



MINISTRY OF FOOTBALL

A fusion of indoor football and dance music
www.ministry-of-football.com

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EMERGENCY PROCEDURES

(Last updated: 24-02-2020)

The purpose of this policy statement is to give all MoF Coaches and parents/spectators a clear understanding of how to respond and who to inform should they discover a fire or that a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all
- enable everyone to be located and their safety ensured as quickly as possible

Fire

In the event of fire you should immediately raise the alarm by breaking the glass of the nearest fire alarm. You should also alert others in the immediate area, and make a MoF Coach aware of the situation.

The person raising the alarm should also ensure the fire brigade are called to the scene.

On hearing the fire alarm, or being advised of fire, all parents/spectators and children at the session or event should leave immediately and congregate at the meeting point.

Do not re-enter the building or area until instructed to do so by fire bridge or a MoF Coach.

Fire extinguishers may be provided but should only be used if you are trained to do so, if the fire is very small, if you do not place yourself or anyone else in danger, and if the fire brigade have already been called.

The Sports Halls we use all have fire exits, and these give direct access to open space and should provide safe passageway to the meeting point.

Meeting points

At Fortismere School, the meeting point is out on the concrete playground immediately outside the main entrance to the Sports Hall block.

At St Michael's School, the meeting point is outside the hall in the car park immediately between the hall and the road.

The MoF Coaching team should take the register with them if it's safe to do. Once at the meeting point, all children should be checked against the register to ascertain if anyone is missing.

All Ministry of Football coaches are DBS checked

Missing Child

In the event of a missing child, MoF Coaches must be informed immediately. MoF Coaches should cross-check against the register to ascertain whether the child has been signed in/out and whether the child is in-fact missing or whether they have already been signed out by a parent.

MoF Coaches will search the immediate area, including the play area, toilet area, car park area, and all pathways and passageways between these areas.

If the child still can't be found, then the parents of the child must be contacted immediately in order to ascertain whether the child has left with them.

In the case of a missing child still not being found, contact the police.