

Offsite Critical Incident or Emergency - guidance for Emergency Contacts.

Pre-activity checks:

1. Establish whether the school insurance will provide cover for:
 - a. Repatriation
 - b. Transporting of parents to injured child.
 - c. Accommodation for parents and staff if needed.
2. Does the insurance cover pre-medical conditions?
3. How does the insurance provider require expenses to be activated; can the visit leader pay and claim later; does the insurance company need to be advised of all potential expenditure first; does the insurance company arrange hospitalisation, transport etc?
4. Are staff adequately trained.

Upon receiving information during any incident, the school Emergency Officer will:

1. Record all relevant details, preferably as the Initial Contact sheet describes.
2. Remain calm and give assistance and advice to the staff leading the activity.
3. Take contact details of trip leader and keep the contact free of all other calls.
4. Establish the level of the emergency and establish a school support team.
5. Contact RBWM control room (Tinkers Lane) to instigate help if needed, inform them what is happening or take over from those holding details if the information has come from outside RBWM.
6. Establish communication lines with the activity leaders so that two-way communications remain clear.
7. Arrange communication with parents of all on the activity.
8. Establish a plan for parents who need to be with their children or who need to be supported.
9. Organise plans to bring group home and look after those incapacitated. Use the RBWM emergency teams to assist.
10. Establish when it may be appropriate for school staff to attend the incident.

The school emergency action plan should detail who will take on which roles; what plans and means of communications will be needed and what processes will involve RBWM.