B.P.S.C.C.A. 

Bromley Primary Schools' Cross-Country Association

Emergency Plan

Roles and Responsibilities

In the advent of a medical emergency/serious injury, the assigned people will assume the following roles.

- Emergency Co-ordinator – *Richard Edmonds 07903 717063*
- First Aid – *EMFS Medical TBC*
- Communication Co-ordinator – *Richard Edmonds 07903 717063*
- Course Co-ordinators – *Julie Lockton and Barry Korro*

In instances where any of the assigned people are not available, an alternative representative must fill their role. The police are always informed about the events as are the Bromley Safety Advisory Group (SAG).

Leadership

The Emergency Co-ordinator *(Richard Edmonds)* will be responsible for ensuring that all aspects of the plan are fulfilled before, during and after the incident. This may include:

- Availability of personnel at events.
- First aid and communication resources.
- Direction of personnel at incidents.
- Completion of tasks following incidents.
- Record keeping.

In the extremely unlikely event that it becomes necessary to evacuate the park, the operation will be directed by the Emergency Co-ordinator from the Communications Point and the following effected:

- Announcement made over the public address and loud hailers.
- Children and parents to return to their school meeting point - once all children and school staff have been accounted for schools to then leave the park by the entrances announced by the emergency co-ordinator.
- Other volunteers to wait at the Information Point and await instructions from the emergency co-ordinator.
- When there is a race in progress, marshals will be advised to stop the race and children will be held by marshals at their marshalling point. When advised by the course co-ordinators the children will return to the school meeting points with the marshals before evacuating the park with their schools. If it is not safe to return to the meeting points marshals will be asked to hold their group of children until advised. A muster point in the skate park would be used if required from which marshals and runners can be held.
- The parking team will be advised to turn away any cars wanting to enter the park via the Anerley Hill entrance.
- Emergency services will be informed that the evacuation procedure has been put into place. The emergency co-ordinator will put into place any actions as advised.

First Aid

- First aid is located at the EMFS Medical treatment centre.
- Signs will be erected to identify the EMFS Medical treatment centre.

Lost Children

- The emergency co-ordinator will be informed if a child is reported missing by a school or parent.
- Schools and race marshals will continue to supervise the children whilst the race organisers and other responsible adults available check the areas near them. In the park.
- Schools will liaise with parents about the missing child.
- A description of the child and circumstances in which the child has gone missing will be collated including any photographs available.
- If the missing child cannot be found and r no later than 20 minutes after the initial missing person report the concern will be reported to the police.
- Police guidance will be followed and close contact maintained.
- All parties will be informed if at any stage the child is located.
- When appropriate checks have been carried out the child should be reunited with the parent/carer or responsible adult.
- Should a child become separated from their school they should be taken or go to the school meeting point or if no one there the event communication's point.

Communication

- The communications co-ordinator is responsible for contacting emergency services (e.g. ambulance) if required.
- Key personnel have their own mobile communication system and are in contact with each other throughout the duration of the event.
- Mobile phones will also be used in the event of an emergency.
- A list of relevant emergency numbers will be posted at the information desk including the park management.
- A list of any special directions for emergency services personnel will be posted at the information desk.
- The Anerley Hill and Penge entrance are manned by volunteers/Wise security who control access into the park.

Contacts

- All participating teams must provide emergency contact details of teachers in charge on the day of the event. These details will be shared by all key personnel.
- All schools taking part shall be responsible for their own runners and their contact details.
- All schools taking part are responsible for ensuring that marshals and helpers on the day are suitable to undertake the marshalling role.
- It is the responsibility of EMFS Medical to contact schoolteachers in the advent of a serious injury to a runner.

The type of information conveyed to a parent/guardian should include:

- Description of the incident.
- Transport arrangements (if any) for the injured runner.
- Current location and any immediate future location (e.g. EMFS Medical mobile treatment centre) of the injured runner.
- Condition of the injured runner (where known).

Reporting

- A full injury report form should be completed immediately following treatment of the injured runner.
- The completed report form will be filed at BPSCCA for five years (this period will usually be determined to satisfy insurance requirements).
- A copy of the injury report form will be provided to relevant parties (e.g. insurance company, affiliated local council).

Pre-Race Briefing

Safeguarding and other health and safety points are covered at every pre-race meeting which all participating schools have to attend before each event. This also includes reference to emergency evacuations as detailed in this plan. All documents are posted on the BPSCCA website. The marshals' briefing is held at 8.30am, before the races commence.