

Checklist for Emergency Procedures Framework

If an emergency occurs on an excursion/visit the main factors for leaders to consider include the need to:

	Please tick
Establish the nature and extent of the emergency as quickly as possible.	<input type="checkbox"/>
Ensure that the entire group are safe and looked after.	<input type="checkbox"/>
Establish the names of any casualties and get immediate medical attention for them.	<input type="checkbox"/>
Ensure that all group members who need to know are aware of the incident and that all group members are following the emergency procedures	<input type="checkbox"/>
Ensure that a leader accompanies casualties to hospital and the rest of the group are adequately supervised at all times and kept together.	<input type="checkbox"/>
Notify the police if necessary.	<input type="checkbox"/>
Notify the British Embassy/Consulate if an emergency occurs abroad.	<input type="checkbox"/>
Inform the home base contact. The home base contact number should be accessible at all times during the visit.	<input type="checkbox"/>
Collect details of the incident to pass on to the establishment, which should include nature, date and time of incident, location of incident, names of casualties and details of their injuries; names of others involved so that parent/guardians can be reassured; action taken so far; including where casualties have been taken; action yet to be taken (and by whom).	<input type="checkbox"/>
Notify insurance department, especially if medical assistance is required (this may be done by the home base contact)	<input type="checkbox"/>
Notify the provider/tour operator (this may be done by the home base contact)	<input type="checkbox"/>
Write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence.	<input type="checkbox"/>
Keep a written account of all events, times and contacts after the incident.	<input type="checkbox"/>
Complete an incident report form as soon as possible. Contact HSE or local authority inspector, if appropriate	<input type="checkbox"/>
Ensure that no-one in the group speaks to the media. Names of those involved in the incident should not be given to the media as this could cause distress to their families. Media enquiries should be referred to a designated media contact in the home area.	<input type="checkbox"/>