



Procedure	Northumbria Blood Bikes Procedure: What To Do In An Emergency		
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Approved:	October 2015	By:	Executive Committee
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A. Why do we need this Procedure

The circumstances in which an 'emergency' can be deemed to arise are extremely wide. This Procedure does not attempt to list all of the circumstances but provides advice to members on the basic, essential, action to take. Further action should be tailored to the circumstances.

This procedure is not intending to cover riding and / or driving on an emergency 'call-out' except where an incident then takes place that itself can be deemed to be an emergency.

B. Who is Responsible for this Procedure

The Secretary of the group is responsible for the maintenance of this procedure.
The Executive Committee is responsible for approving this procedure.

C. When will this Procedure be reviewed

The procedure will be reviewed a maximum of one year following its approval.

D. How will changes be notified

The latest version of the procedure will be made available via the members' library on the group website. New versions will be announced via email to all members and to the executive committee.

1. Aim of Procedure

- 1.1.** All members to be aware of this procedure and be able to follow it thus minimising the impact of the incident on the group, local hospitals and the public.

2. Types of Emergency

- 2.1.** Whether an incident is declared as an 'emergency' will initially be defined by the member who is involved / at scene.
- 2.2.** Members should be aware of group Health and Safety procedures and follow these at all times.
- 2.3.** Some emergencies will require specific action under the law e.g. informing the police of an accident involving injuries, this will take precedence over other actions in this procedure.
- 2.4.** Incidents involving loss of, potential damage to items carried for the N.H.S. must be reported following the guidance in the group's "MHRA Blood Box Handling" training module.

3. Actions

- 3.1.** All group vehicles have breakdown cover, either via the NABB AA policy or, if a new vehicle, the manufacturer's bespoke policy. In the event of a breakdown or e.g. flat tyre the breakdown company should be contacted first. After contact has been made, or attempted but not successful, the member should follow points at 3.2 – 3.4 below.
- 3.2.** After contacting the emergency services or breakdown services, if appropriate, the member involved should contact the shift controller / co-ordinator on 0191 228 6495. They should report any injuries, damage etc. and if necessary request support. They should agree with the shift controller / co-ordinator whether the Committee need to be immediately informed and which of them is best placed to do so.
- 3.3.** The shift controller / co-ordinator will, as necessary, contact the hospital(s) involved, other groups involved in a relay and, if agreed, the Committee.
- 3.4.** The group Emergency Number to inform and seek advice is 0191 364 3064.
- 3.5.** The Committee member taking the call will gather and record all the information and advise on the best course of further action.
 - 3.5.1.** The committee member taking the call will inform and involve other committee members as appropriate.
- 3.6.** An incident report form is held on the website and is also available from the Secretary. This form should be completed and returned to the Secretary for any emergency incident.

4. Exceptions and Variations

- 4.1.** There are no exceptions or variations to this policy.

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Version Control and History

Date	Version	Author:	Reason For Change
13.10.2015	1.0	Peter Robertson	First Version