*Note: This card can be printed, laminated and taken in the field by all staff or kept in the first aid kits.*

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| **Emergency Response Card** | | **Incident**  Ensure safety of yourself and others  Assess scene / situation.   * What resources do you have? * Can you and or the organisation deal with incident without external services?   **No**  **Yes**   * Call designated back-up person * Notify manager * Establish plan and any extra resources you require * Call Emergency Services * Call designated back-up person * Call manager * Designated person at base to coordinate response plan * Designated person at base to notify appropriate people eg: Board, emergency contacts of client * Designated person at base to coordinate response plan * Designated person at base to notify appropriate people   eg: Board, emergency contacts of client  Return to base.   * Follow post incident procedures including: incident reporting and write up, debrief with staff and / or clients. |
| **Manager** | *name and number, and any alternative method of contact e.g. radio, cell phone, landline* |
| **Designated back-up person** | *name and number, and any alternative methods of contact e.g. radio, cell phone, landline* |
| **Other staff** | *names and numbers, and any alternative method of contact e.g. radio, cell phone, landline* |
| **Important medical numbers and others that could assist in a rescue**  **Emergency Services numbers** | *these could be medical numbers for local services, and other organisations that could give assistance e.g. another adventure activity company*  **111** |