



EMERGENCY ACTION PLAN (EAP)

Updated 1/6/2021

EAP INDEX:

1. RISK REGISTER
2. RESPONSIBILITIES
3. EMERGENCY MANAGEMENT PLAN DURING SURF SCHOOL
4. PRE SESSION DOCUMENTATION (OFFICE)
5. RESTRICTIONS TO PARTICIPATION
6. EMERGENCY MANAGEMENT PLAN PRIOR TO SURF SCHOOL ACTIVITY
7. RESCUE MANAGEMENT
8. EXPECTED LEVEL OF PERFORMANCE
9. CONTINUITY OF SUPERVISION
10. COMMUNICATION
11. ETA: AMBULANCE
12. AFTERCARE
13. PUBLIC RELATIONS
14. REPORTING/RECORDING OF INCIDENTS

ISSUED TO:

- MOYNE SHIRE COUNCIL
- WARRNAMBOOL SHIRE COUNCIL
- GLENELG SHIRE COUNCIL
- SURFING AUSTRALIA
- SURFING VICTORIA
- GO SURF EMPLOYEES
- ATTENDING SCHOOLS/COMMUNITY CENTRE

INCIDENT/RISK ASSESSMENT

To help the coaches and staff prevent an incident from occurring to one of their students, identification of the risk areas both in and out of the water will directly lead to achieving a safer environment.

AQUATIC INCIDENT

- Drowning (Wet, dry and secondary)
- Head Injuries
- Spinal Injuries
- Injury to members of the public
- Personal Injury
- Incident due to previous medical history
- Incident due to weather conditions
- Incident due to swell size
- Incident due to other water craft
- Marine stings / bites
- Litter
- Surfers Myelopathy
- Lost Person
- Poisoning
- Disorderly Behaviour
- Incident due to surfers / Beach users in teaching area
- Incident due to equipment
- Drugs / Alcohol misuse
- Hypothermia / Hyperthermia
- Incident due to inexperienced water users

BEACH / LAND BASED INCIDENTS

- Head Injuries
- Spinal Injuries
- Injury to members of the public
- Personal Injury
- Incident due to previous medical history
- Marine stings / bites
- Disorderly Behaviour
- Lost Persons
- Drugs / Alcohol misuse
- Road Traffic Incident
- Incident due to Weather Conditions
- Incident due to Equipment
- Poisoning
- Incident due to beach users
- Surfers Myelopathy

RESPONSIBILITIES

- Manager/owner will ensure area/lesson is adequately supervised by qualified staff and will ensure emergencies can be dealt with effectively and efficiently at all times.
- GO SURF Instructors will deal with emergencies (minor/major/aquatic/land-based) accordingly.
- GO SURF staff will treat the casualty until lifeguard /ambulance personnel arrive. Once advanced medical personnel start to treat the casualty the responsibility will become theirs.
- GO SURF staff will assist with emergencies by supervising those not involved and making any phone calls / enquiries necessary.
- Bookings from organisations such as school groups etc. will be given a copy of GO SURF Risk Register, SOP (Standard Operating Procedures) & EAP (Emergency Action Plan) prior to their visit and must be read by those organising the activity.

EMERGENCY MANAGEMENT PLAN DURING SURF LESSON

- Keep within a reasonable distance (clearly visible and within earshot) of all students.
- Make eye contact with students (checking emotional state, physical condition etc).
- Do a head count often.
- Establish distinct locations for students to assemble in establish clear signals for distress, for help, and for exiting the water with students in case of emergency.

PRE SESSION DOCUMENTATION (OFFICE)

- Participant's information including name, address, and emergency contacts, medical conditions which maybe relevant to the activity and how they are best dealt with, in the case of an emergency.
- Teacher/participant/parent signs an agreement on behalf of participant/s.

RESTRICTIONS TO PARTICIPATION

If any of the following are deemed to be applicable or inappropriate;

- weather (electrical storm, excess winds)
- equipment
- land manager/owners requirements
- type of venue & restrictions dictated by environmental factors as advised by the land manager or otherwise
- Participants deemed to be under the influence of alcohol or drugs, including prescription drugs which may affect performance

- Participants who are unable or unwilling to follow instructions.

All hazards associated with delivering the activities have been identified & risks have been properly assessed using our Risk Register and calculated Risk Rating.

EMERGENCY MANAGEMENT PLAN PRIOR TO SURF SCHOOL ACTIVITY

- Evacuation routes (unique to each site & subject to environmental conditions at the time)
- Designated assembly points
- Contact details for key organisations (eg emergency services, police, medical centre)
- Planned start and finish time of the session
- A strategy for maintaining supervision ratios should any changes to the planned session eventuate (adverse conditions, injured guide(s), participant(s) pull out of session)

RESCUE MANAGEMENT

MINOR INCIDENT (AQUATIC / LAND-BASED)

A minor incident / injury is an accident which can be dealt with quickly, and is not life threatening. A situation where participant does not need rescuing/first aid, but may need support/assistance.

