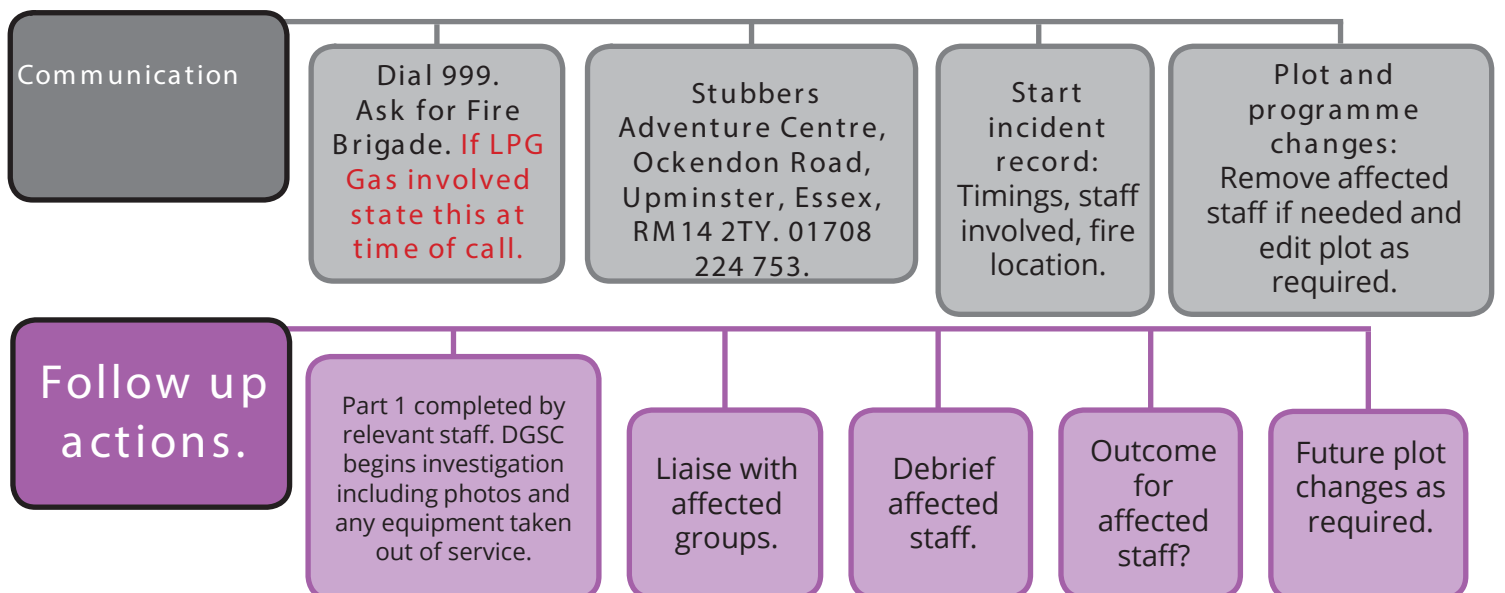
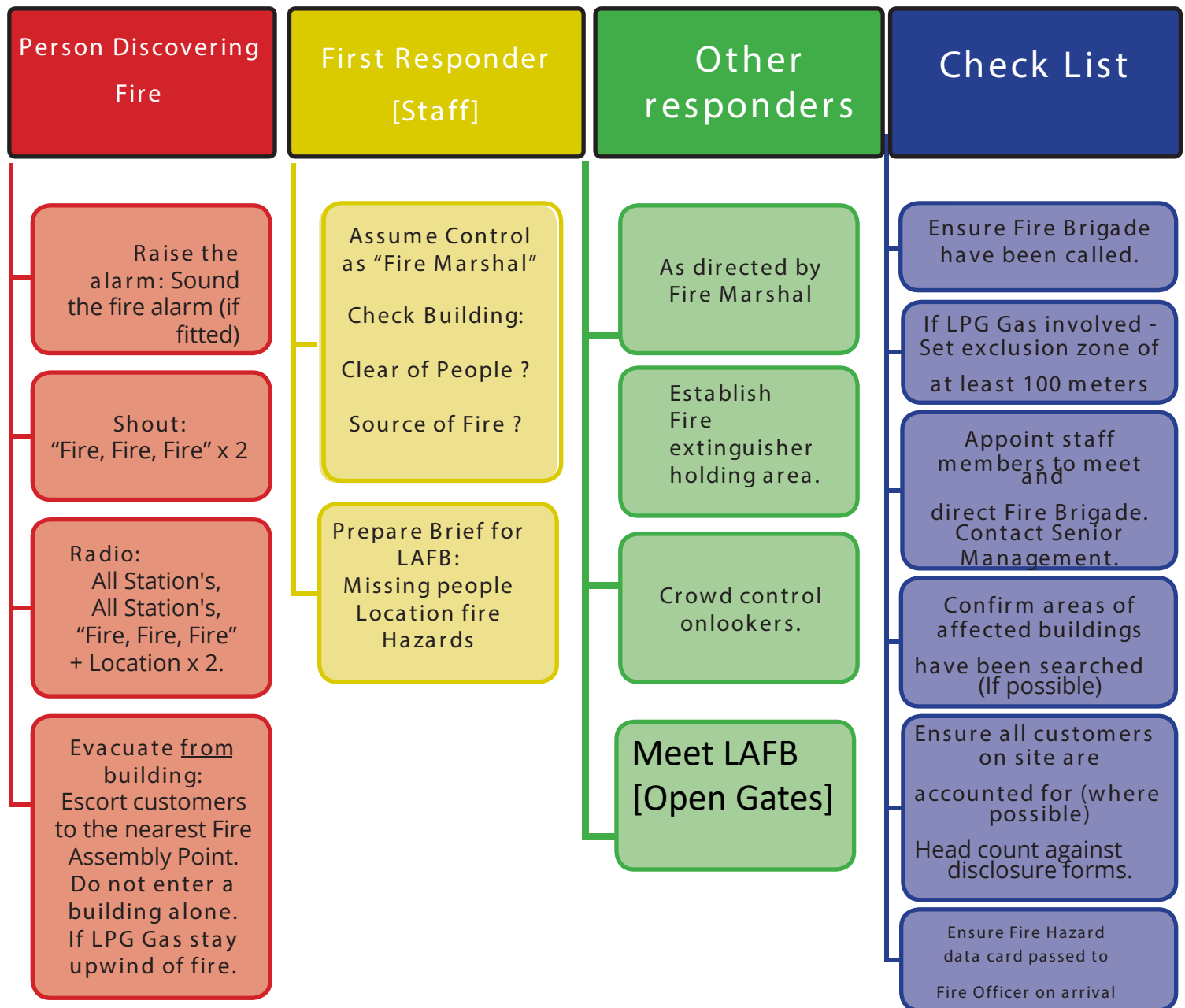


