



FISA Safety Guide 802

Emergency planning

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INTRODUCTION

Your plans to deal with emergencies should cover injuries, illnesses, environmental incidents, machine fires and other relevant emergencies. Following this guide should help any casualty and will help minimise the time taken for emergency services to reach you. You can use this leaflet as part of your risk assessment process. Employers and the self-employed need to assess the first aid requirements of their work.

EMERGENCY PLANNING

1. What are the hazards that could lead to an emergency situation?
Example: if there are overhead or underground services, ensure the contact details for the service providers are available on site.
2. What response would an emergency situation demand if it happened?
Example: If fuels or chemicals will be stored on site, ensure enough suitable spill kits will be available and emergency contact details are to hand.
3. Does everyone know what to do?
Example: Walk through the Emergency Plan for each site together to check it is suitable and clearly understood by all. Tell anyone new to the site too.

KEY PLANNING CHECKS

Phone Signal

- Q:** Is there an adequate mobile phone signal on the site?
A: If not find out where you can get one and register for the 999 Text Service at www.emergencysms.org.uk

Co-Ordinates

- Q:** Are the co-ordinates of the access points and the main site available?
A: Use longitude/latitude, OS Grid Reference, the nearest postcode and What 3 Words (<https://what3words.com>). Write down the directions from a postcode to the forest access point and from the access point to the site.

Access

- Q:** Is there good access for both emergency vehicles and emergency personnel on foot?
A: Ensure your plan includes how you will guide emergency services through the forest to the site quickly.
- Q:** Is it a site with difficult access where ambulance crews may not get to a casualty quickly?
A: If your emergency plan might rely on Mountain Rescue for casualty evacuation, ensure everyone knows to ask for the Police when calling 999, and to tell the Police to arrange for Mountain Rescue.

Contacts

- Q:** Are the emergency contacts correct?
A: Test the emergency plan by checking all location grid references, postcodes and phone numbers.

FIRST AID

- Q:** Is a suitable first aid kit available?
A: First aid kits for forestry work must be appropriate for the work being undertaken. Make sure you have received suitable training on using its contents. It may contain at least one or more haemostatic dressings and a tourniquet (essential for chainsaw operators and deer stalkers), a pair of plastic gloves and a resuscitator (or similar device). You may need additional items for forestry work such as burn dressings, foil blankets or bivvy bags.
- Q:** Is there a first-aid-qualified person on site?
A: You may well need more than one depending on the work and number of people working.

EMERGENCY PROCEDURE FOR INJURIES

1. The first in attendance should shout for help if others are around.
2. **Make the site safe** for you, any casualty and others. Do not put yourself at risk. Check above and around. Look for hung up trees, dangerous parts of machinery, high voltage electric cables etc.
3. **Administer First Aid.** First Aid aims to preserve life until expert medical help arrives. With any casualty, check for a response, then an airway, deal with breathing, then circulation (bleeding).
4. **Call the Emergency Services.** Explain clearly the casualty's condition and injuries. The operator will need to know if it is a life-threatening condition. It is important they understand the urgency of the medical situation.
5. **Stay on the line.** The operator can provide advice and support.
6. **If the casualty's condition will not be made worse,** help them get to the roadside.
7. Unless their life is in immediate danger, **do not move** a casualty who may have hurt their neck or back and do not carry someone who cannot walk. Wait for the Emergency Services. If necessary, **leave the casualty and go for help.**

OTHER CONSIDERATIONS

If someone is trapped or pinned by a machine or tree, only release the pressure if this can be done within 10 minutes of the occurrence AND it is safe to do so. Otherwise leave for the Emergency Services to handle.

If power or gas lines have been damaged, evacuate the area immediately and then contact the Service Provider.

If fuel or chemicals have been spilled, deploy suitable spill kits and contact the relevant Environmental Agency/River Authority.

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999 INFORMATION FOR INJURIES

Location and Contact Details	
What are the locations of the access points and incident?	
What exactly happened and when?	
How close can a road vehicle get?	
Code for any locked gates or emergency contact number for code	
How many casualties?	
Your contact detail	
Casualty Details	
What is the age of the casualty?	
Is there obvious injury?	
Is the casualty conscious?	
Is the casualty breathing or are they having any difficulty breathing?	
Is there chest pain?	
Is there severe bleeding?	
What treatment has been given?	
Is casualty trapped or in need of aerial rescue?	

EMERGENCY PROCEDURES	
In case of serious incident	Call 999
Worksite location	
Grid Reference	
Nearest postcode	
Longitude	
Latitude	
What3Words	
Use www.gridreferencefinder.com/ or www.streetmap.co.uk for cross-reference	
Designated meeting place	
Forest entrance/ landmark/road	
Let operator know if access if difficult/if mountain rescue is required	
Other details/Comments	

Contact details for incident	
Address of nearest Doctor	
Phone number of nearest Minor Injuries Unit	
Nearest A&E Hospital department	
Phone number of A&E Hospital department	
NHS 24 number	
Environmental Agency Phone Number	
Utility Company Phone Number	
Works Manager Contact	
Office number	
Mobile number	
Safety Coordinator name (if role is used on site)	
Safety Coordinator phone number (if role is used on site)	
Contractor name	
Office number	
Mobile	
Other Details/Comments	

INTERNATIONAL RESCUE SIGNALS

Help Needed

- 6 whistle blasts repeated at 1 minute intervals, or
- 6 quick torch flashes repeated at 1 minute intervals, or
- Red flare

Message Understood

- 3 whistle blasts repeated at 1 minute intervals, or
- 3 quick torch flashes repeated at 1 minute intervals, or
- White flare

SOS Morse code

- 3 short; 3 long; 3 short whistles or flashes. Repeat.

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MAP SHOWING RELEVANT ACCESS AND MEETING POINTS



Be aware that arrows marking route would be beneficial to those not local to the area.

Name:
Checklist verified by:.....
Date:

Further information

This guide is produced by the Forest Industry Safety Accord (FISA) 59 George Street, Edinburgh, EH2 2JG Tel: 0131 220 0855 Email: info@ukfisa.com
Copies of this guide and all other FISA priced and free publications are available by mail order from the FISA office or through the FISA website www.ukfisa.com. From here you will also be able to access

a wide range of additional forestry safety information including frequently updated safety alerts.

This guide sets out evidence of good practice for a specific forestry task. Deviation from the guide should only be considered after a full risk assessment has been undertaken by competent persons. Health and safety obligations **MUST** be met at all times.

THINK SAFE / STAY SAFE

This publication is based on guidance previously published by HSE in AFAG802 *Emergency planning* (withdrawn in 2013).
For more general information about health and safety, please visit the Health and Safety Executive website www.hse.gov.uk

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Phone number of nearest Minor Injuries Unit	
Nearest A&E Hospital department	
Phone number of A&E Hospital department	
NHS 24 number	
Environmental Agency Phone Number	
Utility Company Phone Number	
Works Manager Contact	
Office number	
Mobile number	
Safety Coordinator name (if role is used on site)	
Safety Coordinator phone number (if role is used on site)	
Contractor name	
Office number	
Mobile	
Other Details/Comments	