & Medic first aid kits per section 6.3. Liaise with OCC for transport of first aid kits to Lodge day before Open Climb.
- Ensure Open Climb Medic first aid pack issued including:
 - first aid kit – sufficient to treat blisters, minor abrasions, and dress larger injuries, sprains
 - extra water 2L
 - sunscreen, re hydration agents
 - pain relief such as Panadol
 - emergency shelter materials such as exposure blanket or pack liner
 - ground insulation (i.e. foam mat)
 - body insulation (i.e. extra thermal clothing)
- Check first aid pack contents adequate for Open Climb.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Check Open Climb Crew List print outs for Mountain zone assignment & check contact numbers.
- Report to Radio Comms Person, clarify mobile numbers, collect radio & receive radio briefing, make sure radio is operational.
- Collect yellow hi vis vest.
- Leave as directed by OCC to designated zone on Mountain (refer section 7, Figure 1).
- Stay within designated zone on Mountain unless otherwise directed by OCC.
- Monitor radio traffic for anyone requiring assistance and give advice if required.
- In the event of difficulties, incident or emergency, advise OCC & follow OCC instructions.
- Administer first aid beyond the ability of the Party Leader or Rover.
- Work with Party Leaders, other Rovers & Roving Medics, and OCC to provide assistance and safely accompany participants off the Mountain back to Tahurangi Lodge.
 - Transfers between Parties may not occur unless specifically approved by OCC.
 - Transfers of participants to / between Rovers or Roving Medics occurs under direction of OCC.
- Follow last Party back to Lodge unless otherwise directed by OCC.
- Complete any injury records (form F073) and hand to OCC or Assistant OCC.
- Take part in Open Climb De-Brief / AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.9 Crater Marshall - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, UMT safety, role responsibilities. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Plan, organise and manage the Upper Mountain Team.
- Select the Upper Mountain Team (UMT) consisting of the Summit Controller, Crater Assistants x2, Crater Medics x2.
- Prepare and communicate a plan to all UMT members.
- Deliver UMT Briefing .(Appendix 5.4).
- Assemble all equipment & resources required by the UMT.
- Ensure adequate clothing, equipment, food and drink for self.

On the day before the Open Climb:

- Ensure all UMT equipment and resources are driven or carried to Tahurangi Lodge.
- Ensure by visual inspection that all UMT equipment irrespective of ownership is of sufficient quality and fit for its intended use as part of the Open Climb.
- Allocate all equipment items to UMT individuals.

On day of Open Climb:

- Manage the UMT.
- By 4am. Depart Tahurangi Lodge with at least 2 other members of the UMT.
- 5am. Communicate weather conditions to OCC at Drinking Rock.
- Communicate weather conditions to OCC at the base of the Lizard during the ascent.
- Communicate weather conditions to OCC at in the crater and summit area on hourly basis.
- Position a Marker Cone at the point where descending teams are required to leave the Lizard and start descending the scree/scoria.
- Ensure all other UMT members arrive at the crater when required.
- Assist other members of UMT to set up the crater to summit string lines routes, position the Crater Base tent appropriately, install the summer entrance and crater valley safety ropes, ensure adequate steps exist between summer entrance & the up-route to the summit.
- Get into suitable position to be able to see parties approaching crater entrance. Be in radio contact with Summit Controller, one Crater Medic, and Crater Assistant.
- Control all traffic through summer entrance by giving instructions to Party Leaders when it is safe for them to negotiate summer entrance and managing the public.
- Report to OCC when each Party transits into Summer Entrance.
- Advise OCC of last party leaving crater on descent.
- After the last Party has left crater, with other UMT members remove all route markers, ropes, anchors, and other equipment.
- Follow last Party back to Lodge with the Crater Medics, and be prepared to give assistance to any persons struggling with the descent.
- Complete first aid forms, incident forms and hand to OCC
- Take part in AAR.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.10 Crater Medic - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, UMT safety, role responsibilities. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Receive UMT Briefing from Crater Marshall.
- Liaise with Crater Marshall for UMT planning.
- Ensure adequate clothing, equipment, food and drink for self.
- Ensure Open Climb Medic first aid pack issued including:
 - first aid kit – sufficient to treat blisters, minor abrasions, and dress larger injuries, sprains
 - extra water 2L
 - sunscreen, re hydration agents
 - pain relief such as Panadol
 - emergency shelter materials such as exposure blanket or pack liner
 - ground insulation (i.e. foam mat)
 - body insulation (i.e. extra thermal clothing)
- Check first aid pack contents adequate for Open Climb.

