

Emergency Card (Visit Leader)

(This 'card' must remain with the Visit Leader at all times on a visit)

In the event of a significant incident or accident that does not involve serious injury or fatality, and/or is not likely to attract media attention, the Visit Leader should immediately ensure any necessary first aid is given and seek medical attention if appropriate. The Visit Leader should seek advice from their academy emergency contact(s) if necessary, which should normally include a member Senior Management of the academy.

In the event of an incident that does involve serious injury or fatality, and/or is likely to attract media attention, the Visit Leader should adopt the following protocol:

1. Assess the situation;
2. Safeguard uninjured members of the group (including self);
3. Attend to any casualties;
4. Call emergency services, if appropriate.
(**999** or appropriate local number if abroad, Europe 112, North America 911)

Then:

1. The Visit Leader should seek advice from their academy emergency contact(s) and they will contact directly the Trust Central Office and ask for support in dealing with incident.
2. If practicable, delegate party leadership to the Deputy Leader, in order that you can be contactable at all times, and to enable you to coordinate all necessary actions.
3. 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.

Wherever possible, prevent group members from using telephones or mobiles, or going on-line until such time as this has been agreed with Principal or designate. Do not allow any member of the group to discuss liability with any other party.

When the incident is under control:

- Seek further and full details of the incident, how and why it happened so far as can be established at this stage.
- Maintain a detailed written log of all actions taken and conversations held, together with a timescale and take photographs of the situation– It may be appropriate to ask someone else to do this.
- Contact the tour operator
- Contact the British Consulate / Embassy if abroad.