Emergency Management Plan

# Emergency Preparedness & Response

It is important that we are all prepared for an emergency situation. This involves understanding the potential emergency situations. The common ones we all think of are

* Fire
* Earthquake
* Tsunami
* Bomb threat
* Violence (active shooter, aggressive individuals)
* Medical event (Cardiac etc)

It is expected that all involved in the event (marshals, stall holders) must help in the identification of likely emergency situations (especially dynamic ones like violence). The event organiser will take initial control of these situations and provide clear communication to all involved.

# Standard Emergency Procedure:

* Emergency Procedure slide and audio will be played by Spectrum to loud speakers/marquee by event organiser
* If no power, Event marshals will initiate the Emergency Procedure.
* Depending on environment status attendees will be evacuated to the exit by the Event management.
* Event marshals to advise attendees to not panic and walk slowly.
* Event marshals are responsible for ensuring evacuation of specific zones, as identified on site plan.
* If required, emergency services will be called for support.
* St Johns Ambulance onsite to attend to immediate emergencies and may set up a medical triage area – or directed to first aiders listed (see list of first aiders). Entrance-exit-evacuation route for emergency services communicated by event organiser.
* From there a decision to be made by Event Organiser along with Emergency Services (if present) as whether to continue event (if safe to do so) or direct attendees to depart location safely.

In the event one of the following occurs, the below key actions guide our response:

## Earthquake:

Participants should stop, drop and hold if indoors or move away from tall structures and falling debris if outdoors (directed by Event mardshals).

Once earthquake has stopped and it is safe to do so, implement the Emergency Procedure following guidance from Event Organiser.

## Fire:

All stall holders are required to have fire extinguishers. If they don’t have one on the day they should identify the closest extinguisher to them.

If a fire is discovered the event organiser or marshals will only use a fire extinguisher if safe and trained to do so.

If fire is not contained, the Emergency Procedure is implemented following guidance from Event Organiser or Safety Coordinator.

## First Aid:

If an injury, illness of incident occurs, please see St John’s in the first instance or a First Aider.

If the injury, illness or incident escalates and other treatment is required other than first aid, then emergency services should be contacted immediately.

## Bomb Threat:

If a suspicious package is found at an event, anyone identifying such a package shall notify the Event Organiser immediately by stating (please make sure you do not use your mobile phone): “**Mrs Shell is by the (name location). Can you come over?**”

A call through the PA system for anyone missing a (whatever the suspicious package is) to come to the location. Wait 2 mins. If no one has reported in and the item is still, therefore, in question, implement the Emergency Procedure following guidance from Event Organiser or Safety Coordinator.

If anyone receives a phone call advising that there is a bomb at the event site, the advice from the receiver to the Event Organiser is “I am just talking with Mrs Shell on the phone”, and implement the Emergency Procedure following guidance from Event Organiser. The call receiver will need to have their phone available for Police tracking.

## Potential Shooter Threat:

If a suspicious individual is found at an event, has a weapon (concealed or otherwise) or is behaving in an undesirable manner, anyone identifying such an individual shall notify the Event Organiser immediately by stating:

“I was just speaking with **Mr Storm** by the (name location). Can you come over?”

Event Organiser to implement the Emergency Procedure if necessary.

# Radio Protocols

When talking over a radio it is slightly different to a cell phone. These basic instructions will help ensure your message is received loud and clear.

[*Guide to Radio Lingo | Hytera EU (hytera-europe.com)*](https://hytera-europe.com/news/communications-101-a-quick-guide-to-radio-lingo)

* First hold down the push to talk button (PTT)
* Wait 1-2 seconds before talking
* Speak slowly and clearly
* Often start with identifying yourself example, “ This is Event Organiser calling all First Aiders, over”
* For those replying you also need to identify yourself for example, “This is Dan first aider inside LEC receiving”
* Once you have the right person(s) on the radio the message can be sent example “Please come to LEC office and bring the AED”.
* If needed or you are relaying sensitive information, ask the other person to switch to a different channel to hold your conversation.
* It’s good to use words like:
  + Copy – This means that you have received the message and will take action
  + Over – Means you have finished your message (as the sender)
  + Out – Means you have received the message and are going off communication
  + Roger – Means message received and understood (to be actioned)
  + Starlight – To be used to call for medical support
  + Nora – To be used to call for security support
  + Mr Ash – Fire alert
  + Mr Rumble – Earthquake alert
  + Mrs Shell – Bomb threat alert
  + Mr Storm – Potential shooter threat

Notes:

* Any emergency or developing emergency observed by any marshals/stall holders will be transmitted to the site supervisor without delay.
* A decision will be made at that point as to whether further observation is required, or emergency services will be contacted.
* Only the site supervisor or a person directly instructed will then contact emergency services on 1 1 1. This person will remain the point of contact.
* Under no circumstance is any information about any incident/accident to be given to any person other than the emergency services by any person other than the event organiser or delegated person.
* Ashburton District Council and WorkSafe NZ will be advised as soon as is practically possible if the Emergency Management Plan is to be deployed.
* Evacuation routes are defined and communicated to marshals
* Meeting area is defined and communicated to marshals