

ACCIDENT & EMERGENCY PROCEDURES

Purpose

These procedures identified below should be followed in the event of a **SERIOUS ACCIDENT** or **MAJOR INCIDENT** involving University of Strathclyde sports club members whilst on a club activity/trip, **OUTWITH** normal SU office hours (Mon-Fri 9-5pm).

If your club has a minor accident, non-life threatening injury to a member or has incurred damage to a hired vehicle/piece of club equipment – all which **DO NOT** involve contacting the Emergency Services, please complete an **Accident Report Form** (available on the committee training hub under the 'resources' tab) and return to the Sports Union office as soon as possible (e-mail abby.irvine@strath.ac.uk). You are not required to use the Emergency Procedures in such instances as these.

Definition:

A serious accident or major incident is one which results in people being killed, detained in hospital, arrested or rescued.

In the event of a serious accident or major incident involving sports union members during a trip or fixture please follow the emergency procedure:

1. FIRST, notify the emergency services of any incident which has occurred and requires their assistance.
2. As soon as possible after this, **telephone the SU Out-Of-Office Mobile** operated by the Sports Union Manager on: **07354497376**.
Give details of the incident, the person(s) involved, and any emergency services involved, along with your own name and the club activity which members have attended.
3. Please also telephone the **University of Strathclyde Security Services** department (number below) providing them with the same details as identified above. **0141 548 3333**
4. The USSA Chief Executive and the USSA President will also be informed of any such incidents.

5. The UofS Security Services will take any action deemed necessary, which may include informing the University Press Officer.
6. It may be deemed necessary to inform relatives of those not seriously injured that they are safe and have not incurred any serious injury due to the incident/accident which has happened.
7. **NO COMMUNICATION WITH THE PRESS WILL BE MADE DURING THE COURSE OF THE INCIDENT, EXCEPT THROUGH UNIVERSITY PRESS OFFICE.** Please DO NOT make any attempt to speak to any media, please call the SU Out-Of-Office Mobile or Security Services if you have any concerns with this.

Important Numbers in an Emergency:

1. CALL Emergency Services: **999**
Then
2. CALL Sports Union Out of Hours Mobile: **07354497376**
And
3. CALL University Security Services on: **0141 548 3333**

Vehicle Hire Accidents

1. Do **NOT** admit responsibility for the accident or waste time discussing who is to blame.
2. Swap insurance and contact details with the other party – name, address, phone number, insurer and policy number, car make, model and registration.
3. Take contact details from any witnesses and if possible, take photos of the scene.
4. Report the incident to the MPB (Endsleigh) helpline ASAP, who will arrange for your vehicle to be recovered and a safe passage home for you and your passengers.

MPB HELPLINE: **0800 389 1708**

POLICY NUMBER: **00025644MBP**

POLICY HOLDER: **SPORTS UNION & STUDENTS' ASSOCIATION**

Breakdowns

- For recovery following an accident – call 0800 389 1708 and select the option “New motor claim notification” Please ensure you have provided your location and the total number of people in your vehicle for recovery. This option should not be selected for a recovery following a mechanical breakdown.
- For a breakdown including recovery due to a mechanical breakdown – call 0800 389 1708 and select the option “Recovery following a breakdown” Please ensure you have provided your location and the total number of people in your vehicle for recovery. Do not use this option if you require recovery following a motor accident.