**Operations Manual**

****

Version 1

**LIVE and LOCAL: *insert event name***

***insert event date***

|  |  |  |
| --- | --- | --- |
| **Drafted by** | **Version** | **Date** |
| *Insert name* | 1 | *Insert date* |

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**Event Overview**

Event Name:

Event Date:

Event Times:

Bump In:

Bump Out:

Contact:

Phone:

**Brief**

***Insert event brief***

**Site**

The event is venue based along ***insert location***. Encompassing the following venues ***insert venues*.**

**Number of People**

This is a new incarnation of the event; as such we can make an educated prediction regarding attendances:

***Insert date, event times and approx. attendance numbers****.*

**Hours**

Site work will commence ***time*** on ***date***

The event is a free public event with a maximum occupant capacity within the venues set at ***insert number*.** The demographic range is very wide and anticipated to be between 1 and 75 years of age. The event crowd format is General Admission. The main mode of arrival and departure is on foot and by public transport.

# Entertainment Schedule

Insert program schedual and playing times covering all venues

**Venue:**

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| --- | --- | --- | --- |
| **Time** | **Act** | **Position** | **Tech** |
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Venue:

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| Time | Act | Position | **Tech** |
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| --- |
| 6:00pm EVENT CLOSE |

# Contact Information

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT STAFF** | | | |
| **Name** | **Surname** | **Company** | **Mob** |
|  |  | Event Director |  |
|  |  | Event Coordinator |  |
|  |  | Production Manager |  |
|  |  | Venues Manager |  |
|  |  | Media Manager |  |
|  |  |  |  |
|  |  |  |  |
| **SUPPLIERS** |  |  |  |
| **Name** |  | **Company** |  |
|  |  | Audio |  |
|  |  | Backline |  |
|  |  | Staging |  |
|  |  | Power |  |
|  |  |  |  |
| **EMERGENCY SERVICES** |  |  |  |
| **Name** |  |  | **Phone/Mobile** |
|  |  | **IN EMERGENCY CALL 000** |  |
| On Duty | Officer | Police (Duty Phone) |  |
| Reception |  | Hospital |  |
| On Duty | Officer | Ambulance Service |  |
| On Duty | Officer | Fire Brigade |  |

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| **PERFORMERS** |  |  |  |
| **Name** | **Surname** | **Company** | **Mob** |
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| **VENUE** | **VENUE ADDRESS** | **VENUE CONTACT** |
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# Staffing Schedule

|  |  |  |
| --- | --- | --- |
| **EVENT Staffing** | | |
| **Who** | **Time** | **Duties** |
|  |  | Event Director |
|  |  | Event Manager |
|  |  | Production Manager |
|  |  | Media Manager |
|  |  | Venues Manager |
|  |  | Floating Staff |
|  |  | Floating Staff |

# See Entertainment Schedule for Timings

# Event Venue Staff Roster

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Shift** | **VENUE** | **Break** | **Total hours** | **Duties** |
|  | 2pm -6pm |  | N/A |  | Event representative :monitor venue and artists |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |
|  | 2pm -6pm |  | N/A |  | Event representative :Monitor and maintain artist and venue communications |

# Site Map – ADD MAP Example below

# DamianKCMap.jpg6. Production Schedule

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Time | Action | Venue | Office Staff | Service provider | Contact | Notes |
| DATE: | | |  | | | |
|  |  |  |  |  |  |  |
| 9:30 | Production manager on site |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 9:30 |  |  |  |  |  |  |
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| 10:00 |  |  |  |  |  |  |
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| 10:30 |  |  |  |  |  |  |
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| 11:00 | Backine Delivered |  |  |  |  |  |
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| 11:30 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 13:00 | Venue walk around |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 14:00 | Event open |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 14:20 | Bands Start | All venues |  |  |  |  |
|  |  |  |  |  |  |  |
| 13:00 | Venue walk around |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 17:00 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 18:00 | Last venues Finish | All |  |  |  |  |
|  |  |  |  |  |  |  |
| 19:00 | Audio Pick up |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 19:00 | Backline pick up |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 19:00 | Lighting and Coms Pickup |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 19:30 | All contractors off site | ALL |  |  |  |  |

7. Signage

Live and Local – SIGNAGE REQUIREMENTS

Venue Signage

***Insert list***

Signage order list

***Insert list***

# 8. On Ground Media Plan

Add media plan and schedual for the event

# 9. VIP Management

**Event Launch and Opening Address**

**Venue:**

**Time:**

**MC :**

**Introduction**

Acknowledgement of Country:

“We pay our respects to the ***Gadigal*** people of the ***EORA*** Nation on whose land we putting on this amazing event

We also pay our respects to all the elders past and present”

Welcome to Live and Local, featuring

* ***Insert*** performances
* In ***?*** spaces over ***?*** venues
* Free live music featuring amazing artists across the live music spectrum

Presented in partnership with ***INSERT***, **APRA AMCOS** and **The Live Music Office**.

Live and Local is about

* Supporting the venues that provide the regular jobs and opportunities for musicians.
* Giving local artists the opportunity to play and be supported, and
* Encouraging audiences to immerse themselves in live music presented in dedicated venues.
* Presented in partnership with The Live Music Office – established in 2013 through the Federal Government and The Australia Council to support the live music sector in Australia.

Additional sponsors

***Insert sponsors***

**Speakers**

# *Insert list speakers*10. Security

**Live and Local - SECURITY BRIEF**

The event is a venue based event with no road closures or additional infrastructure or additional security personnel are required.

All venues have been briefed to the maintenance of normal and standard security practices.

***Add any specific security plan***

**11. Waste Management**

EVENT PROFILE

Name of Event:

Venue/location:

Event Dates:

Type/style of event: Venue based Music Event

Maximum Size of Crowd Expected:

Food: The local restaurants and take away business, people will be encouraged to dine in, a take away option will also be available.

Alcohol: In venue supply of alcohol from licensed primacies under venues usual terms of practice.

WASTE PROFILE

Material expected under normal practice of venues and street operation. No ancillary waste practices will be employed as minimal impact to regular services is expected.

