



# **RISK MANAGEMENT PLAN and RESPONSE PROCEDURES**

## **2025**

## **Llanberris Athletics Reserve**

## **Athletics Ballarat**

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## INFORMATION FOR ALL OCCUPANTS

If an emergency occurs at the venue, audio announcements will be made.

The following will be read over the audio loudspeakers in the event of an emergency

**In the case of an emergency please follow instructions from Wardens, moving quickly and calmly to the nearest exit**

The following will be read over the audio loudspeakers in the event of an emergency

## PARTIAL EVACUATION

**Please listen to this important announcement. Patrons in the [Grandstand, High Jump areas] follow instructions from wardens and move quickly and calmly to the nearest exit**

## FULL EVACUATION

**Please listen to this important announcement. All patrons are to follow instructions from Wardens and move quickly and calmly to the nearest exit**

## ACTIVE ARMED OFFENDER EVACUATION

**Please listen to this important announcement. There is an Active Armed Offender in the facility, escape to a place of safety, if you cannot escape then hide or take any other action to preserve your life.**

## WHAT TO DO IF YOU SEE AN EMERGENCY

- Remain calm and in control;
- Quickly assess the situation, do not put yourself at risk;
- If safe to do so, identify how many people are involved and any injuries; and
- Identify the exact location of the incident.
- Notify Chief Warden

## HOW TO REPORT AN EMERGENCY

The key of effective management of an emergency is to notify Event Control Centre as soon as possible. Event Control will be coordinated by the Chief Warden until the applicable emergency response personnel arrive and take the lead, depending on the emergency. For example, if there is a fire emergency then the CFA is the lead agency. If there is an active shooter Victoria Police are the lead agency.

If you have a radio, contact event control. **When using a radio:**

***[Your call sign] to event control, [Your call sign] to event control, over***

***Event control receiving over***

***Event control we have a [Emergency] in [location of emergency].***

Provide brief details of any injuries or any information you can see. Ask for the help you require.

**If you do not have a radio**  
alert your supervisor or nearest security officer.

## WHAT ELSE TO DO IF YOU SEE AN EMERGENCY

If you **are** a warden:

- Keep others away; do not use a panic producing language such as “Fire” etc.
- Keep mobile phone communication to a minimum.
- Take control of the scene and respond to direct instructions from ECC.

If you are **not** a warden:

- Assist any people in immediate danger, if safe to do so.
- Follow all instructions from wardens or Emergency Services.
- Following evacuation, remain at the assembly area until instructions are received by an official.

## LLANBERRIS RESERVE EMERGENCY & EVACUATION PROCEDURES

Last reviewed 13/12/2024

**Aim:** These emergency procedures have been designed to provide a system and resource to deal with all emergencies that could adversely affect participants, activities or property at Llanberris Reserve Athletics Track located on York Street, Ballarat East.

**Scope:** Applies to:

- Llanberris Reserve Athletics Track (within the fence however includes the driveway and carpark area)
- All participants of Llanberris Reserve Athletics Track, Athletics Ballarat athletes and their guests during club meets and competitions.
- All other planned activities.

**Context:** In the event of an emergency, arrangements must be in place for:

- The safe evacuation of people from the facility
- Medical treatment of possible casualties.
- Preservation of life must take precedence over the protection of assets during any emergency.
- Wardens override all normal management procedures during an emergency. These powers remain until the relevant emergency service takes control or the emergency is over.
- All persons are indemnified against liability, resulting from genuine emergency evacuations, where the person acts in good faith.

**Duties:**

**President:**

- Ensure that emergency evacuation procedures are developed and implemented for the site location (Llanberris Reserve Athletics Track).
- Ensure that users during the scheduled club meet (participants, parents/guardians) are inducted in the emergency evacuation procedures for the area.

**Users:**

- Comply with all reasonable directions during an emergency evacuation.
- Participate and comply in emergency evacuation exercises.
- Assist by reporting any potential hazards identified during an emergency or evacuation exercises.
- Participate in the incident investigation process when required.

