

Incident occurs

Call the School to contact one of the most senior person on site

That person will Provide Appropriate Immediate Assistance and advice

In the case of a serious Incident, the Senior on duty should ask for assistance from the HOF team

The most Senior on Duty will dispatch further Emergency Services if required and support to the incident.
They will then contact the Emergency Response Team : SLT & HOFs.

The Senior on Duty will Manage the incident with Assistance from Emergency Response Team . The Most Senior person will be the main contact with the Excursion Leader.
Andrew Short will be responsible for any information communicated to Head Office, the press and where necessary the parents.
The Commercial Manager will assist with any staffing, transport and communication of outside agencies.

Response might consist of the following: Returning Group and Staff to College or appropriate location, Additional staff joining the group, activities altering, support sent to medical facilities or other appropriate locations.

Incident to be recorded and a report written and evaluated and where appropriate staff to attend a debrief.