

# FORM OSA4 (2007)

## Base Contact Form

For the head of an establishment or nominated person to use if an emergency occurs.

Ensure that copies of this form are available at all times for the named establishment contact.

### Immediate Response – make a note of:

- Who is making the call: .....
- Where can she/he be contacted – telephone number and address:  
.....
- What happened
  - Where.....  
.....
  - To whom .....  
.....
  - When.....  
.....
- Who else has been contacted .....
- What has happened since the incident .....

### Secondary Response

- Inform the head of establishment and chair of governors/management committee
- Inform the LA contact (these details should be completed in advance of the activity).  
*(Note: Only for serious incidents)*

**LA contact Details** .....  
.....

The LA contact will provide support to the educational establishment.

- Discuss with LA contact procedures for informing parents
- Discuss with LA contact who will handle any media enquires
- Discuss with the LA contact any repatriation issues

**Please see overleaf for check list.**

### Immediate Response

- establish the nature and extent of the emergency as quickly as possible;
- contact the relevant emergency services
- ensure that all the group are safe and supervised
- get immediate medical attention and seek to establish the names of the casualties
- have an official mobile phone available during the visit, but be aware of limited performance in remote areas
- ensure that a member of staff accompanies casualties to hospital and that the rest of the group are adequately supervised at all times and kept together;
- ensure that emergency procedures are not breached by individual young people or adults accompanying the party by making independent calls on personal mobile or other telephones;
- notify the police if necessary;
- write down accurately and as soon as possible all relevant facts and witness details and preserve any vital evidence;

### Secondary Response

- Inform your establishment emergency contact – ref OSA1 point 8. The emergency contact number should be available at all times throughout the visits;
- ascertain telephone numbers for future calls;
- details of the incident to pass to the emergency contact should include; nature of incident, casualty details-names, injuries and others involved to allow parents to be reassured, action taken so far and action to be taken (by whom);
- ensure that the LA Emergency contact is notified as soon as possible for serious incident, using the supplied telephone number (this should be undertaken by establishment emergency contact);
- ensure that all group members who need to know are aware of the incident and that group members are following the emergency procedures;
- keep a written account of all events, times and contacts after the incident;
- refer media enquiries to your establishment base contact and/or the LA officer.
- No-one in the group should discuss legal liability with other parties;
- notify the provider/tour operator (if one is being used);
- notify the British Embassy / consulate if an emergency occurs overseas;
- notify the insurers, especially if medical assistance or emergency repatriation is required whilst abroad (this may be undertaken by the emergency contact);