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# **Emergency Planning for Hawkesbury Sporting Fields**

Version 3 – April 2024

# **Introduction**

With the recent natural disasters the district has encountered it was decided that all sporting facilities should get organised in case of an emergency. We have taken the time to put together the following notes to help and guide you through preparing an Emergency Plan.

We appreciate you taking the time to read the following and implementing a plan so you are ready for an emergency or natural disaster. We have provided templates that you need modify to suit your club and field.

## **1. Know your risk**

## **2. Plan Ahead**

## **3. Be Organised**

## **4. Be Aware**

## **5. Support Each Other**

# 1. Know your risk

Identify the disasters that you may have to face.

All hirers should conduct a risk assessment to identify hazards and associated controls and include this requirement in the plan / checklist.

## Medical Emergency

- a. First aid training is advisable along with the necessary resources needed to treat a medical emergency. This would include a first aid kit, defibrillator, and stretcher.

## Floods

- a. Check out <https://www.ses.nsw.gov.au/hawkesbury-nepean-floods> Type in your postcode and it will identify your risk. At the end of this plan (starting at page 15) are maps that detail the flood heights of the sporting fields that could be affected by flood.
- b. Print out & read this “Know how to get out” fact sheet and keep handy.  
<https://www.ses.nsw.gov.au/media/3174/know-how-to-get-out-fact-sheet.pdf>  
Perhaps laminate and display somewhere accessible or even on your website.
- c. If your sporting field is in a high risk area it is very important that you prepare an Evacuation Plan (*see section 2 – Plan Ahead*) in case of a possible flood. Ensure you have a plan in place to evacuate your equipment into storage preferably on a property above a 1:100 flood area.
- d. Determine at what point to cancel all scheduled events

## Bushfires and Fire

- a. Ensure you have equipment necessary to combat a small fire. Ensure everyone on the committee knows the following:
  - where your fire extinguishers and/or fire blankets are located.
  - where your taps and hoses are located (for bush fires only)
  - know what fires can be extinguished with the fire extinguishers installed on site. Your Emergency Response Plan will detail where they are all located
- b. Fire Warden / emergency training is advisable
- c. keep the area around the facilities free of firewood including twigs
- d. Determine at what point to cancel all scheduled events

## Storms & Air Quality

- a. Storms can strike suddenly so ensure you have guidelines to ensure the safety of your members and their spectators. Advice as to when an event should be cancelled due to severe weather or severe thunderstorm warnings please see:  
<https://www.ses.nsw.gov.au/storm-resources/before-a-storm/be-aware/>.
- b. Statistics show that approximately 25% of people killed by lightning are playing sport. Your sporting association may have a lightning policy. If not please use the following as guidelines:
  - 1) [https://footballnsw.com.au/wp-content/uploads/2017/04/FNSW\\_Lightning\\_Policy.pdf](https://footballnsw.com.au/wp-content/uploads/2017/04/FNSW_Lightning_Policy.pdf)
  - 2) <https://sitedesq.sportstg.com/assets/console/document/documents/lightning%20guidelines%20-%20new.pdf>
- c. In the event of extreme heat or smoke you should check the Air Quality Index on the BOM websites. The Australian Institute of Sport put out the following recommendations [https://www.ais.gov.au/position\\_statements/best\\_practice\\_content/smoke-pollution-and-exercise?SQ\\_DESIGN\\_NAME=print](https://www.ais.gov.au/position_statements/best_practice_content/smoke-pollution-and-exercise?SQ_DESIGN_NAME=print) although your sporting association may put out their own.
- d. In the event of the air quality / storm being severe all scheduled events should be cancelled immediately.

## 2. Plan Ahead

### Evacuation Plan

Take the time to discuss with other committee members and organise what needs to be done in an emergency when designing the Evacuation Plan. The Evacuation Plan MUST be reviewed after every AGM. First page is compulsory to be filled in and you will need to adjust the items to be evacuated and Jobs to be completed to suit your needs.