## Discovering a Fire- "Fire, Fire, Fire"



## Fire Hazard Data card

See location map overleaf

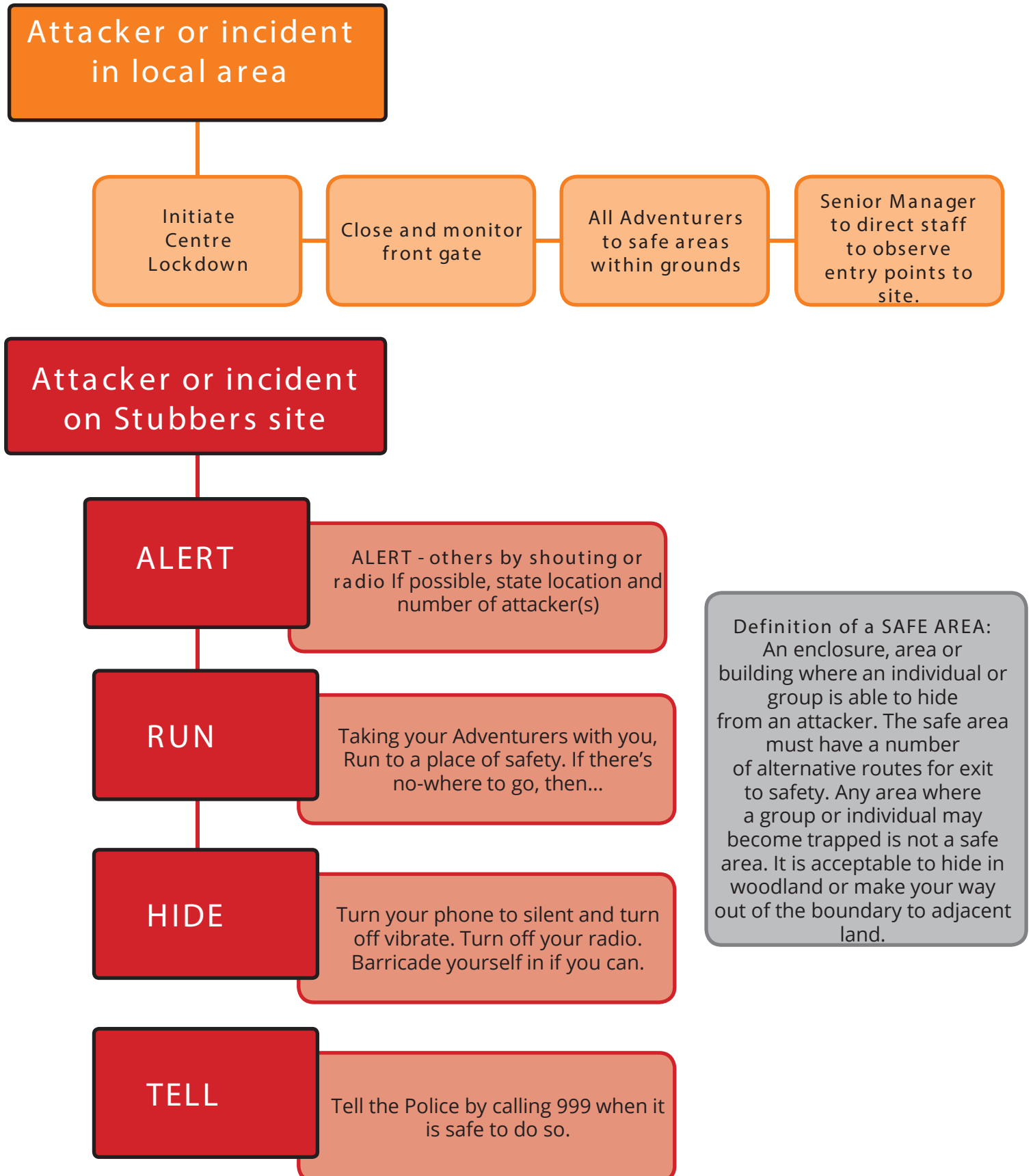
Building / Area	Hazard
Boat Shed - NE Corner	<ul style="list-style-type: none"> <li>• Air compressor</li> <li>• 4 tonne hydraulic vehicle lift</li> <li>• 4 Quad bikes - fuelled.</li> </ul>
Boat Shed - NW Corner - Workshop	<ul style="list-style-type: none"> <li>• Aqueous Parts washer</li> <li>• May contain vehicle (s)</li> </ul>
Boat shed - South Side (Boats & Jet ski's)	<ul style="list-style-type: none"> <li>• 5 x Jet ski's 50 Ltr petrol tanks • Master craft ski boat 50 Ltr Petrol tank,</li> </ul>
Petrol Tank area	<ul style="list-style-type: none"> <li>• Green Tank - Up to 1950 litres of UNL petrol. • Red Fuel store - Up to 8 x 20 litre petrol cans.</li> </ul>
Gas cage - Behind containers	<ul style="list-style-type: none"> <li>• Containing up to 20 x 26.1Kg Propane cylinders.</li> </ul>
Walled Garden	2 x 26.1Kg Propane cylinders.
Diesel Tank	<ul style="list-style-type: none"> <li>• Containing up to 3000 litres Red diesel.</li> </ul>
Orchard Camp	<ul style="list-style-type: none"> <li>• 2 x 26.1Kg Propane cylinders.</li> </ul>
Staff Caravans	<ul style="list-style-type: none"> <li>• 4 x Caravans - 2 x 26.1Kg Propane cylinders plus 2 x 26.1Kg Propane cylinders - all chained to fixing points.</li> </ul>

