

# Off-site Activities Emergency Procedures

**Please print these assistance cards and distribute to all group leaders and accompanying adults for every trip**

The group leader usually takes charge in an emergency - but back-up cover should be arranged and there should be liaison with the tour operator if one is being used. Don't forget to ensure the school contact has all the necessary details about the trip.

<p style="text-align: center;"><b>Operates 24 hours everyday</b></p> <p style="text-align: center;">To help Chubb Assistance please be ready to give:</p> <p>Name of your Local Education Authority: <input type="text"/></p> <p>And depending on your situation, relevant information such as:</p> <ul style="list-style-type: none"> <li>• School's Emergency contact details</li> <li>• Details of any individuals for whom help is needed</li> <li>• Contact details for any doctors or hospitals involved.</li> </ul> <p>Policy Number: <input type="text"/></p> <p>Contact number(s) for where you are: <input type="text"/></p>	<p style="text-align: center;"><b>Emergency procedures</b></p> <ol style="list-style-type: none"> <li>1. Ensure that all staff and young people are safe from further danger and that rescue, medical care and hospitalisation is provided, as necessary.</li> <li>2. Inform your school or LEA as soon as possible ensuring the appropriate arrangements are made to inform parents. In the case of fatality the police should be informed.</li> <li>3. Consider whether your party (including yourself) needs adult assistance and request the same from your school/LEA.</li> <li>4. Do not speak to the press or media, other than to refer them to the designated contact.</li> <li>5. Ensure that any equipment is retained in unaltered condition.</li> <li>6. Never admit liability of any sort.</li> <li>7. Do not allow anyone to attend to a party member without a witness being present.</li> <li>8. If necessary ring Chubb Assistance, which is linked with your Off-site Activities Insurance policy, at the earliest opportunity.</li> </ol> <p>NOTE: No one, unless they are in a relevant official capacity, has the right to 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.</p>
<p><b>Chubb Assistance:</b> <b>T +44 (0) 20 3305 8243</b></p> <p>If you need to use Chubb Assistance, simply call the number above. It will help if you have as many details with you as possible when you call. For further information please visit <a href="http://osa.uk.chubbinsured.com" style="color: white;">osa.uk.chubbinsured.com</a></p> <p style="text-align: right; font-size: small;">C1087/05 0119</p>	<p style="text-align: center;"><b>CHUBB®</b>    <b>Off-site Activities</b> Emergency procedures</p>

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