

Emergency Procedure

Action taken will depend on the nature of the incident, location, state of the group generally and the leader/assistants skills. This Emergency Procedure is to be followed as a generalised order of priorities and a source of guidance, and may not apply to all emergencies.

1. Stop and assess the situation – make sure that yourself and the rest of the group are safe, both from the hazard that caused the incident and other hazards. Consider getting group to layer up. And maybe into a group Shelter.
2. Protect the casualty from the risk of further injury by either removing the source of danger or by moving the casualty. Never move an injured person if spinal injury is suspected unless absolutely necessary.
3. Establish the extent of the injuries and administer First Aid within your competence.
4. Call the Expedition Co-ordinators first to notify them and request assistance. If they have no network reception leave a message but also send a text as voicemail messages can be garbled by weak signal and wind noise.
5. If necessary, call the emergency services.
6. If you have no network reception, decide where is the best place to send two group members to get a call out. You stay with the casualty as you have the most first aid training and the casualty or weather may deteriorate.
7. You are not to contact the casualty's emergency contact – that is the role of the Course Director.
8. Ensure that the rest of the group are adequately supervised throughout. Control access to phones until emergency contacts have been notified. Make arrangements for the group to either continue with activities or return to base.
9. Record all relevant information while fresh in your memory, include names and addresses of any witnesses. Complete the Accident/Incident Form. Keep any equipment involved in its original condition. Take photographs if appropriate.
10. Do not make any statements to press, refer them to Venture Expeditions' Managing Director, Kevin Beattie 07980 306869. Legal liability should not be discussed or admitted.
11. Submit the completed Accident/Incident Form to Venture expeditions' Health & Safety Officer, Kevin Beattie, who will take appropriate action and report to RIDDOR if necessary.