



Emergency Quick Guide

(NSW Department of Education – Excursions & Offsite Activities Aligned)

1. EMERGENCY CONTACTS

Emergency Services: 000

Nearest Hospital: Crookwell Hospital Kialla Rd Crookwell

AAC Program Manager / Duty Officer: Jo Marshall

Child Safety Officer: Jo Marshall

School / Group Leader: _____

➔ Carry this guide, student lists and medical plans **at all times**.

2. IMMEDIATE RESPONSE – ALL EMERGENCIES

1. **Stop the activity** and ensure immediate safety
2. **Call 000** if required
3. **Provide first aid** (trained staff only)
4. **Supervise all students** – do not leave groups unattended
5. **Conduct a head count**
6. **Follow the directions** of emergency services
7. **Notify AAC Program Manager and School/Group Leader**

3. MEDICAL EMERGENCY

Examples: serious injury, allergic reaction, asthma attack

- Call **000** immediately
- Follow the student's **Medical Action Plan**
- Use EpiPen / medication if authorised
- Keep the student warm, calm and supervised
- Notify the school and parents as soon as practicable

4. FIRE / BUSHFIRE

- Cease activities immediately
- Follow AAC evacuation instructions
- Move to the **designated assembly area**
- Do not re-enter buildings or fire areas
- Follow NSW RFS and emergency service advice



5. SEVERE WEATHER

Examples: high winds, storms, extreme cold/heat

- Stop outdoor activities
- Move to a safe shelter
- Monitor weather warnings
- Adjust or cancel activities as required

6. MISSING STUDENT

- Notify Program Manager **immediately**
- Conduct an immediate area search
- Maintain supervision of remaining students
- Contact **000** if the student not quickly located
- Inform the school/group leader

7. INTRUDER / UNSAFE PERSON

- Remove students from immediate danger
- Secure students in a safe location
- Call **000** if required
- Follow lockdown instructions

8. ANIMAL INCIDENT

- Remove students from the animal area
- Secure animals if safe to do so
- Provide first aid
- Report incident

9. EVACUATION & ASSEMBLY

Primary Assembly Area: Cattle Yard Ramp

Secondary Assembly Area: Blue Tree

- Staff lead students calmly
- Conduct head counts
- Remain at the assembly area until cleared

10. INCIDENT REPORTING

- All incidents and near misses must be recorded
- Complete AAC Incident Report Form
- Provide a copy to AAC Management and the school if required



KEY PRINCIPLES (NSW DoE Aligned)

- ✓ Duty of care at all times
- ✓ Active supervision
- ✓ Clear communication
- ✓ Accurate head counts
- ✓ Prompt reporting

This guide applies to ALL Australian Agricultural Centre programs and excursions.

