Responding to an Emergency Checklist

This sheet is to be taken on every visit

- Lead yellow shirt assumes control
- Assess situation; exactly what has happened and what is extent of problem
- Make sure all members of group are:
  - accounted for
  - safe
  - adequately supervised(if children)
  - know what to do to remain safe
- Establish extent of any injuries and administer first aid where possible
- 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 taken so far
- Contact school to let us know about your current situation
- Control communication by everyone in group; how far this is done will depend on situation
- Do not:
  - Contact agents/ any outside agencies; this should be done by the school
  - speak to media; refer them to the school
  - allow photos and, with younger students, you may want to collect in mobiles
- Do:
  - Move group away from scene of emergency to pre-identified or any safer location/ refuge (if possible)
  - Remain calm and reassure your students
  - Start keeping records as close to ‘real time’ as possible
  - Remain in regular contact with the school
  - Ensure an adult accompanies any casualties to hospital (if children and if possible)

- If in midst of a terrorist attack, the aim is to preserve lives, so staff and students should all know to **'Run, Hide, Tell'** - get away from danger, try to find safe place (anywhere to hide or a refuge that can be locked to keep out danger), call emergency services