

# ASHFORD CRICKET & HOCKEY CLUBS

## Emergency Contact Numbers and Procedures

### ASHFORD CRICKET CLUB



### ASHFORD HOCKEY CLUB



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<b>Ashford Sports Club</b>	<b>Tel: 01784 252288</b>
Short Lane Stanwell STAINES Middlesex, TW19 7BQ	<b>Bar tel: 01784 255511</b> <b>e-mail: asc.sl@dsl.pipex.com</b>

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<b>Emergency</b>	<b>999 or 112</b>
<b>St Peter's Hospital</b>	<b>Tel: 01932 872000</b>
Guildford Road, CHERTSEY, Surrey, KT16 0PZ	

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<b>Ashford Hospital</b>	<b>01784 884488 (walk-in only)</b>
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<b>Ashford Police</b>	<b>01483 571212</b>
55-57 Church Road Ashford Middlesex, TW15 2TY	<b>01784 450261 (direct)</b> <b>Minicom 01483 39999</b>

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<b>Staines Police</b>	<b>01483 571212</b>
22 Kingston Road Staines Middlesex, TW18 4LQ	<b>01784 450261 (direct)</b> <b>Minicom 01483 39999</b>

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<b>Stanwell Beat Officer</b>	<b>PC Sandra King (NSO)</b> not for emergencies
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<b>Doctor's Surgery</b>	<b>Studholme Surgery</b> <b>01784 420700</b> <b>St Davids Health Centre</b> <b>01784 883933</b>
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<b>Dentist's Surgery</b>	<b>Stanwell Dental Practice</b> <b>01784 253772</b>
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# **ASHFORD CRICKET & HOCKEY CLUBS - EMERGENCY PROCEDURES**

If an incident occurs and involves any of the following then the Emergency Incident Procedure should be followed.

- Any of the Emergency Services
- A visit to the Hospital

## **PLEASE FOLLOW THESE PROCEDURES.**

As a general guide to emergency action to be taken where there is serious or imminent danger, the Sports Club has implemented the following basic procedures:

### **1. ACTION IN THE EVENT OF FIRE**

#### **If you discover a fire:**

Close doors and windows to the room.

Break the glass of a fire alarm call point.

Dial 999 or 112 and give details to the Emergency Services.

Before opening closed doors, check them for heat, which may indicate a fire behind the door.

Leave the building and go to the assembly point (cricket field or grassed area beside Astro pitch).

#### **Important:**

You may tackle the fire with an extinguisher or fire blanket but only if it is safe to do so and preferably if you have been trained.

#### **If you hear the fire alarm:**

Close all doors and windows to the room.

Leave the building via the nearest exit and go to the assembly point.

#### **Important:**

Do not stop to collect belongings.

Do not re-enter the building until the Fire Service or the Club Manager has declared it safe to do so.

If you are disabled or in any way unable to use stairs, move to a stairway enclosure and ask

- a) someone to inform the Emergency Services that you are awaiting rescue **AND**
- b) someone to remain with you.

In this position you will be safe until the Emergency Services arrive.

### **2. ACCIDENTS AND FIRST AID**

#### **If you have an accident at the Sports Club:**

Report it immediately to Bar or to the Office.

Make sure an accident report form (available from the Bar or from the Office) is completed.

Locate a first aider and identify the nearest first aid box.

#### **If you need first aid:**

Contact a first aider or ask someone to do it for you.

The names of first aiders are posted on the Sports Club notice board.

If you cannot quickly locate a first aider, dial 999 or 112 and give details to the Emergency Services.

### **3. ANY OTHER EMERGENCY**

Dial 999 or 112 and give details to the Emergency Services.

<p><b>DETAILS OF ANY EMERGENCIES ARE NOT TO BE DISCUSSED WITH ANY PERSON OUTSIDE THE SPORTS CLUB UNTIL AN INTERNAL INVESTIGATION HAS BEEN CARRIED OUT.</b></p>
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