

Teacher Handbook with Emergency Response Plan (ERP) — Camp/Excursion

[School name]

To use this sample, please contextualise the **Green highlighted text** and remove any **red instructional text**.

Delete this entire text box.

Destination of trip

[Departure Date] to [Return Date]



Melbourne Archdiocese
Catholic Schools

Table of Contents

1. Tour Travel Information.....	4
Departure information (complete tables).....	4
Return information.....	4
2. Itinerary.....	5
Overnight Camp.....	5
Day-trip Excursion.....	7
3. Program overview.....	8
Important information for staff.....	8
Important details provided to students.....	8
Important details provided to students' families.....	9
4. Group lists.....	10
5. Clothing and equipment list.....	11
6. Staff supervision roster.....	13
7. Accommodation Details.....	15
8. Emergency Response Plan (ERP).....	16
9. Communication in an Emergency.....	19
Calling emergency services.....	19
Emergency notification procedure.....	19
10. Medical Summaries.....	20
11. Risk Assessment.....	21
12. Emergency Information.....	22
In an emergency.....	22
For information and support.....	22
MACS Emergency Management.....	22



1. Tour Travel Information

Teacher in Charge (TIC): **Name of Teacher in charge of trip**

Program: **Insert information about activity – e.g. year level(s), subject, etc**

Dates: **[Departure Date]** to **[Return Date]**

Rendezvous day one: **[Insert time]**. Students meet at **[Insert location]**. The staff arrive by **[time]**.

Time departure: **[Insert day, date, and time]**

Time return: **[Insert day, date, and time]**

Pick-up arrangements: **[insert how students are to be collected]**

Departure information (complete tables)

Bus/flight number	Group	Student numbers	Staff names	Phone numbers	First aid (y/n)	Notes

Return information

Bus/flight number	Group	Number of students	Staff numbers	Phone numbers	First aid (y/n)	Notes



2.Itinerary

Insert the packing list or update it, use one of the tables below, and add more columns as required.

Overnight Camp

	DAY 1 - 01/01/2025	DAY 2 - 02/01/2025	DAY 3 - 03/01/2025	DAY 4 - 04/01/2025	DAY 5 - 05/01/2025
Breakfast plan					
AM activity					
Lunch plan					
PM activity					
Dinner plan					
Evening activity plan					
Transportation details					
Accommodation details					



	DAY 6 - 06/01/2025	DAY 7 - 07/01/2025	DAY 8 - 08/01/2025	DAY 9 - 09/01/2025	DAY 10 - 10/01/2025
Breakfast plan					
AM activity					
Lunch plan					
PM activity					
Dinner plan					
Evening activity plan					
Transportation details					
Accommodation details					



Day-trip Excursion

	Group 1	Group 2	Group 3	Group 4
Breakfast plan				
AM activity				
Lunch plan				
PM activity				
Dinner plan				
Evening activity plan				
Transportation details				



3. Program overview

Program objectives: please provide details here

Program history: please provide details here

Provider details: Please provide details here

Specific venue information: Please provide details here for each location. May also be required for activities

Water: Please provide details here. Comment on the water potability and/or availability

Food: Please provide details here

Transport: Detail the transport types used and the days they are used. A table could be useful for this, and below is a sample.

Transport type	Company	Contact details	Days being used

Important information for staff

Please provide details of the important information to be shared with the staff. Below are some suggestions.

- The supervision of students
- Overnight management
- Medication
- First aid arrangements
- Photo consent
- Incident report and recording
- Downtime
- Risk management

Important details provided to students

Please provide details of the important information to be shared with the students. Below are some suggestions.

- Packing lists
- Debrief summary
- Overnight management
- Medication reminders
- Downtime rules

Important details provided to students' families

Insert copies of parent letters and communication, e.g. information sessions, costs and charges, payment plans, behaviour expectations, program details, briefings, etc.



4. Group lists

Insert the group lists or update and use the template below. , adding as required. Ensure you include teachers and indicate them (e.g., use (T) next to their surname).

Group	Surname	First Name
1	Surname (T)	
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		

Group	Surname	First Name
2	Surname (T)	
2		
2		
2		
2		
2		
2		
2		
2		
2		
2		
2		

Group	Surname	First Name
1	Surname (T)	
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		
1		

Group	Surname	First Name
2	Surname (T)	
2		
2		
2		
2		
2		
2		
2		
2		
2		
2		
2		



5. Clothing and equipment list

Insert the packing list or update and use the template below.

Please ensure that all your clothing and personal gear items are labelled with your name.

