



# **Safety Management Plan and Emergency Response Procedures**

**Townsville Outrigger Canoe Club Inc.**

**Juliette's Magnetic Island Magic Regatta**

**June 9, 2024**

**Freemason's Park**

**Pallarenda**

**TOWNSVILLE**

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## 1. Emergency Contact List

REGATTA COORDINATOR

**Ross Goodwin**

**0419746043**

RACE DIRECTOR LAND:

**Penny Kenchington**

**0421367322**

RACE DIRECTOR (WATER) AND  
SAFETY OFFICER:

**Ron Twomey**

**0418880553**

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## Introduction

### 1.1. General Policy Statement

Hazards exist within all environments whether they are recognised or not. The need to prevent, respond to or recover from these hazards requires that we all actively participate in the emergency management process.

**Townsville Outrigger Canoe Club** acknowledges its responsibility to provide a safe regatta. As part of the process of meeting this obligation, this organisation is committed to the development and ongoing support of this emergency management plan.

During development of the plan the following key elements of emergency management were identified:

- Prevention or mitigation of hazards, through active risk management.
- Education of officials in relation to hazards that exist and procedures to be adopted in the event of an emergency.
- Reviews of existing emergency management arrangements and debrief and amendment of plans where necessary.
- Management of emergencies including incident reporting.
- Provision of assistance and information to the emergency services and participants.
- Support to the persons injured.
- Support to officials and if required.

### 1.2. Authority

In the event of an emergency within the boundary of the Regatta environs covered by this plan, responsibility for the management of the response to the incident, including evacuation of persons affected, will normally be delegated to the Safety Officer. This delegation will be effective from the time of the emergency is reported until such time as it is resolved.

The aim of this plan is to detail the agreed arrangements for the prevention of, the response to, and the recovery from, emergencies that could occur at this Outrigging Regatta.

### 1.3. Objectives

The broad objectives of this plan are to:

- a. Implement measures to prevent or reduce the cause or effect of emergencies.
- b. Manage arrangements for the response to emergencies when they occur
- c. Assist officials and participants to recover following an emergency.

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## 1.4. Types of Emergencies

The Emergency Planning Committee has conducted a risk assessment of perceived threats to the Regatta.

A summary of those identified risks is:

- Presence of (or attack by) harmful marine life
- Bomb Threat
- Drowning or boat/canoe incident
- Electrical Failure
- Gas Explosion
- Missing Person / Lost Child
- Medical Emergency
- Any other incident which may, in the opinion of the Safety Officer & Chief Warden, affect the regatta, its officials, employees or patrons.

## 2. Description of Regatta or Activity

### 2.1. Regatta or Activity Summary

The **Townsville Outrigger Magnetic Island Magic Regatta** is to be conducted at **Freemason's Park, Pallarenda, TOWNSVILLE**. The events will be held on **June 9, 2024**.

Events within the Regatta area consist of:

- Canoe racing competition
- Catering

Several organisations contribute to the success of the event, the main stakeholders being:

- Australian Outrigging Canoe Racing Association
- Australian Outrigging Canoe Racing Association: North Queensland Zone
- Townsville City Council
- Marine Safety Queensland

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### 3. Management Arrangements

#### 3.1. Emergency Planning Committee

Representatives from **Townsville Outrigger Canoe Club** will form an emergency planning committee. This will become the Emergency Control Team at the regatta.

#### 3.2. Emergency Control Team

The following are responsible for the management of emergencies at the regatta.

<b>Race Director: (Land)</b>	<b>Penny Kenchington</b>	<b>0421367322</b>
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<b>Race Director (Water) &amp; Safety Officer</b>	<b>Ron Twomey</b>	<b>0418880553</b>
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#### Delegation of Duty

If the Safety Officer is unavailable, responsibility will be delegated in the following sequence:

<b>1. Race Director (Land)</b>	<b>Penny Kenchington</b>	<b>0421367322</b>
<b>2. Race Director (Water)</b>	<b>Ron Twomey</b>	<b>0418880553</b>
<b>3. Regatta Coordinator</b>	<b>Ross Goodwin</b>	<b>0419746043</b>

#### 3.3. Non-Emergency Roles of the Emergency Organisation

##### Safety Officer

The responsibilities of the Safety Officer are to:

- chair the Emergency Planning Committee
- regularly review and update the Emergency Management plan
- ensure that a debriefing is conducted
- Inspect race craft, on the day, to ensure compliance with AOCRA racing safety rules
- first aid officer(s).

#### 3.4. Control Points

The location for the control point for

- Information
- First Aid
- Lost Children

Is at the Regatta Officials tent in Freemasons Park.

#### 3.5. Media Management

During emergencies there is likelihood that the media will want to obtain an interview or statement from the Regatta Director. All media inquiries are to be directed to the Regatta Director.

If the Regatta Director is not available, the Club President will appoint an appropriate person to act as media liaison officer at the time of the event.

