

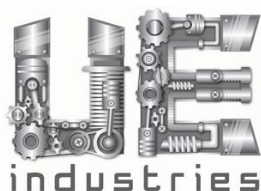


# EMERGENCY MANAGEMENT PLAN

**Emergency Management Policy and Organisation, Risk Management Strategies, Weather Observation, Code System, Communications, Emergency Access and Assembly, Evacuation, Crowd Management, Emergency Response Guidelines, Risk Mitigation, Certification**

Version 1.2

Updated on 01.08.2017



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# 1. EMERGENCY MANAGEMENT POLICY

This policy and all related event documents are classified as 'live' works, in that they are open for comment and revision as required progressively throughout the permitting process, and are thus identified by dated versions accordingly. All stakeholders and particularly emergency and safety authorities are welcome to recommend changes and additions to these plans as may be suitable. In the interest of greater public safety, harm reduction, and risk mitigation, we welcome any and all opportunities to improve the procedures in place.

This document will serve as a flexible operational guide for all internal crew during the event, with a clear provision for potential alternative measures as may be required.

## 1.1 Policy Scope

This plan is designed to outline internal response procedures to emergencies that could occur during the operation of Yemaya Festival.

This document will serve as a flexible operational guide for all internal crew during the event, with a clear provision for potential alternative measures as may be required.

Site crew and safety services providers will retain the freedom to select an appropriate course of action on a case-by-case basis in order to provide the most appropriate response to any specific occurrences.

In the event of an emergency occurring (including any initiated evacuation) which impacts either directly or indirectly upon the festival site or its occupants, the responsibility (initially) for the response to and management of such an incident shall be delegated to the appointed Emergency Management Coordinator (EMC) and shall remain so from the initial receipt of the emergency report until the emergency event is resolved or responsibility passes to the appropriate statutory emergency service (Police, Fire Brigade, Ambulance, or SES).

## 1.2 Aim

The aim of the plan is to identify possible scenarios that could reasonably be determined as emergency situations and to develop a plan that will allow the event organisers to manage emergency event situations in a safe and orderly manner. The plan will also minimise risk levels by identifying possible hazards or scenarios and putting in place methods or processes for managing the emergency event.

### 1.3 General Policy Statement

During the development of the plan the following key elements of emergency management were identified:

- Elimination or management of all identified hazards
- Provision of education and information to all employees on all sites in relation to hazard identification, risk management and the procedures that must be implemented in the event of an emergency.
- Conduct regular reviews of the existing emergency management arrangements and amend the plans when necessary.
- Conduct exercises and debriefs for employees involved in the emergency management process.
- Enshrine health and safety as a cultural requirement at all sites of the event.
- Efficient management of emergencies including the requirement for incident reporting.
- Provision of assistance and information to emergency service providers, employees, patrons and workplace incident investigators.
- Provide counselling and support to injured parties.

### 1.4 Objectives

The broad objectives of this plan are:

- To identify hazards and scenarios that could occur and to provide advice and guidelines for managing emergency situations.
- To implement measures to prevent or reduce the causes and effects of emergency situations.
- To appropriately respond to emergency situations as they occur.
- To assist employees and patrons to recovery from any emergency situation.

### 1.5 Legal Guidelines

This plan has been developed in accordance with the following codes and legislation:

- Emergency Management Act 1986
- Emergency Management Act 2013
- Emergency Management Manual Victoria 2015
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007
- 1996 Building Code of Australia
- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- AS 3745:2010 Planning for Emergencies in Facilities
- Victorian Dangerous Goods [Storage & Handling] Regulations 2000
- Civil Aviation Regulations 1988 (CAR)

## 2. EMERGENCY MANAGEMENT ORGANISATION

### 2.1 Emergency Management Planning

The event organisers are committed to developing comprehensive risk management plans to identify and wherever practicable to eliminate, reduce or manage the risk associated with the hazard by implementing control measures. In order to ensure the ongoing development and applicability of proposed responses to emergency situations, consultation will be undertaken with all relevant authorities.

Specifically, the following external bodies will be contacted for comment:

- Loddon Shire Council
- Victoria Police
- WorkSafe Victoria
- Ambulance Victoria
- Country Fire Authority
- State Emergency Services
- VicRoads
- Department of Environment, Land, Water and Planning
- Department of Economic Development, Jobs, Transport and Resources

Additionally, extensive consultation with all contracted service providers has been made in the preparation of all application documents.

The following contractors make up the main event safety team:

- |                              |                          |
|------------------------------|--------------------------|
| ▪ Auswide Security Services  | - Crowd Control          |
| ▪ Crowd Care                 | - Fire Suppression       |
| ▪ St John Ambulance          | - First Aid              |
| ▪ DanceWize Victoria         | - Harm Reduction         |
| ▪ BFL Event Control          | - Traffic Management     |
| ▪ Elite Image Event Services | - Site Management        |
| ▪ Blow Me First              | - Drug & Alcohol Testing |

### 2.2 Emergency Management Team

The following persons are responsible for coordinating the responses to any incidents which may occur within their jurisdictions during the running of the festival:

- |   |                           |
|---|---------------------------|
| ▪ Municipal Emergency Response Coordinator (MERC) | ▪ Senior Security Officer |
| ▪ Incident Emergency Response Coordinator (IERC)  | ▪ Senior Safety Officer   |
| ▪ Emergency Management Coordinator                | ▪ Operations Director     |
| ▪ Event Organiser                                 | ▪ Technical Officer       |
| ▪ Chief Warden                                    | ▪ Communications Officer  |
| ▪ Senior Medical Officer                          | ▪ Area Wardens            |
| ▪ Senior Fire Officer                             | ▪ Wardens                 |

## 2.3 Roles of the Emergency Management Team

### Event Organiser

- Consult with and provide input to the EMC towards any and all decisions which may impact on the festival operation

### Operations Director

- Administer the Emergency Plan and chair meetings of the Emergency Management Team
- Regularly review and update the Emergency Management Plan (if necessary) in conjunction with other duty holders
- Arrange training exercises and specific hands-on training for staff
- Conduct a debriefing at the close of the festival
- Ensure all permit requirements are complied with

### Emergency Management Coordinator (EMC)

- Supervise, control and coordinate all emergency service operations
- Liaise with onsite safety providers regularly
- Act as point of contact for all external Emergency Services agencies
- Handover responsibility for all emergency management procedures to the IERC or MERC in the instance of any major incident as stipulated in the *Emergency Management Manual Victoria*

### Chief Warden

The Chief Warden's role is to assist the EMC in making the decision to evacuate staff and patrons. If the situation requires Emergency Services to be called in, once they arrive, the Chief Warden will also assist them.

- Assist the EMC to assess the situation and determine the appropriate course of action
- Assist in liaising with Emergency Services
- With the direction of the EMC, give tasks to and coordinate the Wardens
- Provide ongoing information to the EMC
- Nominate relevant personnel to meet and direct Emergency Services
- Notify all relevant staff of the situation (Event Organiser, Communications Officer)
- Notify all Area Wardens and Wardens upon being given the ALL CLEAR that it is safe to return to the site

### Senior Medical Officer

- Ensure the provision of emergency medical care
- Ensure the treatment of casualties resulting from incidents as required

### Senior Fire Officer

- Ensure the provision of emergency fire suppression services
- Address any fire hazards which may arise during the festival



### **Senior Security Officer**

- Ensure the provision of crowd control services
- Monitor for and responding to any incidents

### **Senior Safety Officer**

- Ensure the safe operation of the event within all WH&S guidelines

### **Communications Officer**

The Communications Officer will be responsible for maintaining open lines of communication and relaying information where required between all Wardens and to relevant outside parties by phone.

- Contact Emergency Services
- Relay received information to the Chief Warden
- Record any and all critical incident details in the incident log

### **Technical Officer**

The Technical Officer has extensive knowledge of the festival site and equipment.