## Site map

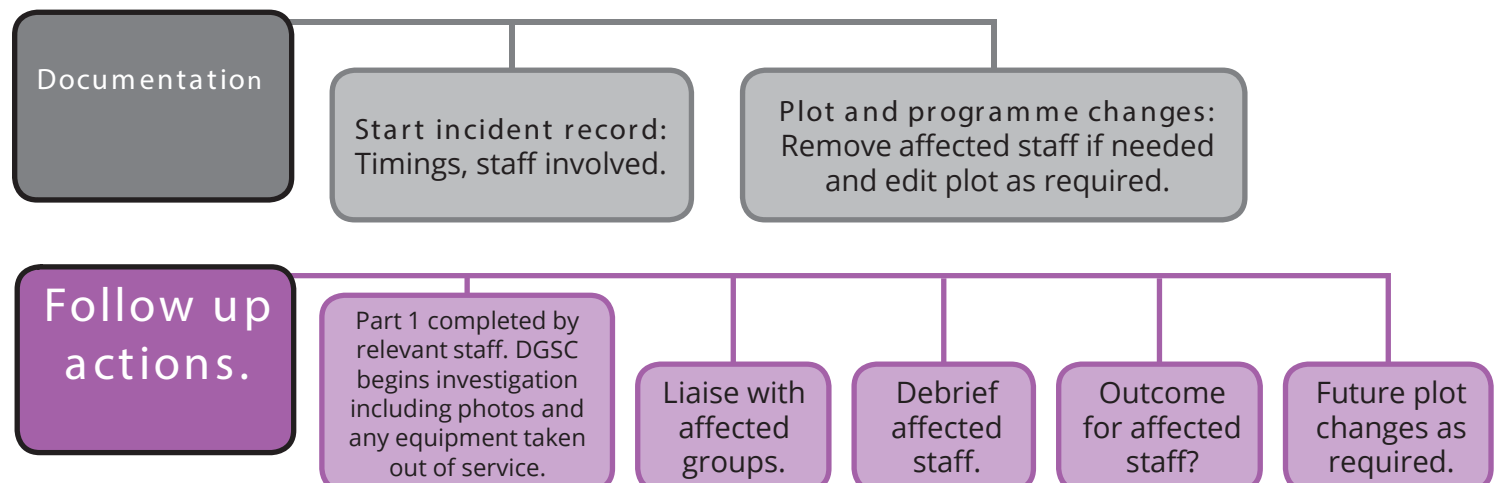
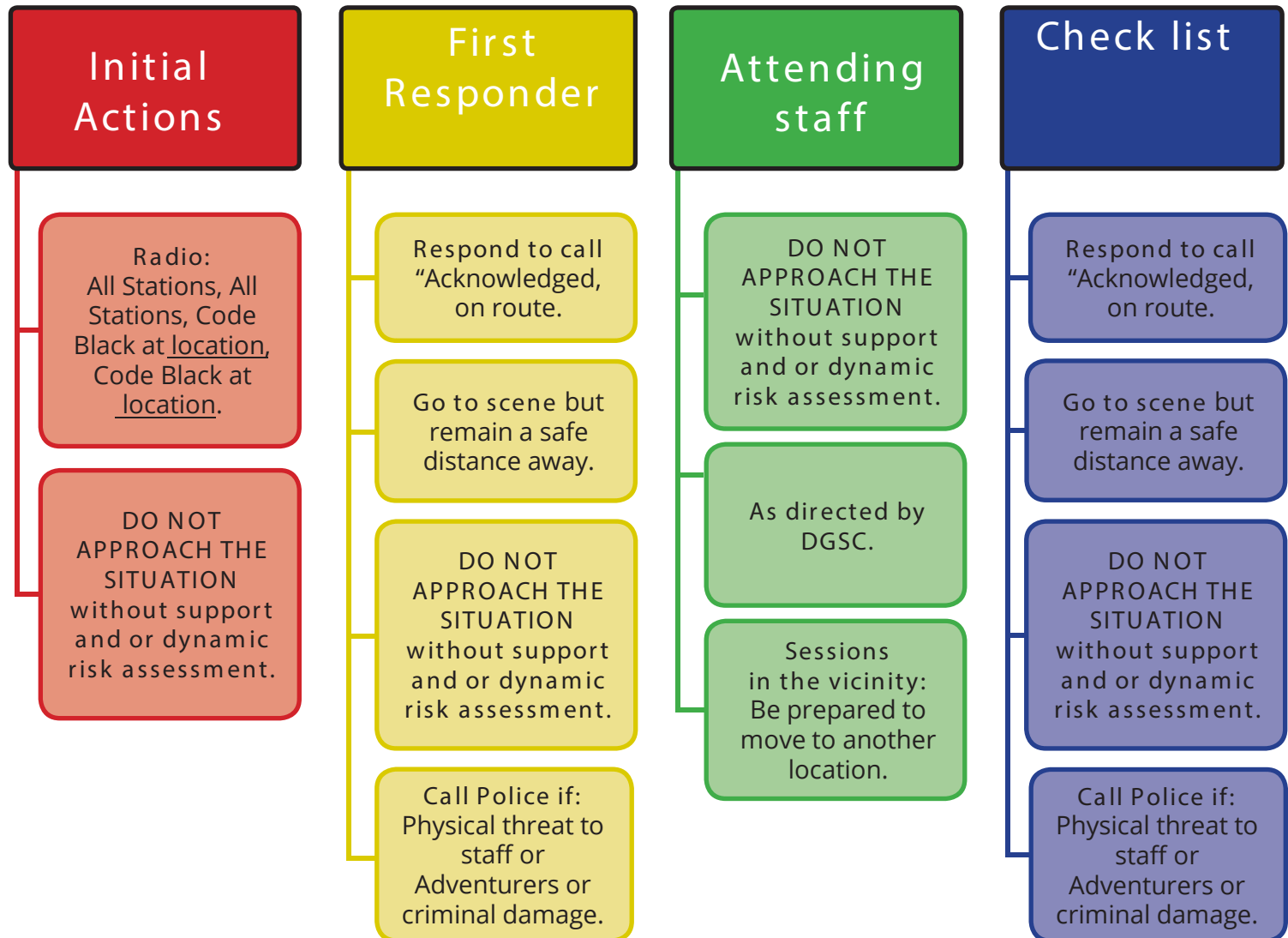
All Propane cylinder locations are marked on map with a: 



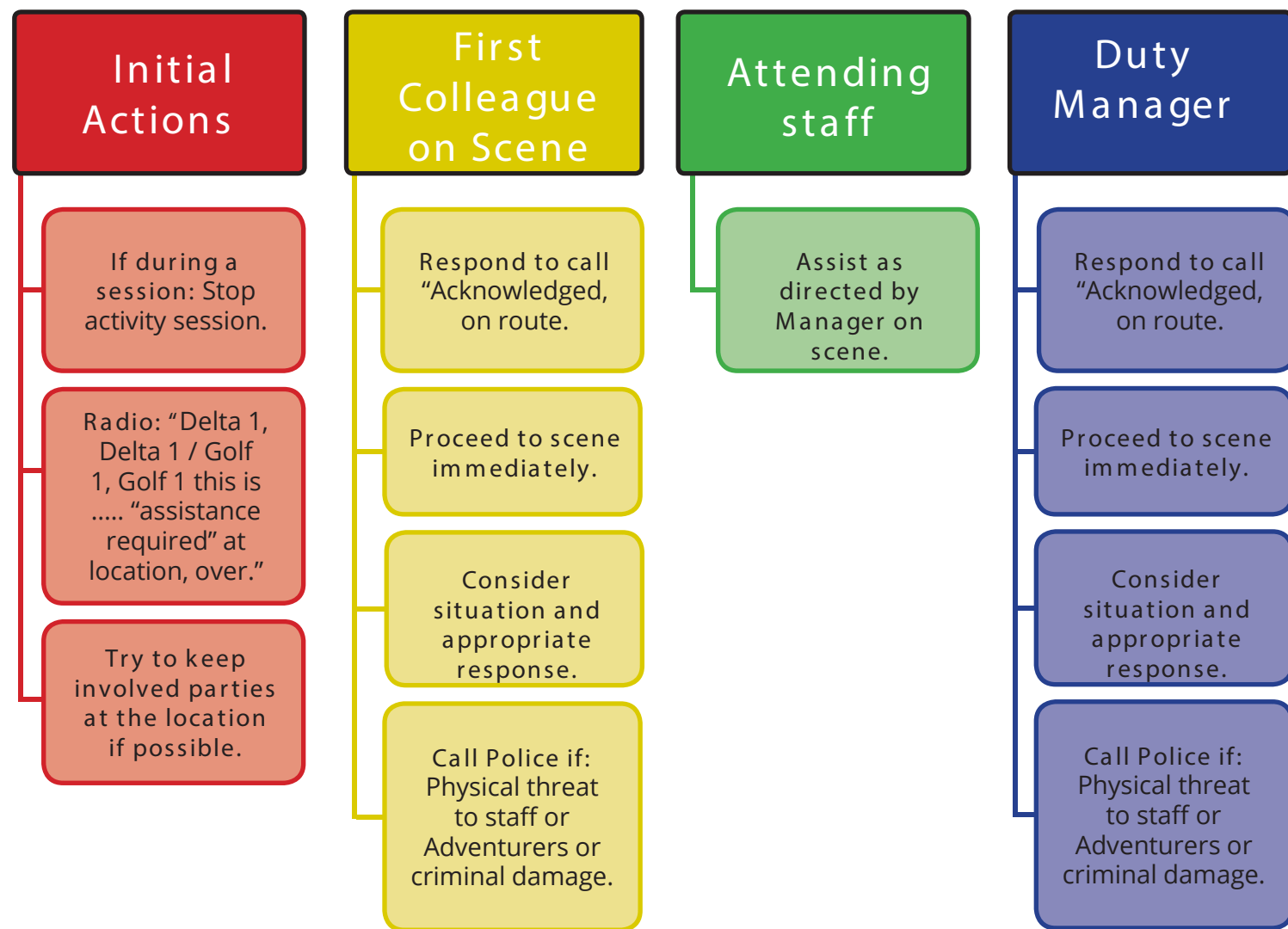
## Firearms or Weapons attack



## Urgent assistance, approach with caution Code Black



## Incident - Assistance or Management decision required.



### Duty Coordinator Follow up actions.

Part 1 completed by relevant staff. Relevant Coordinator begins investigation including photos and any equipment taken out of service.

