

TRIPS - CRITICAL INCIDENT MANAGEMENT – INFORMATION FOR SLG (To be read in conjunction with the Cam VC Procedure for Regular Visits, Trips and Fixtures)	
Date of last review:	December 2021
Review Cycle:	Every 3 years (or as appropriate)
Responsible Officer:	J Russen
Date of next review:	December 2024

Definition of a Critical Incident:

When a group undertaking an off-site activity and any member of the group has been involved in an incident where a group member has:

- suffered a life-threatening injury or fatality.
- is at serious risk.
- has gone missing for a significant and unacceptable period.

In such a case, the incident should be treated as a “critical incident” and this guidance and procedures should be implemented.

Principles and Priorities:

- To meet the needs of the group in crisis.
- To meet and support the needs of the establishment, its community, parents, relatives and friends.
- To respond to the needs of other agencies.
- To respond to media demands.

In the event of a critical incident the member of SLG receiving the call from the trip leader should alert members of the Critical Incident Management Team (CIMT). This includes:

- Lynn Mayes
- Emily Gildea
- Tom Darling
- Claire Heald

According to the nature of the incident, the CIMT will need to be able to:

- gain direct and immediate access to an effective communication system / network that will enable the provision of indirect advice and guidance to the establishment /setting /group affected.
- appoint a Travelling Team (TT) with the resources to provide direct support, both at the establishment and at the venue of the group in crisis.

Travelling Team

Where a critical incident occurs during off-site activities or visits taking place in a venue that is significantly distant from the employer’s geographical catchments (whether within the UK or abroad) it may be necessary to dispatch a Travelling Team (TT) of appropriately experienced staff to the venue of the incident.

The role of the TT is to manage:

- the needs of the injured in the group.
- the needs of the uninjured.
- the support of relatives who may arrive at the locality.
- the interface with other authorities, emergency services and the media.
- the provision of advice and guidance to the establishment and CIMT, so that coordinated support and care plans can be implemented.
- the support of the group when returning to their home base.

Contacts

- Stephen Brown – Outdoor education advisor.
- Children’s Social Services.
- Emergency Planning Unit of the county in which the incident has occurred.
- Local Police HQ.
- British embassy / consulate.

Media Considerations

All discussions with the media should take place only after consultation with Lynn Mayes, Emily Gildea, Tom Darling and Claire Heald.