



GEELONG CROSS COUNTRY CLUB

EMERGENCY MANAGEMENT PLAN

SEASON 2025

This publication is intended as the Emergency Management Plan for the Geelong Cross Country Club for the conduct of and attendance at events in 2025– As the event organiser, or a contractor/volunteer, club officials are to refer to this document in relation to the management of the site and the event in general, with respect to the area under their control. The information contained in this event manual was correct at the time of printing but will be subject to change given the evolving and unpredictable nature of outdoor events. The Geelong Cross Country Club accepts no liability for any such change. The contents of this document are confidential. This document is the intellectual property of the Geelong Cross Country Club

CONTENTS

CONTENTS	3
1. DESCRIPTION OF THE CALENDAR OF EVENTS	5
Summary	5
The Site Plan	5
2. KEY CONTACT INFORMATION	5
3. AMENDMENTS	6
4. EVENT SCHEDULE	6
Pre-Event Schedule	6
Day of the Event Schedule	6
5. EVENT STAFF, VOLUNTEER AND COMPETITOR BRIEFINGS	8
6. EVENT COMMUNICATIONS	8
7. EMERGENCY	8
Evacuation	8
Fire	8
First Aid	8
8. PARKING	8
9. SITE RISK SUMMARY	9
Summary	9
9.1 Weather	9
9.2 Course Surface Imperfections	10
9.3 Poor Course Identification	10
9.4 Watercourses/Sea	10
9.5 Public	10
9.6 Animals & Vermin	10
9.7 Site Management	10
9.8 Petrol Operated Equipment	11
9.9 Pandemics	11
10. EVACUATION PROCEDURE	12
11. EMERGENCY CONTACTS	13
Other emergency contacts	13
12. EMERGENCY RESPONSE GUIDES	14
Aircraft Crash Response Guide	14
Armed or Dangerous Intruder Response Guide	14
Bomb Threat Response Guide	15
Civil Disturbance Response Guide	16
Electrical Failure Response Guide	17
Explosion Response Guide	17
External Emergency Response Guide	17
Fire Response Guide	18

Flood Response Guide.....	18
Hazardous Materials Incident Response Guide	19
Medical Emergency Response Guide.....	19
Pandemic Emergency Response Guide	19
Missing Person / Lost Child Response Guide	21
Person Entrapment Response Guide	21
Structure Damage Response Guide	22
Vehicle Accident (on-site) Response Guide.....	22
13. RECOVERY ARRANGEMENTS	23
Post Trauma Recovery	23
Club Activity Continuity	23
14. INCIDENT REPORT FORM	24
15. EMERGENCY INCIDENT LOG	25
APPENDIX 1 – COURSE MAPS.....	26
APPENDIX 2 - OFFICE BEARERS & COMMITTEES	27
RACE COMMITTEE.....	27
HALF MARATHON COMMITTEE.....	28
APPENDIX 3 - RACE PROGRAM & COURSE DIRECTORS.....	29

1. DESCRIPTION OF THE CALENDAR OF EVENTS

Summary

Some facts about the Geelong Cross Country Club (GCCC):

- It boasts around 200 members consisting of competitors in the following age categories:
 - Open – up to age 39yrs
 - Veterans – up to age 49yrs
 - Masters – up to age 59yrs
 - Legends – age 60yrs and over
 - Supervets – age 70yrs and over
- Our mainstream revenue is from membership subscriptions and is supported by sponsorship mainly by way of donation of product.
- The GCCC race calendar is usually made up of approximately twenty four (24) events commencing with the Geelong Half Marathon on the first Sunday after Easter, and finishing with the Dawnbuster Fun Run on 31st December.
- The GCCC race calendar is made up of races over distances ranging from 2km (The Eliminator) to 21.1km (half marathon). Races are normally handicap start (based on the runner's predicted pace), though there is a sealed handicap series (four runs over km, 8km, 10km and 15km), and teams races.
- Races generally commence at 9:00am unless otherwise advised.
- A mandatory race briefing is conducted 5 minutes prior to race time
- Races are conducted over a different course at a different location each week, and vary from road races to true cross country races over unmarked trails
- A Race Committee is elected each season and Race Directors appointed for each event whose role is to set up the course and be responsible for the conduct of the event on that day
- Invitational runners are encouraged, whether as a once-off runner or as a potential club member where the runner needs to complete six (6) runs on a discretionary handicap before being eligible for recognized placings and prize money.
- Prizes are awarded to the first ten (10) placegetters and the fastest time for male and female in each age category

The Site Plan

Each race has a prepared map that describes the course, including marshal points and drink station locations.

