Gym emergency response procedure

SOP TEMPLATE

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure staff respond to medical emergencies and evacuations quickly, in clear roles.

Scope

Every staff member and contractor on shift, in every area of the gym.

Responsibilities

Role	Responsibility
First responder	The first trained staff member to arrive; gives first aid and CPR.
Second staff member	Calls emergency services and fetches the AED and first aid kit.
Duty manager	Takes charge, clears the area and meets the ambulance.

What you need

- Automated external defibrillator (AED)
- First aid kit

Procedure

1. **Check for danger and the person**

   Stop nearby equipment, check the area is safe and check whether the person responds and breathes normally.

2. **Call for help**

   Shout for help. The second staff member calls emergency services and brings the AED.

3. **Start CPR and use the AED**

   If they don't respond or breathe normally, start CPR at once and use the AED as soon as it arrives, following its prompts.

   > **Caution:** Don't wait for the ambulance to start CPR.

4. **Clear the area**

   The duty manager keeps members back and sends someone to meet the ambulance.

5. **Evacuate if needed**

   For a fire or alarm, stop classes, clear every area including change rooms and the sauna, and go to the assembly point.

6. **Record and debrief**

   Complete an incident report, restock the kit, and talk with staff about what happened.

Records

- The incident report.
- The monthly AED and first aid kit check.
- Drill records and staff CPR certificates.

Related documents

- Incident report procedure

Revision history

Version	Date	What changed	Approved by