



EMERGENCY MANAGEMENT PLAN

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| Name of event | 2018 Penrite Hattah Desert Race |
| Venue address | Booononar Road Colignan |
| Event organiser | North West Victorian Motorcycle Club |
| Date of event | 6 th , 7 th and 8 th July 2018 |
| Prepared by | Jenni Gledhill |
| Date prepared | 29/5/18 |

Emergency plan objective:

The purpose of this plan is to provide clear direction in the management of emergencies as part of the 2018 Penrite Hattah Desert Race event.

Event description:

The event is branded as being a family friendly event and includes:

- Food vendors
- Motorcycle Racing
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Venue description:

The event is being held at **Booononar Road Colignan**

Provide a detailed description of the venue including available facilities and map if possible:

Private land located on Booononar Road Colignan.

Toilet facilities

Food vendors

Emergency services (medical, fire and ambulance)

Recovery crews

Operating hours:

Bump-in (set up) will commence at **N/A**

The event will commence at **Time:3pm** on **Date: 6th July 2018**

The event will conclude at **Time5.30pm** on **Date: 8th July 2018**



Bump-out (pack up) procedures will conclude at **N/A**

Scope of emergencies

The major emergencies that may be realised at this event are:

- Fire
- Falling tree limbs
- Serious Injury/Fatality

Other risks have been identified in the risk management plan for this event which should be read in conjunction to this document.

Emergency preparation and testing

The Events Response team is those people included as part of the Events Team Officials in the next section of this document.

Stall holders, food vendors and other service providers will be provided with a copy of the emergency management plan and briefed on emergency procedures during a meeting on-site prior to the event commencing.

General roles and responsibilities (examples provided below)

EVENT TEAM OFFICIALS

Name: Jenni Gledhill will be fulfilling the role of Event Coordinator and Safety Officer: 0498373743

Manage communication of any evacuations, issues

Manage event logistics

Perform role of safety officer

Liaise with the Events Team and provide feedback

Make decisions on matters of safety

Liaise with emergency services (if required)

Implement Risk Management Plan and Emergency Management Plan

Liaise with first aid officer

Name: Murray Follett 0419346961

Name: Shaun Stephens 0427548066

Assist in event logistics

Ensure gas and electrical compliance

Assist the Event Organiser/Safety Officer in an emergency

Other duties to be performed by the events team:

