

## Emergency Response Flow Chart

### Injury

(For treatment of common marine/snorkelling injuries see EMR Snorkel Guidelines)

All EMR snorkel leaders shall hold current workplace first aid certificate.

#### Level 1-2- Minor injury (e.g. minor cuts, sprains, splinter and stings)

- Apply appropriate first aid treatment. Activity continues. Record incident

#### Level 3 - 5 - In the case of injury/incident requiring medical attention

- Transport to local medical centre or contact emergency service, appropriate first aid administered until help arrives.
- Activity suspended until injury taken care of. Incident report completed. May also be considered a notifiable event (refer to definitions). If a new hazard management issue has arisen or changes are required to hazard management procedures, the national coordinator and/or Programme Director will make the necessary change/s.

#### Level 6- 10 – Fatal or near fatal injury

- Emergency services contacted, appropriate first aid administered until help arrives.
- Activity cancelled. Incident report completed if a new hazard management issue has arisen or changes are required to hazard management procedures, the Programme Director will make the necessary change/s. This is a notifiable event and must be reported to Worksafe, will prompt a review of the SMS

### Lost group/group members and group separated from activity leader

When working with schools, the school office will always be aware of the whereabouts of the group and expected return time. When working with other groups, there will always be a designated person who will know the whereabouts and return time of the group. In the event that parties become separated from the activity leader/EMR snorkel leader/coordinator and do not return by the agreed time, the three whistle blast procedure is repeated and if there is no response, emergency procedures are activated.

Head counts of the group are conducted on a regular basis, if someone is missing; ensure rest of the group are secure with appropriate adult supervision. Establish where missing child/ren or adult/s last seen. Check if missing people/s have a medical condition. Use in and out of water checklist and site specific RAMS and local knowledge to establish possible routes taken or possible hazards. Simultaneously alert authorities to assist or have on standby.

If not found in reasonable time, call police. If the group is a school, notify school. School to notify parents and liaise with media as per school's emergency response plan. When a group is overdue and no communication/contact has been established, emergency services and if applicable, Coastguard will be notified.

### Unresponsive snorkeller

Notify your snorkel leader. Respond by bringing diver back to the surface (if required), achieving positive buoyancy for the snorkeler (by dropping weights if wearing a belt and using buoyancy device such as a boogie board). In-water resuscitation may improve survival of victims who are in the initial stages of the drowning sequence but delays time to full assessment and CPR.

Remove the victim from the water as soon as possible, and only begin in water rescue breathing if immediate removal from the water is delayed or impossible. Rescue breathing in deep water

requires an appropriately trained rescuer and floatation aid such as a boogie board, tube or buoyancy vest. In water, chest compressions are ineffective and should not be attempted. If consciousness not returned, once on shore, remove the snorkeler from the water, commence CPR and call for emergency services.

Any immersion event that is not symptomatic needs monitoring while in EMR duty of care and subsequent responsible persons advised to seek medical assessment.

Rescue tow techniques are covered in initial training of all coordinators as part of the Instruct Clients in Snorkel Diving 8296 unit standard and at annual Mountains to Sea Wānanga conference and/or as part of EMR specialty courses.

### **Fire Emergency**

In the event of fire in the outdoors call 111 or the Department of Conservation, depending on location. In the event of very small fires, using buckets of water may be appropriate, but personal safety and that of any participants is paramount. Do not take risks. Raise the alarm and move out of the area.

### **Boating/maritime emergency**

If a boating/maritime emergency arises and no other obvious or immediate help is available, call Coastguard on \*500 or use VHF radio channel 16 or channel 80 (dependent on area).

### **Weather emergency – Storm**

In the event coordinators/consultants, volunteers and/or participants are caught in an unexpected and severe storm:

- The activity supervisor takes charge;
- If outdoors, proceed immediately to the closest safe shelter (e.g. house, hut, other stable building, land in lee of wind and rain);
- Secure any potentially hazardous gear or equipment;
- Advise emergency services (111) of your situation and location if you are unable to get safely to shelter or an emergency such as a first aid situation has arisen.

### **Tsunami**

Advance warning of a tsunami in New Zealand is highly likely, and timely evacuation from coastal sites is therefore very possible. However if coordinators/consultants, volunteers and/or participants find themselves in the path of a tsunami:

- Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning and find out how long you will have in each area.
- Go immediately to higher ground and stay there until the water recedes;
- Advise emergency services of your situation and location whenever this is practicable.

### **Earthquake**

If coordinators/consultants, volunteers and/or participants are in the field during an earthquake:

- Blow whistle 3 times, immediately evacuate snorkellers to evacuation meeting point. Confirm tsunami warning and find out how long you will have in each area.
- If outdoors, find a safe, stable place away from trees etc. which may fall readily;
- If very close, get indoors immediately to a stable/strong place;
- Wait until the shaking stops;
- Advise emergency services of your situation and location if you need assistance.