

EVENT OPERATIONS PLAN

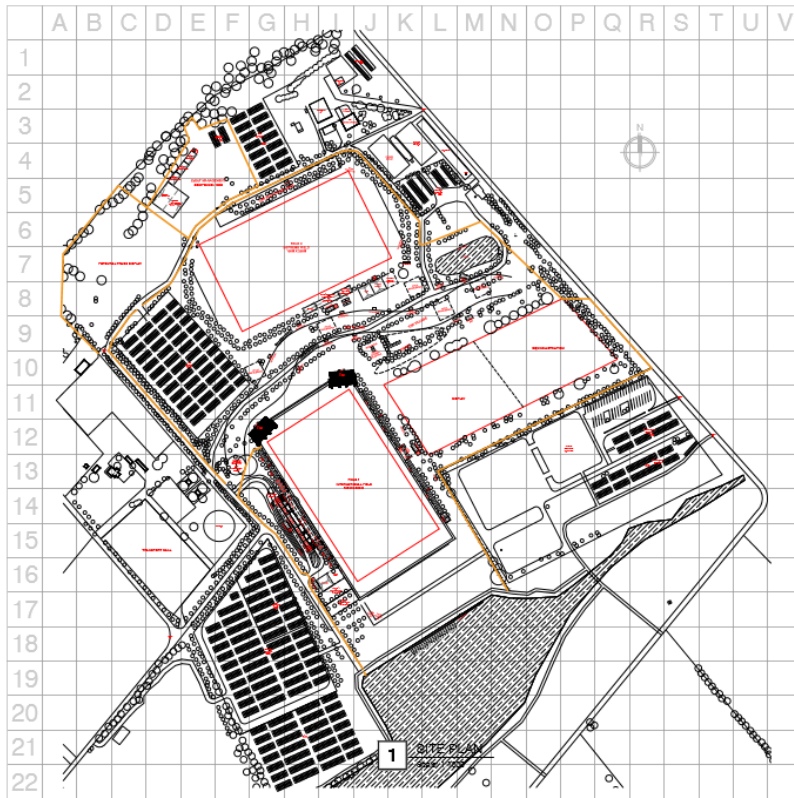
| EVENT DETAILS | |
|--|--|
| Event Name | XI FIP World Polo Championships Sydney 2017 |
| Event Summary | <p>The XI FIP World Polo Championship Sydney 2017 will be a one-off International event held at Sydney Polo Club, Richmond, NSW. The event will incorporate the 8 highest ranking polo teams in the world, up to 300 Australian horses, 100 competitors and the involvement of the 84 polo playing nations</p> <p>In recognition of its standards of excellent, and commitment to the sport of polo, Sydney Polo Club successfully bid to become the organizer and host venue for the XI FIP World Polo Championship, which is a 14-day event held in October 2017. This tournament is held every three years. 56 countries are eligible to participate, with approximately 25 who will compete in the qualification rounds held over 5 international zones. The eight international teams that qualify will compete at the Sydney Polo Club between the 17th and 30th October 2017 for the World Champion crown, including a team from the host nation Australia, and the current World Champions, Chile.</p> |
| Event Date/s | <p>Bump In: 9th October 2017 – 18th October 2017 (EventAid req. from 14th)</p> <p>Event Days: 19th October 2017 – 29th October 2017</p> <p>Bump Out: 30th October 2017 – 5th November 2017 (EventAid required until 31st)</p> |
| Event Type | 28 Day Polo Championship – Horse Event (Event Aid required for 18 days) |
| Start Time: Event | Monday 9 th October 2017 - 0730 hrs |
| EventAid staff | Saturday 14 th October 2107 - 0730 hrs |
| Finish Time: Event | Friday 5 th November 2017 – 1830 hrs |
| EventAid Staff | Tuesday 31 st October 2017 – 1830 hrs |
| Expected participants | 60,000+ across whole event |
| Expected Spectators, Volunteers and Support Staff: | <p>Support crew: TBA</p> <p>Volunteers: TBA</p> <p>Spectators: 3,000 – 8,000 depending on event</p> |

