



## **Warragul Gymnastics Club Inc.**

### *Emergency Procedure*

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#### **Evacuation (Eg: fire, gas leak)**

1. Remain calm.
2. The Club Manager or most senior coach present will assume the role of fire warden and delegate someone to:
  - Check toilets, storeroom and offices
  - Take responsibility for taking the First Aid Kit out of the building
  - Phone the emergency services 000, stating:
    - Name and Position
    - Telephone Contact Number 03 5622 3144
    - Location: 40 Alfred Street, Warragul
    - Emergency Type
    - Casualties and Unaccounted people
    - Assistance required; and
    - Known hazards
3. 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.
4. If the fire is large, very smoky, or rapid-spreading, evacuate the building immediately. Assess the situation and decide on the safest exit, taking your roll book with you.
5. The whistle should be blown to attract the attention of people in the building. In the event of a very smoky fire where visibility is reduced the whistle should continue to be blown at short intervals until the building is evacuated. This will assist people in finding the correct exit.
6. Move members quickly in an orderly manner to the designated assembly area in the car park at the rear of the building closing doors behind you. From there move to a safe area away from the building.
7. Alert the Fire Brigade to the area you have evacuated to.
8. Gather members and call roll. Report any missing persons to the fire warden or attending Fire Officers
9. Do not re-enter the building until directed by the Emergency Services
10. Attend to those in need of first aid
11. When practical to do so contact parents of children using the club mobile phone.
12. A full written report is to be forwarded to the club committee as soon as possible

## **Unauthorised Person**

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

13. Remain calm
14. Staff to remove the child from the immediate area of the unauthorised person
15. Do not attempt to apprehend or interfere with the unauthorised person, except in case of self protection
16. If possible, get a good description of the person. Note height, weight, sex, colour, approximate age, clothing, method and direction of travel, and name if known. If the person in question is entering a vehicle, note the license number, make, model, colour, and any other outstanding characteristics.
17. Telephone 000 /parents
18. A full written report is to be forwarded to the club committee 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: -

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

## **Missing Child**

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

1. Ensure the rest of the class is safe (ie do not leave them unsupervised)
2. Check immediate areas, including all inside, outside and adjoining areas
3. Telephone child's parents to check and inform of their whereabouts
4. Telephone police and provide:
  - Childs name
  - Address
  - Time noticed missing
5. A full written report is to be forwarded to the club committee as soon as possible.

Updated: Am 2013  
Adopted: 2013  
Reviewed: 09/2018