

SUNA Evacuation Policy Statement & Procedure

Evacuation Policy

To be read out over the PA system 10 minutes before each timeslot every night

“Welcome to the Southern United Netball Association. In the case of an emergency please listen to announcements over our PA system and wait for further instructions.

SUNA acknowledges and pays respect to the Traditional Owners of the land, the Kurna people, where SUNA is based. We pay respect to their culture, history, and Elders, past, present, and future.”

Overview

This policy is to protect the safety and well-being of players, officials and spectators that participate in SUNA’s competitions. The onus is on each club and each team to be aware of this policy.

Each Club or other Association that trains or hosts matches at SUNA will be required to appoint a Supervisor whose actions will be directed by this policy.

Each emergency will have its own peculiarities and must be dealt with on an individual basis. At times, emergencies may occur simultaneously, or one emergency may result in several related incidents. As such SUNA’s Management will monitor the Incidents and assess the level of risk and then decide on what actions to take and then communicate promptly with members.

Pre-Emergency

- Ensure staff/ volunteers are aware of their role in an emergency.
- Conduct regular training and emergency exercises and ensure all procedures remain appropriate and up to date.
- Ensure all specialised equipment is maintained according to manufacturer’s specifications.
- Ensure emergency identification equipment is available and readily accessible.

During Emergency

- Assume control of emergency.
- Don warden equipment (vest, helmet, checklist, procedures, amplified megaphone).
- Ascertain the nature of the emergency and determine appropriate action.
- Ring/notify appropriate emergency service if required/or delegate.
- Supervisors to communicate with staff/ mentors and advise of the situation and action to be taken.

- If necessary, initiate evacuation and control entry to the affected areas, ensuring:
 - Canteen staff notified and cash is secured.
 - First Aid Staff are notified.
 - Patrons are cleared from toilets.
 - Patrons are cleared from Shed/Playground area.
- Organise for all allocated exit doors and external gates to be opened.
- Ensure all staff are accounted for.
- Make final check to ensure facility is empty in the event of an evacuation.
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
- Ensure any action taken is recorded in an incident log.

Post-Emergency

- Initiate building re-occupation when appropriate.
- Complete reports as required in SUNA Critical Incident Policy and Procedures V1 Jan 2024.
- Complete debrief using SUNA Critical Incident Debrief Policy as required after the incident.

Evacuation of SUNA

<p>Announcement over PA by Competition Supervisor to advise of phased evacuation.</p> <p>Staff to attend Front or Back Double Gates prior to announcement to assist members.</p>
<ul style="list-style-type: none"> • Any unaccompanied player, umpire or child who needs assistance must be rapidly identified. <i>For the purposes of this policy and associated procedures, a child is recognised as someone under the age of 18 years.</i> • A Committee Member from their Club with a Working with Children Check should supervise the child with another Committee member and ascertain contact details of their emergency contact or parents/ carer/ legal guardian. • A Committee Member from that Club should then contact the emergency contact or parents/ carer/ legal guardian and advise of evacuation and arrange a meeting/ handover site once clear of SUNA. Two members of the club should accompany the child until handover.
<p>Umpire Mentors and Canteen Staff to assist with evacuation as directed by Competition Supervisor and Umpire Supervisor.</p>
<p>Car Park to be actively monitored to assist with movement of traffic and pedestrians.</p>

Rationale

SUNA recognises that incidents present some level of risk that can harm the performance and/ or the health of participants. Incidents can place participants at risk of injury, illness and in extreme circumstances even death.

We recognise our role to manage incidents and meet our legal obligations for duty of care, which is considered in this policy and consequent actions and decisions of SUNA.

Document Control

SUNA should be advised of any errors, omissions, ambiguities, and requests for change or suggestions for improvement in this document and in the critical incident process generally. Changes will need to be approved by the Board prior to being incorporated into the next version of this document.

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