| | |
|------------------------|--|
| Risk Assessment | <p>Medium - This event is rated as Medium risk.</p> <p>EventAid with the assistance of event organisers have identified the following as possible incidents requiring first aid and / or medical attention at the XI FIP World Polo Championships Sydney</p> <ul style="list-style-type: none"> • Asthma & breathing difficulties • Diabetic incidents • Cardiac incidents • Hyperthermia & Hypothermia • Allergic reactions/Hayfever • Minor burns & Lacerations • Blisters, swollen feet • Minor Trauma • Major Trauma – Fractures, Spinal injuries etc. • Headache • Nausea / vomiting • Diarrhoea • Alcohol & drug related illness |
| Weather Forecast | TBA |
| ON SITE DETAILS | |
| Venue | Sydney Polo Club |
| Venue Address | <p>100 Ridges Lane Richmond, NSW 2753</p> <p>* Specific instructions to be given to staff closer to event.</p> |
| Contact Person | Kasey Freckleton (Event Manager) |
| Contact Number | 0411 0658 124 |
| EXECUTION | |
| EventAid Manager | <p>Amy Hills 0423 378 251 amy@event-aid.com.au</p> |
| Staffing Level | A total of 14 EventAid personnel will be involved in this deployment. |
| Staff Skill Set | <p>The minimum skill set required for this event will be;</p> <p>First Responder</p> |
| Uniform | All staff required to wear black pants and event-aid polo shift. High-Visibility Fluoro Yellow vest and safety boots as a minimum. |
| Equipment | <p>The following additional equipment will be deployed to the event;</p> <p style="text-align: center;">** All staff strongly encouraged to bring own diagnostics to event** (including stethoscope, sphygmomanometer, tympanic thermometer, Pulse Oximeter, BGL kit)</p> |

| | | | | |
|----------------------|--|---|----------------------------------|--|
| Equipment continued. | | | | |
| | Main Medical Post (6m X 6m) | Village Post (3mX3m) | Supremo Field (3mX3m) | International Field (3mX3m) |
| | <ul style="list-style-type: none"> • 1 high acuity bed • 1 low acuity bed • Oxygen therapy equipment - AED portable defibrillator • Post Box of various required consumable items • -Clinical Waste and Sharps Receptacles • 2X Camp Stretcher and Spare bedding (1X High Acuity, 1X Low Acuity) • Cardiac monitor (12 lead) • Field assessment kit including Stethoscope, BP cuff, Tympanic Thermometer, BSL & Pulse Oximeter • Cervical Collars • Scoop, collars and straps x 1 • Stretcher • Wheel chair x 1 • Esky x 1 • Flag & weight x 1 • Radios, radio mics/earpieces x 2 | <ul style="list-style-type: none"> • 1 high acuity bed • 1 low acuity bed • Oxygen therapy equipment • AED portable defibrillator • Camp Stretcher and Spare bedding • Post Box of various required consumable items • -Clinical Waste and Sharps Receptacles • Esky x 1 • Flag & weight x 1 • Radios, radio mics/earpieces x 2 | | |
| Communications | <p>1 Designated EventAid Personnel will communicate with Event officials and pass on relevant information/calls for help to team.</p> <p>All EventAid Personnel will carry a two-way radio to communicate internally. All EventAid personnel will be required to use appropriate radio codes and language as per briefing.</p> | | | |
| Ambulance NSW | <p>Ambulance NSW will not have a permanent presence at this event.</p> <p>EventAid staff are to ensure that the First Aid posts are manned continuously during the event. When away from the post, staff are to ensure they are carrying their radios or phone with them.</p> | | | |
| EventAid | <p>The EventAid Team Leader is to ensure that their contact details and the details of all staff on all shifts are provided to the Event Officials</p> | | | |

| | | | |
|--|--|---------------------|----------------------------|
| Closest Hospital(s) | <p>EventAid staff will be prepared to manage casualties for longer periods than usual whilst awaiting Ambulance attendance.</p> <p>Hawkesbury District Health Service 24 Hours Phone: (02) 4560 5555 Address: 2 Day St, Windsor NSW 2756</p> | | |
| Documentation | <p>EA-FM-008 Job Safety & Environmental Analysis EA-FM-027 Medical Risk Assessment</p> | | |
| ROSTER (Appendix 2) - TBA | | | |
| NAME | SHIFT TIME/S | SKILL SET | POST / ROLE |
| | | | |
| | | | |
| | | | |
| | | | |
| DISTRIBUTION | | | |
| <ul style="list-style-type: none"> • XI FIP World Polo Championships Sydney Organisers and Support staff • Ambulance NSW • NSW Police • EventAid Duty Manager • EventAid personnel attending event • EventAid Senior Management Team | | | |
| APPENDICES | | | |
| Appendix 1: | Site Plan | | |
| Appendix 2: | EventAid Roster | | |
| Appendix 3: | | | |
| AUTHORISATION | | | |
| <i>PREPARED BY:</i> | | <i>APPROVED BY:</i> | |
| Name: | Amy Hills | Name: | Caroline Guillemain-Brunne |
| Position: | EventAid Team Leader | Position: | General Manager |
| Date: | 27/09/2017 | Date: | 28/09/2017 |

