



MWGC ICoE Plan (In Case of Emergency)

EMERGENCY Fire Police Ambulance – 000

DEE WHY POLICE – 9971 3339

Type of Emergency	Immediate Action	Secondary Action	Next Action	MWGC Policy or Procedure	Form for Reporting
Injury, Accident or Medical	Find First Responder – First Aid Coach	Call Emergency Services	Call Parent/Carer	First Aid Locations Emergency Anaphylaxis	Injury Accident Report form
Fire, Flood and Exits	Follow Emergency Exit Strategy	Call Emergency Services	Assemble at emergency meeting spot	Emergency Procedure and Exits	Incident Report Form
Chemicals or Toxins	Find First Responder First Aid Coach	Call Emergency Services	Call Parent/Carer	First Aid Locations	Incident Report Form
Threat of Violence	Call Police	Find Senior Coach	Call Parent/Carer	Emergency Actions and Contacts	Incident Report Form
Abuse or Self Harm	Contact MPIO	Keep it confidential	Contact CEO	MWGC Member Protection	Child Protection
Extreme Heat	Follow MWGC “Beat the Heat” guidelines	Apply changes when needed	Monitor Conditions	Beat the Heat Hot Weather	Incident Report Form
Hazard Management	Isolate and Remove Hazard – Tape off area	Call Emergency Services	Contact CEO or Tradesman	WHS Plan	Incident Report Form
Traffic Accident	Find First Responder First Aid Coach	Call Emergency Services	Hand over to Ambulance or Police	Emergency Actions and Contacts	Incident Report Form
Lightning or High Wind	Move children to middle of sprung floors	Call Emergency Services	Call Parents and Emergency Services	Do everything possible to keep children safe	Incident Report Form
Pandemic - Disease	Refer to COVID Action Plan	Notify parents	Notify NSW Health	COVID Action Plan	
Lost Child	Assemble children from that group together	Find supervising coach to mind the group. Start search	Call Parents and Police Engage help from staff and parent groups	Emergency Actions and Contacts	Incident Report Form
Terrorist	Move children to middle of sprung floors and protect as best as possible	Call Emergency Services	Apply emergency exit if safe to do so	Emergency Actions and Contacts	Incident Report Form