Liaise with affected groups.

Debrief affected staff.

Outcome for affected staff?

Future plot changes as required.



## Informing Next of Kin (NOK)

### What's happened?

#### Fatality

Notification of NOK to be decided by Police

Senior Manager

Follow Major Incident / Fatality EOP.

#### Hospitalized

NOK informed immediately.

#### Returning home

Contact NOK to request collection or inform NOK that adventurer is on route home.

#### Continued with sessions

NOK informed at end of day.  
NOK to sign First aid form / Head injury notification issued if applicable.

### Responsibility for action...

#### School or Group

Group Leader / Teacher.  
&  
Duty Guest Services Coordinator

#### BDP or Adventure Experience

Duty Manager

#### SMASH

SMASH Coordinator

### Guidance on what to say... State facts, don't make assumptions.

Is that .....?" (NOK name) "Hello, I'm ..... from Stubbers Adventure Centre. I'm ringing to tell you that .....IP name...."

#### State what has happened:

E.G: "IP has fallen off a Banana boat and is experiencing back pain"

#### State what is happening:

E.g: "An ambulance has been called, once we know which hospital they will be attending we will let you know  
Name the adult who is accompanying IP.

Note: Does the NOK have access to transport to meet the IP?

If no can we assist with this?

#### State what is happening:

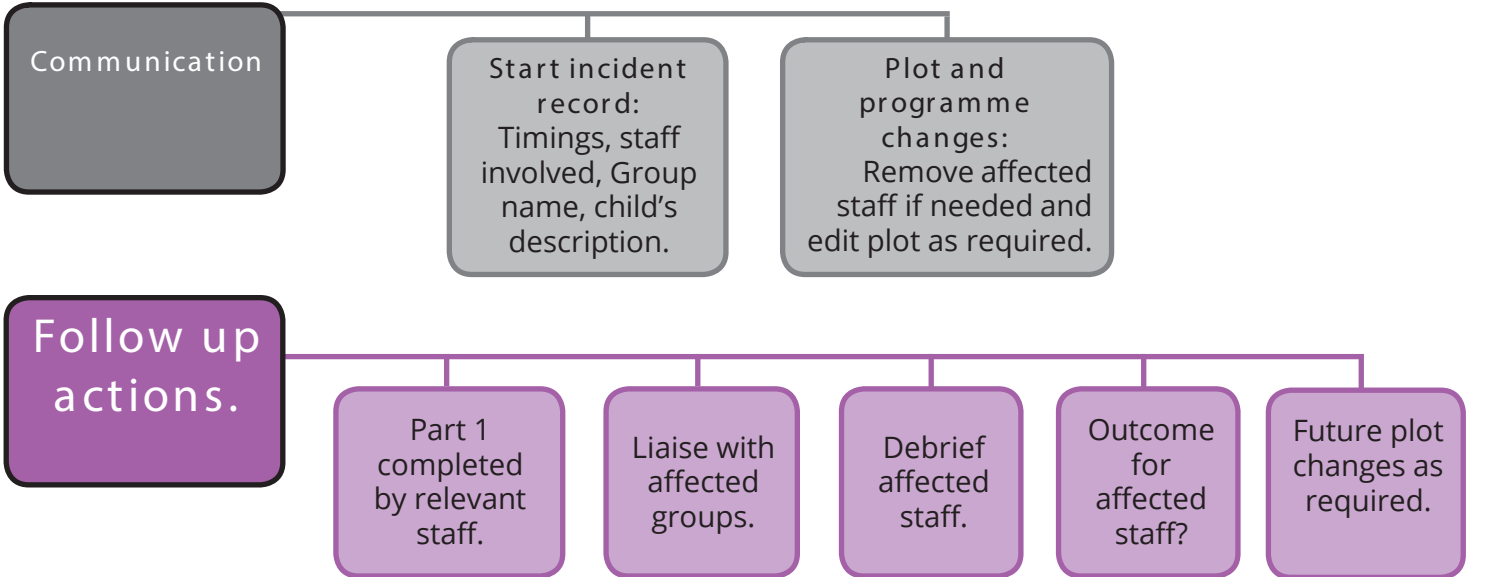
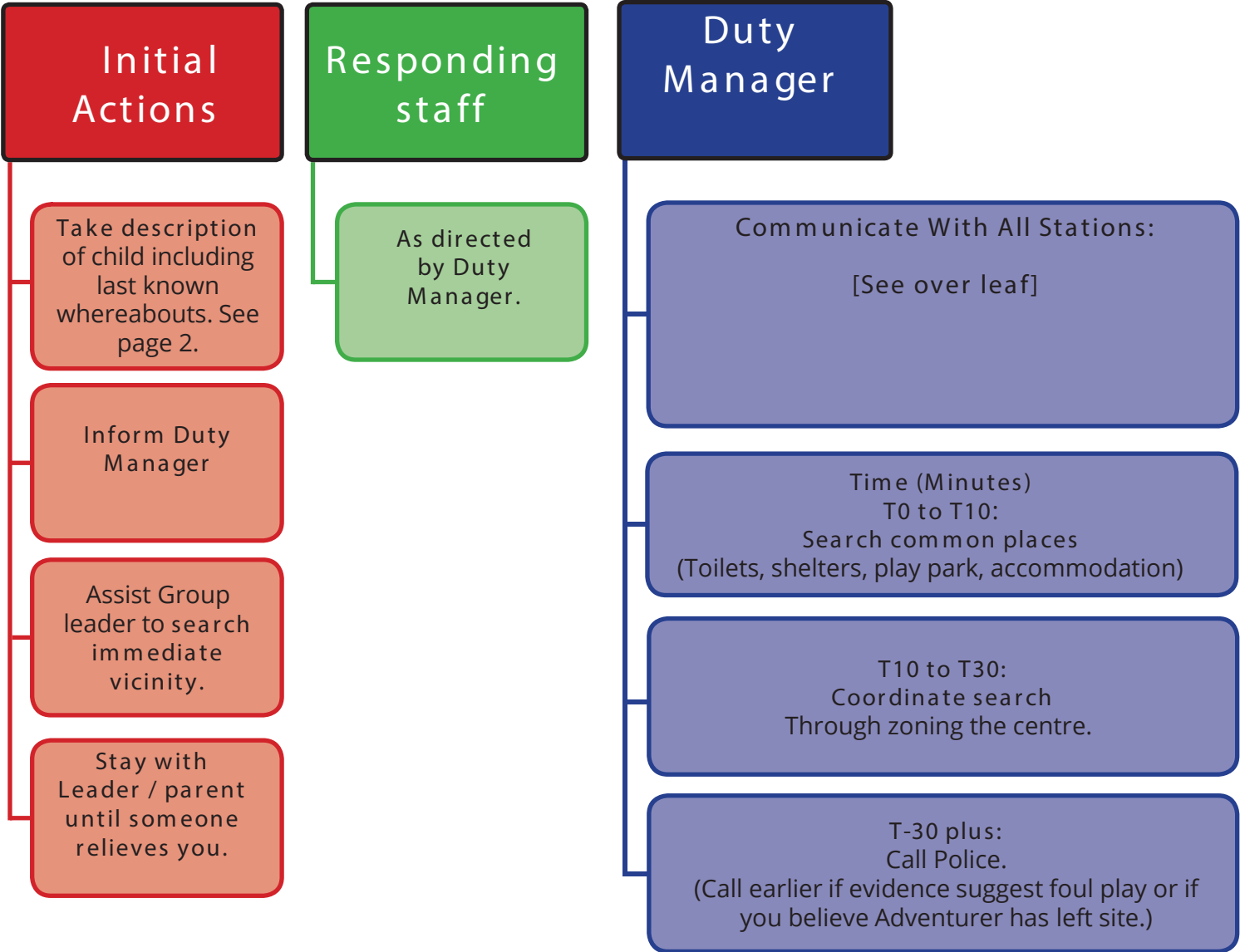
IP is feeling unwell and has asked to go home."

