

**History
Alive
Festival:
Emergency
&
Evacuation
Policy**

Table of Contents

<u>Description</u>	<u>Page Number</u>
<i>Introduction</i>	3
<i>Contact List</i>	4
<i>Emergency Control Organisation</i>	5
<i>Responding to an Emergency Situation</i>	6
<i>Emergency Procedures CODE System</i>	7
<i>Position Responsibilities and Competencies</i>	8 – 10
<i>Emergency Management Officer</i>	8
<i>Chief Warden</i>	8 – 9
<i>Technical Officer</i>	9
<i>Area Wardens</i>	9 – 10
<i>Communications Officer</i>	10
<i>Wardens</i>	10
<i>Communications</i>	11 – 13
<i>Two-way Radio Protocol</i>	11 – 12
<i>Telephone Protocol</i>	13
<i>Emergency Services Contact Numbers</i>	14
<i>Crowd Control</i>	15 – 16

Description	Page Number
CODE Red- Fire or Explosion	17 – 19
<i>Hydrants and Hose Reels</i>	17
<i>Fire Extinguishers</i>	18-19
CODE Orange- Site Evacuation	20
CODE Yellow- Internal Emergency	21
CODE Purple- Bomb Threat	22 – 28
CODE Black- Armed Aggression/Personal Threat	28 – 29
CODE Blue- Medical Emergency	30
CODE Brown	31
CODE Green	32
Appendices	33

Introduction

The History Alive committee under the Authority of the Chief Executive Officer has developed this Document in consultation with Templar International's Directors as a guideline for the History Alive Festival ("HAF") staff, volunteers, contractors and interested parties.

Aim

The aim of this plan is to detail the procedures and arrangements for the emergency management of the HAF.

Objectives

The objectives of the HAF emergency plan are to:

- Anticipate possible emergencies with in the HAF;
- Provide an effective and efficient response to emergencies;
- Supply relevant on-site information to Emergency Services pertaining to the HAF; and
- Staff and volunteers training in evacuation procedures, the use of fire fighting equipment and standard safety requirements.

Should you feel that areas have been overlooked, or procedures are impractical, please bring your concerns to the attention of the Security and Safety Co-ordinator.

Site:

The Festival is held on the grounds of Fort Lytton National Park, situated at Lytton Road, Lytton.

The buildings are of brick, concrete, fibreboard, steel and aluminum cladding construction. Whilst the tents of the re-enactors will be in line with the period direction of the festival.

There maybe controlled fires in the pits in the encampments, pending the Brisbane Council, Queensland Parks and Wildlife Service and Queensland Fire and Rescue Service advice.

Contact List

Name	Position	Contact Details
Roland Dowling	<i>Ranger in Charge</i>	0402 317 051
Shane Kimlin	<i>Ranger</i>	0427 372 329
Fort Barracks	<i>Land line</i>	07 3396 3283
Brendan Yetman	<i>Ranger (on site)</i>	0401 024 017
Miles Yeates	<i>District Manager</i>	0423 025 794
Greg Carter	<i>Senior Ranger</i>	0423 028 031
Jason Armfield	<i>QLHF Safety Marshal</i>	0411 029 184
Andrew Murray	<i>Templar International (Security and Safety Coordinator)</i>	0431 154 057
Scott Adamson	<i>Mermaid Miami Security Service</i>	0415 144 851

Emergency Control Organisation

Position	Details
<i>Emergency Management Officer (“Control”)</i>	<i>Security and Safety Co-ordinator or designee (identifiable by blue hard hat)</i>
<i>Chief Warden</i>	<i>Security Patrol Supervisor (identifiable by white hard hat)</i>
<i>Technical Officer</i>	<i>TBA (identifiable by orange hard hat)</i>
<i>Deputy Chief Warden</i>	<i>Re-enactment Group Liaison Officer or his designee (identifiable by white hard hat)</i>
<i>Communications Officer</i>	<i>Marketing and Media Co-ordinator or designee</i>
<i>Area Wardens</i>	<i>These will be the on duty security officers (identifiable by yellow hard hats)</i>
<i>Deputy Area Wardens</i>	<i>All other HAF staff and volunteers</i>
<i>First Aid Officers</i>	<i>Identifiable by green hard hat with white cross</i>

In the event one of the above officers is not present, the next most senior person will assume responsibility.

