

EMERGENCY PROCEDURES

PRB GÜTERSLOH FOOTBALL CLUB

In case of medical emergency:

- Treat all injuries with life sustaining 1st aid and call emergency services if required.
- Note all details and keep an accurate record during the incident.
- Young people being hospitalised must be accompanied by an adult who is to remain with them until relieved of duty.
- Contact GYCO Gütersloh and/or the Manager at the earliest possible point in the incident.
- Minimise the flow of information to those who NEED to know.
- Ensure that you are aware of any medical conditions or medication applicable to the injured person and inform the medical services.
- Provide accurate information to the chain of command or the parents.
- Contact parents after you have received a medical appraisal of the situation and preferably only after consulting the GYCO Gütersloh.

In the case of non-medical emergencies:

- Contact the GYCO and/or the Manager and advise of the nature of the incident

Lost procedures

In the event of losing a young person during an activity or event

- Complete a head count and nominal roll check to confirm numbers and identities.
- Maintain staff at the set RV point.
- Secure young people in one location and ensure that no communication is established with parents until the situation is clarified and authority given by the GYCO Gütersloh.
- Contact the GYCO Gütersloh immediately and provide an accurate update on the situation.
- Establish the last known location and persons accompanying the missing young person.
- Contact the local police and advise them of the numbers, names, ages, physical descriptions, clothing worn etc.
- After consultation with the GYCO appointed volunteers will conduct a sweep of the area and retrace the last known route.
- Departure from the activity area will be dictated by the condition of the remaining group members.
- When departure from the activity area without a member(s) of the group is unavoidable ensure that :
 - 1) A suitable adult members remains at the search site.
 - 2) The safety of the remainder of the group is not compromised.
 - 3) The GYCO Gütersloh has been informed
 - 4) The parents have been contacted and are being supported by the AWS or UWO.
 - 5) Communications between the search site and the GYCO can be maintained.
 - 6) GYCO is on route to the search site.

Dealing with the media:

- Do not speak to the media unless otherwise instructed.
- All media enquiries will be dealt with by the GYCO level or above.
- If pressurised to comment state: 'I have no comment at this time'

Other important information:

- **When dealing with any incident the group should be maintained as in the lost procedures.**
- **The party leader will co-ordinate events at the incident in consultation with the GYCO Gütersloh until the incident is over or they are relieved of duty.**
- **If the GYCO is not available then the party leader should contact the Military Duty Officer HQ UKSC (G)**

Insurance policy information:

- Insurance policy with ACE Insurance S.A.N.V.
- Registration N°. FC 13294 Policy N°. 74uka06929/166/02/01
- Policy holder – Army Welfare Service (Germany)