Instructions to Generate your Emergency Action Plans (EAPs)

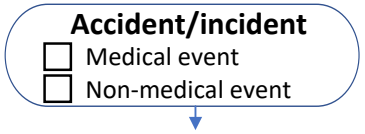
Reading these notes will assist you in the use of the interactive form below. It should help you produce effective, tailored EAPs specific to each of your operations and situations. This form can be used for both medical and non-medical events.

Notes before you start:

- It is very important to accept that there is no one-size-fits-all format for an EAP. Each emergency is unique and requires a separate EAP. It would be unwise to simply replicate the same EAP for different emergencies.
- This form cannot provide a guaranteed solution to all emergency situations – in some cases a different format may be needed.
- EAPs should not be shared with or accepted by other operators as these may not apply in the same manner.
- 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.
- **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.
- 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.
- 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.

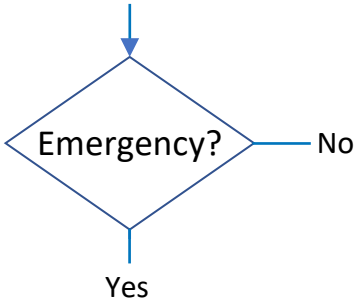
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1. **First block: *Accident/incident***



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

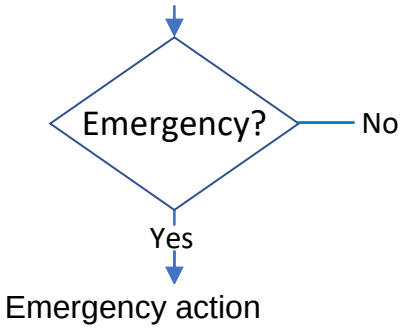
(5) is time critical.

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*.

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 operations and at the discretion of the compiler of the EAP. For example, some operators might decide that Call for help is the best course of action. Others might think that First aid/stabilize a victim 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.

4. Fourth block: *Emergency Equipment*

Emergency equipment

Emergency equipment

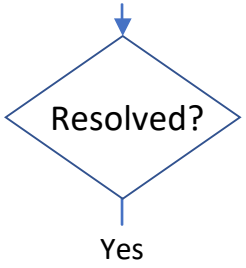
a. Two drop-down menus are available for this fourth block. This is because more than one type of equipment may be needed for a given emergency situation. The options in the menus can also be tailored, and any additional equipment should be noted in the text box mentioned in 3b above.

5. Fifth block: *Emergency contacts*

Operations Center:	Contact details
EMS/Fire brigade:	Contact details
Nearest hospital:	Contact details
SAR/coast guard:	Contact details
Police/security:	Contact details
DAN:	Contact details
Insurance:	Contact details
Legal advisor:	Contact details
Other (add)	Contact details

a. *Emergency contacts* may vary according to the exact dive 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: *Emergency action*



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.

7. Seventh block: *Post accident reporting*

Report/documentation	☐
Complete forms	☐
Update details	☐
Assess plan effectiveness	☐
Prevention plan	☐
Training	☐
Restock/replace	☐
Other	☐

Add text

a. It is important that all accidents and incidents be documented. In the case of severe accidents, official reporting may actually be legally required.
b. Documents and reports will enable accidents and incidents to be analyzed and ensure that any necessary remedial and preventative actions are implemented.
c. Be aware that the failure to accurately document accidents may result in legal complications.
d. Remember that emergency equipment and supplies need to be replenished when used.
e. Any other relevant information that may apply to your situation can be added here.

Clear form

Accident/incident

☐ Medical event

☐ Non-medical event

Date created

EAP ref. no.

Emergency?

No → Response

Yes → Emergency action

Add emergency actions as needed

Emergency equipment

Emergency equipment

Emergency contacts

Operations center:	Contact details
EMS/Fire brigade:	Contact details
Nearest hospital:	Contact details
SAR/Coast Guard:	Contact details
Police/security:	Contact details
DAN:	Contact details
Other (add)	Contact details
Insurance:	Contact details
Legal advisor:	Contact details

Resolved?

Yes → Return/resume

No → Emergency action

Additional emergency actions as needed

Resolved

Follow-up: Post incident investigation/analysis

Follow-up: post incident

Report/documentation	☐
Complete forms	☐
Update details	☐
Assess plan effectiveness	☐
Prevention plan	☐
Training	☐
Restock/replace	☐
Other	☐

Add text