

EMERGENCY OPERATING PROCEDURES

Emergency operating procedures have been devised to assist both Coaches and Captains in the event of any emergency situation arising. It is vital that all coaches and captains are aware of and understand these procedures.

It is the responsibility of the Club Committee to ensure that all coaches and volunteers are aware of all emergency procedures.

1) First Aid

A first aid kit is located at the Clubhouse, or with the Coach or Captain in charge at the time

The nearest telephone is located in the till at the Clubhouse, or with the Coach or Captain in charge at the time. Should a player or parent / carer require first

aid treatment a first aider should be summoned by the quickest available means. David Gentles, Jason Gentles, John Campbell, Charlotte Gouldsbrough, Tony Ferguson, Dan Spalding and Iain Dewson.

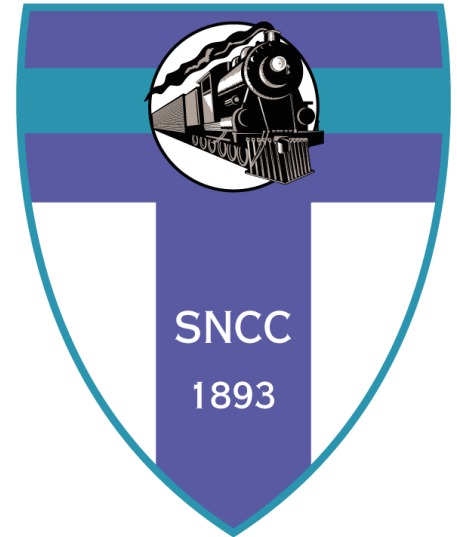
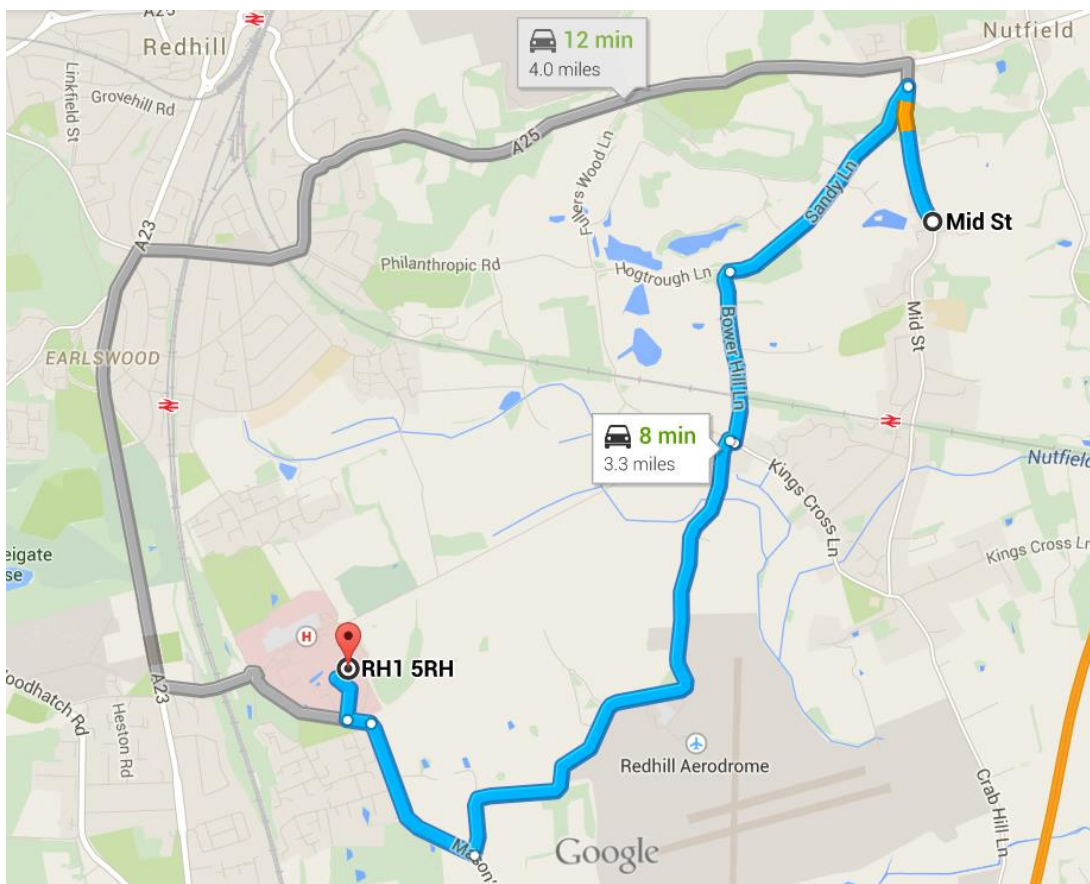
Most emergencies can be resolved by an on the spot response. However in the event of a serious incident, which could range from an injury or illness requiring medical treatment other actions will be needed. Coaches and captains should follow the following guidelines.

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

- Take appropriate First Aid action.
- Make provision for the injured person to rest or continue as appropriate
- Record any incident or injury, complete the accident form which will be located in the first aid kit in the kitchen.

Major Injury

- Arrange for injured person to be taken to hospital or ring for an ambulance



- b) Make participant comfortable, do not treat unless a life or death situation, eg stopped breathing, heavy bleeding
- c) Telephone the next of kin.
- d) Record any incident or injury via C above.

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 your full name, address and telephone number of the club/facility/school

South Nutfield Cricket Club
 Mid Street
 South Nutfield
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 RH1 5SE

- ✓ 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 preferably at the end of the drive.

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).

It is the responsibility of the coaches or captains to ensure that all members and volunteers understand the basic fire precaution arrangements and procedures:

- ✓ The location of the fire exits
- ✓ The location of assembly points
- ✓ The location of fire extinguishers and fire fighting equipment

A fire point should be allocated. 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 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 book/form.

4) Theft

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 as this constitutes assault. However 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 Child Welfare Officer, David Gentles, 07988 493351 should be informed.

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.

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. It is important that Coaches do not unduly place themselves at risk when dealing with disruptive or threatening behaviour 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 to search (i.e. 'we have lost a child – has anyone seen them?')

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

I have read and understood the information contained in the Emergency Operating Procedures (Captains and Coaches)

Name:

Signature:

Date: