



## Guidelines for Emergencies

The most likely situation you will need to deal with is an accident or sudden illness of a member of your Group.

As Group Leader your role is organisational. Firstly take charge and keep calm. Assess the situation. If the injured member seems to be unconscious or not breathing call 999 immediately. The operator will ask for your location and postcode: always make a note of it when you organise a trip. Do what the operator tells you to do.

If it is a less serious incident use the resources in your group to help the injured party, decide with them what is appropriate.

If you are on an outside activity or visit send someone to inform the staff. They will help you.

Delegate another group member to move others away from the area, a crowd isn't helpful.

If the injury is slight or the person feels better organise transport for them if needed and inform their nominated next of kin. If outside agencies take over inform the next of kin who to contact. If you do not have the information and the injured party cannot tell you, contact a committee member and they will help you.

When things are resolved, check on other group members as they may be upset, and decide together if the meeting/ visit should continue.

Check on the injured party later and file an accident/injury report with the Secretary.

If a problem should occur with transport the company providing the coach will deal with it. You just need to keep everyone informed.

If it is a car breakdown while car sharing you may need to help find another means of transport home. If in doubt contact a member of committee for advice and support.