**OWERP1**

**Offsite Work Emergency Response Procedure (OWERP)**

Sections 1 and 2 can be omitted where this information is already included in the risk assessment for example in the FW1.

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| **1. AVAILABLE EMERGENCY SUPPORT** | | | | | |
| Full name | CID | Position | Email | Mobile / Satellite phone | Land line |
|  |  | Principal Investigator |  |  |  |
|  |  | Person in charge e.g. team leader (see [College policy](https://www.imperial.ac.uk/safety/safety-by-topic/off-site-working/off-site-working-policy/)) |  |  |  |
|  |  | Offsite co-ordinator |  |  |  |
|  |  | In country offsite leader or local contact |  |  |  |
|  |  | Other |  |  |  |
| **Nearest hospital or medical field station.** | | | Name:  Address:  Telephone: | | |
| College insurance medical and emergency hot line: | | | American International Group UK Ltd (AIG) +44 (0) 1273 456 463**.**  Policy number: 0010016145 | | |
| Imperial College Security on call Support No. (24/7): | | | Imperial College London, South Kensington 24hr 365 days security control room: 020 7589 1000 | | |
| Local emergency services, Police, Ambulance, fire etc. | | | Telephone: | | |
| British Embassy, High Commission or consulate: | | | Telephone: | | |
| Other: | | | Telephone: | | |

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| **2. Names and contact details of ICL personnel conducting the offsite work** | | | | | |
| **Full name** | **CID** | **Position / Role in group** | **Email** | **Telephone (Imperial)** | **Telephone (offsite)** |
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| **3. Emergency Response Procedures** | |
| **Event** | **Procedure** |
| Missing persons | Give details of planned check in times and what to do if a check in time is missed. Use the separate sheet below if necessary: |
|  | Who will you attempt to contact and in what order: Add more rows as necessary.  1.  2. |
| Civil unrest and natural disasters | Give details of how the offsite worker will be alerted to the problem and what they will do in response: |
| Medical emergencies and repatriation | Give details of how the offsite worker will respond to illness or injury. If they are unable to self help give details of who will assist and what they will be expected to do: |
| Financial plan for emergencies | Give details of what funds are available for medical assistance, repatriation and other emergencies such as vehicle breakdowns and how these funds would be made available: |
| Communication strategy | Give details of the communications equipment that you are taking with you, when it will be used, and how effective it will be: |
| Media management plan | In the event of an emergency give details of how you will manage the media attention, e.g. who will inform the college media department: |
| Next of Kin | Before travel ensure that your next of kin details are up to date with ICL HR |
| **College insurance policy no:** | **Policy number: 0010016145** |

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| **4. MISSING PERSONS: PLANNED CHECK IN TIMES CONTINUATION SHEET** | | | | |
| **Serial** | **Phase in Itinerary / Activity** | **Date** | **Local Time** | **UK Time** |
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| **5. Flight / travel details, continuation from FW1 for complex travel** | |
| Carrier name and trip ID e.g. Airline and flight No.  OUT | Carrier name and trip ID e.g. Airline and flight No.  RETURN |
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| 6. ACTIVITY PHASES, where requested for more complex projects. | | |
| Serial | Details of Activity | Dates |
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