



**EVENT RISK ASSESSMENT & MANAGEMENT PLAN**  
**EVENT CRITICAL INCIDENTS MANAGEMENT PLAN**

***2021***  
***NSWCCC/CPS CROSS COUNTRY***  
***8 June 2019***  
***Sydney Motorsport Park (Eastern Creek)***

**HOW TO USE THIS DOCUMENT**

Any content in *italicised grey print* is for the user to update and adjust to be relevant to the event the plan is for. The *greyed out* text may be removed if not relevant. Any text in **BLACK** and not italicised or a [blue hyperlink](#) must be kept in the document.

## DETAILS

<b>Date</b>	Tuesday, 8 June 2021
<b>Event</b>	2021 Polding Australian Football Selections
<b>Location of Booking</b>	Ferrers Rd, Eastern Creek NSW 2766
<b>Areas of Operation</b>	Sydney Motorsport Park (SMP)
<b>Contact Name</b>	Julie-ann Thompson Michael Vandervelde Ann-Marie Miranda
<b>Position</b>	Conveners and CSNSW representative
<b>Contact Number</b>	0417 436 185 (JT) 0421 708 483 (MV) 0414 864 008 (AM)

## CONTACT POINTS

<b>CSNSW Sport Manager/Director</b>	Ann-Marie Miranda	0414 864 008
<b>Event Convenor</b>	Julie-ann Thompson Michael Vandervelde	0417 436 185 0421 708 483
<b>CSNSW SPORT Office</b>		02 9287 1595
<b>Venue Manager (Staff)</b>	SMP	02 9672 1000
<b>Venue Administration</b>	SMP	02 9672 1000

<b>Emergency Services</b>		000
<b>Hospital</b>	Mount Druitt Hospital 75 Railway St, Mount Druitt NSW 2770	(02) 9881 1555
Medical Centre	Max Care Medical Centre 159 Rooty Hill Rd S, Eastern Creek NSW 2766	(02) 8608 2101

<b>Police</b>	Mount Druitt Police Station Luxford Rd & Kelly Cl, Mount Druitt NSW 2770	(02) 8805 8399
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<b>Nearest crossroads</b>	Ferrers Rd and Brabham Drive	
<b>Location of Emergency Services Access</b>	Ferrers Rd and Brabham Drive	

## EVENT RISK MANAGEMENT PLAN

<b>EVENT</b>	NSWCCC/CPS CROSS COUNTRY	<b>DATE</b>	8 June 2021
<b>LOCATION</b>	SMP	<b>STAFF CONTACTS</b>	Julie-ann Thompson Michael Vandervelde Ann-Marie Miranda

Assess Risk Appetites using guide >> [CSNSW SPORT RISK APPETITE ASSESSMENT TOOL](#)

1	Risk Description		Impact	Likelihood	Rating
	There is a risk that event is not managed effectively, resulting in injury or decreased wellbeing to students, spectators and staff and reputational risk to CSNSW.	<b>Residual Risk:</b> ( <b>Actual</b> Key Controls in Place)	Moderate (5)	Possible (3)	Moderate (15)
<b>Risk Category</b>		<b>Target Baseline Risk:</b> ( <b>All</b> Key Controls in Place)	Minor (3)	Unlikely (2)	Low (6)
<b>Risk Owner</b>	CSNSW Sport	<b>Inherent Risk:</b> ( <b>No</b> Key Controls in Place)	Major (7)	Possible (3)	High (21)
<b>Possible Impacts</b>	<ul style="list-style-type: none"> <li><i>Operational effectiveness:</i> Operational ineffectiveness stemming from inefficiencies in organising event, resulting in an inability for students to begin a pathway to elite sport.</li> <li><i>Financial:</i> Decrease in revenue going forward, costs associated with damages caused by CSNSW through act or omissions.</li> <li><i>People:</i> Mental, physical, social wellbeing of participants decreased (injury risk), increased absenteeism and decrease of staff morale, parent dissatisfaction.</li> <li><i>Reputation:</i> Significant reputational damage in terms of the ability of the Catholic School System to provide effective sport offering. Sporting students unmotivated to achieve their sporting goals through Catholic pathways. No value add proposition to broader Catholic system.</li> <li><i>Regulatory/Legislative:</i> Penalties for failure to meet legislative duty of care or other legislative compliance.</li> </ul>				

Cause(s)	Strategies/Controls
<b>1. Behaviours &amp; Conduct</b>	<ol style="list-style-type: none"> <li>1. All participants' parent/guardian have acknowledged and agreed to a Student Code of Conduct when registering. <u>Student Code of Conduct &gt;&gt;&gt;</u></li> <li>2. Event Code of Behaviour for spectators, officials and team management to be included in event program. <u>Event Code of Conduct &gt;&gt;&gt;</u></li> <li>3. Code of Conduct and behaviour reiterated at pre event meeting and in programs</li> </ol>
<b>2. Lack of traffic management</b>	<ol style="list-style-type: none"> <li>1. <a href="#"><u>Traffic management plan&gt;&gt;&gt;</u></a> included in this document</li> <li>2. Traffic management plan included in event program and/or participant communication</li> </ol>
<b>3. Injury and medical emergencies</b>	<ol style="list-style-type: none"> <li>1. A designated first aid officers will be in attendance and visible, equipped with a medical kit and ice.</li> <li>2. Qualified teachers are in attendance</li> <li>3. <u>Injury register&gt;&gt;</u> Plus injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ"><u>http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</u></a></li> <li>4. Equipment utilized is inspected prior to use by staff and maintained to safe industry/Aust. Standards where specified.</li> <li>5. <u>Venues have ambulance access&gt;&gt;&gt;</u></li> <li>6. <u>Emergency details&gt;&gt;&gt;</u></li> <li>7. Parents are to record medical history and medications on child's registration.</li> <li>8. Teachers, carers, are responsible for identifying participants with pre-existing injuries, ailments or conditions which may affect participation, safety and wellbeing.</li> <li>9. Attending teachers, carers, other adults are to be in possession of treatment plans and medication for known allergies and reactions (e.g. Asthma puffer; Epi-Pens; Adrenalin; etc...)</li> </ol>

	<p>10. Attire - Bare feet are not acceptable</p> <p>11. Sun safe practices – shade available at outdoor venues, caps/hats included in uniform requirements or encouraged.</p> <p>12. Taps and water cooler access is provided.</p> <p>13. Sunscreen are strongly recommended.</p> <p>14. All participants are reminded to bring their own drink and protective equipment</p> <p>15. CSNSW Sport staff will engage staff trained in FA treatment. Basic medical equipment onsite. Access to emergency medical support</p> <p>16. Student progress from school to Diocesan level must have a level of skill required to compete CSNSW Sport event.</p>
<b>4. Inadequate resources</b>	<p>1. Engage the use of sports specific qualified officials.</p> <p>2. Additional staff to be funded from the Selection budget</p> <p>3. Equipment – Students to provide own equipment and strapping..</p> <p>4. Venue “On the Day Risk Management” completed</p> <p>5. Appoint a designated first aid liaison officer to work with the 4 medics.</p> <p>6. Triage tent set up at finish line, with a more equipped set up in lookout tower.</p> <p>7. Injury register. All serious injuries &amp; incidents must be recorded on <a href="http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ">http://csnsw.csassurance.com/contracts/new?contract_template=29&amp;token=s5jKhxYyvU6qZfh4KEvJ</a></p> <p>8. Kiosk facilities facilities operating at venue</p> <p>9. Shading providing sheltering for spectators – grandstand and tents</p>
<b>5. Inadequate information, training and support</b>	<p>1. Update emails distributed to Dioceses and registered participants regularly</p> <p>2. Rules and general information available on CSNSW SPORT website.</p>

