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| **Dial 999,** ask for emergency service and be ready with the following information: |
| 1. | Site/personal mobile number: **07800806311** (Alice Hunter) |
| 2. | Setting base contact number: **01695722957** |
| 3. | Location details as follows: **Bickerstaffe CE Primary School, Hall Lane, Bickerstaffe, Ormskirk.** |
| 4. | Post Code: **L39 0EH** |
| 5.  | The exact location within the site: **The site is located on the school playing fields behind the main school building. This can be accessed through three of the classrooms or through the main door next to the reception.** |
| 6. | Injured person’s name. |
| 7. | A brief description of the problem. (e.g. the symptoms of the person who is injured) |
| 8. | Tell them where you will meet the ambulance crew: **In the EYFS garden, under the shelter, if possible.** |
| 9. | **Speak clearly and slowly and be ready to repeat any information if asked.** |