

Great Oak Farm – Emergency & Incident Management Plan (EAP)

1. Policy Statement

While we take every precaution to prevent accidents through robust risk assessments, we recognize that the remote, natural, and agricultural setting of a Farm and Forest School requires a highly specific emergency response plan. This plan outlines the exact actions staff must take in the event of a major incident, severe injury, missing child, or extreme environmental threat.

2. Key Site Information for Emergency Services

- **Site Address:** Great Oak Farm, Brighton Road, Hurstpierpoint, BN6 9EF
- **What3Words Address:** main gate: ///happier.subway.offshore
- **What3Words for Woodland Base:** ///knitted.jazzy.telephone
- **Access Route for Ambulances:** Enter via the main farm track off the Brighton Road, go right to the end off the track until you reach and big brown gate at the end on the right. Staff will meet you at gate.

3. Immediate Response Protocol (The "A.C.E." Method)

In the event of an emergency, the Lead Practitioner will instantly take charge and delegate tasks using the following three steps:

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- **A – Attend to the Casualty:** The designated First Aider immediately treats the injured person. They must not leave the casualty unattended.
- **C – Contain the Group:** A second staff member must immediately gather all other children away from the incident area, keep them calm, count them, and engage them in a safe, quiet activity.
- **E – Evacuate or Escalate:** If the injury is severe, a staff member is directed to call 999 immediately. Another staff member must walk to the main road or gate to guide emergency vehicles onto the site.

4. Protocol for a Missing Child

If a child cannot be accounted for during a head count, staff must follow this exact timeline:

- **Minute 1–2:** The Lead Practitioner calls a pre-arranged signal (e.g., a specific whistle blow or animal call). All children must immediately gather at the base camp campfire circle. Staff conduct a full roll-call.
- **Minute 3–10:** While one staff member keeps the gathered children safe at base camp, the remaining staff search the immediate vicinity, checking high-risk zones first (e.g., open water, farm machinery tracks, animal pens).
- **Minute 10:** If the child is not found within 10 minutes, the Lead Practitioner calls 999 to report a missing person.

5. Extreme Weather or Site Evacuation Protocol

If an emergency requires immediate evacuation of the woodland or farm (e.g.,

sudden high winds causing falling branches, a fire, or an escaped dangerous animal):

- Staff will gather the children at the designated emergency assembly point:
The main field entrance gate
- Headcounts must be performed before leaving the site, during the walk, and upon arrival at the safe zone.

6. Post-Incident Actions and Reporting

- **Statutory Reporting:** Any major accident, fracture, or hospitalisation must be formally reported in the HSE book.
- **Debrief:** The management team must review the relevant risk assessments within 48 hours to prevent a reoccurrence.