



	<p>(e) Principal to notify Chairman Deputy Principal / Heads of Campus notifies relevant academic staff (deputies, pastoral care staff, counselors)</p> <p>(f) Principal notifies key administrative staff so as to implement Principal's Action Plan (PAP)</p> <p>Refer to PAP and decide on procedure to be followed.</p>	<p><b>Director of Outdoor Education</b></p> <p><b>Principal / Deputy Principal / Head of Campus</b></p>
3	<p>Decide whether the Principal/Deputy Principal Head of Campus should come to accident site with an assistant.</p> <p>Delegate a spokesman for the School</p>	<p><b>Principal / Deputy Principal / Head of Campus</b></p> <p><b>Principal/Deputy Principal</b></p>
4	<p>Assess what to do with the rest of the Outdoor (class) group.</p> <p>Continue as programmed? Return to Outdoor Centre? Terminate camp? Transport required? Organise. Return to IGS ? When? With whom?</p> <p>(Generally in the case of a fatality all students in the field would return to school)</p>	<p><b>Principal / Director of Outdoor Education</b></p>
5	<p>Assess needs of students and staff for physical and emotional support.</p>	<p><b>Deputy Principal / Heads of Campus, Senior staff / Chaplain, Pastoral Staff</b></p>
6	<p>Assess needs of Parents and family for physical and emotional support.</p>	<p><b>Deputy Principal / Heads of Campus, Senior staff / Chaplain Pastoral staff</b></p>
7	<p>In the situation where the victim is hospitalised organise person(s) to visit the hospital and deal with matters there.</p>	<p><b>Principal</b></p>
8	<p>In the event of a fatality, wait for legal authorisation (local police) before moving the body. Arrange for photographs in situ before the body is moved.</p>	<p><b>Director of Outdoor Education / Deputy Principal</b></p>
9	<p>Facilitate documentation and reporting.</p> <p>Documentation will proceed as part of the Emergency Action Plan (EAP) implemented by Outdoor staff. Further documentation may be required -</p> <p>(a) Maintain a written log of events, time and action taken.</p>	<p><b>Outdoor Staff</b></p>

