

Standard 12: Emergency Procedures

It is a legal obligation under NSW Occupational Safety and Health legislation that workplaces and populated venues must have a structured and comprehensive emergency situations program in place.

All clubs must ensure that they have in place plans and capabilities to deal with emergency situations in a manner that ensures the safety of employees, volunteers, participants, visitors and contractors. All clubs must also provide access to appropriate first aid and related facilities.

It is important that your club has a simple and easy to follow plan to respond to emergencies. This will reduce the potential for injury and illness, and avoid panic in cases of emergency.

This standard provides clubs with best practice guidance on how to identify emergency situations, and how to develop and document appropriate emergency procedures and systems for their premises.

Templates

An Emergency Procedures checklist is provided at **ATTACHMENT A**. This checklist is designed to help your club develop its emergency procedures.

Tools and Assistance

GRNSW has also developed examples of documentation for the following:

- General Guidelines for Emergency Wardens;
- Evacuation Procedures Display Notices; and
- Emergency Evacuation Plan.

The content in these documents sets the minimum acceptable standards to which clubs emergency situations programs and documented emergency procedures are expected to meet – see **ATTACHMENT B**.

Clubs can purchase emergency signage from NSW Corrective Services Industries online at www.csi.nsw.gov.au or via telephone on (02) 8346 1620.

What GRNSW Requires From Your Club

On an annual basis, clubs must provide GRNSW with a copy of their emergency evacuation plan and emergency procedures, including a map of the premises highlighting the location and types of emergency equipment and assembly point(s). Clubs must also complete and return a copy of the Emergency Procedures checklist provided at **ATTACHMENT A** to GRNSW once a year.

In addition, clubs must display copies of their emergency evacuation plan in key locations around their premises, in particular in public areas where visitors to the club can read and access the information.

Clubs must also ensure they have appropriate emergency signage in place identifying fire and first aid related equipment, as well as emergency contacts.



Emergency Procedures

All clubs need to develop procedures to deal with emergencies such as:

- Accidents;
- Medical emergencies;
- Fire, both structural and bush fires;
- Cyclones / destructive winds;
- Bomb threats; and
- Floods.

A simple and effective set of procedures to deal with emergencies at your club is likely to provide some of the following benefits:

- Minimises the level of risk to property and the environment as a result of an emergency situation;
- Identifies the resources - people, equipment, information and knowledge required for emergency situations;
- Empower employees to handle emergency situations and increases awareness of the ramifications if procedures are not upheld;
- Reduces the risk of injury and/or loss of life to employees, volunteers and visitors to the club;
- Reduces the risk of payment of compensation and fines;
- Minimises public relations issues;
- Reduces insurance costs; and
- Complies with legal requirements of duty of care under Occupational Health and Safety legislation.

All employees and volunteers should receive a copy of the plan, which should also be posted on notice boards and key locations around the club's premises. It is vital that all employees, volunteers and contractors are trained in the emergency procedures outlined in the plan.



The following table explores best practice for indentifying emergency situations and documenting procedured for managing emergencies.

