

**Emergency Action Plan  
Glasgow Ski & Snowboard Centre  
July 2024**

# EMERGENCY ACTION PLAN

for

**Facility Name:**

GLASGOW SKI & SNOWBOARD CENTRE CLUB

**Facility Address:**

16 DUMBRECK ROAD,  
BELLAHOUSTON PARK,  
GLASGOW, G41 5BW

DATE PREPARED: 05/01/2022

REVISED: 16.07.24

## **EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS**

DESIGNATED RESPONSIBLE OFFICIAL 1 -

Name: Julie Vinter Phone: 07814 178 403

DESIGNATED RESPONSIBLE OFFICIAL 2 -

Name: Hugh Barclay Phone: 07986 570 997

EMERGENCY COORDINATOR:

SHIFT MANAGER / SUPERVISOR PRESENT AT TIME OF INCIDENT

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

ASSOCIATED STAFF PRESENT AT TIME OF INCIDENT

Date 05/01/2022  
Revised 16.07.24

# EVACUATION ROUTES

1. Emergency exits  
Front door, bar double doors, back door, Ski store sliding doors.
2. Primary and secondary evacuation routes  
The nearest door which is safe to exit.
3. Locations of fire extinguishers  
Office, Bar, Ski Store, Instructor's store, meeting Room and workshop
4. Fire alarm break glass stations' location  
Front door entrance and hallway outside office
- a. Assembly points  
Bottom of the car park

## **EMERGENCY PHONE NUMBERS**

CALL 999 IN CASE OF EMERGENCY AND ASK FOR RELEVANT EMERGENCY SERVICE. FIRE BRIGADE, POLICE OR AMBULANCE OR A COMBINATION.

## **UTILITY COMPANY EMERGENCY CONTACTS**

(Specify name of the company, phone number and point of contact)

**ELECTRIC:** British Gas call emergency central number - 105

**WATER:** CLEAR BUSINESS WATER 0333 014 3131

**GAS:** NOT APPLICABLE

**TELEPHONE COMPANY:** MAC SYSTEMS 01415838800

**Alarm Company :** 07814027330

Date: 05/01/2022

Updated – 16.07.24

## **EMERGENCY REPORTING AND EVACUATION PROCEDURES**

Types of emergencies to be reported by employees are:

- MEDICAL
- FIRE
- SEVERE WEATHER
- BOMB / TERRORIST THREAT
- STRUCTURE CLIMBING / DESCENDING
- EXTENDED POWER LOSS

## MEDICAL EMERGENCY

- Call 999:

- Ambulance
- Fire Department
- Police

Provide the following information:

- a. Nature of medical emergency,
  - b. Location of the emergency (Glasgow Ski & Snowboard Centre, 16 Dumbreck Road, Bellahouston Park, Glasgow, G41 5BW), and
  - c. Your name and phone number from which you are calling. (0141 427 499)
- Do not move victim unless absolutely necessary.
  - Alert staff member/s trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help.
  - If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
    1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
    2. Clear the air passages using the Heimlich Maneuver in case of choking.
  - In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.



## **FIRE EMERGENCY**

*When fire is discovered:*

- Activate the nearest fire alarm
- Notify the local Fire Department by calling 999.

*Fight the fire ONLY if:*

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter.

*Designated Official, Emergency Coordinator or supervisors must:*

- Coordinate an orderly evacuation of personnel.

*Staff must:*

- Ensure that all employees have evacuated the area.
- Report any problems to the Emergency Coordinator at the assembly area.

*Assistants to Physically Challenged should:*

- Assist all physically challenged employees in emergency evacuation.

## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long-term power loss.
  - Fire sprinkler system
  - Standpipes
  - Potable water lines
  - Toilets
- Add propylene-glycol to drains to prevent traps from freezing
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

## STRUCTURE CLIMBING/DESCENDING EMERGENCIES

Structure Type	Location
Poma Pylon	Main Slope
Flood Light	All slopes
Clubhouse Roof	Clubhouse

Call 999 if any structure climbing / descending emergency occurs.

# TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

<p style="text-align: center;">VOICE CHARACTERISTICS</p> <p> <input type="checkbox"/> Loud            <input type="checkbox"/> Soft  <input type="checkbox"/> High Pitch    <input type="checkbox"/> Deep  <input type="checkbox"/> Raspy          <input type="checkbox"/> Pleasant  <input type="checkbox"/> Intoxicated    _____  <span style="margin-left: 100px;">Other</span> </p> <p style="text-align: center;">ACCENT</p> <p> <input type="checkbox"/> Local            <input type="checkbox"/> Not Local  <input type="checkbox"/> Foreign        <input type="checkbox"/> Region  <input type="checkbox"/> Race         </p>	<p style="text-align: center;">SPEECH</p> <p> <input type="checkbox"/> Fast            <input type="checkbox"/> Slow  <input type="checkbox"/> Distinct       <input type="checkbox"/> Distorted  <input type="checkbox"/> Stutter        <input type="checkbox"/> Nasal  <input type="checkbox"/> Slurred        _____  <span style="margin-left: 100px;">Other</span> </p> <p style="text-align: center;">MANNER</p> <p> <input type="checkbox"/> Calm            <input type="checkbox"/> Angry  <input type="checkbox"/> Rational       <input type="checkbox"/> Irrational  <input type="checkbox"/> Coherent      <input type="checkbox"/> Incoherent  <input type="checkbox"/> Deliberate    <input type="checkbox"/> Emotional  <input type="checkbox"/> Righteous     <input type="checkbox"/> Laughing         </p>	<p style="text-align: center;">LANGUAGE</p> <p> <input type="checkbox"/> Excellent      <input type="checkbox"/> Good  <input type="checkbox"/> Fair            <input type="checkbox"/> Poor  <input type="checkbox"/> Foul            _____  <span style="margin-left: 100px;">Other</span> </p> <p style="text-align: center;">BACKGROUND NOISES</p> <p> <input type="checkbox"/> Factory        <input type="checkbox"/> Trains  <input type="checkbox"/> Machines      <input type="checkbox"/> Animals  <input type="checkbox"/> Music          <input type="checkbox"/> Quiet  <input type="checkbox"/> Office         <input type="checkbox"/> Voices  <input type="checkbox"/> Machines      <input type="checkbox"/> Airplanes  <input type="checkbox"/> Street         <input type="checkbox"/> Party  <input type="checkbox"/> Traffic         <input type="checkbox"/> Atmosphere         </p>
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## BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address?

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call 999 and relay information about call.

Did the caller appear familiar with the Club (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist. Notify Julie Vinter immediately.