	<ul style="list-style-type: none"> <li>3. <i>Emails to competitors with links competition rules, reminders about hydration and sun smart.</i></li> <li>4. <i>Bottled Water &amp; lunch provided for event and team officials</i></li> <li>5. <i>Event Officials identifiable.</i></li> <li>6. <i>All staff have access to DoE Sports Specific Guidelines, CSNSW Sport Operational Guidelines</i></li> </ul>
<b>6. Venue and competition hazards – debris, natural environment (eg weather, pot holes etc), misdirected equipment (balls, corner posts), tackles &amp; scrums</b>	<ul style="list-style-type: none"> <li>1. <i>Area of play checked before start of event – <u>“On the Day Risk Management” Checklist</u> &gt;&gt;&gt; completed</i></li> <li>2. <i>Equipment maintained by local authority or management - ARDC.</i></li> <li>3. <i>Playing area maintained by local authority or management.</i></li> <li>4. <i>Time &amp; space allowed for warm up</i></li> <li>5. <i>Recommend students carry fluids – Provide water station</i></li> <li>6. <i>Recommend students apply sunscreen and wear a hat for outdoor events.</i></li> <li>7. <i>Competition area defined to restrict spectator intrusion.</i></li> <li>8. <i>Covered area at key assembly points for outdoor venues</i></li> <li>9. <i>Wheelchair access available</i></li> </ul> <p><i>COVID-19 Safety Plan applied</i></p>
<b>4. Inappropriate equipment</b>	<ul style="list-style-type: none"> <li>1. <i>Convenor/ CSNSW Sport to provide team playing equipment. Students to provide own personal protection, and playing equipment</i></li> <li>2. <i>Distances as per guidelines</i></li> </ul>

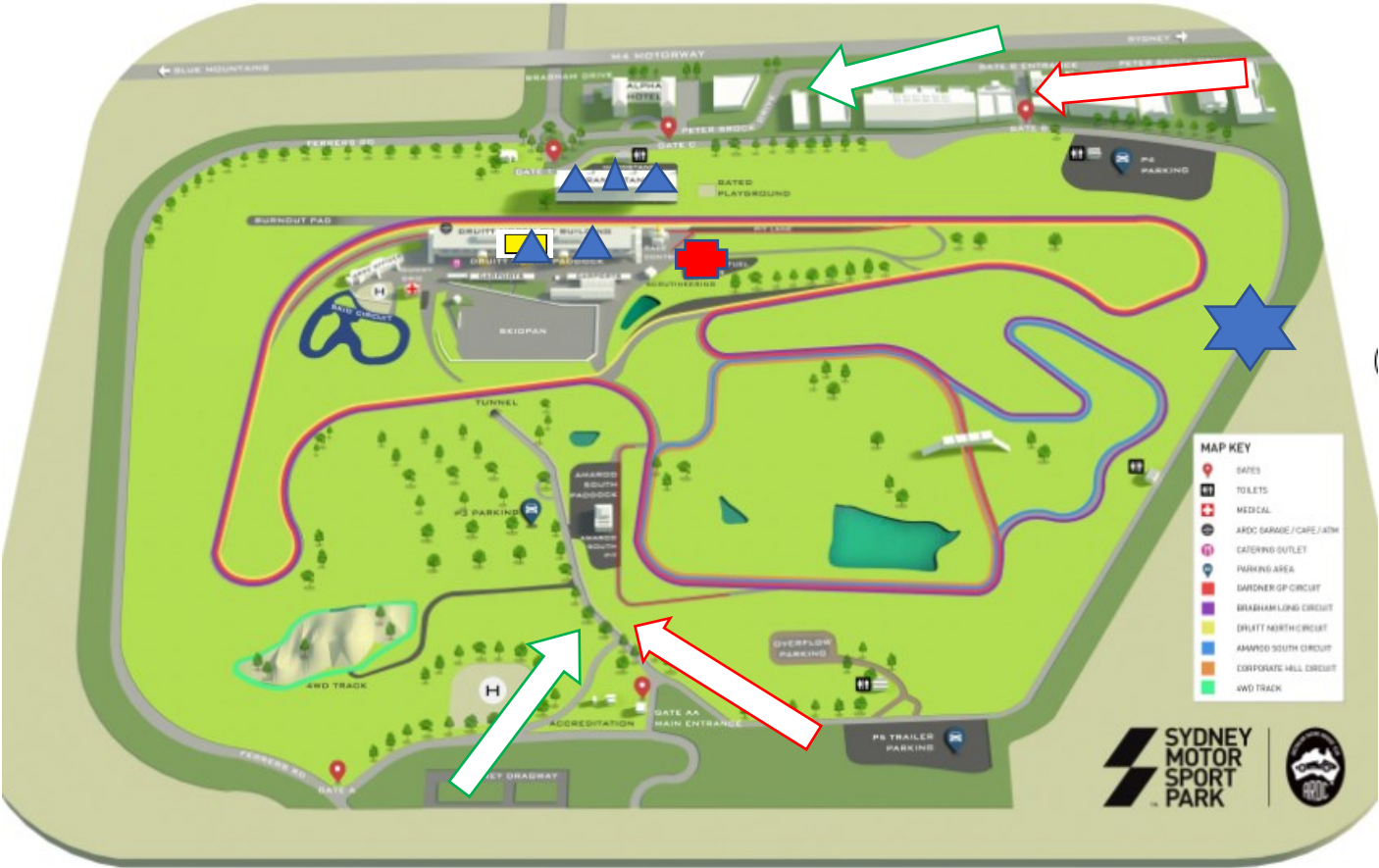
<b>5. Child protection related issues</b>	<ol style="list-style-type: none"> <li>1. Educational Institution staff and staff engaged by CSNSW SPORT comply with NSW Working with Children Legislation and have participated in employment screening.</li> <li>2. Specific control areas restrict public access ie: delineated competitor area. Event staff will enforce control points.</li> <li>3. All match officials engaged by CSNSW Sport will complete the online Child Protection Module and be added to the CSNSW Sport WWC register.</li> </ol>
<b>6. Emergency situations not planned for</b>	<ol style="list-style-type: none"> <li>1. Each venue displays emergency procedure template</li> <li>2. Managers to identify muster points at meeting in morning prior to start of event.</li> <li>3. Include <a href="#">muster points map&gt;&gt;&gt;</a> in program</li> <li>4. Review <a href="#">Adverse Weather &gt;&gt;&gt;</a> procedures.</li> <li>5. <a href="#">CSNSW Sport Emergency Procedures &gt;&gt;&gt;</a></li> </ol>
<b>7. COVID 19 Restrictions and safety</b>	<ol style="list-style-type: none"> <li>1. The CSNSW Sport COVID 19 Safety Plan will be the overarching framework for COVID 19 Management &gt;&gt; <a href="#">CSNSW SPORT COVID-19 SAFETY PLAN</a></li> <li>2. Each venue will have a COVID Safety pack which will include COVID Safe practices and restrictions will be communicated to all participants before the event via email.</li> <li>3. CSNSW Sport COVID Safety Plan will operate in conjunction with venue plan.</li> <li>4. All current health orders including venue numbers will be adhered to. SMP has been booked for the event to occur.</li> </ol>









