



EMERGENCY ACTION PLAN

Facility Name: London Irish Rugby Club

Facility Address:

London Irish Rugby Football Club
Hazelwood
Croysdale Avenue
Green Street
Sunbury-on-Thames
Middlesex
TW16 6QU

DATE PREPARED: 01/04/2015

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

	Name	Number
1	John Grindrod – Course Instructor	07790913360
2	Nicola Browne – General Manager	07905181890
3	John Lynch – Care Taker	07956836302
4	Yvonne Smith – Bar Manager (First Aider)	01932 750142

DESIGNATED RESPONSIBLE OFFICIAL

At London Irish Rugby Club, Facilities Manager:

Name:

Phone: + 44 (0) 1932750190

EMERGENCY COORDINATOR:

Name: Phone: + 44 (0) 1932750190

AREA/FLOOR MONITORS (If applicable):

Area/Floor: Name: John Grindrod (Course only)

Phone: 07790913360

Area/Floor: Name: Rod Mann

Phone: 07885989997

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Rod Mann

Phone: 07885989997

Name: Yvonne Smith

Phone: 01932 750142

Date: 01/04/2015

EVACUATION ROUTES

• Evacuation route maps have been posted in each work area. 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.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 999

PARAMEDICS: 999

AMBULANCE: 999

POLICE: Alex Savage – Local Officer: 07917266568

PC Graham Willis Spelthorne Neighbour Team: 07917266669

SECURITY/CARETAKER: John Lynch: 07956836302

BUILDING MANAGER: Nicola Browne

UTILITY COMPANY EMERGENCY CONTACTS

ELECTRIC: EON Acc Number: 014662830170

Emergency: 08000326990

Queries: 08001582799

WATER: Thames Water - 08459200800

GAS: (If Applicable):EON Acc Number: 014675010770

Emergency: 0800111999

Queries: 08001582799

TELEPHONE COMPANY:

IT COMPANY: Leading Edge: 08456447949

M & E Consultants – Tri Management: 01495325317

Date: 01/04/2015

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL

- FIRE

- SEVERE WEATHER

- BOMB THREAT

- CHEMICAL SPILL

- STRUCTURE CLIMBING/DESCENDING

- EXTENDED POWER LOSS

- OTHER
(e.g., terrorist attack/hostage taking)

Date: 01/04/2015

MEDICAL EMERGENCY

- Call medical emergency phone number:

- Paramedics
- Ambulance
- Fire Department
- Other

Provide the following information:

- a. Nature of medical emergency,
- b. Location of the emergency (address, building, room number),
- c. Your name and phone number from which you are calling.

- Do not move victim unless absolutely necessary.
- Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: John Grindrod

Phone:07790913360

Name:

Phone:

- 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 back slaps, abdominal thruts in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the COSH register and wear the appropriate personal protective equipment.

Attempt first aid ONLY if appropriately trained and qualified.

Date: 01/04/2015

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm
- Notify the Emergency Services by calling 999.
- If the fire alarm is not available, notify site personnel about the fire by the following means:

- Voice Communication
- Phone Paging
- Radio
- Other

Fight the fire ONLY if:

- The Emergency Services 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: Car Park
- Remain outside until the competent authority announces that it is safe to reenter.

Designated Official must:

- Disconnect/Shut of 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.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- 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: 01/04/2015

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
- 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 condensate 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.

Date: 01/04/2015

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: Main entrance

Personal Protective Equipment (PPE): Main Office

Cosh Register: Main Office

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment if safe to do so (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 number, if required.
- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor.
- 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 COSH Register.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

Date: 01/04/2015

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____

DATE: _____

CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile

_____ APPROXIMATE AGE: _____

ORIGIN OF CALL: Local _____ Long Distance _____

Telephone Booth _____

VOICE CHARACTERISTICS: SPEECH, LANGUAGE

___ Loud

___ High Pitch

___ Raspy

___ Intoxicated

___ Soft

___ Deep

___ Pleasant

___ Fast

___ Distinct

___ Stutter

___ Slurred

___ Slow

___ Distorted

___ Nasal

___ Excellent

___ Fair

___ Foul

___ Good

___ Poor

ACCENT, MANNER, BACKGROUND NOISES

___ Local

___ Not Local

___ Rational

___ Righteous

___ Incoherent

___ Factory

___ Office

___ Traffic

___ Quiet

___ Party

___ Atmosphere

___ Foreign

___ Region

___ Coherent

___ Angry

___ Emotional

___ Machines

___ Machines

___ Trains

___ Voices

___ Race

___ Calm

___ Deliberate

___ Irrational

___ Laughing

___ Music

___ Street

___ Animals

___ Airplanes

Date: 01/04/2015

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off?

Certain Hour ____

Time Remaining

Where is it located?

Building A r e a

What kind of bomb? _____

What kind of package? _____

How do you know so much about the bomb? ____

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Call Emergency Sevices and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?

Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify facilities Manager immediately.

Date: 01/04/2015

SEVERE WEATHER AND NATURAL DISASTERS

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Coordinator and/or the designated official.

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.

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

Facility: London Irish Rugby Club

Name:

Title: Facilities Manager

Date: 01/04/2015