

# 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

---

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

---

Do not discuss liability with other parties

## Media

---

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.

**Chubb. Insured.<sup>SM</sup>**

Chubb European Group SE (CEG) is a Societas Europaea, a public company registered in accordance with the corporate law of the European Union. Members' liability is limited. CEG is headquartered in France and governed by the provisions of the French insurance code. Risks falling within the European Economic Area are underwritten by CEG, which is authorised and regulated by the French Prudential Supervision and Resolution Authority (4 Place de Budapest, CS 92459, 75436 Paris Cedex 09, France). Registered company number: 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. Fully paid share capital of €896,176,662.

CEG's UK branch is registered in England & Wales. UK Establishment address: 100 Leadenhall Street, London EC3A 3BP. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Details about our authorisation can be found on the Financial Conduct Authority website (FS Register number 820988).