# 12. Communications Chart (Event Command & Control)

**Communications Chart (Event Command & Control)**

**Contingency**

Event Command & Control – Live and Local *add event name*

*Add Date* – *Add event times*

**ECC CONTROL / EMERGENCY OPERATIONS**

INFORMATION

**Police LAC**

***Add LAC phone number***

**FIRE, AMBULANCE**

**RIOT POLICE**

**Deputy Chief Warden**

**Event Manager**

***Add name and mobile number***

**ECO CONTROL / EMERGENCY OPERATIONS**

CRISIS TEAM

**Chief Warden**

Event Director –

***Add name and mobile number***

* Command Functions
* Control of Entertainment Programme Changes
* Initiation
* Reports & Threats
* Action Response
* Control of EWIS
* Event Operational Solutions
* Actions for all Incidental Situations

**Police (Forward command), Fire & Rescue, SES**

DIRECTION, RESPONSE, COMMUNICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AREA WARDEN  VENUES  ***List venues*** | AREA WARDEN  MEDIA  ***Add media manager*** | AREA WARDEN  Production  ***Add production manager*** | AREA WARDEN | AREA WARDEN |

* Information
* Emergency Response Action

# 13. ECO Structure

The ECO consists of the following roles and persons:

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Mobile** | **Radio Channel** |
| Chief Warden |  |  | 1 |
| Deputy warden |  |  | 1 |
| Production Manager |  |  | 1 |
| Local Police Station |  |  |  |
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In addition to the PCC CRISIS TEAM the following persons have been nominated as part of the ECO, to provide expert emergency services advice and instruction to assist the Chief Warden, PCC and decision making during an incident.

Emergency Services & Other Agencies:

Local Fire Brigade – *insert contact number*

Hospital – insert contact number

Ambulance- 000

State Rail – insert contact number

Bureau of Meteorology - weather forecasts and warnings: *insert contact number*

Roads and Traffic Authority – *insert contact number*

Taxis – insert contact number

## Communication

Two-Way Radio

Key staff and ECO members will carry two-way radios. Channel allocations will be made by Live and Local Event Manager according to operational need. Channel allocation is normally aligned with agency and operational roles, for instance, first aid is assigned a different channel to security. Two-way radio is the primary mode of contact between persons working at the event.

Telephone

Mobile and fixed line telephones will serve as the secondary method of communication between and as the primary mode of communication between the ECC and external stakeholders or agencies such as utility companies

Event PA

The public address system installed for entertainment purposes will be used during an emergency or other incident to communicate information to the crowd. A microphone will be dedicated for this purpose on each stage.

Pre-Scripted Announcement

The following announcement will be used in an evacuation:

“Ladies and gentlemen, for your safety, we direct you to leave this area immediately. Please follow the direction of our security staff and ushers. We will keep you advised of the situation after you leave the area. Thank you.”

Incident Colour Codes (to be distributed to all wardens and ECO members).

Incident Warning Signal: ECHO PAPA

Emergency Evacuation Warning Signal: ECHO ECHO PAPA

Supplementary Codes: For internal communications the standard emergency warning colours (as per AS 3745).

|  |  |
| --- | --- |
| **CODE** | **EMERGENCY** |
| **RED** | Fire Or Smoke |
| **BLUE** | Medical Emergency |
| **PURPLE** | Bomb Threat |
| **YELLOW** | Internal Emergency |
| **BLACK** | Personal Threat |
| **BROWN** | External Emergency |
| **ORANGE** | Evacuation |
| **WHITE** | Area Search |

## Fire Safety

The general site fire hazard profile is relatively low due to No-Naked Flame policy and limited hazmat on site. Only hazmat identified at present will be LPG and diesel for mobile industrial plant. LPG and Diesel will be kept in appropriate containers, signposted and – where appropriate – placed in cages.

## Emergency Egress

When advised by the Chief Warden all Area Wardens are to ensure that all employees and patrons at the affected site are to make their way in an orderly fashion to the nominated assembly areas. The Chief Warden, who will take into account the following, will make the selection of the appropriate assembly areas:

Location of the Emergency

Type of Emergency

Wind direction

Emergency Exit Gates

* ***Insert appropriate exit for event***
* ***Insert appropriate exit for event***

Assembly Areas

* ***Insert appropriate assembly area for event***

## Medical and Emergency Services

Bump-in and Bump-out

Contact Local Hospital - Emergency Department.

## Persons with Disabilities

Staff and wardens will assist persons with disabilities during an evacuation. The suggested evacuation routes and assembly areas are generally accessible for persons with disabilities. PEEPs (Personal Emergency evacuation Plans) are not practicable for patrons due to the nature of the event.

# 14. Training

Security Wardens will receive emergency briefings specific to their area as part of their event brief. All Security Wardens will be issued laminates containing critical emergency information: Exits, Routes, Assembly Areas, Locations of FFE, First Aid locations, Radio Channels and Call Signs and Mobile Phone Numbers.

# 15. Event Management Plan Distribution

This plan will be distributed in soft copy to all stakeholders, including but not limited to emergency services, emergency wardens and interested parties who have the safe running of Live and Local as their key objective.

An adequate number of hard copies will be made available on event day for the ECC and other key locations such as security sign on. Persons receiving a copy of the plan will be required to sign against it. Each and every member of the ECC and ECO will have a personal hard copy of the final EMP.

All Wardens, ECC and ECO personnel will be issued laminates containing critical emergency information: Exits, Routes, Assembly Areas, Locations of FFE, PASS (Pull-The-Pin, Aim, Squeeze, Sweep) instruction, First Aid locations, Radio Channels and Call Signs, Mobile Phone Numbers.

Appendix A – Emergency Evacuation Plan

SUMMARY

In major incident that warrants full evacuation:

Event Director – Live and Local in consultation with CRISIS TEAM and adherence to direction from Police to take Command of Event Area. Other relevant Emergency Services may partake under direction from the Police Commander. Security to assist as instructed.

Police, Fire Brigade personnel override Event staff at all times and take charge in case of an emergency.

All event personnel are to assist Combat Agency as instructed. In minor incident that calls for partial evacuation and response:

Event Director – Live and Local in consultation with CRISIS TEAM & Police/ Security to take Command of Event Area assisted by ECO members.

ECO members and wardens to act as instructed.

Police, Fire Brigade personnel override Event staff and take charge if seen required.

All Security to assist Combat Agency as instructed.

The objectives of these guidelines are to prepare all wardens for general emergencies and evacuations and provide a clear course of action to eliminate or minimize loss of life, injuries, and property damage.

While these guidelines have been implemented to deal with emergency evacuations, it is important to remember that emergencies can vary greatly in magnitude, scope, timing, and type of occurrence. Common sense, calm demeanour, accurate and timely reporting and sound decision making are the important elements in an emergency.

All event personnel are expected to become thoroughly familiar with these plans and follow instructions contained in them. However, situations may arise during an emergency, which require an employee to deviate from it in order to protect lives. The plan is not intended to limit initiative where the need is obvious in the interest of safety. Any employee who deviates from the plan, however, will be required to show reasonable justification for his/her actions at the conclusion of the emergency and follow directions of the Combat Agency at all times.

