

# **Seacliff Community Recreation Association Incorporated**

## **EMERGENCY PROCEDURES POLICY**

### **1. ALERTING MEMBERS TO AN EMERGENCY**

#### **2. FIRE**

**2.1** Fire Evacuation Procedures

**2.2** Fire Follow Up

**2.3** Fire Reporting

**2.4** Fire Training

#### **3. EVACUATION**

**3.1** Evacuation Procedures

**3.2** Evacuation Reporting

**3.3** Evacuation Follow up

**3.4** Evacuation Training

#### **4. UNAUTHORISED PERSON**

**4.1** Unauthorised Person Procedures

**4.1.1** Unauthorised Person Present on Premises

**4.1.2** Unauthorised Person Entering a Vehicle

**4.1.3** Unauthorised Person Attempts to Remove a Child

**4.2** Unauthorised Person Report

**4.3** Unauthorised Person Follow Up

#### **5. MISSING CHILD/PERSON**

**5.1** Missing Child/Person Procedures

**5.2** Missing Child/Person Follow Up

**5.3** Missing Child/Person Reporting

#### **6. OTHER EMERGENCIES**

**6.1** Other Emergencies Roles and Responsibilities

**6.1.1** Coach/Leader

**6.1.2** First Aider

**6.1.3** Emergency Contacts

**6.2** Other Emergencies Reporting

**6.3** Other Emergencies Follow Up

**6.4** Maximum Capacity in Mezzanine Hall Procedure

## 1. ALERTING MEMBERS TO AN EMERGENCY

In the event of an emergency; including fire, other need for evacuation, presence of an unauthorised person, or a missing child, **A LOUD FIRE ALARM BELL WILL RING THREE TIMES** to indicate the need for attention by the Member Groups own Chairperson or Head Coach referred to as the WARDEN in this document. The Warden will be identified as wearing a high visibility vest. This vest is stored in an identified pigeon hole in the kitchen area of Seacliff Community Recreation Association Incorporated.

The following procedures shall then be followed:

### 2. FIRE

1. Remain calm.
2. Alert the Warden who will direct the action to be taken.
3. If the fire is small, the Warden may fight it with a fire extinguisher or the 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. Do not attempt to use a fire extinguisher if you have never been instructed on how to use one.
4. If the fire is too large, you are not confident of controlling the fire or unsure call the Emergency Services - Fire Brigade on 000 immediately.
5. If an Evacuation is announced by the Warden, follow Fire Evacuation Procedures.

### 2.1 FIRE EVACUATION PROCEDURES

1. Remain calm.
2. Alert the Warden who will direct the evacuation and sound the fire alarm bell to evacuate the building. **A continuous fire alarm bell ringing for approximately thirty (30) seconds will signal the evacuation.**
3. The Administrator (desk personnel or coach) is to collect roll call and help move their Member Group in an orderly manner, crawling if necessary (smoke rises), through the safest exit, to the **designated assembly area (car park area outside the North Hall).**
4. Administrator/Parents/Visitors 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 delegate.
5. The Warden must check or arrange checking of all toilets, storerooms, kitchen area and all 4 halls to ensure all persons have evacuated the building.

6. The Administrator (desk personnel or coach) is to conduct head count/roll call at the area. Report any missing persons to the Warden. If all are present, remain with your Member Group and stay calm until instructed by the Warden to leave.
7. If safe to do so, close all windows and doors and turn off electrical appliances prior to exiting the building.
8. If necessary, the Warden or Administrator must contact Emergency Services (000), stating:
  - Name and position
  - Telephone contact number
  - Location
  - Emergency type
  - Casualties/Unaccounted people
  - Assistance required; and
  - Known hazards
9. Attend to those in need of first aid.
10. Do not re-enter the building until directed by the Warden or authorised person.

## **2.2 FIRE FOLLOW UP**

The Member Group must, as soon as possible, determine the cause of the fire and take all necessary steps to ensure that it does not re-occur.

## **2.3 FIRE REPORTING**

The Warden is to complete a written report within 24 hours and submit to the Board of Management of Seacliff Community Recreation Association Incorporated.

## **2.4 FIRE TRAINING**

All Member Groups train in these procedures annually. This training is documented in Board of Management of Seacliff Community Recreation Association Incorporated General Board Meeting minutes. Procedures are reviewed annually.

The assembly area is identified as the car park area outside the North Hall or the Southern carpark.

Induction training for new coaches, leaders, committee members or assistants and volunteers includes the location of fire extinguishers, first aid kits locations, location of emergency exits and emergency procedures.

