



Kent Police Archery Club



EMERGENCY PLAN

2026

Outdoor and Indoor Ranges

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VERSION CONTROL	AMENDMENT REVIEW
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NUMBER	AUTHOR	DATE	
1	Jackie Crosby	October 2017	Amendment
2	Steve Ridley Chairman update	October 2018	Amendment
3	Steve Ridley Chairman Review	November 2018	Review N/C
4	Steve Ridley Chairman Review	October 2019	Review N/C
5	Steve Ridley Chairman Review	November 2020	Review N/C
6	Steve Ridley Chairman Update	March 2021	Amendment
7	Steve Ridley Chairman Update	October 2022	Amendment
8	Steve Ridley Chairman Update	January 2023	Amendment
9	Steve Ridley Chairman Update	July 2023	Amendment
10	Steve Ridley Chairman Update	April 2024	Amendment
11	Steve Ridley Chairman Update	January 2025	Amendment
12	Steve Ridley Chairman Update	November 2025 for 2026	Amendment

1 AIM

This plan exists to provide guidance by way of 'actions' in the initial stages of an emergency occurring on Police property, in order to mitigate and provide for the safety of people, property and facilities. It is important that ALL members of the Kent Police Archery Club along with any guests and visiting archers are familiar with the information, and actions required in this document if an incident occurs and which can be negated by applying and adhering to the rules and regulations set by Kent Police, KPRA, and the KPAC. There are however some identifiable hazards that are unique to the specific locations and use of KPAC outdoor and indoor ranges.

OUTDOOR RANGE:

- The outdoor range / field could also be used as a helicopter landing site for Police, Ambulance and the Military.
- There is a fire assembly point located on the skid pan adjacent to the field.
- Occasionally the Kent Police dogs are exercised on this field.

2 RESPONSIBILITY

The responsibility for instigating this plan in the event of an emergency will be as follows (in the following order) –

- Field Captain normally most senior /experienced archer /person on field at the relevant time – It is a requirement that a Field Captain must be appointed from the archers present before any shooting commences.

- Senior Archer present
- Club Secretary
- Force Incident Manager (FIM), Kent Police

During any emergency or other incident, on occasions it may be necessary to hand over control of the field /range to another organisation such as the Police, Fire Service, or Ambulance. The above nominated person(s) may be required to sign over their control until the emergency or incident is under control, and has been resolved or has moved into a recovery phase, whereupon control of the field /range will be handed back to the nominated person from KPAC. All individuals present have a responsibility and a duty of care to assist as directed by the above individuals to clear identified hazards.

2.1 Assembly Points - There are numerous assembly /muster points situated within close proximity of the area of the outdoor range. The most relevant are likely to be –

1. On the skid pan adjacent to the field
2. Car park area adjacent to the main building Reception

3 ACTIVATION BY FIELD CAPTAIN (or another nominated person)

ASSEMBLY POINTS	
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1	On skid pan adjacent to the field
2	Car park area adjacent to the main building reception

First Aid Kit 1 – located in Club Container 2 (The Ridley Container) hanging at front by entrance
First Aid Kit 2 – Located in the front reception of the Firearms Range
First Aid Kit 3 – Located in the front reception of the main building complex
KPAC Secretary Emergency Contact Number - 07771817636

Give the archery command of FAST before following any of these actions

IN ALL EMERGENCIES/INCIDENTS Contact 999 or 101

4 ACTIONS:

- 001 If appropriate inform most relevant emergency service • Police • Fire • Ambulance
- 002 The Nominated individual to delegate others to assist in carrying out these actions
- 003 Direct someone with warrant or barrier card to attend front barrier to assist emergency services in gaining access
- 004 Inform Force Incident Manager (FIM) via 999 (as above) or 101 as appropriate
- 005 Inform Club Secretary (07771817636) if not present or aware of incident
- 006 Instruct everyone to leave their equipment behind
- 007 Direct everyone to the most appropriate assembly point (as listed above)
- 008 Obtain first aid kit / defib (if required and relevant in situation)
- 009 Create a list of a persons present at first assembly, compare to attendance list to ensure everyone is accounted for
- 010 Follow any additional instructions given by the FIM
- 011 Confirm to FIM / Senior command of any attending emergency service 'head' count as per list, immediately advise if there is an imbalance of persons present compared to attendance list, advise of incident type and circumstance

IN THE EVENT OF A HELICOPTER LANDING (in Emergency / Incident - not routine landings)

