**Defqon1 2015
Emergency Plan**

Version 1: (Draft)
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INTRODUCTION

The main consideration of emergency planning is the protection of people, property and the environment from harm during an emergency situation. This is achieved by developing an emergency plan that implements a system able to respond to an emergency in a way that leads to the most effective outcome possible under the circumstances.

The plan's coverage should therefore be comprehensive, while keeping the structure as concise, simple and flexible as possible. It should also be dynamic and interactive, ensuring ongoing relevance to the needs of the facility and all stakeholders by continual monitoring, review and consultation. Emergency planning is therefore a cyclical process as illustrated in Error! Reference source not found.Error! Reference source not found.. All of the stages are inter-related and plan details should be continually evaluated and revised as appropriate.
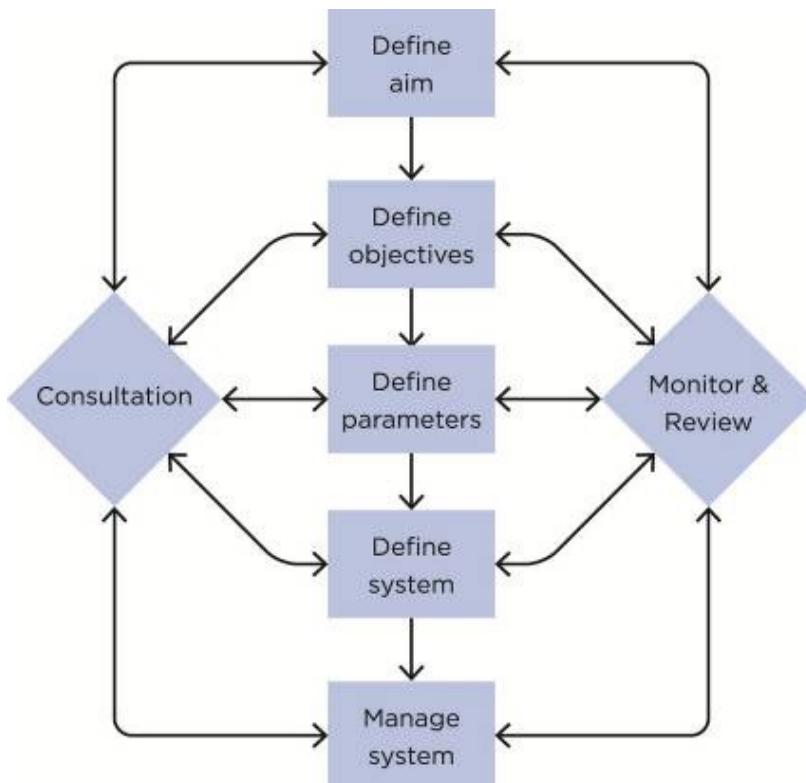
DEFINE AIM

The aim of this emergency plan is:

- to provide a system and resources to deal with all emergencies that could affect people, property and/or the environment
- to minimise adverse impacts on people, property and the environment
- to ensure that the requirements of WHS regulations are fully met
- to provide a concise reference for QDA supervisors and staff

THE OBJECTIVES OF THE PLAN

Managing incidents and emergencies at the Festival and campsite requires a systematic approach and a clear statement of the emergency plan objectives. Objectives lay the framework for defining and implementing a system, during an emergency at the camp site or adjacent areas.

The key objectives of this emergency plan are:

- to maintain a high level of preparedness
- to respond quickly and efficiently to limit the impacts of an emergency
- to manage an emergency until the emergency services arrive and take control
- to support emergency services with information, knowledge, skills and equipment
- to protect emergency responders, personnel and the community from harm.

THE PARAMETERS OF THE PLAN

This plan has been prepared for and on behalf of Q-Dance Australia (QDA) by Michael Kent, a Chartered OHS Professional, certified by the Safety Institute of Australia.

The plan has been developed for Defqon1 2015 Music Festival which will be held on XXXXXX. This emergency plan is a stand alone plan; however a variety of sub-plans and documents dedicated to the preservation of life and minimisation of harm to the environment.
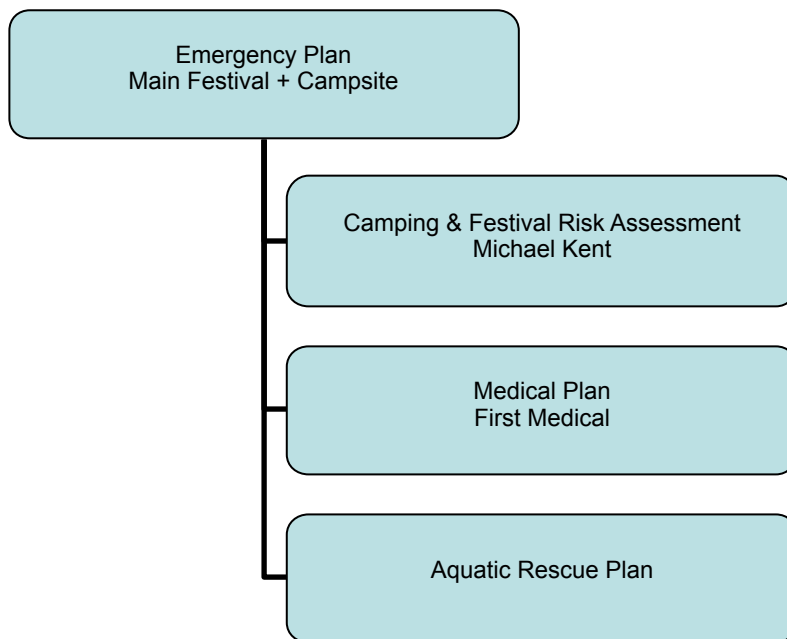
This plan has been written to prepare for various emergency situations. QDA defines an emergency as:

