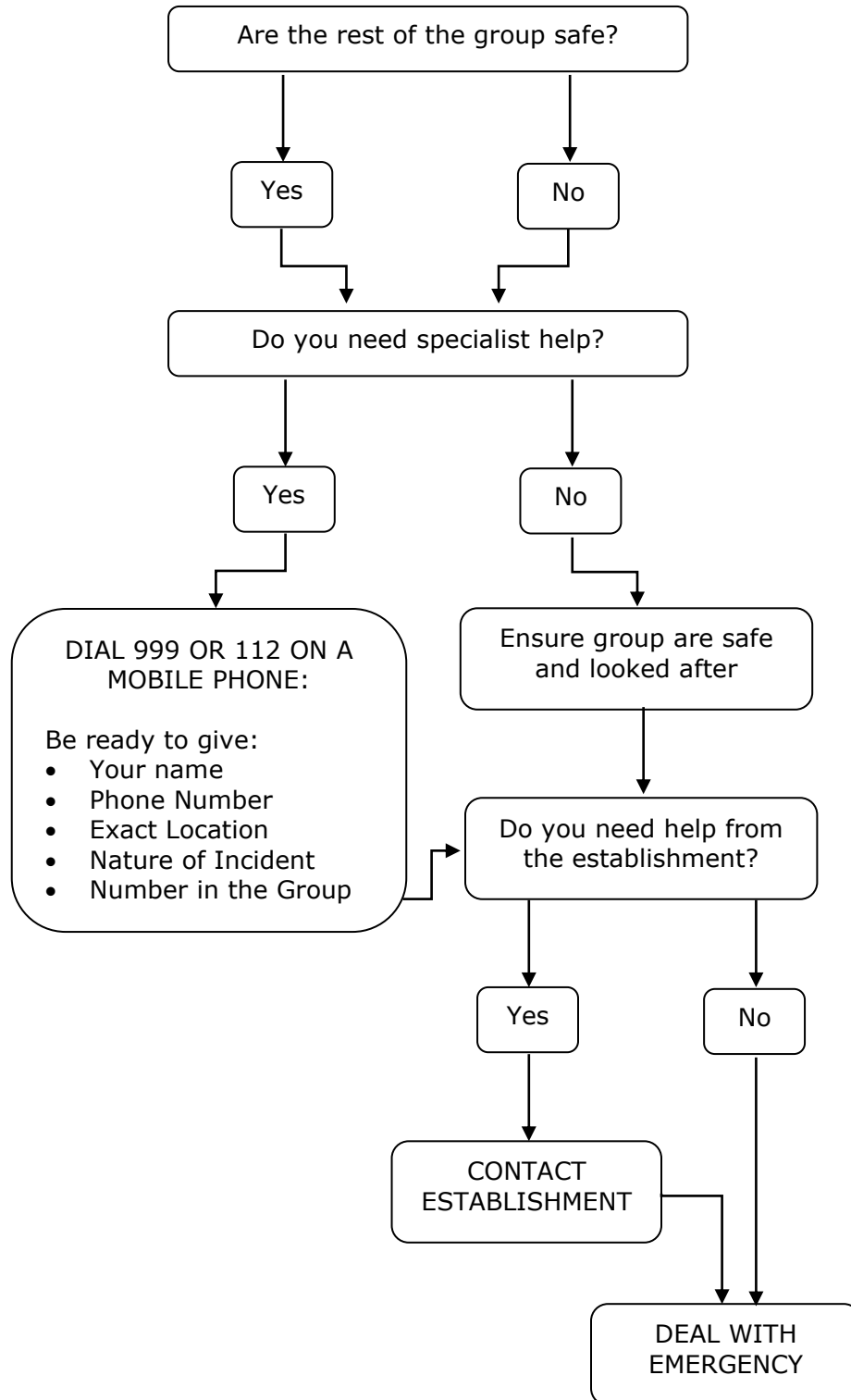




Emergency Action Plan- School Visits

STOP! THINK! ACT! KEEP CALM – Let the group know that you are in control.

Establish the nature and extent of the emergency:





- Administer first aid if required & follow direction from emergency services;
- Ensure that a member of staff accompanies any casualty to hospital and that the rest of the group are supervised at all times and kept together;
- Identify who the nominated establishment contact is – this should be a member of the Senior Leadership Team;
- Write down as many relevant facts as possible, witness details, preserve vital evidence;
- Keep written accounts of all events, times and contacts after the incident;
- Do not let any one in the group talk to the media, do not give any names. Refer all media communication to a member of the senior leadership team;
- No one in the group is to discuss legal liability with other parties;
- Complete an accident report form as soon as possible.

SCHOOL CONTACT NUMBER – 0191 421 2244

EVC out of hours: 07496443077

Ops Manager out of hours: 07851990711

Consilium Academies (main line)– 0161 639 0985

OUT OF HOURS - for visits outside of school time visit leader should obtain mobile number of base contact prior to departing school.