



Melbourne Sports  
& Aquatic Centre

# Emergency Procedures Information

## Grand Prix Closure School Events

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EVENT EMERGENCY PROCEDURES 01-02-2017 to 30-04-2017

#### **SAFETY AWARENESS**

The following information is intended to give you an understanding of our procedures for handling emergency and critical situations. This information extends to any First Aiders you have brought to the facility, for example St John's. In all emergency situations, medical or other, where it is felt that emergency services need to be contacted, MSAC staff are trained to direct and inform emergency services of an exact location for a faster response. Ensuring all organisers, partners and supervising staff involved in your event are aware of this information can aid MSAC in providing safe and prompt response to any emergency situation.

#### **FIRST AID RESPONSE**

##### **In the event of a Medical Emergency (Injury or Illness):**

- Remain calm and reassure the injured or ill person
- Call emergency services if the person is in immediate danger and alert the duty manager immediately
- Contact the Duty Manager on **9926 1600** stating your exact location and the nature of the emergency, or send a runner to the closest MSAC staff member
- Pass on any information about the person's condition or how the incident has occurred to MSAC staff so they are able to make an informed assessment
- Do not crowd First Aiders and assist in keeping larger crowds away from the injured person
- You may be asked to leave the area or be moved away, please follow all MSAC staff instructions
- If necessary the MSAC Duty Manager will call an ambulance

#### **FIRST RESPONSE FIRE FIGHTING**

##### **In the event of a Fire within the facility:**

- Remain calm
- Immediately contact the Duty Manager on **9926 1600** stating your exact location and the nature of the emergency, or send a runner to the closest MSAC staff member
- Do not approach the fire unless you have firefighting equipment at hand and it is safe to do so
- Remove all people in proximity to the fire
- Follow instructions from the Duty Manager and Evacuate the area as per instructions below

#### **EMERGENCY EVACUATION PROCEDURES**

##### **In the event of an Evacuation within the facility:**

- You will be notified of an emergency by PA or emergency alert tones,
- Remain calm, await further instruction and prepare for an evacuation
- Follow all instructions and direction from your Chief Warden and Wardens (see table)
- Follow EXIT and directional signage to the assembly area
- Assist with directing people

- Ensure all mobility impaired persons are paired with a “buddy” at the Grandstand entry foyer or other safe area; notify a Warden of their location immediately
- Listen for further information
- You may be held at the assembly area for a short amount of time, whilst here please await further instruction, account for all members of your group and communicate any injuries or concerns to wardens

**ASSEMBLY AREAS**

Due to the Grand Prix infrastructure and operations, it is important all staff and volunteers follow instruction from the Chief Warden, other wardens and staff.

Please listen closely to announcements for directions of which assembly point to use, or to an area as designated by the Chief Warden.

**Primary Assembly Area – see map 1**

The primary evacuation point is located in the grassed area in front of the Parks Victoria building.

**Secondary Assembly Area – see map 1**

The secondary assembly area is located in the southern car park, near the Wright Street tram stop. Move behind the grandstand and follow road between multi-deck car park and MSAC building.

**WARDEN IDENTIFICATION AND EVACUATION INSTRUCTIONS**

The warden group is responsible for ensuring all attendees are safely evacuated from the area in the event of an emergency. The group is made up of the Chief Warden (Duty Manager), Deputy Chief Warden, and Wardens.

The Chief Warden will control the situation from the fire control room. All wardens will be clearly identifiable wearing Hi-Vis safety vests. Please follow all instructions made by Wardens during an emergency.

Refer to map 2 for Warden and Marshall Locations and evacuation pathways to both assembly areas.

**INSTRUCTIONS:** Once an emergency is identified and an evacuation required as instructed by the Chief Warden the below duties must be performed without instruction.

<b>WARDEN &amp; MARSHALLS</b>	<b>ROLE</b>	<b>DUTIES</b>
<b>Chief Warden</b>	Duty Manager	Identify emergency and required response. Alert staff and patrons of an evacuation by the EWIS, liaise with EMS.
<b>Deputy Chief Warden</b>	Stage 2 Supervisor	Alert staff and patrons to an evacuation by megaphone, radio Manage venue Wardens and report back areas clear.
<b>Aquatic Warden</b>	Aquatic Supervisor	Manage the evacuation of the whole aquatic area.
<b>Aquatic Operator Warden</b>	Aquatic Technical Officer	Assist with the evacuation of all officials, contractors and players to the assembly area. Check Change rooms and marshalling rooms clear. Notify the outdoor pool warden when the rooms are clear.

