

EMERGENCY PROCEDURES**HBF ARENA HBF STADIUM****TO REPORT AN EMERGENCY**

Reception	9300 3355
Chief Warden	Channel 1
Duty Officer	Channel 2 0411 370 313

Reception	9441 8222
Chief Warden	Channel 1
Duty Officer	Channel 7 0411 370 310

EMERGENCY SERVICES 000**GENERAL CONTACTS**

Alinta Gas	13 13 52
Western Power	13 13 51
Water Corp	13 13 75

Poisons Information	13 11 26
National Security Hotline	1800 123 400

EMERGENCY PREPAREDNESS

- Identify all exits in your area and ensure they remain clear
- Identify fire fighting equipment in your area
- Identify 1st aid equipment in your area
- Identify where the Chief Warden will be located
- Identify any patrons who may require assistance



“BEEP, BEEP, BEEP” - ALERT TONE

Stop - wait for instructions



“WHOOOP, WHOOOP, WHOOOP” - EVACUATION TONE

Evacuate – follow staff instructions

SMOKE & THERMAL ALARMS

Audible alarm, automatically alerts the Fire Dept

MANUAL ALARMS

Short sharp whistle shrills repeated at intervals

USING A 2-WAY RADIO DURING AN EMERGENCY

- Switch to Channel 1
- Identify yourself and to whom you are calling and ask if they are receiving, for example:
Caller: “Venue Ops, Venue Ops to Chief Warden.”
- The person you are calling should answer with their job position and state they are receiving, for example:
Receiver: “Chief Warden copy. Send message”
- Transmit concise message and notify receiver to await further instructions.
- Maintain radio silence
- Acknowledge receipt of message, for example:
Receiver: “Copy” - if understood, or
“Repeat last message” - if not understood



**CODE RED:
FIRE EMERGENCY**

If automatic system has not activated

RAISE THE ALARM

1. Manual Break Glass Alarm

Activation will automatically contact Emergency Services

2. Contact Chief Warden

Assess situation and keep calm

+ MINOR

- Partial evacuation
- Safe to fight fire
- Not life threatening

+ MAJOR

- Full evacuation
 - Not safe to fight fire
 - Life threatening
-

Advise Chief Warden of course of action

+ MINOR

- Clear area
- Fight fire if safe to do so

+ MAJOR

- Move away from area and close doors
 - Don't use lifts
 - Wait for instructions from Chief Warden
-

Follow **ORANGE** evacuation procedure if required



CODE PURPLE: BOMB THREAT

Every threat must be treated as genuine

Contact Emergency Services

Chief Warden to advise staff and visitors of action to be taken:

- No further action
 - Search and evacuate if required
-

On locating a suspicious object:

- DO NOT TOUCH OR MOVE IT
 - Mark location if possible
 - Advise Chief Warden of situation
-

Chief Warden to advise staff:

1. Partial evacuation
 2. Full evacuation
- } Ensure staff and visitors take all personal belongings with them
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Contact neighbouring facilities

Ensure all staff and visitors have evacuated and can be accounted for at Assembly Areas

1. Personal Improvised Explosive Device (IED) - An attack involving personally carried IED

- Evacuate immediately and away from the blast area
 - If evacuation is not possible drop and take cover
 - Cover ears, tuck elbows in, close eyes and open mouth to protect lungs
-

2. Vehicle IED - An attack involving person(s) in control of a vehicle carrying an IED

- If evacuation is not possible drop and take cover
 - Be aware secondary devices may be detonated
 - Remain low to the ground
 - Cooperate with all police instructions
-



**CODE BLUE:
MEDICAL
EMERGENCY**

Recognise

The emergency, stay calm

Danger

Check for danger

Response

Check for response

Send

Send for help

Communicate

With Chief Warden or other staff (switch to channel 1)

Assessment

Check airway & breathing

Treat

Treat the person

+ EAR / CPR

- Start administering EAR / CPR
- Continue until help arrives
- Attach defibrillator ASAP

+ INJURY

- Immobilise
- Stop bleeding
- Treat for shock

Clear

Clear the area if possible and practical

Maintain

Maintain control of others



CODE BLACK: PERSONAL THREAT

Advise Chief Warden if you see any suspicious behaviour

Safety of staff and visitors is paramount

Ensure you stay calm and follow direction of Chief Warden

Possible scenarios:

