

BLAIRGOWRIE YACHT SQUADRON

ON WATER EMERGENCY RESPONSE GUIDELINES

FOR ALL ON WATER ACTIVITIES:
RACING, REGATTAS, RECREATIONAL
BOATING & DISCOVER SAILING CENTRE



UPDATED
SEPTEMBER 2023



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RACING, REGATTAS, RECREATIONAL
BOATING & DISCOVER SAILING
CENTRE**

SEPTEMBER 2023

Created: September 2023
Approved by: Michelle de Blaquiére
New document to replace previous On-Water Emergency Management Plan

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SECTION A - ON-WATER EMERGENCY MANAGEMENT

1. INTRODUCTION

ON-WATER EMERGENCY RESPONSE GUIDELINES - AIM

The aim of this On-Water Emergency Response Guidelines is to detail the response to any on-water emergencies that could occur during on-water activities at BYS.

On-water activities include racing, regattas, recreational sailing, and Discover Sailing Centre operations.

Separate emergency management plans are in place for other club operations.

This On-Water Emergency Response Guidelines has been produced pursuant to relevant sections of the Emergency Management Act 1986, the Marine Safety Act 2010, and the Marine Safety Regulations 2021. The plan is based upon established risk management and incident management principles and in accordance with the Blairgowrie Yacht Squadron Emergency Management Guidelines and provide the occupants of BYS with specific guidance for prevention, preparedness, and response and recovery phases of On-Water emergency incidents.

OBJECTIVES

The key objectives of this On-Water Emergency Response Guidelines are to:

- Enhance the safety of people within and around BYS.
- Implement measures to prevent or reduce the causes or effects of on-water emergencies.
- Manage arrangements for the utilization and implementation of BYS resources in response to emergencies.

SCOPE

This On-Water Emergency Response Guideline is applicable to employees, volunteers, members, visitors, and contractors. It aims to implement a guide to responding to an emergency situation with the objective of reducing the potential for loss of life and injury or damage to property and/or harm to the environment resulting from an on-water emergency incidents that might occur at BYS and its environments.

AUTHORITY

In the event of an on-water emergency incident, the Executive Committee of Blairgowrie Yacht Squadron has given full authority to employees, Race Officials and Flag Officers acting as function management in an Incident Management Team (IMT) to implement and activate the processes outlined in the On-Water Emergency Guidelines. During an emergency incident, instructions given by the Incident Controller and functional management shall take precedence over the normal management structure.

2. EMERGENCY CONTACTS

Updated October 2023

EMERGENCY SERVICES PHONE NUMBERS	
POLICE / FIRE / AMBULANCE	000
Water Police – Search & Rescue	9399 7500
Sorrento Police station	(03) 5984 2000
OTHER	
BYS Radio Room (race day volunteers)	(03) 5925 9613
BYS Race Tower (race day volunteers)	(03) 5925 9618
BYS Reception	(03) 5925 9600
Southern Peninsula Rescue Squad	0416 110 798
Rosebud Hospital	(03) 5986 0666
South Coast Medical Blairgowrie	(03) 5988 8604

CLUB CONTACTS			
ROLE	NAME	PHONE	EMAIL
BYS General Manager	Andrew Cooper	(03) 5925 9600	andrewcooper@bys.asn.au
Head of Sailing DSC Principal	Michelle de Blaquiere	(03) 5925 9614 0438 290039 – emergency only	michelle@bys.asn.au
Sailing Coordinator/s	Madie & Maria	(03) 5925 9620	sailing@bys.asn.au
Club Captain	Richard Backwell	0409 417 135	clubcaptain@bys.asn.au
Commodore	Martin Kudnig	0408 722 208	martin@bys.asn.au
Vice Commodore	Georgina Plumridge	0412 198 867	rearcommodore@bys.asn.au
Rear Commodore	Ian Delmenico	0413 150 603	delmenico@bigpond.com

