



National
Guidance

<http://oeapng.info>

Visit Leader Emergency Checklist

Use this checklist to guide and record your actions in an emergency.

The sequence of events will depend on the nature of the emergency.

	IMMEDIATE ACTION	✓
Preserve	Ensure own safety	
	<i>All subsequent actions are better delegated to other members of the leadership team when possible - allowing the Visit Leader to remain in charge of the whole situation</i>	
	Ensure safety of uninjured group members and other leaders	
	Ensure safety of any casualties and triage	
	Deal with life threatening first aid	
	Call emergency services as appropriate	
	URGENT ACTION – Use resources to do this efficiently and concurrently if possible	✓
Prevent Worsening	Take stock and make a plan	
	Allocate resources to maximise concurrent activity	
	Continue first aid	
	Inform emergency contact as per your plan	
	Liaise with emergency services as they arrive	
	Deal with urgent physical needs of group	
	Shelter	
	Warmth	
	Water	
	Deal with urgent emotional needs of group	
	Remove from stress	
	Protect from intrusion	
	Useful things to do	
Control outward communications		
Begin written log/note keeping		
	FOLLOW UP ACTION – Much of this can be done at the same time as Urgent Actions with efficient use of resources (including young people and emergency base contact)	✓
Promote Recovery	Take stock again and replan next phase – what have you forgotten?	
	Deal with casualties in care of emergency services:	
	Accompanied to hospital	
	Keep track of who is where	
	Consider needs of self and fellow leaders – are you/they coping?	
	Liaise with establishment/employer as per your emergency plan	
	Deal with physical needs of group members:	
	Food	
	Toilets, Washing facilities and clean clothes if necessary	
	Accommodation and/or onward transport	
	Deal with emotional needs of group members:	
Emotional support		
Contact with home		
Deal with press – via employer		
Contact support agencies e.g. travel company, insurers, Consular Assistance Team		

Emergency Procedure:

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 as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
 - a. Preserve life
 - b. Prevent the condition worsening
 - c. Promote recovery

Essential First aid:

1. Casualties need to be able to breathe – if they are unconscious this means being put into a safe airway position
2. Try to find and stop any serious external bleeding
3. 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

Emergency Numbers:

Name	Telephone	Mobile
My telephone number		
School/Establishment	02476 688947	
Nominated base contact	T. McCarthy	02476 688947
Head/Manager	T. McCarthy	
Employer (e.g. LA) (office hours)	02476 833576	
Employer (out of hours) 24hrs	02476 832673	
Emergency Services (if travelling abroad)		
Foreign Office Consular Assistance	+44 20 7008 1500	

