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| **Emergency Management Plan 2015-2016** |

INSERT NAME OF CLUB

|  |  |
| --- | --- |
| Physical Address |  |

MAP OF GROUND WITH EMERGENCY ASSEMBLY AREAS SHOWN

# Purpose

The purpose of this Emergency Management Plan (EMP) is to provide details of how (Club) will prepare for and respond to emergency situations.

# Scope

This EMP applies to all staff, players, visitors, contractors and volunteers.

# Distribution

A copy of our plan has been distributed to:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position Title and**  **Organisation Name** | **Date Sent** | **Email Address or**  **Postal Address** |
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# PART 1– EMERGENCY RESPONSE

# In case of emergency

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| **In an Emergency** | |
| ***Call***  **Police, Ambulance, Fire Services** | 000 |
| ***For Advice call your***  **Organisational Contact** | <Insert your relevant organisational contact details> |
| *Convene your*  **Incident Management Team** | |

# Emergency contacts

## 5.1 Emergency services

In an emergency requiring **Police, Ambulance and CFA** attendance call **000**.

## 5.2 Our contacts in an emergency

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key Roles | Name | Phone | Phone  (After Hours) | Mobile |
| Convener |  |  |  |  |
| Head Trainer |  |  |  |  |

## 5.3 Key Organisational/regional contacts

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Phone** | **Mobile** |
| <Insert organisation contact> |  |  |  |
| <Add contacts as required> |  |  |  |

## 5.4 Local/other organisations contacts

|  |  |
| --- | --- |
|  | **Phone** |
| Police Station |  |
| Hospital/s |  |
| Gas Provider |  |
| Electricity Provider |  |
| Water Corporation |  |
| Urgent Works Provider |  |
| Plumber |  |
| Electrician |  |
| Local Government |  |
| SES (flood, storm and earthquake) | 132 500 |
| Victorian WorkCover Authority | 13 23 60 |
| <Add contacts as required> |  |

# Incident Management Team

## 6.1 Incident Management Team structure

## 6.2 Incident Management Team (IMT) contact details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IMT Role/Activities |  | Primary Contact |  | Back Up Contact |
| Chief Warden | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Planning tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Operations (Area Warden) tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Communications tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| Logistics (Warden) tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |
| First Aid tasks will be performed by: | Name |  | Name |  |
| Phone/Mobile |  | Phone/Mobile |  |

# Incident Management Team responsibilities

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| **Chief Warden**  **Pre-emergency**   * Maintain current contact details of IMT members. * Conduct regular exercises/drills. * Ensure persons with special needs list and staff trained in first aid list are up to date. * Ensure our emergency response procedures are kept up-to-date. * Ensure staff on the IMT are aware of their responsibilities.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Ensure that the emergency services have been notified. * Ensure the appropriate response has been actioned. * Convene our IMT as required. * Initiate evacuation of affected areas/lock-down/lock-out/shelter-in-place as required. * Brief the incoming emergency services and respond to their requests.   **Post-emergency**   * When the incident is rendered safe or the emergency services return control, notify the IMT members to have staff and students return to normal operations. * Organise debrief with the IMT and, where appropriate, with any attending emergency Service. * Complete the Post Emergency Record. |
| **Planning**  **Pre-emergency**   * Assist the Chief Warden. * Identify resources required. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and scope of the emergency. * Report any changes in the situation to the Chief Warden. * Act as directed by the Chief Warden. * Plan for contingencies.   **Post- emergency**   * Collect and evaluate information relating to the emergency. * Identify recovery needs and develop a recovery plan (if required). |

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| **Operations (Area Warden)**  **Pre-emergency**   * Regularly check and report on deficiencies of emergency equipment and kits. * Coordinate safety practices (for example clear egress paths, access to first attack equipment such as, fire extinguishers and disposal of rubbish) by Wardens throughout their areas. * Participate in emergency exercises/drills.   **During emergency**  On hearing alarm or becoming aware of an emergency, the Operations Officer/Area Warden will:   * Attend the emergency control point. * Communicate with the Chief Warden by whatever means available and act on instructions. * Implement the emergency response procedure relevant to the floor or area and ensure that the Chief Warden is notified. * Direct the Logistics Officer/Wardens to check the floor or area for any abnormal situation. * Commence evacuation if the circumstances on their floor or area warrant this. * Control the movement of people. * Co-opt persons as required to assist the Logistics Officer (Warden/s) during an emergency. * Confirm that the Logistics Officer’s/Warden’s activities have been completed and report this to the Chief Warden or a senior officer of the attending emergency services if the Chief Warden is not contactable.   **Post emergency**   * Compile report of the actions taken during the emergency for the debriefing. |

