



DUNEDIN GYMNASTIC ACADEMY

**Emergency Procedures for
Vogel Street Venue**

In an emergency dial 111

Quick Facts

Address: 256B Vogel Street (upstairs)

Closest Intersection: Vogel St, Wolseley St

Landline: **not available – use a cell phone**

This version updated on **29/4/2018**

Fire Evacuation Procedure

Purpose of Procedure	To comply with the NZ Fire Service Fire Safety and Evacuation of Buildings Regulations 2006.
Personnel	<p>Personnel responsible for carrying out the instructions and procedures in this manual are designated as follows:</p> <ul style="list-style-type: none"> • Lead DGA gymnastics coach • Assistant DGA gymnastics coach(es)/ School support staff
Action to take if you discover a fire	<ol style="list-style-type: none"> 1. Sound the alarm (yell "FIRE!! FIRE!! FIRE!!") note: there is no fire alarm call point in this facility. Use FOG HORN to create loud signal blasts. Fog horn is located on fees box near fire extinguisher (by coaches desk). 2. Call the NZ Fire Services "111" and as for "Fire Service". Then confirm the address: Dunedin Gymnastics Academy - 256B Vogel Street (Upstairs) and nature of the emergency. Use a cell phone. 3. Evacuate the building using main stairwell or emergency exit stairwell (behind trampolines, far left hand corner of gym) 4. Fire extinguishers should only be used if you are trained to use them and no personal risks are taken.
If Fire Alarm is Activated!	<p>Upon hearing "FIRE!! FIRE!! FIRE!!" all occupants will:</p> <ul style="list-style-type: none"> • Leave the building immediately using main stairwell to Vogel street or emergency exit stairwell to Wolseley street • DO NOT carry drinks or food during an evacuation (if spilt may cause an accident and delay evacuation) • DO NOT return to building for any reason until Lead DGA gymnastics coach/Fire Service indicate that it is safe to do so
Disabled Persons	<p>Visitors with mobility, hearing and visual disabilities must be made known to the lead DGA gymnastics coach as this may affect the evacuation of the building.</p>

DGA Gymnastic Coach Duties

<p>Lead DGA Gymnastics Coach</p>	<p>The Lead DGA gymnastics coach is charged with coordinating the activities of the assistant coaches and school support staff, and ensuring that clearance reports are received from all groups following the evacuation. The Lead DGA gymnastics coach will liaise in turn with the Senior Fire Officer or Civil Defense Officer coordinating emergency services. All Assistant DGA coaches and school support staff are to follow the Lead DGA Gymnastic Coach's instructions.</p> <p>The Lead DGA gymnastics coach, upon hearing the sound of the "FIRE" alarm will:</p> <ul style="list-style-type: none"> • Nominate another coach to take charge of his/her assigned group then • Delegate a coach/school staff or other adult to call the NZ Fire service - dial "111" from a safe area and advise them of the situation. Confirm name and address of the building (Dunedin Gymnastics Academy, 256B Vogel Street UPSTAIRS) • Delegate a coach or school staff member to check toilets/kitchen • Collect the attendance roll and High Viz vest and proceed outside to the main entrance of the building (Vogel street entrance) • Give the attendance roll to another coach to take roll call • Wait by main entrance to receive evacuation clearance reports from all assistant coaches and school support staff in charge of groups • Report to the NZ Fire Service on arrival • Ensure all persons with disabilities are accounted for
<p>Assistant DGA Gymnastics Coaches/ School support staff</p>	<p>Each coach/school staff member is required to direct, enforce and have full charge of evacuating all students within their assigned groups during the period of the evacuation.</p>

<p>Assistant DGA Gymnastics Coaches/ School support staff (continued)</p>	<p>Coaches/school staff members are to advise the Lead DGA gymnastics coach of any disabled persons, and nominate assistants to attend to disabled persons. All coaches to discuss evacuation procedures with disabled persons.</p> <p>On hearing the alarm “FIRE”</p> <ul style="list-style-type: none"> • Check all areas in your immediate vicinity • Keep people moving steadily and avoid panic • Ensure after evacuation the doors are closed, lights are ON • When you have reached a safe location, take roll call of your group, then report to the Lead DGA coach at the main entrance (Vogel street)
<p>Clearance and reporting procedures</p>	<p>Coaches/school staff members are to ensure their areas are completely evacuated checking the floor from the furthest point of their area working systematically towards the exit or point closest to the fire working towards the exit.</p> <p>Evacuation of disabled persons should only be made after all others have vacated, if not possible to evacuate the disabled person they should be escorted to a safe place at the top of the stairs, disabled persons assistants must remain with that person until assisted by Fire Service Personnel.</p> <p>Evacuation of disabled persons should only be made when safe to do so.</p> <p>Evacuate all persons to the safe assembly area <u>“Wolseley Street sidewalk beside Animal Attractions”</u>. The coaches/staff members must then take roll call and report to the Lead DGA gymnastics coach at the main entrance, Vogel street.</p>

Earthquake Emergency Procedures

1. Sound the alarm “**EARTHQUAKE!!EARTHQUAKE!! EARTHQUAKE!!**”
 2. Remain in the building, do not run outside
 3. Move away from windows, mirrors and equipment that could be dangerous if it falls over (vault, beams, bars). If you need to move, move towards an internal wall (any wall except Vogel Street side).
 4. **DROP, COVER, and HOLD ON.** Drop down onto your hands and knees cover your head and neck with your arms to protect yourself from falling debris. Stay where you are until the shaking stops. Keep calm and assist those who panic.
 5. If evacuation order is given, follow fire evacuation procedures.
 6. Follow the instructions from the Lead DGA gymnastics coach.
- Reference: <http://getthru.govt.nz/disasters/earthquake/#during>



Onsite Safety Features

First Aid Kit	Located in kitchen at rear of gym – sitting on top of blue filing cabinet by right hand wall. Ice located in freezer of kitchen.
Emergency Blankets	Located under coaches desk
Landline Telephone	NOT AVAILABLE – use a cell phone
Fog Horn	Located above fees box near fire extinguisher (above coaches desk)

Your Evacuation Assembly area:

Wolseley Street sidewalk beside Animal Attractions