

Safety Notice

To promote good safety practices
This safety notice is issued to provide guidance on emergency arrangements

Emergency Arrangements

Concern: Adequacy of emergency arrangements.

Risk: Inability to seek the appropriate emergency services.

Possible Consequences: An injured person does not get specialist medical treatment at the earliest opportunity.

An emergency arrangements plan

This is a set of procedures and guidelines to help people respond to emergencies. It can include evacuation plans, risk assessments, communication strategies, and incident action plans.

- Consider what might happen and how the alarm will be raised
- Plan what to do, including how to call the emergency services
- Nominate competent people to take control
- Brief everyone in emergency arrangements
- Test the arrangements

Emergency Plan Summary Card

This is a concise, portable card that outlines the key actions to take in case of an emergency, including vital contact numbers, evacuation routes, assembly points, and initial response procedures, designed to be easily accessible and readily referenced by anyone in a given situation.

- Person in Charge – Name and Phone number
- Emergency - 999 or 112 (in most European countries)
- Emergency Assembly Point details
- Evacuation routes
- Site Address
- Site What3words
- Nearest Accident & Emergency – Name, Address, Phone number
- First Aider(s) – Name(s) and Phone number(s)
- Home Contact – Name and Phone number
- District Commissioner - Name and Phone number
- Scouts UK 'Out of Hours Team' - 0345 300 1818 or 020 8433 7100
- Special needs considerations: Procedures for assisting individuals with disabilities or specific medical needs.

Reference:

- [Emergency Procedures](#)
- [Scout Safety Policy](#)
- [Safe Scouting and Emergency Procedures](#)
- [HSE Emergency Procedures](#)