



UK TAEKWONDO COMMISSION

EMERGENCY ACTION PLAN

Generic Club Template — MUST be completed for each venue

Club / School Name	
Venue / Dojang	
Venue Address	
Plan Owner / Responsible Person	
Effective From	
Review Date	
Version	

EMERGENCY PRINCIPLE: PROTECT • ALERT • ASSIST • RECORD

This template is designed to be completed, checked and displayed/kept readily available at each UKTKDC club venue. It must be adapted to the actual premises, activities, staffing arrangements, venue rules, emergency access arrangements and local circumstances.

Emergency services: Call 999 when there is an immediate threat to life, serious injury, fire or another emergency requiring urgent assistance.

EMERGENCY QUICK REFERENCE — COMPLETE BEFORE USE

Venue Address	
Main Access / Emergency Services Access Point	
Emergency Exits	
Assembly Point	
Nearest First-Aid Kit	
AED Location	
Named First Aider	
Safeguarding Lead	
Venue Emergency Contact	
Emergency Parent/Carer Contact Method	
Incident Recording Route	

BEFORE EVERY SESSION

- Confirm exits and access routes are clear and usable.
- Confirm the first-aid kit is accessible and appropriately stocked.
- Confirm the AED location is known and accessible where one is provided.
- Ensure instructors/assistants know who the named first aider and safeguarding lead are.
- Confirm attendance/membership and emergency contact information are available through the club's approved system.
- Check the training area for obvious hazards and take appropriate action before training starts.

1. VENUE, ACCESS AND EMERGENCY INFORMATION

This section must contain venue-specific information. Do not leave it dependent upon local knowledge. A substitute instructor should be able to use this plan safely.

Full Venue Address	_____
Training Hall / Room	_____
Primary Entry Point	_____
Emergency Services Access Point	_____
Key / Access Code / Access Arrangements	_____
Emergency Exits	_____
Assembly Point	_____
Alternative Assembly Point	_____
Parking / Ambulance Access	_____
Venue Emergency Contact / Telephone	_____

Attach or insert a simple venue plan showing the training area, exits, first-aid kit, AED, assembly point and emergency-services access route.

Venue plan attached: ☐ Yes ☐ No Date checked: _____

2. FIRST AID AND AED ARRANGEMENTS

Named First Aider	Name: _____	Contact: _____
Deputy / Alternative First Aider	Name: _____	Contact: _____
First-Aid Kit Location	_____	
AED Location	_____	
AED Access / Retrieval Instructions	_____	
Venue Emergency Phone / Contact	_____	
Nearest Appropriate Emergency Department	_____	

Operational procedure:

- Assess the situation and make the area safe where possible.
- Obtain appropriate first aid within the limits of the first aider's training.
- Call 999 where emergency medical assistance is required.
- Send a responsible person to meet and direct emergency services if appropriate.
- Do not move an injured person unnecessarily where a serious spinal, head, neck or other major injury is suspected, unless required to remove them from immediate danger.
- Use the AED in accordance with its instructions and follow the emergency operator's directions where applicable.
- Record the accident/incident using the club's approved reporting process.

3. SERIOUS INJURY / MEDICAL EMERGENCY

If a serious injury or medical emergency occurs:

1. STOP TRAINING and make the immediate area safe.
2. Assess the casualty and summon the named first aider.
3. Call 999 if the condition appears life-threatening, serious or requires urgent medical attention.
4. Provide first aid only within the responder's competence and training.
5. Ask another responsible adult to control the remainder of the class and keep other participants away from the casualty.
6. Arrange for a responsible person to meet emergency services at the agreed access point.
7. Contact the parent/carer where the participant is a child, using the club's approved contact arrangements.
8. Do not make speculative statements about diagnosis, blame or liability.
9. Record the event promptly using the club's accident/incident reporting procedure and consider whether further notification or reporting is required.

Important: A serious injury should be managed according to the circumstances and the first aider's training. The club should not delay emergency medical assistance while attempting to complete paperwork.

4. FIRE / EVACUATION PROCEDURE

On discovering or being alerted to fire or another immediate evacuation threat:

- Raise the alarm / follow the venue's alarm procedure.
- Stop training immediately.
- Instruct everyone to leave by the nearest safe emergency exit.
- Do not use lifts where evacuation guidance prohibits their use.
- Do not stop to collect unnecessary personal belongings.
- Assist children and anyone who may require reasonable assistance, without placing yourself at unreasonable risk.
- Proceed to the designated assembly point.
- Take attendance/register information where this can be done safely.
- Report missing persons immediately to the emergency services/venue responsible person. Do not re-enter the building to search.
- Do not re-enter until authorised by the responsible authority/emergency services.

Alarm / Fire Procedure	
Primary Exit	
Secondary Exit	
Assembly Point	
Person responsible for attendance check	

5. MISSING CHILD PROCEDURE

A missing child must be treated as a safeguarding concern. Act promptly, remain calm and avoid creating unnecessary alarm.

- Confirm that the child is actually missing and establish the last known location/time.
- Immediately inform the instructor in charge and named safeguarding lead.
- Secure the remaining children and maintain appropriate supervision.
- Search the immediate safe areas, toilets, changing areas and agreed venue locations without compromising supervision of other children.
- Ask the venue responsible person to assist where appropriate.
- If there is a credible risk that the child has left the venue, been taken, is in danger, or cannot be located promptly, contact the police on 999 where an immediate danger exists, or 101 where appropriate.
- Contact the parent/carer in accordance with the club's safeguarding procedure and circumstances.
- Record the concern, actions taken, times and outcome.
- Preserve relevant information and consider whether the matter requires further safeguarding referral or review.

