**Motorcycling NSW**

**Emergency Management Response Plan**

**Hazard Risk Assessment**

**2025**

*INSERT FACILITY/CLUB NAME,*

*ADDRESS AND LOGO HERE*

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#

# Emergency Management Response Plan

## Emergency Contact Numbers

Ambulance 000 SES (Flood & Storm) 132 500

Police 000

Fire 000

## Key Contacts List

|  |  |  |
| --- | --- | --- |
| **Role**  | **Name**  | **Contact No.**  |
| Event Manager | Insert Name | Insert Number |
| Emergency Liaison Officer | Insert Name | Insert Number |
| Medical/First Aid | Insert Name | Insert Number |
| Steward/Referee | Insert Name | Insert Number |
| Clerk of Course | Insert Name | Insert Number |
| Race Secretary | Insert Name | Insert Number |
| Local Police | Insert Name | Insert Number |
| Local Fire Station/RFS | Insert Name | Insert Number |
| Local Hospital | Insert Name | Insert Number |
| Local Council | Insert Name | Insert Number |
| Media Representative | Insert Name | Insert Number |
| Security Company | Insert Name | Insert Number |
| Traffic Management | Insert Name | Insert Number |
| Electricity (Site) | Insert Name | Insert Number |
| FACILITIES (Toilets, etc.) | Insert Name | Insert Number |

**Responsibilities**

**Emergency Liaison Officer** is to be advised of every incident that comes to the notice of the Event Manager.

* The designated Liaison Officer will attend the scene of the incident and make an assessment in line with the Standing Plans and expert judgement.
* Ensure standing plans are carried out in response to the incident.
* To engage Emergency Services and/or onsite Medical Team as required.
* Meet and brief Emergency Services upon their arrival, remain and liaise with them, obtain particulars of injured persons, record a log of all activities for the incident and the response.
* Complete post incident reporting and investigation as practicable.

**Event Manager** will be in contact with the ELO in the occurrence of an incident. The Event Manager will:

* Receive instructions from the ELO, on any steps or measures required in response to the incident.
* Liaise with Officials, venue staff, event contractors, media representatives, and other personnel as necessary.
* Ensure any necessary communications are disseminated to competitors, spectators, and members of the public via public announcement or other means.

**Series Officials** will receive communications from the Event Manager in response to an incident.

* Series officials will coordinate any on-track response, and communicate with relevant venue staff, participants, and marshals to enact actions necessary.
* Series officials may complete additional injury or incident reports or investigation in line with Motorcycling Australia procedures if the incident is of a sporting nature.

**Media Representative** will receive necessary communications from the Event Manager.

* Media manager will remain the sole point of contact for any media inquiries, both internal and external to the event.

##

## Emergency Response Procedures (Standing Plans)

Standing Plans are included in this document for each of the following scenarios:

* Fire
* Storm
* Hazmat Spill
* Bomb Threat
* Medical Emergency
* Serious Accident/Critical Incident involving a competitor
* Evacuation

Attachments:

* Site Map
* Lost Child Incident Sheet
* Incident Report Form
* Risk Assessment Sheet

**Standing Plan – Fire Incident**

In the event of **Fire:**

* Alert all persons in immediate vicinity and request assistance.
* Engage response via Race Management as appropriate.
* Assist any person in immediate danger (only if safe to do so).
* Isolate and/or contact fire to prevent spread.
* Attempt to extinguish fire (only if safe to do so).
* Emergency Liaison Officer to call the Fire Service on 000
* If threat of life or serious injury exists evacuate immediately.
* Control movements of evacuees to Safe Assembly Area.
* Check that all areas have been cleared, inform Emergency Liaison Officer.
* Maintain control of persons at Assembly Area, only re-occupy the venue once the Emergency Liaison Officer confirms it is safe to do so.

