Instructions to Generate your Emergency Action Plans (EAPs)

Reading these notes will assist you in the use of the interactive form on the last page. It should help you produce an EAP specific to your own travel and diving excursions. This form can be used for both medical and non-medical events, and could apply both to you, or to other divers.

Notes before you start:

- o It is very important to accept that there is no one-size-fits-all format for an EAP. Each emergency is unique and requires careful consideration. It would be unwise to simply replicate the same EAP for different locations or even different emergencies.

- o This form cannot provide a guaranteed solution to all emergency situations – in some cases a different format may be needed.

- o EAPs should not be shared with or accepted by other divers without due caution as these may not apply in the same manner.

- o This EAP planning form is intended to provide you with a standard and useable tool to help you consider all likely situations in the event of an emergency and help you plan for actual emergencies that you may encounter. These may occur during recreational, scientific or other non-commercial diving activities.

- o **The *Clear form* button will clear all information except for *Emergency contacts*, as these are likely to remain the same.** These details can, however, be manually changed where needed.

- o The form is not password protected so it can be customized as needed. It is recommended that one master copy be retained as text editing can lead to unplanned changes to the form.

- o DAN does not assume any responsibility for resultant actions or outcomes from any EAP that is made using this form. Each EAP is unique and responsibility for the outcome is assumed by the compiler.

1. **First block: *Accident/incident***

Accident/incident

a. An *Accident* is regarded as an *Incident* where actual, irreversible damage or physical injury is the direct result. An *Accident* thus results from an *Incident*.
b. Check one of the two boxes and the other selection option will disappear. Uncheck the box and both will reappear. **Note that using the *Clear form* button will only clear the check symbol. It still needs to be selected and then deselected to show both options.**
c. An EAP for potential situations unique to an operation, a location or a situation can be added using the *Other text* option at the bottom of both drop-down menus.
d. Where a non-medical emergency leads to a medical emergency, such in the event of a fire, a cylinder explosion or gas contamination, be sure that you have a suitable medical emergency EAP.

2. Second Block: *Emergency?*
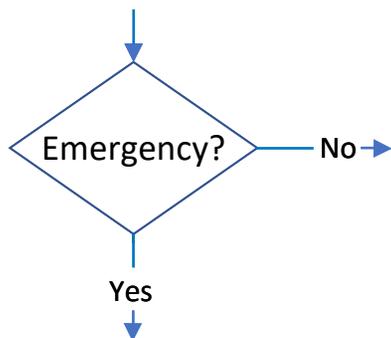
a. An emergency in the context of an EAP is regarded as a situation that clearly:

    (1) cannot be **controlled**;

    (2) cannot be **contained**;

    (3) is a medical condition that cannot be stabilized using current resources and/or equipment;

    (4) requires external assistance; or

    (5) is time critical.

b. During an emergency, when following your plan, the default course of action is *Yes*.

    (1) if you are unsure whether it is an emergency, follow the plan for *Yes*; or

    (2) if you have followed the plan for *No*, and the situation worsens, go back to the plan for *Yes*.

Emergency? — No →

Yes ↓

3. Third Block: *Emergency Action*
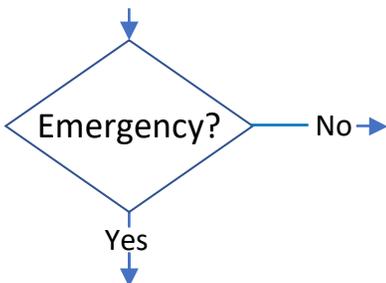
a. An Emergency action should be selected on the basis of the first emergency action to be taken. This may differ between EAPs, between locations or types of excursions. For example, some divers might decide that Call for help is the best course of action. Others might think that First aid/ stabilize another injured diver or person is more important.

b. The text box to the left of the Emergency Action drop-down menu should be used to describe the subsequent Emergency actions, in their appropriate order. Other necessary actions can be added here.

Emergency? — No →

Yes ↓

4. Fourth block: *Emergency Equipment*

a. Two drop-down menus are available for this fourth block. This is because more than one type of equipment may be needed for a given emergency situation. The options in the menus can also be tailored, and any additional equipment should be noted in the text box mentioned in 3b above.

5. **Fifth block:** *Emergency contacts*

Dive center:
Hotel/lodging:
EMS/rescue service:
Nearest hospital:
Police/security:
Insurance co:
Consular agent:
Travel agent:

a. *Emergency contacts* may vary according to the exact dive or travel location.

b. Enter each contact number in the text boxes to the left, with appropriate country and area codes. These will accept number or text entries – such as where radio channels may apply.

c. Remember the *Clear form* button will clear all information except for *Emergency contacts*, as these are likely to remain the same. These details can, however, be manually changed if needed.

6. **Sixth block:** *Ongoing emergency*

Resolved? — Yes →

No
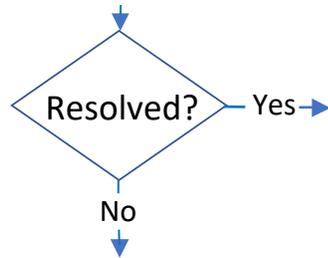
a. In the event that the emergency situation has not resolved, additional emergency actions may be required.

b. Once again, the first *Emergency action* is selected from the drop-down menu and the text box to the left should be used to describe additional *Emergency actions*, in their appropriate order. Other necessary actions can be added here.

Post emergency

o It is very important to review how the emergency resolved, whether the EAP was effective and whether you were able to manage the emergency to the best of your capabilitiesat the time.

o At this stage it would be wise to make any modifications and updates in preparation for your next diving trip.

o You might also realize that one plan is not sufficient for emergency situations you might face and that another one might be needed, especially if the nature of the location or future travel plans were to be significantly different.

Clear form

Accident/incident

Date created   EAP ref. no.

Emergency? — No → Respond

Yes

Dive Center:
Hotel/lodging:
EMS/rescue service:
Nearest hospital:
Police/security:
Insurance co:
Consular agent:
Travel agent:

Emergency contacts

Resolved? — Yes → Return/resume

No

Resolved

Return home

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