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| **Emergency … Don’t panic** | **Getting Help?** |
| **Assess** the situation for the safety of yourself and others. | Protect casualty and group from the  environment, use shelters, spare clothing,  insulation, possible food and drink. |
| **Assess the casualty**, are they conscious, do they react to speaking or gentle shoulder shake? Is there any physical damage? | **Should you move the casualty?**  Will it increase the chances of recovery?  Can you move them safely?  Where is the best place and method to move  the casualty?  What is the likely hood of rescue?  What are the risks and chances of going for  help? |
| **Breathing**: Are they breathing?  Do they need help to breath? If so tilt the head back lift the chin, pinch the nose, cover the mouth are with yours and gently breath in, look at the chest to check it rises and falls. | **Messengers / Appointed Persons**  Should have enough skill and equipment to look  after themselves, have written info, describing the location and casualty’s location, description of incident and time. |
| **Normal breathing** rate is 12–18 per min adults 20–30 | **Information required when calling for help**  Location, type of Incident, Other services required, Number of casualties, Extent of injuries and confirm Location. (LIONEL) |
| **Pulse**. If both the heart and breathing has stopped, perform **CPR**  Do 15 chest compressions followed by 2 breaths and repeat this process until recovery, relieved by ambulance service or exhaustion | **Check and Record every 10 minutes**  **Breathing**:  Breaths per minute, quiet, noisy, easy, or difficult? |
| **Emotions**: Look after the casualties, bystanders and your emotional needs. | **Eyes**:  Open, open to speech, open to pain or no  response? |
| **Physical Checks** | **Movement**:  On command, in response to pain or no response? |
| Tell them your name and role; Tell them what your  Doing. | **Speech**:  Normal, confused, Inappropriate words or none? |
| Check for identification and medication  Keep the casualty talking  On spinal neck inspection move the casualty as little as possible. | **Pulse**:  Beats per minute, strong? regular? irregular? bounds? |
| Carefully physically check:  Head, neck, face, collar, shoulders, arm pits, arms, hands, sternum, sides of chest, back, abdomen, pelvis, legs, ankles and feet  Check skin, colour, temp (pink inside eye lid?)  Check pupils and reactivity  Can they move their fingers toes arms legs to  support breaks? |  |
| **If safe airway position is needed, do not leave**  **them unattended** |  |