

Emergency Action Plan - Roundwood

Location:	Roundwood, opposite Brokerswood Country Park, near Westbury, Wiltshire	
Road name:	Brokerswood Road	
Post code:	BA13 4EH	
Grid reference:	ST 838 522	
Phone numbers:	Forest School: 07766 674062 Darren Oram: 07789 940971 Brokerswood: 01373 822238	Police non emergencies: 101
Nearest Hospitals:	A&E – Bath Combe Park, BA1 3NG 01225 428331	Minor Injuries Unit – Trowbridge Adcroft Street, BA14 8PH 01225 711 329/300

The entrance to Roundwood is 100m from the Brokerswood entrance on the opposite side of the road, near to the Fairwood road / Brokerswood road crossroads.

- 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 Brokerswood 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 Brokerswood office on radio;
- If unable or unsafe to extinguish fire move to main gate or to Brokerswood site;
- 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.