



1. Emergency Management Policy

1.1 Policy

Frankston District Netball Association Inc. (FDNA) aims to maximise the health, wellbeing and safety of members, employees, volunteers and other visitors who access FDNA managed facilities by defining responsibilities and requirements to prepare for & respond to emergencies.

FDNA has responsibility for:

- promoting awareness of safe practices and emergency procedures and implementing safety and warning systems for members, employees, volunteers and other visitors
- providing direction in planning and preparing for emergencies with major consequences, including mass evacuation.

Through this policy, it is intended that FDNA is prepared for any emergency and can implement a response in the event of an emergency that is appropriate to the needs of people on site.

1.2 Rationale

Emergencies can cause direct risks to the health and wellbeing of people accessing FDNA managed facilities. Types of emergencies that may occur include:

- floods, storms or bushfires
- explosions and accidents
- extreme heat and heatwaves
- epidemics, pandemics or contamination of food or water supply, and
- disruption to essential services such as electricity, gas and telecommunications networks.

The frequency and changing risk profile of emergencies continues to reinforce the importance of emergency preparedness and planning.

1.3 Policy scope

Compliance with this policy is required by:

- Employees
- Members
- any other visitor or service provider

1.4 Definitions of key terms

The following terms have specific meaning in the context of this policy:

- Member – anyone participating in any FDNA competition or program, including Club based training at FDNA managed facilities.
- Employee – Staff, Volunteers, Trainees/interns,
- Visitor – any individual on site, includes contractors and service providers.
- Emergency – Definition from the *Emergency Management Act 1986*:

‘An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria, or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria including, without limiting the generality of the foregoing:

- an earthquake, flood, wind-storm or other natural event

- a fire
 - an explosion
 - a road accident or any other accident
 - a plague or an epidemic
 - a warlike act
 - a hi-jack, siege or riot
 - a disruption to an essential service.’
- service continuity – means a client continues to receive a service during and after an emergency and could include the service being delivered from an alternative setting or by an alternative provider.

1.5 Commencement

The policy is effective as of 16th March 2022

This edition remains in place until notification of its replacement or repeal. This policy will be reviewed bi-annually or as required.

APPENDICES:

Appendix 1: Contact numbers

Appendix 2: Site maps

Appendix 3: schedule

Appendix 4: list of items



2. Emergency preparedness planning

All parties in scope of the policy (section 1.3) must comply with emergency preparedness planning for the range of emergency situations that could have health, wellbeing and safety consequences for members and staff. Emergency preparedness plans must be reviewed annually.

2.1 Emergency management responsibilities

- The Operations Manager must:
 - have procedures in place to ensure they receive or are made aware of VicEmergency alerts
 - have emergency preparedness plan(s) that:
 - address any vulnerabilities or special needs of members and staff.
 - address any risks associated with designated meeting points
 - address the adaptability of rehearsed plans in relation to the context of any real event

3. During and after emergencies

ALWAYS CALL 000 (TRIPLE ZERO) IF THERE IS AN IMMEDIATE DANGER TO LIFE

3.1 Notification during an emergency

- All Staff are expected to contact the Operations Manager if an emergency requiring emergency services occurs.
- The Operations Manager is expected to advise Board of Management if an emergency requiring emergency services occurs.

3.2 Notifying Council after an emergency

- The relevant Frankston City Council department must be notified of the emergency as soon as practicable. Council must also be notified of when operations are expected to return to normal arrangements – reporting this no later than two days after the incident.

3.3 Child Safety

- Carers must always relocate any child or young person in their care to a safe location when confronted with a perceived emergency or safety threat.
- Carers should consider modifying their routine behaviour when emergency warnings, including Heat Health Alerts, are in place to maximise the safety of children and young people in their care, their personal safety and that of family members.
- If Victoria Police or the designated control agency recommends evacuating because of an emergency, carers are required to:
 - immediately evacuate any child in their care to a safe place if able to do so, and
 - notify custodial adult(s) as soon as practicable following evacuation.

3.4 Post incident review

The Operations Manager should convene the Board of Management, or other relevant Committee, to conduct a comprehensive review and debrief after any major emergency (as defined in 1.4)

Appendix 1: Emergency management contact numbers

If a relocation or evacuation is required, in line with policy, due to an emergency the Staff member in charge is required to advise the following people via the relevant contact number below.

Emergency Services	"000"
Frankston Council	1800 322 322

Appendix 2: site maps



outdoor courts
layout.xls



pavilion
floorplandraft.xls

Appendix 3: Evacuation drill schedule

Drills should be completed in February and October annually

Appendix 4: items required for an evacuation/emergency

- Vest to identify Warden
- Instruction cards
- Defibrillator and first aid kit
- Megaphone
- Mobile phone
- Visitor sign in book
- Agenda report, scoresheets & Umpire roster (if during competition)