



Town of
Cambridge

QUARRY AMPHITHEATRE

EMERGENCY PLAN

HEAD OFFICE

1 Waldron Drive,
CITY BEACH 6015
WESTERN AUSTRALIA

CHIEF FIRE WARDEN

Karen Langford
Office: 08 9383 8903
Mobile: 0427 578 057

PHONE NUMBER

08 9383 8903

DOCUMENT OWNER

Town of Cambridge

Quarry Amphitheatre is a Non-Smoking Facility

**(PLEASE ENSURE THERE IS AT LEAST
ONE PRINTED COPY OF THIS PLAN ON DISPLAY)**

**DOCUMENT
PREPARED &
POWERED BY**



WA FIRE
TRAINING, SERVICES & EQUIPMENT
Workplace Emergency Solutions

FIRE / SMOKE
CODE RED

EVACUATION
CODE ORANGE

INTERNAL
CODE YELLOW

PERSONAL THREAT
CODE BLACK

BOMB
CODE PURPLE

EXTERNAL
CODE BROWN

MEDICAL
CODE BLUE

INTRODUCTION

The Town of Cambridge is committed to being a safe environment, that is trained and prepared for all emergency situations. The Town of Cambridge – Quarry Amphitheatre is striving to be an industry leader in **Emergency Preparedness and Response**.

All information in the Emergency Plan is to the Australian Standards. The Australian Standard adhered to in this Emergency Plan is:

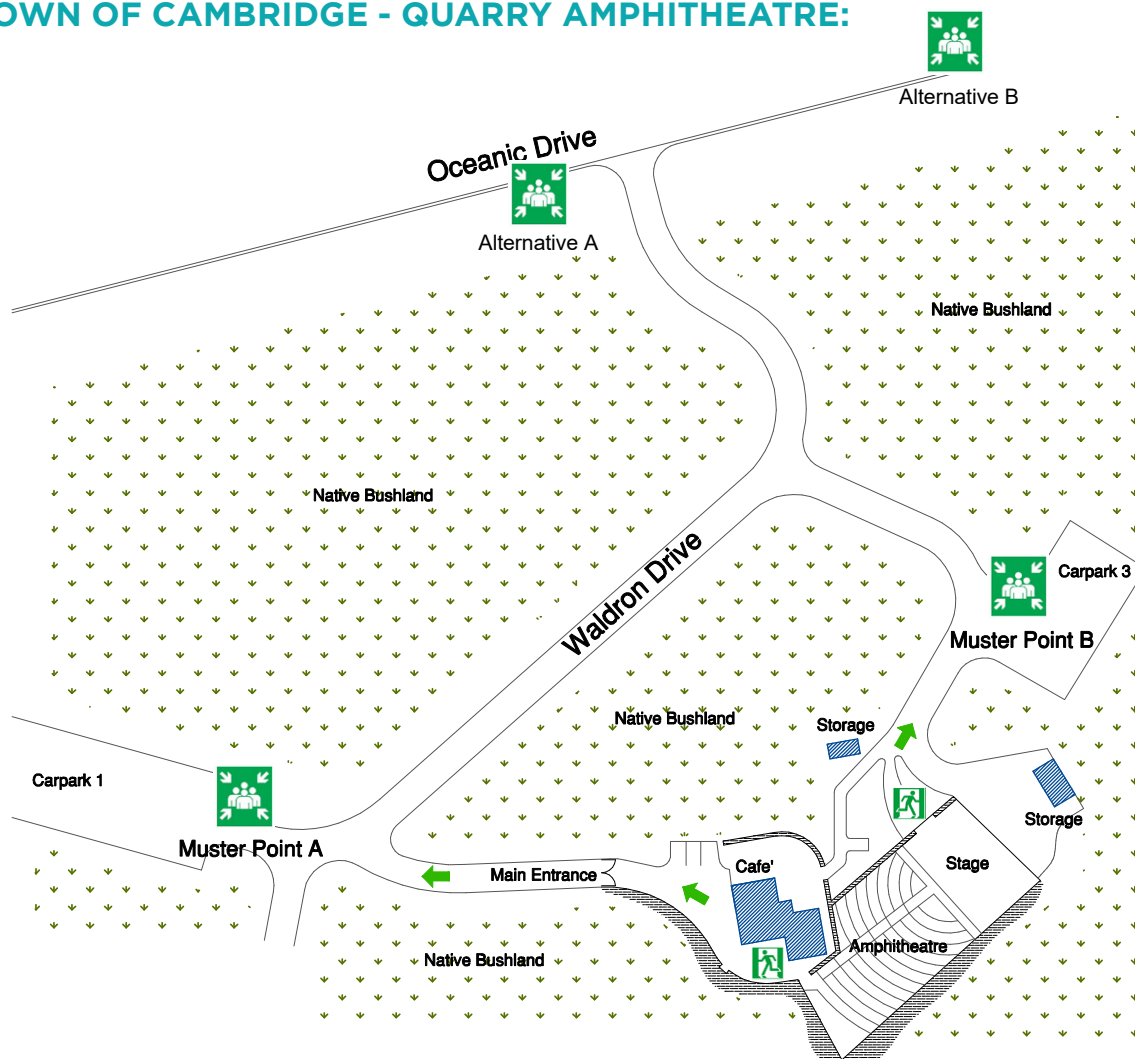
AS3745 – 2010 Planning for Emergencies in Facilities

It is important that the Town of Cambridge – Quarry Amphitheatre staff are aware that there is an Emergency Plan, the location of the Emergency Plan and the information within the Emergency Plan. Staff shall familiarise themselves with the content, policies, procedures and actions outlined within the Emergency Plan.

The Town of Cambridge – Quarry Amphitheatre has a responsibility to its employees to provide training to:

- All Emergency Control Organisation (ECO) members, including nominated positions, to be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures.
- Where first attack firefighting is included in the emergency procedures, training shall be provided to enable staff to competently execute their duties.
- All staff working at the Town of Cambridge – Quarry Amphitheatre shall receive training to enable them to act in accordance with their role as outlined in the Emergency Plan.

TOWN OF CAMBRIDGE - QUARRY AMPHITHEATRE:



CONTENTS

1) PURPOSE	4
2) SCOPE	4
3) DISTRIBUTION OF THE EMERGENCY PLAN	4
4) EMERGENCY CONTROL ORGANISATION	4
5) TOWN OF CAMBRIDGE - QUARRY AMPHITHEATRE EMERGENCY CONTROL ORGANISATION	5
6) AUTHORITY AND INDEMNITY	7
7) TRAINING RECORDS	8
8) EVACUATION DIAGRAM	10
9) EMERGENCY ASSEMBLY AREA	13
10) BUILDING EMERGENCY EVACUATION PROCEDURES	14
11) BUSHFIRE EMERGENCY EVACUATION PROCEDURES	15
12) EMERGENCY RESPONSE EQUIPMENT	17
13) PERSONNEL REQUIRING ASSISTANCE DURING AN EMERGENCY	18
14) EMERGENCY CONTACT NUMBERS	19
15) PROCEDURES FOR SPECIFIC EMERGENCIES	20
Red	21
Orange	25
Yellow	27
Black	29
Purple	32
Brown	35
Blue	37
No Colour	38
16) APPENDICES	
Evacuation Report Form	40
Intruder Identification Checklist	42
Bomb Threat Checklist	46
Personal Emergency Evacuation Plan (PEEP)	48
Emergency Evacuation Exercise Observer's Checklist	50
Hazard, Accident, Incident & Risk Report Form	51
Missing Person Flow Chart	55
Emergency Contact Numbers	56
Notes	57

1 PURPOSE

The purpose of the Emergency Plan is to outline the emergency response procedures for all occupants in case of an emergency at the Town of Cambridge – Quarry Amphitheatre. The Town of Cambridge – Quarry Amphitheatre is made up of four (4) key areas located at:

1 Waldron Drive, CITY BEACH WA 6015

- Café, Amenities & Staff Office
- Amphitheatre
- Stage & Area Below
- Bushland (20ha)

The Emergency Plan is designed to ensure that the Town of Cambridge – Quarry Amphitheatre is properly prepared for all emergencies, in accordance with and meeting the requirements of Australian Standard 3745-2010 Planning for Emergencies in Facilities.

2 SCOPE

This Emergency Plan applies to all the buildings and surrounding grounds, occupants, including but not limited to staff, contractors and visitors to the Town of Cambridge – Quarry Amphitheatre.

3 DISTRIBUTION OF EMERGENCY PLAN

The Emergency Plan must be printed and accessible for all personnel attending the Town of Cambridge – Quarry Amphitheatre buildings and grounds. This information will be located in the staff office.

All members of the Emergency Control Organisation (ECO) should have a copy of the Emergency Plan. Ensuring they understand it and understand the roles and responsibilities of all parties.

4 EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) is responsible for ensuring the safety of all occupants including but not limited to staff, contractors and visitors to the Town of Cambridge – Quarry Amphitheatre. The Town of Cambridge – Quarry Amphitheatre Emergency Control Organisation (ECO) shall include a Chief Warden, Deputy Chief Wardens and Fire Wardens if applicable.

Emergency Control Organisation	Helmet & Vest Colour	Name or Position
Quarry Amphitheatre - Chief Warden	White & White	Karen Langford
Quarry Amphitheatre – Deputy Chief Warden (1)	White & White	Chan Philla
Quarry Amphitheatre – Deputy Chief Warden (2)	White & White	Nicola Rossetti
Quarry Amphitheatre – Deputy Chief Warden (3)	White & White	Graham McLuskie
Quarry Amphitheatre - Fire Wardens	Red & Red	Usher
Quarry Amphitheatre - Assembly Officer (if applicable)	Yellow & Black	Nominated Person

5 TOWN OF CAMBRIDGE - QUARRY AMPHITHEATRE EMERGENCY CONTROL ORGANISATION (ECO)

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Town of Cambridge – Quarry Amphitheatre Emergency Control Organisation (ECO) include: **PRE-EMERGENCY**

Chief Warden

- Ensure a minimum of one (1) evacuation exercise per year is completed.
- Ensure emergency response procedures, manuals, evacuation diagrams and the emergency plan are up to date, with correct and compliant information.
- Attend training exercises and meetings.
- Ensure that the people filling all roles are competent in the role or task and necessary training is provided.
- Ensure emergency response or first strike equipment is maintained, available and compliant.
- Ensure all personnel are competent in the use of first strike equipment (fire extinguishers & fire blankets - as an example but not limited to).
- Maintain a current register of ECO members & replace ECO members when a position becomes vacant.
- Ensure ECO members are identifiable.
- Ensure that personal protective equipment (PPE) and personal protective clothing (PPC) are maintained, available and compliant if applicable.
- Ensure all emergency equipment is available, assessable and all safety measures are being adhered to.
- Understand, review and update the Bushfire Emergency Evacuation Framework (BEEF)
- Ensure event holders have a current Bushfire Emergency Evacuation Plan (BEEP)
- Understand the BEEF and BEEP.

Deputy Chief Warden

- Ensure you understand the role and responsibilities including filling the role of Chief Warden.
- Participate in regular training and exercises.
- Understand the BEEF and BEEP.

Fire Warden

- Ensure you understand the role and responsibilities including filling the role of Deputy and Chief Warden.
- Participate in regular training and exercises.
- Ensure you are familiar with the location of all emergency equipment.
- Ensure emergency equipment is in good working order and you are confident in its operations.
- Understand your role and level of responsibility.
- Understand the evacuation procedure and emergency assembly areas.
- Understand the BEEF and BEEP.

EMERGENCY

Chief Warden

- Place the Chief Warden helmet or vest on.
- Respond to all emergencies and take control.
- Identify the type of emergency and classify it.
- Initiate emergency response procedures.
- Phone “000” and request the necessary Emergency Services assistance.
- Start evacuations (if applicable) by removing people most in danger first.
- Refer to the appropriate “Emergency Colour Code” section (Page 20).
- Make an announcement (Page 38).

- Form an action plan.
- Follow the emergency procedures for that specific emergency.
- Delegate roles and responsibilities.
- Ensure all non-essential occupants are evacuated from the area of concern.
- Ensure that all staff are advised of the situation and the correct actions to take.
- Handover and brief the responding Emergency Services on their arrival.
- Inform the Emergency Services of the evacuation progress.
- Follow and implement actions provided by the attending Emergency Services.
- Contact the Town of Cambridge – People and Culture and inform them of the situation.
- Close access to the Quarry Amphitheatre.

Deputy Chief Warden

- Fulfil the role of Chief Warden if the Chief Warden is not present or until they arrive.
- Place Deputy Chief Warden helmet and vest on.
- Respond to the emergency incident and assist the Chief Warden.

Fire Warden

- Fulfil the role of Chief Warden or Deputy Chief Warden if they are not present or until they arrive.
- Place Fire Warden helmet and vest on.
- Respond to the emergency incident and assist.
- Ensure all occupants are following the instructions of the Warden in charge.
- Assist people moving away from danger.
- Direct people to the nominated emergency assembly area.
- Complete a walk-through to ensure all people are evacuated.
- Inform the Warden in charge if assistance is required evacuating people.
- Inform the Warden in charge when the walk through has been completed and all occupants have evacuated.

Assembly Officer *(if applicable)*

- Assist the Warden in charge with the evacuation.
- Take first aid equipment to the nominated emergency assembly area if possible.
- Go to the nominated emergency assembly area and continually provide a safe area for the evacuated.
- Have the relevant paperwork to assist you in the role of Assembly Officer.
- Coordinate the evacuation of all occupants, by directing staff in teams (minimum of two people – if possible) to evacuate in the following order:
 - 1st) Immediate danger
 - 2nd) Impacted zone
 - 3rd) From the building or hazard area
- Document the arrival of all occupants to the emergency assembly area.
- Do not allow unauthorised people to re-enter the building or areas in danger.
- Inform the Warden in charge when all occupants are removed from:
 - 1st) Immediate danger
 - 2nd) Impacted zone
 - 3rd) From the building or hazard area
- Inform the Emergency Services and Warden in charge if occupants are not accounted for or unable to be evacuated.
- Document if anybody leaves the emergency assembly area.

