

HOME GROUND
COLCHESTER RESERVE
COLCHESTER ROAD
BORONIA VIC 3155
TEL: 0421 154 776



CORRESPONDENCE
EASTERN RAPTORS RLC
PO BOX 350
BORONIA VIC 3155
WWW.EASTERNRAPTORS.COM.AU

EASTERN RAPTORS RUGBY LEAGUE CLUB

EMERGENCY PLANNING PROCEDURES

Version History

Version	Date	Authors	Summary of Changes
1.0	26/6/14	S Lindberg, R Sharp	Document Initialisation

Acceptance

Position	Approval Date	Version	Name	Next Review
President	26/6/14	1.0	R. Sharp	9/2014
Secretary	26/6/14	1.0	R. Marnock	

1. Introduction

Eastern Raptors Rugby League Club (Inc) Registration No 00056201U (the Association.) This procedure is adapted from NRL Policy Document 19 – 2012/13.

2. Roles and Responsibilities

In the event of a medical emergency, the assigned people will assume the following roles, responsibilities and duties as outlined below:

2.1 Emergency Coordinator – *Delegated Level 2 or 1 Trainer*

The Emergency Coordinator is responsible for the coordination of all response actions in regard to the emergency. These actions include ensuring emergency personnel as outlined are available for attendance at an event, direction of personnel and the general flow of care at the emergency incident and completion of tasks, including record keeping, after the incident.

The Emergency Coordinator is responsible for ensuring that all aspects of the emergency plan are fulfilled before, during and after the event. This includes checking on the condition of the injured party/s after they have left the sporting facility and following developments in regard to the incident until such time as it has come to a conclusion.

2.2 First Aid Officer – *Delegated Level 2 or 1 Trainer*

The appropriately qualified (minimum level 1) First Aid Officer is responsible for ensuring that all required first aid equipment and resources are available at the venue (supplies well stocked), the location of the resources is known and they are easily accessible.

The First Aid Officer ensures that the address and contact details of the nearest medical centre and hospital are known and displayed at the phone to be used for contacting Emergency Services. The First Aid Officer must be present at the event at all times and is responsible for providing first aid treatment in the event of an incident.



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2.3 Ground Manager – Delegated ground manager

The person responsible for crowd control should clear the area of other participants and / or spectators and of any equipment that may be in the way to ensure Emergency Services access to the injured parties and ease of evacuation.

2.4 Communication Coordinator – Delegated Level 2 or 1 Trainer

The Communication Coordinator is responsible for contacting emergency services e.g. ambulance, fire brigade, if required and provide them with the following information: - victim/s details, exact location of the facility and the specific point of entry into the facility.

2.5 Contacting Emergency Services

When calling the Emergency services it is important that they are given the full information. Remember, when calling 000 for the police, ambulance or fire brigade, the “control” room for these services may not be local, do not expect the operator to know where your club is located.

EASTERN RAPTORS RUGBY LEAGUE CLUB LOCATION:

CNR COLCHESTER AND BERESFORD ROADS, BORONIA
(ENTER VIA Carpark on Beresford Road)

Closest Major Intersection – Mountain Hwy and Colchester Road or
Canterbury Road and Colchester Road

With regard to ambulance services, it is likely dispatch will want to speak with the primary care giver (First Aid Officer) to obtain specific information about the injured party.

- The Communication Coordinator should then obtain an estimated time of arrival of the emergency services and communicate this to the Emergency Coordinator.
- The Communication Coordinator is responsible for ensuring access for Emergency Services is kept clear.
- The Communication Coordinator is responsible for contacting parents, legal guardians or next of kin following an incident. The type of information conveyed to them should be a description of the incident, the condition of the injured person, the transport arrangements made (if any), the current location and any immediate future location (e.g. hospital) of the injured person. Medical details should only be conveyed by, or with approval from, medical personnel.

The Communication Coordinator should have access to a mobile telephone. In instances where the people as assigned above are not available, an appropriately qualified alternative representative will fill their role.

3. Leadership

The Emergency Coordinator (refer above) will be responsible for ensuring that all aspects of this emergency response plan are adhered to before, during and after the incident.



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4. First Aid

A sports first aid kit is located at *the team managers table or with the Head Trainer in times of weeknight training*. Signage identifies the location of the first aid area. The First Aid Officer is responsible for checking the first aid kit weekly and keeping it stocked in accordance with the first aid kit checklist.