DIRECTIONS FOR EMERGENCY SERVICES

Club Location: **2900 Point Nepean Road,
Blairgowrie 3942**

Phone: **03 5925 9600**

Post: PO Box 13, Blairgowrie 3942, Email: info@bys.asn.au

BYS On-Water Emergency Response Guidelines (Sept 2023)

ON-WATER EMERGENCY EVACUATION LOCATIONS

The Primary Evacuation locations for ambulances or other emergency services to meet vessels with injured people is:

B – First Aid Room

G – Emergency Evacuation Point

C – Handstand

F – Emergency Evacuation Point

D – Lower landing on Public Jetty

E – Emergency Evacuation Point



IT IS IMPORTANT THAT SOMEONE STAND AT THE TOP OF THE DRIVEWAY ENTRANCE FROM POINT NEPEAN ROAD TO FLAG DOWN EMERGENCY SERVICE VEHICLE.

FIRST AID ROOM

The first aid room is located on the ground floor inside the Spar Room.

It is accessed by member card and is available 24/7.

DEFIBRILLATOR

A defibrillator is located inside the Junior Lounge.

A defibrillator is located inside the A/B gatehouse on the Marina.

They are accessed by member card and is available 24/7.

FIRST AID KITS

Portable first aid kits are in the First Aid Room, the Sailing Office, and onboard all in-use Safety Boats and Start Boats.

3. ON-WATER EMERGENCY RESPONSE GUIDELINES

There are several possible scenarios relating to on-water incidents. With all scenarios, the relevant Emergency Response Procedure will advise on the most probable response required. However, this is a guide only and may not be relevant to the emergency situation. In all cases situation analysis and resolve will determine the response outcome.

This guideline specifies the probable actions required in the event of a serious incident occurring at BYS and guides delegated key people and their response tasks and responsibilities.

On-Water incident and emergencies reported may include, but not limited to:

Severe Incident – immediate action to call 000, activate Emergency Management Plan (EMP)

- Man overboard (MOB) for greater than 10 minutes
- Potential loss of life
- Mayday call
- EPIRB activation
- Fire and/or explosion
- Racing safety Level 3 & 4

Moderate incident – immediate action to call 000, activate Emergency Management Plan (EMP)

- Damage to vessel (may include collision, fire, rigging down, broken rudder etc)
- Sinking vessel
- MOB if retrieval not immediate or not readily possible
- Serious injury
- Potential for incident to become a severe incident
- Fuel spillages

Minor incident – monitor situation and call 000 if required

- Crew injury
- Pan-Pan call
- Potential weather deterioration

EMERGENCY MANAGEMENT RESPONSE ARRANGEMENTS

BYS Incident Management Structure is made up of several functional management positions, combined to create an Incident Management Team (IMT)

The size of the IMT should reflect the scale and complexity of the incident, the tempo of operations and the evolution of the incident.

The IMT will manage the emergency incident until command is formally handed over to the incoming Incident Controller (IC) of the primary response agency

Emergency Coordination Centre

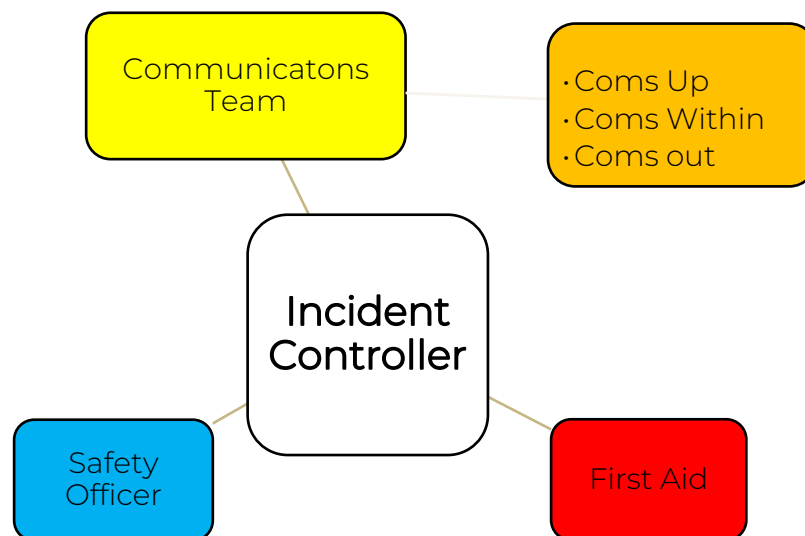
In the event of a significant emergency situation the IC will decide to either activate the Radio Room or General Managers office as the Emergency Coordination Centre (ECC).

