Gym emergency plan template

Site details, contacts, roles and step-by-step procedures for the emergencies a gym is most likely to face.

Club / location	Street address and nearest cross street	Plan prepared by
Plan date	**Next review date**	**Approved by**

Under the model WHS Regulations, an emergency plan covers how to respond to an emergency, evacuate, notify emergency services, get medical help, communicate with everyone on site and test the procedures, and workers need information and training on it. Check your state or territory's requirements, your building's fire safety obligations and your landlord's plan. This is not legal or WHS advice.

Emergency contacts

Who	Name	Phone
Police, fire and ambulance: 000		
Chief warden or duty manager		
Club owner or area manager		
Building manager or landlord		
State Emergency Service (storm and flood): 132 500		
Poisons Information Centre: 13 11 26		
Electricity and gas emergency lines		
Security or alarm monitoring		
WHS regulator (to report notifiable incidents)		

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Roles

Role and duties	Name(s) on each shift	Backup
Chief warden (usually the duty manager): takes charge, calls 000, decides to evacuate and accounts for everyone		
Area warden: clears an assigned area, including change rooms, toilets and studios		
First aider: gives first aid, brings the AED and records the treatment		
Communications: meets emergency services, briefs them and keeps members informed		

Site information

Assembly point

Second assembly point (if the first is unsafe)

Fire extinguishers and blankets

Fire panel and alarm

AED

First aid kit and spill kit

Main power isolation

Gas isolation (if any)

Evacuation diagrams displayed at

Exits and who may need help to leave

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Fire or evacuation

- [ ] Raise the alarm and call 000.
- [ ] Use a fire extinguisher or blanket only if you are trained and it is safe to do so.
- [ ] Stop the music, announce the evacuation and direct people to the nearest safe exit.
- [ ] If safe, check change rooms, toilets, studios and staff areas on the way out. Do not use lifts.
- [ ] Help anyone who needs assistance, and account for staff and members at the assembly point.
- [ ] Do not go back inside until emergency services say it is safe.

Medical emergency or collapse

- [ ] Check for danger, then check whether the person responds.
- [ ] Call 000 and send someone for the AED and the first aid kit.
- [ ] If the person is unresponsive and not breathing normally, start CPR and use the AED as soon as it arrives, following its prompts.
- [ ] Keep other people back and send someone to meet the ambulance at the entry.
- [ ] Record what happened and the treatment given, and complete an incident report.

Severe weather, storm or flood

- [ ] Watch Bureau of Meteorology warnings and advice from your state emergency service.
- [ ] Bring people inside and away from windows, or close early if a warning applies to your area.
- [ ] Secure outdoor equipment, signage and anything that could blow around.
- [ ] Never walk or drive through floodwater. For storm or flood help, call the SES on 132 500.

Power failure

- [ ] Stop treadmills and powered equipment and help people off safely.
- [ ] Use emergency lighting and torches to check every area, including change rooms and toilets.
- [ ] Check doors and access control so nobody is locked in or out unsafely.
- [ ] Decide whether to close; post a notice and tell members.
- [ ] Report the outage to your electricity distributor and check equipment before restarting it.

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Aggressive person, threat or lockdown

- [ ] Stay calm, keep your distance and do not argue.
- [ ] Call 000 (police) if anyone is at risk. Do not try to remove the person yourself.
- [ ] Move members and staff away, or into a secure room if staying inside is safer than leaving.
- [ ] Keep CCTV footage and write down what happened while it is fresh.

Gas leak or chemical spill

- [ ] Move everyone away from the area. Near a gas leak, do not use switches, phones or anything that could spark.
- [ ] Call 000 and your gas distributor's emergency line.
- [ ] For a chemical spill, check the safety data sheet and use the spill kit only if trained.
- [ ] If someone is exposed, call the Poisons Information Centre on 13 11 26 and follow their advice.

Unstaffed (24/7) hours

- [ ] Emergency instructions, the club's street address and the AED location are displayed at the entry and in each area.
- [ ] Members know to call 000 first, then the duty phone number shown at the entry.
- [ ] Duress buttons, help points and CCTV are monitored, if installed, and tested on a schedule.
- [ ] The on-call manager attends or arranges help, and records the incident the same day.

Testing, drills and training

Test the plan with drills, brief every staff member during induction, and review the plan after a drill, an emergency, or a change to the building or how the club runs.

Date	Drill or test	Who took part	What went wrong	Action and owner

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Staff member briefed on this plan	Date	Signature

Review date	What changed and why	Reviewed by

Explore the related ClubPilot workflow