

# TechnologyOne ECM Document Summary

Printed On 23-Sep-2024

Class	Description	Doc Set Id / Note Id	Version	Date
PUB_ACC	8. Event Management Plan - Waste Management Plan	8299136	1	18-Sep-2024
PUB_ACC	9. Event Management Plan - Traffic Management Plan	8299138	1	18-Sep-2024
PUB_ACC	10. Event Management Plan - Accessibility Plan	8299139	1	18-Sep-2024
PUB_ACC	11. Event Management Plan - Adverse Weather Plan	8299140	1	18-Sep-2024
PUB_ACC	12. EMP appendix C.1 - Site Plan	8299141	1	18-Sep-2024
PUB_ACC	13 EMP appendix C.2 - Patron Area	8299142	1	18-Sep-2024
PUB_ACC	14. EMP appendix C.3 - Areas	8299143	1	18-Sep-2024
PUB_ACC	15. EMP appendix C.5 -Zone & Evac	8299144	1	18-Sep-2024
PUB_ACC	16. Event Management Plan Emergency Management Plan	8299145	1	18-Sep-2024

## Ayrburn Events Waste Management Plan - 2950 pax

### Main Arena

**10 x 240L Waste Bins**

**10 x 240L Recycling Bins**

**6 x 240L Glass Bins** (bins would be located behind bar)

**8 x 80L Food Bins** (Bins would be places around the food vendor area)

1 x Waste Station on the Gate A side of the Dance Floor (in-between tower 4 and 5) and another Waste Station at the Bar/ Vendor side of the Dance Floor (in-between tower 1 and 2).

Waste and Recycling bins also located at the bar and food vendors for patrons.

#### **Reasoning:**

The waste stations have proven to be more effective in reducing contamination compared to multiple bin locations scattered throughout in past events. We have found when people actively seek out a waste station, they are more likely to put the items in the correct bins.

### Waste Stations

Each waste station in the main arena consists of 2 x waste and 2 x recycling bins (4 bins at each station)

Waste stations at the main bar and food vendors consists of 3 x waste and 3 x recycling bins (6 x bins at each of the 2 locations)

### Waste Compound

- **2 x 9M Skips (1 x Recycling, 1 x Waste Skip).**
- **5 x 240L Glass bins** (used to swap out bins from bars, if required)
- **5 x 240L Waste bins** (used to swap out full bins in patron areas)
- **5 x 240L Recycling bins** (used to swap out full bins in patron areas)
  
- The bins in the main arena would be monitored by the volunteers and staff. They would take an empty bin from the compound to the waste station in the main arena and swap it for a full bin and then take the full bin back to the waste compound where the contents would be sorted and placed in the appropriate skip.
- Alternatively, we can provide bin liners if you would prefer bins not to be moved during the duration of the event, in this case volunteers and staff would remove the full bin liner, take it to the waste compound for the contents to be sorted into the appropriate skip.
- Trestle tables for sorting recycling in the waste compound
- Smart Environmental can provide waste 'pick up sticks' for volunteers and staff to pick up any rubbish dropped on the ground by patrons in the main arena.

### Main Patron Toilets

**4 x 240L Waste Bins**

**4 x 240L Recycling Bins**

**Note:** 1 x waste and 1 x recycling bin would be placed at the end of each row of toilets, plan is showing 4 rows.

### **VIP Section**

**3 x 240L Recycling Bins**

**3 x 240L Waste Bins**

**3 x 240L Glass Bins** (bins would be located behind bar)

#### **Notes:**

- Consider placing additional glass bins in VIP area if VIP patrons are given drinks in glass bottles.
- Bins would be placed next to the toilets and bar.

### **Backstage**

**2 x 240L Waste Bins**

**2 x 240L Recycling Bins**

**2 x 240L Glass Bins**

### **Gates**

**10 x waste**

**10 x recycling**

**Note:** Each gate would have 2 x waste and 2 x recycling bins stationed (5 entry points).

### **Total Bin numbers**

**34 X 240L waste**

**34 X 240L recycling**

**16 X 240L glass**

**8 X 80L food waste**

**1 x 9M Waste Skip**

**1 x 9M Recycling Skip**

### **Additional Considerations:**

**Staff / Volunteer Training:** Ensure staff members are trained on waste sorting and know the location of waste stations and bins.

**Clear Signage:** We will provide clear and visible signage on the bins indicating waste categories (waste, recycling, glass). Bin lid colours will also be in line with national guidelines (waste – red, recycling - yellow and glass – blue).

Please see our event signage attached.

**Monitoring and Emptying Bins:** Regular monitoring and emptying of bins to prevent overflow and maintain cleanliness.

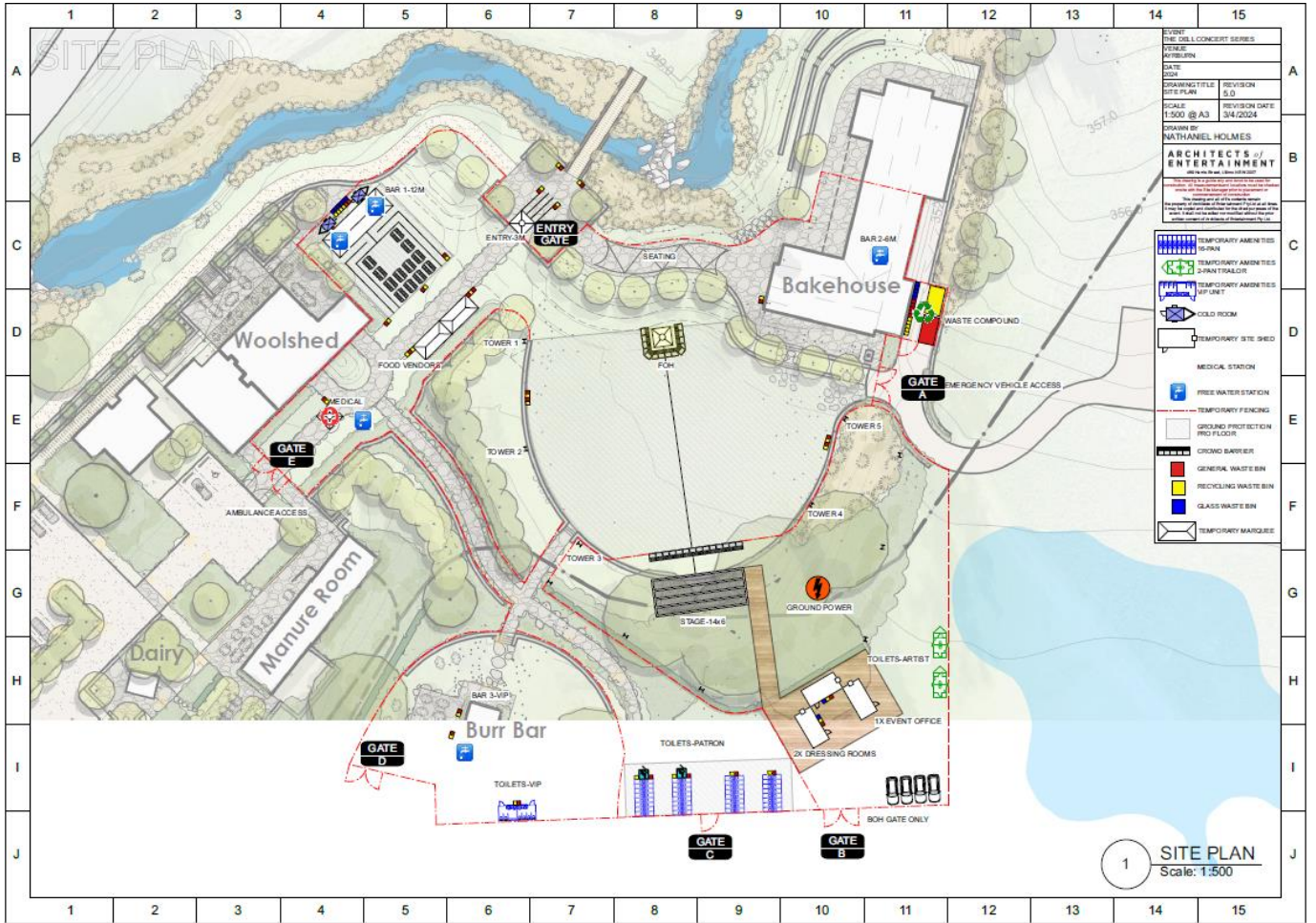
**Public Awareness:** Use announcements or visual displays to encourage event attendees to responsibly dispose of waste in designated bins.