- a *hazardous situation* (or threat of a hazardous situation) which requires action to control, correct and return the campsite to a safe condition, and also requires timely action to protect people, property and the environment from harm

This plan is in effect from the arrival of camping guests on Friday XXXXXXXX to the departure of all guests on Sunday XXXXXX.

DEFINE THE SYSTEM

This emergency plan is part of a comprehensive safety management system (SMS) for the Festival, and has been written to align with AS/NZS 3745:2010 – Planning for Emergencies in Facilities & the Safe Work Australia Guide – Emergency Planning for Major Hazard Facilities. The system includes a risk assessment written to ISO 31000:2009, and a site safety plan aligned with AS/NZS 4801.

QDA incorporates the following key principles into their SMS:

- Identification, assessment, evaluation and treatment of risk
- Consultation with stakeholders (internal and external)
- Allocation of resources and equipment dedicated to safety
- Establishment of an emergency control centre
- Identification of key personnel to carry out emergency functions
- Provision of information/training to these key personnel
- Development of clear and concise emergency response procedures
- Scenario based sessions with ECO representatives

SITE INFORMATION & BACKGROUND (CAMPSITE)

The Defqon1 campsite is a parcel land of land managed by the Sydney International Regatta Centre (SIRC), and it sits directly opposite the main festival site. The camp area has heavy vegetation along the waters edge which provides a natural barrier. Prior to the event – heavy slashing and mowing will take place.

Campers will arrive at the Regatta Centre on Friday afternoon where they will be pre-screened, tickets checked, and bags searched for dangerous items, alcohol and illicit drugs. The screening process will be managed by Security and assisted by NSW Police.

Campers will then cross a temporary bridge made out of floating barges to the camp area and establish their tents in the prescribed camp site area to the south of the land parcel. The land is accessible by road from the East and West as indicated in the site plan **(Annexure 1).**

The following equipment and resources will be deployed at the campsite:

- Medical Tent (24hr coverage) staffed and fitted out in accordance with medical plan
- Security Operations (24hr coverage).
- Rural Fire Service (24 hr coverage) for emergency fire response

SITE INFORMATION & BACKGROUND (FESTIVAL SITE)

The Defqon1 Festival site is contained within the Sydney International Regatta Centre (SIRC). SIRC is a major sporting and recreational venue owned by the NSW Government. Entrance to the venue is via Old Castlereagh Rd (Gates A – D) or McCartheys Lane.

There is also a newly constructed emergency exit to the West of Gate A on Castlereagh Rd commonly referred to as the "D-Curve".

Refer to (**Annexure 2)** for detailed information on the site layout and access corridors.

EMERGENCIES & CODES

During the risk assessment process a number of hazardous situations (emergencies) were identified which may pose a risk to the health and safety of campers and workers. These emergencies have been grouped into the following schematic to assist with communication, and to align with terminology applied by combat agencies.

All staff must apply this coding system when they are reporting incidents to the ECO.

Emergency Threat	Code
Fire/Smoke	RED
Medical Emergency	BLUE
Bomb Threat	PURPLE
Internal Emergency (general)	YELLOW
Personal Threat (armed or unarmed including violent incidents)	BLACK
External Emergency	BROWN
Evacuation	ORANGE
All Clear	WHITE

EMERGENCY PREPAREDNESS

To assist with emergency response, all gates, evacuation routes and assembly areas will be signposted so they are clearly visible to workers and the crowd. All signage shall be lit. Fire extinguishers shall be deployed in the camp site and festival space and an accurate FFE plan maintained in the ECC for ease of reference. Dangerous goods such as LPG will be stored in lockable cages and captured in the FFE plan.

Refer to **Annexure 3 –** FFE Plan

EMERGENCY PROCEDURES

Emergency procedures have been developed for each of the emergency types/codes identified above. These written procedures will form the basis of staff training, and will be printed as a flip chart for ease of reference. Key staff identified as area wardens will be instructed on their roles and duties and the reporting protocols established in this plan. Copies of the emergency procedures will be printed, laminated and located at each zone of the event.