- Isolate and shut down any equipment that may be a hindrance to the emergency response
- Isolate power to selected and/or affected areas if required
- Supply technical information to the Chief Warden and Emergency Services
- Assist Emergency Services in locating technical elements; plumbing, power, etc.
- Assist in the evacuation of patrons

### **Area Wardens**

Area Wardens are assigned designated areas to evacuate patrons from in the case of an emergency evacuation. Area Wardens are to be thoroughly aware of the layout of their area of responsibility.

- Report to assigned area and evacuate all patrons
- Assist the Chief Warden and/or EMC as required and directed

### **Wardens**

All other staff will take on the roles as wardens. The role of a warden is to assist in ensuring that all patrons exit safely.

- Ensure the safe evacuation of all patrons
- Stop staff and attendees from evacuating prematurely
- Evacuate areas as directed by Area Wardens
- Guide persons to the Emergency Assembly Area
- Provide assistance to any persons with special needs
- Assume control of an area in the absence of the nominated Area Warden
- Prevent any persons from re-entering the evacuated area unless advised to do so



## **Incident Emergency Response Coordinator (IERC)**

The IERC is usually the senior member of Victoria Police at the initial scene of an emergency or at the place where control is being exercised at incident level. This role usually relates to the first response to an emergency, and the person fulfilling the role may change in seniority as the emergency escalates or de-escalates.

- Maintain a presence at the place where control is being exercised and represent the MERC in their absence
- Ensure effective control is established and maintained
- Ensure that the appropriate control and support agencies are in attendance – or have been notified by the controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of EMMV Part 7 – Emergency Management Agency Roles, where more than one agency is empowered to perform that role
- Ensure the incident controller has formed and is chairing an IEMT and is ensuring effective information sharing
- Arrange for the provision and allocation of resources requested by control and support agencies and escalate unfulfilled requests to the MERC or RERC
- Ensure timely warnings and information are provided to the community and support agencies by the control agency
- Ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- Consider the need for declaration of an emergency area
- Provide the MERC or RERC with information or advice on issues relating to control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery.





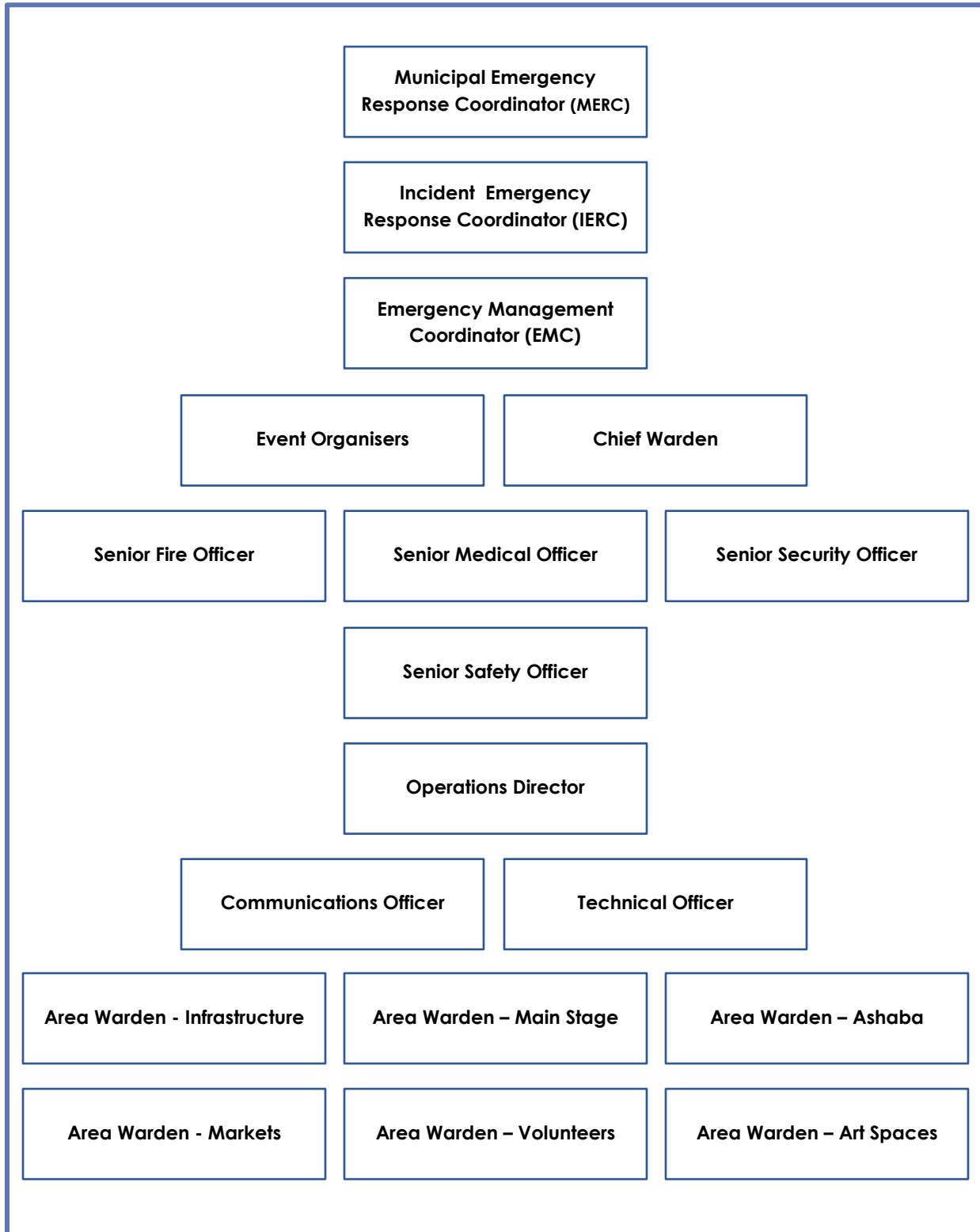
## **Municipal Emergency Response Coordinator (MERC)**

The member of Victoria Police appointed as an emergency response coordinator for each municipal district is known as a MERC. The MERC is responsible for bringing together agencies and resources within a municipal district to support the response to emergencies. The MERC communicates with the Emergency Management Commissioner through the RERC (and subsequently the SPLO).

- Ensure that the appropriate control and support agencies are in attendance - or have been notified by the controller and are responding to an emergency
- In the event of uncertainty, determine which agency is to perform its statutory response role in accordance with the requirements of EMMV Part 7 – Emergency Management Agency Roles, where more than one agency is empowered to perform that role
- Ensure the incident controller has formed and is chairing an IEMT or, if the incident controller is unable to attend or there are several disparate emergencies within the municipality, form and chair an IEMT
- Ensure timely warnings and information are provided to the community and support agencies by the control agency
- Arrange for the provision of response resources requested by control and support agencies and escalate unfulfilled requests to the RERC
- Ensure the incident controller has developed and issued an incident action plan (including objectives and strategies for managing the incident)
- Ensure the Municipal Recovery Manager has been notified by the incident controller of the emergency, to ensure relief and recovery measures are in place
- Consider the provision of relief to affected communities where necessary and advise the Municipal Recovery Manager of requirements
- Consider registration of persons affected by the emergency
- Ensure the Municipal Emergency Resource Officer is advised of the emergency, is available to provide access to council owned or controlled resources if required and is receiving information as appropriate
- Consider the need for declaration of an emergency area
- Provide the RERC with information or advice on issues relating the control, command and coordination of the emergency response, including issues relating to consequence management, the provision of relief and the transition to recovery
- Ensure the control agency for the emergency has organised an operational debrief with participating agencies as soon as practicable after cessation of response activities.

## 2.4 Emergency Management Team Organisation

The Emergency Management Team Organisation will be established in the following structure of command:





## 2.5 Debriefing Arrangements

### Incident Debrief:

A debrief session will be conducted as soon as practicable after any emergency. The Operations Director is responsible for arranging and chairing the meeting. The meeting will evaluate the adequacy of the plan and recommend any changes. It may also consider recovery issues that may have arisen. All Emergency Management Team members are encouraged to provide feedback and information.