###

### Standing Plan – Storm/Extreme Weather Incident

### In the event of Storm or Extreme Weather:

* Monitor weather forecast during the lead up to the event, providing communications as necessary to all attendees.
* Store or secure all loose items in camping, spectator, and venue, including catering area and all external structures.
* Secure all windows and external doors.
* Tape windows and glass entrances, consider board or sandbag protection.
* Isolate or shut off electricity, water, and gas services.
* Protect valuables, disconnect electrical equipment, move away from windows.
* Use of public announcement system to advise participants and spectators of recommended actions, and protected areas within the venue.
* During severe storm take shelter, keep away from windows.
* After the storm, evaluate the need to evacuate if fires and gas leaks exist.
* Report occupants’ status to the Emergency Liaison Officer

**Standing Plan – Hazardous Material Spill/Exposure**

In the event of **Hazardous Material Spill:**

* Ensure all hazardous materials have relevant MSDS on hand at venue for reference.
* Call or radio race management.
* Call the Fire Service on 000 if necessary.
* Provide as much information as possible about the hazardous material.
* Turn off air conditioning and recirculation fans – ventilate to open air if possible.
* Notify all persons in the building or surrounding area to evacuate if required (ensuring selected evacuation Assembly Area in upwind)

**If the spill is a suspected flammable material:**

* Remove any ignition source.
* Evacuate all persons in immediate area of spill.
* Do not attempt to re-enter the affected area.
* Control the movement of occupants the Evacuation Assembly Area.
* Remain at Evacuation Assembly Area until advised by Emergency Services.

###

### Standing Plan – Medical Emergency

### In the event of a Medical Emergency:

* Check for any threatening situation and remove or control (only if safe to do so).
* Remain with the casualty and provide appropriate support.
* Notify Race Management to engage Medical Team.
* Notify Emergency Liaison Officer.
* Notify Ambulance Service on 000.
* Emergency Liaison Officer to meet the ambulance and direct it to the location of the casualty.
* **Do not move a casualty** unless exposed to a life-threatening situation.

### Standing Plan – Serious/Critical Competitor Accident

In the event of a **Serious/Critical Competitor Accident:**

* Check for any threatening situation and remove or control (if safe to do so).
* Notify Race Management to suspend all track activity.
* Race Management to engage the Medical Team.
* Assess potential injuries outside of track area (eg. Spectators) if applicable.
* Notify Emergency Liaison Officer.
* Medical Respondents to remain with casualty and provide appropriate support.
* Escalate response to casualties in line with Medical Plan for the event.
* **Do not move a casualty** unless exposed to a life-threatening situation.
* Series Officials to complete any additional incident reporting in line with Motorcycling Australia procedures.

###

### Standing Plan – Bomb Threat

### In the event of a Bomb Threat:

Person receiving call:

* Attract someone’s attention to notify Race Management.
* Do not notify others of the threat.
* Try to keep the caller talking.
* Remain on the telephone until relieved.
* Do not hang up phone.

Emergency liaison officer

* Immediately notify **Police** on 000
* Ensure no radio transmitters are used where the caller can hear.
* Never ignore a threat.
* Standby for Police instructions.
* Assess the need to evacuate.

**Warning: If a suspicious article is discovered, do not touch.**

**Standing Plan – Evacuation**

In the event of an **Evacuation:**

* Emergency Liaison Officer to take charge of response.
* The decision to evacuate is a joint decision between Emergency Liaison Officer and Event Manager in consultation with appropriate stakeholders.
* Remain calm and announce directions to safe Assembly Area and the route to take via Public Announcement System.
* Avoid panic amongst evacuees by asking them not to run or shout and providing clear directions.
* If safe to do so, check the threat area is clear of all persons (including toilets)
* Ensure all evacuees to remain at the Assembly Area until all persons are accounted for.
* Report the accountability of evacuees or lack of, to the Emergency Liaison Officer.
* Remain in the Safe assembly Area until cleared by the Emergency Liaison Officer.

###

### Evacuation Assembly Areas

Primary evacuation point - *Insert Description here*

Secondary evacuation point - *Insert Description here*

Refer to the attached venue map for evacuation point locations. The choice of Assembly Area utilised will be determined by weather and wind conditions prevailing at the time, and the type and location of the incident.

