

## **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 (Steve Hill 0151 625 ....) should speak to the press.**