



# CHELMSFORD HOCKEY CLUB

## JUNIOR SECTION

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### Emergency Action Plan

#### Emergency Assembly Point

The Emergency Assembly Point for all incidents is located on the grass area just inside the entrance to Chelmer Park, marked in **RED** on the accompanying map.

#### 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.)
- Contact the Emergency Services direct by dialling 999 from your mobile phone. Try to provide as much information as possible to the Emergency Services.
- Assemble at the Emergency Assembly Point and await instructions.
- After the incident, ensure that you are able to document what happened.

There are only two circumstances where CHC 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



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#### 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 1<sup>st</sup> 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

- Contact the Emergency Services or call Emergency Services direct by dialling 999 from your mobile phone.
- Provide the following information to 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.
- 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