



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB EMERGENCY POLICY & PROCEDURES

POLICY NAME: Springwood Boys and Girls Club Emergency Policy & Procedures
DATE OF ISSUE: January 2013
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CONTROLLING BODY: Springwood Boys and Girls Club - Management Committee

EMERGENCY POLICY

Springwood Boys and Girls Club is committed to the planning and training of all members in emergency management, ensuring that all reasonable steps are taken to maintain the safety and welfare of all members at all times.

In demonstrating Management's duty of care, we will make every reasonable effort to provide a working environment that minimises incidents of risk or personal injury, ill health or damage to property. This includes:

- Establishing emergency management and evacuation plans;
- Providing emergency facilities;
- Informing those affected about actions for protecting themselves

Coaches need to ensure that they are familiar with all emergency procedures.

EMERGENCY PROCEDURES

FIRE

- Remain calm.
 - The most senior coach present will assume the role of fire warden and delegate someone (may be more than one person) to:
 - 1) Check toilets, storeroom, upstairs hall and office. Advising any occupants of the fire and to evacuate immediately. If a class member, escort them back to join the class or evacuate immediately if safer to do so.
 - 2) Phone the emergency services, stating:
 - ✓ Name & position
 - ✓ Telephone contact number
 - ✓ Location
 - ✓ Emergency type
 - ✓ Casualties/Unaccounted people
 - ✓ Assistance required; and
 - ✓ Known hazards
 - Assess the situation and decide on the safest exit route.
 - Evacuate the building immediately, taking your roll book with you and activating the nearest fire alarm to warn other occupants.
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- Advise any parents, spectators or other people using the club facilities to do the same, reminding them that they are responsible for any children in their care. ie not class members
- Move class members quickly in an orderly manner to the designated assembly area outside the main gates, closing doors behind you.
- Seat class members and call roll. Report any missing persons to the fire warden or attending Emergency Services.
- Do not re-enter the building until directed by the Emergency Services.
- Attend to those in need of first aid.
- Contact parents and inform them of the situation and ask them to collect their children immediately.
- Complete an "Injury Incident Report Form" for those that require medical assistance as early as possible and follow action items as listed in the Injury Procedures documentation.

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 (ie 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.
- If the injury is not serious, administer first aid and notify the parents 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.
- The attending Coach to complete an "Injury Incident Report Form" immediately the training/competition concludes, ensuring all details are filled in.
- Ensure that all witness details available are completed.
- The attending Coach signs the completed report and submits to the Head Coach for verification and signing off.
- Head Coach enters details on the 'Injury Incident Database' and files original report in 'Injury Record File'.
- Information on database to be utilised for Quarterly Reporting purposes for identifying injury prevention measures.

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 unauthorised person is entering a vehicle, note the license number, make, model, colour, and any other outstanding characteristics.
- Telephone the police/parents.
- A full written report by class coach is to be forwarded to Management Committee as soon as possible.
- Management Committee to assess building security and accessibility to the general public.

****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 times.
- 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.
- Comply with any instructions given by Emergency Services and assist with parent contact information.
- A full written report by the most senior coach is to be forwarded to Management Committee as soon as possible.
- Management Committee to assess building security and accessibility to the general public.

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)
- Check immediate areas, including all inside, outside and adjoining areas.
- Telephone child's parents to check/inform of their whereabouts
- Telephone Police and provide:
 - ✓ Child's name
 - ✓ Address
 - ✓ Time noticed missing
- A full written report by class coach is to be forwarded to Management Committee as soon as possible.
- Management Committee to call the parent/guardian within 24 hours to follow-up on progress.
- Management Committee to assess class supervision procedures and make amendments where necessary.



SPRINGWOOD & DISTRICT CITIZENS BOYS AND GIRLS CLUB EMERGENCY CONTACT LIST

You should ensure up-to-date lists of the telephone emergency numbers of emergency personnel and organisations are clearly displayed near central telephone systems. Key emergency personnel and organisations to be included on such a list are:

- ✓ The nearest Ambulance, Fire and Police service.
- ✓ The nearest Doctor and Dentist with whom arrangements have been made for emergency care.
- ✓ The nearest Hospital with an accident and emergency department.
- ✓ The poisons information centre.

EMERGENCY NUMBERS

AMBULANCE 000

FIRE 000

POLICE

Springwood Police Jerseywold Ave 4751 0299

HOSPITALS

Nepean Hospital Penrith GWH Kingswood 4734 2000

ANZAC Memorial Hospital GWH Katoomba 4784 6500

POISONS 13 11 26