

Emergency Response Flow Chart 2022

Injury

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

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

- Apply appropriate first aid treatment. Activity continues. Record incident via pre-site assessment.

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 Co-Director and National Coordinator 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/children 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, follow **DRSABCD** Dangers? Responsive? Send for help Open Airway Normal Breathing? Start **CPR** Attach Defibrillator (AED) as soon as available, follow prompts continue CPR until responsiveness or normal breathing return

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 snorkel instructor training and at annual Mountains to Sea Wānanga conference and/or as part of EMR training 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.

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. Coordinators are advised to download the GEONET app for mobiles and **MUST** follow all advisories on the Civil defence website <https://www.civildefence.govt.nz/>. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

If it's long and strong get gone!

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

- 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

Coordinators are advised to download the GEONET app for mobiles and MUST follow all advisories on the Civil defence website. Coordinators leading in water snorkelling must have a heightened awareness following a tsunami or tsunami warning with regards to water movement.

Emergency Mobile Alert

Emergency Mobile Alerts are messages about emergencies sent by authorised emergency agencies to capable mobile phones. The alerts are designed to keep people safe and are broadcast to all capable phones from targeted cell towers.

[Find out more about Emergency Mobile Alert](#)

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 warnings 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.

If it's long and strong get gone!

Emergency preparedness

Emergency response plans will be known by staff and are made available to participants and other relevant parties.

It is the responsibility of Event and Snorkel Coordinators to carry appropriate safety equipment), mobile phone/or know the location of nearest landline, and up to date weather information as in the snorkel checklist (EMR SOP manual)

Staff requirements will be reviewed with SMS annual reviews, led by the Co-Director (marine lead).

Objective – To look after the wellbeing of, and provide support to, the people involved (participants, staff and others), to respond professionally and to protect our reputation and brand.

1. Secure the safety of all participants by securing the site
2. Stabilising the situation and accounting for all staff and participants
3. Assigning responsibility and authority for implementing the plans (see emergency procedures diagram), including who must notify emergency services and when;
4. Rescue or evacuation of people involved in the activity

Emergency training

All new staff will receive emergency procedures information as part of their induction. Regular emergency training will take place, and wherever possible involve all staff, and include practice scenarios. This training is recorded and evaluated.

Emergency procedures will be reviewed after training, practice and actual emergency events. Activity specific emergency procedures are practiced at least annually under the supervision of the relevant programme National Coordinator and recorded in team meeting minutes.

Follow Up

The Co-Directors will debrief and review the emergency situation, preferably on site and within 24 hours. This debrief is separate from any investigation into the cause of the emergency situation.

An external support group provides support and counselling (including critical incident stress debriefing if required) to staff, participants and families. Top management will deal with difficult and upsetting situations. They should be provided with/have access to counselling during and after the incident. Following the incident, it is important to openly acknowledge the contributions of people involved, and both management and staff should be supported to develop realistic return to work strategies.

Media response

Where any incident occurs, how we deal with the media can have significant repercussions on subsequent investigations into the cause of the incident, determination of liability etc. When working with school groups, the principal should respond on the schools behalf and the chair person is to respond to media on behalf of MTSCT.