

# Sports Beijing Emergency Protocol and Incident Management 场地紧急处理预案

Sports Beijing strives to make our activities safe for our young athletes, but there is always the possibility that an injury will take place during training or competition.

Sports Beijing 致力于青少年的体育运动，但是受伤是运动场上不可避免的情况之一。

## Prevention 预防

Sports Beijing staff, coaches and volunteers should do our best to minimize the risk of injury. Prevention can take a few different forms:

Sports Beijing 的员工，教练和志愿者应该竭尽所能避免伤病的发生，预防措施主要体现在以下几个方面。

- **Safe Field:** Coaches should ensure a safe playing surface prior to training for any possible sources of injury or risks
- 保证场地的安全性。
- **Sound Planning:** Planning ahead for safe activities and drills will help you execute safe and effective training sessions
- 合理有序的安排授课计划。
- **Active Supervision:** Coaches should be able to survey your entire training session and note the status of the players and their surroundings. Never leave a player unsupervised and never leave the training grounds until each participant has been picked up by a parent or guardian.
- 主动的观察课程的随时情况，注意学员的动态，不能单独留下无人监管的学员，在所有学员都有家长陪伴或者被接走的情况下才能离开。
- **Know Your Players:** Be aware of any preexisting conditions or limitations that may put your players at risk of injury.
- 了解你的学员，知道什么情况对他们危险的。

First, you should know whether or not there is nurse available to you or not. If there is a nurse, where is that nurse and how can they be reached?

首先教练需要知道场地是不是有护士提供急救医疗服务，如果有，需要知道具体位置。

**At ISB**, there is a nurse available for all weekend activities.

周末 ISB 的护士会。

Visit the nurse's office to be sure you know where it is. The nurse's office at ISB is:

确保你知道护士的办公室在哪里

Room Number 1206 (Just north of the Black Box)

护士办公室 1206，剧院旁边

Nurse's Room landline telephone number: 8149 2345 ext. 1206 or 1207

护士办公室电话是 81492345-1206/1207

If the nurse is not there, she leaves a sign on the door with her phone number.

You may also call International SOS Alarm Center: 6462-9100

如果护士不再，可以参考护士留在门上的联系电话。

Sports Beijing staff at the ISB Main Entrance

Sports Beijing Weekend Duty Mobile phone number: 15210523150

ISB 的执勤人员在 ISB 教学楼的正门，联系电话是 15210523150.

**At WAB**, for Saturdays and Sundays the nurse sits outside in good weather, or by the cafeteria. She has a first-aid kit with her.

WAB 周六和日，护士在足球和橄榄球的训练时间内。

如果天气好护士做坐在外面的帐篷里面，如果天气不好护士会坐在旁边的餐厅或者体操馆里面。

Sports Beijing Weekend Duty Mobile phone number: 15210523150

Sports Beijing 人在 ISB 的执勤人员在 ISB 教学楼的正门，联系电话是 15210523150.

**At BSB and BCIS**, you can always contact Sports Beijing Weekend Duty Staff at 15210523150.

在英国国际学校和乐城国际学校联系 SportsBeijing 执勤人员，电话是 15210523150.

## Emergency Protocol 紧急情况

The following procedures are to be followed in case of an injury or medical emergency during Sports Beijing activities. It is intended for all SBJ staff, coaches and volunteers. You should make yourself aware of how to proceed when an injury or other medical emergency occurs.

下面的处理情况适用于在 Sports Beijing 的活动中发生的受伤和医疗紧急情况，所有 SBJ 的员工，教练和志愿者都必须了解如何处理。

### What to do in case of an injury/emergency:

#### 如何做

- Give your immediate, full attention to the injured player.
- 立即观察受伤学员情况
- Continue to monitor the rest of the players.
- 继续保持队其他学员的监管
- Stay calm and composed.
- 冷静沉着
- Evaluate the severity of the injury
- 评估伤情严重性
- For any of these **life threatening conditions**:
- 威胁到生命的情况
  - Loss of consciousness
  - 失去意识
  - Cessation of breathing/pulse
  - 呼吸和脉搏暂停
  - Neck or Back injury is suspected (avoid moving the injured player)
  - 颈背部受损（不可移动学员）
  - Open fracture or fracture of major limb
  - 开放性骨折或者肢体骨折
  - Severe heat exhaustion/heatstroke
  - 严重发热或心脏抽搐
  - Severe Bleeding
  - 大量出血