EMERGENCY PLANNING COMMITTEE (EPC)

QDA applies a robust consultative approach to the management of risk and this is a critical component of the success of any emergency planning. An emergency planning committee has been created to plan for, document and maintain the Festival emergency plan.

The EPC for the Festival is indicated below.

Company/Agency	Role	Name
Michael Kent Productions	Risk & Safety Consultant	Michael Kent

Q-Dance Australia	Director	Simon Coffey
SIRC		
ISEC	Security Manager	
Rural Fire Service		

EMERGENCY CONTROL ORGANISATION (ECO) - FESTIVAL

Once the EPC has developed the emergency plan, key staff will be selected to act as members of the emergency control organisation (ECO), and play a central role in the management of incidents or emergencies.

The ECO is responsible for:

- Implementing emergency response procedures in accordance with this plan
- Ensuring that all persons within their area understand the EMP and their role
- Reporting any matters that might affect the viability of the EMP

The ECO for the Festival is indicated below:

Role	Location	Name	Contact Number
Chief Warden	ECC		
Deputy Chief Warden	ECC	Simon Coffey - QDA	
Communications Officer 1	ECC		
Communications Officer 2	ECC		
Incident Response	Mobile	Michael Kent - QDA	0450341967
Area Warden 1	Red Stage		
Area Warden 2	Black Stage		
Area Warden 3	Blue Stage		
Area Warden 4	Gold Stage		
Area Warden 5	Purple Stage		
Area Warden 6			
Area Warden 7			
Area Warden 8			
Area Warden 9			
Area Warden 10			

A site map indicating the positions and areas to be covered by members of the ECO shall be developed, printed and located in the ECC. The ECO will have a dedicated radio channel which shall be used for incidents and emergencies.

EMERGENCY CONTROL ORGANISATION (ECO) - CAMPSITE

An ECO for the campsite will be established to manage incidents and emergencies outside of the main festival times.

ECO for Camping area is indicated below:

Role	Location	Name	Contact Number
Chief Warden	ECC		
Deputy Chief Warden	ECC	Simon Coffey - QDA	
Communications Officer 1	ECC		
Communications Officer 2	ECC		
Incident Response	Mobile	Michael Kent - QDA	0450341967
Area Warden 1			
Area Warden 2			

Area Warden 3			
Area Warden 4			
Area Warden 5			
Area Warden 6			
Area Warden 7			
Area Warden 8			
Area Warden 9			
Area Warden 10			

EMERGENCY CONTROL CENTRE (ECC)

An emergency control centre (ECC) will be established within SIRC for the Festival and be in operation from 7am on the day of the event until all guests have left at approximately 11pm. The ECC will be used to co-ordinate emergency responses and streamline communication between combat agencies.

The following agencies must be represented in the ECC:

Agency	Name	Role/Position
NSW Police		
NSW Ambulance		
SIRC		
First Medical		
ISEC		

ECC REPORTING PROTOCOL

All incidents and emergencies must be reported to the ECC using two –way radio. Persons reporting must use the emergency codes outlined in this plan and keep communications concise.

A dedicated communications officer will receive incoming radio calls; log these in a register, and co-ordinate the necessary response from the required agency. This may include deployment of medical staff, Security and/or Police.

All incidents will be reported to the Chief Warden (SIRC) and Deputy Chief Warden (QDA) so that these matters can be investigated and a coordinated response undertaken.

