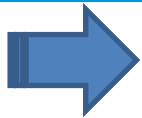


Visit Leadership Team
**EMERGENCY
ACTION CARD**



Priorities

All actions should be guided by the following:

1. Keep your group alive and safe
2. Prevent the situation getting worse
3. Promote recovery and



Immediate action

1. Remain calm-assess situation
2. Safeguard yourself and then those who are ok. Make sure they are briefed as to what to do.
3. Organise staff with roles
4. Call emergency services as appropriate
5. See to First Aid needs

Once the incident is contained.
Contact emergency contact or 01753853517

RBWM operations unit.

Stating:

- That this is an emergency
- Who and where you are
- Your contact number
- Nature of emergency
- Numbers of casualties and status
- What you are going to do

Emergency contacts.....

Incident notes/record

Time	Events/Actions/Decision
.....
.....
.....
.....

Don't forget:

- Safeguard group
- Physical; shelter, food, transportation
- Emotional; remove from scene, comfort
- Control communications
- Keep written log
- Refer press to employer
- Work with emergency services