



Emergency Response Procedures

QUARRY AMPHITHEATRE

WALDRON DRIVE, CITY BEACH, WA



This publication is a description of the organization, facilities and procedures to support the actions necessary in the event of a fire, bomb or other emergency at the Quarry Amphitheatre, City Beach.

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EMERGENCY NUMBERS

Emergency Services

- **Department of Fire & Emergency Services (DFES)** **000**
- **St John's Ambulance** **000**
- **Western Australian Police Service** **000**
 - o Police Non-Emergencies 13 14 44
- DFES Emergency Alert (Recorded message) 1300 657 209
- DFES State Emergency Service (SES) 13 25 00
- Botanic Gardens & Parks Authority (BGPA) 9480 3990
- Town of Cambridge Ranger 9347 6000
- Botanic Gardens & Parks Authority (BGPA) A/H Ranger 0418 923973

Utility Services

- Western Power Corporation 13 13 51
- Alinta Gas Emergencies 13 13 52
 - o Alinta Non-Emergencies 13 13 58
- Water Corporation 13 13 75
- Telstra Corporation 13 29 99
- Main Roads 13 81 38

Medical Services

- Poisons Information Centre 13 11 26
- Mental Health Emergency Response Line 1300 555 788
- Snake Removal Town of Cambridge Ranger 9347 6000

Emergency Planning Committee:

- Community Facilities Manager
- Quarry Amphitheatre Event's Co-ordinator
- Quarry Amphitheatre Duty Manager(s)

Emergency Control Organisation (Warden Group):

- **Chief Warden: Duty Manager**
- **Zone Wardens: Usher #1 & Usher #2**

Neighbouring Sites

- Western Side - Botanic Gardens & Parks Authority (BGPA)
- Eastern Side - Botanic Gardens & Parks Authority (BGPA)
- Northern Side - Oceanic Drive
- Southern Side - Botanic Gardens & Parks Authority (BGPA)

1.0 INTRODUCTION

The Quarry Amphitheatre, situated on Oceanic drive, is a 557 seat outdoor theatre built in 1986 and managed by the Town of Cambridge. The Quarry Amphitheatre is bounded by Oceanic Drive to the North and surrounded by Bold Park to the West, South and East. It has three distinct areas for hire being the 557 seat Main Auditorium (the Amphitheatre), the Cavern, a dressing room to the Amphitheatre and a function/rehearsal area for up to 100 people and the Café Lawn, a picturesque lawn area in front of the café with panoramic views. The entire venue is licensed for 667 people. In addition, there are two carparks, a 220 bay carpark servicing the Auditorium and a 20 bay carpark servicing the Cavern. There is only a single lane access road at the entrance and exit and the Quarry currently has no fire fighting infrastructure.

The Quarry Amphitheatre is traditionally a seasonal venue and there are currently two seasons in the Quarry's calendar year. The ticketed (peak) season from November 1 to March 31 where the predominant events are Public Concerts and the non-ticketed (Off-Peak) season from April 1 to October 31 where the predominant events are private weddings and functions.

1.1 Aims, Objectives & Scope

1.1.1 Aims

The aims of the Emergency Procedures and Evacuation Plans are:

- (A) To provide an effective means of assessing and communicating the nature and potential of an emergency condition as it arises and develops within the building.
- (B) To provide a pre-determined and delegated counter-action by which to safely control the emergency or evacuation response to a threatening condition.

1.1.2 Objectives

The objectives of the Emergency Procedures and Evacuation Plans are:

- (A) To ensure that orderly and sequential corrective action is initiated without delay.
- (B) To eliminate or minimise personal injury or distress to any occupant of the building during an emergency situation.
- (C) To eliminate or minimise damage to the building, its services or its contents during an emergency situation.
- (D) To restore the normal day-to-day activities of the building as quickly and as safely as possible.

1.1.3 Scope

The scope of the Emergency Procedures and Evacuation Plans can be applied to:

- (A) Fire / Smoke Emergencies
- (B) Medical Emergencies
- (C) Bomb Threats / Suspicious Packages
- (D) Internal Emergencies (failure of essential services, chemical spill, gas leak etc)
- (E) Personal Threat Emergencies (violence, armed intrusion, remonstrations)
- (F) External Emergencies (storm, cyclone, earthquake etc)
- (G) Site Emergency Evacuations (any other incident requiring an Emergency Control Organisational Response)

1.2 Document Layout & Colour Coding

The manual is organised so that each specific type of emergency has a dedicated section outlining response and duties. Colour Codes are provided as per AS3745-2010 to represent each Emergency category and can be helpful in alerting the ECO of a workplace without distressing certain occupant groups. For Example, the Chief Warden may announce “Code Red” over the Communications system. The ECO will know this to be a Fire / Smoke Emergency, however panic will be minimised. This technique is primarily used in facilities with a large number of public occupants – eg. Shopping Centres or School facilities.

There will also be some information that may be helpful in understanding the nature of that type of emergency and the operation of first response equipment (eg - Fire Extinguishers).

1.3 Authority

“Directions given by Emergency Control Organisation Personnel shall be observed in all aspects by all persons on the premises being evacuated and to the extent that if any such directions are inconsistent with those given by the management of any tenancy, the directions of the Emergency Control Organisation shall prevail.”

Excerpt – Australian Standard AS 3745:2010 Planning for Emergencies in Facilities

REFUSING TO COMPLY WITH WARDENS DIRECTIONS

Should a person refuse to comply with the directions given by a Warden, from the building’s Emergency Control Organisation, the Warden should:

- Ensure the person has been clearly advised they are required to follow instructions because of an emergency situation (ie – “There is an Emergency Situation, you are required to.....”)
- Notify the Chief Warden, who will advise the Officer in Charge of the attending Emergency Service who, at his/her discretion, may take the appropriate action under law to remove the person/s.
- NOT physically man-handle a person who refuses to move; nor waste valuable time in an emergency situation remonstrating or discussing their actions.

1.4 Protection & Indemnity

“A Good Samaritan does not incur any personal civil liability in respect of an act or omission done or made by the Good Samaritan at the scene of an emergency in good faith and without recklessness in assisting a person in apparent need of emergency assistance.”

Excerpt – Civil Liability Act (WA) 2002, Section 1D, Paragraph 5AD

No one has an obligation to assist during an emergency, unless they already have a duty of care over people affected by the emergency. Wardens should be volunteers, and as such are protected from liability by the Civil Liability Act (WA) 2002. AS 3745 - 2010 states that Wardens should also be indemnified by their employer against any internal action.

This protection is provided unless an action is considered negligent. To find negligence it is likely that all of the following will need to be proven: that an injury, damage or loss occurred; that the injury loss or damage was a direct result of an action on the part of the Warden; and that a normal person in the same situation would consider the course of action imprudent.

1.5 Instruction of Employees in Emergency Procedures

Persons who are employed to work in any premises should be given adequate instruction as to their role in the event of a fire or other emergency – this is an employer’s statutory obligation under Occupational Safety and Health Act Section 19.

It is the responsibility of all Employers and Wardens to disseminate emergency documentation and instruct and advise staff of the procedures to be taken in the event of an emergency. Additionally, occupants should be encouraged to approach their Warden for information and clarification of procedures.

1.5.1 Minimum training and Workplace Induction requirements

The minimum training and workplace induction requirements for general building occupants relate to:

- (A) The process for reporting an emergency.
- (B) The means of escape from the premises in case of an emergency during both business and after hours.
- (C) The location of any Muster Points.
- (D) The location of any Evacuation Assembly Areas.
- (E) The location of all First Attack Fire Fighting equipment.
- (F) Identify “INITIAL WARNING” & “EVACUATION” Alert Tones and their purpose.

Employers should assess the risks inherent at their site and where required provide the following additional training:

- First Attack Fire Fighting
 - o Use of portable fire fighting equipment such as Fire Extinguishers and Fire Blankets
- First Aid
 - o Immediate treatment of injuries to a level of training commensurate with the risks identified at the site.
- Telephone and reception/customer service areas
 - o Receipt of threats or threatening call procedures
 - o Bomb threats
 - o Dealing with aggressive customers
- Mail Handling areas
 - o Identification of suspect mail items
- Staff required to work alone or after hours
 - o Working Alone procedure
 - o After hours communications and emergency procedures

1.6 Legislation

1.6.1 Emergency Evacuation Procedures (OS&H Regulations 1996 – S 3.10)

A person who, at a workplace, is an employer, the main contractor, a self-employed person, or a person having control of the workplace, must ensure that –

- (a) There is an evacuation procedure to be followed in the event of a fire or other emergency at the workplace;
- (b) Where practicable, the evacuation procedure is clearly and prominently displayed at the workplace;
- (c) Where practicable, a diagram showing the location of the exits and the position of the diagram in relation to exits is clearly and prominently displayed at the workplace
- (d) Where practicable, the evacuation procedure is practised at the workplace at reasonable intervals; and
- (e) Persons at the workplace, who would be required to help control or extinguish a fire at the workplace, are appropriately trained and are provided with the appropriate protective clothing and equipment.