Responding to an Emergency Situation

Upon notification or discovery of a fire or the presence of smoke or any other emergency situation, staff, volunteers etc are to take the following actions:

- ***Investigate, assess and advise the Emergency Management Officer and Chief Warden or your Area Warden of the situation;***
- ***In case of fire, seal areas where possible without impairing personal safety. Commence fighting the fire if appropriately trained. If in doubt evacuate the area; and***
- ***Conduct evacuation procedures if necessary.***

In an evacuation due to a fire, an essential duty for an Area Warden is to ensure that all persons are evacuated. This function is more important than a later physical count of those evacuated and present in the assembly area.

The response procedure for an emergency situation developing is:

Notify the Chief Warden and give the following information: -

- Location of emergency area;
- What the problem is;
- Your name; and
- Status of the situation

Alert others in the immediate area. Do not shout, to do so could cause panic.

Obey the instructions of your Area Warden in all emergencies.

If not involved, refrain from going to the area to satisfy curiosity.

Listen for the CODE description of the situation and act accordingly.

Under no circumstances should you talk to the media. Direct all media to the Communications Officer for comment.

Emergency Procedures CODE System

A CODE system to be used by staff and volunteers in accordance with AS/NZS 3745, when controlling emergency situations is in place. The purpose of the CODE system is to allow communication between staff and emergency services without causing undue panic or concern amongst the general public.

CODE RED	Fire or Explosion
CODE ORANGE	Site Evacuation
CODE YELLOW	Internal Emergency
CODE PURPLE	Bomb Threat
CODE BLACK	Armed Aggression/Personal Threat
CODE BROWN	External Emergency
CODE BLUE	Medical Emergency
CODE GREEN	All Clear

Position Responsibilities and Competencies

Competencies

All staff will receive warden and emergency response training during induction as required and as relevant to their position.

“Emergency Management Officer”

The EMO assumes total control in any emergency situation, makes the decision to evacuate patrons and staff and liaise with the arriving Emergency Services. Once the situation becomes such that Emergency Services are called in, the responsibility and management of the event will pass to the QFRS Incident Controller in accordance with their Standard Operating Procedures

Duties of the Emergency Management Officer

On notification by the Chief Warden, the EMO will:

- Activate and co-ordinate the Emergency Plan;
- Control the site with respect to any incident or emergency;
- Conducting de-briefings of the wardens and first aid officers;
- Liaise between the HAF ECO and the responding emergency services; and
- Co-ordinate resources and logistics in response to the incident.

“Chief Warden”

The Chief Warden assists in making the decision to evacuate patrons and staff in consultation with the Emergency Management Officer. Once the situation becomes such that Emergency Services are called in, will assist them.

Duties of the Chief Warden:

On receipt of an alarm the Chief Warden will:

- Assist the Emergency Management Officer to assess the situation and determine priorities;
- Assist with liaising with participating agencies;
- Task and co-ordinate participating Wardens in procedure with the relevant Emergency Plan in accordance with the directions of the EMO;

- Provide on going site information to the EMO so the same can be relayed to participating agencies as required;
- Nominate relevant personnel to meet and direct Emergency Services; and
- Notify all relevant staff of the current situation (CEO, Communications Officer etc)

ALL CLEAR on being notified by the senior member of the Emergency Services that it is safe to return to the sit, the Chief Warden will notify all Area Wardens and Deputy Area Wardens.

“Technical Officer”

The Technical Officer has intimate knowledge of the site and its plant and equipment

Duties of the Technical Officer:

- To isolate and shut down all equipment that may hinder the emergency response;
- To isolate power to the affected areas if required;
- To supply technical information to the Chief Warden and Emergency Services;
- To assist Emergency Services in locating water mains and specialised equipment kept on site that may be required; and
- Assist with evacuating patrons

“Area Wardens”

- The duties of all Area Wardens is to evacuate their assigned areas in accordance with their assigned positions.
- To assist the Chief Warded and/or the Emergency Management Officer as defined or requested.