The ECC will be set up with the following:

- Copy of this On-Water Emergency Response Guidelines
- A phone (mobile or landline)
- Relevant charts
- VHF receiver
- Stationary - log book and notebooks, pens, pencils, highlighters, whiteboard markers
- Whiteboard
- Computer, email and zoom access

Blairgowrie Yacht Squadron Incident Management Team

The Incident Management team is made up of functional management positions designed to manage an emergency situation until a formal handover can be made to an incoming response agency.



4. EMERGENCY RESPONSE PROCEDURE

In the event of an emergency occurring at BYS the following procedures will be followed:

1. The highest ranked employee or volunteer on site at the time will be delegated the role of Incident Controller (IC)
2. The IC will determine the emergency incident and decide on the requirements of an Incident Management Team (IMT)
3. The IC will delegate the required management functions of the IMT:
 - Communications
 - First Aid
 - Safety Officer
4. The IC will then activate the ECC if required and will notify the primary response agency.
5. The IC will then command the incident until handover to the incoming primary response agency and stand down upon the commencement of the incoming agencies command.

IMT - Incident Controller

The Incident Controller role is assigned to the highest-ranking BYS Employee or Volunteer on the BYS site at the time of the incident commencement, usually the Head of Sailing or delegate / OOD or Race Officer.

If the highest-ranking BYS employee or volunteer on the BYS site at the time of the incident commencement is not comfortable taking on this role, that person will then assign the role to the second highest ranking employee or volunteer.

The Incident Controller (IC) is the leader of the IMT and will establish a functional management structure designed to deliver the functions of First Aid Officer, Communications Team and Safety Officer.

By delegating functions to others, the IC retains accountability but is no longer responsible for undertaking the actual task.

The Incident Controller may also appoint one or more Deputy Incident Controllers to assist in the management of both the incident and the IMT. The IC always retains oversight and responsibility for safety, and for liaison with those beyond the IMT such as external agencies.

On the appointment of the Incident Controller the following points are critical.

- The Incident Controller is formally delegated, and the appointment well communicated and understood by all persons interacting with the incident
- The Incident Controller is competent for the size and complexity of the incident.
- The Incident Controller is to appoint the IMT team member into their delegated roles.

Specific Tasks of the Incident Controller

- Establish and take control
- Assess the situation, identify risks and actions to minimise the risk.
- Communicate impact, risk, and progress to affected or potentially affected parties, by the most effective means available.
- Refer to, implement, and monitor the incident action plan.
- Communication within and beyond the incident management team.
- Establish a control facility (ECC).
- Establish and maintain an IMT.
- Monitor and review safety and welfare of IMT.
- Formally handover Incident Command to Primary responding agency.
- For any incidents there should only be one Incident Controller.
- Incident Controllers delegate tasks in order of priority .
- Incident Controllers must ensure as far as is possible and practicable, that functional managers have the necessary resources to undertake their respective activities.
- Ensure that effective communications are maintained with Communications team.
- Only delegate functions and tasks to improve the management of the incident.
- Retain responsibility for functions and tasks not delegated.
- Continuously monitor and re-assess the functions and tasks delegated.
- As tasks are completed, redeploy, or stand down management functions, adjusting the incident management structure accordingly.

Other Management Functions.

IMT - First Aid Officer (FA)

The First Aid is a function of the IMT and is responsible for management and delegation of tasks to do with providing immediate care to an injured or ill person(s) until they are either recovered or medical attention is provided.

Personal qualities and qualifications applicable to the First Aid function

- First Aid HLTAID009, HLTAID010, HLTAID011 qualification.
- Access and manage the provision of first aid in a calm manner.
- Have a good understanding of your role as a first responder.
- Have a good understanding of BYS First Aid room and kit locations.
- Be physically able to perform first aid techniques including CPR.
- Be aware of both your own and others well-being.