# Attachments

## Site Map – INSERT FACILITY NAME HERE

##

INSERT FACILITY MAP HERE WITH MARKED RELEVANT LOCATIONS

**Lost Child/Found Child Checklist**

|  |
| --- |
| **Incident Time:** |
| **Lost child** | **Found Child** |
| Questions to ask guardian | Questions to ask child |
| 1. Where & When did you last see the child? | 1. Where & When did you last see your guardian? |
| 2. What is your name? | 2. Did they tell you what to do if you got lost? If yes, explain; |
| 3. What is the child’s name(s)? | 3. What is your name? |
| 4. What is the child’s age(s)? | 4. What is the guardian’s name(s)? |
| 5. What is the child’s hair colouring? | 5. What is the guardian’s age(s)? |
| 6. What clothes are they wearing? | 6. What is the guardian’s hair colouring? |
| 7. What height is the child(s)? | 7. What clothes are they wearing? |
| 8. Does the child have ID? | 8. What height is the person(s)? |
| 9. Does the child have a mobile phone?If yes, what is the number? | 9. Do they have a mobile phone?If YES, what is the number? |
| 10. Where do you think the child will go? | 10. Do you know someone else’s number who would know the guardians mobile number?If YES, what is the number? |
| Other information: | Other information: |
| **Reported by:****Date:** **Signature:** |

#

# Hazard Risk Assessment

## Risk Management Inspection Checklist

To be completed by Venue Management.

**VENUE: DATE: TIME:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **ok** | **Not Ok** | **n/a** | **Details** |
| Access & Egress |  |  |  |  |
| Alcohol & Drugs |  |  |  |  |
| Amusements & inflatables |  |  |  |  |
| Barriers/traffic marshals in place |  |  |  |  |
| Car parking & disability access |  |  |  |  |
| Emergency access clearance 4.0m (min. width) |  |  |  |  |
| Emergency exits unlocked/clear |  |  |  |  |
| Emergency plan briefing |  |  |  |  |
| Extension leads and plugs (test tags) |  |  |  |  |
| Fire extinguishers in position and clear/accessible |  |  |  |  |
| Fire hydrants & hoses clear/accessible  |  |  |  |  |
| Gas cylinders & appliances (no leaks/tagged) |  |  |  |  |
| Hot surfaces out of public reach |  |  |  |  |
| Housekeeping/rubbish (clean and tidy) |  |  |  |  |
| Licensed areas/fences/security |  |  |  |  |
| Litter/rubbish management |  |  |  |  |
| Roads and walkway condition |  |  |  |  |
| Safety fences/Barricades in place |  |  |  |  |
| Scaffolding & structures |  |  |  |  |
| Sharp or protruding objects |  |  |  |  |
| Stage edges & steps marked |  |  |  |  |
| Steps & handrails (condition) |  |  |  |  |
| Switchboards secured |  |  |  |  |
| Tents/marquees & umbrellas secured |  |  |  |  |
| Toilets adequate & functioning |  |  |  |  |
| Total Fire Ban? |  |  |  |  |
| Traffic warning Signs in position |  |  |  |  |
| Trees and branches |  |  |  |  |
| Tripping hazards/pegs ropes etc |  |  |  |  |
| Vehicle access |  |  |  |  |
| Warning & general signage |  |  |  |  |
| Weather & wind conditions monitored |  |  |  |  |

## Risk Assessment Matrix



|  |  |  |  |
| --- | --- | --- | --- |
| **Compiled by:** |  | **Phone:** |  |
| **Venue:**  |  | **Date:** |  |
| **Reviewed by:** |  | **Venue Manager:** |  |

