

Emergency Response Plan

Albury Wodonga Table Tennis Association Inc.

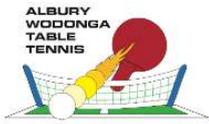
Address

471 North Street, Albury, NSW, 2640

Open Hours

Monday	8.30 am to 12 noon
Tuesday	6.30 pm to 10.30pm
Wednesday	8.30 am to 6.00 pm
Thursday	1.00 pm to 10.30 pm
Friday	8.30 am to 12 noon
Saturday	Closed
Sunday	1.00 pm to 4.00 pm

*** Times subject to change and requirements*



Emergency Contact Numbers

Police	000	(02) 6023 9299
Fire	000	(02) 6051 1511
Ambulance	000	13 12 33
SES	(02) 60585300	
Water	(02) 6023 8111	Albury City
Power	13 20 80	Essential Energy
Poisons Information	13 11 26	

In the event of any incident, and where any of the above agencies are called, one of the following people are to be notified immediately.

President	0400 533 741	Terry Caldwell
Vice President	0408 154 381	Ian Radley

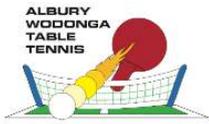
Session Coordinators on Duty

Pennant	0408 154 381	Ian Radley
Keenagers	0407 241 023	John Zinkovsky
Schools, Groups & Pennant	0499 368 041	Cody Luton



Table of Contents

Emergency Contact Numbers	2
Introduction	4
Evacuations - Full or Partial	5
Fire Emergency Response	6
Threat / Suspicious Item Response.....	7
Suspicious Package Emergency Response	8
If the item is declared suspicious:	8
For an item that is not suspicious:	8
Medical Emergency Response	9
Hazardous Material Response	9
Personnel Threat / Hold-Up Response	10
Immediate Actions	10
Natural Disaster Emergency Response	11
Antisocial Behaviour/Civil Disobedience Response	11
Evacuation Diagrams	11
Floor Plan	12
Google Aerial View	13
Google Front View	14



Introduction

The Emergency Response Plan (ERP) has been prepared to reflect that there are many different groups using the complex at varied times.

The Coordinator if required will activate the ERP below – safely and to the best of their ability and may include calling 000 emergency services and other organisations as well as the President or Vice President.

The Coordinator will wear a High Visibility vest and is responsible for activating the ERP (as appropriate):

- Evacuation of the location including:
 - Stadium playing area
 - Club Rooms,
 - Kitchen
 - Male & Female Toilets
 - Foyer
- Advising the Emergency Services, phone '000'
- Advice to and ongoing communications with emergency services and President / Vice President
- Securing the location
- Directing other members / groups as needed
- Obtain all information from witnesses at scene, and
- Ensure appropriate reporting of any instances covered in the ERP.



Evacuations - Full or Partial

General

Any of the following emergency response procedures, dependent on the circumstances, may require the full or partial evacuation of the stadium precinct. The Coordinator will decide if evacuation is required.

If Safe To Do So:

1. Advise emergency services - 000.
2. If time permits, empty cash draw into Safe, then lock and secure.
3. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).
4. Utilise the Public-Address system to make the relevant emergency announcement.

'THE STADIUM IS BEING EVACUATED - PLEASE MAKE YOUR WAY TO THE EXIT YOU ENTERED FROM, IF SAFE, OTHERWISE EXIT VIA ANY OTHER DOOR. THE COORDINATOR WILL LEAD YOU TO THE ASSEMBLY POINT.'

5. Check all sections of the stadium for any personnel, Playing Areas - Club Room - Storage Area - Toilets – Kitchen - Foyer etc.
6. Ensure that people with a disability are assisted during the evacuation.
7. Check undercover area, once evacuated leave doors open.
8. Notify other applicable parties (tenants/neighbours) on your way out.
9. On your way out - get a Mobile Phone, the Visitors' sheets and this entire ERP from Office Area.
10. Lead people to assembly point.
11. Review Visitors Book to ensure all people at the stadium are accounted for.
12. Prevent re-entry until the all clear is given.
13. Take interim control of designated area until relieved by Emergency Services.



