**Emergency Procedures**

In the event of evacuating the building the following directives should be followed:

1. Assistants should gather their group in a line quickly and quietly, ensuring that all children are accounted
2. Head Coach will collect the registers and club phone
3. If you think a child is missing (gone to the toilet) inform Annie (Head Coach)
4. Leave the building by the nearest fire exist and gather at the assembly point on the playground and wait as far away from the building
5. **DO NOT** stop to collect personal belongings
6. Check registers fully to ensure all persons have left the building (children and coaches)
7. **DO NOT** re-enter the building until informed it is safe to do so by a professional or Head Coach

In the event of a serious accident/incident occurring to a child or adult needing medical assistance the following guidelines should be followed:

1. Report the incident to the qualified first aiders (Annie Wain)
2. If the child involved has filled out a “medical incident procedure form” the guidelines on how to safely care for that child should be followed explicitly. All coaches should be familiar with the guidelines to care for a child who has filled out a medical incident procedure form.
3. If an accident occurs assistants should remove any remaining children from the scene. The children should be supervised and safely distracted or removed from the hall. If the latter course of action is required access to class registers and the club phone will be available.
4. If a child/adult requires further medical assistance
   * DO NOT move the person
   * REASSURE the person and keep them warm
   * DO NOT give any food or liquid
   * 999/112 contact emergency services and parents/next of kin
5. If required carry out CPR until the emergency services arrive
6. Complete Accident Record form and annual incident book

* *CONTACT NUMBERS AND MEDICAL INCIDENT PROCEDURE FORMS ARE LOCATED IN THE BLUE BAG*
* *FIRST AID KIT IS LOCATED IN THE BLUE BAG*
* *ANNUAL INCIDENT BOOK/ ACCIDENT RECORD FORMS ARE LOCATED IN THE BLUE BAG*