At the onset of an emergency, or when a pre-evacuation alert or evacuation is declared, all non evacuation transmissions must cease immediately. Only transmissions directly relating to the emergency should be made, and these shall be kept as brief as possible.

Please refer to Chain of Command.

Possible Emergencies

It is considered the following could occur which would encourage the crowd to depart or stampede from buildings or an area.

Fire

Medical Incident

Bomb Threat

Structural collapse

Extreme Weather

Consultation has occurred to actively communicate and consult as Live and Local planning progressed in order to determine all reasonably foreseeable emergency situations and develop a list for inclusion in this document. Procedures have been updated to address all of the identified emergency scenarios.

Role of Chief Warden during an evacuation

Proceed to ECC and activate/take control.

Wear ‘warden’ vest and other PPE as required.

Call Police/Emergency Services and/or direct Communications Officer to call.

Initiate the Evacuation Warning Signal, Echo Echo Papa and ensure all members of the ECO are aware of evacuation commencement.

Initiate communication of evacuation to all persons (including the general public) using the Pre-Scripted Emergency Announcement by the main public communications (Screen & Sound Broadcast) and supplementary public communications (Megaphone), including ordering the immediate override of any technical areas if production assistance is not forthcoming.

Issue clear precise instructions to the DCW/AW on action is to be taken, procedurally.

Issue instructions of re-deployment of all AW/Wardens to emergency positions.

Assist as feasible access for all responding Emergency Services, and advise of the threat details and the incoming emergency services details.

Request and ensure you receive confirmation of the progress of the evacuation from the DCW and AW/Wardens throughout the evacuation.

Position AW at all access points to restrict any further access to the event site and deploy a minimum of 2 AW/Wardens to conduct a final check of the event site to ensure the entire area is clear of persons.

Manage and issue clear precise instructions for post-evacuation return to the event site.

If an evacuation incident is a false alarm or if the incident has been overcome notify all members of the ECO, the Security Officers on duty (as instructed) and the emergency services and proceed to implement the All Clear Procedures.

Finalise Incident Report and submit to Live and Local Event team.

Role of Deputy Chief Warden during an evacuation

Assist the Chief Warden as directed.

Wear ‘warden’ vest and other PPE as required.

Respond to the emergency area, assess the situation and report back to the CW.

Direct Wardens to implement procedural evacuation and All Clear procedures when appropriate.

If evacuation proceeds arrange for persons with a disability to be removed as a matter of priority.

Continually monitor and assess the status of the evacuation and report back to the CW.

Assist and direct AW/Wardens and Emergency Services at all times.

Role of Communications Officer during an evacuation

Assist the CW as required.

Check with the CW if the Police have been notified, and rectify by calling the Police if necessary.

Manage the transmission of all communication between members of ECO and to the public as required.

Record all communication transmissions.

Record a log of all incident activity.

Role of Area Warden during an evacuation

Implement procedural evacuation:

1. Wear issued Warden Identification Hi-Viz Fluoro Vests and any relevant PPE

2. Immediately check the normal evacuation routes for safe egress including a check of the

Assembly Area.

3. Where practicable check for adequate lighting and/or ensure use of torches to guide persons along the route.

4. Position yourself within a clearly visible position, preferably located in front of the event patrons you are evacuating and within sight of the emergency exit gate.

5. Act with authority using a calm voice and strong hand signals. Remember guidelines for

public management during evacuation:

a. Be prepared for the unexpected.

b. Do not use panic threatening words (bomb, fire).

c. Do not panic, project an image of being calm.

d. Keep reassuring the public.

e. Walk briskly but normally, do not run, do not allow others to run.

6. Direct and position wardens at the emergency exit gate and along the emergency exit

route to the Assembly Point.

7. If insufficient wardens to do so, assemble and direct all persons in your area to assemble

inside the nearest safe emergency exit.

8. Ascertain the location of any persons with a disability including aged in the area and direct and assist them along the preferred route for them, with the assistance of surrounding

AW, noting many areas of Parramatta Park do not provide easy egress.

9. Ensure as far as practicable (and dependent on the location and type of the incident)

there is an equal distribution of persons at each of the points.

10. Open and/or direct opening of the emergency exit gate and guide and ensure a warden

escorts persons as a group along the route.

11. Assist all persons in movement to the emergency exit.

12. If assigned, conduct a final check of all areas to ensure it is clear of persons and report to

the CW.

13. If assigned, remain in a static position (if safe to do so) at the event site access/exit point

and prevent any further access (return) to the event site.

14. Request assistance via the CW from other members of the ECO team if unable to

manage the safe disbursement of crowds from the event site.

15. Render assistance to all persons as required (noting possible slips, trips and falls).

16. Ensure adherence to road rules when crossing roadways and along internal roadways.

Prohibit and where necessary restrict any vehicle movement along the evacuation route.

17. Remain at the Assembly Point until the CW or Emergency Service commander authorizes

‘All Clear’ for return to event site.

On instruction implement procedural ‘All clear’:

1. Direct all persons to return to the event site in an orderly manner along the same route as

emergency egress occurred.

2. Escort and assist all persons to return.

3. If assigned, remain static at the emergency egress gate to ensure all persons permitted

re-entry to the event site gain access.

4. If assigned, return to the Assembly Area and check the area is clear of persons, and

communicate clearance to the CW.

5. Return to normal event position.

Post Evacuation Considerations

Confer with Emergency Services, Police and Controller of Premises regarding:

* If and when can evacuees return.
* Patrols of evacuation areas where possible.
* Maintenance of secure perimeter.
* Damage assessment.
* Identify additional welfare requirements, e.g. emergency/temporary medical accommodation.
* Identify any emergency transport needs for evacuees to return to affected area or to location of parking / public transport.
* Debrief personnel.
* Collate evacuation checklists.

If emergency occurs:

Personnel on the scene immediately report via radio to Event Director detailing clearly:

* Location
* Nature of emergency/threat
* Observed magnitude of loss of life or injury
* Name of informer/employee

Radio channel is to be kept clear to allow uncluttered communication to security supervisors and other relevant services. With minimal staff and radios on site, congestion is not envisaged on the security channel.

The Area Wardens would follow the evacuation procedures for the relevant area in accordance with the specific sections regarding the nature of the disaster, which has occurred. However if the Police are present these procedures may be altered as to the command structure, therefore all security officers will then provide assistance if required.

