

# Emergency Arrangements Procedure



## Introduction

The Emergency Arrangements Procedures is devised to assist club officials, spectators and players in the event of any emergency situation arising. All club officials are expected to be aware of and understand these procedures.

## Emergency Arrangements

### Key Contacts

Out of hours emergency contact numbers:

Contact	Contact Number
Paul Robinson (Chair)	07906 272698
Craig Ford (Treasurer)	07940 824982
John Vernazza (Secretary)	07818 044968
Kait Wellens (Club Welfare Officer)	07584 328161
Dave Tomlinson (Development Officer)	07736 825553

The most senior person at the club available at the time of an emergency incident will be in charge. This can be taken from the table above from top to bottom.

### 1. First Aid

A qualified first aider will be at all training and match venues with a suitable first aid kit. A fully charged mobile phone will also be available.

Should a spectator, player or official of the club require first aid treatment the first aider will be summoned by the quickest available means. **NB.** This will be at minimum the Lead Coach in attendance at the football session.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality the following procedures should be followed depending on the severity:

#### **Minor Injury** e.g. small cut, graze, bumps, bruises

1. Take appropriate First Aid action
2. Make provision for the injured person to rest or continue as appropriate
3. Record any incident or injury and complete the accident form (see Appendix 1).

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## Major Injury

1. Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to <sup>[11]</sup><sub>[SEP]</sub> whether to administer First Aid.
2. Telephone the next of kin.
3. Record any incident or injury and complete the accident form (see Appendix 1).

## 2. Contacting the emergency services

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

Procedure:

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

## 3. Fire

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

The Club ensures that all officials and volunteers understand the basic fire precaution arrangements and procedures, including:

- The location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points
- The location of fire extinguishers and fire fighting equipment

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A fire point should be allocated (this will be the far corner of the car park away from the premises). If evacuation is necessary it is important to remember the following golden rules:

- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – People before property
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and coaches
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident form.

## 4. Theft or facility break in

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

## 5. Assault

Should an actual or alleged assault incident take place the senior club official available should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.

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## 6. Drug / alcohol abuse

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behavior relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

## 7. Lost person

In the event of losing a person i.e. in a leisure facility, an announcement should be made over the public address system requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

Do not request the assistance of members of the public in the search (i.e. 'we have a lost child – has anyone seen them?')

Should the lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

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## Appendix 1 – Accident Form

In the event of an accident, the following procedure should be followed:

- Make contact with parents/guardians or next of kin declared on player registration form.
- Complete the following form and send to [cwo@vulcanjuniorsfc.co.uk](mailto:cwo@vulcanjuniorsfc.co.uk)
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witness's etc.
- Any further action.
- Sign off on any action required from Club Welfare Officer.

<b>Name of organisation:</b> Vulcan Juniors Football Club	
<b>Coach in attendance:</b>	
<b>Address:</b>	
<b>Day time/ evening Tel No:</b>	
<b>Email address:</b>	

<b>Injured person information</b>	
<b>Name of injured child/young person:</b>	
<b>Address:</b>	
<b>Date of birth:</b>	
<b>Gender:</b>	Male / Female

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<b>Accident information:</b>			
<i>(To be recorded by organisation/club and shared with relevant staff and parents/carers)</i>			
<b>Date of accident:</b>		<b>Time of accident:</b>	
<b>Date reported:</b>		<b>Time reported:</b>	
<b>Accident reported by who:</b>			
<b>Location of accident:</b>			
<b>Details of injury:</b>			
<b>Nature and how accident happened:</b>			
<b>Did anyone witness the accident:</b>	Yes / No <i>(If Yes, state witness name/s and details below)</i>		
<b>Name of witnesses:</b>			
<b>First aid involved:</b> <i>(please provide details)</i>			
<b>Parents/carers notified:</b>	Yes / No <i>(If Yes, by whom and when below)</i>		
<b>Parents/carers notified by whom and when:</b>			
<b>Form completed by:</b>			
<b>Recommended action to be taken:</b>			
<b>Refer to designated Person's:</b>	Yes / No <i>(If Yes, signature and name below)</i>		
<b>Signature:</b>			
<b>Print name:</b>			

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<b>Has the young person returned to the activity:</b>	Yes / No
<b>Signature of management representative:</b>	
<b>Print name:</b>	
<b>Role within organisation:</b>	