

# **Sacred Heart Pymble Football Club – EMERGENCY MANAGEMENT / EVACUATION PLAN for the School Oval**

## **1.1 Background**

Coordinating an event is a complex task, often requiring the participation of many stakeholders, given the complexity of the event, it is vital to maintain good records of the planning, implementation and evaluation process.

This plan has been developed to meet the requirements of the FNSW Game Day Venue Checklist.

### **1.1.1 Purpose of the Plan**

The purpose of this Plan is to prepare and organise the Sacred Heart Pymble Football Club Management Committee and volunteers to be able to conduct a time sensitive, safe, secure, orderly and efficient evacuation of the School Oval, whilst providing an overall view of the event management on site.

Potential emergencies, such as fires, explosions, bomb threats, chemical releases, and player injuries may require players & spectators to evacuate the School Oval or parts of it. The Plan provides guidance for the Management Committee and Volunteers and will minimize threats to life and property.

This plan applies to all potential emergencies at the School Oval that may require evacuation to a place of safety. This plan relates to all users of the School Oval for events organised by Sacred Heart Pymble Football Club.

### **1.1.2 Scope**

This Emergency Management / Evacuation Plan shall cover those designated actions that the Management Committee and other volunteers, officials and spectators must take in order to ensure a safe and secure evacuation in the event of an emergency.

This extent of the coverage is limited to the School Oval.

The plan is multi hazard in scope and covers both natural and man caused hazards. It will also cover the emergency evacuations of disabled spectators and the structural enhancements to accommodate their movements.

## **1.2 MISSION STATEMENT**

To implement an orderly, safe and organised evacuation of the School Oval within the required time.

### 1.3 AUTHORITY

This Plan is developed under the authority of the Sacred Heart Pymble Football Club Incorporated Management Committee and will be executed under the authority of the appropriate NSW Emergency Services, Police & other agencies.

### 1.4 CRITICAL ASSUMPTIONS

The critical assumptions are:

<input type="checkbox"/> There is adequate signage throughout the School Oval identifying emergency exits
<input type="checkbox"/> There is mobile phone coverage
<input type="checkbox"/> Volunteers have been trained and will be located in the evacuation area identified
<input type="checkbox"/> Evacuation routes are left clear of any obstruction
<input type="checkbox"/> There are considerations for spectators with disabilities
<input type="checkbox"/> Volunteers have been well exercised in the evacuation drills for the venue

### 1.5 INSTITUTIONAL FRAMEWORK

The decision to invoke the partial or full evacuation of the School Oval is the full responsibility of the Management Committee.

The Management Committee & volunteers will form the evacuation team required to muster players and spectators to the designated evacuation area.

The Management Committee must adopt the School Oval evacuation plan and ensure adequate volunteers to enable the plan to be enforced if required.

The role of the Management Committee will be to manage the careful evacuation of the School Oval, ensuring that all personnel within the area are escorted to the evacuation area in a safe and timely manner and are accounted for.

All patrons to be advised by volunteers of the need to proceed to the nearest safe designated assembly area and remain there until such time as further instruction is given by the Management Committee (assembly area marked on site plan).

In the case of an evacuation, the Management Committee will liaise with NSW Emergency Services, Police & other agencies as required.

### 1.6 CONCEPT OF OPERATIONS

Once an evacuation has been called by the Management Committee, the Management Committee will make their way to evacuation area. Volunteers are then to assist with the evacuation of players and spectators to the evacuations area.

#### **Designated Evacuation Area**

***Lower car park of Sacred Heart Pymble School***

## Consideration has been given to:

<input type="checkbox"/> The characteristics of the hazard or threat; the magnitude, intensity, speed of onset, duration and impact on the School Oval
<input type="checkbox"/> The number of people to be evacuated, the time available, the distances to travel in order to affect a safe and secure evacuation of the site
<input type="checkbox"/> The use of signage to support the evacuation
<input type="checkbox"/> The provisions for carrying out a complete or partial evacuation of the people are addressed
<input type="checkbox"/> The area likely to be evacuated is defined.
<input type="checkbox"/> The travel/evacuation routes are specified and the destination of evacuees is identified
<input type="checkbox"/> The approach for transporting and controlling the flow of evacuees from the threatened venue to the Evacuation Area and their re-entry procedures are outlined
<input type="checkbox"/> Access and egress for those with a disability

## 1.6 EMERGENCY OPERATIONS

<input type="checkbox"/> Should a serious incident occur at the School Oval that required the facility to be evacuated, the NSW Police are to be advised immediately of the incident, and asked to respond to the emergency and assist with the evacuation.
<input type="checkbox"/> Ambulance and other emergency services are to be contacted immediately as the need for their services have been identified. Ambulance access will be via Richard Porter Way or Bobbin Head Road.
<input type="checkbox"/> Interoperability of the response agencies; evacuating the affected spectators safely to the Evacuation Area; monitoring and evaluation of the incident; is the responsibility of the Management Committee.

## 1.8 ADMINISTRATION & LOGISTICS

<input type="checkbox"/> The Management Committee is responsible for the administrative and logistic requirements for successfully executing the Emergency Evacuation Plan.
<input type="checkbox"/> It is the responsibility of other Clubs using the School Oval to familiarise themselves with the evacuation plan. A copy is available at <a href="http://www.lionsfootball.org.au">www.lionsfootball.org.au</a>
<input type="checkbox"/> Any additional volunteers involved will form additional support for the Management Committee. It is the responsibility of the Management Committee to ensure that the evacuation plan has been distributed to the necessary personnel.
<input type="checkbox"/> It is the responsibility of the Management Committee to ensure copies of the School Oval evacuation plan has been provided to volunteers and that they have been advised of their responsibilities.
<input type="checkbox"/> The Management Committee to ensure that evacuation areas are kept clear at all times.

## 1.9 PLAN DEVELOPMENT & MAINTENANCE

<input type="checkbox"/> The Management Committee is responsible for coordinating revisions of this Emergency Evacuation Plan, keeping its attachments/maps current and ensuring that standard operating procedures and other necessary implementing documents are developed.
<input type="checkbox"/> The Evacuation Plan forms part of the Sacred Heart Pymble Football Club Risk Management Procedures.

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# 1.10 Sacred Heart Pymble Football Club School Oval EVACUATION PLAN

