

# Checklist - emergency procedures

## General information

School/Group

Details of Visit/Activity

Dates (DD/MM/YYYY)

From:

To:

Group Leader/Contact

## Preparation

Emergency Procedures Framework during the Visit:

- Who has been informed of who will take charge in an emergency, the named back-up and what they are expected to do in an emergency.
- Teachers Yes / No
- Adult assistants Yes / No
- Supervisors Yes / No
- Pupils Yes / No
- Parents Yes / No

Do you know who to contact at school and/or in the LEA/Governor for reporting emergency incidents and for referring press/media? Yes / No

And how to contact them? Yes / No

Home Contact (School) Name:

Telephone No:

Home Contact (LEA/Governor) Name:

Telephone No:

Do they know they are your emergency contact? Yes / No

Are there fail-safe arrangements if they are not immediately available? Yes / No

Does everyone who might have to use it have this information? Yes / No

Have the emergency contacts at home, the school, and the LEA an Emergency Event Checklist? Yes / No

## Emergency

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If an accident happens the priorities are to:

- establish nature and extent of the emergency as quickly as possible
- ensure that all the group are safe and looked after
- establish the names of any casualties and get immediate medical attention
- ensure all group members who need to know are informed and follow emergency procedures
- ensure a teacher accompanies any casualties to hospital and the rest of the group remain adequately supervised and kept together
- notify the police if necessary
- inform the school contact (the number(s) should be accessible at all times during the visit)
- Details should be passed on to the school contact including:
  - nature, time and date and location of incident
  - names of casualties and details of injuries
  - names of others involved
  - action yet to be taken and by whom
- notify the Assistance Company of the insurers (especially if medical assistance is required)
- notify provider/tour operator
- ascertain telephone numbers for future contact (do not rely on mobile numbers)
- write down all relevant facts as soon as possible, witness details and preserve any vital evidence
- keep a written record of all events, times and contacts after the incident
- complete an accident report as soon as possible and contact HSE/LEA inspector
- if Overseas you may need to inform the British Embassy/Consulate

## Liability

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Do not discuss liability with other parties

## Media

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No one in the group should speak to the media - do not give names and refer media enquiries to designated contact in home area

N.B. No one, unless they are in a relevant official capacity, has the right see anyone who does not wish to see them. In the event of any verbal communication, keep a written record of everything that is said, and happens.

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