

MBLAC Emergency Management Procedure



1. Purpose

Murray Bridge Little Athletics Club (MBLAC) is committed to adequately planning for and effectively managing emergency situations at all home meets. We aim to minimise the impact of emergency situations on our club by ensuring the safety of athletes, parents/guardians, volunteers, spectators, and facilities.

2. Scope

This procedure relates to all sites under the control of MBLAC.

3. Definitions

Emergency is any unplanned event that arises that may adversely affect athletes and their families, visitors or the community generally, and that requires an immediate response.

Emergency Management Plan is a documented plan that details procedures to be followed in the event of an emergency.

4. Responsibilities

Club Committee are responsible for:

- Having an Emergency Management Plan (EMP) in place that covers their site.
- Ensuring all the club community are aware of emergency procedures and have received the appropriate information.
- First line fighting equipment is checked every twelve (12) months and maintained in good working order. Fire exits are kept clear from obstructions and hazards.

All athletes, parents/guardians, volunteers, and spectators are required to:

- Follow the emergency procedures.
- Comply with instructions from the president and emergency services personnel.

5. Procedure

Emergency Management Plan (EMP)

1. The Club President (or next senior committee member) is responsible for coordination of emergency situations.
2. In the case of an emergency event such as fire, earthquake or other event requiring evacuation, all occupants of any of the club's buildings and individual events shall cease activities immediately and move to the evacuation area, via the safest route.
3. The designated evacuation area at MBLAC is the discus ring located on Swanport Rd side of the Murray Bridge High School oval.
4. Contact the relevant emergency service on 000 and inform them of type and location of the emergency.
5. Ensure all athletes, parents/guardians, volunteers, and spectators are accounted for.
6. Contact SALAA as soon as reasonably practicable and inform them of the situation.

MBLAC Emergency Management Procedure



Potential Emergency Risk Scenario

Emergency Category	Scenario	Probability	Consequence	Risk Rating
Medical	Athletes, parents/guardians, volunteers, spectators suffering a significant medical event.	Unlikely	Moderate	Medium
Medical	Athletes, parents/guardians, volunteers, spectators suffering a significant injury.	Possible	Moderate	Medium
Fire	Fire in club rooms or adjacent property.	Rare	Moderate	Low
Fire	Bush fire close to club during a meet or training.	Rare	Moderate	Low
Personal Threat	Threat by person(s) towards athletes, parents/guardians, volunteers, spectators.	Unlikely	Moderate	Medium
Personal Threat	Kidnapping of child.	Rare	Major	High
Bomb Threat	Threat towards athletes, parents/guardians, volunteers, spectators.	Rare	Major	High

Fire Safety Equipment

All first line firefighting equipment is to be checked every twelve (12) months to be in good working order. Ensure the fire safety equipment is relevant to the hazards in the environment.

Evacuation Area/Diagrams

MBLAC evacuation area is the discus ring located on Swanport Roadside of the Murray Bridge High School oval.

A mud map of the MBLAC shed and surrounding grounds is displayed in the clubrooms, showing exit/s and exit routes, fire extinguishers and the emergency evacuation area.

Evacuation Exercises/Drills

Evacuation drills should be conducted on an annual basis with committee members. Following an evacuation exercise, a discussion, should be conducted to determine the effectiveness of the procedure.

MBLAC Emergency Management Procedure



Emergency Procedures

Bush Fire and other community emergencies

Where there is a potential for a bushfire or other community emergency, the risk must be assessed, and decision made on cancelling or ceasing club meet. Follow the advice given – if there is a meet in progress and risk imminent, all events **MUST** be cancelled. A decision should be made if it is safe to leave the Murray Bridge High School or whether to shelter on site is more appropriate. If the decision is made to shelter on site, emergency services should be contacted immediately (**000**), and information of people/s located on site provided. Instruction from emergency services personnel is to be adhered to.

Emergency services and government agencies issue advice and warning messages to the public through websites, smartphone apps i.e., Alert SA, television and radio broadcasts, mobile phone SMS messages and posts on social media - e.g., Facebook and Twitter.

Fire within clubrooms or surrounds

Immediate cessation of all events. Evacuate to the pre-determined evacuation area. **Call 000**. Do not leave the site until all accounted for. All children should remain under the control of the chaperone until permission is granted to leave.

Threat to personal safety

If there is a threat to any person's personal safety, **contact 000 immediately**.

Where possible, shelter in place/lock down. This will depend upon vicinity to clubrooms or other robust structures, the route towards that safe place and whether the perpetrator is between the structure and the space and the nature of the threat.

If unable to seek shelter, chaperones should direct all participants and associated spectators/officials away from the area, maintain calm and order while moving as quickly as possible. All children should be retained within eye contact of the chaperone.

General principles if confronted, obey instructions if safe to do so:

- Do not argue or provoke the person.
- Do not attempt to physically subdue the person.
- Back away and alert others to move away also.
- Make it easy for the person to leave the building/area.

6. Map of MBLAC site and shed.

7. References

Work Health & Safety Act 2012 (SA)

Work Health & Safety Regulations 2012 (SA)

Code of Practice – Managing Workplace Facilities 2011



MBLAC Evacuation Area



MBLAC PART SHED: EMERGENCY EQUIPMENT, EXIT & EXIT ROUTES