| **Hazard/risk** | **Consequence/ Risk** | **Risk level** | **Controls** | **Residual Risk Level** | **Responsibility** |
| --- | --- | --- | --- | --- | --- |
| **Anti-social and disruptive behaviour from persons not participating in event** | * Alcohol abuse
* Disruption to track activity
* Perceived lack of safety among competitors and spectators
* Personal injury and property damage
* Poor public perception of event and series
 |  | * Security to monitor.
* Increased police presence.
* No BYO alcohol permitted.
* Control alcohol sold at the event.
 |  |  |
| **Accident with Motorcycle competitor**  | * Physical injury
* Stress / trauma suffered by competitors.
* Stress/trauma suffered by spectators and other persons.
 |  | * Marshalls to control all activity.
* Medical Team to be engaged as necessary.
* Emergency Response Plan to be applied.
 |  |  |
| **Broken glass, litter etc.** | * Lacerations to hands & feet
* Poor public perception of event and series
 |  | * Minimise sale of glass containers on site.
* Provide adequate level of recycle bins & waste bins on site.
 |  |  |
| **Delays/confusion in dealing with emergencies** | * Trauma & Injury to staff & public
* Increased level of harm due to poor response
 |  | * Emergency Response Plan to be established and documented as part of overall event management planning
 |  |  |
| **External Emergency****Access** | * Injuries to public and staff
* Delay in response leads to poorer outcome for injured person/s
 |  | * Ensure all of event site has emergency access, and all access points are unobstructed and unlocked
* Ensure application of Standing Plans to allow alarm to be raised and emergency services alerted
* Emergency Liaison Officer briefed in guiding emergency vehicles to the scene & evacuation procedures
 |  |  |
| **Local Emergency services called away to a distant emergency** | * Insufficient resources available to assist with emergency cases during event.
 |  | * Race management to ensure marshal coverage of circuit, and to remain in contact with Medical Team
* Medical Team personnel with appropriate qualifications and equipment to provide advanced life support
 |  |  |
| **Electrical extension cords** | * Electric Shock /Electrocution
* Damage to electrical equipment.
* Shut down of event or stall
* Delay to event schedule
 |  | * Install and use all electrical in accordance with appropriate regulations
* Tag and test all leads and appliances.
* Ensure any supplied electrical equipment is test tagged and in date.
* Switchboards to be mounted off the ground and screened from public
* Run all leads off the ground or protected if not viable to go overhead
 |  |  |
| **Motorcycle competitor accident with a car (including first aid vehicle)** | * Serious physical injury or death.
* Stress / trauma suffered by competitors
* Cancellation of event
 |  | * Use traffic wardens to slow down traffic and advise race control.
* Reduce speed limit within the property to a walking pace.
* Develop traffic signage to advise of limited and shared zones to minimise traffic speed and protect potential conflict points.
* Properly brief riders to be aware of vehicles and speed limits.
* Adequately light and safely protect vehicles
* In the event of a serious accident Police to take control in line with Standing Plan.
 |  |  |
| **Fire** | * Explosion
* Infrastructure damage
* Injury & fatality
* Environmental damage
 |  | * Application of Standing Plan in event of fire
* Place BBQs away from general public to prevent injury.
* Food stalls operators, teams & concessionaires to have appropriate firefighting equipment.
* Fire extinguishers to be located nearby;
* Generators
* Fuel Storage
* Inspection of all stall sites by Event Management
* CFA Permit is required when day of Total Fire Ban or Restriction Fire Ban in place.
* Emergency Liaison Officer briefed in guiding emergency vehicles to the scene & evacuation procedures
 |  |  |
| **Food Poisoning** | * Illness to staff or patrons
 |  | * Appropriately licensed food vendors operate in accordance with all food safety regulations.
* Ensure food vendors have been cleared with local Health Dept
 |  |  |
| **Generators/ fuel spill** | * Damage to environment, fire.
* Spill of fuel.
* Exposure to moving parts
* Electrocution
 |  | * Owners to provide well maintained and serviced generators and to ensure no spill of fuel during refuelling.
* Condition and location of generators and fuel storage to be checked during safety audit
* Fuel spill kit to be kept at Race Control
* Access to generators limited to qualified and experienced personnel only.
 |  |  |
| **Long term power failure** | * Impact on timing gear
* Delay to event schedule
* Delay to television broadcast
 |  | * Backup system to power timing gear.
* The event is designed to function without power as competing is carried out during daylight hours.
