

EMERGENCY PROCEDURES



EVACUATION

In the event of fire alarms sounding it may be necessary to evacuate the site. Should the alarm not activate an Air Horn will sound repeatedly.

Upon hearing this continuously sounding alarm you should stop immediately, listen for instructions:

1. Team coach/Manager gather all players & supporters as one group leave belongings and move to nearest gate. Walk calmly to exit gate
2. Warden will direct group's pathway to Assembly Point, avoid road – use pathways, stay together, no mobiles.
3. Stay as one group -coach to complete a roll-call.
4. Contact parents as required, parents to sign for children under age of 17 years as collected.
5. Over 18 years may sign roll.
6. No person may access site until "ALL CLEAR" given by Chief Warden.

CONTAINMENT

LOCKDOWN

There are emergency situations where it may not be appropriate or necessary to evacuate site, however restriction of movement may be appropriate to contain situation.

1. Containment alarm will be via the PA system – instructing Team coach/manager to take group to safest indoor zone. (Indoor Stadium, WDNA Club Room, First Aid, storage shed).
2. Lock all doors and windows – on floor, stay away from windows.
3. Keep group calm, no use of mobile phones.
4. Once situation resolved a PA announcement will give "ALL CLEAR" and Wardens move through to inform all groups.

ALL CLEAR

NO ATTEMPT TO RE-ENTER THE WDNA SITE IS TO BE MADE UNTIL ALL CLEAR IS GIVEN BY THE CHIEF WARDEN

Note: in formulating Emergency procedures it is impossible to cover every potential situation. The most important considerations must be to:

1. Clear all people to safety
2. Report all information to the Office (94099950) and Chief Warden and Wardens.

FIRST RESPONSE GROUP (FRG)

Procedures under the direction of the Chief Warden and 6 Wardens. Please follow all instructions.

CHIEF WARDEN

1. Meet and assesses situation with First Response Group (FRG).
2. Make all emergency calls.
3. Records all entries and exits of the FRG.
4. Remains at the sites entrance until instructions to stand down.
5. Only allow FRG and FESA access to site.

DEPUTY CHIEF WARDEN

1. Where practicable close all internal doors, gas switched off.
2. Commence clearance of all internal areas – careful of hot door knobs, toilet, kiosks, first aid and storage areas – report to DCW.

WARDENS

1. Wardens report to DCW.
2. Collect kit, report to gate.
3. Direct evacuation to identified Assembly Point(s).

EMERGENCY EXITS AND ASSEMBLY POINTS

HUB A -Courts 1-27

Exit via Gates 1, 2, 3, 4– choose closest gate and proceed calmly to Assembly point at Wanneroo Districts Cricket Club – eastern end.

Stay in team and with coach and team manager. Coach to mark off roll. All Under 18's to be signed off on roll by parent/guardian before leaving site.

HUB B - Courts 28- 57

Exit via Gates 5, 6, 7 and proceed calmly to Assembly point at public open space next to Kingsway Football Club and Dog Exercise park. Stay in team and with coach and team manager. Coach to mark off roll. All under 18's to be signed off on roll by parent/guardian before leaving site.

HUB C - Kingsway Indoor Stadium

Evacuate the stadium and meet at Assembly point in car park in front of stadium.

Emergency vehicles enter WDNA site through **Gate 2 or 4** and must be kept clear at all times.