#### Seek medical attention immediately

#### 立刻寻找医疗护理

#### WEEKENDS, life threatening conditions, when a nurse is on site:

周末，威胁生命情况，当有护士在场：

1. The coach should call the nurse and have another coach/parent/athlete go to the nurse's station  
教练应该叫来护士并要求助教或者家长或者其他学员陪同去护士站
2. Coach will notify Sports Beijing weekend duty staff  
教练通知 Sports Beijing 的执勤人员
3. Sports Beijing staff will notify parents  
Sports Beijing 执勤人员通知家长
4. Nurse will assess the athlete's condition and provide first aid  
护士诊察上元情况并急救
5. Nurse or coach will retrieve nearest AED/spine board if needed  
如果需要护士或者教练需要可以使用心脏急救设备

6. Nurse or coach will call for an ambulance

Ambulance: **120**

护士或者教练打 120

*Information for ambulance: Name, location, condition of athlete, directions*

救护车需要信息: 名字, 地点, 伤员伤情, 方向

7. Coaches will clear the field/gym area of students, parents, staff, etc.

教练清理场地上的学员家长和员工。

8. Designated coach, volunteer or SBJ Duty Staff should direct ambulance to athlete location,

被指派的教练, 志愿者或者 SBJ 的员工要指挥救护人员去伤员处

9. Nurse will provide necessary care until ambulance arrives

护士需要在救护人员抵达前提供必要的照顾

10. Nurse will make her recommendation of hospital; if possible the parents will be asked by nurse or SBJ staff which hospital they prefer

护士可以推荐要去的医院, 如果可能护士或者 SBJ 员工需要问家长选择的医院

11. Coach and/or parent will accompany athlete to hospital

教练或者家长陪伴伤员去医院

**WEEKENDS, not life-threatening condition, nurse on site:**

周末, 无生命危险, 有护士

Examples of Not life-threatening conditions include: Sprains, minor fracture, cuts and scrapes

无生命危险包含: 扭伤, 轻微骨折, 破口, 擦伤

1. Coach or designated alternate will alert Nurse

教练或者指定人士通知护士

2. Nurse will determine extent of injury and provide treatment

护士决定如何处理伤情

3. Coach will notify Sports Beijing staff

教练通知 Sports Beijing 的员工

4. Sports Beijing staff will notify parents, parents may choose to come to the venue  
Sports Beijing 员工通知家长, 家长可以选择来现场

5. In case the nurse determines a hospital visit is necessary, parents should be asked which hospital they prefer.

如果护士觉得去医院是必要的, 那么要问家长选择去哪家医院

6. Coach and/or parent will accompany athlete to hospital by taxi or family car

教练或家长应该陪伴受伤学员去医院

**WEEKDAYS, when there is not a nurse on site:**

周中, 无护士

1. Coach must assume responsibility and assess the severity of the problem

教练需要负起责任评估伤情

2. If the coach determines it is a life-threatening condition:

如果教练觉得威胁生命

a. Loss of consciousness

失去意识

b. Cessation of breathing/pulse

脉搏或者呼吸暂停

c. Neck or Back injury is suspected (avoid moving the injured player)

颈背部受伤 (避免移动伤员)