On day of Open Climb:

- Meet each Party and be ready to give assistance as required.
- Monitor radio traffic for anyone requiring assistance and give advice if required.
- In the event of difficulties, incident or emergency, be prepared to offer advice by radio and advise & liaise with OCC. Follow OCC instructions.
- Administer first aid beyond the ability of the Party Leader.
- After the last Party has left crater, with other UMT members remove all route markers, ropes, anchors, and other equipment.
- Follow last Party back to Lodge with the Carter Medics, and be prepared to give assistance to any persons struggling with the descent.
- Complete first aid forms, incident forms and hand to OCC
- Take part in AAR.
- All Open Climb crew have the power to, *at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.*

Appendix 4.11 Summit Controller - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, UMT safety, role responsibilities. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Receive UMT Briefing from Crater Marshall.
- Liaise with Crater Marshall for UMT planning.
- Ensure adequate clothing, equipment, food and drink for self.

On day of Open Climb:

- Select separate safest up and down routes from crater to summit, and mark with route markers. Ensure good separation between routes, specifically checking for rock fall hazards.
- Assist other members of the UMT to set up the string lines routes between the crater and the summit area, the summer entrance and crater valley safety ropes, and the Crater Base tent.
- Welcome Parties to the summit area.
- Ensure orderly flow of people to/ from summit and control the duration of their stay in the area of the summit, (10 to 15 min maximum per Party).
- Directs Parties to the correct descent route
- Communicate to Tahurangi Base when each Party is arriving at & departing the summit area.
- After the last Party has left crater, with other UMT members remove all route markers, ropes, anchors, and other equipment.
- Follow last Party back to Lodge with the Carter Medics, and be prepared to give assistance to any persons struggling with the descent.
- Complete first aid forms, incident forms and hand to OCC
- Take part in AAR.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.

Appendix 4.12 Crater Assistant - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, route, timing plans, UMT safety, role responsibilities. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Receive UMT Briefing from Crater Marshall.
- Liaise with Crater Marshall for UMT planning.
- Ensure adequate clothing, equipment, food and drink for self.

On day of Open Climb:

- Assist other members of the UMT to set up the string lines routes between the crater and the summit area, establish the summer entrance and crater valley safety ropes, and position the Crater Base tent.
- Ensure adequate steps are cut in the snow/ice leading to the up-track.
- Direct Parties and members of the public from the base of crater entrance to the correct up-track.
- Control, and instruct, Party Leaders and participants when it is appropriate and safe to begin their exit from the crater. Liaise with Crater Marshall for approval to grant exit from the crater.
- After the last Party has left crater, with other UMT members remove all route markers, ropes, anchors, and other equipment.
- Follow last Party back to Lodge with the Carter Medics, and be prepared to give assistance to any persons struggling with the descent.
- Complete first aid forms, incident forms and hand to OCC
- Take part in AAR.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.

Appendix 4.13 Road End Marshall - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Advise OCC of contact number.
- Ensure adequate clothing, equipment, food and drink for self.
- Ensure a torch is carried.

