



Northern Districts Gymnastic Club Inc

1 / 5 Whipple St, Balcatta, WA
PO Box 797 Balcatta 6914
Ph: 08 92406861, Fx: 08 92406863
Email: info@ndgc.org.au
Web Site: www.ndgc.org.au

Occupational Health and Safety

Emergency Procedure

Procedure Number:	OHS 02
Date of issue:	19th September 2007
Controlling Body	NDGC Board of Management

In the event of an emergency; including fire, any other need for evacuation, the presence of an unauthorised person, or a missing child, a loud whistle will be blown three times to indicate the need for attention to be directed to the head coach, recreational coordinator and/or manager.

The following procedures shall then be followed:

1.0 FIRE

1. Remain calm.
2. Alert the Warden (most senior staff present), who will direct the action to be taken.
3. If the fire is small, the Warden or Delegate may fight it with a fire extinguisher or building fire hose. Ensure the correct extinguisher for the type of fire is used. If you are not sure, check the label on the extinguisher. Do not attempt to use a fire extinguisher if you have never been instructed on how to use one.
4. If Evacuation is announced by the Warden, follow FIRE EVACUATION PROCEDURES.

1.1 Fire Evacuation Procedures

1. Remain calm.
2. Alert the Warden (most senior staff present), who will direct the evacuation and sound the alarm to evacuate the building. A continuous whistle blowing will signal the evacuation.
3. Administrators/Parents/Visitors are to evacuate the building in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area and follow instructions from the Warden (see Emergency Evacuation Map).
4. Coaches are to collect class rolls and move their group in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area.
5. Coaches to conduct head count at the assembly area. Report any missing persons to the Warden. If all are present, remain with your group and stay calm until instructed by the Warden to leave.



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6. The Warden or Delegate must check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If necessary, the Warden or Delegate must contact Emergency Services (000), stating:
 - Name & position
 - Telephone contact number and Location
 - Emergency type
 - Casualties/Unaccounted people
 - Assistance required; and
 - Known hazards
8. Attend to those in need of first aid.
9. Do not re-enter the building until directed by the Warden.

1.2 Reporting

The Warden is to complete a written report within 24 hours and submit to the Business Manager and NDGC Board of Management.

1.3 Follow-up

Club Management to conduct a review of the Report within 7 days of submission, or as soon as practical, and take all necessary steps to ensure that it does not re-occur.

2.0 UNAUTHORISED PERSON

If an unauthorised person is present on the club premises, the following procedure must be followed:

2.1 Definition

An unauthorised person can include any of the following:

- Has a current Court and/or restraining order for a NDGC staff and/or member
- Threatening and/or abusive person
- Person that is considered armed and dangerous
- Drunk/disorderly conduct

2.2 Unauthorised Person Procedure

1. Remain calm.
2. Do not attempt to apprehend or interfere with the unauthorised person, except in case of self-protection.
3. Alert the Warden (most senior staff present), who will direct the action to be taken.
4. Telephone the police (000), stating:
 - The nature of the incident
 - Address & Phone number you are calling from



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2.2.1 If possible, get a good description or photograph of the unauthorised person.

Note:

- Height
- Weight
- Gender
- Colour
- Approximate age
- Clothing
- Method and direction of travel
- Name, if known.

2.2.2 If the unauthorised person is entering a vehicle, note:

- License number
- Make
- Model
- Colour
- Any other outstanding characteristics.

2.3 Unauthorised Child Removal

If an unauthorised person attempts to remove a child from the club premises, the following procedure must be followed:

1. Remain calm.
2. If possible remove the child from the immediate area of the unauthorised person.
3. Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
4. Follow steps outlined above Unauthorised Person.
5. Telephone the police and parents/guardian

2.4 Attempted Hold-up of Premises

If an unauthorised person attempts to hold-up NDGC, the following procedure must be followed:

1. Remain calm.
2. Cooperate with the requests of the unauthorised person to not jeopardize your personal safety and the safety of the NDGC staff and members on the premises.
3. Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
4. Follow steps outlined above Unauthorised Person.
5. Telephone the police as soon as possible.



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2.5 Reporting

The Warden must submit an incident report to the Business Manager as soon as possible. Ensure that all witness details available are recorded. Any questions relative to the Unauthorised Person should be directed to the Business Manager.

2.6 Follow-up

A follow-up will be conducted by club management as soon as practical.

****UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN****

3.0 MISSING CHILD

If a child is missing from the club, the following procedure must be followed:

3.1 Missing Child Procedure

1. Ensure the rest of the class is safe (hand your group over to another coach).
2. Alert the Warden (most Senior staff present), who will direct the action to be taken.
3. Check immediate areas, including all inside, outside and adjoining areas.
4. Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily. When talking to parents, DO NOT make any diagnosis other than the obvious (e.g. Jane is missing) and DEFINITELY do not accept or place blame on anyone.
5. If child is not at home, telephone Police (000) and provide:
 - Child's name
 - Address
 - Time noticed missing

3.2 Reporting

The Warden and staff member must submit an incident report to the Business Manager as soon as possible. Ensure that all witness details available are recorded. Any questions relative to the Missing Child should be directed to the Business Manager.

3.3 Follow-up

A follow-up will be conducted by club management as soon as practical.



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4.0 ROLES & RESPONSIBILITIES - GENERAL

Coach / Staff

- In the case of an injury remain with injured party until assistance is provided;
- Make contact with relevant emergency services;
- When in communication with emergency services, provide details regarding the nature of the injury, address and phone number you are calling from and address where injured party is;
- Talk to parent/guardian as soon as possible;
- Follow up with injured participant and parent/guardian;
- Complete relevant sections of Injury Report Form.

First Aid Officer

- Provide assistance as most qualified first aider present;
- Review medical form and determine appropriate treatment response;
- Complete relevant sections of Injury Report Form and Analysis.

5.0 EMERGENCY CONTACTS

Ambulance, Fire and Police services (emergency only): 000

Hospitals: Princess Margaret Hospital: 9340 8222

Police: 131 444

Fire, Rescue and Hazardous Materials: 000

Flood, Storm or Earthquake: 1300 1300 39

Refer to membership details for parent/guardian contacts



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6.0 INCIDENT/ACCIDENT REPORTING & FOLLOW UP

A Report Form must be completed for every incident and/or accident that occurs on the NDGC premises or whilst representing the club off premises, no matter how minor. Submit the Report Form to the Business Manager at the conclusion of training/competition/event. Ensure that all witness details available are recorded. Any questions relative to Reports should be directed to the Business Manager.

The Business Manager should enter details on the 'Accident Database' and file original form in 'Accident Record File' within 48 hours. The original form must never be removed from the Northern Districts Gymnastic Club. Information on the Accident Database will be utilised for Quarterly Reporting purposes for identifying injury prevention measures.

7.0 RELATED POLICIES, PROCEDURES & FORMS

- First Aid Policy
- Injury Procedure
- Injury Procedure Chart
- Injury Report Form
- Incident Report Form
- Analysis – Injury Report Template
- Evacuation Plan
- Emergency Charts

8.0 PROCEDURE IS REQUIRED TO BE PUBLISHED IN

1. Website
2. Staff and Board Handbook
3. Excerpts on Club Notice board

Date of Approval by NDGC Board of Management	
President :	
President's Signature	