# 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 Base  Paul 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?  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 to return  Stay put with someone in charge | Remove bystanders – create no-go zone  Screen site & cover body  Don’t disturb incident scene | Establish initial safe site & route there  Keep together – use leader & tail  Count 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 |  |  |