Requirement	Examples of Verification
<p>Potential emergency situations shall be identified. Examples include fire, bomb threat, gas release, explosion, loss of power or services, plant breakdown and spill containment. Emergency procedures shall be documented and reviewed regularly.</p>	<p>Review your procedures for fire, spills, bomb threats and other emergency situations. Have an emergency response plan.</p> <p>Check that plans include:</p> <ul style="list-style-type: none"> • Identification of potential emergencies. • The full range of emergencies. • Measures to prevent emergency situations arising. • Provision of systems so that incidents do not cause harm to people. • Procedures, personnel and equipment to respond to the emergency and to minimise the harmful consequences.
<p>Overall responsibility for control of emergency situations shall be allocated to specific individuals and the arrangements shall be communicated to all personnel.</p>	<p>Have an emergency response plan that details the following:</p> <ul style="list-style-type: none"> • Names of wardens or emergency controllers, communication co-ordinators, crowd controllers, etc. • Identification apparel for responsible persons, e.g. helmets, high visibility vest, etc. • Notices posted in prominent locations with names of persons with emergency control responsibilities.
<p>Employees, volunteers and contractors must receive training / re-training in emergency procedures appropriate to their allocated responsibilities.</p>	<p>Employees and volunteers must receive training from experienced personnel:</p> <ul style="list-style-type: none"> • Train emergency response personnel in the requirements of the emergency response plan. • Include an overview of the emergency procedures in induction training. • Have details of information covered in all emergency response training for employees, volunteers and contractors. • Maintain training and attendance records.
<p>Emergency response equipment, including fire-fighting equipment to be assessed and appropriate equipment shall be available and accessible, identified and signposted.</p>	<p>Compare emergency response equipment with the documented evacuation plan and procedures:</p> <ul style="list-style-type: none"> • Check Material Safety Data Sheets for substances that have the potential to cause emergencies. • Check kitchen for suitable extinguisher and fire blanket. • Check workshop for suitable extinguisher. • Check that hose reels and hydrants are in accessible locations.
<p>There shall be a site map, identifying the location and type of emergency equipment and the locations.</p>	<p>A map of your site to be displayed in a variety of locations where it is clearly visible, indicating the location of extinguishers, exits, hose reels, hydrants, assembly point(s), first aid stations, telephones, etc.</p>



Requirement	Examples of Verification
<p>Emergency procedures shall be regularly tested, rehearsed and reviewed by competent personnel, eg. fire and evacuation drills.</p>	<p>Have documented evidence that annual drills are held on sites:</p> <ul style="list-style-type: none"> • Annual drills must demonstrate a clear understanding of requirements. • Maintain a record of drills and make and record improvements as a result of the drills.
<p>Emergency instructions and emergency contacts numbers to be prominently displayed and made known to all personnel that work on site.</p>	<p>Documented emergency procedures to be on display and include:</p> <ul style="list-style-type: none"> • Emergency instructions including phone numbers and contacts, including after hours numbers.
<p>Emergency equipment, exit signs and alarm systems shall be inspected, tested and maintained on a regular basis.</p>	<p>Documented inspections (may be under contract):</p> <ul style="list-style-type: none"> • Fire extinguishers and hose reels to be inspected at prescribed periods. • Test results or logbook of alarm results to be maintained. • Emergency exit signs shall be operational with battery backup. • Emergency lighting shall be provided to assist spectators leave stands safely if power fails in an emergency. • An audible alarm or public address system be available.
<p>Emergency response procedures, including suitability, location and accessibility of emergency equipment shall be developed in consultation with local emergency services.</p>	<ul style="list-style-type: none"> • Documented plan or procedures in place. • Records of advice from competent persons. • A copy of the emergency response plan should be provided to emergency services.
<p>A system to notify all employees, volunteers, contractors and visitors on site of an emergency and to account for everybody in the event of an evacuation.</p>	<p>An appropriate visitor control system to be put in place:</p> <ul style="list-style-type: none"> • Visitor log books, signed off on leaving. • Visitor passes. • Wardens to be aware of required checks. • Awareness of on-course attendance numbers through the issuing of tickets for each meeting.
<p>Emergency assembly areas to be in place.</p>	<p>Emergency assembly areas are clearly identified and included in emergency plan:</p> <ul style="list-style-type: none"> • Sign erected designating assembly point(s). • Communicated to employees, volunteers, contractors and visitors. • For use in the event of fire, explosion or other need to evacuate facilities.
<p>There shall be a method for communicating information to emergency services at the site entrance.</p>	<p>Hazchem signage if required, site map at front gate. Person delegated to be at front gate and provide directions during emergency evacuation or to direct emergency services.</p>

