

# Emergency Management & Risk Assessment

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ACTIVITY: OUTDOOR BEACH VOLLEYBALL

LOCATION: ALL LOCATIONS

DATE: 12<sup>th</sup> September 2019

VERSION: 3.0

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## 1. Foreword

- 1.1. This Event Management Plan is the foundation of a systematic and coordinated approach to the management of the Vic Beach Volleyball events and in particular any emergencies that may impact upon the events. The event management planning process embraces the concepts of prevention, response and recovery to ensure the efficient delivery of a quality product to the Victorian Beach Volleyball Series patrons and participants.
- 1.2. This plan has been produced pursuant to the Vic Beach Management policy and commitment to health and safety of its employees, volunteers and the community.

## 2. Aim

- 2.1. The aim of this plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from, emergencies that could occur at the Victorian Beach Volleyball Series and Community Program.

## 3. Objectives

- 3.1. The broad objectives of this plan are to:
  - 3.1.1. Implement measures to prevent or reduce the causes or effects of emergencies
  - 3.1.2. Manage arrangements for the response to emergencies when they occur
  - 3.1.3. Assist employees, volunteers and the organisation to recover following an emergency
  - 3.1.4. Guide councils through our event procedures
  - 3.1.5. Floor plans and waste plan

## 4. Event/program contact list

- 4.1. Allister Lyne                      Director                      0422 242 308
- 4.2. Kate Longley                      Event Manager 0438 215 326

## 5. Emergency contact list

Organisation	Name	Telephone
Police		000 (Emergency only)
Fire Brigade		000 (Emergency only)
Ambulance		000 (Emergency only)
Environment Protection Authority (EPA)		9695 2777
Hospital	The Alfred, Commercial Rd	9276 2000
	Frankston Hospital. Hastings Rd	9784 7777
Power	Citipower	13 12 80 (Power Failure)
Frankston Councils after hours number		1300 322 322
Vic Workcover Authority		132 360 (Emergency Report)
First Aid	Paul Hermann	0412 338 331
Australian Portable Grandstands		1800 000 274
Port Phillip Council	After Hrs Emergency	9209 6777

## 6. Venues – Site Plans

### South Melbourne Beach:

Address: Corner Beaconsfield Parade & Victoria Avenue

Emergency Access Point: South Melbourne Life Saving Club access ramp – opposite Withers Street