### 3. EVACUATION

#### 3.1 EVACUATION PROCEDURES

1. Remain calm.
2. Alert the Warden who will direct the evacuation and sound the fire alarm bell to evacuate the building. **A continuous fire alarm bell ringing for approximately thirty (30) seconds will signal the evacuation.**
3. The Administrator (desk personnel or coach) is to collect roll call and move their Member Group in an orderly manner through the safest exit, to the **designated assembly area (car park area outside the North Hall or the Southern carpark).**
4. Administrator/Parents/Visitors are to evacuate the building in an orderly manner through the safest exit, to the designated assembly area and follow instructions from the delegate.
5. The Warden must check or arrange the checking of all toilets, storerooms kitchen area and all 4 halls, to ensure all persons have evacuated the building.
6. The Administrator (desk personnel or coach) is to conduct head count/roll at the assembly area. Report any missing persons to the Warden. If all are present, remain with your member Group and stay calm until instructed by the Warden to leave.
7. If necessary the Warden will contact Emergency Services (000), stating:
  - Name & position
  - Telephone contact number
  - Location
  - Emergency type
  - Casualties/Unaccounted people
  - Assistance required; and
  - Known hazards
8. Attend to those in need of first aid.
9. Do not re-enter the building until directed by the Warden or authorised person.

#### 3.2 EVACUATION REPORTING

The Warden must complete a written report within 24 hours and submit to the Board of Management of Seacliff Community Recreation Association Incorporated Board of Management.

### **3.3 EVACUATION FOLLOW UP**

The Board of Management of Seacliff Community Recreation Association Incorporated is to conduct a review of the incident identified in the Report within seven days, or as soon as practical, and take all necessary steps to ensure that it does not re-occur.

### **3.4 EVACUATION TRAINING**

All Member Groups train in these procedures annually. This training is documented in Board of Management of Seacliff Community Recreation Association Incorporated General Board Meeting minutes.

The assembly area is identified as the car park area outside the North Hall or the Southern carpark.

Induction training for new coaches, leaders, committee members or assistants and volunteers includes the location of fire extinguishers, first aid kits locations, location of emergency exits and emergency procedures.

## **4. UNAUTHORISED PERSON**

### **4.1 UNAUTHORISED PERSON PROCEDURES**

#### **4.1.1 UNAUTHORISED PERSON PRESENT ON PREMISES**

If an unauthorised person is present on the premises, the following procedure must be followed:

1. Remain calm.
2. Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
3. Alert the Warden who will direct the action to be taken.

If possible, get a detailed description or photograph of the unauthorised person.

- Height
- Weight
- Sex
- Colour
- Approximate age
- Clothing
- Method and direction of travel
- Name, if known.

#### **4.1.2 UNAUTHORISED PERSON ENTERING A VEHICLE**

If the unauthorised person is entering a vehicle, note:

- License number
- Make
- Model
- Colour
- Any other outstanding characteristics.

Telephone Emergency Services - Police (000), stating:

- The nature of the incident
- Address & Phone number you are calling from

#### **4.1.3 UNAUTHORISED PERSON ATTEMPTS TO REMOVE A CHILD**

If an unauthorised person attempts to remove a child from the premises, the following procedure must be followed:

1. Remain calm.
2. Remove the child from the immediate area of the unauthorised person.
3. Do not attempt to apprehend or interfere with the unauthorised person, except in the case of self-protection.
4. Follow steps outlined above Unauthorised Person.
5. Telephone the police/parents

#### **4.2 UNAUTHORISED PERSON REPORT**

The Warden must submit a written report to the Board of Management of Seacliff Community Recreation Association Incorporated as soon as possible. Ensure that all witness details available are recorded.

#### **4.3 UNAUTHORISED PERSON FOLLOW UP**

Any questions relative to the Unauthorised Person should be directed to the Board of Management of Seacliff Community Recreation Association Incorporated.

**\*\*UNDER NO CIRCUMSTANCES SHOULD ANY UNNECESSARY RISK BE TAKEN\*\***

## **5. MISSING CHILD/PERSON**

### **5.1 MISSING CHILD/PERSON PROCEDURES**

If a child is missing from the Seacliff Community Recreation Association Incorporated, the following procedure must be followed:

1. Ensure the rest of the class is safe (hand your group over to another Coach/Leader).
2. Alert the Warden who will direct the action to be taken.
3. Check immediate areas, including all inside, outside and adjoining areas.
4. Telephone the parents/emergency contact and inform them of the situation, trying not to alarm them unnecessarily. When talking to parents, DO NOT make any diagnosis other than the obvious (e.g. Jane is missing) and DEFINITELY do not accept or place blame on anyone.
5. If the child is not at home, telephone Police (000) and provide:
  - Child's name
  - Address
  - Time noticed missing

### **5.2 MISSING CHILD/PERSON REPORTING**

The Warden must submit a written report to the Board of Management of Seacliff Community Recreation Association Incorporated as soon as possible. Ensure that all witness details available are recorded.