* Ensure broadcast requirements are self-sufficient of venue power, including appropriate UPS sources as needed.
 |  |  |
| **Gas bottle ignition / explosion in camping area. Fire in campsite or catering outlet** | * Outbreak of significant fire in venue
* Lack of access for emergency vehicles leading to delayed response times
* Physical injury / death.
* Crowd panic and crush
 |  | * Standing Plan to be implemented.
* Produce signage advising of limitations when Fire Bans are applicable.
* Welding not permitted on site.
* Ensure access lanes in campsite are open at all times.
* Check water supply/fireplugs etc.
* All campsite occupants to be made aware of risk of fire and emergency procedures
 |  |  |
| **Lack of response to an injury** | * Degree of injury/ies increases
 |  | * Activate Emergency Response Plan
* Ensure emergency access points are maintained throughout the event.
* Medical Team to attend.
 |  |  |
| **Major track failure or track obstruction.** | * Damage to vehicles injury to competitors.
* Stopping/cancellation of race.
* Delay to broadcast
 |  | * Have barriers and traffic control devices on hand to divert around obstruction
* The circuit to be audited prior to the event to ensure it is in appropriate condition to stage the event.
 |  |  |
| **Missing Person****Lost Child** | * Trauma to those directly involved
 |  | * PA System to be used to assist in locating lost person
* Use of lost children missing person checklist
* Notify Police as appropriate
 |  |  |
| **Physical hazard in festival or competition area** | * Physical injury
* Stress trauma
 |  | * Ensure a pre-event audit is carried out by event management of all the areas occupied by the event.
* Complete risk management inspection list prior to event starting
 |  |  |
| **Public safety in pit area** | * People hurt by competing vehicles.
* Interference with competitors.
 |  | * Use a pit marshal or security to monitor.
* Access to pit areas limited to Team Personnel with appropriate accreditation
 |  |  |
| **Spectators standing around the track in dangerous viewing areas** | * Injury to spectator from traffic or competitors
* Interference by spectator impacting race
 |  | * Additional signage informing of No Access Areas
* Security to monitor areas of concern and ensure spectators are behind all fences.
 |  |  |
| **Slip, Trip, Fall or Knock** | * Bodily injury to public or participants
 |  | * Complete risk management inspection list prior to event starting
* Serious trip hazards identified and attended to.
* Position of stalls and site layout to be designed with patrons’ travel paths in mind.
* Identified hazards to be delineated to prevent public access.
* Cables secured above ground, or protected on-ground
* Barriers placed around protruding equipment.
 |  |  |
| **Serious accident in race** | * Serious physical injury
* Stress / trauma suffered by team mates, other competitors
* Cancellation or delay to event.
 |  | * Standing Plan enacted outlines how to deal with such an incident.
* Competitors required to scrutineer their protective equipment with random checks conducted throughout the event.
* Implement Emergency Response Plan
 |  |  |
| **Structures, scaffold, fences marquees, etc collapsing** | * Crushing, collision or fall injury to public or participants.
* Damage to property or other infrastructure
 |  | * Structure constructed by contractors with relevant qualifications/competency.
* Use of materials within manufacturer’s specifications
* Construction to comply with local and national standards
* Scaffold erected by qualified competent contractors in accordance with AS 1576.1.2&3
 |  |  |
| **Toilet facilities inadequate** | * Anxiety
* Frustration
* Injury & Illness
* Negative publicity
 |  | * Ensure adequate public toilet units are in place in all areas to suit scale of each event.
* Ensure Disabled units are installed or available.
* Prominent signage.
* Toilet cleaning and maintenance crews on duty.
 |  |  |
| **Vandalism of track during event/track invasion.** | * Potential injury to competitors.
* Interruption to race.
* Influence outcome of event.
* Delay to broadcast
 |  | * Event staff & security on site monitoring patron activity
* Police presence if required
 |  |  |
| **Weather extremes** **In a storm****Heat** | * Cold/heat induced illness for participants with inappropriate clothing
* Bodily injury from flying debris/falling objects to patrons and staff
* Dehydration, sunstroke
 |  | * Management to monitor the weather.

 (Delay, Re-schedule, Postpone, Cancel).* Weather conditions to be monitored.
* Use of Public Announcement System to disseminate additional information and advice
* Enact Standing Plan for Storms
* Ensure adequate drinking water and shade available to patrons for outdoor events.
* Use of Public Announcement System to disseminate additional information and advice
 |  |  |