

Emergency Plan – Hatfield → Cambridge Day Trip

Trip Date: [Insert Date]

Organiser: Sumeet - 07477903202

Coach Company: [Name & Phone]

1. Emergency Contact Numbers

Role	Name	Phone
Organiser	[Your Name]	[Your Phone]
Coach Driver	[Driver Name]	[Driver Phone]
Police / Ambulance / Fire	-	999
Cambridge City Council / Tourist Info -		01223 791501

2. Nearest Hospitals

Location	Hospital	Address	Phone
Cambridge	Addenbrooke's Hospital	Hills Rd, CB2 0QQ	01223 245151
Hatfield	QEII Hospital	Howlands, AL7 4HQ	01707 328111

3. Procedure – Missed Coach

1. Call the student immediately.
 2. If unreachable, inform organiser & helpers.
 3. Suggest nearest train / alternative way to catch up.
 4. Update **passenger spreadsheet** with the incident.
-

4. Procedure – Injury or Illness

1. Assess severity.
 2. Call 999 if serious, otherwise go to nearest hospital.
 3. Keep one helper with the injured student.
 4. Inform emergency contact.
 5. Record details in **incident log**.
-

5. Internal Sharing

- Share this checklist with all co-organisers/helpers **before the trip**.
- Ensure everyone knows who to contact and where the nearest hospitals are.