



Section 1: Management

Module 10: Emergency Procedures

Purpose and Statement of Commitment

BUGS Gymnastics endeavours to ensure impeccable behaviour of all gymnasts, coaches, spectators, administrators' and officials. Providing a safe, friendly and enjoyable environment for everyone involved.

Our focus is to provide a safe friendly environment for children to develop basic gymnastic skills. To offer a variety of gymnastics programs to suit children of all ages and abilities and to encourage a healthy attitude towards participating in physical activity. BUGS gymnastics has a commitment to provide a quality program with qualified and accredited coaches and staff.

Definitions and Policy Coverage

Should an emergency occur at BUGS Gymnastics, the following procedures must be followed to ensure safety and protection of all personal including gymnasts, coaches, spectators, administrators and any personal present at the gym.

In the event of an emergency a whistle will sound 3 times to notify personal present of the emergency. Personal must be encouraged to remain calm and listen to delegated officials for further instructions.

FIRE

If a fire within the gym, or surrounding area occurs the following procedure should be followed. First and foremost, remain calm and encourage all gymnasts, coaches, spectators and anyone else present to remain calm also and follow instructions.

The most senior coach present will assume the role of Fire Warden and delegate someone to:

1. Ring the Emergency Evacuation Bell.
2. Check toilets and office and collect class roll.
3. Turn off all electrical appliances if safe to do so.
4. If necessary - Phone the Emergency Services stating:
 - Name and position
 - Telephone contact number
 - Location
 - Emergency type
 - Casualties/unaccounted people
 - Assistance required
 - 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 rapidly spreading, evacuate the building immediately, (crawling if necessary as smoke rises) activating the nearest fire alarm to warn other occupants. Move members quickly in an orderly manner to the **designated assembly area outside the building**, closing the doors behind you.

Seat members and call roll. Report any missing persons to the Fire Warden.

Do not re-enter the building until directed by the Emergency Services.

Attend to those in need of First Aid.

All staff must complete an Incident Report prior to leaving the premises and hand to Head Coach / Administrator.

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.

Reporting

Fire warden to complete a written report within 24 hours and submit to the Club Manager.

EVACUATION

Emergencies, which could require evacuation of the centre, include fumes, smoke, fire, gas, explosions or security.

In the event of the alarm sounding or three long whistle blows, all personnel will need to follow the directions of the Wardens who will **be identified by wearing of white or yellow helmets and follow the EVACUATION PROCEDURE.**

Evacuation procedure

Gym Hall, Foyer and Office

1. Remain calm.
2. The Warden will direct the evacuation.
3. Parents, visitors and officials 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.
4. Coaches are to 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. Do not enter the building until directed by the Warden.

Designated Assembly Areas

Lawn area in front of the BUGS Gymnastics building on Highbury Road.

Reporting



Area Warden to complete a written report within 24 hours and submit to the BUGS Committee.

UNAUTHORISED PERSONS

In the event of an unauthorised 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 unauthorised person.
- Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
- 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 unauthorised person is entering a vehicle, note the license number, make, model, colour and any other outstanding characteristics.
- Telephone the police (000) / parents.

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

Reporting

Complete an Incident Report prior to leaving the premises and hand to Head Coach / Administrator.

Ensure that all witness details available are recorded.

Follow up

The Administrator must follow up on the report within 7 days.

MISSING CHILD

In the event of child missing from the club, the following procedures must be followed:

- Ensure the rest of the class is safe (i.e. do not leave them unsupervised).
- Re-check immediate areas, including all inside and outside areas and adjoining areas.
- Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily. When talking to parents, DO NOT make any diagnosis other than the obvious (e.g. Jane is missing) and DEFINITELY do not accept or place blame on anyone.
- If child not at home telephone police (000) and provide
Child's name
Address
Time noticed missing

Reporting

Complete an Incident Report prior to leaving the premises and hand to Head Coach / Administrator.

Follow up

The Administrator must follow up on the report within 7 days.

Other Emergencies

Additional circumstances include:



- Hostage situation;
- Armed hold-up/Robbery;
- Bomb threat;
- Internal disaster (eg. equipment collapse); &
- External disaster (eg. flood).

Roles & Responsibilities

Coach

- Remain with participant until assistance is provided;
- Make contact with relevant emergency services;
- When in communication with ambulance, provide details regarding the nature of the injury,
address and phone number you are calling from and address where injured party is;
- Talk to parent/guardian as soon as possible;
- Follow up with injured participant and parent/guardian; &
- Complete relevant sections of Injury Report Form and Analysis.

First Aid Officer

- Provide assistance as most qualified first aid present;
- Review medical form and determine appropriate treatment response; &
- Complete relevant sections of Injury Report Form and Analysis.

Emergency contacts

Ambulance, Fire and Police services (emergency only): 000

Accident Reporting & Follow Up

An Injury Report Form must be completed for every participant that is injured during class, no matter how minor the injury. Submit the Injury Report Form to the Head Coach at the conclusion of training/competition. Ensure that all witness details available are recorded. Any questions relative to Injury Reports should be directed to the Head Coach.