Base Contact Emergency Response Card

Accident procedure

On being informed of an incident or accident, keep calm and follow the procedure below.

1. Gather the following information:

**Date: Time:**

**Person Reporting the Incident:**

**Nature of Incident:**

**Numbers Involved (Adults): (Young People):**

**Location of Supervisor:**

**Location of Team:**

**Contact Details:**

(How do you get back in contact with the Supervisor/Team)

**What Action has been Taken?**

**What Action does Supervisor/Team Plan to Take?**

**What Response is Requested?**

**Are Emergency Services Required?**

**Have Emergency Services been Contacted?**

**Name(s) of Injured persons:**

**Nature of Injuries:**

**How is the Rest of Team?**

2. Contact the Emergency Services if required. 🞏

3. Contact the Head of Establishment and inform them of the incident. 🞏

4. Contact the Moray Council named contact as soon as practicable (via e-mail if out of office hours). 🞏

5. In the event of a minor incident requiring one or two young people to be collected by a parent or carer, and you have been asked to by the supervisor, contact the person detailed on the consent forms. 🞏

Note: **In the event of an incident serious involving an Injury or requiring Emergency Services it is the responsibility of the Head of Establishment to contact the parent/carer.** Please do not make contact with them yourself.