



## **Port Stephens Netball Association Critical Incident and Emergency Evacuation Policy**

### **Critical Incident**

In the event of a critical incident being made known, the PSNA Critical Incident process as outlined in this policy will be enacted. This means that the assigned people will assume the following roles, responsibilities and duties as outlined in this policy.

The critical incident responders include the Emergency Coordinator, Communications Coordinator and First Aid Officer/s. The critical incident responders will be identifiable by wearing a bright coloured vest.

The types of event that may be considered as a Critical Incident include (but not limited to) serious illness/ accident of a player, official or spectator which requires medical intervention, extreme weather event such as lightning, flood or fire in or around the premises or an accident or serious event in or around the premises involving emergency services and impacting on the location.

### **ROLES & RESPONSIBILITIES**

#### **1. Emergency Coordinator – *as per notice board each round***

The Emergency Coordinator is responsible for the coordination of all response actions in regard to the critical incident. These actions include ensuring assigned personnel are available to respond to the incident. They will provide direction of personnel and the general flow of care at the incident. They will complete tasks, including record management and escalation, after the incident as required.

The Emergency Coordinator will bring the Critical Incident Kit to each event. This kit contains Vest for Coordinators, location details, key for Ambulance gate, injury / illness register and is responsible for distributing the contents as required.

The Emergency Coordinator is responsible for ensuring that all aspects of the critical incident plan are fulfilled before, during and after the event. This includes checking on the condition of the injured party/s after they have left the sporting facility and following developments in regard to the incident until such time as it has come to a conclusion. This may also include follow up with local council, Police or other emergency services as the critical incident may also involve damage to buildings or other properties.

#### **2. Communication Coordinator – *as per notice board each round***

The Communication Coordinator must have access to a mobile telephone and is responsible for contacting emergency services e.g. ambulance, fire brigade, police, SES, if required and will provide them with the following information: - details of the incident, exact location of the facility and the specific point of entry into the facility. For example:

000 called – Ambulance required, person appears to have a broken arm. We are located at 2 William Bailey Street, Raymond Terrace. Nearest cross street is Port Stephens Street. Please enter the car park and an assigned person in coloured vest will guide the ambulance to the Ambulance access point to the injured person.

**With regard to ambulance services, it is likely the dispatch officer will want to speak with the primary care giver to obtain specific information about the injured party.**

The Communication Coordinator should obtain an estimated time of arrival of the emergency services and communicate this to the Emergency Coordinator.

The Communication Coordinator is responsible for ensuring access for Emergency Services is kept clear and instructing the gate be unlocked. Access is located between Courts 5 and 6. A gate key will be kept in the Emergency Kit. The Communication Coordinator is also responsible for contacting parents, legal guardians or next of kin following an incident as per MyNetball details. In Instances where the incident relates to a non-playing member effort should be sort in obtaining a contact persons details. The type of information conveyed to them should be a description of the incident, the condition of the person, the transport arrangements made (if any), the current location and any immediate future location (e.g. hospital) of the person. Medical details should only be conveyed by, or with approval from, medical personnel.

### **3. First Aid Officer- *as per notice board each round***

A sports first aid kit is located at ***the Clubhouse. Two portable de fibrillation machines are located in the Clubhouse AND the corridor of the ladies toilets- only the one in the toilet is able to be accessed without having to disarm the alarm.*** Signage identifies the location of the first aid area. The Representative Convenor is responsible for checking the first aid kit and keeping it stocked in accordance with the first aid kit checklist.

A nominated First Aid Officer will attend the incident. The person should instruct that the area be clear of other participants and / or spectators and of any equipment that may be in the way to ensure Emergency Services access to the injured parties and ease of evacuation.

### **Communication**

Everyone should be aware that the Communications Coordinator is responsible for contacting Emergency Services if required and only that person should contact them. The nearest phone is at the Clubhouse where a list of emergency telephone numbers is also located plus directions for Emergency Services in regard to access to the facility (in addition to the list kept in the Emergency Kit). The Communications Officer will also have their mobile phone present during an incident to dial for emergency services.

Access and entry points for emergency vehicles must always be kept clear. Access point at PSNA is between courts 5 and 6.

In the event the assigned person has left the site, an appropriately qualified alternative representative will fill their role.

## **Contacts**

All players / officials must supply the name and contact details of guardian / next of kin at the commencement of each season. Contact details are accessible through My Netball. It is the responsibility of the Communication Coordinator to conduct guardians / next of kin in the event of a serious injury/illness to a player / official.

