



Haywards Heath Harriers



Emergency Procedures (Revised January 2022)

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, fire extinguishers and alarms and emergency exits
3. Have access to a mobile phone
4. Know RVP (rendezvous point) in case of fire.
5. Know the location of the nearest hospital.

Warden Park Academy

1. Lead coach to ensure qualified first aider is present and first aid box is available. Locate nearest AED (next to sports hall entrance).
2. At each session one adult present will be nominated as fire warden and be responsible for ensuring all present are accounted for.
3. Nominate "Fire Warden". This person will be responsible, if safe to do so that all persons have left the building and remain at the RVP.

Information

- First Aid and Emergency contact forms are in silver storage trunk (endurance runners' emergency details on Run Together app accessed by run leaders and endurance coaches)
- Fire extinguishers and alarms are situated in both entrance hallways to Sports Hall.
- RVP is outside main entrance
- Lead coach to ensure a mobile phone is available each week.
- College address is Warden Park Academy, Cuckfield, RH17 5DP.
- Nearest Hospital is the Princess Royal Hospital Accident and Emergency Dept. situated in Lewes Road, Haywards Heath, RH16 4EX. Telephone 01444 881441

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

1. If safe to do so, tackle fire. Do not put yourself or other at risk.
2. Activate fire alarm or dial "999"
3. Notify "Fire Warden".
4. Direct all persons to RVP
5. Ensure building is empty, if safe to do so.
6. All persons to remain at RVP until arrival of Fire Service.
7. Inform School Caretaker if possible.

Training session away from Warden Park Academy

1. Lead coach to ensure qualified first aider is present and appropriate first aid equipment is available.
2. Have access to mobile telephone.
3. Have contact telephone number for person at Warden Park Academy in relation to emergency contact forms.

Whitemans Green

Information

- First Aid and Emergency contact forms are in silver storage truck
- AED is on the wall at the side of the pavilion
- Fire extinguishers are situated in the club room
- There are no fire alarms at the premises. RVP is the main car park by recycling area
- Recreation Ground is situated on the B2114, Whitemans Green, Cuckfield, RH17 5DP.
- Nearest Hospital is the Princess Royal Hospital Accident and Emergency Dept. situated in Lewes Road, Haywards Heath, RH16 4EX. Telephone 01444 881441

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.

1. If safe to do so, tackle fire. Do not put yourself or other at risk
2. Dial "999"
3. Notify "Fire Warden"
4. Direct all persons to RVP
5. Ensure building is empty, if safe to do so
6. All persons to remain at RVP until arrival of Fire Service.