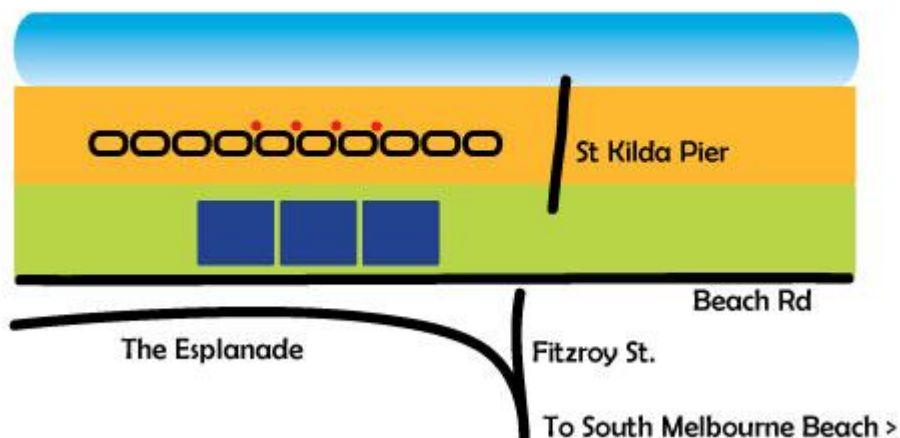


### 7. St Kilda Main Beach:

Address: Jacka Blvd

Emergency Access Point: St Kilda Sea Baths car park

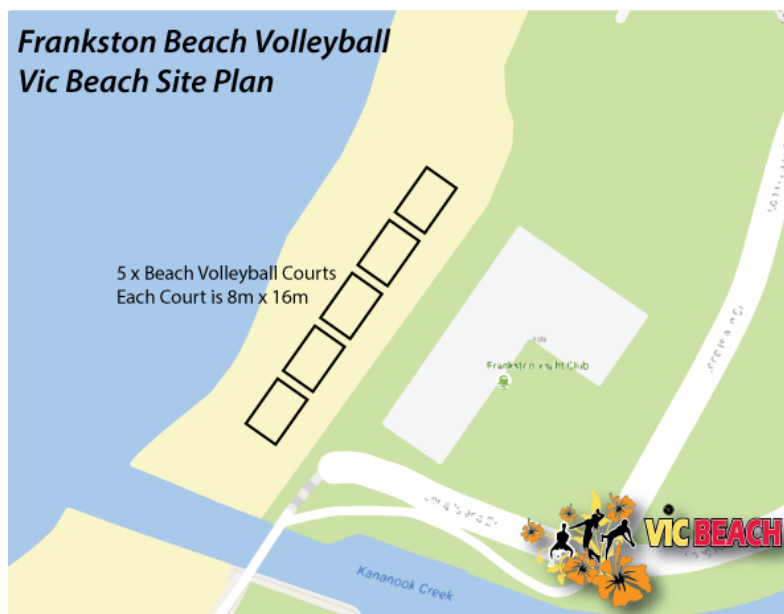
### St Kilda Beach - Republica



## 8. Frankston Main Beach:

Address: The end of Long Island Drive

Emergency Access Point: Frankston Yacht Club carpark.



## 9. Emergency planning & management committee

9.1. The following are representatives of the Emergency Planning Committee:

9.1.1. Site Manager – Allister Lyne

9.1.2. Event Manager – Kate Longley

9.2. The Committee will convene at least two times a year to discuss and minute matters arising from the following:

9.2.1. Evacuation exercise requirements,

9.2.2. Implementation of suggestions and ideas from other staff, volunteers or participants,

9.2.3. Any modifications to sites of temporary structures necessitating changes to the event plan,

9.2.4. Review the written plans,

9.2.5. Staff training needs.

## 10. Non-emergency roles

10.1. The responsibilities of Vic Beach are to:

10.1.1. Administer a system and chair the Emergency Planning committee

10.1.2. Regularly review and update, in conjunction with Location Management, the Emergency Management Plan

10.1.3. Arrange exercises and specific hands-on training for staff

10.1.4. Ensure that there is a system in place to record all staff on site

10.1.5. Ensure that a debriefing is conducted.

10.2. The responsibilities of the Site Manager are to:

10.2.1. Be familiar with the layout of the location.

10.2.2. Be familiar with the location of all first aid facilities and other emergency equipment.

- 10.2.3. Ensure staff are briefed on emergency procedures as part of their induction process
- 10.2.4. Ensure staff are aware of special needs of people with a sensory or mobility impairment
- 10.2.5. Good housekeeping so that litter does not accumulate to increase the danger of fire
- 10.2.6. Furniture and/or equipment do not impede egress<sup>[13]</sup>
- 10.2.7. Walkways are free of obstruction
- 10.2.8. Access and egress for emergency vehicles is not obstructed
- 10.2.9. Oversee vendors/contractors/volunteers

## 11. Emergency co-ordination

- 11.1. At the time of an emergency, the management, or Site Manager will present at the predetermined location from which to manage the response to the emergency.

## 12. Risk Management

Identified Risk	Likelihood	Level of Risk
Fingers/jewelry caught in net	Unlikely	Low
Food poisoning during events	Unlikely	Low
Vandalism to event location	Unlikely	Low
Collision with poles	Unlikely	Medium
Unsafe equipment	Unlikely	Medium
Severe Storm during events	Unlikely	Medium
Chemical spill during events	Unlikely	Medium
Hazardous Materials leak during event (LPG)	Unlikely	Medium
Power Failure	Unlikely	Medium
Public/wildlife interaction	Unlikely	Medium
Natural disaster during events – tree fall	Unlikely	Medium
Medical emergency within crowd	Unlikely	High
Procession entry out of control	Unlikely	High
Emergency vehicle access	Unlikely	High
Criminal activity	Moderate	Moderate
Medical emergency within participants	Moderate	High
Vehicle/pedestrian incidents	Likely	Medium
Heat Stroke	Likely	Extreme
Dehydration	Likely	Extreme
Sand in eyes	Almost Certain	Low
Glass/sharps in sand	Almost Certain	Low
Prior medical conditions	Almost Certain	Medium
Fire within area	Rare	Medium

## 13. Risk Management Strategies

- 13.1. **People**
  - 13.1.1. All participants to fill our confidential medical report
  - 13.1.2. Sunscreen available and recommended
  - 13.1.3. Appropriate physical warm up and cool down encouraged
  - 13.1.4. First Aid Kit present
  - 13.1.5. Mobile Phone present

- 13.1.6. Ample shade available
- 13.1.7. Call ambulance if needed
- 13.1.8. Complete Incident Report Form and Emergency Communications Form
- 13.1.9. First Aid Officer present at all events