A copy of the course maps for the current season is included in *Appendix 1* of this manual in an electronic form.

2. KEY CONTACT INFORMATION

A list of current season office bearers and committee members is included in *Appendix 2*.

3. AMENDMENTS

NOTE: Annual changes to Committee membership, race date, course and course director changes are not included in Amendments – this only lists those changes that are considered to be once-off in nature

Section 4 Animals – Vermin added to the heading and snakes risk added	10/12/2014
Section 4 Weather/Wind – paragraph added re the erection of tents and signage in windy conditions	10/12/2014
Appendix 3 Race Program – content changed to include Race Directors	10/12/2014
Section 4, Day of the Event Schedule, Responsible persons updated	14/01/2020
In section 9.1 Weather, add section on Air Quality	14/01/2020
New Section 9.8 Use of Petrol Operated Equipment	19/01/2020
Add new section 9.9 “Pandemics”	15/02/2021
Add new “Pandemic Emergency Response Guide” in Section 12	15/02/2021
Sections 5, 6, 7, 10, 12, 14 and 15 amended to include the allocation of a Base Person at each race	1/11/2025

4. EVENT SCHEDULE

The event schedule for the current season is included in Appendix 3 and will be followed by all organisers, volunteers, contractors and event personnel at the races conducted by the GCCC.

For further information relating to this schedule pre or during the event, please contact the relevant Course Director(s) as nominated in the table below, otherwise a Race Committee member as listed in Section 1 Key Contact Information as included in Appendix 2.

Pre-Event Schedule

Prior to each event, the nominated Race Director organises for the club van and race supplies to be checked and in readiness, including race clock, timing chips, signs, cones, markers, drink stands and containers.

It is also recommended that the Base Person is nominated and marshals are identified and advised of their duties before race day.

Day of the Event Schedule

Time	Task	Responsible
7.00am-7.30am	On site set-up with Race Director(s) and assistants	Race Director(s)
7.30am-8.15am	Set out course with markers, signs etc	Race Director(s)

	Set up drink stand, invitational runners table etc	
8.00am-8.45am	Registrations in van including distribution of timing chips Set up timing system Base Person briefs marshals and Tail-End-Charlie	Race Director(s), Handicappers, Treasurer, Registration team Base Person
8.45am	Marshals move into place	Race Director(s)
8.55am *	Race Briefing	Race Directors/Risk Officer
9.00am *	Commence race	Race Director(s)
Post-Race	Pick up signs, markers, cones etc Presentations Dismantle all gear and pack away Deliver van to next Race Director	Race Director(s) & marshals President Race Director(s) Race Director(s)

NB. Where races are not scheduled to commence at 9.00am, the race briefing shall be conducted 5 minutes before the commencement of the race

5. EVENT STAFF, VOLUNTEER AND COMPETITOR BRIEFINGS

A complete event briefing will be held with all race directors, the Base Person, marshals and other volunteers as required at 8.30am or 30 minutes before scheduled event commencement at the club van. This session will cover event expectations and requirements as well as emergency procedures and risk management.

A briefing of all competitors shall occur at 8:55am (or 5 minutes prior to the scheduled commencement of the event).

6. EVENT COMMUNICATIONS

Each marshal (and drink station attendant), the Base Person and the “tail-end-Charlie” will have access to a mobile or two-way radio communication. The Race Director will be responsible to ensure that all parties have a copy of the mobile phone contact lists as well as emergency contact numbers (see section 7).

7. EMERGENCY

A number of procedures have been established to deal with emergencies. These are documented in the Emergency Response Guides in section 8 of this Plan. The nominated Race Director(s) will allocate specific responsibilities in relation to emergency management on site prior to each event – this will nominally be the allocated Base Person.

The nominated Base Person will be the go-to person for incident control and response.

In the event of an emergency, the nominated Base Person will manage the incident response process, and if necessary call 000 for assistance from emergency services.

Evacuation

An Evacuation Plan for each site forms an integral part of this document and will be specific to each site, and all Race Directors, marshals and other volunteers as required are requested to familiarise themselves with it.

In the event of an evacuation of the site being requested over the PA system, all members are requested to immediately leave the area and assemble at a location to be determined prior to the commencement of each event. This location will be briefed to all competitors and events staff prior to race start.

Fire

A fire extinguisher is located in the club van. In the event of a fire, use the correct type of extinguisher if it is safe to do so and call 000 given the increased risks arising from a large number of people being in a restricted space. In the event of a fire, immediately advise the Race Director(s).

First Aid

First aid will be provided by a nominated qualified first aid person, using the supplies provided in the club van. It is also recommended that the “tail-end-Charlie” and the designated drink stations carry a basic first aid kit.

8. PARKING

Parking is available on-site at each event location and as directed by the Race Director(s). All road rules and Council by-laws must be obeyed.

9. SITE RISK SUMMARY

Summary

The intent of the following risk summary is to summarise for key stakeholders the major risks that may be associated in the staging of a GCCC event and to set out the means by which these risks are eliminated or minimised. All parties are to familiarise themselves with the summary below.

As with all aspects of risk management, it is the responsibility of all parties to work together in a coordinated and cooperative manner to ensure that risks both foreseen (and indeed unforeseen) are dealt with in an appropriate and professional manner.

9.1 Weather

Hot Weather

Warn competitors and marshals to hydrate sufficiently, wear hat where practical, dress appropriately, implement Hot Weather Procedure (Appendix 1 in Hazardous Conditions Policy), ensure adequate drink stations, medical support and emergency response contacts to be readily accessible.

Cold Weather

Warn competitors and marshals to wear protective clothing, medical support and emergency response contacts to be readily accessible.

Wind

Warn competitors to be aware of wind-blown debris, wear suitable clothing to protect against wind chill, be aware of potential for wind to blow competitor off course, medical support and emergency response contacts to be readily accessible.

The erection of tents and signage will be subject to an assessment of the wind conditions at the time of setting up the event.

Rain

Hail

Track hailstorm activity via the BOM web site and determine likelihood of hailstorm duration. Postpone race start for up to one half hour if hailstorm activity deemed to be of limited duration. Postpone race if hailstorm duration or movement unclear.

Heavy Rain

Postpone race start for up to one half hour if rainstorm activity deemed to be of limited duration. Consider cancelling race if heavy rain persists.

Thunderstorms

Track storm activity via the BOM web site and determine likelihood of hailstorm duration. Postpone race start for up to one half hour if storm activity deemed to be of limited duration. Postpone race if storm duration or movement unclear. Medical support and emergency response contacts to be readily accessible.

Air Quality

If air quality appears to be an issue due to smoke, refer to AIS guidelines in Appendix 3 of the Hazardous Conditions Procedures.

9.2 Course Surface Imperfections

All Surfaces

Inspect course prior to event. If hazard cannot be removed or modified during inspection, place marshal or sign/barrier at hazard. Consider modifying course if hazard presents an unavoidable dangerous situation. Brief competitors on the condition of the course, medical support and emergency response contacts to be readily accessible.

9.3 Poor Course Identification

All Courses

Organize adequate markers and marshals. If inadequate markers and marshals are available, consider modifying the course.

9.4 Watercourses/Sea

Proximity of Rivers and Creeks

Inspect course prior to event and place warning signs and/or marshals where hazard exists. Consider modifying course or cancelling event if flood waters threaten safety of event, medical support and emergency response contacts to be readily accessible.

Bridges and Other Watercourse Crossings

Warn competitors to cross bridges carefully, place warning signs and/or marshals on particularly hazardous locations. Consider modifying or cancelling event if hazard presents an unacceptable risk to competitors, medical support and emergency response contacts to be readily accessible.

Sea (Tide/Waves)

Warn competitors of inherent dangers.

9.5 Public

Pedestrians and Cyclists

Brief competitors on likely presence of pedestrians and cyclists on the course and to exercise caution and provide clear passage for the public, medical support and emergency response contacts to be readily accessible.

Vehicles

Ensure competitors are briefed on hazards of running on road, permits approved, road signs erected at regular intervals, marshals at key points including hazardous locations, medical support and emergency response contacts to be readily accessible.

9.6 Animals & Vermin

Warn competitors to be careful when approaching animals, provide clear thoroughfare for public with animals. Snakes are particularly prevalent along the watercourse trails.

9.7 Site Management

All events staff and volunteers are required to accept the following conditions:

- > Vehicles will not be permitted to drive on the course under any circumstances unless authorised to do so. In the event that vehicles must access the course to set out and retrieve signs, equipment etc, relevant permits must be obtained from the appropriate authority and all conditions of that permit adhered to
- > It is the responsibility of the Race Committee/Race Director(s) to make all work areas safe and ensure that the general public does not have any access to restricted areas

- > It is the Race Director(s) responsibility to clean up any spillage or waste arising from the conduct of any event
- > Provision of suitable OH&S services such as sunscreen and water for the site personnel

9.8 Petrol Operated Equipment

If petrol operated equipment (eg. Generators), ensure that the guidelines specified in Appendix 4 of the Hazardous Conditions Procedures is followed.

9.9 Pandemics

If a pandemic is declared by the Government and specific requirements/restrictions and rules are stipulated, club-organised events must comply with a Government-approved Event Safety Plan prepared by the GCCC in accordance with Government guidelines.

10. EVACUATION PROCEDURE

The following evacuation procedure will be used in the event of an emergency.

Chief Warden – Base Person

Deputy Chief Warden – Race Director or President

The decision to evacuate an area of the site will be made by the Chief Warden (or in his or her absence, the Deputy Warden) in consultation with the emergency services on site (if applicable).

Situations that may require evacuation include but are not limited to bomb threat, major structural collapse, fire, a gas or major water leak, or inclement weather including flood.

It is more likely that only a partial site evacuation will be required which has arisen from an isolated incident. This will be achieved by event staff/volunteers/security patrols and via the use of barriers and hazard tape, both of which shall be available on site. The Chief Warden shall inform the emergency services if this is deemed necessary.

If a full evacuation of an area is required, the public may self evacuate. However, if this does not occur, the following procedure will be implemented:

1. The Chief Warden will read the following announcement:

“Ladies and gentlemen, I regret to inform you that it is necessary to interrupt this event and ask you to immediately leave the (appropriate area). Please make your way out of the (appropriate area) to the designated assembly area (to be advised at the time).”

This message may be varied if the suggested area to evacuate to is unsuitable.

It is possible that due to the severity of an incident, emergency services may require that parts of the site or a venue on-site be evacuated. In this instance, emergency services on site will advise the Chief Warden, and the above procedure initiated.

2. The Chief Warden will contact the police for advice and assistance if they are not already aware of the emergency situation.
3. Event personnel will make any equipment that may prove hazardous safe (without placing themselves at risk) and then immediately proceed to the designated assembly area. The PA system will be left on to convey further messages if necessary.
4. The assembly point will be as advised by the Race Director on the day.
5. Race Directors are required to account for all of their staff (includes marshals, van volunteers and other appointed members on the day) and advise the Chief Warden of any missing persons as soon as possible.
6. The evacuated area(s) may not be re-entered until declared safe by the Chief Warden or any member of the emergency services as appropriate.
7. A decision to continue with the event will be made subject to the condition of the site, and with the agreement of the emergency services. Circumstances may dictate that it is not appropriate or possible to continue with the event.

11. EMERGENCY CONTACTS

All club contact information is listed in section 1.

Emergency contacts are listed below:

Other emergency contacts

Name	Organisation / Role	Contact Number
Police, Ambulance, Fire	Emergency support	000

12. EMERGENCY RESPONSE GUIDES

Aircraft Crash Response Guide	
First Person able:	<ul style="list-style-type: none"> > Turn off gas and electricity, if practicable, and remove any person in danger, if safe to do so > Quickly assess and notify Race Director > Vacate the area immediately > Keep personnel away
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation and ensure the alarm has been raised > Remove any person in danger if safe to do so > Consider evacuation > Determine situation > Confirm emergency service contact > PHONE 000 > Establish Emergency Control Centre > Determine appropriate assembly area/s (note wind direction) > Identify injured persons > Assist Emergency Services on arrival
Special considerations	<ul style="list-style-type: none"> > <i>Do not attempt to remove debris from electrical equipment</i> > <i>If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area</i>

Armed or Dangerous Intruder Response Guide	
Any person directly involved	<ul style="list-style-type: none"> > Be deliberate in your actions > Be reasonably slow (consider your safety) in handing over keys, money or information > If possible move the situation to a less populated location > Observe the offender (height, weight, age, clothing, speech disabilities, accent etc)
First Person able:	<ul style="list-style-type: none"> > Immediately notify Race Director > Warn others unobtrusively > Restrict access to patrons and employees > Do not approach intruder > Evacuate quietly

Base Person	<ul style="list-style-type: none"> > Assist first person able, if possible and safe to do so > Seek information on whereabouts and details of intruder > Contact Police > Determine safest evacuation route > Marshal patrons and employees as best as possible > Provide details to Police on arrival
Special considerations	<ul style="list-style-type: none"> > <i>Do not provoke or confront the intruder</i>
Other	<ul style="list-style-type: none"> > Where possible, note: <ul style="list-style-type: none"> <i>The time of the incident</i> _____ <i>Reported by</i> _____ <i>Location of the incident</i> _____ <i>Height of the intruder</i> _____ <i>Gender of the intruder</i> _____ <i>Age of the intruder</i> _____ <i>Complexion of the intruder</i> _____ <i>Where there assailants? (If yes – how many?)</i> _____ <i>Where weapons used? (if yes – describe)</i> _____

Bomb Threat Response Guide

Person receiving the call	<ul style="list-style-type: none"> > Attract someone's attention to notify Race Director > Do not notify any others of threat > Try to keep the caller talking > Fill out the Bomb threat Check List > Remain at the telephone until relieved > Do not hang up the telephone
Base Person	<ul style="list-style-type: none"> > Immediately notify POLICE > Ensure no radio transmitters are used > Never ignore a threat > If possible, relieve the person received call to allow completion of Bomb Threat Checklist > Assess need to evacuate

All other patrons and employees	<ul style="list-style-type: none"> > Evacuate when instructed > Take bags and personal items if directed > Report any suspicious items to Race Director
Special considerations	<ul style="list-style-type: none"> > WARNING: <i>If a suspicious article is discovered, DO NOT TOUCH</i>
Other	<ul style="list-style-type: none"> > If the bomb threat occurs via telephone, do not hang up. Record the wording of the threat using exact words if possible. > Keep the caller talking – try and obtain as much information as possible. For instance: When will the bomb explode? Where will it explode? What does the bomb look like? What type of bomb is it? What will cause the bomb to explode? > Ask the caller for their name. Estimate the age and note the gender of the caller. > Do you believe the caller could be intoxicated? > Note the time of the call > If the caller's number is identified on a keypad, note down the number > Describe the callers voice > Can you hear any background noises?

