

TopUp Learning London (TTI) - RAAS Summer Camp 2023 Emergency Procedures for Excursions

1. Stay Calm
2. Take charge of the situation
3. Ensure you are safe — don't put yourself in danger
4. Assess the situation
 - Decide what has happened. and whether there is any further danger to the people in your charge.
 - Check that all students are accounted for.
 - Identify casualties
5. Safeguard the uninjured members of the group
 - Move them to a safer place
 - Supervise them. Keep them informed of the situation. Keep them calm.
 - Keep any student close to you at all times.
 - Make sure no one wanders off - people do strange things in accidents, and they might have an injury that you can't see.
6. Attend to any casualties
 - Identify the injured — prioritise casualties and decide on a course of action. Concentrate on anyone who is unconscious first.
 - DO NOT ATTEMPT TO MOVE THE INJURED (Apart from those with small wounds who can be moved to a safer spot)
 - Call for medical assistance if necessary.
 - Perform basic First Aid - e.g., pressure to the wound, keep airways open.
 - Keep the injured people accompanied, conscious and talking.
 - Find out the hospital where the injured are being taken.

7. Communications

- At the earliest opportunity, call the school or the Emergency Phone **+44 (0)7 438 530 463**. Report the incident to the DSL.
- Keep your phone line open.
- Try to get the names and contact details of people you speak to - they could be used as witnesses later.
- As soon as you can, make a note of the event in details - it will be important later.
- If the press attends the scene, avoid making any comments to them. Ask them to respect the students by not talking to them either.
- As soon as possible, return with the group to RAAS Campus
- In extreme emergencies, the school will send a senior member of staff to assist you.

Record

- Keep a record of the incident from start to finish, particularly the names of any injured persons and write a brief description of their injuries. This will help track their progress with the emergency services and help in contacting their families.