

Company: Thistle Trekking LTD	Emergency Accident/Incident Procedure for Solo Staffing (treks and hill days with just a guide)	Compiled by: Scarlet Trevett
Date completed: November 2011	All policies should be reviewed if changes are made to the trip, e.g. the group, transport, ratios etc.	Reviewed: 24.1.2019

Should an emergency occur within the group the guide must follow this procedure:

- Make sure they, themselves, are not in any danger.
- Make sure the rest of the group are safe for the time being.
- Evaluate the severity of the incident/accident
- If you feel there is a risk to life then:
 - Phone emergency services give location, detail of emergency, details of group, phone number etc. (or use SOS button on Spot Device if there is no signal).
 - Then phone Scarlet.
- If there is no risk to life:
 - Phone Scarlet
 - Then phone emergency services if needed, give location, detail of emergency, details of group, phone number etc. (or use SOS button on Spot Device if there is no signal)
- Check group safety once again, a group shelter may be necessary.
- If possible stay with emergency until emergency services arrive and perform first aid as necessary.

Once Emergency Services arrive

- Guide must stay with group until group are off the route or with another Thistle Trekking LTD staff member.

If Emergency Services cannot be contacted e.g. lack of signal and spot device not working

- Guide must leave group and emergency until in a spot where signal can be found. Group must be left with shelter and advised not to move.

If in dangerous area, e.g. lightening

- Guide must take group to a safe area, the guide and the group are the priority.
- Casualty must only be moved by guide if safe for guide to do so.