## EMERGENCY PROCEDURES

1. Any person identifying an emergency should raise the alarm by attracting the attention of any CSNSW Sport or Host Diocese appointed person.
2. The Grounds Manager should make contact with Host Diocese Sports Rep or CSNSW Sport Manager and inform of the location of the emergency, the type of emergency and the name and location of the caller.
3. If the event of a fire or bomb threat the Ground Manager will take on the role of the Chief Fire Warden (CFW) and be responsible for ordering the evacuation of the building and the calling of the Emergency Services if deemed appropriate. The Chief Fire Warden may also determine that a **false alarm** has occurred or a '**Shelter in place or Lockdown**' direction is necessary.
4. The Chief Fire Warden will establish a control point in the Reception area or at an appropriate emergency exit, to receive reports and relay any necessary instructions. CSNSW Sport team officials or other will assume the role of Communications Officer to support the Chief Fire Warden
5. The Centre Supervisor will be responsible for the evacuation of the venue when directed by the Chief Fire Warden. Anyone requiring assistance should ask the CSNSW Sport staff for assistance.
6. The Chief Fire Warden will remain in the Centre until the arrival of the appropriate Emergency Services, if it is safe to do so.
7. The Chief Warden will direct the Emergency Services to the location of the emergency and inform them of the action that has been taken.
8. The Chief Warden will inform the Centre Manager of events so that the relevant venue management can be informed.
9. Team Officials and grounds managers are to account for all students in their group and remain at evacuation point or other nominated area till told otherwise by the Chief Fire Warden or Emergency Services. Anyone requiring first aid treatment should be identified.
10. Team Officials are asked to check with the Chief Fire Warden prior to communicating any message via mobile media.
11. Log all times and comments on the [Emergency Operational Procedure & Time Log](#).

SMP Map



PLAN KEY:					
	Covid sign placement		First Aid Station		Check in
	Entry Point		Emergency Muster Point		Emergency Access

# CATHOLIC SCHOOLS NSW SPORT

## On the Day of the Event Checklist

This document needs to be completed by the Event Manager or the nominated person when managing the listed event under the auspices of CSNSW SPORT. This must be completed on the day, prior to the commencement of the event. It may need to be revisited throughout the day as conditions change.

In your venue assessment if the "No" column is ticked, please confirm remediation in "Comment" column.

<b>EVENT</b>	<b>SPORT</b>	<b>NSWCCC/CPS CROSS COUNTRY</b>	<b>SELECTION</b>	
	<b>VENUE</b>	<b>SMP</b>	<b>KNOCKOUT</b>	
	<b>DATE</b>	<b>8 June 2021</b>	<b>CHAMPIONSHIP</b>	
	<b>TIME</b>		<b>CARNIVAL</b>	

		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENT</b>
<b>TRANSPORT</b>	Ensure the traffic management plan is in place.				
<b>STAFFING</b>	Have all team officials signed the registration sheet and confirmed their understanding of relevant policies and procedure? (Name, Mobile, School, participant numbers)				
	Have all event officials signed the registration sheet and confirmed their understanding of relevant policies and procedure?				
	Do all event officials have name tags and identifiable clothing?				
	Do all event officials have working mobile phones?				
	Ensure all staff have access to the Carnival Manager's mobile number				
	Have we distributed documentation for key aspects of relevant policies and procedures?				
	Does the Carnival Manager have internet access?				
	Does each key person know their specific role/s?				
	Have all staff been briefed on the key aspects of the events? Eg duty of care of all individuals				
<b>VENUE INFORMATION</b>	Toilets are accessible, clean and workable including disabled facilities				
	Drinking water is available and accessible				
	Confirm emergency vehicle have access				
	Confirm canteen is open and operable				
	Sunscreen is available at control area				

<b>EQUIPMENT</b>	Is all equipment appropriately secured to prevent injury?				
	Check equipment meets sport safety specifications				
	All individuals & teams are aware of regulations regarding safety equipment				
<b>COMPETITION AREA</b>	Has the competition area been checked for irregularities?				
	Is the competition area safe to proceed with the event? Eg Water quality, surface stability				
<b>SPECTATOR AREA</b>	Clearly defined and separate from competition area				
	Has the spectator area been checked for irregularities?				
	Are bins accessible for rubbish disposal?				
<b>FIRST AID ARRANGEMENTS</b>	Has the appointed first aid officer arrived at the logged time?				TIME:
	Has the first aid officer been briefed on emergency procedures?				
	Identify student with medical alerts and provide action plans if necessary				
	Is the first aid room open and clean and clearly identified?				
	Do the first aid arrangements meet the requirements of the activity/event. I.e. nature of the event, number of attendees				
	Is ice available?				
<b>ENVIRONMENTAL CONDITIONS</b>	Is there the potential for the competition to be interrupted by an environmental factor? If so, What?				
	Do you have a plan to counter extreme environmental factors?				
<b>APPROXIMATE ATTENDANCE NUMBERS</b>	Number of Staff				
	Number of Students				
	Number of Spectators				

In signing this you acknowledge that you have read and understand the Control Sheet and the Risk Register in relative to this event. At the conclusion of the event, please sign and promptly return to the CSNSW SPORT office.

<b>VENUE MANAGER</b>	NAME		<b>DIO REP/ CSNSW SPORT</b>	NAME	
	DATE			DATE	
	MOBILE			MOBILE	
	SIGNATURE			SIGNATURE	

EVALUATION: At the conclusion of the event please provide feedback for future planning

**WHAT HAS  
BEEN TO  
ADDRESS  
ANY  
CONCERNS  
?**

**Paperwork is available:**

- [Codes of Conduct](#)
- Sport Specific Guidelines/By Laws
- [Medical/Accident Report Forms](#)
- [Evacuation Procedures](#)
- Please make any comments that you feel are relevant regarding the safety at this venue.

