

# Whittlesea City Little Athletics Centre

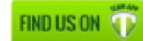


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## Emergency Management Plan – Whittlesea City Little Athletics Centre

An emergency is any type of occurrence such as an Explosion, Fire, Bomb Scare, Public Disturbance, Armed Confrontation or Natural Disaster, that threatens or is likely to threaten the safety of any person within the Meadowglen Athletics Centre which requires an immediate response or evacuation of the venue or clubrooms.

### **PROCEDURE:**

In the event of an emergency during event day, all present members of the Executive Committee will act as Wardens and report directly to the Competition Director who will then notify the President of the emergency. In the event of the President's absence, the committee members must report to the most senior Committee Member present at the time with the order of seniority as follows:

1. President,
2. Vice President,
3. Secretary,
4. Treasurer
5. Registrar

The President (or most senior Executive Committee member) will be the Incident Controller until arrival of the relevant emergency services personnel.

### **STOP EVENT PROCEDURE:**

The Competition Director will immediately via two-way radio and Public Address (PA) announcement, notify all event chiefs to suspend their events. All event chiefs will hold athletes present in their current locations until further instruction is provided. Following this, an Emergency Management Team (EMT) will be immediately formed at the Centre Table / Tent which will include the President (or most senior member of the Executive Committee), Competition Director and a Child Protection Officer. Communication should be clear, sharp and succinct.

Member/s of the committee will be appointed by the EMT to co-ordinate, manage or facilitate:

- Contacting 000 for emergency services
- The deliverance of first aid by first aiders present at the venue
- Unlocking emergency gates in the car park to facilitate emergency services vehicle access
- Being present at the First Aid room to record patients or attendances

### **EVACUATION OF VENUE:**

The President (or most senior member of the Committee) will order an Emergency Evacuation via repeated PA Announcements and the two-way radio where there is an immediate threat to safety of any person and where a stop event procedure has been declared.

The President (or most senior member of the Committee) will proceed to the evacuation area, where the Wardens and Age Group Team Managers will report directly to them. In the event of a power outage, the evacuation will be declared via the battery-operated PA speakers used by the Starters.

Once an evacuation has been declared, all athletes, parents, officials and spectators must quickly, in an orderly manner, make their way to the evacuation assembly area in the middle of the competition arena. The backup evacuation area on the cricket field (behind the clubrooms) will only be used if declared by the President (or most senior member of the Committee) and the primary location in the middle of the competition area is not suitable.

Team Age Group Managers will be responsible for gathering all children present in their age group and will report directly to the EMT informing that the children are safe, present and accounted for.

All Wardens will be directed by the President (or most senior member of the Committee) to search each area of the Clubrooms, including the Canteen, Canteen Store-Room, Equipment Rooms, Committee Room, Toilets and Clubroom area, Technical Room, as well as the Public Toilet Block, Equipment Sheds, and Car Parks. On completion, Wardens will immediately report to the President (or most senior member of the Committee), who will check off each area as the Wardens report.

Once the Emergency Services Personnel arrive, they shall assume full responsibility and everyone will obey their directions. No person shall leave the Evacuation Area until the President (or most senior member of the Committee) and/or the emergency services commander declares the emergency incident as “safe”.

#### **COMMUNICATION & REHABILITATION**

Following the emergency, the President (or most senior member of the Committee), will need to co-ordinate the rehabilitation of the event day and venue to resume normal event day operations. Consideration should be given to reassurance PA announcements, suspension or cancellation of specific events or cancellation of the event day. In the following days, the Executive Committee will meet and consider communications to all registered athletes providing the various support agency details and club points of contact should feedback or concerns wish to be raised.

#### **NOTIFICATION OF PLAN:**

All Committee Members, Age Group Team Managers and Officials will be provided with a copy of this plan prior to the start of every season. The Executive Committee will brief all Age Group Team Managers and Officials on this plan and outline their responsibilities. A copy of this plan will be provided in the Whittlesea City Little Athletics Centre handbook and website.

**Initiated: August 2024**

**Next Review: August 2025**



**Legend**

- Function Room
- Kiosk
- First Aid
- Technical Room
- Event Amenities
- Function Amenities
- Unisex Accessible Change Amenities
- Seats
- Grandstand
- Shaded Grandstand
- Power Outlet
- Event Marshalling
- Long Jump
- High Jump
- Javelin
- Shot Put
- Discus
- Hammer Throw
- Pole Vault
- Steeple Jump
- Running
- 1 Main Entrance Gate
- 2 Secondary Entrance
- AWD Athletes with Disability



Secondary Evacuation Area