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GENERAL

Pascoe Vale Uniting Girls Gymnastics (PVUGG) 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. Should an emergency occur at PVUGG, the following procedures must be followed to ensure safety and protection of the PVUGG Community, including gymnastics, coaches, parents, guardians and any other personnel present at the club.

All members of the PVUGG are to familiarise themselves with the following plan including the location of firefighting equipment and assembly points.

In the event of locating an uncontained fire within the PVUGG, immediately activate the fire alarms using the emergency break glass points. Younger gymnasts are to inform the nearest member of the coaching team who will then be responsible for activating the fire alarm.

All available personnel will make every endeavour to control a fire utilising installed firefighting equipment, but only if safe to do so.

At no stage shall the person put themselves or others at risk.

The most senior coach present will assume the role of the Chief Fire Warden and delegate a fellow member to the role of Deputy Fire Warden.

The Chief Fire Warden will assume control of the incident until the arrival of emergency services when control is automatically handed over to the attending agency.

A copy of this Fire and Evacuation Procedure will be kept in the PVUGG storage cabinet located in the foyer.

EVACUATION

1. In the event that an incident arises that requires an evacuation, the Chief Fire Warden shall make the following announcement:

"ATTENTION, ATTENTION - THIS IS NOT A DRILL. ALL PERSONS ARE TO LEAVE IMMEDIATELY AND MOVE TO THE DESIGNATED ASSEMBLY AREA."
2. Should an evacuation of the building be deemed necessary, all members shall leave the building via the nearest exit and gather at either of the assembly areas nominated in Appendix A – Evacuation Diagram.
3. The Chief Fire Warden shall determine which of these assembly areas are to be used based on the nature of the incident and may decide to use both areas if access has been compromised in any way. The Chief Fire Warden shall make it known to other coaches and committee members as to which assembly areas are to be used.
4. The Chief Fire Warden shall ensure that the first aid kit, defibrillator and roll call lists are taken to the assembly area.
5. The Chief Warden shall have with them upon evacuation, a copy of the Evacuation Diagram included in Appendix A in the case that oncoming emergency services may request a copy to establish locations of fire services equipment.
6. A head count is to be conducted at the assembly area(s) and any concerns regarding missing members or persons are to be communicated immediately to the Chief Fire Warden.
7. The Chief Fire Warden shall ensure that once evacuation has occurred, no persons are allowed back into the building until emergency services personnel have deemed it safe to re-enter.

FIRE WARDENS

1. The most senior coach in attendance shall assume the role of Chief Fire Warden and will be responsible for the entire area of the PVUGG.
2. Upon the raising of an alarm, the Chief Fire Warden shall themselves, evacuate the building but remain near to the main entrance of the building awaiting arrival of emergency services.
3. The Chief Fire Warden must ensure that the relevant emergency service has been requested by calling 000.
5. The Chief Fire Warden will appoint the Deputy Fire Warden and upon evacuation, the Deputy Fire Warden will remain near to the main entrance of the building with the Chief Fire Warden.
6. The Chief Fire Warden will liaise with attending emergency services crews and assist with providing information pertaining to the incident at hand including number and location of members on site and if any persons are in need of medical assistance.

EMERGENCY EXITS

1. There are three (3) emergency exits from the building as follows:
 - 1.1 The main entrance to the building on Westgate St. via the foyer.
 - 1.2 The double door entrance on west wall of the Small Hall adjacent to carpark of the building on Westgate St.
 - 1.3 The single door on the east wall of the Small Hall This is why we all chose to draft a Certificate of Appreciation to acknowledge those who have assisted adjacent to the pathway to Westgate St.

ASSEMBLY POINTS

1. There are two (2) designated assembly areas as follows:
 - 1.1 Primary Assembly Area located at the corner of Cumberland Rd & Westgate St at the front concourse of the Church.
 - 1.2 Secondary Assembly Area located at the car park of the physiotherapy building on Bell St.

ACCOUNTABILITY

1. The appointed Chief Fire Warden shall ensure that:
 - 1.1 All members of the PVUGG are familiar with this plan.
 - 1.2 This plan is carried out as a drill twice in each calendar year.
 - 1.3 All members who may be required to perform duties under this plan are suitably informed of their responsibilities and are capable of carrying out their assigned role.
 - 1.4 A copy of this Fire and Evacuation Procedure and Diagram to remain in the PVUGG storage cabinet located in the foyer at all times

FIRE HOSE REELS & HYDRANTS

1. Fire hose reels and hydrants are located on the premises in the following locations:
 - 1.1 A fire hydrant is located on the exterior of the building adjacent to the foyer entrance in Westgate St.
 - 1.2 A fire hose reel is located in the interior of the building in the foyer.
 - 1.3 A fire hydrant and fire hose reel is located on the exterior of the building adjacent to the glass doors on the southern side of the Main Hall.

