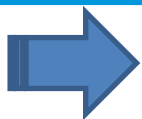


# Emergency Contact **EMERGENCY ACTION CARD**



## Priorities

All actions should be guided by the following:

1. Listen and record
2. Support the leader
3. Set in Action appropriate steps



Leaders contacts.....

## Incident notes/record

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

## Immediate action

1. Listen, take contact numbers and record
2. Establish an immediate plan with group.
3. Instigate relevant Crisis Management Team (CMT)
4. Communicate with parents
5. Communicate with RBWM CMT and establish support actions.

If the call from group has gone to 01753853517 then RBWM operations unit will have started a CMT action.

Establish:

- Roles of Senior staff.
- Communications
- Action to aid group.
- Establish who will go to group and assist, RBWM Outdoor Education Advisor may also go.

Don't forget:

- Safeguarding the group
- Physical; find shelter, food, transportation for group
- Emotional; counselling services
- Control communications
- Keep written log
- Work with Press department
- Work with emergency services
- Work with FO if abroad