The Security Supervisor manoeuvres officers to the area to assist the emergency services personnel on the scene, considering the following:

Transmission of alarms, to the combat agencies/Public Emergency Services (PES, e.g. SES) and locally to the staff, patrons and performers, etc.

Evacuation of people from the scene of the emergency/disaster

Co-ordination with PES

Utilisation of existing protection facilities

Segregation of fire/explosion areas

Reduction of hazards in affected areas

Isolation of electrical power and incoming flammable/explosive gases

Initiation of salvage operations.

In the event that notification is given for example a power loss or bomb threat, a warning order of Echo Papa would be transmitted via radio and/or verbally to all officers.

On this warning all officers would take up their positions as designated during their briefings.

When an evacuation is eminent the catch phrase ‘Echo Echo Papa’ would be transmitted also via radio. Messages will be conveyed by Event Production advising of evacuation requirements (PA systems and back-up PA systems).

“Ladies and gentlemen, for your safety, we direct you to leave this area immediately. Please follow the direction of our security staff and ushers. We will keep you advised of the situation after you leave the area. Thank you”

On evacuation catch phrase, all officers will direct and co-ordinate the public considering the general guidelines outlines below:

The reaction of people in crises situation

Always remember that people tend to change in a crisis situation. Do not expect people to react calmly when the alarm sounds or when an evacuation announcement is made. Be prepared for the unexpected. Your main priority as a member of the emergency staff is to effectively facilitate the orderly evacuation and assembly of patrons at the designated assembly areas.

Panic During an evacuation

Try not to panic. Project an image of being calm. Remember that panic spreads faster than fire. Panic has been one of the main contributing factors to large loss of life in emergency/disaster situation. Keep re-assuring the public during the evacuation. Never shout ‘FIRE’ or ‘BOMB’ or any other panic inducing words. As a footnote to the above - it is not a bad idea to gently smile at the public during an evacuation rather than have a very serious face. It helps to reassure them.

Public management during an evacuation

Do Not Run. Do not allow others to run during the evacuation. Running often leads to serious injury. Walk briskly but normally. Remember - it is an evacuation not a race.

Be Alert

Listen for instructions over your radio (if you have one) or over the loud hailer system.

Re-entry to the Area

Watch out for public trying to re-enter the area and prevent them doing so, regardless of excuse or threats. Nobody except the trained Emergency Services should be allowed to re-enter the area. Use tape, portable barricade or any other suitable item available to restrict public access.

Communication with supervisor

Before you vacate the area, ensure that you have informed your supervisor that your area is clear and everyone has been evacuated.

Injury or illness

Security + All Staff and Crew are to be alert to any person in their vicinity becoming ill or suffering injury. Immediately seek medical aid for them from St.John’s Ambulance.

Disabled Persons

Due consideration must be given to the evacuation of disabled persons in the event of an emergency.

All staff are to be reminded of the protective measures for assisting and protecting such patron’s e.g. non-ambulatory (paraplegics), blind, deaf etc. Similar care and attention must be given to aged and infirm persons. Staff should remember to consider their own safety first and not expose themselves to high risk in order to aid a disabled person - Emergency Services personnel would be better trained and suited to help disabled person/s in a dangerous situation. Personal Emergency Evacuation Plans (PEEPs) are not seen applicable as at present no ‘Australia Day 2012’ staff with disability is identified.

Handling the Media

Most incidents are only perceived to be badly handled because of the way the media is treated. No Security staff or other unauthorised Event contractors, subcontractors or staff are to offer opinion or give statements to the media at any time.

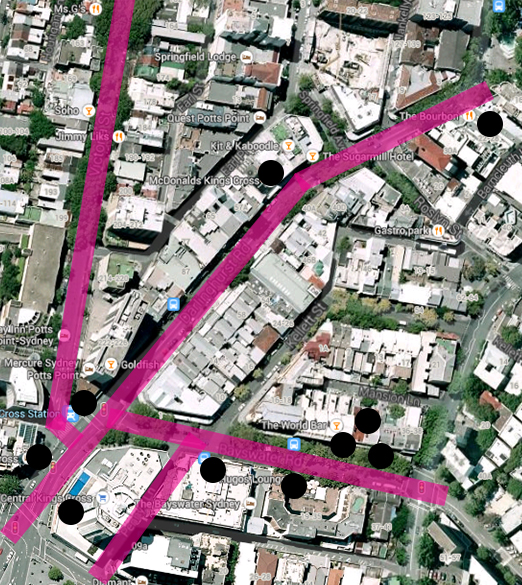
All media should be directed to Live and Local nominated representative and/or Police.

Live and Local media representatives are: ***Insert name and mobile number***

Communications Officer – Insert name and mobile number

Evacuation Routes Map

*INSERT MAP* – Example below



SHOW STOP

At any time during the event, it may be necessary to stop a performance and/or evacuate part, or the entire event site.

1. Who is authorised to activate a Show Stop?

Live and Local Event Director has determined the ‘show stop’- Authorised personnel ,the list is in hierarchical order. At present it is envisaged that a Live and Local representative from the CRISIS TEAM, Police Commander, or head of Security would be such ‘show-stop’-authorised persons.

2. Identifying and Reporting an Incident

Initial identification of an incident or suspected emergency situation; will typically be actioned by:

Technical or Production Crew or Site Crew

If any person identifies a situation that may need corrective action or appears to be escalating, a report should be communicated immediately to the Emergency Control Centre via two-way radio. This request can be passed via staff member in possession of a two-way radio. The Emergency Control Centre will then immediately notify some or all of the above ‘authorised’ Live and Local personnel, who will (pending circumstances) be instructed to make their way to the location of the incident to ascertain the severity of the situation or meet in the Emergency Control Centre to action an appropriate response.

3. Show Stop Procedure

If an incident occurs that is deemed to compromise the safety of artists, staff or event patrons the following procedures may be implemented:

1. If authorised Live and Local personnel decide it is necessary to deviate from the scheduled performance, a request will be made directly to the performing artist’s representatives on stage, such as their personal security or tour manager. Any performer or who receives a request from authorised Live and Local personnel must act immediately in accordance with the instructions given.

2. Where applicable, emergency lighting will be turned on.

3. All work areas, including the area front of stage, will be cleared of any non-essential personnel.

4. Public Announcements will be made advising patrons why the act has been stopped. Artists may be asked to assist in this process by encouraging patrons to remain calm.

5. Based on assessments of the incident, authorised Live and Local personnel nominated in this procedure will decide whether the act will be required to leave the stage and/or Live and Local event area should be evacuated. Should this be the case, public announcements will be made and emergency messages given.

