



**UNIVERSITY OF NOTTINGHAM STUDENTS' UNION
PARTICIPANT LIST
(if travelling outside of the Nottingham area)**

Association, club, society or service: Trip Dates: / / to / /

Destination:

Trip Organiser: Tel Number:

MODE OF TRANSPORT & NUMBER OF VEHICLES

Coach x	Minibus x	Cars x	Van x	Train
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	NAME OF PARTICIPANT (please print)	NEXT OF KIN CONTACT NUMBER
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All participants must be registered members of the association, club, society or service or an Associate Member of the University of Nottingham Students' Union

White Copy to SU, Pink Copy to trip organiser to keep

EMERGENCY PROCEDURE

In the event of a serious accident or incident

1 Stop and think. Assess the situation

Ensure that the group is safe and accounted for
Are there any hazards present that may affect the group?

2 Attend to any casualties if safe to do so

Give first aid within the groups' capabilities
Get help if required
Get any third party/witness/insurance details if necessary

NB: Gather the information required by the Emergency services if possible:

Name(s) of group members	First Aid given
Number of people, injured, missing	Age(s) of group members
Location(s) of group members	Time of incident
Medical condition of group	Equipment available to group

3 Dial 999 and ask for

Police Ambulance Fire Brigade Mountain Coast Guard Cave Rescue
Rescue

Co-operate fully with the emergency services. Do not admit fault

4 Someone from the group must accompany casualties to hospital

5 Contact the Students' Union Emergency Number:

Weekdays: 9am-5pm 0115 8468800

Weekdays 5pm-9am/weekends and public holidays: 0115 9513013/3014

Give the following information:

Your name
The telephone number you are calling from
Name(s) of casualties
Condition and location of the casualty(ies)
Condition and location of the group
Details of the incident
Actions taken by group since the incident
Actions taken by emergency services

6 If the media contact you give ONLY the following statement and hang up:

"If you want any information, the University of Nottingham Students' Union will be able to help you.
The number is 0115 8468800"