**Chief Warden:** The Chief warden shall be the most senior BRAC Committee Meeting member present at the time of the emergency incident. Generally this is the Club President with the Facilities Manager as the backup.

The chief warden shall:

- Ascertain the nature of the emergency and determine the appropriate response.
- Ensure that wardens are advised of the situation.
- Contact and liaise with the appropriate emergency services.
- If necessary, initiate necessary actions and responses e.g. evacuation and controlled entry procedures (where possible, in consultation with emergency services).
- Brief emergency services personnel upon arrival of the emergency and the status of the evacuation.
- Conduct incident investigations.

**Wardens:** At least 2 wardens, one being the oval warden and the other, the area warden, will be appointed by the Chief Warden. If the appointed wardens are not present at the time of the emergency, the chief warden will appoint the most appropriate person to perform the role.

Wardens shall;

- Communicate with Chief Warden by whatever means available and act on their instructions.
- Implement emergency procedures for the area.
- Commence evacuation if the circumstances warrant it and continue until the Chief Warden has declared the situation safe.
- Advise the Chief Warden of the circumstances and action taken.
- Advise the Chief Warden of the status of the evacuation of persons in your area (whether all persons have been evacuated or if any remain and where they are located. This information will be passed on to the responding emergency service).
- If a person is unable to be evacuated to the evacuation assemble point, the area warden should, where safe to do so, assist them to a safe location and allocate a suitable person to remain with that person until the appropriate emergency service personnel arrive to assist.
- In the event of a bomb threat, keep people away from parked cars.

**Marshaling Officer:** The Marshaling Officer will be each age group manager and,

- A roll call is to be made based on the participants that attended that particular club meet using the activity sheet with all names listed on it. Any missing participant is to be notified to the warden.

**First aid officer:** For each club meet and carnival, a first aid officer shall be nominated by the Chief Warden.

- On being notified of the emergency, the first aid officer will make contact with the Chief Warden and make their way to the emergency evacuation assembly area with the first aid kit (portable).
- Establish a first aid treatment area. Choose an area where ambulance access is possible.
- Attend to injuries until the ambulance arrives.
- Maintain records of the casualties taken for further treatment.

**Traffic control personnel:** For each club meet and carnival, the chief warden shall nominate a traffic control person.

- On being notified of the emergency or being instructed by the chief warden, the Traffic Control Person will make contact with the Chief Warden and then make their way to the main access gate off York St and/or Butterfly Lane
- The Traffic Control Person should control pedestrian and vehicle traffic attempting to enter the grounds, indicating that due to an emergency the area is temporarily closed to all pedestrians and vehicles.
- The Traffic Control Person will check to ensure the main gate off York Street is accessible.
- The Traffic Control Person should keep the driveway clear for emergency services.
- Does not control pedestrian or vehicle traffic outside of the gate (i.e. York St & Peake St).

**Training:** As the assembly points are in visible site from any place on the oval, the testing of the emergency evacuation procedures for the part is at the discretion of the Club President or if warranted.

- If a test is conducted for the park, the exercise is to test the operation of the plan, identify deficiencies and provide participants with practical training on how the plan works.

**Record keeping:** Records are to be retained to verify the adequacy of the system.

- Inductions
- Incidents
- Audits.

**Investigation following an emergency:**

Consideration should be given to:

- Official investigation by emergency services
- Preservation of evidence for the investigation
- Consultation and debriefing
- Notifying local council

## Emergency Procedures

<b>Fire &amp; Smoke</b>	<b>Bomb threat</b>	<b>Medical emergency</b>	<b>Internal Emergency</b>	<b>External emergency</b>	<b>Evacuation</b>
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### Initial Emergency Response

- Move people to a safe area
- Alert people in the immediate danger and the Chief Warden
- Call the Emergency Services – dial 000 (police, ambulance or fire & rescue)
- Evacuate the area if necessary