6. Partial or full evacuation will be implemented.

7. If and when it is safe for the act to return to the stage, emergency lighting will be dimmed and a representative of the authorised group of personnel will advise the act to re-commence.

EVACUATION PLAN

**Evacuation Plan for Live and Local *Insert event name***

Police, Security, Event Staff and the Public Address System are the most effective ways to deal with an evacuation.

As the event is essentially attracting a transient crowd, the goals of this plan are to:

1. highlight ways to communicate to the crowd and staff
2. list what directions will be given to the crowd
3. talk through the next step in the plan
4. Staff – key staff members and the lead police officer will be carrying a portable two way radio to connect them with Event Staff.

Crowd – there will be a PA system at each of the venues event staff can communicate as directed.

1. The Event Site has multiple egress pathways via the main roads entering and exiting the area. Use ***insert road and pathway names*** will be the recommended egress pathways in the first instance.

Emergency Vehicle access shall be via ***insert road names*** Roads.

Depending on the direction of the threat, crowds will be directed towards ***insert assembly******area*** to await further notice. The Event Director would need to take instruction from Police about the direction of the threat and the suggested dispersal directions.

1. Once the crowd has been relocated to a dispersal area the local DISPLAN may be enacted if deemed necessary by police. The situation can unfold in a number of ways. Firstly, the crowd may be free to leave the scene if the threat is deemed long term. Secondly, the portion of the crowd that can’t leave (eg. because their car is in the evacuated area) will need to be taken care of – the local DISPLAN deals with this. Thirdly, if the threat is short term, the crowd can return to the site to enjoy the rest of the festivities.

**EMERGENCY VEHICLE ACCESS**

The event site will be accessible from multiple points in an emergency (see map).

Ambulance pick-up point and emergency vehicle access point:

* ***Insert vehicle access point***

BOMB THREAT

Each bomb threat could be a warning of an impending bomb attack. For this reason, every bomb threat should be taken seriously. Problems of confusion and panic can be minimised by proper planning and nomination of appropriate decision-making authorities.

Written Threat

If a bomb threat is received in writing, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort has to be made to retain evidence such as possible fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing the evidence in an envelope (preferably a plastic self-sealable envelope).

Telephone threat

The person receiving the bomb threat by telephone should HOLD THE LINE / NOT HANG UP and, as soon as possible perform the following:

Notify ECC and Police.

Complete the Hazard-Bomb Threat Report following this procedure.

After receipt of the threat, the use of radio wave producing equipment including mobile phones and radio sets should be avoided.

EVALUATION

Role of Chief Warden during a bomb threat:

* Decide whether the threat is classed as specific or non-specific, using the following definitions:
* Specific threat: The caller will provide more detailed information, which could include statements describing the device, why it was placed, its location, the time of activation and other details. Although less common, the specific threat is the more credible.
* Non-specific threats: An individual may make a simple statement to the effect that a device has been placed. Generally very little, if any, additional detail is conveyed before the caller terminates the conversation.
* No threat can be discredited without investigation. All threats must be treated as genuine.
* Notify ECC and advise of the threat details and the incoming Police details.
* In consultation with Police, a decision will be made to:
* Take no further action, or,
* Search without evacuation, or,
* Evacuate and search, or,
* Evacuate (without search).
* In the case of evacuation, activate the ECC and following the evacuation procedures described above.

When considering whether to evacuate, the following factors should be considered:

* Risk of injury – As a general rule the easiest area to place an object would be in shrubbery around a site, thus immediate evacuation might increase the risk of injury and car parks should not normally be used as assembly areas.
* Response limitation – Total and prompt evacuation will remove personnel who may be required to make a search.
* Panic – A sudden bomb threat evacuation may cause panic and unpredictable behaviour, leading to unnecessary risk of injury.
* Essential services – Some evacuations may be precluded by the essential nature of the operations conducted within the facility or building.
* Loss to business services – While the protection of life should outweigh any economic loss, repeated threats may increase loss of business and interruption of services to an unacceptable level.
* Partial evacuation – One alternative to total evacuation is a partial evacuation. This response may be effective when the threat includes specific location of placed object (i.e. at one stage).

Role of Communications Officer during a bomb threat:

Notify Chief Warden immediately of threat details.

Assist CW as required contacting Emergency Services.

Maintain a log of all details and timings relating to the threat.

Inspection of Premises - White Level Inspections

Staff checks for unfamiliar or suspicious items. Searches must be orderly, complete and thorough (limited by staffing and referred to Police).

The search will be systematic and be sequenced as follows:

1. Outside areas including evacuation assembly areas;

2. Facility/Building entrances and exits and, particularly, paths people will use to evacuate;

3. Public areas within a facility or building;

4. Other areas.

The use of two-way radios will be avoided during the search and searchers should not smoke. All necessary pedestrian and vehicular traffic should be diverted from the area. If using a torch when searching for an explosive device you should use a blue filter on the torch.

