

PEN PADS EMERGENCY GUIDANCE NOTES

Ensure the whole group is safe from further harm.

Ensure rescue complete & medical care provided.

Inform Chairman as soon as possible (see over).

Ensure parent/guardian/emergency contact informed.

In there's a fatality inform the police immediately.

Do not speak to the press or the media (see over).

Ensure equipment is retained and unaltered.

Do not admit any form of liability to any person.

Do not allow anyone to see a member of the group without a witness (only persons acting in an official capacity has the right to see anyone who doesn't wish to be seen).

Keep a written record of everything said and done.

Only the chair (Roger Cooke 0151 327 5533 or 07803 124147) or secretary (Judith Tickell 0151 653 8414) should speak to the press.