“Communications Officer”

The Communications Officer will be responsible for maintaining open lines of communication between all Wardens and outside agencies by phone.

The Communications Officer will

- Initiate contact with Emergency Services;
- Contact CEO and other co-ordinators;
- Act as the media liaison point of contact;
- Relay any information received to the Chief Warden

“Wardens”

All other HAF staff and volunteers will act as wardens. The role of a warden is to ensure the safe exit of patrons from the site and to ensure that a comprehensive list of all people in their care, as well as ensuring all First Aid equipment has been retrieved with the assistance of the first aid officers.

Wardens are also to evacuate all areas as directed by the Area Wardens.

Communications

The main form of communications within the HAF is the radio communications network. Co-ordinators also have mobile telephones.

Two-Way Radio Protocol

Radio channels are used to transmit official HAF business only. Avoid discussing sensitive or medical issues on open channels unless directed by HAF Control.

1 Good radio etiquette demands that all users limit their communication to essential

- Consistency is important! Everyone communicating the same reduces mistakes;
- Listen to radio communication that may indicate special instructions needed in your area;
- Keep your radio with you at all times; and
- Avoid stepping on other transmissions.

Normal Transmitting

Press radio key firmly, hold, pause for a second then begin speaking into the microphone. Direct your call to the person first, then announce yourself. Example: "(Person you need to contact)...callsign/name and location." Wait for acknowledgment, and then state your message.

Emergency Transmitting

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

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

Remain calm and speak clearly.

Do's

- **Be brief and to the point.** Stay off the radio unless absolutely necessary.
- **Listen before you begin your transmission**, and always wait a second before you speak after keying the push to talk button.
- **Speak directly and clearly** with an even tone into the microphone at a distance of 3 cm.
- **Acknowledge the receipt of all messages** directed to you regardless of how trivial.

Don'ts

- **Talk too much.** Only speak when absolutely necessary. Safety information must take priority.
- **Swear.** This is an open radio channel.
- **Shout into the radio.** Only distorts the resulting transmission.
- **Abuse the antenna.** Break it and you have an effective range of 3 metres.

Terminology	Meaning
Affirmative	YES
Acknowledge	<i>Confirm you understand my message</i>
Confirm	<i>My version is ... Is that correct?</i>
Correction	<i>I made a mistake, correct version is...</i>
Do you read	<i>Made more than one attempt to reach, please acknowledge.</i>
Go ahead	<i>Listening, proceed with your message</i>
Incident	<i>Occurrence at... (DO NOT USE ACCIDENT)</i>
Negative	NO
Over	<i>Message completed, relay expected</i>
Stand by	<i>Busy, please wait for a moment</i>
CODE (Colour)	<i>Colour code for incidents in accordance with AS 3745</i>

Telephone Protocol

The designated Communications Officer on receipt of a CODE announcement from the Chief Warden shall provide (if required) Emergency Services with the following information:

- You name;
- Contact number;
- Name of the site;
- Address of the site;
- Nature of the emergency;
- Current status of the emergency;
- Any other relevant information that the operator requires

All information given must be communicated precisely to ensure that the response time by emergency services is optimised.

Emergency Services Telephone Numbers

Police

Wynnum Station
Emergency

**07 3131 2121
000**

Ambulance

Wynnum Station
Emergency

**131233
000**

Fire

Wynnum Station
Emergency

**07 3396 3297
000**

State Emergency Service

General Enquiries

07 3403 8888

Water Commission

Water Emergencies

07 3227 8207

Energex

Loss of Supply
Emergency

**136262
131962**

Brisbane City Council

General Enquiries (24 hours)

