



EMERGENCY RESPONSE CHECKLIST

Immediate Response

- ☐ **STOP, ASSESS** the situation, then **ACT** by implementing an appropriate emergency plan;
- ☐ Safeguard themselves and the members of the group;
- ☐ Communicate the situation to other leaders/supervisors;
- ☐ Identify members of the group who can assist in managing the situation;
- ☐ If a participant is missing, seek information from the group to narrow down where the person is or may be, before initiating any search operations; and
- ☐ Attend casualty(ies) at a level commensurate with first aiders' training.

Notifications

- ☐ Notify emergency agencies (e.g., police, ambulance) as necessary, providing info: type of emergency, exact location to come to (and/or nearest landmark) and phone number to call back;
- ☐ Secure follow-up medical care as needed;
- ☐ If transporting casualties to medical facilities, ensure they are attended by an adult supervisor;
- ☐ Ensure remaining students are adequately supervised and supported (e.g., shelter, food),
- ☐ Support participants emotionally, in both the short and longer term;
- ☐ Notify everyone who needs to know the details of the incident (e.g., school administrator or designate, parents/guardians - may be contacted by school administrator);
- ☐ Inform the district office (school administrator or designate to call); and
- ☐ Inform the Manitoba Association of School Trustees (school or central division staff to call).

Documentation

- ☐ Teacher-in-charge or designate to write down accurately, as soon as possible, an account of all events, times and contacts after the incident, record witness contact information and;
- ☐ Preserve any evidence, and document what is evident;
- ☐ Secure written witness statements as soon as it is practicable; and
- ☐ Complete an off-site incident report form (see sample in *forms file*).

Follow up

- ☐ Avoid speaking with the media and refer media inquiries to a designated board or school media contact (expect media and public interest and be respectful, but firm);
- ☐ Do not discuss legal liability with other parties, nor sign anything related to incident liability;
- ☐ Debrief the incident with the affected staff, volunteers and students;
- ☐ Be prepared for a traumatizing effect on other staff and students not involved in the incident; work with the principal to seek support services as needed;
- ☐ Keep receipts for any expenses incurred;
- ☐ Assess the situation and determine if the trip will continue (may involve dialogue with the school administrator), considering the leader's own and other's needs and capacities; and
- ☐ Cooperate with Division/District, Manitoba School Boards Association (MSBA), worker health and safety officers, WCB and others tasked with reviewing the incident.