EMERGENCY ACTION CARD

- Take charge, assess the situation, prevent worsening, deploy other staff
- → Ensure own safety, safeguard and supervise all other group members
- → Establish injuries, give first aid, call 999 or 112 (EU mobiles), if required
- → If no phone, send responsible person(s) to get help (give written details)
- → Maintain calm. Continue to reassure and care for injured and rest of group (food/shelter). Control information restrict use of mobiles/social media
- → Evacuate casualty, accompanied by an adult (ensure remain contactable)
- → Inform Leaders/Emergency Contact/School/LA (Tour Rep? Insurance?)
- → Maintain liaison, ensure parents informed, keep records/notes/photos
- → Agree recovery plan. NO statements direct media to ERYC Press Office

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Emergency Home Contact 1 (name):	Emergency Home Contact 1 (name):
Day-time Tel:	Day-time Tel:
After-hrs Tel:	After-hrs Tel:
Emergency Home Contact 2 (name):	Emergency Home Contact 2 (name):
Day-time Tel:	Day-time Tel:
After-hrs Tel:	After-hrs Tel:
LA 24hr Emergency Contact telephone number: 01482 392999	LA 24hr Emergency Contact telephone number: 01482 392999
CONTACT NUMBERS	CONTACT NUMBERS
Visit Leader & other contacts:	Visit Leader & other contacts:
Emergency Home Contact 1 (name):	Emergency Home Contact 1 (name):
Emergency Home Contact 1 (name): Day-time Tel:	Emergency Home Contact 1 (name): Day-time Tel:
After-hrs Tel:	After-hrs Tel:
Emergency Home Contact 2 (name):	Emergency Home Contact 2 (name):
Day-time Tel:	Day-time Tel:
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