

# Emergency Action Plan – Club Room (focus on Turbo)



This Emergency Action Plan should be read in conjunction with the Risk Assessment for this facility.

Venue:	Club Room		
EAP created by:	James Gallagher Level 1 Coach	Date Created:	27/10/19
Venue Address: (Inc. Postcode/ Grid Reference)	Main Street Lanesboro Co Longford N39 D3C3		
Type(s) of Activity this EAP applies to:	LTC Turbo Training Sessions		
Who is ultimately responsible for Health & Safety during these sessions:	Coaches	There are no venue staff. The Club Room is managed by LTC directly.	
How will venue staff be contacted in emergency:	N/A		
Location of Phone/Mobile Reception Tested:	<ul style="list-style-type: none"> <li>• Mobile Phone reception is good. 4G reception covers site.</li> <li>• No Landline on site.</li> <li>• Landline at licensed premises next door.</li> </ul>		
Location of the nearest first-aid qualified person:	Coaches are all First Aid qualified.		
Location of first-aid equipment:	First aid box in LTC Club Room, on wall. Clearly displayed.		
Location of Defibrillator:	Front wall of Parish Hall beside Bridge.		
<b>Non-Managed Venues</b>			
How to contact Emergency Services:	Dial 999 or 112.		
How will Emergency Services be directed to the scene of an incident:	If there is an incident, person responsible (Lead Coach) will use two Members to stand on main road and direct ambulance in via emergency vehicle access car park at side of building.		
Who else is available to help in case of issues:	Coaches who are all first aid trained.		

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## Actions required in specific situations (to be completed by the Coach directly or delegated as appropriate)

<b>Evacuation:</b>	<ul style="list-style-type: none"><li>• If anyone suspects fire/gas leak or structural failure or other reason to evacuate alert all athletes and coaches. Move to Evacuation Point A or B, car park to front (A) and car park to side of site (B) – see map below.</li><li>• Ensure that no-one returns to the Club Room to collect their belongings.</li><li>• Coaches to ensure all participants and Coaches evacuate the Club Room and congregate in the main car park Assembly Point, next to parking lot.</li><li>• Check all participants are accounted for against the sign-in sheet.</li><li>• If anyone is missing, notify any emergency services present.</li><li>• Do not re-enter the Club Room until instructed to do so by the emergency services.</li></ul>
<b>Minor Injury:</b>	<ul style="list-style-type: none"><li>• Upon discovery of a casualty with minor injuries, the Coaches should be informed, and should consider whether the participant needs treatment and if the treatment will impact on management of the coached group. If appropriate, consider handing responsibility for the group to another Coach temporarily while the casualty is being dealt with.</li><li>• First aid should only be given by a qualified First Aider.</li><li>• The First Aider for the session will normally be the Coach.</li><li>• Coaches should remember to consider the safety of other participants and stop / suspend the session if they are distracted by dealing with the casualty.</li><li>• The First Aider should treat the casualty in accordance with their training and qualification guidance.</li><li>• When treating a casualty, do not leave yourself in a compromising position e.g. male First Aider alone with a female casualty or single adult with a child.</li><li>• The LTC Training Co-ordinator should be informed of any minor injuries so that relevant documentation can be completed.</li><li>• Coaches should follow the LTC accident reporting procedure (see latest LTC - Senior Club - Safety Briefing) including noting the incident on the session plan and completing an incident / accident report form.</li></ul>

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<b>Major Injury:</b>	<p><b>ALL CASES OF HEAD INJURY SHOULD BE TREATED AS SERIOUS!</b></p> <ul style="list-style-type: none"><li>• Make all Coaches aware by shouting “<b>Coaches - Emergency</b>”</li><li>• All Coaches stop session immediately. Delegate Coach/Senior Member to contact emergency services. <b>Dial 999 or 112.</b></li><li>• Coaches to take the First Aid bag from the wall. Coach nearest the Parish Hall should go and get Defibrillator immediately from front wall, and bring back to casualty. Defibrillator is on the front wall of Parish Hall beside Bridge. It is not locked.</li><li>• Remaining Coach(es) should attend to the casualty in accordance with their training and qualification guidance and manage/direct all other participants in the Club Room and move them away from the injured participant.</li><li>• For adult sessions, it may be possible to delegate responsibility of managing the group to a Training Committee member or Senior Member, so they can assist other Coaches. It may be that there are medically trained individuals at the session who can provide assistance. Make sure to ask but do not expect or rely upon it. List of trained First Responders and First Aiders will be on the sign-in sheet.</li><li>• Await arrival of emergency services, continuing to treat casualty, assist them and hand over when they have taken responsibility.</li><li>• Provide emergency services with details of any medication, known medical history and, in case of emergencies, contact details for the person injured. Check the sign-in sheet and request any relevant information from a member of the Training Committee who should be able to access additional information that is securely maintained by the Training Committee.</li><li>• Coaches should follow the LTC accident reporting procedure (see latest LTC - Senior Club - Safety Briefing) including noting the incident on the session plan and completing an incident / accident report form.</li><li>• Notify key stakeholders, as appropriate, including:<ul style="list-style-type: none"><li>○ <b>Coach</b> - James Gallagher (086-0238889)</li><li>○ <b>Training Co-Ordinator</b> - Marie McLoughlin (087-7408380)</li><li>○ <b>Chairperson</b> - Cian Crosbie (086-8365805)</li><li>○ <b>Secretary</b> - Niall Mulvihill (086-3179745)</li></ul></li></ul>
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Diagram of LTC Club Room