07 3403 8888

Queensland Health

Poisons Information

131126

Port of Brisbane Security

General Enquiries
After Hours

**07 3258 4888
07 3895 1318**

Caltex Security

General Enquiries
After Hours

**07 3362 7236
07 3362 7385**

Fort Lytton (Alarm) Security

Signature Security

07 3387 1777

Crowd Control

1. **Human Response to Fire and Evacuation Alarms.** Research indicates that people unfamiliar with alarms, eg. occupants and visitors, will usually react in the following manner:
 - Ignore the alarm in the hope that it may be a false alarm, or the situation will resolve itself;
 - Complete what they are doing when the alarm occurred. Eg. people will remain in a queue, continue with a task or continue eating a meal;
 - Locate any family or friends before trying to evacuate;
 - React in a similar way to those around them;
 - Most people will not panic. This usually occurs only when a person thinks they have no way out of a dangerous situation and are desperate to escape; or
 - They will usually maintain a passive role, expecting to be told what to do by someone in authority.

It is this last feature that enables a Warden to control crowds providing they follow these guidelines.

2. **Positioning of Wardens.** Wardens responsible for the movement of people out of a danger area should, in the first instance, position themselves so that they are:
 - Clearly visible;
 - Not exposing themselves or any other person to danger; and
 - Able to exercise control over persons leaving the area
3. **Movement Control.** Wardens should direct persons towards the exits using:
 - A calm but firm voice; and
 - Smooth and commanding hand signals

In directing crowds, wardens should use such terms as:

- “This way please”;
 - “Move quickly outside”; or
 - “Quickly move that way”
4. **Summary.** Words such as, “HURRY”, “FASTER”, “BOMB”, and “TRAPPED” should be avoided at all costs. Jerky hand signals such as beckoning people towards you in a rapid and continuous manner should be avoided.

People will obviously be bewildered and curious as to the cause of the evacuation, however, Wardens must not engage in lengthy explanations with people at exit points. The object is to quickly, calmly and safely move people out of the site.

Exits must not be obstructed by persons stopping to ask questions or attempting to manhandle bulky items through exit points.

CODE Red- Fire or Explosion

In the Event that a CODE RED is called, Area Wardens are to:

1. Commence evacuation of the immediate danger area via the closest and safe fire exit and proceed to the designated exterior Assembly Area, in accordance with the evacuation procedures;
2. Send a nominated assistant to communicate the nature, location and status of the fire to the Emergency Management Officer and the Chief Warden.
3. Organise and dispatch a fire fighting party (a minimum of 2 people) to attempt to combat the fire, but **ONLY IF IT IS SAFE TO DO SO. *Only personnel who are trained in the use and operation of fire fighting equipment should attempt to fight the fire.***

Withdraw if the fire can not be contained. The Area Warden should close all doors if applicable to slow the progress of the fire.

HYDRANT & HOSE REELS

There are hydrant points outside of the Festival boundaries, but these are specifically for the use of the QFRS.

Fire Fighting Equipment:

Fire hose reels are located on part of the site. The Emergency Management Officer and the Chief Warden is to ensure that the Area Warden and Deputy Area Wardens in each area are familiar with the location and use of hose reels, if applicable. Hose reels are operated by:

1. Turning the control valve anti clockwise;
2. Unreeling the hose;
3. Opening the nozzle; and
4. Directing water at the base of the fire.

FIRE EXTINGUISHERS

The following types of portable extinguishers can be found at the HAF

- DCP- Dry Chemical Powder
- Foam; and
- Water

The location of these extinguishers is detailed on the schematic in the rear of this folder, and all food vendors will have their own fire extinguishers in accordance with the council licensing. The Emergency Management Officer and Chief Warden will sign-off on each.

Fire fighting with extinguishers:

- a) Do not panic;
- b) Try to remain calm and think;
- c) Warn everybody in the immediate vicinity;
- d) Ensure that someone has notified Queensland Fire and Rescue;
- e) Instruct someone to advise the Chief Warden, either via radio, mobile phone or runner;
- f) Determine the type of fire and exact location;
- g) Select the right type of extinguisher;
- h) If in doubt, READ THE INSTRUCTIONS;
- i) Have another person back you up with another extinguisher;
- j) Keep low to avoid smoke;
- k) Do not get too close to the fire;
- l) Direct the extinguisher agent at the seat of the fire NOT at the smoke