#### "State what action is needed:

E.g: "Would it be possible to come and collect them please?"

Follow up: Contact Group Leader / NOK / IP to enquire of IP progress. Complete required paperwork and action.

# Lost child





## Lost child Information

The following information to be passed in clear speech over the radio:

“All Stations All stations...Standby Found Child  
Report.....[pause]

“All Station , all stations Found child report  
follows:

Found Child.....Description: [Boy / Girl] [Age]  
[Name] or [Wearing]

[Current Location]

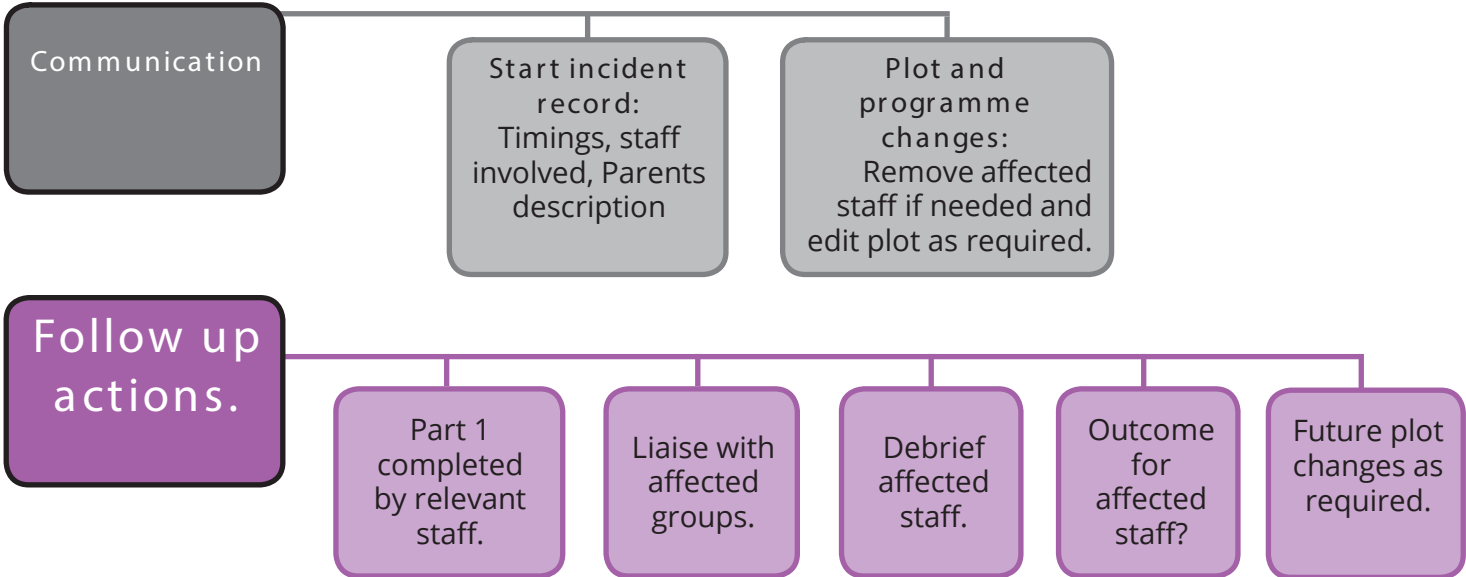
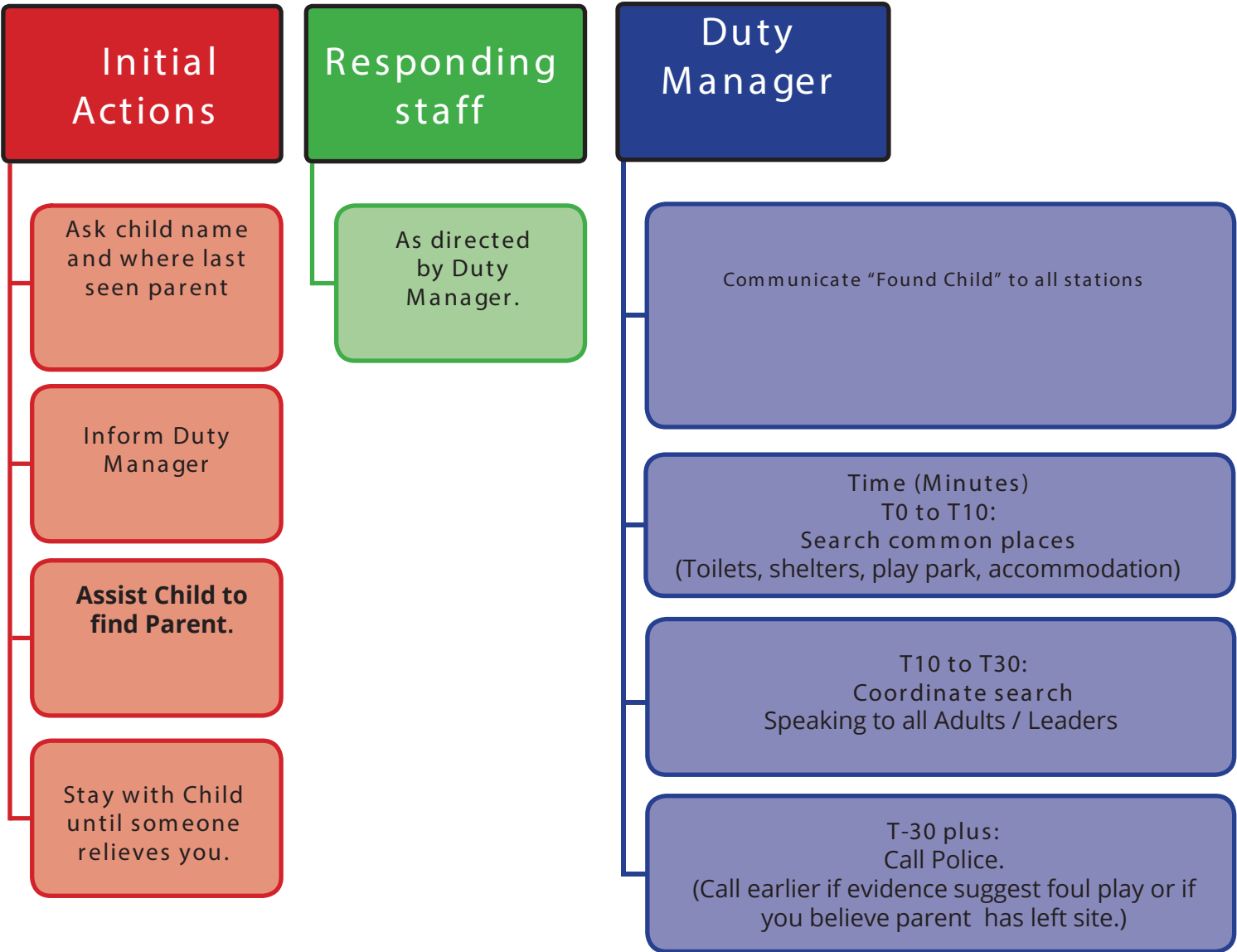
[Mum,Dad, Carer, leader etc] [Name] Last Seen



