

Appendix 31

To “Swimming Carnivals”

SAFETY AND EVACUATION PROCEDURES Cont.

EMERGENCY PROCEDURES FOR ALL STAFF AND OFFICIALS

All staff and officials are requested to act immediately on emergencies in conjunction with and under the direction of the relevant authorities as above. Each emergency must be treated on its own merits to ensure appropriate action is taken.

In the case of a Major Emergency or Catastrophe the Western Australian Police Department may coordinate all procedures in direct liaison with other emergency services. The ACC will ensure that all staff conduct a swift and orderly evacuation of students and officials.

If an evacuation is necessary the announcement will be made over the Public Address System. An Evacuation will be announced and Staff will be instructed to assist in the orderly movement of all students out of the grandstand and surrounding environs. Once the venue is clear, re- admittance will not be permitted until the emergency is over. Staff and Officials will supervise the entry points to control re-entry procedure after the Carnival Manager gives the “All-Clear”.

EMERGENCY CONTACT NUMBERS

<i>OFFICIAL</i>	<i>TITLE</i>	<i>CONTACT</i>
Kyle March	Carnival Manager	0413 531 921
Gina Grayson-Cassey	Officials Marshall	0413 674 479
Trent Sharpe	Officials Marshall	0408 958 415
Suzie Ehlers	Results Manager	0400 252 112
Various	Announcer	Announcer’s Bench 2 way
First Aid (Sports Medicine Aust)	First Aid Post	Base of Stairs under Grandstand
Police	Cottesloe Police	9286 6777
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
SES	Central SES	132 500
City of Nedlands	Administration Officer	9273 3670
	AH Emergency Calls Only	9273 3500
Aquatic Booking Officer (HBF Stadium)	Kerry Gates	9441 8222

[Appendix 3I](#)

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SAFETY AND EVACUATION PROCEDURES Cont.

SUMMARY OF EMERGENCY/EVACUATION PROCEDURES

1. Depending on the type of incident, notify the Official, Chief Official or Carnival Manager.
2. Alert other Staff/ Officials in the immediate area of the situation.
3. Obey the instructions of Officials in all emergency situations.
4. If not involved, refrain students from going to the area to satisfy their curiosity. Such action may hamper the situation.
5. Listen for the description of the situation from the Announcer and act accordingly.
6. Upon being notified of an Evacuation by the Announcer, coordinate the orderly evacuation of **all** competitors and students within your immediate area and proceed quickly and in an orderly manner to the nearest exit (see following maps).
7. Officials are to inform the Carnival Manager if they believe someone is still in the area (see point 10).
8. Do not re-enter or allow competitors or spectators to re-enter the evacuated areas until the Carnival Manager gives the “All Clear”.
9. Under no circumstances talk to the media, direct them to the Carnival Manager.
10. It is the responsibility of each school to carry out a full roll call of athletes and/or student spectators, school staff and school officials in the evacuation muster areas. The Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.

APPENDIX 31.1

To “Swimming Carnivals”

COVID-19 SAFETY PROCEDURES – as per current Phase 4 WA Restrictions

All competitors, staff/coaches, officials, and spectators are asked to follow the COVID-19 safety rules.

EQUIPMENT

- Sharing of personal items such as water bottles, towels, goggles or clothing should not be allowed.
- Shared equipment (i.e. caps) are to be cleaned by the school after use. Schools to provide own cleaning station.

CONTACT TRACING

- It is a requirement of the State Government and venue operator, that contact tracing attendance records are maintained for patrons 16 years and over.
- Students 16 & over and teachers attending school carnivals will not be required to scan in/manually register contact details on entry to the carnival. Each school will be required to send through to the venue a list prior to their carnival, listing all students 16 & over plus teachers, and VenuesWest will then save this information via the Covid Record Keeping Guidelines. Note this information will not be used for any other purpose, and VenuesWest will adhere to the strict record keeping guidelines in place for Covid Contact Tracing.
- Officials and spectators will be required to scan in/manually register contact details on entry to the carnival.

PHYSICAL DISTANCING

- Although schools are exempt from maintaining strict social distance between students at school, in inter school and community sport settings physical distancing with opposition players/coaches and officials is strongly recommended.
- Schools should try and maintain a minimum of 1.5 metre separation between students and staff.
- Grandstand: where possible, schools are advised to allow for more space than usual so that they can spread students out across a greater area.
- ACC will maintain 2sqm per participant in non-competition areas such as pre event marshalling and final check starting. 1.5sqm should be maintained, where practicable in all other areas.
- Adult and family/friends spectators are now allowed but must adhere to 1.5m distancing at all times. There will be a reduced number of seats in the venue reserved for the public. The permanent grandstand there will have only 170 seats at A & B Division and 230 seats at C-E division.
- The venue operator will enforce the 2sqm capacity rule in all communal areas such as grandstand seating and pool deck. Each school must manage the flow of students/teachers on the day through these areas.
- In 2021 there will be a reduced number of people allowed in the indoor pool area 1590. This comprises 600 in the permanent grandstand and 990 across the pool deck and temporary stand. Schools will have a set number of seats and they may not bring additional students. Student spectators are not allowed.
- Spectators/family MUST not enter the pool deck area or team areas and mix with the competitors.
- Schools to carefully manage shared communal spaces to ensure physical distancing, i.e. grandstand seating, change rooms, team huddle.
- Schools to manage entry/exit at the venue/transport to ensure physical distancing.

GOOD HYGIENE

- Schools to provide hand sanitization stations for competitors. Hands to be cleaned on arrival, after events and before departure.
- ACC to provide hand sanitization station for officials and other personnel.
- Schools to promote importance of personal hygiene to athletes; hand cleaning, no physical greeting contact (i.e. handshakes, high 5's, hugs, physical performance celebrations), no spitting, cough and sneeze covering.
- Venue to maintain frequent cleaning regimes of facilities and sitting areas after use.

IF YOU ARE FEELING UNWELL

- Competitors should report any flu or cold symptoms to their teacher if they are feeling unwell during the carnival. Sick competitors can report to the first aid station for further assessment.
- Officials and other personnel should report any flu or cold symptoms to the ACC carnival manager if they are feeling unwell.
- People feeling unwell and showing flu/cold like symptoms will be isolated from other people and arrangements made for them to leave the venue ASAP. School staff and ACC to action their COVID-19 emergency response plan.
- The COVID-19 isolation area will be in the first aid room. There is a separate room for the indoor and outdoor pools.