



CLUB EMERGENCY PROCEDURE

In the event of a serious incident or accident:

1. First Aid should be administered as appropriate, preferably by a qualified First Aider.
2. Establish the names of the injured and the extent of their injuries.
3. Contact the relevant emergency service for assistance.
4. Attempt to ensure that the injured are accompanied to hospital.
5. Give full details of the accident to any of the emergency contacts: -

24 hour emergency contact numbers

Non Emergency - 101 Emergencies - 999

You will need to supply the following information:-

- a. The name of caller
 - b. Name of the Sports Club & trip
 - c. Telephone number (calling from) and location.
 - d. Details of incident
 - e. Name (and home address and telephone number if known) of injured party.
 - f. Extent of injuries
 - g. Action taken
 - h. What the rest of the group are doing?
 - i. Which Emergency Services are involved?
 - j. Do you need any practical help or advice?
6. Ensure the rest of the group are accounted for.
 7. Do not make comments to the media.
 8. At the earliest opportunity complete a sports club accident/near misses form.