Failure to comply - PENALTY: \$25,000

1.6.2 Emergency Egress from Workplaces (OS&H Regulations 1996 – S 3.8)

A person who, at a workplace, is an employer, the main contractor, a self-employed person, or a person having control of access to the workplace, must ensure that the means of emergency egress from the workplace enables safe egress from the workplace in the event of an emergency.

Failure to comply - PENALTY: \$25,000

1.6.3 Fire Precautions (OS&H Regulations 1996 – S 3.9)

(1) If there is a risk of fire at a workplace then a person who, at the workplace is an employer, the main contractor, a self-employed person, or a person having control of access to the workplace, must, as far as practicable –

- a. Provide regularly maintained and efficient portable Fire Extinguishers to control any fire likely to arise from the work being done at the workplace; and
- b. Ensure that Portable Fire Extinguishers are located and distributed at the workplace in accordance with AS 2444.

Failure to comply - PENALTY: \$25,000

(2) If, in any part of the workplace –

- a. There are goods or materials which in the event of a fire are likely to burn with extreme rapidity, emit poisonous fumes or cause explosion; and
- b. There is a risk of harm or injury to persons at the workplace resulting from the goods or materials being ignited,

then a person who, in the case of a construction site, is the main contractor, or who, in the case of any other workplace, is an employer or a self-employed person, must ensure, as far as practicable, that no persons smoke or introduce naked flame into that part of the workplace.

Failure to comply - PENALTY: \$25,000

(3) A person must comply with a direction given for the purposes of sub-regulation (2)

Failure to comply – for a person who commits the offence as an employee: PENALTY: \$25,000

Failure to comply – in any other case: PENALTY: \$25,000**1.6.4 Metropolitan Water Supply Sewerage & Drainage By-Laws 1981**

Any person provided with a supply of water for a specified purpose (ie Firefighting) shall not use such water for any other purpose without the written permission of the Corporation.

Failure to comply - PENALTY: Up to \$25,000

1.7 Emergency Planning Committee

AS 3745 – 2010 requires that all workplaces have an Emergency Planning Committee (EPC). The EPC shall meet regularly, at least annually, to establish and implement emergency Plans and Emergency Procedures; determine the number of Emergency Control Organisation (ECO) personnel consistent with the nature and risk of the buildings, structures and workplaces; ensure that the personnel are appointed to all positions on the ECO, but particularly the Chief Warden group; arrange for the training of ECO personnel; arrange for conduct of evacuation exercises; review the effectiveness of evacuation exercises and arrange for procedure improvements; and determine who will implement emergency procedures.

EPC Members include the following members:

- Community Facilities Manager
- Quarry Amphitheatre Event's Co-ordinator
- Quarry Amphitheatre Duty Manager(s)

1.8 Site Emergency Procedures**1.8.1 General Information**

Site specific emergency procedures and diagrams have been developed, based on the inherent risks identified at the site by Quarry Amphitheatre EPC Group. The potential risks listed under AS 3745 -2010 have been considered to be the minimum risks that could be expected at the site.

Every occupant of the building should be advised of the action to be taken in the event of an emergency. Each individual should have clear access to names, locations and telephone numbers of their Wardens. Building occupants should be encouraged to approach their Wardens for information and clarification of emergency instructions.

A Warden register should be maintained, listing all members of the ECO. Copies of this register should be provided to the Property Manager, Chief Warden and Zone Wardens. An EPC member should be responsible for updating this register regularly.

Detailed Evacuation Diagrams outlining the Evacuation Route & location of Fire Fighting Equipment should be prominently displayed at strategic locations around the workplace. Contractors and Visitors to the site should be made aware of the Procedures and Diagrams.

1.8.2 Communications Equipment

A Siren & portable and fixed PA Systems are used to alert occupants of an evacuation; Hand-held Two-Way Radios and Mobile Phones are the preferred equipment for communications between ECO members during an Emergency.

2.0 EMERGENCY CONTROL ORGANISATION (ECO)

2.1 Chief Warden Procedures

The Chief Warden's duty, in the event of an Emergency, will be to assume control of the occupants of the building from the time that the alarm is raised, until the arrival of the Emergency Services. This may include evacuating some or all staff from all areas

If an Emergency is declared, the Chief Warden's Procedures will include, but not be limited to the following:

1. Proceeding to the Emergency Control Point
2. Donning Warden Equipment
3. Determining the Emergency
4. Ordering an Evacuation (if required)
5. Communications with ECO members (eg. Zone Wardens)
6. Liaising with Emergency Services and the Towns Rangers
7. Re-occupation of the Building, when safe to do so
8. Recording of Incident details for reporting purposes

2.2 Chief Warden Duties

Chief Wardens will be appointed for the site to control an evacuation for that site. **In Non-Emergency conditions**, Chief Wardens shall also carry out the following:

1. Maintain a current register of ECO members
2. Replace ECO members when a position becomes vacant
3. Conduct regular exercises & attend regular training sessions as required by the EPC
4. Ensure the Emergency Response Procedures are kept up-to-date
5. Attend meetings of the EPC
6. Ensure personal ECO identification is available

2.3 Zone Warden Procedures

The Zone Warden's duty, in the event of an Emergency, will be to carry out Evacuation procedures for their nominated zone on the site, as directed by the Chief Warden. Zone Wardens also have the authority to independently evacuate the Immediate Area if the emergency is considered an immediate threat to life.

1. Proceeding to the Warden Station for each Area
2. Donning Warden Equipment
3. Determining the Location of the Fire from the Chief Warden's instructions
4. Commencing an Evacuation (if required)
5. Communications with ECO members (eg. Chief Warden)
6. Ensure all persons on site are accounted for
7. Re-occupation of each Zone, on the Chief Warden's Instructions

2.4 Zone Warden Duties

Zone Wardens will be appointed for a specific area to carry out an evacuation for that area. In **Non-Emergency conditions**, Zone Wardens shall also carry out the following:

1. Familiarise themselves thoroughly with their environment and note all exits and alternative escape routes.
2. Know the location of Blind passages, toilets, locker rooms, obscure areas, etc in which persons could be located.
3. Know the location of Portable Fire fighting equipment and be familiar with their operation.
4. Be familiar with the operation of equipment installed to assist in the safe evacuation of personnel from the building (PA Systems, Lighting System, Sprinkler System).
5. Be familiar with mobility, sight, or hearing-impaired persons in their area - **in this case Children.**
6. Know the evacuation route and alternative routes to the Assembly Area(s).

2.5 Chief Warden & Zone Warden Equipment

The Chief Warden's and Zone Warden's kits should be stored in an easily-accessed location in the building. The location for the Chief Warden Kit will be in the Office. These are the base of operations for the Chief Warden and Zone Wardens during an Emergency. A Standard Warden kit will include the following:

1. Chief Warden's White Helmet or Zone Warden's Red Helmet.
2. Warden Checklist (to record events and times of the evacuation) with Contact numbers.
3. A copy of the Workplace Emergency Control Procedures.
4. H/Held two way Radio
5. Portable PA system (loudhailer)
6. Torch
7. Hi-Vis Vest
8. Water & Energy bar.

2.6 Muster Points

The Quarry Amphitheatre site has two Muster Points ("Emergency Muster Areas" on Evacuation Diagrams). These are:

Emergency Muster Zone A: Main public car park

Emergency Muster Zone B: Cavern Car park - North East of Cavern Stage building

Once at the Muster Point, Zone Wardens should attempt to keep Patrons & Staff together in their Zone groups. Zone Wardens should co-ordinate their staff and seek further information from the Chief Warden. The Chief Warden will communicate with the Zone Wardens or send a representative to the Muster Point to communicate with the Zone Wardens. If neither of these actions are possible, the Zone Wardens will nominate a person to communicate with the building either by telephone or in person (if safe) to relay information to Children & Evacuees.

2.7 Special Considerations

Mobility Impaired Persons – CHILDREN, ELDERLY & DISABLED

A Mobility Impaired Person is a person with a medical, physical, mental, or sensory impairment, either temporary or permanent, who requires assistance during an emergency. This may be as a result of age, an injury, medical condition or other impairment.

