

EMERGENCY ACTION PLAN FOR MAJOR FIRST AID IN DRY SPORTS AREAS

Emergency Action Plan

EAP 1 - Emergency Evacuation of the Building – Outbreak of Fire

EAP 1.1 Colleagues will:

On becoming aware of a fire:

1. Activate the Fire Alarm.
2. Vacate building via the nearest fire exit and make your way over to the far-side car park in the corner by Park Lane road).
3. Do not delay your own evacuation by entering into arguments with customers.
4. Await instructions from the Duty Manager.

Emergency Action Plan

EAP 7 – Serious Injury (Dry side)

EAP 7.1 Colleagues will

On becoming aware of a serious injury:

1. In the event of an emergency, immediately contact Reception by either:
 - (a) Pushing the emergency button
 - (b) Telephoning Reception by dialling 39356/39357/39358
 - (c) Sending a person to Reception
2. Main Hall - emergency button is situated between badminton courts 1 and 2.
Gym - the emergency button is situated behind the Fitness Reception desk.
Health & Well Being Studio 2 – in the corner towards the fire exit.
Studio 1 – located on the left, as you go through the double doors.
3. Reception will then put out a 'Dolphin' call on the tannoy - to the required area.

4. All Leisure Centre operational staff will respond to the call immediately attending the area concerned.

5. On arriving at the incident, one person must take control and delegate priority requirements as follows:

- (a) To give immediate first aid (remember ABC)
- (b) Call emergency services (if required)
- (c) Get blanket from first aid
- (d) Wait for ambulance outside Reception and direct to required area
- (e) Complete accident Report Form