### Festival Debrief:

A full debrief of all participating organisations will be conducted within 30 days of the completion of the festival. The venue and timing will be advised to all participants. The Operations Director will chair the meeting.

The following departments and authorities are to be represented in the debrief:

- Loddon Shire Council
- Victoria Police
- Ambulance Victoria
- Country Fire Authority

The following departments and authorities are not critical to be represented in the debrief, however shall be invited to attend or provide input as applicable:

- WorkSafe Victoria
- State Emergency Services
- VicRoads
- Department of Environment, Land, Water and Planning
- Department of Economic Development, Jobs, Transport and Resources
- North Central Catchment Management Authority

## 3. RISK MANAGEMENT STRATEGIES

### 3.1 Event Staff Roles

All management personnel, employees, and service providers have responsibility for identifying and managing risks associated with any emergency events. Compliance with existing Regulations, Codes of Practice, and Industry Standards, combined with a review of current policies and procedures will assist improving the emergency preparedness for the event.

### 3.2 Preparedness

All internal safety staff are appropriately experienced and possess relevant qualifications. Emergency assembly areas for use during an emergency have been identified and advised to the appropriate emergency response personnel.

### 3.3 Hazard Review

During the development of this plan, risk assessments have been performed to identify potential natural and man-made hazards that may need to be managed during the event. The Emergency Management Team will conduct regular reassessments of potential risks to the event to ensure any new risks are identified and addressed promptly.

### 3.4 Education, Information & Awareness

To ensure appropriate actions from event staff during emergencies, appropriate education, information and awareness will be provided to all concerned. This may require specific training of the employees. The Emergency Management Team will develop, support and promote appropriate prevention and awareness programs.

## 4. WEATHER OBSERVATION

Daily weather evaluations will be supplied to Area Manager, after consultation with the Bureau of Meteorology. Where there is a likelihood of changeable weather, the weather radar will be monitored and where severe weather is expected, the Area Manager will be kept advised of impending changes.

The agency responsible for response to flood and storm emergencies is the VIC State Emergency Service. In the event of the need for assistance, they can be contacted on 132 500.

VICSES has a duty to ensure timely issue of warnings and information to the community.

#### **Flood**

VICSES will issue warnings for flood events on advice of a BoM flood prediction. These warnings contain information such as current flood situation, likely future flood consequences, actions required to protect life and property, how to access further information about flooding and how to obtain emergency assistance.

#### **Storm**

VICSES will issue warnings with enhanced community actions and advice, where this adds value to the BoM warning and prediction, and/or the potential for large scale community consequences are foreseen.

#### **Dam**

In the instance of dam incidents that have the potential to have community consequences VICSES will support DELWP in providing warning and/or advice to the community.



## 5. CODE SYSTEM

A CODE system is to be used by staff in accordance with AS/NZS 3745 when addressing emergency situations. The purpose of utilising the CODE system is to maintain understanding between staff and emergency causes, while not causing concern or panic amongst the attendees.

CODE Colour	Emergency Category	AS 2700 Code
CODE BLACK	Armed Aggression/Personal Threat	N61
CODE BROWN	External Emergency	X54
CODE YELLOW	Internal Emergency	Y26
CODE ORANGE	Site Evacuation	X13
CODE RED	Fire or Explosion	R13
CODE PURPLE	Bomb Threat	P12
CODE BLUE	Medical Emergency	B22
CODE GREEN	All Clear	-

## 6. COMMUNICATIONS

The main form of communications within Yemaya Festival operate via the following networks and equipment:

- Motorola Two-Way Radios – internal communications for all event departments
- Mobile Phones – external communication
- Cel-Fi Pro Signal Amplifiers – located at the ECC to ensure network access for external communications
- Megaphones – located at the ECC and on emergency response vehicles onsite
- Iridium Satellite Phone – located at the ECC, contingency option for external communications in case of emergency or local network access issues
- Stage Speaker Systems – mass broadcasting capacity in case of emergency



## 6.1 Two-Way Radio Protocol

### Normal Transmitting

Listen to ensure the channel is clear. Press radio talk button firmly, hold, pause for a second then begin speaking into the microphone. Direct your call to the person first, by saying the recipient's call twice, then announce yourself. Example:

"Tom, Tom, this is Harry". Wait for acknowledgment, and then state your message.  
Response: "This is Tom, go ahead, over"

### Emergency Transmitting

If you have an emergency message and need to interrupt ongoing radio conversations:

- Wait and listen until you hear "Over".
- Press the talk button and say "BREAK, BREAK, BREAK, your call sign, I have emergency message for (recipient's call sign), Do you copy, Over".

Upon receiving the go ahead from Operations:

Press radio key firmly, hold, pause for a second then speak clearly, "CODE Black, CODE Black, CODE Black and either your call sign/name and location." Wait for confirmation from Operations. State the incident, who is involved, and all pertinent information.

Example: "Intoxicated patron at Bar." Operations will advise you how to proceed from there. All other radio chatter stops unless simultaneous emergencies occurring.

Remain calm and speak clearly.

## 6.2 Emergency Procedure

Upon notification or discovery of a fire or the presence of smoke or any other emergency situation the following actions are to occur:

- Any staff on site are to report the incident immediately to Operations via radio. Upon further investigation and assessment of the situation, advise Operations in a calm and precise manner the following:
  - Location of emergency area;
  - What the problem is;
  - Your name; and
  - Status of the situation
- Operations will then advise the EMC and Chief Warden
- As required by the context of the incident, on a case by case basis, the Fire Suppression Team and/or Security and/or Medical will act accordingly

### 6.3 Radio Language

Terminology	Meaning
Radio Check	What is my signal strength? Can you hear me?
Roger or Ten Four	Message received and understood
Read you loud and clear	Response to "Radio Check". Transmission is good
Affirmative	YES
Acknowledge	Confirm you understand my message
Confirm	Is that correct?
Correction	I made a mistake, correct version is...
Do you read	Made more than one attempt to reach, please acknowledge
Go ahead	Listening, proceed with your message
Incident	Occurrence at... (DO NOT USE ACCIDENT)
Negative	NO
Over	Message completed, relay expected
Out	All conversation is finished, the channel is clear for others to use
Stand by	Busy, please wait for a moment
Say Again	Re-transmit your message
Come In	Asking the other party to acknowledge that they hear you
CODE (Colour)	Colour code for incidents in accordance with AS 3745

\* Never use "Over and Out"



## 7. EMERGENCY ACCESS & ASSEMBLY

### 7.1 Emergency Services Access Routes

Access to the festival site is predominantly through a single access path from Majors Line Rd, 400m east of Loddon West Rd.

In the event of external emergency services being required to attend the festival site, an alternative access for those vehicles will be provided via another entry into the property, 850m east of the main entry on Majors Line Road.

- **Main Access Road** – via Majors Line Road, 400m east of Loddon West Rd
- **Emergency Access Road** – via Majors Line Road, 1250m east of Loddon West Rd

Prior to the event, arrangements will be finalised to ensure that attending emergency service vehicles will be met and escorted into the festival venue in order to facilitate prompt and accurate location/attendance at the incident site. Instructions as to the meeting point location will be relayed to the relative emergency service by the Emergency Management Coordinator at the time the “000” request is placed.

### 7.2 Emergency Vehicle Access

In the instance of an emergency, Traffic Marshalls will halt any vehicles nearing the exit to ensure clear passage, and then send an escort to guide the emergency vehicle onto the site. Due to the ban on movement of vehicles, clear access to the site will be maintained consistently throughout the event, particularly during peak times.

### 7.3 Emergency Assembly Areas

Two Emergency Assembly Areas will be established within the event venue area.

- **Emergency Assembly 1** - Alongside the western camping areas (Site Plan Ref: J9)
- **Emergency Assembly 2** - Between the Ashaba Stage and the camping areas (Site Plan Ref: P9)

These areas are large enough to hold the entire event audience, are readily accessible, and are in good proximity to services. Both stage areas have access to public address equipment and shall be identified by relevant signage.

