



Eugowra Woodfired

Emergency Management Plan Pioneer Apex Park

EMERGENCY PHONE NUMBER

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**FIRE
AMBULANCE
POLICE**

Event name	Eugowra Woodfired
Organisation	Eugowra Events and Tourism Association

Contact Details:

Name	Penny Watts	
Email	Penny.watts@cabonne.nsw.gov.au	
Mobile	0407 166 404	
Date of event	Saturday 3 August, 2024	
Location/address	Pioneer/Apex Park Grevillia Street Eugowra	
Site/venue capacity	1000	
Expected attendance	700-900	
Event times	Bump In	Start: 0800 Finish:1100
	Event	Start: 1200 Finish: 7pm
	Bump Out	Start: 7pm Finish: 10pm
Event Description	Free community event featuring food and beverage stalls, entertainment and activities. This will be an event with fire pits, and alcohol for sale. In addition, general stalls across the road.	

Communication and Consultation Details

Authority/Other	Name	Contact	Advice/Information Comments
Cabonne Council			
Eugowra Fire Brigade	Judd McKenna		Advised of event and any potential fire risks
Chifley LAC			Advised of event

Emergency Management Structure

(Chief warden, warden, marshal, security, crowd control, fire officer etc)

Name	Position	Risk, Safety, emergency role	Mobile (event day)
Rebecca Johnson	Cabonne Council	Event Warden	
Chifley LAC	Police	Police	
Judd McKenna	EETA/Event Coordinator	Warden	
Jack Barnes	First Aid Officer	First Aid	
Penny Watts	Event Coordinator	CC Events team	
Tristan Jones	CC Town Maintenance		

First Aid/Medical Plan

Provider/Service	Contact Name	Mobile	Arrival Time	Departure Time
First aid/medical emergency response				

Site plan for first aid stations

Fire Prevention and Response Plan

Potential Fire Sources	Prevention and treatment options	Responsibility

Cooking oils and accelerants in kitchen	All operators to provide risk management plans including fire prevention plans.	Food and beverage operator
Cooking oils and accelerants at outdoor food providers	All operators to provide risk management plans including fire prevention plans.	Food and beverage operator
Electrical fires – extension cords, power outlets/boards etc	An electrician will be on site to check all power usage to ensure it abides by safety standards. This electrician will be on call throughout the duration of the event.	Event manager and electrician
Deliberately lit fires by crowd – rubbish, garbage bins	Rubbish will be regularly cleaned up and removed from bins throughout the event to remove potential accelerants.	Warden and emergency services

In event of emergency

Rescue	If you discover a fire, rescue people in immediate danger without endangering yourself. Exit via a safe fire exit.
Alarm	Activate the nearest alarm and phone 000 from a safe location.

Confine	Close all doors, windows etc.
Evacuate	Evacuate the building/area
General Guidelines when using Fire Extinguishers	Only use fire extinguishers when it safe to do so and remember that on average a fire extinguisher operates for approximately 40 seconds.
Select the correct extinguisher	<p>Class "A" type – is designed to extinguish paper, wood, cloth fires by using a water based extinguisher. (If using a hose reel for a Class A fire remember to turn on the water supply at the reel before running out the hose)</p> <p>Class "B" type – are designed to extinguish flammable liquids such as oils, paints and gasoline</p> <p>Class "E" type – is designed to extinguish electrical fires such as burning wires, switches, machinery, kitchen appliances, computers and photocopiers.</p>

Crowd control/Security Plan

Provider Details	Contact name	Mobile
Police		

Security		
<p>Crowd Control and security plan</p> <p>Possible risks include</p> <ul style="list-style-type: none"> • Alcohol-related issues • Overcrowding • Crowd stress • Personal injury to attendees • Onset of chronic stress related illness in personnel or participants • Mob behaviours • Inadequate provisions for protection of attendees and staff, traffic, emergency access. 	<p>Crowd control and security plan</p> <p>Crowd numbers are expected to be 700. The capacity of the venue is more than 1000. This will help reduce overcrowding and assist crowd control and movements.</p> <p>Entry/Exit</p> <p>Entry and exit of patrons will be controlled by having one point of entry/exit in which ticketholders are directed to show their ticket/registration.</p> <p>All patrons will be directed to stop prior to entry to sanitise, sign-in using NSW Health QR Code, a bag check and show their ticket for scanning. They will be directed to a section to sit depending on their ticket.</p> <p>The conditions of entry will be clearly stated on the ticket purchasing website, on the ticket and at points of entry. Police, security and ticket staff will also have policies clearly conveyed on how to determine compliance and how to refuse or reject entry.</p> <p>Two police officers will be stationed at each gate to assist with Covid procedures as ticketholders go through the gates into the venue. The officers will be on hand to manage and possibly eject anyone not abiding by Covid restrictions as stated in the DRC Covid Plan.</p> <p>Security teams will be contracted to assist with crowd control upon entry to venue, during the match, and leaving the venue. Officers will be stationed in each section of GA, and the stadium, to ensure any risk behaviours are addressed.</p> <p>Concealed contraband</p> <p>As a condition of their ticket, all patrons will be subjected to a bag check to ensure that any weapons, glass, or contraband is not allowed into the venue. Security officers and police will also be directed to watch for suspicious behaviours and items of clothing in which there could be concealments.</p> <p>Monitoring and communicating on crowd and individual behaviour</p> <p>All security, police and staff will have the ability to communicate with other members of the team – where it be a two-way or mobile phones.</p> <p>There will be direct communication available between the supervision crowd controller (Security) and the host management (DRC) at all times.</p>	