Clothing		
	No.	Item
☐	4	T-shirts (that cover stomachs & sleeves to elbows – no singlet tops)
☐	1	Set of thermals (polypro or wool)
☐	1	Long-sleeve shirt with collar for sun protection
☐	1	Pair long pants, NOT jeans.
☐	1	Sturdy shoes (boots or runners) for outdoor activities
☐	2	Shorts (no denim allowed)
☐	1	Wide-brimmed sun hat (no peaked caps)
☐	2	Thin jumpers (fleece or wool)
☐	6	Underwear and socks
☐	1	Pair of old sneakers/runners (these will become wet)
☐	1	Set of old clothes that will potentially become muddy/dirty
Equipment		
☐	2	Large plastic bags for wet/dirty clothing
☐	1	Pillow
☐	1	Bowl, cup, fork and spoon (plastic)
☐	1	Torch and spare batteries (head torch is recommended)
☐	1	Sleeping bag
☐	1	Teatowel, scourer and sponge
Personal items		
☐	1	Shampoo & conditioner
☐	1	Toothbrush & paste
☐	1	Towel
☐	1	Deodorant (no aerosols – roll-on is ideal)
☐		Soap
☐	1	Hairbrush and/or comb
☐	1	Insect repellent (20% DEET is good – no aerosols, roll-on is ideal)



☐	1	Sunscreen SPF 30+, zinc, lip balm
☐	1	Labelled personal medications in a snap lock bag
☐	1	Fitted sheet
☐	1	Hairbrush and/or comb
Small day bag for plane/bus		
☐		Water bottle
☐		Raincoat (must be waterproof with a hood)
☐		Snack for the first day
☐		ID/Passport and wallet
Optional		
☐	1	Camera
☐	1	Book to read
☐	1	Phone and charger
☐	1	Book/journal and pens
☐	1	Sunglasses
DO NOT BRING		
Aerosol cans		Nuts – we have a ‘no obvious nut’ policy.
Lollies – there will be plenty of food		Any items that are against standard school rules



6. Staff supervision roster

Insert supervision roster or contextualise the template below.

	Times	DAY 1 - 01/01/2025	DAY 2 - 02/01/2025	DAY 3 - 03/01/2025	DAY 4 - 04/01/2025	DAY 5 - 05/01/2025	DAY 6 - 06/01/2025	DAY 7 - 07/01/2025
Wake up								
Morning Supervision	7 am – 8 am							
Lunchtime								
Activity 1 and supervision								
Activity 2 and supervision								
Nighttime Routine	9 pm – when settled							



	Times	DAY 8 - 08/01/2025	DAY 9 - 09/01/2025	DAY 10 - 10/01/2025	DAY 11 - 11/01/2025	DAY 12 - 12/01/2025	DAY 13 - 13/01/2025	DAY 14 - 14/01/2025
Wake up								
Morning Supervision	7 am – 8 am							
Lunchtime								
Activity 1 and supervision								
Activity 2 and supervision								
Nighttime Routine	9 pm – when settled							



7. Accommodation Details

Insert supervision roster or contextualise the template below.

	Accommodation name	Location	Contact Details
DAY 1 - 01/01/2025			
DAY 2 - 02/01/2025			
DAY 3 - 03/01/2025			
DAY 4 - 04/01/2025			
DAY 5 - 05/01/2025			
DAY 6 - 06/01/2025			
DAY 7 - 07/01/2025			
DAY 8 - 08/01/2025			
DAY 9 - 09/01/2025			
DAY 10 - 10/01/2025			
DAY 11 - 11/01/2025			
DAY 12 - 12/01/2025			
DAY 13 - 13/01/2025			
DAY 14 - 14/01/2025			



8. Emergency Response Plan (ERP)

Insert plan or contextualise the template below.

Excursions, Camp and Travel Emergency Response Plan Information			
School name (including campus)		Year Level(s)	
Activity(s)		Number of students	
Activity Location(s)		Number of staff	
Date of review		Activity date(s)	
Approved by Principal	Insert name and sign.		

Key contacts	Name	Number(s)
Teacher-in-charge		
First aid staff		
Teacher/ staff		
	Add as required	
School reception		
MACS Emergency Management Coordinator	(+61) 0436 958 801 (24 Hours)	
Venue contact		
Principal		
Deputy Principal		
School 24-hour contact		

Local emergency contacts for each location/country	
Nearest hospital(s) for each location	
Nearest medical centre	.

Evacuation response (attach maps and mark locations if required)	
Access points (emergency vehicles, helicopter, etc.)	
Assembly points	
Time for school support to arrive	
Travel time to nearest medical help (from the most remote location)	
Communication considerations (i.e., mobile / satellite phone, EPIRB/PLB requirements)	



Emergency response procedure

Please attach the plan to this document for students or staff with an existing medical management plan (e.g. anaphylaxis management plan, asthma management plan, etc.). There is no need to complete additional emergency response procedures unless the principal deems them necessary.