Emergency Assembly 1 will be the primary assembly area, however if this became unsuitable due to the nature/location of the emergency event, patrons would then be directed to the secondary area.

In the unlikely event that the decision to move patrons to the Emergency Assembly Areas is implemented, event safety staff and operational crew resources will be dispatched to the area to provide personnel protection using all available resources.



## 7.4 Temporary Helicopter Landing Site

Suitable flat and open land with clear vehicular access is available adjacent to the main event area for the establishment of a temporary Helicopter Landing Site (HLS).

### Location

36°15'36.0"S 143°52'55.2"E

-36.260000, 143.882000

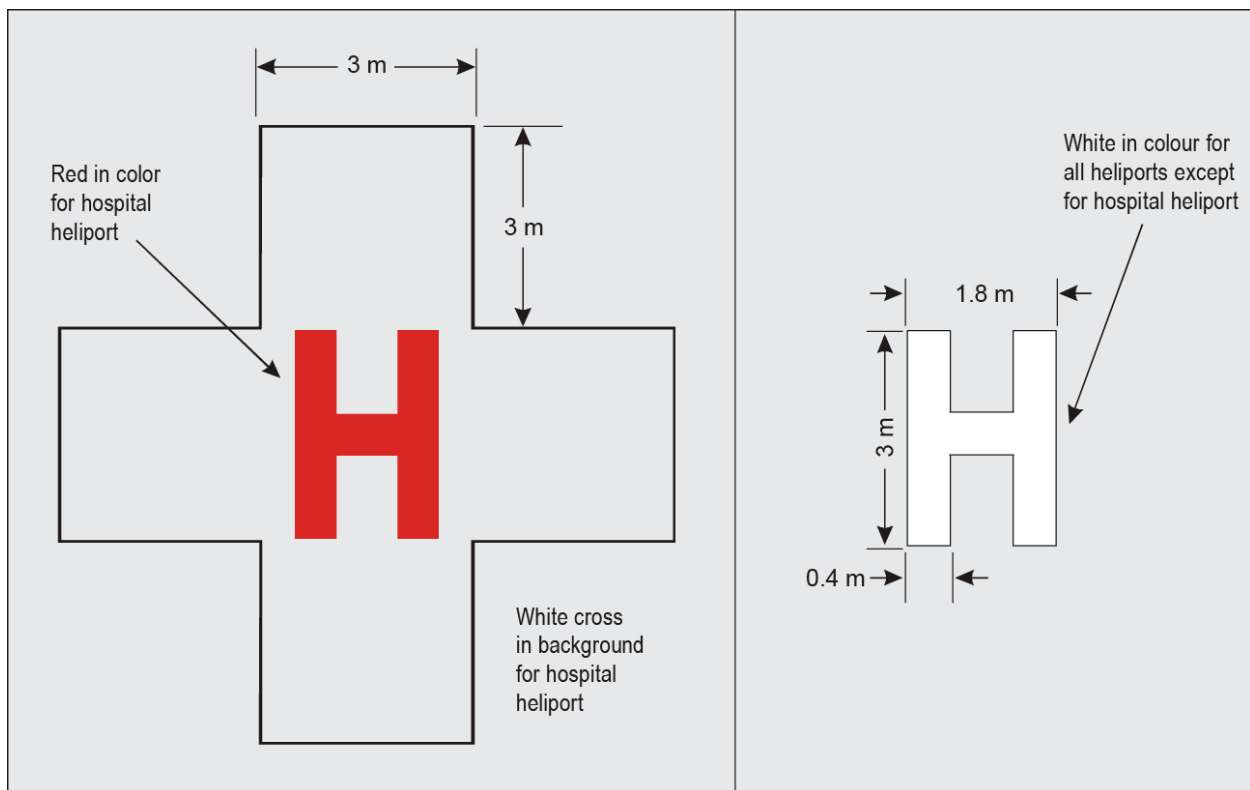
Site Plan Ref: Q5

The HLS will comply with the standards outlined by VIC DHHS in the *Guidelines for helicopter medical transport landing sites* as illustrated below.

### Surface markings

Heliport surface markings need to include the following elements:

- Hospital heliport identification marking is a red H marking within a white cross.
- The H has dimensions of 3 metres by 1.8 metres by 0.4 metres.
- The white cross is a combination of five squares of 3 metres by 3 metres.



Sourced from the [Department of Health & Human Services - Guidelines for helicopter medical transport landing sites](#)

The temporary helicopter landing site will be established in accordance with the Civil Aviation Safety Authority (CASA) advise provided in [Civil Aviation Advisory Publications](#)

## (CAAP) 92-2(2) - Guidelines for the establishment and operation of onshore Helicopter Landing Sites.

### Recommended criteria for an Helicopter Landing Site (HLS)

Because such HLSs are often developmental and 'basic' in nature, CASA recommends that helicopter operators carry out thorough risk and hazard assessments for the proposed operation and apply appropriate controls to any hazards identified during this process.

Any passengers, crew and operational personnel carried into such locations should be briefed on the hazards of the site and any safety procedures needed to ensure safe loading and unloading at the HLS.

A Basic HLS should:

- be determined, by way of the helicopter operator's risk assessment, to be large enough to accommodate the helicopter and have additional operator-defined safety areas (or buffers) to allow the crew to conduct the proposed operation safely at the location;
- have a TLOF with suitable surface characteristic for safe operations and strong enough to withstand the dynamic loads imposed by the helicopter
- have sufficient obstacle free approach and departure gradients to provide for safe helicopter operations into and out of the site under all expected operational conditions.
- have approach and departure paths that minimise the exposure of the helicopter to meteorological phenomena which may endanger the aircraft and provide escape flight paths, if a non-normal situation arises, which maximise the potential for using suitable forced landing areas.
- only be used for day operations under helicopter VMC or better weather conditions, unless prescribed elsewhere in CASA legislation.

### Safety Considerations - HOTSAW

- Hazards (loose objects, tents, etc.)
- Obstructions (in and out of LZ area. Trees, poles, fences, wires, etc.)
- Terrain features (degree of slope)
- Surface conditions (highway/dirt road/soft or hard)
- Animals/livestock (notify if present)
- Wind/weather (velocity, visibility and cloud height)

### Important Aircraft Safety Rules

- Never approach unless directed by flight crew
- Never walk near tail rotor area
- Never approach from an uphill slope
- Never direct bright lights at pilot or aircraft
- Always approach from side (ideally 90°)
- Keep head down, walk in crouched position
- Follow flight crew directions



- Secure all loose objects in LZ
- No unauthorized personnel near aircraft
- Protect eyes from blowing dirt and debris
- No smoking within 100 feet of aircraft

## Details to Provide

When requesting service, please provide the operator with the following:

- Name of requesting agency
- Call back number
- GPS coordinates (36°15'36.0"S 143°52'55.2"E or -36.260000, 143.882000)
- Type of incident
- Ground contact
- Radio frequency (including PL tone if applicable)
- Weather at scene
- Any other responding aircraft

## 8. EVACUATION

An evacuation may be required due to fire, weather, or a specific identified threat. The decision to close the Festival or evacuate the site will be made by the Festival Organiser, based directly on advice from the Emergency Management Coordinator and emergency/safety service providers.

Should the Festival Organiser make the decision to close the Festival or evacuate, the Operations Director assisted by the Area Managers will set the evacuation plan in process. The signal to evacuate will be by sirens and announcements on the Festival loudspeakers.

If a full site evacuation is required, the two escape routes are:

- **Main Access Road** – via Majors Line Road, 400m east of Loddon West Rd
- **Emergency Access Road** – via Majors Line Road, 1250m east of Loddon West Rd

Where practicable, evacuation of significant areas within the event site of both patrons and workers will only be undertaken in consultation and with assistance from CFA, SES, and Victoria Police as applicable.

