

Coach's Tool Box

Emergency management plans



Activity

Place

Date

Details

Hazard

Chain of Command

Communication Systems

Emergency Procedure

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Explanation

When should I use this?

Coaches should have a risk management plan that covers their programs. It must identify the hazards that may foreseeably effect their group and have actions that manage those hazards.

Whenever the effects of a hazard may lead to an emergency (as simple as having to rapidly clear the water for lightning), there should be an emergency management plan to ensure the emergency activity;

- Has a definite trigger for action
- Has a leader
- Is understood by the group
- Removes the group from the risk or reduces the risk

An Emergency Management Plan should consider:

(a) Chain of Command

The persons or positions with which a leader should communicate or report to, in the event of an emergency response.

(b) Communication Systems and Technology

Emergency responses in outdoor environments can be assisted by various technological modes of communication. These may include mobile phones, radios, satellite phones, and EPIRBs, etc. While all can assist in the activation of an emergency response, consideration should always be given to their limitations (e.g. mobile telephone network coverage, battery failure).

When activating an emergency response requiring external assistance, the following information should be accurately provided to the recipient of such calls for assistance:

- communication and contact details
- escape route and location information
- participant lists
- medical forms and patient details
- transport details.

(c) Emergency Procedures

Emergency procedures should be documented before embarking on an activity and will be implemented in the event of:

- serious injury or fatality
- serious threats to personal safety from high risk environmental conditions (e.g. bushfire)
- lost participants
- behavioural management problems

Such procedures should include:

- priority of tasks: immediate, second, third
- roles and responsibilities
- exit routes, emergency and evacuation procedures
- injury
- lost persons
- contact details for base camp, and program administrators as required
- contact details for police, rescue and medical services in the area
- communication modes and protocols
- location management
- vehicular, boat or helicopter access
- identification of nearest medical facilities
- identification of natural hazards and appropriate response
 - bushfire
 - lightning
 - flooding
- post incident management: contact of insurer, legal procedures post incident trauma counselling.