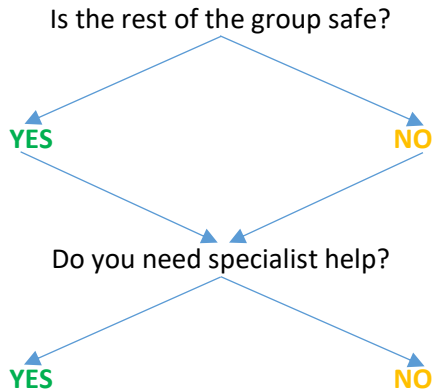


Emergency Action Plan

31st August 2016

Revised 26th August 2017

STOP STOP THINK OBSERVE PLAN



Dial 999

Ensure Group Welfare

BE READY WITH

Your Name & Contact Details

PLACE – Grid Ref, Location, Road

INCIDENT – Name and

NUMBER INJURED - in Group Age
Gender

TIME of Incident

ACTION taken and Proposed Action

INFORM DIRECTORS

and or **H**OME CONTACT

and Pass on the above details

Update Directors and or Home
Contact Regularly

Do you need to Contact Directors
and or Home Contact?

YES

NO

Review as needed

Update Directors and
or Home Contact

Record incident

Directors Contact
Telephone Numbers

0845 226 8074

Colin 07932 873 052

Andrew 07496 152 247

- Render Any Necessary First Aid.
- Stay together as a group if possible
- Send minimum of Two for Help with **P I N T A** Information.
- Record Your Actions.
- Preserve Vital Evidence, Details of Witnesses
- Do not discuss the incident except with Officials (Police, Directors)
- **DO NOT TALK TO THE PRESS**
- Do not admit liability under any circumstance.
- An Adult should accompany all Casualties to Hospital

Home Contact Immediate Action Card

On First Contact from Group Leader

- Who is making The Call?
- Where they may be contacted? (Landline Best):
- What Happened (PINTA)?
Place:

Incident:

Numbers Involved:

Time & Date:

Action (Taken and Future):

Directors Contact
Telephone Numbers

0845 226 8074

Colin 07932 873 052

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Subsequent Action

- Inform Head of School/Service/Director, discuss procedures for notifying Parents/Carers if needed.
- In the case of serious incidents, Initial contact should be made to parents/carers by the Police
- Alert authorities and any emergency contacts related to the organisations you are working with.

Warnings & Advice

- First reports from Groups are often inaccurate, check back with them after they have got the group at a place of safety.
- Keep written record of all facts.
- Help with Any Official Enquiries.
- Do NOT admit liability.
- Do NOT comment to the media; Refer them to your Press Officer.
- Understand Parents Concerns and the Group Leaders task.
- Remain available until 'stood down' by a Director