

Emergency Procedures

Inverclyde Darts Hub • Official Documentation
(Version 1.0)



Notice: All policies, codes of conduct, and procedures are formally established under Inverclyde Darts Hub.
Website: inverclydedartshub.com

Emergency Procedures

This document sets out the procedures to follow in emergency situations. A copy will be made available at all times. It is recommended that players, parents and guardians familiarise themselves with the procedures that Inverclyde Darts Hub (IDH) and The Auchmountain Glen Project Hall will follow in different circumstances.

The IDH aims during an emergency or incident shall be:

1. Protect, save and preserve human life.
2. Protect and secure IDH's infrastructure and facilities.
3. Maintain critical outputs and return to full operational capability as soon as possible.
4. Maintain IDH's reputation.

Fire

Upon discovery of a fire, whether inside the Inverclyde Darts Hub venue (The Auchmountain Glen Project Hall) or outside on the grounds:

- Notify the nearest venue staff member immediately, who will activate the nearest fire alarm.
- DO NOT attempt to deal with the fire yourself.

At the sound of the fire alarm (a continuous ringing alarm):

- IDH officials lead the evacuation of all IDH members. Venue staff will ensure the evacuation of all other visitors on site.
- Emergency services (999) will be notified and assistance requested.
- In a calm and orderly manner, IDH officials will lead all members to the designated local fire assembly point.
- At no point should anyone attempt to take personal belongings or return to collect them.
- Administration will record all members safely evacuated against the register of attendees for that session.
- IT IS IMPERATIVE THAT PARENTS/GUARDIANS DO NOT JUST LEAVE WITH THEIR CHILD UNTIL INSTRUCTED TO DO SO.

- Venue staff will conduct a sweep of the building if safe to do so, ensure all fire doors are closed, and switch off electrical mains/gas supplies if safe.
- No one is to re-enter the building until confirmed safe to do by the Fire Service.

Fire Exits & Equipment

- Fire Exits: All fire exits are clearly marked with illumination in poor visibility. IDH personnel will direct players to the nearest safe exit.
- Fire Extinguishers: Extinguishers will only be used by trained venue staff where safe to do so. Members, parents, or guardians should NOT attempt to extinguish a fire under any circumstances.
- Personal Emergency Evacuation Plans (PEEPs): Any member with a condition affecting their ability to evacuate will have a tailored personal plan developed in liaison with their parent/guardian.

Injury or Accident

- Serious Injury: Contact a first aider via venue staff or IDH official immediately. DO NOT ATTEMPT TO MOVE ANY INJURED PERSON UNTIL ASSESSED BY A QUALIFIED FIRST AIDER. Dial 999 for an ambulance, arrange for venue staff to meet paramedics, and complete IDH accident reporting forms. If injury is caused by equipment, cease use immediately and take photographs.
- Minor Injury: Administer first aid via a qualified first aider, record the incident in the accident book and inform the parent/guardian in person.

Bomb Evacuation & Suspicious Packages Upon discovery of a suspicious package:

- Notify venue staff immediately to activate the alarm. DO NOT touch the package, cover it, or use mobile devices nearby.
- At the sound of the alarm, IDH personnel will lead the evacuation to the designated external assembly point.
- Dial 999 immediately.
- Take personal belongings immediately adjacent to you, but do not retrieve items from other areas. Mobile phones must not be used in the vicinity of a suspected bomb.
- Administration will account for all registered members. Parents/guardians must not leave with children until officially instructed. No re-entry until cleared by the Police and Fire Service.

Terrorist Incident In the case of a terrorist incident, remember:

- RUN: If there is a safe route, run. If not, hide. Leave all belongings behind.
- HIDE: Find cover from gunfire, lock doors, move away from entrances, remain quiet, and switch phones to silent.
- TELL: Dial 999 when safe, giving location, details of attackers, and casualties.

Emission of Toxic Gas / Gas Leak

- Notify everyone in the area, evacuate the vicinity, and inform venue staff.
- Do not sound the fire alarm, switch electrical devices on/off, or attempt to locate the leak.

- Venue staff will coordinate evacuation to a safe assembly point. Administration will account for all registered members.

Structural Failure / Lighting Failure

- In the event of structural failure or major lighting failure, members will be evacuated calmly. Unsafe areas will be cordoned off.
- Emergency exit lighting and venue torches will illuminate safe exit routes. If a parent/guardian is not present, administration will contact emergency contacts and wait safely with the child.

Managing Disorderly Behaviour / Robbery / Overcrowding

- Disorderly Behaviour / Fights: Notify IDH coaches or venue staff immediately. DO NOT GET INVOLVED. Staff will dial 999 for Police Scotland and move members to a secure area until authorities arrive.
- Robbery / Attempted Robbery: Prioritize safety and comply with directions to diffuse tension. Notify police via 999 and retain all witnesses on-site for statements.
- Overcrowding: Stop new arrivals, implement crowd control with venue staff, open emergency doors, and ask parents/guardians to collect children if necessary.