



Keyworth Archers

Emergency Procedures when Shooting Indoors at Keyworth Academy Sports Hall

Keyworth Archers uses the Keyworth Academy Sports Hall for Indoor Shooting during the months September to April. During this period Keyworth Archers does not leave or store any assets in or nearby the building once shooting has ceased. The clubs equipment trailer is parked at the top of an access ramp approx. 10 yds from the building towards the rear of the sports hall for a 2hr period during the periods of shooting only. Access is via an Emergency Exit Door prior to and after shooting sessions. Once shooting has commenced access is gained via a main door and stairway down to the waiting area of the shooting range.

The authority in control of the period Keyworth Archers uses the facility is South Wolds Academy. A duty manager is on site during archery sessions.

With the above in mind the considered emergencies for Keyworth Archers are:-

- a) Fire
- b) Serious Injury
- c) Access to Defibrillator

Fire

In the event of smoke detection or a fire breaking out in the sports hall the Fire Alarm will sound, this will be a continuous bell. On hearing this alarm all members must evacuate the sports hall immediately by the Emergency Exits and assemble in the car park between the sports Hall and the Leisure centre. At this time Keyworth Archers Range Marshall will ensure the compliance of all club members. Should the fire prevent safe exit from the hall by the Emergency Exits, then the main stairway accessing the sports hall must be used.

If the fire breaks out in the sports hall, the nearest break glass unit must be activated and the duty manager informed once evacuation of the hall is complete and all archers to be accounted for at the Assembly Point.

No attempt is to be made to fight the fire by any club member unless they are properly trained in the use of Fire Extinguishers.

Serious Injury

In the event of a club member or 3rd party sustaining a serious injury a club member should:-

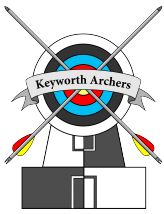
- Inform the Duty Manager of the Leisure Centre providing details of the injured person, the injury and any family contact names and numbers. If unattainable contact - Janet Worrell (Club Chairman) 07866 514169 or Phil Piper (Membership Secretary) 07736 327273 for next of kin details
- A first Aider will be allocated by the Leisure Centre management who will attend the injured person. Any decision to contact the emergency services will be taken by the Leisure Centre Management.

Access to Defibrillator

In the event of a club member collapsing and is suspected of having heart failure a defibrillator is available at reception. While defibrillators can be used without any training it is advised to inform the duty manager as Leisure Centre staff are trained and available to provide assistance in its application.

Janet Worrell
Keyworth Archers Chairman

Rev 1: 3rd February 2022



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Fire

In the event of the fire alarm (Continuous Bell) sounding in the Sports Hall - All members must immediately evacuate and assemble in the car park between the sports Hall and the Leisure Centre buildings. No attempt to fight the Fire is to be made unless proper training of Fire Extinguisher use has been received.

If smoke or a fire is detected in the sports hall the nearest Fire Break unit is to be activated and evacuation initiated immediately. The Duty Manager is then to be informed after assembly in the Car Park.

Serious Injury

In the event of a club member or 3rd party collapses or sustained a serious injury they should:-

- Inform the South Wolds Duty Manager providing details of the injured person, the injury and contact details.
- Inform the Leisure Centre Duty manager requesting First Aid trained support.
- If next of kin information is required Contact - Janet Worrell (Club Chairman) 07866 514169 for details or Phil Piper (Membership Secretary) 07736 327273
- If appropriate contact next of kin informing of the situation and if necessary to which hospital the injured person has been despatched.

Defibrillator

A Defibrillator is available at the Leisure Centre reception and staff are trained in its use.