**EXAMPLE INFORMATION FOR STUDENT**

**‘CONTACT’ CARD - SENIOR SCHOOL EXAMPLE**

*This guide is designed to be folded (booklet style), which is why it is laid out this way.*

**IMPORTANT TELEPHONE NUMBERS**

**TEACHER NAME: TEACHER NUMBER**

**TEACHER NAME: TEACHER NUMBER**

**HOTEL NAME: HOTEL NUMBER**

**SKI SCHOOL NAME: SKI SCHOOL NUMBER**

Max Ski Main Number: 01937 558822

**EMERGENCY TELEPHONE NUMBER (ITALY):**

 112

**UK BASED IMPORTANT CONTACT NUMBERS**

**TEACHER NAME** (Head of Year): Teacher number

**INSURANCE DETAILS:**

* Reference number:
* To be quoted along with:

……………………………………………...

* For anything other than minor ailments, contact:

……………………………………………

Remember to use the correct international dialling code from the country in which you are calling (0033).

* Be prepared to give your name, contact number and your emergency contact details (i.e. NoK)
* Contact them before incurring any expenses or before being admitted as an inpatient at any hospital.

**INCIDENT LOG**

INCIDENT DETAILS:

Name:

Date of Birth & age:

Known allergies:

What happened?:

Location of incident:

Time of incident:

Who else was involved?:

What are their details?:

 - Name/nationality/resort address/contact details:

Injuries sustained?:

Have you taken pictures?:

What did you do/what were your actions?:

Who did you call?:

What happened next?:

 **INCIDENT ACTION PLAN**

**Most of the time you will be with your ski instructor, so you should not have to do any of this! If, however, you free-ski at any time, then you must observe the following:**

STOP! Safeguard yourself and your group.

Assess the nature of injury - if any.

**IS THE INJURY SERIOUS?**

**YES** - Try and make the injured party as comfortable as possible and reassure them. If feasible, one of the group to ski to the nearest lift and notify the operator to call Ski Rescue. One to remain with casualty.

Take a note of as many details as possible and take photographs if appropriate. Use ‘Incident Details’ list to guide you.

Call your teacher on ………………………………. Give them your location & have incident details to hand.

**DOES INJURED PARTY REQUIRE EVACUATION or EMERGENCY ASSISTANCE?**

One of your party of three to accompany casualty and keep in regular contact with your teacher.

Third member of party to liaise at a pre-arranged meeting point.

**IF THE INJURY IS NOT SERIOUS:**

If you are suffering from discomfort or feel you cannot ski anymore, then contact your teacher and return to the resort accommodation and wait there. The rest of your party should return with you.

**WHAT IF I GET LOST?**

Then you should be with at least 2 other people, and you should have a piste-map between you. This will be a good opportunity to test your initiative!

**WHAT IF I LOSE OR BREAK ANY OF MY LOANED EQUIPMENT?**

You will have to return to the hire shop, report it and be prepared to pay any excess up front, which should be able to be claimed back later. The equipment should then be replaced by the hire shop so you can continue on.

**WHAT IF MY EQUIPMENT GETS STOLEN ON THE MOUNTAIN?**

Make a note of what has been stolen and inform your teacher/rep and contact local police. You can do this with the support of your teacher. Obtain a police report if possible (for insurance purposes). Inform your teacher/rep.