Types of Fires and the correct Extinguishers

CLASS A:	<i>Ordinary burning materials such as paper, clothing packing materials, wood and textiles. This type of fire is best combated with either the hose reels or the following extinguishers:</i>
	WATER- Red
	DRY CHEMICAL POWDER- Red with a white band
	FOAM- Red with a Blue Band
CLASS B:	<i>Liquids such as petrol, spirits paint lacquers, thinners, and chemicals in liquid form. This type of fire is best combated using the following extinguishers:</i>
	DRY CHEMICAL POWDER- Red with a white band
	FOAM- Red with a Blue Band
	CARBON DIOXIDE- Red with Black Band
CLASS C:	<i>Fire with originates at electrical equipment. To combat these types of fires the extinguishers must be non-conductors of electricity such as the following:</i>
	DRY CHEMICAL POWDER- Red with a white band
	CARBON DIOXIDE- Red with Black Band

The most common type of fire that is likely to be encountered at the HAF is a CLASS A or B.

NOTE: *The Re-enactors' encampments in keeping with the period are likely to have open fires. In maintaining the period but without jeopardising peoples safety buckets (period style) of water must be at every fire. Buckets of sand are banned. Wardens and re-enactment group liaison will check and verify that the groups have the ability to extinguish fires if need be.*

There will be fire extinguishers in a close proximity to the encampments as well.

CODE ORANGE- Site Evacuation

You may have to evacuate the site for any of the following emergency situations:

- **Fire or Explosion**

- **Site Evacuation**
- **Internal Emergency**
- **Bomb Threat**
- **Armed Aggression/Personal Threat**
- **Medical Emergency**

Or

By direction of the Emergency Services

All HAF staff and volunteers will evacuate the areas that they are responsible for. (Areas of responsibility are outlined earlier in this document).

Vacate the site in an orderly manner, ensuring that all areas are checked and ensure that all personnel and general public leave the site via the designated evacuation route for the specific area. Your directions will be necessary in these cases. Mobility impaired persons are to be assisted by as staff member.

Bulky personal effects are to be left behind.

All entry/exit points are outlined in the site plans attached to this document.

Take time to become familiar with the nearest emergency evacuation route from your responsible area. Please report any obstructions to the evacuation route to the Security and Safety Co-ordinator.

Evacuation assembly areas are:

1. Area around river and boundary of Caltex; or
2. Main Entry drive near main gate

The Emergency Management Officer will determine which assembly area will be used, and notify the Chief Warden who will complete the Checklist and the Site Evacuation Incident Checklist.

CODE YELLOW- Internal Emergency

An internal emergency is an emergency situation that can arise from certain systems' failures, structural concerns or the HAF, and in turn can lead to greater risk to the welfare of staff and visitors.

If an internal emergency is identified, staff members are instructed to:

1. Quickly assess the situation; and
2. Raise the alarm by notify the Chief Warden or Deputy Chief Warden

ON BEING NOTIFIED OF AN INTERNAL EMERGENCY

The Emergency Management officer and Deputy Chief Warden must:

1. Attend the location of the emergency;
2. Assess the nature of the emergency; and
3. Decide if there is a need to evacuate

NOTE:

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

CODE PURPLE- Bomb Threat

OVERVIEW

1. On receipt of Telephone Threat-

- Remain calm;
- Use Bomb Threat Checklist;
- Obtain as much information as possible, and record;
- Do NOT hang up;
- Notify the Chief Warden and the Police; and
- Complete the Bomb Threat Report

2. Evaluation of the Threat

The Emergency Management Officer and Chief Warden in consultation with the CEO will:

- Study the message;
- Gather facts;
- Consider Options; and
- Make decision

3. The Search

- Search public areas first, then the remainder of the area;
- Remember- you are looking for something that does not belong where it is;
- If you find anything suspicious:
 - **DON'T TOUCH IT!**
 - **DON'T MOVE IT!**
- Notify the Chief Warden of the result of your search

4. Evacuation

- Evacuate after the threat has been evaluated, and evacuation has been decided upon;
- Direct staff and visitors to leave by the nearest exit;
- Take all personal belongings;
- Conduct final check of the area; and
- Proceed to the designated assembly area.