On day of Open Climb:

- Arrive at Stratford Plateau car park and position self at 'top gate' by 4:30 am.
- Call or text OCC/Assistant OCC upon arrival at Stratford Plateau car park.
- Use / wave torch regularly to highlight location and help direct participants towards them.
- Meet/greet participants at Stratford Plateau car park 'top gate' and direct them to Manganui ski field and the Round the Mountain Track. Advise of Track Marshall locations.
- Count numbers heading up track, give regular phone/text reports to OCC / Assistant OCC.
- Make visual assessment of participants preparedness including footwear & clothing and be prepared to stop anyone and discuss their preparedness.
- Advise participants of:
 - food, water, clothing requirements (ref Public Info Brochure)
 - likely duration to walk to Tahurangi Lodge (approx. 1.5 hrs) and nature of terrain
 - the need for a head torch on the walk to Tahurangi Lodge
 - Track Marshalls at Manganui Gorge & ski field
 - likely duration of summit climb from Tahurangi Lodge return (approx. 8 hours)
 - toilets below Tahurangi Lodge
 - earliest / latest registration at Tahurangi Lodge is 6.45 am / 7.45am
- Advise participants leaving Stratford Plateau car park after 6am that they are likely to be too late for latest registration at 7.45am.
- Advise participants if they are ill equipped or otherwise unsuitable that they may be refused registration at Tahurangi Lodge. Call/text OCC or Assistant OCC if this occurs, with name of participant & concern.
- Call OCC or Assistant OCC when last person has left Stratford Plateau car park for Tahurangi Lodge.
- Advise individuals not to proceed if there is a problem.
- Turns participants back if Open Climb called off.
- Advise OCC via phone/text of final numbers and any problem participants.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.14 Track Marshall - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Advise OCC of contact number.
- Ensure adequate clothing, equipment, food and drink for self.
- Ensure a torch is carried.
- Pick up track marker materials e.g. hi vis tape and marker, poles, glow sticks (if location requires it).

On day of Open Climb:

- Make own way to appointed location.
- Locations are:
 - In Manganui Gorge at the point where the track turns towards the ski field. The Track Marshall for this location should be in position by 4.30am.
 - On the ski field at the point where the RTM starts (below the T-Bar tow). The Track Marshal for this location should be in position by 5:00 am.
 - On RMT between Stratford Plateau and Tahurangi Lodge below Warwick's Castle (grid reference 16-93-909E 56-49-972N). The Track Marshall for this location should be in position by 5.15am.
- Manganui Gorge Track Marshall to:
 - Use / wave torch constantly to highlight location and help direct participants towards them.
 - Physically highlight the route around the Gorge for safety using e.g. high vis tape, glow sticks.
- Ski Field Track Marshall to:
 - Use / wave torch constantly to highlight location and help direct participants towards them.
 - Physically highlight the route across the bottom of the ski field, especially to avoid participants walking up the ski field e.g. high vis tape, glow sticks.
- RMT Track Marshall:
 - Use / wave torch regularly to highlight location and help direct participants towards them.
- Welcome Open Climb participants & provide encouragement as they pass by. Direct participants as required. Answer any questions. Provide any assistance required.
- Call OCC/Assistant OCC if an incident occurs.
- Participate in any other allocated role as part of the Open Climb.
- Complete first aid forms, incident forms and hand to OCC.
- Take part in AAR.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.15 Registrar - Responsibilities

Before Open Climb:

- Familiarise with Safety Management Plan incl. incident response & management, timing plans, role responsibility. Send acknowledgement to Open Climb Committee.
- Receive Induction.
- Ensure familiarity with Party List spreadsheet, form F019, and how to manage it.
- Obtain Open Climb tablet / laptop & charger & printer from President. Ensure they are working, and Party List spreadsheet is available.
- Liaise with Open Climb Administrator 1-2 weeks before the Open Climb to obtain a copy of all participants details and upload into the Party List spreadsheet, form F019.
- Liaise with OCC to ensure all equipment required is carried to the Lodge the day before.
- Ensure adequate clothing, equipment, food and drink for self.

