

Safe Scouting

What to do in an emergency

This card is for all Scouts volunteers. It contains essential information, so always keep it to hand.

Group/District Lead Volunteer contact details:

scouts.org.uk/emergencies



In an emergency, follow these steps and guidance

Step 1: Assess the danger to yourself and others

Before you help anyone, you've got to make sure you're safe. If needed, stop the activity to prevent further harm.

Where are we?

- Is there something dangerous nearby?
- Do we need to move people to a safer place first?

What's dangerous?

- Are there any hidden dangers? For example, broken glass, or something slippery?
- Are there other things that could hurt you or anyone else trying to help?

Step 2: Assess/Administer first aid

- Do you need extra help or expertise?
 - If yes, raise the alarm and get help.
 - Continue to administer first aid as appropriate.
- Prioritise casualty care based on injuries.
- Try to note down what you do, if possible, including times.

Step 3: Raise the alarm and get help

- Contact the emergency services for help as soon as possible. Gather details to share with them.
- Find out your exact location (#W3W/OS Grid Ref), who you are with (including numbers), and get someone to guide emergency services to you.

Step 4: Keep everyone safe, well, and updated

- Look after yourself.
- Keep focused on the other people and their safety and wellbeing. Work together with your team to do this.
- Keep emergency services and your designated InTouch contact* updated on any developments, including when the situation has been resolved.

* This could be your emergency contact for international trips, your Group or District Lead Volunteer, or a pre-arranged third-party individual.

Step 5: Reporting

- **Call UK Headquarters as described for incidents shown overleaf.**
- Inform and report to your Group/District Lead Volunteer using your local reporting processes.
- Report promptly to UK Headquarters for near misses and reportable incidents scouts.org.uk/safetyreporting.
- Notify external agencies as soon as possible (supported by UK Headquarters) about the incident, where applicable.

Key points

- **Do** keep a record of any actions and communications, including details of others who may have seen what happened.
 - **Do** keep calm and ask for support where needed. Don't try to handle things on your own.
 - **If appropriate**, take pictures of the location sensitively to help record what happened. This will help you remember the details and assist with learning.
 - **Don't** be concerned about establishing fault.
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- **Do** refer all news and social media posts to the UK Duty Officer and seek support by calling UK Headquarters before talking to the media.
 - **Don't** initiate contact with the news media or post on social media (and discourage others from doing so).
 - **For any safeguarding concerns**, follow the Safeguarding Code of Conduct for Adults (Yellow Card).

Local reporting and what to do

- **Inform your Lead Volunteer.** Get in touch with your Group or District Lead Volunteer as soon as possible.
 - **Record what happened.** Record the key facts clearly and accurately. Write them down or take photos or videos, if appropriate.
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- **Keep the records safe.** They may be used to support safety learning reviews or be requested after the incident.

Incident severity definitions

- **Near miss:** Unplanned event which has the potential to cause harm but did not on this occasion.
- **Reportable incident:** An incident requiring medical intervention (e.g. pharmacist, GP, hospital, urgent treatment centre, clinic, or dentist), or involving emergency service rescue, or damage to third-party property.

Contacting UK Headquarters

You need to call UK Headquarters if you experience an incident in which one or more of the following apply:

- a fatality as a consequence of a scouting activity,
- a likely hospital stay of 3 or more days,
- multiple casualties from a reportable incident with overnight hospitalisation,
- or the collapse of a significant structure, whether injury was suffered or not.

Please call the UK Duty Officer using one of the following numbers (24 hours):

0345 300 1818 or +44 20 8433 7100

We recommend that you save these numbers on your phone.

For all near misses and incidents, you must complete the online incident reporting form at **scouts.org.uk/safetyreporting** or scan the QR code below.



Scan me for information on emergencies, incidents, illnesses and reporting
scouts.org.uk/emergencies



Scan me to complete the online reporting incident form **scouts.org.uk/safetyreporting**