



South Australian Ice Sports Federation Inc Emergency & Evacuation Policy

1. Statement of Purpose

- a. The South Australian Ice Sports Federation Inc is a not for profit incorporated association and is committed to maintaining a safe, secure and supportive environment for its community within the Ice Arena.
- b. The objectives of the policy is to provide staff with measures to ensure their safety and that of our patrons during an event that requires to calm and efficient evacuation of the Ice ArenA Venue.

2. Scope

- a. This Policy applies to:
 - i. All employees and contractors of the Ice ArenA.

3. The Ice Arena

- a. The South Australian Ice Sports Federation Inc leases part of the property at 23 James Congdon Drive, Thebarton, SA 5031.
- b. The Ice Arena includes space that is publicly accessible (by paid or invited entry, as well as other controlled spaces such as offices, multi-purpose rooms, support areas, plantrooms and certain external areas.
- c. The Ice Arena does not control other parts of the property such as other tenancy areas, the car-park or common areas that may be used by all visitors to the property.

4. Definition of an emergency

- a. An event where the duty manager or staff has immediate and sufficient cause for concern of the welfare of themselves, fellow staff and/or patrons of the Ice ArenA.
- b. An event where, if left unattended, could pose a risk to health and safety of those contained within the premises of the Ice ArenA.
- c. An event that personnel of The Emergency Services have advised is an Emergency Event.

5. Fire Emergency

- a. When a fire is discovered:
 - i. Activate the nearest fire alarm.
 - ii. Identify and notify all staff, if safe to do so.
 - iii. Designate a staff member to contact emergency services and to liaise with them on details of the emergency, by calling 000.
 - iv. Advise all patrons via speaker system of an emergency in progress.
 - v. Fight the fire only if;
 1. The emergency services have been notified
 2. The fire is small and is not spreading to other areas
 3. Escaping the area is possible by backing up to nearest exit
 4. Fire fighting equipment is at hand and in good working order.
 5. If fire is completely extinguished then evacuation protocol may be halted and await arrival of emergency services, otherwise;

- vi. Follow evacuation protocol with staff. Safely escort all patrons from ice surfaces, toilets, changerooms and coffee shop area to the nearest exits. Retrieve the evacuation map, to assist emergency services personnel.
- vii. Do not enter areas where there is immediate danger. Attempt to identify any staff or patrons in those areas and await emergency services personnel who are trained to assist anyone who is trapped or unable to safely exit the building. Do not attempt a dangerous rescue yourself.
- viii. Direct all staff, contractors and patrons to the emergency assembly areas and await the arrival of emergency services.
- ix. Upon arrival, advise emergency services personnel of all details of the fire, including;
 - 1. Location (using evacuation map)
 - 2. Suspected cause
 - 3. Any known personnel still in the building
 - 4. Any areas that you were not able to safely check
- x. Follow any directions given by emergency service personnel

6. Gas Leak - Natural and LPG Gas

- a. If a leak is discovered
 - i. If easily accessible, close any shut-off valve or tap to cease supply to the leak.
 - ii. If safe to do so, extinguish any ignition source such as flame or heat.
 - iii. Evacuate the immediate area immediately.
 - iv. Assign a staff member to notify the emergency services.
 - v. If you suspect risk of fire, explosion, or poisoning (no matter how small), begin evacuation protocol of the entire building.
 - vi. Direct all staff, contractors and patrons to the emergency assembly areas and await the arrival of emergency services.
 - vii. Upon arrival, advise emergency services personnel of all details of the leak, including;
 - 1. Location (using evacuation map)
 - 2. Suspected cause
 - 3. Potential risks of ignition
 - 4. Any known personnel still in the building
 - 5. Any areas that you were not able to safely check

7. Gas Leak – Freon (R22) Gas

- i. In the event of a Freon (R22) leak in the plant room, and you suspect staff may be located in the plant room or maintenance bay
 - 1. Contact the emergency services by calling 000 and advise them of emergency
 - 2. Advise a staff member of the situation and your intention to investigate, if you have been trained to do so, or nominate a person trained to do so.
 - 3. Fit respirator mask and protective clothing to yourself or the trained staff member. Check operation of equipment. Do not proceed if not fully functional.
 - 4. Ensure that you have a working CB radio on hand.
 - 5. Enter the maintenance area, leaving all entry doors open and stay in communication via CB Radio.
 - 6. Systematically search the bay starting at the west end and moving easterly.
 - 7. Open all door ways and ventilation points as you progress.
 - 8. If you discover an incapacitated person, do not offer them your respirator. Instead, advise staff on the CB and advise of the number of people and your location.
 - 9. Drag the person(s) to the nearest exit point. Advise staff via CB of your location again.
 - 10. Once you are clear of the building, begin first aid protocol on the patient.
 - 11. Await emergency service personnel and advise of situation.

8. Power Loss

- a. Due to the lack of natural light within the Ice Arena building, it is prudent to relocate all staff, contractors and patrons to the common area near the main entrance, or outside via emergency exits if easier to do so.
- b. Attempt to discover the cause, as it may be the consequence of a more serious issue such as fire. Direct a staff member to exit the premises via the main entrance and check other businesses and traffic lights on the street. Attempt to confirm that the issue is localised to the rink or is grid-wide.
- c. Follow fire or gas leak protocols if you suspect the cause to be either of these occurrences.
- d. Assuming a simple power loss then the procedure is;
 - i. Confirm that emergency lighting has initiated in all public areas.
 - ii. Communicate with all personnel using the battery operated bullhorn.
 - iii. Advise personnel to keep calm and make their way carefully off the ice surface and other areas and into the ticket purchase area if so do to so. Advise that staff will be available to provide assistance and to follow their directions.
 - iv. Advise them to leave personal belongings and do not remove skates from feet until they reach the ticket window or have been guided outside by an alternative route.
 - v. Do not re-enter dark or dimly lit areas until the lighting has been restored. Staff with torches may re-enter if there is an urgent requirement to recover an item from within the venue, such as medication.
 - vi. Staff with torches should check, toilets, changerooms, grandstand and maintenance areas.
 - vii. Contact local utility company and ascertain potential cause of fault. Advise operations or venue manager of the incident and await further instructions.