On appointment of the First Aid Function the following points are critical.

- Take reasonable care of your own and others health and safety in performing your role as a first aid Function. This means not placing yourself in the danger of harm and/or illness in the course of providing first aid.
- Provide care only to the level or you're training and expertise.
- Organise more advanced medical care of the injured/ill person(s) where required.

Specific Tasks of the First Aid function

- Assessing what has happened to cause an injury or illness.
- Identifying hazards and risks in the area.
- mobilising supporting qualified first aid officers to treat injured or ill people(s).
- Setting up a triage area.
- mobilise the Defibrillator .
- Delegating a person to wait for Ambulance Victoria, and show them to the triage area/First Aid Room.
- Ensuring first aid officers have the required first aid resources.
- Controlling cross contamination of infections.
- Communicating information to IC via the communications team.
- Recording treatment given to patients to inform Ambulance Victoria when they arrive on scene.
- Brief and handover any patients requiring further medical attention.
- Standard Hygiene precautions.

You must protect your own health and well-being when providing first aid to others. Standard precautions help you avoid becoming ill and exposing others to illness when handling blood or body substances. Standard precautions are to be used on every patient to ensure a basic level of infection prevention and control.

Standard precautions include:

- Hand washing before and after providing first aid.
- Using disposable gloves and other personal protective equipment.
- Employing the correct method of disposal of contaminated items and sharps.
- Ensuring spills of blood and body substances are cleaned in a hygienic and safe manner.

IMT - Communications

The Communications function of the IMT and is responsible for efficient and effective communications during an emergency incident. If required the Communications officer will delegate roles to deputy communications officers, in this case the responsibilities will be Divided to:

- UP: Communications Team Scribe: Leader of the Communications team and responsible for recording efficient and effective communications during an emergency incident. The information the communications function documents will ultimately be used by emergency services to safely bring an end to the situation and could also be used for legal purposes.
- WITHIN: IMT Communications: Responsible for regular exchanges of information within the IMT and up to the IC, reporting situational updates from the IMT to IC and disseminations of proper and correct information with the IMT.
- OUT: Communications: Responsible for communication with incoming primary response agency.

Personal qualities and qualifications applicable to the communications function

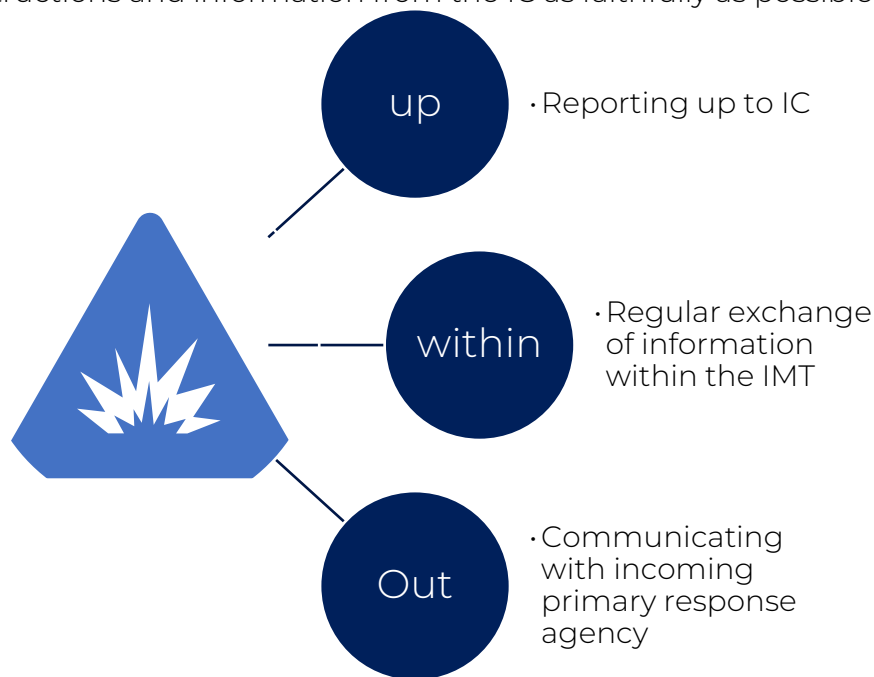
BYS On-Water Emergency Response Guidelines (Sept 2023)

- Radio operators.
- Access and manage the provisions on communications in a calm manner.
- Have a good understanding of your role as a first responder.
- Have a good understanding and management of emergency response logs and records.