Civil Disturbance Response Guide

Any person directly involved	<ul style="list-style-type: none"> > Be deliberate in your actions > Be reasonably slow (consider your safety) in handing over keys, money or information > If possible move the situation to a less populated location > Observe the offender(s) (height, weight, age, clothing, speech disabilities, accent etc)
First person able	<ul style="list-style-type: none"> > Immediately notify Race Director > Warn others unobtrusively > Restrict access to patrons and employees > Do not approach intruder
Base Person	<ul style="list-style-type: none"> > Assist first person able, if possible and safe to do so > Seek information on whereabouts and details of disturbance > Contact Police / Venue Security > Determine safest evacuation route > Marshal patrons and employees as best as possible > Provide details to Police on arrival
Special considerations	<ul style="list-style-type: none"> > <i>Do not provoke or confront the protagonist(s)</i>

Electrical Failure Response Guide

Base Person	<ul style="list-style-type: none"> > Prepare to evacuate > Determine situation > Contact generator or power company, confirm outage and indicate priority > Arrange alternative power > Marshal patrons and employees away from hazard area, if appropriate
--------------------	---

Explosion Response Guide

First Person able	<ul style="list-style-type: none"> > Turn off gas and electricity, if practicable, and remove any person in danger, if safe to do so > Quickly assess and raise the alarm by contacting the Race Director > Vacate the area immediately > Keep patrons and employees away
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation and ensure the alarm has been raised > Remove any persons in danger if safe to do so > Consider evacuation > Determine situation > 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	<ul style="list-style-type: none"> > <i>Do not attempt to remove debris from electrical equipment.</i> > <i>If irritating or noxious vapours are present, withdraw immediately and stop all patrons and employees from entering the area.</i>

External Emergency Response Guide

This could include any emergency occurring outside the venue which impacts on the event or its patrons and employees

Person receiving notification	<ul style="list-style-type: none"> > Notify Race Director immediately
Base Person	<ul style="list-style-type: none"> > Determine situation > Contact Emergency Services, if necessary > Advise ECO and staff of actions required

	<ul style="list-style-type: none"> > Marshal patrons and employees away from hazard area, if appropriate > Consider internal evacuation, if appropriate
--	---

Fire Response Guide	
First Person able	<ul style="list-style-type: none"> > Quickly assess and raise the alarm by contacting Race Director > Ensure Fire Service contacted > Attack fire with appropriate fire fighting equipment if safe to do so > Withdraw when instructed
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation > Remove any persons in danger if safe to do so > Consider evacuation > Determine situation > Confirm Fire Service contacted > Establish Control Point, if safe to do so > Determine appropriate evacuation route (note wind direction) > Identify injured persons > Assist Emergency Services on arrival

Flood Response Guide	
First Person able	<ul style="list-style-type: none"> > Assess situation > Raise the alarm by immediately contacting Race Director > Do not enter affected area
Base Person	<ul style="list-style-type: none"> > Determine situation > Do not enter affected area > Evacuate patrons and employees if appropriate > Determine situation > Assess need to evacuate > Contact: State Emergency Services > Brief members of the Emergency Control Organisation > Marshall patrons and employees away from affected area, if appropriate

Hazardous Materials Incident Response Guide	
First Person able	<ul style="list-style-type: none"> > Keep patrons and employees away > Do not attempt to rescue without appropriate protection (see special considerations) > Contain the spill, if safe to do so > Withdraw to safe position > Raise the alarm by immediately contacting Race Director
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation and ensure the alarm has been raised > Remove any persons in danger if safe to do so > Consider evacuation > Determine situation > Contact Fire Service > Establish control point, if safe to do so > Determine appropriate evacuation routes (note wind direction) > Identify injured persons > Assist Emergency Services
Special considerations	<ul style="list-style-type: none"> > <i>Individuals providing 'rescue' services must wear specialised protective clothing.</i> > <i>Rescue may have to be performed by Emergency Services.</i>

Medical Emergency Response Guide	
First Person able	<ul style="list-style-type: none"> > Quickly assess the situation > Notify St. John Ambulance and Race Director
Base Person	<ul style="list-style-type: none"> > Determine situation > Ensure alarm has been raised > Keep uninvolved patrons and employees away > Employees involved in treating injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc.