POST EMERGENCY

Chief Warden

- After all emergency operations have been completed, and the incident has been handed back to you by the responding Emergency Services provide all occupants with the “all clear” announcement.
- Coordinate a debrief with the responding Emergency Services and Emergency Control Organisation (ECO) staff present.
- Coordinate a debrief with the Emergency Control Organisation (ECO) members and present it to the Town of Cambridge – Quarry Amphitheatre staff.
- Complete the relevant paperwork.
- Ensure that all emergency response or first strike equipment used is removed, tested, replaced and reinstated as soon as possible.
- Ensure the area impacted in the emergency is safe for work to resume as normal, if not take the appropriate action to have it rectified and the area isolated until safe.
- Conduct an investigation if the situation warrants it. Use the information as a learning tool.
- Contact the Town of Cambridge – People and Culture and inform them of the situation.
- Complete the “Evacuation Report Form” and forward it to the Town of Cambridge – People and Culture.

Deputy Chief Warden

- Continue to assist the Chief Warden or fulfil the role.
- Attend the debrief with the responding Emergency Services.
- Attend the Town of Cambridge – Quarry Amphitheatre debrief.

Fire Warden

- Continue to assist the Chief Warden and Deputy Chief Warden or fulfil their roles.
- Pass on all requested documentation to the Warden in charge and the Emergency Services.
- Complete a walkthrough ensuring it is safe for all occupants to return.
- Inform the Warden in charge when the walk through has been completed and if it is safe to re-enter.
- Attend the debrief with the responding Emergency Services.
- Attend the Town of Cambridge – Quarry Amphitheatre debrief.

Assembly Office *(if applicable)*

- Pass on all requested documentation to the Warden in charge and the Emergency Services.
- Attend the Town of Cambridge – Quarry Amphitheatre debrief.

6 AUTHORITY AND INDEMNITY

During all emergency situations or exercises the Emergency Control Organisation (ECO) personnel shall have the absolute authority to issue instructions to evacuate all occupants including but not limited to Quarry Amphitheatre staff, contractors and visitors from the premises of the Town of Cambridge – Quarry Amphitheatre. Such instructions are always to be adhered to by all persons. Emergency Control Organisation (ECO) personnel shall be indemnified against civil liability by the Civil Liability Act (WA) 2002 resulting from the practice of, or emergency evacuations of a building or area where personnel act in good faith and in the course of their duties.

7 TRAINING RECORDS

Adequate training shall be provided, applicable with the level of responsibility held within the Town of Cambridge – Quarry Amphitheatre. Training should be recorded with the date, session objectives, attendee's and stored. All certificates applicable to the position and level of responsibility will be kept on the personnel records with People and Culture.

TRAINING

Additional to the induction process all staff shall be familiar with the specific Emergency Procedures and the Emergency Plan. The necessary skills and knowledge shall include but not be limited to:

- Hierarchy of control during an emergency or emergency training.
- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within the Town of Cambridge – Quarry Amphitheatre.
- An understanding of the Emergency Plan and Emergency Procedures.
- Communication during emergencies.
- Pre-emergency activities and training sessions.
- Emergency activities.
- Post emergency activities.
- People with disabilities and assistance required during an evacuation.
- Human behaviour during emergencies.
- Reacting to emergencies.
- An awareness and understanding of fire detection systems.
- The 6 classes of fire (A, B, C, D, E, F).
- Hazardous materials and HAZMAT response including safety data sheets (SDS).
- The knowledge of emergency response or first strike equipment.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- Emergency contact number (000) and how to call.
- Emergency assembly areas.
- Emergency colour codes and what they represent.
- The Town of Cambridge – Quarry Amphitheatre staff initial actions when an alarm or emergency has occurred.

CONTRACTORS

Contractors should be inducted to the Town of Cambridge – Quarry Amphitheatre where possible, and the appropriate emergency response information will be provided. This information will additionally be located in the staff office and it will include but not be limited to:

- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within the Town of Cambridge – Quarry Amphitheatre.
- The emergency assembly areas.
- Communications during an emergency.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- What is expected of you when an alarm or emergency has occurred.

VISITORS

Visitors will not be inducted to the Town of Cambridge – Quarry Amphitheatre. Visitors where possible will have the appropriate emergency response information provided and access to the Emergency Plan. During any emergency visitors will always be directed by the Town of Cambridge – Quarry Amphitheatre staff. This information will additionally be located in the staff office and it will include but not be limited to:

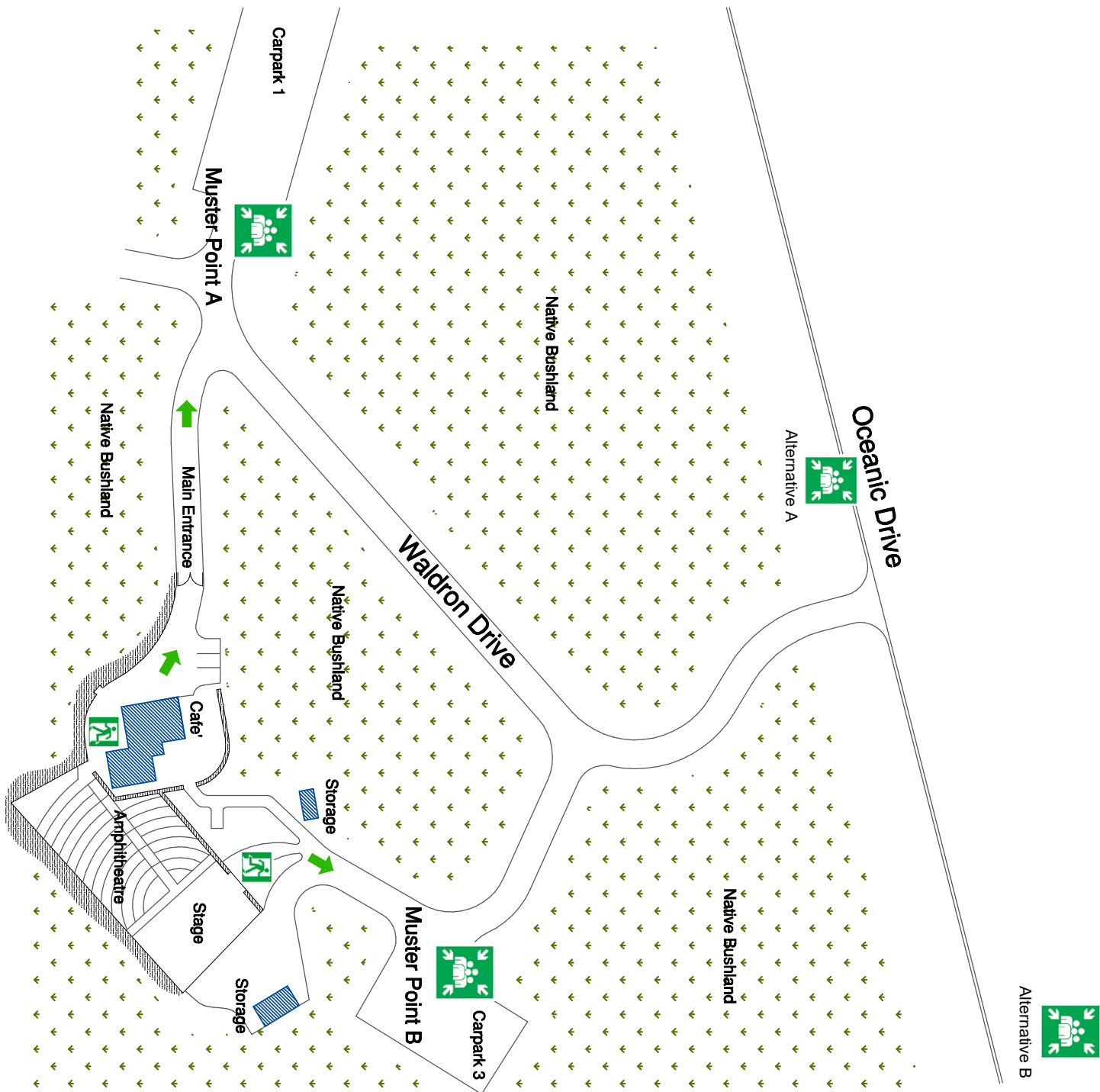
- The duties of the Emergency Control Organisation (ECO).
- How to respond to emergencies within the Town of Cambridge – Quarry Amphitheatre.
- The emergency assembly areas.
- Communications during an emergency.
- Location of emergency response or first strike equipment.
- Location of first aid equipment.
- What is expected of you when an alarm or emergency has occurred.

To comply with the requirements of Australian Standard 3745-2010 – Planning for Emergencies in Facilities, the Town of Cambridge – Quarry Amphitheatre are required to keep records of training and instructions given to all occupants. All documentation including training attendance records, observer's checklist and emergency evacuation information is to be kept on the Town of Cambridge – ECM.

8 EVACUATION DIAGRAM

QUARRY AMPHITHEATRE SITE PLAN

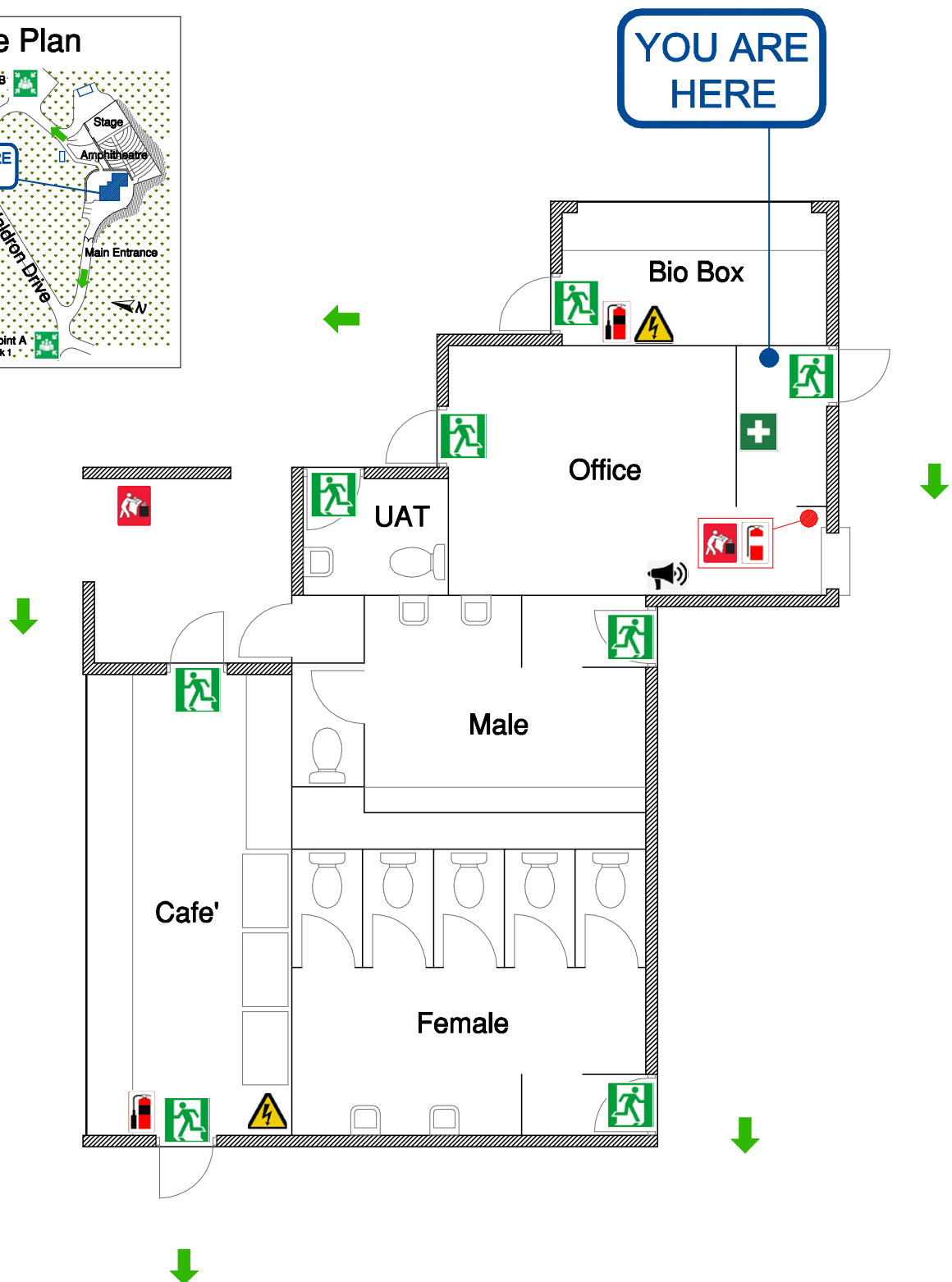
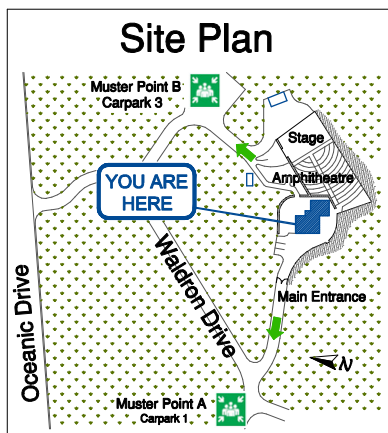
1 Waldron Drive, City Beach