This group should be guided to a safe refuge area if they are unable to evacuate by themselves. The use of the venues electric buggy can be used to transport elderly or disabled persons. At least one person should wait with them – ideally a Zone Warden or First-Aid Officer, but any calm rational person is sufficient. The role of this person is to provide comfort and support to the children and provide assistance should their condition deteriorate and also to assist them with Evacuation.

In the event that the situation, or the person's condition worsens, the person should immediately contact the Chief Warden or Zone Warden who will then contact the Chief Warden.

3.0 EMERGENCY RESPONSE - CODE RED **FIRE & SMOKE EMERGENCIES**

3.1 FIRE PROCEDURE INFORMATION FOR ECO WARDENS

Upon the outbreak of Fire or the presence of Smoke being reported to you, immediately take the following action:

1. Raise the Alarm by contacting the Chief Warden immediately.
2. Notify the Emergency Services without delay by dialling 000 and request assistance.
3. Notify the Towns Ranger Services and Community Facilities Manager.
4. Investigate the fire/smell of smoke and assess as:
 - a. Minor Fire – partial evacuation maybe required
 - b. Major Fire – Immediate Full Evacuation maybe required

IF IN DOUBT COMMENCE FULL EVACUATION BY FOOT - DO NOT USE VEHICLES (CARS)

3.2 MINOR FIRE

A fire is deemed to be a minor fire if:

1. The fire is not severe or the smoke widespread.
2. It is considered safe to commence Fire suppression actions.
3. No life threatening conditions prevail.
4. DEFES (upon arrival) do not recommend evacuation.

3.3 MAJOR FIRE

A fire is deemed to be a major fire if:

1. The fire IS severe and/or the smoke widespread.
2. It is considered UN-safe to commence Fire suppression actions.
3. Life threatening conditions ARE prevailing.
4. DEFES (upon arrival) recommend evacuation.

REMEMBER: ALL FIRES HAVE ONE THING IN COMMON – THEY ALL START SMALL

Fighting a fire in its infancy gives you the best chance of extinguishing it.

3.4 EMERGENCY PROCEDURES - GENERAL

3.4.1 General

Bushfires are a part of every Australian summer. They can start suddenly, move quickly and affect large areas. Typically, Western Australia's bushfire season runs between November and April in the South West, while the northern bushfire season runs from June to late October. Bushfires can be devastating and have a lasting impact on communities. People have been killed or seriously injured, and homes destroyed during bushfires. Due to the nature of Quarry Amphitheatre's location, bushfire is a real threat to the Facility. All staff need to understand the bushfire risk in order to prepare the Facility and know what to do when a bushfire starts.

3.4.2 Building Protection Zones

Building Protection Zones will reduce the risk of bushfire impacting the Facility. By preparing the Facility, Bushfire Survival is significantly increased. This can be done by creating a circle of safety (building protection zone) around the building.

- Create a Building Protection Zone around the main building by clearing all rubbish, long dry grass, bark and material that may catch fire from the Café lawn and bitumen areas immediately around the building.
- Prune lower branches (up to two metres off the ground) to stop a ground fire spreading into the canopy of the trees.
- Minimise vegetation along the Northern boundary between the Café Lawn and the access road to create a firebreak.
- Cut long grass and dense scrub.

3.4.3 Fire Danger Rating (FDR)

The Fire Danger Rating tells you what type of fire weather is forecast and the risk from a fire if one starts. It tells you what the fire conditions will be like and what you should do.

The DFES “Prepare Act Survive” Fire Danger Rating Guide states the actions required for each category of Fire Danger rating, and the recommended actions required. The FDR Guide can be found on the next page.

3.4.4 Fire Danger Rating Guide

PREPARE. ACT. SURVIVE.

FIRE DANGER RATINGS: WHAT IT MEANS TO YOU.

FIRE DANGER RATING

WHAT SHOULD I DO?

FIRE DANGER RATING	WHAT DOES IT MEAN?	WHAT SHOULD I DO?
CATASTROPHIC	<ul style="list-style-type: none"> These are the worst conditions for a bush or grass fire If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control Spot fires will start well ahead of the main fire and cause rapid spread of the fire Embers will come from many directions Homes are not designed or constructed to withstand fires in these conditions The only safe place to be is away from bushfire risk areas 	<p>YOU NEED TO ACT NOW</p> <ul style="list-style-type: none"> Put your survival first and leave bushfire risk areas the night before or early in the day – this is your best option Act immediately – do not wait and see: <ul style="list-style-type: none"> leave now avoid forested areas, thick bush or long, dry grass take shelter if you cannot leave
EXTREME	<ul style="list-style-type: none"> These are very hot, dry and windy conditions for a bush or grass fire If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for firefighters to bring under control Spot fires will start and move quickly Embers may come from many directions Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety You must be physically and mentally prepared to defend in these conditions The only safe place to be is away from bushfire risk areas 	<p>YOU NEED TO GET READY TO ACT</p> <ul style="list-style-type: none"> Only stay with your property if you are prepared to the highest level. This means your home needs to have been constructed to bushfire protection levels eg. enclosed eaves, covers over external air conditioners, metal flyscreens etc. You must be well prepared and able to actively defend your home if a fire starts. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc. If you are not prepared to the highest level, leaving bushfire risk areas early in the day is your safest option
SEVERE	<ul style="list-style-type: none"> These are hot, dry and possibly windy conditions for a bush or grass fire If a fire starts and takes hold, it may be hard for firefighters to control Well prepared homes that are actively defended can provide safety You must be physically and mentally prepared to defend in these conditions 	<p>YOU NEED TO BE AWARE</p> <ul style="list-style-type: none"> Well prepared homes that are actively defended can provide safety. This means you have the right equipment and resources to put out fires around your home eg. enough water supply, petrol/diesel portable pump, generator, protective clothing etc.
VERY HIGH	<ul style="list-style-type: none"> If a fire starts, it is likely to be controlled in these conditions and homes can provide safety Be aware of how fires can start and reduce the risk Controlled burning may occur in these conditions if it is safe – check to see if permits apply 	<ul style="list-style-type: none"> Check your bushfire survival plan Monitor conditions Action may be needed Leave if necessary
HIGH		
LOW-MODERATE		



⚠ Fires can threaten suddenly and without warning.
 Watch for signs of fire, especially smoke and flames.
 Know your Fire Danger Rating and be aware of local conditions.
 Have your bushfire survival plan and kit ready.

📞 To seek information in the event of a major bushfire:

- Listen to local radio
- Visit www.dfes.wa.gov.au
- Call the Department of Fire and Emergency Services information line on **13 DFES (13 3337)**

📞 Call 000 to report a fire

3.4.5 Chief Fire Warden Procedures - Fire Alarm

The following Procedures are to be followed by the Chief Warden in the event of a Fire or Smoke Emergency raised by a Zone Warden, or other persons on site:

1. Collect the Warden Kit and don the White Helmet
2. Proceed to the Emergency Control Point – **In the Light/Sound Control Room**
3. On arrival, the Chief Warden then should determine the location of the Fire from Zone Wardens or other reporting person in the affected area by mobile phone or hand held radio.
4. If an Evacuation is required, ensure the following is carried out:
 - a. **CALL 000 and request assistance.**
 - b. **CALL the Town's Ranger Services and the Community Facilities Manager.**
 - c. **Activate the Siren immediately** and evacuate the affected area **ON FOOT ONLY**.
 - d. Consider Evacuating adjacent areas where required.
 - e. Keep all staff informed of the situation.
 - f. Receive reports from Zone Wardens on reports of the Evacuation.
 - g. Liaise with attending Emergency Services and provide all relevant information.
 - h. Obtain the All-Clear from the Officer-In-Charge of the attending Emergency Services and relay to Zone Wardens.
 - i. Conduct a Safety Check of the Site prior to building re-occupation.
 - j. When re-occupation is complete, stand down the Emergency Control Organisation.
 - k. Reset all equipment, vacate the Emergency Control Point and record details and times in an Incident Report.

If the Emergency Control Point is inaccessible due to the nature of the Emergency, the Chief Warden should nominate an alternative Emergency Control Point from which to operate.

If the nature of the Emergency dictates, the Officer-In-Charge of the attending Emergency Services may take control of the above duties. However, the Chief Warden **MUST** be notified of all actions and instructions for the purpose of informing the other members of the Emergency Control Organisation.

