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| Field Trip: Emergency Incident Procedures |

***Before giving a copy of this form to each member of supervision staff, the Field Trip (Venture) Leader must insert the names and contact telephone numbers as required below.***

Introduction

The University has procedures in place for serious health and safety incidents, so that those involved in the incident are supported, an investigation is initiated, media enquiries are managed and those that need to know are kept informed of developments. The following guidance is intended to assist staff respond to an emergency situation whilst on a field trip.

All staff supervising a group undertaking a field trip in the UK or overseas (the venture leadership team) need to be familiar with the emergency procedures to be followed in the event of:

* An accident or incident leading to fatalities, serious or multiple fractures, amputation or other serious injuries, serious illnesses or
* Circumstances in which team member(s) might be at serious risk of harm (e.g. terrorist attack, major fire, extreme weather conditions).

Be Prepared

The field trip leader and supervising staff (the venture leadership team) must have the following at hand:

* Travel insurance Policy number, emergency contact and cover details[[1]](#footnote-1) (For overseas trips and UK overnight stays/ air travel)
* Departmental emergency contact(s)
* Colchester Campus Information Centre Number
* Lists of all participants (staff / students and others) with their mobile phone number and telephone number(s) of their emergency contact (usually next of kin)
* Field trip plan and itinerary
* Mobile phone or other suitable means of communication
* Contact details of the University’s Travel Management Company, accommodation provider and other external service provider(s) used, where relevant.

***For overseas visits:***

* Emergency numbers\* for the Country / locality being visited. (Including local embassy / consulate).

\*Note: if you are travelling to remote areas, you will need details of suitable local hospitals, and emergency vehicle providers (e.g. helicopters) as insurance companies can rarely access the local services which you may need in the first instance. You may also need cash to cover initial costs of emergency vehicles and hospital treatment.

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| **Emergency Contacts** | | |
| **Key contacts** | **Name** | **Telephone**  **(Work / home / mobile)** |
| Global Response – Emergency Assistance and Advice[[2]](#footnote-2) | Insurance Policy No: UMAL/017 | +44(0)2920 662425 |
| University | Colchester Campus Information Centre | +44 (0)1206 872125  (24 hour) |
| Departmental contact(s): |  |  |
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| **Emergency Action** |
| 1. **Assess the situation** 2. **Ensure everyone in the group is safe and protect from further harm** 3. **Initiate first aid** 4. **Call emergency services. They will need:**    1. **Location of the incident**    2. **Nature of the incident**    3. **Names of individuals involved**    4. **Condition of those injured** 5. **Call Global Response / your travel Insurance emergency number. Have the Policy number ready.** 6. **Call Colchester Campus Information Centre (+44 (0)1206 87 2125). They will need to know the above information plus:**    1. **Your name, Department and contact details**    2. **Your Department’s emergency contact** 7. **Call your departmental contact (or ask the Information Centre to do this on your behalf)** 8. **Calm and comfort participants and arrange for their welfare and safe evacuation** |
| **Global Response** |
| Global Response will assist you through an emergency, including help with obtaining medical assistance and repatriation The service is available 24 hours a day, 365 days a year. This service is available through the University’s insurers. |
| **Managing the Incident** |
| Your priority will be the safety and security of the group members. However please also try to remember the following:   1. Direct media enquiries to the University’s Communications Team: +44 (0)1206 872400 2. Try to control information flow:    1. Protect group members from the attention of the media    2. Discourage group members from contacting others or posting information on social media about the incident.    3. Do not allow group members to talk to external agencies without a witness being present. Only those in a relevant official capacity (e.g. Police) have a right to speak to group members. 3. Try to keep a written record of what has happened and action being taken. Include dates and times. 4. Retain equipment in unaltered condition. Take photographs if you can. |

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| **Field Trip / Offsite Visit Participant Information** | | | | | | | | |
| **Visit details:** |  | | | | | **Travel Date(s):** |  | |
| **Group (Venture) leader:** |  | | **Other supervisor(s):** |  | | | **Departmental emergency contact. (Name / tel.)** |  |
| **Full name** | **Role[[3]](#footnote-3)** | **Mobile phone number** | **Other relevant information[[4]](#footnote-4)** | | **Name of emergency contact** | | **Relationship to participant** | **Contact no.**  **Home (h) work(w) mobile (m)** |
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| **Full name** | **Role[[5]](#footnote-5)** | **Mobile phone number** | **Other relevant information[[6]](#footnote-6)** | **Name of emergency contact** | **Relationship to participant** | **Contact no.**  **Home (h) work(w) mobile (m)** |
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1. University travel insurance details are available at: <https://sp.essex.ac.uk/sections/finance/SitePages/Business%20Support.aspx> [↑](#footnote-ref-1)
2. If you are not travelling under the University’s insurance replace with your insurers emergency details [↑](#footnote-ref-2)
3. Indicate whether venture leader (VL), deputy venture leader (DVL), staff supervisor (SS), staff participant (SP), student (UG/PG), or other (e.g. family member) [↑](#footnote-ref-3)
4. Include: Age (if under 18), and relevant medical conditions, disabilities or allergies (if consent has been given by traveller). [↑](#footnote-ref-4)
5. Indicate whether venture leader (VL), deputy venture leader (DVL), staff supervisor (SS), staff participant (SP), student (UG/PG), or other (e.g. family member) [↑](#footnote-ref-5)
6. Include: Age (if under 18), and relevant medical conditions, disabilities or allergies (if consent has been given by traveller). [↑](#footnote-ref-6)