




Emergency Response Procedure


Penguin Football Club

Location	11 Sports Complex Avenue, Penguin, Tasmania 7316
Job roles	Applies to all persons involved with the activities of the club, whether they are in a paid or unpaid/voluntary capacity.

Purpose	
To outline requirements for responding to an emergency response situation including:	
<ul style="list-style-type: none"> • actions to be taken by individuals in the event of an emergency or accident situation • safe and orderly evacuation of people from the ground or facility • early control of the fire or emergency • speedy resumption of duties once the emergency is brought under control. 	

P.P.E. and related job requirements	PPE as determined by ground and facility requirements						
	 Smoke-free policy applies						

Hazard Identification

Hazard Category	Identified hazards and control measures
 Caution	Responding quickly and correctly to emergency situations can assist in minimising the risk of injury and damage to persons or property.

References (supporting materials that relate to this procedure)

Document Title	Source
Emergency Action Plan	Board Room
Safety Data Sheet (SDS) – refer to individual hazardous chemical SDS as required	Board Room



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Emergency definitions

Types of emergency situations may include, but are not limited to:

- Fire or explosion
 - Accident or injury
 - Extreme weather conditions
 - Gas Leak
 - Electrical shock or contact
 - Chemical or fuel spill
- refer also to emergency information on relevant Safety Data Sheet (SDS)
- Bomb threat
 - Personal threat or violent behaviour
 - Armed hold up
 - Fire in an adjacent building



Step 1 General requirements



Always familiarise yourself with the location and facilities where the event or activity is being conducted. This includes site specific evacuation procedures and other relevant information such as:

- ground, building and floor site plans
- Emergency Exits
- Emergency Assembly Points
- safe entry and exit routes
- location and operation of emergency alarm systems
- location and operation of emergency firefighting equipment
- location of First Aid Kits and First Aid Officers
- emergency contact numbers including Emergency Wardens and Out of Hours contact numbers
- Site specific hazards.
For example, stored chemicals or hazardous/flammable materials

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Step 2	Emergency Response – Quick action guide
	<ol style="list-style-type: none"> 1. Remove yourself from immediate danger and alert others if it is safe to do so. 2. Raise the alarm (initiate evacuation) <ul style="list-style-type: none"> – Activate the emergency warning system /alarms if relevant – Contact Emergency Services (000) - refer to step 3 – Contact Emergency Warden/s or contact a club official. 3. Confine fire and smoke where relevant by closing doors and windows if it is safe to do so. 4. Extinguish fires by operating portable firefighting equipment if appropriately trained and safe to do so. 5. Provide assistance or first aid to injured persons if appropriately trained and safe to do so. 6. Evacuate the ground or facility by the nearest safe exit route in an orderly manner. <p>Do not:</p> <ul style="list-style-type: none"> – use lifts – block or lock entrances or exits – switch off lights – attempt to collect personal belongings from other areas of the location or facility 7. Proceed to the Emergency Assembly Point, if relevant or proceed to a nearby location clear of any hazards. Await arrival of emergency services or the Fire / Emergency Warden. Remain in assembly area until advised to move by the Fire / Emergency Warden or emergency services. 8. Always follow directions from the Fire / Emergency Warden or emergency services personnel and provide assistance if requested. 9. Never re-enter emergency location or facility unless advised by the Fire / Emergency Warden or emergency services.
Step 3	Raising the alarm
	<p>Where emergency services are required, use a landline phone or mobile phone if available.</p> <ul style="list-style-type: none"> – Dial 000 (Triple zero) or – Dial 112 (secondary emergency number that can be dialled only from mobile phones): use if mobile phone is out of range with your network service or – Press ‘Emergency’ on the mobile phone handset if the phone is locked. <ul style="list-style-type: none"> • Provide accurate details of your name, location, details of the emergency and injury type and the number of people involved. • After arranging emergency assistance, contact a club official as soon as possible to make them aware of the emergency situation. • It is not currently possible to contact 000 or 112 using the SMS text facility on your mobile phone.



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Troubleshooting Guide		
Problem	Likely cause	Required action
Unable to dial 000 or 112 (Emergency Call Service) from the mobile phone	Mobile coverage poor or unavailable. You will not be able to reach the Emergency Call Service via a mobile phone, regardless of which number you ring.	<ul style="list-style-type: none"> ensure you are aware of venues or facilities where mobile phone coverage is not available you may need to carry an alternative personal safety device
Mobile phone handset is locked or out of credit?		You can call 000 without having to unlock the keypad on the mobile phone. Press 'Emergency' on the mobile phone handset.

Procedure approved

Signature: 

Name: Brian Lane

Club President

Date: 17/02/2018

Signature: 

Name: _____ Toby Ray

Club Secretary

Date: __19/2/2018_____