EVACUATION DIAGRAM

QUARRY AMPHITHEATRE CAFÉ, AMENATIES & STAFF OFFICE

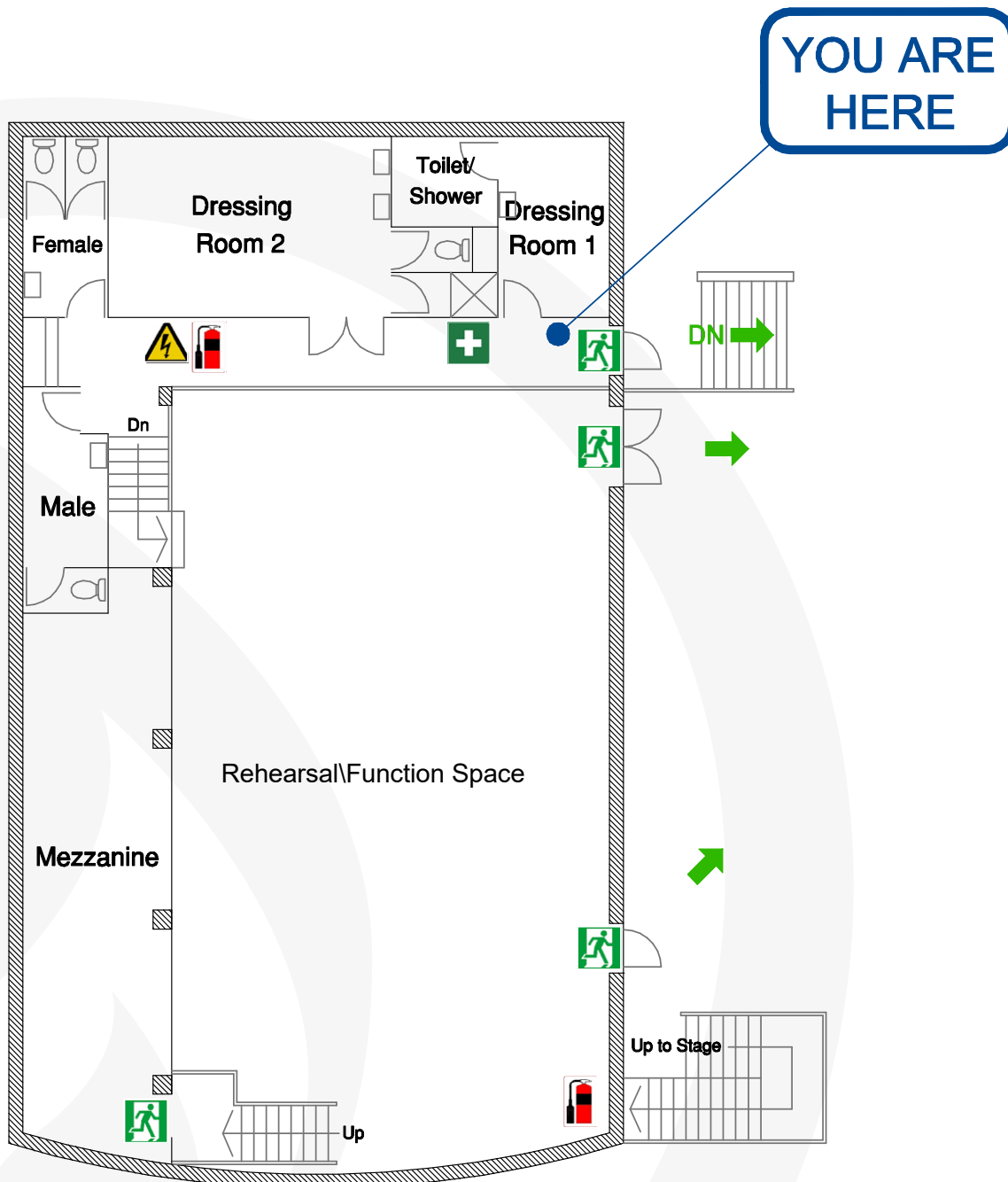
1 Waldron Drive, City Beach



EVACUATION DIAGRAM

QUARRY AMPHITHEATRE STAGE & AREA BELOW

1 Waldron Drive, City Beach
Cavern Rehearsal Space



9 EMERGENCY ASSEMBLY AREAS

Assembly Area A	Visitor carpark #1 located on Waldron Drive, Town of Cambridge – Quarry Amphitheatre City Beach WA
Assembly Area B	Production crew carpark #3 located on Waldron Drive, Town of Cambridge – Quarry Amphitheatre City Beach WA (rear of cavern & stage area)
Alternative A	Entry to Town of Cambridge – Quarry Amphitheatre Cnr Oceanic Drive & Waldron Drive, City Beach WA
Alternative B	Town of Cambridge - Administration Building Carpark, Cnr Bold Park Drive and Oceanic Drive, City Beach WA



Primary

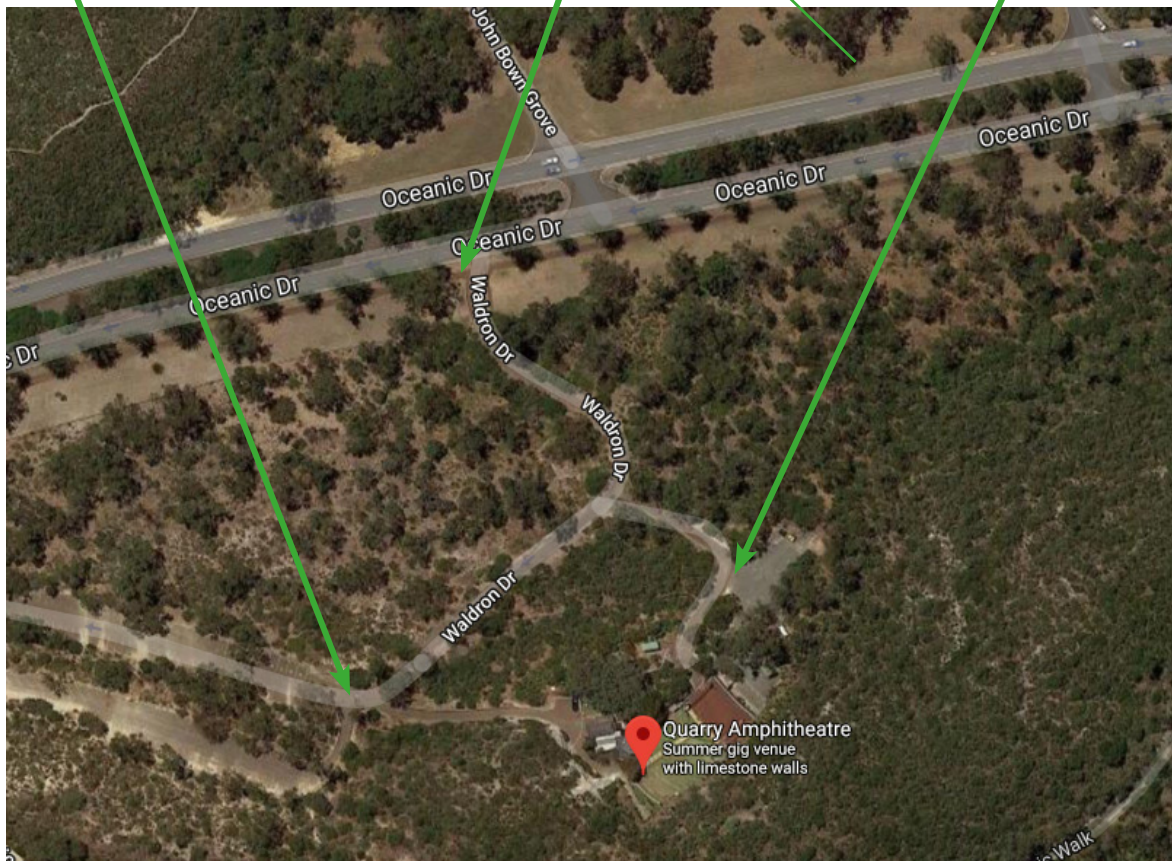


Alternative A



Alternative B

Second



10 BUILDING EMERGENCY EVACUATION PROCEDURE

PRE-EMERGENCY

- The evacuation of all occupants will be completed by following the directions of the Warden in charge and the Emergency Services.
- All occupants at the Town of Cambridge – Quarry Amphitheatre are to be aware of the site's emergency evacuation procedures, the nearest exit from their location and the primary, secondary and alternative emergency assembly area.
- All staff and volunteers working at the Town of Cambridge – Quarry Amphitheatre with a disability must have a Personal Emergency Evacuation Plan (PEEP) developed for their work location. The PEEP must be forwarded onto the Chief Warden.

Note: The disability requiring a PEEP is a disability that will require them needing assistance during an evacuation only.

Evacuations Levels

Level One (1) EVACUATION

A level one (1) evacuation is when you or others are removed from an area that is not an emergency situation but may place you or others in a possible dangerous situation.

Level Two (2) EVACUATION (Partial Evacuation)

This is the minimum level of evacuation when fire and or smoke is involved.

A level two (2) evacuation is when you remove occupants from immediate danger within the fire zone impacted by the hazard or emergency.

Level Three (3) EVACUATION (Full Evacuation)

A level three (3) evacuation is an evacuation of all occupants to the external emergency assembly area nominated by the Warden in charge. This evacuation will start with the evacuation of:

- 1st) The people in the most danger.
- 2nd) The complete evacuation of the impacted fire zone.
- 3rd) Evacuating all people from the building.

EMERGENCY

Staff & Contractors

On the sound of an alarm or notification of an Emergency:

- Stop what you are doing.
- Render your area safe.
- Ensure all people in your immediate area are aware they must stop what they are doing and go the appropriate location.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- If safe to do so - contain the hazard.
- If safe to do so - close doors as you leave but DO NOT LOCK THEM.
- Report to the appropriate location as nominated by the Warden in charge.
- Follow all instructions given by the Warden in charge and Emergency Services.

All Other People Present

On the sound of an alarm or notification of an Emergency:

- Stop what you are doing.
- If you are not in immediate danger, wait for further instructions and directions from the Warden in charge and staff.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- Collect your personal belonging that are in your immediate vicinity only.
- Ensure all persons in your immediate area are aware they must evacuate and follow instructions from the Warden in Charge.
- If safe to do so, close the doors as you leave but **DO NOT LOCK THEM**.
- If evacuated, report to the Assembly Officer located at the nominated emergency assembly area.
- Remain at the emergency assembly area and await further instructions from the Warden in charge, Assembly Officer or Emergency Services.
- Do not leave the emergency assembly area unless instructed by the Warden in charge or Emergency Services.

POST EMERGENCY

Staff & Contractors

On the notification of the Emergency being deemed “All Clear”:

- Follow instructions from the Warden in charge or Emergency Services.
- Continue to assist all occupants at the emergency assembly area.
- Participate in the operational debrief.
- Complete the appropriate post incident paperwork if required.
- Return to normal duties if instructed to by the Warden in charge.

All Other People Present

On the notification of the Emergency being deemed “All Clear”:

- Follow instructions from the Warden in charge, Assembly Officer or Emergency Services.
- If required prior to leaving the emergency assembly area, leave your contact details with the Assembly Officer.

11 BUSHFIRE EMERGENCY EVACUATION PROCEDURE

PRE-EMERGENCY

- The evacuation of all occupants will be completed by following the directions of the Warden in charge and the Emergency Services.
- All occupants at the Town of Cambridge – Quarry Amphitheatre are to be aware of the site’s emergency evacuation procedures and the nearest exit from their location.
- All staff and volunteers working at the Town of Cambridge – Quarry Amphitheatre with a disability must have a Personal Emergency Evacuation Plan (PEEP) developed for their work location. The PEEP must be forwarded onto the Chief Warden.

Note: The disability requiring a PEEP is a disability that will require them needing assistance during an evacuation only.

EVACUATING FOR A BUSHFIRE

Evacuating for a bush fire needs to occur when a bushfire is:

- Present
- Not contained
- Not controlled by the responding Emergency Services

Bush fire evacuations need to be done early and in a controlled manner allowing consideration for walking evacuations and vehicle movements.

Evacuations to the pre-nominated assembly area is not always preferred for bushfires. There are better evacuation options for Bushfires at the Quarry Amphitheatre:

- 1st) Alternative Assembly Area A.
- 2nd) Alternative Assesmbly Area B.

When considering evacuation options for bushfires remember bushfires are unpredictable and things such as wind and terrain impacts the fires path of movement.

EVACUATION TYPES

Evacuate all people from the Quarry Amphitheatre

Evacuating all people from the Quarry Amphitheatre would be the preferred option if a bush fire was present, not contained and not controlled by the responding Emergency Services. This decision would be made by the attending Emergency Services Incident Controller and the Warden in charge. This evacuation may not allow visitors to evacuate in their vehicles, it may be too time consuming and a controlled “walk out” evacuation might be a quicker and safer option.

Evacuate to Emergency Assembly Area

Evacuations to the nominated assembly area during a bushfire needs serious consideration. The assembly areas are in carparks surrounded by bush. When choosing to evacuate to the nominated assembly area you would need to know that the nominated assembly area is not placing you and others in more danger. The danger will come from running fire, smoke, fire appliance movements, helicopter water bombing and possible entrapment.

EMERGENCY

Staff & Contractors

On the sound of an alarm or notification of an Emergency:

- Stop what you are doing.
- Render your area safe.
- Ensure all people in your immediate area are aware they must stop what they are doing and go the appropriate location.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- If safe to do so – extinguish the fire if able to do so.

- If safe to do so - close doors and windows but **DO NOT LOCK THEM**.
- Report to the appropriate emergency assembly area as nominated by the Warden in charge.
- Follow all instructions given by the Warden in charge and Emergency Services.

All Other People Present

On the sound of an alarm or notification of an Emergency:

- Stop what you are doing.
- If you are not in immediate danger, wait for further instructions and directions from the Warden in charge and staff.
- Provide assistance to anyone in immediate danger or experiencing difficulty evacuating from danger.
- Collect your personal belonging that are in your immediate vicinity only.
- Ensure all persons in your immediate area are aware they must evacuate and follow instructions from the Warden in charge.
- If safe to do so, close the doors and windows but **DO NOT LOCK THEM**.
- If evacuated, report to nominated location.
- Remain at the emergency assembly area and await further instructions from the Warden in charge, Assembly Officer or Emergency Services.
- Do not leave the emergency assembly area unless instructed by the Warden in charge or Emergency Services.

POST EMERGENCY

Staff & Contractors

On the notification of the Emergency being deemed "All Clear":

- Follow instructions from the Warden in charge or Emergency Services.
- Continue to assist all occupants at the emergency assembly area.
- Participate in the operational debrief.
- Complete the appropriate post incident paperwork if required.
- Return to normal duties if instructed to by the Warden in charge.

