

Emergency Response Procedure

Please familiarise yourself with these emergency response procedures before an emergency arises.

Medical Emergency

Steps to manage a medical emergency:

1. **Assess the area for any dangers** that may pose further threat to you, the casualty or others in the area. If possible remove the danger. When the area is safe attend to the casualty (see point 2). If it is not possible to remove the danger or to access the casualty without placing your own life at risk **call '000'** for help and explain the dangers as well as the medical emergency.
2. **Assess the casualty**. Determine if the casualty is conscious, by asking their name or seeking a response. If there is no response use your first aid training to check airways and position casualty appropriately. If responding apply first aid to any life threatening injuries that need **immediate** attention. If someone else is present ask them to **call '000'** for ambulance assistance.
3. **Check breathing**. If they are breathing place in recovery position and **call '000'**. If the casualty isn't breathing **call '000'** for an ambulance then begin CPR and continue until ambulance arrives.
4. **Continue to manage casualty**. Follow the advice and instructions provided by the emergency service. Try to keep the casualty comfortable and calm until ambulance arrives. If there is someone else present ask them to contact the DEH Duty Officer to notify them of the situation.
5. If in a location where access is difficult or it is hard to find, **arrange for someone to meet the ambulance** at an appropriate location to guide them in.

Fire Emergency

Steps to manage a fire emergency in a park:

1. If a fire starts whilst you are in the park call '000' as soon as possible and leave the park immediately via the safest route only if safe to do so. If unsafe to leave seek refuge in a safe area immediately.
2. If safe to do so head to the designated emergency assembly area or to a clear/open area preferably upwind of the fire and at an appropriate distance from the fire and park.
3. Once in a safe location ensure all volunteers are present and accounted for then contact the Duty Officer and notify them of the situation then follow their instructions. Do not return to the park to locate any missing volunteers, please notify the Duty Officer and wait for instructions.

QUICK STEPS

Medical Emergency

1. **Assess the area for any dangers**
 - If too dangerous to attend to casualty **call '000'**.
2. **Assess the casualty.**
 - Is casualty conscious?
 - If responding apply first aid to life threatening injuries.
 - Ask bystander to **call '000'**.
3. **Check breathing.**
 - If breathing place in recovery position and **call '000'**.
 - If not casualty breathing **call '000'** then begin CPR.
 - Continue CPR until ambulance arrives.
4. **Continue to manage casualty.**
 - Follow instructions of emergency service.
 - Keep casualty comfortable and calm until ambulance arrives.
 - If someone else is present ask them to contact the DEH Duty Officer.

Fire Emergency

1. **If fire starts** in park **call '000'**
2. Leave the park if safe to do so. If not, **Seek refuge in a safe area** immediately.
3. **Travel to emergency assembly point.**
4. Once in a safe location **contact the Duty Officer** and notify them of the situation then follow their instructions.

If 000 does not work on your mobile phone dial 112

**Southern Lofty District
Duty Officer Pager: 8273 4176**