Manage incident register

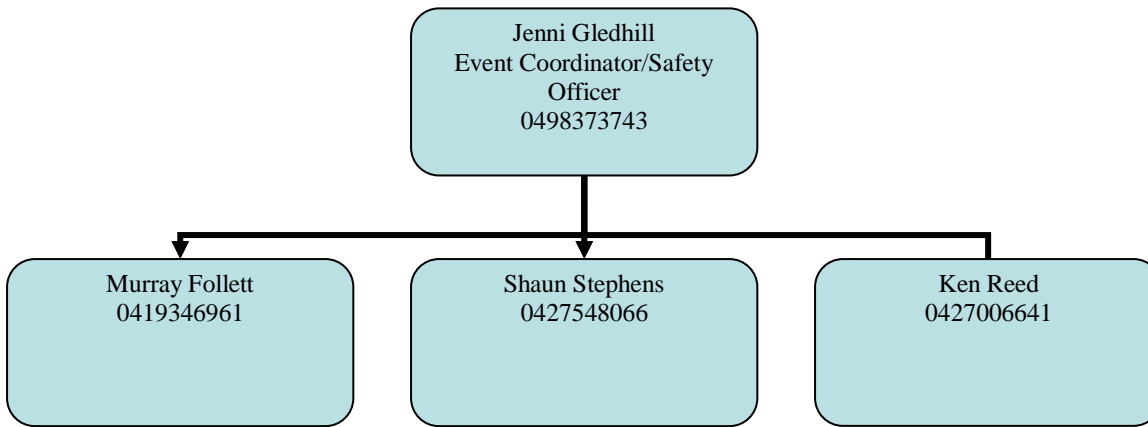
Maintain OHS log

Conduct pre-event check of any hazards

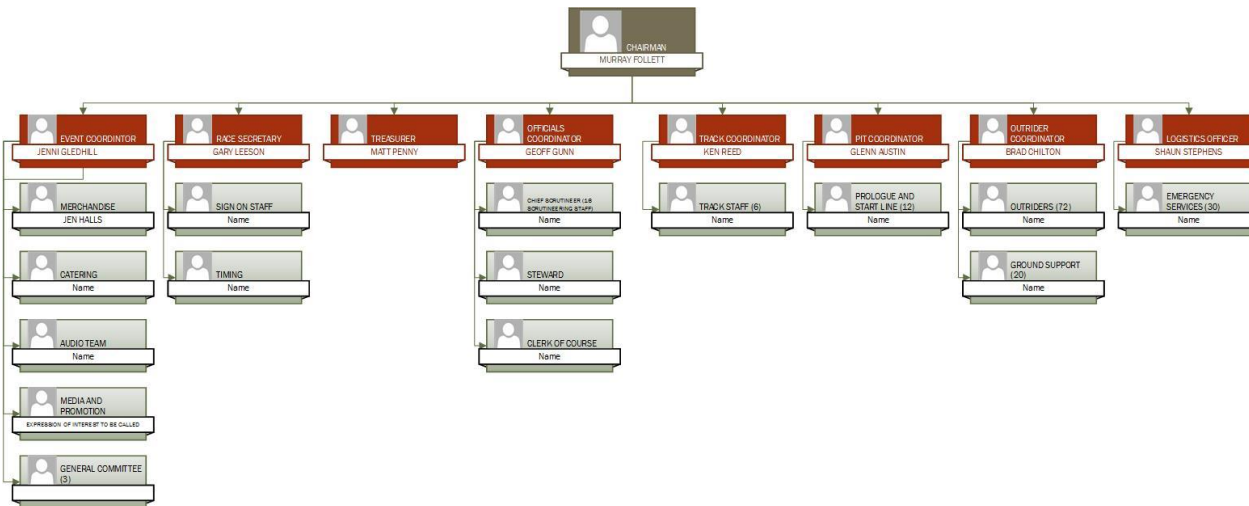


Monitor OHS during the event
 Inspect all trade sites
 Maintain record of site inspection

EVENTS TEAM OFFICIALS – COMMUNICATION PLAN



Full team structure is provided below



In the event that the Event's Organiser is unfit to perform

his/her duties and an emergency occurs, Murray Follett will act as safety officer/event organiser and will take responsibility for management in an emergency.

In an emergency for Police, Fire or Ambulance call 000.

During an evacuation the event team officials will become 'wardens' and direct the public to evacuation areas.



EXTERNAL SUPPORT AGENCIES

Police:

Crowd behaviour
Traffic movement

CFA:

Fire and other emergency related issues

Ambulance:

Medical issues

Victorian Medical Assistance Team:

Medical issues and recovery

Communication:

- Mobile phone contact will be available between event team officials and emergency services may be called in an emergency. A contact list will be provided to all event officials.
- UHF two way radios will also be in use with specific channel allocation for key personnel and emergency management

Risk identification and reporting:

Any potential or realised risk must be reported to the Event Organiser/Safety Officer immediately.

The Event Organiser/Safety Officer will be responsible for assessing the risk and selecting an appropriate course of action to reduce or eliminate the risk.

The Event Organiser/Safety Officer will make an assessment on whether to notify emergency services in an emergency.

Emergency services

It is the responsibility of the Event Organiser/Safety Officer to determine if emergency services support is required to deal with an emergency. Where required, it is the responsibility of the Event Organiser/Safety Officer to contact the appropriate emergency service agency and liaise with them during their response.

If there is any doubt, emergency services should be called.

**Isolation of risk:**

In the event of an identified risk that requires the immediate isolation of an event area, the Event Organiser/Safety Officer should be notified and will be responsible for organising the cordoning off of the risk.

In the event that an area has been isolated, the Event Organiser/Safety Officer is responsible for ensuring that all event officials have been notified.

Evacuation:

The following people have the authority to call for an evacuation of the event area:

- Event Organiser/Safety Officer
- Victoria Police

In the event of an emergency that requires the immediate evacuation of the event area, the Event Organiser/Safety Officer must be notified and is responsible for coordinating the evacuation.

The Event Organiser/Safety Officer will notify all event staff to evacuate the area prior to authorising an announcement to patrons.

The Event Organiser/Safety Officer is responsible for notifying all wardens of the area to direct patrons to. Where it is safe to do so, evacuation wardens will direct patrons to exit the event area using the designated walkways to designated evacuation area (See site plan attached).

Responsibilities of food van and stall holders:

During an evacuation, food operators and stall holders must also leave the area following the direction of the emergency wardens.

If it is safe to do so, operators and stall holders should:

- Turn off all gas and electrical appliances
- Disconnect their site from the main power
- Secure their van/stall
- Collect all monies and take it with them

Under no circumstances can operators or stall holders move their stall during the event or the evacuation.

Operators or stall holders cannot re-enter the event area until the area has been deemed safe and the Event Organiser/Safety Officer has provided approval for them to do so.

Procedure for specific emergencies:

In the event of an emergency the Event Organiser/Safety Officer should be immediately notified of the emergency and all relating details and the Event Organiser/Safety Officer must call the appropriate emergency service.

