

Emergency Management Plan

Marlin Coast Challenge

2024 – Version 1.0

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1. Emergency Contact List

EVENT MANAGER :	Ingrid Juchem	0429843377
Race Director:	Ingrid Juchem	0429843377
Wardens	Danielle Bellerio	0438 984 966
	Lee Foster	0488186512
SAFETY OFFICER & CHIEF WARDEN:	Scott Hahne	0475 833 947
SUPPORT BOAT CO-ORDINATOR:	Kevin Bellerio	0417 757 354
FIRST AIDER	Lili Jansen	0435 206 032

AREA 1 (FINISH AREA)

CONTACT:	Referee	Ingrid Juchem	0429 843 377
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AREA 2 (START AREA)

CONTACT:	Starter	Ingrid Juchem	0429 843 377
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AMBULANCE / FIRE / POLICE call 000

2. Introduction

2.1. 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.

Port Douglas Outrigger Canoe Club acknowledges its responsibility to provide a work place that is safe and without risk to health (Work Health and Safety Act 2011). 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 and employees on the various sites in relation to hazards that exist and procedures to be adopted in the event of an emergency.
- Regular reviews of existing emergency management arrangements, conduct of exercise and debrief and amendment of plans where necessary.
- Safety at the various sites.
- Management of emergencies including incident reporting.
- Provision of assistance and information to the emergency services, employees, patrons and work place safety investigators.
- Support to the persons injured at the various sites.
- Support and counseling to officials, staff and patrons if required.

2.2. Authority

In the event of an emergency within the boundary of the Race Regatta 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 Race Director 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 the Marlin Coast Challenge in North Queensland.

2.3. 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, employees and patrons to recover following an emergency

2.4. Types of Emergency

The Marlin Coast Challenge organising Committee has conducted a risk assessment of perceived threats to the race series with a final race day risk assessment conducted prior to race start to ensure all hazards are assessed.

A summary of those identified risks is:

- Drowning or boat incident
- Medical Emergency

- Heat stress
- Jelly fish sting
- Shark or crocodile attack
- Musculoskeletal injury
- Covid-19 and Pandemic
- Any other incident which may, in the opinion of the Safety Officer & Chief Warden, affect the races, its officials, employees or patrons

3. Description of Race

3.1. Race Summary

The Marlin Coast Challenge is a 45km OC6/OC1/OC2/Surf Ski relay race from Yorkey's Knob to Port Douglas starting at Yorkey's Knob and finishing at Four Mile beach, Port Douglas. The race has 4 legs with beach changeovers at Ellis Beach, Wangetti, and Oak Beach. The race is about 4 hours in duration.

The race starts at 10.15am Saturday 12TH October 2024 from Yorkey's Knob.

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

- Australian Outrigger Canoe Racing Association (AOCRA)
- Port Douglas Outrigger Canoe Club Inc

4. Management Arrangements

4.1. Emergency Planning Committee

Representatives from **Port Douglas Outrigger Canoe Club** will form an emergency planning committee:

4.2. Emergency Control Organisation

The following are responsible for administering the Area Warden system and plans for the management of emergencies at the various sites for the regattas

Safety Officer/Chief Warden:	Safety Officer – Scott Hahne
Deputy Chief Warden:	Lee Foster
Logistics / Operations:	Kevin Bellero
First Aid Officer	Lili Jansen

Area Wardens

Finish Area	Referee	Ingrid Juchem
Start Area	Starter	Ingrid Juchem

4.3. Non Emergency Roles of the Emergency Organisation

Chief Warden

The responsibilities of the Chief Warden are to:

- administer the warden system and chair the Emergency Planning Committee,
- regularly review and update, in conjunction with Area Wardens, the Emergency Management plan
- ensure that a debriefing is conducted

4.4. Control Points

The location for the control point for

- Information
- First Aid

Is at the Race start, beach changeover locations under the official's tent and at Club Pavilion at finish.

4.5. Media Management

During emergencies there is likelihood that the media will want to obtain an interview or statement from the Event Manager. All participating organisations and their employees should be aware that all media inquiries are to be directed to the Event Manager and where appropriate a media officer from the organisation(s) directly involved.

