



## **SQUASH LINK EMERGENCY PROCEDURE SUMMARY**

**(FULL DETAILS IN SQUASH LINK HEALTH & SAFETY POLICY 2017-18)**

**INSTRUCTORS MUST READ PRIOR TO ACTIVITIES AND ADHERE TO THESE STANDARDS**

In the event of an emergency or accident during the course of an activity, the following procedure should be activated in the order described:

- 1. Ensure that you and your group are safe *and then* ensure any casualties are safe from further incident.**
- 2. Remove the influence of any hazards where possible and safe to do so.**
- 3. Investigate injuries and contact the emergency services on 999 or 112 if appropriate.**
- 4. If contact is not possible, send two members of your group to find phone signal with clear instructions on your location, number in party, injuries and instructions relay to Emergency Services.**
- 5. Apply first aid as required.**
- 6. Pay close attention to the condition of your *whole* group and mitigate against deterioration in the condition of *all* members. Consider you may have to wait for several hours.**
- 7. Await Emergency Services arrival in your location unless advised otherwise by Emergency Services or you are unable to contact them and it is considered safe to move to the nearest habitation or vehicle access point.**
- 8. Keep a record on the Accident Record Template of any change in casualty symptoms.**
- 9. On arrival of Emergency support, ensure that any evacuees are accompanied by instructors or an accompanying adult, *and* the remaining group has adequate instructor cover.**
- 10. During this procedure contact the Mark Kelly on +353(0)831001314 as soon as possible to report the full incident after having dealt with the emergency. Be ready to supply Next of Kin contact details.**
- 11. *If and only if* Mark Kelly or a Squash Link ISEA Director is not contactable, notify Next of Kin directly and advise of condition and location to which casualty is in transit.**
- 12. Complete an Accident Report Form at the first available opportunity.**