#### 3.6. Maintenance of the Plan

At least one review to take place prior to the Regatta. Critical changes such as contact list information will be implemented and promulgated immediately.

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## 4. Prevention Arrangements

### 4.1. The Role of the Regatta Organisers

Townsville Outrigger Canoe Club has a key role in prevention and mitigation activities to reduce the risk or minimize the effects of emergencies that may occur.

Development and review of existing policies and plans combine to ensure that all measures possible are addressed to reduce the likelihood of an emergency

### 4.2. Preparedness

An Emergency Control Team has been instituted. Assembly areas have been determined for use during emergencies

### 4.3. Hazard Review

During the preparation of this plan a risk assessment was carried out to identify potential natural and man made hazards that may impact on the event.

### 4.4. Prevention and Mitigation Strategies

The following processes have been implemented to prevent or mitigate emergencies in the workplace:

STRATEGY	RESPONSIBLE OFFICER / GROUP
<ul style="list-style-type: none"><li>• Emergency Management Plan</li><li>• Risk Assessment Plan</li></ul>	Regatta Coordinator
<ul style="list-style-type: none"><li>• Risk Management</li><li>• Incident Reporting</li><li>• Site Inspections</li><li>• Safety Inspection of Racing Craft</li><li>• First Aid officers</li></ul>	Safety Officer
First Aid Station	First Aid Officer(s)

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## 5. Response Arrangements

### 5.1. Evacuation

The total evacuation of the Regatta area will in most instances be initiated by the Safety Officer or delegate.

Evacuations fall into two categories:

**Full** resulting in all persons moving out of the regatta area

**Partial** resulting in designated persons moving out of the regatta area or being directed into another part of the regatta area.

The type of evacuation will depend on the nature of the emergency and will generally be determined by the Safety Officer or a delegate.

### 5.2. Responsibilities of the Emergency Control Team

#### Safety Officer

- Take control of the situation at the appropriate control point, if safe to do so
- Ensure all persons are removed from the hazard area
- If appropriate call emergency services and arrange for the appropriate service to attend
- Hand over control to the Emergency Services on arrival
- Assist the Emergency Services as required
- Ensure regatta management is notified
- Maintain a log of the incident and log with AOCRA incident system

#### Delegates

If the Safety Officer is not available, the next ranking member of the Emergency Control Team on duty will assume control as Safety Officer.

**IT IS NOT THE RESPONSIBILITY OF THE SAFETY OFFICER TO ACTIVELY COMBAT EMERGENCIES.**



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### **5.3. Emergency Response Guides**

#### **5.3.1. Presence of (or attack by) harmful marine life**

##### **FIRST PERSON ABLE**

- Contact First Aid Officer, Safety Officer or Regatta Coordinator (Support boats on course have event radios)
- Describe incident and location.

##### **REGATTA COORDINATOR**

- Contact Safety Officer and First Aid Officer if required
- Contact Life Saving Queensland Personnel if required
- Contact ambulance if required.

##### **SAFETY OFFICER**

- Contact First Aid Officer, Regatta Coordinator and Race Director
- Ensure appropriate emergency response agencies have been contacted

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### **5.3.2. Bomb Threat Response Guide**

#### **PERSON RECEIVING CALL**

- Attract someone's attention to notify a member of the Emergency Control Team
- Do not notify any others of the threat
- Try to keep caller talking
- Fill out Bomb Threat Check List
- Do not hang up the telephone.

#### **EMERGENCY CONTROL TEAM**

- Immediately notify **POLICE**
- Ensure no radio transmitters are used
- Never ignore threat
- If possible, relieve person-receiving call to allow completion of Bomb Threat Checklist
- Assess need to evacuate.

#### **ALL OTHER PATRONS AND EMPLOYEES**

- Evacuate when instructed
- Take bags and personal items if directed
- Report any suspicious items to the Safety Officer

#### ***WARNING***

#### ***IF SUSPICIOUS ARTICLE DISCOVERED***

#### ***DO NOT TOUCH***

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### **5.3.3. Drowning or Boat/Canoe Accident Response Guide**

#### **FIRST PERSON ABLE**

- Contact First Aid Officer, Safety Officer or Regatta Coordinator (Support boats on course have event radios)
- Describe incident and location.

#### **REGATTA COORDINATOR**

- Contact Safety Officer and First Aid Officer if required
- Contact Life Saving Queensland Personnel if required
- Contact ambulance if required.

#### **SAFETY OFFICER**

- Contact First Aid Officer, Regatta Coordinator and Race Directors (Land and Water)
- Ensure appropriate emergency response agencies have been contacted.

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### **5.3.4. Electrical Failure Response Guide**

#### **FIRST PERSON ABLE**

- Contact First Aid Officer, Safety Officer or Regatta Coordinator
- Describe incident and location

#### **SAFETY OFFICER**

- Determine situation
- Contact Ergon, confirm outage and indicate priority
- Arrange alternative power, if practicable
- Marshal patrons and employees away from hazard area, if appropriate.