All Other People Present

On the notification of the Emergency being deemed "All Clear":

- Follow instructions from the Warden in charge, Assembly Officer or Emergency Services.
- If required prior to leaving the emergency assembly area, leave your contact details with the Assembly Officer.

12 EMERGENCY RESPONSE EQUIPMENT

- | | |
|---|------------------------------------|
| X - Fire Indicator Panel (FIP) | ✓ - Fire Detectors |
| ✓ - Fire Extinguishers | X - Sprinkler System |
| ✓ - Fire Blankets | X - Hose Reel |
| X - Manual Call Point / Break Glass Alarm | ✓ - 1 st Aid Kit |
| X - Emergency Warning and Intercom System (EWIS) | ✓ - DEFIB |

Other: _____

13 PERSONNEL REQUIRING ASSISTANCE DURING AN EMERGENCY

Personal Emergency Evacuation Plan (PEEP) are individualised emergency evacuation plans designed for mobility impaired staff or regular volunteers who may require assistance during an emergency. The Personal Emergency Evacuation Plan (PEEP) for each person needs to be provided to the Chief Warden at the Town of Cambridge – Quarry Amphitheatre. Each Personal Emergency Evacuation Plan (PEEP) needs to have a review date (see the PEEP template in the appendix section of this document). Personal Emergency Evacuation Plan (PEEP) forms are not required for visitors at the Town of Cambridge – Quarry Amphitheatre. They are only required for staff and volunteers working at the Town of Cambridge – Quarry Amphitheatre.

List of PEEPs:

Name	Work Area	Contact #	Brief Description	Review Date

14 KEY INFORMATION AND EMERGENCY CONTACT NUMBERS

Position / Name	Name	Phone Number
Quarry Amphitheatre – Chief Warden	Karen Langford	9383 8903 0427 578 057
Quarry Amphitheatre – Deputy Chief Warden (1)	Chan Philla	0433 292 066
Quarry Amphitheatre – Deputy Chief Warden (2)	Nicola Rossetti	0438 451 215
Quarry Amphitheatre – Deputy Chief Warden (3)	Graham McLuskie	0433 650 457
Quarry Amphitheatre – Fire Warden	Usher	9383 8903
Rangers – Town of Cambridge	Duty Phone	0417 961 027
Toc (Emergency Response Group)	After Hours Only	0411 517 716
Town of Cambridge - LEMAC Representative	Steve Cleaver	0417 977 703
Town of Cambridge – Quarry Amphitheatre	Main Number	9383 8903
WA Police	Emergency	000
WA Police	Non - Emergency	13 14 44
WA Police	Murdoch Station	9313 9000
Crime Stoppers	Reporting Information	1800 333 000
WA Fire Brigade (DFES)	Emergency	000
WA Fire Brigade (DFES)	Non - Emergency	9395 9209
WA Fire Brigade (DFES)	Daglish Fire Station	6478 9110
WA Fire Brigade (DFES)	Claremont Fire Station	6478 9610
St John Ambulance	Emergency	000
Western Power	Emergency	000 / 13 13 51
Western Power	Non - Emergency	13 10 87
Water Corporation of WA	Emergency	000 / 13 13 75
BGPA - Duty Fire Officer (Nov - April)		0409 615 963

15 PROCEDURES FOR SPECIFIC EMERGENCIES

The following emergencies detailed in the table below have been identified as those which may occur at the Town of Cambridge – Quarry Amphitheatre. The list is not exclusive, and a regular review of the hazards should be undertaken by the Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO) continually and documented annually as a minimum.

Code	Emergency	Action
Red	Fire & Smoke	RACE - Remove yourself and others from immediate danger, Alert others, Contain the fire or smoke if safe to do so, Extinguish if safe to do so, Await further instructions. Call “000” – Fire Brigade.
Orange	Evacuations	Three (3) levels of evacuation: <ul style="list-style-type: none"> • Remove from situation / area (non-emergency). • Partial Evacuation consists of removing people from the impacted fire zone into a non-impacted fire zone by penetrating through fire doors (minimum level if fire and smoke are involved). • Full external evacuation out of the building to the Emergency Assembly Area.
Yellow	Internal Emergency (hazardous material incident, services failure)	Remove yourself and others from immediate danger, Alert others, Contain the hazard or Isolate if safe to do so. Evacuate the area in danger and get the necessary help. Await further instructions. Call “000” – Fire Brigade.
Black	Personal Threat (armed hold up, intruder)	If involved don't place yourself in further danger (no heroics), remove yourself and others from the scene if possible and get help. Await further instructions. Call “000” – Police.
Purple	Bomb Threat (phone/written threat, suspicious package)	Alert others, remain calm, record information, ask key questions. DO NOT HANG UP THE PHONE even if they have hung up on you. Report and get help. Call “000” – Police & Fire Brigade.
Brown	External Emergency (external hazards)	Remain inside if that is the safest place to be, gather personal items, and await further instructions from the Chief Warden or Fire Warden. Do not take unnecessary risks. Get the necessary and appropriate help. Call “000” – If Required.
Blue	Medical Emergency	Notify Warden in charge, commence 1st aid, alert others and get help “Ambulance - 000”. D.R.S.A.B.C.D. Await further instructions. Call “000” – Ambulance.
No Colour	All Clear	When the threat has been mitigated and you have been given the all clear. This instruction can only come from the Warden in charge or Emergency Services.

FIRE & SMOKE

CODE RED

The key actions if fire and or smoke is discovered or present internally. Under no circumstances do you place yourself or others in danger - follow the R.A.C.E.E steps below.
Ensure the discovery of fire or smoke is passed on to the Warden in charge as soon as possible.

Remove, Alert, Contain, Evacuate / Extinguish

- **R** **Remove** people in and from immediate danger.
 - **A** **Alert** others, **activate** the alarm.
Notify people within the area (internal alert), external alert (Call 000 – Fire Brigade).
 - **C** **Contain** the fire to the area of origin by closing doors and windows - if safe to do so.
 - **E** **Evacuate** people in immediate danger first, then the people most at risk.
 - **E** **Extinguish** the fire as a team – if safe to do so.
- Once the evacuation has started, ensure an Assembly Officer is nominated, in place and located at the emergency assembly area – if possible.
 - Do not return to the property unless you are a part of an evacuation team, with a specific task.
 - Wait at the emergency assembly area for instructions from the Warden in charge, Assembly Officer or Emergency Services.

STRUCTURE FIRE

- **STOP** Stop what you are doing.
- **REMOVE** Remove people in immediate danger – if safe to do so.
- **ALERT** Alert others, activate the alarm and notify people in the impacted area, internal alert (people within the impacted area and Warden in charge), external alert (**Call 000 – Fire Brigade**).
- **CONTAIN** Turn off the power supply to the impacted area. This can be done at the power point, sub power board or the mains meter box - If safe to do so.
- **EXTINGUISH** Use a fire extinguisher to extinguish the fire - if safe to do so.

BUSH FIRE

- **STOP** Stop what you are doing.
- **REMOVE** Remove people in immediate danger – if safe to do so.
- **ALERT** Alert others, activate the alarm and notify people in the impacted area, internal alert (people within the impacted area and Warden in charge), external alert (**Call 000 – Fire Brigade**).
- **CONTAIN** Try and stop the spread of the fire by removing items that will burn - If safe to do so.
- **EXTINGUISH** Use a fire extinguisher or hose reel to extinguish the fire - if safe to do so.

EMERGENCY PLAN

COOKING FIRE

If oil or fat catches alight on the stove or BBQ:

- **STOP** Turn off the heat source – if safe to do so. Do not move flaming oil or fat.
- **REMOVE** Remove people in immediate danger – if safe to do so.
- **CONTAIN** Turn off the heat source and remove all other flammable item from the impacted area.
- **ALERT** Alert others, activate the alarm and notify people in the impacted area, internal alert (people within the impacted area and the Warden in charge), external alert (**Call 000 – Fire Brigade**).
- **EXTINGUISH** Place a **fire blanket** over the fire or cover the pot with the lid or wooden chopping board (if a fire blanket is not available).

DO NOT use water to extinguish the fire.

Safety tips when cooking:

- When cooking, never leave food unattended.
- Avoid wearing loose clothing when cooking as it may catch alight.
- Never hang items such as tea towels near stoves or on cooking appliances.
- Take care when cooking with fats and oils.
- Turn off cooking appliances after use.
- Clean and maintain cooking appliances, exhaust fans and range hood filters.

CLOTHING FIRE

1. STOP



Don't run - this will only make the fire worse.

2. DROP



Get down on the floor

3. ROLL



Roll over - this will put the flame out



STOP, DROP, COVER and ROLL is a procedure used to extinguish a person's clothing that has caught alight.

- **STOP** If a person's clothing should catch on fire they should immediately stop where they are, as running and panic will fan the flames.
 - **DROP** The person should then drop to the ground immediately.
 - **COVER** Once on the ground, cover their face with their hands to prevent burns to the face and stop smoke entering into the respiratory system.
 - **ROLL** Roll them back and forth on the ground.
- To assist a person with burning clothing smother the flames with a fire blanket.
 - Never beat the fire as this only increases oxygen flow to the fire, causing the fire to grow larger.
 - Consider using the fire blanket to wrap and smother the fire.
 - Seek and administer medical treatment allowing the most medically qualified person to take control.

ELECTRICAL FIRE

- **STOP** Stop what you are doing.
- **REMOVE** Remove people in immediate danger – if safe to do so.
- **ALERT** Alert others, activate the alarm and notify people in the impacted area, internal alert (people within the impacted area), external alert (**Call 000 – Fire Brigade**).
- **CONTAIN** Turn off the power supply to the impacted area. This can be done at the power point, sub power board or the mains meter box - If safe to do so.
- **EXTINGUISH** Use a Carbon Dioxide (Co2) fire extinguisher to extinguish the fire - if safe to do so.

BIN FIRE

- **STOP** Stop what you are doing.
- **REMOVE** Remove people in immediate danger – if safe to do so.
- **ALERT** Alert others, activate the alarm and notify people in the impacted area, internal alert (people within the impacted area), external alert (**Call 000 – Fire Brigade**).
- **CONTAIN** Close the door to the room and stop others from entering the area.
- **EXTINGUISH** Use a fire extinguisher or water.

FIRE EQUIPMENT

FIRE BLANKET

Fire blankets can be used to extinguish **small fat or oil** fires like BBQ or stove pot fires. They can also be used to wrap around a person whose clothes have caught alight.

When using a fire blanket:

- Place the blanket over the fire, DO NOT throw it.
- Turn off the heat source if possible.
- Leave in place for 30 minutes to allow to cool and wait for the arrival of the Fire Brigade.
- DO NOT use water on a fat or oil fire.



DRY CHEMICAL POWDER EXTINGUISHER (DCP) (White Band)

DCP Fire Extinguishers are used to extinguish combustible solids (i.e. paper and wood), flammable liquids (i.e. petrol) and electrical fires (i.e. meter box). Maintain a distance of three metres from a fire and only attempt to extinguish a small fire if it is safe to do so. Never endanger yourself or others by attempting to extinguish large fires, especially inside a structure where hazardous smoke and heated gases are contained. Ensure you always have a safe exit path before using any fire extinguishers. Extinguishers must be replaced after use.



CARBON DIOXIDE EXTINGUISHER (CO2) (Black Band)

Co2 Fire Extinguishers are used to extinguish energised electrical equipment (i.e. computers, meter box, powered equipment), combustible solids (i.e. paper and wood) and flammable liquids (i.e. petrol). Maintain a distance of two metres from a fire and only attempt to extinguish a small fire if it is safe to do so. Never endanger yourself or others by attempting to extinguish large fires, especially inside a structure where hazardous smoke and heated gases are contained. Ensure you always have a safe exit path before using any fire extinguisher. Extinguishers must be replaced after use.



EMERGENCY PLAN

Remember the word **PASS** when using a portable fire extinguisher:

PULL the safety pin, check the gauge and test away from the fire

AIM the nozzle at the base of the flames

SQUEEZE the handle to start the extinguisher

SWEEP extinguisher from side to side until the fire is extinguished

The estimated distance to stand from the fire whilst using a fire extinguisher internally is 2-3 metres:

















- 2 metres for a carbon dioxide fire extinguisher
- 2 metres for a wet chemical fire extinguisher
- 3 metres for a dry chemical powder fire extinguisher

Note:

- Remember to always have a partner with you and a safe exit behind you when using any fire equipment.
- If you cannot extinguish the fire with two (2) portable fire extinguishers, try to contain it if safe to do so by closing the doors and windows as you exit the area. Inform the Warden in charge or Assembly Officer and continue to evacuate all people in danger.

FIRE EXTINGUISHER GUIDE

TYPE OF FIRE, CLASS AND SUITABILITY

Two colour schemes for fire extinguishers exist.			TYPE OF FIRE, CLASS AND SUITABILITY						
Pre-1997	Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	D Metal Fires	Comments
		Water	YES	NO	NO	NO	NO		Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
		Wet Chemical	YES	NO	NO	NO	YES		Dangerous if used on energised electrical equipment.
		Foam*	YES	YES	NO	NO	LIMITED		Dangerous if used on energised electrical equipment.
		Powder	(ABE) YES	YES	YES	YES	NO		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different.
			(BE) NO	YES	YES	YES	YES		
		Carbon Dioxide	LIMITED	LIMITED	NO	YES	NO		Not suitable for outdoor use or smouldering deep-seated A Class Fires. Suitable for small fires only.
		Vaporising Liquid	YES	LIMITED	LIMITED	YES	NO		Check the characteristics of the specific extinguishing agent.
		Fire Blanket	LIMITED*	LIMITED	NO	NO	YES		* Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.
		Fire Hose Reel	YES	NO	NO	NO	NO		Maximum length of hose is 36m.

■ The class in which the agent is most effective.

■ Not recommend for this class of fires.

LIMITED The Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability.

* Solvents such as alcohol or acetone mix with water and therefore require special foam.

Use only special purpose extinguishers and seek expert advice.

