



EMERGENCY PROCEDURE

The Emergency Procedure graduated response is something that must be adhered to by all people involved with BXM Expeditions. Often young people are remotely supervised so it is imperative that dangers are identified prior to the expedition. For example, risk assessments, advanced kit checks, weather checks and thorough briefings for staff.

It is important that all procedures are followed carefully so that in the event of an emergency, BXM Expeditions staff can make a rational and appropriate decision in order to take effective action as necessary. Calling the Emergency services (including Mountain Rescue) is obviously a serious course of action to take. Although we don't discourage this during an emergency. It is important to us that the young people and staff we work with understand under which circumstances this action would be appropriate.

Where possible this decision should be made by staff employed by BXM Expeditions. Under normal circumstances where there is an emergency but the emergency services are not required. The staff of BXM expeditions will take appropriate action. In the event of abandoning an expedition, staff may choose to move an entire group to a safer location or the Senior Instructor may decide to phone for the entire group to be picked up and taken back to their establishment. It is the Senior instructors responsibility to ensure that parents and carers are called.

It is BXM expedition staffs responsibility to ensure they have read the relevant risk assessments and it is the directors responsibility to ensure this is available for staff at all times.

Group Emergency Procedures

- 👤👤👤 Everyone should familiarise themselves with allergies and medications of individual members within their group. This should be included within the afternoon group discussions.
- 👤👤👤 Conserve the battery life of your mobile phone: don't use it for playing music, text or calls.
- 👤👤👤 Never split up. In the event of something happening & no phone signal is available, then two should go & find the nearest help, taking a map and making a note of their location & time they set off.
- 👤👤👤 Recognise the signs of hypothermia & hyperthermia. If individuals or groups become too cold they should
 - Take out their flysheet from their tent & use as a shelter.
 - Get out emergency survival bags & sleeping bags to keep warm.
 - Warm up some water to sip or drink.
 - Contact their leader & await their response, however, if it is not possible to contact their leader & the group is deteriorating then call the emergency services (999).
- 👤👤👤 Knowing the difference between a leader and 999 call, for example
 - A broken arm –you can still walk so it's a leader call.
 - A broken leg or a bang on the head –do not move them; call a leader but if it is serious then also call 999.Keep the person injured warm and comfortable to prevent hyperthermia.
- 👤👤👤 In all circumstances groups must keep their leader informed. Often leaders can make decisions over the phone. If groups can't get through to their leaders they can use the BXM on call number 0800 4332963.
- 👤👤👤 Prior to walking, groups shall be given a briefing on the best emergency evacuation route. For example, if there are no cliffs then groups can head downhill, which could invariably lead them to a road with houses and farms which have names; this can will provide them with a geographical location.
- 👤👤👤 A group must phone their leader in the following circumstances:
 - If they become lost or cannot determine their location after one hour unless injured,
 - If they haven't seen a member of staff for two hours but were expecting to,
 - If they aren't expected to arrive back at camp by 17:30pm, unless their leader is aware of their location.

Leader Emergency Procedures

In the event of an emergency leaders must

- 👤 Take the fastest (safe) route to any group in need of help.
- 👤 Assess the severity of the incident and decide whether to call emergency services.
- 👤 In all cases inform the senior leader and/or BXM.
- 👤 Remain with the injured party, or if safe to do so, escort them to hospital. Only BXM shall make contact with parents unless the leader has been given permission by BXM to do so directly.
- 👤 Fill in the accident report form as soon as practically possible by recording the time, date, location and brief description of the injuries sustained & details of any first aid administered.
- 👤 Make regular observations of the injured party & pass this information to the medical services.
- 👤 One leader must accompany the injured party to hospital until they are relieved by
 - a senior leader,
 - a teacher,
 - the child's parent or person acting in loco parentis.



Accident & Emergency Policy

- † If the emergency services have been called then:
 - If they do not arrive within 30 minutes then a second call shall be made and each 30 minutes thereafter.
 - If the emergency services fail to respond within 75 minutes and if it is safe to do so then the injured party may be taken to hospital using a leader's car. This is at the discretion of the leader & the qualifications they hold.
- † If mountain rescue have been called then a leader must head straight for the rescue centre and phone BXM immediately.
- † All leaders involved in an emergency services (999) call must provide an individual written report of their version of events, which include time & date of the incident and address it to Ben Maxfield at BXM office.

Note: The senior leader will have medical forms or access to them over the phone unless the school is in charge of this.

Company Director

To always be available during expeditions to support and advice of any decisions to be made in the event of an emergency.

Senior Supervisor

If the Senior Supervisor is witness to or is informed of any danger or emergency then it is their responsibility to deal with the situation and make the decision as to whether the emergency services (if they haven't been contacted already). The Senior Supervisor must ensure that the risk is over before leaving the situation. It is also their responsibility to inform the company director at the first safe opportunity.

Volunteer adult on the expedition

If a volunteer is informed of or identifies any danger or emergency they must pass it on immediately to the Senior supervisor and act in a calm manner taking leadership from the Expeditions Supervisors or Senior Supervisor.

School/authority Staff

If a member of school staff is informed of or identifies any danger or emergency they must pass it on immediately to the Senior supervisor and ensure they act in a calm manner to support the young people from their establishment.

Expedition Supervisor

If a Supervisor identifies or is informed of any danger or emergency they must take pass it on immediately action to minimise the risk as well as inform the Senior supervisor. They must act in a calm manner and if they are unsure, follow advice from the Senior Supervisor.

If a young person identifies their is an emergency they should contact one of the above people under normal circumstances

Child or participant

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