

## Evacuation Drill Policy

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| <b>Document Title:</b>   | Evacuation Drill Policy      |
| <b>Date of Issue:</b>    | October 2022                 |
| <b>Controlling Body:</b> | Denmark Gymnastics Committee |

**As part of the Denmark Gymnastics affiliation agreement with Gymnastics Australia and Gymnastics Western Australia; the club will conduct at least two evacuation drills per year. Denmark Gymnastics will conduct quarterly Evacuation Drills.**

1. All Evacuation Drills will be recorded on a report form by Denmark Gymnastics Emergency Area Warden and will include when and who participated in the drill.
2. A copy of this report will be kept by Denmark Gymnastics Secretary as well as a record of when drill was conducted.
3. All Denmark Gymnastics members, committee members, coaches, staff and volunteers will be made aware of the emergency procedures associated with these evacuation drills.
4. All Denmark Gymnastics members, committee members, coaches, staff and volunteers will be instructed on the emergency procedures and drill requirements as part of their induction into the club.
5. Evacuation drills will be conducted quarterly - per term and the Area Warden will select two appropriate days to conduct the drills.
6. The Head Coach/Area warden will conduct the Evacuation Drill.
7. The Emergency Procedures are located in the club's office area and website.
8. The Area Warden to complete the Denmark Gymnastics Evacuation/Drill Report at each drill conducted.
9. Denmark Gymnastics to conduct a review of each drill report and make any changes to the evacuation plans if required.

### Relevant related documents

Denmark Gymnastics Emergency Procedure  
Denmark Gymnastics Evacuation/Drill Report  
Denmark Gymnastics Record of Evacuation Drills Form  
Denmark Gymnastics Evacuation Plan  
Denmark Gymnastics Site Plan

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Responsible Officer: President – Denmark Gymnastics

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Signed: 

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