NINGALOO REEF ADVENTURE CAMPS EMERGENCY RESPONSE PLAN

Minor incident or injury

- Apply appropriate first aide or seek advice from Community Nurse
- Ensure remaining students are supervised and liaise with school staff team
- Complete detailed incident report form
- Ensure incident is reported to school Principal/Parents

Serious incident or injury

- Apply appropriate first aide, use DRABCD as required
- Ensure remaining students are supervised, liaise with school staff team, provide privacy
- Contact Emergency Services if required
- Ensure incident is reported to school Principal/Parents and complete detailed incident report form

Coral Bay car/bus breakdown or accident

- Assess incident, apply appropriate first aide if needed, use DRABCD as required
- Ensure remaining students are supervised and safe, liaise with school staff team, provide privacy
- Contact Emergency Services if required
- Ensure incident is reported to school Principal/Parents and complete detailed incident report form

Regional car/bus breakdown or accident

- Assess incident, apply appropriate first aide if needed, use DRABCD as required
- Ensure remaining students are supervised and safe, liaise with school staff team, provide privacy
- Contact Emergency Services if required
- Contact camp staff to organize assistance vehicle
- Ensure incident is reported to school Principal/Parents and complete detailed incident report form

Lost student

- Assemble all students into one group and number off
- Ensure remaining students are supervised and safe, liaise with school staff team
- Conduct appropriate search for missing student until found
- Contact Emergency Services if required
- Ensure the situation is reported to school Principal/Parents and complete detailed incident report form

Weather threat

- Track appropriate weather websites and assess the situation
- If the threat is likely to impact, prepare the site appropriately
- Gather staff and students and seek cover in safe area
- If required to leave the site assemble at the Emergency Evacuation Point ,number off and move to safety
- Ensure the situation is reported to school Principal/Parents and complete detailed incident report form