EMERGENCY CONTROL CENTRE

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                                                                    ┌──────────────┐
                                                                    │  NSW Police  │
                                                                    └──────────────┘
                                                                          │
                                          ┌────────────────┐              ▼
                                          │  Chief Warden  │◄──────  ┌──────┐
                                          └────────────────┘         │  N   │
                                                                     └──────┘
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Wollongong First Aid & Rescue (Aquatic)	First Medical	Security Manager	QDA Deputy Warden	Comms Officer	Police Officer
	Medical Resp	Security Supers.	QDA Safety Officer	Area Wardens	Fi
		Security Guards.	QDA Area Wardens	Wardens	
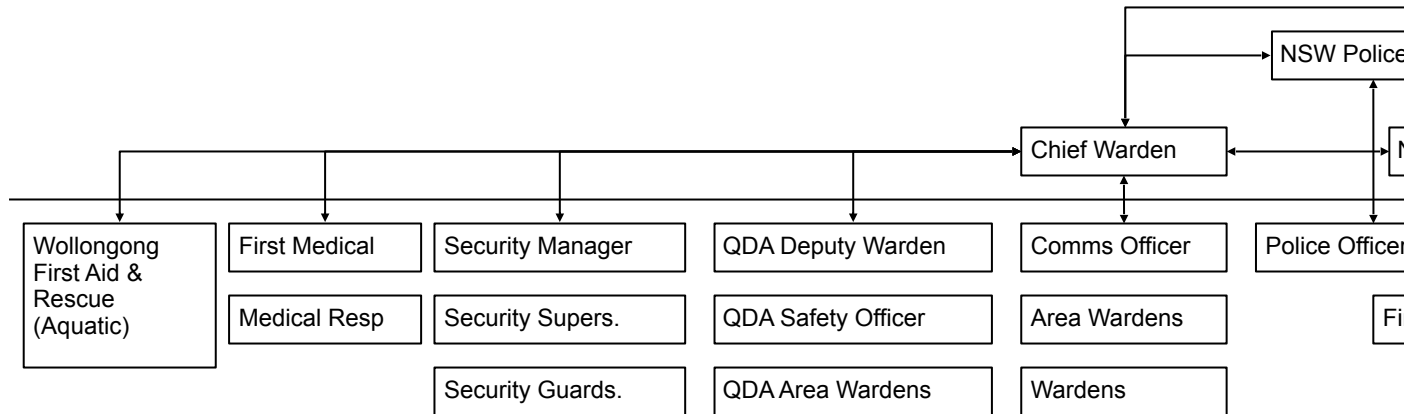
EVACUATION PREPARATION

A variety of scenarios may require partial or full evacuation of the Festival or Campsite.

Nominated evacuation routes and assembly areas are generally only to be considered for major site wide emergencies. Most localized emergencies can be managed through partial evacuations i.e. moving the crowd in a given area to a safe area on the island. These partial evacuations will be coordinated by Security and the nominated area warden for that stage.

In the event that an evacuation of an event area is being considered, area wardens and security shall be notified to go into standby mode and await further instructions.

If an area of the event is to be evacuated the stage will be immediately closed down, and the pre-scripted message read out. All persons shall be evacuated in accordance with the evacuation procedures included in this plan.

- Minor Incident – close down a stage or area and direct people to places of safety
- Major Incident – close down a stage or area and direct people to assembly areas.

The decision to implement a partial or full evacuation will be made by the ECO in consultation with emergency services.

EVACUATION ROUTES - FESTIVAL

Designated evacuation routes for the Festival and Campsite have been identified and incorporated into site plans and staff instruction. The Festival evacuation routes are:

- Area 1 (Routes) – Primary large scale evacuation routes from Zone B to Assembly Areas 1A & 1B
- Area 2 (Routes) – Primary large scale evacuation routes from Zone A to Assembly Area 2
- Contingency Assembly Area (Routes) – Evacuation routes leading away from the main assembly areas

Please see **Annexure 4** for Evacuation Routes.

EVACUATION ROUTES – CAMPSITE

Designated evacuation routes for the Campsite have been identified and incorporated into site plans and staff instruction. The Campsite evacuation routes are:

- Campsite 1 (East)– Primary evacuation route from campsite to Camp Assembly Area 1
- Campsite 2 (West) - Primary evacuation route from campsite to Camp Assembly Area 2
- Contingency – Evacuation route from campsite to SIRC

Please see **Annexure 5** for Campsite Evacuation Routes.

ASSEMBLY AREAS - FESTIVAL

Designated assembly areas have been identified and incorporated into site plans and staff instruction. The Festival assembly areas are:

- Assembly Area 1A – This is the assembly area for festival Zone B. Capacity 13K
- Assembly Area 1B – This is the assembly area for festival zone B. Capacity 7K
- Assembly Area 2 – Fields to the south-east and north of event parking. Capacity 14K
- Contingency – Grassland to the east from all main assembly areas

Please see **Annexure 6** for Festival Assembly Areas

ASSEMBLY AREAS - CAMPSITE

Designated assembly areas have been identified and incorporated into site plans and staff instruction. The campsite assembly areas are:

- Camp Assembly Area 1 – This is the eastern assembly area
- Camp Assembly Area 2 – This is the western assembly area
- Contingency – Main Festival site (SIRC) outside festival times.

Please see **Annexure 7** for Campsite Assembly Areas

EVACUATION TO ASSEMBLY AREAS

Movement of crowds and campers to designated assembly areas will be coordinated by security and the respective area warden/s. Subject to the direction of the incident, and type, evacuation routes may be varied and/or alternate assembly areas chosen.

All instructions in relation to evacuations will come directly from the ECC.

Crowds will be moved to selected assembly areas where they will be safely positioned. Security will provide rough head counts and situational reports (sit reps) to the ECC as the evacuation process is being managed. Once the incident or emergency has been dealt with and the all clear given by the respective combat agency, crowds will be moved back into the event or camp spaces.

In the event of a total cessation of the event/campsite (and full evacuation) all crowds will be directed towards the main entry/exit and back to buses.