EVACUATION

CODE ORANGE

There are three levels of evacuation. Each level is appropriate depending on the severity of the situation, hazard or emergency. Each level of evacuation can be increased or decreased by the Warden in charge or the Emergency Services.

BUILDING EVACUATIONS

Level One (1) EVACUATION

A level one (1) evacuation is when you or others are removed from an area that is not an emergency situation but may place you or others in a possible dangerous situation.

Level Two (2) EVACUATION (Partial Evacuation)

This is the minimum level of evacuation when fire and or smoke is involved.

A level two (2) evacuation is when you remove all people from immediate danger within a structure fire zone that is impacted by the hazard or emergency. You **MUST** go through a FIRE DOOR as a minimum. You may remain inside the premises in a non-impacted fire zone by going through a minimum of two FIRE DOORS.

Level Three (3) EVACUATION (Full Evacuation)

A level three (3) evacuation is an evacuation to the external emergency assembly area nominated by the Warden in charge. The evacuation of all occupants will start with the evacuation of:

- 1st) The people in the most danger.
- 2nd) The complete evacuation of the impacted fire zone.
- 3rd) Evacuating all people from the building.

Note: Do not return to the Town of Cambridge – Quarry Amphitheatre premises or grounds until it is deemed safe to do so, by the attending Emergency Services and Warden in charge.

WHEN PERFORMING ANY LEVEL OF EVACUATION, YOU ALWAYS WORK TOWARDS:

- Evacuating as many people as possible in the shortest amount of time.

THIS IS DONE BY:

- Evacuating the largest number of people, in the most danger.

REMEMBER WE ALWAYS:

- Evacuate the people in **the most danger** first.

EVACUATIONS ARE CARRIED OUT BY TEAMS:

- Teams are made up of a minimum of two people. This is for the safety of the evacuation team.

BUSHFIRE EVACUATIONS

Evacuate all people from the Quarry Amphitheatre

Evacuating all people from the Quarry Amphitheatre would be the preferred option if a bush fire was present, not contained and not controlled by the responding Emergency Services. This decision would be made by the attending Emergency Services Incident Controller and the Warden in charge. This evacuation may not allow visitors to evacuate in their vehicles, it may be too time consuming and a controlled “walk out” evacuation might be a quicker and safer option.

Protect in Place (instead of going to Assembly Area)

Protect in Place is when evacuating the Quarry Amphitheatre is more dangerous than staying in the current or nearby location. This may occur if the fire is on or near the exit path, roads, carparks and emergency assembly areas. When utilising Protect in Place, we try to do this inside double brick or concrete structures with all doors and windows closed. If we are not able to get inside a structure then a large open space is an alternative option. An open space will be cleared of all long grass and not have large overhanging trees.

The Warden in charge will need to notify “000” of the situation and the location of where all people are Protecting in Place.

Evacuate to Emergency Assembly Area

An evacuation to the nominated assembly area during a bushfire needs serious consideration. The assembly areas are in carparks surrounded by bush. When choosing to evacuate to the nominated assembly area you would need to know that the nominated assembly area is not placing you and others in more danger. The danger will come from running fire, smoke, fire appliance movements, helicopter water bombing and possible entrapment.

EVACUATION MATRIX

First (1st) Priority	Evacuate the largest amount of people in the most danger.	Single person in the most danger – mobility is irrelevant.	Multiple people in the most danger – consider mobility status.
Second (2nd) Priority	Evacuate the largest amount of people nearest the danger.	Single person nearest the danger – mobility is irrelevant.	Multiple people nearest the danger – consider mobility status.
Third (3rd) Priority	Evacuate the people still located within the impacted fire zones.	Single person still located within the impacted fire zone – mobility is irrelevant.	Multiple people still located within the impacted fire zone – consider mobility status.
Fourth (4th) Priority	Evacuate the remainder of people from the location.	Single person remaining within the location – mobility is irrelevant.	Multiple people remaining within the location – consider mobility status.

QUESTIONS TO ASSIST IN EXPLAINING:

Who do you evacuate first?

- We always evacuate the person or people in the most danger first (1st).

Who do you evacuate if there is two (2) separate groups in the most danger?

- We always evacuate the largest group in the most danger first (1st).

INTERNAL EMERGENCY

CODE YELLOW

Internal emergencies are emergencies that occur inside the premises. These types of emergencies include but are not limited to:

- Hazardous substance (HAZMAT) incident
- Loss of power supply
- Loss of water supply
- Possible building collapse
- Structure collapse

In the situation of the above but not limited to, the following should be implemented if possible:

- Stop what you are doing and render your area and the occupants within it safe.
- Remove all people from immediate danger.
- Notify the Warden in charge.
- Do not take unnecessary risks, but if possible, contain or isolate the hazard.
- Ensure **“000 – Fire Brigade / Police or Ambulance”** have been called if required (provide name, address, what is happening and happened).
- Evacuate the room, area and possibly the building on the directions of the Warden in charge or Emergency Services.

**INTERNAL
CODE YELLOW**

HAZARDOUS MATERIAL (HAZMAT) INCIDENT

On discovery of a possible HAZMAT incident, the following steps should be implemented if possible:

- Identify the spilled substance and refer to the Safety Data sheet (SDS).
- Ensure the safety of yourself and others. Remove all people and equipment from immediate danger - if safe to do so.
- The staff member responsible for the work area at the time of the spill gets the first opportunity to minimise the extent of the spill.
- Quickly assess the situation and spill, decide whether you can handle the situation with the resources at hand and with your training and qualifications.
- Major spills (greater than 20 litres) are to be immediately reported to the Warden in charge and the Town of Cambridge – Environmental Coordinator. The Warden in charge will task staff the appropriate roles to ensure all occupants are safe and to ensure the spill is being contained and the area is kept clear of occupants.
- If the Warden in charge decides the spill needs specialist assistance they will contact **“000 – Fire Brigade”** (provide name, address, what is happening and happened). Await their arrival with all relevant paperwork.
- Assist the Emergency Services with accurate information.

POWER FAILURE

The emergency lighting within the building will activate at the loss of power. This will only provide additional light internal to the buildings for a maximum of 2 hours. Power is supplied to Quarry Amphitheatre via the mains power supply only. There is no backup power supply.

On discovery of a power failure, the following should be implemented if possible:

- Stop what you are doing and render your area and its occupants safe.

- Notify the Warden in charge as soon as possible.
- The Warden in charge will contact the Town of Cambridge – Electrical Contractor and possibly Western Power for information.
- Ensure all members and visitors are safe and informed of the situation.

In the event of a power failure the Town of Cambridge – Quarry Amphitheatre does not have a backup supply. Due to this it is up to the Warden in charge with consultation from the Quarry Amphitheatre Events Coordinator whether to close immediately or continue to operate.

If operations are to continue the following will apply:

- Town of Cambridge – Quarry Amphitheatre may stay open if there is enough lighting to provide a safe environment.
- If lighting levels become unsafe or staff resources become unable to provide a safe environment for all occupants at the Quarry Amphitheatre, it must close to the public.
- If the Town of Cambridge – Quarry Amphitheatre is closed to the public the staff can remain and work, only if safe to do so (refer to the Town of Cambridge – Business Continuity Plan).

LOSS OF WATER SUPPLY

(Refer to the Town of Cambridge Business Continuity Plan)

Loss of water supply to the Town of Cambridge – Quarry Amphitheatre shall result in its closure if the loss of water supply is going to exceed four (4) hours. However, the Town of Cambridge – Quarry Amphitheatre must close within two (2) hours. Toilets and showers shall be immediately closed, and all occupants informed. All decisions will be made by the Warden in charge and in consultation with the Town of Cambridge.

REPTILES

If a reptile is identified, you are to avoid the area and ensure that all other occupants are made aware of the location and anticipated travel path of the reptile. Inform the Warden in charge as soon as possible and they will inform the necessary people to assist. The Town of Cambridge Ranger duty phone will be contacted with a Ranger to attend if required.

Chief Warden:

- Contact the Emergency Services if required.
- Make a public address announcement informing all occupants of the situation and the actions you want them to take.
- Contact the relevant authority external to the Town of Cambridge:
 - Emergency Services, Western Power, Water Corp etc.
- Contact the relevant authority internal to the Town of Cambridge:
 - Environmental Coordinator or the Ranger.
- In the event of a building collapse remove all occupants from immediate danger, the impacted building and ensure no occupants re-enter the building or impacted area.
- If a quick resolution is not found notify the Town of Cambridge.
- Refer to the Town of Cambridge – Business Continuity Plan.

PERSONAL THREAT

CODE BLACK

This procedure outlines the initial response to a personal threat that may arise from aggressive or violent behaviours, an armed or unarmed person confronting occupants in a violent or threatening manner or where a person threatens to commit self-harm. Once Police or other Emergency Services respond, they will assume control. Directions and actions will flow from the Emergency Services to the Warden in charge and onto all other occupants. Under no circumstances should any occupants place themselves or others in further danger. Wherever there are unlawful demands including threats of violence for money, property or other items these should be handed over without question. Our aim is to remove the person or people making the threats from the Town of Cambridge – Quarry Amphitheatre as soon as possible with the least amount of physical and emotional trauma to everyone.

Occupants involved in a personal threat shall complete a Town of Cambridge – Incident Report & Investigation Form

IRRATIONAL PERSON

When an irrational person(s) undertakes a campaign of damage against occupants or the property, this can be an unmanageable situation. The first concern should be to remove occupants away from the danger and expected path of the offender(s). If these people cannot be removed from the area, you should minimise their exposure by closing doors, moving behind walls or furniture as this will possibly isolate them from the offender(s). If safe to do so raise the alarm, call “000 – Police” (provide name, address, what is happening and happened). All occupants should be removed from the threatened area in a quiet fashion, trying not to provoke the offender(s).

AGGRESSIVE OR VIOLENT BEHAVIOURS

At all times the staff must protect their own safety and call for assistance as soon as possible.

Mild Agitation and Aggression Signs:

- Rapid breathing.
- Clenched fists/teeth, flared nostrils.
- Pacing.
- Violent gestures swearing.
- Verbal abuse.
- Refusing to leave an area.

Very High to Extreme Agitation and Aggression

This is an immediate risk of injury to another person, violence towards staff, self-harm, significant damage is occurring to property and the situation is too extreme to handle alone.

Signs:

- Shouting & swearing.
- Argues intensely.
- Throws or damages property.
- Aggressive behaviour towards occupants.
- Possession of a potential weapon.

If Possible - Try and De-escalate the Situation

- Use an empathetic non-confrontational approach but set boundaries.
- Listen to the person or persons but avoid giving opinions on issues and grievances beyond your control.
- Only one person to speak quietly and calmly.
- Remove any potentially dangerous items in the area.
- Try to remove all additional staff, visitors and others in immediate danger to a safe area away from the conflict.
- Try to ascertain what the person or persons want.
- Encourage the person or persons to think rather than act on the situation.
- Do not touch the person without asking their permission to do so.
- Never turn your back on the person or persons.
- Allow the person or persons ample personal space. This includes a genuine and immediate risk of injury to another person, violence towards staff, self-harm, significant damage to property, or the situation is too extreme to handle safely alone within the facility.

ARMED CONFRONTATION

In a situation of an armed confrontation, hostage taking or siege, it is most important that under no circumstances should any occupants place themselves or others in further danger or risk.

The following should be implemented if possible:

- Obey the offender's instructions but do only what you are told and nothing more, do not volunteer information.
- Stay out of danger. If you are not directly involved leave the building if safe to do so. Raise the alarm, call "000 – Police" (provide name, address, what is happening and happened).
- Carefully observe any vehicles used by the offender(s), taking particular note of the registration, model, colour, number of occupants and their description.
- Observe the offender(s) as much as possible. Note their speech, mannerisms, clothing, scars, distinguishing features and markings. Record these observations individually in the Intruder Identification Checklist as quickly as possible after the incident.
- Close the area after the offender(s) have left. Do not allow anybody in until the Police have completed their investigation and authorised access.
- Ask witnesses to remain until the Police arrive. Explain to the witnesses that their view of events could provide key information when pieced together with other evidence. If they are unable to remain, gather their details and pass them onto the Police.

When the intruder departs follow these steps:

- Contact the Police "000" (provide name, address, what is happening and happened).
- Provide a description of what happened:
 - The type of threat.
 - The exact location.
 - Your name.
 - Your role or position at the Town of Cambridge – Quarry Amphitheatre.
 - Description of the car.
 - Complete the Intruder Identification Checklist and hand it over to Police on their arrival.
 - Close off the area after the offender(s) are gone. Do not allow anybody in until the Police have completed their investigation and authorise access.

MISSING PERSON

All people who are reported as missing must be reported to the Warden in charge immediately. Below is an explanation of the roles staff members should perform when a person is missing, or their absence is unexplained.

Unexplained absence is defined as but not limited to:

- The absence is unexplained.
- The person has not returned to the area within the allocated time.
- The person has possibly left the Town of Cambridge – Quarry Amphitheatre and is unauthorised to do so or a minor.
- The absence is reported to the police.

Roles and Actions - Staff:

- Report to the Warden in charge immediately when a person is identified as missing.
- Follow the direction and instructions of the Warden in charge.
- Stay with the person who has reported the missing person and keep them calm.

Roles and Actions - Chief Warden:

- Coordinate an internal search of the Town of Cambridge – Quarry Amphitheatre.
- Coordinate an external search of the Town of Cambridge – Quarry Amphitheatre.
- Coordinate a search of the immediate vicinity surrounding the Town of Cambridge – Quarry Amphitheatre.
- Notify the Town of Cambridge – Rangers.
- Follow the instructions from the Town of Cambridge – Rangers.
- Notify the Town of Cambridge security and request their assistance.
- Contact the Police – 000 or 13 14 44.

When the missing person is located:

- Assess the person(s) for any signs of injury and respond accordingly.
- Document any injuries.
- Notify all parties involved.
- Investigate and report the cause of the missing person to the Town of Cambridge – Safety Services.

BOMB THREAT AND SUSPICIOUS PACKAGES

CODE PURPLE

The following guidelines are provided to assist with threat assessment and the subsequent response actions. It is also advised to utilise the Bomb Threat Checklist located in the Appendix.

