

Emergency Card (to be kept at office base)

This 'card' must remain with the emergency contact(s) at all times

The Emergency Contact(s) should have all visit information, including itinerary, venue details, names and emergency contact details for all participants including staff, etc.

In the event of being contacted by the Visit Leader (or other member of staff involved in a visit), you should:

- Confirm the phone number at which the caller can be contacted back on
- Note their location
- Determine the nature of the emergency
- Determine the type of help required.

If the incident does not involve serious injury or fatality, and/or is not likely to attract media attention:

- Provide the required assistance if possible
- Seek further advice or pass on details to other contacts who may be able to assist.

If the incident does involve serious injury or fatality, and/or is likely to attract media attention:

- Inform the Visit Leader that someone will phone him/her back as soon as possible

Contact the LA Call Centre 020 8359 2000 and state that you require immediate assistance. Give brief details of the incident.

- Your details will be taken and you will be phoned back as soon as possible
- You should also contact the Headteacher (if this is not you)
- The LA (020 8359 2000) will give accurate and periodic information through press releases, will arrange interviews, and will attempt to reduce media pressure from the incident. All enquiries should be referred to this telephone number
- If appropriate, support and counselling will be arranged.

Name	Home	Mobile
Headteacher		
Deputy Head		
Chair of Governing Body		
LA Emergency Call Centre	020 8359 2000	