Please email the completed copy to the CSNSW Sport Manager at the conclusion of the event

[sport@CSNSW.catholic.edu.au](mailto:sport@CSNSW.catholic.edu.au)

## INJURY REGISTER

EVENT:

DATE:

DATE	STUDENT'S NAME	SCHOOL	INJURY	TREATMENT	PARENT/ SCHOOL INFORMED	ADDED TO COMPLI- SPACE

SERIOUS INJURY & INCIDENT REPORTING - [http://csnsw.csassurance.com/contracts/new?contract\\_template=29&token=s5jKhxYyvU6qZfh4KEvJ](http://csnsw.csassurance.com/contracts/new?contract_template=29&token=s5jKhxYyvU6qZfh4KEvJ)

## EVENT CRITICAL INCIDENT PLAN

### 1. CRITICAL INCIDENTS

1.3 A Critical Incident may be defined as an event which causes disruption to an organisation, creates significant danger or risk, and which creates a situation where staff, students and parents feel unsafe, vulnerable and under stress.

1.4 A sensitive awareness of the varying needs and circumstances of students, staff and families is important in such a crisis. Arising from the duty of care that CSNSW SPORT owes to students for whom they have responsibility, planning for the management of an abnormal or critical incident is essential.

1.5 The early identification of, and preparation for a potential critical incident, or crisis, will help in creating a safe, supportive environment for students and staff members. Education, greater awareness and the ways in which crises can be managed require planning. Thus, providing support to staff and students is to empower them, and their families, to help themselves and to enhance their skills for future critical incident in their lives.

1.6 Examples of a Critical Incident include:

- Serious injury, illness or death, including suicide.
- Students or staff lost or injured.
- Students or staff being taken hostage.
- Violent assault of a person at an event.
- Violent event at a venue, including terrorist activity.
- Students or staff witnessing a serious accident or incident of violence.
- Significant vandalism or destruction at an event.
- Fire, bomb threat, explosion, gas or chemical hazard, flood, earthquake, windstorm, hailstorm or extremes of temperature.

### 2. MANAGEMENT:

CSNSW SPORT requires the reporting of any incidents/accidents to any person, or damage to any equipment/property at or near the area of activity, within the event area of the event. Such incidents should, in the first instance, be notified to CSNSW SPORT on 02 9287 1595. In accordance with the Work Health & Safety Regulation 2011, all serious incidents that cause injury to persons in particular must be reported to WorkSafe NSW immediately on 13 10 50.

Should an incident involving a student or teacher occur during the event, CSNSW SPORT staff will manage all first aid and emergency services contact requirements. CSNSW SPORT staff will complete the relevant [internal reports](#), which are maintained on file at the CSNSW SPORT Office in accordance with the NSW State Records Act. Copies of internal reports will not be provided to the school, unless the matter is litigated. Incident Report in appendix.

#### **Management Plan:**

- 2.1 [Information and contact numbers of emergency services.](#)
- 2.2 [Evacuation plans](#)
- 2.3 [Assign roles and responsibilities to other teaching staff](#)
- 2.4 Ensuring that there is provision in the plan for dissemination of information to parents and family member

## ROLES & RESPONSIBILITIES

**VENUE MANAGER** or designated person will lead the emergency response and be guided by the Critical Incident action guide

Immediate Response

- ☐ Identify the nature of the critical incident
- ☐ [Implement the appropriate emergency procedure](#)
- ☐ [Contact emergency services](#)
- ☐ Delegate immediate first aid to trained staff
- ☐ If applicable, secure the area

**CSNSW SPORT STAFF** will:

- ☐ Ensure safety and welfare of children and staff
- ☐ Notify the CSNSW Sport Manager & Director
- ☐ Liaise with emergency services, hospital and medical services
- ☐ Maintain Emergency Operational Procedure & Time Log (Appendix F)
- ☐ [Complete an Incident Report](#)
- ☐ Manage media and publicity

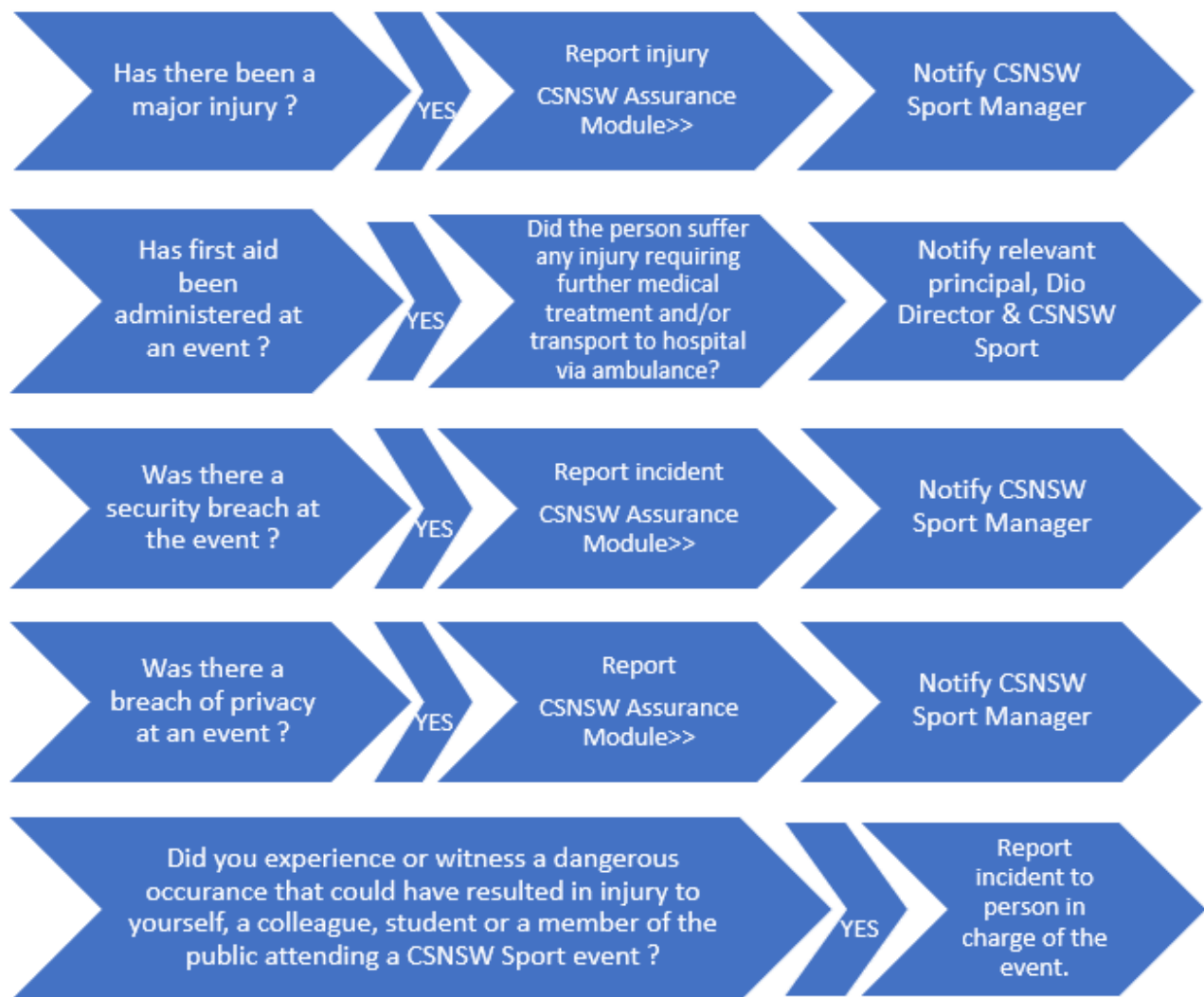
**CSNSW SPORT Appointed Staff, Other School Staff** will:

