



GLEN EIRA
CITY COUNCIL

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GLEN EIRA CITY COUNCIL EMERGENCY MANAGEMENT GUIDELINES FOR SPORTING ALLOCATIONS

I. INTRODUCTION

The following *Guidelines* (**Guidelines**) apply if your club has been allocated one of Council's pavilions.

These *Guidelines* are intended to minimise risk to life, environment and property in the event of an emergency. Please read them carefully and ensure that your club has met all relevant requirements. If you have any questions, please contact Council's Open Space and Recreation team on 9524 3333. You should be aware that these *Guidelines* apply in addition to any agreement or terms of use for your club's sporting allocation.

II. GLOSSARY OF TERMS

In these *Guidelines*:

- (a) **allocation period** means any time when you, or any of your members, employees, contractors, agents or guests are using a Council facility;
- (b) **club** means any sporting or recreation club or association;
- (c) **emergency** means an actual or imminent event which:
 - (i) endangers or threatens to endanger:
 - the life, health or safety of any person or animal;
 - the facility or the environment surrounding the facility; or
 - any property in or around the facility; and
 - (ii) requires an immediate, significant and coordinated response;
- (d) **emergency management information** means the information described in section 3(a) of these *Guidelines*;
- (e) **emergency management procedures** mean the procedures set out in section 2(a);
- (f) **facility** means the pavilion for which you have been given an allocation;
- (g) **people with a disability** may include (but is not limited to) a person who:
 - (i) is accompanied by an assistant;
 - (ii) has a guide or companion animal;
 - (iii) uses alternative forms of information and communication;
 - (iv) has an ambulatory disability;
 - (v) uses a wheeled mobility appliance (such as a wheelchair or scooter);
 - (vi) are easily fatigued; or
 - (vii) easily experience acute anxiety or extreme confusion in an emergency.

RESPONSIBILITY FOR COMPLIANCE

Your club's committee is responsible for ensuring compliance with these *Guidelines*.

EMERGENCY MANAGEMENT RESPONSIBILITIES

1. SPECIAL ARRANGEMENTS FOR PEOPLE WITH A DISABILITY

If, at any time, your club become aware that any person(s) with a disability are likely to be present at the facility at any time during the allocation period, your club must ensure that appropriate arrangements are made and communicated, such that these persons can be safely evacuated from the facility in the event of an emergency.

2. WHAT YOU MUST DO IN THE EVENT OF AN EMERGENCY

In the event of an emergency:

- (a) your club is responsible for ensuring that the following emergency management procedures are carried out in respect of the facility:
 - (i) every person present in, or in the area surrounding, the facility must be evacuated via the exit(s) and proceed to the nominated external assembly area;
 - (ii) reasonable steps must be taken to ensure that every person at the facility is accounted for;
 - (iii) emergency services must be contacted; and
 - (iv) when steps 2(i)-(iii) have been completed and it is safe to do so, Council must be notified.
- (b) Council may enter the facility without notice and take any action reasonably required to minimise risk. This may include taking control of, and using the facility as required, and such use may extend over multiple days. If required, your club must ensure that the facility is immediately vacated and/or follow any other direction by Council. Council will use reasonable endeavours to provide your club with access to another facility, and if Council is unable to provide your club with access to another facility, Council may refund any fees paid by your club for the hire of the facility.

3. RECEIVING AND COMMUNICATING EMERGENCY MANAGEMENT INFORMATION

- (a) Prior to the allocation period, your club will receive information to assist in evacuating the facility safely in the event of an emergency (**emergency management information**). This will include evacuation diagrams showing the exit(s) and nominated external assembly area for the facility. You must confirm that you have received and understood this information.
- (b) A Council staff member will also provide an overview of the emergency management information to one or more persons nominated by the club. The nominated persons will be asked to confirm in writing that they have attended and understood the overview provided by Council staff, and will relay this information to your club.

- (c) Your club must ensure that emergency management information and emergency management procedures are communicated to and understood by your club's management committee and any other person who is responsible for running sporting activities at the facility during the allocation period (such as coaches).

COMPLIANCE CLAUSES – EMERGENCY MANAGEMENT

1. Please consider whether you expect any persons with a disability to be present during your club's allocation. A person with a disability may include a person who:

- is accompanied by an assistant;
- has a guide or companion animal;
- uses alternative forms of information and communication;
- has an ambulatory disability, including temporary disability due to injury or illness;
- uses a wheeled mobility appliance (such as a wheelchair or scooter);
- are easily fatigued; or
- easily experience acute anxiety or extreme confusion in an emergency.

☐ I am authorised to represent the club's management committee. On behalf of the club's management committee I acknowledge that if the club expects any persons with a disability to be present, the club's management committee is responsible for making, and communicating, appropriate arrangements so that they can be safely evacuated in the event of an emergency. I also acknowledge that the club is able to contact Council to discuss available access, amenity and escape facilities at _____ (insert facility name).

2. On behalf of the club, I confirm that the club's management committee is responsible for:

- (a) meeting all relevant requirements in the *Emergency Management Guidelines*; and
- (b) communicating this information to the management committee and any person facilitating sporting activities at the facility (such as coaches)

SIGNED: _____

DATE: _____

NAME: _____

POSITION: _____

ON BEHALF OF CLUB: _____