3.4.6 Zone Warden Procedures - Fire Alarm

The following Procedures are to be followed by the Zone Warden(s) in the event of a Fire or Smoke Emergency being raised by a Zone Warden, or other persons on site:

1. On discovery of the incident contact Chief Warden and advise of the situation. (Collect the Warden Kit & don the Red Helmet when convenient).
2. Evacuate personnel from immediate danger area to a safe location, and assist mobility-impaired persons (electric buggy maybe used) prepare for evacuation at an emergency exit.
3. Co-ordinate First-Aid response or initial fire suppression.
4. If evacuation is required, or the Evacuation Siren sounds, check all areas including offices, toilets and other areas to ensure no staff remain behind if safe to do so. Close all doors after check (do not lock). Place a green sticky dot on the door.
5. Turn off Air Conditioning.
6. Advise Chief Warden of any delays or any events that might delay the evacuation.
7. Lead the evacuees safely to the Muster Point when their particular Zone is clear.
8. Evacuate to Oceanic Drive if safe to do so.

3.4.7 Fire Ban / High Fire Danger

The Facility will be on bushfire alert on days when a total fire ban is in place for the Perth Metropolitan Area. Confirmation of the status of the fire danger / ban will be confirmed by the Chief Warden following DFES reports as early in the day as possible.

Catering equipment with a naked flame (eg; Pizza Oven) are banned from use when Fire Danger Rating reaches HIGH.

The Facility constantly checks radio ABC AM 720, and appropriate websites. Staff & Patrons are notified via the Fire Danger Rating Sign at the entrance and at the Café. The Chief Warden may elect to hold a meeting with all staff. Staff should not proceed off site without the Chief Warden's approval or without a Mobile phone; and must ensure they sign in / out.

3.4.8 Chief Warden Procedures - Fire Ban Day / High Fire Danger

Chief Warden must ensure the following:

- The whereabouts of all staff are known at all times.
- Catering equipment is not in use.
- No person is smoking.
- Conduct a Meeting when appropriate in the morning to notify all Staff that High Fire Danger / Fire Ban has been declared and discuss the Emergency Procedures including assembly instructions, signals and the need for silence during an emergency.
- All Staff mobile phones and Two Way Radios are charged and ready to use.
- Staff to ensure appropriate gates are unlocked.

3.5 EMERGENCY PROCEDURES - FIRE IN DISTRICT

3.5.1 Fire in District

If the Bushfire Information and Warning Messages issued by the Police and Emergency Services advise potential threat to safety for all Occupants, the Chief Warden will enact Emergency procedures for Patrons, Catering staff, Concert Organisers and Performers and initiate Emergency Evacuation to the emergency muster points using the Emergency Warning System. ***To keep access roads clear for emergency vehicles full evacuation to Oceanic Drive can only be made on foot. Use of vehicles is not permitted unless safe to do so.***

The Chief Warden will endeavour to keep in contact with the Towns Ranger Services and/or the other fire information sources such as DEFES, BGPA & Radio station ABC AM 720.

3.5.2 Chief Warden Procedures - Fire in District

Chief Warden must ensure the following:

- Contact DEFES or BGPA for most recent fire progress report.
- Contact the Town's Ranger Services and the Community Facilities Manager and advise of the fire progress report.
- A meeting will be held to inform all Staff, Catering Staff, Concert Organisers and Performers. It may be necessary to instigate the emergency evacuation procedures to the Emergency Muster Points.
- Advise Patrons of a WATCH AND ACT status via the PA System
- Area Wardens and all staff should carry out their assigned roles and responsibilities and any procedures listed above in the Fire Ban Day / High Fire Danger section that have not been previously completed.
- Discuss with all staff, Catering Staff and Concert Organisers the procedures if there is a change of conditions as advised by the appropriate Emergency Services.
- Encourage all staff to keep water bottles full throughout day.
- All Staff mobile phones and Two Way Radios are charged and ready to use.
- All Staff to assemble any appropriate personal belongings eg. mobile phones, wallets/purses.
- Advise appropriate staff to prepare the Building and Grounds by carrying out the following:
 - o Ensure all gates are unlocked.
 - o Ensure all external Gas cylinders are turned off.
 - o Ensure all Air conditioners are turned off.
- Continuously monitor official fire information from DEFES, BGPA, the Town's Ranger Services or radio station ABC AM 720.
- Advise all Staff to undertake continuous monitoring of external conditions of the surrounding area.
- Cancel any on site outdoor activities such as Concerts and Private Functions and initiate Evacuation Procedures if advised by Emergency Services.

3.6 EMERGENCY PROCEDURES - FIRE IMPACTING SITE

3.6.1 Fire Impacting on Site

If there is a direct threat to the Facility (eg fire in the building or adjoining scrub areas; or as a result of a bushfire warning message given to advise that a bushfire in the district presents a direct threat to the Facility grounds and building(s) or any other emergency, the Chief Warden will enact emergency procedures for Patrons, Catering staff, Concert Organisers and Performers. Emergency Evacuation to the Emergency Muster Points maybe initiated if safe to do so by using the Emergency Warning System. ***To keep access roads clear for Emergency vehicles full evacuation to Oceanic Drive can only be made on foot. Strictly no vehicles (cars, vans etc) can be used for evacuation. The venues electric vehicle maybe used to evacuate elderly or people with disabilities. If unsafe to occupy the Emergency Muster Points or proceed to Oceanic Drive then all persons should remain in the Auditorium and or Cavern.***

3.6.2 Chief Warden Procedures - Fire Impacting on Site

Chief Warden must ensure the following:

- Call 000 and request assistance.
- Contact the Town's Ranger Services and the Community Facilities Manager and advise of the fire and evacuation (if required).
- All Occupants will be advised by the appropriate emergency evacuation signal.
- Close all doors, windows, turn off air conditioners and open all gates.
- Zone Wardens follow the published Emergency Procedures as per Fire / Smoke Emergency and escort Patrons to the correct Emergency Muster Point if safe to do so.
- If safe to proceed to a full site evacuation, evacuate Patrons by foot to Oceanic Drive and ensure that no-one is left behind. The venues electric buggy can be used for elderly or persons with a disability.
- If unsafe to occupy the Emergency Muster Points then all person should remain in the Auditorium and or Cavern
- Remain with all Occupants and assist to ensure calm and order until the Emergency Services arrive to take control of Emergency.
- Staff to carry out the following:
 - o Ensure appropriate gates are unlocked.
 - o Ensure all external Gas cylinders are turned off.
 - o Ensure all air condition is turned off.
- Continuously monitor official fire information from DEFES, BGPA, the Town's Ranger Services or radio station ABC AM 720.
- Advise all Staff to undertake continuous monitoring of external conditions of the surrounding area

3.6.2 When Bushfire Front is Approaching or Passing and Evacuation is NOT Possible

- Using the PA or Loudhailer system the Chief Warden is to instruct all occupants in the Auditorium to use blankets to cover against ember attack.
- Turn on the Sprinkler System and wet the appropriate area according to the following Sprinkler zones. Refer to Map at retic control, located at Emergency Control Point.
 - o 1 Café Lawn - South & rows P & Q
 - o 2 Café Lawn North.
 - o 3 Auditorium Upper - Rows J to N - South
 - o 4 Auditorium Middle - Row C to H - North & South
 - o 5 Auditorium Lower - Rows A to C - North & South
- Occupants of the Cavern should remain in the Cavern.
- Close windows and doors, open all gates & turn off air conditioning systems.
- Staff stand by with Fire Extinguishers.
- Ensure calm, quiet, restricted movement; seat all Occupants (Children & Elderly in particular).
- Isolate any hysterical Occupants - if possible, to office area, designated First Aid area or the Cavern area.
- Provide regular and appropriate updates to all Occupants.
- Wait for the Arrival of the Emergency Services.

3.6.3 After Fire Front has Past

- When Emergency Services and / or Chief Warden judge that the fire front has passed and that the outdoor areas are safer and more comfortable than the Auditorium or Cavern, authorise exit from Auditorium and Cavern..
- Take First Aid kit and attendance lists
- Chief Warden to regularly advise the Town's Ranger Services of the current situation.
- Occupant health and well-being will be assessed by Area Wardens/ First Aid Officers and Staff and further support eg First Aid or counselling to be administered where appropriate.
- Nominated staff will remain on duty until Emergency Services deem it safe to reoccupy the Venue and all Patrons have left or been are collected from the nominated collection point (Oceanic Drive or Quarry Amphitheatre) as required.

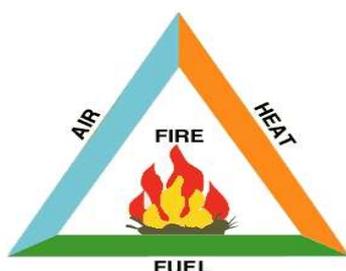
3.7 FIRE BEHAVIOUR

3.7.1 What is Fire?

FIRE is COMBUSTION.