5. Communication

Everyone should be aware that the Communications Coordinator is responsible for contacting Emergency Services if required and only that person should contact them. Everyone should know that the location of the nearest phone is at **(insert location)**, where a list of emergency telephone numbers is also located plus directions for Emergency Services in regard to access to the facility. Access and entry points for emergency vehicles must always be kept clear.

6. Contacts

All players / officials must supply the name and contact details of guardian/next of kin at the commencement of each season. Contact details are to be kept on file and accessible during games and training. It is the responsibility of the Communication Coordinator to conduct guardians / next of kin in the event of a serious injury to a player / official.

7. Reporting

All incidents must be well documented, which is the responsibility of the Emergency Coordinator. A full incident report form should be completed. The First Aid Officer should immediately complete an injury report form following treatment of the injured player. The incident and injury report forms will be filed with the club secretary as official club documents and will be retained for 7 years.

A copy of the incident and/or injury report forms will be provided to relevant parties (e.g. VRL, insurance company, affiliated local council or facility owner). Reporting documentation will be reviewed to provide a basis for the orderly evaluation of a situation after it occurs and the subsequent follow-up actions that may be taken. Regular risk management reviews will be conducted to assist in the maintenance of all emergency and safety procedures.

8. Match Operations

Where a match is stopped due to an emergency circumstance, the following steps should be taken:

1. As the emergency is a “time out” (unless carnival/event rules dictate otherwise), a direction will be given by the referee regarding field position, possession and tackle count at the time of the cessation of play.
2. If the match continues within a reasonable time, play will continue as with any “time out” – with the same field position, possession and tackle count.
3. If the match cannot be continued within a reasonable time, then the referee, in consultation with the Ground Manager and club management, will make a decision as to the postponement or cancellation of any scheduled match.



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9. Attachments – Hospital & Competition Ground Contact Details



HOSPITAL CONTACT DETAILS

Eastern Raptors:

COLCHESTER RESERVE
Colchester Road,
Boronia

Angliss Hospital
Albert Street,
Upper Ferntree Gully 3156,
(03) 9764 6111

Maroondah Hospital
Davey Drive,
Ringwood East, 3135,
(03) 9871 3333

Altona Roosters:

LOFT RESERVE
Grieves Street, Newport

Williamstown Hospital
77B Railway Crescent,
Williamstown, 3016,
(03) 9393 0100

Casey Warriors:

CASEY FIELDS
Berwick
Cranbourne Road,
Cranbourne East

Casey Hospital
52 Kangan Drive,
Berwick, 3806,
(03) 8768 1200

Craigieburn Pheonix:

HOTHLYN RESERVE
Hothlyn Drive,
Craigieburn

The Northern Hospital
185 Cooper Street,
Epping 3076,
(03) 8405 8540

Sunbury Tigers:

LANGAMA PARK
Mitchells Lane,
Sunbury

The Northern Hospital
185 Cooper Street,
Epping 3076,
(03) 8405 8540

Sunshine Hospital,
176 Furlong Road,
St Albans 302,
(03) 8345 1333

South Eastern Titans:

GREAVES RESERVE
Bennett Street,
Dandenong

Dandenong Hospital
105-135 David Street,
Dandenong 3175,
(03) 9554 1000

Waverley Oakleigh

Panthers:

FREGON RESERVE
Browns Road,
Clayton

Monash Medical
246 Clayton Road,
Clayton 3168,
(03) 9594 6666

Northern Thunder:

SEABROOK RESERVE
Goulburn Street,
Broadmeadows

The Northern Hospital
185 Cooper Street,
Epping 3076,
(03) 8405 8540

Werribee Bears:

Gate 4 Wyndham VU,
Hoppers Lane,
Werribee

Werribee Mercy Hospital
300 Princes Highway,
Werribee 3030,
(03) 8754 3000

North West Wolves:

AJ DAVIS RESERVE
Fullarton Road,
Niddrie

Sunshine Hospital,
176 Furlong Road,
St Albans 3021,
(03) 8345 1333

Melton Broncos – MT.
CARBERRY RESERVE-
Exford Rd, Melton South
Melton Health,
195-209 Barries Rd,
Melton West 3337
(03) 9747 7600

Geelong Raiders:
White Eagle House,
Fellmongers Rd,
Breakwater (Geelong)
Geelong Hospital,
73 Ryrie Street & Bellarine
Highway,
Geelong 3220,
(03) 5226 7111