### 8.1 Evacuation Categories

Under extreme circumstances, the Emergency Management Coordinator in consultation with the Event Organiser and Emergency Services will declare an evacuation of the event site.

Evacuations will fall into three main categories:

**Total Evacuation** - Event patrons will be evacuated from the area of the event site to the nearest safe offsite assembly point.

**Partial Evacuation** - Only event patrons identified as being in immediate danger being evacuated to the nearest safe assembly point or to an area clear of the hazard.

**Shelter-in-Place (SIP)** - The process of moving people into an area that is still at the same location but which provides the greatest protection from the effects of the hazard.

The type of evacuation required depends on the nature of the emergency and the level of risk to employees and patrons.

The Emergency Management Coordinator will generally determine the type of evacuation required. If the Emergency Management Coordinator is unavailable, responsibility for determining the evacuation will be delegated to the Chief Warden.

Prior to declaring an evacuation the following must be considered:

- The location of the emergency
- The type of emergency



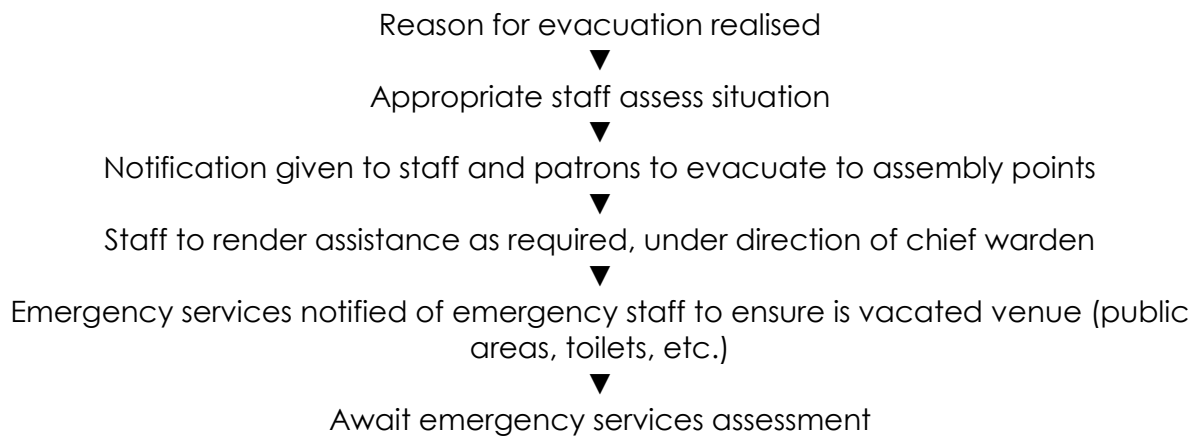
- Wind direction and velocity
- Access to the assembly area

In the event of SIP, partial, or complete evacuation of the festival, staff, contractors, artists, volunteers, and attendees are requested to assemble at the designated evacuation area as directed by the Area Wardens and security. Any sound on the Yemaya Stage and Ashaba Temple stage will cease and the PA systems will be available to advise and direct patrons and to sound an alarm as required.

Area Wardens should be prepared to appoint additional or replacement Wardens, from staff members, if insufficient Wardens are available during the emergency.

In the case of an evacuation, the Operations Director will liaise directly with Victoria Police and other emergency services agencies as required.

## 8.2 Process of Evacuation



## 8.3 Sequence of Evacuation

- (a) The affected area.
- (b) The area adjacent to the affected area.
- (c) Additional areas may need to be evacuated if circumstances warrant or if directed by the Emergency Services.

# 9. CROWD MANAGEMENT

## 9.1 Positioning of Wardens

Wardens who are responsible for ensuring movement of staff and attendees out of a dangerous area should position themselves so that they are:

- Clearly visible
- Not exposing themselves or anyone else to danger
- Able to exercise control over persons moving from the area

## 9.2 Movement Control

Wardens should direct persons towards the Emergency Assembly Area using:

- A calm but firm voice
- Smooth and commanding hand signals

While directing crowds, wardens should use such terms as:

- "This way please";
- "Move quickly outside"; or
- "Quickly move that way"

Words such as, "HURRY", "FASTER", "FIRE", "BOMB", "TRAPPED", etc. should be absolutely avoided. Hand signals such as beckoning people towards you in a frantic and continuous manner should be avoided.

Wardens must not engage in lengthy explanations with people while guiding them toward safety. The focus is to quickly, calmly and safely move people away from any danger and to the Emergency Assembly Area.

## 9.3 Persons Refusing to Comply with Warden's Directions

Should a person refuse to comply with the directions given by a Warden from the Emergency Management Coordinator, the Warden shall:

- (a) Ensure the person has been clearly advised (twice) that they are to evacuate the area because of an emergency situation.
- (b) Notify the Chief Warden, who shall advise the Emergency Management Coordinator who, at their discretion, may take the appropriate action under law to remove the person.



## 10. EMERGENCY RESPONSE GUIDELINES

### 10.1 CODE BLACK - Armed Aggression / Personal Threat

At first instance, notify Operations via radio to send security to the location.

#### Response Procedure

Any person directly confronted:

- Be deliberate in your actions
- Be reasonably slow in handing over keys, money or information. (Your personal safety is priority number one)
- If possible, move the situation to a less populated location
- Observe the following information about the offender: height, weight, age, clothing, accent, speech disabilities, tattoos or similar body markings or jewellery

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Emergency Management Coordinator
- Without drawing attention to yourself, warn others
- Restrict access to others
- Do not approach the intruder
- Evacuate quickly and quietly
- If possible, observe the following information about the offender: height, weight, age, clothing, accent, tattoos, or similar body markings or jewellery

Area Manager:

- If possible and safe to do so, assist the first person able
- Ensure that the EMC has been notified
- Seek details of intrusion
- Contact and hand over control to EMC
- Determine the need for further evacuation and the safest assembly area
- Marshall patrons and employees away from the emergency area
- Provide details and assist Police on arrival

#### Special Considerations

DO NOT PROVOKE OR CONFRONT THE INTRUDER



### 10.1.1 Checklist - Armed Aggression / Personal Threat

Time of Incident:			Date:		
Reported by: [Print Name]					
Location of Incident:					
Characteristics of Intruder					
Height:			Sex:		
Age:			Hair Colour:		
Complexion:					
Facial Features:					
Clothing Worn & Colours:					
Weapons Carried:					
Mood of Intruder:					
Calm	Angry	Excited	Depressed	Nervous	Irrational
Other Characteristics or information:					



## 10.2 **CODE BROWN** - External Emergency

This is very similar to a CODE YELLOW, or internal emergency, but is located off-site. A CODE BROWN tells us that the off-site emergency may/will impact on the Yemaya Festival site and the staff / attendees in some way.

Examples of a CODE BROWN emergency are:

- Aircraft crash;
- Truck or other vehicle crashing;
- Fire or smoke (car fires, bushfires);
- Terrorism incident;
- Dangerous or aggressive people; or
- Earthquake or other natural disaster (Severe weather, etc.)

### Response Procedure

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Emergency Management Coordinator

Emergency Management Coordinator:

- Assess the nature of the emergency
- Determine the impact potential to the festival
- Decide if there is a need to evacuate
- Activate evacuation procedures as may be required

### Special Considerations

If the Emergency Management Coordinator and the Chief decides that there is a need to evacuate, then the EMERGENCY CODE is upgraded to, "ORANGE", and then directions for SITE EVACUATION are to be followed.

## 10.3 **CODE YELLOW** - Internal Emergency

An internal emergency is an emergency situation that can be caused from system failures, structural concerns and has the potential to lead to greater risk to the wellbeing of staff and attendees.

### Response Procedure

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Emergency Management Coordinator

Emergency Management Coordinator:

- Attend the location of the emergency
- Assess the nature of the emergency; and
- Decide if there is a requirement to evacuate

### Special Considerations



If the Emergency Management Coordinator decides that there is a need to evacuate, then the EMERGENCY CODE is upgraded to, "ORANGE", and then directions for SITE EVACUATION need to be followed.

