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1. MDCF Statement

The Mother's Day Classic Foundation (MDCF) is committed to ensuring the health and safety of its workers, including volunteers, and participants. This commitment includes the development of effective emergency procedures for MDC 2021 events. This document is designed to provide clear guidelines and instruction to the Local Management Team (LMT) in the event of an Incident or an Emergency and has been developed with regard for the:

- Work/Occupational Health and Safety legislation in states/territories, and;
- AS 3745:2010 – Planning for emergencies in facilities.

Please note: this document should be read in conjunction with the

- *“Media and Communications Management Plan”*, and;
- *“Event Risk Management Plan”*.

2. Incident & Emergency Management Procedure

The following flowchart (Figure 1: Incident & Emergency Procedure) has been prepared to provide simple and clear instructions for LMT's on how to respond to, and manage, an incident or emergency:

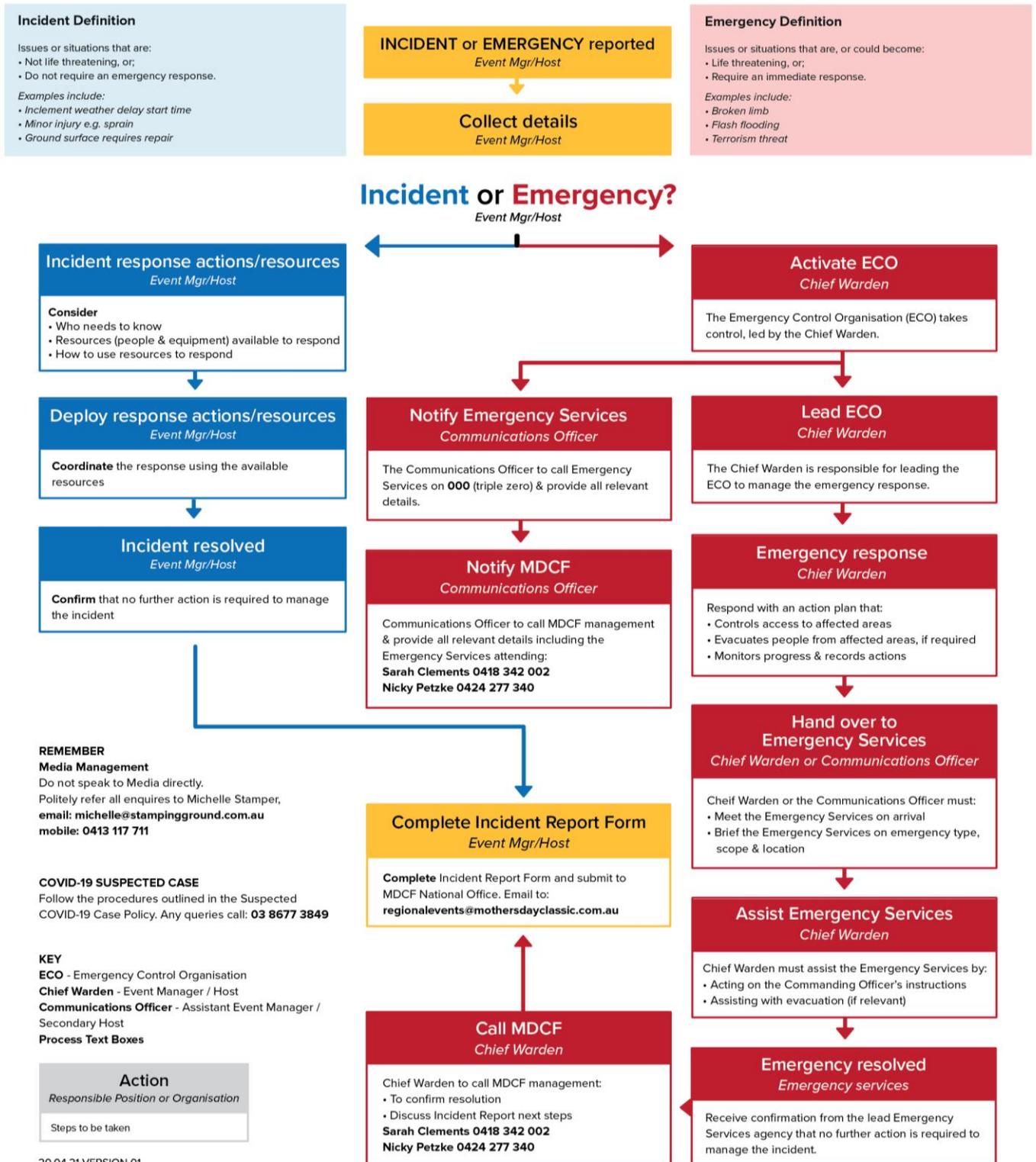


Figure 1: MDC Incident & Emergency Procedure

3. Hazard & Incident Management

Reporting hazards and incidents is a crucial role of all members of the MDC workforce. All hazards and incidents, including near misses, that occur at an MDC location must be reported to the Event Manager or Local Host.

