



If an ambulance or medical attention is required the coach needs to follow the following Emergency Response Plan –

- A designated person to call emergency services 000
- An assigned person to call a family member of the injured individual
- A person to stay with the injured student to administer reassurance
- Assign a senior person to handle the rest of the students so you can stay with the injured individual
- Assign a senior person to go to front of facility entrance on to meet and direct ambulance
- First Aid / emergency kit is located under reception desk, and medical release and accident forms are in alphabetical order in student folders are on reception desk

EMERGENCY PHONE LIST

In case of emergency Call: __000

When answered, talk slowly and clearly and say this:

***“We are located at XXXXX Dance studio at the rear of
the XXXXX facility,***

141 John Doe St, Wantirna.

Nearest side street in John Doe St is Barmah St.”

***One of our students has fallen and injured her
(describe the injury) and needs an ambulance.***

***We will have someone stand out the front of the
XXXXX facility on John Doe St to direct you”****

***Stay on the line until the ambulance dispatcher
says you can hang up.***