Bomb threats are frequently used to disrupt business or cause alarm. These procedures are designed to respond and deal with a bomb threat in accordance with the current doctrine provided by the Australian Federal Police and Australian Standard AS3745 Emergency Control Organisations for Buildings and Workplaces.

As each threat is different, it is almost impossible to have a detailed procedure for each contingency. These procedures are designed to assess the level of the threat and on the information available decide on a course of action.

5. Suspicious Objects

5.1 Suspicious objects must be reported to the Security and Safety Co-ordinator to establish the identity of the object. If ownership cannot be proved, these bomb threat procedures should be initiated. The Emergency Management Officer, Chief Warden and Police are to be notified and the threat the object poses evaluated.

6. The Telephone Bomb Threat

6.1 **Procedures when a Bomb Threat is Received.** Any person receiving a telephone bomb threat should observe the following:

- Keep calm. If possible, attract the attention of a fellow staff member;
- Keep the call on the line as long as possible – **DON'T HANG UP.**
- Use the bomb threat checklist provided (See Attachment);
- Obtain as much detail as possible about the bomb and its location;
- Listen carefully for any background noises, speech mannerisms, accents etc that might give a clue to the age, sex and location of the caller;
- Do not discuss the call with others;

- Immediately after the bomb threat contact the Emergency Management Officer, Chief Warden, the CEO and notify the police; and
 - Complete the bomb threat report form and hand it to the Emergency Management Officer, Chief Warden, your area warden or in their absence the police on their arrival.
7. **Evaluation.** Following the receipt of a threat the Emergency Management officer, Chief Warden, the Manager of the affected tenancy and the Police must consider the level of threat and decide on the appropriate action. Using the Bomb Threat Report and information obtained from the site occupants, the attending police etc, the threat may be assessed as:
- **Non Specific Threat or Low Risk**
E.G. call made by a child with childish laughter in background, a drunk
 - **Specific Threat or Much Greater Risk**
E.G. a call made in a calm deliberate manner, perhaps by someone with a distinctive accent
8. **Courses of Action – The Decision to Evacuate.** The Police will normally leave the decision to evacuate the site to the Emergency Control Organisation, specifically the Emergency Management Officer and Chief Warden. They will provide advice or recommendations.

Courses of action are:

- **To do nothing**
It may be tempting, when receiving a threat from a drunk or children, to adopt this course. The Emergency Management Officer and Chief Warden must be absolutely sure it is a malicious call or prank, if there is the slightest doubt, they must adopt one of the other options;
- **To search and evacuate in the event of a suspicious object being found.**
This choice means people will be in the building for a longer period if there is a bomb present. On the other hand, if a bomb is found, they can then be evacuated away from danger. If there is nothing found, and there are no other significant factors, the Emergency Management Officer may then feel the site can be declared safe. The Emergency Management Officer may consider this option appropriate is assessing the threat level as LOW

- **To Search with Partial Evacuation (When only search teams and essential staff remain) and Fully Evacuate in the Event of a Suspicious Object being discovered.**

When the threat level is considered to be moderate, but there is no reason to believe that an explosion is imminent, the Emergency Management Officer and Chief Warden might consider partial evacuation, retaining essential staff and Search Teams;

- **Evacuate immediately without Search.**

In the event of a call, which the Emergency Management Officer and Chief Warden considers to be a HIGH risk there may be a case for evacuation as quickly as possible, without conducting a search, especially where there is a possibility of imminent explosion.

When the time of an explosion has been disclosed in a threat, the Emergency Management Officer and Chief Warden must ensure search procedures are terminated well before the deadline irrespective of whether the device has been located. All such activity must cease no later than 20 minutes before the time given. At the very least, 20 minutes must elapse after the threatened time of explosion before Search Teams re-enter the site. The site should be searched prior to re-occupation

9. **The Search.** Police will not normally search the site following receipt of a bomb threat for two reasons:

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

The police will often request a covert search to be conducted by the site wardens. All wardens are instructed in Bomb Threat Strategy and procedures during their induction training.