<b>Café Warden</b> (when café open)	Café Staff	Assist with evacuation of grandstand after securing cash tills. Notify the Outdoor pool warden when area is clear and move to assembly area.
<b>Assembly Area marshal</b>	Teacher/ Volunteer 1	Marshal needs to immediately move to primary assembly area to assist patrons at assembly area. Refer to map
<b>Northern Roundabout marshal</b>	Teacher/ Volunteer 2	Needs to move to the Albert Rd/Cecil St traffic lights to assist with pedestrian access to primary assembly area. Refer to map.
<b>Outdoor Pool Grandstand marshal</b>	Teacher/ Volunteer 3	Move to exit doors at base of the South stairwells and direct visitors to the nominated assembly area via the shared pathway. Refer to map.
<b>Event Volunteers</b>	Event Volunteers	Support MSAC staff and direct non-warden ushers in clearing grandstand and guiding visitors to the exit stairwells. Once clear, move to assembly area; take all remaining volunteers to assembly area.
<b>Outdoor Pool Warden</b>	Lifeguard	Announce to clear pool and direct patrons out the emergency exit gate at the southern end of the grandstand. Assist with the evacuation of all officials, contractors and players to the assembly area and perform normal evacuation duties.

**ALL: Remain at assembly area until the Chief Warden announces the area is safe to return.**

**CONTACT DETAILS**

Contact / Area	Warden	Number
Duty Manager	Chief Warden	9926 1600
Aquatic Operations Supervisor	Aquatic Warden	9926 1606
Police, Fire or Ambulance		000

**Event Organiser has read and acknowledges the MSAC Emergency Procedures**

**Event Name:** \_\_\_\_\_

**Date and Time:** \_\_\_\_\_

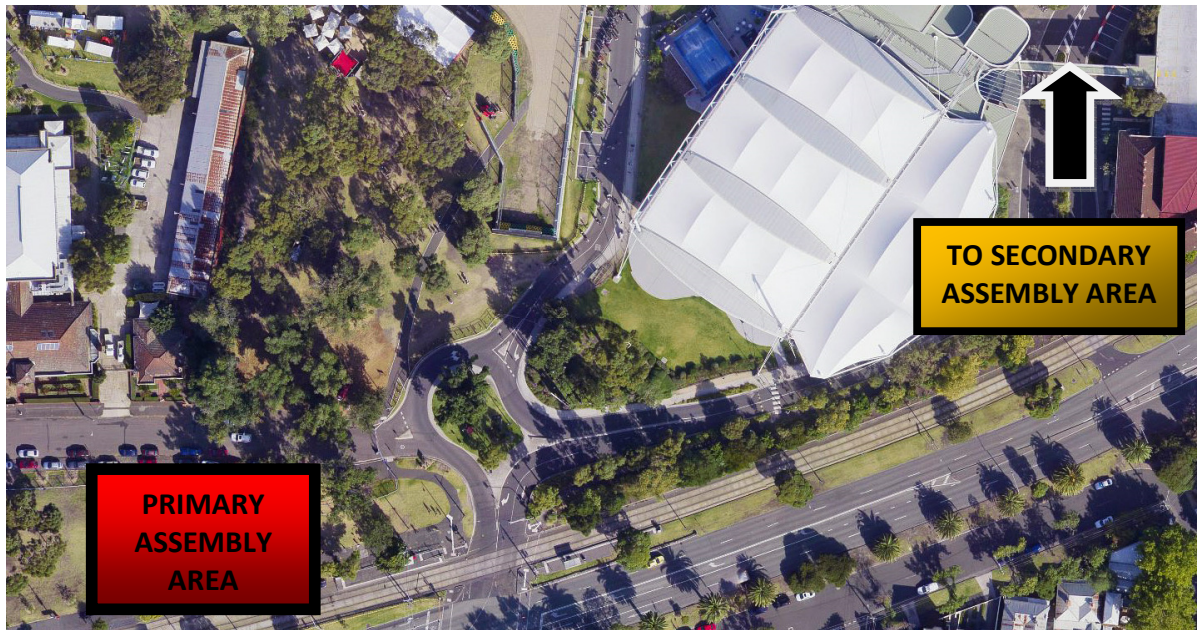
**Event Organiser Name:** \_\_\_\_\_

**Event Organiser Signature:** \_\_\_\_\_

**Area Supervisor Name:** \_\_\_\_\_

**Area Supervisor Signature:** \_\_\_\_\_

**MAP 1**  
**Assembly Areas**



**Map 2**  
**Evacuation Pathways**



