



Emergency Procedures

OUT ON THE DOWNS (Trading name of OUTDOORS ON THE DOWNS LTD)

1. General Emergency Principles

OUT ON THE DOWNS is committed to ensuring the safety and wellbeing of all participants, staff, and volunteers. This document outlines the procedures to be followed in the event of an emergency during any activity, including expeditions, training, and school-based sessions.

Specific emergency procedures tailored to each event will be provided in advance to all participants and staff.

2. Roles and Responsibilities

- The Director (Ben Dawson) is responsible for overseeing emergency preparedness and response.
- All staff and volunteers must be familiar with emergency procedures and act promptly and appropriately.
- Participants must follow instructions and report any incidents or concerns immediately.

3. Types of Emergencies

- Medical Emergency: Administer first aid, call emergency services if needed, and inform emergency contacts.
- Missing Person: Initiate search protocol, inform emergency services if not found within 30 minutes.
- Severe Weather: Seek shelter, suspend activities, and follow dynamic risk assessment procedures.
- Fire: Evacuate the area immediately, call emergency services, and account for all individuals.
- Other Incidents: Follow dynamic risk assessment and escalate as appropriate.

4. Communication Protocols

- Ensure all staff have access to emergency contact numbers.
- Use mobile phones or radios to maintain communication between groups.
- Notify emergency services and OUT ON THE DOWNS management as soon as possible.
- Maintain a log of all communications during the incident.

5. Evacuation Procedures

- Identify evacuation routes and assembly points in advance.
- Ensure all participants are accounted for.
- Do not re-enter the area until it is declared safe by emergency services.

6. Incident Reporting

- All incidents must be reported to the Director as soon as possible.
- Complete an incident report form and submit within 24 hours.
- Maintain records securely and review for future learning.

7. Post-Incident Review

- Conduct a debrief with staff and participants.
- Review the effectiveness of the response and update procedures as needed.
- Provide support to those affected by the incident.

8. Contact Information

Emergency Contact: Ben Dawson

Email: info@outonthedowns.co.uk

Phone: 07805 240 312