

# Emergency Procedure

## 1. Procedure Statement

Northern Districts Gymnastic Club (NDGC) has the responsibility to ensure a safe environment for all participants and staff. This means having policies, procedures, rules, standards, and guidelines that promote safe programs in a safe environment which are overseen by qualified/certified personnel.

In the event of an emergency (fire, evacuation, presence of an unauthorised person or missing child), the following procedures shall be followed. Three loud whistle blows will indicate the need for attention, and directions will be provided by the Senior-most person present. In the case of a fire, the fire alarm will ring and all personnel must evacuate the centre.

## 2. Review History

Version	Date Reviewed	Date Endorsed	Content Reviewed
2	17/01/2022	17/01/2022	Updated onto new policy template
3	16/11/2022	16/11/2022	

## 3. Procedure Scope

This policy applies to all NDGC members, athletes, participants, coaches, officials, administrative staff and volunteers.

## 4. Fire

### 4.1. Procedure

- Remain calm.
- Alert the Area Warden in the front gym and back gym (most senior staff member present), who will direct the action to be taken.
- If the fire is small, the Warden or delegate may attempt to extinguish the fire with a fire extinguisher or building fire hose. Ensure the correct extinguisher for the type of fire is used – check the label on the extinguisher.
- All personnel to evacuate via the nearest safest exit in an orderly fashion and meet with at the assembly point.
  - Coaches are to take responsibility for their athletes. They must collect their class rolls.
  - Coaches are to conduct a head count once at the assembly area. Remain with your group and stay calm.
- The Warden or delegate must check the toilets, storerooms, change rooms and offices to ensure all personnel have evacuated the building.
- If necessary, the Warden or delegate must contact emergency services (000) stating:
  - Name
  - Location and Telephone number

- Emergency Type
- Any injuries or unaccounted people
- Assistance required
- Any known hazards
- Attend to those with first aid (if necessary)
- Do not re-enter the building unless instructed by Emergency Services or the Warden.

## 5. Unauthorised Person in Centre

### 5.1. Definition

- An unauthorised person can include any of the following:
  - Has a current court and/or restraining order for an NDGC staff and/or member
  - Threatening and/or abusive person
  - Person that is considered armed and dangerous
  - Drunk/disorderly conduct

### 5.2. Procedure

- Remain calm.
- Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-defence/protection.
- Alert the most senior staff present, who will direct the action to be taken.
- Telephone the Police (000), stating:
  - The nature of the incident
  - Contact details and location
  - Provide as much information about the persons description (height, gender, age, vehicle registration etc)
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## 6. Unauthorised Removal of a Child or Young Person

### 6.1. Procedure

- Remain calm.
- If possible, remove the child from the immediate area of the unauthorised person.
- Do not attempt to apprehend or interfere with the unauthorised person except in the case of self-defence/protection.
- Phone the Police (000) and parent/guardian.

## 7. Attempted Hold-up of Premises

### 7.1. Procedure

- Remain calm.
- Cooperate with the requests of the unauthorised person.
- Do not attempt to apprehend or interfere with the unauthorised person except in the case of self-defence/protection.
- Phone the Police (000).

## 8. Missing Child or Young Person

### 8.1. Procedure

- Ensure the rest of the class is safe and ask another coach to supervise your group.
- Alert the most senior staff present.
- Check all areas of the facility, including concealed areas, changerooms and around the outside of the facility.
- Phone the parents/guardian and inform them of the situation, trying not to alarm them.
- Phone the Police (000).

## 9. Roles and Responsibilities

### 9.1. Coach and Staff

- Remain with any injured personnel until assistance is provided
- Make contact with Emergency Services
- Contact parents/guardian if required
- Follow up with injured participants
- Complete all required forms (Injury Report Form or Incident Report Form)

### 9.2. First Aid Officer

- Provide First Aid and assistance
- Review medical forms
- Complete all required forms (Injury Report Form or Incident Report Form)

## 10. Emergency Contacts

- Emergency Services: 000
- Police (not urgent): 131 444
- SES: 132 500
- WA Poisons Information Centre: 13 11 26

## 11. Incident Reporting and Follow up

A report form must be completed for every incident and/or injury that occurs on the NDGC premises. The report must be submitted to either the Manager or Competitive Programs Manager.

## 12. Additions and Changes to this document

Recommended changes to this policy may be submitted to NDGC for consideration. Management will review the recommendations and make changes to this policy if necessary. Should changes be accepted, the policy would be updated, dated and circulated.

### 13. Confidentiality and Reporting

Breaches of this policy must be reported to NDGC within 14 days of any occurrence. Breaches of this policy must be kept confidential and disclosure to any third party beyond NDGC management is not permitted.