Requirement	Examples of Verification
<p>First aid requirements to be assessed and a system is in place to ensure that the first aid system is appropriate to the site operations.</p>	<p>Documented assessment of first aid requirements:</p> <ul style="list-style-type: none"> • Type and number of first aid kits. • Number of first aid officers. • Any special requirements. • Any legal requirements. • Re-stocking checklist. • Need for portable kits.
<p>Trained first aiders should be available on club premises at all times, the number of first aiders needs to take account of the number of the visitors.</p>	<p>There shall be a list of first aid officers and contact details displayed near the first aid kit.</p> <ul style="list-style-type: none"> • First aid officers should have a current certificate. • There should be a register of first aid certificates and records of first aid training.
<p>There must be a system set up to ensure employees are not exposed to blood borne pathogens.</p>	<p>Identification of personnel exposed:</p> <ul style="list-style-type: none"> • Procedures and work instructions in place for handling sharps. • Provision of protective clothing. • Sharps containers. • Available exposure management program.



Emergency Procedures

Safety Checklist¹

As part of your responsibility to ensure the safety of employees, volunteers, contractors and visitors to your club, you are required to make arrangements for a safe and rapid evacuation in case of an emergency. This checklist will help you develop your emergency procedures. You should involve your employees in developing these procedures. If you share your premises with other organisations, you can use the checklist to coordinate your emergency response with them.

Note: If you mark "NO" on the checklist you need to take action to make your workplace safer.

Date checklist completed: ____/____/____

Date checklist to be reviewed (annually or when there is a change to the workplace):
____/____/____

Name(s) of person(s) who completed checklist:

Initial:

Question	Yes / No
Have you identified emergencies that may require an evacuation of your club / track? <i>For example fire, explosion, chemical spills, bomb threat and flooding.</i>	
Responsibility	
Have you nominated a person(s) to be responsible for managing the evacuation?	
Signal to evacuate	
Have you identified what signal(s) will be used to start evacuation?	
Have you identified where these signals will be located?	
Is someone authorised to be responsible for activating the signal?	
Evacuation procedure	
Have you identified how people will evacuate from the club / track? <i>(e.g. the shortest and most direct route to safety, the routes people should use, how people with disabilities would evacuate?)</i>	
Do you have an assembly place after evacuation?	
Have you identified the checks that should be followed to ensure everyone is accounted for?	
Have you identified a signal that gives the all clear to return, and nominated who will give it?	
Re-entry	
Have you established re-entry management procedures?	
Your emergency procedures	
Are emergency procedures displayed in several places around the club / track?	
Are all employees, volunteers and contractors aware of the emergency procedures?	

¹ Based on the WorkCover NSW (July 2003) Small Business Safety Checklist – Checking out your workplace.

**General Guidelines for Track Employees, Volunteers and Contractors
– example only**

(A document similar to this should be given to, and understood by all employees, volunteers and contractors. A copy should also be kept in the office for all employees, volunteers and contractors to refer to if necessary)

EMERGENCY EVACUATION PROCEDURES

General Instructions for Track Employees, Volunteers and Contractors

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**Alert Employees, Volunteers, Contractors and Members of the Public in
the immediate area**

**Attempt to contain or extinguish the fire using
the fire extinguishers provided in the area**

**If you can't get near the fire commence a full scale evacuation
and notify Chief Warden immediately**

Supervise the Evacuation

Check Toilets and other confined areas for stragglers

**Close Fire Doors / Windows / Stair and External Doors to prevent fire
spreading to other areas upon evacuation**

Go to the Assembly Point

Ensure a Roll Call has been completed

Advise the Fire Brigade of any people not accounted for

Do not re-enter premises until directed by the Fire Brigade

Organise First Aid treatment for those in need

Evacuation Procedures Display Notices – example only

(A document similar to this should be displayed at various locations around the track in conjunction with the emergency evacuation map)

