

# MSSC Emergency Management Plans



## Roles and Responsibilities

Emergency Coordinators – President/Vice President  
Sports First Aid – Treasurer  
Crowd Control - Marshals  
Communication Coordinator – Secretary

## Leadership

The emergency coordinator is the President/Vice President who will be responsible for ensuring that all aspects of the plan are fulfilled before, during and after an incident. This may include:

- Availability of personnel at events
- Sports first aid and communication resources
- Direction of personnel at incident
- Completion of tasks following an incident
- Record keeping

## First Aid

- A sports first aid kit is located near the entrance doorway of the room next to the canteen and each team manager's bag.
- A first aid sign should identify the location of the first aid area
- It is the responsibility of the Sports First aider and Team managers to keep the first aid kits stocked. The first aid kit should be checked weekly for missing supplies and ordered monthly

## Communication

- The communications coordinator is responsible for contacting emergency services (eg ambulance, fire or police) if required
- The nearest telephone is located in the back room of the canteen
- Mobile phone calls for emergency purposes (112) should be made in a good reception area
- A list of relevant emergency numbers will be placed at the telephone in the backroom of Canteen
- A list of special directions for emergency services will be at the same location
- The Secretary will be responsible for ensuring that access for emergency services is kept clear and will station a person at Great Alpine Road when awaiting emergency service vehicles.
- Crowd control is the responsibility the Club during home games with marshals for each game.
- The fire evacuation point will be located at the south end of pitch two at gateway to car park.
- The canteen will have a sign with emergency exits and fire extinguisher points located in the service area.

## Contacts

- All registered players will supply their emergency contact and a list of the contact details will be held by the Registrar, Secretary and team managers/coaches during events and training.
- It is the responsibility of the President or Secretary to contact the next of kin in the event of a serious injury to a player.

The type of information to provide will be:

- Description of the incident
- Transport arrangements (if any) for the injured player
- Current location and any immediate future location (eg Hospital) of the injured player
- Condition of the injured player (where known)

## Reporting

- A full injury report form should be completed immediately following treatment of the injured player
- The completed report form will be filed with the Club's documentation and held for seven years.
- A copy of the injury report form will be provided to relevant parties (insurance, affiliated peak bodies and the injured player/family)