

# **Oxford University Cycling Club**

## **Emergency Incident Procedure**

**2008/2009**

If an incident occurs and involves any of the following then the University's Emergency Incident Procedure should be followed.

- Any of the Emergency Services
- A visit to the hospital
- Any incident which could involve negative media attention

### ***In Case of Emergency***

- 1) Ensure that you and the other group members are safe
- 2) Get first aider (if present) to treat the casualty – call the Emergency Services if necessary and follow their instructions.
- 3) Ring one of the appropriate phone numbers on the blue card included with every first aid kit and be ready to give the following information:
  - Your name
  - The Club/Group you are with
  - A brief description of the incident
  - Location of the incident
  - The telephone number from which you are calling
  - Your location (It is important that you stay @ this location)
- 5) Once the injured person has been removed, bring any of their equipment back either with the help of passers-by or organise for someone to come and pick it up.
- 6) Fill out an Accident Report Form which will include the following details:
  - The name(s) and the numbers of people involved
  - Details of any injuries/death
  - The name of the hospital where any casualties have been taken
  - Brief details of any vehicles involved if a road accident has occurred
  - The name and number of any Police Officer involved with the incident with their contact telephone number



## **To Safeguard against Incidents**

- Every member is provided with a Members Handbook which contains a section on riding safely in a group.
- Members leading groups are to signal significant potholes and parked cars by both shouting and pointing. 'On the left/right/middle!' is the standard thing to shout, whilst if there is a vehicle behind, shouting 'Car up!' warns everybody to keep in. If necessary, e.g. a narrow road, oncoming cars should be signalled by shouting 'Car Down!'
- Members encouraged to use a helmet, gloves and armour as necessary.
- First Aid kits carried by designated ride leader.
- Every effort is made to make sure a First Aider accompanies club trips.
- Mobile phone to be taken on all trips.
- Encourage sensible cycling and routes appropriate to the level of skill.
- Maximum of 2 abreast on roads, where conditions allow.

## **Key Telephone Numbers**

Toby Weatherall : 07551 978 349  
Stephen Hill : 07912 646 015  
Nils Gustafsson : 07506 125 502  
Lawrence Walton : 07733 005 424  
Sophie Pooley : 07841 355 600  
Jonathan Marchini : 07730 614082