**13.2. Equipment**

- 13.2.1. Hats and eyewear recommended
- 13.2.2. Activities directed away from poles
- 13.2.3. Post pads used where applicable
- 13.2.4. Rules of the game enforced – No net touches
- 13.2.5. Jewellery discouraged

**13.3. Environment**

- 13.3.1. Heat policy adhered to
- 13.3.2. Beach cleaned by City of Port Phillip / Council
- 13.3.3. Beach inspected prior to each event

## **14. Extreme weather plan**

- 14.1. The extreme weather plan has been developed for the safety of players, staff, volunteers and event patrons.
- 14.2. The following process is to be followed in the event of inclement weather during all Beach Volleyball Events. For player reference please review players manual.
- 14.3. In all instances the final decision to postpone or cancel any activities during the Events lies with the Management committee.
- 14.4. The Management will:
  - 14.4.1. Check the weather via the internet communications
  - 14.4.2. Call a meeting with the Management and Site Manager
  - 14.4.3. The decision made at this meeting is final
  - 14.4.4. The Site Manager will dispatch the information accordingly to the appropriate personnel

## **15. Emergency response arrangements**

- 15.1. Responsibilities during an emergency of management:
  - 15.1.1. Take control of the situation at the appropriate location, if safe to do so,
  - 15.1.2. Ensure all personnel, staff and volunteers are accounted for,
  - 15.1.3. Ensure the safety of all visitors to the site,
  - 15.1.4. Hand over control to the Emergency Services on arrival,
  - 15.1.5. Assist the Emergency Services as required and provide details of access/meeting point,
  - 15.1.6. Ensure any scene relevant to a work place accident or fatality is not disturbed or repaired until after any appropriate authorities have carried out an investigation of the scene,
  - 15.1.7. Ensure all management is notified,
  - 15.1.8. Maintain a log of the incident.

- 15.2. Site Management are responsible for the coordination of activities. It is their responsibility to ensure, as far as practicable, the safety of staff, volunteers and visitors and, when necessary, arrange their orderly evacuation from danger.
- 15.3. Site Manager will:
  - 15.3.1. Attend to emergency calls
  - 15.3.2. Notify the appropriate emergency service
  - 15.3.3. Transmit and record instructions and information.
- 15.4. All other personnel
  - 15.4.1. will act as directed by the Site Manager. Specific personnel may be allocated various tasks and should only be carried out if safe to do so.
- 15.5. Communication Systems
  - 15.5.1. Communication during an emergency is vital to ensure an efficient response to the emergency. Effective communications will assist in minimising the effects of the emergency while at the same time maximising the preservation of life. Two different types of communication are required in an emergency. At Beach Volleyball events communication in the different categories is achieved by:
- 15.6. Warning
  - 15.6.1. Public Address System
  - 15.6.2. Mobile communications
- 15.7. Information/instructions to evacuees
  - 15.7.1. Public Address System
  - 15.7.2. Emergency Service and Support Organizations
- 15.8. Command of members
  - 15.8.1. Management Emergency Service and Support Organizations. For main events, information will be via the Administration Marquee

## 16. Evacuation

- 16.1. A total evacuation of a location will, in most instances, be initiated by the Site Manager. On some occasions it may be necessary for staff to self evacuate from the immediate area of a threat. It should be noted that the extent of evacuation may vary from one event to the next. Evacuations fall into three categories:
  - 16.1.1. **Full** - resulting in all personnel moving out of a location;
  - 16.1.2. **Partial** - resulting in designated personnel moving out of the location, or into another part of the location; or
  - 16.1.3. **Internal** - resulting in personnel being directed to stay at the location for their own safety.
- 16.2. The type of evacuation will depend on the nature of the emergency and will generally be determined by the Site Manager. In general terms, the sequence of evacuation should be based on ensuring the maximum number of people can be moved away from danger in the shortest possible time. To achieve this, if necessary to implement a staged evacuation, those closest to the source of danger should move first.

## 17. Emergency incident log

- 17.1. It is vitally important that accurate details of actions taken and decisions made in times of emergency are kept. Copies of this log sheet are held by the Site Manager at the administration tent.

<b>.Version</b>	<b>Date</b>	<b>Changes</b>
1.0	3 <sup>rd</sup> September 2013	New Policy
2.0	18 <sup>th</sup> September 2017	Rebuilt
3.0	12 <sup>th</sup> September 2019	Re-formatted