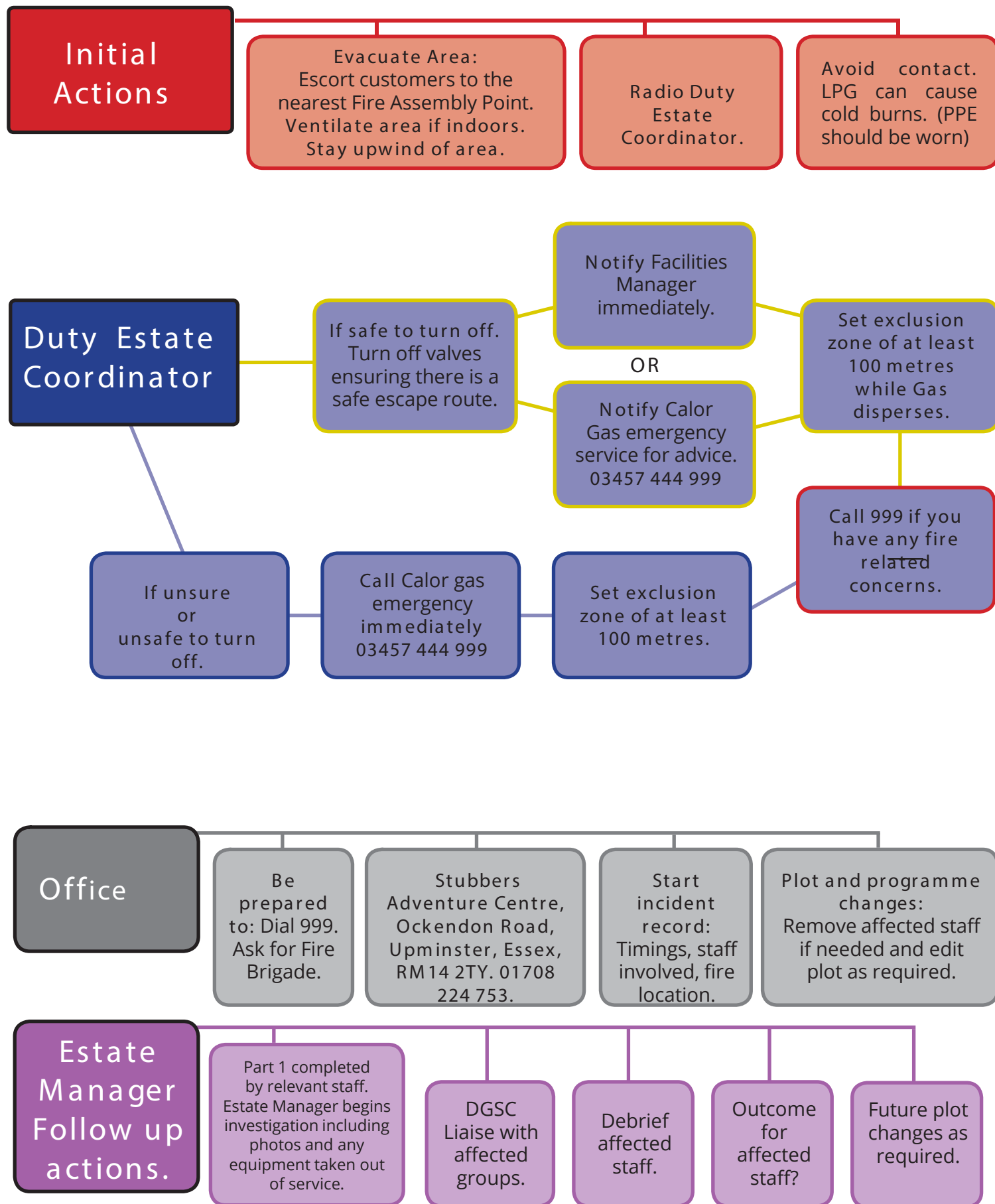




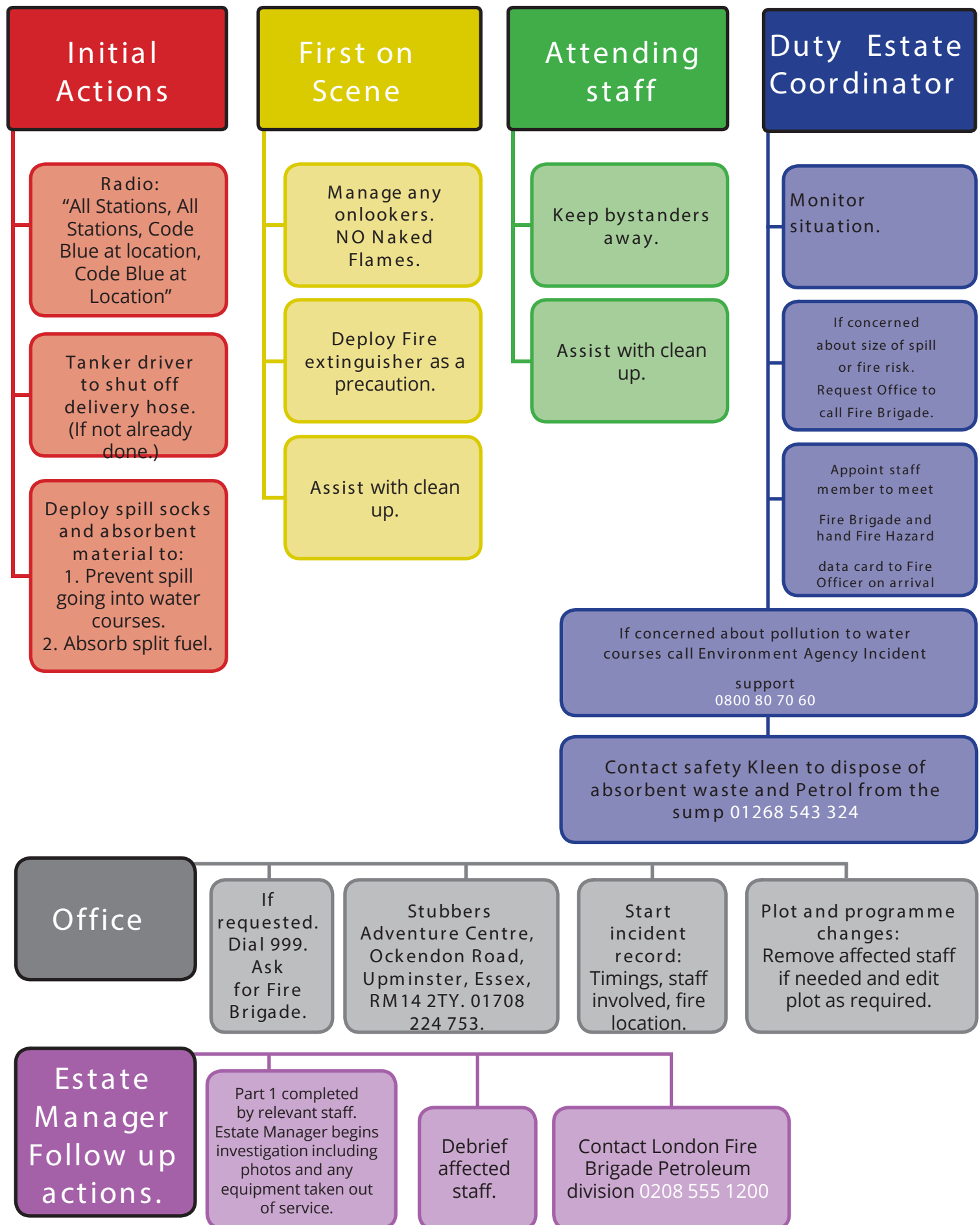
# Found child



## LPG Gas Bottle Suspected Leak



## Major Fuel spillage





## Major incident or Fatality

### Initial Actions

Follow on from EOP for Medical Emergency - **Code Green**  
Ensure Managing Director has been informed.

### Duty Manager

If not already called. Dial 999 for the Police.

Ensure safety of other Adventurers and staff on site.  
Activity area closures as directed by Senior Management.

1. Call Pharos Emergency response service 01183 800 544 Member number: STUB 030 Follow guidance from Pharos.
  2. Attempt to contact Managing Director 0204 506 3669 - If no answer go to 3.
  3. Attempt to contact Operations Manager 0204 506 3696 - If no answer go to 4.
  4. Attempt to contact General Manager 0204 506 3619
4. Senior Manager to notify AIM.

Remove any Instructors associated with the incident out of the public eye and ensure they are supported.