If the Event Manager is not available the Chief Warden will appoint an appropriate person to act as media liaison officer at the time of the event. Consideration should be given to the identification of a media briefing area appropriate to the event.

4.6. Debriefing Arrangements

A debriefing will take place as soon as practicable after an emergency. The Chief Warden will convene and chair the meeting with a view to assessing the adequacy of the plan and to recommend any changes. It may also be appropriate to conduct a separate recovery debrief to address recovery issues.

Wardens are encouraged to debrief the personnel in the zone of the facility they are responsible for, and to provide feedback from Emergency Control Organisation debriefing sessions.

Regatta Debriefing

A full debriefing will take place within 21 days of the completion of the race Regatta. Venue and timing will be advised to all participants. The Chief Warden will chair the meeting with the view to assessing the adequacy of the plan and to recommend any changes.

4.7. 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

5. Prevention Arrangements

5.1. The Role of the Race Organisers

Management, employees and participating organisations recognise that they jointly have a key role in prevention and mitigation activities to reduce the risk or minimise the effects of emergencies that may occur.

Review of existing policies and acting in accordance with Codes of Practice, Regulations and industry standards, combine to ensure that all measures possible are addressed to reduce the likelihood of an emergency

5.2. 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 race series. The Emergency Control Organisation is tasked with the regular re-assessment of threats to the race.

5.3. Education and Awareness

The ability of the participating organisations and their respective officials and employees to respond to an emergency situation and in turn recover from the effects of an emergency will depend on the attitude of the people affected. Appropriate actions from the organisations' employees during emergencies will require appropriate awareness.

5.4. Prevention and Mitigation Strategies

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

STRATEGY	RESPONSIBLE OFFICER / GROUP
Emergency Management Plan	Port Douglas Outrigger Canoe Club
Risk Management	Port Douglas Outrigger Canoe Club
Incident Reporting	Chief Warden
Site Inspections	Chief Warden
First Aid Station	First Aid Officer appointed on race day

6. Response Arrangements

Delegation of Duty

If the Chief Warden is unavailable, responsibility will be delegated in the following sequence:

1. Event Manager Ingrid Juchem
2. Warden Danielle Bellerio

6.1. Responsibilities of The Emergency Control Organisation

Chief Warden

- Take control of the situation at the appropriate control point, if safe to do so
- Ensure all patrons and employees are removed from the hazard area
- Hand over control to the Emergency Services on arrival
- Assist the Emergency Services as required
- Ensure management is notified
- Maintain a log of the incident

Communications Officer

The communications officer will act as directed by the Chief Warden. Duties will include:

- Attending to emergency calls
- Notifying the appropriate emergency service
- Notifying the Chief Warden of the emergency

- Establish and maintain communications between Chief Warden and the Area Wardens
- Transmit and record instructions and information
- Network Diagrams

The Regatta Secretary, is also the Communications Officer

All other volunteers

All other employees will act as directed by an Area Warden. Specific employees may be allocated various tasks and should only be carried out if safe to do so.

6.1.1. Structure Damage Response Guide

Earthquake, storm damage or other type of emergency could cause this.

AREA WARDEN

- Raise the alarm by contacting the Chief Warden
- Proceed to evacuate immediately
- Note degree and nature of damage
- Assist and guide patrons and employees encountered
- Direct all patrons and employees to an appropriate area away from the hazard area
- Take care not to move people from safety to danger!
- Await instructions
- Assist Emergency Services as required

CHIEF WARDEN

- Confirm Emergency Services notified
- Establish control point, if safe to do so
- If not safe to stay, proceed to evacuate immediately
- Note degree and nature of damage
- Identify injured persons
- Assist Emergency Services on arrival

6.1.2. First Aid Response Guide

First aider to carry: First Aid kit, small eski with ice blocks, water, snakes, electrolytes, two way Radio

First Aider on the day: Lili Jansen

Assistant First aid: Lee Foster (Chase Car)
Paul Bridges (Iron paddler car driver)
Scott Hahne (support car driver)

The First Aider is on duty from the time Registration is open.

FA to roam the setup area to introduce themselves to paddlers and support crews

Race briefing:

FA is presented to the paddlers during the briefing. Position of the First aid and the hydration station is explained and position pointed out on the race map.

