

**MODULE 7 · REFERENCE CARD A**

# THE 4-STEP RESPONSE ORDER

Effective emergency response follows a clear order. Do them in sequence — not in parallel, not out of order. This card is the field reference; carry it where you can reach it.

**STEP 01 · FIRST**

## STABILISE

Make the situation safe before doing anything else.

- Secure the site.
- Remove the rest of the group from further risk.
- Identify hazards still present — falling rocks, traffic, water, electrical.
- If the site can't be made safe, move the patient (only if it's safe to do so).
- Don't become a second casualty.

**STEP 02 · THEN**

## PATIENT

Assess and treat the injured person.

- Primary survey: Danger, Response, Airway, Breathing, Circulation.
- Administer first aid within your competence.
- Call 111 if appropriate — ambulance, fire, police, search & rescue.
- Provide ICE info to emergency services (see below).
- Stay with the patient. Reassure. Monitor.

**STEP 03 · NEXT**

## GROUP

The rest of the group still needs to be led.

- Count students. Account for every one.
- Keep the group together. Move them away from the incident.
- Reassure. Give them a job if you can — idle witnesses spiral.
- Adjust the supervision plan with the staff you have left.
- No use of student phones / devices until you give the all-clear.

**STEP 04 · THEN**

## COMMUNICATE

Escalate to the right people, in the right order.

- Contact the Principal or Deputy Principal — they contact whānau.
- Brief any other staff in the field.
- Only the Principal speaks to media.
- No-one discusses legal liability with other parties on the day.
- Follow the school's incident-report procedure once resolved.

**I ICE INFO — READY BEFORE YOU DIAL 111**
**I · IDENTIFY**
**Who you are**

Name, role, school, contact number you can be reached on.

**C · LOCATION**
**Where you are**

GPS or grid reference, nearest road / landmark, access route.

**E · EVENT**
**What happened**

Nature of incident, number of patients, injuries, what's been done.

**N · NEEDS**
**What you need**

Ambulance / helicopter / SAR? Specific resources? ETA you can offer the patient.

**WHY THE ORDER MATTERS**

