

EMERGENCY EVACUATION PROCEDURE - Dubbo Hockey Complex Pioneer Park

DO NOT go out of your way to collect hockey bags or belongings to bring to the assembly area. Just bring whatever is on your person when the alarm is raised.

Area	Exit Procedure
Dugout	Along cement path around past field and practice pitch to the car park
Playing field	Through the emergency gates at the car park end of the ground to the car park
Club house (inside)	Take the nearest exit door, along the verandah to the cement path and then to the car park
Club house (outside)	Along the verandah to the cement path and then to the car park
Storage rooms	Through the exit door along cement path to the car park
Canteen	Through the exit door and to the path in front of canteen to the car park
Toilets	Through the exit door and to the path in front of canteen to the car park
Spectator Stands/Areas	Take the cement path move to the car park

- An alternate route will be determined at the time should fire hinder the exit path.

EMERGENCY EVACUATION PROCEDURE SPECIFIC RESPONSIBILITIES

- A. ***In the case of fire:*** Any person who discovers fire, no matter how small, will immediately inform any members of the Board or the Duty Team who are onsite. They are responsible for assessing the situation and calling 000.
- B. ***An Alarm*** should be raised to those onsite sounding a whistle by blowing in consecutive blasts for at least 30 seconds. Where appropriate this could be backed up by making an announcement on the PA system.
- C. ***Assembly Area:*** All those onsite will be directed to meet at the Assembly Area in the centre of the Car Park. (If the fire prevents this move to the centre of the Soccer field adjacent to the car park.)
- D. The Duty Team will take check the canteen and toilets have been evacuated.
- E. First Aid kit and player cards to be brought with the Duty Team member as they exit from the Tech bench in the dugout. They are responsible for checking the playing field and practice pitch have been evacuated.
- F. Areas of the complex will be checked as follows:
 - a. Playing Field and practice pitch – Duty Team Tech bench official
 - b. Club Rooms – Umpires
 - c. Storage Rooms/Hockey Shop – Umpires
 - d. Canteen/Toilets – Duty Team member
- G. Board members (if onsite) are to collaborate with the Duty Team at the Assembly Area to make sure those who are signed in are accounted for. They will take charge and receive situation updates and issue instructions where appropriate.
- J. **Any person(s) unaccounted for will be notified to the Emergency Personnel who attend.**

It is essential that those using this facility regularly familiarise themselves with these procedures should an emergency occur.

EMERGENCY LOCKDOWN PROCEDURES - Dubbo Hockey Complex Pioneer Park

1. Management

Depending on who is onsite the lockdown will be managed / initiated on instructions from one of the following:

- a) President of DHAI
- b) Board Members of DHAI
- c) Duty Team

2. Circumstances

A lockdown will be initiated as a result of:

- aggressive or violent intrusion into the complex
- siege or hostage incident
- intrusion onto the complex by a dangerous animal
- armed robbery
- severe lightning storm
- severe wind storm

3. Communication


- An emergency lockdown will be announced by the manager of the lockdown over the PA system or the most appropriate method in the circumstance.
- The manager of the lockdown will contact the police and / or relevant authorities where appropriate.
- Phone lines are to be kept open for contact with authorities.
- During a lockdown fire evacuation alarms are not to be sounded. DO NOT respond to fire evacuation alarms during lockdown unless there is visible evidence of fire.
- The manager of the lockdown is to direct another person, where appropriate, to divert all arriving visitors away from the hockey complex.

4. Procedures

- On receipt of lockdown instructions, all onsite are to move to the nearest sheltered or securable area: clubhouse, toilet block, and canteen area or storage rooms.
- Windows are to be locked and turn off all lights
- Those inside should crouch down in areas that are out of sight from doors and windows and remain quiet.
- Mobile phones should not be used to keep phone lines clear.
- Until the emergency has passed, the complex will remain in lockdown. Upon instructions from the police or other relevant authorities, an announcement will call all those onsite into roll call procedures as outlined for fire evacuation procedures above.
- Follow up on any missing people.
- Liaison with media to be organised by the President.

Dubbo Hockey Complex – Pioneer Park

Drawing is not to scale

 Doorways or gates

