

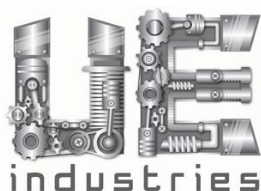


FIRE MANAGEMENT PLAN

**Fire Management Policy, Measures,
Requirements, Administration/Logistics,
Response Protocols, Fire Risk Matrix, Fire
Response Procedure, Safety/Security,
Certifications**

Version 1.1

Updated on 01.08.2017



www.ueindustries.com
ue@ueindustries.com
PO Box 282 Lancefield VIC 3435
ABN: 23 321 012 092 ACN: 166 277 738
www.yemayafestival.com

TABLE OF CONTENTS

1.	FIRE MANAGEMENT POLICY	3
1.1	POLICY SCOPE	3
1.2	GENERAL POLICY STATEMENT	3
1.3	AIM	4
1.4	OBJECTIVES	4
1.5	LEGAL GUIDELINES	4
1.6	SITE INSPECTION	5
1.7	BACKGROUND	5
1.8	VENUE	5
2.	FIRE MANAGEMENT MEASURES	6
2.1	COUNTRY FIRE AUTHORITY (CFA)	6
2.2	FOREST FIRE MANAGEMENT VICTORIA (FFMV)	6
2.3	NEIGHBOURHOOD SAFER PLACES	7
2.4	RISK MANAGEMENT	7
2.5	RISK MINIMISATION	7
2.6	SITE FIRE BAN (SFB)	8
2.7	EXEMPTIONS	8
2.8	FUEL REDUCTION PROGRAM	9
2.9	ACCESS PROVISIONS	10
2.10	CAMPING AREAS	11
2.11	POWER GENERATORS	11
3.	FIRE MANAGEMENT REQUIREMENTS	11
3.1	"FIRST RESPONSE" RESOURCES	11
3.2	COMMAND	12
3.3	PERSONNEL	12
3.4	TRAINING	12
3.5	STAFFING	13
3.6	RESOURCES	13
3.7	WATER ACCESS	14
4.	ADMINISTRATION/LOGISTICS	14
4.1	ACTIVATION	14
4.2	COMMUNICATIONS	14
4.3	EMERGENCY SERVICES ENTRY AND EGRESS	14
4.4	EMERGENCY ASSEMBLY AREAS	15
4.5	EVACUATION	15
4.6	ACCOMMODATION AND MEALS	16
5.	RESPONSE PROTOCOLS	16
5.1	FIRE DANGER RATINGS (FDR's)	16
5.2	TOTAL FIRE BAN	17
5.3	TRIGGER POINTS	17
5.4	RESPONSES AND ACTIONS	17
5.5	FIRE/INCIDENT NOTIFICATION	20
5.6	INTERNAL FIRE/INCIDENT	20
5.7	EXTERNAL FIRE/INCIDENT	20
5.8	INCIDENT DEBRIEFING	20
6.	FIRE RISK MATRIX	21
7.	FIRE RESPONSE PROCEDURE	22
7.1	CODE RED – ONSITE FIRE OR EXPLOSION	22
7.2	CODE RED – EXTERNAL BUSHFIRE THREAT	23
8.	SAFETY/SECURITY	25
8.1	POLICE NOTIFICATION	25
8.2	PERSONNEL SAFETY	25
8.3	EQUIPMENT SECURITY	25
8.4	INJURIES	25
8.5	EMT MEETINGS	25

1. FIRE MANAGEMENT POLICY

This policy and all related event documents are classified as 'live' works, in that they are open for comment and revision as required progressively throughout the permitting process, and are thus identified by dated versions accordingly. All stakeholders and particularly emergency and safety authorities are welcome to recommend changes and additions to these plans as may be suitable. In the interest of greater public safety, harm reduction, and risk mitigation, we welcome any and all opportunities to improve the procedures in place.

This document will serve as a flexible operational guide for all internal crew during the event, with a clear provision for potential alternative measures as may be required.

1.1 Policy Scope

This plan is designed to outline internal response procedures to potential fire incidents that could occur during the operation of Yemaya Festival which is to be held in April 2017.

Experienced and qualified site crew and safety service providers will retain the freedom to select an appropriate course of action on a case-by-case basis in order to provide the most appropriate response to any specific occurrences.

The event is specifically scheduled outside the fire danger period for safety reasons, to specifically reduce the likelihood and severity of any internal type fires (those involving motor vehicles, structures, cooking, lifestyle activities, etc.) and external bushfire hazards.

In the event of a fire incident occurring which impacts either directly or indirectly upon the festival site or its occupants, the responsibility (initially) for the response to and management of such an incident shall be delegated to the appointed Senior Fire Officer (SFO) and shall remain so from the initial receipt of the emergency report until the emergency event is resolved or responsibility passes to the appropriate statutory emergency service (Police, Fire Brigade, Ambulance, or SES).

1.2 General Policy Statement

During the development of the plan the following key elements of emergency management were identified:

- Elimination or management of all identified hazards
- Provision of education and information to all employees on all sites in relation to hazard identification, risk management and the procedures that must be implemented in the event of a fire incident.
- Conduct regular reviews of the existing fire suppression arrangements and amend the plans when necessary.
- Conduct exercises and debriefs for employees involved in the fire response process.

- Enshrine health and safety as a cultural requirement at all sites of the event.
- Efficient management of emergencies including the requirement for incident reporting.
- Provision of assistance and information to emergency service providers, employees, patrons and workplace incident investigators.
- Provide counselling and support to injured parties.

