

## Emergency Card (Home Contacts)

*(For visits that take place outside normal academy hours.)*

**This 'card' or equivalent must remain with the academy "Emergency Home Contact" at all times, if access to Exeant is not possible. The academy's Emergency Home Contact(s) should have all visit information, including itinerary, venue details, names, medical information and emergency contact details for all participants including staff.**

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on;**
- Note the time and confirm GMT/BST or local time if abroad;**
- Note their location;**
- Determine the nature of the emergency;**   
**Determine the type of help required.**

**If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:**

- Provide the required assistance if possible;
- Seek further advice or pass on details to other academy contacts who may be able to assist.

**If the incident does involve serious injury or fatality, and/or is likely to attract media attention:**

- Inform the Visit Leader that someone will phone him/her back within 30 minutes;
- You should contact the Principal of the academy (if this is not you) or if not available another member of senior leadership.
- The Principal or a member of the Leadership Team should consider the appropriate time to seek advice and support from the Trust in dealing with the incident.

You will be provided with a dedicated name/number to refer all press, media, parental, or other enquiries to the Trust and for continuing contact with the Trust during the incident.

**Emergency contacts:**

<u>Name</u>	<u>Position of responsibility</u>	<u>Tel Number</u>
	EVC	
	<b>Principal</b>	
<b>Paul West</b>	<b>Trust CEO</b>	<b>07976630655</b>
<b>Fraser Mitchel</b>	<b>Director -Secondary</b>	<b>07876 227813</b>
<b>Kate Green</b>	<b>Director – Primary</b>	<b>07867 574562</b>
	<b>SLT</b>	
	<b>SLT</b>	
	<b>Tour Operator- Abroad</b>	
	<b>Tour Operator/ provider</b>	