COMBUSTION is the rapid oxidation of a substance with the evolution of Heat Energy and Light Energy; it is a Chemical Chain Reaction.

To start and maintain this reaction, **three basic factors** are essential. These are:



FUEL. Any substance or material, the vapours of which will combine with oxygen to burn. (Fuel can be a solid, liquid or gas).

OXYGEN (AIR). Normally from the atmosphere.

HEAT. Sufficient heat to cause combustion

3.7.2 How does Fire spread?

Fire spreads by the transmission of heat. There are three methods by which Fire spreads. These are:

1. **CONDUCTION.** Heat will travel through the body of a solid substance which is in contact with the source of heat.
2. **CONVECTION.** As air comes in contact with a source of heat, it becomes less dense, rises, and is replaced by cooler air. This cooler air is then heated, it rises and the cycle continues.
3. **RADIATION.** Heat travels in the same manner as light, therefore is capable of being blocked, reflected or focused.

3.8 EXTINGUISHMENT OF FIRES

To extinguish a fire, removal of one (or more) of the three basic factors (FUEL, OXYGEN and HEAT) must occur. This can be done by the following:

1. STARVING the FUEL. Removal of the Fuel from the Fire (if safe to do so)
2. SMOTHERING or REPLACING the OXYGEN. Either by smothering the Fuel preventing oxygen “feeding” the fire; or replacing the oxygen with another gas (specifically in the form of a Carbon Dioxide Extinguisher)
3. COOLING the HEAT. Reducing the temperature of the Fuel to below its ignition temperature.

3.9 CLASSES OF FIRE

There are six classes of fires;

CLASS A – Combustible solids such as paper, wood and plastics etc.

CLASS B – Combustible liquids such as petrol, oil and paint etc.

CLASS C – Combustible Gases such as LPG, Acetylene and Butane etc.

CLASS D – Combustible Metals such as Aluminium and Magnesium etc.

CLASS E – Energised Electrical Equipment.

CLASS F – Cooking Oils and Fats such as lard, vegetable oil and canola oil etc.

3.10 FIRE EXTINGUISHERS

3.10.1 Fire Extinguisher Types

There are five basic types of Fire Extinguishers in common use:

Water	Red	Paper, wood
Foam	Red with a Blue band	Paper & Liquids
Dry Chemical Powder	Red with a White band	All except Fats
Carbon Dioxide	Red with a Black band	Electrical Equip
Wet Chemical	Red with an Oatmeal (light brown) band.	Paper, Oils, Fats

Each type of Fire Extinguisher is effective on one or more types of Fire depending on the fuel source. If unsure on the operation, always read the instructions on the extinguisher before use. All staff should be familiar with the types and locations of all extinguishers in the workplace.

3.10.2 How to fight a Fire with a Fire Extinguisher

1. Do not panic – remain calm and think clearly
2. Warn everybody in your Area
3. Ensure the Chief Warden and DFES have been alerted
4. Determine the type of fire and the exact location
5. Select the correct type of Extinguisher
6. Employ the **PASS** method for correct operation:
 - a. Pull the Pin
 - b. Aim low at the base of the Fire
 - c. Squeeze the trigger handle
 - d. Sweep from side to side covering the entire area of the Fire



3.10.3 Fire Extinguishers Installed at the Quarry.

There are four Fire Extinguishers in use at the Quarry Amphitheatre. All are suitable for use on any combustible material except fat & oils (*Refer Extinguisher Types in 3.10.1*)

LOCATION	TYPE	IDENTIFICATION
1. Office	Dry Chemical Powder	Red with a White band
2. Cafe	Carbon Dioxide	Red with a Black band
3. Control Room	Carbon Dioxide	Red with a Black band
4. Cavern	Carbon Dioxide	Red with a Black band

3.11 FIRE BLANKETS

Fire Blankets are made out of Fire-resistant fabric and are used to smother flames caused by cooking or clothing fires. They should be located in the kitchen away from the stove. Once used to extinguish a fire they must be replaced with a new unit.

3.11.1 How to fight a Fire with a Fire Blanket

1. Ensure the source of the Fire has been turned off (eg. Gas) if safe to do so
2. Pull the tabs to release the Fire Blanket
3. Shake it open whilst holding the tabs, and ensure hands are covered with the Fire Blanket near the edge
4. Place the Fire Blanket carefully over the edge of the container to contain the Fire
5. Do not remove the Fire Blanket until the container is completely cool
6. In the case of a clothing fire, the casualty should be wrapped in the blanket and rolled on the ground



4.0 EMERGENCY RESPONSE - CODE BLUE

MEDICAL EMERGENCIES

4.1 GENERAL PROCEDURES

The possibility of a Medical Emergency has to be considered during the course of a normal working day. The ECO, building management and all staff must be prepared to take appropriate steps to assist the ill or injured.

First Aid trained Personnel should assist in Medical Emergency situations

If any person is made aware of a Medical Emergency, they should:

1. Dial Ambulance Service on 000 and provide details of the casualty's condition and location
2. Contact First Aid personnel and Zone Warden. Brief them on the situation and request their attendance
3. Always assess the scene for dangers before commencing First Aid assistance
4. The First Aid Personnel should render treatment commensurate with their level of training
5. DO NOT move the casualty, except to move them from imminent danger, so as to maintain a clear airway or to perform CPR
6. DO NOT leave a casualty unattended. First Aid personnel should remain with the casualty until relieved by a person with a higher level of skill and training (eg. Paramedic)

4.2 CHIEF WARDEN PROCEDURES – MEDICAL EMERGENCIES

1. Co-ordinate Emergency Response and ensure that Ambulance Service have been notified on 000
2. Ensure First Aid Response staff have been advised and are responding
3. Liaise with Zone Wardens in the Affected Area
4. Conduct an immediate area Evacuation in conjunction with Zone Wardens
5. Determine whether the casualty can be relocated to the designated First Aid room
6. Liaise with Ambulance staff and assist where required
7. Liaise with OH&S staff, First Aid response staff and Zone Wardens to ensure Incident/Accident report forms are completed

4.3 ZONE WARDEN PROCEDURES - MEDICAL EMERGENCIES

1. Co-ordinate immediate First-Aid response
2. Manage the casualty and the Casualty area in conjunction with First Aid staff
3. Ensure that Chief Warden and 000 have been notified
4. Conduct an immediate area Evacuation in conjunction with Chief Warden
5. If required and if possible, co-ordinate the movement of the casualty to designated First Aid room or an area for Ambulance pick-up

5.0 EMERGENCY RESPONSE - CODE PURPLE BOMB THREATS / SUSPICIOUS OBJECT PROCEDURES

5.1 GENERAL INFORMATION

A Bomb threat is a situation where an explosive device, or an object with unknown contents, has been placed or threatened to be placed in a building or facility. When a threat is received it is to be treated as if it was genuine until all assessment procedures have been completed.

5.2 BOMB THREAT RISK ASSESSMENT

If a Bomb or Suspicious Object has been located, a realistic assessment of the risk to building occupants should be undertaken. The size of the object will provide clues as to the potential damage that may be expected, depending on the nature of the package, the danger of explosion or the release of a substance.

Where the contents are unknown, an explosive device should be assumed.

One of the key goals of a threat is to disrupt business and create anxiety and confusion. Automatic evacuations can provide instant gratification to the person making the threat.

It is becoming more common practice internationally to keep staff **inside** the building during a potential bomb threat incident, or to only evacuate staff that are at an immediate risk. Depending on the size and location of the device, the building can actually provide significant protection to the occupants.

5.3 THREAT ASSESSMENT

Bomb or other threats may be in one of the following forms:

- Written Threat
- Telephone Threat
- Suspicious Object
- Suspect Item of Mail

Threats may be either:

- SPECIFIC where the caller provides detailed information (eg. Type and location of device); or
- NON-SPECIFIC where very little detail is given at all. This is the more common type, but neither type should be immediately discredited without investigation.

There are generally two types of person who make threats:

- THE HOAXER. This person is calling as either a prank or to disrupt your business, with threats that are usually non-specific in nature, spur of the moment and poorly planned;
- SOMEONE WITH SERIOUS INTENT. This person has planned the call, and wants to seriously cause the maximum disruption to your business. Their calls are usually more specific, with plenty of detail.

