

APPENDIX 4

Emergency Assistance Plan Checklist

1. CONTACTS

- Initial Contacts
- Emergency Medical Contacts

2. INJURY AND LOST DIVER

PREVENTION PLAN

- Emergency First Aid Procedures
- Injury Information form (Dive Accident Information slate – Neurological Assessment slate)
- Lost diver prevention plan
- Lost diver procedures

3. STAFF PREPAREDNESS

- Form for each staff member
- EAP known and signed by all staff members
- EAP easily accessible for staff and guests

4. EMERGENCY EQUIPMENT

- Emergency Equipment checklist in use and up to date
- Emergency Equipment clearly visible and can be deployed easily
- Procedures in place to check content and functionality of emergency equipment before every dive
 - Oxygen units
 - First Aid Kits
 - Communications
 - Rescue materials
 - AED (if applicable)

5. DIVE OPERATIONS

Orientation and Briefings

- Dive Safety guidelines
- Dive briefing guidelines
- Headcount procedures
- Missing / Lost Diver protocol and prevention
- Lost Diver Prevention
- Diver recall
- Post-Dive Activity

Post dive safety guidelines

- Headcount procedures
- Lost Diver management plan / procedures

Staff specific & general operations

- Dive Boat Safety guidelines
- Emergency Radio Communication guidelines
- Safety regulation requirements
- General safety information (and checklists)