Day before Open Climb:

- Be at the Lodge during afternoon to ensure laptop & printer are working and assist OCC.
- Carry out tasks delegated from OCC.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Set up tables / chairs at front of Lodge prior to registrations starting at 6.45am.
- Set up laptop, printer, printer paper, power cables. Make sure they are working.
- Get hard copy Party List forms, carbon paper, pens etc (in case printer/laptop is faulty).
- Register participants into parties of 10 maximum using Party List spreadsheet, form F019.
- Allocate band colour per Party & write party number on each band.
- Hand out 3 coloured bands to each participant, with their party number written on it. Advise participant that each band must be attached as follows:
 - 1 on the wrist
 - 2 on their back pack
 - easily visible
- Print Party List for each Party Leader (from form F019).
- Handover laptop and Party List spreadsheet, form F019, to Assistant OCC.
- During day, record names onto ascent certificates, and sort into party lots.
- As parties return, hand ascent certificates to Party Leaders for signing and handing out to participants.
- Collect printed Party List from Party Leaders and hand to Assistant OCC to reconcile numbers with original list and known changes.
- Take part in Open Climb De-Brief / AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.16 Concierge - Responsibilities

Before Open Climb:

- Receive Induction.
- Ensure adequate clothing, equipment, food and drink for self.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Assist Registrars as required.
- Welcome participants as they arrive. Keep them gathered around the side of the Lodge facing the Translator Tower (to avoid congestion at the front of the Lodge).
- Advise participants of the toilets above the Translator Tower.
- Invite participants to come forwards in groups of no more than 10 for registration and onward allocation to a Party for the climb. Clarify that transfers between Parties is not allowed.
- Manage groups of participants to ensure only the 10 being registered are at the front of the Lodge.
- Answer queries from participants. Smile and encourage participants!
- Take part in Open Climb De-Brief / AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action

Appendix 4.17 Tea / Drinks Person - Responsibilities

Before Open Climb:

- Attend Induction conducted by OCC.
- Ensure adequate clothing, equipment, food and drink for self.

On day of Open Climb:

- Attend the 6am Event Briefing held by the OCC. (Arrival at Lodge night before is optional).
- Report to OCC and advise arrival.
- Set up tables with hot water, water hose, tea, coffee, sugar, milk, soft drink, cups and a bin etc at front of Lodge prior to registrations starting at 6.45am, and again mid-afternoon once participants are returning from the climb.
- Offer drinks to participants as they arrive.
- Smile and encourage participants!
- Take part in Open Climb De-Brief / AAR.
- Help with clean-up of Lodge after the Open Climb.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action.



Appendix 4.18 Driver & 4WD Driver - Responsibilities

Before Open Climb:

- Receive Induction.
- Plan to be available on the day of the Open Climb from 3pm until late.
- Ensure adequate clothing, food and drink for self.
- Ensure vehicle is in good condition with sufficient fuel.

On day of Open Climb:

- Call OCC at 12pm to confirm when to be available.
- Call / report to OCC upon arrival.
- Liaise with OCC to confirm condition and details of each participant to be driven down to NEVC.
- Call OCC each time to confirm pick up and drop off of a participant.
- Communicate with participant to help ease any concerns.
- 4WD Driver:
 - to be available from 3pm until late – or during time period agreed with OCC on the day - to safely drive participants (who are unable to walk unaided from Tahurangi Lodge) from Translator Tower to NEVC car park.
 - Liaise with Driver at NEVC to handover participant.
 - Handover participant to Driver at NEVC, or other person to be advised on the day.
- Driver:
 - to be available from 3pm until late – or during time period agreed with OCC on the day - to safely drive participants (who are unable to walk unaided from Tahurangi Lodge) from NEVC car park to Stratford Plateau car park (where they started from earlier in the day).
 - Liaise with 4WD Driver at NEVC to receive participant.
 - Receive participant from 4WD Driver at NEVC.

All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event. They should immediately make contact with the Open Climb Controller or Assistant Open Climb Controller to communicate these concerns and take appropriate action



Appendix 4.19 Administrator - Responsibilities

Before Open Climb:

- Collate and review participants information, per section 5.3, from booking agent.
- Contact any participants if their ability to undertake the Open Climb is questioned due to age, fitness level, or medical conditions. Their participation or not can then be agreed by contacting them directly.
- Provide final participant list with all details per section 5.3 to Registrar no later than 2 weeks prior to Open Climb.
- Print off and collate all required paperwork for the event (see documents listed in Section 2).

On day of Open Climb:

- Provide administrative support to ensure event runs smoothly.