1. Suspicious behaviour

Chief Warden will advise of course of action:

- See something
 - Tell someone
 - Do something
-

2. Armed hold-up

- Try not to panic
 - **Observe as much as possible**
 - Fill in checklist ASAP following event
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3. Personal threat

- Stay calm
 - Advise Code Black over 2-way radio
 - Move to safer location
 - Contact police
-

4. Active shooter

Chief Warden will advise of course of action

- Run
 - If you can't run, hide
 - As a last resort; take action
-

5. Vehicle ramming

- Move as quickly as possible away from vehicle
 - Avoid open spaces and do not stay stationary
 - Warn those around you
 - Follow police and emergency services instructions
-

6. Improvised weapon attack

- Evade the attacker to maintain distance and do not stay stationary
 - If evacuation is not possible initiate dynamic lockdown procedure
 - Immediately notify police and provide as much information as possible
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7. Hostage/siege

- If evacuation is not possible, hide and silence your mobile phone
 - If taken hostage cooperate and do as instructed
 - Observe as much as possible
 - Try to remain calm as the situation is being resolved
-



**CODE YELLOW:
INTERNAL
EMERGENCY**

Possible Scenarios:

1. Gas Leak

IN AFFECTED AREA

- Contact Chief Warden, advise of situation and follow instructions
- Follow **CODE ORANGE: EVACUATION** procedure if required –
EVAC UP-WIND and **UP-HILL**

IN UNAFFECTED AREA

On hearing “**BEEP, BEEP**” alert tone:

- Wait for Chief Warden’s instructions and prepare for possible evacuation
- Follow **CODE ORANGE: EVACUATION** procedure if required –
EVAC UP-WIND and **UP-HILL**

2. Essential services failure

- Follow instructions of Chief Warden

3. Air-conditioning contamination

- Follow instructions of Chief Warden
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**CODE BROWN:
EXTERNAL
EMERGENCY**

Possible Scenarios:

1. Adjoining Land Bushfire

- Chief Warden will advise of course of action
 - If in doubt, commence full evacuation **UPWIND** and **ASSEMBLE ON FLAT GROUND**
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2. Building Damage

- Take refuge under desks, benches or door frames – stay clear of cabinets etc
 - **DO NOT USE LIFTS**
 - Contact Emergency Services
 - Assess damage and injuries in your area
 - Advise Chief Warden and follow instructions – evacuate if required, follow **CODE ORANGE: EVACUATION** procedure
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CODE ORANGE: EVACUATION

Identify emergency

Contact Chief Warden

Chief Warden will issue instructions via PA system, 2-way radio or in person

Assist staff and visitors to evacuate to designated Assembly Areas

Take 1st aid equipment and triage cages to designated Assembly Areas

Ensure staff and visitors are clear from all areas

Advise Chief Warden when zone is clear and advise whether all persons are accounted for

Set up triage stations and treat any injured persons and assist patrons with special needs

End of emergency

Chief Warden or Emergency Services directs return to normal operations

Ensure no one re-enters the venue until advised by Chief Warden

WELCOME TO VENUESWEST

The VenuesWest Safety and Health and Security Management Systems provide the framework for ensuring that VenuesWest is committed to providing a safe, secure and healthy environment for all stakeholders including employees, contractors, visitors and users of its venue.

RISK MANAGEMENT

VenuesWest adopts the accepted best practice guidelines outlined in AS/NZS ISO 31000:2009 (Risk Management - Principles and Guidelines) for its Risk Management framework.

HAZARD AND INCIDENT MANAGEMENT

VenuesWest is committed to reducing the impact and severity of hazards and incidents in the workplace:

- All incidents, hazards or near misses, whether they result in injury or damage or not, must be reported.
- Incident and Hazard report forms can be requested from any VenuesWest employee.
- The completed Incident or Hazard report forms must be handed in prior to leaving the venue.
- Dangerous Goods and Hazardous Substances are stored at VenuesWest's facilities and as such, all contractors and sub-contractors should exercise caution whilst on site at a VenuesWest venue.