- ☐ Contact and inform parents and family members
- ☐ Contact school and Diocesan Sports Coordinator
- ☐ Identify children and staff members most closely involved and at risk





## CHAIN OF REPORTING



- [Reporting Contacts >>](#)
- [CSNSW Assurance Module >>](#)
- [Emergency Response >>](#)
- [Emergency Operational Procedure & Time Log>>](#)

# EMERGENCY RESPONSE GUIDE



## FIRE

### EVACUATE BUILDING

- Give directions to meet at designated evacuation location
- Raise fire alarm, if possible
- Call 000
- Close doors
- Use fire extinguisher, if possible
- Remain low if encountering smoke
- Use stairs, not elevators



## SEVERE WEATHER

### MOVE TO A SAFE LOCATION

- Give directions to meet at designated shelter area
- Close doors
- Look for severe weather shelter area signs in your building
- Go to shelter area/interior hallway or bathrooms and stay away from windows
- Remain in shelter until it's safe



## URGENT SITUATION

### CONTACT EMERGENCY SERVICES

- Call 000
- State who, what, where, when, why and how the situation occurred
  - Medical emergency
  - Suspicious package
  - Suspicious activity
  - Suspicious person
  - Bomb threat
- If bomb threat, turn off all electronics
- If medical situation, locate nearest Automated External Defibrillator (AED) and follow instructions



## VIOLENT INCIDENT

### AVOID | DENY | DEFEND

#### Avoid

- Pay attention to your surroundings
- Have an exit plan
- Quickly move away from the threat
- Put distance and barriers between you and the threat
- Warn others of the danger

#### Deny

- Keep distance between you and the threat
- Create barriers to prevent or slow down the threat
- Turn off the lights
- Hide quietly and silence your phone

#### Defend

- Be prepared to defend yourself
- Be aggressive and committed to your actions

Call 000 when you are in a safe area

When law enforcement arrives, **show your hands and follow commands**

## EMERGENCY CONTACT INFORMATION

<https://www.nsw.gov.au/living-nsw/emergency-services>

EMERGENCY ..... 000

STATE EMERGENCY SERVICES (SES)..... 132 500

NSW HEALTH.....[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

POISONS INFORMATION CENTRE.....131 126

CSNSW SPORT OFFICE..... 9287 1595

BUREAU OF METEOROLOGY (BOM).....[www.bom.gov.au](http://www.bom.gov.au)

[www.csnsw.sport](http://www.csnsw.sport)

**INJURY RECORD SHEET** - Please upload to CSNSW Assurance Injury Register and complete the report



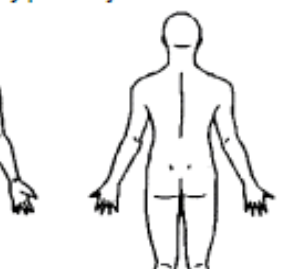
**Name of patient:**

DOB     /     /     Sex: Male ☐ Female ☐

**Date of Injury:**     /     /     **Time**     :     am/pm     **Is the injured person :** Player / Referee / Coach / Spectator

Patient Address: \_\_\_\_\_ Patient Phone Number: \_\_\_\_\_

Sport	Venue	Event/match:
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<p><b>Type of activity at time of injury</b></p> <input type="checkbox"/> training <input type="checkbox"/> warm-up <input type="checkbox"/> competition <input type="checkbox"/> cool-down <input type="checkbox"/> other _____	<p><b>Nature of Injury/Illness</b></p> <input type="checkbox"/> abrasion/graze <input type="checkbox"/> sprain eg ligament tear <input type="checkbox"/> strain eg muscle tear <input type="checkbox"/> open wound/laceration/cut <input type="checkbox"/> bruise/contusion <input type="checkbox"/> inflammation/swelling <input type="checkbox"/> fracture (including suspected) <input type="checkbox"/> dislocation/subluxation <input type="checkbox"/> overuse injury to muscle or tendon <input type="checkbox"/> blisters <input type="checkbox"/> concussion <input type="checkbox"/> cardiac problem <input type="checkbox"/> respiratory problem <input type="checkbox"/> loss of consciousness <input type="checkbox"/> unspecified medical condition <input type="checkbox"/> other _____	<p><b>Referral</b></p> <input type="checkbox"/> no referral <input type="checkbox"/> medical practitioner <input type="checkbox"/> physiotherapist <input type="checkbox"/> ambulance transport <input type="checkbox"/> hospital <input type="checkbox"/> other _____
<p><b>Reason for Presentation</b></p> <input type="checkbox"/> new injury <input type="checkbox"/> exacerbated/aggravated injury <input type="checkbox"/> recurrent injury <input type="checkbox"/> illness <input type="checkbox"/> other _____	<p><b>Provisional diagnosis/es</b></p> <p>_____</p>	<p><b>Provisional severity assessment</b></p> <input type="checkbox"/> mild (1-7 days modified activity) <input type="checkbox"/> moderate (8-21 days modified activity) <input type="checkbox"/> severe (>21 days modified or lost)
<p><b>Body Region Injured</b></p> <p>Tick or circle body part/s injured &amp; name</p>  <p>_____</p> <p>_____</p> <p>_____</p>	<p align="center"><b>CAUSE OF INJURY</b></p> <p><b>Mechanism of Injury</b></p> <input type="checkbox"/> struck by other player <input type="checkbox"/> struck by ball or object <input type="checkbox"/> collision with other player/referee <input type="checkbox"/> collision with fixed object <input type="checkbox"/> fall/stumble on same level <input type="checkbox"/> jumping to shoot or defend <input type="checkbox"/> fall from height/awkward landing <input type="checkbox"/> overexertion (eg muscle tear) <input type="checkbox"/> overuse <input type="checkbox"/> slip/trip <input type="checkbox"/> temperature related eg heat stress <input type="checkbox"/> other _____	<p><b>Treating person</b></p> <input type="checkbox"/> medical practitioner <input type="checkbox"/> sports trainer <input type="checkbox"/> other _____
	<p><b>Protective Equipment</b></p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>If yes, what type eg mouthguard, ankle brace, taping.</p> <p>_____</p>	<p>I have provided the patient with a copy of this report and told them that this record will be kept for insurance purposes. The injury information (not including patient name, address or phone number) will be entered into the Sports Injury Tracker Tool as part of the statistical analysis of injuries that occurred during the event. Patients are anonymous in these statistical records which help to create a safer sporting environment for future events.</p> <p><b>Name</b> _____</p> <p><b>Signature</b> _____</p> <p><b>Today's Date:</b> ____/____/____</p> <p>Sports Trainer ID _____</p>
	<p><b>Initial Treatment</b></p> <input type="checkbox"/> none given (not required) <input type="checkbox"/> RICER <input type="checkbox"/> dressing <input type="checkbox"/> sling, splint <input type="checkbox"/> crutches <input type="checkbox"/> CPR <input type="checkbox"/> stretch/exercises <input type="checkbox"/> taping only <input type="checkbox"/> none given - referred elsewhere <input type="checkbox"/> other _____	
	<p><b>Advice Given</b></p> <input type="checkbox"/> immediate return unrestricted activity <input type="checkbox"/> able to return with restriction <input type="checkbox"/> unable to return at present time <input type="checkbox"/> Able to return but the player chose not to <input type="checkbox"/> Referred for further assessment before returning to activity	