Finding a Device

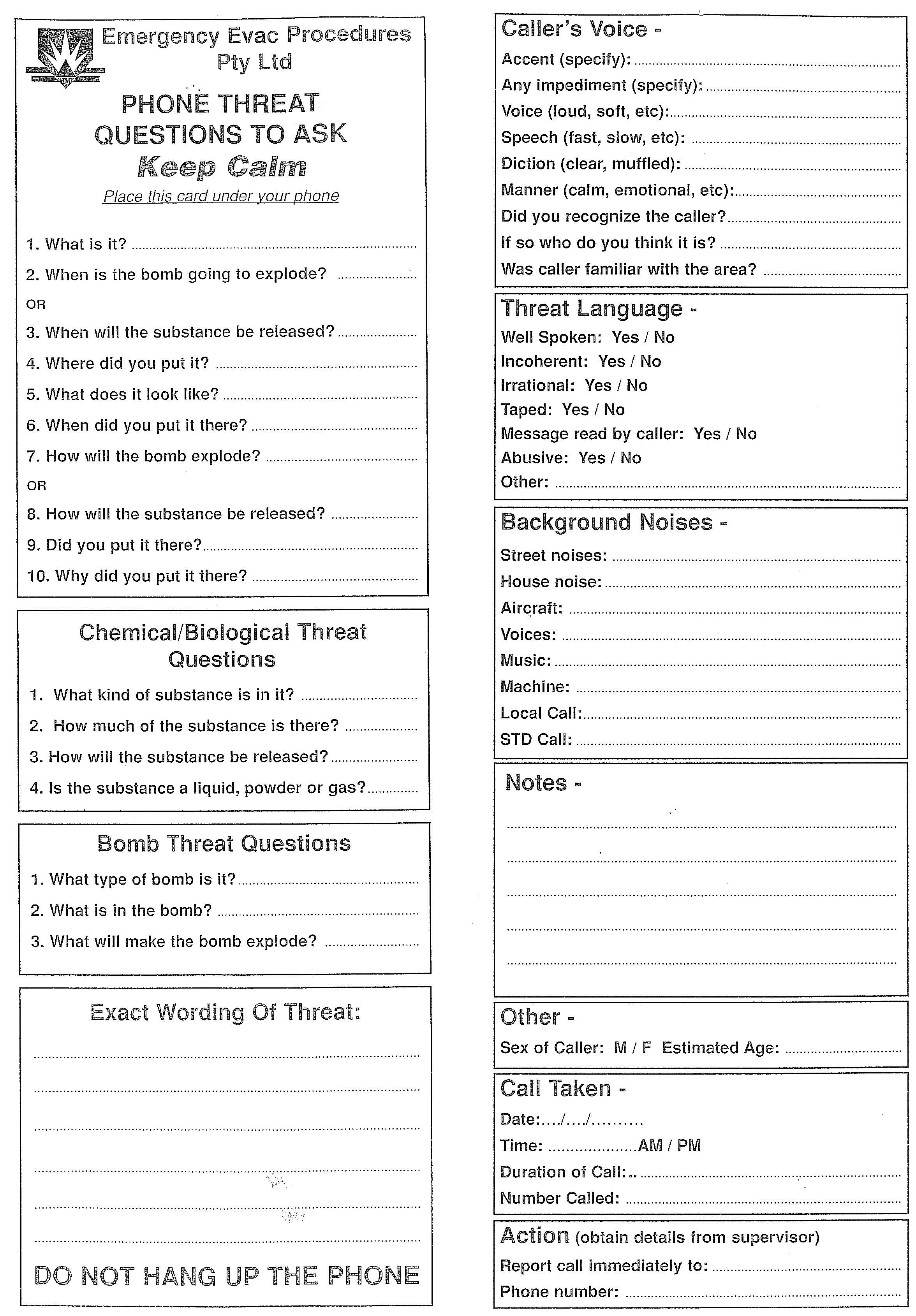
If any actual or suspected explosive device or suspicious object is discovered - DO NOT TOUCH OR DISTURB the device or object in any way! Do not immerse the object in water. Only authorised explosive specialist should approach the object.

NOTIFY SECURITY CONTROL IMMEDIATELY AND PARTIALLY CLEAR THE AREA IF POSSIBLE.

If in the open request Security to tape off an area of at least 100m around the item and prevent public re-entry.

The Chief Warden will contact the Police who will coordinate a response.

BOMB THREAT CHECKLIST



Appendix D – Medical Incident

Bump-in and bump-out:

***Insert hospital details***– Accident and Emergency Department

Event period: insert event times

If a member of the event staff is informed of or observes a medical situation or incident, and has access to a two-way radio, he/she will immediately contact the Event Director to report the situation and request assistance via two way radio.

The member of the event staff will always remain with the casualty and provide any assistance or comfort that the officer can whilst waiting for medical help to arrive.

Should emergency services be required to attend the site, the Chief Warden will advise and place all internal and external staff on standby for inbound emergency services personnel. The Event Manager will re-deploy and manage immediate event access with clearing the area of patrons (within deployment limitations).

**Appendix E – Fire**

In the case of a fire, the following four essential steps must be implemented. These steps are not in order of task, rather each step should be initiated concurrently:

(a) Life Safety – Ensuring the immediate safety of anyone within the vicinity of the fire;

(b) Call the fire brigade via ECO – The fire brigade should be notified in all incidents of fire or suspicion of fire (e.g. smell of smoke);

(c) Evacuation – An evacuation, either partial or full, should be initiated in case of fire;

(d) Fight the fire – Where trained and it is safe to do so, wardens or other personnel may attempt to fight the fire with supplied Fire Fighting Equipment.

Role of Chief Warden during a fire-related emergency

If you identify the smoke or fire act to ensure the immediate safety of anyone within the vicinity of the fire, and proceed to the ECC and take control. Unless prevented by nature of the fire or a threat of injury remain at the ECC until the arrival of the Fire Brigade (or other responding emergency service) who may take control of the ECC as the Combat Agency for fire and Hazmat. Remain at the ECC to render assistance.

If smoke or fire is reported to you from outside the ECO, proceed to the ECC and communicate the presence of the fire immediately to the relevant Warden including immediate communication of the Incident Warning Signal. Direct the AW to ensure the immediate safety of anyone within the vicinity of the fire. Call the Fire Brigade and ensure the CO calls the Fire Brigade by cross-check.

Investigate the source of the smoke or fire and assess as:

a) Minor fire (initial evacuation may not be required), e.g. the fire is not severe or the smoke widespread and/or there is an ECO member competent to safely and effectively counter the fire, or b) Major fire (immediate evacuation required).

For (a) above, and if safe to do so, including only if appropriately trained direct the relevant ECO member to attempt to fight the fire using the correct fire equipment (fire extinguisher or blanket). Should an attempt to fight the fire be made, immediately it becomes obvious that there are unnecessary risks associated with attempts to control a fire, direct all persons to with draw and major fire procedures be implemented.

In the event of (a) direct the relevant ECO members to ensure all persons not involved in fighting the fire are kept away from the area either directly or with the assistance of localised members of the ECO.

Where the fire presents within a site building or temporary structure (including temporary event infrastructure) all doors should be closed but not locked when evacuation is finalised.

For (b) above commence implementation of evacuation procedures, including immediate communication of the Evacuation Warning Signal to all ECO members and Emergency Evacuation Message to the general public.

The sequence of evacuation shall be:

a) The fire affected area,

b) The area adjacent to the fire affected area,

c) The entire event site if circumstances warrant or if directed by Fire Brigade or other responding authority.

After communication of the evacuation, assess if any evacuation routes are affected by the presence of the smoke or fire and adjust emergency evacuation procedures accordingly, by immediate communication to all members of the ECO.

Continue to control the evacuation until the Fire Brigade personnel at the scene.

If a fire incident is a false alarm or if the incident has been overcome, notify all members of the ECO, the Site Manager and the Fire Brigade and proceed to implement the All Clear Procedures within the Evacuation Procedure. Finalise Incident Report and submit to Live and Local event team.

Role of Deputy Chief Warden during in a fire

If you identify the smoke or fire ensure the immediate safety of anyone within the vicinity of the fire.

Upon notification of smoke or fire respond to the emergency area, assess the situation and report back to the CW.