SHOW STOP PROCEDURE

Central to the preparation for evacuation, or the management of incidents and emergencies, is the cessation of entertainment on a given stage. If an incident or emergency occurs and the ECC determine that a show stop is required - this will be managed by QDA.

The following procedure shall be applied.

1. QDA Director instructs stage manager to go on stand-by and prepare for a show stop
2. QDA Stage Manager is to proceed immediately to their respective audio console
3. Once the show stop message has been given – the stage manager is to ensure that the music is immediately stopped
4. QDA Stage Manager is to read out the pre-scripted message
5. If at night – Lighting to assist with crowd movement should be brought up
6. Evacuation procedures will be applied as directed
7. Crowd to be moved away from the stage to the nominated assembly area

If the QDA Stage Manager (Area Warden) observes any activity at their respective stage that may require a show stop they must report this immediately to the ECC. Under no circumstances should any performance be stopped without approval from the QDA Director.

SHOW STOP – PRE SCRIPTED MESSAGES

A hot microphone is to remain set up and functional at each stage area for use by the QDA Stage Manager (Area Warden). Subject to the incident or emergency type a message from below is to be selected and read out.

*   **Evacuation** - Ladies and Gentlemen: You are not in any immediate danger, for your safety we need to stop the event temporarily and clear the area. Please assist us by following the directions of our security and wardens to the nearest safe area.

*   **STORM:** Ladies and Gentlemen: We are expecting severe winds or a storm very soon. You are not in any immediate danger, for your safety we need to stop the event temporarily and clear the area. Please assist us by following the directions of our security and wardens to the nearest undercover area. Thank you for your cooperation.

*   **LIGHTNING:** Ladies and Gentlemen: We are expecting severe electrical storms very soon. Those able to leave the Area now should do so. Please follow the directions of our Wardens to the nearest exit. For those remaining Please shelter within buildings where possible and avoid trees and opens spaces. Thank you for your cooperation.

All artists and their respective management shall be informed of the show stop procedures prior to the event by the designated stage manager.

RESPONSIBILITIES – CHIEF WARDEN

The Chief Warden for the Festival and Campsite must undergo or have completed Chief Warden Training through an accredited RTO such as commsafe (NSW Fire & Rescue). The Chief Warden is responsible for the following key actions:

*   Proceed immediately to ECC and assume control of the incident or emergency
*   Obtain an accurate picture of the incident or emergency
*   Consult with NSW Police and or other combat agencies (as required)
*   Ensure an emergency response is implemented immediately
*   Deploy safety officer to the incident site
*   Deploy security, medical or other services
*   Issue clear instruction to DCW and Area Wardens
*   Initiate evacuation standby to security and area wardens
*   Initiate show stop procedure (if required)
*   Broadcast warning messages via Video/VMS
*   Implement evacuation instructions (if required)
*   Render assistance and remain in ECC during the incident
*   Complete an incident report and notify the regulator (if required)
*   Assist emergency services – post incident (as required)

RESPONSIBILITIES – DEPUTY CHIEF WARDEN

The Deputy Chief Warden (DCW) is responsible for the following key actions:

- Proceed immediately to the incident site
- Wear high visibility vest and white helmet
- Obtain an accurate picture of the incident or emergency
- Report immediately to the Chief Warden
- Ensure an emergency response is implemented immediately
- Assist with security, medical or other services
- Issue clear instructions to Area Wardens
- Initiate evacuation standby to security and area wardens (if instructed)
- Initiate show stop procedure (if required)
- Assist with evacuation (if required)
- Render assistance and remain on point during the incident
- Complete an incident report and follow up

RESPONSIBILITIES – AREA WARDEN

The Area Warden is responsible for the following key actions:

- Proceed immediately to the warden meeting point in their area
- Wear high visibility vest, wand and red helmet
- Obtain an accurate picture of the incident or emergency
- Report immediately to the Chief Warden or DCW
- Ensure an emergency response is implemented immediately
- Assist with security, medical or other services
- Implement a show stop if instructed by the QDA Director
- Assist with evacuation of the crowd in the area (if required)
- Render assistance and remain on point during the incident
- Report to DCW or CW when the area is clear
- Complete an incident report and follow up

RESPONSIBILITIES – SAFETY OFFICER

The Safety Officer is responsible for the following key actions:

- Proceed immediately to the incident site
- Wear high visibility vest and white helmet
- Obtain an accurate picture of the incident or emergency
- Render assistance until security, medical arrive
- Report immediately to the Chief Warden
- Complete an incident report and follow up

RESPONSIBILITIES – COMMUNICATIONS OFFICER

The Communication Officer is responsible for the following key actions:

- Remain in ECC at all times
- Receive incoming radio calls for assistance – security, medical, safety etc
- Maintain a log of all radio calls and any action taken
- Report to Chief Warden and assist with deployment
- Notify emergency services (if instructed)
- Notify area wardens of any action (if instructed)

WEATHER MONITORING

The Festival and camp site are outdoors, so weather monitoring is integral to the safety of the event. UBIMET have been engaged to provide:

- Meteorological services
- Precise and highly accurate weather forecasts
- 14 day, 7 day, 24hr and hourly weather reports for the location
- Severe Weather warnings
- On the day consultation with meteorologist - hotline

Information obtained from UBIMET will be used to make informed decisions and be referred to as 'primary information'. Secondary information obtained from www.bom.gov.au will also be considered.

