



The Outdoor Learning Centre

EMERGENCY ACTION PLAN (EAP)

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1.0 Introduction

The Outdoor Learning Centre (OLC) is committed to ensuring the safety and well-being of all participants, staff, and visitors. This Emergency Action Plan (EAP) outlines procedures to be followed in the event of various emergency situations which could take place.

2.0 Emergency Contact Information

Emergency Services		999
Outdoor Learning Centre	Office Line	(01624) 853711
Greg Stalker	Head of Centre	(07624) 205026
Department of Infrastructure	– Emergency Call Out	(07624) 568484
Emergency Joint Control Room		(01624) 697300

3.0 First Aid Provisions

The following First Aid provisions are held and regularly checked/restocked on site at OLC:

Day Centre Kitchen	First Aid & Burn Kit	Bunkhouse Kitchen	First Aid & Burn Kit
Adventure Course (Shed)	First Aid Kit	Garage	Eye Wash Kit
OLC Office	First Aid, Burn Kit & AED	Cleaning Store	Eye Wash Kit
The Boat House (Injebrek)	First Aid Kit		

In addition to this, all instructors will have a personal First Aid Kit which will be taken with them whenever delivering activities.

4.0 OLC Emergency Procedures

4.1 Major Incident Procedure

In the event of a major incident taking place either at the Outdoor Learning Centre or whilst out delivering activities off-site; the following Major Incident Procedure should be carried out by staff and / or leaders involved in the session:

OLC MAJOR INCIDENT PROCEDURE

- Assess immediate danger to the casualty (or casualties), group and self.
- If safe to do so, remove casualty from danger and take action to ensure the safety of the rest of the group.
- Account for all group members and staff.
- Contact appropriate Emergency Service.
- Inform OLC staff of the incident (if staff member not present).
- Follow appropriate OLC Emergency Action Procedures where relevant.

Communication: Use mobile phone, OLC Radio or signal with a repeated whistle.

Contacting Emergency Services

- Dial **999** and request the type of assistance you require.
- Give the location - **The Outdoor Learning Centre, West Baldwin Road, Braddan, IM4 5EU**
Grid References: Outdoor Learning Centre (357-830), The Boat House at Injebrek (359-834).
- Give details of the situation.
- Provide any specific information required for Emergency Services to be able to reach you.
- Provide your name and contact number.
- Do not hang up until the operator advises you to.
- Send an appropriate person (if available) to meet the Emergency Services.

Nearest Emergency Department

Nobles Hospital, Strang, Isle of Man, IM4 4RJ (approximate travel time: 8 - 10 minutes).

4.2 Fire

4.2.1 Fire in Buildings

In the event of the fire alarm sounding in one of the buildings on site, the leader in charge of the group must ensure the [OLC Fire Evacuation Procedure](#) is followed.

This procedure is displayed in all buildings and is brought to the attention of all leaders attending site on their first visit.

4.2.2 Fire – Other

In the event that a fire should occur elsewhere on site at OLC, the leader on site should repeatedly blow their whistle to alert others of the danger and call Emergency Services. Leaders to escort all participants to an area of safety until Emergency Services arrive on site. This location will be entirely dependent on where the fire is located. Get as far away from the fire as possible, factoring in direction of wind and potential areas where the fire could spread to.

4.3 Lost Child

If a staff member notices a child is missing, they should immediately report it to the designated supervisor or person in charge who will carry out the following lost child procedure:

1. Obtain a detailed description of the child, including clothing and any identifiable features. Note the time and location where the child was last seen.
2. OLC Staff/Leader of the session to initiate an immediate search of the area where the child was last seen (allocating people specific areas to cover including changing rooms, toilets etc.)
3. Use the OLC radios to communicate between those in the search or give clear instruction on where to report back to (ideally the location where the child was last seen).
4. If child is not found within a 15-20 minute search period, contact the school or organisation for advice on next steps. They may wish to notify parents/guardians of the lost child at this point.
5. Expand the search to areas further away and contact emergency services for support
6. Once the child is located, bring them back to the Centre to reunite them with the group/leader/parent/guardian.
7. Complete an OLC Incident form and debrief with staff members / leaders involved to check if there are any improvements to this procedure that need to be made.

4.4 Structural Failure

There may be times (e.g. during or after severe weather conditions) when structures around the Centre show signs of deterioration or become unstable. Examples include:

- Tiles falling from roof.
- Guttering coming loose.
- Roof panels coming loose.
- Risk of trees uprooting / large branches falling.

