

Denby Dale Travellers

Emergency Action Plan

Date Issued: 12-04-2011

THE EMERGENCY ACTION PLAN (EAP) has been devised to assist club members in the event of any emergency situation arising. It is vital that all club members are aware of and understand these procedures. It is recommended that they are displayed in a prominent place i.e. club notice board if nearby to the training/ match facilities.

1. First Aid

A first aid kit is located: **Behind the bar in the Pie Hall.**

The nearest land line telephone is located: **Behind the bar in the Pie Hall.**

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available method. Note. A qualified first aider should preferably be in attendance at all club sessions and events.

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, formal procedures must be in place i.e.:

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

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.

Major Injury e.g. Broken bones, loss of consciousness

- a) Make sure that the casualty is in a safe warm and comfortable location. Leave one person in attendance.
- b) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- c) Contact nearest relative
- d) Record any incident or injury and complete the accident book/ form.

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 or incident 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 Pie Hall
- 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 be 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).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- 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

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 and once at the assembly point account for all participants and coaches
- Do not use any lifts
- 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 or facilities 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 member 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.

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 member available. It is important that club members 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, every attempt must be made to find them.

Do not request the assistance of members of the public in the search.

- Should the lost person not be located after an extensive search it may be necessary to call the police service.

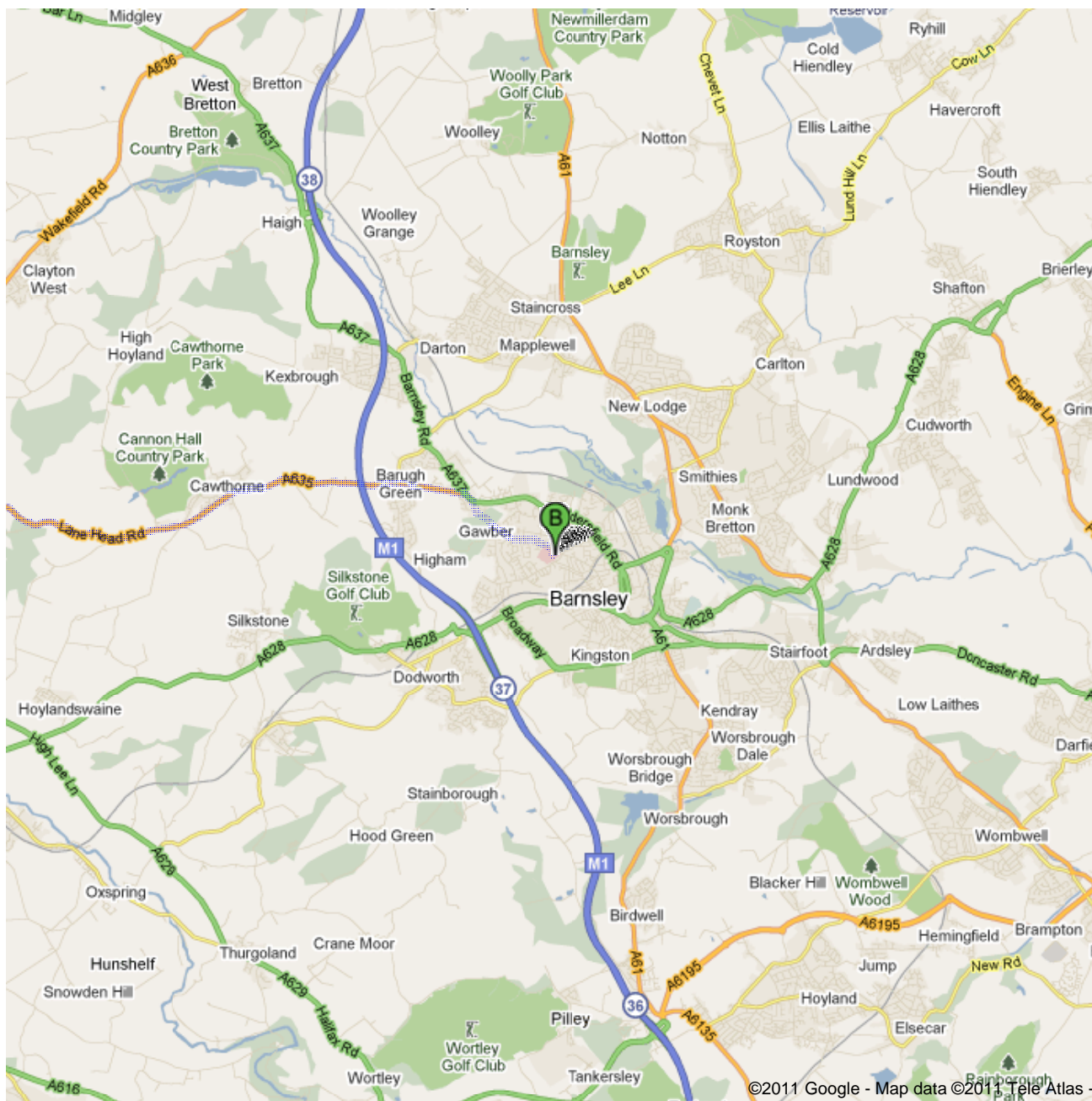
7. Route to nearest hospital

- The nearest Hospital is Barnsley & District General Hospital, Gawber Road, Barnsley. S75 2EP
Tel 01226 730000


The route to the Hospital is as follows-






Directions to Barnsley, South Yorkshire S75 2EP, UK
7.2 mi – about 16 mins



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 Huddersfield HD8 8RX, UK

- | | |
|---|---------------------------|
| 1. Head southwest on Wakefield Rd/A636 toward Miller Hill | go 249 ft
total 249 ft |
|  2. Turn left at Miller Hill | go 344 ft
total 0.1 mi |
|  3. Take the 2nd left to stay on Miller Hill
About 1 min | go 0.6 mi
total 0.7 mi |
| 4. Continue onto Barnsley Rd/A635
Continue to follow A635
Go through 1 roundabout
About 10 mins | go 5.6 mi
total 6.3 mi |
|  5. Turn right at Redbrook Rd
About 3 mins | go 0.8 mi
total 7.0 mi |
| 6. Continue onto Gawber Rd | go 0.2 mi
total 7.2 mi |
|  7. Turn right | go 141 ft
total 7.2 mi |
|  8. Turn right
Destination will be on the right | go 112 ft
total 7.2 mi |

 Barnsley, South Yorkshire S75 2EP, UK

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.
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