

The Ballarat regional Tennis Centre

Safety /Emergency Plan

Facility name	Ballarat regional Tennis Centre
Name of organisation	The Ballarat regional Tennis Centre
Contact details:	
Name	Joanne or Robert Benoit
Email	ballaratregionaltc@bigpond.com
Mobile	0417113506
Location/address of event	497 Dowling Street Wendouree 3355

Communication and Consultation Details

Outline who has been involved or consulted in developing your plan and any advice or information provided.

Authority/Other	Name	Contact	Advice/Information/Comments
Manager	Robert Benoit	0417113506	
Administrator	Joanne Benoit	53381459	

Emergency Management Structure

Outline the key people and their roles in your emergency management structure. *Where applicable include key person responsible (e.g. chief warden), warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.*

Name	Position	Risk, Safety, Emergency role	Mobile (event day)
Robert Benoit	Centre Manager	Chief Warden First aid and to notify ambulance etc.. if needed.	0417113506

Fire Prevention and Response Plan

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment and personnel in the event of a fire.

Potential fire sources	Prevention and treatment options	Responsibility
BBQ	Fire extinguishers and fires blankets available and in close proximity	BRTC
Bar/Canteen	Fire extinguishers available and in close proximity	BRTC
Smoking / bushfire	No smoking permitted within the venue	Tennis Victoria

Emergency Evacuation Procedures

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.

The Centre Manager is authorised to evacuate the venue if they believe there is an imminent threat to the safety of participants or property that cannot be sufficiently managed by alternative means.

The Centre Manager will cooperate with any direction or advice from emergency or health authorities regarding the evacuation of the venue.

If the venue is going to be evacuated, the following steps shall be followed:

1. An announcement will be made over the venue loud speaker, requesting patrons prepare to evacuate the venue and to await further direction.
2. The Centre Manager will advise local police that the venue is being evacuated, and for what reason.
3. Provide all available assistance and support to emergency services or health authorities.

Please indicate on your site plan emergency evacuation routes and sites.

Site Map attached indicating the emergency assembly point in the main car park, sufficient distance from the entry/exit point so as to not block entry/exit for any emergency vehicles.

Notes

In case of emergency evacuation all patrons are to exit the facility as quickly as possible and assemble in the car park in the row marked *HERE in red shown on the Arial Map.

Car park entry.

