



**Illawarra Folk Club Inc.**

***presenters of the Illawarra Folk Festival***

PO Box 5289, Wollongong,  
NSW, 2500 [www.illawarrafolkclub.org.au](http://www.illawarrafolkclub.org.au)  
[www.illawarrafolkfestival.com.au](http://www.illawarrafolkfestival.com.au)

tel: 1300 887 034 ABN 89 340 604 021



**17-20 January 2019**  
**Stacky Flat, Bulli Showground**



# **Bulli Emergency Management Plan 2019**

## **Illawarra Folk Festival**



## Table of Contents

<b>1. INTRODUCTION .....</b>	<b>2</b>
<b>2. Festival Site Communications.....</b>	<b>2</b>
<b>3. Media Management .....</b>	<b>2</b>
<b>4. Emergency Procedures.....</b>	<b>3</b>
<b>5. Security .....</b>	<b>3</b>
<b>6. Site Evacuation Plan.....</b>	<b>3</b>
<b>7. Weather Problems.....</b>	<b>5</b>
<b>8. Suspicious item.....</b>	<b>5</b>
<b>9. Lost Children and Lost Property .....</b>	<b>5</b>
<b>10. Incident Reporting Form .....</b>	<b>6</b>
<b>11. Site Plan .....</b>	<b>7</b>

---

## 1. INTRODUCTION

This Bulli Emergency Management Plan is written to aid our volunteers understand these Fire and Emergency Procedures, which have been designed for the safety of everyone attending the Festival. All volunteers needed to know these Emergency Procedures and follow the instructions during an Emergency. There is an on-line competency test that all volunteers must pass before they begin volunteering on site.

Festival Management is designated by a person wearing a **blue safety vest**. Venue Managers will be wearing a **red safety vest** and they are trained to evacuate their Venue area.

Ensure you know where the First Aid station is located (North West end of the dog kennel building) {Refer to map on page 7}

Be familiar with the safest and quickest routes to evacuate your venue or area. Check out the Emergency assembly points (white on green signs) in the centre oval and upper (Wanderers) caravan park {refer to map} and be familiar the evacuation route from the two Assembly areas.

In any area incident or evacuation, you will be directed as soon as possible by a Festival Supervisor. They will be wearing a blue or red safety vest.

## 2. Festival Site Communications

When a volunteer, who is yet to register (e.g. yet to receive volunteer tag) first arrives on site, they should report to the Registration Office located at the festival entry. Registered volunteers should report directly to their team leader at the beginning of each working shift.

Site communications will be by radio or mobile phone. Festival Management will all be equipped with radios. The radios are equipped with a selector for three channels. Your **emergency channel and general communications channel will be channel 1**.

Additionally, the duty Shift Manager is available via mobile phone on **0499 611 443**. (Check the number when you arrive)

The Festival phone is **0499 474 743**.

Other important numbers along with Emergency Codes are also to be found on the back of your Volunteer ID Card.

## 3. Media Management

Volunteers are asked not to speak to the media while on duty, but to refer any general media inquiries to the Media Officer on Duty. If there is an accident or incident during the Festival, volunteers are not to comment to the media on the incident, but to refer media to the Director of Marketing and Media. A Crisis Media Plan has been prepared and all media communications will be conducted through the media team.

---

## 4. Emergency Procedures

If you notice an incident (injury, near miss, security breach, suspicious item, disturbance, etc) contact your team leader or shift manager.

In the case of a serious **medical emergency** call 000 and then contact your team leader or shift manager. For a minor injury, call Festival First Aid via radio or phone.

In case of **fire**: Do not place yourself or any other person in danger. Should you be confident that you have the knowledge and skills to deal with the fire, please go ahead and take appropriate steps. When you have control of the situation, please advise the Festival Management Office (Shift Manager) who should attend and investigate and complete the relevant incident report. If the fire is large, e.g. **visible flames**, call 000 and then the shift manager via radio or phone.

Placement of extinguishers will be marked by standard Fire Extinguisher signage in each venue. In most cases they will be found near the stage and / or next to the sound desk

In the case of small amounts of smoke coming from electrical equipment, disconnect the power and call the shift manager via radio or phone. Initiate venue evacuation procedures, with the venue manager, if smoke persists.

Venue evacuation will be from all available exits. When evacuation is complete, if it is safe to do so, the Venue Manager will check the venue for any remaining persons. When evacuating the venue leave equipment in place. The priority is to evacuate all persons. Leave access clear for Fire Services.

Assemble at the nearest designated Assembly point.

When calling 000 the entry street is Grevillia Park Road off Princess Highway, Bulli, 2516.

*The only Fire Hydrant on site is next to the Greyhound Chain link Fence at the Festival Entrance*

## 5. Security

In the case of a **SECURITY** incident do not call 000.

Call Festival Management who will activate the appropriate security response. Note that the Festival employs a very professional security team to respond to security issues. The Festival Duty Manager and the Festival Security Manager will make the decision to call outside support if necessary.