### Fire & Smoke

If you discover a fire:

- Remove people from the immediate danger area to the assembly points, if it is safe to do so
- Alert other people in the immediate area
- Call Emergency services by dialing 000 and give the following details:
  - Exact location of the emergency
  - Extent of incident
  - Any needs for medical assistance
  - Your name and contact phone number

### Bomb Threat

If you receive a bomb threat:

- Evacuate the area immediately
- Treat all bomb threats as genuine. If the bomb threat is in writing, retain the correspondence including the envelope or container. If identified as a threat:
  - If a suspect device is located, do not touch, tilt or tamper with the device
  - Arrange for forensic testing
  - If received by phone, DO NOT HANG UP THE PHONE to assist with tracing the call and attempt calmly to extract information such as location of bomb and time set to explode. Record exact information
  - Arrange for expert disposal of the device

### Medical Emergency

If a person is seriously injured or ill dial 000 and ask for an ambulance. Provide the following details:

- Your name
- Phone number
- Location
- Number of people involved
- Detail of the medical emergency



- Ensure another person can assist to escort or direct the ambulance to the site of the emergency
- If only basic first aid is required, call a Level 2+ trained member to provide assistance.

#### First Aid Kits

- The first aid kit is located in the manager's office of Stuart Hunter Pavilion. The centre's defibrillator is located in the Tom Roberts Pavilion & Stuart Hunter external wall
- Names of all those committee members with level 2+ first aid training is located in the manager's office of the Stuart Hunter pavilion
- The nominated First Aid Officer or individual assisting emergency services shall complete the BRAC incident report form and provide a copy to the President

#### Internal Emergency

Activation of the emergency plan will only occur on the authority of the Chief Warden. If the go ahead is given from the correct authority, follow the directions detailed in the emergency management plan.

- When you receive advice from the Chief Warden:
  - Stand-by to assist and remain calm
  - Await further instructions from Chief Warden

#### External Emergency

If an external emergency outside of Llanberris Reserve adversely affects the centre then the emergency management plan will be activated under the authority of the Chief Warden.

If this external emergency has no bearing on the centre or its occupants then it would be deemed situation normal and regular usage of Llanberris Reserve can continue.

#### Evacuation

##### Alert Phase

- When you are notified of an emergency remember to remain calm and stand-by to evacuate.

##### Evacuation Phase

- When a warden gives instruction:
  - Stop your activity immediately
  - Leave the area and take only essential personal belongings
  - Walk (not run) to the nearest assembly point
  - Stay at the assembly area until instructed to re-enter

##### Post Emergency

The Chief Warden shall ensure that the following actions have been taken:

- Preserve all evidence relating to the incident including documents, computer information and materials
- Ensure that there is no interference with evidence
- Debrief involved personnel
- Review the events and processes affecting the emergency to ensure that the site preparedness remains appropriate and competent

- Identify deficiencies or weakness and update emergency response plan to rectify these together with a timeframe

#### Emergency Item Locations

- First Aid Kit – Manager's Office & Tom Roberts Pavilion
- Defibrillator – Tom Roberts Pavilion & Stuart Hunter External Wall
- Fire Extinguisher – Stuart Hunter Pavilion & Tom Roberts Admin

### LLANBERIS RESERVE ASSEMBLY POINT



The primary assembly zone will be the York Street car park. If this location isn't accessible or puts users in further danger then the 2<sup>nd</sup> option will be in centre of the infield.

In the event the whole facility puts users at risk, individuals will be directed to Main Road where the assembly point will be in the Red Lion Hotel car park.

**Egress Capacity**

Exit Area	Size
York Street Gate	10m Gap
Peake Street Gate	10m Gap
Back straight Gate (In an Emergency)	5m Gap

## EMERGENCY COMMUNICATION TOOLS AND STRATEGIES

Available tools include:

Communication Tool	Use
Mobile Phones	Communication with stakeholders
Two Way Radios	Communication with area wardens and security staff
Public Address System	Emergency announcement for patrons and occupants

**DO NOT** use mobile phones, radios or flash photography within a 25-metre radius of a suspicious object if an explosive is suspected (electronic frequencies or light sources may cause a device to detonate).

