



Cuddington & Sandiway Tennis Club Emergency Action Plan

If emergency services have been called & their vehicles will require access to the clubhouse or courts,

- Direct them to the club access points through the wooden gate to the side of the Scout Hut at the far end of the Village Hall car park, then over the playing fields going round the back of the village hall.

The code for the padlock for the wooden gate is written on the Emergency Access sign displayed on the top left of the main clubhouse noticeboard, on the far wall opposite the door. Take the duplicate-loose card with you so you have the code.

Also, if required, at the top left of the same notice board in the clubhouse, there is a labelled key on a hook to open the padlock on the gate of court 6 adjacent to the playing field.

If possible, an adult should go over to the car park & wait for, then direct the emergency services to the club.

Consider which access point is most appropriate for the emergency service, either

- Visitor pay-as-you-play entrance onto courts 1 & 2 (somebody will need to open the gate from within club grounds)
- Main gate to clubhouse – gate needs to be opened by a fob or somebody within club grounds
- Gate by court 5; as described above using the padlock key from the noticeboard

1st Aid kit is in the clubhouse.

The nearest **AED (Defibrillator)** is located outside the main door of the Village Hall. You will need to get a code to open the AED box by dialling 999, so take a phone with you.

After an incident has occurred

- Lock gates, padlocks & return key & notice to their original places.
- Complete an accident report form (located with the 1st Aid Kit in the clubhouse).
- Inform a Committee member re the incident, email contactus@cuddingtontennis.org.uk