**Post-Event Assessment:** Smart Environmental will conduct a post-event waste audit to assess the effectiveness of the waste management plan and identify areas for improvement. We will also provide a report outlining volume and weights of materials removed from the event.

Implementing this waste management plan based on primary materials should help streamline waste disposal and promote recycling efforts during the events at Ayrburn.

Adjustments can be made based on the specific requirements of each event.

Site Plan –



## TRAFFIC MANAGEMENT PLAN (TMP) – FULL FORM

The included drawings, designs and concepts remain the property of Southern Safety Services Ltd. Unauthorised reproduction of any part of this document is prohibited. The included Traffic Management Diagrams (TMD) with the associated TMP must only be used at the location(s) it is associated with and not without approval from the approving engineer and/or road controlling authority.

<b>Organisations /TMP reference</b>	<b>TMP reference:</b> 4624	<b>Contractor (Working space):</b> Ayrburn Precinct Ltd	<b>Principal (Client):</b> Ayrburn Precinct Ltd				
		<b>Contractor (TTM):</b> Southern Safety Services Ltd	<b>RCA:</b> QLDC Ayrburn Precinct Ltd				
<b>Location details and road characteristics</b>	<b>Road names and suburb</b>		<b>House no./RPs (from and to)</b>	<b>Road level</b>	<b>Permanent speed</b>		
	Arrowtown-Lake Hayes Rd		2.500 – 3.700	L1	70km		
	Hogans Gully Rd		0.000 – 0.400	L1	80km		
	Speargrass Flat Road		5.500 – 6.025	L1	80km		
	Ayr Avenue		All	LV	30km		
	William Paterson Close		All	LV	30km		
<b>Traffic details (main route)</b>	<b>AADT</b> Arrowtown-Lake Hayes Rd: 4700 vpd, 20% heavy		<b>Peak flows</b> 0800 – 0900 & 1600 - 1730				
<b>Description of work activity</b>							
<p><b>Ayrburn Events 2024</b></p> <p>Event dates are to be confirmed Up to 2950 attendees expected All event vehicles to access event via Ayr Avenue 590 patron parking spaces and 100 staff parking spaces will be available onsite. Up to 16 buses will be in rotation based on capacity of event Please see Diagram 1 for event overview</p>							
<b>Planned work programme</b>							
<b>Start date</b>	1 <sup>st</sup> January 2024	<b>Time</b>	0600	<b>End date</b>	31 <sup>st</sup> December 2024	<b>Time</b>	0000
<b>Consider significant stages, for example:</b>	<ul style="list-style-type: none"> <li>road closures</li> <li>detours</li> <li>no activity periods.</li> </ul>						
<b>Alternative dates if activity delayed</b>	TBC						
<b>Road aspects affected (delete either Yes or No to show which aspects are affected)</b>							
<b>Pedestrians affected?</b>	No	<b>Property access affected?</b>	No	<b>Traffic lanes affected?</b>	No		
<b>Cyclists affected?</b>	No	<b>Restricted parking affected?</b>	No	<b>Delays or queuing likely?</b>	No		

**Proposed traffic management methods**

**Installation**  
(includes parking of  
plant and materials  
storage)

Prior to commencing establishment, the STMS will assess all onsite conditions to make sure the attached TMDs are appropriate for the intended location. Any minor changes that are required will be documented in the On-Site Record form and relayed to the Operations Manager for appropriate notification to the Engineer to Contract/RCA. Any major changes on site will require a new site specific TMD.

STMS or a TMO under instruction of an STMS must establish the site.

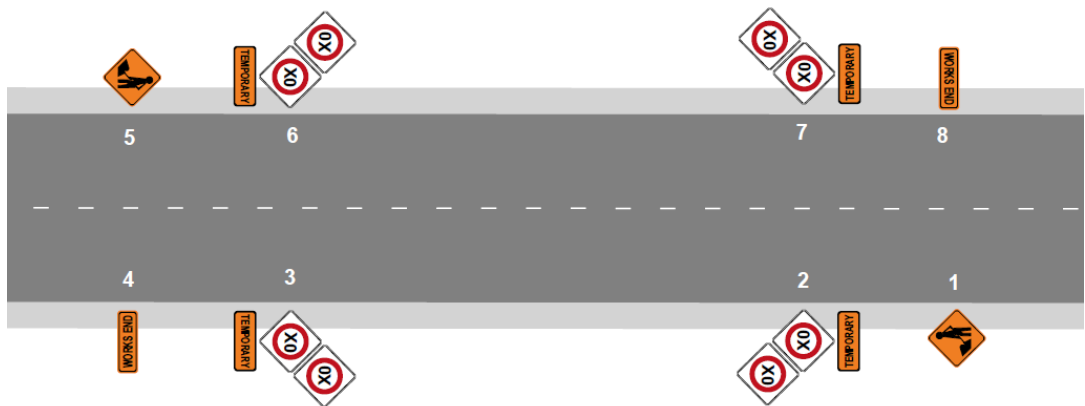
- A **Zone B Mobile Operation** will be used to install the static signage where there is enough drivable shoulder in the area to allow for the work vehicle to pull off the live lane. Otherwise, a **Zone C Mobile Operation** will be used.
- **Inspection Activities** will be used to install the cones. Inspectors must move from live lanes to avoid traffic. They must not expect traffic to drive slowly or drive around them.

**Notes**

- An installation work vehicle fitted with amber flashing beacons and a TV4 Pass With Care sign will be used
- Signs to be placed from the non-traffic side of the vehicle. Vehicle will stop 10m prior to each sign location shadowing the workers placing the signs
- Rear CSD is required for the installation of all static signage.
- There must be CSD to the installer from the work vehicle when installing TTM on the live lane.
- All plant and materials will be parked and stored in a position that poses no risk to any pedestrian, cyclist or motorist.

**Sequencing procedure**

- Install left hand signs - The first sign erected must be an 'Advance Warning' sign.
- Loop in a safe position
- Install right hand signs following the same order
- Loop in a safe position
- Install cones (inspection activity)
- On completion, the STMS shall undertake a drive-over inspection (in both directions) to check that the site is safe, legal and matches the TMP.
- The STMS will then complete the on-site record and hold a toolbox meeting between the TTM staff and contractors, before giving the workers the okay to enter into the site and carry out the work.



**Attended (day/night)**

Signage as per attached diagrams.  
Advanced Warning and 30k TSL installed for duration of event. Please see Diagram 2 for overview of TTM.  
Event Marshals will be placed at key locations internally to assist with carparking and vehicle movements. MTC to be used to assist pedestrians crossing the road and to allow buses right of way. Please see Diagram 3 for overview of staff locations  
No parking to be installed along event area. Please see Diagram 4.  
Security guards will assist on site

**Unattended (day/night)**

Site will not be left unattended.

**Detour route**

n/a

Does detour route go into another RCA's roading network? No  
 If Yes, has confirmation of acceptance been requested from that RCA? N/A  
**Note:** Confirmation of acceptance from affected RCA must be submitted prior to occupying the site.

**Removal**

**Once the Event is completed, all temporary warning equipment will be removed by the STMS / TMO. STMS will first ensure that the worksite is clear & that the road is in good condition.**

- STMS or a TMO under instruction of an STMS must disestablish the site.
- **Inspection Activities** will be used to disestablish the cones.
- **A Zone B Mobile Operation** will be used to disestablish the static signage as there is enough drivable shoulder in the area to allow for the work vehicle to pull off the live lane otherwise a **Zone C Mobile Operation** will be used

Signs and delineators will be removed in the following order:

- Remove all cones from site with a spotter where required (inspection activity)
- All signs and cones on side roads within worksite are to be removed.
- The 'direction and protection and regulatory' signs will then be removed.
- The advanced warning signage is to be removed last.
- STMS will then conduct a site check on completion to ensure all TTM has been removed. Any signage that cannot be packed up will be dropped and stored in a safe place that does not pose a risk to any vehicle, pedestrian, or cyclist traffic

**Proposed TSLs (see TSL decision matrix for guidance)**

	<b>TSL details as required</b> Approval of Temporary Speed Limits are in terms of Section 7 of Land Transport Rule: Setting of Speed Limits 2022. (In force from 19 <sup>th</sup> May 2022) For legal purposes, this information must be retained for 12 months and be provided on request.	<b>Times</b> (From and to)	<b>Dates</b> (Start and finish)	<b>Diagram ref. no.s</b> (Layout drawings or traffic management diagrams)
<b>Attended day/night</b>	A temporary maximum speed limit of <b>30km/h</b> is hereby fixed for motor vehicles traveling over the length of: - All of <b>Ayr Avenue</b> - 600m situated between 3.550 – 2.950 on <b>Arrowtown – Lake Hayes Road</b>	0000 – 2359	1 <sup>st</sup> January – 31 <sup>st</sup> December 2024  (where required)	2
<b>Unattended day/night</b>	n/a			
<b>TSL duration</b>	Will the TSL be required for longer than 12 months? <b>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</b>			No

**Positive traffic management measures**

The STMS onsite will ensure Positive Traffic Management Measures are in place to control vehicle speeds, increase public awareness and minimize disruption by providing clear and constructive guidance.