### **5.3 MISSING CHILD/PERSON FOLLOW UP**

Any questions relative to the Missing Child/Person should be directed to the Board of Management of Seacliff Community Recreation Association Incorporated.

A follow-up will be conducted by the Board of Management of Seacliff Community Recreation Association Incorporated as soon as practical.

## **6. OTHER EMERGENCIES**

Additional circumstances for which Seacliff Community Recreation Association Incorporated may need specific procedures include:

- Hostage situation
- Armed Hold-up/Robbery
- Bomb threat
- Internal Incident (eg. equipment collapse)
- External Incident (eg. flood)

### **6.1 Other Emergencies Roles & Responsibilities**

#### **6.1.1 Coach /Leader**

- Remain with participant until assistance is provided
- Make contact with relevant emergency services
- When in communication with ambulance, provide details regarding the nature of the injury, address and phone number you are calling from and address where injured party is
- Talk to parent/guardian as soon as possible
- Follow up with injured participant and parent/guardian
- Complete relevant sections of Incident Report Form

#### **6.1.2 First Aid Officer**

Seacliff Community Recreation Association Incorporated first aiders hold a nationally recognised statement of attainment issued by a Registered Training Organisation for the nationally endorsed first aid unit/s of competency. First Aiders qualifications are renewed every three (3) years to refresh their first aid knowledge and skills.

Each Member Group provides and maintains their own individual first aid kit and ensures any items used are replaced as soon as practicable after use. Regular checks are undertaken (at least every 12 months) to ensure the kit contains a complete set of required.

In any emergency, first aiders will:

- Provide assistance as most qualified first aid present
- Review medical form and determine appropriate treatment response
- Complete relevant sections of Incident Report Form
- The Board of Management of Seacliff Community Recreation Association Incorporated will conduct a review of the incident reports from every Member Group

#### **6.1.3 Emergency contacts**

|                                                       |                 |
|-------------------------------------------------------|-----------------|
| Ambulance, Fire and Police services (emergency only): | Phone 000       |
| Women's and Children's Hospital                       | Phone 8161 7000 |
| Flinders Medical Centre                               | Phone 8204 5511 |

Poisons  
Police: non emergency

Phone 13 11 26  
Phone 131 444

Refer to Member Group Membership details for parent/guardian contacts.  
Refer to Seacliff Community Recreation Association Incorporated notice board and notices near telephone at Seacliff Community Recreation Association Incorporated for Board of Management and Member Groups telephone contact numbers.

## **6.2 OTHER EMERGENCIES REPORTING**

Incident Report Form must be completed for every participant that is injured during Member Groups training times, no matter how minor the injury. Submit the Incident Report form to the Member Group Chairperson or Head Coach at the conclusion of session/training/competition. Ensure that all witness details available are recorded. All Member Group Incident Report forms must be filed in Member Groups "Incident Record File". The original form must never be removed from the Member Groups file.

The Warden must submit a written report to the Board of Management of Seacliff Community Recreation Association Incorporated as soon as possible. Ensure that all witness details available are recorded.

## **6.3 OTHER EMERGENCIES FOLLOW UP**

The Board of Management of Seacliff Community Recreation Association Incorporated is to conduct a review of the incident identified in the Report as soon as practical, and take all necessary steps to ensure that it does not re-occur.

## **6.4 MAXIMUM CAPACTY IN MEZZANINE HALL PROCEDURE**

Due to fire code restrictions the maximum amount of people allowed at any one time within the Mezzanine Hall is limited to 50. *Refer Sample Maximum capacity in Mezzanine Hall Procedure: Attachment 1*

Approved by Board of Management of Seacliff Community Recreation Association Incorporated  
August 2012

Revised June 2015, May 2016, July 2017, August 2018, August 2019, October 2020, August 2021,  
September 2022, August 2023, November 2024

## **Attachment 1: SAMPLE Maximum Capacity in Mezzanine Hall Procedure**

# **Maximum Capacity**

## **The upstairs Mezzanine Hall**

### **must NOT exceed**

### **50 persons**

*Contact SCRA Board of Management if more information is required*

#### **Maximum of 50 People Allowed**

**Due to fire code restrictions the maximum amount of people allowed at any one time within the Mezzanine Hall is limited to 50.**

Any sections or groups using the Mezzanine Hall must abide by the following directives:

1. A count to be completed at the commencement of each session and at least one time during the session in order to assess the amount of people including participants, coaches and spectators.
2. If the count is over the maximum of 50 people, spectator's/family members will be asked to wait downstairs in the foyer.
3. Member groups must ensure that accredited coaches and first aid certificate holders remain during each session.
4. Signs (example below) will be posted at the entrance, within the stairwell and within the Mezzanine Hall indicating that a maximum of 50 people only being allowed in the Mezzanine Hall at any one time.
5. The sliding doors must be kept open when the Mezzanine Hall is in use. No exceptions.