

Bedford Hockey Club Emergency Action Plan

In the event of Fire / Bomb Scare, etc

- Activate a fire alarm system as soon as fire is discovered
- Clear the activity area via the nearest Fire Exit. (Do not collect belongings and try to remain calm.)
- Inform Centre Staff to contact the Emergency Services or call Emergency Services direct by dialling 999 from your mobile phone (and inform the Centre's Staff if you do this). Try to provide as much information to Centre Staff or Emergency Services as possible.
- Assemble at the Fire Point (on the grassed area near the entrance to the synthetic tennis courts) and await instructions.
- After the incident, ensure that the Centre's Staff are able to document what happened.

There are only two circumstances where BHC members should contemplate using a fire extinguisher to attempt to put a fire out. These are:

1. They have had specific training to use fire extinguishers
2. The fire is small enough to pose NO RISK to the individual's safety, two persons are present and a clear exit is maintained at all times

In the event of a Minor Incident

- Secure / stabilise the area or casualty
- If you are qualified to do so, provide First Aid. If you are not qualified then seek assistance from the qualified 1st Aider who will be nominated to your session.
- Record the details of the incident (including what happened and what action was taken) in the Club's Incident Report Book.

In the event of a Major Incident

- Inform Centre Staff to contact the Emergency Services or call Emergency Services direct by dialling 999 from your mobile phone (and inform the Centre's Staff if you do this).
- Provide the following information to Centre Staff or Emergency Services:
 - The Location
 - Name of Group / Person
 - Incident Details
- Only trained First Aiders should apply First Aid Treatment to stabilise the casualty.
- Evacuate the area of other people.
- Ensure that a responsible person has been sent to inform the Centre's Staff at the earliest opportunity.
- If necessary, update the Emergency Services as to the condition of the casualty so that they can assess the medical requirements for the injured person.
- Stay with the injured person until the Emergency Services arrive and take over.