For Police, Fire or Ambulance – Dial triple zero (000)

If required, the Event Organiser/Safety Officer will commence the evacuation procedures detailed in this plan.

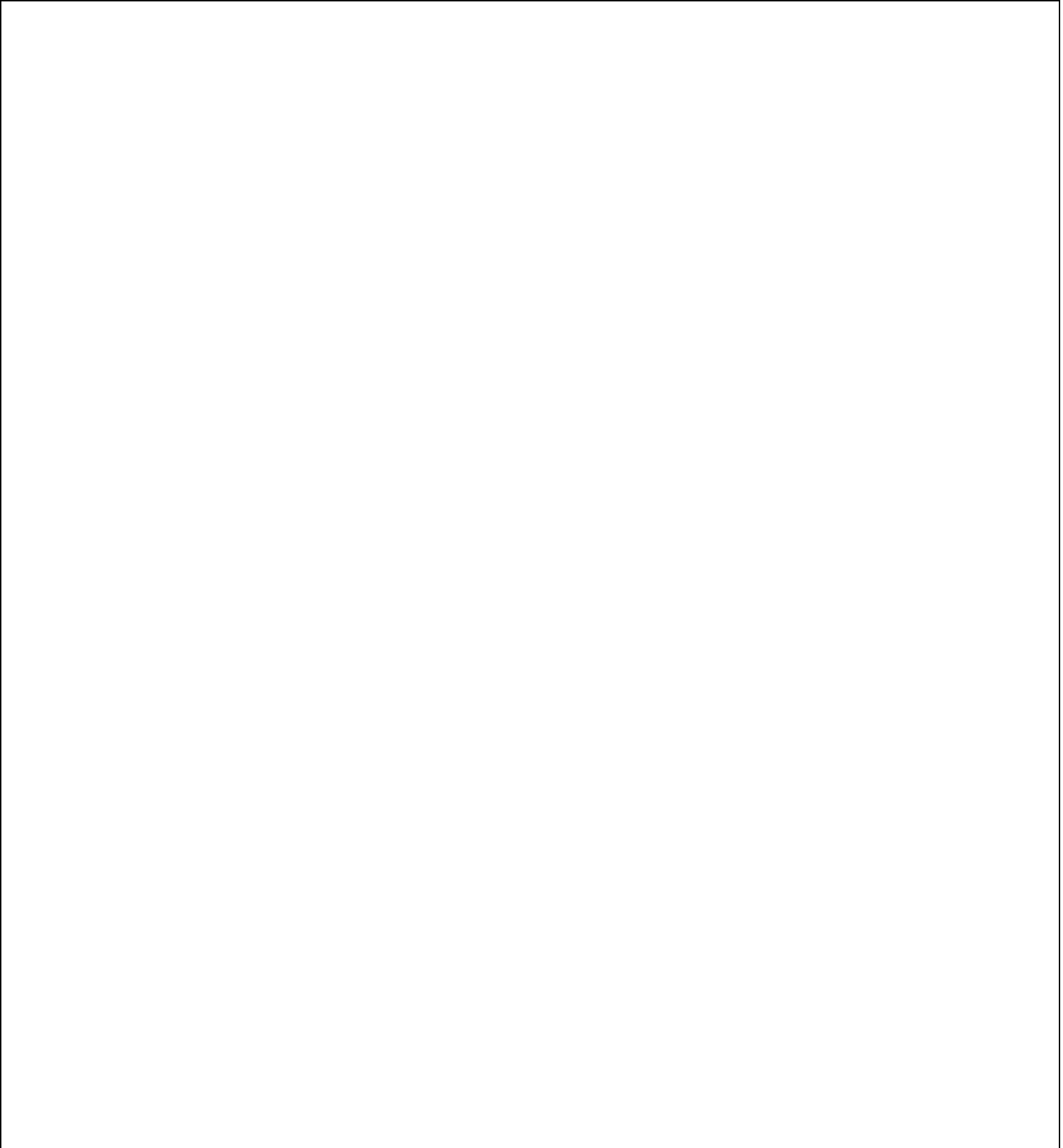


The event official that notifies the Event Organiser/Safety Officer of the incident must remain at the incident area (only if safe to do so) until the Event Organiser/Safety Officer arrives.

The Event Organiser/Safety Officer will be responsible for assessing the incident area to determine an appropriate course of action. If the Event Organiser/Safety Officer deems that the risk cannot be safely removed from the area during the event, isolation of risk processes must be followed.

SITE PLAN – Please provide a diagram of your site plan (refer to page 7, item 3.2 of the risk assessment for what is to be included on site plan).







Junior Parking

Seniors Parking

Prologue Shute



Family Area Only

Officials,
Outriders &
Emergency
Service Only

Competitor Parking Only