### 10.3.1 Vehicle Crash

A vehicle crash within the event site will be attended to by onsite staff, with similar deployment arrangements for any incidents reported externally within a reasonable range of the property.

#### Response Procedure

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Medical and the Emergency Management Coordinator
- Evaluate your own safety. If it is safe to do so, you should if possible:
- Switch off gas and electricity if possible (only if safe to do so)
- Remove injured persons to safety (only if safe to do so)
- Vacate the immediate area to a safe distance
- Prevent other people from entering the crash area

Area Manager:

- Assess the situation and ensure that an alarm has been raised
- Assist with the removal of injured persons of safe to do so
- Determine the need for evacuation of the area. Conduct the evacuation if necessary

Senior Medical Officer:

- Ensure the provision of emergency medical care to the location of the incident
- Ensure the treatment of casualties resulting from incidents as required

Emergency Management Coordinator:

- Evaluate the emergency situation
- Confirm that emergency service contact has been made
- Contact 000 if the situation requires
- Assist with the identification of injured persons
- Assist the Emergency Services as requested

#### Special Considerations

If irritating or suspected noxious vapours are present, withdraw immediately to an up-wind location and prevent others from entering the contaminated area.

### 10.3.2 Structure Damage

Structure damage could be caused by patron interference, storms, earthquake, or such events. Issues will range in severity and the appropriate actions will vary similarly,



thus each matter will be assessed on a case-by-case basis to ensure the most appropriate measures are enacted.

If the situation permits, repairs will be sanctioned to rectify any identified safety hazards or structural impairments, and where such action is not feasible or practical, avenues to dismantle hazardous structures can be taken if no further safety risk is created in the process.

If a structure presents imminent threat of collapse or major works are required, the general area will be cleared and cordoned off to create a temporary construction zone until the risk has been addressed.

## Response Procedure

Area Manager:

- Quickly assess the situation
- Notify Operations who will notify the Emergency Management Coordinator
- Determine the nature of the issue and the degree of damage
- Await further instructions
- Identify any injured persons

Operations Director:

- If possible, locate contractor responsible for structure in question
- Establish a control point in a safe area
- Administer safety controls or repair measures as appropriate
- Determine the nature of the issue and the degree of damage
- Assist emergency services as required

Festival Organiser:

- Consult with emergency service providers to gain perspective on the issue
- Determine severity of damage and make a decision as to whether the event can safely proceed

### 10.3.3 Extreme Weather

Regular monitoring of **VIC EMERGENCY** will be undertaken to ensure immediate awareness of any relevant incidents or warnings.

In the event of extreme weather, such as lightning and/or gale force winds, and high temperatures, the event management group may consider any or all of the following:

- Suspension of some/all event activities
- Abandonment of some/all event activities

Extreme weather conditions cannot be controlled. Precautions can be taken to reduce the impact of extreme weather conditions both on the health and safety of employees and patrons and to reduce the impact on the event itself.



WEATHER EVENT	IN BUILDING	OUTSIDE	IN VEHICLE
<b>FLOODING</b>	If house is in low-lying area be prepared to move to higher ground.	Seek shelter. Do not try to walk through flash floods.	Avoid driving through flooded areas, watch for road washouts and avoid dips and underpasses.
<b>LIGHTNING</b>	Before storm hits unplug appliances including radio, television and computers and do not touch electrical items or telephones during the storm.	<p>Get inside vehicle or building if possible. Avoid water and objects that conduct electricity. Do not stay in open space or under tall objects (trees, poles).</p> <p>If no shelter is available <u>crouch down</u>, feet close together with head tucked down.</p> <p>If in a group <u>spread out</u>, keeping people several metres apart.</p> <p>Remember, lightning victims can be revived with CPR even though there is no pulse.</p>	<p>Stay in vehicle with windows closed. Avoid touching metal parts of vehicle. Do not drive, and do not park under trees or other tall objects that may fall over in storm.</p> <p>Be wary of downed power lines that may be touching your car. You should be safe in the car but may receive a shock if you step outside.</p>
<b>HAIL</b>	Stay away from windows and glass doors. Be alert for signs of high winds or tornado (especially if hail is large) and follow tornado precautions if necessary.	Seek cover, face away from wind and protect your head. Be alert for signs of high winds (especially if hail is large) and follow precautions if necessary.	Keep head and face away from windows. Be alert for signs of high winds (especially if hail is large) and follow precautions if necessary.

## Response Procedure

### Operations Director:

- Monitor weather conditions and forecasts that are available
- Confirm that the EMC is in correspondence as required
- Assist the emergency services as requested

### Festival Organiser:

- Consult with the EMC on the matter
- Determine the seriousness of the risk that the extreme weather conditions forecast may present to the safety of employees and patrons of the event

### Emergency Management Coordinator:

- Evaluate the emergency situation
- Confirm that emergency service contact has been made
- Decide if there is a need to evacuate
- Activate evacuation procedures as may be required

### 10.3.4 Lost Child Policy

To ensure that all staff know the procedure to follow if they find lost children or are informed a member of the public's children or children in their care are missing.

If you find a child that appears to be lost, or are approached by members of the public asking for your help to find a child please use the following procedures.

#### Collection Point

An agreed Collection Point will be available at the event, which will be at the event's Information Services Tent.

#### Reporting a Lost Child

Staff are to inform the Operations Team and the Information Services Officer with the following information.

#### Information to be Recorded:

- Who is missing? (name, age, sex, ethnicity, height, hair colour, eye colour, build, distinguishing marks)
- What clothes the child was wearing?
- Where the child was last seen?
- What direction the child was going in?
- Who they were with?
- Your location?

#### Response Procedure

##### First Person Able:

- Immediately radio the above details to the Operations Team and the Information Services Officer on the agreed channel.
- Reassure parent/guardian informing you of a lost child that a search will be organised and wait with them for the Information Services Officer to come to your location. It is advisable to remain in the location the child went missing for 15 minutes, in case the child returns to that location.
- If there are more than 2 adults with the child, then one should remain at the location where the child was last seen, the other(s) should join the search, reporting back regularly as agreed with the Information Services Officer.

##### Information Services Officer:

- Encourage the parent to regularly return to the Collection Point if they continue to search for the child, in case the child is found.
- Radio a message to the Operations Team giving the information gathered.

##### Operations Director:



- The Operations Director is to relay this message to all security staff and ask for people to respond and confirm that they have heard the message.
- If the child or vulnerable person is not found, the Operations Director will organise a thorough sweep of the whole site including security and staff.
- If the child or vulnerable person not located by onsite resources within one hour then an announcement will be made via stage PA systems to advise all patrons to be on alert and provide any useful information to the Information Services Officer.

The Information Services Officer will also take the following information:

- The name of the parent/carer; and
- Contact number of the parent/carer

### Child Located

If the child is found, the Operations Director and the Information Services Officer are to be informed immediately and the lost child taken to the Collection Point where the parent/carer will collect them. The Information Services Officer should radio to the Operations Director to confirm that the child has been found.

### Reporting a Found Child

If a child is found, staff are to inform the Operations Director and the Information Services Officer with the following information.

#### Information to be Recorded:

- Who has been found? (name, age, sex, ethnicity, height, hair colour, eye colour, build, distinguishing marks)
- What clothes the child is wearing?
- Who they were with?
- Your location?

### Response Procedure

First Person Able:

- A child or vulnerable adult appearing to be lost should be approached and asked if they know where their parents/guardians are.
- Stay with the child at the point where he/she was found. The Information Services Officer will come to you.

Information Services Officer:

- The Information Services Officer will stay at that location for 15 minutes to allow the parent/guardian to return, before taking the child to the Collection Point.
- If a child or vulnerable adult still appears to be lost and no parent/guardian has returned, the child should be led to the Collection Point, where they will be encouraged to remain until they have been re-united with a parent/guardian.