STORM /LIGHTNING WARNING

In the event of an approaching storm, and based on primary and secondary information it is believed this will impact the event or camp site, the following key actions are to take place.

- ECO to meet and convene a crisis meeting
- QDA to consult directly with meteorologist
- Storm impact and time verified by UBIMET
- QDA Deputy Warden to instruct Area Wardens to go into standby
- Warning messages placed in all available video screens
- Pre-scripted messages read out at each stage
- Crowds moved to any available cover

In the event of a severe storm there may be a requirement for a complete cessation and full evacuation of the Campsite or Festival. The decision to close the event and evacuate patrons will be made by the ECO under advice from NSW Police. If a complete evacuation is required all areas will commence immediate evacuation in accordance with the emergency procedure.

MEDICAL EMERGENCY

QDA implements strict medical incident management protocols.

A dedicated medical plan has been developed by First Care Medical (FCM) and this must be applied at all times. A commander from FCM and NSW Ambulance will be located in the ECC at all times and available to deploy medical responders. Two ambulances will be located at the event at all times.

All medical treatment provided must be documented and only the onsite Doctor will discharge patients from medical tents or treatment areas. Additional onsite support will be provided by save a mate.

DEFQON 1 EMERGENCY TEAM

_____

IN THE EVENT OF AN INCIDENT OR EMERGENCY CONTACT THE FOLLOWING FROM THE DEFQON 1 –EMERGENCY TEAM.

DEPUTY CHIEF WARDEN   SIMON COFFEY

SAFETY OFFICER   MICHAEL KENT   0450 341 967

AREA WARDEN 1   RED STAGE   JOHN SMITH

AREA WARDEN 2

AREA WARDEN 3

AREA WARDEN 4

AREA WARDEN 5

AREA WARDEN 6

AREA WARDEN 7

AREA WARDEN 8

AREA WARDEN 9

AREA WARDEN 10

WHEN YOU REPORT TO YOUR EMERGENCY TEAM.

- **PLEASE STATE YOUR EXACT LOCATION BY REFERRING TO THE SITE MAP.**

- **STATE YOU'RE NAME AND THE EXACT SITUATION USING THE PRESCRIBED EMERGENCY CODES.**

- **IF A PERSON IS INJUED DESCRIBE THEIR CONDITION, AGE, MALE/FEMALE**

- **IS THE PERSON CONCIOUS/UNCONCIOUS – YES/NO**

- **IS THE PERSON BREATHING – YES/NO**

CODE RED
FIRE EMERGENCY

IF YOU SEE FIRE OR SMOKE – DO NOT PANIC OR SHOUT REMAIN CALM.

RESCUE PEOPLE   FROM IMMEDIATE DANGER IF SAFE TO DO SO

ALARM   RAISE THE ALARM BY CONTACTING THE EMERGENCY TEAM.

CONTAIN FIRE   CLOSE DOWN THE IMMEDIATE AREA

EXTINGUISH   ONLY ATTEMPT TO EXTINGUISH THE FIRE BY USING THE CORRECT FIRE FIGHTING EQUIPMENT AND IF TRAINED TO DO SO.

- PREPARE TO EVACUATE THE AREA
- FOLLOW INSTRUCTIONS FROM THE EMERGENCY TEAM AND SECURITY
- ASSIST THE AREA WARDEN AS REQUIRED

EMERGENCY TEAM RESPONSE

- CONFIRM LOCATION OF FIRE WITH AREA WARDEN
- DEPLOY SAFETY OFFICER IMMEDIATELY
- REVIEW FFE MAP AND ID CLOSEST EXTINGUISHER
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT ON FIRE AND NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- SAFETY OR SECURITY TO EXTINGUISH FIRE

CODE BLUE
MEDICAL FIRST AID RELATED EMERGENCY

CONTACT THE EMERGENCY TEAM IMMEDIATELY.

REMAIN CALM   DO NOT PANIC

ASSESS PATIENT

DANGER TO YOU, THE PATIENT, THE CROWD.

RESPONSE – OF PATIENT. ASK NAME.SQUEEZE SHOULDER

SEND – A PERSON TO GET HELP

AIRWAY – IS IT CLEAR AND UNOBSTRUCTED. OPEN MOUTH, CLEAR AIRWAY, PUT IN RECOVERY POSITION.