012 Follows actions 001 to 011

013 Instruct archers to collect arrows from target – DO NOT score these arrows

014 Lay targets on floor, or remove targets from stands (if straw) and lay flat on the floor

015 Lay stands flat on the floor. Take down perimeter rope /supports and warning signs

016 Instruct everyone to go to assembly point 1 IN THE EVENT OF FIRE/EXPLOSION IN EQUIPMENT CONTAINERS (1 & 2) OR SHED 3

017 Direct everyone to assembly point 4 adjacent to SKID PAN IN THE EVENT OF FIRE/EXPLOSION

018 If other incident other than incident as 016 - Direct everyone to assembly point 1 or 2

INDOOR RANGE:

- The Indoor range is created within the Kent Police Firearms Range at the Training School Complex in Coverdale Road, Maidstone
- The fire assembly point is at :- The Skid Pan
- The Firearms range as members will appreciate is a sensitive and secure location, and anything that the club does within the building must not change that condition. (security is paramount)

5 RESPONSIBILITY

The responsibility for instigating this plan in the event of an emergency will be as follows – (In the following order)

- Field Captain (normally most senior /experienced archer at the relevant time – A Field Captain must be appointed before shooting commences within the indoor range
- KPAC nominated “Keyholder” – This could be:- Steve Ridley, Heather Ridley, Gavin Humphrey, Shaun Ravate, Finlay Hastings, Sam Mallion, and Sally Wright whoever is present at the specific time.
- Senior Archer present
- Club Secretary
- Force Incident Manager (FIM), Kent Police
- On call Tactical Firearms Officer (07968730682)
- KP Firearms Range Manager (T/Insp Mark Bowker - 07971902339)
- Tac Advisor (07980683407)

During an emergency or other incident, on occasions it may be necessary to hand over control of the indoor range to another organisation such as the Police, Fire Service or Ambulance. The above nominated person(s) may be required to sign over their control until the emergency or incident is under control, has been resolved or has moved into a recovery phase, whereupon control of the Indoor range will be handed back to the nominated person from KPAC. All individuals present have a responsibility and a duty of care to assist as directed by the above individuals to clear identified hazards.

5.1 Assembly Points There are a number of assembly/muster points situated in the area of the Indoor range and within the Training School Complex. These will be advised in due course once the indoor range become operational.

6 ACTIVATION BY FIELD CAPTAIN (or another nominated person)

ASSEMBLY POINTS

1	The Skid Pan
2	Any other location directed by (FC), nominated keyholder on day
3	Any other location directed by FIM
4	Any other location directed by Senior commander of attending emergency service.

First Aid Equipment Location & Emergency contact number
First Aid Kit 1 – Firearms Range Reception Area Counter
First Aid Kit 2 – Within Firearms Range First Aid Cupboards (marked)
KPAC Secretary Emergency Contact Number - 07771817636

Give archery command of FAST before following any of these actions

IN ALL EMERGENCIES/INCIDENTS Contact 999 or 101

7 ACTIONS:

- 001 If appropriate inform most relevant emergency service • Police • Fire • Ambulance
- 002 Nominate someone to assist in you in carrying out these actions
- 003 Direct someone to attend front barrier (Coverdale Road) to assist emergency services in gaining access
- 004 Inform Force Incident Manager (FIM) via 999 (as above) or 101 as appropriate
- 005 Inform Training School Reception (01622690690)
- 006 Inform Club Secretary (07771817636) if not present or aware of incident
- 007 Instruct everyone to leave their equipment behind and leave the building by the most appropriate and safest emergency exit
- 008 Direct everyone to the most appropriate assembly point (as above)
- 009 Obtain first aid kit / defib if required
- 010 Create a list of a persons present at assembly, compare to attendance list to ensure everyone is accounted for
- 011 Follow any additional instructions given by the FIM
- 012 Confirm to FIM / Senior command of any attending emergency service 'head' count as per list, immediately advise if there is an imbalance of persons present compared to attendance list
- 013 Contact on call Tactical Firearms Officer – (two available numbers) - 07968730682 or 07980683407
- 014 Contact KP Firearms Range Manager – T/Insp Mark Bowker -07971902339

IN THE EVENT OF AN EMERGENCY WITHIN THE BUILDING

015 Direct everyone to assembly point 4 IN THE EVENT OF FIRE/EXPLOSION IN FIREARMS RANGE

016 Follows actions 001 to 015

017 Direct everyone to relevant assembly point as detailed above