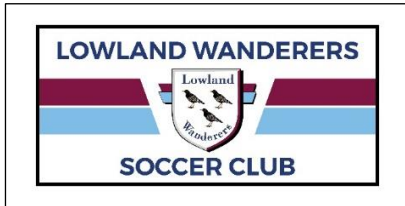
The Evacuation Plan must include:

- the names & phone numbers of people available in the immediate vicinity of the field to assist with evacuation
- the address & contact details of the property that has been organised for storage in case of evacuation. Ensure this property is above a 1:100 flood area and is accessible.
- a list of items that need to be evacuated
- jobs that need to be done eg soccer nets lifted up over the bars,
  - All shipping containers emptied and doors left open,
  - Garbage bins are to be put away inside garbage bin compounds for safety reasons.
  - Empty toilet and hand towel holders and close back up.
- who to contact if questions arise
- who to contact after all complete.
- What processes should be followed in the event that power or water are lost. eg. in the event of loss of water, should event be cancelled due to lack of toilets.
- how to contact members to request assistance eg. facebook, sms.
- how to notify members of cancelled events eg. facebook, sms.

Updating this yearly will make the job easier for the volunteers who turn up to help especially those who are new.

An example is on the next two pages.

# EVACUATION PLAN



## IN CASE OF AN EVACUATION PLEASE FOLLOW THESE INSTRUCTIONS.

*This information is to be updated yearly following each AGM*

Date of Last Update: 6<sup>th</sup> May 2020

In the event that evacuation orders are received, the following people are available in the immediate vicinity of this field to assist with the evacuation. People residing over either the North Richmond Bridge or Windsor Bridge are not to be included in this information.

***In order to maximise reimbursement / relief funding at the end of an evacuation, it is imperative that comprehensive photos are taken throughout the evacuation process.***

***Comprehensive photos of the flood remediation processes are also required.***

### Contact List

NAME	CONTACT NUMBER	NAME	CONTACT NUMBER
John Smith	0407 212 088		
Sam Leave	0422 222 222		
Peter Left	0417 222 178		

In the event that none of the above is available a callout via Social Media or email or text to all Managers and Coaches may help too.

### EVACUATE TO (must be an address not in a 1:100 area)

Name: Dianna Reard

Address: 17 Wright Street Richmond

Contact Number(s): 0422 785 230

### CONTACTS

Any questions please contact (2 committee members is advisable):

David Pickle – 0455 548 235

Vanessa Wells – 0466 251 251

## ITEMS TO BE EVACUATED (IN ORDER OF IMPORTANCE)

1. Any excess kits
2. All the tubs in the storage room where the sliding door is
3. All the tubs in the female change room on the shelves
4. Defibrillator kept in the ladies change room. Alarm will go off after opening the door on the cover, just close the door and the sound will stop.
5. All electrical appliances eg. slushy machine, microwave, oven and coffee machine
6. All food items
7. Line marking machines
8. Tools in shed
9. Fridges (if transport available)
10. Lawn Mower (if transport available)
11. Training equipment including Balls, cones kept in the men's change room
12. B.B.Q
13. Whatever is left if possible.
14. Sanitary bins

## JOB TO DO

1. Where available, load all removable objects into shipping containers.  
*Once shipping containers are full, contact Hawkesbury Sports Council and advise that the shipping container at your venue is ready for evacuating.*
2. If fridges are unable to be transported put the small ones up high and if possible, the larger fridge on bricks or tables
3. Put all the soccer nets up high over the top pole and tie them up.
4. Switch OFF all power points
5. If containers are being left on site, leave the doors open
6. Turn all the bunkers (dug outs?) on the side of the field over so they can't blow over. Endeavour to anchor them to something in order that they don't float away.
7. Remove all signage that is loose
8. Where available, all bins are to be placed in the garbage bin compounds. Where compounds are not available bins should be tied together and placed inside toilets or any room away from the door and anchored down to avoid filling up or floating away and blocking doorways and drains
9. Turn all lights and power points off.
10. Contact Hawkesbury Sports Council on 0408 236 186 via text or phone to advise that you have finished so the main power can be turned off

## Emergency Response Plan

An Emergency Response Plan must also be prepared and reviewed yearly. It must be displayed in any area that anyone from your club or visitor has access to. Your Emergency Response Plan should include the following:

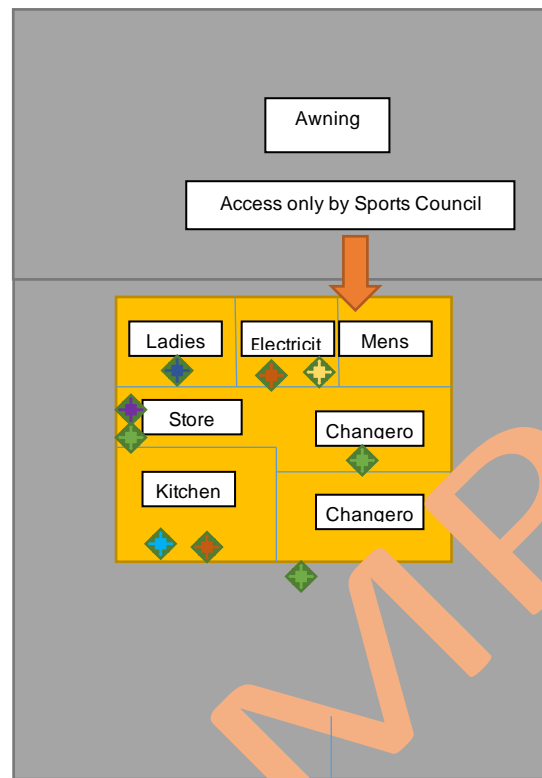
- The street address of your facility / field
- Nearest cross street
- Location of Fire extinguishers
- Location of First Aid Kits
- Location of Defibrillator
- Emergency Contacts
- A site drawing detailing where all services are including, power, water, fire extinguishers, first aid kits, defibrillator etc

Ensure your Emergency Response Plan is easy to read. See the example attached and use *Form 200506 – Emergency Response Plan Template* to design your plan, changing the necessary information.

Follow the steps on the checklist supplied (*see attached form 200506 Emergency Planning Checklist*) to check all details are listed.



# EMERGENCY RESPONSE PLAN



**Address:**  
 Bensons Lane Richmond  
**Nearest Cross Street:**  
 Francis Street  
*(First field on the left)*

- ◆ Tap (outside kitchen, changeroom and storeroom)
- ◆ Fire Extinguisher (kitchen)
- ◆ Main Switch Board
- ◆ Defibrillator (Ladies)
- ◆ First Aid Kit
- ◆ Stretcher (storeroom)

- First Aid**
- first aid kit is kept in the kitchen
  - Defibrillator is kept in the Ladies Change room
  - Stretcher is kept in the store room

**Fires** - In the event of a fire please use the fire extinguisher supplied in the kitchen. If the fire extinguisher is unavailable water may be used but never use water on an electrical fire. The hoses are kept in the store room.

**Storms** – In the event of a storm, ensure no one is in the open or standing next to any structures that could harm them. Encourage them to seek shelter and cancel your event.

**Floods** – In the event of a possible flood disconnect all electrical items from the power. Organise to place your equipment up higher or remove from the premises to storage at a place higher than 1:100 flood area.