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### 5.3.5. Gas BBQ Fire Response Guide

#### **FIRST PERSON ABLE**

- Turn off gas and electricity, if practicable, and remove any person in danger, if safe to do so
- Quickly assess and raise the alarm
- Vacate the area immediately
- Contact First Aid Officer, Safety Officer or Regatta Coordinator
- Contact emergency services if appropriate
- Keep patrons and employees away.

#### **SAFETY OFFICER**

- Quickly assess the situation and ensure the alarm has been raised
- Remove any persons in danger if safe to do so
- Consider evacuation
- Confirm Emergency Services contacted
- Establish control Point, if safe to do so
- Determine appropriate evacuation routes (note wind direction)
- Identify injured persons
- Assist Emergency Services on arrival.

#### **SPECIAL CONSIDERATIONS**

***Do not attempt to remove debris from electrical equipment.***

***If irritating or noxious vapours are present, withdraw immediately and stop all patrons and employees from entering the area.***

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### **5.3.6. Missing Person / Lost Child Response Guide**

#### **FIRST PERSON ABLE**

- Missing Person – Contact Police and remain with informant until Police arrive
- Lost Child – Take lost Child to control point
- Contact First Aid Officer, Safety Officer, Regatta Coordinator or Race Director
- Follow instructions from Police or Safety Officer.

#### **SAFETY OFFICER**

- Assist Police where appropriate.

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### **5.3.7. Medical Emergency Response Guide**

#### **FIRST PERSON ABLE**

- Quickly assess the situation
- Contact First Aid Officer, Safety Officer, Regatta Coordinator or Race Director

#### **SAFETY OFFICER**

- Determine situation
- Seek qualified medical assistance from available spectators
- Call ambulance if required.

#### **SPECIAL CONSIDERATIONS**

***All responders involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc.***

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#### **5.4. Assembly Areas**

When advised by the Safety Officer all club members are to ensure that all employees and patrons at the affected site(s) are to make their way in an orderly fashion to the nominated assembly areas. The Safety Officer who will take into account the following will make the selection of the appropriate assembly areas:

Location of the Emergency  
Type of emergency  
Wind direction

**The preferred assembly areas are marked on the site plan on page 3**

#### **5.5. Emergency Services Meeting Point**

The nominated emergency services meeting point is to be determined based on emergency, Safety Officer to make ruling.

#### **5.6. Emergency Incident Log**

It is vitally important that accurate details of actions taken, and decisions made in times of emergency are kept.

APPENDIX C is an operational log sheet, which should be completed during such events.

All members of the emergency control organisation hold copies of this log sheet.

#### **5.7. Emergency Vehicle Access**

Emergency services should be advised as to incident position.  
Entry point depends upon location of incident.



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## **6. Recovery Arrangements**

### **6.1. Post Trauma Recovery**

Being involved in emergencies, particularly those resulting in the death or serious injury of a sporting colleague, may have both short and long term impact for competitors. The person responsible for this is the regatta co-ordinator together with representatives of the participating clubs and organisations.

### **6.2. Regatta Continuity**

In the event of a major emergency, it may take some time to return to an acceptable post incident level of functioning. Consideration should be given to the need to communicate with participants and spectators in relation to this. The person responsible for this is the regatta co-ordinator.

- Consideration should be given to the operational effectiveness of the Regatta following an emergency situation.

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## 7. Appendices

### 7.1. Appendix A - Distribution List

<b>POSITION</b>	<b>NAME &amp; MOBILE</b>	
Race Director (Water) Safety Officer	<b>Ron Twomey</b>	<b>0418880553</b>
Regatta Coordinator	<b>Ross Goodwin</b>	<b>0419746043</b>
Race Director (Land)	<b>Penny Kenchington</b>	<b>0421367322</b>

7.2. Appendix B – Incident Report Form

Date: / /

**Significant Incident**  
 (Impacts upon or has the potential to impact upon the safety of staff, participants or visitors)

DESCRIPTION	ACTION REQUIRED	TIME	ROUTINE	IMMEDIATE

NIL INCIDENTS TO REPORT

.....

SAFETY OFFICER: ..... (print)

SIGNATURE ..... (sign)

DATE: ...../...../..... TIME: .....

**7.3. Appendix C – Emergency Incident Log**

<b>EMERGENCY INCIDENT LOG</b>					
<b>LOCATION:</b>			<b>TYPE OF EMERGENCY:</b>		
<b>PAGE #:</b>					
<b>Date</b>	<b>Time</b>	<b>From/To</b>	<b>Details</b>	<b>Action</b>	<b>Initial</b>

7.4 Appendix D – Emergency Evacuation Assembly Area

**AMBULANCE / FIRE / POLICE call 000**

**Emergency Evacuation Assembly Area is The Car Park Area at the regatta site.**

