

# Emergency Action Plan (EAP)

## **Location of the nearest telephone:**

Mobile with coach; landline in the reception  
In **Emergency 9-999**

## **Location of the nearest first aid qualified person:**

At reception of the sport centre; also within athlete group

## **Location of first aid equipment:**

At reception

## **Actions in case of emergency**

### **Venue – OXSRAD the integrated sport centre**

Court Place Farm  
Marsh Lane  
Marston  
Oxford OX3 0NQ

### **Stop session/bring activity**

- Use shout to stop riders
  - If necessary direct appropriate people to deal with any incident/casualty
  - If required, instruct riders to exit the hall and
    - gather in reception area
    - evacuate via fire escape door (right in front of the riders)
- (after an evacuation a roll call should be conducted checking against attendance register)

### **First Aid**

- Check if first aid is required
- call for any first aiders within group or go to reception
- if required call Emergency services on **9-999**
- If emergency services required, coach/supervisor to delegate someone to entrance to venue's parking lot to direct vehicles/personnel to the hall
- Ensure ill/injured parties are kept warm
- Ensure other riders are looked after
- Decide whether session to be continued or abandoned
- If necessary, coach/supervisor to call emergency contacts from details on attendance register
- If any participants are hospitalized, coach or appointed person to ensure any belongings and vehicle are looked after (pref by emergency contact)
- Coach to complete incident/accident report form and fill in Turbo Training Accident book
- Incident may require reporting to venue authorities
- After incident, evaluate what happened and revisit Risk Assessment and EAP procedures if necessary

**Noe Orozco S. Oxford Tri club coach 31/03/09**