Where the person involved is not a member, emergency contact details should be sought and notified as outlined above.

## **Reporting**

All incidents must be factually documented, which is the responsibility of the Emergency Coordinator.

A full incident report form should be completed immediately by the First Aid Officer documenting any treatment provided. The incident and injury report forms will be filed with the Association secretary as official club documents and will be retained for seven years.

A copy of the incident and/or injury report forms will be provided to relevant parties as required (e.g. insurance company, affiliated local council or facility owner).

Reporting documentation will be reviewed to provide a basis for the orderly evaluation of a situation after it occurs and the subsequent follow-up actions that may be taken.

Regular Risk Management reviews will be conducted to assist in the maintenance of all emergency and safety procedures.

## **Match Operations**

Where a match is stopped due to a critical incident circumstance, the following steps should be taken:

- As the critical incident is a “time out”, a direction will be given by the Umpire regarding possession and scores at the time of the cessation of play.
- If the match continues within a reasonable time, play will continue as with any “time out” – with the same possession and score.
- If the match cannot be continued within a reasonable time, the Executive members of the day, will make a decision as to the postponement or cancellation or the movement of the game to another court of any scheduled match.

## **Communications to Clubs**

At the commencement of each season (that is, first council meeting) the Critical Incident procedures will be reviewed with Member Club representatives. A copy of the procedures will be located on PSNA website and in the downstairs office.

A standing item will be on Council and Executive meeting Agendas of WHS- to highlight any potential issues and make recommendations to improve player safety.

## Member/ Spectator Support

In the event of a major incident, PSNA will contact Sports Chaplaincy to provide post event support as required.

## Evacuation

In the event of an evacuation due to an incident such as a fire in the clubhouse or major incident adjacent to the venue all members evacuate to the designated Muster Point (fields next to the Tennis Courts). The Emergency Coordinator will act as Warden and direct players/ spectators to the Muster Point. Cars will not be permitted to leave unless it is safe to do so and under the direction of the Emergency Coordinator.

## PSNA CRITICAL INCIDENT PROCEDURES

INCIDENT OCCURS	<ul style="list-style-type: none"><li>•notify office</li><li>•Incident plan enacted</li></ul>
EMERGENCY COORDINATOR	<ul style="list-style-type: none"><li>•Identified on notice board each round</li><li>•Responsbile for coordination</li></ul>
COMMUNICATION COORDINATOR	<ul style="list-style-type: none"><li>•Identified on noticeboard each round</li><li>•Notfiies emergency services and opens access gate</li></ul>
FIRST AID OFFICER	<ul style="list-style-type: none"><li>•Identified on noticeboard each round</li><li>•Bring first aid kit/ defib as required</li><li>•Liaise with Coommunications Officer and emergency services</li><li>•Clear persons/ equipment</li></ul>
COMMUNICATION & CONTACTS	<ul style="list-style-type: none"><li>•All through Communications Coordinator</li><li>•Contacts accessed as per details in My Netball</li><li>•Review Emergency procedures at start of season</li><li>•Review as required at Council meetings- Standing item WHS</li></ul>
REPORTING	<ul style="list-style-type: none"><li>•Emergency Coorodnator repsonsble for documentation of incident and providing to Association secretary</li></ul>

## SAMPLE Executive Roster

Round	Emergency Coordinator	Communications Coordinator	First Aid Officer
1	All available Opening Round		
2	President	Rep Convener	Treasurer
3	GSO	TSO	Secretary
4	Admin Secretary	President	Rep Convener
5	Treasurer	GSO	TSO
6	Secretary	Admin Secretary	President
7	Rep Convener	Treasurer	GSO
8	TSO	Secretary	Admin Secretary
9	President	Rep Convener	Treasurer
10	GSO	TSO	Secretary
11	Admin Secretary	President	Rep Convener
12	Treasurer	GSO	TSO
13	Secretary	Admin Secretary	President
14	Rep Convener	Treasurer	GSO
15	TSO	Secretary	Admin Secretary
Semi	All available		
Final			
Grand F			



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8	TSO	Secretary	Admin Secretary
9	President	Rep Convener	Treasurer
10	GSO	TSO	Secretary
11	Admin Secretary	President	Rep Convener
12	Treasurer	GSO	TSO
13	Secretary	Admin Secretary	President
14	Rep Convener	Treasurer	GSO
15	TSO	Secretary	Admin Secretary
Semi	All available		
Final			
Grand F			