3.1 Hazard Reporting

When a hazard has been identified, it should immediately be reported to the MDC Event Manager or Local Host by radio, by mobile phone or in person. If it is safe to do so the person reporting the hazard should also seek to manage the risks associated with the hazard. For example, if a pothole is identified as a slip/trip/fall hazard on the course, the person who identifies the issue could position themselves adjacent to the pothole to prevent participants walking/running into the area.

Prior to the event starting, the Event Manager or Local Host, or their delegate, will complete a Pre-Event Checklist as a proactive hazard and risk identification measure. This checklist will be distributed to all Event Managers and Local Hosts prior to Mother's Day, and is also available on the Committee/Host Resources page.

3.2 Incident Reporting

If an incident occurs during an MDC event, the incident details should be recorded in the Incident Report Form and emailed to regionalevents@mothersdayclassic.com.au as soon as possible. Some incidents may also be, *notifiable incidents*, where the incident involves the:

- a. The death of a person—whether an employee, contractor or member of the public;
- b. A serious injury or illness; or
- c. A dangerous incident that exposes any person to a serious risk, even if no one is injured.

Each state/territory WHS Act requires that the Person Conducting a Business or Undertaking (PCBU), or employer, to notify their Work Health and Safety (WHS) regulator of notifiable incidents.

MDCF is the PCBU / employer for MDC 2021 events and MDCF staff will notify the WHS regulator of any notifiable incidents.

Please note that the process of MDCF staff reporting notifiable incidents to WHS regulators is a change from the process outlined in section 10.2 of the Event Risk Management Plan.

It is important that if a notifiable incident occurs, the MDC Event Manager or Local Host:

1. Follows the steps outlined in Figure 1: Incident & Emergency Procedure, and;
2. Preserves the incident site until an WHS regulator inspector arrives or directs otherwise; and
3. Does not prevent any action to help an injured person or to make the site safe.

4. Emergency Management

4.1 Emergency Control Organisation (ECO)

Managing an emergency requires a clear structure of command, control and communication. In line with AS 3745, all MDC events require each LMT to form an Emergency Control Organisation (ECO), whereby staff, volunteers or contractors are allocated the roles below and as outlined in Figure 2.

- Chief Warden (x1)
- Communications Officer (x1)
- Wardens (an appropriate number)

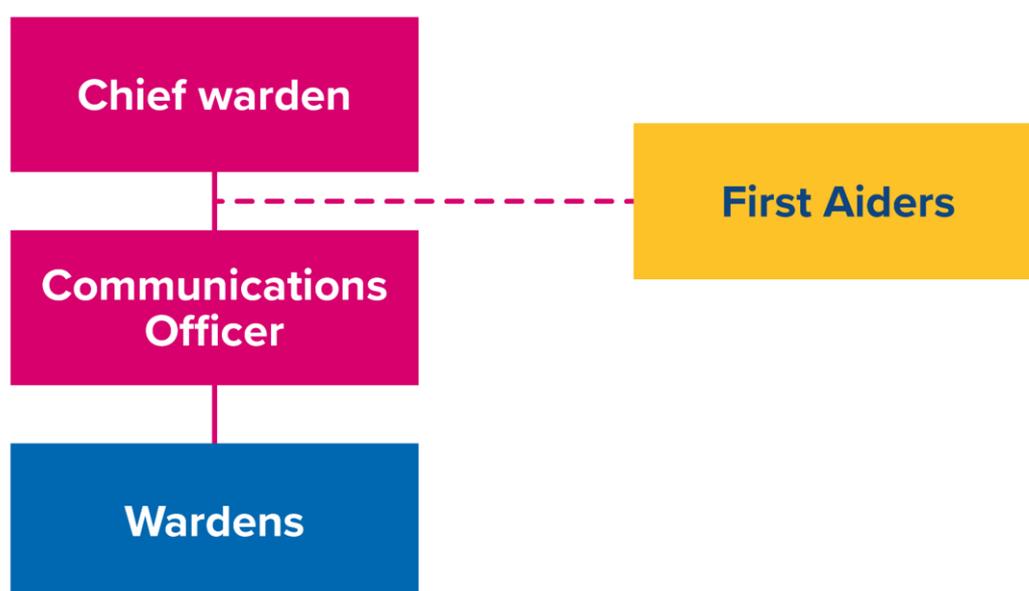


Figure 2: MDC Location Emergency Control Organisation (ECO) Structure

The responsibilities of each ECO role are provided in Table 2. An ECO Register is included at Appendix A and must be completed prior to submitting this plan to the MDCF.

