



Basingstoke & Mid Hants Athletic Club Emergency Procedures

In partnership with
ORIGINSAFETY

BASINGSTOKE & MID HANTS ATHLETIC CLUB

EMERGENCY PROCEDURES

EMERGENCY INFORMATION

Emergency services: Dial 999

Defibrillators:

BMHAC Main Clubhouse
(access code known to BMHAC coaches)



Hockey Club
(dial 999 for access code)



Fire extinguishers: In Main Clubhouse and Clubhouse Cabin

First Aid kits:

BMHAC Main Clubhouse



Cabin Clubhouse



Track Address: Down Grange Sports Facility, Pack Lane, Basingstoke, RG22 5SN

Vehicle gates access:



Padlock codes known to the following:

- | | |
|--------------------|---------------|
| Andy Sleaf | Liz Flitcroft |
| Dave Ragan | Neil Barton |
| Deborah Montgomery | Pete Bolton |
| Jo Breeds | Rafer Joseph |
| Lisa Hedderly | Rod Finch |

What3words:

- | | |
|-------------------------------|--|
| sprinting.calculate.unsettled | Track |
| makeup.climber.gangway | Top field (near hockey club) |
| values.challenge.prepare | Berni field (opposite Miller & Carter) |



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1. EMERGENCY COORDINATOR

- In the event of an emergency, a suitable person (e.g. Coach, Official, or club Health & Safety Coordinator) shall be designated as Emergency Coordinator.
- The designated Emergency Coordinator shall oversee all emergency actions, be the primary point of contact with emergency services (if called) and ensure the safety of all persons involved in the emergency response.
- The Emergency Coordinator must:
 - Stay calm and provide clear instructions.
 - Assess the situation and activate emergency response if required.
 - Ensure injured participants receive immediate care.
 - Contact emergency services if necessary (ambulance, fire, police).
 - Assign roles to club members to manage the scene, direct emergency responders, and control bystanders.

2. EMERGENCY CONTACT INFORMATION

- Emergency Services (Ambulance, Fire, Police): 999
- Nearest Hospital:
 - Name: Basingstoke and North Hampshire Hospital
 - Address: Aldermaston Rd, Basingstoke RG24 9NA
 - Contact Number: 01256 473202
- Nearest Fire Station:
 - Name: Basingstoke Fire Station
 - Address: West Ham Close, Basingstoke RG22 6PH
 - Contact Number: dial 999
- Nearest Police Station:
 - Name: Basingstoke Police Investigation Centre
 - Address: Jays Close, Viabes Business Park, Basingstoke RG22 4BS
 - Contact Number: dial 999
- Club Health & Safety Coordinator:
 - Name: Neil Barton
 - Phone: 07903 212161
- Qualified First Aid Personnel:
 - First Aid Register in First Aid Book, located in small clubhouse kitchen



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3. GENERAL EMERGENCY PROCEDURES

- **Assess the Situation:**
 - Quickly evaluate the nature of the emergency.
 - Ensure the area is safe before approaching.
- **Call for Help:**
 - Get help from bystanders as required
 - Contact details for other coaches available on Coach Comms What's App group.
 - For severe injuries or fires, call the emergency services (999).
- **Provide Immediate Care:**
 - If qualified, provide first aid until professional help arrives.
 - Locate and use the available First Aid kits and defibrillators, if needed.
 - Do not move injured individuals unless they are in danger.
- **Evacuation (if required):**
 - Clear the area in danger.
 - Check attendance and ensure no one is unaccounted for.

4. INJURY OR MEDICAL EMERGENCY

- **Minor Injuries (e.g., sprains, cuts):**
 - Administer first aid from the club's First Aid kits.
 - If the individual can walk and is stable, escort them to a safe area.
 - Notify the casualty's emergency contact if needed.
- **Serious Injuries (e.g., fractures, head injuries):**
 - Call emergency services (999) immediately.
 - Do not move the person unless there is imminent danger.
 - Keep the injured individual calm and still.
 - Assign people to meet the ambulance and provide directions.
 - Ensure the ambulance has clear access route (e.g. open vehicle gates if needed).
 - Notify the casualty's emergency contact if needed.
- **Cardiac Arrest/Serious Medical Conditions**
 - Call emergency services (999) immediately.
 - Retrieve defibrillator, turn on and follow voice prompts.
 - Administer CPR (Cardiopulmonary Resuscitation) until professional help arrives.
 - Assign people to meet the ambulance and provide directions.
 - Ensure the ambulance has clear access route (e.g. open vehicle gates if needed).
 - Provide detailed information to emergency services (age, condition, symptoms).
 - Notify the casualty's emergency contact if needed.
- **Vehicle Gates Padlock**
 - Codes known to the persons listed on the front page of this procedure.
 - Listed people known to and can be contacted by any of the club's coaches / leaders.



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5. FIRE OR FACILITY EMERGENCY

- **Fire in Clubhouse or Equipment Store:**
 - Shout “Fire! Fire! Fire!”. If in the Main Clubhouse, activate the fire alarm.
 - Begin an evacuation if smoke or fire is detected.
 - Call emergency services (999) immediately.
 - If the fire is minor, use the nearest fire extinguisher if safe to do so.
- **Evacuation Process:**
 - All personnel must stop activities immediately and assemble in a safe area.
 - Check attendance and ensure no one is unaccounted for.
 - Do not re-enter the building until cleared by emergency services.

6. MISSING PERSON OR CHILD

- Immediately alert the appropriate club Welfare Officer:
 - Mike Hickey (lead & male)
 - Sue Pett (female)
- Conduct a quick search of the area, checking communal areas and toilets.
- If the person is not found within 10 minutes, call emergency services and provide:
 - A description of the individual.
 - Last known location and any other relevant details.
- Notify the person’s emergency contact.
- Continue searching while awaiting emergency responders.

7. SEVERE WEATHER CONDITIONS

Planned training sessions or other events (e.g. competitions) must be cancelled if weather is forecast which is severe enough to be hazardous.

- **Lightning or Thunderstorms:**
 - Cease all outdoor activities immediately.
 - Seek shelter in a sturdy building or car.
 - Do not resume activities until 30 minutes after the last thunder sound.
- **Extreme High Wind:**
 - Move indoors immediately.
 - If shelter is not available, lie flat in a low area and cover your head.
 - Await further instructions from emergency services or the club coordinator.

8. POST-EMERGENCY REPORTING

- After the emergency, provide a summary report to the club’s Health & Safety Coordinator, within 24 hours, detailing:
 - The type of emergency.
 - Names of those involved.
 - Actions taken and by whom.
 - Contact details of witnesses.
- Complete an Accident Form, if as required.



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9. REVIEW

This Emergency Procedure shall be reviewed annually or on any changes which affect the points outlined above.