## Emergency Contacts

President – David Parkinson	0417 000 0000
Hawkesbury Sports Council (HSC)	4578 8504
Emergency After Hour's HSC Number	0408 236 186
Hawkesbury City Council Emergency Contact No.	4560 4444
Life Threatening Emergency (Ambulance, Fire or Police)	000
SES (Floods & Storms)	132 500
NSW Rural Fire Service (Fire)	1800 679 737
Hawkesbury Hospital	4560 5555
Poisons Information Line	131 126
Local Radio Station for up to date local news 2VTR Hawkesbury -	89.9FM

## How to get out Fact Sheet

Print out the “How to get out fact sheet” and display as well for easy reference.  
<https://www.ses.nsw.gov.au/media/3174/know-how-to-get-out-fact-sheet.pdf>



Floods in the Hawkesbury-Nepean Valley can happen with little warning. You may only have a few hours to get out following an evacuation order. You need to be prepared and get to know your evacuation routes.

### Knowing when and how to leave

The Hawkesbury-Nepean Valley has a long history of damaging and dangerous floods. You need to follow evacuation orders to keep you, your family and pets safe. You will typically be asked to leave well before you see any sign of floodwater in your neighbourhood. It is not safe to stay and shelter in your home once you have been ordered to evacuate.

To find out about evacuation orders and which routes are open listen to your local and ABC radio, or follow NSW SES Facebook, or NSW Police Facebook and Twitter.

### Get familiar with the routes

There are 12 designated evacuation routes that provide the quickest and safest way to exit the Wallacia, Penrith-Emu Plains, Richmond-Windsor, South and Eastern Creek floodplains. (See map on reverse of fact sheet).

You need to be aware of more than one route because each flood behaves differently and evacuation routes will get cut by floodwater at different points. Some routes can get cut quite early in relatively small floods. For example, Windsor Road is cut by a flood that has a 98% chance of happening in an 80-year lifetime (also known as a 1 in 20 chance per year flood).

Even relatively new infrastructure can be affected by large floods. The Jim Anderson bridge at Windsor would be cut in a flood with a 55% chance of occurring in an 80-year lifetime (1 in 100 chance per year flood).

Once you know your best routes, have a conversation with friends or relatives to organise a place to go to. Remember, as each flood can be different, it's important to follow evacuation orders when they are given.

