



SYDNEY HILLS GYMNASTICS

EMERGENCY POLICY & PROCEDURES

POLICY NAME: Sydney Hills Gymnastics Emergency Policy & Procedures
DATE OF ISSUE: January 2013
DATE OF REVIEW: January 2014
CONTROLLING BODY: Sydney Hills Gymnastics – Managing Director

EMERGENCY POLICY

Sydney Hills Gymnastics is committed to the planning and training of all members in emergency management, ensuring that all reasonable steps are taken to maintain the safety and welfare of all members at all times.

In demonstrating Management's duty of care, we will make every reasonable effort to provide a working environment that minimizes incidents of risk or personal injury, ill health or damage to property. This includes:

- Establishing emergency management and evacuation plans;
- Providing emergency facilities;
- Informing those affected about actions for protecting themselves

Coaches need to ensure that they are familiar with all emergency procedures.

EMERGENCY PROCEDURES

FIRE

- Remain calm.
- **EVACUATION PLAN**

There are two alarm signals that may sound throughout the building. The Alert tone, (**BEEP BEEP BEEP**) and the Evacuation tone (**WHOOB WHOOP WHOOP**).

The Alert tone, (**BEEP BEEP BEEP**) identifies all building occupants of an impending emergency. This tone indicates **PREPARE** to evacuate. People are not required to leave their workstations and are to await further instructions.

The Evacuation tone, (**WHOO WHOO WHOO**) indicates that building evacuation is required. This tone requires that everyone leave the building immediately.

- The most senior coach present will assume the role of fire warden and delegate someone to:
 - 1) Check toilets, storeroom and offices.
 - 2) Phone the emergency services, stating:
 - ✓ Name & position
 - ✓ Telephone contact number
 - ✓ Location
 - ✓ Emergency type
 - ✓ Casualties/Unaccounted people
 - ✓ Assistance required; and
 - ✓ Known hazards
- If the fire is small, the fire warden 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.
- If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately, activating the nearest fire alarm to warn other occupants. Continuous, uninterrupted sounding whistles located at all exits will signal the evacuation. Assess the situation and decide on the safest exit, taking your roll book with you.
- Move members quickly in an orderly manner to the designated assembly area outside the building, closing doors behind you.
- Alert the Fire Brigade.
- Seat members and call roll. Report any missing persons to the fire warden or attending Fire Officers.
- Do not re-enter the building until directed by the Emergency Services.
- Attend to those in need of first aid.
- Report incident to General Manager fill in incident report, follow incidents procedures and follow up risk management procedures

ACCIDENTS

In the event of an injury occurring whilst attending gymnastics, the following procedure **MUST** be followed:

- Ensure the rest of the class is safe (do not leave them unsupervised).
- The most senior qualified First Aid personnel must attend the injured person and assess the nature of the injury/give directions regarding necessary treatment.
- If the injury is not serious, administer first aid and notify the parents at the conclusion of the class.
- If the person is seriously injured, do not move them unless there is a life-threatening danger (i.e., falling debris, fire, explosion). Stay with them and keep them as calm and comfortable as possible.
- A responsible person should be requested to contact the parents and inform them of the situation, trying not to alarm them unnecessarily. If the parents cannot be contacted, the coach has the discretionary right to call an ambulance, stating:
 - ✓ The nature of the injury.
 - ✓ Address & Phone number you are calling from.
- Complete an "Injury Incident Report Form" immediately the training/competition concludes, ensuring all details are filled in.
- Ensure that all witness details available are completed.
- The attending Coach signs the completed report and submits to the Head Coach for verification and signing off.
- Head Coach enters details on the 'Injury Incident Database' and files original report in 'Injury Record File'.
- Information on database to be utilised for Quarterly Reporting purposes for identifying injury prevention measures.

UNAUTHORISED PERSON

In the event of an unauthorized person attempting to remove a child from the club premises, the following procedure must be followed:

- Remain calm.
- Staff to remove the child from the immediate area of the unauthorized person.
- Do not attempt to apprehend or interfere with the unauthorized person, except in case of self-protection.
- If possible, get a good description of the person. Note height, weight, sex, color, approximate age, clothing, method and direction of travel, and name if known. If the criminal is entering a vehicle, note the license number, make, model, color, and any other outstanding characteristics.
- Telephone the police/parents.
- A full written report is to be forwarded to club management as soon as possible.

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

HOSTAGE SITUATION

In the event of the Club being under siege, the following procedure must be followed:

- Remain calm.
- Remain with the children at all times.
- Protect children from possible dangers. Do not aggravate the perpetrator.
- Alert emergency services if opportunity arises, and is SAFE to do so.
- Evacuate children and staff ONLY when it is safe to do so.
- When emergency is over, contact club management immediately, who will call all parents.
- A full written report is to be forwarded to club management as soon as possible.

MISSING CHILD

In the event of a child missing from the club, the following procedure must be followed:-

- Ensure the rest of the class is safe (do not leave them unsupervised)
- Check immediate areas, including all inside, outside and adjoining areas.
- Telephone child's parents to check/inform of their whereabouts
- Telephone Police and provide:
 - ✓ Child's name
 - ✓ Address
 - ✓ Time noticed missing
- A full written report is to be forwarded to club management as soon as possible.

ROLES AND RESPONSIBILITIES

- Managing Director is responsible for overall emergency plan policy is been implemented.
- General Manager make sure staff is educated and promptly informed of the emergency procedures.
- General Manager is to organize trainings for emergency situations.
- Most senior coach in the gym is to be warden officer at a time of emergency.
- All other staff shall exactly follow emergency procedures.



SYDNEY HILLS GYMNASTICS

EMERGENCY CONTACT LIST

You should ensure up-to-date lists of the telephone emergency numbers of emergency personnel and organisations are clearly displayed near central telephone systems. Key emergency personnel and organisations to be included on such a list are:

- ✓ The nearest Ambulance, Fire and Police service.
- ✓ The nearest Doctor and Dentist with whom arrangements have been made for emergency care.
- ✓ The nearest Hospital with an accident and emergency department..
- ✓ The poisons information centre.

EMERGENCY NUMBERS

AMBULANCE	000
FIRE	000
POLICE	000
HOSPITAL	9845 0000
POISONS	13 11 26
	Westmead Children's Hospital