**Incident management and emergency response card**

**In the event of receiving a call – “there has been an accident or incident during fieldwork”.**

**1. From the caller ascertain**:

1. Identify of the caller
2. Contact telephone number of the caller
3. Second or reserve telephone number if possible
4. Contact email
5. Coordinates or description of their precise location
6. Nature of the emergency
7. Health/safety of all the participants
8. Action taken by members of the group
9. What advice is needed if not a medical emergency, e.g. lost passport
10. For a medical emergency determine nature and likely severity of injury
	* + Has medical help already been sought?
		+ If so, is the person already in hospital?
		+ Are there indications that ~ 1 week hospitalisation period is needed?
		+ Are there likely to be long-term effects of injury?
		+ Is the casualty likely to need > 3-days off before back to functioning?
		+ Is the casualty on their feet but in a “walking wounded” state?
11. If medical help has not been sought, ask why not?
12. Whether they need immediate or delayed assistance
13. Who else they have informed? Ascertain if the media are involved.
14. If, when and how you could speak to the injured person?

Note: It is likely that if an incident occurs on a student field course, the trip leader will be on site, quickly alerted and will have the information needed ready at hand. If the incident occurs remotely during independent fieldwork performed in pairs or by lone workers, it is crucial to contact the Person In Charge (PIC) or PI.

**2. After receiving the phone call notifying the incident:**

1. Notify: Valentin Laurent (Senior Tutor UG, Mobile: 07961 665486)

Gareth Roberts (Senior Tutor Taught Masters 0207 594 7363)

Philippa Mason (0207 594 6528, Mobile: 07870 690794)

John Paul Latham (020 7594 7327, Mobile: 07761 678024)

Carolyn Newell (Departmental Operations Manager) 020 7594 6405, Mobile: +44 (0)7928 505524

1. Notify: College Security 020 7589 1000
2. Locate: (i) relevant FW1 with all trip details –

*Electronic copy is in HOD Office Computer filed by FW1 emails*

(ii) Contact details for relevant next of kin, all such are accessible on web pages, ESESIS

 (older details are also held with HR – IC employees, Registry - students)

 (iii) Student Health/Fitness details, held in ESE Office, Riki Clark

1. Contact PIC (i.e. fieldtrip organiser, Independent Project supervisor, PI or PhD supervisor or post-graduate) using phone details from the FW1 file.
2. In cases of student injury, a decision on whether to contact next of kin should be made and if possible, the injured person’s view should be considered. Next of kin may need to be advised of emergencies and the Head of Department and or higher levels in the College may need to be consulted as to how to proceed. Usually, this would be HR for employees and Registry for students in the case of serious injury requiring weeks or months for recovery. In the event of a fatality, notification of relatives would have to be handled with extreme sensitivity; in such an eventuality it is normal to arrange for UK police to convey the news. The police contact would be handled by HOD, and IC Safety Unit.
3. Major incidents or fatalities could also involve

- meeting medical costs through the College’s insurance cover

- notification of the Embassy if a deceased or non-fatal injury to a foreign national

1. Emergencies involving serious incidents are rare and this document is issued solely as a precaution against such an eventuality.