## 6. Site Evacuation Plan

*An evacuation will either be a localised evacuation (i.e. a single venue), an area evacuation, (e.g. Slacky Flat Bar and restaurants), or a site evacuation. Evacuation may be required due to fire, weather or a specific identified threat.*

The decision to close the Festival or evacuate the site will be made by the Festival Director. Should the Festival Director make the decision to close the Festival or evacuate, the Festival Director assisted by the

---

Shift Manager/s will set the evacuation plan in process. The signal to evacuate will be by sirens on the Festival loudhailers and the fixed GBOTA siren.

- I. If a **venue** evacuation or an **area** evacuation is required, the two designated evacuation points are:
  - a) A marked assembly point in the centre of the oval {Refer to map}
  - b) A marked assembly point adjacent to the toilet block in the upper (Wanderers) caravan park. {Refer to map}
- II. If a full **site** evacuation is required, the two escape routes are:
  - a) Along the trotting track, out the main entry and down Grevillia Park Road towards Princes Highway. On exiting the site, assemble near the War Memorial which is in the park on the corner of Grevillia Park Road. *This is the preferred evacuation route for the Show Pavilion, Slackey Flat Area, Stables and every person inside the main track area.*
  - b) To the Wanderers caravan park emergency assembly area point, down the road past the recycling area and onto the trotting track then out the main entry and down Grevillia Park Road towards Princes Highway. On exiting the site, assemble near the War Memorial which is in the park on the corner of Grevillia Park Road. *This is the preferred evacuation route for Grevillea Park and upper camping areas*

During an emergency evacuation, every effort must be made to prevent persons evacuating the site with motor vehicles. These routes have been created to keep clear the Grevillia Park Road front entrance for the arrival of emergency services.

- III. Actual or forecast severe weather, hail or thunderstorms

Grevillea Park occupants and upper camping area occupants will evacuate to the Show Pavilion or the Trotting Stables. Show Pavilion, Stables and Dog Kennel occupants will remain where they are. All occupants inside the main facilities including marquees will evacuate to the Slacky Flat/ Betting Arena or restaurants.

It is the Venue Managers priority to evacuate audience, performers and volunteers before moving equipment to safety. Notify Shift manager by phone (0499611443) or radio (Channel 1) when your area has been fully evacuated.

*At all times the evacuation will be initiated and controlled by Venue Managers/Festival Management, prior to handing over to Emergency Services. **Venue Managers/Festival Management** are identified by their **Red** or **Blue** safety vests.*

---

## 7. Weather Problems

Daily weather evaluations will be supplied to Shift Managers, after consultation with the Bureau of Meteorology. Where there is a likelihood of changeable weather, the weather radar will be monitored and where severe weather is expected, the Shift Managers will be kept advised of impending changes.

The agency responsible for response to storms and tempest is the NSW State Emergency Service. In the event of the need for assistance, they can be contacted on **13 25 00**.

If a weather event is forecast that may cause damage tents, all stallholders will be instructed to cease trading and prepare their tents. Festival staff will be assigned to supervise and help in the preparation.

## 8. Suspicious item

If a suspicious item is found do not touch it or move it. Clear the area and notify Festival Management or Security.

Prevent anyone from entering the area until relieved by Festival Management or Emergency Services

## 9. Lost Children and Lost Property

Any lost children are to be taken to the Registration Office and a message will be sent to all venues for Venue Managers to make an announcement.

Escorting children should be done with another person, not alone.

Lost property is also to be taken to the Registration Office.

---

10. Incident Reporting Form

<b>Bulli Folk Festival – INCIDENT REPORTING FORM</b>	<b>DATE .....</b>
<b>DESCRIPTION OF INCIDENT</b>	
<b>LEARNINGS</b>	
<b>FOLLOW-UP ACTIONS</b>	
Signed .....	
(Team Leader or Manager)	

Note: All completed Incident Report Forms need to be taken to the shift office on completion

# 11. Site Plan

## Venues

- 1** The Chapel
- 2** Miner's Camp
- 3** Show Pavilion
- 4** Grandstand Bar
- 5** Restaurant
- 6** Slacky Flat Bar
- 7** Global Green
- 8** Tivoli on Track (Dance)
- 9** Black Diamond Marquee
- 10** Piazza
- 11** The Shed (Kids)

# ILLAWARRA FOLK FESTIVAL

17-20 JANUARY 2019 • BULLI SHOWGROUND, NSW

## Key Locations

- 1** Buy Passes & Information
- 2** Festival Bar
- 3** Merchandise
- 4** Food & Craft Stalls
- 5** Instrument Lockup, Greyhound Kennels
- 6** Horse Stables
- 7** Grevillea Park Gates
- +** First Aid

## Legend

- eftpos
- Toilet
- Shower
- Festival Parking
- Festival Bus Stop
- Food & Drinks
- Building
- Marquee
- Traffic Lights
- Emergency Exit