Leaders should be vigilant in looking out for any areas of concern and if necessary take shelter in an appropriate area away from the hazard until the area can be made safe. Inform an OLC staff member who will take appropriate action.

4.5 Power Failure

In the event of power failure on site, the OLC staff member in charge should check the following electrical panels for any switches that have been tripped:

Day Centre Plant Room; Boiler Room & Bunkhouse Kitchen

If there are no obvious reasons for the power failure call **Manx Utilities** on **687687** to report the issue.

If a switch has tripped and continues to trip out after resetting call **DOI Helpdesk** on **687300** to report the issue.

Group leaders should take appropriate action to manage the group until power is resumed. Emergency lighting will be illuminated in all buildings during a power outage.

4.6 Adverse Weather

4.6.1 Flooding

During persistent heavy rainfall, a significant amount of water does naturally flow off the hillside and through the OLC site. Generally due to the gradient of the site the water will flow down the driveway or through the soak away channel behind the bunkhouse garden. Sandbags are located on site should OLC staff need to redirect heavy water flow away from damaging buildings.

In persistent heavy rainfall over long periods of time the risk of a landslide would increase, and getting to / from the Centre could become hazardous. OLC staff following the [OLC023 OLC Adverse Weather Policy](#) would identify this and cancel sessions if required.

If staff are on site during unprecedented volumes of rainfall they must remain in contact with other staff members (if lone working). Remain on site (preferably in the upstairs of the Day Centre) where risk of flooding is minimal until the risk has passed.

Do not attempt to travel home alone during severe flooding conditions. Roads in all directions from the Centre are prone to flooding.

It is advisable for staff to travel back to Douglas together in the OLC Pick Up when it is deemed safe to do so. Offices at SDU/NSC can be made available to work from if required.

4.6.2 High Winds

Following the [OLC023 OLC Adverse Weather Policy](#) staff will cancel sessions as necessary during forecasted high winds based on the risk of falling trees / other structures around the Centre. As a summary the following decisions will be taken based on the weather forecast:

Force 0 – 3 = OLC Paddle Sports & on-site activities can go ahead

Force 4 – 8 = No Paddle Sports but some on-site activities at OLC can go ahead

Force 9+ = OLC Closed due to risk of falling trees when travelling to/from the Centre

If staff are on site during higher than predicted wind speeds; they must remain in contact with other staff members (if lone working). Remain on site (preferably downstairs in the hostel) where risk of damage from the storm is minimal, until the risk has passed.

Do not attempt to travel home alone during severe stormy conditions. Roads in all directions from the Centre are prone to falling trees.

It is advisable for staff to travel back to Douglas together in the OLC Pick Up when it has been deemed safe to do so. Offices at SDU/NSC can be made available to work from if required.

4.6.3 Snow / Ice

Following the [OLC023 OLC Adverse Weather Policy](#); based on the weather forecast staff will cancel sessions during predicted snow / icy conditions due to the risk of travelling to / from the Centre.

The gradient of the driveway to the site is extremely steep, making access/egress hazardous.

In the event of being stuck on site during an unpredicted snow storm, staff should act quickly and close the site if snow is beginning to stick.

Grit bins are located at the top and bottom of the driveway which are monitored by OLC staff and DOI to ensure they remain full. Staff carrying out the gritting of the driveway must wear the shoe grips located at the front door of the office when spreading.

It is advisable for staff to travel back to Douglas together in the OLC Pick Up. Offices at SDU/NSC can be made available to work from if required.

4.6.4 Lightning

During a lightning storm, the risk of being struck by lightning increases dramatically in open fields, hilltops, and bodies of water. It is important for the leader of the group to take swift action to shelter the group from a lightning storm.

Note: As soon as you can hear thunder or can see lightning you are at risk and must take action to move the group to shelter.

The leader should seek shelter in a substantial, fully enclosed building where possible. This will mean abandoning a session on the lake to bring the group back to the safety of the OLC as there is little adequate shelter available at the Injebrek site.

If on site at OLC, do not shelter under trees – bring the group to safety in one of the buildings on site until the storm has passed.

Use the 30-30 rule to determine when activity is safe to resume.

The 30-30 rule

The 30-30 rule is a guideline for estimating the distance of a thunderstorm. If the time between seeing a lightning flash and hearing the thunder is 30 seconds or less, the storm is within approximately 6 miles, and you should seek shelter. Wait at least 30 minutes after the last clap of thunder before leaving shelter.