CONTRACTOR MANAGEMENT

Contractors and sub-contractors, must sign in, complete the VenuesWest safety induction and agree to abide by VenuesWest's Conditions of Entry.

Prior to leaving the venue the contractor or subcontractor must report to reception, sign out, return the emergency lanyard (if applicable) and scan the barcode on the contractors pass if applicable.

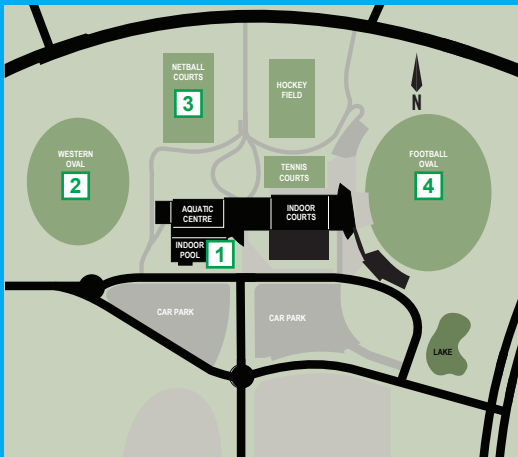
Where required and/or requested by VenuesWest, any contractor or sub-contractor must provide evidence of compliance with relevant Legislative and Regulatory requirements, including but not limited to:

- Any licences or qualifications required to undertake the proposed work
 - Completed JSA's, SWMS's or Risk Assessments
 - Safety Management System documents
 - Evidence of all required insurance documents
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VISITOR MANAGEMENT

- All visitors must report to reception, sign in, complete the VenuesWest safety induction and agree to abide by VenuesWest's Conditions of Entry.
- The VenuesWest delegate to whom the visitor reports is responsible for the visitor within the venue at all times.
- In the event of an evacuation the VenuesWest delegate responsible for the visitor must ensure that the visitor has safely exited the venue and can be accounted for.
- In the event of an evacuation, any unaccompanied visitors must use the information on these cards to safely exit the building.
- In the event of an accident or incident the VenuesWest delegate responsible for the visitor must ensure that the visitor completes an accident, incident and/or hazard report form.
- Prior to leaving the venue the visitor must report to reception, sign out, return the emergency lanyard and scan the barcode on the visitor pass.

HBF Arena



ASSEMBLY AREA 1

Assemble on grassed area outside main entrance away from immediate danger

ASSEMBLY AREA 2

Assemble on western oval away from immediate danger

ASSEMBLY AREA 3

Assemble on netball courts away from immediate danger

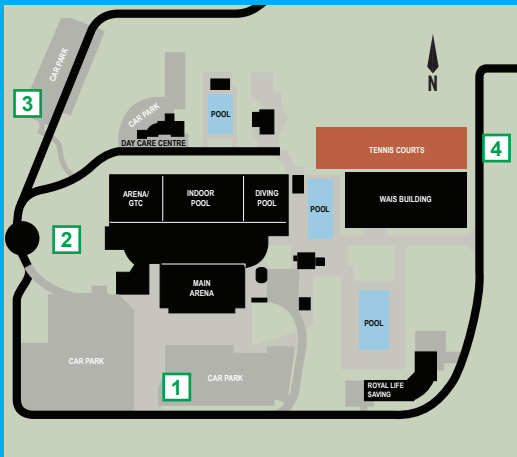
ASSEMBLY AREA 4

Assemble on football oval away from immediate danger

AT THE ASSEMBLY AREA

- Account for people from building
- Report any person missing to the Emergency Services
- DO NOT re-enter the building until the "ALL CLEAR" is given by the responding Emergency Services.

HBF Stadium



ASSEMBLY AREA 1

Assemble at road end of southern car park away from immediate danger

ASSEMBLY AREA 2

Assemble outside main entrance away from immediate danger

ASSEMBLY AREA 3

Assemble on grass area near entrance to precinct away from immediate danger

ASSEMBLY AREA 4

Assemble on grass area on McGillivray Oval away from immediate danger

AT THE ASSEMBLY AREA

- Account for people from building
- Report any person missing to the Emergency Services
- DO NOT re-enter the building until the "ALL CLEAR" is given by the responding Emergency Services.