

# **ACCIDENT / INCIDENT AND EMERGENCY PLAN**

## **What is an Accident/Incident and Emergency Plan?**

An Accident/Incident and Emergency Plan enables people to react quickly and effectively in times of crisis and to maintain a sense of control. It is important for leaders and members of the parish to identify an accident/incident and / or emergency and which procedure to follow in each instance.

## **Why is it necessary?**

The parish or wider community is often affected by:

- Death or serious injury caused by an accident/incident.
- Death or serious injury caused by fire.
- Suicide.
- Missing persons.

## **Emergency Services:**

In the event of an accident/incident the following emergency services may need to be contacted:

- Ambulance.
- Fire Service.
- Garda / Police.
- TUSLA.

**Emergency phone no: 999- landline    112 – mobile phone.**

## **Phone Numbers of Relevant Parties:**

Compile a list of phone numbers of the following people:

1. Parents.
2. Director / Leaders / Helpers.
3. All children travelling on the trip (if they have a mobile phone).

## **Compile Emergency Information for Away Trips:**

- Ensure all who are travelling are aware of the Accident /Incident & Emergency Plan and that helpers where possible have some knowledge of First Aid.
- Have up-to-date medical information on persons travelling.
- Check the Emergency/First Aid Bag, Blanket, Drinking Water.

## **Role Allocation:**

Identify roles to be fulfilled at the time of an accident/incident:

- A named person to take overall charge of what needs to be done.
- A named person to call emergency services.
- A named person to inform parents.
- A person to speak to the media if necessary.
- A person or persons to comfort the distressed including the leader.

## **At the Time of the Accident/Incident gather accurate information:**

It is important to obtain accurate information about the accident / Incident e.g.

- What happened?
- Where it happened?
- When it happened?
- What is the extent of the injuries?
- How many are involved and what are their names?
- Is there a risk of further injury?
- What services are involved already?
- What is the location of those injured and those not injured?
- If a child is hospitalised, is there a member of the group accompanying them?
- Complete the accident / incident form.
- If possible obtain photographic evidence.

## **Information for Parents:**

Parents / guardians should be contacted as soon as possible, and this first contact will need to be handled with great sensitivity.

Agree who should share information with parents and how this should be done.

Make a list of parents who have been contacted and those who still need to be told to avoid duplication of message.

### **Meeting for Parents:**

On return from the trip, convene a meeting for parents and those who need to know.

Agree a statement of facts.

If possible, there should be a written version of this.

Appoint someone to handle phone inquiries and to deal with the media.

Ensure that a phone line remains open.

### **Post Accident / Incident Meeting for All:**

It is important for all to meet up and discuss the trip.

Review action taken.

Did all feel involved in some way?

How is everyone coping since returning home.

What are their feelings since the accident / incident?

Director/Leaders/Helpers and all who travelled may need to support one another for some time.

### **Ongoing Support:**

If a person died as a result of an accident / incident on the trip, the group may need to meet on an on-going basis to support one another or seek specialist help such as that of a Psychologist or Therapist.

## EMERGENCY CONTACT LIST

**Garda**\_\_\_\_\_

**Ambulance**\_\_\_\_\_

**Fire Brigade**\_\_\_\_\_

**Hospital**\_\_\_\_\_

**Local GP**\_\_\_\_\_

**TUSLA /Child and Family Centre**\_\_\_\_\_

**TUSLA Psychologist**\_\_\_\_\_

**Psychologist/Therapist**\_\_\_\_\_

**Clergy/Pastoral Care**\_\_\_\_\_

**Parish Priest**\_\_\_\_\_

**Local Counselling Services**\_\_\_\_\_

**TASK**

**NAME**

**Overall Management of Accident/Incident**

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**Person to communicate with Parents**

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**Person to call Emergency Services**

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**Person to supervise those who are not injured**

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**Person to communicate with Media**

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**Person to gather information at the scene of Accident/Incident**

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**Person to keep contact with the injured**

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## USEFUL CONTACT NUMBERS

<b>Barnardos</b>	<b>01 4530355</b>
<b>The Samaritians</b>	<b>1850 609090</b>
<b>Childline</b>	<b>1800 666666</b>
<b>Parentline</b>	<b>1890 9277277</b>
<b>Aware</b>	<b>01 6766166</b> <b>1890 303302</b>
<b>National Suicide Bereavement Support Network</b>	<b>024 95561</b>
<b>Rainbows</b>	<b>01 4734175</b>
<b>Bereavement Counselling Service</b>	<b>01 6767727</b>

Date: .....

Attendance: .....  
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Aim of Meeting: .....  
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Decisions: .....  
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Action: .....  
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By Whom: .....

When: .....

Report To: .....

Date of Next Meeting: .....

Minutes Recorded By: .....