**EMERGENCY PROCEDURES FOR Non School Centre**

**NAME (of Centre) ………………………………….………………**

**To be implemented in the event of a major incident (involving death, serious injury or the emergency services)**

(Please remember that the Police have overall responsibility for all search and rescue operations and should be your first point of contact via 999 or 112. Do not attempt to call Mountain Rescue, Coastguard or Air Ambulance direct)

1. **Supervisor informs Base Contact**

**Name/Tel No of Primary Base Contact:**

**Secondary Base Contact:**

1. **Base Contact notifies**

o **County Hall Emergency Number 07623 544346 of major incidents**

**when additional assistance/support required**

o **Parents and appropriate others (staff emergency contacts etc)**

o **DofE Manager DC Trish Walker 07917 212390,**

**OE Service Mgr Paul Burrows 07836 598678 or, if uncontactable,**

**Award's Duty Officer at Windsor Head Office 01753 727 400**

**Information required:**

**• Base contact name, telephone number & name of Award Unit**

**• The supervisor’s name and telephone number**

**• What has happened to whom, where and when**

**• What has happened since**

***Refer all media enquiries to Dorset Council, County Hall Dorchester.***

**Leader Details:**

**Lead Supervisor Name + Number:**

**Name + Number:**

**Name + Number:**

**(pls add more if needed)**

**In ANY instance of incident/accident please submit the Incident-Accident Report Form afterwards, found at:** [Offsite events guidance, forms and risk assessments - Dorset Council](https://www.dorsetcouncil.gov.uk/sport-leisure/dorset-outdoor-education-service/offsite-events-guidance-forms-risk-assessments-dorset-outdoor-education-service)