

## Emergency Action Plan - Brokerswood

<b>Location:</b>	Brokerswood Country Park, near Westbury	
<b>Road name:</b>	Brokerswood Road	
<b>Post code:</b>	BA13 4EH	
<b>Grid reference:</b>	ST 839 523	
<b>Phone numbers:</b>	Forest School: 07766 674062 Darren Oram: 07789 940971 Brokerswood: 01373 822238	<b>Police non emergencies:</b> 101
<b>Nearest Hospitals:</b>	<b>A&amp;E – Bath</b> Combe Park, BA1 3NG 01225 428331	<b>Minor Injuries Unit – Trowbridge</b> Adcroft Street, BA14 8PH 01225 711 329/300

**- State to emergency services you are in a woodland area with uneven ground -**

### Emergency Procedure

- Make immediate situation safe;
- Phone 999 or 112 for emergency services and inform office on radio;
- Administer first aid if needed;
- Collect all tools, extinguish fires and make area safe;
- If possible send a member of staff to the road to direct emergency services;
- Check other participants for signs of shock;
- Contact school and parents / carers to inform of situation.

### Fire Procedure

- Move participants away from immediate danger (meeting point is at main gate);
- Raise alarm if needed (blow whistle in bursts of 3);
- If possible use buckets of water to extinguish fire;
- Phone 999 or 112 for emergency services and inform office on radio;
- If unable or unsafe to extinguish fire move to main gate;
- Check participants for signs of shock;
- Contact school and parents / carers to inform of situation.

### Post-emergency

- Dispose of any used first aid equipment;
- Debrief any other participants involved;
- Contact schools and parents / carers to terminate session early if necessary;
- Debrief all staff involved;
- Complete accident form and incident report;
- Replenish first aid kit;
- Review cause of accident.