APPENDIX 1 – SITE MAP



| SITE CARPARKING | |
|-----------------|-------------|
| AREA | # ALLOCATED |
| GENERAL #1 | 862 |
| GENERAL #2 | 714 |
| VIP #1 | 358 |
| VIP #2 | 814 |
| OPERATIONS #1 | 40 |
| OPERATIONS #2 | 280 |
| FIP OFFICIAL | 108 |
| STAFF COMPOUND | 39 |
| MEDICAL | 2 |
| WORKFORCE #1 | 144 |
| WORKFORCE #2 | 219 |
| TOTAL | 3580 |

|  | <small>2M Creative Pty Ltd 170 Collins Street VIC 3000 T: 03 9419 1000 F: 03 9419 1001 www.2mcreative.com.au</small> | <small>THIS PLAN IS A PRELIMINARY DESIGN AND IS SUBJECT TO APPROVAL BY THE LOCAL COUNCIL AND THE STATE GOVERNMENT. IT IS NOT TO BE USED FOR CONSTRUCTION OR AS A BASIS FOR ANY OTHER DESIGN OR CONTRACT. THE CLIENT ACCEPTS RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED AND FOR OBTAINING ALL NECESSARY APPROVALS. THE DESIGNER ACCEPTS RESPONSIBILITY FOR THE DESIGN AND FOR PROVIDING A DESIGN THAT IS FIT FOR PURPOSE AND COMPLIES WITH ALL APPLICABLE STANDARDS AND REGULATIONS. THE DESIGNER DOES NOT ACCEPT RESPONSIBILITY FOR THE ACCURACY OF THE INFORMATION PROVIDED OR FOR OBTAINING ALL NECESSARY APPROVALS.</small> | <table border="1"> <thead> <tr> <th>REV</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/12/16</td> <td>INITIAL PLAN SUBMITTED FOR APPROVAL</td> </tr> <tr> <td>2</td> <td>08/12/16</td> <td>UPDATE TO INCLUDE FULL SCALE DETAILS</td> </tr> <tr> <td>3</td> <td>13/12/16</td> <td>FINAL PLAN AND CONSTRUCTION DETAILS UPDATE</td> </tr> <tr> <td>4</td> <td>08/11/16</td> <td>RE-DESIGN OF SITE</td> </tr> </tbody> </table> | REV | DATE | DESCRIPTION | 1 | 05/12/16 | INITIAL PLAN SUBMITTED FOR APPROVAL | 2 | 08/12/16 | UPDATE TO INCLUDE FULL SCALE DETAILS | 3 | 13/12/16 | FINAL PLAN AND CONSTRUCTION DETAILS UPDATE | 4 | 08/11/16 | RE-DESIGN OF SITE | <table border="1"> <tr> <td>PROJECT</td> <td>FIP WORLD POLO CHAMPIONSHIP SYDNEY POLO CLUB RICHMOND NSW 17-30 OCTOBER 2017</td> </tr> <tr> <td>CLIENT</td> <td></td> </tr> </table> | PROJECT | FIP WORLD POLO CHAMPIONSHIP SYDNEY POLO CLUB RICHMOND NSW 17-30 OCTOBER 2017 | CLIENT |  | <table border="1"> <tr> <td>SCALE</td> <td>1:5000 @ A3</td> <td rowspan="2"> <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> </td> </tr> <tr> <td>DATE</td> <td>01.12.16</td> <td> <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> </td> </tr> </table> | SCALE | 1:5000 @ A3 | <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> | FOR APPROVAL | DATE | DESIGNED BY | 01.12.16 | 04.10.16 | C. GALDEN | DATE | 01.12.16 | <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> | FOR APPROVAL | DATE | DESIGNED BY | 01.12.16 | 04.10.16 | C. GALDEN |
|---|--|---|--|--|-------------|---------------|-----------|-------------|-------------------------------------|---|----------|--------------------------------------|---|----------|--|---|----------|-------------------|---|---------|---|--------|---|---|-------|-------------|---|--------------|------|-------------|----------|----------|-----------|------|----------|---|--------------|------|-------------|----------|----------|-----------|
| | | | | REV | DATE | DESCRIPTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 05/12/16 | INITIAL PLAN SUBMITTED FOR APPROVAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 08/12/16 | UPDATE TO INCLUDE FULL SCALE DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | 13/12/16 | FINAL PLAN AND CONSTRUCTION DETAILS UPDATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 08/11/16 | RE-DESIGN OF SITE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT | FIP WORLD POLO CHAMPIONSHIP SYDNEY POLO CLUB RICHMOND NSW 17-30 OCTOBER 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CLIENT |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCALE | 1:5000 @ A3 | <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> | FOR APPROVAL | DATE | DESIGNED BY | 01.12.16 | 04.10.16 | C. GALDEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FOR APPROVAL | DATE | | DESIGNED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01.12.16 | 04.10.16 | C. GALDEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DATE | 01.12.16 | <table border="1"> <tr> <td>FOR APPROVAL</td> <td>DATE</td> <td>DESIGNED BY</td> </tr> <tr> <td>01.12.16</td> <td>04.10.16</td> <td>C. GALDEN</td> </tr> </table> | FOR APPROVAL | DATE | DESIGNED BY | 01.12.16 | 04.10.16 | C. GALDEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FOR APPROVAL | DATE | DESIGNED BY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 01.12.16 | 04.10.16 | C. GALDEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | <table border="1"> <tr> <td>PROJECT TITLE</td> <td>SITE PLAN</td> </tr> <tr> <td>PROJECT NO.</td> <td>P-01</td> </tr> </table> | | PROJECT TITLE | SITE PLAN | PROJECT NO. | P-01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT TITLE | SITE PLAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PROJECT NO. | P-01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

