

## Emergency Procedures

- Assess the situation;
- Safeguard uninjured members of the group;
- Attend to casualty/casualties;
- Inform the Emergency Services if appropriate;
- Ensure all group members are safe and looked after;
- Establish the names of any casualties and get immediate medical attention for them;
- Ensure all group members who need to know details of the emergency are aware and that; all group members are following emergency procedures;
- Ensure an adult accompanies casualties to hospital and the rest of the group are kept; together and adequately supervised at all times;
- Inform Dan Abraham 07880565751

### Information to pass on

- Nature and time of incident;
- Location of incident; names of casualties and details of their injuries;
- Names of others involved so parents can be reassured;
- Action taken so far;
- Action yet to be taken (and by whom);
- Ascertain additional telephone numbers for future contact
- At the first opportunity write down accurately all relevant facts and witness details to preserve any vital evidence
- Keep an updated written account of all events, times and contacts after the incident
- No-one in the group should speak to the Media
- Names of those involved in the incident should not be given to the media
- All enquires (media or otherwise) should be directed to Dan Abraham
- No-one in the group should discuss legal liabilities with other parties

