

Off-site Activities Emergency Procedures

Please print these assistance cards and distribute to all group leaders and accompanying adults for every trip

The group leader usually takes charge in an emergency - but back-up cover should be arranged and there should be liaison with the tour operator if one is being used. Don't forget to ensure the school contact has all the necessary details about the trip.

<p style="text-align: center;">Emergency procedures</p> <ol style="list-style-type: none"> 1. Ensure that all staff and young people are safe from further danger and that rescue, medical care and hospitalisation is provided, as necessary. 2. Inform your school or LEA as soon as possible ensuring the appropriate arrangements are made to inform parents. In the case of fatality the police should be informed. 3. Consider whether your party (including yourself) needs adult assistance and request the same from your school/LEA. 4. Do not speak to the press or media, other than to refer them to the designated contact. 5. Ensure that any equipment is retained in unaltered condition. 6. Never admit liability of any sort. 7. Do not allow anyone to attend to a party member without a witness being present. 8. If necessary ring Chubb Assistance, which is linked with your Off-site Activities Insurance policy, at the earliest opportunity. <p><small>NOTE: No one, unless they are in a relevant official capacity, has the right to see anyone who does not wish to see them. In the event of any verbal communication, keep a written record of everything that is said, and happens.</small></p>	<p style="text-align: center;">Operates 24 hours everyday</p> <p>To help Chubb Assistance please be ready to give:</p> <p>Name of your Local Education Authority: <input type="text"/></p> <p>And depending on your situation, relevant information such as:</p> <ul style="list-style-type: none"> • School's Emergency contact details • Details of any individuals for whom help is needed • Contact details for any doctors or hospitals involved. <p>Name & address of your school: <input type="text"/></p> <p>Policy Number: <input type="text"/></p> <p>Contact number(s) for where you are: <input type="text"/></p>
<p style="text-align: center;">Off-site Activities Emergency procedures</p>	<p>Chubb Assistance: T +44 (0) 20 7173 7798</p> <p>If you need to use Chubb Assistance, simply call the number above. It will help if you have as many details with you as possible when you call. For further information please visit osa.uk.chubbinsured.com</p> <p style="text-align: right; font-size: small;">CI087/03 0317</p>



****IMPORTANT TRAVEL DOCUMENTS MUST BE TAKEN ON TRIP****

**ACE Assistance Medical Emergency Service
WORLD WIDE EMERGENCY MEDICAL ASSISTANCE.**

In the event of accident to or sickness of any Person Insured which in the opinion of the School Journey party leader necessitates urgent medical assistance or advice the responsible person may consult Ace Assistance – UK using their 24 hour emergency telephone service on

From the UK: 0207 173 7798

From Abroad: 0044 20 7173 7798

PLEASE ENSURE YOU QUOTE THE FOLLOWING WHEN CONTACTING FOR ASSISTANCE:

**INSURER: Ace Group.
ESCC POLICY NUMBER: UKBCHC64604
POLICY HOLDER: East Sussex County Council**

Ace Assistance will consult with doctors and hospital authorities in their own language regarding diagnosis and treatment and will guarantee to them payment of fees and charges. They will also arrange with the Insurer's approval any essential emergency travel and take care of the administrative difficulties that may arise from it.

The more important facilities provided under this arrangement are:

1. To obtain urgent medical advice or assistance you may telephone Ace Assistance (reversing the charges if necessary) who operate a 24 hour emergency service 365 days a year. The telephone number is given below. transport. This will normally be by scheduled airline or by road ambulance but the Company may approve in critical cases the use of a specifically equipped air ambulance.
2. Ace Assistance will consult with doctors and hospital authorities abroad regarding treatment and to the extent that the insurance applies will guarantee the payment of charges on the Company's behalf thereby relieving the patient of financial worries.
3. Where it is considered preferable to bring the Insured Person back to the United Kingdom the Company will consult the Ace Assistance medical advisers and, through them, the doctor in attendance, as to the appropriate means of

4. In cases of medical repatriation from abroad where it is necessary for a medical attendant to accompany the patient this will be arranged and upon arrival in the United Kingdom a road ambulance, if required, will convey the patient to hospital or to home address.

5. The movement of sick or injured persons, particularly by air, is a highly complicated arrangement involving a number of official regulations. Ace Assistance staff will take care of these procedures.

6. Where it is necessary for a person to visit the patient or accompany him/her, subject to the Company's agreement, Ace Assistance will make the arrangement.