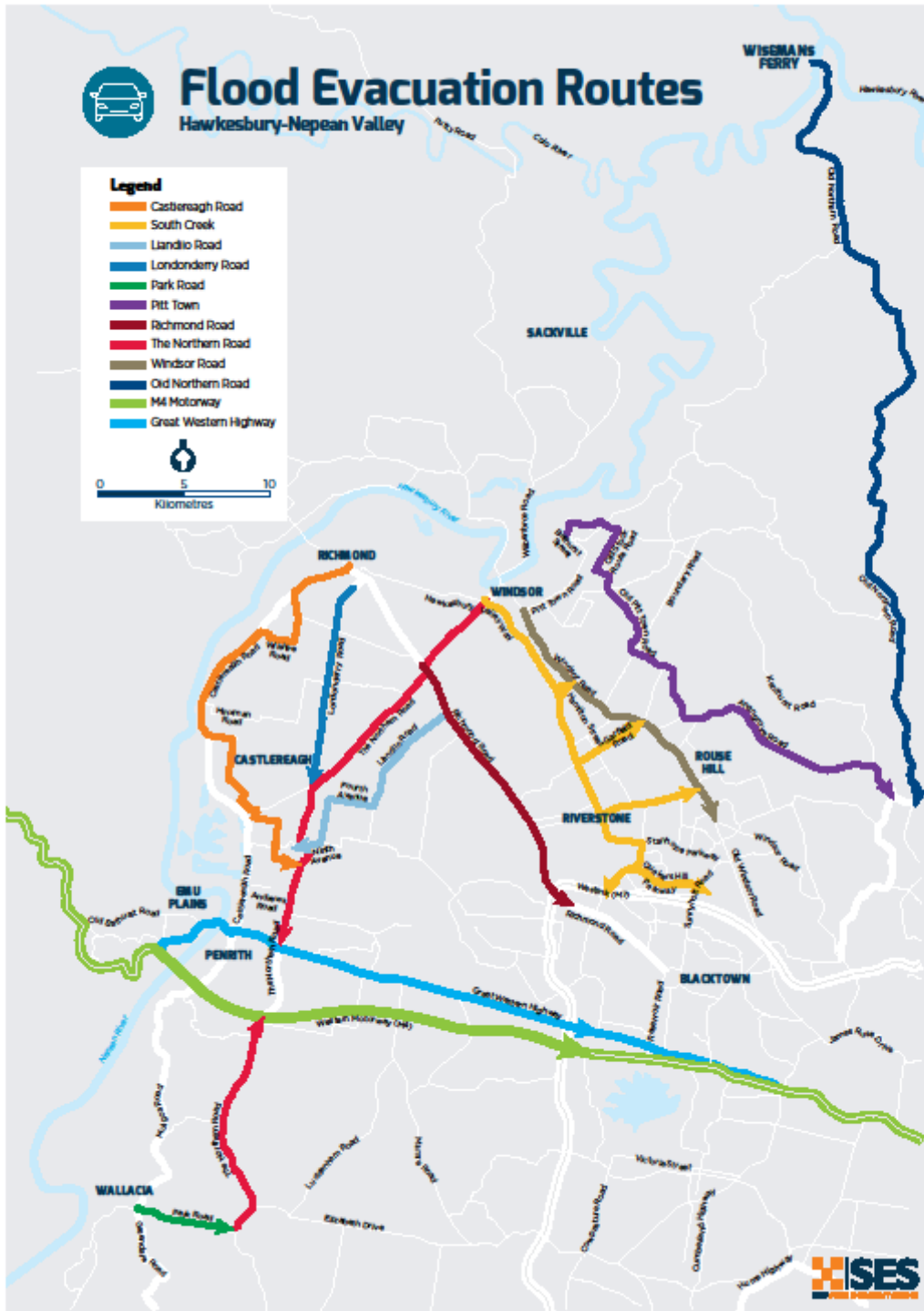
### Follow the signs

More than 150 new flood evacuation signs have been installed across the Hawkesbury-Nepean Valley to guide drivers. There are several different types of signs, including a number of folded signs designed to be opened during a flood emergency to provide extra direction for drivers.



Find out more at [www.ses.nsw.gov.au/hawkesbury-nepean-floods](http://www.ses.nsw.gov.au/hawkesbury-nepean-floods)





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### 3. Be Organised

- Make it easier for your club to handle an emergency.
- Make a list of things necessary to be done and purchased to make your sporting field safe & easy to evacuate in the case of a natural disaster eg. put all excess stock in tubs for easy removal and have spare containers available to fill, have ladders and trolleys available for removal etc,
- Have ropes, cable ties and tie down octopus straps readily available to tie down items that could float away etc
- If you require funding please contact the Sports Council for guidance on the many grants out there that could help you.
- Be prepared for a flood and ensure you have a plan to evacuate your equipment into storage preferably on a property above a 1:100 flood area. This needs to be organised BEFORE an emergency for easier evacuation.
- For Insurance purposes – **TAKE PHOTOS OF EVERYTHING (BEFORE AND AFTER)**

## 4. Be Aware

If a natural disaster does strike, make sure you monitor the situation. Most of us know when there is going to be a natural disaster but for more information please ensure your committee and members are informed as much as possible. The following websites could assist you.

- SES Flood information - <https://www.ses.nsw.gov.au/hawkesbury-nepean-floods>
- Air Quality - <https://www.environment.nsw.gov.au/aqms/aqi.htm?fbclid=IwAR1HLaHWiTJlqreDNDYC66tBQfrcjL9Pj7To7vBo-SkFp9IDFscTMOuYZLo>
- Weather - <http://www.bom.gov.au/>
- Your sporting association
- First Aid References - <https://stjohn.org.au/first-aid-facts>
- Fires - <https://www.rfs.nsw.gov.au/fire-information/fires-near-me>
- Hawkesbury Local Radio Station - <https://tunein.com/radio/Hawkesbury-Radio-899-s100262/>
- Hawkesbury Council Website - <https://www.hawkesbury.nsw.gov.au/services/other-key-services/emergency-information>
- Get the app Emergency +. It details your location and gives you easy access to all the emergency services.



