

SCHOOL SWIMMING, WATER SAFETY PROGRAMS AND AQUATIC ACTIVITIES POLICY

EMERGENCY ACTION PLAN

An Emergency Action Plan is a set of steps to follow when your activity is forced to stop operating due to an emergency situation. Many variables exist when dealing with emergencies. Knowing when to do what in a first aid situation, despite the number of possible variables, is the key to giving the casualty or casualties the best chance of a full recovery.

The Emergency Action Plan should be developed after completing a full Risk Assessment of the venue. Emergency equipment deemed necessary after this assessment should be taken. It is essential that appropriate training has been completed before using items of emergency equipment.

The following **DRSABCD Action Plan** should be activated for any first aid emergency:

D	DANGER	Ensure the area is safe for yourself, others and the patient		
R	RESPONSE	Check for response <ul style="list-style-type: none"> • can you hear me? • open your eyes • what's your name? • squeeze my hand 		
		<table border="0"> <tr> <td>No response</td> <td>Response</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Send for help </td> <td> <ul style="list-style-type: none"> • make comfortable • check for injuries • monitor response </td> </tr> </table>	No response	Response
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S	SEND for help	<p>Call Triple Zero (000) for an ambulance or ask another person to make the call.</p> <p>When dialling triple zero for an ambulance it is helpful to be ready to answer the following questions:</p> <ul style="list-style-type: none"> • what is the exact location of the emergency? • what is the phone number you are calling from? • what is the problem, what exactly happened? • how many people are hurt? • how old is the person? • is the person conscious (awake)? • is the person breathing? 		
A	AIRWAY	<p>Open mouth - if foreign material is present:</p> <ul style="list-style-type: none"> • place in the recovery position • clear airway with fingers <p>Open airway by tilting head with chin lift</p>		
B	BREATHING	Check for breathing - look, listen and feel		
		<table border="0"> <tr> <td>Not normal breathing</td> <td>Normal breathing</td> </tr> <tr> <td> <ul style="list-style-type: none"> • Start CPR </td> <td> <ul style="list-style-type: none"> • place in recovery position • monitor breathing • manage injuries • treat for shock </td> </tr> </table>	Not normal breathing	Normal breathing
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C	CPR	<p>Start CPR - 30 chest compressions : 2 breaths</p> <p>Continue CPR until help arrives or patient recovers.</p>		
D	DEFIBRILLATION	Apply defibrillator if available and follow voice prompts.		

EMERGENCY ACTION PLAN TEMPLATE

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

Excursion/Activity Details	Excursion/Activity Title	
	Date of Excursion/Activity	
	Venue & Address	
	Teacher in Charge	
	Contact Phone Number	
Emergency Contact Details	Fire/Police/Ambulance	000 or 112 (Poisons Information Centre 13 11 26)
	School Contact Person Details	
	Venue Management	
First Aid & Emergency Equipment	First Aid Kit	
	Location of First Aid Kit	
	First Aid Qualified Staff	
	Rescue Equipment	
	List Other Equipment with Group	
	Evacuation/assembly point	
Emergency Procedures	<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 	