General guidance for the assigning of appropriate members of the workforce to each ECO role is provided below:

- Chief Warden – in most cases it is expected that this role will be filled by the Event Manager or Local Host;
- Communications Officer – a person with strong communication skills that can manage information under pressure effectively and act as the conduit between the Chief Warden and Wardens. In most cases this will be the Event Manager 2IC or someone the Local Host know well and can rely on; and
- Wardens – staff/volunteers who are assigned to a particular area/section of the event location.

4.2 ECO Roles & Responsibilities

The following responsibilities have been identified for each of the ECO roles and these are divided into the three phases:

1. Pre-emergency
2. Emergency
3. Post-emergency

Table 2: ECO Roles & Responsibilities

Phase/ Responsibility	Chief Warden	Communications Officer	Wardens	First Aid
	<i>The role of the First Aid officers and all other ECO roles should be separate and distinct. This means that where a member of the workforce is the Chief Warden, a Communications Officer or a Warden, that s/he must not also be a First Aid officer.</i>			
Pre-Emergency	<ol style="list-style-type: none"> 1. Maintain a current register of ECO members (Appendix A). 2. Replace ECO members when required. 3. Ensure personal ECO identification is available. 	<ol style="list-style-type: none"> 1. Ensure personal proficiency in operation of communication equipment. 2. Maintain records and make them available for emergency response. 3. Ensure that ECO members are proficient in use of the communication equipment. 4. Ensure that emergency communication contact details are up-to-date. 	<ol style="list-style-type: none"> 1. Carry out safety practices (e.g. keep egress paths clear, maintain access to firefighting equipment and the disposal of rubbish). 2. Ensure personal ECO identification is available. 	<ol style="list-style-type: none"> 1. Ensure personal readiness to provide First Aid including suitable location, equipment and facilities. 2. Ensure personal ECO identification is available.
Emergency	<ol style="list-style-type: none"> 4. On becoming aware of an emergency, the Chief Warden shall take the following actions: 5. Respond and take control, as appropriate. 6. Ascertain the nature of the emergency and implement appropriate action. 7. Ensure that the appropriate Emergency Service has been notified. 8. Ensure that Wardens and the Communications Officer are advised of the situation, as appropriate. 9. If necessary, after evaluation of the situation, initiate an action plan and control entry to the affected areas. 10. Monitor the progress of the evacuation and record any action taken in an incident log. 11. Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior Officer's instructions. 12. Any other actions as considered to be necessary or as directed by Emergency Services. 	<ol style="list-style-type: none"> 5. The Communications Officer, on becoming aware of the emergency, shall take the following actions: 6. Ascertain the nature and location of the emergency. 7. Confirm that the appropriate Emergency Service has been notified. 8. Notify appropriate ECO members. 9. Transmit instructions and information. 10. Record a log of the events that occurred during the emergency. 11. Act as directed by the Chief Warden. 	<ol style="list-style-type: none"> 3. Operate the communication system(s) in place. 4. Search the area to ensure all people have evacuated. 5. Ensure orderly flow of people into protected areas. 6. Assist occupants with disabilities. 7. Act as leader of groups moving to nominated assembly areas. 8. Report status of required activities to the Communications Officer on completion. 	<ol style="list-style-type: none"> 3. Respond and take control of medical emergencies, as appropriate. 4. Ascertain the nature of the medical emergency and implement appropriate action. 5. Notify the appropriate Emergency Service, as required. 6. Ensure that the Communications Officer is advised of the situation. 7. Brief the Emergency Services personnel upon arrival on type, scope and location of the medical emergency and thereafter, act on the senior Officer's instructions. 8. Any other actions as considered to be necessary or as directed by Emergency Services.
Post Emergency	<ol style="list-style-type: none"> 13. When the emergency incident is rendered safe, or the Emergency Service returns control, notify the ECO members to have occupants return to their area, as appropriate. 14. Organise a debrief with ECO members and, where appropriate, with any attending Emergency Service. 15. Compile a brief report for MDCF management using details from the incident log. 	<ol style="list-style-type: none"> 12. Collate records of events during the emergency for the debrief and ensure they are secured for future reference. 	<ol style="list-style-type: none"> 9. Compile a report of the actions taken during the emergency for the debrief. 	<ol style="list-style-type: none"> 9. Compile a report of the actions taken during the emergency for the debrief.

Appendix A – Emergency Control Organisation (ECO) Register

ECO Role	First Name	Last Name	Mobile Phone
Chief Warden			
Communications Officer			
Warden			
Warden			
Warden			
First Aid			
First Aid			
First Aid			