

Denmark Gymnastics Club

Emergency Procedure

Procedure Title:	Emergency Procedure
Date of Issue:	January 2022
Controlling Body:	Denmark Gymnastics Committee

Background

In the event of an emergency: including – fire, need for evacuation, presence of an unauthorized person or missing child a loud whistle will be blown three (3) times to indicate the need for attention to be directed to the Head Coach (Area Warden). The following procedures will then be followed:

1.0 FIRE

1.2 Remain calm.

1.3 Alert the Area Warden (most senior staff present in the gym shed), who will direct the course of action to be taken. Area Warden will call 00 if necessary.

1.4 If the fire is small, the Warden may choose to fight the fire with an extinguisher or building water source. Ensure that the correct extinguisher is used for the type of fire. **DO NOT attempt to use a fire extinguisher if you have not been trained to use one.**

1.5 If Evacuation is required/announced by the Area Warden then follow FIRE EVACUATION PROCEDURES.

2.0 FIRE EVACUATION PROCEDURES

2.1 Remain calm. Area Warden/Responsible adult to call 000 and report fire and location.

2.2 The Area Warden will announce the evacuation and direct the process to evacuate the building. A continuous whistle blowing will signal the need for evacuation.

2.3 Following instructions from the Area Warden, 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 (see Emergency Evacuation Map).

2.4 Area Warden to collect Emergency Form Folder from designated area .Coach/coaches are to collect the class roll and move their group in an orderly manner, crawling if necessary (smoke rises), through the safest exit to the designated assembly area. *See Emergency Evacuation Map.* The Area Warden/Responsible Adult to check toilets/all areas, to ensure all persons have evacuated the building.

2.5 Coach/coaches to conduct a head count at the assembly area. Report any missing persons to the Area Warden. If all are present, remain with your group and stay calm until instructed by the Area Warden to move.

2.6 Attend to those in need of first aid.

2.7 DO NOT re-enter the building until cleared by the Fire Department.

2.8 Gymnasts guardians/parents to be notified of incident by responsible adult.

3.0 Reporting

The Area Warden is to complete a written report within 24 hours and submit to the Denmark Gymnastics Committee.

4.0 Follow Up/Review

Denmark Gymnastics Committee to conduct a review of the Report within 7 days of submission and take all necessary steps to ensure that the incident does not happen again.

5.0 EVACUATION

5.1 Remain calm

5.2 The Area Warden will direct the evacuation and sound the alarm to evacuate the building. The alarm will consist of a loud whistle being blown three (3) times to indicate the need for attention to be directed to the Area Warden (Head Coach).

5.3 Following instructions from the Area Warden, parents/visitors are to evacuate the building in an orderly manner, through the safest exit to the designated assembly area. *See Emergency Evacuation Map*

5.4 Area Warden to collect Emergency Form Folder from designated area. Coach/coaches are to collect the class rolls and move their group in an orderly manner, through the safest exit to the designated assembly area. *See Emergency Evacuation Map*. The Area Warden/Responsible Adult to check toilets/all areas, to ensure all persons have evacuated the building.

5.5 Coach/coaches to conduct a head count at the assembly area. Report any missing persons to the Area Warden. If all are present, remain with your group and stay calm until instructed by the Area Warden to move.

5.6 Attend to those in need of first aid.

5.7 DO NOT re-enter the building until cleared by the Fire Department/Police.

5.8 Gymnasts guardians/parents to be notified of incident by responsible adult.

6.0 Reporting

The Area Warden is to complete a written report within 24 hours and submit to the Denmark Gymnastics Committee.

7.0 Follow Up/Review

Denmark Gymnastics Committee to conduct a review of the Report within 7 days of submission and take all necessary steps to ensure that the incident does not happen again.

8.0 UNAUTHORISED PERSON

8.1 Definition

An unauthorized person can include any of the following:

- A person with a current Court and/or restraining order for a Denmark Gymnastics Member.
- A threatening and/or abusive person.
- A person that is considered armed and dangerous.
- A person who is drunk/drug affected and disorderly.

9.0 UNAUTHORISED PERSON PROCEDURE

9.1 Remain calm.

9.2 Do not attempt to apprehend or interfere with the unauthorized person, except in case of personal protection. Do not argue with the unauthorized person. Ensure safety of persons in your care/in the gym.

