

John Ruskin Primary School and Language Classes

# School Visit Emergency Plan Checklist

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Last review: 2023

Next review: 2026



**"Be responsible, be fair, stay positive and care"**

# School Visit Emergency Plan Checklist

## Pre Visit

Before leaving, please tick the box below if:

Are aware of our visit procedures (Green staff hand book) [   ]

The Risk Assessment is attached to the Emergency Plan [   ]

The children's contact details are attached to the Emergency Plan [   ]

The party leader has the school mobile phone [   ]

Each child to wear a JRS high visibility jacket which has schools contact details on them [   ]

Staff have been briefed on what to do if separated from each other in the event of a security incident [   ]

In case of an emergency our meeting place will be \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## During the Visit

Be vigilant and aware of your surroundings – know where the exits are.

Avoid congregating too long around entrances to major public places.

## Emergency Procedure

In the event of an incident overwhelming your team's coping mechanisms, use the following to guide your actions:

1. **REMAIN CALM** - Assess the situation.
2. Safeguard yourself and then any other uninjured members of the group. Make sure all other members of the party are: - accounted for - safe - adequately supervised - briefed to ensure that they understand what to do to remain safe.
3. Delegate Assistant Leaders if possible so you can keep an overview of events and to allow 'concurrent' activity.
4. Call emergency services as appropriate.
5. Carry out first aid to the best of your abilities. Remember the aims of first aid are to
  - a. Preserve life
  - b. Prevent the condition worsening
  - c. Promote recovery

**Once the immediate situation is contained:**

- Inform the school. You will need the following information:
  - o What number can you be called back on (in case school mobile or area network is down)?
  - o What is the nature of the emergency?
  - o How many casualties there are and their status
  - o The total number of people in your party
  - o Your current location
  - o Whether you are staying where you are or moving – if you are moving where to?
  - o What time did the accident/incident happen?
- Liaise with, and take advice from, emergency services if they have attended the scene.
- Consider the physical needs of the group and casualties in terms of shelter, refreshments, transport/repatriation.
- Consider the emotional needs of the group such as removing them from the scene, providing emotional support (they can often do this for each other), giving them useful things to do.
- Control communications - prevent group members from using phones or going online unsupervised or until approval is given.