

Contact Form		Date of Trip		Group Leader	
		Name of Trip		Contact No(s)	
Vehicle Registration(s)		Driver(s)			
Full Name	DOB	Address	Next of Kin & Contact number	Alternative Emergency Contact / number	Relevant Medical Information
GROUP LEADER					
OTHER STAFF					
GROUP MEMBERS					
<p>24 hour Emergency Telephone Number – (01983) 525121 – request Emergency Planning Duty Officer</p> <p>Emergency Planning – Office Hours (01983) 823316 / mailto:emergency.management@iow.gov.uk</p> <p>Emergency Details are attached overleaf</p>					

ACE RESCUE EMERGENCY INFORMATION AND PROCEDURE

To be distributed to all group leaders and accompanying adults for every trip to be carried at all times

**Policy Holder: Isle of Wight Council (Schools)
Policy Number: 51 UK 602011**

1. Ensure that all party members are accounted for and safe from further danger.
2. Ensure that rescue, medical care and hospitalisation is provided, as necessary.
3. Inform your home base contact or LA as soon as possible and ensure the appropriate arrangements are made to inform parents. In the case of fatality the police should be informed.
4. Consider whether your party (including yourself) needs adult assistance and request the same from your Home Base contact.
5. No member of the group should speak to the press or media, other than to refer them to whoever is designated to deal with them in such circumstances.
6. It is important not to allow any member of the party to use a telephone until advised that it is in order for them to do so.
7. Never admit liability of any sort.
8. Do not allow anyone to see a party member without a witness being present.
9. If necessary, ring the emergency assistance company, which is linked with your school journey insurance policy at the earliest opportunity.

From the UK: 0870 607 0684

From outside the UK: +44 870 607 0684

Telex: 947736 EURA G

Please be ready to give:

- Name of your Local Authority
- Name and address of your office base
- Policy number
- Contact number(s) for where you are.

And depending on your situation, relevant information such as:

- Home base contact details
- Details of any individuals for whom help is needed
- Contact details for any doctors or hospitals involved
- Details of anyone that you would like to be contacted.

ACE Rescue handle many emergencies everyday - so be prepared to let them help you with solutions.

In the event of a major incident it will also be necessary to contact Emergency

Planning: During office hours: 01983 823316

Out of office hours: 01983 525121

NB: No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them. In the event of any verbal communication, keep a written record of everything that is said, and happens.