**REMEMBER**, in the event of an emergency mobile phone use may be unavailable if the communication system becomes overloaded. Restrict use of mobile phones wherever possible.

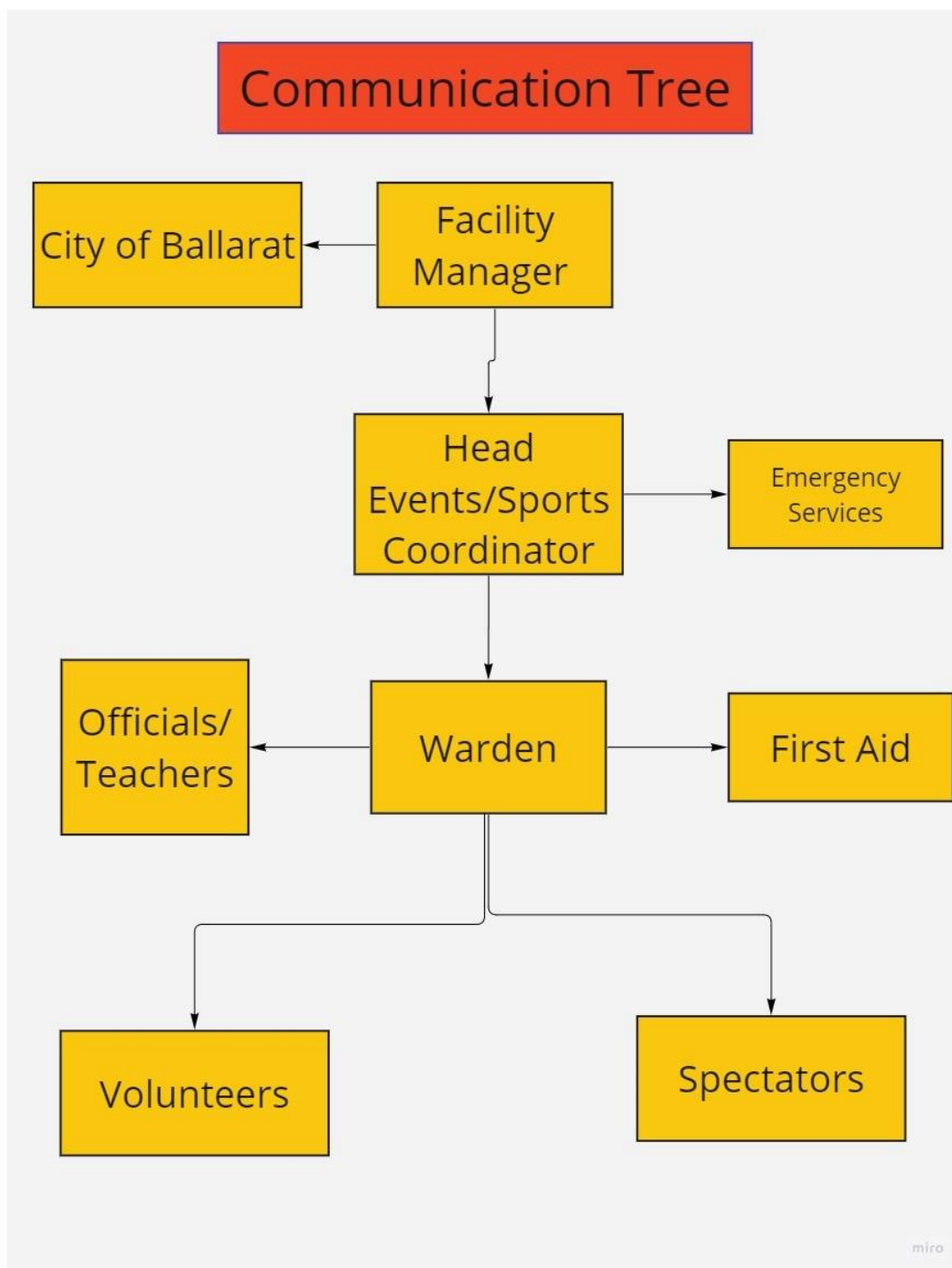
## EMERGENCY CONTROL CENTRE

In the event of an emergency Chief Warden and nominated personnel are to go to the Emergency Control Centre. Depending on the location of the emergency, this location may vary, take instruction from Chief Warden.

The Emergency Control Centre will be the Stuart Hunter Pavilion along the front straight of the track. Alternatively, if there is danger at the building, the control centre will be the middle of the infield

## CONTACT TREE

The contact tree is an indication of who is contacting who in the case of an emergency, within the venue staff structure, it does not replace any chain of command and control within each of the agencies in the ECO.





## FIRE AND EMERGENCY EQUIPMENT

Type of Equipment	Position at Facility	Responsibility for Maintenance	Inspection Dates
<b>Fire Extinguisher</b>	Inside Stuart Hunter Building	City of Ballarat	Every Six Months
<b>Fire Extinguisher</b>	Inside Kitchen – Stuart Hunter	City of Ballarat	Every Six Months
<b>Fire Extinguisher</b>	Inside Tom Roberts Admin	City of Ballarat	Every Six Months
<b>Hose</b>	Inside Ballarat Athletics Shed	BRAC	Every Year
<b>Defibrillator</b>	Inside Tom Roberts Admin	BRAC	Every Six Months
<b>Defibrillator</b>	Outside wall of Stuart Hunter Building	BRAC	Every Six Months
<b>Water Tap</b>	Top of Start Line	City of Ballarat	Every Year
<b>Water Tap</b>	Sand Pit Front Stright	City of Ballarat	Every Year
<b>Water Tap</b>	Side of Stuart Hunter Building	City of Ballarat	Every Year

## Unfavourable Weather Policy – Athletics Victoria

The following is provided as a guide for members, clubs and other participants, conducting and participating in athletics events.