- The child or vulnerable adult should gently be asked for as much information as possible, including, their name, who they are with, their parents/guardians names, where they last saw them, and a description of them. If the child is brought over by another adult, as much information as possible should be gained from them.
- The information will be given to the Operations Director will organise a thorough sweep of the whole site including security and staff.

#### Operations Director:

- If a parent/guardian is not located with 30 minutes, Operations Director will inform the police.
- If the parent/guardian not located by onsite resources within one hour then an announcement will be made via stage PA systems to advise all patrons to be on alert and provide any useful information to the Information Services Officer.

#### Parent/Guardian Located

If a parent/guardian is located, they should be directed to the Collection Point and the Information Services Officer. They will be asked to show ID before a child is handed over. The Information Services Officer must be 100% certain that the person is in fact a parent/guardian before the child is passed over to them.

#### Record Keeping

In case of a report of a lost child, or a found child, a detailed record should be kept in a dedicated folder, detailing:

- Time child was lost/found;
- Description of activities undertaken to try and reunite parent/carer with child;
- Time that child was reunited with parent/carer;
- Details of person who found child (if relevant);
- Name and Description of parent/carer and evidence of ID shown to reclaim child.

### 10.4 **CODE ORANGE** - Site Evacuation

An evacuation may be required in any of the following situations:

- Fire or Explosion
- Site Evacuation
- Internal Emergency
- Bomb Threat
- Armed Aggression/Personal Threat
- Medical Emergency
- Or by direction of the Emergency Services

The site will be vacated in an orderly manner, ensuring that all areas are checked and that all personnel and attendees leave the evacuation, staying clear of danger and arriving safely at the indicated Emergency Assembly Area. Clear directions from Area Wardens and Wardens are paramount in an emergency situation.



People who are mobility impaired are to be assisted by a staff member.

Bulky personal effects are to be left behind.

## Response Procedure

Emergency Management Coordinator:

- Assess the nature of the emergency
- Determine the impact potential to the festival
- Consult with the Event Organiser to decide if there is a need to evacuate
- Determine which assembly area will be used and notify the Chief Warden

Area Wardens:

- Evacuate the areas that they are responsible for

Wardens:

- Assist Area Wardens as required
- Check all toilet blocks, dome structures and do a sweep of the campgrounds for any remaining attendees
- Conduct a final check of the site to confirm that all areas that were required to evacuate are clear
- Advise the Chief Warden that the area or site has been evacuated
- Ensure that staff and attendees do not leave the Emergency Assembly Area and re-enter the affected area(s) unless directed to do so

## 10.5 **CODE RED** – Onsite Fire or Explosion

In the event of a CODE RED Area Wardens are to begin evacuation of the immediate area in danger in the case of a partial evacuation or begin procedure to relocate the entire site in the case of a complete evacuation to the advised Emergency Assembly Area.

### Fire Extinguisher Locations

ABE fire extinguishers will be stationed at the following locations:

- Main Stage (Stage 1) - Back stage and front of house (FOH)
- Ashaba Temple Stage (Stage 2) - Back stage and front of house (FOH)
- Information Tent
- Medical Tent
- Operations
- Crew Camping
- Ticketing Area
- Every food stall
- On every fire suppression vehicle

### Fire Extinguisher Use Procedure

- a) Try to remain calm and think;
- b) Warn everybody in the immediate vicinity;





- c) Instruct someone to advise Operations via radio;
- d) Determine the type of fire and exact location;
- g) Select the right type of extinguisher;
- h) If in doubt, READ THE INSTRUCTIONS;
- i) Have another person back you up with another extinguisher;
- j) Keep low to avoid smoke;
- k) Do not get too close to the fire;
- l) Direct the extinguisher agent at the seat of the fire NOT at the smoke

### Fire Extinguisher Use

PULL the pin – Break seal and test extinguisher.

AIM at base of FIRE – Ensure you have a means of escape.

SQUEEZE the handle – To operate extinguisher and discharge the agent.

SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.

### Response Procedure

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Senior Fire Officer and Emergency Management Coordinator
- Begin evacuation of the immediate area
- If it is within your capability and knowledge and if you have the appropriate equipment [extinguisher, fire hose], fight the fire if safe to do so
- Withdraw from the area as soon as it becomes too dangerous to stay

Area Manager:

- Ensure that the EMC and Senior Fire Officer are notified
- Determine the seriousness of the situation
- Help to remove employees and patrons from the danger zone
- Follow protocol and instruction from the EMC
- Check that the entire area, including any toilet blocks, temporary structures and the camp grounds are clear
- Assist as required

Emergency Management Coordinator:

- Determine the severity of the situation
- Confirm that the Senior Fire Officer has been contacted
- Consider SIP, full, or partial evacuation of the area
- Determine an appropriate evacuation route and assembly site (note wind direction)
- If fire is not controlled by onsite crew within 5 minutes of arrival at the location, the incident is to be reported to local CFA via “000”
- Assist the Emergency Services as requested



Senior Fire Officer:

- Activate response procedures and proceed to fight the fire

### 10.5.1 **CODE RED** – External Bushfire Threat

Regular monitoring of [VIC EMERGENCY](#) will be undertaken to ensure immediate awareness of any incidents or warnings within the surrounding region.

In the instance of a bushfire identified within range of the event site, Shelter-in-Place procedures will likely be activated if the direction and spread of the fire poses a threat to the festival.

Shelter-in-Place procedures are prepared for those events where an incident originates within close proximity to the event site and there is insufficient time for a total evacuation, or where the relocation of occupants is otherwise impractical. Occupants are more likely to be safer remaining in a protected location onsite rather than trying to relocate people amidst hazardous conditions.

#### Response Procedure

Emergency Management Coordinator:

- Assess the nature of the emergency
- Liaise with relevant authorities (CFA, SES, Victoria Police) to determine the severity of the threat
- Determine the impact potential to the festival
- Consult with the Event Organiser to decide if there is a need to evacuate
- Consider Shelter-in-Place (SIP) evacuation of the area
- Determine which Emergency Assembly Area will be used and notify the Chief Warden
- Supervise, control and coordinate all emergency service operations
- Liaise with onsite safety providers regularly
- Act as point of contact for all external Emergency Services agencies

Festival Organiser:

- Suspend the scheduled entertainment and activities
- Initiate public notification via loudspeaker system

Chief Warden:

- Assist the EMC to assess the situation and determine the appropriate course of action
- Assist in liaising with Emergency Services
- With the direction of the EMC, give tasks to and coordinate the Area Wardens and Wardens
- Provide ongoing information to the EMC
- Nominate relevant personnel to meet and direct Emergency Services
- Notify all relevant staff of the situation (Event Organiser, Communications Officer)

Senior Fire Officer:



- Ensure the provision of emergency fire suppression services to the selected Emergency Assembly Area
- Position initial fire attack vehicles and personnel between Emergency Assembly Area and the nearest point of expected fire entry to the site
- Patrol for embers and fire ignition in camping and entertainment area

Area Wardens:

- Evacuate the areas that they are responsible for

Wardens:

- Assist Area Wardens as required
- Check all toilet blocks, dome structures and do a sweep of the campgrounds for any remaining attendees
- Conduct a final check of the site to confirm that all areas that were required to evacuate are clear
- Advise the Chief Warden that the area or site has been evacuated
- Ensure that staff and attendees do not leave the Emergency Assembly Area and re-enter the affected area(s) unless directed to do so

## **SPECIAL CONSIDERATIONS**

Shelter-in-Place (SIP) requires the identification of a cleared area which is well placed to resist bushfire attack and capable of being monitored by those responsible for the care of the vulnerable occupants.

## **10.6 CODE PURPLE - Bomb Threat**

Bomb threats are usually received via a form of communication, written or verbal; email, oral (telephone, tape recording), or other medium (letter) which are often used to disrupt business or cause alarm. The following procedures are designed to help people respond to and deal with a threat in accordance with current directions provided by the Australian Federal Police and Australian Standard 3745–2002.