BREATHING – IS THEIR CHEST RISING. NOT BREATHING – COMMENCE CPR

CPR – 30 COMPRESSIONS, TWO BREATHS. CONTINUE UNTIL MEDIC ARRIVES

DEFIBRILLATION – APPLY A DEFIBRILLATOR IF AVAILABLE

- **NEVER LEAVE THE PATIENT**
- **DO NOT MOVE THE PATIENT UNLESS THE SITUATION IS LIFE THREATENING.**
- **PROVIDE ASSISTANCE UNTIL A MEDIC ARRIVES**

EMERGENCY TEAM RESPONSE

- CONFIRM LOCATION OF PATIENT WITH AREA WARDEN
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY MEDIC TO LOCATION
- OBTAIN REPORT ON PATIENT CONDITION
- ASSIST WITH PATIENT MANAGEMENT
- COMPLETE INCIDENT REPORT

medical emergency medical emerge

MEDICAL EMERGENCY

CODE PURPLE
BOMB THREAT

IF YOU RECEIVE A BOMB THREAT

REMAIN CALM	**TREAT THE CALL AS GENUINE. COMPLETE FORM FROM THIS BOOKLET, KEEP PERSON ON THE PHONE**
GET ATTENTION OF 2ND PERSON	**DO NOT ALERT CALLER. HAVE SECOND PERSON CONTACT THE EMERGENCY TEAM.**
BE ATTENTIVE	**DOES THE CALLER HAVE KNOWLEDGE OF EVENT AREAS? CAN YOU HEAR ANYTHING?**
RECORD	**RECORD EVERYTHING ONTO THE FORM**
NOTIFY	**CONTACT THE EMERGENCY TEAM**
PREPARE	**TO FOLLOW INSTRUCTIONS FROM THE EMERGENCY TEAM. THIS MAY INCLUDE STANDING BY FOR AN EVACUATION.**
OBJECT FOUND	**DO NOT TOUCH THE OBJECT. REPORT IMMEDIATELY THAT YOU HAVE FOUND AN OBJECT. COMMENCE EVACUATING THE CROWD OR PEOPLE FROM THE IMMEDIATE AREA.**

EMERGENCY TEAM RESPONSE

- CONFIRM THREAT OR OBJECT LOCATED
- CONTACT POLICE (VIA ECC)
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT AND ASSESS NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- COMPLETE INCIDENT REPORT

BOMB THREAT

BOMB THREAT REPORT FORM

REMEMBER TO KEEP CALM & DO NOT HANG UP FROM THE CALL

Exact wording of threat:_____
_____
_____

QUESTIONS TO ASK

When is the bomb going to explode?_____

Where did you put the bomb?_____

When did you put it there?_____

What kind of bomb is it?_____

What will make the bomb explode?_____

Why did you place the bomb?_____

What is your name?_____

CALLERS VOICE

Accent: ❏ Asian ❏ Australian ❏ American ❏ English
❏ Pacific Islander ❏ European   ❏ Middle Eastern

Speech:	❏ Loud	❏ Soft
Voice:	❏ Loud	❏ Soft
Gender:	❏ Male	❏ Female
Impediment:	❏ Lisp	❏ Stutter
Manner:	❏ Calm	❏ Emotional
Diction:	❏ Clear	❏ Muffled

Other: _____
_____

Did you recognise the voice   ❏ Yes   ❏ No

Was the caller familiar with the   ❏ Yes   ❏ No
campus/building/area?

THREAT LANGUAGE:

Well Spoken	❏ Yes	❏ No
Incoherent	❏ Yes	❏ No
Taped	❏ Yes	❏ No
Abusive	❏ Yes	❏ No
Message read by caller	❏ Yes	❏ No

Other_____

BACKGROUND NOISES:

❏ Local Call	❏ STD	❏ Music
❏ Voices	❏ Street noises	❏ Aircraft
❏ House noises	❏ Machinery	

❏ Other _____

RECIPIENT OF PHONE CALL:

Name:_____

Staff/Student no.: _____

Email: _____

Phone (w): _____

Mobile: _____

Faculty/Division: _____

School/Unit:_____

Signature: _____

b o m b   t h r e a t   b o m b   t h r e a t   b o m b   t h r e

BOMB THREAT

CODE YELLOW
INTERNAL EMERGENCY

OTHER THAN FIRE OR SMOKE – AN INTERNAL EMERGENCY COULD BE A BURST WATER PIPE, GAS LEAK, AND POWER OUTAGE ETC.

REMAIN CALM **ASSESS THE SITUATION**

REPORT **REPORT IMMEDIATELY TO THE EMERGENCY TEAM.**

TURN OFF **TURN OFF ANY EQUIPMENT OR POWER THAT MIGHT BE AFFECTED IF IT IS SAFE TO DO SO.**

EVACUATE **REMOVE PERSONS FROM THE IMMEDIATE AREA**

ASSIST **IF ANY PERSON IS INJURED PROVIDE ASSISTANCE UNTIL THE MEDIC ARRIVES**

- **STANDBY FOR INSTRUCTIONS FROM THE EMERGENCY TEAM**
- **DO NOT TOUCH ANYTHING UNLESS INSTRUCTED**

EMERGENCY TEAM RESPONSE

- CONFIRM CONDITION WITH AREA WARDEN
- CONTACT POLICE OR AUTHORITIES (OR VENUE)
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT AND ASSESS NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- COMPLETE INCIDENT REPORT

FOR ALL PERSONAL THREATS INCLUDING ASSAULT, PERSONS AT RISK (SUICIDE), ARMED HOLD UP, ROBBERY

REMAIN CALM — DO NOT PANIC OR SHOUT – AVOID EYE CONTACT WITH ANY PERSON THREATENING YOU.

COMPLY
- HAND OVER WHATEVER IS REQUESTED
- DO NOT ANTOGONISE THE PERSON
- ALERT OTHER STAFF IF YOU CAN SAFELY
- STAY OUT OF SIGHT IF PERSON IN THE DISTANCE

OBSERVE — OBSERVE THE ACTIONS OF THE OFFENDER AND NOTE AGE, HEIGHT, CLOTHING

REPORT — REPORT IMMEDIATELY ONCE IT IS SAFE AND PROVIDE A DETAILED DESCRIPTION OF THE SITUATION.

- WRITE DOWN A DETAILED DESCRIPTION OF THE PERSON
- PROVIDE ASSISTANCE IF ANYONE IS INJURED
- AWAIT FOR FURTHER INSTRUCTIONS
- EVACUATE THE AREA IF INSTRUCTED

EMERGENCY TEAM RESPONSE

- CONFIRM SITUATION WITH AREA WARDEN
- CONTACT POLICE (VIA ECC)
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT AND ASSESS NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- ASSIST POLICE AND OTHER AGENCIES
- COMPLETE INCIDENT REPORT

CODE BROWN
EXTERNAL EMERGENCY

THIS MAY INCLUDE BUSHFIRE, LOCAL FLOODING, ROAD ACCIDENT, AIRCRASH OR OTHER DISASTER.

CONTACT   **THE EMERGENCY TEAM IMMEDIATELY**

REPORT   **REMAIN CALM**
SPEAK CLEARLY TO THE EMERGENCY TEAM
STATE THE NATURE OF THE INCIDENT
STATE WHO AND WHERE YOU ARE EXACTLY

ADVISE   **ADVISE ALL STAFF AND PERSONS IN THE IMMEDIATE AREA**

FOLLOW   **FOLLOW INSTRUCTIONS FROM THE EMERGENCY TEAM**

EMERGENCY TEAM RESPONSE

- CONFIRM NATURE OF INCIDENT/EMERGENCY WITH AREA WARDEN
- CONTACT POLICE OR FIRE/RESCUE (VIA ECC)
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT AND ASSESS NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- ASSIST POLICE AND OTHER AGENCIES
- COMPLETE INCIDENT REPORT

CODE ORANGE
EVACUATION

EVACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE DANGER. EVACUATION MAY BE PARTIAL (AFFECTED AREA) OR SITE WIDE.

REMAIN CALM — **DO NOT PANIC OR SHOUT**

ADVISE — **CONTACT THE EMERGENCY TEAM (ECC) IF ANY SITUATION ARISES IN YOUR AREA.**

FOLLOW — **INSTRUCTIONS FROM THE EMERGENCY TEAM**

SHOW STOP —
- **IF ADVISED BY THE EMERGENCY TEAM COMMENCES AN IMMEDIATE SHOW STOP**
- **READ PRE-SCRIPTED MESSAGE OUT**

DIRECT — **ASSIST WITH THE MOVEMENT OF PERSONS IN THE IMMEDIATE AREA TO ASSEMBLY AREAS (CONFIRM VIA MAP IN THIS PLAN)**

CHECK — **CHECK ALL AREAS FOR PERSONS AND REPORT AREA CLEAR ONCE CHECK HAS BEEN MADE.**

EMERGENCY TEAM RESPONSE

- CONFIRM CONDITION WITH AREA WARDEN
- CONTACT POLICE OR AUTHORITIES (OR VENUE)
- DEPLOY SAFETY OFFICER IMMEDIATELY
- DEPLOY SECURITY TO LOCATION
- OBTAIN REPORT AND ASSESS NEED FOR EVACUATION
- SHOW STOP IN AREA AND EVACUATE CROWD
- EVACUATE (PARTIAL) TO SAFER AREAS
- EVACUATE (WHOLE) SITE WIDE
- COMPLETE INCIDENT REPORT

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