5.4 SUSPICIOUS OBJECTS

As with Bomb Threats, these must be treated seriously as they have been used in other countries by terrorists, however it is more likely that the object has been left there for some innocuous reason.

Objects that may be suspicious are:

- Bags or boxes left in traffic areas including stairwells, evacuation routes or reception areas
- Objects that are not immediately recognisable, or that do not belong in that environment
- Items that appear to have been hidden

5.5 BOMB THREAT and SUSPICIOUS OBJECTS – SPECIAL CONSIDERATIONS

5.5.1 Primary Duties

It is important to remember that the Primary duty of all Wardens when dealing with a Bomb Threat or Suspicious Object is NOT to combat the Emergency, but to ensure, as far as is practicable, the safety of the building occupants and their orderly evacuation from the danger zone.

5.5.2 Searching for Suspicious Objects

Generally, the only searches that will be conducted will be of evacuation and egress routes, and assembly areas. However, there may be times where a more thorough search is required. The most suitable people on site for searching for a Bomb or Suspicious Object are Fire Wardens; and to a lesser extent general occupants. At all times, the Chief Warden must be in control of the search at the Emergency Control Point (EWS area).

5.5.3 Bomb Threat / Suspicious Object Checklist

Ensure that all occupants have a copy of a “Bomb Threat Checklist” close by all site telephones for telephone Threats; and close by Computer Terminals for e-mail threats.

5.5.4 SUBSTANCE THREATS

Emergency Response Procedures for Substance Threats are identical to Bomb Threat Procedures.

5.6 CHIEF WARDEN PROCEDURES - BOMB THREAT/SUSPICIOUS PACKAGE:

1. Proceed to the Control Point, don White Helmet
2. Evaluate the information received and assess the risk to staff and visitors
3. Contact Police on "000" immediately to advise the threat
4. Determine the required action in consultation with Police and advise all wardens via and held two way radio and all occupants via the PA system. This will be one of four options:

5.6.1 Immediate Evacuation.

This option is required if the Chief Warden considers the situation to be High-Risk with the possibility of an imminent explosion.

Advise all Fire Wardens to evacuate the building occupants via the nearest exit immediately via the PA system. If the Bomb or Suspicious object is located, co-ordinate with Zone Wardens to exclude the affected area from evacuation activities and announce the situation on the PA system.

5.6.2 Partial Evacuation and Search.

This option is available if the Chief Warden considers the situation to be of a Moderate Risk with no reason to believe an explosion is imminent.

Advise the Zone Warden(s) in the affected area to evacuate the building occupants via the nearest exit. Advise the Zone Wardens to conduct a basic search of Emergency Exits and Evacuation Routes ONLY. All other areas in the building must remain on standby, ready to evacuate.

1. If no object is found: Proceed to Step 8.
2. If object IS found: Proceed to Step 5.

5.6.3 Initial Search and Evacuate if required.

This option is available if the Chief Warden considers the situation to be of a Low Risk with no reason to believe an explosion will occur.

Advise the Zone Wardens in the affected area to conduct a basic search of Emergency Exits and Evacuation Routes ONLY.

3. If no object is found: Proceed to Step 8.
4. If object IS found: Proceed to Step 5.

5.6.4 Disregard Threat.

This option is available if the Chief Warden considers the situation to be of a Low Risk – most likely a Prank or Hoax. No Evacuation required. Proceed to Step 9.

5. Evacuate if required using the Siren/PA system. Ensure Affected Area Emergency Exits are excluded from Evacuation activities.
6. Contact the Chief Warden of all Neighbouring facilities and advise the situation
7. Ensure Zone Wardens have evacuated all occupants; and can account for all Building Occupants once at Assembly Areas
8. In conjunction with Emergency Services, "All Clear" can be given when satisfied the Building is safe for re-occupation.
9. Re-occupy building and resume normal duties.

5.7 ZONE WARDEN PROCEDURES – BOMB THREAT/SUSPICIOUS PACKAGE

The Zone Wardens in the Affected Area should conduct a Partial Evacuation of the area, and contact the Chief Warden immediately. Provide as much information as is available relating to the Emergency. These particular Wardens will then proceed to Step 1.

1. Proceed to the designated Warden area, don Red Helmet
2. Await Chief Wardens instructions. This will be one of four options:

5.7.1 Immediate Evacuation

This option is required if the Chief Warden considers the situation to be High-Risk with the possibility of an imminent explosion.

Advise all occupants to evacuate via the nearest exit immediately. If the Bomb or Suspicious object is located, co-ordinate with Chief Warden to exclude the affected area from evacuation activities.

5.7.2 Partial Evacuation and Search.

This option is available if the Chief Warden considers the situation to be of a Moderate Risk with no reason to believe an explosion is imminent.

Advise all occupants to evacuate via the nearest exit immediately. Co-ordinate with other Zone Wardens to conduct a basic search of Emergency Exits and Evacuation Routes ONLY.

1. If no object is found: Proceed to Step 7.
2. If object IS found: Proceed to Step 5.

5.7.3 Initial Search and Evacuate if required.

This option is available if the Chief Warden considers the situation to be of a Low Risk with no reason to believe an explosion will occur.

Co-ordinate with other Zone Wardens to conduct a basic search of Emergency Exits and Evacuation Routes ONLY.

3. If no object is found: Proceed to Step 7.
4. If object IS found: Proceed to Step 5.

5.7.4 Disregard Threat.

This option is available if the Chief Warden considers the situation to be of a Low Risk – most likely a Prank or Hoax.

No Evacuation required. Proceed to Step 7.

5. Carry out Evacuation as per Chief Wardens instructions (if required). Ensure Affected Area Emergency Exits are excluded from Evacuation activities.
6. Ensure all occupants have been evacuated and are accounted for once at Muster Points
7. Once “All Clear” has been given by Chief Warden, re-occupy building and resume normal duties.

**Remember you are looking for something that doesn't belong or fit into the surroundings
DON'T MOVE IT! DON'T TOUCH IT!**

5.8 BOMB THREAT CALL CHECKLIST

BOMB THREAT CALL CHECKLIST

Keep the caller on the telephone, if possible. Write down as much information as you can obtain.

QUESTIONS TO ASK

EXACT WORDING OF THREAT

1. When is bomb going to explode?

2. Where is it right now?

3. What does it look like?

4. What kind of bomb is it?

5. What will cause it to explode?

6. Did you place the bomb?

7. Why?

8. What is your address?

9. What is your name?

Sex _____

Age (approx.) _____

Length of call _____

6.0 **EMERGENCY RESPONSE - CODE YELLOW** **SEVERE WEATHER / LIGHTNING**

6.1 **THUNDERSTORM / LIGHTNING RESPONSE**

The presence of Lightning is a safety risk. There are a number of factors that need to be considered, such as the surrounding environment and structures.

Being an Outdoor Facility with spacious grounds, this may pose a greater risk in Lightning conditions however the Quarry does have a lightning arrestor pole located on the Café lawn.

6.1.1 **Evacuation Actions Required**

Advanced information of a severe thunderstorm can be obtained from the Bureau of Meteorology website, www.bom.gov.au and a meeting between the Chief Warden and the Event Organiser must be held immediately to determine if the event should be cancelled. If the event is deemed too risky to proceed then non-emergency evacuation may commence.

If a severe thunderstorm occurs without advanced notice, then use of the “Flash-Bang” method, by measuring the time between a lightning flash and the thunderclap, to estimate the distance away from the thunderstorm.

When lightning is less than 10km away, all occupants should be moved inside the Cavern Facility, where possible or moved to their vehicles and remain stationary until the storm passes. Gazebos, marquees and trees are NOT sufficient protection from a lightning strike.

NOTE: A “Flash-Bang” measurement of approximately 30 seconds indicates that the lightning is 10km away. A measurement of 30 seconds or less requires that immediate action be taken.

6.1.2 **Resuming Outdoor Activities**

According to the National Lightning Safety Institute, more lightning originates from the back edge of a Thundercloud than from the front side, making outdoor activity resumption decisions difficult.

Due to the nature of the Quarry Amphitheatre and the events held there, any evacuation or cessation of an event will by default cancel the event and resumption of the event is not possible.

After a storm has passed Patrons should be instructed to leave the facility, Contractors can pack down equipment and venue staff should continue to monitor the weather for changes as storm activity could return.

6.2.3 **Electrical Equipment**

Electrical equipment should not be used. The use of portable, battery-powered PA systems eg: The Loudhailer, may be used during an approaching storm or during a storm event. Since fixed-installation PA system is located in the truss structure it may be struck by lightning and should not be used. Theatre and House lights can remain on. Phone communications should be restricted to mobile phones. Fixed (land line) telephones and Computers should not be used during electrical storms.

