

Ningaloo Reef Adventure Camps (NRAC)

Risk Management and Emergency Response Plan

1. Instructors/Supervisors Responsibilities

- 1.1 The Students will be staying in tents at NRAC, located in Coral Bay WA 6701.
- 1.2 The Supervisor and/or Teacher in Charge is a holder of a current Senior First Aid certificate and will act as the first aid officer.
- 1.3 Other supervisors are competent in first aid as either holders of current resuscitation certificates or about to undertake renewal of certificates.
- 1.4 As part of their duties all Supervisors will be able to monitor the physical well being of the Students.
- 1.5 The Supervisor has conducted camps of this nature in the past and has a proven record of camps of this nature.
- 1.6 The Supervisor and/or Teacher in Charge will be responsible for monitoring the weather and environmental conditions before and during activities and will make any changes deemed necessary to the program to ensure the safety of Students and Supervisors.
- 1.7 The Supervisors all have the ability to carry out instructions unsupervised and act on their own initiative if required.
- 1.8 Supervisors are able to identify erratic behaviour and instigate ways to alleviate stress.
- 1.9 All Supervisors know the code of conduct.
- 1.10 Supervisors have current Working with Children Clearances and hold Surf Lifesaving WA Surf Rescue certificates.

2 Environmental Assessment

- 2.1 Suitable areas are available for toilet and bathing facilities for both females and males.

2.2 The locations are used regularly by school groups and are suitable for the planned activities.

2.3 Emergency equipment is provided on site.

2.4 A fully equipped first aid kit will accompany the students on all activities.

2.5 Students will be briefed on the care and maintenance of the site and its environment.

2.6 Respect for the native flora and fauna will be requested from all the participants.

2.7 Students will be issued with written information of all equipment, clothing and personal items necessary for the activities.

3 Students Skills and Abilities

3.1 The skills and abilities of the students need to be known and recorded.

3.2 Students who do not currently have the necessary skills and abilities for some of the activities need to be identified.

3.3 NRAC Consent forms need to be filled out by parents/carers.

3.4 Up-to-date information about each student's medical conditions needs to be provided in writing by parents/carers.

3.5 The above information is clearly understood by those supervisors in charge of first aid and the control of medications.

3.6 Provision is made for those students with special dietary needs.

4 Activities

4.1 The planned program clearly indicates the time limits for organised activities and free time.

4.2 Supervision requirements are clearly stated, accepted and understood.

5 Supervision

5.1 An appropriate number of teachers and supervisors, trained have been engaged for this camp.

5.2 A supervision plan has been developed.

5.3 Supervision strategies (roll calls, hand signals, safety stops, distress calls) have been developed.

5.4 Access to radio/telephone will be available at all times in case of an emergency.

6 General

6.1 Female Supervisors will be present to care for female students.

6.2 Male Supervisors will be present to care for male students.

6.3 Supervisors are aware of gender equity.

6.4 A list of parents/carers phone and emergency numbers needs to be current.

6.5 List of Emergency Contacts

a) SES – Bayview Coral Bay Reception	99425 932
b) Police – Exmouth	9949 2444
c) Nursing Post – Coral Bay	99425 828
d) Hospital – Exmouth	9949 1011

7 Emergency Response Plan

7.1 Follow flow chart for emergency response services such as Police, medical staff, SES. Instructors will know where this is located.

Land & Water Emergency Plan

Emergency

Sound emergency signal

Ensure safety of students

Remove person in difficulty from further danger

Person A

Person B

Person C

Prepare for basic

Clear pool/ocean

Get assistance

Life support or

(All pupils)

(Nurse, SES,

First aid

Ambulance, hospital)

Assemble pupils

Notify another person

in a safe area away

if available

from water

Assist A if necessary

Return to assembly

until medical

area to give

assistance arrives

assistance

Person D

Direct ambulance/SES

7.2 The school Principal will be notified as soon as practical. Instructions will be taken from the Principal re notifying the Parents/Carers.

7.3 Under no circumstances will the Instructors make any statements to the media in the event of an emergency situation occurring.

7.4 A debriefing will be conducted for the students as soon as practical following the incident.