THREAT TYPES

Specific

This type of threat is less common but likely to be more credible. The caller provides detail, which may describe the device, its placement, the reason, time of activation, building name, address etc.

Non-Specific

This type is the most common threat. Little detail is provided by the caller prior to the caller terminating the call.

Both types of threats should be taken seriously, and any decisions or actions should be made by the appropriate person. Where occupants receive or become aware of a bomb threat or similar form of intimidation keep calm and do not alarm other occupants until "000 - Police" have been notified and then follow the instructions given by the Police and implemented by the Warden in charge.

TELEPHONE THREAT

- Treat the threat as genuine and record information for the Police.
- Prolong the call, keep the person talking and possibly ask the following key questions:
 - The location of the bomb or package?
 - The time set for detonation?
- **DO NOT** replace the handset or hang up the phone as this allows the phone call to be traced, if the call is made from landline to landline only.

LETTER OR EMAIL THREAT

Handle the item as little as possible, where possible place the item into a plastic zip lock bag to preserve any physical evidence.

When a suspicious object is reported or found the following steps are to be followed:

- Do not touch or disturb it.
- Keep the area clear by removing people from the immediate area and surrounding areas.
- Turn off all electronic equipment including mobile phones that may trigger the device.
- Raise the alarm ensuring the Warden in charge is notified.
- Ensure "000 - Police" have been notified (provide name, address, what is happening and happened).

BOMB THREAT SEARCH PROCEDURES

The Warden in charge will call on the assistance of the Emergency Services for direction and to instigate the search procedures. A briefing will be held prior to any search being conducted to establish the search method, search area(s), means of communication and reporting under the guidance of the Police. The search should concentrate initially upon the room or floors named or described in the bomb threat.

The search shall include the following procedures:

- Conduct a visual search from floor level to waist height (under chairs, tables and cabinets etc.), start and finish in a common area or point.
- Conduct a visual search from waist to ceiling height (behind curtains, window ledges, top of cabinets and air conditioning vents or ducts).

Note: If no particular floor or area has been specified in the threat, concentrate initially on the floors or areas accessible to the public starting at the lowest level.

- Search teams should always be a minimum of two people if possible.
- As the areas are searched the Warden in Charge and Police need to be informed as soon as possible. Additionally, this information needs to be documented with the search time.

- Keep information within the search teams, Chief Warden, Deputy Chief Warden, Fire Warden, Police and other Emergency Services to avoid panic.
- If something is found that appears suspicious – DO NOT remove or touch it, notify the Warden in charge and Emergency Services of its location and description.
- Follow the instructions of the Emergency Services.

SUSPICIOUS PACKAGES

A suspicious package may:

- Be a package of any shape or size.
- Be handwritten or have poorly typed addresses.
- Have Incorrect spelling or titles.
- Have excessive postage and wrapping.
- Contain loose contents within the package.
- Have been posted from overseas.
- Have no return address.
- Have a powder, particles or crystals in or around the openings.
- Be any item you are apprehensive about.

SUSPICIOUS PACKAGES SEARCH

The most appropriate person to carry out the initial search are the Town of Cambridge – Quarry Amphitheatre staff. This is because they have the knowledge of “what belongs” or “what does not belong” in the location. The search should be aimed at identifying an object that is not normally found in the location.

Objects which should be looked at but not limited to could be:

- Suspiciously labelled objects.
- An object similar to that described in the original threat.
- An object of unusual size, shape or sound.
- The presence of wires, string, powder, particles, crystals, explosive wrappings or other unfamiliar materials.

DISCOVERY OF A SUSPICIOUS PACKAGE

If you discover a suspicious object or package observe the following procedures:

- Never attempt to move or open it.

- Clear the area immediately by removing everyone from the immediate and surrounding areas with consideration of alternative exit routes.
- Raise the alarm and advise the Warden in charge and Emergency Services.
- Ensure “000 – Police & Fire Brigade” have been notified (provide name, address, what is happening and happened) if the Emergency Services are not present.
- Follow instructions from the Emergency Services and Warden in charge.
- Turn off mobile phones or electrical items that may trigger or activate the package.

QUESTIONS TO ASK REGARDING A SUSPICIOUS PACKAGE

If you identify a suspicious package, ask yourself the following questions:

- Who is it addressed to, does it have the correct title, position and full name?
- Is the shape or size consistent with something that you have ordered?
- Is there a return address or details of the sender?
- Is it genuine and written legibly?
- Do you know the sender?
- Where you expecting a package?
- Has the package been opened?
- Is there any threatening wording on or in the package?
- Is it marked “private” or confidential”?
- Where was it sent from: locally, interstate or overseas?
- Is there an excessive amount of postage stamps on it?
- Is it excessively packaged and secured with tape?
- Is there any discoloration, leaking, smells, tin foil or wires?
- Does the package contain liquid or powder?
- Does the package have overseas addresses, but local post stamps?
- Do the contents seem to have moved or dislodged?

If you feel that you cannot identify or are still apprehensive about the package on completion of the above, proceed with your emergency procedures for this type of hazard and ensure “000 – Police & Fire Brigade” have been notified (provide name, address, what is happening and happened).

ACTIONS TO TAKE REGARDING A SUSPICIOUS PACKAGE

If you receive a suspicious package via mail, courier or personal delivery undertake the following actions:

- Keep your hands away from your face to avoid possible or further contamination.
- Isolate the people possibly exposed from the non-exposed people.
- Remain calm and instruct somebody to notify **"000 – Police & Fire Brigade"** (provide name, address, what is happening and happened).
- Remain in your current work area and stop others that have not been in contact with the package or area from entering.
- If possible but without leaving your work area wash your hands in warm water.
- Wait for the Emergency Services to arrive and assist.
- Follow instructions from the Emergency Services.

If the item has NOT been opened:

- Place the item(s) in a plastic bag and seal it.
- Place all items in a second plastic bag and seal the second bag.
- Stay in your immediate work area. This also applies to co-workers in the same room.
- Stop others from entering and possible contamination.
- Ensure **"000 – Police & Fire Brigade"** have been notified (provide name, address, what is happening and happened).
- Remain calm and follow instructions from the Warden in charge and Emergency Services.

If the item has been opened:

- Do not disturb the item any further.
- Do not pass the item around.
- Isolate the people possibly exposed from the non-exposed people.
- If any material has spilt from the item, do not try and clean it up, or brush it from your clothing. If possible, place an object over the package without disturbing it, such as a sealed bin.
- Stay in your immediate work area. This also applies to co-workers in the same room.
- Stop others from entering and possible contamination.
- Remain calm and follow instructions from the Warden in charge and Emergency Services.
- Ensure **"000 – Police & Fire Brigade"** have

been notified (provide name, address, what is happening and happened).

When notifying "000 – Police & Fire Brigade" advise them of following:

- Exact location of the incident including:
 - Premises name.
 - Street address and nearest cross street.
 - Your name, title and position held.
 - The number of people potentially exposed.
 - A description of the package or device.
 - The current action or steps taken.

EXTERNAL EMERGENCY

CODE BROWN

External emergencies are incidents external to the Town of Cambridge – Quarry Amphitheatre that threaten the:

- Structure of the buildings.
- The safety of occupants.

External Emergencies include but are not limited to incidents in the immediate surrounds of the Town of Cambridge – Quarry Amphitheatre building:

- Explosion.
- Natural Disaster.
- Impacts on the building or grounds.
- Chemical spills with noxious vapours affecting people.
- Bush fires with airborne embers and smoke.
- Civil disturbance or police incident.

In the event of any of the above but not limited to, the following should be implemented initially if applicable and possible:

- Take immediate refuge as far away from the incident as possible and consider the following:
 - When safe and on the guidance of the Warden in charge or the attending Emergency Services remove all people from the impacted area to a non-impacted area.
 - Do not take unnecessary risks.
 - Ensure “**000 – Fire Brigade / Police / Ambulance**” has been called if required (provide name, address, what is happening and happened).
 - Do not evacuate until instructed to do so by the Warden in charge or the Emergency Services.
 - Remain at the nominated location until you have been given the “all clear” by the Warden in charge or the Emergency Services.
 - Collect relevant paperwork and perform a roll call of all occupants that were present prior to the incident.

EARTHQUAKE

Occupants are to follow the instructions of the Warden in charge during an earthquake and complete the following:

- Keep yourself and others calm.
- Ensure everybody moves away from windows and outside walls.
- Do not use the lifts.
- Keep away from glass, mirrors, large light fittings, bookcases and other objects that may fall.
- If possible, instruct occupants to take cover under a desk from falling debris or to move to an internal corner of a room, sit down and protect yourself and others.

Once the tremor has stopped:

- Look around for any injured or trapped occupants within your area and assist if possible.
- Wait for instructions to evacuate the building. Sometimes it is safer to remain in your current position, if the area has not suffered substantial damage.
- Ensure emergency evacuation stairwells are safe prior to moving through them.
- Always keep occupants away from glass and windows.
- Be prepared for aftershocks.

Chief Warden:

- Assess the injuries to people.
- Assess the damage to the building and determine if there are safe exit paths for people internal to the building.
- Ensure first aid is given to the people most in need.
- Ensure the Emergency Services are notified by calling “000 – Fire Brigade and Ambulance” (provide name, address, what is happening and happened).
- Initiate an evacuation.
- It is important that you conduct a very good search of the area to ensure nobody is left in danger.
- People need to be evacuated to the safest emergency assembly area.
- Pass onto the arriving Emergency Services the location of known occupants who have been unable to self-evacuate and any known missing persons.

BUSH FIRES

Bush fires in the surrounding area can still cause a lot of smoke and flying embers in and around the Town of Cambridge – Quarry Amphitheatre. If smoke is thick causing coughing and sore eyes all doors and windows may need to be closed. The air conditioning will need to be shut down (but still have water running through it if possible) if it is bringing the smoke air into the building. For information on the fire visit www.emergency.wa.gov.au for the most up to date information from the Department of Fire and Emergency Services (DFES).

It would be advised that occupants stay inside the Town of Cambridge – Quarry Amphitheatre premises and do not attempt to go out into the smoke or attempt to drive in these conditions. Visibility will be low; emergency vehicles will be approaching, and people do panic in these situations. Follow the directions of the attending Emergency Services.

Evacuate all people from the Quarry Amphitheatre

Evacuating all people from the Quarry Amphitheatre would be the preferred option if a bush fire was present, not contained and not controlled by the responding Emergency Services. This decision would be made by the attending Emergency Services Incident Controller and the Warden in charge. This evacuation may not allow visitors to evacuate in their vehicles, it may be too time consuming and a controlled “walk out” evacuation might be a quicker and safer option.

Protect in Place (instead of going to the Assembly Area)

Protect in Place is when evacuating the Quarry Amphitheatre is more dangerous than staying in the current or nearby location. This may occur if the fire is on or near the exit path, roads, carparks and emergency assembly areas. When utilising Protect in Place, we try to do this inside double brick or concrete structures with all doors and windows closed. If we are not able to get inside a structure then a large open space is an alternative option. An open space will be cleared of all long grass and not have large overhanging trees.

The Warden in charge will need to notify “000” of the situation and the location of where all people are Protecting in Place.

Evacuate to the Emergency Assembly Area

Evacuations to the nominated assembly area during a bushfire needs serious consideration. The assembly areas are in carparks surrounded by bush. When choosing to evacuate to the nominated assembly area you would need to know that the nominated assembly area is not placing you and others in more danger. The danger will come from running fire, smoke, fire appliance movements, helicopter water bombing and possible entrapment.

MEDICAL EMERGENCY

CODE BLUE

All medical situations that are life threatening and serious in nature call “000 – Ambulance” immediately (provide your name, location address, information on what has happened and the casualty’s situation). Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation.

D.R.S.A.B.C.D UNCONSCIOUS PERSONS

(Call “000” immediately)

- Danger** Is there additional danger that needs attention, to prevent further injury.
- Response** Is the casualty responding? Squeeze the muscle above the collar bone, call their name.
- Send** Send somebody to get help - call “000” & collect the defibrillator if applicable.
- Airway** Check that the airway is not compromised, place the casualty on their side and check for any foreign matter.
- Breathing** Is the casualty breathing?
 - Yes, place them in the recovery position.
 - No, place them on their back and start CPR.
- CPR** Cardiac Pulmonary Resuscitation is done with 30 chest thrusts & 2 breaths every 30 seconds.
- Defibrillator** Follow the instructions and place the defibrillator on the casualty.

CUTS (SEEK MEDICAL ASSISTANCE)

Inform the first aid responder and Warden in charge and let the most medically qualified person take control of the situation. Place a clean bandage, cloth, t-shirt or hand over the cut to stem the bleeding. Leave the original layer on, place a firm bandage over the injury and continue to add more bandages if needed until medical assistance arrives.

EYE INJURY (SEEK MEDICAL ASSISTANCE)

Inform the first aid responder and Warden in charge and let the most medically qualified person take control of the situation. Turn the head of the casualty to the side with the injured eye being lower. Wash large amounts of clean water over the eye. Place a patch over the eye and seek medical assistance immediately.

BURN (SEEK MEDICAL ASSISTANCE)

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Immediately place the impacted area under running water for up to 20 minutes. The water is to be cool; a tap or shower is the best option. If any clothing is wet with hot liquid or affected by a chemical splash, remove it quickly and carefully. If skin starts to tear or removes with the clothing leave it on and continue to cover the area in large amounts of water. If possible, remove any tight clothing, watches, rings or jewellery from the injured area, this will prevent further injury as a result of swelling from the burn.

SPRAINS OR STRAINS (SEEK MEDICAL ASSISTANCE)

Inform the first aid responder and Warden in charge, let the most medically qualified person take control of the situation. Stop what you are doing, sit down and take all weight off the injured body part. It is recommended to place ice on the injured body part.

ALL CLEAR

NO COLOUR CODE

The emergency can only be deemed ALL CLEAR by the Warden in charge or the attending Emergency Services.