If a search is decided upon, Wardens should be directed to conduct a search of their zone and report the location and description of any suspicious item.

They are looking for anything:

- **That should not be there;**
- **That cannot be accounted for; and**
- **That is out of place.**

Wardens are instructed if a suspicious object is found:

- **Not to touch it; and**
- **Not to move it.**

Wardens should divide zones into halves. One search team searching clockwise, one search counter-clockwise. The search should include any stairs, buildings, public and common areas, and all occupied and normally non-occupiable spaces.

Wardens nominated by the Chief Warden should search the evacuation and assembly areas. E.G. Supervisory staff or senior volunteers.

Searching Building:

Divide the floor of each room into zones. E.G. halves or quarters. Search teams should:

- Listen for unusual sounds;
- Passive searching only (ie. look only);
- Searchers work one clockwise, one counter-clockwise following the following sequence:
 - i) Floor to waist level;
 - ii) Waist level to head level; and
 - iii) Head level to ceiling
- Mark the Zone clear by placing a chalk mark or sticker

The Emergency Management Officer should remember that there may be another suspicious object on the site, which may be undiscovered because the search was terminated. The Emergency Management Officer should continue to search the remainder of the site before considering re-occupation.

Evacuation

If the evacuation of a zone or the complete evacuation of the building is ordered the procedures are similar for a fire etc. Wardens are to:

- Direct staff, volunteers and members of the public to the nearest exit and guide them to the assembly area, away from the site;

Note: It may be only necessary to relocate occupants to another area of the site.

- Check toilets, building and any other structure;
- Conduct a final check of the site to ascertain all areas that were required to be evacuated are clear;
- Advise the Chief Warden the area has been evacuated. Ensure that occupants do not re-enter a cleared area without permission.

Note: Area wardens should be ready to appoint additional or replacement Wardens, from staff members, if insufficient Wardens are available during the emergency

- Proceed to the designated assembly area taking personal items with you and remain in charge of occupants until directed to return to the site

Mobility Impaired Persons

On receipt of a bomb threat notification, Area Wardens should ascertain the location of any mobility-impaired persons in their area. If a decision is made to evacuate the Chief Warden should arrange for mobility-impaired persons to be removed from their area.

Vehicle Movement

The removal of vehicles from car parks could be dangerous if the car park or the passage of vehicles is close to the reported suspicious object. If there is doubt of the safety of the movement of vehicles, the car park should be closed and vehicle movement halted.

The Decision to Re-Occupy

Once an evacuation has been completed the Emergency Management Officer will decide when to re-occupy. Where a suspicious object has been found, the Police will attend and assume control until the object is declared safe, thereafter, control will revert to the Chief Warden.

CODE BLACK- Armed Aggression or Personal Threat

Code Black personal threat encompasses a number of areas all of which will display numerous variables and characteristics.

This code can be categorised into:

- Confrontation with an armed person;
- Confrontation with an unarmed person ;
- Armed Hold-Up;
- Assault / Physical Injury ;
- Threatening the life of others or oneself; or
- Hostage / Kidnap scenarios

Due to the inherent nature of Code Black type emergencies, ie dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that ultimately dictates the way in which this type of emergency will play out.

To cater for these characteristics, Code Black emergency procedures must be clear and concise and allow for built in improvisation and flexibility when the situation requires. Commonsense and clear thinking are paramount considerations and such factors must always be considered when following the guidelines during this type of response.

It is imperative to remember that the welfare and safety of all could be seriously breached during such an incident. Do not act in such a manner that may exacerbate the threat or cause it become a catalyst for life threatening outcomes.

Be responsible and understanding whilst never compromising the safety to yourself and the others around you.

Any staff or visitors witnessing a Code Black situation should always alert the Emergency Management Officer and the Chief Warden or Deputy Chief Warden and advise accordingly.

Emergency Action

In the event of being confronted by an aggressive or potentially violent person:

1. Try to remain calm.
2. Alert supervisor.
3. Be firm but polite with the person and let them know that their behaviour is not acceptable.
4. If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted the Chief Warden or Deputy Chief Warden. He/She will then contact police on, "000"
5. You should not feel obliged to rectify the situation on your own. There are staff are trained to handle these situations.
6. Abusive phone calls: hang up the phone and notify your supervisor. If calls persist, contact the Manager, Telephone Systems.