1.3 Aim

The aim of the plan is to identify possible scenarios that could reasonably be classified as fire incidents and to develop a plan that will allow the event organisers to suppress occurrences in a safe and orderly manner. The plan will also minimise risk levels by identifying possible hazards or scenarios and putting in place methods or processes for managing and resolving any potential fire incidents.

1.4 Objectives

The broad objectives of this plan are:

- To identify hazards and scenarios that could occur and to provide advice and guidelines for managing fire incidents.
- To implement measures to prevent or reduce the causes and effects of fire incidents.
- To appropriately respond to fire incidents as they occur.
- To assist employees and patrons to recovery from any emergency situation.

1.5 Legal Guidelines

This plan has been developed in accordance with the following codes and legislation:

- Occupational Health and Safety Act (2004)
- Occupational Health and Safety Regulations (2007)
- Building Code of Australia (1996)
- Forests Act (1958)
- Forests (Fire Prevention) Regulations (2004)
- CFA Guidelines for conducting small events and gatherings in high fire risk locations (2012)
- Event Management – Planning Guide for event Managers (Gov't of VIC, 2012)
- Code of practice for safe use of LPGas at Public Events (EnergySafe VIC, 2012)
- Gas Safety at Public Events. (EnergySafe VIC, 2011)
- Public Events, Catering Vendors Information Pack (EnergySafe VIC, 2011)
- Guidance note – Temporary fuel storage at events (WorkSafe VIC, 2012)
- AS/NZ 4360 Risk Management
- AS 3745-2010 Planning for Emergencies in Facilities
- Emergency Management Act (1986)
- Emergency Management Act (2013)

- AS/NZS ISO 31000:2009 Risk Management – Principles and Guidelines
- AS 2441-2005 Installation of fire hose reels
- VIC Dangerous Goods [Storage & Handling] Regulations (2000)

1.6 Site Inspection

A site inspection and risk assessment have been conducted at the proposed site and in recognition of the risks and threat that fire (generally) poses to both the festival and nearby communities, the development and application of an effective Fire Management Strategy is considered an integral component of the event Emergency Management Planning process.

1.7 Background

Yemaya Festival is a four-day transformational event with an expected patronage of approximately 4,500 patrons, and an additional 250 artists, performers, crew, market vendors, and service providers. Camping accommodation is allocated for patrons, operations personnel, support personnel, and service providers with appropriate amenities established onsite.

1.8 Venue

The site is located at 53 Majors Line Rd, Fernihurst VIC 3518 (Crown Allotment 9A, Parish of Kinypanial), and is owned by Mr Ken Pattison. The area proposed for use lies south of Majors Line Rd, 800m to the east of the intersection with Loddon West Rd. The land has an overall area of 165.7 ha, with a frontage of 1509m to Majors Line Rd, a depth of 1221m along the western side, and a perimeter of 1259m on the southern boundary. The land is vacant of any dwellings and is used primarily for sheep grazing.

The site has been chosen specifically for its suitability for the event, with specific consideration given to the isolation from neighbouring properties and distance from densely populated areas. There is a widely dispersed population in the area with only seven (7) residences within a 5km range, and the distances from the closest towns are 18km from Serpentine and 20km from Boort. The venue meets all key criteria in relation to traditional site selection factors, and is considered well suited for a festival of this nature. Features of the site include its ample flat, open space, clear access paths, and low safety, environmental, and heritage risk. The subject land is located within the Farming Zone under Clause 35.07 of the Loddon Planning Scheme.

The proposed event site will occupy approximately 40 hectares, and consists predominantly of grassland used for grazing. The property has a scattered coverage of trees with a small number of established “stands” situated along the creek line. Whilst some fallen timber debris in the form of branches, stumps and other significant timber segments are present at the site, these are generally concentrated around established stands of mature trees.

A component of the site preparation works additional to the reduction in grass height to less than 100mm across the site (by grazing and/or slashing) shall be the removal of “light” fallen (dead) timber (reducing potential ground surface fuel). Larger/heavier materials deemed suitable as habitat for native wildlife species will be retained “in-situ” in line with responsible environmental and ecological practice.

Public access to the site is via an existing gateway at the western end of Patterson's road, an additional gate (min 6m in width) and access track (modelled on the CFA “emergency vehicle access” guidelines) is provided to the south of the main entry specifically to provide emergency services with an alternative access route on Majors Line Road.

2. FIRE MANAGEMENT MEASURES

Whilst high fire danger conditions may apply at any time, it is generally considered that the predicted Fire Danger Period exists in the North Western part of Victoria between December – March.

Anecdotally, it is anticipated that at the time of the actual event, seasonal fire behaviour should be dominated by still relatively high fuel moisture content values and mild climatic conditions which produce warm days with light to moderate winds, both of which are conducive to grassfire behaviour which is slow, predictable and readily manageable.

2.1 Country Fire Authority (CFA)

Country Fire Authority (CFA) is the Statutory Authority responsible for fire prevention and suppression activities in the areas of regional Victoria.

This site is situated within the Loddon Shire which is part of the CFA North Western Fire Region (District 20).

It is anticipated that the event locale will be subject to the declaration of a “Fire Danger Period” and the imposition of statutory restrictions for CFA District 20, on or about the timing of this event.

Accurate predictions as to when exactly this will occur are not possible given the range of variables to be considered.

2.2 Forest Fire Management Victoria (FFMV)

Forest Fire Management Victoria (FFMV, formerly DELWP) is the responsible authority for fire management and response on crown land, state reserves, national parks, or similar, and will be contacted for fires occurring on or threatening any of those assets.

2.3 Neighbourhood Safer Places

Neighbourhood Safer Places are municipal council designated buildings or spaces within the community that may afford some protection from radiant heat, the biggest killer during bushfire.

They are a place of last resort in bushfire emergencies only. They are a last resort shelter that may assist people when there is imminent threat of bushfire and they have no plan, or their planned options are not possible.

The nearest Neighbourhood Safer Places to the event site are located at Serpentine and Boort.

Town	Serpentine	Boort
Location	Janiember Park (formerly Serpentine Rec. Reserve, South-East quarter of Oval only)	Boort Football Club and Harness Racing Oval
Address	Corner Chapel Street and Park View Drive, Serpentine 3517	Malone Street, Boort 3537 (Entry opposite Holloway Street)
Distance	28.6 km (22 min travel time)	30.0 km (31 min travel time)

2.4 Risk Management

Ongoing monitoring of the site (from a fire safety perspective) in that the lead up to the event will be undertaken to ensure that (where appropriate) adjustments to this plan including the performance of preparation works and the resourcing provisions for the event, accurately reflect requirements based on changes to risk.

Utilisation of the nationally recognised Fire Danger Ratings (FDR) system will be used by festival organisers (in consultation with CFA and other stakeholders) to re-assess risk leading up to and during the event and as a tool to aide in the determination of appropriate response actions throughout the festival.

As part of the Event Emergency Management Plan, a formal Risk Assessment has been undertaken and includes amongst other things, the hazards of fire and fire related event.

2.5 Risk Minimisation

As prevention is a key component to the Fire Management Plan, a number of preventative strategies are planned as an aide to minimizing the risk presented by fire or a related incident.

2.6 Site Fire Ban (SFB)

It is proposed to incorporate (as a formal condition of entry) a complete “Site Fire Ban” (SFB) prohibiting patrons (and other persons) from any activities which produce a “naked” flame or ignition source for the total duration of the festival.

This ban prohibits the following:

- Naked flames of any kind regardless of cause/source.
- Open fires of any kind (including those designed for warmth, comfort or cooking).
- Use of any “open flame” equipment including gas cookers, gas lights, barbecues, candles, fireworks etc.
- Use of unauthorised “portable” generators, sound systems, quad bikes, motor bikes.
- Unauthorised “fire twirling” and like activities undertaken by patrons.

This ban will extend across the entire site for the duration of the festival and will be strictly enforced by “on-site” Fire Safety” personnel and Security personnel.

A number of “non-patron” entities will be exempt (with conditions) from the application of the “Site Fire Ban” including:

- Setup/Pack-down crew members (including contractors/sub-contractors).
- Food vendors/traders.
- Nominated “service providers”
- Nominated performers/artists utilising open-flame apparatus/special effects equipment as a component of their theatrical/artistic routine/performance.

2.7 Exemptions

Exemption conditions shall be as follows:

Setup/Pack-down crew members:

Setup/Pack-down crew members (including contractors/sub-contractors) shall be exempt from Site Fire Ban subject to the following conditions being met:

- During performance of “essential” hot works only.
- Provide “on-site” an appropriate “fire-watch” for the duration of the works.
- Provide appropriate fire extinguishing equipment at the location.
- Comply with any statutory requirements in place (fire danger period restrictions/TFB etc.).

Food Vendors/Traders:

- Food traders/vendors wishing to use cooking apparatus utilising solid, liquid or LPG type fuels must hold a “current” Section 40 (Total Fire Ban) Permit issued by



the CFA for the nominated festival location. (Current "state wide" Section 40 permits are acceptable).

- Electrical equipment shall be "tested and tagged" in accordance with AS 3760 (2010) as amended.
- Where LPG equipment is utilised, all installations must comply with the requirements of the current "Code of Practice for the Safe Use of LPG as at Public Events" (2009).
- No more than 2 "spare" LPG cylinders of the size normally used in the food traders normal operations shall be permitted to be stored at/within the food traders stall at any given time.
- Portable fire extinguishers and fire blankets shall be provided in accordance with AS 2444 and shall be (a) suitable for the identified hazards associated with the trade or enterprise and (b) provided in a serviceable condition (inspected and tested within the preceding 6 month period) as per AS 1851. (Current service tags/labels must be displayed).
- All food vendors/traders will be required to have their equipment/operations inspected by members of the Fire Management/Response Team and/or Festival Safety Officers.

Theatrical/artistic performances:

- Approved performers/artists whose activities involve the use of equipment/props/effects which generate or support "open flame" conditions or sources of ignition (ie: fire twirling; fire breathing; fire sticks; hoops; flame generating apparatus, pyrotechnics, fireworks etc.) and who are formally engaged to perform as part of the official program of events shall also be exempt from the Site Fire Ban requirements subject to the holding of appropriate permits/approvals as applicable.
- These activities will be restricted to nominated performance areas which shall include nominated stages and/or a dedicated "fire twirling" arena to be specifically constructed for that purpose.
- Supervision of these fire related activities/performances will be undertaken by members of the Fire Management Team who shall ensure prior to the commencement of the activity that (a) weather and site conditions are appropriate to afford a "safe" performance and that (b) suitable fire-fighting equipment is immediately available "at hand".

2.8 Fuel Reduction Program

In order to reduce the accumulation of potential fuels (particularly at ground level) grassland will be slashed/grazed down to ensure that grass height DOES NOT exceed 100mm - this will include the fence line and pasture land within the entire event boundary as identified on the site map.

This work will be completed no less than 1 month prior to the event start date and conditions maintained until the conclusion of the event - this timeframe having been agreed to in consultation with the statutory fire authority (CFA).

Light (fallen) timber fuel will be collected from the festival site and immediate environs and removed. Heavier timber fuels which provide habitat for native species of wildlife WILL NOT be disturbed or removed in accordance with pro-active environmental and sustainability protocols and initiatives.

Standing timber which in the opinion of the organisers identifies as presenting a potential "Summer Branch Drop" hazard will be appropriately cordoned off to prevent camping and other activities from being undertaken beneath them.

2.9 Access Provisions

Whilst generally access provisions across the festival site allow for unimpeded vehicular access appropriate for the use by emergency and other vehicles, activities such as camping etc. have the potential to create some access restrictions.

In order to ensure that emergency vehicle access is provided/maintained so as to allow full access for fire-fighting etc. (particularly in highly populated areas, ie: camping areas etc.) a system of defined access roadways is provided which is established using the "access provisions" of the CFA's "Planning for Bushfire - Victoria (2012) guidelines for dimension specifications.

A review of the access provisions in place for the Yemaya Festival event will be confirmed closer to the event date. To make sure that effective access for large emergency vehicles with a minimum of 15 tonne (fire-fighting tankers) will be achieved across the entire festival site.

The provision of a dedicated "emergency vehicle" access route to the south of the existing main entry track will remain a significant feature of the Yemaya Festival traffic management/access arrangements which shall include:

- An "all weather" access with a minimum width of 6.0 metres shall be provided and shall include 0.5 metres clearance from any lateral encroachment applied on either side of the access track.
- Tracks shall be clear of any overhangs or vertical obstruction to a vertical height of 4.0 metres and shall be capable of accommodating a vehicle of 15 tonne's (minimum) for the entire track width.
- Gradients shall be no more than 1:7 with a maximum of no more than 1:5 permitted for less than 50 metres.

Given the open nature of the site, traversing across paddocks shall be an option however, specifically formed, identified carriageways will be provided within key infrastructure locations, ie: camping areas, areas of public occupancy, trading areas, etc.

Full vehicular access will be provided to all stage areas and will include vehicular access to "rear of stage" compounds.

2.10 Camping Areas

Camping areas will again be structured with internal tracks/carrageways provided (dimensions to be 8 metres wide and compliant with the guidelines pertaining to overhangs/clearance etc.) to ensure that all parts of the camping areas are accessible by fire/emergency response vehicles and equipment – a maximum of 50 metres separation between pathways to be provided.

Camping will be restricted to nominated camping areas only and no camping will be permitted within 8 metres of a boundary fence or within 15 metres of an EXIT gate or access gate.

Routine patrols of camping areas will be performed frequently by Security and/or Fire Management Team personnel with frequency to be determined by weather and fire danger assessments.

2.11 Power Generators

Portable power generators will not be permitted.

Where generators are provided as part of the event infrastructure, an area of 3 metres (minimum) must be maintained in every direction clear of all potential fuels (including overhanging vegetation and other vertical exposures.)

Portable fire extinguishers shall be provided in accordance with AS 2444.

3. FIRE MANAGEMENT REQUIREMENTS

3.1 “First Response” Resources

Based on the outcomes of the Risk Assessment, the provision of a fully operational on-site “first response” (firefighting) capability is considered appropriate to support the festival community for the duration of the event.

Emergency support will be responded to the site accordingly via “000”.

The role of the festival Fire Management Team (FMT) shall be to provide appropriate response personnel and equipment to manage and execute initial fire response, investigation and containment strategies and activities to protect life and property during the festival event.

In providing an “on-site” first response capability (24/7) for the duration of this event – the Emergency Response Team will be supported by the provision of “built-for-purpose” fire vehicles/equipment appropriate to the event, venue and perceived risk.

The primary objective will be to provide an operational response capability for the protection of life, property and the environment from the effects of any emergency event including fire, accident, hazardous materials, or other “like” occurrence.

The Fire Management Team will provide “first response” services and additional support (as required) to other emergency service providers including the statutory emergency



services in response to any reported emergency incident occurring “on-site” during the festival event.

Incidents which may require “initial response” activities (within the festival precinct) might include:

- Motor vehicle incidents/accidents
- Fires – Scrub, Grass, Structure (includes tents/vehicles & temporary structures etc.)
- Hazardous materials incidents

3.2 Command

A qualified Senior Fire Officer will head the FMT and will perform the role of Fire Commander in the event of an incident occurring.

The Senior Fire Officer or their nominated delegate shall be solely responsible for the tasking, operation and deployment of the Fire Management Team (FMT) personnel and resources for the duration of the Yemaya Festival 2017 event.

3.3 Personnel

A team of qualified Personnel with a broad level of qualification and experience will be deployed to the event and will work in teams on 8 hour rotating shifts under the direction of an FMT Shift Supervisor.

Personnel will remain “on-site” for the duration of the festival deployment and will be subject to “recall” during “off-duty” periods if required. .

At all times, personnel will wear appropriate uniform and/or protective clothing whilst “on-site” at the event as an aid to identification and safety – this shall include Hi-Viz vests/jackets during “on-duty” periods.

All personnel are subject to compliance with a clearly established zero tolerance alcohol/substance policy whilst deployed to public events with random testing of personnel being a condition of employment.

3.4 Training

Personnel attending the festival will be experienced fire-fighters familiar with the equipment to which they will be assigned.

All personnel rostered for duty will have successfully completed the Warden / Chief Warden Course, and will be accompanied at all times by at least one specifically qualified fire fighters.

All drivers will be appropriately qualified/experienced to drive/operate the vehicles to be deployed to this event – this shall include (where applicable) “off road” driving.

3.5 Staffing

Personnel will be on duty throughout the entire duration of the festival to ensure the service delivery requirements of this plan. The vehicles and personnel available will be as follows:

Vehicle Requirements

- Two (2) Fire Response Units are manned and onsite
- One (1) unit patrolling the site every two hours

Personnel Requirements

- At least one (1) Chief Warden and one (1) specifically qualified fire fighter on duty per shift
- An additional one (1) Chief Warden and one (1) specifically qualified fire fighter available on call via radio per shift

Shift Times

- Shift 1 – 1000 hrs - 1800 hrs
- Shift 2 – 1800 hrs - 0200 hrs
- Shift 3 – 0200 hrs - 1000 hrs

NOTE: Duty times/resource allocations may be varied to meet additional operational requirements at the discretion of the Emergency Management Co-ordinator.

3.6 Resources

The following physical resources will be available onsite at all times throughout the event:

1 x 4x4 Hilux Ute with water tank 1,000 litres capacity – fully equipped with a 30m hose reel, alternate hoses, connection adapters, axe, tools, personal protective equipment, and Class ABE portable fire extinguishers.

1 x Trailer Mounted Unit (towed by 4x4 vehicle) with water tank 1,000 litres capacity – fully equipped with a 30m hose reel, alternate hoses, connection adapters, axe, tools, personal protective equipment, and Class ABE portable fire extinguishers.

1 x Honda CT110 – fully equipped with tools, personal protective equipment, and 2 x 4.5kg Class ABE portable fire extinguishers.

1 x Honda Spacy Scooter – fully equipped with tools, personal protective equipment, and 2 x 4.5kg Class ABE portable fire extinguishers.

* Vehicles are fitted with a combination of hose reels, nozzles, water cannons, and Scotty Water Walls to provide the best possible protection and preparedness for any potential threats.



All response vehicles and personnel will be staged at the emergency service compound, to be located in a suitable area adjacent the Festival Operations Centre from where all response activities will be initiated and coordinated from.

3.7 Water Access

Multiple water access points will be positioned strategically at key locations around the event site to ensure prompt and efficient access for any refilling requirements.

There are a number of dams on the property with two (2) specifically located within the festival area, both of which can be used for acquiring water for firefighting purposes.

Appropriate water sources will be clearly identified by signage and marked on the main festival site map.

4. ADMINISTRATION/LOGISTICS

4.1 Activation

All emergency incidents will be reported to the 24/7 “manned” Event Operations Centre with information being conveyed to the respective “on-site” emergency service provider via a designated “radio” channel/frequency.

Appropriate resources under the direction/control of a Communications Officer will be dispatched to the incident location in accordance with the established Operations Protocol.

Upon assessment of the incident, additional resources (including any statutory emergency service response) will be dispatched (if required) at the direction of the “on-site” Communications Officer.

4.2 Communications

Primary communications will be via UHF (Channel 20) two-way radios with dedicated radio channels being allocated for “emergency response/services”.

Festival organisers shall be responsible for the provision of Event Radios (plus batteries/recharge capabilities) for emergency response personnel/teams.

All FMT vehicles and personnel shall have access to a separate “fire ground” communications (UHF Channel 20) network, which shall be used, for fire ground traffic and/or as a “back-up” resource.

4.3 Emergency Services Entry and Egress

A dedicated “Emergency Access” roadway will be established and will be clearly signposted for identification and orientation purposes.

Incoming emergency vehicles will be met at the main “emergency services” entry point 50 metres prior to the main public entry on Majors Line Rd and escorted to the incident location.

Traffic movements will be coordinated and facilitated by the appointment of volunteer Traffic Marshalls who shall be clearly identified by means of Hi-Viz clothing/vests.

4.4 Emergency Assembly Areas

Two Emergency Assembly Areas will be established within the event venue area.

- **Emergency Assembly 1** - Alongside the western camping areas (Site Plan Ref: J9)
- **Emergency Assembly 2** - Between the Ashaba Stage and the camping areas (Site Plan Ref: P9)

These areas are large enough to hold the entire event audience, are readily accessible, and are in good proximity to services. Both stage areas have access to public address equipment and shall be identified by relevant signage.

Emergency Assembly 1 will be the primary assembly area, however if this became unsuitable due to the nature/location of the emergency event, patrons would then be directed to the secondary area.

In the unlikely event that the decision to move patrons to the Emergency Assembly Areas is implemented, event safety staff and operational crew resources will be dispatched to the area to provide personnel protection using all available resources.

4.5 Evacuation

In consultation with event organisers and based on the location, topography, site access (roadway network) and estimated patronage, a “shelter in place” philosophy has been adopted for this event.

In the event an evacuation of patrons, visitors, service providers and other persons becomes necessary, the Event Management (which includes event organisers) will initiate and co-ordinate evacuation activities pending the arrival of the appropriate statutory emergency service and at that time will assist in the management and response to the event as required.

An Emergency Control Organisation based on the requirements and principles of AS 3745 – Emergency Planning for facilities (2010) will be established and will be utilised to manage and respond to any/all emergencies which might occur and impact upon the festival site and its occupants for the duration of the event.

All emergencies are to be reported to the appropriate statutory emergency service via “000” at the earliest opportunity.

4.6 Accommodation and Meals

All onsite personnel will be provided with all accommodation and meals by the organisers.

Accommodation shall be provided (onsite) and food tokens will be provided and issued by the Senior Fire Officer to all personnel, food tokens are accepted by all catering vendors onsite.

Basic beverages will be provided at the Emergency Management Centre and will include drinking water, tea, coffee, and hydration replenishment drinks.

5. RESPONSE PROTOCOLS

5.1 Fire Danger Ratings (FDR's)

Victoria has adopted the nationally agreed Fire Danger Rating (FDR) scale (see below) to help communities understand information about fire danger.

This scale recognises the significant increase in severe bushfire conditions over the past decade and subsequent greater level of danger to the community and the potential for loss of life.

The FDR is a prediction of how a fire would behave if one started, including how difficult it would be to control and extinguish.



It provides information on:

- Potential Impact: the type of threat bushfires may pose to life/property in that area on a given day, based on the forecast weather conditions.
- Fire Behaviour: a prediction of bushfire behaviour to be experienced in that area on a particular day and the degree of difficulty expected in suppressing a fire under those conditions.



- Recommended Actions: the recommended actions for people living/located in the relevant FDR district. This is principally focused on providing advice pertaining to leaving the area/district.

5.2 Total Fire Ban

Although Total Fire Bans and Fire Danger Ratings are predominately both determined by weather, they exist for different reasons.

A Total Fire Ban sets legal restrictions on what activities can or cannot occur in a particular district for that day. It aims to reduce the activities that may start a fire. Fire Danger Ratings predict fire behaviour should a fire start, and how hard it will be to put out.

5.3 Trigger Points

In accordance with current Risk Management Principles, a number of Fire Danger “trigger points” have been developed to aid in the minimisation of risk persons attending the festival site may be exposed to.

In determining these trigger points, the following matters have been considered:

- It is unlikely that event patrons will have “bushfire plan” or will be prepared for a “bushfire”.
- The event site is set amongst rolling pasture lands and may be subject to fast moving grass fires predominantly from the north.
- That “fast running” fire behaviour can (based on plentiful fuel quantities) produce significant radiant heat in short time frames which may exceed what is safe for humans.

Trigger points act as initiation cues for pre-determined procedures or actions and are based on the existence of predicted “condition” indicators derived from weather forecasting, situational awareness and the application of FDR’s.

Given the degree of error in both weather forecasting and the subsequent determination of the FDR ‘s, reliance on “4 day” forecasts will be used to determine increased preparation activities, with “next day” forecasts used to “trigger” specific actions.

Continual monitoring of weather conditions and CFA/BoM/ABC operational information feeds will be undertaken throughout the festival period commencing during the “bump-in” phase.

5.4 Responses and Actions

FDR LEVEL	FESTIVAL MANAGEMENT RESPONSE AND ACTIONS
-----------	--

<p>LOW-MOD, HIGH, VERY HIGH</p>	<p>No specific actions required – considered 'normal' conditions:</p> <ul style="list-style-type: none"> - Two (2) Fire Response Units are manned & "on-site" AND - One (1) unit patrolling the site every two (2) hours.
<p>SEVERE</p>	<p>In consultation with CFA and Victoria Police, considering deferring or suspending the programmed activities.</p> <ul style="list-style-type: none"> - Two (2) Fire Response Units are manned & "on-site" AND - One (1) unit patrolling the site every hour. <ul style="list-style-type: none"> ▪ Constant and close monitoring of all-weather developments and bushfire incidents in the area. ▪ FMT makes regular contact with the local CFA District offices and updates the Event Safety Officer. ▪ Ensure the emergency assembly areas are ready for use ▪ Communicate with appointed Area Wardens to ensure they are aware of the fire danger rating forecast and their responsibilities, and are prepared for emergency assembly of patrons.
<p>EXTREME</p>	<p>A during-event forecast is defined as a forecast issued for a day when public access to the festival has commenced (ie: from midday Friday). The actions required for SEVERE days shall also apply on EXTREME rated days. In addition, on receiving the Extreme FDR forecast, the Safety Officer, Senior Fire Officer, the representatives from CFA and Victoria Police will meet to determine the severity of the situation and may consider implementing the following actions:</p> <p>A) Suspension/re-scheduling activities and entertainment:</p> <ul style="list-style-type: none"> ▪ Notify all people onsite of the situation and advise that the CFA recommends that the safest option is to leave the event area the night before, or early in the morning. ▪ Patrons who have not departed for the festival will be notified to delay their arrival until further notice (via email, the festival website and any other means). ▪ Constant announcements emphasizing safety actions and reminding of emergency assembly areas location and function ▪ Fire Management Team to remain on high alert and prepared to implement full emergency management procedures within very-short notice. ▪ Prepare Emergency Assembly Area for use – ensure drinking water tanks are full. <p>B) Cancel or defer the programmed activities of the festival:</p> <ul style="list-style-type: none"> ▪ Access to the site restricted and all vehicles/people arriving at the site refused entry. ▪ Patrons who have not departed for the festival will be notified of the situation and requested to avoid the area altogether (via email, the festival website and any other means).

**CODE RED
(pre-event
forecast)**

A pre-event forecast is defined as a forecast issued for a day before the event phase commences (ie during the bump-in phase), (e.g. a forecast issued on the Tuesday, for the Wednesday).

