

Kinross-shire Cricket Club

Emergency Operating Procedures



These Emergency Operating Procedures have been devised to assist all club officials and volunteers in the event of any emergency situation arising. It is vital that all club personnel are aware of and understand these procedures.

It is the responsibility of the Club Committee to ensure that all coaches and volunteers are aware of all emergency procedures.

1. First Aid

A first aid kit is located at the club pavilion or with the Coach or Team Manager in charge at the time at away fixtures.

The Clubhouse does not have a landline telephone. Coaches, team managers and volunteers (whoever is in charge at the time) should ensure that they have a charged mobile phone with sufficient credit to make calls.

Should a player or parent / carer require first aid treatment a first aider should be summoned by the quickest available means. All lead coaches and team managers will have basic first aid knowledge.

Team managers, captains, coaches or other officials or volunteers in charge at the time must ensure that they have looked carefully at the membership lists and take note of any medical conditions declared on the forms.

Most emergencies can be resolved by an on the spot response however in the event of a serious incident, which could range from an injury to an illness requiring medical treatment, other actions will be needed. Coaches and captains should follow the following guidelines.

Minor Injury e.g. small cut, graze, bumps, bruises

- a) Take appropriate First Aid action.
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident form which will be located in the Club House

Major Injury

- a) Do not put yourself in danger
- b) Call for help from those nearby
- c) Call 999 for emergency medical assistance
- d) Arrange for injured person to be taken to hospital or wait for ambulance or doctor as directed by the emergency service
- e) Make the casualty as comfortable as possible
- f) Do not give the casualty food or drink
- g) Telephone the next of kin.
- h) Record any incident or injury as above.

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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, so do not expect the operator to know where your club or playing area is located.

Procedure:

- Keep calm, speak clearly
- State the service(s) that you require
- Give your full name, address and telephone number of the club/facility/school

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- Give your location, details and time of the accident/incident
- Detail the number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Someone should be instructed to meet the ambulance and direct them to the site of the casualty. This will aid the medics to reach the casualty as quickly as possible

3. Fire

On discovering a fire, the nearest fire alarm must be activated if there is one. Do not attempt to tackle the fire unless safe to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the coaches, team managers or captains to ensure that all members and volunteers understand the basic fire precaution arrangements and procedures:

- The location of the fire alarms and how to use them
- The location of the 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 golden rules:

- Do not panic – keep a clear head
- Raise the alarm and call the fire service using 999
- 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 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

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 however every effort should be made to detain the person until the police arrive. It is important that no-one places themselves or others in danger. An incident report form should be completed.

5. Assault

Should an actual or alleged assault incident take place, the Club Chairman, lead coach or most senior club official 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/or police services 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 club official available. It is important that club officials and volunteers 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 using 999. 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. Missing Child (Person) Guidelines

- In the event of losing a person 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 to search (i.e. “we have lost a child – has anyone seen them”?)

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If a child, for whom your club has responsibility, goes missing, the following guidelines have been devised to clarify the actions to take:

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- Inform the child's parents, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them you are doing all you can to locate their child. Remember the child may contact the parents directly so this action is very important
- Organise all available responsible adults by areas to be searched. It is best to take a short time to organise the search properly so that all places are searched fully
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- Request all those searching to report back to a nominated adult at a specific point
- This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should include; approximate height, build, hair and eye colour as well as the clothing the child was wearing and where and when they were last seen. All this will be required by the police. If the search is unsuccessful you should then contact the police
- A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their guidance. If the police act upon the concern, always be guided by them in any further actions to take.
- At any stage when the child is located, ensure you inform all adults involved including the parents, searchers and the police if, by then, they are involved
- All missing child incidents must be notified at the very earliest opportunity to the Club Child Protection Officer, Mrs Pam Drew on 01577 830680.

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised, and more critically, the missing child can, hopefully, be found in an organised and efficient way. Hopefully no child will ever go missing from your team/event. If they do, please remember most children are found within a few minutes of their disappearance.