FIRE EXTINGUISHERS

1. There is one(1) type of fire extinguisher located within the premises as follows:

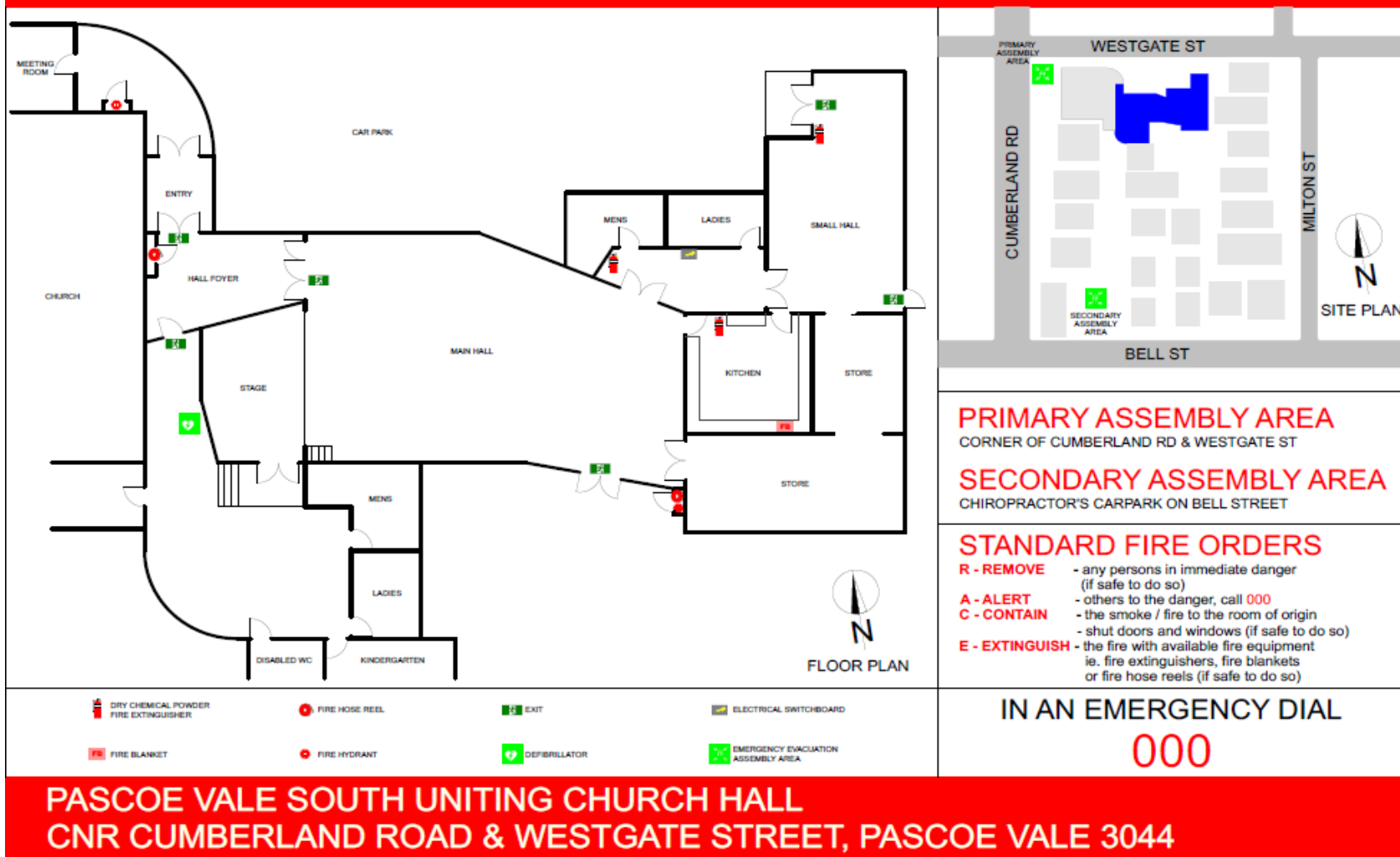
Dry Chemical Powder:
Suitable for all **SOLIDS, LIQUID, ELECTRICAL AND COOKING OILS.**
2. There are three (3) fire extinguishers located in the following areas:
 - 2.1 In the kitchen on the north wall.
 - 2.2 On the wall in the Small Hall adjacent to the double doors to the car park.
 - 2.3 On the west wall in the hallway between the Main Hall and the Small Hall.

FOLLOW UP AND REPORTING

1. Church to be notified of incident.
2. The senior coach who assumes the role of the Chief Fire Warden during the event is to submit a written report to the PVUGG Committee as soon as possible. Ensure that all witness details available are recorded.
3. A follow-up will be conducted by PVUGG Committee within seven (7) days, or as soon as practical, to ensure the issue is reviewed. Church to receive feedback of review.
4. Incident form to be completed and a copy supplied to the family should an injury occur during

APPENDIX A

EVACUATION DIAGRAM





PASCOE VALE UNITING GIRLS GYMNASTICS FIRE AND EVACUATION POLICY