

## READING ROADRUNNERS EMERGENCY PROCEDURES

### **1.0 AIM**

The following procedures are intended to give guidelines to Reading Roadrunners (RR) members for various different incidents that may be encountered. The actions are given below.

### **2.0 WEDNESDAY EVENING TRACK TRAINING SESSION**

#### **2.1 RUNNER ON THE FLOOR**

The Wednesday session is normally well attended. The first few runners to arrive with the runner that is down should check with the runner's condition and direct other runners around the casualty.

##### **2.1.1 TRIP OR STUMBLE**

If the cause is found to be due to a trip or stumble then the session may continue while the injury is assessed in a safe environment.

##### **2.1.1.1 WALKING WOUNDED**

If the casualty is responsive and able to walk then they should be given time on the track to overcome the normal shock that often comes with a trip. The casualty should be helped to the side – either grass infield or cycle track – when they feel able to move. Should first aid be required then the Reading Sport and Leisure (RSL) Duty Manager will be contacted via the stadium reception desk.

##### **2.1.1.2 NOT ABLE TO BE MOVED**

If the casualty has tripped and the injury is deemed serious enough for the casualty not to be moved then the session should be stopped for all runners. This should be done by quietly asking the runners to stop and make their way to the stadium seated area. Then wait there for further instructions. There is no need to chase around the track asking runners to stop. Simply stand in one place beside the track and the runners will all come to you as they lap. First Aid will be obtained by contacting the RSL Duty Manager via the stadium reception desk. Decide if it is necessary to call an ambulance and, if so, call one.

##### **2.1.2 DUE TO ILLNESS**

If the cause is thought to be due to illness then the situation is likely to be more serious than the trip or stumble situation. It is unlikely that the illness can be diagnosed accurately. Possibilities are heart problems, stroke, brain bleed, fit or something less severe but still causing a collapse. The casualty may be conscious or unconscious. If it seems the casualty could be down for a little while then the session should be stopped as described in 2.1.1.2. This is both for the safety of the people attending the casualty and also for the dignity of the casualty. First aid will be obtained by contacting the RSL Duty Manager via the stadium reception desk. Request them to bring a First Aid Kit and an AED. If the condition of the casualty looks serious then do not waste time – call 999 and request an ambulance. If the casualty is unconscious then it is important that they are identified. The RR desk will also be contacted with the name of the casualty so that emergency contact details can be checked and contacted if necessary.

##### **2.1.3 NOTES**

Paragraphs 2.1.1.2 and 2.1.2 above give details of stopping the session. Runners are asked to make their way to the stadium seated area and wait there for further instruction. It is important that runners clear running track, cycle track and grass infield. Past experience tells us that an ambulance, a paramedics car or police vehicles could arrive at any time and at speed. They may be flashing blue lights and / or sounding sirens but we can't guarantee that.

#### **2.2 STADIUM FIRE**

There are fire alarm sirens located outside the stadium building and local to the track. It is quite likely that they will be heard on track in the event of a stadium fire triggering the alarm system. If the

alarm is sounded then leave the track immediately via the side gates into the car park area. Avoid blocking the access gates. Make your way to the Palmer statue in the car park and wait for further instructions. Do not enter the stadium building for any reason. Do not attempt to collect kit bags, car keys, membership card or any other personal belongings that may be in the stadium building. Should a RSL member of staff give you directions that differ from the above then their directions take precedence.

### **2.3 USHERS/STEWARDS**

Paragraphs 2.1 and 2.2 above give evacuation directions with muster points. There isn't a compulsory attendance at our Wednesday evening track sessions, so it is impossible to say who will be there. However, it is envisaged that the lead in clearing the track and giving further instruction to mustered runners will be taken by committee members and coaches.

