

# Chapter 7

## Emergency Procedures

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### Rule 7.1 Communication

- a. When an activity takes Members of the Movement away from their home area each party must appoint a 'Home Contact'.
- b. The 'Home Contact' (for example the Group Scout Leader or Group Secretary) must not be related to any member of the party.
- c. The 'Home Contact' must be in possession of the names and addresses of the next of kin of each member of the party and know how to contact them, the party and the home Scout authorities. Details are contained in the factsheet *Home Contact* available from the Scout Information Centre.

### Rule 7.2 Emergency Procedures

- a. All accidents to individuals or involving damage to property must be reported. (See Rule 7.4).
- b. In the case of an accident to an individual, a member of the party must alert the appropriate rescue services, if required, and inform the 'Home Contact'.
- c. Details are contained in the factsheet *Home Contact* available from the Scout Information Centre.
- d. The 'Home Contact', when informed of the accident, must advise:
  - the home Scout authority;
  - the next of kin.
- e. In the case of a serious accident (loss of life, the prospect of loss of life or paralysis) the 'Home Contact' must advise the Duty Press Officer at Headquarters at the earliest available opportunity.

*Contacting Headquarters will ensure that appropriate media and incident support is made available. It is vital that Headquarters are informed at the earliest opportunity.*
- f. Communications with the news media may not be initiated by the 'Home Contact'.
- g. All communication with the news media must be referred to the Duty Press Officer at Headquarters or the home Scout authority.

- h. In many cases the news media will arrive at the incident or get in touch with the 'Home Contact' before any communication with Headquarters has been established.

When this happens care must be taken in making any statement. Any statement should be limited to straightforward confirmation of basic facts.
- i. The Duty Press Officer at Headquarters will offer advice and assistance in dealing with the news media when emergencies and accidents to individuals occur.
- j. In the case of an accident abroad, involving a stay in hospital, or loss of life, a member of the party or the 'Home Contact' must advise appropriate agency(ies) required by their travel insurers.
- k. The contact telephone number for the Duty Press Officer at Headquarters is:
  - 020 8433 7100

*After office hours a recorded message detailing the contact telephone number of the Duty Press Officer is available.*
- l. In Scotland, the Scottish Headquarters should be informed. The telephone numbers are:
  - during office hours - 01383 419073;
  - after office hours - 020 8433 7100.
- m. In Northern Ireland, Northern Ireland Headquarters should be informed. The telephone numbers are:
  - during office hours - 02890 492829;
  - after office hours - 07973 301195.
- n. The home Scout authority must ensure that:
  - clear communication links are maintained by the 'Home Contact' with a responsible person in the area of the accident, the next of kin and Headquarters;
  - appropriate arrangements are made for the return of the party, as necessary;
  - in cases of serious injury, every assistance is available to ensure the next of kin can visit the casualty.
- o. Headquarters, when notified, will contact the Scout authority of the area in which the incident occurred.

- p. The home District Commissioner (or County Commissioner in the case of County activities), in conjunction with the leader of the party or other responsible person, must be prepared, if required by Headquarters, to produce a full confidential report relating to authorisation, training, equipment, briefing and leadership of the party involved, together with their observations relating to the sequence of events and possible causes of the accident.
- q. This report will be submitted to the home County Commissioner who will forward it to Headquarters accompanied by their own observations relating to the circumstances, details of County support for education and training in respect of such activities and, as appropriate, any recommendations they intend to implement in the light of experience gained.
- r. In the case of a fatal incident, or an incident that Headquarters considers could have resulted in a fatality, The Secretary of the Association will establish an enquiry on behalf of the Committee of the Council.
- s. Leaders are also required to notify the appropriate Government Agency when accidents occur during Air Activities or during Water Activities in coastal or deep sea waters.
- c. On receipt of this information Headquarters will issue the necessary instructions and an incident report form.
- d. In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by Headquarters.

### **Rule 7.3 Overriding Controls**

- a. For safety reasons **only** the District or County Commissioner (or their representatives) of the area where the activity takes place has an overriding authority to direct that any activity should be postponed, stopped or cancelled.

### **Rule 7.4 Accident reporting**

- a. Headquarters (*via the Scout Information Centre*) must be informed immediately if any person, whether a Member of the Movement or not:
- suffers personal injury (where injury necessitates treatment by a doctor, dentist or at a hospital);
  - requires rescuing (where rescue involves any Emergency Service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);
  - dies in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.
- b. If an accident during a Scout activity results in third party damage, Headquarters must be informed immediately.