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| **Communications**  **Pre-emergency**   * Assist the Chief Warden. * Attend training in the use of the communication system (if any). * Maintain records and logbooks and make them available for emergency response. * Ensure emergency contact details are up-to-date. * Participate in emergency exercises/drills.   **During emergency**   * Attend the emergency control point. * Ascertain the nature and location of the emergency. Maintain up to date information. * Confirm that emergency services have been notified. * Notify appropriate IMT members. * At the direction of the Chief Warden provide instruction and information to staff, players and visitors as required. * Keep a log of events that occurred during the emergency. * Act as directed by the Chief Warden.   **Post- emergency**   * Collate logs of events completed by all IMT members during the emergency for the debriefing and ensure they are secured for future reference. * Contact parents of players under 18 years as required. |

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| **Logistics (Warden)**  **Pre-emergency**   * Ensure staff and players are aware of the emergency response procedures. * Carry out safety practices (for example, clear egress paths, access to first attack equipment, for example, fire extinguishers and disposal of rubbish). * Participate in emergency exercises/drills.   **During emergency**  Persons selected to perform as Logistics Officer/Warden will carry out activities as set out in the emergency response procedures and as directed by the Operations Officer/Area Warden .  Activities may include the following:   * Attend the emergency control point. * Operate the communication system in place. * Check that any fire doors and smoke doors are properly closed. * Close or open other doors in accordance with the emergency response procedures. * Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated. * Ensure orderly flow of people into protected area. * Assist occupants with disabilities. * Act as lead of groups moving to nominated assembly areas. * Report status of required activities to the Operations Officer/Area Warden on their completion. * Act as directed by the Chief Warden.   **Post- emergency**   * Compile report of the actions taken during the emergency for the debriefing. |

# Communication tree

*Insert your communication tree here.*

# Persons trained in first aid

|  |  |  |
| --- | --- | --- |
| Name | Training | Date Qualified To |
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# Emergency response procedures

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| 10.1 On-site evacuation/relocation procedure |

When it is unsafe for staff, players and visitors to remain inside the buildings the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

* **Call** **000** for emergency services and seek and follow advice.
* Evacuate staff, players and visitors to <Insert the location of your on-site evacuation/relocation assembly point/s >.
* Take your emergency kit/first aid kit.
* Once at your primary and/or secondary assembly point/s, check all staff, players and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with emergency service personnel that it is safe to return to normal operations.
* Seek advice from your organisation/auspice body if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents of players under the age of 18 years as required.

**Actions after on-site evacuation/relocation procedure**

* Ensure any staff, players or visitors with medical or other needs are supported.
* Undertake operational debrief with staff and Incident Management Team to identify any on-site evacuation and procedural changes that may be required.

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| 10.2 Off-site evacuation procedure |

If it is unsafe for staff, players and visitors to remain on the property the Chief Warden on-site will take charge and activate the Incident Management Team if necessary.

* **Call** **000** for emergency services and seek and follow advice.
* Identify which off-site assembly point you will evacuate staff, players and visitors to.
* Evacuate staff, players and visitors to your <Insert the location of your off-site evacuation assembly point/s>.
* Take your emergency kit/first aid kit (and a copy of this EMP).
* Once at primary and/or secondary assembly point/s, check all staff, players and visitors are accounted for.
* Ensure communications with emergency services is maintained.
* Wait for emergency services to arrive or provide further information.
* Confirm with Emergency Service personnel that it is safe to return to normal operations.
* Seek advice from your organisation/auspice body if required.
* Maintain a record of actions/decisions undertaken and times.
* Contact parents of players under the age of 18 years as required.

**Actions after off-site evacuation procedure**

* Ensure any staff, players and visitors with medical or other needs are supported.
* Undertake operational debrief with staff and Incident Management Team to identify any off-site and procedural changes that may be required.

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# Response procedures for specific emergencies

## 11.1 Building fire

* **Call** **000** for emergency services and seek and follow advice.
* Activate the fire alarm.
* If appropriate, follow the procedure for **on-site evacuation**.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Extinguish the fire **(only if safe to do so).**
* Evacuate to the <Insert the location of your assembly point/s>, closing all doors and windows.
* Check that all areas have been cleared and notify the Chief Warden.
* Check that all staff, players and visitors and contractors are accounted for.
* Seek advice from your organisation/auspice body if required.
* Contact parents as required.

* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.2 Bushfire

* **Call** **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
* Determine appropriate response strategy (evacuate or shelter-in-place) in consultation with emergency services, if possible.
* If evacuation is required and time permits before you leave:
* Make sure you close all doors and windows
* Turn off power and gas.
* Check that all staff, players and visitors and contractors are accounted for.
* Listen to TV or local radio on battery-powered sets for bushfire/weather warnings and advice.
* Ensure staff, players and visitors do not hinder emergency services or put themselves at risk by going near damaged buildings or trees.
* Seek advice from your organisation/auspice body if required.
* Contact parents as required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.3 Major external emissions/spill (includes gas leaks)

* **Call** **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene the IMT if necessary.
* Turn off gas supply.
* If the gas leak is onsite, notify your gas provider.
* If safe to do so, evacuate staff, players and visitors and contractors to <insert the location of your assembly point/s>. This may be an off-site location.
* Check staff, players and visitors are accounted for.
* Seek advice from your organisation/auspice body if required.
* Await ‘all clear’ advice from emergency services or further advice before resuming normal activities.
* Contact parents as required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.4 Intruder

* **Call** **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden.
* Do not do or say anything to the person to encourage irrational behaviour.
* Initiate action to restrict entry to the building if possible and confine or isolate the threat from building occupants.
* Determine whether **evacuation, lock-down or shelter-in-place** is required. Do this in consultation with the Police where possible.
* Evacuation only should be considered if safe to do so.
* Seek advice from your organisation/auspice body if required.
* Contact parents as required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.5 Bomb/substance threat

* **Call** **000** for emergency services and seek and follow advice.
* Report the threat to the Chief Warden.
* Ensure the doors are left open.
* Do not touch any suspicious objects found.
* If a suspicious object is found or if the threat specifically identified a given area, then **evacuation** may be considered:
  + If appropriate under the circumstances, clear the area immediately within the vicinity of the object of staff, players and visitors.
  + Ensure staff, players and visitors are not directed past the object
  + Ensure staff, players and visitors that have been evacuated are moved to a safe, designated location
* Seek advice from your organisational/auspice body if required.
* Contact parents as required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**If a bomb/substance threat is received by telephone:**

* + **Do not** hang up
  + If possible fill out the bomb threat checklist while you are on the phone to the caller
* Keep the person talking for as long as possible and obtain as much information as possible
* Have a co-worker call 000 for emergency services on a separate phone without alerting the caller and notify the Chief Warden
  + Listen carefully for a full description:
    - Sex of caller
    - Age of caller
    - Accents and speech impediments
    - Background noises
    - Key phrases used by the caller
  + Ask the caller:
    - What is the threat?
    - When is the threat to be carried out?
    - Where the threat may be located?
    - Why the threat is being made?
    - Where are you? Where do you live?
    - What is your name?
* Once a call is finished:
  + DO NOT HANG UP – it may be possible to trace the call if the telephone line is kept open, regardless of whether the caller hangs up
  + Ensure all information has been written down
  + Inform management and report threat to emergency services immediately – use a separate telephone line or mobile phone (in case the caller rings again)
  + Do not touch, tilt or tamper with the object
  + Follow any instructions given by emergency services

**If a bomb/substance threat is received by mail:**

* + Place the letter in a clear bag or sleeve
  + Avoid any further handling of the letter or envelope or object
  + Call 000 for emergency services and seek and follow advice
  + Notify the Chief Warden

## Bomb/Substance Phone Threat Checklist

This checklist should be distributed to all persons who regularly accept incoming telephone calls.

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| --- | --- |
| **CALL TAKER** | **CALL TAKEN** |
| Name: Phone No. | Date of Call: Call Start/End Time: |
| Signature: | Number Called: Was call Local or STD: |

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| **BOMB THREAT QUESTIONS** | |  | |
| When is the bomb going to explode? | |  | |
| Where did you put the bomb? | |  | |
| What does the bomb look like? | |  | |
| What kind of bomb is it? | |  | |
| What is in the bomb? | |  | |
| When did you put it there? | |  | |
| What will make the bomb explode? | |  | |
| Did you place the bomb? | |  | |
| Why did you put it there? | |  | |
| What is your name? | |  |
| Where are you/what’s your address? | |  | |
|  | |  | |
| **SUBSTANCE THREAT QUESTIONS** | |  | |
| What kind of substance is in it? | |  | |
| When will the substance be released? | |  | |
| Where is it? | |  | |
| What does it look like? | |  | |
| When did you put it there? | |  | |
| How will the substance be released? | |  | |
| Is the substance liquid, powder or gas? | |  | |
| Did you put it there? | |  | |
| Why did you put it there? | |  | |
| What is your name? | |  |
| Where are you/what’s your address? | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CALLER’S VOICE** | |  | | | | | | |
| Sex of caller | |  | | | Estimated age | |  | |
| Accent (specify) | |  | | | | | | |
| Speech impediments (specify) | |  | | | | | | |
| Voice (loud, soft, and so on) | |  | | | | | | |
| Speech (fast, slow and so on) | |  | | | | | | |
| Dictation (clear, muffled, and so on) | |  | | | | | | |
| Manner (calm, emotional, and so on) | |  | | | | | | |
| Did you recognise the voice? | |  | If so, who do you think it was? | | |  | | |
| Was the caller familiar with the area? | |  | | | | | | |
|  |  | | |  | | | |  |
| **THREAT LANGUAGE** |  | | | **BACKGROUND NOISE** | | | |  |
| Well spoken |  | | | Street noises | | | |  |
| Incoherent |  | | | House noises | | | |  |
| Irrational |  | | | Aircraft | | | |  |
| Taped |  | | | Voices | | | |  |
| Message read by caller |  | | | Music | | | |  |
| Abusive |  | | | Machinery | | | |  |
| Other: |  | | | Other: | | | |  |