Specific Tasks of the Communications function

The primary requirement of the communications function is that all persons interacting with the incident kept in complete accord as to the actions necessary to attend to the emergency situation, complete records are recorded of the actions taken in response to the incident.

- Ascertain the nature of the emergency and communicate to the IC
- Ensure the Emergency services have been notified of the situation on-site
- Keep close communications with the IC – to make sure nothing is lost in translation; the communications function must transcribe and transmit instructions and information from the IC as faithfully as possible



NO COMMUNICATIONS ARE TO BE RELEASED TO THE MEDIA WITHOUT APPROVAL FROM THE GENERAL MANAGER OR COMMODORE OF THE CLUB – AND MUST BE DELIVERED BY AN OFFICIAL SPOKESPERSON

IMT - Safety Officer

The safety officer is a function of the IMT and is responsible for reports to the incident controller on all aspects of potential and current safety risks and issues identified at the incident

Personal qualities and qualifications applicable to the safety officer

- No formal qualifications, although should have a good understanding of situational awareness

- Access and manage the provisions of safety in a calm manner
- Have a good understanding of your role as a first responder
- Have a good understanding of the BYS evacuation points, Hydrants and switchboard.

Specific Tasks of the Safety Officer function

The primary requirement of the Safety Officer function is to evacuate all people from the at-risk areas.

- Ascertain the nature of the emergency and communicate to the IC.
- Delegate deputy Safety Officers if more than one evacuation point needs to be used, ensure they are contactable at all times.
- Ensure all persons are evacuated from the at-risk areas of the club, perform a final sweep of the areas if safe to do so.
- Record all names of evacuated persons once safely at the evacuated site(s).
- Retain communications with the IC and provide regular updates.

SECTION B – ON-WATER EMERGENCY PROCEDURES

STANDARD ON-WATER RESCUE PROCEDURE

Where a rescue is required the safety boat will carry out the required rescue in accordance with the following procedure.

1. A rescue will occur where a rescue is deemed necessary by Instructor/Safety Afloat;
2. A rescue should not be attempted where it would endanger the crew or safety/Instructor vessel;
3. Should the rescue vessel crew be unable to locate a person in the event of a capsized, the Safety Ashore/OOD must immediately be informed, and a search commenced for the missing sailor with all available resources.
4. Any BYS boat on the water must remain on station to assist with the incident, monitor and relay communications if required.

Rescue Procedure – First Responder

- The primary objective of a rescue is the safety of the sailors;
- On reaching the boat, any injury or risk is assessed;
- Call Safety Afloat or Onshore if assistance is required.
- Safety Ashore will be the first to respond on VHF Ch 71/16 (Emergency) or 03 5925 9613 (Radio Tower Emergency Number)

The default process if support is not immediately available is:

- Sailors who are seriously injured and require the urgent medical attention are to be taken aboard the Coach/Rescue vessel if safe for the patient, then rescue vessel is to proceed; immediately to the lower landing on the public jetty or beach for Sail Training. First aid should be rendered whilst underway.
- Where a boat is disabled to the extent it is unable to return to shore / moorings unassisted, the Rescue Boat is to take the boat in tow; Sailors should be asked to secure sails, sheets and lines and the mast and boom in the event of a dismasting before the boat is towed.
- If a boat is abandoned and crew removed, a “crew taken” safety tape shall be attached to the vessel to alert any other boats that the crew is safe. Tape and waterproof marker will be made available in every Patrol Safety Box

Towing

All safety boats are fitted with a towline.

