EMERGENCY PLAN

Yard vehicle incident: the first hour

Fill in the blanks for your site. Keep a copy in the gatehouse, the office and with each shift lead. This card is not first-aid training.

Site	Card owner	Last updated

Step	Our site
STOP: the signal to stop all vehicle movements, and who gives it	
MAKE SAFE: engine off, brake on, keys out. Who decides whether a vehicle is moved	
CALL 999: address, postcode, gate, what3words or grid reference	
Who meets the ambulance, and where	
FIRST AID: first-aiders on each shift (names, radio channel); kit and defibrillator locations	
CLEAR THE ROUTE: who holds traffic at the gate and keeps the route open	
PEOPLE: who looks after the driver and witnesses; haulier and agency contacts	
PRESERVE: cordon, photographs, names; who saves CCTV or other footage before it overwrites	
NOTIFY: who decides on RIDDOR and calls HSE; who tells a visiting driver's or contractor's employer	
RESTART: who authorises it, and what must be true first	

Last tested (date)	Next test	Changes since last test