Appendix 4.20 Website & Bookings Coordinator - Responsibilities

Before Open Climb:

- Ensure booking agent system includes correct Open Climb information:
 - Open Climb date
 - Fees
 - Club contact information
 - Public Info Brochure
 - Link to DOC summit video
- Open Climb bookings to 'go live' in December. Liaise with Club President for exact date.
- Open Climb bookings to be closed on the Friday 2 weeks before the Open Climb to allow final administrative tasks.. 'go live' in December. Liaise with Club President for exact date.
- Update Club website and Facebook with Open Climb event information.

Day before Open Climb:

- Morning. Update Club website and Facebook with Open Climb 'Decision Pending' notice.

On day of Open Climb:

- 5.15am. Pending contact from OCC, update Club website and Facebook with Open Climb 'Go' or 'No Go' information.



APPENDIX 5 - OPEN CLIMB INDUCTION AND OTHER BRIEFINGS

Appendix 5.1 Induction

Audience

- Everyone helping with the Open Climb, prior to the Open Climb.

Personnel Delivering Induction:

- Open Climb Controller (and optionally Radio Communications Person & Crater Marshall).

Timing:

- Up to 1 hour, 2-4 months prior to the Open Climb.

Induction Agenda / Items to Cover:

Induction content to be pre-approved by Open Climb Committee.

Induction to be delivered using power point slides which cover relevant aspects of Open Climb Safety Management Plan, at a summary level, including:

- Date of Open Climb and date when bookings go live.
- Background of Open Climb and importance to the Club.
- DOC Concession, Safety Management System, Safety Management Plan.
- Open Climb overall responsibility (President, supported by Open Climb Committee).
- H&S targets.
- Open Climb Route. Show map.
- Party Organisation. Explain 12 parties (maximum), each with 10 participants (maximum), one Party Leader, one Party Tail.
- Open Climb roles. Show list of roles. Briefly summarise each role to enable basic understanding of responsibilities. Explain competencies. Explain preparation by all.
- Participant preparation. Public Information Brochure.
- On the day – Stratford Plateau to Taurangi Lodge
 - Timings.
 - Key responsibilities.
- On the day – Taurangi Lodge to summit & return.
 - Key early timings (4am, 5am, 5.15am, 6am, 6.45am, 7.45am).
 - Can stay night before at Lodge.
 - Taurangi Base team.
 - Party Registration. Registrars, plus Concierge, Tea/Drinks.
 - Party management.
 - Party Leaders & Tails. Briefings & participant checks. Radio check points. Ascent/Descent Timing Plan. No transfers. UMT liaison - Summer Entrance to Summit and back. Ascent vs Descent.
 - Rovers & Roving Medics.
 - Upper Mountain Team.
- Emergency response.
- Open Climb crew preparation. Read Safety Management Plan incl role responsibilities & confirm to Open Climb Committee (President, OCC, Crater Marshall). Come prepared.
- Additional briefings by OCC prior to Open Climb for Party Leaders, Rovers, Roving Medics.



- All Open Climb crew have the power to, at any time, and in their best judgement communicate that events are occurring in a nature, or in a number that are impeding on the safe operation of the event.
- Registering interest for an Open Climb role. Provide President contact details.
- Fill in Induction attendance form – indicate interest in role.

Appendix 5.2 Briefing to Party Leaders, Rovers, Roving Medics

Audience:

All Party Leaders, Rovers, Roving Medics of the Open Climb.

Roles Delivering Briefing:

Open Climb Controller.

Timing:

Separate briefings to:

- All Party Leaders: 1 hour, 1-4 weeks prior to the Open Climb.
- All Rovers & Roving Medics: 1 hour, 1-4 weeks prior to the Open Climb.

Briefing Agenda / Items to Cover:

Go through the following sections of the Safety Management Plan to ensure understanding of the Open Climb and Party Leader role & responsibilities:

- Health & safety targets (section 4).
- Party organisation (section 9).
- Radio Communications (section 11).
- Open Climb route and ascent/descent timing plan (section 7 & Appendix 3).
- Incident response & management (section 6 and Appendix 1).