- In the case of a missing towline on a competitor/participants boat the safety boat's towline should be passed to the sailor's boat and:
 - dinghy – passed twice around the mast and then help by the sailor such that it can be quickly released if required, or
 - keelboat – attached to a cleat at the bow.
- On the safety boat the towline should be clipped to a hook or passed twice around a stern cleat or towing bridle.
- Safety boat crew to maintain visual watch of vessel being towed.

ON-WATER RESCUE RESPONSE/EMERGENCY COORDINATION PROCEDURE

Upon receiving a notification that a sailor has been injured or is in difficulty, the following steps are to be carried out as quickly as possible.

First person on scene:

- Provide first aid (if safe to do so)
- Move injured person to a neutral area if safe to do so, and spinal injury not suspected
- Contact BYS radio room VHF 71 or phone BYS Emergency Number 03 5925 9613 to advise the situation and request assistance if required.

Communicate the following information:

- Boat name(s)
- Location – GPS coordinates if available
- Medical needs of crew
- Assistance needed for the injured crew member

Radio Room or Club Staff

- Transfer conversation to Emergency Number 03 5925 9613
- Contact 000 if required
- Ensure OOD & RO / Sailing Coordinator are aware of situation
- Record all information communicated

Safety Boat Skipper

- Proceed to emergency access point as directed
- Determine if other boats are in immediate area and contact if necessary
- Effect what repairs are possible and/or clear equipment and fittings to enable access by rescue craft/persons
- Keep rescuers informed about current situation
- Implement disaster plan as appropriate

IMT (as required)

- Coordinate support with marina
- Ensure access for emergency services if required
- Incident logs and reports are completed

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

YOUR SAFETY, YOUR CREW AND PARTICIPANTS SAFETY IS THE MOST IMPORTANT FACTOR IN RENDERING ASSISTANCE. DO NOT PUT OWN LIFE AT RISK TO RENDER ASSISTANCE. CALL FOR HELP.

ENTRAPMENT RESCUE FOLLOWING OTB INVERSION OR CAPSIZE PROCEDURE

Entrapment is a hazard in ALL dinghies inverting or capsizing. The risk of entrapment is increased for dinghies where sailors are using a trapeze harness. Always check that crew are floating clear after every capsize or inversion.

- Instructors must be prepared to enter the water to help free sailors.
- It is preferable that safety boat volunteers be prepared to enter the water to help free sailors where possible.
- All safety boats and instructors must carry sharp knives which can cut through wire, webbing and thick/strong rope and rigging so as to free an entangled crew.

Where a sailor cannot be seen floating clear, the safety boats should IMMEDIATELY right the boat by one or more of the following methods:

1. Maneuver safety boat parallel to the windward side of the upturned boats.
2. Lift a corner of the transom to allow air in and to break the surface tension effect.
3. Crew can then use the centerboard (if accessible) to right boat themselves.
4. In severe situations only should tow lines from the safety boat be used to right an upturned boat as using additional lines and required engine propulsion close to an inverted hull where sailors are at risk can increase the risk of the recovery.
5. If the crew are trapped inside the righted boat this method should bring them upright inside their boat alongside the safety boat where they can be given immediate First Aid.

Notify shore support who will enact the On-Water Response Emergency Coordination Procedure.

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

YOUR SAFETY, YOUR CREW AND PARTICIPANTS SAFETY IS THE MOST IMPORTANT FACTOR IN RENDERING ASSISTANCE. DO NOT PUT OWN LIFE AT RISK TO RENDER ASSISTANCE. CALL FOR HELP.

MISSING PERSON PROCEDURE

If a sailor/participant/volunteer is reported missing

- Determine name, age, description (including what they were wearing), where they were last seen and who they may have been with.
- Inform the Sailing Coordinator or nearest Lead Instructor immediately you notice the person is missing.

