

**In case of a serious accident, death, or other critical incident during an offsite educational visit which will demand that the group is supported or where the press is likely to get involved.**

Visit Leader (or another if VL is incapacitated) contacts:

School Emergency Officer (allocated as part of the trip's planning)

Youth Service or CS Emergency Officer (if allocated as part of the trip's planning)

Establishment Emergency Officer (or VL if EO unavailable) contacts:

Tinkers Lane Control Room (01753) 853517 providing the call handler with key details.

Duty Emergency Planning Officer will respond to group's need and call the Borough-based Local Crisis Management Team if required.

School will put together a school-based local Crisis Management Team

Full Crisis Management Team will be convened (if appropriate) comprising Strategic Director(s), Service Officers, communications, school or local Crisis Management Team Member, Insurance, school support officer, Other to reflect the nature of the event.

**Advice and support will be provided to the Visit Leader and rest of the party.**