6.1.4 First Aid

Anyone struck by lightning should be rescued as soon as it is safe to do. The safety of the Rescuers should be considered. The casualty should be moved to a covered area, assessed and treated. Refer to Section 4.4

6.1.5 Monitoring

If there are area weather warnings issued, they should be monitored by radio, telephone or internet, if and when safe to do so. Detailed monitoring is available through the Bureau of Meteorology of Western Australia, www.bom.gov.au

6.2 EMERGENCY PROCEDURES - THUNDERSTORM / LIGHTNING

6.2.1 Chief Warden Procedures

1. Proceed immediately to the Emergency Control Point to co-ordinate the emergency. (Don the White Helmet when convenient).
2. Attempt to determine the type and cause of the Emergency and location (if safe).
3. Contact all Zone Wardens and advise the appropriate course of action (eg. – Evacuation).
4. If an Evacuation is required, ensure the following is carried out:
 - a. **Activate the Siren immediately** and Evacuate the affected area .
 - b. Consider Evacuating adjacent areas where required.
 - c. Where practicable, evacuate Patrons from Zone A to their vehicles.
 - d. Where practicable, evacuate Patrons from Zone B to the Cavern.
 - e. Keep all staff informed of the situation.
 - f. Receive reports from Zone Wardens on reports of the Evacuation.
 - g. Liaise with attending Emergency Services if in attendance.
 - h. Seek weather report updates from Radio, phone or internet.
 - i. Obtain the All-Clear from the Officer-In-Charge of the attending Emergency Services and relay to Zone Wardens.
 - j. Conduct a Safety Check of the Site prior to building re-occupation.
 - k. When Storm has passed, stand down the Emergency Control Organisation and instruct Patrons to vacate the venue.
 - l. Reset all equipment, vacate the Emergency Control Point and record details and times in an Incident Report.

6.2.2 Zone Warden Procedures

1. On discovery of the incident contact Chief Warden and advise of the situation. (Don the Red Helmet when convenient).
2. Evacuate personnel from immediate danger area to a safe location, and assist mobility-impaired persons prepare for evacuation at an emergency exit.
3. Co-ordinate any First-Aid response.
4. If evacuation is required, or the Evacuation Siren sounds, evacuate Patrons from Zone A to their vehicles and evacuate Patrons from Zone B to the Cavern . Close all doors after check (do not lock). Air Conditioners can remain on.
5. Advise Chief Warden of any delays or any events that might delay the evacuation.

7.0 EMERGENCY RESPONSE - CODE BLACK

PERSONAL THREAT/LOCKDOWN

7.1 ARMED INTRUSION/THREAT/HOLD-UP

7.1.1 General Information

Armed robbery is becoming a common experience in today's society. As banks, credit unions and other institutions are becoming less of a target due to the presence of security personnel and electronic surveillance, other businesses with cash flow are now targeted more often. Cash is kept in the Quarry's Café, Box Office and in a safe located in the Office.

The Quarry Amphitheatre holds a Special Facilities Liquor License. This provides for the sale and consumption of alcohol on site two hours prior to any event, during the event and one hour after the event. The License also allows the Patrons attending a concert to B.Y.O alcohol. No alcohol can be consumed after midnight Monday to Saturday and after 10:00pm on Sundays. Excessive alcohol consumption may trigger remonstrations against decisions such non-admittance, cessation of a private event, noise complaints or refusal of drinks service. In these instances careful consideration should be given to the method and style of delivery of unpopular decisions. While the Liquor License is managed by the Town's Catering Contractor via the Licensed Manager, employees who may be subjected to such incidents should be given instruction to ensure their safety.

All events are managed operationally by the Chief Warden. It should be noted that Zone Wardens are present at all public events but are **NOT** present at private events. The sale and consumption of alcohol from the Café, in the Auditorium and at private events is managed by the Licensed Manager. At selected public events such as New Year's Eve and at **ALL** private functions a minimum of two Security Personnel are contracted for support in upholding unpopular decisions. In any situation, a person with a "grudge" against the Town, Staff, the Venue or Catering Staff may attempt to use physical violence or intimidation to achieve an outcome.

7.1.2 Armed Intruder Procedure

If you are confronted by an armed intruder, you should attempt to do the following:

1. Obey the intruder's instructions.
2. Remain calm.
3. Do not take any action to excite or irritate the intruder.
4. Hand over cash and valuables on request.
5. Attempt to make a mental note of the intruder's attributes: description, clothing, speech, scars, tattoos etc.
6. If able to operate without alerting the offender, activate the portable duress alarm located on the key rack in the office.
7. Call 000 and ask for assistance as soon as possible.
8. DO NOT GIVE CHASE

7.1.3 When the intruder departs:

1. Notify the immediate supervisor in that area
2. Dial 000 and provide the Police with details of the incident. Details required by the Police will include (but not be limited to):
 - a. Your name
 - b. Location
 - c. Description of the offender, and if possible description of car and direction of travel

7.2 DISORDER AND ILLEGAL OCCUPANCY**7.2.1 Guidelines**

Excessive drinking, noise, disruptive behaviour and unpopular decisions (eg: refusal of drinks service or admittance) may lead to remonstrations by individuals or small groups which could threaten the security of adjacent Patrons and Staff involved. In all instances, the Chief Warden and on-site Licensed Manager must be informed.

7.2.2 Responsibility

The building's Emergency Control Organisation (ECO) and Licensed onsite Manager should co-ordinate the response to an incident until the arrival of the Police, to whom they should provide as much assistance as required.

7.2.3 Chief Warden Procedures - Disruptive Behaviour

1. Ask the person(s) to be calm and respect others space and right to enjoy the event.
2. As best as possible, confine the presence of remonstrators to the Café outside of the Auditorium or the Cavern. Do not attempt to physically restrain anyone.
3. As best as possible restrict contact between the Patrons in the Auditorium and remonstrators.
4. Alert other members of the Emergency Control Organisation (ECO) and the Licensed Manager.
5. Instruct the Licensed Manager to cease alcohol service to the person(s) involved if required.
6. Make a unanimous decision between the Chief Warden and the Licensed Manager whether to ask the person(s) to leave the venue.
7. Instruct the Security Personnel to evict the person(s) involved. Do not use physical contact.
8. If the situation becomes threatening, violent or the person(s) refuse to leave the venue then Call Police (000) and ask for assistance.

If an emergency situation occurs and the remonstrators are within your area of responsibility, the remonstrators should be warned of the situation and requested to evacuate according to normal emergency procedures. If the remonstrators refuse to comply, advise the Police that the remonstrators have refused to evacuate.

7.3 HOSTAGE SITUATIONS

Any persons finding themselves in a hostage situation should prepare themselves for a long delay. Rash actions at any stage may lead to the injury or death of hostages.

Remember – the Emergency Services will have your safety as their most important priority

7.3.1 Hostage Situation Procedure

1. Do exactly what you are instructed by the hostage takers.
2. Be as calm as possible.
3. Appoint a spokesperson (if there are multiple hostages).
4. Advise the hostage takers of any persons with medical conditions or requiring medical attention as soon as possible.
5. Ask permission of the hostages to attempt to pacify any hostages in shock or those who are panicking.
6. Attempt to ease tension by conducting a quiet conversation and establishing a rapport.
7. Request that the hostages be allowed to sit down and use toilet facilities.

7.3.2 Hostage Situation **DO NOT**

1. Argue.
2. Ask for too many favours.
3. Allow talking among multiple hostages.
4. Allow anyone to be a “hero”.

8.0 **EMERGENCY RESPONSE - CODE BROWN**

EXTERNAL EMERGENCIES PROCEDURES

8.1 EARTHQUAKES

Earthquakes typically occur along the boundaries of the dozen major tectonic plates that make up the surface of the earth’s crust. Australia does not sit directly on a plate boundary so the risk faced is from an *intra-plate* earthquake rather than a *boundary plate* earthquake.

Intra-plate earthquakes are typically less frequent and less destructive than an boundary plate earthquakes, but should still be taken seriously. The most active region in Western Australia is the South West Seismic Zone (SWSZ) and encompasses the bulk of the Wheatbelt region.

8.2 EARTHQUAKE PROCEDURE – All Occupants

8.2.1 General Information

Generally the safest place to be is in the open – away from buildings. However if you are in a building when the earthquake strikes, you should not attempt to run from the building.

Outside you may be met with falling debris and power lines. It is much safer for you to remain in the building.