The Sailing Coordinator/Lead Instructor will activate a search of club grounds and waters:

- Organize a group of adult volunteers to start searching for the missing person, maintaining phone and/or radio communication.
- Divide the volunteers into groups with defined search areas:
 - On land - Clubhouse, junior lounge, McCarthy Training Room, beach area adjacent to 'The Pond', OTB lawn, beach, carpark.
 - On water – planned training area, area outside planned training area taking into account wind direction and tide direction.
- On water – if a sailor cannot be located on the water within a reasonable period of time, contact the Police on 000. A reasonable period of time would consider factors such as the weather conditions and skill level of the participant. If in doubt call 000.

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

YOUR SAFETY, YOUR CREW AND PARTICIPANTS SAFETY IS THE MOST IMPORTANT FACTOR IN RENDERING ASSISTANCE. DO NOT PUT OWN LIFE AT RISK TO RENDER ASSISTANCE. CALL FOR HELP.

DAMAGED OR SINKING VESSEL PROCEDURE

Do not place yourself in danger when rescuing.

Check for injured or ill sailors; follow On Water Rescue Response/Emergency Coordination Procedure.

Additionally:

- Ensure all sailors are wearing lifejackets, use spares onboard race management boats if necessary.
- Rescue sailors in the water first, before helping those still aboard the boat.
- Have sailors lower/furl all sails if there is time to do so.
- Use fenders where possible before retrieving sailors from a sinking vessel. Ensure no one is in danger of being trapped between the two vessels.
- Keep rescued sailors warm, use space blankets, transfer to shore ASAP.
- Collect GPS coordinates for sinking vessel if possible.

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

YOUR SAFETY, YOUR CREW AND PARTICIPANTS SAFETY IS THE MOST IMPORTANT FACTOR IN RENDERING ASSISTANCE. DO NOT PUT OWN LIFE AT RISK TO RENDER ASSISTANCE. CALL FOR HELP.

DROWNING PROCEDURE

First person on scene:










- Recover person if safe to do so
- Commence first aid treatment
- Call 000 Ambulance
- Contact and notify BYS of incident

IMT (as required)

- Coordinate support
- Ensure access for emergency services if required
- Incident logs and reports are completed.

Treatment:

If a child, adolescent or adult is drowning you must follow these critical First Aid for drowning steps immediately:

D	Danger	<p>CHECK FOR DANGER ENSURE SAFETY OF SELF, OTHERS + VICTIM REMOVE VICTIM FROM WATER + REMOVE HAZARDS</p>
R	Response	<p>CHECK FOR RESPONSE 'CAN YOU HEAR ME?' 'SQUEEZE MY HAND'</p>
S	Send for Help	<p>CALL 000 REMAIN CALM + STAY ON PHONE GET HELP FROM BYSTANDERS IF NEEDED</p>
A	Airways	<p>OPEN AIRWAY TILT HEAD LEVEL WITH BODY, CHECK AIRWAY IF DEBRIS IS PRESENT POSITION VICTIM ON THEIR SIDE + CLEAR DEBRIS</p> 
B	Breathing	<p>CHECK FOR BREATHING NO? COMMENCE CPR IMMEDIATELY YES? RECOVERY POSITION + MONITOR</p> 
C	CPR	<p>NO SIGNS OF LIFE - COMMENCE CPR ADULT/CHILD</p> <p> x30 <small>COMPRESSIONS</small> >  x2 <small>BREATHS</small> >  REPEAT <small>UNTIL SIGNS OF LIFE</small></p> <p>POSITION HEEL OF HAND CENTRE OF CHEST PLACE OTHER HAND ON TOP COMPRESS 1/3 DEPTH OF CHEST (100-120/MIN)</p> <p>TILT HEAD + GIVE 2 BREATHS</p> <hr/> <p>INFANT (UP TO 1 YEAR)</p> <p> x30 <small>COMPRESSIONS</small> >  x2 <small>BREATHS</small> >  REPEAT <small>UNTIL SIGNS OF LIFE</small></p> <p>USING TWO FINGERS COMPRESS 1/3 DEPTH OF CHEST (100-120/MIN)</p> <p>DO NOT TILT HEAD COVER NOSE + MOUTH + GIVE 2 BREATHS</p>
D	Defibrillation	<p>ATTACH DEFIBRILLATOR & FOLLOW PROMPTS ATTACH DEFIBRILLATOR (AED) AS SOON AS POSSIBLE CONTINUE CPR UNTIL SIGNS OF LIFE OR HELP ARRIVES</p> 

Medical attention must be sought for any person who has been submerged in the water for any length of time or has a serious head injury.

