

EMERGENCY RESPONSE CARD

Level 1 or 2 Incident

Relatively minor accidents/incidents requiring no outside medical help or rescue. May require medical attention on return. May result in significantly delayed return, including vehicle breakdown.

Level 3 or 4 Incident

Serious incidents involving injuries requiring medical assistance and/or hospitalisation. Fatal or new fatal accidents. Require outside help involving rescue by emergency services.

Start Here

Access situation and take control

Secure the rest of party

Give First Aid

Contact Emergency Services

Advise Base Contact as soon as practicable

Ensure proper handover of care

Keep Base Contact informed

Provide support for casualty and the rest of the party

Arrange transport home if needed

Complete incident report on return

Complete accident reporting procedures

DO NOT TALK TO THE MEDIA

Moray Council's Public Relations Team will handle contact with the Press Please ensure details of any incident are not posted on social media.

EMERGENCY SERVICES

Informing BASE CONTACT

Telephone 999 Text 999

Must be pre-registered

Police

Mountain Rescue

Ambulance

Provide the information below:
Your Name

Fire

Coastguard

Your Location

What Happened

Location of Casualty(s)

How many injured

Type of Incident

Casualty(s)'s Condition

Any Treatment Given

How Many in Party

Information for the Base Contact:

Your Name and Location

Type of incident (delayed return, lost group, accident)

What Happened

Number of Casualty(s)

Who has been injured

Nature of Injuries - stick to fscts

What actions have been taken

Where have injured been taken, with contact details

What do you plan to do next

BASE CONTACT DETAILS

Name

Telephone Number

SUPERVISOR'S CONTACT DETAIL

Name

Telephone Number Location

Excursions Policy - Appendix 2