	<p>All security, police and staff will be inducted into the venue and clearly understand their role, responsibilities and the safe system of work in place at the vent for the event.</p> <p>Allocated roaming and patrolling duties will be given to security, police and staff – if possible this should be completed in pairs. Any high-risk areas will be identified.</p> <p>Provide noise protection for staff, security and police if required.</p> <p>Dealing with potentially aggressive, abusive or violent behaviour</p> <p>Ensure all staff, security and police understand the strict zero tolerance policy on violent and aggressive behaviour. Security and police will be utilised to deal with patrons who may be violent or abusive as they have experience and skills to deal with these effectively.</p> <p>Responsible serving of alcohol is actively managed.</p> <p>All food and beverage vendors to abide by liquor licencing rules – water available, and a maximum of four (4) drinks purchased at once by an individual.</p> <p>To the extent that is practical, items at the venue which can be used as weapons are identified and strategies are in place to minimise the opportunities to use those items – no glass or bottles allowed in venue, grandstand chairs secured to the floor.</p> <p>Event layout will assist in lowering the risk of potentially violent situations. The general admission area will be separated by temporary fencing into several sections to ensure the crowd does not overcrowd one spot, and to comply with the DRC Covid Plan. All staff, security and police will patrol a specific section for crowd management including emergency evacuations.</p> <p>There is the provision for first aid treatments if a violent situation occurs.</p> <p>Police will be utilised for violent patrons to be restrained or detained.</p> <p>Emergency access</p> <p>All emergency access points are to be kept clear for evacuation and/or emergency access. All staff, security and police will be briefed on the emergency evacuation procedures and their role in controlling the crowd for evacuation procedures.</p>
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Emergency Evacuation Procedures

<p>Emergency Evacuation Procedures</p>	<p>Warden is in charge of calling an evacuation and letting all wardens to proceed with evacuation actions.</p> <p>The locations of alarms are referenced on evacuation floor plans. Any important fire or rescue information should be communicated to the Emergency Services.</p> <p>All life-threatening emergencies should be reported directly to the appropriate Emergency Service as a first priority.</p> <p>If a fire alarm sounds all personnel should ensure that people nearby are aware of the emergency, quickly shutdown operating equipment, close doors and exit the oval. It may be necessary to activate additional alarms, or shout the alarm, if Warden is in charge of calling an evacuation and letting all wardens to proceed with evacuation actions.</p> <p>The locations of alarms are referenced on evacuation floor plans. Any important fire or rescue information should be communicated to the Emergency Services.</p> <p>All life-threatening emergencies should be reported directly to the appropriate Emergency Service as a first priority.</p> <p>If a fire alarm sounds all personnel should ensure that people nearby are aware of the emergency, quickly shutdown operating equipment, close doors and exit the oval. It may be necessary to activate additional alarms, or shout the alarm, if</p>
	<p>Pathways to all gates must be kept clear to ensure fire exits</p> <p>Emergency doors open easily</p> <p>Emergency lighting where needed</p> <p>Muster/Assembly points clearly marked</p>
<p>Accessibility</p>	<p>Clear paths of travel provided in the stadium, and in GA for accessibility (disabled access).</p> <p>Accessible areas are located on flat ground with accessible footpath/ramp for entrance and exit.</p>

Emergency Evacuation Site

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Designated Assembly Areas

In the event of an emergency, there will be two (2) assembly points outside the entry gates of the oval

- Primary Assembly Point –
- Secondary Assembly Point

Emergency ingress and egress will be primarily via Cassia Street or via Cobra Street entrance if secondary access is required.

Emergency Maintenance Contacts

Service Provider details	Contact
Tristan Jones	
Electricity Supplier: Origin Energy	13 24 61
Water Supplier: Central Tablelands Water	(02) 6391 7200
Plumbing	

Weather monitoring and response plan

Weather Conditions	Response
Extreme heat	Shaded areas available

	<p>Free water available under liquor licencing laws – the DRC and St John Ambulance will also have water available to give out in cases of heat stroke etc in patrons</p> <p>First aid available via St John on site.</p>
Wind	<p>All external structures will be stable enough to survive strong winds with the use of pegs, sandbags and weights.</p> <p>All trees and foliage will be lopped to avoid potential limbs falling during windy conditions.</p> <p>All efforts have been made to grow grass on areas which have potential dust in windy weather.</p>
Rain or flooding	<p>Evacuation plans in place for flash flooding, emergency services on call, and undercover areas provided.</p>
<p>In the event of extreme weather the match will be postponed or cancelled as the club sees fit.</p>	

Event Contingency – Cancellation or Postponement Plan

Event contingency plan	<p>To be discussed with South Sydney Club and NRL.</p> <p>Ensure communications are clear in the event of cancellation or postponement – utilise media including radio and social media, 123 Tix contact for ticketholders and Rabbitohs and Panthers club member database.</p>
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Communications Plan

Communications plan	<p>All vendors and staff must attend a safety briefing prior to bump-in and on the event day to establish clear guidelines in the event of an emergency or evacuation.</p> <p>All staff will have a working and charged mobile phones – charging station to be available on site.</p> <p>Fire alarms and the PA system can be used to alert everyone on site if an emergency evacuation is required.</p>
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Post event evaluation

Event contingency plan	Ensure a post-event meeting is held with all stakeholders to discuss issues including, but not limited to: <ul style="list-style-type: none">- On-site accidents or incidents,- Security management- Police feedback- Traffic management- Alcohol management- Crown management and behaviour- Waste management
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Site plan

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