These guidelines are not binding, but Athletics Victoria reminds all parties that they should act responsibly. Athletics Victoria also encourages everyone involved in the sport to be conscious of their own personal health and safety at all times.

Cancellation and suspension of events; Every club and region within Victoria is encouraged to develop their own guidelines for dealing with unfavourable weather conditions and a process for informing or notifying their members and other participants.

Where participant, official or spectator safety is considered at risk, event(s) may be cancelled or suspended. This might relate to an entire meeting programme or elements thereof (e.g. hurdles; high jump).

Conditions which might cause events to be cancelled, suspended or modified include:

- Extreme temperatures
- Fog
- Frost, hail and ice
- Flooding
- Snow
- Strong winds
- Thunder storm (lightning)
- Torrential rain

It is recognised that conditions, duration, impact, etc may vary from venue to venue and a prescriptive policy is not proposed. Rather, Athletics Victoria encourages decision makers to apply the principle of safety first – while also looking to minimise any inconvenience caused to travelling participants.

Common sense will apply at all times and athletes and other participants should always be conscious of the likelihood of unfavourable weather impacting events. Accordingly, participants should familiarise themselves with where and how to obtain relevant information

## Snake or Dangerous Animal Sighting

If you see a snake at the facility, report it immediately to the facility manager and/or head official.

Do not engage with the animal, keep your distance and move slowly away from the animal. Remove all athletes and officials from the area slowly while maintaining calm not to frighten the animal. Once all people are safe, set up a perimeter and allocate an individual to track the animals movement from a distance

Facility Manager will call wildlife rescue to remove the snake from the premises safely.