The recently updated information from CFA indicates that upon receiving the Code Red forecast, the Safety Officer, AML Risk Management Commander, CFA and Victoria Police should meet to determine the severity of the situation and consider implementing the following actions:

- Increase fire response equipment and personnel
- Patrons and workers already onsite will be advised of the situation and informed that the CFA require the event area to be evacuated during the Code Red FDR period. It would be recommended that the safest option is to leave the event area the night before, or early in the morning
- Constant announcements emphasizing safety actions
- Safety Management Team to remain on high alert and prepared to implement full emergency management procedures within very-short notice
- Patrons who have not departed for the festival will be notified to delay their arrival until further notice and that the festival may be cancelled or delayed (via email-list, the festival website, social media and any other means).

**CODE RED
(during
event)**

A during-event forecast is defined as a forecast issued for a day when public access to the festival has commenced (ie. the event phase – from midday Thursday).

Upon receiving the Code Red forecast, the Festival Directors, Safety Officers and representatives from CFA and Victoria Police will meet to determine the severity of the situation and would consider implementing the following actions:

- Notify all people onsite of the situation and advise that the CFA has recommended scheduled activities will be cancelled or delayed, and the festival site be evacuated
- The festival organisers under the guidance of Victoria Police will assist in the evacuation of the event crew, artists, patrons and management staff to the best of their ability
- Access to the site is restricted and all vehicles/people arriving at the site refused entry
- Patrons who have not departed for the festival will be notified to delay their arrival until further notice (via email-list, the festival website, social media and any other means).



5.5 Fire/incident Notification

On notification of a fire or incident onsite, all on duty resources will respond to the reported location. Once an initial size up has been conducted, the FMT Supervisor will advise what additional resources are required to effectively combat the situation.

Further resources will be requested via CFA (or the appropriate emergency service via "000").

5.6 Internal Fire/Incident

If any fire or incident is discovered whilst on patrol a situation report will be passed on at that time to the FMT Supervisor who will respond with further vehicles/resources if/as required.

5.7 External Fire/Incident

Unless the fire or incident is within the event site, FMT resources will not be permitted to leave the site to attend/investigate.

Any response to events outside the festival site shall be the responsibility of the statutory emergency service having jurisdiction and shall be initiated by a call to "000".

5.8 Incident Debriefing

An incident de-brief shall be conducted in relation to a specific incident of significance at a time and place to be agreed upon and nominated by the event organisers and shall involve all stakeholders.

6. FIRE RISK MATRIX

Identify Hazards and Ensuing Risks	Analyse Risks Evaluate Risks			Identify and Evaluate Existing Risk Controls	Further Risk Treatment		
	Consequence	Likelihood	Risk Level				
Hazards Issues Risks	Consequence	Likelihood	Risk Level	Control Measures	Responsibility	New Risk Level	Further Action Needed / Opportunities for Improvement
Approaching bushfire threatening site.	5	D	Extreme	<p>Administer this control via regular monitoring of VIC EMERGENCY to ensure immediate awareness of any incidents or warnings within the surrounding region.</p> <p>Provision of multiple Fire Suppression Vehicles to be located onsite for immediate response to reported incidents.</p> <p>Shelter-in-Place procedures in place to evacuate patrons to an Emergency Assembly Area and utilise all resources to create a barrier between the fire front.</p> <p>Eliminate the risk of onsite spread via the removal of fuel from the camping and event areas to reduce the impact of direct flame and radiant heat effects.</p>	Event Organiser Operations Director Emergency Management Coordinator Senior Fire Officer	Low	
Onsite fire incident – campgrounds, market stalls, general event arena.	5	D	Extreme	<p>Administer this control by ensuring there are adequate and appropriate (tested and tagged) fire extinguishers strategically located onsite.</p> <p>Provision of multiple Fire Suppression Vehicles to be located onsite for immediate response to reported incidents.</p> <p>Eliminate the risk of a larger fire by ensuring staff are trained in using fire extinguishers and that the Fire Management Plan and Emergency Response has been developed and approved by the CFA.</p> <p>Fuel Reduction Program in place to reduce onsite fuel debris and maintain low grass levels.</p>	Event Organiser Operations Director Emergency Management Coordinator Senior Fire Officer	Low	
Gas bottle leak or explosion.	5	D	Extreme	<p>Eliminate the hazard by confiscating any gas bottles found during car searches of all patrons on entry. Regular site patrols to ensure compliance.</p> <p>Notification of complete ban and confiscation policy in place under event terms and signage onsite.</p> <p>Administer this control by advising contractors and vendors of the Code of Practice for the Safe Use of LP Gas at Public Events in Victoria.</p>	Operations Director Senior Fire Officer	Low	
Patron initiated campfire, BBQ, or open flame in campground – risk of potential spread.	3	C	High	<p>Administer this control by advising patrons via online channels and event terms of Site Fire Ban (SFB) in place for the full duration of the event.</p> <p>Regular fire safety patrols around campgrounds to monitor compliance.</p> <p>Substitute this control with the provision of a primary communal fire and fire barrels throughout the event arena to provide warmth to patrons and remove the need for campsite fires.</p>	Operations Director Senior Fire Officer	Low	

7. FIRE RESPONSE PROCEDURE

7.1 **CODE RED** – Onsite Fire or Explosion

In the event of a CODE RED Area Wardens are to begin evacuation of the immediate area in danger in the case of a partial evacuation or begin procedure to relocate the entire site in the case of a complete evacuation to the advised Emergency Assembly Area.

Fire Extinguisher Locations

ABE fire extinguishers will be stationed at the following locations:

- Main Stage (Stage 1) - Back stage and front of house (FOH)
- Ashaba Temple Stage (Stage 2) - Back stage and front of house (FOH)
- Information Tent
- Medical Tent
- Operations
- Crew Camping
- Ticketing Area
- Every food stall
- On every fire suppression vehicle

Fire Extinguisher Use Procedure

- a) Try to remain calm and think;
- b) Warn everybody in the immediate vicinity;
- c) Instruct someone to advise Operations via radio;
- d) 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

Fire Extinguisher Use

PULL the pin – Break seal and test extinguisher.