The ALL CLEAR will be delivered to the occupants verbally via an announcement. By making the ALL CLEAR announcement you are informing all occupants that the emergency has been investigated, mitigated or deemed to be a false alarm. All services to the site are in normal working order. Meaning all areas within the Town of Cambridge – Quarry Amphitheatre are safe.

FIRE WARDEN ANNOUNCEMENTS

ANNOUNCEMENT (ALL CLEAR - FIRE ALARM ACTIVATION)

“Attention Attention all staff, contractors & visitors - The fire alarm was activated and is a **false alarm**. You may return and we apologise for any inconvenience this may have caused – Thank you.”

ANNOUNCEMENT (ALL CLEAR - OTHER INCIDENT OR EMERGENCY)

“Attention Attention all staff, contractors & visitors - The alarm was activated and is a **false alarm**. You may return and we apologise for any inconvenience this may have caused – Thank you.”

ANNOUNCEMENTS (EMERGENCY - FIRE ALARM ACTIVATION)

“Attention Attention all staff, contractors & visitors - We have a confirmed code RED. All staff are to render their area safe and start evacuating all people calmly to (The nominated Emergency Assembly Area) (repeat).

“Attention Attention all staff, contractors & visitors - We have a confirmed code RED. All staff are to render their area safe and start evacuating all people calmly to (The nominated Emergency Assembly Area).

ANNOUNCEMENT (EMERGENCY - OTHER)

“Attention Attention all staff, contractors & visitors - We have a confirmed code (apply appropriate code colour). All staff are to render their area safe and start evacuating all people calmly to (The nominated Emergency Assembly Area) (repeat).

“Attention Attention all staff, contractors & visitors - We have a confirmed code (apply appropriate code colour). All staff are to render their area safe and start evacuating all people calmly to (The nominated Emergency Assembly Area).

Emergency Colour Codes:

Red	Fire & Smoke	21
Orange	Evacuations	25
Yellow	Internal Emergency	27
Black	Personal Threat	29
Purple	Bomb Threat & Suspicious Package	32
Brown	External Emergency	35
Blue	Medical Emergencies	37
No Colour	All Clear	38

15 APPENDICES

Evacuation Report Form	40
Intruder Identification Checklist	42
Bomb Threat Checklist	46
Personal Emergency Evacuation Plan (PEEP)	48
Emergency Evacuation Exercise Observer's Checklist	50
Hazard, Accident, Incident & Risk Report Form	51
Missing Person Flow Chart	55
Emergency Contact Numbers	56
Notes	57

BUILDING EVACUATION REPORT FORM 1/2

This form is to be used to record occasions when emergency procedures are activated, including drills or planned emergency evacuations. The report is to be completed by either:

- * Chief Warden, Deputy Chief Warden, Area Warden or Warden on site.
- * Alternatively, the report can be completed by a staff member performing in an emergency management role should any of the above not be present.

Building Name: _____

Date: ____ / ____ / ____ **Time:** _____

Number of Floors: _____ **Occupancy Level:** Full / Staff Only / Staff + / Out of hrs

Cause of evacuation: - Training Drill - Internal Emergency - External Emergency
- Malicious - Fire - Bomb Threat - Personal Threat - Other

Chief Warden or person in charge: _____

Did emergency services attend: Fire Brigade Police Ambulance

How were the emergency service(s) notified: _____

Assembly Area used: _____

Number of people needing assistance (PEEP's) evacuated: _____

Did all personnel evacuate: YES / NO **If no why:** _____

Time incident commenced: _____ **Incident completed:** _____

Any Injuries: _____

Equipment used: _____

Damage: _____

BUILDING EVACUATION REPORT FORM 2/2

Did the following systems work correctly?	Y	N	NA	Comments
Emergency signals on all floors / area				
Public address system on all floors / area				
Visual indicators on FIP and EWIS				
Sprinkler systems				
Fire alarm systems				
Fire service automatically notified (DBA)				
A/C shut down				
Stair pressurisation				
Fire equipment (1st strike action)				

Areas for improvement? _____

Comments: _____

Outcomes and Action Plan

Issues Identified	Control	Responsible Person	Date to Complete

Chief Warden Approved: _____ Date: ____ / ____ / ____.

INTRUDER IDENTIFICATION CHECKLIST 1/4

Witness Name: _____

Working Location: _____

Contact Numbers: _____

Occupation: _____

Purpose of being present: _____

Description of offender(s)

Number of offenders: 1 2 3 4 5 6 7+ _____

Sex: Male Female Unknown _____

Race: Caucasian Asian European Aboriginal
Indian Islander Maori _____Age: -10 11-15 16 17 18 19 20 21-25
26-30 31-35 36-40 41-45 46-50 51-55 _____Height 5ft / 152cm 5 ½ ft / 170cm 6ft / 183cm 6 ½ ft / 200cm
Taller than you Shorter than you _____Weight 8st / 51kg 9st / 57kg 10st / 64kg 11st / 70kg 12st / 76kg
13st / 83kg 14st / 94kg 15st / 105kg 16st / 116kg _____

Build: Thin Slim Medium Heavy Muscular Fat Stout _____

Hair: Black Brown Blonde Red Blonde/Red Grey White Silver
Dyed Shaved Straight Curly Wavy Tied-up Spiked
Flat Top Mullet Dread Locks Dirty _____

INTRUDER IDENTIFICATION CHECKLIST 2/4

Eyes: Black Brown Hazel Blue Green Grey _____

Glasses: Sunglasses Prescription Wire Frame Plastic Frame Rimless
Clear Bifocal _____

Complexion: Pale Fair Medium Tanned Brown Dark Acne Freckled
Scarred Fresh _____

Facial Hair: Moustache Beard Sideburns Un-kempt Goatee Full
Stubble Colour: _____ Other: _____

Speech: Normal Foreign Impediment Uneducated Swearing Husky
Deep High Squeaky Quiet Loud _____

Hands: **Gloves:** Cotton Leather Rubber Bike Garden Work
Dish Washing - Colour _____ Type _____

Weapon: **Handgun:** Short / Long Barrel Revolver / Automatic
Black Chrome _____
Shotgun: Pump / Automatic Double / Single Barrel Sawn Off
Barrel Under / Over _____
Rifle: Bolt / Automatic / Pump / Leaver Actions Telescope
Short / Long Barrel Sawn Off Magazine _____
Knife: Carving Sheath Kitchen Flick Fishing Stanley
Retractable Folding Pocket Type Multi Tool / Blade
Length of blade: _____ Length of handle: _____
Colour of blade: _____ Colour of handle: _____
Width of blade: _____

INTRUDER IDENTIFICATION CHECKLIST 3/4

Vehicle: **Body:** Sedan Wagon Van Ute Coupe 4x4 Motorcycle
Moped Panel Van Commercial _____
Make: Holden Toyota Hyundai Mitsubishi Daihatsu Ford
Nissan Land Rover _____
Model: _____
Colour: White Silver Red Blue Green Black Grey Pink
Gunmetal Burgundy _____
Damage: Front Back Driver Side Passenger Side Roof

Accessories: Aerial Tow Ball Bulbar Roof Racks Basket
Alloy Wheels Sunroof _____
Interior: Seat Covers Bucket / Bench Seat Auto / Manual
Grey Brown Black Tan _____
Registration: WA NSW QLD SA NT TAS ACT VIC

Jewellery: **Earrings:** Left / Right Ear Stud Rings Hoops Bangles

Necklace Bracelet Piercing(s) Chain Choker

Tattoos: Left / Right Hand Left / Right Arm Left / Right Lower Leg
Left / Right Upper Leg Neck Face Head Body Back

Clothing: **Head:** Glasses Beanie Stocking Cap Straw Hat Mask

Colour: _____ Design: _____

Upper Body: Pullover Jacket T-Shirt Flannel Shirt Collar
Hoodie Sports Jacket Team Uniform _____
Colour: _____ Design: _____
Stains: _____ Labels: _____

Lower Body: Jeans Shorts Track Pants Skirt Chino's
Team Uniform _____
Colour: _____ Design: _____
Stains: _____ Labels: _____

Dresses: Short / Long Summer / Winter Thin / Thick Material
Colour: _____ Design: _____
Stains: _____ Labels: _____

INTRUDER IDENTIFICATION CHECKLIST 4/4

Accessories: _____

Make Up: _____

Disguises:

Balaclava Beanie Stocking Handkerchief Rubber Mask

Plastic Mask Character Mask Sunglasses Hood Pulled Tight

Colour: _____ Design: _____

Patches: _____

Teeth:

All Present Missing Clean Yellow _____

Injuries:

Cuts Bruises Limp Abrasions _____

Left / Right Hand Left / Right Arm Left / Right Lower Leg

Left / Right Upper Leg Neck Face Head Body Back

NAME

AGE

BUILD

HEIGHT

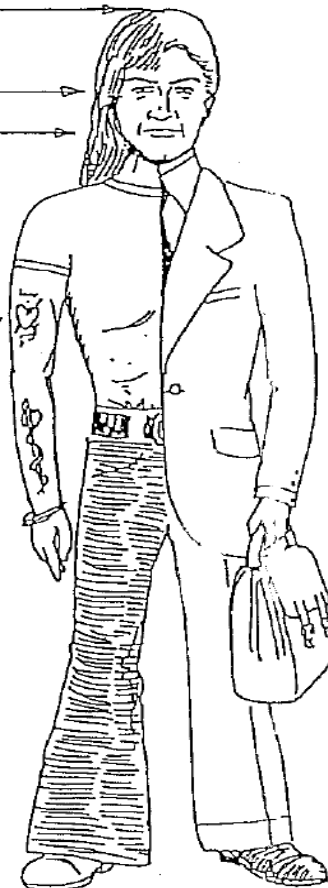
EYES

COMPLEXION

THATCH — HAIR

ODDITIES — SCARS
TATTOOS
DEFORMITIES

RIG — CLOTHING



BOMB THREAT CHECKLIST 1/2

(**Remember:** to remain calm and not replace the handset when the caller ends the call)

Important questions to ask:

Where did you put it? _____

When will the bomb explode? _____

What does it look like? _____

Exact wording of the threat:

General questions to ask:

How will the bomb explode? _____

Did you put the bomb there? _____

Why did you put it there? _____

Bomb threat questions:

What type of bomb is it? _____

What is in the bomb? _____

What will make the bomb explode? _____

Chemical / Biological threat questions:

What type of substance is in it? _____

How much of the substance is in there? _____

How will the substance be released? _____

Is the substance a liquid, powder or gas? _____

Other questions to ask:

What is your name? _____

Where are you? _____

What is your address? _____

BOMB THREAT CHECKLIST 2/2

Notes for after the call:

Callers Voice

Accent (specify): _____

Any Impediment: _____

Voice (soft, loud, etc): _____

Speech (fast, slow etc): _____

Dictation (clear, muffled etc): _____

Manner (calm, emotional etc): _____

Did you recognise the caller? _____

Was the caller familiar with the area: _____

Threat language:

Well spoken: Y / N Incoherent: Y / N Irrational: Y / N Taped: Y / N

Message read by caller: Y / N Abusive: Y / N Other: _____

Background Noises:

Street noises: Y / N House noises: Y / N Aircraft: Y / N Voices: Y / N

Music: Y / N Machinery: Y / N International (beeps) call: Y / N

Other:

Sex of the caller: M / F Estimated age of caller: _____

Call Taken:

Duration of the call: _____ Number called: _____

Action (obtain the details from the supervisor):

Who was the caller reported to? _____

Phone Number: _____

Organisation: _____

Who received the call:

Name: _____

Contact Number: _____

Date of call: _____ Time of call: _____

NOTES:

Signature: _____

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) 1/2

PEEP's are individualised emergency evacuation plans designed for mobility impaired personnel and regular volunteers to the Town of Cambridge. A copy of the PEEP should be kept with the relevant Warden, the applicable assistant and an additional copy kept in a central location which is readily accessible for the responding Emergency Services. The information on the PEEP shall be disseminated to all people responsible for its implementation.

Occupant Name: _____

Phone / Ext: _____ Mobile: _____

Email: _____

Company Name: _____

Building Address: _____

Work Location: _____ Floor Number: _____

Is an assistance animal needed: YES / NO Description: _____

Is the occupant trained in emergency response procedures? YES / NO

The occupants preferred method of receiving updates to the emergency response procedures (text, email, braille etc): _____

The occupants preferred method of notification in an emergency (text, visual alarm, vibrating device etc): _____

Type of assistance required: _____

Equipment required for evacuation: _____

Egress procedure (step by step details): _____

PERSONAL EMERGENCY EVACUATION PLAN (PEEP) 2/2

Designated assistants and Wardens' details:

Name of assistant: _____

Phone / Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Name of Warden: _____

Phone / Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Other: _____

Phone / Ext: _____ Mobile: _____

Email: _____

Work Location: _____ Floor Number: _____

Are the designated assistants trained in the emergency response procedures? YES / NO

Are the assistants trained in the use of the evacuation equipment? YES / NO

Are the assistants familiar with the 3 levels of evacuation? YES / NO

Are the occupant and assistants aware of the best path of travel to safety? YES / NO

Notes: _____

Issue Date: ____ / ____ / ____ . Review Date: ____ / ____ / ____ .

Occupant Approved: _____ Date: ____ / ____ / ____ .

Assistant Approved: _____ Date: ____ / ____ / ____ .

Chief Warden Approved: _____ Date: ____ / ____ / ____ .

EMERGENCY EVACUATION EXERCISE OBSERVER'S CHECKLIST

Facility Name: _____

Date: _____ Time: _____

Floor / Area: _____

Evacuation Sequence	Tick	Min	Sec
Alarm sounded			
Wardens responded			
Wardens check floor / area			
Wardens report to Chief Warden – floor or area is clear			
Persons needing assistance accounted for (PEEP's)			
Arrived at designated Emergency Assembly Area			
Wardens check all personnel are present			
Evacuation completed			
Drill terminated			
Debrief to all people involved			
Debrief to all Wardens			
Evacuation diagrams present and up to date			
Emergency Plan present and up to date			

Observer's Name: _____

Comments: _____

Signature: _____ Date: ____ / ____ / ____.