## **3.0 FRIDAY EVENING TRACK TRAINING SESSION**

### **3.1 NOTES**

The Friday evening track session has fewer runners than the Wednesday session and only one coaching group. We have guest runners from Reading University AC during their term time. Several times a year we hold Track Friday evenings where runners from other local clubs are invited to join us for track races. The procedures for dealing with issues at a Friday session are as described at paragraphs 2 except that there is no desk to consult for emergency contact details. Efforts should be made to contact a holder of the RR Club Membership list – Chairman, Secretary, Membership Secretary or either Team Captain. Give the name of the casualty and ask them to contact the listed emergency contact.

## **4.0 OTRUN**

### **4.1 RUNNER ON THE FLOOR**

#### **4.1.1 TRIP OR STUMBLE**

The run leader and running group should assess the injury and decide on the best course of action considering both the injury and their location. The run leader shall be responsible for the decision taken.

##### **4.1.1.1 WALKING WOUNDED**

If the casualty can make it back to Palmer Park under their own steam and without immediate medical attention then the group shall ensure that the casualty is accompanied back.

##### **4.1.1.2 MORE SERIOUS INJURY**

If it is decided that the casualty cannot make it back to Palmer Park then one or more of the group should run back to get a car and return with it. The casualty to get first aid at the park. Or if the casualty needs immediate medical attention at the scene then contact emergency services - either on the run leaders mobile or, in the case of one not being carried or poor signal strength, by contacting a passer by, nearby house or shop.

#### **4.1.2 DUE TO ILLNESS**

The casualty may be conscious or unconscious. The run leader and running group should assess the situation and decide on the best option. The run leader shall be responsible for the decision taken. These may include phoning the emergency services using the run leaders mobile or getting help from someone nearby to do that. It is important that the casualty is identified. Efforts should be made to contact a holder of the RR Club Membership list – Chairman, Secretary, Membership Secretary or either Team Captain. Give the name of the casualty and ask them to contact the listed emergency contact.

## **5.0 PUB RUN**

### **5.1 RUNNER ON THE FLOOR**

#### **5.1.1 TRIP OR STUMBLE**

The run leader and running group should assess the injury and decide on the best course of action considering both the injury and their location. The run leader shall be responsible for the decision taken. It is quite likely that the injury will occur out in the country.

#### 5.1.1.1 WALKING WOUNDED

If the casualty can make it back to the pub under their own steam and without immediate medical attention then the group shall ensure that the casualty is accompanied back.

#### 5.1.1.2 MORE SERIOUS INJURY

If it is decided that the casualty cannot make it back to pub then there are two options. Get the casualty to the nearest road and one or more of the group run back to the pub to get a car and return with it. Or if the casualty needs immediate medical attention at the scene then contact emergency services - either on the run leaders mobile or, in the case of one not being carried or poor signal strength, by contacting the nearest householder or trying to flag down a passing car.

#### 5.1.2 DUE TO ILLNESS

The casualty may be conscious or unconscious. The run leader and running group should assess the situation and decide on the best option. These may include phoning the emergency services using the run leaders mobile or getting help from a nearby householder to do that. It is important that the casualty is identified. Efforts should be made to contact a holder of the RR Club Membership list – Chairman, Secretary, Membership Secretary or either Team Captain. Give the name of the casualty and ask them to contact the listed emergency contact.