APPENDIX 2 (Staff Roster)

| XI FIP World Polo - Championship Sydney 2017 | | | | | | |
|--|-------------|-------|-----------------|-----|--|--|
| Bump In | | | | | | |
| Date | Time | Hours | Qualification | Qty | | |
| 9-10-2017 | 0730 - 1830 | 11 | First Responder | 0 | | |
| 10-10-2017 | 0730 - 1830 | 11 | First Responder | 0 | | |
| 11-10-2017 | 0730 - 1830 | 11 | First Responder | 0 | | |
| 12-10-2017 | 0730 - 1830 | 11 | First Responder | 0 | | |
| 13-10-2017 | 0730 - 1830 | 11 | First Responder | 0 | | |
| 14-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| 15-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| 16-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| 17-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| 18-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| Closed to Public | | | | | | |
| 19-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| Soft Opening | | | | | | |
| 20-10-2017 | 0730 - 1830 | 11 | First Responder | 2 | | |
| Main Medical Post (Formally known as MAT) | | | | | | |
| 21-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 22-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 24-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 25-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 28-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 29-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| Village | | | | | | |
| 21-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 22-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 24-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 25-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 28-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| 29-10-2017 | 0830 - 2200 | 13.5 | First Responder | 2 | | |
| Supremo Field | | | | | | |
| 28-10-2017 | 0930 - 1330 | 4 | First Responder | 2 | | |
| International Field | | | | | | |
| 21-10-2017 | 1330 - 1730 | 4 | First Responder | 2 | | |
| 22-10-2017 | 0830 - 2200 | 4 | First Responder | 2 | | |
| 24-10-2017 | 0830 - 2200 | 4 | First Responder | 2 | | |
| 25-10-2017 | 0830 - 2200 | 4 | First Responder | 2 | | |
| 28-10-2017 | 0830 - 2200 | 4 | First Responder | 2 | | |
| 29-10-2017 | 0830 - 2200 | 4 | First Responder | 2 | | |
| Staff only days | | | | | | |
| 23-10-2017 | 0830 - 2200 | 13.5 | First Responder | 1 | | |
| 26-10-2017 | 0830 - 2200 | 13.5 | First Responder | 1 | | |
| 27-10-2017 | 0830 - 2200 | 13.5 | First Responder | 1 | | |
| Dedicated Doctor | | | | | | |
| 19-10-2017 | 0900 - 1300 | 4 | Doctor | 1 | | |
| 19-10-2017 | 1400 - 1800 | 4 | Doctor | 1 | | |
| 21-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| 22-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| 24-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| 25-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| 28-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| 29-10-2017 | 1000 - 1600 | 6 | Doctor | 1 | | |
| Bump Out | | | | | | |
| 30-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| 31-10-2017 | 0730 - 1830 | 11 | First Responder | 1 | | |
| EventAid Vehicle | | | | | | |
| | | 28 | Vehicle | 1 | | |