



EMERGENCY PLANNING PROCEDURES

Emergencies (i.e. events that can cause extreme harm to life and property) can happen at any time.

Examples are fire, violence, serious accident, and severe injury to players – anything that poses a safety threat to players and/or other participants and spectators. A comprehensive emergency plan should be in place so that response to these situations is delivered according to a well documented, drilled and executed emergency procedure. Such procedures often involve many more people than just the medical / first aid personnel that attend Rugby League activities.

All Rugby League organizations have a responsibility to provide a safe environment for those in attendance. This includes having a clearly documented plan that outlines the actions and processes that need to be fulfilled in an emergency situation. All players, coaches, managers, officials, first aid trainers, parents and patrons will be notified regularly about our emergency procedures.

Below is a sample emergency plan for a Rugby League club

Roles and Responsibilities

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

Emergency Coordinator (Emergency Coordinator's name to be inserted)

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.

First Aid Officer (First Aid Officer's name to be inserted)

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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Crowd Control Official (Crowd Control Official's name to be inserted)

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.

Communication Coordinator (Communication Coordinator's name to be inserted)

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.

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.

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.

First Aid

A sports first aid kit is located at **(insert location)**. 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.

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.

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Contacts

All players / officials must supply the name and contact details of two guardians / 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.

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. 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.

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 Match Manager and club management, will make a decision as to the postponement or cancellation of any scheduled match.