



**Rowlands Gill Primary School**  
**Emergency Management during**  
**Educational Visits**

**Date: June 2016**

**Ratified by Governors: June 2016**

**Review Date: June 2018**





## **1. Background**

**1.1** These guidelines will assist schools with managing an emergency during educational visits. Under the Management of Health and Safety at Work Regulations, 1999, schools have a duty to ensure procedures are in place to manage serious and imminent danger. This includes during educational visits.

## **2. Introduction**

**2.1** An emergency can be traumatic and demanding, therefore this guidance aims to assist schools with managing an emergency in a focused and systematic way. This document is guidance and schools should understand that their emergency may require alternative actions to those within this document.

## **3. Definitions**

**3.1** Emergencies or a serious incident is where there is 'an occurrence that poses a threat of serious injury, loss of life or a breakdown in public order'. It could include situations where:

- Serious, critical, life-threatening injury, illness or fatality has occurred
- Someone has gone missing for an unacceptable period of time
- There is serious risk to the group
- The incident is beyond the normal coping mechanisms of the visit leader By its very nature, emergencies are unpredictable and are often outside the range of normal human experiences. Such events are likely to have significant emotional consequences.

## **4. Visit Leader Responsibilities**

**4.1** Debrief the group on emergency and communication procedures prior to the visit. Follow the school or service's emergency procedures.

**4.2** Assess the situation during an incident.

**4.3** Protect the group from injury and danger. Account for those in your group, ensuring that adequate supervision is maintained as far as is possible.

**4.4** Provide first aid and summon the emergency services, if appropriate. Ensure that you are able to provide the emergency services with:

- Names
- Address or location



## **EDP- HS-11**

- Nature of incident
- Conditions of individuals
- Actions taken
- 

If a pupil needs to be taken to hospital, they should be accompanied by a member of staff, where possible.

**4.5** Telephone your emergency base contact as soon as possible and provide details about the incident. Maintain communication with your emergency base contact and provide regular updates. It would be advisable to have a dedicated telephone number available for contact that is not in the public domain.

**4.6** Ensure that an accurate record of actions is kept. Also (if safe to do so), keep any equipment or samples, which might be used as evidence, in an unaltered condition.

**4.7** Provide support and comfort for pupils. Move pupils away from the incident scene to an area of safety and arrange for evacuation if necessary.

**4.8** Protect pupils from media interest. Ensure that a member of staff is present with pupils where possible. Ask for police assistance if necessary.

**4.9** Contact your local base (e.g. hotel) and inform them about the incident.

**4.10** If abroad, contact the British Embassy or Consulate if required.

**4.11** Identify what support you might need and be aware of how you and your colleagues are coping.

**4.12** Do not admit liability.

## **5. Employee Responsibilities:**

**5.1** Follow the emergency procedures of your school or service.

**5.2** Support the visit leader and co-operate with measures required to ensure the safety of the group.

**5.3** Do not undertake unauthorised media communications.

**5.4** Do not place yourself in unnecessary danger, (e.g. returning to collect belongings or entering a building that is on fire).



## **6. Emergency Base Contact Responsibilities:**

- 6.1 Follow the emergency procedures of your school or service.
- 6.2 Make an accurate log of information provided by the visit leader relating to the incident.
- 6.3 Inform the head teacher about the incident.
- 6.4 Support the head teacher with arrangements concerning management of the incident.

## **7. Head Teacher Responsibilities:**

- 7.1 Follow the emergency procedures of your school or service.
- 7.2 The head teacher should consider what support will be required and whether it is relevant to inform other parties about the incident; such as the Chair of Governors, Director for Learning and Children, Corporate Resilience and Emergency Team, Corporate Communications Team and Health and Safety Team.
- 7.3 Contact parents or guardians of those on the educational visit. Provide updated information as necessary.
- 7.4 An incident room may need to be set up and a base for parents or guardians to meet. Consider if the school is the best place for this to happen or whether an alternative place is more appropriate. The Council's Resilience Team can assist with this.

