

# EMERGENCY EVACUATION AND INVACUATION PROCEDURE

<b>Procedure Name</b>	Emergency Evacuation and Invacuation Procedure
<b>Approved By</b>	Gym West Management Committee
<b>Policy Coverage</b>	Athletes, Visitors, Coaches, Staff, Volunteers, Committee Members
<b>Date of Approval</b>	December 2023

# EMERGENCY EVACUATION AND INVACUATION PROCEDURE

## Part 1: Planning

Pre-plan for an Emergency Evacuation and Invacuation by identifying key issues and what action needs to be taken to deal with these issues in an emergency.

## Part 2: Action

Itemise sequences of actions needed to be taken in an emergency, who is responsible for each task and how the tasks will be actioned.

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## Part 1: Planning for an Emergency Evacuation and Invacuation

Item	Action
1	Divide the building into sections Section 1 – GW Gymnasium Section 2 – Foyer/Toilets Section 3 – Storeroom/Office
2	<u>GW Gymnasium</u> Preferred exits – Emergency doors on western wall Alternate Exits – Doors to foyer or internal eastern doors to HHS court area to exit building (connecting glass door in foyer is not an option as this may be locked)  <u>Foyer/Toilets</u> Preferred exit – western doors Alternate exit – via GW gymnasium, either western or eastern doors to HHS court area to exit building  <u>Storeroom/Office</u> Preferred exit - via GW gymnasium Alternate exit - internal eastern doors to HHS court area to exit building
3	Designate Section Warden Gymnasium – Head Coach or assigned 2IC Foyer/Toilets – Administration Personnel or assigned 2IC Storeroom/Office – Head Coach or assigned 2IC or Administration staff
4	Designate Safe Assembly Area Pedestrian laneway – North of GW Gymnasium
5	Roll/Attendance Check Attendance rolls to be actioned at all sessions.
6	Nominate Perceivable Warning System During school hours (activated by HHS) Automatic warning system in place: Long blast of siren for evacuation Short blasts of siren for invacuation  Outside of school hours (afternoon/evening and weekends) Manual system – whistles are located on the pinboard near exit doors to foyer and at the First Aid station in the Storeroom/Office: Long blasts on whistle for evacuation Short blasts on whistle for invacuation
7	Evacuation/Invacuation Control Head Coach has control of evacuation/invacuation, followed by 2IC
8	Provide Fixed and Portable Emergency Lighting Emergency lighting is installed Portable light located on shelf next to fridge in the storeroom/office

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## Part 1: Planning for an Emergency Evacuation/Invacuation continued

	Item	Action
9	Provide Education on Emergency Evacuation/Invacuation Procedures	Education provided at Staff Induction. Head Coaches to train staff and athletes Management Committee and Administration staff to train Head Coaches Emergency evacuation/invacuation procedure displayed in GW gymnasium. Evacuation/invacuation drill conducted during session each term and record kept (given to Administration staff)
10	Follow-up and Report on Emergency Evacuation/Invacuation	Head Coach to complete Emergency Incident Report (located in Operations Manual). Report to be submitted to the Secretary (committee@gymwest.com) for inclusion at the next Committee meeting
11	Assess and Review	Management Committee to assess and review procedures via Coach Feedback Report

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## Part 2: Action of Tasks during an Emergency Evacuation and Invacuation

	Action	Who	How
1	Operate Warning System to Commence Evacuation/Invacuation	<u>Automatic warning system</u> Operated by HHS during school hours <u>Manual warning system</u> Whistle conducted by Head Coach	<u>Evacuation</u> Continuous long blasts of siren or whistle  <u>Invacuation</u> Continuous short blasts of siren or whistle
2	Notify Emergency Services	Henley High School staff, at Head Coach instruction or as needed	Contact Emergency Services Phone: 000 Provide information: Address: Gate 3, Harvey Street Henley Beach Rear of Henley High School Contact number: 08 8353 4770 or own mobile
3	Supervise Evacuation/Invacuation	<u>Gymnasium</u> Head Coach or assigned 2IC <u>Foyer/Toilets</u> Administration Personnel or assigned 2IC <u>Storeroom/Office</u> Head Coach or assigned 2IC or Administration	<u>Evacuation</u> Proceed to pedestrian laneway – North of GW Gymnasium via suitable emergency exits If pedestrian laneway is not available due to danger, exit via internal eastern doors to HHS court area through to outside and assemble at HHS oval  <u>Invacuation</u> Close all access doors to GW gymnasium (lock if safe to do so). Move away from windows and group in the north-west corner of GW gymnasium or storeroom/office until safe to exit
4	Check Areas	Section Wardens	Search allocated areas to ensure an area is clear of all persons Report to Head Coach Close doors as you leave an area
5	Check Roll	Administration staff or designated person	Check names off session roll (revolutioniseSPORT) Report to Head Coach
6	Report Status to Emergency Services	Head Coach	Give details of emergency Advise whether all persons are accounted Advise of possible location/s of persons unaccounted
7	Follow-up and Report	Head Coach	Head Coach to complete Emergency Incident Report Form (located in Operations Manual) and submit at the next Management Committee meeting