



Northern Districts Gymnastic Club Inc

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Occupational Health and Safety

Fire Drills

Statement Number:	
Date of issue:	
Controlling Body	NDGC Board of Management

As part of Northern Districts Gymnastic Club Inc affiliation agreement with Gymnastics Australia and Gymnastics WA; the club will conducted at least two fire drills per year.

1. The Fire Drills should be recorded by the Manager as when the club participated in the fire drill each year.
2. The record of each fire drill should be reported to the NDGC Board at a meeting.
3. All members, participants, staff/volunteers, coaches, judges and officials should be aware of the fire and emergency procedures associated with these Fire Drills.
4. All staff will be instructed in the fire and emergency procedure, as part of their induction at NDGC.
5. Fire Drills will be carried out at least twice a year.
6. The Manager is to select two appropriate days to conduct the fire drills.
7. The Head Coach and / or Recreation Coordinator will need to carry out the Fire Drill.
8. The Fire and Emergency procedures are located in the club's foyer, gym, handbooks and NDGC website.

Reporting

The Head Coach and / or Recreational Coordinator is to complete a written report within 24 hours and submit to the Business Manager on the completed Fire Drill.

Follow-up

The Manager to conduct a review of the report and make any changes to the evacuation plans if required.

RELATED POLICIES, PROCEDURES & FORMS

Incident Report Form
Evacuation Plan
Emergency Charts

THE FIRE DRILL IS REQUIRED TO BE PUBLISHED IN

1. Website
2. Staff and Board Handbook