

Off-site Emergency Procedures

Action to Take in the Event of a Serious Accident or Incident:

1. **Stay calm** – assess the situation.
2. **Protect the team** from further injury or danger.
3. **Administer first aid** or other appropriate assistance.
4. **Call emergency services (112 or 999)** if required. Be ready to provide:
 - The **location** of the incident
 - The **nature of the incident**
 - Is the patient **breathing and conscious**?
 - Your **contact number**
 - **Other details** to assess the situation and send the right help
5. **Contact the Expedition Lead** with:
 - Your current location
 - A clear summary of the situation
 - Actions taken so far
 - Your contact number
6. **If the Expedition Lead is unreachable**, contact the emergency numbers in the following order:
Learning Outdoors Manager – Debbie Barry: 07701 259099
Senior Instructor – Al Charters: 07720 145835
Senior Instructor – Tim Anetts: 07701 259137
Tile Barn Centre Manager – Dave King: 07725 595964
7. **Do not make statements** to the press or media. Only expressions of sympathy may be shared. Refer all enquiries to senior staff listed above or the Press Office.
8. **Do not allow teams members** to contact home or friends until senior staff, the Press Office, or Hampshire Outdoor Centres Head of Service has been informed and given approval.
9. **Preserve all equipment** involved in the incident in its original condition.
10. **Do not allow anyone** to see a team member without an independent witness present. No one, unless in an official capacity, has the right to see a participant who does not wish to be seen.