

SCHOOL SWIMMING, WATER SAFETY PROGRAMS AND AQUATIC ACTIVITIES POLICY
Template C - Emergency Action Plan Example

All staff, parents and students must be advised of the Emergency Procedures upon arrival at the venue.

Excursion/ Activity Details	Excursion/Activity Title	<i>Picnic Day at Lake Alexander</i>
	Date of Excursion/Activity	<i>15 February 2013</i>
	Venue & Address	<i>Lake Alexander, East Point Reserve</i>
	Teacher in Charge	<i>Mr Jack Jones</i>
	Contact Phone Number	<i>0407 123 456</i>
Emergency Contact Details	Fire/Police/Ambulance	<i>000 or 112 (Poisons Information Centre 13 11 26)</i>
	School Contact Person Details	<i>School Administration Office: Jenny Staple 8942 0000</i>
	Venue Management	<i>Darwin City Council: 8930 0300</i>
First Aid & Emergency Equipment	First Aid Kit	<i>First Aid Kit carried with group</i>
	Location of First Aid Kit	<i>Shade structure next to water station</i>
	First Aid Qualified Staff	<i>Mr Jack Jones and Ms Sally Smith</i>
	Rescue Equipment	<ul style="list-style-type: none"> • <i>2 x ropes</i> • <i>5 x kickboards</i> • <i>5 x noodles</i> • <i>2 x personal flotation devices (PFD)</i> • <i>2 x rescue tubes (hired from RLSSA 8981 5036)</i>
	List Other Equipment with Group	<ul style="list-style-type: none"> • <i>Completed excursion permission forms</i> • <i>Drinking water</i> • <i>Esky & ice</i> • <i>Shade structure</i> • <i>Sunscreen</i> • <i>Markers to designate assembly areas</i>
	Evacuation/assembly point	<i>Shaded grassy area next to car park.</i>

<p>Emergency Procedures</p>	<p>Detailed outline of Emergency Procedures (including staff roles and responsibilities):</p> <ol style="list-style-type: none"> 1. pause and plan <ul style="list-style-type: none"> ○ remain calm, stop activity and think 2. call for emergency assistance <ul style="list-style-type: none"> ○ 000 or 112 3. primary assessment <ul style="list-style-type: none"> ○ DRSABCD 4. secondary assessment <ul style="list-style-type: none"> ○ management of injuries ○ vital signs survey ○ treatment (breathing, bleeding, burns, bones) 5. ongoing management <ul style="list-style-type: none"> ○ supervision ○ incident report forms 	<ul style="list-style-type: none"> • Assess situation • Make 000 call • Full evacuation of area (Teacher in Charge) <ul style="list-style-type: none"> ○ Give three long whistle blasts. ○ Make evacuation announcement. ○ Move students to assembly area. ○ Collect first aid kit and student lists. ○ Confirm all staff and students are accounted for. ○ Brief emergency services on arrival. • Isolated evacuation (Second in Charge) <ul style="list-style-type: none"> ○ Give three long whistle blasts. ○ Move students away from incident area. ○ Supervise area to ensure it is kept clear. ○ Teacher in Charge - Collect first aid kit and attend incident location. ○ Second in Charge - maintain supervision of students. Communicate situation with other staff and school. • First Aid Emergency: Activate the DRSABCD Action Plan with the designated First Aid Officer. • Confirm 000 call has been made. • Carry out secondary assessment. • Ensure access and brief emergency services on arrival. Assist emergency services as required. • End of emergency situation. All clear is given by emergency services. • Return to school. • Complete the appropriate reports. • Undergo the appropriate debrief.
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