



EMR CHECK IN/OUT FORM

School/Group Name: _____

Date: _____

Shore Person (spotter) Role:

- Write participants name, with name of supervising adult along-side before they enter the water
- Check all students/adults IN and OUT of water with tick. Maintain a head-count from the shore.
- Watch and respond to hand signals (non-urgent and emergency)
- Alert the Snorkel Coordinator immediately if conditions change or any other emergency – 1 whistle for attention. 3 whistles for Emergency then follow **Emergency Procedures** (on back of this clipboard).
- In emergency you may be first on the scene at exit point and this may include assisting someone from the water

I have received a shore person brief and feel confident that I am able to undertake the responsibilities of this role.

Shore Person Name: _____ Signature: _____

IN (tick)	OUT (tick)	Adult Supervisor (write in name then draw arrows to number of participants)	Participants Name (students and non-supervising adults)	Medical Notes and Info. Snorkel Grade (if applicable, EMR to complete)	IN (tick) Time : -----	OUT (tick) Time: -----
			1			
			2			
			3			
			4			
			5			
			6			
			7			
			8			
			9			
			10			
			11			
			12			
			13			
			14			
			15			
			16			
			17			
			18			
			19			
			20			
			21			
			22			
			23			
			24			

Total number of supervisors (including EMR personnel)=

Total number of participants =

Total number in water = *Total number of people in the water (less any people ticked back out)*

EMR advises to have participant groups of 16, with a max of 24, while maintaining an adequate participant to supervisor ratio.