### 6.0 OTHER RACES AND EVENTS

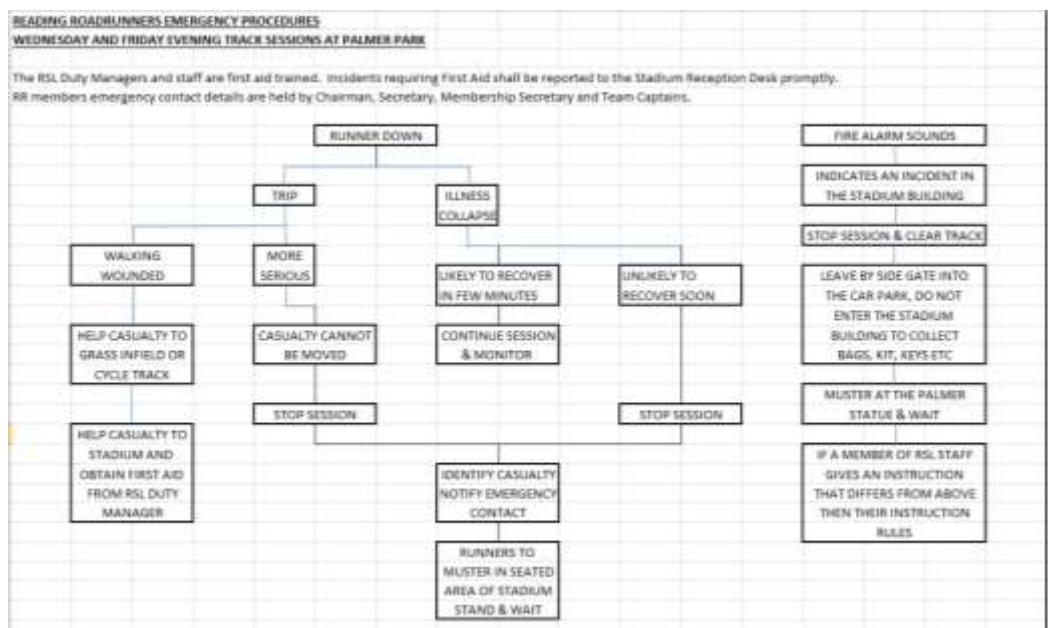
#### 6.1 RR ORGANISED RACES

Our race directors for Bramley, Shinfield, Mortimer and TVXC XC provide medical cover for the races and this should be used for all casualties from all clubs.

#### 6.2 OTHER RACES AND EVENTS

Our members run in many races and events throughout the year and must rely on the cover given by the respective race directors and organisers.

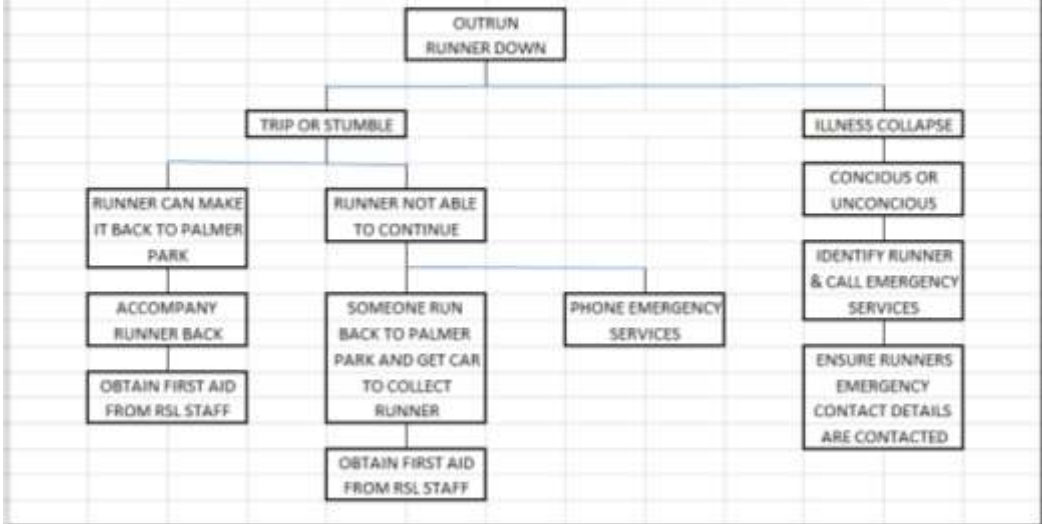
### 7.0 PROCESS FLOW DIAGRAMS



**READING ROADRUNNERS EMERGENCY PROCEDURES**

**OUTRUNS**

RR members emergency contact details are held by Chairman, Secretary, Membership Secretary and Team Captains.



**READING ROADRUNNERS EMERGENCY PROCEDURES**

**PUB RUNS**

RR members emergency contact details are held by Chairman, Secretary, Membership Secretary and Team Captains.