## EMERGENCY OPERATIONAL PROCEDURE & TIME LOG

<b>Emergency</b>			
<b>Location</b>		<b>Date</b>	
		<b>Time of Initiation</b>	
		<b>Time of Stand Down</b>	

Issues To Be Addressed	Time	Comments
Venue Management/leasee Identified		
CSNSW Sport Office contacted		
Initiated emergency response		
Assess student/staff safety		
Activate alarms		
Emergency services called		
Relocation of students/staff		
Delegation of duties – <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Warden to monitor evacuation</li> <li>• Securing entrances</li> <li>• Clearing emergency exits</li> <li>• </li> </ul>		
Contact schools and Dioceses		
Do services need to be cancelled		
Organise collection of students		
Is there a risk of infection?		
Are there PR issues to addressed		

**COORDINATOR SIGNATURE:**

**DATE:**

Email to: [sport@csnsw.catholic.edu.au](mailto:sport@csnsw.catholic.edu.au)

# Attachment 1

## SMP - CRITICAL ACCIDENT MANAGEMENT PLAN & EVACUATION PROCEDURES

### NSWCCC/CPS CROSS COUNTRY 8 June 2021

### CONTACT POINTS

- Convener NSWCCC – Michael Vandervelde 0421 708 483
- Convener NSWCCPS – Julie-ann Thompson 0417 436 185
- Assistant Convenor NSWCCC - Wendy Breen 0422 523 957
- Executive Officer NSWCCPS – Ann-Marie Miranda 0414 864 008

#### CLIENT CONTACT INFORMATION AND DETAILS

<b>Date</b>	8 June 2021
<b>Event</b>	NSWCCC/CPS Cross Country Championships
<b>Location of Booking</b>	North Paddock
<b>Areas of Operation</b>	Full Venue
<b>Client Contact Name</b>	Ann-Marie Miranda
<b>Position</b>	CSNSW Sport Manager
<b>Client Contact Number</b>	0414 864 008

### EMERGENCY PROCEDURES

#### Emergency Control Organisation (ECO)

The following are responsible for administering the Precinct Warden System and plans for the management of emergencies for the SMSP site:

#### *Precinct One: Pit Precinct*

<b>Area Wardens</b>	<b>Person</b>	<b>Radio</b>	<b>Phone Number</b>
1. Chief Warden	Daniel Boaden	Digital North Control	0405 114 557
2. Deputy Chief Warden	Andrew Slender	Digital North Control	0433 942 132
3. Precinct Warden			
4. Gate A Supervisor			
5. ARDC Maintenance	Andrew Usher	Digital North Control	0418 263 840

## Critical Incident Management team:

In the event of any critical incident there will need to be a “code blue” response. All radio channels from the Critical Incident Management team will go to Channel 12. Please note the ARDC staff will use channel 20

Name	Contact Number	NSWCCC/CPS Role	Role
Ann-Marie Miranda	0414 864 008	CSNSW Sport Manager	<b>Coordinator:</b>
Wendy Breen	0422 523 957	Assistant Convenor	<b>ARDC Contact:</b> Liaise with ARDC staff alerting them ensuring instructions are disseminated and followed.
Julie-ann Thompson	0417 436 185	NSWCPS Convenor	<b>Primary contact:</b> alerting Primary Diocesan Directors, staff, students and parents where necessary
Michael Vandervelde	0421 708 483	NSWCCC Convenor	<b>Secondary Contact:</b> alerting secondary Diocesan & Association Directors/team managers, staff, students and parents where necessary
Craig Beacroft	0434 131 963	Course Manager	<b>Track Contact:</b> Liaise with cars/start line finish line /marshals making decisions regarding ongoing races and any immediate issues for staff and student.

## Organisation Liaise-On Officers

The Emergency Control Organization for the SMSP will consist of the ARDC appointments, their Precinct Wardens as appointed, supported by the following liaison officers:

Organisation	Position/Name	Contact Number	Radio Channel
ARDC Event Manager	Andrew Usher	0418263840	Digital North control
NSWCCC/CPS Event Contact	Ann-Marie Miranda	0414 864 008	1
VIPeople	Gate A Supervisor	9672 0221	
Onsite Medical	Ambulance Services Australia	9672 0284	1
Police	Blacktown Police	9672 9199	Nil
Fire	Huntingwood	000	Nil
Ambulance NSW	Blacktown	000	Nil

## CONTROL POINTS

The control points for the following are:

- **Public First Aid:** Medical Centre or ambulance (Tower)
- **Lost Children:** Hinxman room
- **Police:** Venue Administration

## NON-EMERGENCY ROLES OF ECO

The emergency control organization consists of:

- (a) Chief Warden
- (b) Precinct Wardens
- (c) Area Wardens

The responsibilities of the Chief Warden are:

- ☐ Administer the warden system and chair the Safety Planning group,
- ☐ Review, in conjunction with Precinct Wardens, the Safety Management Plan, Arrange "TableTop" exercises and specific hands-on training for staff,
- ☐ Ensure that there is a system in place to record all staff, visitors and contractors on site,
- ☐ Ensure that a debriefing is conducted after each major event to review if any changes are required to the plan,
- ☐ Ensure the Chief Warden and the Deputy Warden are not simultaneously absent from the site.

Precinct Wardens, within their area of responsibility, will ensure that:

- ☐ They are familiar with the layout of the Sydney Motorsport Park site and the general locations used by patrons, employees and contractors,
- ☐ They are familiar with the location of all first aid facilities and other emergency equipment,
- ☐ New employees are thoroughly briefed on safety procedures as part of their induction process,
- ☐ They oversee the safety equipment and signage within their area of responsibility,
- ☐ They represent their area at debriefings,
- ☐ Precinct Wardens will take appropriate action to ensure:
- ☐ Good housekeeping so that litter does not accumulate to increase the danger of fire,
- ☐ Hazardous materials are not stored or used incorrectly, notwithstanding the nature of work,
- ☐ Equipment does not impede access,
- ☐ Pathways are free of obstruction,
- ☐ Fire extinguishers, safety signs and safety equipment are serviceable at all times,

- ☐ Hydrants and hose reels are accessible,
- ☐ Access to and egress from emergency equipment is not obstructed,
- ☐ Any irregularities are reported to the Chief Warden,
- ☐ All incidents are reported on the form provided, ☐
- ☐ Inspection checklists are completed,
- ☐ Incident report forms are to be handed to the deputy or Chief Warden.

## **AREA WARDENS**

The role of the Area Warden is to assist the Precinct Warden in their area of responsibility, and if nominated, to assume responsibility of Precinct Warden in their absence.