YOUR SAFETY, YOUR CREW AND PARTICIPANTS SAFETY IS THE MOST IMPORTANT FACTOR IN RENDERING ASSISTANCE. DO NOT PUT OWN LIFE AT RISK TO RENDER ASSISTANCE. CALL FOR HELP.

TREATING HYPOTHERMIA PROCEDURE

1. Call 000 if you suspect hypothermia.

Symptoms of hypothermia include:

- Confusion, memory loss or slurred speech.
- Drop in body temperature below 35° C.
- Exhaustion or drowsiness.
- Loss of consciousness.
- Numb hands or feet.
- Shallow breathing.
- Shivering.

Symptoms of hypothermia in infants and very young children include:

- Bright red, cold skin.
- Very low energy level.

2. Restore warmth slowly.

- Get the person indoors into a warm area.
- Remove wet clothing and dry person off.
- Warm persons trunk first, not hands and feet. Warming extremities first can cause shock.
- Warm person by wrapping in blankets and putting dry clothing on them.
- Do not immerse the person in warm water. Rapid warming can cause heart arrhythmia.
- If using hot water bottle or chemical hot packs, wrap them first, do not apply directly to skin.

3. If necessary, begin CPR, while warming the person.

- When person is not breathing, CPR for children or CPR for adult.
- Continue CPR until person begins to breathe or emergency help arrives.

4. Give warm fluid.

- Give person a warm drink, if conscious. No caffeine or alcohol.

5. Keep body temperature up

- Once body temperature begins to rise, keep dry and warm. Wrap head and neck as well.

6. Follow up.

- Emergency responders will continue warming efforts, and at hospital, health care workers may provide intravenous fluids and oxygen.

TREATING HEAT EXHAUSTION PROCEDURE

Heat exhaustion happens when someone becomes dehydrated due to fluid loss from a hot environment and/or excessive physical activity.

Signs and symptom include:

- Headache.
- Body temperature more than 40 ° C.
- Muscle cramps.
- Exhaustion and general weakness.
- Nausea and/or vomiting.
- Dizzy spells.
- Pale, cool, clammy skin at first, becoming flushed and red later.
- A rapid, weak pulse.

Treatment:

- Help the person to lie down at total rest in a cool or shady area to monitor.
- Remove excessive clothing and loosen any tight clothing.
- Cool by fanning and moisten skin if possible.
- If fully alert and responsive, give them frequent small drinks of water.
- If muscle cramps occur, gently stretch the affected muscles to ease pain.
- If unresponsive, place in the recovery position.
- If the person is unable to drink, is vomiting, unresponsive, or does not improve call 000 for an ambulance.
- Prepare to give CPR if necessary.

TREATING HEAT STROKE PROCEDURE

Heat stroke is a life-threatening emergency and can cause a person to collapse or fall unconscious. Heat stroke is more serious and means the body is no longer able to regulate its temperature by cooling the skin's surface by sweating. The internal body temperature rises, and organ damage can occur.

Call 000 if you suspect heat stroke.

Signs and symptoms include:

- Typically no longer sweating.
- Red, hot and dry skin.
- A body temperature more than 40 °C.
- A rapid, strong pulse.
- Rapid, noisy breathing.
- Irrational or aggressive behaviour.
- Deterioration of the conscious state.

Treatment:

- Call 000 for an ambulance immediately.
- Cool the person using wet towels or a wet sheet with a fan directed across the surface.
- If ice packs are available, wrap them in towels and place them around the neck, armpits, and groin.
- If shivering occurs, reduce active cooling.
- Monitor the person continually.
- If unresponsive or not alert, place in the recovery position.
- Prepare to give CPR if necessary.