AIM at base of FIRE – Ensure you have a means of escape.

SQUEEZE the handle – To operate extinguisher and discharge the agent.

SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.

Response Procedure

First Person Able:



- Quickly assess the situation
- Notify Operations who will notify the Senior Fire Officer and Emergency Management Coordinator
- Begin evacuation of the immediate area
- If it is within your capability and knowledge and if you have the appropriate equipment [extinguisher, fire hose], fight the fire if safe to do so
- Withdraw from the area as soon as it becomes too dangerous to stay

Area Manager:

- Ensure that the EMC and Senior Fire Officer are notified
- Determine the seriousness of the situation
- Help to remove employees and patrons from the danger zone
- Follow protocol and instruction from the EMC
- Check that the entire area, including any toilet blocks, temporary structures and the camp grounds are clear
- Assist as required

Emergency Management Coordinator:

- Determine the severity of the situation
- Confirm that the Senior Fire Officer has been contacted
- Consider SIP, full, or partial evacuation of the area
- Determine an appropriate evacuation route and assembly site (note wind direction)
- If fire is not controlled by onsite crew within 5 minutes of arrival at the location, the incident is to be reported to local CFA via "000"
- Assist the Emergency Services as requested

Senior Fire Officer:

- Activate response procedures and proceed to fight the fire

7.2 **CODE RED** – External Bushfire Threat

Regular monitoring of [VIC EMERGENCY](#) will be undertaken to ensure immediate awareness of any incidents or warnings within the surrounding region.

In the instance of a bushfire identified within range of the event site, Shelter-in-Place procedures will likely be activated if the direction and spread of the fire poses a threat to the festival.

Shelter-in-Place procedures are prepared for those events where an incident originates within close proximity to the event site and there is insufficient time for a total evacuation, or where the relocation of occupants is otherwise impractical. Occupants are more likely to be safer remaining in a protected location onsite rather than trying to relocate people amidst hazardous conditions.

Response Procedure

Emergency Management Coordinator:

- Assess the nature of the emergency

- Liaise with relevant authorities (CFA, SES, Victoria Police) to determine the severity of the threat
- Determine the impact potential to the festival
- Consult with the Event Organiser to decide if there is a need to evacuate
- Consider Shelter-in-Place (SIP) evacuation of the area
- Determine which Emergency Assembly Area will be used and notify the Chief Warden
- Supervise, control and coordinate all emergency service operations
- Liaise with onsite safety providers regularly
- Act as point of contact for all external Emergency Services agencies

Festival Organiser:

- Suspend the scheduled entertainment and activities
- Initiate public notification via loudspeaker system

Chief Warden:

- Assist the EMC to assess the situation and determine the appropriate course of action
- Assist in liaising with Emergency Services
- With the direction of the EMC, give tasks to and coordinate the Area Wardens and Wardens
- Provide ongoing information to the EMC
- Nominate relevant personnel to meet and direct Emergency Services
- Notify all relevant staff of the situation (Event Organiser, Communications Officer)

Senior Fire Officer:

- Ensure the provision of emergency fire suppression services to the selected Emergency Assembly Area
- Position initial fire attack vehicles and personnel between Emergency Assembly Area and the nearest point of expected fire entry to the site
- Patrol for embers and fire ignition in camping and entertainment area

Area Wardens:

- Evacuate the areas that they are responsible for

Wardens:

- Assist Area Wardens as required
- Check all toilet blocks, dome structures and do a sweep of the campgrounds for any remaining attendees
- Conduct a final check of the site to confirm that all areas that were required to evacuate are clear
- Advise the Chief Warden that the area or site has been evacuated
- Ensure that staff and attendees do not leave the Emergency Assembly Area and re-enter the affected area(s) unless directed to do so

SPECIAL CONSIDERATIONS



Shelter-in-Place (SIP) requires the identification of a cleared area which is well placed to resist bushfire attack and capable of being monitored by those responsible for the care of the vulnerable occupants.

8. SAFETY/SECURITY

8.1 Police Notification

There is minimal reliance on police involvement during the event and it is the role of event security to provide crew safety during the event. If however an assault occurs, a threat given or perceived threat to any crew member, damage to or theft from an appliance or any personal belongings of crew members, this matter must be reported to the Police via the normal procedures/protocols.

8.2 Personnel Safety

Crews will not enter areas if they believe the area is not safe and shall request attendance and assistance from Security personnel or Police if they feel threatened/unsafe as a result of individual or group behaviour.

8.3 Equipment Security

FMT vehicles and equipment shall be secured at all times when left unattended. Vehicles shall be locked at all times (including whilst parked in the allocated Emergency Compound).

Under no circumstances are vehicles to be left with engines running and/or keys left in ignition whilst the vehicle is unattended.

Equipment losses are to be reported to the Senior Fire Officer or Shift Supervisor.

8.4 Injuries

In the event of any personnel being injured, medical treatment shall be sought without delay and shall be the responsibility of the event medical provider.

The appropriate Incident Report form shall be completed and signed by the Senior Fire Officer at the completion of the shift.

8.5 EMT Meetings

The festival EMT meetings are held at 9am and 9pm each day at the Event Command Centre (ECC), and are to be attended by the Senior Fire Officer or an authorised representative.