### **Media Management**

During emergencies there is likelihood that the media will want to obtain an interview or statement from ARDC. All staff members, contractors and participating organizations and their employees should be aware that all media inquiries are to be directed to ARDC's Marketing and Media Operations Manager, who will arrange for appropriate person to comment. If the ARDC Communications Rep is not available, the Chief Warden will appoint an appropriate person to act as a Media Liaison Officer at the time of the event. Consideration should be given to the identification of a media briefing area appropriate to the event.

### **Debriefing Arrangements**

A debrief will take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues. Precinct Wardens are encouraged to debrief the personnel in the area of the Sydney Motorsport Park they are responsible for, and to provide feedback from Emergency Control Organization debriefing sessions.

### **Maintenance of Emergency Procedures**

These procedures will be reviewed prior to each motor sport event to ensure that the information it contains is accurate and current. Critical changes such as contact list information will be implemented and promulgated immediately. Amendments and a covering memo should be sent to the Chief Warden or his representative for implementation.

### **Testing of the Emergency Procedures**

The nature of SMSP accommodates physical testing of the plan, and if it is warranted for a particular activity, the Emergency Control Organization may request it. The Emergency Control Organization will conduct testing of this plan in "Table Top" form.

### **Emergency Communications**



Two way radios and mobile phones will facilitate communications via the stakeholders. An emergency radio channel will be allocated for such use. Liaison for each stakeholder will be equipped with a portable radio on this frequency, SEAA will provide a communications officer to monitor and coordinate this network. Designated members of the Emergency Control Organization and Precinct Wardens will be equipped with two way radios and mobile phones. Precinct Wardens will be briefed on exact radio procedure during briefing sessions.

**EMERGENCY RADIO - CHANNEL 20**

**SECURITY FREQUENCY - CHANNEL 12**

## *EMERGENCY ROLES OF ECO*

### **Chief Warden:**

- ☐ Take control of the situation at the appropriate control point, if safe to do so,
- ☐ Ensure Emergency Services are notified,
- ☐ Ensure all patrons and employees are removed from the hazard area,
- ☐ Hand over control to the Emergency Services on arrival,
- ☐ Assist the Emergency Services as required,
- ☐ Ensure management is notified,
- ☐ Maintain a log of the incident

### **Deputy Chief Wardens:**

If the Chief Warden is not at SMSP, the nominated Deputy Chief Warden will assume all responsibilities, duties and control. If the Chief and Deputy Chief Wardens are not available, the next ranking member of the Emergency Control Organization on duty will assume control as Chief Warden. During an emergency the Deputy Chief Warden will be delegated tasks by the Chief Warden.

The Deputy Chief Warden, or nominated Precinct Warden, will provide confirmation of patrons and employees marshalling and safety, or otherwise, to the Chief Warden by runner or other appropriate communication means.

### **Precinct Wardens:**

The primary responsibility of the Precinct Wardens is to ensure, as far as practicable, the safety of patrons and employees and when necessary arrange their orderly evacuation from danger.

When required, Precinct Wardens will ensure that their areas of responsibility have been totally evacuated, if safe to do so.

### **Communications Officer:**

The communications officer will act as directed by the Chief Warden. Duties will include:

- ☐ Attending to emergency calls,
- ☐ Notifying the appropriate emergency service,
- ☐ Notifying the Chief Warden of the emergency,
- ☐ Establish and maintain communications between Chief Warden and the Precinct gardens,
- ☐ Transmit and record instructions and information,
- ☐ Maintain Emergency Incident Log, Maintain area maps.

### **Area Wardens & all other Workers:**

All other employees will act as directed by a Precinct Warden. Specific employees may be allocated various tasks and should only be carried out if safe to do so.

## RESPONSES

### EVACUATION

The total evacuation of the SMSP site will in most instances be initiated by the Chief Warden or delegate via the Precinct Wardens. On some occasions it may be necessary for the Precinct Wardens to self-initiate evacuation from the immediate area of a threat prior to notification from the Chief Warden. It should be noted that the extent of evacuation might vary from one event to the next.

Evacuations fall into two categories:

**Full** - resulting in all patrons and employees moving out of the SMSP Site;

**Partial** - resulting in designated patrons and workers moving out of the affected area or being directed into another part of the raceway precinct.

The type of evacuation will depend on the nature of the emergency and will generally be determined by the Chief Warden or a delegate.

Should the ARDC resources be overwhelmed as a result of the event, the controlling Emergency Service will initiate the Municipal Emergency Management Plan to assist with the emergency and the SMSP recovery.

#### Delegation of Duty -

If the Chief Warden is unavailable, responsibility will be delegated in the following sequence:

1. Deputy Chief Warden
2. Precinct Wardens

#### NOTE

*Police and Fire Brigade out rank all ARDC and Contractor management. Should either give any personnel a direct order, they should carry out the order. Confirmation from event management is not required.*

#### *Mobility Impaired Persons*

In the event of an evacuation Wardens should assist or arrange assistance for mobility-impaired persons. A mobility-impaired person is any person who will require physical assistance during an evacuation.

For example:

- Permanent Disablement
- Temporary Disablement
- Deafness (full/partial)
- Blindness (full/partial)
- Advanced pregnancy

## ELECTRICAL FAILURE

#### Precinct Warden:

- ☐ Notify Chief Warden and Venue Operations Centre by any means possible,
- ☐ Contact Event Electrician,
- ☐ If no emergency lighting, marshal patrons and employees,
- ☐ Prepare to evacuate,

- ☐ Follow instructions of Chief Warden.

#### Chief Warden:

- ☐ Determine situation,
- ☐ Contact Power company, confirm failure and indicate priority,
- ☐ Arrange alternative power if able,
- ☐ Marshal patrons and employees away from hazard area, if appropriate,
- ☐ Check for trapped persons in structures,
- ☐ Be prepared as power may be reinstated at any moment without warning.

### EXPLOSION

#### First Workers on Scene:

- ☐ Turn off gas and electricity, if practicable, and remove any person in danger, if safe to do so,
- ☐ Quickly assess and raise the alarm by contacting the Precinct Warden,
- ☐ Vacate the area immediately,
- ☐ Keep patrons and employees away.

#### Precinct Warden:

- ☐ Quickly assess the situation and ensure the alarm has been raised and Chief Warden notified
- ☐ Remove any persons in danger if safe to do so
- ☐ Consider evacuation

#### Chief Warden:

- ☐ Determine situation,
- ☐ Confirm controlling emergency service contact – NSW POLICE, PHONE 000 or inform NSW Police if onsite,
- ☐ Establish Control Point, if safe to do so,
- ☐ Determine appropriate evacuation routes (Note wind direction),
- ☐ Identify injured persons,
- ☐ Arrange Staff to meet and assist Emergency Services on arrival.

### **SPECIAL CONSIDERATIONS**

- ***Do not attempt to remove debris from electrical equipment.***
- ***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. Remain upwind from the emergency scene.***
- ***Municipal Emergency Management Plans will override this plan if warranted.***

## **FIRE**

### **First Workers on Scene:**

- ☐ Quickly assess and raise the alarm by sending runners to Precinct Warden,
- ☐ Attack fire with appropriate firefighting equipment if trained and safe to do so,
- ☐ Withdraw when instructed.