Pandemic Emergency Response Guide	
First Person able	<ul style="list-style-type: none"> > Quickly assess the situation > Notify Race Director, St. John Ambulance, local hospitals, Department of Health & Human Services

	<ul style="list-style-type: none">> Instruct potential affected persons to vacate the area immediately, exercise relevant precautions and report immediately to a hospital
Base Person	<ul style="list-style-type: none">> Determine situation> Ensure all club personnel and identifiable spectators and members of the public are briefed and advised to take the necessary precautions if they have been in immediate or nearby threat of infection> Keep uninvolved patrons and employees away

Missing Person / Lost Child Response Guide	
First Person able	<ul style="list-style-type: none"> > Missing Person – Contact Police and remain with informant until Police arrive > Lost Child – Take lost child to control point (club van) > Inform Race Director of situation > Follow instructions from Police or Race Director
Base Person	<ul style="list-style-type: none"> > Assist Police as requested > Advise and update Race Director of situation

Person Entrapment Response Guide	
First Person able	<ul style="list-style-type: none"> > Turn off machine if practicable and remove any persons from danger, if safe to do so > Quickly assess and raise the alarm by immediately contacting Race Director
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation and ensure the alarm has been raised > Remove any persons in danger, if safe to do so > Keep other patrons and employees away > Determine the situation > Confirm Emergency Services contact > Assist Emergency Services on arrival
Special considerations	<ul style="list-style-type: none"> > WARNING <i>DO NOT enter a confined space without the appropriate personal protection and only then in accordance with the current confined space regulations and if properly trained in such procedures.</i>

Structure Damage Response Guide

Earthquake, storm damage or a variety of other types of emergency could cause this issue.

Base Person	<ul style="list-style-type: none"> > 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 > 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
--------------------	---

Vehicle Accident (on-site) Response Guide

First Person able	<ul style="list-style-type: none"> > Quickly assess the situation, check for entrapment > Turn off vehicle engine, check for fuel leaks, ensure vehicle brake applied, if safe to do so > Raise the alarm by immediately contacting Race Director > Keep patrons and employees away
Base Person	<ul style="list-style-type: none"> > Quickly assess the situation and ensure the alarm has been raised > Remove any persons in danger, if safe to do so > Keep other patrons and employees away > Determine situation > Confirm Emergency Services contact > Assist Emergency Services on arrival

13. RECOVERY ARRANGEMENTS

Post Trauma Recovery

Being involved in emergencies, particularly those resulting in the death or serious injury of a fellow member or friend may have both short and long term impact for those present. In the first instance, the Race Director shall refer the individual(s) to the Committee from which a referral can be made to an appropriate trauma debriefing agency.

Club Activity Continuity

In the event of a major emergency, it may take some time for the club to return to an acceptable post incident level of functioning. Consideration should be given to the need to communicate with members and member bodies (Athletics Victoria etc) in relation to this. The Committee shall assume responsibility for this.

14. INCIDENT REPORT FORM

The following Incident Report Form shall be used for any incident that impacts on, or has the potential to impact on the safety of members, volunteers and the public.

Date _____

Description	Action Required	Time	Routine	Immediate

Base Person

Please print

Area (event location)

Please print

Signature

Please sign

Date

Time

15. EMERGENCY INCIDENT LOG

The following Emergency Incident Log Form should be used to record all incidents in an area at the event.

Base Person

Please print

Area (event location)

Please print

Date	Time	Location	Details	Action	Initial

APPENDIX 1 – COURSE MAPS

(not included in file copy to be emailed if requested)

APPENDIX 2 - OFFICE BEARERS & COMMITTEES

Name	Organisation / Role	Contact Number
Kevin McNulty	President	0409 476 416
Paul Austin	Senior Vice President	0419 355 016
Alan Jenkins	Junior Vice President	03 52 21 7468
Jeff Walker	Secretary	03 52 29 4304
Frank Engelsman	Assistant Secretary	0401 442 480
Sean Thompson	Treasurer	0403 930 836
Eloise Gordon	Committee Member	0419 001 358
Michael Minney	Committee Member	0421 948 729
Susan Andrews	Committee Member	0418 448 466
Kim Wrigh	Committee Member	0420 362 405
Michael Morton	Committee Member	0402 341 729
Dan Wright	Committee Member	0412 537 150
Joanna MacCarthy	Committee Member	0411 965 321

