



## **Emergency Procedures**

### **Fire-Accidents-Injury-Unauthorised Person-Hostage Situation-Missing Child**

Procedures Document:	Emergency Procedures
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Policy Coverage:	All Management Staff Members & Volunteers
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Controlling Body:	Star-Mites Gym Sports Pty Ltd – SMCD Directors

#### **Emergency Procedures:**

Knowing and promoting the risks of gymnastics participation is only one part of risk management. In order to ensure a minimal rate of injury (serious or minor), all clubs should develop Emergency Procedures outlining 'what to do' in the case of an emergency. It is also important to state what would or could be classed as an 'emergency'. Ensure your club's Emergency Procedures are clear and precise. They should provide basic step-by-step instructions in regard to dealing with athletes, incidents or groups during an emergency situation.

#### **FIRE**

- Remain calm.
- The most senior coach present will assume the role of fire warden and delegate someone to:
  - Check toilets, storeroom and offices
  - Phone the emergency services, stating:
    - Name & position
    - Location
    - Emergency type
    - Casualties/Unaccounted people
    - Assistance required; and 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 rapid-spreading, evacuate the building immediately activating the nearest fire alarm to warn other occupants. Continuous, uninterrupted sounding whistles located at all exits will signal the evacuation. Assess the situation and decide on the safest exit, taking your roll book with you
  - Move members quickly in an orderly manner to the designated assembly area outside the building, closing doors behind you.
    - Bayswater assemble area Grass area Wotton St
    - Morley assemble area Car park adjusting to Domino's Pizza
    - Leederville grassed area facing Thomas Street
  - 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

## **ACCIDENTS**

- In the event of an injury occurring whilst attending gymnastics, the following procedure **MUST** be followed.
- Ensure the rest of the class is safe (i.e. do not leave them unsupervised)
- The most senior qualified First Aid personnel must attend the injured person and assess the nature of the injury/give directions regarding necessary treatment. List of senior first aid personal office notice board
- If the injury is not serious, administer first aid and inform the parent/s at the conclusion of the class.
- If the person is seriously injured, do not move them unless there is a life threatening danger (i.e., falling debris, fire, explosion). Stay with them and keep them as calm and comfortable as possible.
- A responsible person should be requested to contact the parents and inform them of the situation, trying not to alarm them unnecessarily. If the parents cannot be contacted, the coach has the discretionary right to call an ambulance, stating: the nature of the injury
- Address & Phone number you are calling from
- An accident report must be submitted to the Head Coach, within 24 hours of the accident, regardless of the severity of the injury.
- Any questions relative to accident reports regarding an injury, should be directed to the Head Coach

## **INJURY**

- Stop the athlete from further participation or movement
- Talk to the injured athlete
- What happened?
- How did it happen?
- What did you feel?
- Where does it hurt?
- Have you injured this part before?
- Observe whilst talking to the athlete
- Is the athlete distressed?
- Is the athlete lying in an unusual position / posture?
- Is there any swelling?
- Is there any difference when compared to the opposite limb?
- Prevent further injury
- Severe injury - get professional help and don't move the athlete
- Less severe - Rest, Ice, Compression, Elevation, Referral
- Minor Injury - Play on: generally a few words of encouragement will help

## **UNAUTHORISED PERSON**

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 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 criminal is entering a vehicle, note the license number, make, model, colour, and any other outstanding characteristics.
- Telephone the police/parents.
- Full report to be written and forwarded to club management

**\*\*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:-

- Remain calm
- Remain with the children at all time
- Protect children from possible dangers. Do not aggravate the perpetrator
- Alert emergency services if opportunity arises, and is SAFE to do so
- Evacuate children and staff ONLY when it is safe to do so
- When emergency is over, contact all parents immediately
- Full report to be written and forwarded to club management

## **MISSING CHILD**

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

- Ensure the rest of the class is safe (ie do not leave them unsupervised)
- Re-check immediate areas, including all inside, outside areas and adjoining areas.
- Telephone child's parents
- Telephone Police and provide
- Child's name
- Address
- Time noticed missing
- Full report to be written and forwarded to club management

## **ROLES & RESPONSIBILITIES**

This section specifies the roles and responsibilities of all parties involved in Star-Mites activities

#### Management

- Insure that our emergency Procedure policy is implemented
- Provide appropriate induction to staff and volunteers on application of this policy

#### Management, Staff & Volunteers

- Ensure that our Emergency Procedure Policy is implemented
- Alert Senior Management to any breaches to our policy
- Abide by the regulations as set down by this policy

### **IMPORTANT TELEPHONE NUMBERS YOU SHOULD KNOW**

**POLICE: 131 444**

**LIFE THREATING EMERGENCIES: 000**

**AMBULANCE: Non emergency 13 1233**

#### **HANDY NUMBERS**

City of Bayswater Security 1300 360 333 (Bayswater)

City of Stirling Security 1300 365 356 (North Perth)

### **POLICY BREACHES AND CONSEQUENCES**

May result in disciplinary action being taken

Star-Mites Gym Sports reserve the right to suspend or remove any persons for breach of these rules of our Emergency Procedure Policy

### **CONFIDENTIALITY**

The clubs administration responsibilities for implementing this policy will keep confidential any matters pertaining to this policy as required by law and Star-Mites Gym Sports work place agreement.

### **REPORTING**

Communication between all levels is integral for the effective and efficient running of the club. Key representatives are required to report on activities with regard to management of this policy

Key representatives: Branch managers, Sports coordinators and coaches

Report to: CEO

When: Quarterly Staff Meetings

### **ADDITIONS AND CHANGES TO POLICY**

Recommended changes to this policy may be submitted to Star-Mites Gym Sports Pty Ltd Company Director for consideration at any time. Should changes be accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

Star-Mites Gym Sports Pty Ltd is committed to ensuring all policies are up-to-date and reflects current times, therefore reviews are undertaken annually. The next review date is; Detailed ( footer)

Signed: Gail Melinger

Director Star-Mites Gym sport Pty Ltd