

EMERGENCY ACTION PLAN: COTTONMILL COMMUNITY CENTRE



Old Oak, St Albans, AL1 2RE | What3Words: ///pure.toned.slurs

1. Primary Contact Details

Emergency Services: 999 (Ask for Ambulance)

Facility Contact: 01727 819200 (St Albans City & District Council / Hub Management)

Event Manager: +44 7990 071 323

Site Postcode: AL1 2RE

2. Essential Equipment Locations

Defibrillator (AED): Located inside the Main Hub Building (near reception/entrance).

First Aid Kit: Carried by the Rep at pitch-side.

Stretcher/Emergency Supplies: Contact Hub staff on-site.

3. Step-By-Step Response

DANGER: Stop all play. Ensure the area is safe for the casualty and yourself.

ASSESS: Check the player. If unconscious or breathing is labored, Call 999 immediately.

AED: If unresponsive/not breathing, send a player to the Hub Building for the AED.

DIRECT: Send a player to the Old Oak car park entrance to meet the ambulance.

SUPPORT: Stay with the player. Do not move them if a neck/spinal injury is suspected.

4. Nearby Hospitals

Minor Injuries (Limited Hours): St Albans City Hospital, Civic Close, AL1 3JE.

Major A&E (24 Hours): Watford General Hospital, Vicarage Rd, WD18 0HB

5. Post-Incident Procedure

Inform the Event Manager immediately.

Complete an **Incident Report Form** (found in the Rep's bag) within 24 hours for insurance purposes. 6. Rep's "Quick Script" for 999 Calls:

The 999 Emergency Script

Read this exactly to the operator:

"I am at the Cottonmill Community Centre (Sopwell Hub) in St Albans. The postcode is AL1 2RE. The exact location via What3Words is **PURE.TONED.SLURS**.

We have a football player with a **[State Injury: e.g., Head Injury / Broken Leg / Unconscious]**.

A steward is waiting at the Old Oak car park entrance to direct the ambulance to the pitch. My phone number is [Rep's Number]."