

EMERGENCY PROCEDURES

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SCGC Management System

Prepared for SCGC Members



Southern Canberra Gymnastic Club Incorporated
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Approved by the Club Committee

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President

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Date

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1 Introduction

1.1 Purpose

The purpose of this document is to describe the Club's Emergency Procedures to all personnel in the gym.

1.2 Scope

The scope of these procedures includes fire, other need for evacuation, unauthorised persons, missing child, bomb scare or any other emergency..

2 Overview

The Club's administrators and coaches take the matter of emergencies and the associated procedures extremely seriously. While the gym is considered to be a relatively low risk building in regard to fire and similar emergencies, the Club ensures the related procedures are well known to all and practiced regularly.

The Centre Manager, senior coaches and applicable front office staff will all receive warden training.

In the event of an emergency involving a severe or life threatening situation the appropriate authorities are to be called immediately and the senior warden/first aid officer will take control. The Club's Injury Procedures should also be addressed.

In the event of an emergency; including fire, other need for evacuation, presence of an unauthorised person, or a missing child, the senior warden or senior available coach will either shout for attention or a loud whistle will be blown three times to indicate the need for attention to be directed to the senior warden or coach, the following procedures shall then be followed:

2.1 Fire

1. Remain calm.
2. Alert the Warden (most senior coach 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 (see attachment 1).

2.1.1 Fire Evacuation Procedures

1. Remain calm.
2. Alert the Warden (most senior coach present), who will direct the evacuation and sound the alarm to evacuate the building. An oral command and/or 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. NOTE: VISITORS/PARENTS ARE **NOT** TO ENTER THE GYM TO COLLECT THEIR CHILDREN AS THE INDIVIDUAL CLASSES WILL BE MANAGED BY THE COACHES AND CLASS ROLLS MARKED TO ENSURE ALL CHILDREN HAVE VACATED THE BUILDING.
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.
6. The Warden or Delegate must check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building.
8. If necessary, the Warden or Delegate must contact Emergency Services (000), stating:
 - Name & position
 - Telephone contact number
 - Location
 - Emergency type
 - Casualties/Unaccounted people
 - Assistance required; and
 - Known hazards
9. Attend to those in need of first aid.
10. Do not re-enter the building until directed by the Warden.

2.1.2 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.

2.1.3 Reporting

The Fire Warden is to complete a written report within 24 hours and submit to the Centre Manager and President.

2.2 Evacuation – For Any Reason

1. Remain calm.
2. Alert the Warden (most senior coach present), who will direct the evacuation and sound the alarm to evacuate the building. An oral command and/or a continuous whistle blowing will signal the evacuation.

3. Administrators/Parents/Visitors are to evacuate the building in an orderly manner through the safest exit, to the designated assembly area and follow instructions from the Warden. NOTE: VISITORS/PARENTS ARE NOT TO ENTER THE GYM TO COLLECT THEIR CHILDREN AS THE INDIVIDUAL CLASSES WILL BE MANAGED BY THE COACHES AND CLASS ROLLS MARKED TO ENSURE ALL CHILDREN HAVE EVACUATED THE BUILDING.
4. Coaches are to collect class rolls and move their group in an orderly manner 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.
6. The Warden, or a responsible person delegated by the Warden (Delegate), must check toilets, storerooms and offices, to ensure all persons have evacuated the building.
7. If necessary, the Warden or Delegate will contact Emergency Services (000), stating:
 - Name & position
 - Telephone contact number
 - 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.

2.2.1 Reporting

The Warden must complete a written report within 24 hours and submit to the Centre Manager and President.

2.2.2 Follow-up

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

2.3 Missing Child

In the event a child is found to be missing from a class, the coach is to immediately advise a senior coach and/or Centre Manager, who will immediately advise the parents.

An immediate search of the gym and surrounding area will be initiated by the Centre Manager/senior coach.

The gym classes are to be maintained (to avoid having to look for more children) but staff may need to be reduced to join in any search activity.

3 Severe Injury

In the event of a severe or life threatening injury, the appropriate authorities are to be called immediately. The Centre Manager and senior first aid officer will take control and determine what can and should be done before the authorities arrive. If the injury is very severe so as to avoid distress to the children, they and their parents should be evacuated from the gym. In such extreme circumstances the parents and children should be advised to go home (unless they were involved in or a witness to the injury) and should not be permitted to congregate outside the gym so as to block access for the emergency services.

Should the gym need to be evacuated, the Centre Manager or a senior coach not involved in the treatment of the injury, should arrange for the children and parent to vacate the gym area through the foyer, collect their belongings and depart the gym as if it was a normal finish to a class.

4 Training

The Club will conduct formal emergency training for the Centre Manager, senior coaches and front office staff. This training will be conducted on an annual basis.

The Club will conduct emergency training drills each year as follows:

- The trained wardens (ie Centre Manager, senior coaches and front office staff) once each school term;
- All coaches once per year.

However, the Centre Manager is to ensure that as part of the normal coaches workshops, emergency procedures and the applicable evacuation procedures are explained and reinforced with all the younger coaches.

5 Application

This Policy applies to all personnel in the gym.

6 Ownership and maintenance

The Centre Manager is the owner of this Policy and responsible for its implementation and maintenance.

7 Revision record

Date	Issue	Author	Description of Revision
10 Sep 02	1.0	Bob Weight	First issue.
04 Jan 07	1.1	Nikki Cochrane	Updated after 2007 Planning Meeting – minor amendments only
10 Sep 09	1.1	Nikki Cochrane	Annual Review – no changes
23 Nov 10	1.2	Bob Weight	Annual Review – training added, clarifications

CLUB EMERGENCY EVACUATION PLAN

