

Remote Accident and Emergency – “Request for Assistance” Form (A5)

- It is recommended that a copy of this form (and pencil) is kept at all times in the first aid kit with each group (if a smaller size is required, cut both tables out, and stick back to back – can also be laminated)
- If there is no means of contacting help from the site of the incident, and the leader needs to remain with the casualty, other leaders or members of the group may have to go for assistance, or to alert the emergency services.
- This form provides a template to record important details about the incident, to ensure that sufficient and correct information is communicated to the rescue services and/or relevant authorities.
- It is usually safer and preferable for more than one person to be sent for assistance, if possible.
- Ensure that those going for assistance are properly equipped, and know where/how to contact help
- Ensure this note is kept safe and protected from the elements (e.g. in plastic bag)

Time of Incident		
Location of incident (mark on map) & Points of reference (landmarks etc.).....		
.....		
.....		
Grid Ref.		
Terrain		Weather Conditions
Nature and details of incident		
.....		
.....		
Name(s) of Casualty(ies)		
1.	Sex	Age
2.	Sex	Age
3.	Sex	Age
Initial diagnosis of injuries/illness	Assessment of seriousness (very serious/serious/moderate)	First aid treatment given
Casualty 1.		
Casualty 2.		
Casualty 3.		

Total number of people at casualty site (including instructors)	
Name(s) of Instructor(s)	
Details of other adults remaining with casualty	
Number	Ages
Condition	
Details of other young people remaining with casualty(s)	
Number	Ages
Condition	
Other factors to consider (e.g. special/medical needs)	
.....	
Present plan for group at casualty site	
.....	
Emergency equipment available to casualty and group members:	
Waterproof jackets.....(colour.....)	Survival bags.....(colour.....)
Waterproof trousers.....(colour.....)	Group shelter.....(colour.....)
Sleeping bags.....	Stoves.....
Torches.....	Whistles.....
Mobile phone & number.....	Food.....
Names and messengers sent to get help:	
1.....	Hot drinks.....
2.....
3.....
4.....
What assistance is required?.....	
Any other information.....	
Group is based at :	Tel. no.
Who needs to be telephoned? (e.g. Emergency Services 999 or 112)	