We ask all paddlers to assist with the buddy system as per the program.

DURING THE RACE:

On the water:

One First aider on the Chase boat and one on a support boat (crafts and names to be advised)
Support boats carry emergency water and hydrolytes. They are able to collect a paddler and tow the craft to the nearest beach access. Race director to be contacted. Chase Car driver (last car of the convoy to collect things left behind) to wait for ambulance if necessary or transport paddler to the nearest hospital,(Mossman Hospital)

ON THE BEACH:

FA and assistant FA meet and assess the incoming paddlers assisted by team mates,

The symptoms of heat stress include:

- deterioration in sporting performance
- muscle cramps
- headache
- dizziness
- nausea
- dehydration

If necessary appropriate first aid is given.

Paddler will be withdrawn from the race if any symptoms persists.

If necessary ambulance is called or paddler is transported to the nearest Hospital (Mossman)

FA roams the clean-up station after the race. Assistance given if needed.

FIRST PERSON ABLE

- Contact Life Saving Support Boats
- Contact Race referee (Race referee on course have event radios)
- Describe incident and location

REGATTA SECRETARY/RACE DAY VOLUNTEER

- Contact emergency services if required

CHIEF WARDEN

- Assess situation
- Ensure appropriate emergency response agencies have been contacted
- Assist Surf Life Saving Qld

6.1.3. Drowning Or Boat Accident Response Guide**FIRST PERSON ABLE**

- Contact Life Saving Support Boats
- Contact Race referee (Race referee on course have event radios)
- Describe incident and location

REGATTA SECRETARY/RACE DAY VOLUNTEER

- Contact emergency services if required

CHIEF WARDEN

- Assess situation
- Ensure appropriate emergency response agencies have been contacted
- Assist Surf Life Saving Qld

6.1.4. 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
- Inform Area Warden of situation
- Follow instructions from Police or Area Warden

AREA WARDEN

- Assist Police as requested
- Advise and update Safety Officer/Chief Warden of situation

CHIEF WARDEN

- Assist Police where appropriate

6.1.5. Medical Emergency Response Guide

FIRST PERSON ABLE

- Quickly assess the situation
- Notify First Aid, the Safety Officer/Chief Warden and the Area Warden

CHIEF WARDEN

- Determine situation
- Seek qualified medical assistance from a predetermined list of 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.

6.1.6. Covid-19 and Pandemics

If person is suspected of having Covid-19 or suffering from other potentially contagious illness.

FIRST PERSON ABLE

- Keep paddlers and spectators away
- Do not attempt to come in contact without appropriate protection (see special considerations)
- Raise the alarm by immediately contacting Area Warden

AREA WARDEN

- Quickly assess the situation and ensure the alarm has been raised
- Remove any persons in danger if safe to do so
- Consider evacuation

CHIEF WARDEN

- Determine situation
- Contact Emergency Service
- Establish control point, if safe to do so
- Identify sick persons
- Assist Emergency Services

SPECIAL CONSIDERATIONS

Special Personal Protective Equipment (PPE) must be worn when attending to person of concern. Good personal hygiene to be observed at all times, including washing hands and sanitizing all areas that the person may come in contact with. All contact details (name, telephone and home address) for those attending the regatta must be collected and secured. This information will need to be shared with the Qld Chief Health Officer or their representative in the process of contact tracing.

6.2. 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.

6.3. Emergency Vehicle Access

Emergency services should be advised as to incident position.

Entry point depends upon location of incident.

7. Recovery Arrangements

7.1. Post Trauma Recovery

Being involved in emergencies, particularly those resulting in the death or serious injury of a colleague may have both short and long term impact race participants. The person responsible for this is the Event Manager together with representatives of the participating organisation.

7.2. 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 race participants in relation to this. The person responsible for this is the event manager.

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

8. Appendices

8.1. Appendix A - Distribution List

POSITION	NAME & MOBILE
Safety Officer & Chief Warden	Scott Hahne 0475 833 947
Logistics / Operations	Kevin Bellerio 0417757354
Area 1 – Race Start	Ingrid Juchem 0429843377
Area 2- Race Finish	Ingrid Juchem 0429843377
Regatta Secretary	Danielle Bellerio 0438984966