### Communication

Start incident record:  
Timings, staff involved, fire location.

Plot and programme changes:  
Remove affected staff if needed and edit plot as required.

### Follow up actions.

Riddor completed immediately.  
Part 1 completed by relevant staff. DAC begins investigation including photos and any equipment taken out of service.

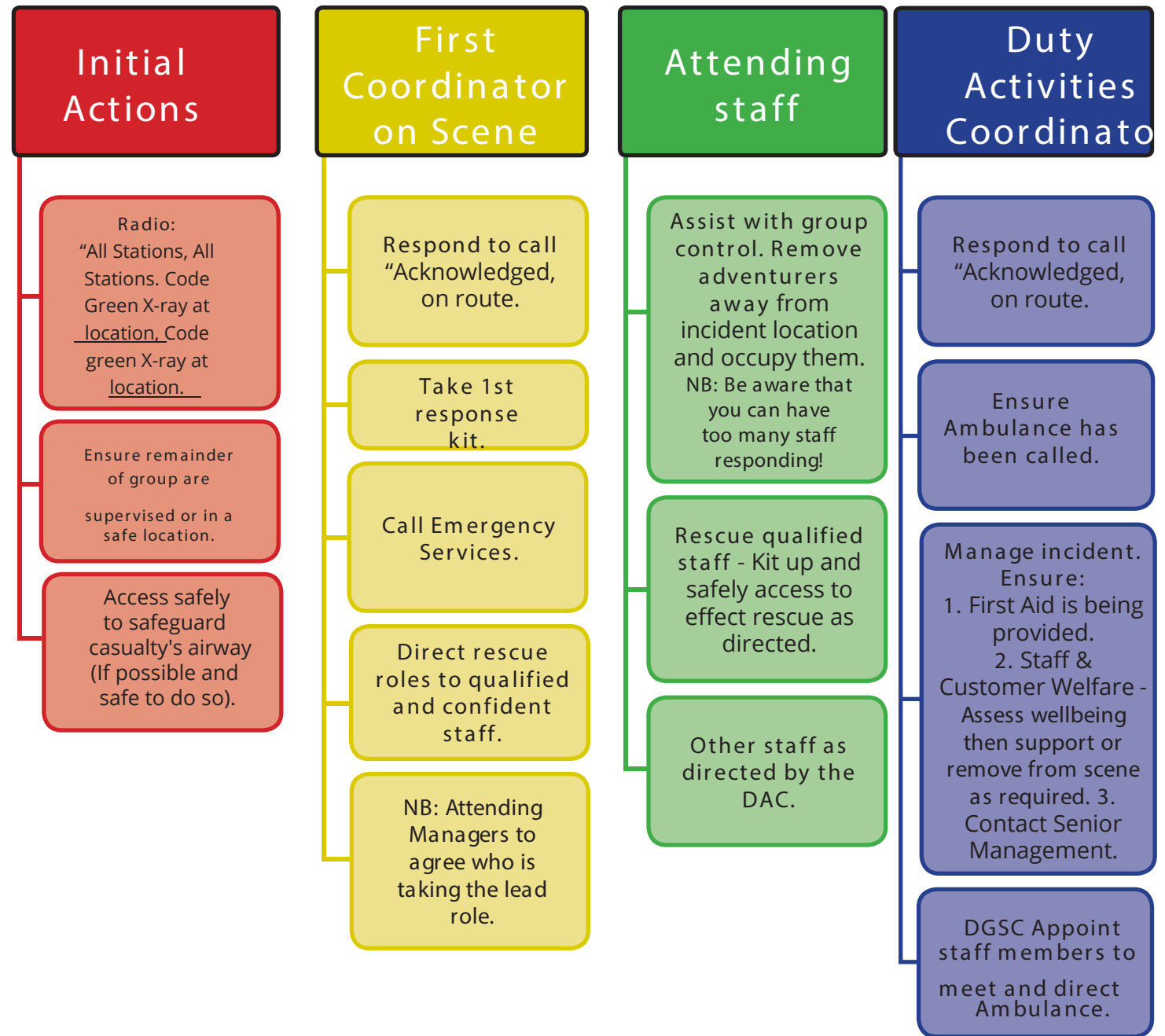
Liaise with affected groups.

Debrief affected staff.

Outcome for affected staff?

Future plot changes as required.

## Medical Emergency rescue required- Code Green



### Guest Services

Start incident record:  
Timings, staff involved.

Plot and programme changes:  
Remove affected staff if needed and edit plot as required.

### DAC Follow up actions.

Part 1 completed by relevant staff. DAC begins investigation including photos and any equipment taken out of service.