The Quarry however is a unique venue having few buildings and no overhead power lines. It should be noted that both building structures (the Cavern and the Office/Café/Toilet) are both made from solid reinforced concrete and are sound with respect to the general advice not to run from a building during an Earthquake.

The Quarry's limestone walls however pose quite a different scenario as they exhibit inconsistencies in hardness and in places are extremely very soft and potted with solution cavities. Regular geological assessments are undertaken on the Quarry's walls and reports advise of continued moderate movement, differing directions of sedimentary lines from wall to wall, fragility, erosion, and differing levels of hardness. As such the structural integrity of the Quarry's Limestone walls are unknown and should be treated with extreme caution in the event of an Earthquake.

8.2.2 State Emergency Service guidelines for earthquakes are as follows:

1. Remain calm
2. Move away from windows and external walls
3. Do not use lifts
4. Keep away from mirrors, light fittings, bookcases and other furniture which may fall or slide
5. If possible, take cover under a desk from falling debris; or move to an internal corner of a room, sit down and protect yourself as best as possible

REMEMBER: DO NOT ATTEMPT TO RUN FROM THE BUILDING

8.2.3 Additional Considerations for the Quarry Amphitheatre

1. Stay clear of Limestone walls.
2. Evacuate to Muster points as soon as possible.

8.2.4 Once the Earthquake tremor has stopped:

1. Look around for injured persons and reassure others in your area.
2. Do not enter the Auditorium.
3. Ensure stairwells are safe before moving through them.
4. Keep all persons away from the Quarry walls at all times
5. Beware of *Aftershocks*

8.2.5 Emergency Systems Failure

There is a high probability that Emergency Systems will fail in the event of an Earthquake. Attempt all communications by Mobile Telephone, or two-way radio or by a message runner if safe to do so. (*Land Line telephones will more than likely be non-operational*)

8.3 WARDEN EMERGENCY PROCEDURES

8.3.1 Chief Warden Procedures

The Chief Warden will activate the Emergency Control Organisation (ECO) into action, as soon as possible upon the Earthquake.

The ECO duties in the event of an Earthquake include:

1. Initiate immediate evacuation with Zone Wardens to Muster Points.
2. Assessing injured personnel and damage to the property.
3. Ensuring First Aid is given to those injured.
4. Notification of the Emergency Services and relevant Authorities.
5. Shutdown of Electrical appliances, if safe to do so.

8.3.2 Actions of ECO and/or affected staff if unable to leave the Auditorium

The Warden or most suitable person shall carry out the following:

1. Assemble all persons in the centre of the Auditorium.
2. Identify and co-ordinate the use of all operating means of communication.
3. Identify and consolidate all sources of water and food.
4. Allocate duties to persons to communicate with the outside, remove debris etc. if safe to do so.

8.4 BUILDING DAMAGE

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Experience has shown that a range of potential causes exist including severe weather, motor vehicle collision into the building, explosions and internal failure.

8.4.1 Building Damage - All Occupants

1. Take immediate refuge under desks, benches or doorframes etc.
2. Stay clear of filing cabinets, shelves and bookcases etc.
3. Maintain refuge until structural safety checks are complete
4. DO NOT SMOKE, USE MATCHES OR LIGHTERS

8.4.2 Chief Warden Procedures

1. Notify Emergency Services, The Town's Ranger and the Community Facilities Manager.
2. Contact Zone Wardens to carry out injury and building safety checks and report back.
3. When safe to do so commence evacuation

8.4.3 Zone Warden Procedures

1. Organise assessment of injury and damage in your area/floor
2. Provide injury and damage report to the Chief Warden and be prepared to commence evacuation
3. Commence evacuation when directed by the Chief Warden. Check Emergency Exits and stairwells for damage
4. Assist people to the Evacuation Assembly Area(s)

9.0 EMERGENCY PROCEDURES - CODE ORANGE

BUILDING EMERGENCY GENERAL EVACUATION PROCEDURES

9.1 WHEN AN ANY EVACUATION IS ORDERED

1. Always attempt to communicate with the Chief Warden & Zone Wardens, but if the evacuation alarm and message sounds, EVACUATE IMMEDIATELY.
2. If safe to do so, check the area to make sure no-one is left behind.
3. Always check the Evacuation Route to ensure it is safe to enter.
4. Never allow anyone to carry anything into the Evacuation Route, unless otherwise directed by the Chief Warden or Zone Warden for that Area. Occupants may take personal items such as purses, wallets, mobile phones and keys (IF SAFE TO DO SO).
5. Always be aware of mobility-impaired people and assist them as required.
6. If a mobility-impaired person is to be left in a refuge, ensure a responsible person remains with them at all times. Ensure that the Chief Warden and Emergency Services of their location and impairment as soon as possible.

9.2 ARRIVAL AT THE MUSTER POINT

1. Check with other Zone Wardens to ensure that all areas have been evacuated.
2. Establish communications with the Chief Warden if possible.

10.0 TRAINING SCHEDULE

10.1 GENERAL

Where specific Training is required as per AS 3745 - 2010, Quarry Amphitheatre use External Providers to supply the appropriate training. This Training shall include:

1. Chief Fire Warden Training
2. Zone Fire Warden Training
3. First Attack Fire Extinguisher Training
4. Fire Extinguisher Refresher Training
5. Other Emergency Response or Safety Training as required

10.2 TRAINING REQUIREMENTS & FREQUENCY

10.2.1 Chief Fire Warden

Where a staff member has been nominated to fill the role of Chief Fire Warden, the staff member must undergo the following training:

1. Confine Small Workplace Emergencies Training (Fire Extinguisher Training) Nationally-Accredited course code – PUAWER008A; OR the equivalent Awareness Course.
2. Operate as part of an Emergency Control Organisation (Fire Warden Training) Nationally-Accredited course code – PUAWER005B; OR the equivalent Awareness Course.
3. Lead an Emergency Control Organisation (Chief Fire Warden Training) Nationally-Accredited course code – PUAWER006B; OR the equivalent Awareness Course.

The Chief Warden must participate in an Emergency evacuation exercise at intervals not greater than 12 months.

The Chief Warden must participate in a skills retention session at intervals not greater than 6 months and can include (but not be limited to) the following:

1. Emergency evacuation exercises
2. Reviewing of Emergency Control Organisation roles and responsibilities
3. Reviewing of Communications system operation

NOTE:

1. The Chief Fire Warden must participate in Emergency Control Organisation meetings at intervals not greater than 12 months;
2. The Chief Fire Warden must participate in Emergency Planning Committee meetings at intervals not greater than 12 months

10.2.2 Zone Warden

Where a staff member has been nominated to fill the role of Zone Warden, the staff member must undergo the following training:

1. Confine Small Workplace Emergencies Training (Fire Extinguisher Training) Nationally-Accredited course code – PUAWER008A; OR the equivalent Awareness Course.
2. Operate as part of an Emergency Control Organisation (Fire Warden Training) Nationally-Accredited course code – PUAWER005B; OR the equivalent Awareness Course.

The Zone Warden must participate in an Emergency evacuation exercise at intervals not greater than 12 months.

The Zone Warden must participate in a skills retention session at intervals not greater than 6 months and can include (but not be limited to) the following:

1. Emergency evacuation exercises
2. Reviewing of Emergency Control Organisation roles and responsibilities
3. Reviewing of Communications system operation

NOTE: The Fire Warden must participate in Emergency Control Organisation meetings at intervals not greater than 6 months;

10.2.3 First Attack Fire Extinguisher operator

Where a staff member has been nominated to fill the role of First Attack Fire Extinguisher operator, the staff member must undergo the following training:

Confine Small Workplace Emergencies Training (Fire Extinguisher Training) Nationally-Accredited course code – PUAWER008A; OR the equivalent Awareness Course.

The First Attack Fire Extinguisher staff member must participate in a skills refresher session at intervals not greater than 2 years. This must include the use of Fire Extinguishers and Fire Blankets.

10.2.4 General Occupant / Staff member

The General Occupant / Staff member must participate in a skills retention session at intervals not greater than 12 months and can include (but not be limited to) the following:

1. Emergency evacuation exercises
2. Procedures for specific emergencies contained in the Emergency Response Procedures
3. Identification of Emergency Control Organisation members

11.0 REFERENCES

AS3745-2010: PLANNING FOR EMERGENCIES IN FACILITIES

CIVIL LIABILITY ACT (WA) 2002, Section 1D, Paragraph 5AD

OS&H REGULATIONS 1996

- Emergency Egress
- Fire Precautions

**METROPOLITAN WATER SUPPLY SEWERAGE & DRAINAGE
BY-LAWS 1981**