

**Newtown Linford Tennis Club**  
**Location - Junction of Main Street and Groby Lane,**  
**Newtown Linford, LE6 0AD**  
**Instruction Notice**

**What to do in the case of an Emergency?**

**If you discover a fire on Club Premises:**

- 1].....Shout fire, ensuring that the warning has been heard by other persons present.
- 2]If not trying to douse the fire [if minor], immediately vacate the Club premises and proceed to the assembly point which is outside of the Courts by the Cricket Club-house.
- 3]Following evacuation, wait at the Assembly Point for a roll-call to ensure all have safely evacuated.
- 4]UNDER NO CIRCUMSTANCES should you re-enter the premises to collect personal possessions.
- 5]Dial 999 to summon the Emergency Services [Venue as above]

**In the event of a non-minor Accident/Medical Emergency:**

- 1]Defer to any Medical or Nursing personnel present
- 2]Do not move the casualty until the Casualty/person has been assessed, unless it is unsafe to fail to do so [eg fallen tree branch and risk of further tree/branch fall]
- 3]The Club's First Aid Kit is located in the Clubhouse, on the left side of the entry, on a bracket.
- 4]The nearest community Defibrillator is located at:  
**Wall of main Toilet block, Bradgate Park Car Park, Newtown Linford**  
**The location code for that box is AAZ37, the Emergency services can then give you the access code for the keypad to open the Defibrillator box.**
- 5]Dial 999 to summon the Emergency Services if it's appropriate to do so.
- 6]Contact a relative/friend of the injured party
- 7]Once the incident has been dealt with, you must ensure that:
  - a]You acted in line with the "Incident Notification Guidelines".
  - b]The details of the incident have been recorded in the accident book
  - c]A member of the Tennis Club committee has been informed

**Tennis Club Committee Officers**

Welfare Officer	-	Dr Ian Schofield	07961 338668
Club Chairman	-	Mr Geoff White	01509 890906
Club Treasurer	-	Mr John Sugden	01530 243433

Reviewed/Updated by Welfare & Safeguarding Officer

01/12/2020

Next review

01/12/2021