Safeguarding Lead	Name: _____	Contact: _____
Deputy Safeguarding Lead	Name: _____	Contact: _____
Venue Contact	Name: _____	Contact: _____
Police / Emergency Contact Procedure	_____	

6. PARENT / CARER CONTACT ARRANGEMENTS

The club must maintain an appropriate method of contacting parents/carers of children attending training. Emergency contact information must be held and handled securely.

Approved Contact Method	☐ Telephone ☐ SMS ☐ Club system ☐ Other: _____
Emergency Contact Record Location	_____
Person authorised to make emergency contact	_____
Alternative contact procedure if parent/carer cannot be reached	_____

Do not disclose personal information to an unverified person. Follow the club's safeguarding and data-protection procedures when communicating with parents/carers.

7. SAFEGUARDING EMERGENCY RESPONSE

Any immediate concern that a child or adult may be at risk of significant harm must be acted upon promptly. The safeguarding lead should be informed as soon as practicable, subject to the need to contact emergency services first.

- If there is immediate danger or a suspected serious crime, contact 999.
- Listen calmly and take concerns seriously.
- Do not promise confidentiality or conduct an investigative interview.
- Record factual information, including what was seen, heard or disclosed and the time/date.
- Pass the concern to the named safeguarding lead in accordance with the club's safeguarding policy.
- Where required, refer or report to the appropriate statutory safeguarding/police authority.
- Store records securely and restrict access to those with a legitimate safeguarding need.

Named Safeguarding Lead	Name: _____	Contact: _____
Deputy Safeguarding Lead	Name: _____	Contact: _____
Local Safeguarding Authority / Referral Route	_____	

8. INCIDENT RECORDING AND FOLLOW-UP

All accidents, incidents and safeguarding concerns must be dealt with under the relevant UKTKDC/club policy. This emergency plan does not replace the club's accident, incident, safeguarding, complaints or RIDDOR procedures.

Accident / Incident Form Location	
Safeguarding Concern Form Location	
Responsible Person for Record	
Club Incident Reporting Route	
UKTKDC Notification Route (if applicable)	
Insurance Notification Route	

After an emergency, consider:

- Was everyone accounted for?
- Was appropriate first aid/emergency assistance obtained?
- Were parents/carers informed appropriately?
- Was the safeguarding lead informed where relevant?
- Does the incident require statutory or regulatory reporting?
- Does the risk assessment need updating?
- Does the venue need to be notified?
- Does the club need to review training, supervision or equipment?
- Are any further welfare/support arrangements required?

9. INSTRUCTOR / ASSISTANT EMERGENCY RESPONSIBILITIES

All instructors and assistants should know, before commencing a session:

- where the emergency exits are;
- where the assembly point is;
- how emergency services access the venue;
- where the first-aid kit is;
- where the AED is, if provided;
- who the named first aider is;
- who the safeguarding lead is;
- how parent/carer emergency contact information is accessed;
- how attendance is checked;
- how accidents/incidents are recorded; and
- who takes overall command if the lead instructor is unavailable.

COMMAND PRINCIPLE

In an emergency, the instructor in charge should establish control, protect participants, summon appropriate assistance, delegate tasks clearly and avoid unnecessary risk. Emergency services and venue emergency procedures take priority where applicable.

10. CLUB-SPECIFIC COMPLETION & REVIEW CHECKLIST

CHECK	COMPLETED	DATE / INITIALS
Venue address verified	☐	_____
Emergency services access point verified	☐	_____
Emergency exits checked	☐	_____
Assembly point confirmed	☐	_____
First-aid kit location confirmed	☐	_____
AED location confirmed (if available)	☐	_____
Named first aider confirmed	☐	_____
Safeguarding lead confirmed	☐	_____
Venue emergency contact confirmed	☐	_____
Parent/carer contact procedure confirmed	☐	_____
Missing child procedure briefed	☐	_____
Serious injury procedure briefed	☐	_____
Fire/evacuation procedure briefed	☐	_____
Incident recording route confirmed	☐	_____
Venue plan attached / displayed	☐	_____
Relevant risk assessments reviewed	☐	_____
Insurance arrangements checked	☐	_____
Staff/volunteer emergency responsibilities briefed	☐	_____
Document reviewed and version controlled	☐	_____

Completed By	_____
Role	_____
Date	_____
Next Review	_____
Approved / Authorised By	_____

11. IMPORTANT LEGAL & OPERATIONAL NOTE

This template is a generic emergency action framework and must be adapted to the individual club, venue, activity and circumstances. It is not a substitute for legal advice, statutory guidance, venue emergency procedures, professional medical advice, safeguarding procedures or the club's risk assessments.

The club should ensure that the completed plan is consistent with applicable UK legislation and official guidance, including relevant health and safety, safeguarding, fire safety, first-aid, equality, data protection and reporting requirements. Requirements may differ between England, Wales, Scotland and Northern Ireland.

The existence of this document does not itself demonstrate legal compliance. It should be implemented, communicated, practised where appropriate, reviewed and updated whenever there is a significant change to the venue, activity, staffing, emergency arrangements or relevant law/guidance.

**PROTECT PEOPLE FIRST • CALL FOR APPROPRIATE HELP • FOLLOW THE CLUB PROCEDURES • RECORD
ACCURATELY**