Plus for Party Leaders:

- Party Leader & Party Tail responsibilities (Appendices 4.5 & 4.6).
- Briefings by Party Leader (Appendix 5.6).
- Radio check in points (Appendix 3).

Plus for Rovers and Roving Medics:

- Rovers and Roving Medics responsibilities (Appendices 4.7 & 4.7).
- Appoint a Roving Medic to check, and update first aid pack supplies as required, all first aid kits for Party Leaders and Roving Medics



Appendix 5.3 Briefing to Crater Party / UMT

Audience:

Upper Mountain Team: Summit Controller, Crater Medics, Crater Assistant.

Roles Delivering Briefing:

Crater Marshall.

Purpose:

Summarise UMT main responsibilities during the Open Climb.

Timing:

Before the Open Climb, after the Induction.

Briefing Agenda / Items to Cover:

All UMT roles report to Crater Marshall. OCC has overall responsibility for Open Climb.

The UMT is responsible for setting route from just below Summer Entrance to Summit and return.

- Do not use Crater Valley, unless a new route is directed by the OCC.
- Cut steps in snow if necessary.
- Do not cross snow where a fall or slip could result in injury.
- Establish up route and down route from the summit.
 - 2 separate routes to minimise danger from rock fall. One must not be below the other.
 - Two different coloured strings.
 - Routes to be actively managed, public and parties to use the same route

The UMT is responsible for marshalling parties through this area and participants safety.

- Crater Marshall controls traffic through Summer Entrance.
 - Minimize the time parties spend waiting below Summer Entrance because of the rock-fall danger.
 - To reduce delays to ascending parties, make sure descending parties are tightly grouped and all ready to descend before letting them down through Summer Entrance.
 - Inform Party Leaders which route (colour string) to use going up and which to use going down.
- Summit Controller
 - Select safe rest/lunch area.
 - Keep participants away from cliff edge and steep snow slopes.
- Crater Medic
 - Electrolytes available for participants
 - Sleeping bag, sleeping mat, tent.

Radio communication is problematic from the Crater and Summit area, position yourself so you have radio contact with Tahurangi Base and can see parties moving through Summer Entrance. Crater Marshall must be prepared to relay messages from parties in the Crater to Tahurangi Base.

Radio / cell phone in any weather changes.

Last to leave Crater. Check for participants, gear and rubbish left behind.

Stay in proximity with the last party descending unless instructed by Open Climb Controller to do otherwise.



Appendix 5.4 Briefing on Morning of Open Climb

Audience

To be presented to all crew at the commencement of the Open Climb.

Roles Delivering Briefing:

Open Climb Controller, Radio Communications Person.

Timing:

15 minutes (maximum), 6am on day of Open Climb.

Briefing Agenda / Items to Cover:

1. Advise weather conditions.
2. Point out Open Climb crew list posted around the Lodge. All to check their role, contact number, designated zone if applicable.
3. Confirm route, incl descent off Lizard onto scree. Alternate routes will be advised by OCC.
4. Party management
 - Radio check-ins by Party Leaders.
 - Ascent / descent timings. It's not about speed, but safe ascent / descent to timing plan.
 - Cut-off time at the Lizard.
 - No party transfers unless confirmed by OCC.
 - Chat with your groups, keep a close eye on them, check footwear, clothing, food & water intake, fatigue.
5. Zone System – stay in your zone unless directed by the OCC.
6. Pick up radios, check function, return to Radio Commns person at end day.
7. Confirm emergency procedures.
8. All crew to wear Hi-Vis vests; these are in the bin downstairs:
 - Orange = Party Crew
 - Yellow = Roving Crew
 - Yellow = Upper Mountain Team
9. First aid kits, poo pots, pens for each Party are in the bins downstairs – return to the Registrar upon your return.
10. Confirm all external media and communications by the President only.
11. All Open Climb Crew to stay until the last of the climbers are at the Lodge.
12. Debrief and drinks and the After Action Review will be held.