|  |
| --- |
| **EXACT WORDING OF THREAT** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIONS** | | | |
| Report call immediately to: |  | Phone Number |  |
| Notes/Actions taken: | | | |

## 11.6 Internal emission/spill

* Call **000** for emergency services and seek and follow advice.
* Report the emergency immediately to the Chief Warden who will convene your IMT if necessary.
* Move staff, players and visitors away from the spill to a safe area and isolate the affected area.
* Seek advice in regards to clean up requirements, and if safe to do so, the spill can be cleaned up by staff. Personal Protective Equipment should be worn as per the requirements of the Material Safety Data Sheet and Safety Work Procedure.
* Seek advice from your organisation/auspice body if required.
* Contact parents as required.
* Notify the Victorian WorkCover Authority if required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

## 11.7 Severe weather event

* Call **000** if emergency services are needed and seek and follow advice.
* Before the storm, store or secure loose items external to the building, such as outdoor furniture and rubbish bins.
* Secure windows (close curtains & blinds) and external doors. If necessary, tape windows and glass entrances. Utilise boards and sandbags if required.
* During a severe storm:
  + Remain in the building and keep away from windows
  + Restrict the use of telephone landlines to emergency calls only, particularly during a thunderstorm.
* Report any matter concerning the safety and wellbeing of staff, players and visitors to the Chief Warden.
* Disconnect electrical equipment – cover and/or move this equipment away from windows.
* Seek advice from your organisation/auspice body if required.
* Listen to local radio or TV on battery-powered sets for weather warnings and advice.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**After the severe weather event**

* After storm passes, evaluate the need to evacuate if uncontrolled fires, gas leaks, or structural damage has occurred as a result of the storm.
* Contact parents as required.

## 11.8 Earthquake

* Call **000** if emergency services are needed and seek and follow advice.
* The Chief Warden will convene the IMT if necessary.
* Seek advice from your organisation/auspice body if required.
* <As appropriate insert any additional mitigation steps relevant to your facility that you have identified in your risk assessment>

**If outside**

Instruct staff, players and visitors to:

* Stay outside and move away from buildings, streetlights and utility wires.
* DROP, COVER and HOLD
* DROP to the ground
* Take COVER by covering your head and neck with their arms and hands
* HOLD on until the shaking stops.

**If inside**

Instruct staff, players and visitors to:

* Move away from windows, heavy objects, shelves and so on
* DROP, COVER and HOLD
* DROP to the ground.
* Take COVER by getting under a sturdy table or other piece of furniture or go into the corner of the building covering their faces and head in their arms.
* HOLD on until the shaking stops.

**After the earthquake**

* Evaluate the need to evacuate if there are uncontrolled fires, gas leaks or structural damage to the building you are in.
* If you evacuate, watch out for fallen trees, power lines, and stay clear of any structures that may collapse.
* Arrange medical assistance where required.
* Help others if you can.
* Report any matter concerning the safety and wellbeing of staff, players and visitors to the Chief Warden.
* Contact parents as required.
* Tune in to ABC radio if you can and follow any emergency instructions.
* If any property is damaged and it is safe to do so, take notes and photographs for insurance purposes.

# Area map

|  |  |
| --- | --- |
| Date Area Map Validated: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Distance to Primary off-stie assembly point:**  Aprox. time to reach Primary off-site assembly point: |  | | **Distance to Secondary off-site assembly point:**  Approx. time to reach Secondary off-site assembly point: |  | | **Legend** | | | **Primary off-site assembly point** |  | | **Route to Primary off-site assembly point** |  | | **Secondary off-site assembly point** |  | | **Route to Secondary off-site assembly point** |  | | **Emergency services access point** |  | |

# Evacuation diagram

|  |  |  |  |
| --- | --- | --- | --- |
| Building Name: |  | Date Evacuation Diagram Validated: |  |



|  |  |
| --- | --- |
| **Evacuation Procedure**  <insert evacuation procedure>   * Do this….. * Do this….. * Do this….. | C:\Users\08819981\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\KIHFREMA\InCaseOfFire.jpg |