RACE COMMITTEE

Name	Organisation / Role	Contact Number
Alan Jenkins	Race Committee	03 52 21 7468
Graeme Watkins	Race Committee	03 52 21 8997
Jeff Walker	Race Committee	03 52 29 4304
Paul Austin	Race Committee	03 52 41 2769
Julie Elkin	Race Committee	0423 704 166
Kevin McNulty	Race Committee	03 52 22 4836
Dan Wright	Race Committee	0412 537 150

HALF MARATHON COMMITTEE

Name	Organisation / Role	Contact Number
Rachael Thompson	Half Marathon Committee	0423 532 236
Joe Weiler	Half Marathon Committee	03 52 41 2967
Ken Walker	Half Marathon Committee	03 52 43 0854
Jeanette Austin	Half Marathon Committee	03 52 43 2913
Tony Alsop	Half Marathon Committee	03 52 51 1731
Kevin McNulty	Half Marathon Committee	03 52 43 4648
Jeff Walker	Half Marathon Committee	03 52 41 2759
Jeanette Morton	Half Marathon Committee	0412 656 131
Geoff Anset	Half Marathon Committee	0437 450 989
Michael Minney	Half Marathon Committee	0421 948 729

APPENDIX 3 - RACE PROGRAM & COURSE DIRECTORS

Date	Race	Race Venue	Race Directors			
6 th April	1	Geelong Half Marathon	J. Morton	K. Walker	J. Walker	D. Hurst
13 th April	2	Waurm Ponds 5km	J. Morton	A. Ward	K. McNulty	
20 th April	3	South Barwon 6km	M. Minney	A. Ward	J. Weiler	
27 th April	4	Portarlington 8km	S. Crossfield	G. Clark	G. Fitzpatrick	
4 th May	5	Teesdale 7km	G. Watkins	S. Pretty	F. Engelsman	P. Austin
11 th May	6	Canoe Club 5km Sealed	S. Howell	J. Weiler	D. Peart	
18 th May	7	Ocean Grove 10km	G. Clark	S. Crossfield	G. Fitzpatrick	
25 th May	8	Drysdale 7km	G. Clark	P. Posterino	G. Fitzpatrick	
1 st June	9	Canoe Club 8km Sealed	K. McNulty	M. Geall	D. Simpson	
8 th June	10	Wurdiboluc 12.3km	K. Walker	M. Marshall	T. De Koning-Ward	
15 th June	11	Bannockburn 7.5km	P. Austin	L. Ryan	M. Minney	S. Pretty
22 th June	12	Fyansford 8km	L. Considine	M. Petersen	E. Baeck	L. Ryan
29 th June	13	Point Lonsdale 10km	P. Austin	M. Long	C. Crawford	M. Crawford
6 th July	14	Geelong Grammar 10km	E. Kelly	C. Crawford	P. Posterino	
13 th July	15	Ocean Grover riverside 8km	J. Morton	L. Considine	P. Posterino	M. Long
20 th July	16	King of the Mountain You Yangs	N. Angus	J. Walker	J. Caulfield	
27 th July	17	Teams Race 3x4km	A. Jenkins	G. Watkins	M. Petersen	N. Angus
3 rd August	18	Barwon Valley 10km sealed	K. McNulty	S. Pretty	M. Geall	
10 th August	19	Torquay 8km	M. Minney	N. Angus	L. Pye	C. Crawford
17 th August	20	Waurm Ponds 8km	K. Walker	J. Walker	A. Jenkins	
24 th August	21	Anglesea 8.2km	G. Watkins	L. Ryan	J. Morton	L. Considine
31 st August	22	Barwon Valley 15km sealed	J. Walker	E. Kelly	M. Henshaw	
7 th Sept	23	Four Bridges 5km	K. Walker	D. Peart	J. Caulfield	
14 th Sept	24	Half Marathon	E. Kelly	M. Petersen	F. Engelsman	
21 st Sept	25	Eliminator 4/3/2km – Landy Field	M. Geall	M. Crawford	M. Henshaw	