



Mornington Peninsula and Frankston City Table Tennis Association Inc (MFTTA)

EVACUATION PROCEDURES POLICY

Version: Version 4, 4 August 2020

Drafted By: Initial draft by Terry Kingston in 2018; subsequent format and minor changes by David Griersmith (Secretary MPTTA) 25 May 2020; Board agreed changes implemented 4 Aug 2020; name change to MFTTA

Approved and endorsed by: MPTTA Board of Directors at its meeting on 4 August 2020

Preamble

This policy is intended for the MFTTA Emergency Evacuation Manual and includes responsibilities of the relevant wardens for safe evacuation of all players, juniors, parents, coaches and visitors from the facility in an emergency situation

Purpose and Procedures

The purpose of this policy is to provide procedures for safe evacuation of all players, juniors, parents, coaches and visitors from the MFTTA stadium in an emergency situation. Staff at Civic Reserve will take on the role of Chief Warden. In the absence of any Civic Reserve staff the MFTTA Duty Manager will take on the role of the Area Warden for the table tennis stadium, with duties as tabulated below.

Duty Manager - Table Tennis duties	Assist with evacuation from the table tennis stadium. Direct all players, coaches, juniors, parents, visitors and spectators to the reception area Assist with pairing parents with juniors if applicable. Check the stadium to make sure no-one is left behind Collect portable first aid kit, defibrillator if applicable Exit via exit door into reception and out to the Assembly point in the car park, if reception area is blocked exit out the door at the far end of the stadium and file around to the assembly point in the car park
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1. Collect Table Tennis Evacuation pack and red or white safety hat from the office
2. Collect safety vest and put it on
3. Investigate and seek confirmation of extent of emergency
4. Begin evacuation checklist for stadium area

Complete the following checklist and sign off:

	Tick as Completed
Direct all coaches, players and parents/visitors	
To the reception area	<input type="checkbox"/>
Pair up parents with juniors (if applicable)	<input type="checkbox"/>
Check office and kitchen area	<input type="checkbox"/>
Collect portable first aid kits and defribillator if applicable	<input type="checkbox"/>
Contact emergency services	<input type="checkbox"/>

At Assembly Point double report to the Chief Warden/ or emergency services.

Once the Chief Warden or emergency services give the all clear, get the parents / guardian to confirm any juniors are now handed back into their care.

Stadium Evacuated by (Duty Manager): _____

Number of Players/Coaches evacuated: _____

Number of Juniors/Parents evacuated _____

Number of Visitors evacuated _____

Number of patrons refusing to leave _____

Time Evacuation Completed: _____ Date: _____