

Emergency Procedures Policy

Reviewed 2nd January 2026



Purpose

The purpose of this policy is to ensure the safety and well-being of all participants and staff during activities organized by Summit Explorers Ltd. It provides clear guidance for responding to emergencies, with the Mountain Leader (ML) responsible for assessing situations, delivering support, and triaging or delegating tasks.

Scope

This policy applies to all activities organized by Summit Explorers Ltd., including walking, hiking, camping, and other outdoor events.

Roles and Responsibilities

Mountain Leader (ML)

- Acts as the primary decision-maker during emergencies.
- Conducts initial assessments and triages the situation.
- Delegates tasks to staff and participants as appropriate.
- Communicates with emergency services and external agencies when necessary.
- Ensures the safety and welfare of the group.

Staff

- Follow the ML's instructions and assist as needed.
- Report any incidents, hazards, or concerns immediately.
- Provide first aid or other support within their competence level.

Clients

- Follow instructions provided by the ML and staff.
 - Inform staff of any medical or personal issues affecting their participation.
 - Assist as directed, such as maintaining group cohesion or aiding in searches.
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Emergency Scenarios

1. Lost Person



Prevention:

- Conduct regular headcounts during activities.
- Use a buddy system to pair clients.
- Ensure clients understand the importance of staying with the group.

Response:

1. Initial Actions:

- Stop the group in a safe location.
- Conduct a headcount to confirm who is missing.
- Identify the last known location of the missing person.

2. Search Protocol:

- Allocate staff to search the immediate area for up to 10–15 minutes.
- Use whistles (3 blasts) or shouts to signal the missing person.

3. Escalation:

- Contact the missing person via phone if possible.
- If the person is not found within 30 minutes, contact emergency services or mountain rescue.
- Provide detailed information, including the missing person's description, medical conditions, and last known location.

4. Post-Incident:

- Conduct a debrief with the group and record the incident.
- Review and improve group management procedures.

2. Severe Weather

Prevention:

- Monitor weather forecasts before and during the activity.
- Plan alternative routes to avoid exposed areas.

Response:**1. Initial Actions:**

- Stop the group and assess the severity of the weather.
- Seek shelter in natural or designated safe locations (e.g., tree lines, rock overhangs).

2. Decision-Making:

- If conditions are manageable, adjust the route to safer terrain.
- If conditions are severe, initiate an evacuation to a safe zone or designated meeting point.

3. Communication:

- Inform the group of the plan and ensure everyone stays together.
- Contact emergency services if weather conditions pose an immediate danger.

4. Specific Scenarios:

- **Thunderstorms:** Move to low ground and avoid tall objects or open areas.
- **Snow/Ice:** Halt the group and assess terrain risks. Use crampons or poles if available.
- **Heatwaves:** Increase hydration breaks, reduce pace, and seek shaded rest areas.

3. Injury or Illness**Prevention:**

- Collect medical information from participants before the activity.
- Ensure staff are trained in first aid and carry stocked kits.

Response:**1. Initial Actions:**

- Stabilize the injured or ill person and assess the severity of the condition.



- Administer first aid as appropriate.

2. Triage and Delegation:

- Allocate a staff member to stay with the injured person.
- Move the group to a safer location if necessary.

3. Evacuation:

- If the injury is severe, contact emergency services and provide coordinates.
- Use an emergency stretcher if required.

4. Communication:

- Inform the person's emergency contact if appropriate.
- Keep the group updated and reassured.

4. Group Separation

Prevention:

- Use a designated leader and sweeper to ensure the group stays together.
- Establish clear meeting points and timelines.

Response:

1. Initial Actions:

- Stop the group and conduct a headcount.
- Contact separated individuals via phone or radio if possible.

2. Reuniting the Group:

- Retrace steps to locate separated individuals.
- Use visible signals (e.g., flags, whistles) to guide them back.

3. Escalation:

- If separated individuals are not found within 30 minutes, contact emergency services.

5. Fire or Cooking Incident

Prevention:

- Train staff and clients in safe cooking practices.
- Use designated cooking areas and ensure fire safety equipment is available.

Response:

1. Initial Actions:

- Extinguish flames using water or a fire extinguisher.
- Move the group to a safe distance.

2. Medical Assistance:

- Treat burns or smoke inhalation using first aid.
- Contact emergency services for severe injuries.

3. Post-Incident:

- Record the incident and review cooking safety protocols.
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6. Wildlife Encounter

Prevention:

- Brief clients on wildlife risks and appropriate behavior.
- Store food securely to avoid attracting animals.

Response:

1. Initial Actions:

- Keep the group calm and avoid sudden movements.
- Back away slowly from the animal.

2. If the Animal Becomes Aggressive:

- Use noise or large objects to appear larger and deter the animal.



- Administer first aid if an attack occurs and contact emergency services.
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General Emergency Actions

1. Group Safety:

- Prioritize the safety of the entire group over individual tasks.
- Ensure clear communication and group cohesion.

2. External Assistance:

- Contact emergency services (e.g., 112 or local mountain rescue).
- Provide precise location coordinates and a clear description of the situation.

3. Incident Documentation:

- Record all details of the emergency, including actions taken, times, and outcomes.
 - Use this information to improve future procedures.
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Policy Review

This policy will be reviewed annually or after significant incidents to ensure it remains effective and up-to-date.

Signed:

Dr. James Wilkinson
Director
Summit Explorers Ltd.