HAZARD, ACCIDENT, INCIDENT & RISK REPORT FORM 1/4



INCIDENT REPORT AND INVESTIGATION FORM

Incident No.

All incidents are to be reported in accordance with the requirements of the Town of Cambridge Safety Management Plan.
This form is to be completed by the supervisory staff as soon as possible following notification of an accident.
Attach additional documents such as witness interviews/statements, photographs and diagrams.

PART A - INCIDENT DETAILS

Type of Incident (tick box or boxes)	<input type="checkbox"/> Injury or Illness <input type="checkbox"/> Near Miss <input type="checkbox"/> Equipment Damage <input type="checkbox"/> Environmental <input type="checkbox"/> Other <small>(complete Parts A and D of Form only)</small>				
	<input type="checkbox"/> No Treatment <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor (not hospitalised) <input type="checkbox"/> Hospitalised <input type="checkbox"/> Lost Time				
Date/Time Details	Date of Incident	<input type="text"/>	Time of Incident	<input type="text"/>	
	Date Reported	<input type="text"/>	Time Reported	<input type="text"/>	Reported to <input type="text"/>
Location Details	Normal Place of Work	<input type="text"/>			
	Work Site	<input type="text"/>			
What unexpected event happened?	<input type="text"/>				

PART B - DETAILS OF PERSON / EQUIPMENT INVOLVED

Person Involved	Name	<input type="text"/>		<input type="checkbox"/> Employee	<input type="checkbox"/> Subcontractor
	Position Title	<input type="text"/>		<input type="checkbox"/> Public	
	Contact No.	<input type="text"/>		Period employed by Town of Cambridge <input type="radio"/> < 1 month <input type="radio"/> 1-5 years <input type="radio"/> 1-6 months <input type="radio"/> Over 5 years <input type="radio"/> 6-12 months	
	Drivers Licence	<input type="text"/>			
Equipment Involved	Equipment Type	<input type="text"/>			
	Asset/Equipment No.	<input type="text"/>	Registration No.	<input type="text"/>	
What job was the person doing?	<input type="text"/>				
Supervisor	Supervisor's Name	<input type="text"/>	Contact Number	<input type="text"/>	

HAZARD, ACCIDENT, INCIDENT & RISK REPORT FORM 2/4

ACCIDENT REPORT AND INVESTIGATION FORM

Page 2

PART C - INJURY DETAILS

Part of Body

- | | | | |
|---|--|--|-------------------------------------|
| <input type="checkbox"/> Head/Face | <input type="checkbox"/> Eye | <input type="radio"/> Left <input type="radio"/> Right | <input type="checkbox"/> Back/Trunk |
| <input type="checkbox"/> Arm/Wrist <input type="radio"/> Left <input type="radio"/> Right | <input type="checkbox"/> Neck/Shoulder | <input type="checkbox"/> Internal | |
| <input type="checkbox"/> Hand/Finger <input type="radio"/> Left <input type="radio"/> Right | <input type="checkbox"/> Leg/Knee <input type="radio"/> Left <input type="radio"/> Right | <input type="checkbox"/> Foot/Toe <input type="radio"/> Left <input type="radio"/> Right | |

Type of Injury/Disease

- | | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Abrasion |
| <input type="checkbox"/> Amputation | <input type="checkbox"/> Strain/Sprain | <input type="checkbox"/> Burn |
| <input type="checkbox"/> Concussion | <input type="checkbox"/> Laceration/Cut | <input type="checkbox"/> Foreign Body in eye |
| <input type="checkbox"/> Multiple | <input type="checkbox"/> Other | |
| Please specify <input type="text"/> | | |

Cause of Injury/Disease

- | | | |
|--|---|--|
| <input type="checkbox"/> Falling/Flying Object | <input type="checkbox"/> Struck Against/By Object | <input type="checkbox"/> Arc Welding |
| <input type="checkbox"/> Stepping On/Off | <input type="checkbox"/> Chemical Contact | <input type="checkbox"/> Machinery (fixed) |
| <input type="checkbox"/> Caught On or Between | <input type="checkbox"/> Inhalation/Ingestion | <input type="checkbox"/> Conveyor |
| <input type="checkbox"/> Slipping/Tripping/Falling | <input type="checkbox"/> Electrical Energy | <input type="checkbox"/> Animal/Insect |
| <input type="checkbox"/> Lifting/Pulling/Pushing | <input type="checkbox"/> Fire/Explosion | <input type="checkbox"/> Airborne Dust |
| <input type="checkbox"/> Hand Tool | <input type="checkbox"/> Mobile Equipment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Power Tool | <input type="checkbox"/> Vehicle | |
| Please specify <input type="text"/> | | |

Initial Result

- | | | |
|--|--|--|
| <input type="checkbox"/> Return to normal duties | <input type="checkbox"/> Return to alternate duties | <input type="checkbox"/> Referred for assessment |
| <input type="checkbox"/> Lost Time | If ticked - number of days off on initial Medical Certificate <input type="text"/> | |

Signature of Employee _____

Date PART D - HAZARDS INVESTIGATION - to determine the cause of the accident and preventative actions
(Notify Manager if investigation will take longer than 48 hours)

Investigation Team Names

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Signature of Lead Investigator _____

Date Started

Witnesses (names and contact details)

<input type="text"/>	<input type="text"/>
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When possible obtain witness statement(s) on separate sheet(s) and attach to this report.



HAZARD, ACCIDENT, INCIDENT & RISK REPORT FORM 3/4

ACCIDENT REPORT AND INVESTIGATION FORM

Page 3

PART E - HAZARD IDENTIFICATION AND ACCIDENT ANALYSIS

Is there a Safe Working Procedure for this task? ☐ YES ☐ NO ☐ N/A (incident involved public only)

Hazards Identified

What hazards contributed to this accident? List all hazards, and identify which Work Procedure may have applied, if any. Review the Job Site JSA. Consider hazards related to equipment, materials, the environment, and human behavioural factors. Look for system failures (eg. no rules, no training, etc)

--

Known Hazards

If the accident involved known hazards, try to determine if and why the documented procedure was ineffective. Consider HOW the unsafe condition came about. Could alternative safer work methods have prevented the accident?

--

Issues that may have contributed to the incident

- ☐ Policy Issues ☐ Faulty Equipment
☐ PPE ☐ Describe fault
☐ Training
☐ Work Methods

--

New Hazard

If the accident highlighted a new hazard, briefly describe the hazard and commence the process of drafting a new Hazard Alert or revision of a Safe Work Procedure.

--

Incident Cause

State what was determined to be the root cause / were the root causes of this accident.

--

PART F - HAZARD CORRECTION AND PREVENTION ACTION (attach another sheet if necessary)

Your Recommendations to Prevent a Recurrence

- ☐ Action to improve clean up ☐ Training/Reinstruction of Person/s Involved ☐ Check with manufacturer
☐ Equipment repair or replacement ☐ Improved personal protective equipment ☐ Other
☐ Reinstruction of others ☐ Action to improve design or construction
☐ Installation of guard or similar ☐ Order alternative materials

Please specify

--

Supervisor to complete

What Action has or will be taken to prevent a similar occurrence?

Action by

Date

Completion Date

HAZARD, ACCIDENT, INCIDENT & RISK REPORT FORM 4/4

ACCIDENT REPORT AND INVESTIGATION FORM

Page 4

PART G - INSURANCE (where relevant)

Insurance Claim Details

The following information is required for Insurance Claims and is to be completed for all reports.

Was the Accident report to Police? ☐ YES ☐ NO If YES, which Station Police Report No.

Third Party Details

The following information is required where non-company vehicles, equipment or personnel are involved causing injury or damage.

Name	<input type="text"/>	Description of Damage or Injury / Photograph
Address	<input type="text"/>	<input type="text"/>
Vehicle	<input type="text"/>	Registration No. <input type="text"/> Drivers Licence <input type="text"/>

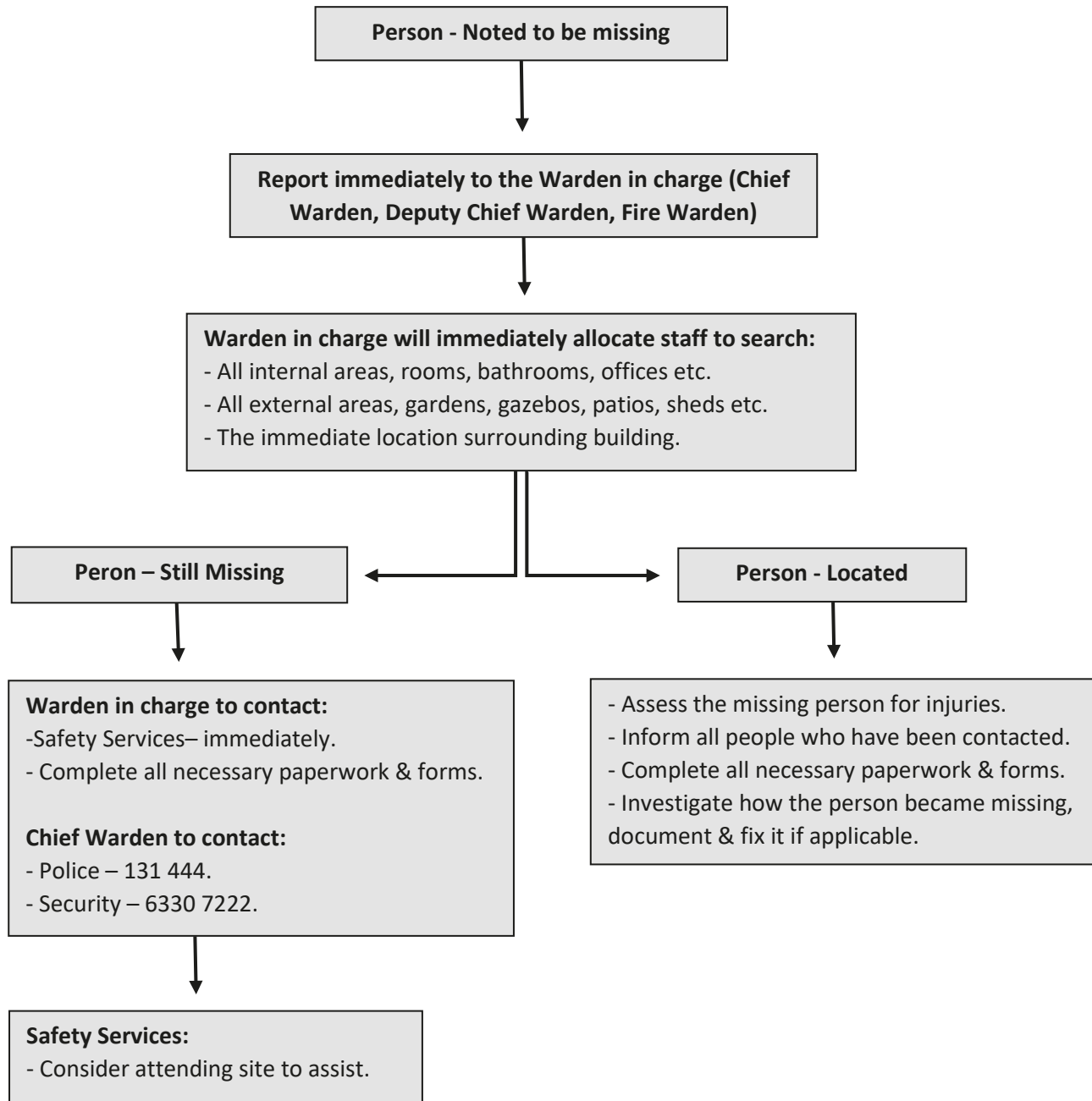
Notifications (Note name of Organisation and person where relevant)

☐ Worksafe notified Date ☐ Other organisation/people notified Date Please specify other organisation/people

PART H - SIGNATURES

Supervisor	Date
OSH Representative	Date
Safety Coordinator	Date
Manager	Date
Copy given to Employee reporting accident	Date

MISSING PERSON FLOW CHART



EMERGENCY CONTACT NUMBERS

Position / Name	Name	Phone Number
Quarry Amphitheatre – Chief Warden	Karen Langford	9383 8903 0427 578 057
Quarry Amphitheatre – Deputy Chief Warden (1)	Chan Philla	0433 292 066
Quarry Amphitheatre – Deputy Chief Warden (2)	Nicola Rossetti	0438 451 215
Quarry Amphitheatre – Deputy Chief Warden (3)	Graham McLuskie	0433 650 457
Quarry Amphitheatre – Fire Warden	Usher	9383 8903
Rangers – Town of Cambridge	Duty Phone	0417 961 027
Toc (Emergency Response Group)	After Hours Only	0411 517 716
Town of Cambridge - LEMAC Representative	Steve Cleaver	0417 977 703
Town of Cambridge – Quarry Amphitheatre	Main Number	9383 8903
WA Police	Emergency	000
WA Police	Non - Emergency	13 14 44
WA Police	Murdoch Station	9313 9000
Crime Stoppers	Reporting Information	1800 333 000
WA Fire Brigade (DFES)	Emergency	000
WA Fire Brigade (DFES)	Non - Emergency	9395 9209
WA Fire Brigade (DFES)	Daglish Fire Station	6478 9110
WA Fire Brigade (DFES)	Claremont Fire Station	6478 9610
St John Ambulance	Emergency	000
Western Power	Emergency	000 / 13 13 51
Western Power	Non - Emergency	13 10 87
Water Corporation of WA	Emergency	000 / 13 13 75
BGPA - Duty Fire Officer (Nov - April)		0409 615 963

VERSION	REVISION	DATE	REVISION DESCRIPTION	NEXT REVIEW
1.0	N/A	October 2019	New Document	October 2020
2.0	-	May 2021	Update	May 2022

NOTE:

When a documented Emergency Plan is implemented correctly,
the facility is well on its way to meeting the requirements of AS 3745 – 2010.



WA FIRE

TRAINING, SERVICES & EQUIPMENT

Workplace Emergency Solutions

Phone: 1800 347 392 **Email:** info@wa-fire.com.au

Web: www.wa-fire.com.au



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