### **Response Procedure**

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Emergency Management Coordinator

Emergency Management Coordinator:

- Evaluate the emergency situation
- Confirm that emergency service contact has been made
- Contact 000 if the situation requires
- Assist the Emergency Services as requested

### **Receiving a Bomb Threat**

Upon receiving a telephone threat:



- Remain calm
- Keep the caller on the line for as long as possible and obtain and record as much information as possible
- Use the bomb threat checklist
- Listen carefully for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity and location of the caller
- Immediately notify the Chief Warden, your immediate supervisor and the Police
- Complete the Bomb Threat Report and hand it to the Chief Warden or, in their absence, the Police when they arrive

## Written Threat

Once it has been confirmed that a message is a bomb threat the message and envelope or its container must be placed preferably inside a plastic envelope to preserve fingerprints etc. Any further direct handling of the message must be avoided.

## Threat Evaluation

Following the receipt of a threat the EMC and Chief Warden will study the message and gather facts, then must consider the level of threat and decide on the appropriate course of action.

The threat may be assessed as:

– LOW RISK

For example, a call made by a child and/or with childish laughter in background or where little detail is received, someone who sounds intoxicated, etc.

– MUCH GREATER RISK

For example a call made in a calm and deliberate manner where greater detail regarding timing, location or type of device is given.

To help determine the level of threat from a suspect item found during a search, the following must be taken into consideration:

- whether the item was hidden;
- is it obviously a device;
- is it similar to the original threat description;
- is it typical of all other items in the area;
- has there been a report of unauthorised persons being on site;
- is there evidence of forced entry.

## Search

All Wardens should be trained in Bomb and Substance Threat Strategy. The Police may request the building occupants to conduct a search following a received threat because:



- Police are unlikely to know the layout of the site and the various places in which a device can be concealed
- Police will not know what should be in a particular place and what should not. Staff should know and be able to search more thoroughly.

Detailed searches take a considerable amount of time. Staff and attendees may not be permitted to return to the evacuated area for some hours. Consideration should be given to their welfare, for example, weather conditions and relocation to a more comfortable location with shade or shelter, provisions for reassurance and refreshments.

If a search is decided upon, Wardens should be directed to search their assigned areas and report the location and appearance of any suspicious item(s).

Wardens should look for anything:

- that should not be there
- that cannot be accounted for
- that is out of place

If a suspicious object is found:

- Do not move or touch it or allow anyone else to
- Clear people away from the immediate vicinity
- Secure the area.
- Notify the Chief Warden
- Initiate evacuation
- Notify the Police

## Detailed Search

A detailed search involves a search of the site, broken up into areas and conducted by search teams.

Search teams should:

- (a) Listen for any unusual sounds.
- (b) Conduct a passive search only (look without touching).
- (c) Operate with one team progressing clockwise and one team anti-clockwise
- (d) Notify the Chief Warden that the area is clear

(Write plan to work around this) Hand-held radio transceivers and mobile phones MUST NOT be used during a bomb emergency because, under certain conditions, transmissions can trigger an electrically-detonated or radio-activated bomb.

## Courses of Action

- The Decision to Evacuate

The Police may leave the decision to evacuate to the EMC and Chief Warden and may also provide advice or make recommendations.

- Disregard Threat

It may be tempting to disregard a threat when receiving a threat from an intoxicated person or a child, however, the EMC and the Chief Warden must be absolutely certain it is a prank call. If there is even the slightest doubt, alternate options must be explored.

- Search and Evacuate only if a Suspicious Object is Found

Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the EMC and Chief Warden may then consider that the site can be declared safe. This option is appropriate if the threat level is assessed as low.

- Search with Partial Evacuation

When the threat level is considered to be of moderate concern and there is no reason to believe the threat to be imminent, the EMC and Chief Warden might consider partial evacuation.

- Evacuate Immediately Without Search

In the event of a threat that the EMC and Chief Warden consider to be a high risk there may be a case for evacuation as quickly as possible, without conducting a search, especially where there is a possibility of imminent initiation.

When the time of an initiation has been disclosed in a threat, the Chief Warden must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching must cease no later than 20 minutes before the time given. At the very least, 20 minutes must elapse after the threatened time of initiation before search teams re-enter the building. The entire site should be searched prior to re-occupation.

## Evacuation

If a partial or complete evacuation is ordered, the procedures are similar to an evacuation for a fire. Wardens are to:

(a) Direct staff and attendees to the advised Emergency Assembly Area. Guide them to the nominated Assembly Area using a path away from the suspected item(s) if the location is known.

Note: In some situations, it may be advised to send persons to different Emergency Assembly Areas to ensure safe passage without walking toward the suspected item(s).

(b) Conduct a final check of all areas including toilets, creative spaces, tents and all other spaces that can be occupied to ensure they are clear of occupants.

(c) Advise the Chief Warden when the area has been evacuated.

(d) Proceed to the nominated Assembly Area and remain in charge of occupants until directed otherwise.



## Mobility Impaired Persons

Upon the order to evacuate Area Wardens or Wardens if directed should ascertain the location of any mobility-impaired persons in their area and should assist in relocating to the Emergency Assembly Area.

## 10.6 CODE BLUE - Medical Emergency

The range of medical emergencies can be vast and diverse and can include:

- Heart Attack;
- Stroke;
- Airway Obstruction;
- Epileptic fits or seizures;
- Cuts and lacerations;
- Burns; or
- Other serious injuries

### Response Procedure

First Person Able:

- Quickly assess the situation
- Notify Operations who will notify the Medical Team

Operations Director:

- Evaluate the situation
- Ensure that the Medical Team has been contacted
- Keep uninvolved employees and patrons clear of the incident location

### **SPECIAL CONSIDERATIONS**

In the event of a medical emergency, promptly initiate the clearing of the immediate area. Keep a path clear for emergency vehicles to access and exit the area, ushering attendees out of the way as necessary.

Employees involved in treating or assisting with the treatment of the injured person should ensure that they make use of the appropriate personal protective equipment such as rubber gloves, facemasks, etc.

## 10.7 CODE GREEN - All Clear

In the event that the Emergency Management Coordinator or Chief Warden has called an evacuation, or that CODE emergency has been reported, the Emergency Management Coordinator will call a CODE Green once the all clear has been given by the incident controller or appropriate authority.

## 11. RISK MITIGATION

### 11.1 Education And Training

Every person who is employed in the premises should be given instruction in relation to:

- (a) The procedure to be followed in the event of fire.
- (b) The means of escape from the building in the event of fire.
- (c) The location and method of operating fire-fighting equipment, fire alarms or equipment warning of fire.
- (d) The procedure for conducting members of the public to an exit in the event of fire.
- (e) If a person is in care or custody, the procedure in the event of fire for:
  - (i) conducting the person to an exit
  - (ii) marshalling the person in a safe place
  - (iii) if any person in care or custody is not present at the safe place, reporting the fact to the person in charge of the building at the time.

### 11.2 Primary Emergency Risks

Below are the most common types of emergency classifications, along with basic summaries of the controls in effect to mitigate the risks.

Risk	Mitigation Measures
Onsite Vehicle Accident	Traffic control is in place for the entire duration of the event. Significant maintenance works will be carried out on all major traffic paths to ensure safe driving conditions.
Armed Aggression / Personal Threat	Event staff and volunteers are briefed to be watchful for people acting in dangerous or unusual manner.
Structure Damage	All temporary structures are properly reinforced and stabilised to cater for severe conditions, and can be swiftly vacated and disassembled as may be required.
External Emergency	Communications will be maintained with all key authorities to ensure prompt notification of any occurrences which may have impact on the event.
Fire	Chemical fire extinguishers are readily accessible to crew in all main event areas.
Extreme Weather	Potential impact is mitigated by assessing the weather conditions and ceasing activities prior to a weather event as per the weather plan.
Medical Emergency	There is a first aid team onsite for immediate response to any medical issues identified.