



EMERGENCY PROCEDURES

This VYUFDA document has been reviewed and approved by the Committee on 15th of December 2023.

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Purpose:

This document outlines the emergency procedures that must be followed at all VYUFDA affiliated events.

Members of the VYUFDA are expected to comply with this policy.

Approach:

In the formulation of this policy, the Association's approach has been to leverage information publicly available. In the case of this document the template provided by WorkSafe has been leveraged.

Scope and Application

The events run by the VYUFDA are largely a component of a larger event such as an Agricultural Show. As such, this plan is designed to meet the issues specific to our component of the event. The overarching responsibility for Emergency Management is deemed to be the responsibility of the relevant event committees.

The areas covered by this document include.

- Injury/Illness to a competitor or spectator
- Livestock related issues (including working dogs).
- Weather

Emergency contacts

As the Association conducts events across the State, the relevant contact numbers of services may alter. The following table highlights the services to be considered by the event convenor.

Emergency services – triple zero	Fire/police/ambulance	000
Police (Local)		<i>[(Area code) Number]</i>
Fire (Local)		000
First aid officer		
State Emergency Services (SES)		132 500
VicEmergency Hotline:		1800 226 226.
Victorian Poisons Information Centre		131126
Veterinary Services		
Agriculture Victoria		136 186

Evacuation procedures

If evacuation is required,

- If the trial is part of a major event, then we are to follow the directions of the overarching body.
- If the trial is a "stand alone" event, then the Convenor together with any VYUFDA Committee people present are to direct the people present to the evacuation area.

In both cases the guidance of Emergency Services is to be sort and followed.

Safe Assembly Area

- Ensure a Safe Assembly Area has been identified and all competitors are aware of its location.

Emergency procedures

The following sections detail the most likely scenarios that will be encountered. As mentioned above, the guidance of the relevant Emergency Service is to be followed if available.

Accidents

The event must be immediately suspended until the injured person is assessed.

- Assess injured person as follows:
 - Major injury – dial 000 – ambulance.
 - Moderate injury – ambulance or arrange transport to doctor for assessment.
 - Minor injury – person to be checked by a First Aid Officer (if available) or any person present with the most experience in first aid. A period of rest to be taken by the person (to be determined by Trial Organising Committee and First Aid Officer).
- If person is assessed by a doctor or hospital obtain a medical form with details of injured person.
- NEVER HELP A PERSON TO THEIR FEET they must get up without assistance if they are able to do so.
- A FALLEN COMPETITOR MUST NOT CONTINUE IN THE EVENT UNTIL CHECKED BY TRIAL ORGANISING COMMITTEE. If they seem fine after a pre-determined time period, they may at the discretion of the Trial Organising Committee have a re-run.
- Remember delayed concussion may not show up for some time and shock can mask serious symptoms.
- Complete the necessary incident forms and notify a VYUFDA Management Committee member as soon as practicable.

In the Yards

- Ensure sheep are secured and are not a further threat to the injured person or those administering first aid.
- Isolate the injured person to prevent risk of further injury if possible.
- Resume event if safe to do so.

Runaway Sheep

- Stop the event.
- Immediately endeavour to block the sheep.
- Never chase a runaway sheep.
- If an event a competitor is available with a dog to:
 - pursue runaway sheep keeping in mind safety of public, and/or
 - use any short cut to head off runaway sheep.

Weather

The Associations Heat Policy provides some guidance in relation to weather related events.

Storm

- Event to be suspended when lightning storms are in the area.
- If caught in a storm, all competitors must immediately seek cover. A Safe Assembly Area should be used.

Extreme High Winds

- Event to be suspended until winds decrease.

Injured Livestock or Working Dog

- Remove injured livestock and replaced.
- If a working dog is injured during the event, it must be immediately retired. Veterinary help to be sort if required.
- When the livestock are collected by the owner, the owner must be informed of the injury/incident.

General

Complete the necessary incident forms.

- Notify a VYUFDA Executive Committee member as soon as practicable.
- Contact emergency contact / follow up injured person

Monitoring

Members are to submit a report to the Association Secretary for review by the Executive. Breaches of this policy will be dealt with under the relevant sections of our Constitution and Code of Conduct.

Reference documentation

- VYUFDA Animal Welfare Policy
- VYUFDA Risk Assessment Form
- VYUFDA Incident Report Form
- VYUFDA Heat Policy
- VYUFDA Association Roles and Responsibilities
- VYUFDA Convenors Kit Feb 2022