Fire Emergency Response

Immediate actions of persons discovering Fire / Smoke / Chemical Fumes

1. Ring the Emergency Services 000 and give details.
2. Move persons in danger to safety.
3. Close all doors and windows if possible to isolate fire.
Only if safe to do so and if appropriately trained - try to extinguish small fires with appropriate fire extinguishers.
4. Only if safe to do so turn off all electrical equipment in the vicinity of the fire.
5. Initiate the Evacuation Procedure if required.
6. Handover to the Chief Fire Officer on their arrival and brief them of the situation including details of any persons not yet accounted for.
7. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

Do not re-enter the site until authorised by the Chief Fire Officer.



Threat / Suspicious Item Response

Don't Panic - Treat all threats as real.

Threat Received By Telephone:

1. Try to attract the attention of a second person and if possible indicate the nature of the call.
2. Record exact wording of threat.
3. Record details of caller's voice and background noises.
4. Keep caller talking - try to obtain as much information as possible: **do not hang up your telephone as it may be possible to trace the call even if the caller has hung up their telephone.**
5. Use another phone or person to contact **POLICE - 000.**
6. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).
7. If safe to do so (whilst being guided by advice from the Police) conduct a search.

Search to be a systematic check of the premises looking in the most likely places such as:

- Fire extinguishers; hose cabinets etc.
- Toilets, Storage room, Kitchen, Foyer.
- Ceilings - look for loose or out of place tiles.
- Pot plants.
- Rubbish bins.

Threat Received By Mail:

1. Isolate the letter and envelope - do not handle it any further.
2. Ensure no other person touches the mail.
3. Use another phone or person to contact **POLICE - 000.**
4. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

Proceed generally as for threat received by telephone.



Suspicious Package Emergency Response

For an unattended bag or parcel to be considered as being suspicious an assessment must be undertaken of the circumstances/environment using the Hot or Not procedure in the stadium area.

*Ask yourself the question "Is it **HOT** or **NOT**?"*

- *Is it Hidden?*
- *Is it Obviously suspicious?*
- *Is it Typical?*

- **H** - *Has the item been **HIDDEN**? Has any attempt been made to really hide it from view or put it in a place where it's unlikely to be found?*
- **O** - *Is it **OBVIOUSLY** suspicious? Does it look different to what you normally see in the stadium area? For example, can you see wiring or circuitry, a power supply or something that may have explosives attached to it? Is it stained or does it smell different?
Has it been found after a suspicious event?*
- **T** - *Is it **TYPICAL** of what you might reasonably expect to find in its location?*

Upon receipt of information that a bag or parcel has been discovered unattended, whether by a member or otherwise, AWTTA will:

1. Dispatch the Coordinator to where the item is located;
2. The Coordinator will make a general broadcast on the public address system seeking the owner of the item; and
3. If the owner cannot be located then Coordinator will contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).
4. The Hot or Not assessment may also be made by emergency services.

If the item is declared suspicious:

1. The immediate area to a minimum distance of 50 metres is to be cleared of persons. A partial evacuation of the immediate area should be considered by the Coordinator; and
2. The item(s) is not to be touched or moved.
3. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

For an item that is not suspicious:

1. It is to be removed to a safe area; and
2. The contents inspected by the Coordinator.



Medical Emergency Response

In the event of a serious medical emergency or incident where there are multiple casualties, the appropriate response shall be initiated. In most of these circumstances, an Ambulance will be required. Slips, trips and falls are not normally considered a serious medical emergency.

1. Investigate and assess what assistance is required.
2. If required, contact Emergency Services on 000 and advise them of the incident.
3. Remain with patient(s) and render assistance.
5. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

Hazardous Material Response

A hazardous material attack/spill could occur at the stadium precinct, principally due to a terrorist act or industrial accident. Types of incidents could be either:

- Gas Emission;
- Chemical Attack/Spill;
- Biological Attack/Spill; or
- Radiological Attack/Spill.