### Risk Treatment Plan

<b>Competition Manager (CM)</b>	School Coordinator/ OFFICIAL
<b>Competition Director (CD)</b>	OFFICIAL
<b>Field Referee (FR)</b>	OFFICIAL
<b>Track Referee (TR)</b>	OFFICIAL
<b>Officials Manager (OM)</b>	OFFICIAL
<b>First Aid</b>	

RISK TYPE	RISK TREATMENT	WHO	TIMETABLE	COMMENTS
<b>Covid-19</b>	Physical distancing	CM CD	Officials and staff to encourage physical distancing and hand sanitisation.	
<b>Liability:</b> Claims made against Competition Management, competitors or Local Government for incidents which occur on day of event	Public Liability Insurance policy (minimum of \$20million cover)	CM	Insurance cover taken out prior to Event Day	
<b>Environmental Issues:</b> Unacceptable level of pollution on course or in air	Event cancelled  Event changed to avoided polluted area	CD CM	Govt. contacted for status check prior to Event Day	

Pre-event accident or injury	First Aid kit present in operational area	ESD CD CM FR TR		
Official shortage	Key personnel have current first aid certificate- and have address and details of local hospital casualty	CD FR TR OM		
Vehicles for Set up	Shortage of officials noted at sign in: Action: Spare officials allocated new positions Non-essential officials reallocated Known spectators asked to assist, briefed and allocated positions Only authorised vehicles allowed into Event Area	CM CD TECH	Information in event plan Controlled access with no unauthorised vehicles. CD & TECH key access only.	
<b>Event Issues:</b>				
Pre-event accident / incident	Medical base situated and manned at track finish area and first aid area. and contactable by two-way radio and mobile.  Key Personnel & Medical present in key area	ESD CR CD CM	Key Personnel and Medical present from 30mins prior to first event start time	
Accident during event (participants hit or tripped by other competitors, cramp, etc.)	Officials to monitor competitors	CD CM FR TR	Ongoing monitoring during event	Competition controlled by CD, TR & FR have two-way radios
Medical Emergency	Medical base situated and manned at track finish area and first aid area. and contactable by two-way radio and mobile.  First Aid in attendance  First Aid staff have equipment available to treat asthma, dehydration, hypothermia, lacerations, abrasions, musculoskeletal injuries, and allergic conditions  All key officials have contact with CD/TR/FR who have two way and mobile phone contact with First Aid	ESD FR TR CD CM		
Theft: of competitors belongings	Baggage	CM	Athletes are responsible for their own possessions including safe storage	





<b>Track:</b>				
Track surface	<p>Ensure a check of the track prior to competition takes place:</p> <ul style="list-style-type: none"> <li>- Check for track damage</li> <li>- Check for any dangerous items on track (tripping hazards)</li> <li>- Plinth is in place correctly</li> </ul>	CD TR	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
Starting Gun – Non electronic	<p>Gun &amp; blank ammunition is stored safely in licensed official's premises when not on Event Day when in use at Event</p> <p>Ensure no person is within 5 metres when Starting gun is in use</p>	OFF	<p>Only licenced Officials permitted to use non-electronic Starting Gun</p> <p>Licensed Official to ensure</p>	
Start Blocks unsuitable/damaged	<p>Ensure a check of all start blocks are checked prior to competition. Ensure they are in good working condition</p>	CR TECH TR	Starting Gun are inspected and are in good working condition	
Short/Obstructed Run-off area	<p>Ensure run-off area after sprints is clear and safe. Monitor by finish line officials to clear other athletes</p>	CD TR OFF	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
Damaged Hurdles & Steeples	<p>Prior to competition ensure all hurdles and steeples are inspected and are in good working condition</p>	TR	Completed before each race starts	
Incorrect height of hurdle/steeple	<p>Prior to the start of competition officials to check that set hurdle/steeple height are correct to the age group competing</p>	CD TR TECH	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
Water Jump	<p>Ensure that the water jump is clear of debris and full to required height for competition</p>		<p>Completed prior to start of each event &amp; following changes of any specification</p> <p>Completed prior to start of each event</p>	