9.3 Alert the Head Coach/most senior person in the gym, who will direct the action to be taken.

9.4 Call the police on 000. State:

- The nature of the incident.
- Address and Phone number you are calling from.

9.5 If possible and safe, get a good description of the unauthorised person.

- Height
- Weight
- Gender
- Ethnicity
- Approximate age
- Clothing
- Method and direction of travel
- Name, if known.
- Any other outstanding characteristics

9.6 If the unauthorised person is entering a vehicle, note:

- License number
- Make of car
- Model of car
- Colour of car
- Any other outstanding characteristics

10.0 UNAUTHORISED CHILD REMOVAL

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

- Remain calm.
- Co-operate with the requests of the unauthorised person so as not to jeopardize the personal safety of yourself, staff and members at the club premises.
- DO NOT attempt to apprehend or interfere with the unauthorised person, except in the case of personal protection.
- Telephone the police as soon as possible.

UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN

11.0 Reporting

The Head Coach must submit an incident report to the Denmark Gymnastics Committee as soon as possible. Ensure that all witness details available are recorded.

12.0 Follow-up/Review

A follow-up will be conducted by the Denmark Gymnastics Committee as soon as possible.

13.0 MISSING CHILD

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

14.0 MISSING CHILD PROCEDURE

14.1 Ensure that the rest of the class is safe and hand over your group to another coach/responsible adult.

14.2 Alert the Head Coach/most senior person, who will direct the action to be taken.

14.3 Check all areas for the missing child, including inside, outside and adjoining areas.

14.4 Contact the parents/emergency contact and inform them of the situation – try not to alarm them unnecessarily. When talking to the parents/guardian, DO NOT make any diagnosis other than the obvious (e.g., Jimmy is missing) and DO NOT accept blame or put blame on anyone else.

14.5 If the child is not at home or another location, contact the Police (000) and state:

- Child's name
- Address
- Time noticed missing
- Last seen location

15.0 Reporting

The Head Coach must submit an incident report to the Denmark Gymnastics Committee as soon as possible. Ensure that all witness details available are recorded.

16.0 Follow-up

A follow-up will be conducted by the Denmark Gymnastics Committee as soon as possible.

17.0 UNRESPONSIVE/SERIOUSLY INJURED COACH

At times, according to time and class level, there may be only one coach in attendance at the gym. Denmark Gymnastics try to minimise this occurrence; however, it is unavoidable at certain times. In the event of an unresponsive or seriously injured coach – and no adult in the gym, the following must be followed:

18.0 UNRESPONSIVE/SERIOUSLY INJURED COACH PROCEDURE

18.1 Denmark Gymnastics will endeavour to have another responsible adult on site during all classes – at all times.

18.2 In the event that a coach is unresponsive and an adult is not in the area
- athletes will be educated on the use of their personal phone or the coach's phone to notify appropriate emergency services.

18.3 Responsible adult/athlete to call emergency services on 000. State:

- The nature of the incident.
- Address and phone number you are calling from.

18.4 Athletes are encouraged to stay with the unresponsive/seriously injured coach and to **NOT LEAVE THE GYM AREA** unless it is unsafe to do so.

19.0 Emergency Contacts

- Ambulance, Fire and Police services (emergency only): 000
- Police: 131 444
- State Emergency Services (SES): 132 500
- Refer to membership details for parent/guardian information.
- Denmark Hospital: 9848 0600

20.0 Roles and Responsibilities

- Denmark Gymnastics Committee is responsible for the overall Emergency Procedure policy being implemented.
- Denmark Gymnastics Committee President to make sure all staff/committee members are educated and promptly informed of the Emergency Procedure.
- Most senior coach in the gym is the AREA WARDEN.
- Denmark Gymnastics Committee to organize trainings for emergency situations.
- All staff and members shall follow emergency procedures.

21.0 Related documents:

- **Area Warden Poster - at the gym.**
- **First Aid Policy.**
- **Senior First Aid Officer Poster.**
- **Emergency Procedure Posters.**
- **Emergency Evacuation Map.**
- **Emergency Floor Plan.**

Emergency Procedure

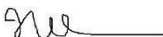
Responsible Officer: President, DG

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Prepared by: Jenni Welsh

Signed: 

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Approved by: Kym Phillips

Signed: 

Date: 10th May 2022