*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 clientReturn to base.* Follow post incident procedures including: incident reporting and write up, debrief with staff and / or clients.
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| **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** |