



**Illawarra Folk Club Inc.**

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

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**19-21 January 2024**  
**Slacks Flat, Bulli Showground**



# **Bulli Emergency Management Plan 2024**

## **Illawarra Folk Festival**



## Table of Contents

<b><u>1. Introduction</u></b> .....	<b>2</b>
<b><u>2. Festival Site Communications</u></b> .....	<b>2</b>
<b><u>3. Media Management</u></b> .....	<b>2</b>
<b><u>4. Emergency Procedures</u></b> .....	<b>3</b>
<b><u>5. Security</u></b> .....	<b>3</b>
<b><u>6. Evacuation Plans Including Full Site Evacuation</u></b> .....	<b>3</b>
<b><u>7. Weather Problems</u></b> .....	<b>5</b>
<b><u>8. Suspicious Items</u></b> .....	<b>5</b>
<b><u>9. Lost Children and Lost Property</u></b> .....	<b>5</b>
<b><u>10. Incident Reporting Form</u></b> .....	<b>6</b>
<b><u>12. Site Plan</u></b> .....	<b>7</b>

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## 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 Area (white on green sign) at the entry to the Festival at the SW corner of the grandstand {refer to map} and be familiar with the evacuation route from the Assembly area.

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 (eg 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 mobile phone.

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

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.

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## 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 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 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 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 designated Emergency Assembly Point.

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

## 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. Evacuation Plans Including Full Site Evacuation

*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 localised fire, bushfire; weather or a specific identified threat.*

A **Venue evacuation** will be initiated by the Venue Manager who will make an announcement in the venue for all patrons and performers to move to the designated Emergency Assembly Area. An **Area Evacuation** will be initiated by the Shift Manager who will arrange for the various Venue Managers to make

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announcements in their venues for all patrons and performers to move to the designated Emergency Assembly Area. In addition the Shift Manager will also direct Patron Services personnel to walk the Area with loud hailers directing anybody, not in a specific venue, to move to the designated Emergency Assembly Area.

- I. If a **venue** evacuation or an **area** evacuation is required, the designated evacuation point is:
  - a) The marked Emergency Assembly Area at the entry to the Festival at the SW corner of the grandstand {Refer to map}

A full **site evacuation** decision will be made by Emergency Services. If the decree to close the Festival or evacuate the site is imposed on the Festival any Committee Member notified will immediately notify the Shift Manager who will, with the assistance of security, set the evacuation plan in process. The signal to evacuate will be by sirens on the Festival loudhailers and the fixed GBOTA siren.

- II. If a full **site** evacuation is required, the escape route is:
  - a) From the Emergenct Assembly Area 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.

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

All occupants 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) when your area has been fully evacuated.

- IV. Bushfire Issues

In the case of a bushfire impinging on the site or fast approaching the site the same full site evacuation procedures will apply, as above, unless the Emergency Services personnel have indicated there is time for patrons to take their vehicles off site.

In the case where Emergency Services have ordered the closing of the site because of the forecast weather conditions with a bushfire in the vicinity the Shift Managers, assisted by Security will initiate an orderly clearing of the site of all vans tents and vehicles.

*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.*

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## 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.

*Shift Management will also monitor any bushfire concerns with the Rural Fire Services and follow their advice to initiate the appropriate actions for smoke warnings or site evacuation as detailed in section 6.*

## 8. Suspicious Items

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.

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## 10. Incident Reporting Form

11.Bulli Folk Festival – INCIDENT REPORTING FORM	DATE .....
<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

## 12. Site Plan