**Side Friction**

Side friction is used to create a tunnel effect for vehicles travelling past work sites to further reduce the speed limit of the travelling vehicles, therefore providing a safer environment for the public and the contractors.

**Additional Methods of reducing the speed of traffic through the worksite:**

- Close spacing of delineation devices.
- Placing cones from the TSL to the taper
- Cone offset delineation (where cones are placed either side of a lane(s), the cones on one side are placed longitudinally offset from the other by a half cone spacing)
- Increased sign spacing due to high-speed, high-volume road

**Contingency plans**

<p><b>Generic contingencies for:</b></p> <ul style="list-style-type: none"> <li>• major incidents</li> <li>• incidents</li> <li>• pre planned detours.</li> </ul> <p><i>Remove any options which do not apply to your job</i></p>	<p><b>Major Incident</b></p> <p>A major incident is described as:</p> <ul style="list-style-type: none"> <li>• Fatality or notifiable injury - real or potential</li> <li>• Significant property damage, or</li> <li>• Emergency services (police, fire, etc) require access or control of the site.</li> </ul>	<p><b>Actions</b></p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>• stop all activity and traffic movement</li> <li>• secure the site to prevent (further) injury or damage</li> <li>• contact the appropriate emergency authorities</li> <li>• render first aid if competent and able to do so</li> <li>• notify the RCA representative and / or the engineer</li> <li>• under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so</li> <li>• re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so</li> <li>• Comply with any obligation to notify WorkSafe.</li> </ul>
	<p><b>Incident</b></p> <p>An incident is described as:</p> <ul style="list-style-type: none"> <li>• excessive delays - real or potential</li> <li>• minor or non-inquiry accident that has the potential to affect traffic flow</li> <li>• structural failure of the road.</li> </ul>	<p><b>Actions</b></p> <p>The STMS must immediately conduct the following:</p> <ul style="list-style-type: none"> <li>• stop all activity and traffic movement if required</li> <li>• secure the site to prevent the prospect of injury or further damage</li> <li>• notify the RCA representative and / or the engineer</li> <li>• STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so</li> <li>• re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced.</li> </ul>



	<p><b>Note also the requirements for no interference at an accident scene:</b></p> <p>In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to:</p> <ul style="list-style-type: none"> <li>• save a life of, prevent harm to or relieve the suffering of any person, or</li> <li>• make the site safe or to minimise the risk of a further accident; or</li> <li>• maintain the access of the general public to an essential service or utility, or</li> <li>• prevent serious damage to or serious loss of property, or</li> <li>• follow the direction of a constable acting in his or her duties or act with the permission of an inspector.</li> </ul>			
<p><b>Other contingencies to be identified by the applicant</b> (i.e. steel plates to quickly cover excavations)</p>	<p><b>Weather</b> The key parking areas will be assessed before each event. Grass will be cut prior to any summer events. During any periods of heavy rain, additional assessment will be made to ensure all parking areas are fit for purpose</p> <p><b>Passage of emergency vehicles on call</b> Emergency services will be accommodated and access provided through the site as required.</p>			
<b>Authorisations</b>				
<p><b>Parking restriction(s) alteration authority</b></p>	<p>Will controlled street parking be affected?</p>	No	<p>Has approval been granted?</p>	N/A
<p><b>Authorisation to work at permanent traffic signal sites</b></p>	<p>Will portable traffic signals be used or permanent traffic signals be changed?</p>	No	<p>Has approval been granted?</p>	N/A
<p><b>Road closure authorisation(s)</b></p>	<p>Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?</p>	No	<p>Has approval been granted?</p>	N/A
<p><b>Bus stop relocation(s) – closure(s)</b></p>	<p>Will bus stop(s) be obstructed by the activity?</p>	No	<p>Has approval been granted?</p>	N/A
<p><b>Authorisation to use portable traffic signals</b></p>	<p>Make, model and description/number</p>			
	<p>NZTA compliant?</p>	N/A		
<b>EED</b>				
<p>Is an EED applicable?</p>	No	<p>EED attached?</p>	No	
<b>Delay calculations/trial plan to determine potential extent of delays</b>				
n/a				
<b>Public notification plan</b>				
Event will be advertised through normal media channels.				
<p><b>Public notification plan attached?</b></p>	No			
<b>On-site monitoring plan</b>				
<p><b>Attended</b> (day and/or night)</p>	<p><b>On arrival on site:</b> Traffic conditions and incidents confirmed and addressed as required.</p> <p><b>On completion of installation:</b> Everything in place and road users are reacting correctly with no delays</p> <p><b>Day Works:</b> Site check to be completed every 2 hours.</p>			
<p><b>Unattended</b> (day and/or night)</p>	n/a			

**Method for recording daily site TTM activity (eg CoPTTM on-site record)**

Daily Job Record Form – managed by the STMS  
 NZGTTM On-Site Record Form – managed by the STMS and attached to the Hazard ID  
 Hazard ID – managed by the STMS for TTM and covers the area outside the working space.

**Site safety measures**

- Before work commences, onsite staff will be given a site safety briefing by the STMS on the Traffic Management Plan.
- If queuing or unforeseen disruption occurs, additional advanced warning signs may be used to provide awareness to public of the upcoming disruption outside of the normal site boundary.
- All permanent signage that no longer applies during the work phase must be covered, removed or temporarily modified to avoid confusion.
- Work vehicles are to carry an adequate supply of First Aid equipment.
- All 'on road' personnel will wear complaint high visibility vests as a minimum requirement
- All signage will be in place prior to event starting

**Site specific layout diagrams**

Number	Title
1	Event Location
2	Directional Parking Signage
3	Event Route Overview
4	No Parking


**Installation + Removal Diagrams**

Number	Title
M1.2	Zone B Mobile Operation with Drivable Shoulder
M1.5	Zone C Mobile Operation with Advanced Warning in Place
M1.7	Inspection Activities for Installation and Removal of Delineation

**Contact details**

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
<b>Principal</b>	Ayrburn Precinct Ltd – Nathaniel Holmes	+61 422 169 363			
<b>TMC</b>	Tony Francis – QLDC	021 849 312	15470	L1 STMS	8.7.2024
<b>Contractor</b>	Ayrburn Precinct Ltd – Nathaniel Holmes	+61 422 169 363			
<b>STMS</b>	Southern Safety – Trevor Page	021 033 8340	83400	L1 STMS	11.03.25

**TMP preparation**

<b>Preparation</b>	Kelsey Brownrigg	03/04/2024		106389	TTMP	29/09/2026
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

**This TMP meets CoPTTM requirements**

**Number of diagrams attached**

7

<b>TMP returned for correction (if required)</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

**Engineer/TMC to complete following section when approval or acceptance required**

<b>Temporary safety barrier system</b>	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose	Not required				
<b>TMP Approved</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
<b>Acceptance by TMC (only required if TMP approved by engineer)</b>						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

**Qualifier for engineer or TMC approval**

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

**Notification to TMC prior to occupying worksite/Notification completed**

<b>Type of notification to TMC required</b>		<b>Notification completed</b>	Date <input style="width: 100%;" type="text"/> Time <input style="width: 100%;" type="text"/>
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### ON-SITE RECORD

On-site record must be retained with TMP for 12 months.

	Today's date
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<b>Location details</b>	<b>Road names(s):</b>	<b>House number/RPs:</b>	<b>Suburb:</b>

### Working space

<b>Person responsible for working space</b>		
<i>Name</i>	<i>Signature</i>	

Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below

### TTM

<b>STMS in charge of TTM</b>					
<i>Name</i>	<i>TTM ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
<b>Worksite handover accepted by replacement STMS</b>					
<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
<b>Tick to confirm handover briefing completed</b>					

### Delegation

<b>Worksite control accepted by TC/STMS-NP</b>					
<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
<b>Tick to confirm briefing completed</b>					

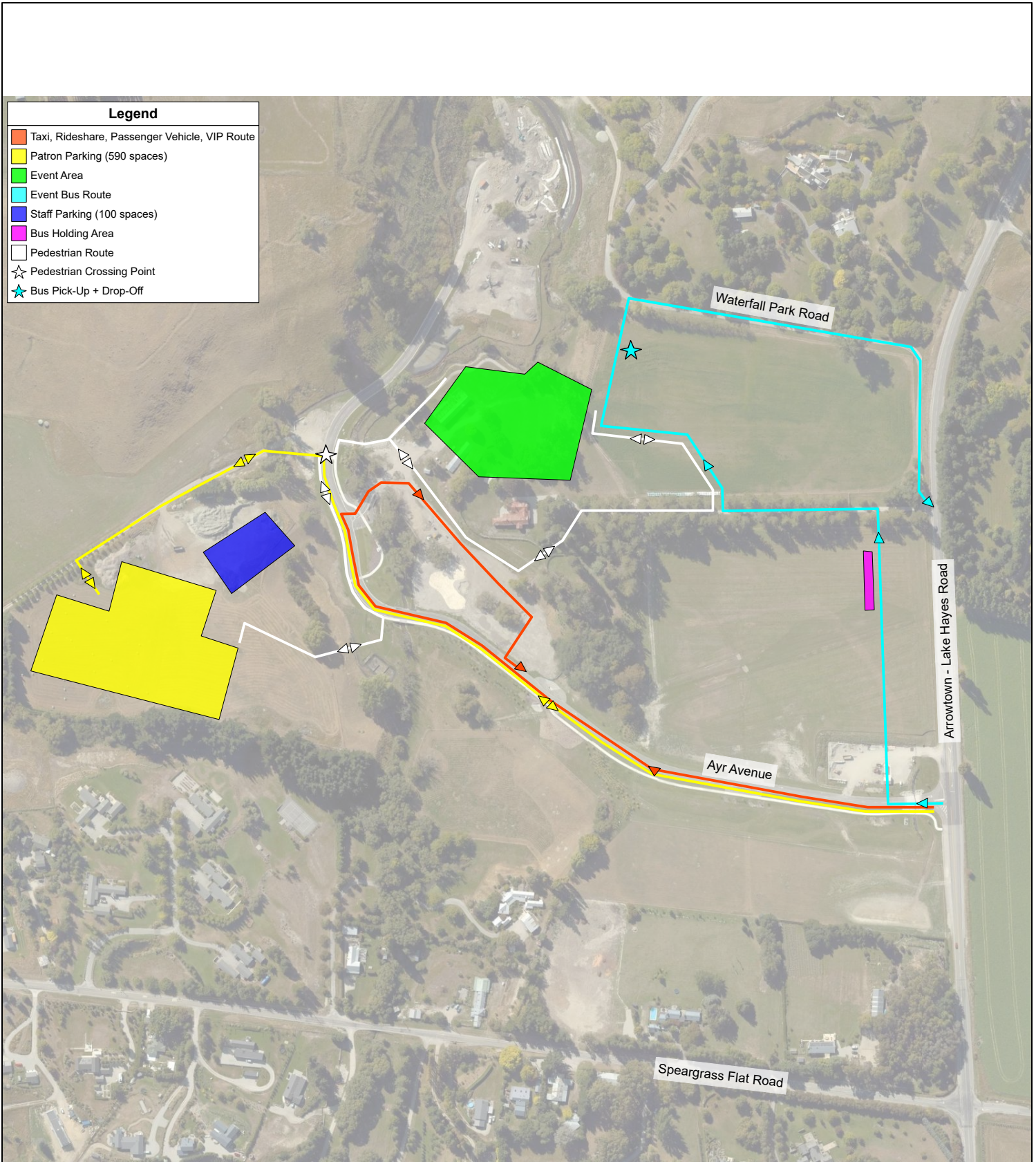
### Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				

### Worksite monitoring

TTM to be monitored and 2 hourly inspections documented below.

Items to be inspected	TTM set-up	2 hourly check	2 hourly check	2 hourly check	2 hourly check	2 hourly check	TTM removal
High-visibility garment worn by all?							
Signs positioned as per TMP?							
Conflicting signs covered?							
Correct delineation as per TMP?							
Lane widths appropriate?							
Appropriate positive TTM used?							
Footpath standards met?							
Cycle lane standards met?							
Traffic flows OK?							
Adequate property access?							
Barrier deflection area is clear?							
<i>Add others as required</i>							
<b>Time inspection completed:</b>							
<b>Signature:</b>							
<b>Comments:</b>							
<b>Time</b>	<b>Adjustment made and reason for change</b>						



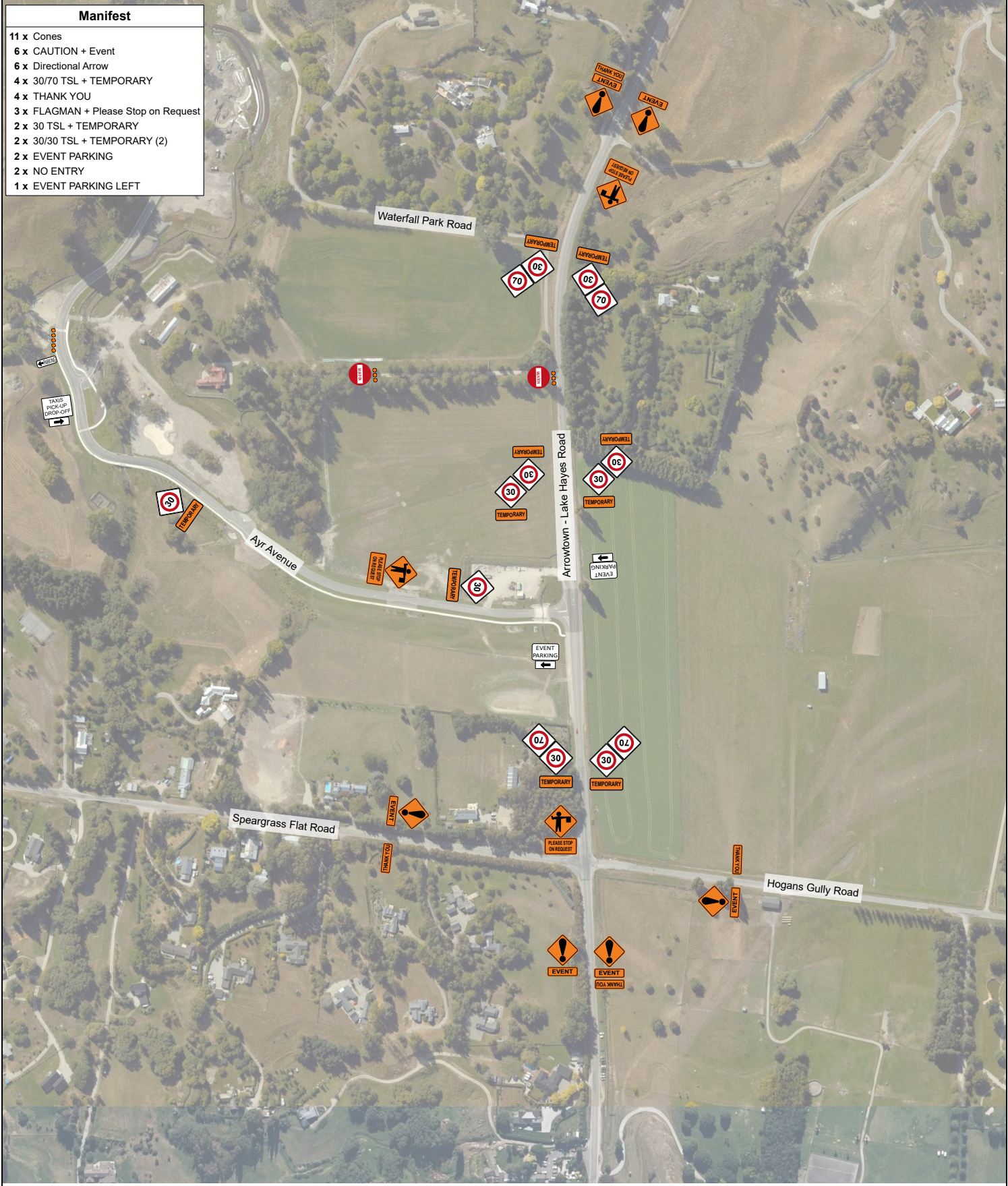
**Designer:**  
Kelsey Brownrigg, #106389


**TMD 1**  
Event Overview

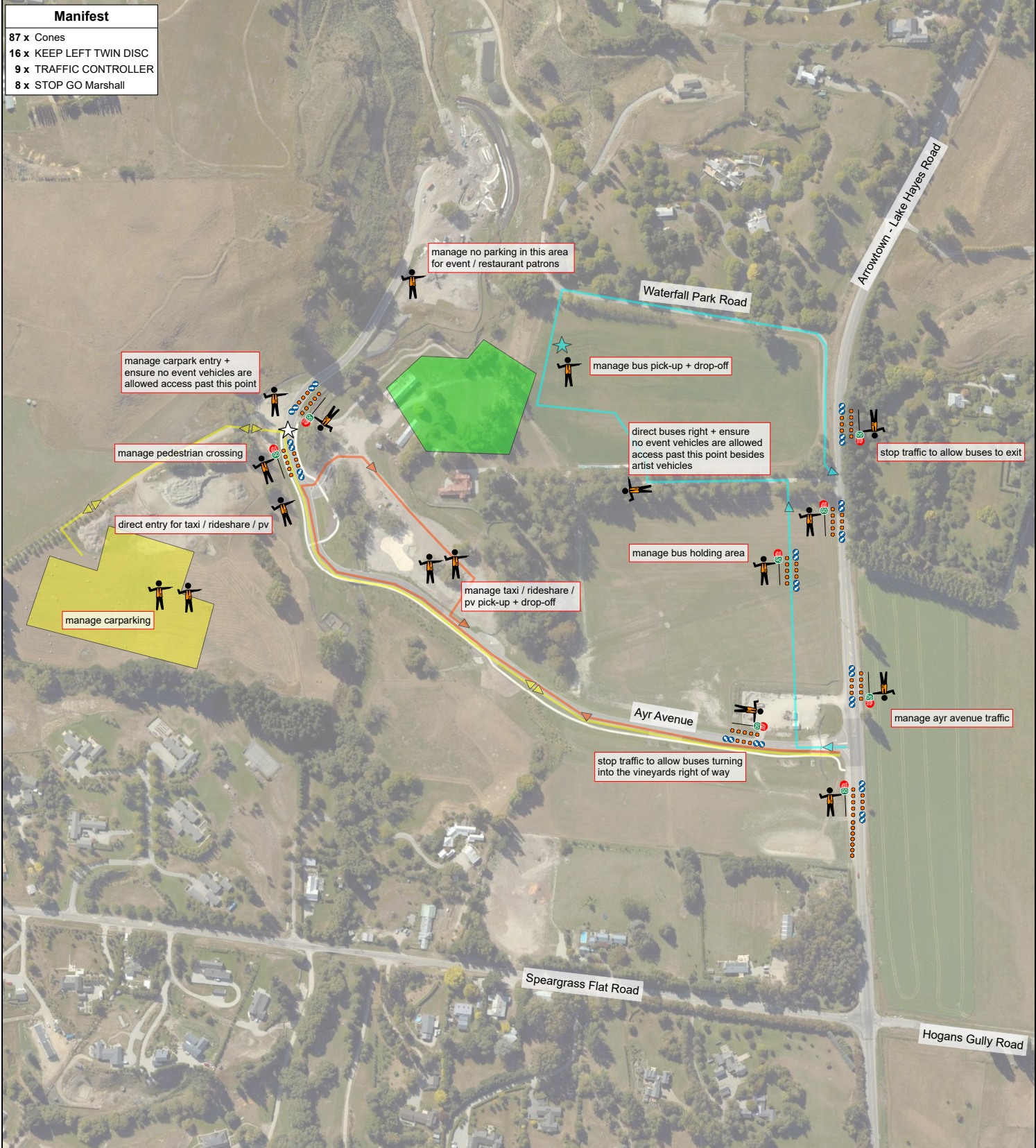
**Project:**  
Ayrburn Precinct

**Comments:**  
Overview of event layout for Ayrburn Precinct.

- Manifest**
- 11 x Cones
  - 6 x CAUTION + Event
  - 6 x Directional Arrow
  - 4 x 30/70 TSL + TEMPORARY
  - 4 x THANK YOU
  - 3 x FLAGMAN + Please Stop on Request
  - 2 x 30 TSL + TEMPORARY
  - 2 x 30/30 TSL + TEMPORARY (2)
  - 2 x EVENT PARKING
  - 2 x NO ENTRY
  - 1 x EVENT PARKING LEFT



	<p><b>Designer:</b> Kelsey Brownrigg, #106389</p> <p><b>TMD 2</b> Event TTM</p>	<p><b>Project:</b> Ayrburn Precinct</p>	<p><b>Comments:</b> Overview of TTM installed for Ayrburn Precinct.</p>
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**Designer:**  
Kelsey Brownrigg, #106389

**TMD 3**  
Staff Overview

**Project:**  
Ayrburn Precinct

**Comments:**  
Overview of staff locations + roles for Ayrburn Precinct.



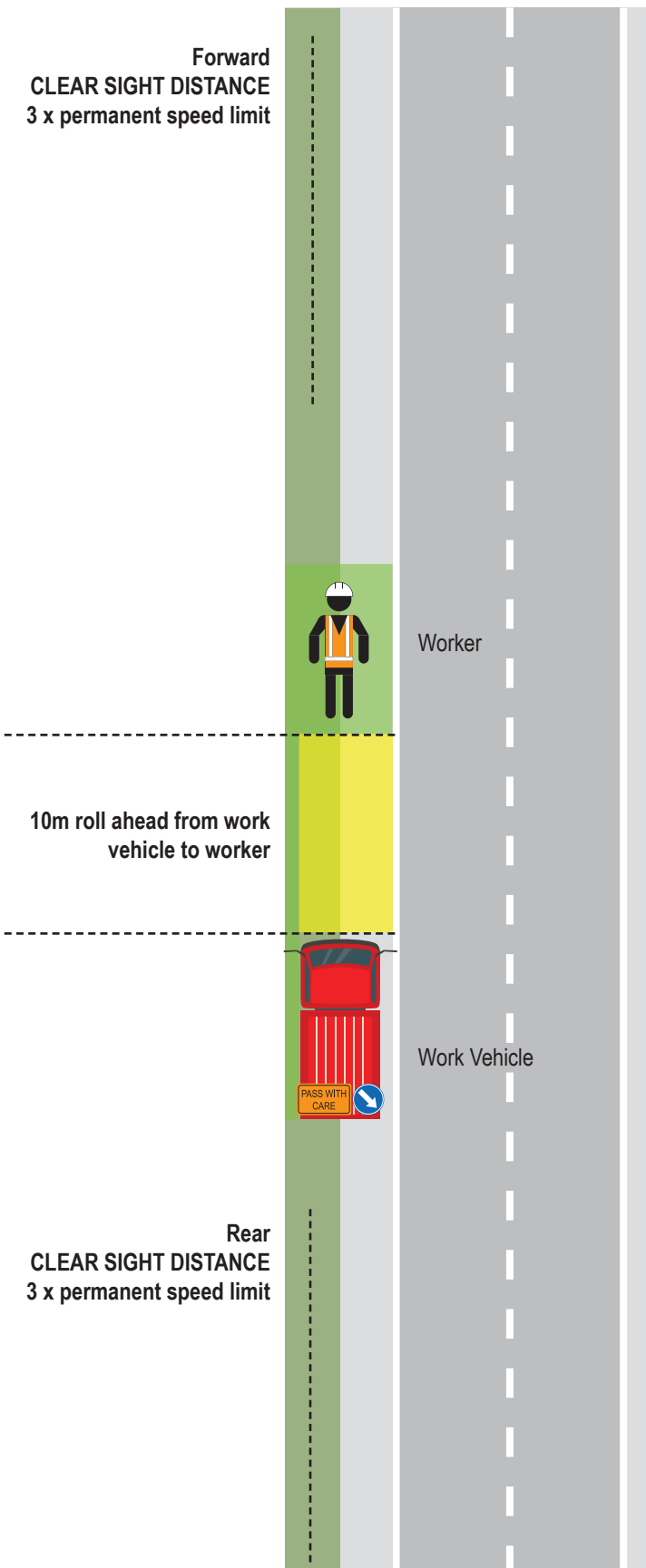


**Designer:**  
Kelsey Brownrigg, #106389

**TMD 4**  
No Parking

**Project:**  
Ayrburn Precinct

**Comments:**  
Overview of no parking installed for Ayrburn Precinct.



- Operation located within 5m of edgeline and not on live lane
  - Amber flashing beacons to be switched on at all times.
  - If the shoulder is too narrow, work vehicle will find a safe place to stop.
  - Worker must not enter the live lane.
  - 10 m roll ahead distance from work vehicle to worker
  - Worker and work vehicle to be in RT contact at all times.
  - A work vehicle is not required on LV & L1 roads under 65 km/h when the STMS / TMO is installing and removing TTM equipment whilst remaining on footpath.
  - Work vehicle to provide protection for personnel on foot.
  - When in a stationary position, work vehicle is to have their handbrake applied or be engaged in a low gear.
  - CSD is the minimum visibility required.
- 
- Road layout, shoulder and berm displayed as an example and vary depending on the location
  - RD6 R blue arrow may be omitted

Safety Zone (stay out of!)   
 Work Area



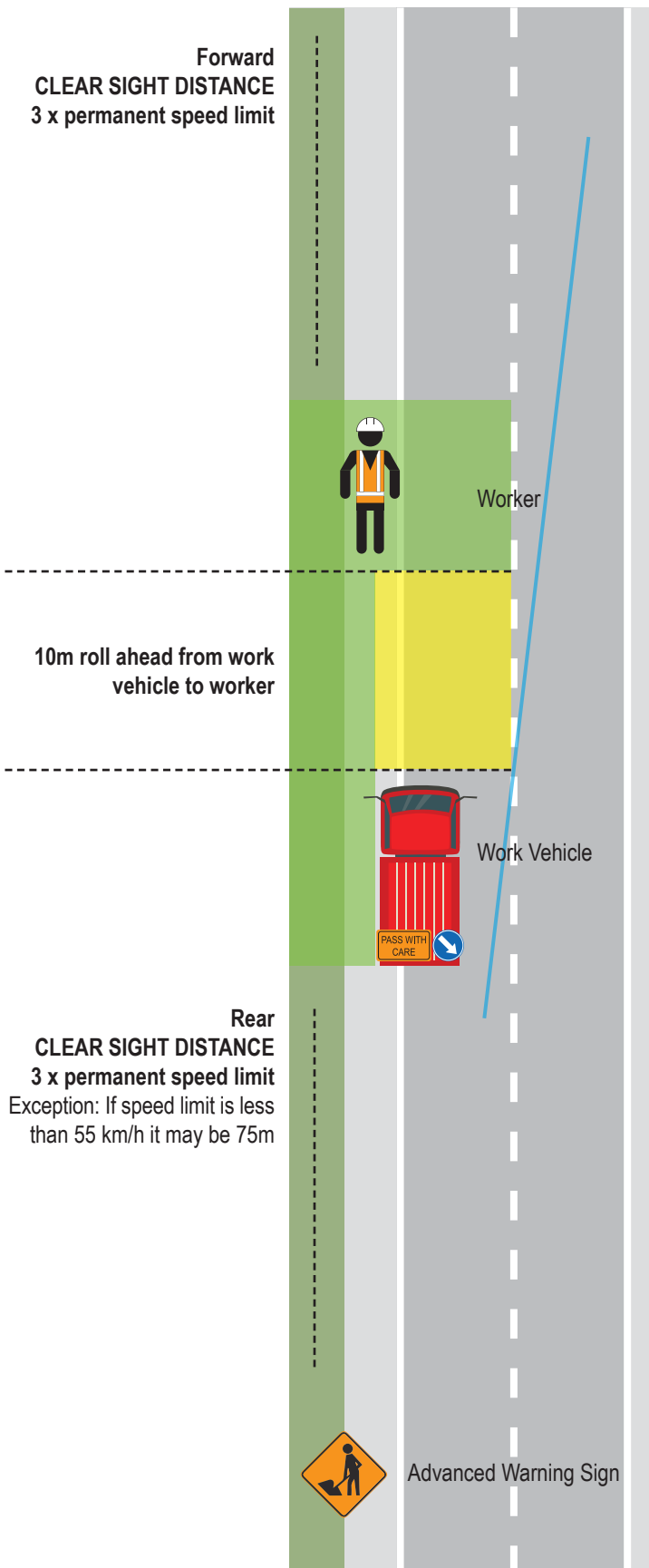
**Designer:**  
 Julia Russ TTMP #142842

**TMD M 1.2**  
 Zone B Mobile Operation




**Project:**  
 Southern Safety Services  
 Generic TMD

**Contractor:**  
 As per TMP

**TTM Contractor:**  
 Southern Safety Services



- Operation located on live lane
- Amber flashing beacons to be switched on at all times.
- Work vehicle can be in the live lane as long as road users can pass with clear Intervisibility to forwards CSD.
- Work vehicle to be positioned as far left as practicable.
- 10 m roll ahead area (safety zone) must not be entered.
- Worker may work fully off the road next to the work vehicle.
- Worker and work vehicle to be in RT contact at all times.
- A work vehicle is not required on LV & L1 roads under 65 km/h when the STMS / TMO is installing and removing TTM equipment whilst remaining on footpath.
- Work vehicle to provide protection for personnel on foot.
- When in a stationary position, work vehicle is to have their handbrake applied or be engaged in a low gear.
- CSD is the minimum visibility required.
- Where forward CSD cannot be achieved, additional Advanced Warning Sign can be installed on the other approach.
- Road layout, shoulder and berm displayed as an example and vary depending on the location
- RD6 R blue arrow may be omitted