PROCEDURE:

1. Instructor responding to the minor incident should call for another qualified instructor to cover their position & notify manager of the situation.
2. Instructor makes contact with student and makes initial assessment. Based on this assessment, the decision is made to have the student exit the water or not. The other instructor is informed of this decision.
3. If the student needs to exit the water, the instructor must accompany them to shore, at which time the instructor will re-assess whether or not the student can remain on the beach alone.
4. Make the injured participant comfortable and treat if necessary. If necessary inform lifeguards/lifesavers and relevant emergency services
5. Inform parents / next of kin if needed
6. Fill in an incident report form
7. De-brief
8. Follow up with participant to ensure their comfort and they are receiving appropriate ongoing treatment.
9. Replenish first aid supplies

MAJOR INCIDENT (AQUATIC / LAND-BASED)

This is any situation where one of the following is true: the student needs immediate medical attention, the student needs rescuing because they are unable to hold their position in the water, the student's condition is deteriorating, complex, or severe in nature.

PROCEDURE:

1. Raise alarm (3 whistle/horn blasts). The Instructor recognising the problem alerts other instructor with 3 blows of the whistles which indicates that the group must exit the water immediately. The instructor closest to the student will react and move quickly to the student.
2. Remove remainder of group from water/area (Recall Signal)
3. Instructors to assemble group in flag zone assembly area on beach or in a suitable position and proceed with a head count. Instructor 2 gathers First Aid pack including mobile phone in preparation.
4. Member of staff to inform Lifeguard / Emergency Services (usually manager)
IF LIFEGUARDS NOT PRESENT / IMMEDIATELY AVAILABLE:
5. Effect rescue (back up from team members if needed). The instructor to respond will make verbal contact, and if safe, make physical contact using a surfboard or body to assist the person.
6. Remove casualty to safe place if appropriate (not in circumstances of spinal injury)
7. Effect Primary Survey (DRSABCD). Once the student is on the beach, the secondary assessment will be made to determine how to proceed.
8. Diagnose extent of injury and treat if necessary.
9. If medical attention is needed, the instructor (second Instructor) will call 000. One instructor will remain with the student and continue to administer First Aid until medic arrives and takes over.
10. Warmth / Rest / Reassurance
11. Take further action as appropriate
12. Inform next of kin and necessary persons of situation.
13. Follow up with medic and advise necessary persons.
14. Record incident and all treatments on an Incident Report Form.
15. De-brief
16. Follow up with participant to ensure their comfort and they are receiving appropriate ongoing treatment.
17. Replenish first aid supplies

HEAD INJURIES

Persons sustaining a head injury will be sent to hospital as a precautionary measure.

EXPECTED LEVEL OF PERFORMANCE

Qualified staff of GO SURF are expected to deal with emergencies as efficiently and effectively as possible. Prior training (Surf Rescue qualifications / first aid training) will enable them to do so.

CONTINUITY OF SUPERVISION DURING RESCUE

- In case of an emergency, staff must ensure they are 100% familiar with rescue scenarios – SOP (Standard Operating Procedures) & EAP (Emergency Action Plan)
- No member of staff will initiate a rescue until their group has been effectively removed from water or supervision has been passed on to another qualified instructor

COMMUNICATION PROCEDURE

Throughout emergency procedure, all members of staff are trained to communicate efficiently within the team and also externally with lifeguards/ambulance service/coastguard service. An instructor will carry a mobile telephone/radio with each group whilst in the water in their first aid kit, and every instructor will carry a whistle to attract attention.

COMMUNICATION

Head coach present at incident to immediately:

1. Call 000

2. Call local SLSC (if appropriate)

- PORT FAIRY SLSC 5568 2246 / 0400 801 317
- WARRNAMBOOL SLSC 5561 1790 / 0417 320 721
- PORTLAND SLSC 5526 7233 / 0437 463 677

3. Call Marine Rescue (if appropriate)

- Port Fairy Marine Rescue 0429 201 153
- Portland Coast Guard 03 5523 6111
- Warrnambool Coast Guard 0409 961 488

4. Call GO SURF owners

- Keith Curtain 0417 747 855
- Fiona Hampson 0408 310001

5. GO SURF to contact parents / next of kin / relevant persons

ESTIMATED TIME OF ARRIVAL: AMBULANCE SERVICE

Last checked 2/6/2019

- 10 minutes from Port Fairy depo.
- 20 minutes from Portland depo
- 10 minutes from Warrnambool depo

(this is best case depending on the availability of the local ambulance.)

AFTERCARE

All those involved in emergency procedure to be de-briefed and given opportunity to receive professional counselling if needed

Any student of GO SURF who is involved in an emergency will be given the opportunity to talk to those involved in rescue and sufficient aftercare will be issued.

PUBLIC RELATIONS

After any incident / emergency, no comments should be made, and all enquiries should be passed on and dealt with by manager.

REPORTING/RECORDING OF INCIDENTS

All incidents must be reported and recorded in the accident record book and incident report forms must be filed.

As an employer GO SURF has a duty to report and record some work-related accidents by the quickest means possible to Surfing Australia. These are to include deaths and major injuries; over three-day injuries (a non-major injury that results in the injured person being away from work or unable to carry out their work for more than 3 days); a work related disease; and dangerous occurrences (near misses).