

# EMERGENCY PROCEDURE NOTICE

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## IN THE EVENT OF A SERIOUS INCIDENT:

Call 999 or 112 (mobiles with low battery or little reception still connect to 112)

### Inform the services of:

Nature of Incident:  
Location: SPARSHOLT COLLEGE, WINCHESTER  
Grid Ref: SU 43195 32272  
Postcode: SO21 2NF  
WhatThreeWords: (Entrance) UNHAPPILY.LIMP.PANICKING  
(Arena) WILL.SECRETLY.DISCLOSES

Nominate Responsible Adult to direct services to casualty from road  
or  
Area cleared with high visibility markers for Air Ambulance to land

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### PC Contact List:

DC:	Sarah Dance	07778 766172
ADC:	Jo McCall	07710 626500
Child Protection Officer:	Sara McGonnell	07825 049737
Health and Safety:	Rosalia Lee	07561 468497

### Complete / obtain the following:

- Injury Report (Incident Log)
- Accident Book
- Signature of Responsible Adult / Parent
- Give a Concussion Advice Form to the Responsible Adult / Parent

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Helpful information can be found in the Health and Safety Book

**Page 42** – Notes for the First Aid Provider

**Page 49** – Management of a Serious Accident