## **8. Provision of Information:**

- 8.1 Resilience and Emergency Team – 0191 433 2807
- 8.2 LCS-HS-14 School Emergency Management Plan
- 8.3 Managing Critical Incidents and Bereavement and Loss in School Settings
- 8.4 LCS-HS-58 Incident Reporting and Investigation Procedures
- 8.5 HS20 Incident Report and Investigation Form
- 8.6 Strategic Director for Care, Wellbeing and Learning – 0191 433 3998
- 8.7 Service Director for Learning and Schools – 0191 433 8612
- 8.8 Facilities Management – 0191 433 5510 (PFI schools should contact their own facility management team)
- 8.9 Communications Team – 0191 433 3544
- 8.10 [www.samaritans.org](http://www.samaritans.org)



## **Appendix 1:**

### **Visit Leader Emergency Action Card**

**This card should be carried by all staff accompanying a visit.**

It is recommended that this card is printed, laminated and placed in first aid kits.

#### **Emergency procedure**

In the event of an incident:

1 Remain calm - Assess the situation.

2 Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are:

- accounted for
  - safe
  - adequately supervised
  - briefed to ensure that they understand what to do to remain safe.
- 3 Delegate assistant leaders if possible so you can keep an overview of events and to allow 'concurrent' activity. 4 Call emergency services (999 or 112) as appropriate. 5 Carry out first aid to the best of your abilities. Remember the aims of first aid are to:
- Preserve life
  - Prevent the condition worsening
  - Promote recovery

#### **Essential First aid:**

1. Casualties need to be able to breathe – if they are unconscious this means putting them into a safe airway position

2. You need to try to find and stop any serious external bleeding

3. You need to protect the casualty from the environment - keep them warm

4. Monitor their condition, talk to them, reassure them, hold their hand and provide emotional support.

Once the immediate emergency is contained:

**1 Inform your Emergency Base Contact. If unavailable contact the Council via Care Call. They will need the following information:**

- Who you are, which establishment you are from and what your role is within the group
- What number can you be called back on?
- What is the nature of the emergency?
- How many casualties there are and their status
- The total number of people in your party
- Your current location
- Whether you are staying where you are, or moving elsewhere – if you are moving where to?



- What time did the accident / incident happen?

**2 Liaise with and take advice from emergency services if they have attended the scene.**

**3 Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.**

**4 Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.**

**5 Control communications - prevent group members from using phones or going online until approval is given.**

**6 Keep a written log of all actions taken, conversations held and a timescale.**

**7 Refer all press, media, parental or other enquiries to the Council's press office.**

**8 Inform the Foreign Office Consular Assistance Team if abroad.**

## **Emergency Numbers**

Name Telephone Mobile  
Own telephone

School/Establishment  
Emergency Base Contact  
Head/Manager

Gateshead Council (Care Call) 0191 478 7665

Your accommodation (if residential)  
Travel company (if appropriate)  
Foreign Office Consular Assistance +44 20 7008 500

Further assistance and guidance is available by contacting Health and Safety on 0191 433 2237 or 2270.



## **Appendix 2:**

### **Educational Visits Emergency Action Card**

#### **Emergency Base Contact**

It is recommended that this card is printed and a copy is available at all times to the person designated as Emergency Base Contact for any visit. The card should also be available to any staff likely to take incoming phone calls from a visit leader in an emergency.

#### **On receiving a call**

In the event of receiving an emergency call from a group on a visit remember they will be very stressed.

You need to remain calm to be able to take down some key information without missing anything.

Carry out the actions below, as appropriate:

1. Take down the following information:

Who is calling?

What is their role in the group (leader, assistant leader, participant)?

What number can they be called back on should you be disconnected?

What has happened? What is the nature of the emergency?

What is the number and status of any casualties?

What is their current location?

What is the total number of people in the party?

Are they staying where they are or moving? If they are moving, where to?

What help do they require?

What time did the accident happen?

What time is it now?

2. Reassure them and tell them they will be called back once you have contacted a senior manager (within 30 minutes).

3. If your employer is Gateshead Council or your establishment has bought into the Council Educational Visits Advisory Service, contact Care Call to alert the Council. A senior officer of the Council will arrange support.

**The table below should be completed with names and numbers of those who should be informed, in order of priority.**

Name Telephone(s) Mobile(s)  
Gateshead Council – initial contact  
via Care Call 0191 478 7665