d. Open fracture or fracture of major limb

开放性骨折或者肢体骨折

e. Severe heat exhaustion/heatstroke

严重发热或者心脏抽搐

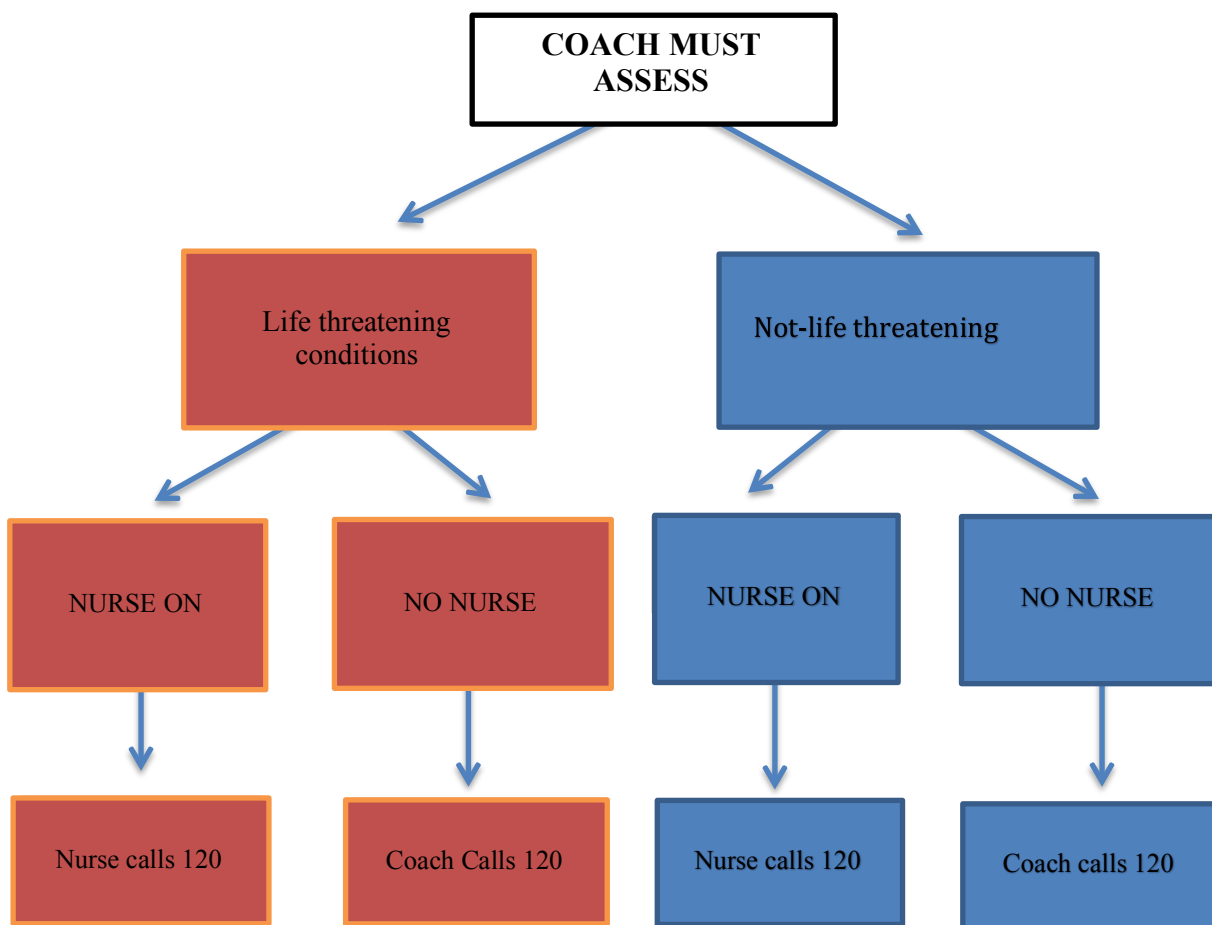
f. Severe Bleeding

大量流血

**Coach must seek medical attention immediately**

**教练必须立刻寻找医疗护理**

3. Coach or designated parent/staff must call for ambulance if necessary  
教练或者家长或者 SBJ 员工打电话找救护车
4. Designated coach, player or parent must retrieve nearest AED  
教练, 学员或者家长必须取回心脏急救设备
5. Designated coach, parent or student must direct ambulance to athlete location  
教练, 家长或者学生必须指引救护车到伤员处
6. Coach or staff should accompany athlete to hospital  
教练或者员工需要陪伴伤员到医院
7. Sports Beijing should be notified by the coach  
教练应该通知 Sports Beijing



## Hospitals

### **United Family Health Shunyi Clinic**

Address: Pinnacle Plaza, Unit 806, Yuyang Road, Tian Zhu, Shunyi District, Beijing  
101312

北京市顺义区天竺镇榆阳路荣祥广场 806 号邮编：101312

Hours: M-F 9:30-7:30pm; Sat. & Sun. 9:30-4:30pm

### **Beijing United Family Hospital and Clinics**

Address: 2 Jiangtai Road, Chaoyang District, Beijing 100015

北京和睦家医院中国北京朝阳区将台路 2 号 邮编：100015

Hours: 24hrs

Emergency Number: **+86 (10) 5927 7120**

**ISB&BSB: Send to UFH Shunyi Clinic; WAB&BCIS: BJU Lido**

**ISB 或者 BSB 的可以去和睦家医院荣祥广场诊所，WAB 或者 BCIS 的可以去和睦家丽都诊所**