- Safety Zone (stay out of!) 
- Work Area 
- Clear Intervisibility 



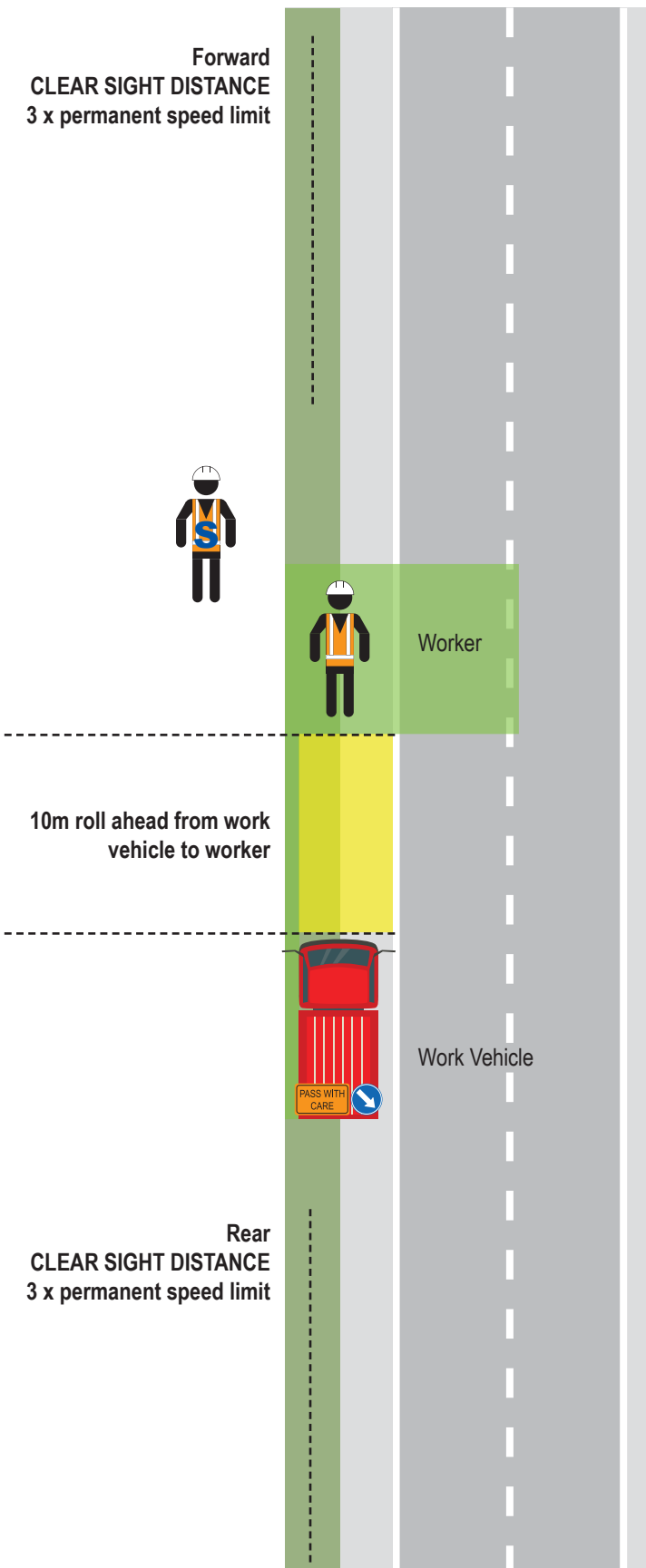
**Designer:**  
Julia Russ TTMP #142842

**TMD M 1.5**  
Zone C Mobile Operation

**Project:**  
Southern Safety Services  
Generic TMD

**Contractor:**  
As per TMP

**TTM Contractor:**  
Southern Safety Services



- Amber flashing beacons to be switched on at all times.
  - Work vehicle to park as far left as possible outside the edge line.
  - If the shoulder is too narrow, work vehicle will find a safe place to stop.
  - Worker must move from live lanes to avoid traffic. They must not expect traffic to slow down or drive around them.
  - Spotter required for all placement / removal on the live lane on L1 roads.
  - On LV & L1 roads, a person completing installation / removal of static signage and delineation cannot be on a live lane for more than 5 minutes.
  - 10 m roll ahead distance from work vehicle to workers.
  - Work vehicle to provide protection for personnel on foot.
  - Workers and work vehicle to be in RT contact at all times.
  - There must be CSD to the worker when on the live lane. If this cannot be achieved, a spotter must be placed in a position where CSD can be attained and verbal instructions can be given to the worker. If this is not possible, a mobile operation is required.
  - A works vehicle is not required on LV & L1 roads under 65 km/h when the STMS / TMO is installing / removing TTM equipment whilst remaining on footpath.
  - When in a stationary position, work vehicle is to have their handbrake applied or be engaged in a low gear.
- 
- Road layout, shoulder and berm displayed as an example and vary depending on the location
  - RD6 R blue arrow may be omitted

Safety Zone (stay out of!)   
 Work Area



**Designer:**  
 Julia Russ TTMP #142842

**TMD M 1.7**  
 Inspection Activites

**Project:**  
 Southern Safety Services  
 Generic TMD

**Contractor:**  
 As per TMP

**TTM Contractor:**  
 Southern Safety Services

V2 DRAFT

# ACCESSIBILITY PLAN

## THE DELL EVENTS AYRBURN, ARROWTOWN NZ

<b>ACCESSIBILITY PLAN</b>	
Prepared For Ayrburn Precinct Ltd	Version V2 DRAFT
Prepared By Architects of Entertainment Pty Ltd	Commercial In Confidence
Revision Date: 11-April-2024	
This document has been developed in consultation with a number of stakeholders and is considered a working document in draft format. A final version will be issued once all stakeholder feedback has been received and agreed upon. This document refers to a number of related plans prepared by third parties, which are attached as appendices.	



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## **1. INTRODUCTION**

The objective of this document is to provide a framework for our clients to work with when making decisions about their event. By creating accessible events we create inclusive, equal opportunity spaces that allow all members of the community to enjoy all aspects of an event, its services and offerings.

An event's accessibility plan needs to consider all needs for all patrons during the site design process and communications.

## **2. ASSESSING ACCESSIBILITY REQUIREMENTS**

In order to assess the accessibility requirements of a particular Event, the Event Management Team must have regard to:

- Previous assessments of the venue and site by accredited accessibility specialists;
- Existing maps, blueprints and guidelines for accessing the venue and site;
- Attendee demographics information; and
- Pre-Event accessibility requests from attendees

It is the responsibility of the venue and the Promoter to provide this information to the Event Management Team in order for accessibility requirements to be accurately assessed.

The Event Management Team will advise the Promoter to include provisions for accessibility options in any budget provided, and encourage the collection of accessibility requirements from ticket holders.

## **3. VENUE**

Ayrburn is an accessible venue. Event Management will follow the below steps to ensure accessibility is maintained where possible;

Traffic management service providers will be briefed on venue accessibility and site accessibility requirements for traffic management plans.

Event Management will ensure where possible that structures do not obstruct access to kerb ramps or accessible paths of travel.

Shaded areas will be accessible to all patrons.





Entry lanes will be wide enough (minimum 1000mm, average 1500mm) to allow access for wheelchair users. A CAPT from the entrance to event services including amenities, medical, free water and food vendors, will be maintained where possible.

Ticket booths, wristbanding areas, bag-search areas, and lost property points will be accessible for wheelchair users.

Accessible toilets will be provided and will be on flat, easily accessible locations.

Break-out spaces and quiet rooms can be provided when required. In lieu of specific spaces for this purpose, the Medical tent can facilitate this requirement.

#### **4. INFRASTRUCTURE & SEATING**

Stages and risers will be made accessible for artists if required, and those requirements will be communicated to the Production Management Team.

In the instance that the Event is seated, accessible seating areas will be provided. Where possible, seats in general seating areas will be removable for wheelchair users. Accessible seating areas will have an unimpeded view of the stage, performers and video screens.

#### **5. TRANSPORT**

Event Management will liaise with shuttle bus companies to provide wheelchair accessible buses when possible.

Clearly identified accessible car parking spaces are available with a CAPT to the Event entry.

#### **6. SIGNAGE**

Clear directional signage will be erected throughout the site indicating event areas including amenities, entry/exit, emergency exits, medical and free water.

All signage will use a font size of 18pt or larger with clear contrast between the text and background.

Inclusive language will be considered for all signage.

Accessible pathways will be clearly identified where required.



## **7. ASSISTANCE ANIMALS**

Assistance animals' will have access to water and shade.

Staff will be briefed on the rules and regulations pertaining to assistance animals.

## **8. SOUND & LIGHTING**

Event Management will advise the promoter to advertise the use of flash lighting, strobes, smoke, loud noises and other special effects, to their patrons prior to the Event. This will also be included in the conditions of entry which will be displayed at the entry to the Event.

## **9. CATERING**

Accessible seating and tables will be taken into consideration when ordering site infrastructure.

Event Management will advise the Promoter to engage food vendors that can cater to all dietary requirements.

## **10. COMMUNICATION & MARKETING**

Information about the Event's accessibility options will be made available on the Event's website.

All signage will use a font size of 18pt or larger with clear contrast between the text and background.

Inclusive language will be considered for all signage.



V2 DRAFT

# ADVERSE WEATHER PLAN

## THE DELL EVENTS AYRBURN, ARROWTOWN NZ

<b>ADVERSE WEATHER PLAN</b>	
Prepared For Ayburn Precinct Ltd	Version V2 DRAFT
Prepared By Nathaniel Holmes, Event Manager	Commercial In Confidence
Revision Date: 09-April-2024	
This document has been developed in consultation with a number of stakeholders and is considered a working document in draft format. A final version will be issued once all stakeholder feedback has been received and agreed upon. This document refers to a number of related plans prepared by third parties, which are attached as appendices.	



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## **1. EVENT WEATHER POLICY**

The Event is considered an all-weather event and will continue to operate through inclement weather conditions. If conditions become such that the safety, security or wellbeing of the patrons, staff, or performers of the event is put at risk, Event Management will action contingency strategies to avoid any harm to patrons, staff or performers.

It is extremely important for the Event Managers as part of their duty of care to all people on site to stay informed of potential weather situations and have the appropriate measures in place to deal with any such situation.

## **2. WEATHER CANCELLATION POLICY**

There is no alternate venue. If the event is cancelled within 24hrs of the advertised opening time, event staff will be deployed at the event site-advising patrons of the cancellation. Signage will be erected around the event site advising of the cancellation.

