



HASLEMERE BORDER Y.A

EMERGENCY ACTION FORM

Haslemere Border Athletics Club – Haslemere Border Young Athletes (Junior Section)

EMERGENCY ACTION PLAN (EAP)

Purpose

To ensure a safe and coordinated response to emergencies during junior training sessions.

Types of Emergencies

- Medical emergency
- Fire
- Missing child
- Severe weather
- Venue lockdown
- Equipment failure

Emergency Contact Info

Emergency Services (Police, Ambulance, Fire): 999

Club Welfare Officer: [Insert Name & Mobile]

Session Lead Coach: [Insert Name]

Venue Contact / Keyholder: [Insert Details]

Nearest Hospital/A&E: [Insert Location and Phone Number]

General Procedure

1. Stop the session immediately and ensure safety of all juniors.
2. Assess the situation and call 999 if required.
3. Assign a responsible adult to stay with the injured or affected child.



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4. Notify the Welfare Officer and contact parent/guardian of child involved.
5. Move all other participants to a safe location, away from incident area.
6. Complete an Incident Report Form as soon as possible.

Fire Procedure

Sound the alarm.

Evacuate calmly using nearest safe exit.

Assemble at pre-designated meeting point.

Do not re-enter building until cleared by emergency services.

Missing Child Procedure

Conduct immediate search of venue and surroundings (max 5 minutes).

Alert Welfare Officer and Lead Coach.

Call police and parents if child is not located.

Document everything.

Severe Weather

Monitor forecasts before and during session.

Cancel/postpone session in event of lightning, extreme cold, or heat.

Move children to sheltered or indoor space where possible.

Review

This plan is to be reviewed annually or after any serious incident.