### **Precinct Warden:**

- ☐ Quickly assess the situation and ensure the alarm has been raised with Venue Operations Centre,
- ☐ Remove any persons in danger if safe to do so,
- ☐ Consider evacuation,
- ☐ Ensure Chief Warden and Fire Brigade are notified.

### **Chief Warden:**

- ☐ Determine situation,
- ☐ Confirm Fire Service contacted,
- ☐ Provide Fire Services with update on type of fire and access,
- ☐ Establish Control Point, if safe to do so,
- ☐ Determine appropriate evacuation route (note wind direction),
- ☐ Identify injured persons,
- ☐ Arrange for staff to meet and assist Emergency Services on arrival.

## **SPECIAL CONSIDERATIONS**

- ***Do not attempt to remove debris from electrical equipment.***
- ***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. Remain upwind from the emergency scene.***
- ***Municipal Emergency Management Plans will override this plan if warranted.***

## **HAZARDOUS MATERIALS**

### **First Workers on Scene:**

- ☐ Keep patrons and employees away,
- ☐ Do not attempt to rescue without appropriate protection (see special considerations), Contain the spill, if safe to do so using available products i.e. soil, sand, blankets, etc,
- ☐ Withdraw to safe position,
- ☐ Raise the alarm by immediately contacting Precinct Warden.

### **Precinct Warden:**

- ☐ Quickly assess the situation and ensure the alarm has been raised with Venue Operations Centre,
- ☐ Remove any persons in danger if safe to do so,
- ☐ Consider evacuation.

Chief Warden:

- ☐ Determine situation,
- ☐ Contact Fire Service – MFB, PHONE 000 – advise on type of spill and quantity,
- ☐ Establish control point, if safe to do so
- ☐ Determine appropriate evacuation routes (note wind direction), Identify injured persons,
- ☐ Arrange for staff to meet and assist Emergency Services.

### **SPECIAL CONSIDERATIONS**

- ***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area. In some instances rescue patrons and employees must wear specialized protective clothing. (Seek advice from attending Emergency Services)***
- ***Rescue may have to be performed by Emergency Services.***
- ***Municipal Emergency Management Plans will over ride this plan if warranted.***

### **LOST CHILD / MISSING PERSON**

First workers on Scene:

- Lost Child:- Take lost Child to Gate A Main Entrance
- Missing Person:- Contact Venue Operations who will inform NSW Police and SEAA Security
- Inform Precinct Warden of situation,
- Follow instructions from Police or Precinct Warden, (Missing person occurs when security have been unable to locate a person and friends/family contact the authorities themselves)

Precinct warden:

- ☐ Contact Venue Operations Centre with information regarding lost child to enable information to be passed onto Police and Area Wardens,
- ☐ Assist Police as requested,
- ☐ Advise and update Chief Warden of situation,
- ☐ Ensure Lost Child Checklist is completed.

Chief Warden:

- ☐ Assist Police where appropriate.

## MEDICAL

### First Workers on Scene:

- ☐ Quickly assess the situation,
- ☐ Notify Ambulance Services Australia and Precinct Warden,
- ☐ Render assistance to patient if able until Ambulance Services Australia arrive then assist them if required.

### Precinct Warden:

- ☐ Determine situation,
- ☐ Ensure alarm has been raised Ambulance Services Australia,
- ☐ Keep uninvolved patrons and employees away,
- ☐ Start planning Ambulance Route if applicable,
- ☐ Advise Venue Operations Centre if Ambulance is called,
- ☐ Arrange staff to meet and guide Ambulance to patient.

## **SPECIAL CONSIDERATIONS**

- ***Employees involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc and should only treat if trained in such treatment.***

## **STRUCTURE DAMAGE RESPONSE GUIDE**

Earthquake, storm damage or other type of emergency could cause this.

### Precinct Warden

- ☐ Raise the alarm by contacting the Chief Warden by any means possible,
- ☐ Proceed to evacuate immediately if safe to do so,
- ☐ Note degree and nature of damage,
- ☐ Assist and guide patrons and employees encountered,
- ☐ Direct all patrons and employees to an appropriate area away from the hazard area,
- ☐ Take care not to move people from safety to danger!
- ☐ Await instructions,
- ☐ Assist Emergency Services as required.

### Chief Warden

- ☐ Confirm controlling emergency service contact – FB / SES, PHONE 000 & SES – Blacktown City – 9622 8144,
- ☐ Ensure Emergency Services are advised as to ideal access considering conditions,
- ☐ Establish control point, if safe to do so,
- ☐ If not safe to stay, proceed to evacuate immediately,
- ☐ Note degree and nature of damage,
- ☐ Identify injured persons,
- ☐ Assist Emergency Services on arrival.

### ***SPECIAL CONSIDERATIONS***

- ***Do not attempt to remove debris from electrical equipment.***
- ***If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area.***
- ***Municipal Emergency Management Plans will override this plan if warranted***

### **GRANDSTAND RESPONSE GUIDE**

Earthquake, structural damage or other type of emergency could cause this.

Precinct Warden:

- ☐ Raise the alarm by contacting the Chief Warden by any means possible,
- ☐ Proceed to evacuate immediately if safe to do so,
- ☐ Note degree and nature of damage,
- ☐ Assist and guide patrons and employees,
- ☐ Direct all patrons and employees to an appropriate area away from the hazard area,
- ☐ Take care not to move people from safety to danger!
- ☐ Await instructions,
- ☐ Assist Emergency Services as required.

Chief Warden:

- ☐ Confirm controlling emergency service contact – FB / SES, PHONE 000 & SES – Blacktown City – 9622 8144,
- ☐ Ensure Emergency Services are advised as to ideal access considering conditions,
- ☐ Establish control point, if safe to do so,
- ☐ If not safe to stay, proceed to evacuate immediately,
- ☐ Note degree and nature of damage,
- ☐ Identify injured persons,
- ☐ Assist Emergency Services on arrival.

### ***SPECIAL CONSIDERATIONS***

- ***Do not attempt to remove debris from electrical equipment.***
- ***Municipal Emergency Management Plans will override this plan if warranted.***



## ASSEMBLY AREAS

When advised by the Chief Warden all Precinct Wardens are to ensure that all employees and patrons at the affected site(s) are to make their way in an orderly fashion to the nominated assembly areas. The Chief Warden who will take into account the following will make the selection of the appropriate assembly areas:

- Location of the Emergency,
- Type of Emergency,
- Wind direction.

The preferred assembly areas are (please see map on following page):

### Internal (Partial Evacuation)

Northern Side of Track

- ☐ **Point A** – By Gate B.
- ☐ **Point D** – Hard stand area in front of ARDC Offices.

South Side of Site

- ☐ **Point B** – Marshall's Car Park.
- ☐ **Point C** – Hillside behind SEAA Compound Gate A.

### External (Full Evacuation)

**Point C** Hillside behind SEAA Compound Gate A.



