



## **Pocklington Dolphins A.S.C.**

### **Emergency Procedures**

In the event of any emergency in the building, which involves a Club member, the member witnessing the incident will immediately –

- Ensure the safety of him/herself and of other people in the area
- Rapidly attract the attention of the nearest member of Facility staff (in the case of a pool-based/pool-side incident this will be a Lifeguard)

The Facility staff will then take over management of the incident, and the Club will follow any instructions given by them.

It will be the Club's responsibility to ensure that all other members are not placed in any danger.

In cases where parents/carers have left the building, or cannot be located, emergency contact details will be sought from the Club desk, and contact attempted on the information given.

If it is necessary for a child to be taken to hospital, parental/carer permission will be sought for him/her to be taken there, accompanied by a Committee member, together with his/her health form (if applicable), and the parents met there as soon as possible.

If there is no contact telephone number, a member of the Club will attempt to contact the parent/carer at his/her home address as notified on Club membership forms. If this is not possible, help may be sought from other agencies – e.g. the Police.

**All** accidents are to be recorded in the accident book. The nature of the accident dates and time of occurrence, action taken and by whom are recorded. The Facility and the club keep a record. A copy will also be passed to the parent or carer.

If an accident occurs during a training session, the parents or carers will be informed and required to sign the accident book entry upon collection.

### **Fire Drill, Emergency and Evacuation Procedures**

The Facility staff has the responsibility to ensure that all Club coaches and teachers know where the emergency exits are located. These are clearly marked with appropriate labels.

Should there be a need to evacuate the Grammar School training venue, then the Head Coach's instructions are to be followed.

Fire doors must never be obstructed. In the event of the Fire Alarm being sounded the coaches and teachers will act on the centre Lifeguards instructions or Head Coaches instructions as appropriate.