Assist persons in the immediate danger area if safe to do so.

Assist the CW as directed.

Role of Communications Officer during in a fire

If you identify the smoke or fire ensure the immediate safety of anyone within the vicinity of the fire.

Assist the CW as directed.

Check with the CW if the Fire Brigade has been notified, and rectify by calling the Fire Brigade if necessary.

Manage the transmission of all communication between members of ECO and to the public as required.

Record all communication transmissions.

Record a log of all incident activity.

Role of Area Warden during in a fire

If you identify the smoke or fire ensure the immediate safety of anyone within the vicinity of the fire, then communicate the presence of the smoke or fire to the CW and to Wardens in this area. Standby for instructions from the CW and follow directions of the CW throughout the emergency fire incident. Relay all instructions to Wardens in your area.

Upon becoming aware of a fire incident by way of the Incident Signal, Echo Papa, search the area designated as your responsibility for any presence of smoke or fire and/or any other suspicious activity. Ascertain the location of any persons with a disability in the area. If evacuation proceeds arrange for persons with a disability to be removed as a matter or priority.

Report the results of the search to the CW and the conditions of the area.

Upon becoming aware of a requirement to evacuate the area by way of the Evacuation Signal, commence implementation of AW evacuation procedures, including direction of all Wardens and all persons within the event site, and restricting any ingress to the event site.

Communicate progress of implementation or evacuation procedures to the CW regularly.

Appendix F – Extreme / Inclement Weather

Inclement weather includes, but is not limited to, the following;

Lighting strikes

High speed gusts and winds

Heavy rain - possibly leading to area flooding and landslides

Large size hail

Electric storm

Heat wave

Should a major, adverse and non-forecasted change in the weather occur during the event bump in, actual event or the event bump out, the following process must be followed to assist in preventing injury to both staff and public at the event site?

Live and Local must ensure that the Event Director has compiled a list in a simple easy to read table format that will assist the him/her in making a detailed decision as to whether the safety of all persons on site is at a potential risk.

This table must include all specific specifications of ALL infrastructure on site, including, but not limited to, wind and gust ratings and strength of structures in relation to hail. All large temporary structures on site (stages, marquees, circus tent) as well as art structures must have engineering certificates that prescribe not only their wind resistances, but also instructions for de-rig or ultimately abandoning of the structure if de-rigging is not safe in the prevailing weather conditions. Example: a de-rigging procedure prepared by engineer for a large marquee may direct that should winds reach 60km/hr and/or gusts reach 40km/hr. all side fabric walls of the marquee shall be immediately removed. The engineer’s instructions may often stipulate that an Anemometer is attached to the structure as part of its build completion so that wind/gust speeds can be measured. The engineering specs may read that should winds and gusts exceed 90km/hr the structure must be abandoned and safety exclusion zone of X m. maintained.

If the Site Manager (bump-in/bump-out), ECO and/or CRISIS TEAM believe that inclement weather has the potential to cause harm in any way to the persons on the site, they must make the decision to follow the Site Evacuation Procedure immediately.

In extreme weather all available and vacant temporary structures and buildings will be used to shelter persons.

Live and Local will have frequent – hourly – monitoring of the Bureau of Meteorology (BOM) web site before and during the event to ensure optimum response time available by early warning.

Live and Local

Contingency Plan: Adverse Weather

**Decision:**

1. **48hrs** prior to event (***insert date and time***) assessment of weather by Event Director this is done on site at ***insert event site*** and with information from the BOM web site- http://www.bom.gov.au/ and consultation with Event staff. If weather is deemed at this time to be catastrophic or heavy weather is more than likely (above 75%) then a decision is made to cancel the event, information to this effect is communicated to the public through the media manager and through event web based information (web site, Facebook).
2. **24hrs** prior to event (***insert date and time***) assessment of weather by Events Director team is done on site at ***insert event site*** and with information from the BOM web site- http://www.bom.gov.au/ and consultation with Event staff. If weather is deemed at this time to be catastrophic or heavy weather is more than likely (above 75%) then a decision is made to cancel the event, information to this effect is communicated to the public through the media manager and through event web based information (web site, Facebook).
3. **10hrs** prior to event (***insert date and time***) assessment of weather by Events Director team is done on site at ***insert event site*** and with information from the BOM web site- http://www.bom.gov.au/ and consultation with Event staff. If weather is deemed at this time to be catastrophic or heavy weather is more than likely (above 75%) then a decision is made to cancel the event, information to this effect is communicated to the public through the media manager and through event web based information (web site, Facebook).
4. **1hrs** prior to event (***insert date and time***) assessment of weather by Events Director team is done on site at ***insert event site*** and with information from the BOM web site- http://www.bom.gov.au/ and consultation with Event staff. If weather is deemed at this time to be catastrophic or heavy weather is more than likely (above 75%) then a decision is made to cancel the event, information to this effect is communicated to the public through the media manager and through event web based information (web site, Facebook).
5. . **This process continues hourly if weather is deemed to be changeable or unstable.**
6. Police, staff, contractors, stall holders and artists notified by Event Director by email if event is cancelled.
7. Media Officer- ***insert name*** to inform media and put cancellation on web site
8. All event staff and VIPs notified by Event Director if cancelled.

**Communication to:**

Police/ Contractors/ Staff/ Artists: Event Director

Public: Radio, Website: Media Manager  
Event staff and VIPs: Event Director

|  |  |  |  |
| --- | --- | --- | --- |
| ***DATE*** |  |  |  |
| **Bump In** | Event Director | **If cancelled before**: Hire companies informed  **If interrupted by rain/ wind:**   * Stage Manager announces to public * Performers notified * Instruments and equipment to stay under cover * SM to take measures to remove or protect equipment * Event Staff to remain on site to inform public | * Lack of information to artists and public * Lack of coordination of change staff. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Responsible Persons** | **Actions on Day** | **Transport risk issues** |
| ***DATE*** |  |  |  |
|  | Event Director & Event Manager | **If interrupted by rain:**   * Stage Manager announces to public * Performers notified * SM + Audio to take measures to remove or protect equipment * Marshals and security to remain on site to inform public | * Lack of coordination for clearing of site * Traffic management * Queuing for bust to park and ride site   **Measures:**   * Advise Volunteers briefed to do traffic control. |

Appendix G – Incident Notification and Report Form

**Incident Type**

🞏 Injury/ Illness 🞏 Near Miss 🞏 Dangerous Occurrence 🞏 Property Damage

🞏 Environmental Incident

**Incident Classification**

🞏 Fatality 🞏 Hospitalisation 🞏 Lost time Injury 🞏 Medical Treatment 🞏 First Aid

🞏 Notification only

**Incident details**

Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Description:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**People Details**