<b>Caged Throws – Hammer &amp; Discus:</b> Cage  Sun/Light in eyes of landing area officials  Wet Circle	Perform a check of the cage prior to competition to ensure it is in working order and ensures safety of all athletes	CD FR TECH	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
	Avoid, where/when possible, having officials looking into the sun/light so they do not lose the implement in the air  Field Officials to have eye protection (e.g., sunglasses)	CM CD FR  FR OFF	Review timetable before competition to reduce impact of sunlight/lights	
	Ensure that there is no standing water and is dried by towel prior to competition		Completed prior to start of event & following any additional rainfall	
<b>Javelin:</b> Athletes crossing track to use full length of runway  Sun/Light in eyes of landing area officials	Officials to ensure that there is no track occurring/impacting on athlete crossing the track	FR OFF	To be checked prior to any athletes preparing to throw and using the track area for attempt	
	Avoid, where/when possible, having officials looking into the sun/light so they do not lose the implement in the air.  Field Officials to have eye protection (e.g., sunglasses)	CD FR OFF  OFF	Review timetable before competition to reduce impact of sunlight/lights	
<b>Shot Put:</b> Damaged/Moving Stop Board  Wet Circle	Ensure stop board is in good condition and is not moving when pushed against. If required replace stopboard and ensure all holding bolts are correctly tightened	FR TECH	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
	Ensure that there is no standing water and is dried by towel prior to competition	FR OFF	Completed prior to start of event & following any additional rainfall	
<b>Horizontal Jumps – Long &amp; Triple Jump:</b> Damaged/Unsuitable Boards (Including plastic marine ply boards)  Water-logged sandpits	Have additional boards available  Replace board with undamaged suitable board	FR TECH	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events	
	Turn sandpit over to aerate the sand, if still too waterlogged cancel event	CD FR OFF	Completed prior to start of event & following any additional rainfall	

Vertical Jumps – High Jump & Pole Vault: Damaged/Unsuitable Jump Mats	Inspect all mats are in good condition post previous event and prior to upcoming event with no danger concerns (e.g., broken clips that athletes may catch themselves on when moving off mat)	CD FR	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events
Damaged/Unsuitable Uprights	Inspect all uprights are in good condition post previous event and prior to upcoming event with no danger concerns	FR TECH	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events
Cross Bar	Inspect cross bars are in good condition post previous event and prior to upcoming event with no danger concerns	TECH FR	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events
Sun/Light in eyes of athletes	Have additional cross bars available if one is damaged throughout competition.	FR OFF	Review timetable before competition to reduce impact of sunlight/lights
Wet Take-off Area	Avoid, where/when possible, having athletes jumping into the sun/lights	CD FR	Completed prior to start of event & following any additional rainfall
Damaged Take-Off Area	Ensure that there is no standing water and is dried by towel prior to competition	FR OFF	Completed at least 1 week prior to Event Day & completed on Event Day, prior to start of events
Athletes using track for run up	Check take-off area prior to competition to ensure that athletes can take off in a safe manner. If required for high jump, move bags to position that provide a safe take-off area  Officials to ensure that there is no track event occurring/impacting on athlete using the track area		To be checked prior to any athletes preparing to throw and using the track area for attempt



<b>Equipment:</b>				
Photo Finish Damage	Ensure that all equipment is weighted/secured in case of inclement weather	OFF	To be checked prior to start of competition	
		OFF		
Photo Finish Set-Up	If camera/computer equipment is outside, ensure it is covered from any water damage (under marquee, plastic bag)	OFF	To be maintained throughout set up process	
	Ensure during set up of equipment that all safety requirements are followed: <ul style="list-style-type: none"><li>- Ladder is used correctly (do not stand above marked rung)</li><li>- Safe handling of equipment is undertaken</li></ul>			
Security of VIPS	Official appointed to VIPS in radio contact with ESD	ESD		
	Crowd or other problems, ESD to advise on evaluation of VIPS to a secure location	CD		
		CM		
		CR		