

## Guidelines for dealing with Fire

- Stay Calm and follow the instructions of the lead coach and individuals in charge.
- The registration of the participants needs to be done once everyone is gathered at the fire evacuation meeting point.
- In case of fire, please observe the venue fire procedures. All visitors and members of the academy are required to familiarise yourselves with the different local procedures. These notices should be displayed clearly on each venue. It will look similar to the following sign. If unclear, please enquire with the lead coach.



## Guidelines for dealing with an incident/accident

If an incident/accident occurs during club activities:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider (at main reception) who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services.
- Check the medical forms to check for the medical information, allergies, etc.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer.
- Complete an incident/accident report form/book. The form should be completed by the main person who dealt with the incident.
- If appropriate, collect and collate statements from witnesses.
- Completed forms should be forwarded to Zeyar Win to be kept safely for record