

## Emergency Procedures



Version 1 - Feb 09

### Accidents

In the event of an accident to an individual:

- Alert the appropriate rescue services
- Alert the home Scout authority (Commissioner or their designate)
- Alert the next of kin of anyone involved
- If abroad, advise any agencies required by the insurers

### Reporting

Inform Headquarters immediately (via The Scout Information Centre 0845 300 1818) when:

- Someone suffers a personal injury requiring a doctor, dentist or hospital
- Someone requires rescuing where the rescue involves an Emergency Service
- Someone dies
- Third party property is damaged

### Serious Accidents

In the event of a serious accident (loss of life, prospect of loss of life or paralysis):

- Contact the Duty Press Officer

### Air and Deep Water Accidents

For accidents during air activities or during water activities in coastal or deep sea waters:

- Notify the appropriate government agency

### Contact Details

Duty Press Officer                      020 8433 7100  
(After office hours a recorded message detailing the contact telephone number of the Duty Press Officer is available)

#### Scottish Headquarters:

Office hours                                      01383 419073  
After office hours                                020 8433 7100

#### Northern Ireland Headquarters:

Office hours                                      02890 492829  
After office hours                                07973 301195

### Don'ts

- Make an admission of liability
- Initiate contact with the news media

### Dos

- Keep a record of actions and communications
- Refer all news media to the Duty Press Officer
- Take care when making statements if the news media do turn up. Stick with confirmation of basic facts