

Emergency action sheet

Greensborough Hockey Ground • Plenty Park, Plenty

Final • Version 1.0 • 21 October 2026

Call 000 for Police, Fire or Ambulance

Stop the activity, alert people nearby and move away from immediate danger. Anyone can call 000; do not wait for a club representative.

Tell the operator: “Greensborough Hockey Ground, Plenty Park, Memorial Drive off Yan Yean Road, Plenty, Victoria 3090.” State which playing field or room, what has happened, who needs help and your callback number. Follow the operator’s instructions.

Meet the ambulance

Ambulances stop in the nearby carparks. Paramedics reach both playing fields on foot. Send a club representative, umpire, teacher, team official or another responsible adult to meet them and guide them to the person needing help. Keep the walking route clear.

Get the defibrillator

The automated external defibrillator (AED) is on the outside wall of the change rooms on the western side of the building. It is always accessible, outside the locked area. Send someone to collect it if safe and follow the 000 operator’s instructions and the device’s prompts.

Move people to safety

Use a safe route away from the danger. Keep your group together, check who is present and tell emergency services if anyone is missing. Do not return to an unsafe area until emergency services or the person responsible for making it safe permits it.

Contact the club

Colin Riordan • 0450 338 702

Colin is based approximately 15 minutes away. Contact him for facility assistance after taking urgent action. A club representative is not always on site.

GHC does not supply first-aid kits. Each team or activity organiser arranges first-aid equipment and assistance; schools bring their own kits. Do not assume another group supplies them.

Facility map

The overview shows the two playing fields, central building, nearby carpark area and reserve access. The western playing field is Ground 2. The aerial image comes from the 2021 lease and may not show later changes.

GHC FACILITY — LABELLED SITE OVERVIEW

Historical aerial base (2021 lease) • not an approved evacuation diagram



FACILITY INFORMATION — 21 October 2026

- Rain shelters beside Ground 2; verandahs on both sides of the building.
- Building access varies by booking; confirm arrangements before use.
- Ambulances stop in nearby carparks; paramedics reach fields on foot.

AED: outside change rooms, west wall; always accessible.

No club first-aid kits. All organisers arrange provision. Assembly areas/routes: check.

Finding help and leaving safely

AED: outside the change rooms, on the western side of the building.

Emergency vehicle access: nearby carparks, followed by access on foot.

Assembly areas: the Council diagram dated 3 March 2021 identifies the sports oval as the primary area and a carpark as the secondary area. Their exact locations and current suitability still require confirmation.

This overview is not a building evacuation diagram. Check the displayed building diagram and identify a safe route and gathering place before your activity. Keep clear of traffic and emergency vehicle access. The safest location depends on the emergency.

Using the facility safely

This plan covers everyone using the hockey facility: club and visiting teams, officials, volunteers, spectators, schools, hirers and people attending meetings or functions. It covers both playing fields, the building and associated access areas.

What is available

Carparks are close to both playing fields. Ambulances cannot drive onto the playing surfaces; paramedics approach on foot. Identify the most suitable carpark and walking route for the field you use.

The AED is always accessible outside the change rooms on the western side. Location and access information does not establish its current service status. Contact the club about maintenance records; in an emergency, follow the device's prompts and the 000 operator's instructions.

For school bookings, toilets and change rooms are open. The clubrooms and canteen are often open during carnivals but generally closed at other times. Other users confirm building access with the club when booking. Do not assume enclosed rooms are available.

Verandahs on both sides of the building are always accessible. There are also weather shelters alongside Ground 2, west of the building. These provide ordinary rain cover; they are not designated lightning or bushfire shelter.

The 2021 occupancy permit allows up to 200 people in the pavilion: 180 patrons and 20 staff. This is a building limit, not a capacity for the whole outdoor facility. Confirm any later restrictions with the club.

Who acts on the day

The coach, team manager, teacher or activity organiser coordinates their group's response. At matches, team officials work with umpires to stop play and arrange help. Each group remains responsible for supervising and accounting for its people. Available adults share the tasks of calling 000, meeting responders and looking after others.

When several groups use the facility, organisers agree how to alert each other. Include people in the building and spectators as well as those on the fields. Emergency services direct the emergency response when they arrive.

Before the activity

Identify the field, carpark, walking access, AED, usable exits and a safe gathering place. Check that a mobile phone works, confirm first-aid arrangements, and tell your group who to approach for help. Keep paths and gates clear. Check weather warnings and decide what you will do if conditions worsen, particularly when the clubrooms are closed.

Responding to an emergency

Serious injury or illness

Stop nearby activity and call 000 when urgent help is needed. Follow the operator's instructions and ask for anyone with first-aid training. Do not move a seriously injured person unless needed to escape immediate danger or directed for lifesaving care. Arrange for someone to meet paramedics while others supervise the remaining participants.

Fire, smoke or a dangerous substance

Warn others, call 000 and move away by a safe route. Do not enter smoke, attempt repairs or put yourself at risk to retrieve belongings. Tell firefighters that solar panels and battery equipment are present. Do not assume switching off mains power makes this equipment safe.

Lightning, storms, heat or bushfire

Stop activity when conditions are unsafe and follow official warnings and emergency-service directions. Do not use verandahs, open shelters or trees as lightning shelter. Before use, the organiser confirms suitable enclosed shelter or another safe weather response; do not rely on access to locked clubrooms. Do not continue if a safe response cannot be maintained.

Plan early cancellation or departure for dangerous fire weather. Do not treat the building or playing fields as a designated bushfire refuge. Keep clear of floodwater, fallen branches, damaged structures and electrical hazards. Resume only when conditions and the facility are safe, and follow any applicable competition requirements.

Threatening behaviour or a missing person

Move away from threatening behaviour, avoid confrontation and call 000 for immediate danger. For a missing child or vulnerable person, alert the organiser immediately, keep the rest of the group supervised and contact Police promptly where there is danger or concern. Do not delay urgent help while contacting club representatives.

After the immediate danger

Give responders the location, people affected or missing, actions taken and known hazards. Notify Colin and your organisation's responsible contact. Record the incident through the relevant club, school or hirer process and protect personal information. Keep the affected area closed until it is assessed and cleared by the appropriate person or service.

Information for schools and other organisers

Use this plan as facility information for your own risk assessment. Assess your activity, participants, staffing and transport, and choose suitable precautions. The venue plan does not replace your organisation's supervision, first-aid, medical or emergency arrangements.

In particular, consider the distance from the carpark to a person needing help; access on foot with equipment; the absence of guaranteed club staff; first-aid kit and personnel provision; weather protection when rooms are locked; attendance checks; and assistance for anyone who may find it difficult to leave.

Schools organise their own first-aid kits, student supervision, attendance records, individual medical arrangements and parent or carer contact. Teams and other hirers confirm their own arrangements, including any expressly agreed shared first-aid provision. A team official or umpire is not automatically a trained first aider.

Discuss access or assistance needs with the club before attendance. Confirm any temporary changes to building availability, locks, shared use or access routes, and brief your staff, helpers and visiting groups. Contact Colin Riordan on 0450 338 702.

Plan status and maintenance

This final plan provides facility information and emergency response instructions for all users. Organisers check current access, a safe gathering place, first-aid arrangements and their response to severe weather before each activity. Contact the club to resolve any uncertainty relevant to your use.

The club maintains the current copy and reviews it before each main season and after an incident, exercise or material facility change. The club briefs regular organisers, tests practical response arrangements and replaces outdated copies. Direct corrections or questions to Colin Riordan on 0450 338 702.

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Facility contact: Colin Riordan • 0450 338 702

Review: before each main season and following a material change or incident