

## Emergency Evacuation Procedure

### Head Coach/Coach-in-Charge

- Sound a continuous whistle/bell and announce over microphone to alert all coaches, gymnasts and public of the emergency evacuation
- Call “000” if required
- Allocate your group of gymnasts to another coach for the evacuation
- Collect the ipad/roll book and parent sign-in sheet
- Advise the public of the evacuation and to leave via the nearest safe exit and assemble in the gravel carpark at the end of the building, leave all personal items behind
- Check the coach’s room, toilets, kitchen, storerooms for people and direct them to evacuate
- Check if the basketball/netball side of the stadium is being used and advise them of the evacuation
- Meet gymnasts in the assembly area and check roll to ensure all members are present
- Follow-up any members who have signed in but are not present
- Only move back into gym when cleared by emergency services personnel

### Coaches

- Gather all gymnasts in your group and move quickly and calmly to the nearest safe exit
- Assemble all gymnasts in the gravel carpark at the end of the building
- Assist the Head/Coach/Coach-in-Charge with gymnast and parent roll call
- Members may re-enter the building once deemed safe by emergency services personnel or the Head Coach/Coach-in-Charge, otherwise members will stay with a coach until collected by a parent/guardian.

