

## EMERGENCY POLICY & PROCEDURES

<b>Policy Name:</b>	Emergency Policy & Procedures
<b>Approved by:</b>	Committee
<b>Date of Review:</b>	April 2017

## EMERGENCY POLICY

Mitchelton Youth Club Inc is committed to planning and training 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;
- Information for those affected about actions for protecting themselves

## EMERGENCY PROCEDURES

**\*All staff need to ensure that they are familiar with all emergency procedures.**

### FIRE

- Remain Calm

The most senior coach present will assume the role of fire warden and delegate someone to:

1. Check, toilets, storeroom, offices and tiered seating
2. Phone the emergency services, stating:
  - Name and position
  - Telephone contact number
  - 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 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 the door behind you
- Alert the Fire Brigade
- Seat members and call roll. Report any missing persons to the fire warden or attending Fire Officers
- 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 classes 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. 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 (ie; 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

Complete an "injury incident report for" 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 Director of Coaching / Club Manager for verification and signing off

Details are entered on the "Injury Incident Database" and original report filed in 'Injury record file'. Information on database is 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 criminal is entering a vehicle, note the license number, make, model, colour, and any other outstanding characteristics
- Telephone the police/parents
- A full written report is to be forwarded to the club management 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:

- 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
- When emergency is over, contact club management immediately, who will call all parents
- A full written report is to be forwarded to club management as soon as possible

## 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 al inside, outside and adjoining areas
- Telephone child's parents to check/inform of their whereabouts
- Telephone Polices and provide;
  - Childs name and address
  - Time notices missing

A full written report is to be forwarded to club management as soon as possible