# 14. EOTC Emergency Response Guide

### The School Team contacts as at [Date]

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Email  | Phone |
| Xxxx School | Office |  |  |
|  |   |  |   |
|  | On Call Phone |  |  |
|  | Sat Phone |   |  |
|  |  |  |
| Principal |   |  |  |
| Assistant Principal |   |  |  |
| EOTC Coordinator |   |  |  |
|  |   |  |  |
| Legal |   |  |  |
| Insurance |   |   |   |

### Assistance

|  |  |  |  |
| --- | --- | --- | --- |
|  | Detail | Location | Phone |
| Emergency | Police, Fire or Ambulance | From Sat Phone: | 111+ 64 3 363 7400 |
| Police | Non-emergency |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | 8am – 6pm, Mon – Fri |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |
| Xxxx Medical Centre | 8:30am – 5:30pm |  |  |
| Xxxx Medical Centre |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Poison Centre |  |  |  |
| Medic Alert | Check # on bracelet |  |  |
| Mountain Radio | IB BasePaul White |  |  |

# Incident Management / 1st Responder Guide

|  |  |
| --- | --- |
| Incident Type: | Serious Injury /Illness to student or staff |
| 1. Take Control |
| Assess & Contain | * Is it safe?
* Establish leadership
 |
| Remove people from risk | * Move person/group to a safe location via safe route.
* If ‘Notifiable Event’ do not disturb scene
 |
|  |
| 2. 1st Aid |
| Primary Survey | Danger | * Is it safe?
* Glove up
 | Call for help now? |
| Response | * Responds to: Voice / Pain / None
 |
|  | Airway | * Clear of obstructions,
* Finger sweep any visible obstructions
* Open airway head tilt, chin lift (or jaw thrust re/ c-spine)
 |
|  | Breathing | * Look, listen, feel for 10 seconds.
* Not breathing - begin CPR [30-2 breaths]
 |
|  | Circulation | * Body sweep for life threatening bleeding
* Control bleeding – apply pressure & elevate
 |
| Secondary Survey  | Patient details | * Name, age, sex, group?
 |
| Systematic Check | * Head, chest, abdomen, pelvis, extremities, back.
* What do you see / feel?
 |
| Assign scribe & take notes | Signs & Symptoms | * What patient tells you
 |
| Allergies |  |
|  | Medication | * What? Why? Last taken?
 |
|  | Past med history |  |
|  | Last food/drink | * Fluids, Food
 |
|  | Events prior | * Black outs, dizziness?
 |
| Vital Signs | * Take Notes every 15 minutes until stable, then ½ hourly
 |

|  |
| --- |
| 3. Clarify The Plan |
| What needs to be done? Prioritise | * Do you need help?
* Establish 1x helper/patient & a scribe
* Keep warm, comfortable, stable & reassure
* Can you transport to vehicle & evacuate?
* Emergency runners required? (sent more than 2 people, give precise instructions actions/assistance required)
 |
| 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 Emergency Services  | * Make call directly & request ambulance / police /fire
* Provide clear information of the extent of injury (especially if condition critical)
 | 111+64 3363 7400 (from Sat Phone)  |
| Notify “School/On-Call Contact” | * Call & provide details re/ support req
 | On Call: ### ####Office: ### #### |
| Who else needs to know? | * Local Venue/Transport Provider
 |
| Media Statement | * “I am sorry I am unable to help you but please contact our School Principal on ##### for more information.”
 |
| Record Info |  |
|  |
| 5. Evacuate |
| Establish safe route into site for Emergency Services | * 2 people to direct Emergency traffic to site
* Helicopter landing required – clear landing, secure loose items & indicate wind direction
 |
| Safely evacuate all present | * Return to Base/overnight accommodation together
 |

##

#### Specific Emergency Responses: Extra Considerations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Missing Person | Serious Injury / Fatality | Evacuation Required(Fire, Weather, Earthquake…) | Vehicle Incident |
| 1. Control |  |  |  |  |
| Assess & Contain Remove people from hazard | Head count & identify:- number & who missing?- last point contact? |  | Head count & retain in one place | Head count & move to safety |
| 2. Emergency care |  |  |  |  |
| Primary Survey Secondary Survey |  | Confirm status |  |  |
| 3. Clarify Plan |  |  |  |  |
| What needs to be done? PrioritiseLook 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 to returnStay put with someone in charge  | Remove bystanders – create no-go zoneScreen site & cover bodyDon’t disturb incident scene | Establish initial safe site & route thereKeep together – use leader & tailCount again |  |
| 4. Communicate |  |  |  |  |
| Notify Emergency Services? | Police – they call SAR | Police & Ambulance |  | Police & Ambulance |
| Notify School/On Call Contact | If not found within 30 minutes | Call ASAP  |  |  |
| Who else needs to know? |  | Call to evacuate other groups | Call to evacuate other groups |  |
| Media Statement |  |  |  |  |
| Record Information |  |  |  |  |
| 5. Evacuate |  |  |  |  |
| Establish safe route into site for Emergency Services | Mark last know location |  |  |  |
| Safely evacuate all present |  | Abandon activity |  |  |