

Emergency Contacts - as @ DATE

Nb: Highlighted bits to be edited/specificized, then print 2 page/A4, double sided, laminate & fold for field staff to carry

Name	Detail/Location	Phone
Field Staff:		
Lead Instructor/Guide		
Instructor/Guide		
Instructor/Guide		
Local Contacts for:		
Emergency	Police, Fire or Ambulance	111
Police	Non-emergency	
Hospital		
Medical Clinic(s)		
National Poison Centre	24/7 Helpline	0800 764 766

Organisation - Emergency Contacts

Name	Detail/Location	Phone
On Call Contact		
Operations Manager		
General Manager		
Board Chair		
Safety Advisor		
Media / Comms Advisor		

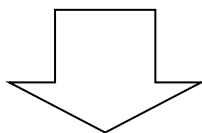
Incident Management / 1st Responder Field Guide

Incident Type:

Serious Injury /Illness to Client

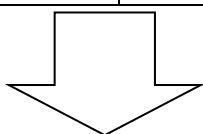
1. TAKE CONTROL

Assess & Contain	<ul style="list-style-type: none"> - Is it safe? - Establish leadership
Remove people from hazard	<ul style="list-style-type: none"> - Move person/group to a safe location via safe route. - If 'Serious Harm' do not disturb scene



2. 1ST AID

Primary Survey	Danger	<ul style="list-style-type: none"> - Is it safe? - Glove up
	Response	<ul style="list-style-type: none"> - Responds to: Voice / Pain / None
	Send	<ul style="list-style-type: none"> - Call for help now? 111 if Urgent Medical Help required
	Airway	<ul style="list-style-type: none"> - Clear of obstructions, - Finger sweep any visible obstructions - Open airway head tilt, chin lift
	Breathing	<ul style="list-style-type: none"> - Look, listen, feel for 10 secs.
	Circulation	<ul style="list-style-type: none"> - No pulse - begin CPR @ 30-2 (Adult or Child) (if unable/unwilling to do respirations, just do chest compressions) - Body sweep for life threatening bleeding - Control bleeding – apply pressure & elevate
Secondary Survey	Patient details	<ul style="list-style-type: none"> - Name, age, sex, group?
	Systematic Check	<ul style="list-style-type: none"> - Head, chest, abdomen, pelvis, extremities, back. - What do you see / feel?
Assign scribe & take notes	Signs & Symptoms	<ul style="list-style-type: none"> - What patient tells you
	Allergies	<ul style="list-style-type: none"> -
	Medication	<ul style="list-style-type: none"> - What? Why? Last taken?
	Past med history	<ul style="list-style-type: none"> -
	Last food/drink	<ul style="list-style-type: none"> - Fluids, Food
	Events prior	<ul style="list-style-type: none"> - Black outs, dizziness?
Vital Signs		<ul style="list-style-type: none"> - Take Notes every 15 mins until stable, then ½ hourly - Use 'Patient Assessment Form'



3. CLARIFY THE PLAN

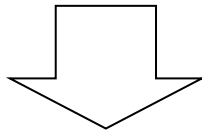
What needs to be done?

Prioritise

- Do you need help?
- Establish 1x helper per patient & 1x scribe
- Keep warm, comfortable, stable & reassure
- Can you transport to vehicle & evacuate?

Look after rest of group

- Brief remainder of group
- Check/move so are safe, warm, comfortable
- Check/treat for shock?
- Identify someone in charge



4. COMMUNICATE

If required notify:

1. Emergency Services

- Make call directly & request help
- Provide clear info re/ extent of injury (esp if condition critical)

PH #: 111

2. On Call Contact

- Call & provide details re/ support req

Ph #:

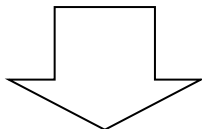
Who else needs to know?

- Accommodation venue
- Transport provider

Media Statement

- "I am sorry I am unable to help you but please contact our **General Manager Cell #** for more information."

Record Info



5. EVACUATE

Establish safe route into site for Emergency Services

- 2x pax to direct Evacuation/Emergency traffic to site
- If helicopter landing required – clear landing, secure loose items & indicate wind direction

Safely evacuate all present

- Return to Base / accommodation

Specific Emergency Responses: Extra Considerations

	Missing Person	Serious Harm / Fatality	Evacuation Required (Fire, Wx...)	Vehicle Incident
1. Control Assess & Contain Remove people from hazard	Head count & identify: - # & who missing? - last point contact?		Head count & retain in 1 place	Head count & move to safety
2. Emcare Primary Survey Secondary Survey		Confirm suspected status, but only Dr declares deceased		
3. Clarify Plan What needs to be done? Prioritise Look after rest of group	Return to last point of contact & retain. Check possible locations (area of intrigue, path least resistance) Hasty Search: - parties of 2+ - precise instructns: - where/when, return Stay put w someone in charge	Remove bystanders – create no-go zone Screen site & cover body Don't disturb accident scene	Establish initial safe site & route there Keep together – use leader & tail Count again	
4. Communicate Notify Emergency Services?	Police – they call Search & Rescue	Police & Ambulance		Police & Ambulance
Notify General Manager – Radio Ch: ? Ph #: ????	If not found within 30 mins	Code 0 call ASAP		
Who else needs to know?		Call to evacuate other groups	Call to evacuate other groups	
Media Statement	Refer to Communications Advisor			
Record Info				
5. Evacuate				
Establish safe route into site for Emergency Services	Mark last know location			
Safely evacuate all present		Abandon activity		