Name of person(s) involved in incident: \_\_\_\_\_\_\_\_\_\_\_\_\_ Contact details (telephone) \_\_\_\_\_\_\_\_\_\_\_

Involved person address and contact details (if not staff member) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Incident Witnessed by (name :) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness contact details (telephone):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incident Reported by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Affected Service unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What was person doing at time of Incident**

Was a chemical(s) involved: yes🞏 no🞏 – name of chemicals:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was plant involved: yes🞏 no🞏 – name of plant item\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was personal protective equipment required for task: yes🞏 no🞏 (if yes was it used) yes🞏 no🞏

Describe what person(s) were doing at the time the incident occurred

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Please continue over next page]

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What led to the incident /injury (How it happened)** | | | | | | | | | | |
| Hitting object with body | 🞏 | Being hit by moving/falling object | | 🞏 | Being hit by a person accidentally | | | 🞏 | Being trapped or caught by moving equipment | 🞏 |
| Being bitten by an animal | 🞏 | Being exposed to vibrating machinery | | 🞏 | Exposure to noise | | | 🞏 | Muscular stress while lifting or moving objects | 🞏 |
| Muscular stress with no lifting or moving objects | 🞏 | Repetitive movements no lifting | | 🞏 | Contact with chemicals | | | 🞏 | Contact with biological factors | 🞏 |
| Being assaulted by person or persons | 🞏 | Slip Trip Fall | | 🞏 | Falls from height | | | 🞏 | Exposure to environmental heat | 🞏 |
| Exposure to environmental cold | 🞏 | Contact with electricity | | 🞏 | Drowning or immersion | | | 🞏 | Insect spider bit or sting | 🞏 |
| Exposure to traumatic event | 🞏 | Work pressure | | 🞏 | Workplace harassment or bullying | | | 🞏 | Other mental stresses | 🞏 |
| Vehicle accident | 🞏 | Other | | 🞏 | If other please describe : | | | | | |
|  | | | | | | | | | | |
| **What contributed to the incident /injury (What made the situation worse)** | | | | | | | | | | |
| Animals or insects | 🞏 | | Chemicals | 🞏 | Electrical equipment | | 🞏 | | Water hydrants, reticulation systems | 🞏 |
| Moving plant | 🞏 | | Cutting sawing machinery | 🞏 | Gas mains, valves etc | | 🞏 | | Sewerage mains, valves etc | 🞏 |
| Mobile plant – small | 🞏 | | Small transport – cars, bikes etc | 🞏 | Other transport | | 🞏 | | Powered portable equipment | 🞏 |
| Hand tools non-powered | 🞏 | | Kitchen and domestic equipment | 🞏 | Office equipment | | 🞏 | | Pressure based equipment | 🞏 |
| Sporting and playground equipment | 🞏 | | Outdoor surfaces | 🞏 | Weather | | 🞏 | | Floor surfaces | 🞏 |
| Indoor environment steps or stairs | 🞏 | | Members of public / visitors | 🞏 | Other staff members | | 🞏 | | Children | 🞏 |
| Ladders, mobile platforms and scaffolding | 🞏 | | Other | 🞏 | If other please describe: | | | | | |
| Nature of injury: (*Describe in your own words*)  **Initial Medical treatment provided (if any)**  Hospitalisation 🞏 – Ambulance Number \_\_\_\_\_\_\_\_  First Aid provided: Yes🞏 No 🞏 – Details of treatment  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Body Location (select on picture) | | | | | |  | | | | |
| Name of person completing report \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of report\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| Name and signature of involved person if not the same as above\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |

Appendix H – Property Damage Report

What incidents must be reported?

*Any occurrence that affects property, equipment or building involved with the event.*

*Any work related occurrence that affects the Safety of any person involved with the event.*

RECEIVED:

Date:

Time:

Initials (Event Coordinator):

**EVENT**:……………………..…………………………………………………………….…..

Date: …………….……… Time: ………………..

WHO WAS INVOLVED

Persons Name: ……………..………………………………………………………………..

Male / Female …………………….............…………………………………………………

Persons Name: ……………..………………………………………...………….……….....

First Language ………………………………………..……………………………………..

Nationality…………………………………………….……………………………………….

**Contact Details:**

Address: ………………………………………………………………………………….….

Telephone: …………………………………………………………………………………..

Closest Relative: …………………………………………………………………………....

Relationship: …………………………………………………………………………………

Telephone: ……………………………………………………………………………………

**Treatment** (see Incident Report sheet):

………………………………………………………………………………………………….

………………………………………………………………………………………………….

DAMAGE DETAILS

Reporters Name: …………………………………………………………………………….

Date of Incident: ……………………………………………………………………………..

Time of Incident: ………………………...Time of Writing Report: ………………………

Location where damage occurred (see Site Map):

………………………………………………………………………………………………….

WHAT WAS DAMAGED

Nature of Damage:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

Treatment – What was done to control the damage:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

Treatment – What was done to secure the area:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

Treatment – What was done to remove the damage:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

Was time lost?

🞎 No

🞎 Yes

How Long (be specific): ……………………………………………………………………..

INVESTIGATION

Damage Reported to: …………………………… Time of Reporting: …………………..

Witness Details: ……………………………………………………………………………...

Name: …………………………………………………………………………………………

Telephone: ……………………………………………………………………………………

**Statement (Describe the Damage / Incident clearly):**

………………………………………………………………………………………………….

………………………………………………………………………………………………….

TYPE OF DAMAGE

🞎 Plant / machinery 🞎 Environment 🞎 Hazardous substance

🞎 Hand tools 🞎 Live animals 🞎 Structure

Define: ………………………………………………………………………………………..

………………………………………………………………………………………………….

………………………………………………………………………………………………….

PREVENTION

What has been done to eliminate or control the Risk associated with the Damage.

🞎 Eliminate source of hazard 🞎 Physical barrier in place

🞎 Supply personal protection 🞎 Remove damaged materials

🞎 Enhance training / instruction 🞎 Other - Preventative action:

………………………………………………………………………………………………….

………………………………………………………………………………………………….

Has a Hazard Report been done: 🞎 yes 🞎 no

Has Workcover been informed: 🞎 yes 🞎 no

Has an Incident Report Sheet been completed 🞎 yes 🞎 no

**Objective Description of Damage / Incident (extra space):**

………………………………………………………………………………………………….

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Your Name: ……………………………………………………………..……………………

Signed: ………………………………………………….. Date: ………………………...…