

NTU Sports Club Emergency Procedure

In the event of a **serious incident¹** or **accident**;

- 1 First Aid should be administered as appropriate, preferably by a qualified First Aider
- 2 Establish the names of any injured and the extent of their injuries
- 3 Contact the relevant emergency service for assistance
- 4 Attempt to ensure that the injured are accompanied to hospital
- 5 Give full details of the accident to emergency contacts: -

The University (24 hours)

0115 848 2222

You will need to supply the following information: -

- Who you are?
 - Which Sports Club you are from?
 - Where you are and what phone number are you contactable on?
 - What has happened?
 - Who has been injured?
 - How are they injured?
 - What is happening now?
 - What are the rest of the group doing?
 - What emergency services are involved?
 - Do you need any practical assistance?
- 6 Ensure the rest of the group are accounted for
 - 7 Do not make comments to the media
 - 8 Arrange for the party to return as appropriate
 - 9 At the earliest opportunity visit the Sports & Lifestyle Department and complete an accident/near misses form

¹ A serious accident or incident should be considered as a loss of life, major bone injury, loss of limb, road traffic accident, missing person, serious physical assault or overnight admittance'.