What (injury, illness, weather, environmental conditions)	Actions required (including equipment and location such as first aid, EpiPen, etc.)	Who is responsible for each action?
<i>A medical emergency requiring hospitalisation</i>	- Contacting ambulance/ transporting student to nearest appropriate hospital - Notify 24-hour school contact and family - Decide who will accompany student/staff in ambulance - Decide if the group can continue with the schedule or will return to accommodation	Teacher-in-charge
	Administration of first aid until student arrives at hospital/ ambulance arrives	Teacher qualified in first aid
	Support other students (and staff)	Other VIT-registered staff
<i>Lost student</i>	- Coordinate immediate search of local immediate area and last known location - Attempt communication via established communication channels - lost for a short time and found by the leader/ group – notify school contact and family <1 hour - Notify emergency services of missing/lost participant/group that >1 hour, school contact and MACS and family - Missing person declared (missing > two hours, non-contactable via any means – MACS Emergency Management – school contact, school contact to establish family liaison. - Decide if the group can continue with a schedule or will return to accommodation.	Teacher-in-charge
	Support other students (and staff)	Teacher qualified in first aid/ other staff
<i>Illness – requiring withdrawal from daily activities</i>	First aider to assess whether ill student needs to be referred to medical services.	Teacher qualified in first aid
	- Decide how students will be supervised at accommodation (student buddy) considering the never alone rule - Notify 24-hour school contact and family of illness and management plan	Teacher-in-charge
	Consider how students/staff will get meals while the group is away from accommodation.	Teacher providing supervision
<i>Missed flight or cancelled flight</i>	- Teacher-in-charge to liaise with Tour provider and/airline to find replacement flight - Consider and arrange accommodation if required - Notify the next set of accommodations if travelling on to the following location - Decide how students will be supervised at the airport/on the route to the new accommodation, considering the never-alone rule - Consider provisions of extra meals for time during delay - Notify 24-hour school contact and families of impacted plans – especially when it impacts airport pick ups	Teacher in charge
<i>Critical incident on flight</i>	- The teacher in charge will liaise with flight attendants and direct students and staff to comply with all reasonable instructions. - Consider next steps if incident management is likely to continue after flight lands (e.g. need to arrange interim	Teacher in charge



Emergency response procedure

	- accommodation and/or repatriation flight, supervision of all other students, etc.) and arrange accommodation if required - If the group is splitting, decide how the student will be supervised at the airport or en route to the new accommodation, considering the never-alone rule. - Notify the school and MACS that they align with emergency management procedures upon landing.	
	In case of an in-flight medical episode, follow any response plans for students or staff (i.e., allergy, asthma, diabetes, epilepsy), follow first aid training, and notify flight attendants. Ensure flight attendants or any others providing aid (e.g., a physician passenger) know the student's known medical history and medications (if any).	Teachers training in first aid or specific condition management.
	Nominate staff to manage the remainder of the students whilst other staff manage an incident	The teacher in charge should consider delegating the remaining tasks to other VIT-qualified staff.
<i>Diabetic emergency</i>	- Trained teaching staff to monitor and deliver first aid in line with training - Glucagon for hypoglycaemia is indicated if the person is: - Too drowsy or unable to eat or drink - Unconscious - Fitting - Decide who will accompany the patient in an ambulance - Notify 24-hour school contact and family	Teachers trained for diabetic management
	- Contacting ambulance (call xxxxxx) / transporting student to nearest appropriate hospital - Administration of first aid until student arrives at hospital/ambulance arrives	Teacher qualified in first aid
	Support other students (and staff), decide if group can continue with schedule or will return to accommodation	Teacher-in-charge
<i>Program impacted by severe weather or environmental disaster</i>	- Teacher-in-charge to monitor weather and government emergency alert systems and follow all government advice - Liaise with local tour provider on arrangements to evacuate to emergency relief centre	Teacher-in-charge
<i>Early repatriation</i>	- Student and staff code of conduct explained and agreed to by all students and staff attending – including behaviours that warrant immediate removal from the program - Consequences and associated costs of repatriation explained to students and families - Liaise with the tour provider to arrange repatriation flights for non-emergency reasons - Contact tour provider and/or consulate for support of emergency medical repatriations	- Teacher-in-charge - Teacher qualified in first aid - Other staff
<i>Enter other situations and considerations as required.</i>		

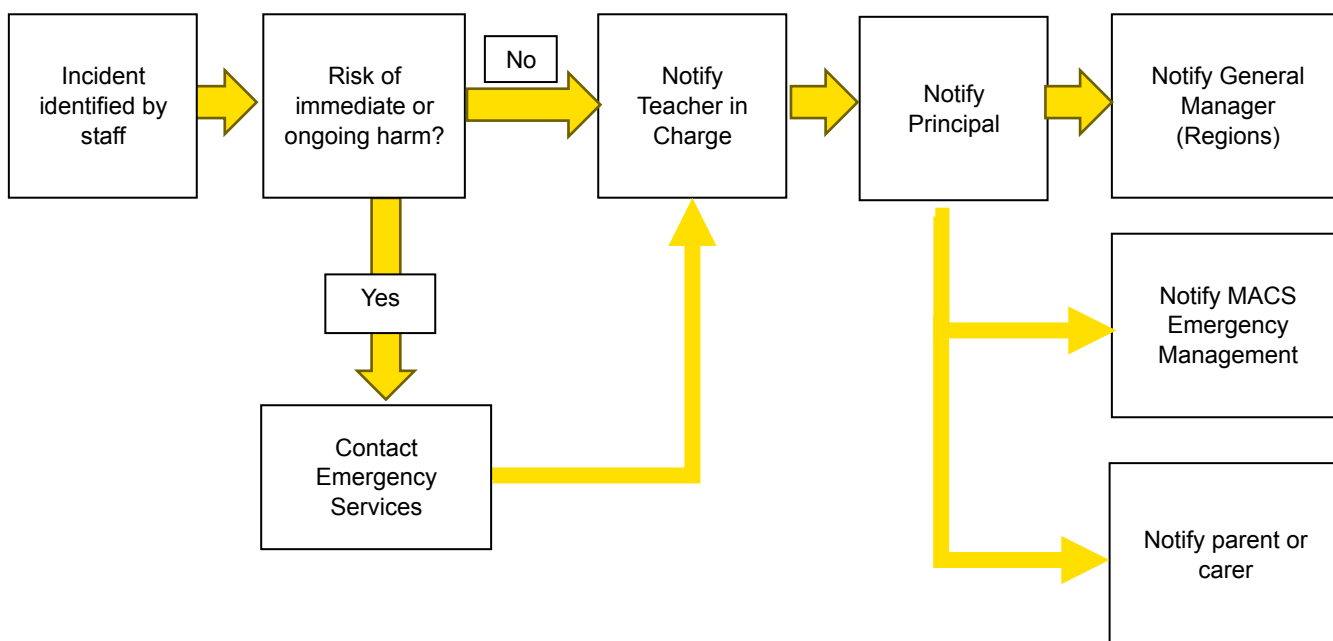


9. Communication in an Emergency

Calling emergency services

Emergency services call guidelines	Example
State who you are	(Name) from XXXXXX College
The exact location of the incident (area/grid reference/coordinates)	Corner of Smith and Little Street, North Timbertown
What happened	The student fell off the bicycle and landed on the right arm.
Injury sustained (pain rating/severity) / Age of patient (do not give name)	E.g. Male student, 14 years old, injured right arm – swollen and angulated (suspected broken arm)
Where will you meet the ambulance or explain where you.	If unsure of the best access route, tell the emergency services where they will be met by a staff member and then directed to the emergency.
Use road names, campsite names or GPS coordinates.	Give them the mobile number and name of the staff member they will meet
Stay on the phone until the operator directs you otherwise.	

Emergency notification procedure



10. Medical Summaries

Insert high-level medical summary or contextualise the template below.

	Surname	First name	Parent / Carer contact number	Pre-existing medical conditions	Asthma	Severe allergy	EPI-PEN	Dietary requirements	Swimming ability
1					Y/N	Y/N	Y/N		
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Add rows or repeat the page as many times as needed.



11. Risk Assessment

Insert endorsed risk assessment.





12. Emergency Information

In an emergency

1. Stop

- Stop what you're doing and work out what has happened.
- Prevent the incident from getting worse.

2. Make it safe

- Address immediate safety concerns (e.g., contain the event, initiate first aid).
- Inform relevant staff to assist and control the situation.
- Determine the appropriate response.

3. Communicate

- If required, contact emergency services on Triple Zero (000).
- If the event is ongoing and real-time assistance is required, contact MACS Emergency Management on +61 436 958 801 (24/7).
- Ensure the Teacher in Charge/ Principal / General Manager (Regions) and other key stakeholders (e.g., tour provider) are kept informed.

4. Manage

- Implement actions to manage the emergency, maintain safety, and restore operations.
- Use your EMP and MACS Emergency Management to assist.

5. Follow up

- Document what happened as soon as possible; report the incident to your line manager and MACS Emergency Management (if not already done).
- With support from MACS Emergency Management, undertake a debrief and review your EMP.

For information and support

MACS Emergency Management

For emergency support, information, and advice for your school or office.

+61 436 958 801 (24/7) / emergencymanagement@macs.vic.edu

