

# 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.***