

Appendix 22

To “Cross Country Carnival”

RISK MANAGEMENT, SAFETY AND EVACUATION PROCEDURES

INTRODUCTION

This appendix indicates the procedures for the response to all emergency or potential emergency situations, which may arise during the conduct of the ACC Cross Country Carnival.

It is the responsibility of senior staff and all Officials to be familiar with the contents of this document and procedures it contains.

The task of this document to ensure the competitors, students and staff are an integral part of the communications network.

RISK MANAGEMENT

Over the duration of the ACC Cross Country Carnival there may be situations that will occur due to circumstances over which we have no control. Most situations will be minor incidents, but some may be acute or chronic in nature. The ACC has endeavored to make allowances for all eventualities throughout the duration of the competitions.

ACC CLASSIFICATION OF POTENTIAL RISK

The ACC has classified risk situations into four categories:

- Incident
- Minor Emergency
- Major Emergency
- Catastrophe

CLASSIFICATION OF RISK

Incidents	Incident is defined as being an occurrence that may be fixed quickly and efficiently on site with minimal fuss. All incidents should be reported to Officials and/or teachers.
Minor Emergency	Relates to an occurrence that has the potential to impact on more than one person that will necessitate shared decision making and a clearly defined course of action. These are to be handled by Chief Officials and/or senior teaching staff.
Major Emergency	Refers to any situation that affects small groups of people and requires a series of actions that ease the way for the external agent to impact quickly and efficiently. These are to be handled by the Carnival Manager in consultation with the venue managers and may result in the cessation of events being conducted.
Catastrophe	A catastrophe is defined as being anything serious that impacts many people that require intervention from one or more external agents. Catastrophes involve action by the Carnival Manager and need to be coordinated in conjunction with the West Australian Police Force and Emergency Services if required.

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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 and/or SES, DFES may coordinate all procedures in direct liaison with the ACC Carnival Manager, St John Ambulance, or 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 verbal announcement will be made over the Public Address System and officials 2-way radio channels. A series of three sirens will also be sounded by the announcer to signal that an Evacuation warning is in place. Staff and Officials will be instructed to assist in the orderly movement of all students from the event environments back to their team areas / muster areas.

- *Competitors, students, and teaching staff are to report to their team area as designated by their supervising teacher at the beginning of the day.*
- *Officials are to report to the YMCC Hockey Clubrooms.*
- *Parents/public spectators and vendors are to gather in front of the announcer’s van.*

If students are required to leave the venue and vacate the area by bus announcements will be made over the PA. Schools would gather near Alderbury St or Perry lakes Drive and await bus pick up.

If the incident has passed and the venue is clear, schools will be advised that the event will continue over the PA system. Re-commencement and admittance to event areas 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

OFFICIAL	TITLE	CONTACT
Kyle March	Carnival Manager	0413 531 921
Trent Sharpe	Officials Marshall	0408 958 415
Suzie Ehlers	Results Manager	0400 252 112
Various	Announcer	Announcer’s Van 2 way
First Aid (St John Ambulance)	First Aid Post	Next to finish line
Police	Wembley Police	9214 7100
	Central Police Station	131 444
Emergency	Fire, Ambulance, Police	000
Department of Fire and Emergency Services		13 3337
State Emergency Service	SES (emergency line)	132 500
Town of Cambridge	External Events Officer	9285 3112
	AH Emergency Pager	9427 7337
	Parks Crew Leader	0411 225 075
	Parking Ranger Services	0411 229 927
	Environmental Health	9347 6058
Advanced Traffic Management	Traffic Management	9274 6300
Utilities – GAS	ATCO GAS	13 13 52
Utilities – Power	Western Power	13 13 51

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Summary of Emergency/Evacuation Procedures

1. Depending on the type of incident, notify the Teacher, 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 and siren, coordinate the orderly evacuation of **all** competitors and students within your immediate area and proceed quickly and in an orderly manner to their team/muster area.
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 and the ACC to carry out a full roll call of athletes and/or student spectators, school staff and officials in the evacuation muster areas. The Carnival Manager is to be advised immediately if a person or persons are missing with undue cause.
11. First aid spotters and mobile first aid vehicles will be out on course to assess incidents. Two-way radios will be with officials out on course at the following locations; St Johns vehicle and stations 2/11/15.
12. First aid procedures are summarized in [section 23](#) of this charter.
13. **COVID-19 safety procedures are summarized in [Appendix 23](#) of this charter.**
14. **Communication: ACC will have approx. 30 two-way radios in use at the event. These will be split between ACC event staff, on course station officials, first aid officials and announcer. Some radios will have a designated channel for first aid and emergency use only.**