<p>EMERGENCY EVACUATION PROCEDURES Kiosk / Dining Area EVACUATION ASSEMBLY AREA – SOUTH GATE 2 EVACUATION SIGNAL – Continuous sounding alarm (siren) Emergency Services – Dial 000</p>	
<p>Manger Secretary <insert name></p> <p>Contact No. _____</p>	<p>Assistant Manager Catering Manager <insert name></p> <p>Contact No. _____</p>
<p>In the event of an emergency all employees, volunteers, contractors and members of the public are to:</p> <p>PROCEED to Emergency Exit (look for Green Exit Sign)</p> <p>OBEY the Instructions of Track Employees</p> <p>Do not carry objects</p> <p>Proceed to Assembly Area in a CALM and SAFE manner</p> <p>DO NOT attempt to enter evacuated premises for any reason</p> <p>DO NOT leave the Assembly Area until given the “ALL CLEAR” by the Fire Warden</p>	

Emergency Procedures – example only

<insert club name>

ALL EMPLOYEES OF <INSERT CLUB NAME> ARE TO READ AND BE AWARE OF THESE PROCEDURES. IF ANY INFORMATION IS NOT CLEARLY UNDERSTOOD SEE SECRETARY / MANAGER FOR CLARIFICATION.

Introduction

The following Fire and Emergency procedures have been designed for the safety of all employees, volunteers, contractors and members of the public.

As an employee, volunteer or contractor you will need to know your Emergency Warden and follow their instructions during an emergency.

You will also need to be familiar with the safest and quickest route to your evacuation area as shown in the emergency site map attached.

Emergency Wardens and Assembly Areas

Wardens	Responsibility
Chief Warden: Secretary/Manager	Overall co-ordination of the Evacuation Plan
Deputy Warden: Steward in Charge	Support Chief Warden in overall co-ordination
First Aid Officer/s: <insert names>	To administer first aid treatment to those in need
Kennel Block/Office Warden: Kennels Supervisor <i>Assembly Area: South Gate 1</i>	Evacuating handlers and other persons from the kennels and should safety permit then organising any necessary evacuation of greyhounds from the kennelling area
Tote Room / Bar Warden: Totalisator Banker <i>Assembly Area: South Gate 2</i>	Evacuating totalisator and bar staff and instigating emergency cash handling procedures as required by TAB Limited.
Kiosk/Dining Room Warden: Catering Manager <i>Assembly Area: South Gate 2</i>	Evacuating employees, volunteers, contractors and members of the public from the area.
Stewards/Judge/Lure Driving/Broadcasting Area Warden: Lure Driver <i>Assembly Area: South Gate 2</i>	Evacuating all employees, volunteers, contractors and members of the public from the area.
Catching Pen Warden: Catching Pen Gate Attendant <i>Assembly Area: North Gate 1</i>	Evacuating all employees, volunteers, contractors, handlers and members of the public from the area.

Emergency Contact Numbers

Chief Warden	<insert details>
Race Club Office	<insert details>
Fire Brigade/Police/Ambulance	<insert details>
Local Police Station	<insert details>
Other [specify for local area]	<insert details>

Signal to Evacuate

The evacuation signal will be a continuous sound alarm (siren)

Emergency Communications

Where possible the general co-ordination of any evacuation will be performed using the course broadcasting system. Should this not be possible mobile phone communication with the Emergency Wardens will be instigated.

Emergency Wardens are to:

Where an emergency is identified - Alert Chief Warden or Deputy Warden who will assess the situation and implement evacuation procedures as the situation requires.

IF THIS IS NOT POSSIBLE - Emergency Wardens are to contact the local authorities using the following checklist:

Immediately Notify the Emergency Services Required by Dialling 000.

When answered nominate the Emergency Service required:

- Fire Brigade
- Police
- Ambulance.

Information Required:

- Name of club
- Street Name Suburb
- Nearest Cross Street or prominent landmark
- Nature of Incident e.g. Fire, Explosion, Accident etc
- Stating whether or not persons are injured or trapped.