In the event of a hazardous attack/spill being reported:

1. If required, contact Emergency Services on 000 and advise them of the incident details:
 - Nature of Emergency;
 - Location; and
 - Persons Injured.
2. If there is any danger from Hazardous Goods:
 - Advise people to stay inside;
 - Shut down ventilation systems / air conditioning systems; and
 - Close all external doors and windows.
3. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).
4. Should the circumstances warrant it, initiate the evacuation procedure.



Personnel Threat / Hold-Up Response

No amount of money or information is worth a life.

Immediate Actions

1. Obey all instructions given by Intruders.
2. Do not make any sudden movement or take any action to excite Intruders.
3. Be courteous, converse and answer all questions asked by the Intruders.
4. Hand over valuables/cash on request.
5. Take a mental note of the Intruders' details:
 - * Male or Female
 - * Age
 - * Height
 - * Build
 - * Weight
 - * Colour of hair
 - * Colour of eyes
 - * Unusual mannerisms
 - * Carry bags
 - * Scars, tattoos or other markings
 - * Complexion
 - * Speech
 - * Weapons Carried
 - * Clothes
 - * Language
 - * Impediments
 - * Items touched by intruders
 - * Every movement made
6. As soon as it is safe to do so immediately call **000**.
7. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

DO NOT GIVE CHASE

If you are not directly involved:

1. Do not panic or go near the crime scene.
2. If it is safe to do so, move other people away from area.
3. Get out of sight.
4. Call 000.
5. Photograph the situation using your mobile etc. if safe to do so.
6. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).
7. Await the 'All Clear' before returning to normal duties.

Special Notes

- Any member becoming aware of persons loitering or acting suspiciously should notify their Coordinator.
- Cash is to be kept to minimum workable levels. All other cash is to be stored in the locked Safe.
- Personal items such as handbags, purses, etc. are not to be left in public view.
- Coordinators/Committee Members are not to discuss issues of cash or security in the presence of other members or the public.



Natural Disaster Emergency Response

1. If required, contact Emergency Services on 000 and advise them of the incident details.
2. Move persons in close proximity to safety - Evacuation may be necessary.
3. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381).

Antisocial Behaviour/Civil Disobedience Response

In the event of a significant act of antisocial behaviour or civil disobedience, Coordinator will assess the situation accordingly to ensure lawful users of the stadium precinct are protected. A significant act of antisocial behaviour or civil disobedience is one when the event threatens the normal workings of the stadium precinct and could escalate into a situation whereby the safety of persons, or property is placed in danger.

Procedure:

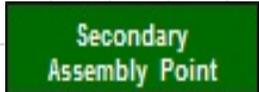
1. Immediately telephone emergency services (000) and request assistance.
2. Ensure the safety of members and members of the public, and that they are kept a safe distance from the disturbance.
3. Contact President (Terry Caldwell 0400 533 741) or Vice President (Ian Radley 0408 154 381) to report the incident.
4. Ensure threatened property is safeguarded against damage - if safe to do so.

