

## What to do in an emergency...

### Polish Scouting Association UK Region (PSA UK Region) ZHP Okręg WB

#### In the event of an incident:

1. Deal with the immediate situation and alert the appropriate emergency services, if required.
2. Alert your Regional Commissioner (hufcowy) or their designate:
3. Alert the emergency contact of those individuals involved.
4. If you are abroad, alert any agencies required by the insurers.
5. For incidents involving air activities or water activities in coastal or deep sea waters notify the appropriate government agency.
6. Inform UK Commissioner (Kom Chorągwi) at the earliest opportunity if:
  - someone suffers a personal injury or illness requiring a doctor, nurse, paramedic, dentist or hospital.
  - someone requires an emergency service rescue.
  - third party property is damaged.

You will need to provide basic information about the incident including information about the injured party, what happened, where it happened and who is reporting the incident. Complete an incident report at the earliest opportunity and file it according to given instructions on the document.

#### In the event of a critical incident

(one involving loss of life, near loss of life or collapse of a structure):

1. Deal with the immediate situation and alert the appropriate emergency services, if required.
2. Alert your Regional Commissioner (you will need to provide a basic overview of the incident, who is involved, where the incident occurred and unit information). A Critical Incident Manager will assist you and guide you through the management of the incident.

Regional Commissioners immediately report all critical incidents to their UK Commissioner and the Board of Trustees PSA UK Region.

#### In the event of a CoViD-19 related incident:

If anyone at an activity displays signs of coronavirus infection: Fever over 37.8C, continuous coughing, sore throat or loss of taste or smell:

1. Isolate that person in a separate room with the door closed, open any windows. If outdoors isolate in a comfortable area 5m away from any others.
2. Make sure that anyone having contact with the suspected case wears a face mask and washes their hands at every opportunity
3. Inform that persons parents, if under 18, or next of kin, to come and take them home
4. Advise them to contact 119 or their GP services for advice about testing
5. Advise all those present that their details may be passed on to NHS track and trace if this information becomes critical.
6. Make sure all present wash their hands and that any equipment is cleaned using antibacterial wipes or solutions.

**Key points:**

**Do** – keep a record of actions and communications, including details of others who may have seen what happened.

**Do** – keep calm and ask for support where needed.

**Do** – refer all news media to the UK Commissioner who will direct you to a PSA UK Region media officer and seek support **before** talking to the media.

**Don't** – make any admission of liability.

**Don't** – initiate contact with the news media.

**Don't** – try to handle things on your own.

**Contact details:**

Ensure that at all times you have full contact details to your Regional Commissioner (hufcowy) and UK Commissioner (Kom Chorągwi) or their delegate. They will be able to direct you to other members of the Board of Trustees of PSA UK Region (Zarząd Okręgu) should this be necessary.

**Safe Scouting: a code of conduct**

**Do** – ensure all activities are approved, run and supervised in accordance with PSA UK Region guidelines (ZHP Zasady i Procedury).

**Do** – identify hazards and discuss how they will be managed to reduce risk

**Do** – find the most effective and appropriate way to communicate the risks and controls identified.

**Do** – ensure all meetings, events or activities have an identified leader in charge that oversees the activity and all adults and young people. This includes responsibility for registers, headcounts, allocation of roles to specific adults and checking they are aware of their specific responsibilities. The best way of doing this is for all adults who will be involved in the activity to agree which one of them will undertake this role.

**Do** – give young people and adults appropriate training, guidance and rules.

**Do** – be prepared to deal with accidents (have a first aid kit, relevant emergency contact details).

**Do** – consider any additional needs of those taking part.

**Do** – review an activity if conditions or equipment change significantly.

**Don't** – be afraid to stop or alter an activity being run by you or another leader.

**Don't** – put your needs above those of young people. Ensure activities are appropriate for the young people involved.

**Don't** – ignore concerns expressed by adults or young people.

**Don't** – assume that someone else is managing safety – always check.

**Reporting potential accidents:**

- If you see an activity, premises or equipment which is potentially dangerous, report it to the premises manager, line manager or activity organiser immediately.
- If your concerns are ignored, contact your Regional Commissioner (hufcowy).

**Reporting near misses:**

We would like to hear about any situations that could have led to injury, illness or damage. This is especially important where the issue relates to equipment or the process followed and to help us improve the advice and information we give to the movement and prevent future incidents. Report this through your Regional Commissioner (hufcowy) who will forward to their line manager.