

Kewford Eagles Football Club

Eagle Park

Emergency Action Plan

EMERGENCY ACTION PLAN

For

Kewford Eagles Football Club

Facility Name: Eagle Park

Facility Address: Swindon Road, Wall Heath, DY6 0AW

We are next door to Dudley Kingswinford Rugby Club on the corner of the main A449 Wolverhampton to Kidderminster Road.

Date Reviewed: 01/03/2017

NEAREST A&E HOSPITAL

RUSSELLS HALL HOSPITAL
PENSNETT ROAD, DUDLEY, DY1 2HQ

TELEPHONE: 01384 456111

THERE IS A **DEFIBRILLATOR** AT EAGLE PARK LEFT HAND SIDE OF THE CAFE – THE ACCESS CODE WILL BE GIVEN BY WEST MIDLANDS AMBULANCE SERVICE WHEN DIALLING 999 OR 112. TEAM MANAGERS ARE TRAINED TO USE THE DEFIBRILLATOR BUT ANY UNTRAINED PERSON CAN USE IT IN AN EMERGENCY - OPEN THE DEFIBRILLATOR AND INSTRUCTIONS WILL BE GIVEN.

A **FIRST AID KIT** IS AVAILABLE FROM THE CAFÉ AT EAGLE PARK.

ALL TEAM MANAGERS AND ASSISTANTS ARE TRAINED IN EMERGENCY FIRST AID AND HOLD FIRST AID KITS

THE REFEREES ROOMS OR THE CHANGING ROOMS CAN BE USED AS FIRST AID ROOMS IF REQUIRED.

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

Facilities Director

Name: Ian Pound Telephone: (07725 993177)

Facilities Manager & Emergency Co-ordinator:

Name: Martin Robbins: Telephone 07906 475380

Club Welfare Officer – Lynn Boleyn – Telephone 07747 563623

Pitch Monitors:

Name: Martin Robins Phone: 07906 475380

Name: Matt Adamson Phone: 07817 838840

Name: Lee Small Phone: 077466 83525

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Jane Beach Phone: 01902 561652

Date 01/03/17

EVACUATION ROUTES

- Evacuation route maps have been posted in the facility. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 - a. Assembly points

- Site personnel should know at least two evacuation routes.
 - There is a plan of the site and location of the pitches on the side of the café at Eagle Park.
 - Fire extinguishers are located in the corridor of the main building and also in café where there is also a fire blanket.

EMERGENCY PHONE NUMBERS

FIRE : Dial 999

PARAMEDICS: Dial 999 or 112

AMBULANCE: Dial 999 or 112

POLICE: Dial 999

SECURITY (If applicable): TBA

Facilities Manager : 07906 475380

UTILITY COMPANY EMERGENCY CONTACTS

(Specify name of the company, phone number and point of contact)

ELECTRIC: Western Power Ltd

WATER: Severn Trent Water Authority

GAS : National Grid

TELEPHONE COMPANY: n/a

Date: 01/03/2017

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Severe Weather (flood)
- Bomb Threat
- Chemical Spillage
- Pitch Side Injury/On pitch injury
- Extended Power loss
- Other (specify)_____

MEDICAL EMERGENCY

- Call medical emergency phone number:

Paramedics 999 or 112
Ambulance 999 or 112
Fire 999
Other

Provide the following information:

- a. Nature of medical emergency, there is a defibrillator on site
 - b. Location of the emergency (address, building, Pitch number),
 - c. Your name and phone number from which you are calling.
 - d. Post Code: DY6 0AW
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained First Aider to provide the required assistance prior to the arrival of the professional medical help:

Name: **All Team Managers and Assistants are trained in first aid**

Name: Club Welfare Officer – Lynn Boleyn – Telephone 07747 563623

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Manouver (abdominal thrusts) in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment see Coshh List in changing room. Attempt first aid ONLY if trained and qualified.

Date 01/03/2017

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Service by calling 999.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:

| | |
|----------------------|-----------------|
| Voice Communication | Radio |
| SHOUT FIRE | Other (specify) |
| Phone - 07906 475380 | |

Fight the fire ONLY if:

- The Fire Service has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area: Muster Point By Main Gates

- Remain outside until the Fire authority (Designated Official or designee) announces that it is safe to re-enter.

Designated Official, Emergency Coordinator or Fire Marshall must :

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a method to locate missing personnel.
- Provide the Fire Service personnel with the necessary information about the facility.

Fire Marshalls must:

- Ensure that all employees have evacuated the area/Building.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Date 01/03/2107

EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contain fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
- Notify a properly trained Tradesman (Gas Safe Etc)

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: Spill Kit in Utilities Room and Kitchen

Personal Protective Equipment (PPE): Gloves/Light Eye protection/coveralls/diposable dust mask as a minimum

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency if applicable
- Call a local spill clean up company or the Fire Service and Environment Agency to perform a large chemical spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator.
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date 1/03/2017

STRUCTURE CLIMBING/DESCENDING EMERGENCIES

List structures maintained by site personnel:

| No. | Structure Type | Location (address, if applicable) | Emergency Response Organisation |
|-----|---------------------------|-----------------------------------|---------------------------------|
| 1 | Flat roofed 1 storey High | Lower end of area adj car park | Fire Service Dial 999 |
| | | | |
| | | | |
| | | | |
| | | | |

Emergency Response Organisation(s):

Name Fire Service Phone Number 999

In The Unlikely event of

SEVERE WEATHER AND NATURAL DISASTERS

Flood:

If indoors:

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

If outdoors:

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground with reinforced concrete, brick, or block with no windows.

Blizzard:

If indoors:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
 - Close off unneeded rooms or areas.
 - Stuff towels or rags in cracks under doors.
 - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light-weight, warm clothing, if available.

If outdoors:

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
 - Prepare a lean-to, wind break, or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.

If stranded in a car or truck:

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling
- Exercise to keep blood circulating and to keep warm.

TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of others:

Facility: Eagle Park

| Name | Title | Responsibility |
|----------------|---------------------------|------------------------|
| Martin Robbins | Facilities Manager | Emergency Co-ordinator |
| Lee Small | Club Chairman | Emergency Aid |
| Matt Adamson | Club Secretary | Emergency Aid |
| Jane Beech | Supported Ability Manager | Emergency Aid/Advice |
| Ian Pound | Facilities Director | Emergency Aid |