

SUMMARY SHEET

Responding to an emergency – off site procedures

In the event of an Off-site Emergency , Group Leaders should follow the following procedures:

1. Immediate action

- Check all members of group are accounted for | safe | adequately supervised (if children) | know what to do to remain safe
- if anyone is injured, establish extent of injuries and administer first aid that will preserve life / prevent condition worsening / aid recovery, i.e. treat for shock (keep warm and reassure)

2. Communication

Contact relevant emergency services. They will want to know:

- leader name and group name (i.e. organisation and any other identifier)
- location
- type of emergency and number of injured
- action so far
- contact organisation's main office / control centre (if no mobile signal, go into shop, business, house, to access landline; and work together with them to manage incident)
- Provide timely updates to control Centre
- control communication by everyone in group; how far this is done will depend on situation.

3. Move group away from scene and to pre-identified Refuge point

- move uninjured group members away from immediate vicinity of any casualties and to safer place
- keeping records as close to 'real time' as possible and using prepared form (see 7.1.3)
- gather witness details and take statements (if appropriate to type of emergency)

4. Legal (if accident) and media

- do not admit to anything or sign anything
- do not discuss legal liability
- ensure accurate records kept (with support photos if appropriate)
- do not talk to media; refer them to control centre

5. Maintain Communication with Control Centre at All times

- Evacuation Plans From Area/ Transport to Accommodation
- Additional staff required
- Regular Status update

VERSION CONTROL

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