



Gymnastics
Western Australia

Gymnastics WA

Evacuation Procedure

Procedure Reference No
Date of Issue 04/12/2008
Last Reviewed 19/08/2009
Controlling Body GWA Board



Department of
Sport and Recreation



GWA EVACUATION PROCEDURE

Emergencies, which could require evacuation of the centre, include fumes, smoke, fire, gas, explosions or security.

In the event of the alarm sounding or three long whistle blows, all personnel will need to follow the directions of the Wardens who will be identified by wearing of white or yellow helmets and follow the EVACUATION PROCEDURE.

EVACUATION PROCEDURE

Gym Hall A and B

1. Remain calm.
2. The Warden will direct the evacuation.
3. Parents, visitors and officials are to evacuate the building in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area and follow instructions from the Warden.
4. Coaches are to move their group in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area.
5. Coaches to conduct head count at the assembly area. Report any missing persons to the Warden. If all are present, remain with your group and stay calm until instructed by the Warden to leave.
6. Do not enter the building until directed by the Warden.

GWA Office and Board Room

1. Remain calm.
2. The Warden will direct the evacuation.
3. Staff, visitors and officials are to evacuate the building in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the designated assembly area and follow instructions from the Warden.
4. If safe to do so, close all doors and turn off electrical appliances prior to exiting the building.
5. Report any missing persons to the Warden. If all are present, remain with your group and stay calm until instructed by the Warden to leave.
6. Do not enter the building until directed by the Warden.

Designated Assembly Areas

- Lawn area in front of the Town of Vincent building on the Loftus St verge.
- Leederville Oval

The Wardens are as follows:

- White Chief Warden
- Yellow Area Warden

During Loftus Recreational Centre Opening Hours – Monday to Friday

- Chief Warden – City of Vincent Library Staff
- Area Warden – GWA Executive Director / Senior Staff Member

During Loftus Recreational Centre Opening Hours – Saturday and Sunday

- Chief Warden – Belgravia Leisure Staff Member
- Area Warden – Events: Floor Manager
User Groups: Head Coach
Courses: Presenter

After Loftus Recreational Centre Opening Hours

- Chief Warden – GWA Executive Director / Senior Staff Member
Events: Floor Manager
User Groups: Head Coach
Courses: Presenter
- Area Warden – As above

Emergency Helmets and Whistles

- The helmets are located in the GWA Reception office and in Gym Hall A.
- Whistles are located in Gym Hall A, Gym Hall B and GWA Reception

Roles and Responsibilities

Chief Warden

On hearing the alarm the Chief Warden shall take the following actions:

- a) Oversee any emergency evacuation that may occur.
- b) Ascertain the nature of the emergency and determine appropriate action.
- c) Liaise with emergency services.
- d) Coordinate and liaise with Area Wardens

Area Warden

On hearing the alarm the Area Warden shall take the following actions:

- a) Implement the Fire Evacuation Procedure.
- b) Check the gym halls, storerooms and offices, to ensure all persons have evacuated the building.
- c) If safe to do, close all doors and turn off electrical appliances prior to exiting the building.
- d) Ensure orderly flow of personnel to the designated assembly area and make sure the evacuation is complete.
- e) Check with personnel that all personnel are accounted for.
- f) Report to Chief Warden and keep informed of progress.

Emergency telephone numbers can be found on the gym hall noticeboard and in the GWA reception office.

Reporting

- Area Warden to complete a written report within 24 hours and submit to the GWA Executive Director.
- Area Warden where the incident occurred to complete a written report with 24 hours, submit to the Town of Vincent and circulate to all other User Groups.