



**Emergency Procedure**

- Assess the nature and extent of the emergency.
- Make sure all other group members are accounted for, are safe from danger and are well looked after and that pupil mobile phones are not used until permission is given.
- Make sure that there can be no recurrence of the dangers that created the emergency.
- Render first aid and attend to the casualty(ies).
- Call the emergency services as required. The police will take statements. An adult in the party should accompany any casualties to hospital.
- Collect the remainder of the group and arrange for their return to base.
- Arrange for one adult to remain at the accident site to assist or liaise with the search/rescue/emergency services.
- Contact the Headteacher, co-ordinator or designated contact person.
- Give them the following information:
  - your name;
  - nature, date and time of the incident;
  - location of the incident;
  - details of injuries;
  - names and telephone numbers of all involved;
  - actions taken so far;
  - telephone numbers for future communication. For a serious incident, try to identify alternative phone numbers as lines could become jammed.
- If the press is involved before you have time to contact base, make no comment and refer them to the Council Press Office or to the local police.

The Headteacher/designated contact person should rapidly appraise the situation. Where the incident is clearly serious he/she should immediately contact the following Lewisham Directorate of Children and Young People numbers in order:

- In Office Hours:**  
**Lewisham Council 0208 314 6000**  
**Executive Directorate Children and Young People: 0208 314 6200**

<b>School Office Number: 020 8699 0586</b> School email <a href="mailto:info@eliotbank.lewisham.sch.uk">info@eliotbank.lewisham.sch.uk</a> 07864 652351 School Phone 1 07864 652352 School Phone 2 07864 652353 School Phone 3 07864 652354 School Phone 4	Parent mobile numbers:     
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