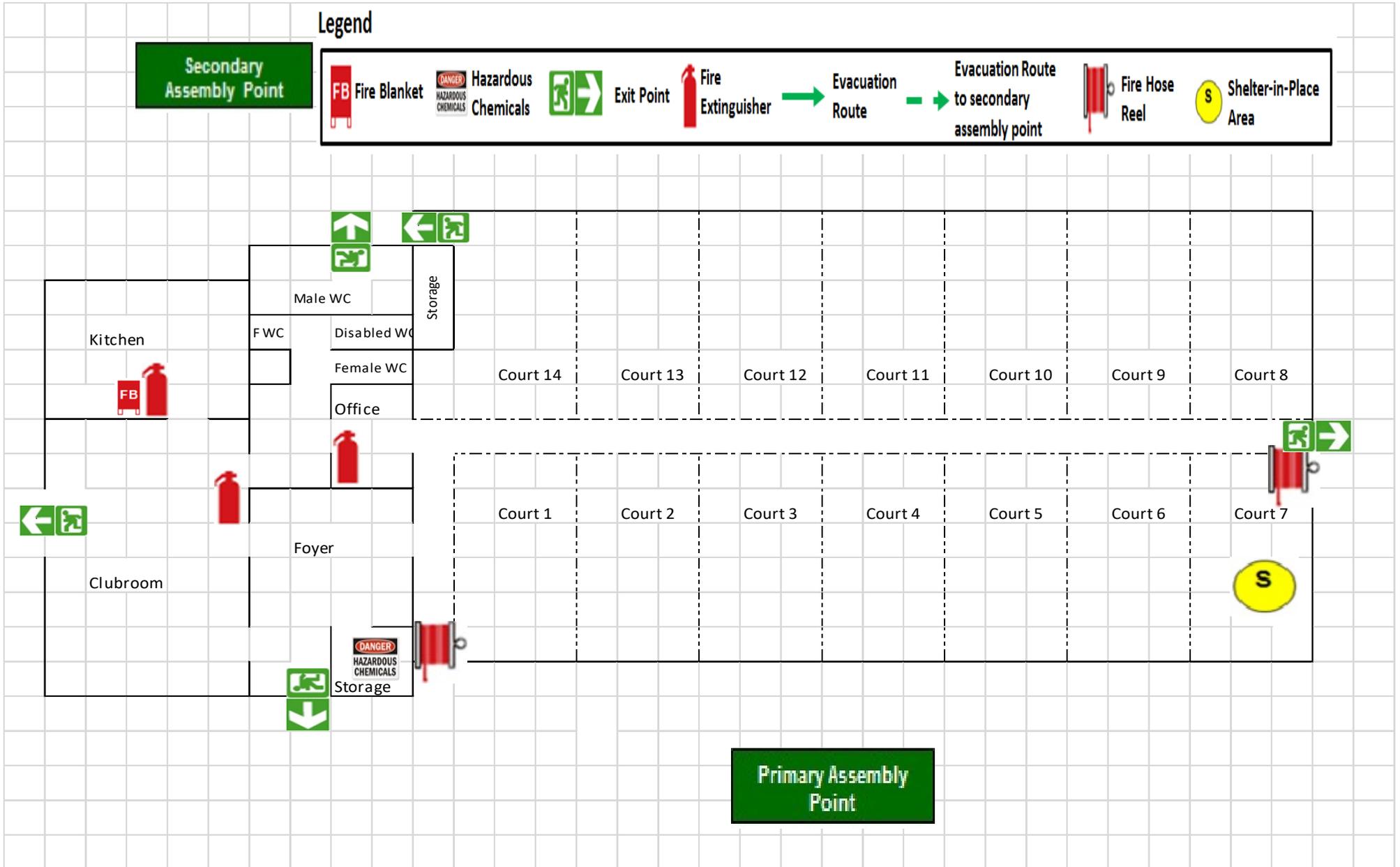
Evacuation Diagrams

Shown below are the requirements for Evacuation Diagrams as per AS3745:2010.

These diagrams need to be customised and displayed in locations where occupants and visitors are able to view the diagrams, ideally next to each exit and must be posted between 1.2 and 1.6 meters in height in locations where people congregate e.g. office, club room, foyer etc. This may require preparation of multiple diagrams to ensure the "You Are Here" sign is accurate for the particular room/building.

Legend

	 Fire Blanket	 Hazardous Chemicals	 Exit Point	 Fire Extinguisher	 Evacuation Route	 Evacuation Route to secondary assembly point	 Fire Hose Reel	 Shelter-in-Place Area
---	--	---	--	---	--	--	--	---





Google Aerial View





Albury Wodonga Table Tennis Association Inc.

Google Front View



Secondary Assembly Point

Primary Assembly Point