



Emergency Procedures – Crowborough Runners

General.

Coaches and Volunteers

1. Should be aware of who are qualified First Aiders.
2. Be aware of location of emergency equipment such as first aid box, emergency contact forms, and emergency access arrangements to track.
3. Know location of "landline" telephone or have access to mobile telephone.
4. Location of nearest hospital

Goldsmith's Track

1. Lead coach to ensure qualified first aider is present and first aid box is available.

Information

First Aid and Emergency contact forms are in the file available at the track (for junior athletes' sessions) and held by the membership secretary for senior training sessions away from the track.

Fire extinguishers and alarms are situated in the Leisure Centre.

The rendezvous point for the Leisure Centre is defined by Freedom Leisure.

The Nearest landline telephone is situated in the Leisure Centre.

The Track address is Goldsmith's track, Goldsmith's Leisure Centre, Eridge Road, Crowborough TN6 2TN.

The Nearest Hospital for minor injuries is the Crowborough Community Hospital in South view road (Tel 01892 654080). For major injuries/ illnesses contact the Tunbridge Wells Hospital Accident and Emergency Dept. situated in Pembury, Tunbridge Wells, Kent TN2 4QJ Tel 01892 823535.

Medical incident.

1. Ensure safety of injured person and others present.
2. Notify First Aider.
3. Check emergency contact forms in relation to medical history
4. Contact Ambulance Service, if appropriate, via "999" system
5. Complete accident report form.

In case of Fire – In respect of the Leisure Centre

1. If safe to do so, tackle fire. Do not put yourself or other at risk.
2. Activate fire alarm and notify a member of staff at the Leisure Centre.
3. All athletes to go to rendezvous point as defined by Freedom Leisure. You will be directed by Leisure Centre staff.
4. All persons to remain at rendezvous point until arrival of Fire Service.