## **5. Support Each other**

The Hawkesbury Sports Council and neighbouring sporting fields should commit to helping each other. If you are unsure on how to write your plan or need any help or suggestions, please contact the Sports Council or other sporting groups. We need to help each other as we are all volunteers.

HAWKESBURY SPORTS COUNCIL INC.

2A Stewart Street

SOUTH WINDSOR NSW 2756

Telephone: 4578 8504

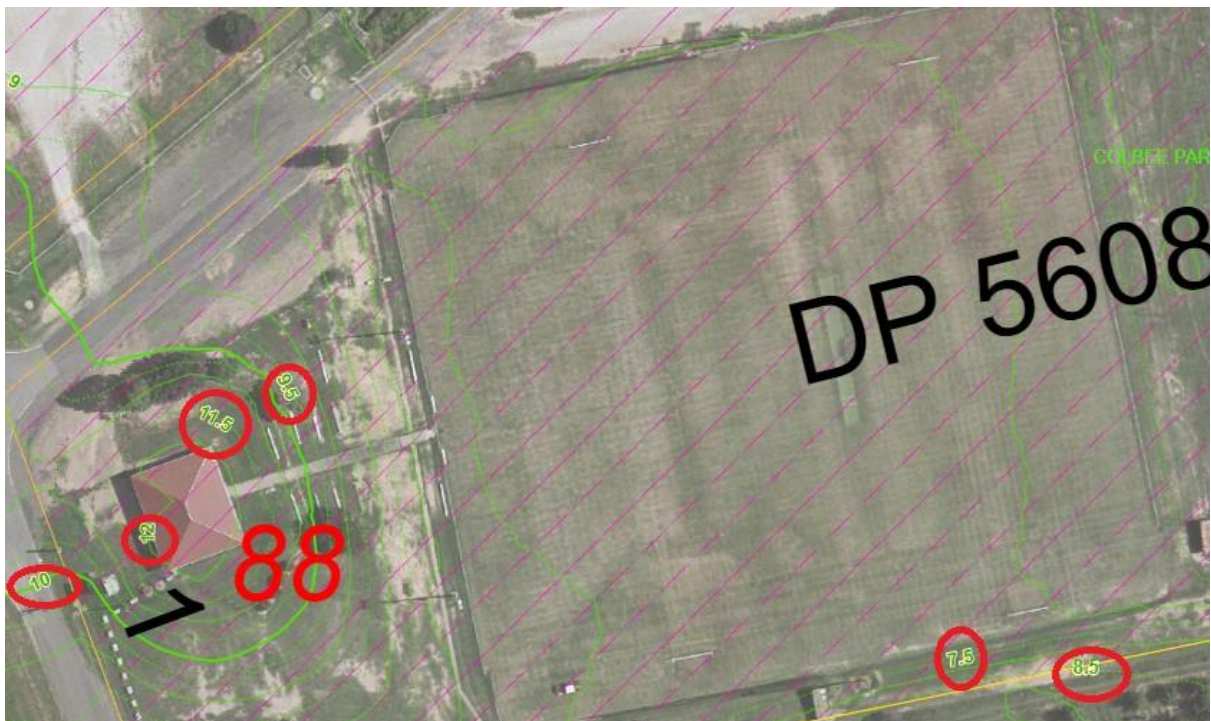
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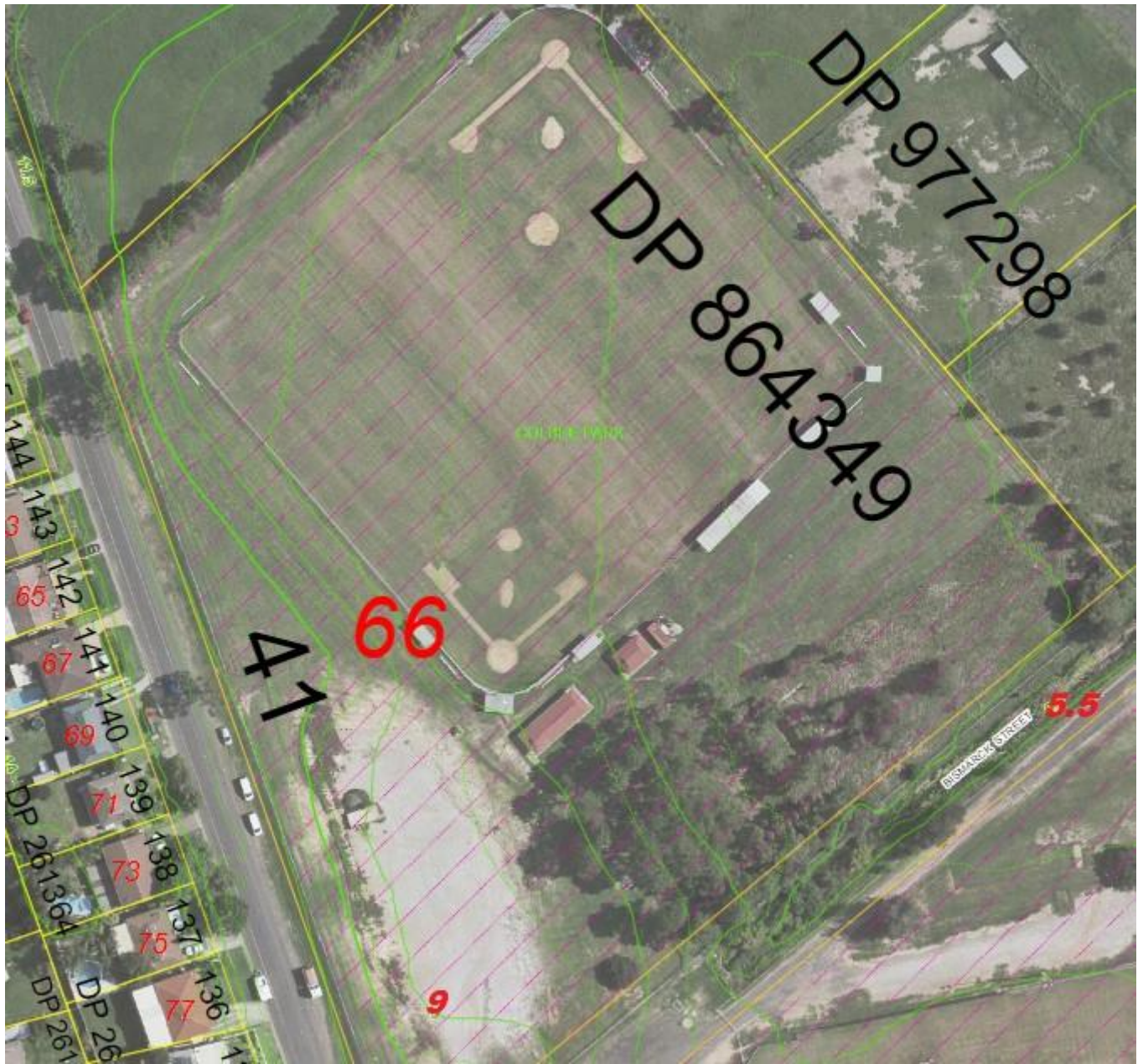
## BENSONS LANE FLOOD LEVELS



## COLBEE SOCCER FLOOD LEVELS



# COLBEE BASEBALL FLOOD LEVELS





# COLBEE BMX FLOOD LEVELS



# DEERUBBIN FLOOD LEVELS