CODE BLUE- Medical Emergency

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

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

ON IDENTIFYING A MEDICAL EMERGENCY, THE FOLLOWING PEOPLE ARE TO BE NOTIFIED IN ORDER:

1. Senior First Aid Officer;
2. Emergency Management Officer/Chief Warden;
3. Immediate manager/supervisor; then
4. External Emergency Services if required

NOTE:

First Aid Officers are not paramedics or medically trained. They will make an immediate assessment of the situation, and if necessary contact Queensland Ambulance Service so that appropriately trained persons can assist. The aim of first aid is to assist and act as a FIRST RESPONDER to a situation to allow the appropriate emergency services to arrive.

CODE BROWN- External Emergency

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

Examples of a BROWN CODE emergency are:

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

If an external emergency is identified, staff members are instructed to:

1. Quickly assess the situation; and
2. Raise the alarm by notify the Emergency Management Officer and the Chief Warden

ON BEING NOTIFIED OF AN EXTERNAL EMERGENCY

The Emergency Management Officer and the Chief Warden must:

1. Assess the nature of the emergency;
2. Determine the impact potential to the festival;
3. Re-assess as needed; and
4. Decide if there is a need to evacuate

NOTE:

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

CODE GREEN- All Clear

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

Appendices- Forms and Plans

APPENDIX B

SITE EVACUATION INCIDENT REPORT FORM	
To be completed by the vent of a partial or complete evacuation of the site	
<p>DATE: ___/___/___ TIME: _____:_____ AM/PM</p> <p>COMPLETE EVACUATION: <input type="checkbox"/></p> <p>PARTIAL EVACUATION: <input type="checkbox"/></p> <p style="padding-left: 20px;">Location: _____</p> <p>DID QFRS ATTEND Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>CAUSE OF EVACUATION:</p> <p>Fire <input type="checkbox"/></p> <p>Bomb Threat <input type="checkbox"/></p> <p>False Alarm <input type="checkbox"/></p> <p>Gas Leak <input type="checkbox"/></p> <p>Medical Emergency <input type="checkbox"/></p> <p>External Emergency <input type="checkbox"/></p> <p>Malicious Threat <input type="checkbox"/></p> <p>Drill <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>DID THE FOLLOWING SYSTEM OPERATE CORRECTLY</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> Emergency signals in all buildings</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> Public Address System (Audible)</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> Fire Alarm System</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> QFRS automatically notified</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> A/C Shutdown</p> <p>Y<input type="checkbox"/> N<input type="checkbox"/> NA<input type="checkbox"/> Electricity Shutdown</p> <p>COMMENTS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Evacuation comments</p> <p>Debrief Area Wardens on the movement of persons:</p> <p>From each building: _____</p> <p>_____</p> <p>_____</p> <p>In the fire stairs or exits _____</p> <p>_____</p> <p>_____</p> <p>In the Assembly Area(s) _____</p> <p>_____</p> <p>_____</p> <p>Any casualties _____</p> <p>_____</p> <p>_____</p> <p>Estimated time taken _____</p> <p>To evacuate _____</p> <p>ANY OTHER COMMENTS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

PHONE THREAT CHECKLIST

KEEP CALM

RECIPIENT

Name (print):
Telephone number:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it?
2. When is the bomb going to explode?
OR
When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode?
OR
How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

BOMB THREAT QUESTIONS

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

EXACT WORDING OF THREAT:

CALLER'S VOICE

Accent (specify):
Any impediment (specify):
Voice (loud, soft, etc):
Speech (fast, slow, etc):
Diction (clear, muffled):
Manner (calm, emotional, etc):
Did you recognise the caller?
If so who do you think it was?
Was caller familiar with the area?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES:

OTHER

Sex of caller: Estimated age:

CALL TAKEN

Date: Time:
Duration of call:
Number called:

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to:
Phone number: