

**Emergency Procedures**

**This form is to be completed and forwarded to the Head of Establishment**

**Action to be taken by the group leader or by other group members in the event of a serious accident**

<b>1</b>	<b>Ascertain the nature and extent of the emergency</b>
Precise details	

<b>2</b>	<b>Protect the group from further injury or danger and ensure that all members are accounted for</b>
How many members are not accounted for? (Please list names)	

<b>3</b>	<b>Render First Aid</b>
Precise treatment given	

<b>4</b>	<b>Phone the rescue services and/or police</b>
Who has been phoned?	
Where?	
Who made the call?	
Who took the call?	

<b>5</b>	<b>Phone the responsible or contact person</b>
Who has been phoned?	
Where?	
Who made the call?	
Who took the call?	
<b>STATE THAT IT IS AN EMERGENCY REQUIRING IMMEDIATE ACTION AND PRIORITY</b>	

<b>6</b>	<b>Give your name and address/location and the phone number from which you are making the call</b>
Name	
Address	
Phone number	

<b>7</b>	<b>Give the location of the incident and the names of the individuals involved</b>
Precise location of the incident	
Names	

<b>8</b>	<b>State the time of the incident</b>

<b>9</b>	<b>State the nature of the incident giving details of the injuries and names of the injured persons</b>
Injuries	
Names	

<b>10</b>	<b>Give phone numbers to aid further communication</b>

Remove the group to some secure accommodation and place under the care of a member of staff who will protect them from the attention of the press/media. If necessary, request the Police to assist in this protection. Calm and comfort children/young people and arrange for their evacuation.

Write down all the relevant details whilst still fresh in the memory. Photographs may be useful.

Restrict Child or young person access to phones.

Do not make any statements to the press/media or allow anyone else to make statements