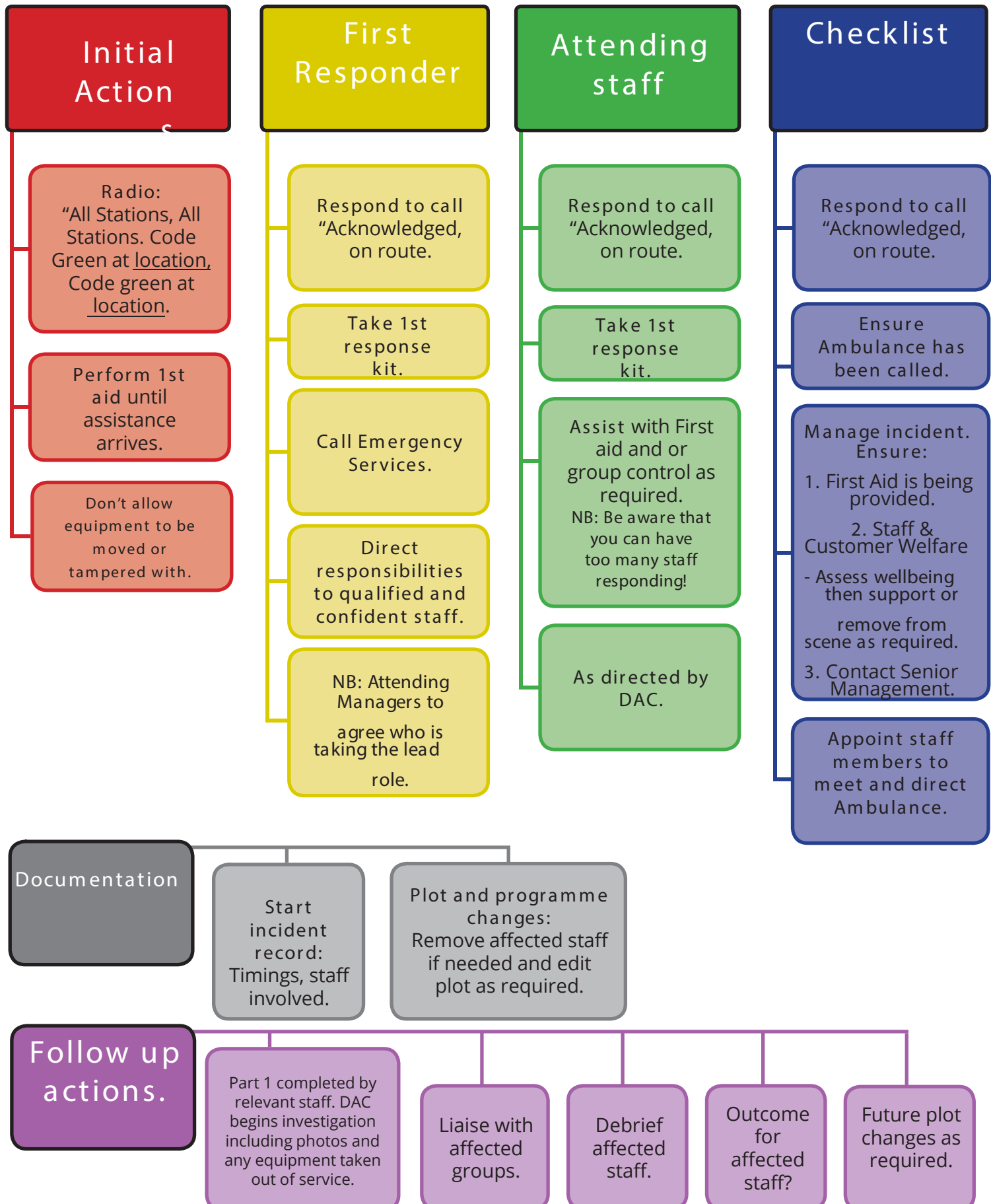
Liaise with affected groups.

Debrief affected staff.

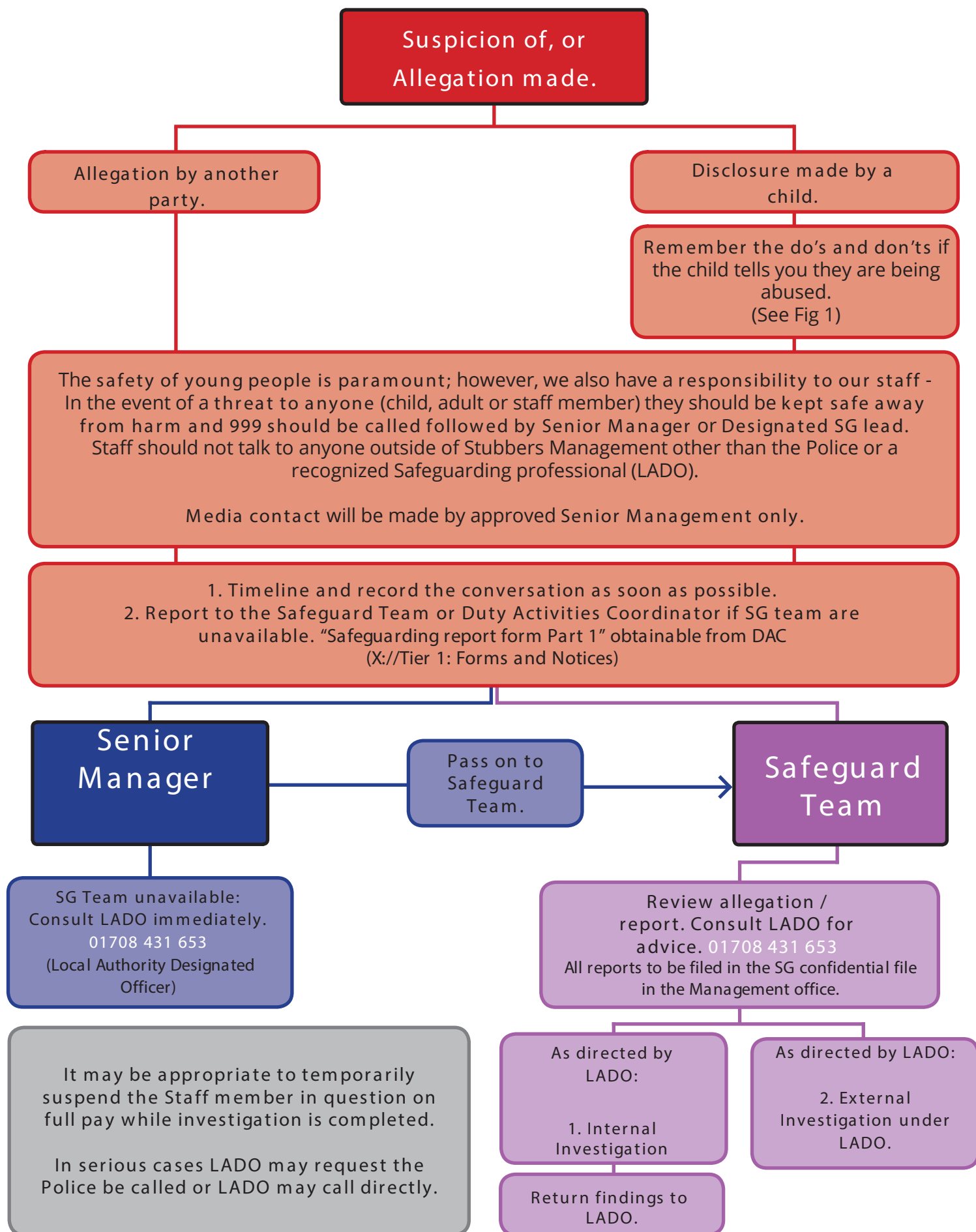
Outcome for affected staff?

Future plot changes as required.

## Medical Emergency - Code Green



# Staff member suspected of Child abuse



## Suspected Child abuse

