



## Emergency Procedures Fire-Accidents-Injury-Unauthorised Person-Hostage Situation-Missing Child Emergency Procedures:

Procedures Document:	Emergency Procedures
Date of Issue:	March 2004
Policy Coverage:	All Management Staff Members & Volunteers
Date of Review:	January 2024
Controlling Body:	Star-Mites Gym Sports Pty Ltd – Directors

### **FIRE**

The following procedure must be followed in the event of a fire or flood at the gym.

1. Remain calm.
2. The most senior manager/coach present will take control and delegate someone to check toilets, changing room and office, phone the emergency services if necessary 000
3. Decide if building evacuation is warranted and evacuate all gymnasts to the designated evacuation zone. Move members quickly and orderly to the designated assembly area outside the building, closing doors behind you.
4. Use roll call to identify all gymnasts and coaches who are present.
5. Report any missing persons to the security officer or attending SES officers.
6. Do not re-enter the building until directed by the emergency services.
7. Attend to those in need of first aid.

### **Accidents**

In the event of an injury at the gym, the following procedure must be followed.

1. Ensure the rest of the class is safe (i.e. do not leave them unsupervised).
2. The most senior qualified First Aid personnel must attend to the injured person, assess the nature of the injury, and give directions regarding necessary treatment.
3. If the injury is not severe, administer first aid and notify the parents after the class. Note injury in "Injury / Incident Report Book" in brief.
4. 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.
5. 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.
6. The details of the injury must be logged online: 'Injury / Incident Report detailing injury/action taken / who informed, etc.

7. Ensure that all witness details are available in the report.

### **Injury what to look for**

- 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

## **Suspicious or Unauthorised Persons**

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

1. Adults to remove the children from the immediate area of the unauthorised person.
2. Do not attempt to apprehend or interfere with the unauthorised person, except in case of self-protection.
3. If possible, get a good description of the person.
4. Telephone the police 131444
5. Notify parents (if warranted)
6. Submit a written report to Star-Mites Gym Sports management immediately.

## **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 at all times.
3. Protect children from possible dangers. Do not aggravate the perpetrator.
4. Alert emergency services if the opportunity arises and it is safe to do so. 000
5. Evacuate children and staff when it is safe to do so.
6. contact Star-Mites Gym Sports management and all parents when an emergency is over.
7. Submit a written report to the CEO 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 (i.e. do not leave them unsupervised)
2. Re-check immediate areas, including inside, outside, and adjoining areas.
3. Time noticed missing
4. If available, send out adults to check the immediate area
5. Telephone child's parents
6. Telephone Police
7. Time noticed missing
8. Notify CEO
9. Full report to be written and forwarded to club CEO

## **ROLES & RESPONSIBILITIES**

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

### Management

- Ensure that our emergency Procedure policy is implemented
- Provide appropriate induction to staff and volunteers on the application of policy
- Ensure that our Emergency Procedure Policy is implemented
- Alert Senior Management to any breaches of our policy
- Abide by the regulations as set down by this policy

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

**LIFE-THREATENING EMERGENCIES POLICE | FIRE | AMBULANCE: 000**

**NON URGENT POLICE: 131 444**

### **HANDY NUMBERS**

City of Bayswater Security 1300 360 333 (Bayswater)

City of Stirling Security 1300 365 356 (Leederville)

## **POLICY BREACHES AND CONSEQUENCES**

This may result in disciplinary action being taken.

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

## **CONFIDENTIALITY**

The club's administration, which is responsible for implementing this policy, will keep confidential any matters pertaining to this policy as required by law and the Star-Mites Gym Sports workplace 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 related to the management of this policy.

Key representatives: Branch managers, Sports coordinators and coaches

Report to: CEO

When: Quarterly Staff Meetings

Signed: Liz Gardiner  
CEO Star-Mites Gym Sport Pty Ltd