



## **EMERGENCY OPERATING PROCEDURES**

**Date issued .....**

The Emergency Operating Procedures, or Emergency Action Plan, are intended to assist club members in the event of any emergency situation arising. It is vital that all club members ensure that they are aware of and understand these procedures.

Out of hours emergency contact numbers:

Raymond Johnstone	01506 417574/ 07805591595
Brian Croal	01506 466834/ 07725693669
Pauline Cutkelvin	01506 411776/07979637609 (Player protection)

### **1. FIRST AID**

A first aid kit is located at .....

The nearest telephones are located – janitor's office, JYHS.

Should a member of the club require first aid treatment, a first aider should be summoned by the quickest available means. Note: A qualified first aider should be in attendance at all club sessions.

It is envisaged that most emergencies can be resolved by an on the spot response, however in the event of a serious incident, formal procedures should be followed:

**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 and complete the accident book/forms.

### **Major injury**

- Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer first aid.
- Telephone the next of kin.
- 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 the Club is located.

### **Procedure:**

- Keep calm, don't panic.
- Give your name- state the service(s) you require.
- Give full name, address and telephone number of the school/facility.
- Location, details and time of the accident/incident.
- Number of casualties and their condition together with 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 medics to reach the casualty as soon 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 extinguished with the minimum of risk to self)

It is the responsibility of the Club Committee to ensure that all members 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 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 book/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 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 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 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 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 (i.e. vulnerable persons)

I have read and understood the information contained in the Emergency Operating Procedures.

Name: .....

Position held within Livingston Hearts CFC: .....

Signature: .....

Date: .....