

POLICY NAME:	Birralelee Gymnastics Emergency Procedures Policy
DATE OF ISSUE:	October 2018
POLICY COVERAGE	Birralelee Gymnastics Inc Committee of Management, staff, volunteers, parents, participants and spectators. All Birralelee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralelee Gymnastics Inc.
DATE OF REVIEW	Biennial
CONTROLLING BODY	Birralelee Gymnastics Inc

1. PURPOSE

The purpose of this policy is to provide Birralelee Gymnastics statement of position regarding our Emergency Procedures Policy. Birralelee Gymnastics Inc is committed to ensuring that the objectives in this Policy and the supporting strategies are implemented.

2. POLICY STATEMENT

Birralelee Gymnastics Inc is committed to ensuring that the objectives in this Policy and the supporting strategies are implemented to reflect best practice across all areas of participation. In the event of an emergency; including fire, need for evacuation, 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, Club Manager or Floor Supervisor, the following procedures shall then be followed:

3. SCOPE

All activities undertaken by Birralelee Gymnastics as part of its day-to-day operations including conduct of competitions, daily gymnastics lessons and related customer services are incorporated.

3.1 Fire

- i. Remain calm.
- ii. Alert the Warden (most senior coach present), who will direct the action to be taken.
- iii. 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.
- iv. If evacuation is announced by the Warden, follow **FIRE EVACUATION PROCEDURES**.

3.2 Fire Evacuation Procedures

- i. Remain calm.
- ii. Alert the Warden (most senior coach present), who will direct the evacuation and sound the alarm to evacuate the building. A continuous whistle blowing will signal the evacuation.
- iii. 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.
- iv. 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.

- v. 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.
- vi. The Warden or a responsible person delegated by the warden, must check toilets, storerooms and offices, to ensure all persons have evacuated the building.
- vii. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building.
- viii. If necessary, the warden or delegate must contact Emergency Services (000), stating:
 - a) Name & position
 - b) Telephone contact number
 - c) Location
 - d) Emergency type
 - e) Casualties/Unaccounted people
 - f) Assistance required; and
 - g) Known hazards
- ix. Attend to those in need of first aid.
- x. Do not re-enter the building until directed by the Warden or Emergency Services.

Follow-up

The Club must, as soon as possible, determine the cause of the fire and take all necessary steps to ensure that it does not re-occur.

Reporting

Warden to complete a written report within 24 hours and submit to the President.

3.3 Unauthorised Person

- i. If an unauthorised person is present on the club premises, the following procedure must be followed:
- ii. Remain calm.
- iii. Do not attempt to apprehend or interfere with the unauthorised person, except in case of self-protection.
- iv. Alert the Warden (most Senior Coach present), who will direct the action to be taken.

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

Height

- a) Weight
- b) Sex
- c) Colour
- d) Approximate age
- e) Clothing
- f) Method and direction of travel
- g) Name, if known

If the unauthorised person is entering a vehicle, note:

- a) License number
- b) Make
- c) Model
- d) Colour
- e) Any other outstanding characteristics.

Telephone the police (000), stating:

- a) The nature of the incident
- b) Address & Phone number you are calling from

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

- a) Remain calm.
- b) Remove the child from the immediate area of the unauthorised person.
- c) Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
- d) Follow steps outlined above **Unauthorised Person**.
- e) Telephone the police/parents

Reporting

Warden to complete a written report within 24 hours and submit to the President. Ensure that all witness details available are recorded. Any questions relative to the Unauthorised Person should be directed to the President.

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

3.4 Missing Child

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

- i. Ensure the rest of the class is safe (hand your group over to another coach).
- ii. Alert the Warden (most senior coach present), who will direct the action to be taken.
- iii. Check immediate areas, including all inside, outside and adjoining areas.
- iv. 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.
- v. If child is not at home, telephone Police (000) and provide:
 - a) Child's name
 - b) Address
 - c) Time noticed missing

Reporting

- a) The Warden must submit a written report to the Club Manager as soon as possible. Ensure that all witness details available are recorded.
- b) Any questions relative to the missing child should be directed to the President

Other Emergencies

Additional circumstances for which a Club may consider implementing or developing specific procedures for include:

- i. Hostage situation;
- ii. armed hold-up/Robbery
- iii. Bomb threat
- iv. Internal disaster (eg. equipment collapse)
- v. External disaster (eg. flood)

4. Roles & Responsibilities

4.1 Coach

- i. Remain with participant until assistance is provided;
- ii. Make contact with relevant emergency services;
- iii. When in communication with ambulance, provide details regarding the nature of the injury, address and phone number you are calling from and address where injured party is;

- iv. Talk to parent/guardian as soon as possible;
- v. Follow up with injured participant and parent/guardian; &
- vi. Complete relevant sections of Injury Report Form and Analysis.

4.2 First Aid Officer

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

Emergency contacts

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

Refer to Membership details for parent/guardian contacts.

Accident Reporting & Follow Up

An Injury Report Form must be completed for every participant that is injured during class, no matter how minor the injury. An injury report will be completed by the Coach in charge and signed off by either the Head Coach, Club Manager, Floor Supervisor and given to the Vice President for follow-up.

Ensure that all witness details available are recorded. Any questions relative to Injury Reports should be directed to the Head Coach. The Vice President should enter details on the 'Accident Database' and file original form in 'Accident Record File' within 24 hours. The original form must never be removed from the Club. Information on the Accident Database will be utilised for Reporting purposes for identifying injury prevention measures.

- Injury reports will be retained for a period of 24 years.

5. REVIEW PROCESS

Recommended changes to this policy may be submitted to Birralee Gymnastics Committee of Management for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders via the webpage.

Birralee Gymnastics is committed to ensuring all policies are up-to-date and reflect current times, therefore reviews are undertaken biennial. The next review date is detailed at the beginning of each policy.

- 5.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis

6 POLICY PROMOTION

- 6.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au
- 6.2 This policy will be communicated to all staff, committee, technical coaches, coaches, parents and volunteers.
- 6.3 References to this policy will be included in the information documents that are provided to all officials that represent Birralee Gymnastics In

Written By: Carolyn Herrmann

Approved By: Birralee Gymnastics Inc Committee of Management

Endorsed : 26th September, 2014

Reviewed: September 2016, October 2018

Next Review Date: October 2020