9. Responsibilities

Board	Ensure management and staff awareness of Emergency & Evacuation Policy.
Senior Management	Ensure staff awareness and training Emergency & Evacuation Policy. Ensure implementation of Emergency & Evacuation Policy.
Staff	Maintain vigilance and ensure compliance with the Emergency & Evacuation Policy.
All	Are responsible for adhering to the policy for their own health and wellbeing.

Version Control

Version	Date Released	Approved By	Amendment
3a	June 2019	Management	Reviewed and updated

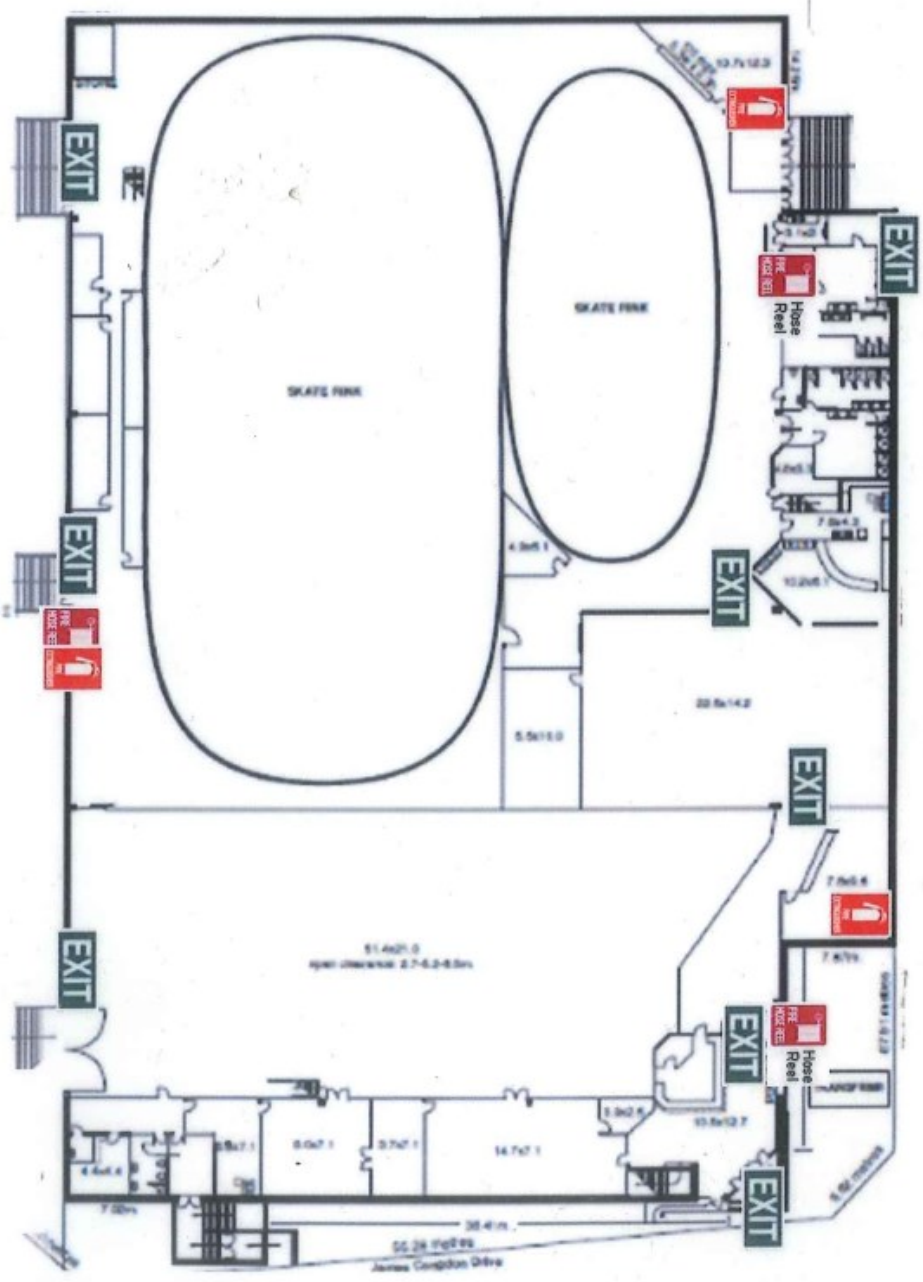
10. COPY OF EVACUATION MAP LOCATED AT VARIOUS AREAS WITHIN BUILDING

IN THE EVENT OF AN EMERGENCY

- Remove** People from the immediate danger
- Alert** People in the nearby areas and raise alarm
- Contain** The fire/smoke if safe to do so
- Extinguish** Extinguish the fire only if trained to do so.

Evacuation

On being given a signal to Evacuate
 Follow instructions as directed
 Leave the building via the nearest safe emergency exit
 Proceed to the assembly area



Ice Arena
 23 James Congdon Drive, Thebarton

DG Class 2.2
 Hazchem Code 2RE