Appendix 5.5 Party Leader Briefings to Party Group

***Party Leader must cover the below safety points to their Party
at the following locations.***

1. AT LODGE – BEFORE STARTING CLIMB

- Introduce yourself as Party Leader & introduce your Party Tail.
- Advise weather forecast & what it means re clothing expectations.
- Provide overview of Ascent/Descent Timing Plan:
 - Explain timings
 - We go as fast as the slowest person
 - If we are slower than the Timing Plan - for safety reasons, slow participants will be unable to continue and will be accompanied down by other Open Climb crew
- Ensure participants have got:
 - Adequate drink & food
 - Adequate clothing
 - Suitable footwear
 - Sun protection – where to apply e.g. ears, nose, back of neck, back of legs.
 - Poles (optional)
- If you have any medical conditions that may potentially affect you today, and you haven't told us yet, please let your Party Leader know before starting climb.
- First Aiders are available on the mountain today.
- Environmental Care (rubbish removal, walking on moss etc).
- Warning signals (shouting "Rock" / blowing whistle).
- Will be travelling at a steady pace; hardest part is coming down.
- Talk about participants feeling tired, feeling they can't make it, options for turning back.
- Stay with your party and between Leader and Tail.
- Do not leave party. (Remind - if you leave party of own volition, TAC responsibility ends).
- Checking out on your return to Lodge is very important. Not checking out may result in a Search and Rescue operation.
- No toilets above here so please go now if necessary – emergency poo pot available.
- All to think about.... **ROCKFALL, TERRAIN, HYDRATION, FOOD, PACE - ASK IF IN DOUBT**
- Explain route & time to Drinking Rock and hazards along the way, walking over rocks.
- Ask participants to heed your instructions and **ASK IF IN DOUBT**.

2. AT DRINKING ROCK

- Rest stop. Hydration & food. Check clothing. Check fatigue levels. Roll call / head count.
- Explain progress vs Timing Plan.
- Explain route & time up scree to Bottom Lizard and hazards along the way - walking on loose scree, feet placement, transfer weight, using poles.
- Warning signals (shouting "Rock" / blowing whistle)
- Tired, can't make it, being accompanied down Mountain.



**** ALL LOCATIONS BELOW:**

- Rest stop. Hydration & food. Check clothing. Check fatigue levels. Roll call / head count.
- Explain progress vs Timing Plan.
- Tired, can't make it, being accompanied down Mountain.

3. AT BOTTOM LIZARD.

- See above reminders **.
- Explain route & time up Lizard to Summer Entrance & hazards along the way - ascending lava flow covered with loose rock, shouting to warn others of falling rock
 - Don't dislodge rocks - Yell "ROCK!" to people below.

4. BELOW SUMMER ENTRANCE

- See above reminders **.
- Explain route & time through Summer Entrance & hazards along the way - narrow entrance to crater, walking on snow, staying away from edge - rock-fall.
 - Don't dislodge rocks - Yell "ROCK!" to people below.

5. CRATER ENTRY

- See above reminders **.
- Explain route & time through Crater to Summit - staying to specified route to summit rock and back to crater floor. Rock-fall.

6. SUMMIT

- Enjoy the summit! Stay for a **maximum of 15 mins.**

7. CRATER EXIT

- See above reminders **.
- Explain route & time through back Crater, Summer Entrance and descent of Lizard - – loose rocks, important to place feet carefully. Wear gloves to reduce hand injury. If you are using poles, don't descend with the wrist straps on.
- Important to stay with your Party – between Party Leader & Party Tail.

8. TOP OF SCREE - ON DESCENT

- See above reminders **.
- Explain route & time to descend scree to Drinking Rock - – check for marked location to safely descend from Lizard onto scree, control speed of descent, small steps, stop often.
- Important to stay with your Party – between Party Leader & Party Tail.

9. DRINKING ROCK – ON DESCENT

- See above reminders **.
- Explain route & time to descend from Drinking Lodge to Lodge - stay together until reaching Tahurangi Lodge. Caution when descending steps which may be covered with loose scree.
- Important to stay with your Party – between Party Leader & Party Tail.

10. AT TAHURANGI LODGE

- Head count before leaving group.
- Take care when walking back to Stratford Plateau. Be aware of fatigue and uneven terrain.