If the event is cancelled with over 24hrs before the advertised opening time, the ticket sellers and the promoters will contact ticket holders directly by email, websites and the event's social media pages.

## **3. ADVANCE MEASURES**

Event Management will consult with local emergency bodies to advise them of event operations and a clear contact list will be on display in the Event Office.

Site surveys will be undertaken to identify sensitive areas of the site and the site operations will consider these areas in the planning phase. Constant review of daily weather forecasts will occur in the 14-day lead up to the event.

Event Management will raise any concerns regarding potential issues with the Promoters and Stakeholders. Event Management will advise key bodies as to whether any adverse weather strategies should be implemented.

### **3.1 Long Range Forecasts**

Will be gathered from MetService in event planning stages.

Dates for website checks are:

- 28 days out
- 14 days out
- 7 days out

### **3.2 Short Range Forecasts**

Short range forecast to be checked every day in the last week before site occupation.



#### **4. DURING SHOW**

The ECC will have the 64km / 128km radar loop from the [metSERVICE.com](http://metSERVICE.com) website open and in full display in the ECC. If required, constant updates on encroaching weather will be provided to heads of department via the two-way radio system.

- All staff to be notified by the Chief Warden of impending weather and potential duration and seriousness.
- Production and Artists crew to prepare for wet weather and or wind.
- Event Manager / Chief Warden to determine if audience communication is required, and if so Event Emergency Procedures and Show Stop Procedures are to be followed.
- In the event of high winds, all structures engineering approved wind tolerance levels are to be followed, and if action is required at the instruction of the Event Manager in consultation with Security and Emergency Services will advise the necessary departments of action required.

#### **5. PRECAUTIONS FOR STAFF AND PATRONS**

We recognise that as the event is outdoors and open to the elements, the operation of the event and safety of the staff and patrons can be directly affected by weather conditions.

Close monitoring of staff and patrons and awareness of early on signs of potential weather hazards will be required by Event Management and Security. Some patrons are more affected by heat than others, including the elderly, pregnant women and small children.

Precautions in place include but are not limited to;

- Access to free potable water
- Access to free sun cream

#### **6. SHOW STOP & EVACUATION**

Once the show is underway; only weather considered extreme will cause the stopping of the show, evacuation of the site or cancellation of the event. The Promoters and Venue Management are the only people that have the authority to cancel the event.

The Event Manager, Chief Warden, Production Manager or Stage Manager are the only people that have the authority to stop the show. The Event Manager and Chief Warden are the only people that have the authority to instigate the evacuation procedure. Event Management will be in constant consultation with the ECC throughout the running of the event and will always engage best practice procedures in conjunction with these key stakeholders.

#### **7. LOAD IN / LOAD OUT**

Once on site, Event Management will liaise with senior stakeholders to advise of any approaching or expected weather effects. In the event of adverse weather, the Event Manager in conjunction with Site and Production Departments will ensure the following processes are adhered to:

- Vehicle movements are restricted to only absolutely necessary movements.
- All movements made on grass areas are to utilize track mat or other ground protection materials.
- All staff are to be informed that work at height is restricted until advised otherwise.
- All electrical work is to be restricted until advised otherwise.
- In the event of high winds, all work at height is to be restricted until advised otherwise.



## **8. EXTREME HEAT CONDITIONS**

To protect patrons from the effects of heat, free sunscreen will be made available to patrons at the medical tent. Additionally, all patrons will have access to free, potable water, available from all bar locations and water stations on site.

## **9. LIGHTNING STORM CONDITIONS**

In the event of a lightning storm, staff will be reminded to monitor their immediate areas. Patrons will be asked to not stand underneath large trees or high poles, posts and objects. Production crews will be informed that a storm-induced power-outage is possible and they should implement their safety procedures accordingly. In the event of extreme storms, which is deemed unsafe to continue with the event, the Promoter would cancel the event. As a result, patrons would be advised by event staff to leave the site if it is safe to do so, otherwise a refuge area will be allocated until it is safe for patrons to leave.

The lightning hazard management plan is outlined below:

### **Lightning Hazard Management Plan**

#### **In Construction**

- |  |  |
|--|--|
| <b>Level 1 - Lightning strikes within 40km</b> | <ul style="list-style-type: none"> <li>● All staff and crew are notified via two-way radio of lightning strikes in the area and to action any required hazard minimization.</li> </ul> |
| <b>Level 2 - Lightning strikes within 20km</b> | <ul style="list-style-type: none"> <li>● All staff and crew are notified via two-way radio of encroaching lightning strikes and stop work until otherwise instructed.</li> </ul>       |
| <b>Level 3 - Lightning strikes within 10km</b> | <ul style="list-style-type: none"> <li>● Site closed until the storm passes.</li> </ul>  |

#### **In Show**

- |  |  |
|--|--|
| <b>Level 1 - Lightning strikes within 40km</b> | <ul style="list-style-type: none"> <li>● All staff and crew are notified via two-way radio of lightning strikes in the area and to action any required hazard minimization.</li> </ul>   |
| <b>Level 2 - Lightning strikes within 20km</b> | <ul style="list-style-type: none"> <li>● Security and Staff to clear any areas that may be required for the crowd to muster undercover.</li> <li>● Stage Manager standby on two-way radio to take direction from Event Manager or Production Manager to action show stop procedure or make an announcement.</li> <li>● Site Wardens on standby for Emergency Response action.</li> </ul> |
| <b>Level 3 - Lightning strikes within 10km</b> | <ul style="list-style-type: none"> <li>● Show stop procedure actioned.</li> <li>● Emergency Response Plan actioned.</li> <li>● State Emergency Services notified.</li> <li>● Possible cancellation.</li> </ul>   |





## 9.1. Messaging to Patrons

### In Show

#### Lightning strikes within 60km

- Ensure warning messages are prepared in case of emergency.

#### Lightning strikes within 40km

- “Weather Warning: A thunderstorm is approaching within the hour. Please consider moving to cover or temporarily seeking cover outside the event site”

#### Lightning strikes within 20km

- “Weather Warning: A thunderstorm is approaching. Patrons should make their way to cover or to the exits. Do not shelter under trees. Try to get indoors or into a built up area”

#### Lighting strikes within 10km

- “Extreme Weather Warning: A lighting strike risk requires an immediate evacuation of the event. Please exit the event site. Do not shelter under trees. Try to get indoors or to a built up area”



**10.HIGH WIND CONDITIONS**

In the event of high wind conditions, staff will be reminded to monitor any loose objects, signage or banners etc. which may be blown loose during wind. Any items identified as a high-risk item in high wind conditions, should be de-rigged and removed or barricaded off. Additional staff and crews may be required to be deployed to assist in this scenario.

Any temporary structure should be properly weighted and secured as per design/supplier guidelines. Site crew to monitor and inspect on a regular basis.

The High wind procedure is outlined below:

**High Wind Management Plan**

**In Construction**

**Level 1 - 40km/h Gusts**

- Site Manager will direct staff to secure any objects which risk being affected by wind
- Some areas of the site will become a no person movement zone and cordoned off appropriately.
- Minor level rescheduling may be required.
- Secure all loose or un-ballasted items, secure signage and strap down any potential items that may blow away in the wind.
- Where fencelines are scrimmed, ensure that scrim is removed from every second panel.
- Collapsing and pack down of “pop up” marquees.
- Secure marquee walls.
- Prohibit the use of container structures.

**Level 2 – 60km/h Gusts**

- As above.
- Major level rescheduling and/or cancellations of deliveries and/or activities.
- Remove exposed signage
- Remove ALL scrim from fence lines, banners from truss etc.
- Ensure that marquees are completely closed
- PA towers and video wings must be de-rigged and evacuated, excluding essential staff.

**Level 3 - 60+ km/h Gusts**

- As above
- Precinct should be secured to ensure that the area is completely off limits to the general public.
- Evacuating and securing the area.
- Chief Warden and Event Manager to discuss potential impact on the event.



**In Show****Level 1 - 40km/h Gusts**

- Security and Staff to monitor patrons and venue infrastructure
- Any potential electrical hazards checked and hazard minimization action taken.
- Stage Manager to monitor wind gusts on stage & construction and take any necessary steps to minimize hazards to performers or crew.
- Secure all loose or un-ballasted items, secure signage and strap down any potential items that may blow away in the wind.
- Where fencelines are scrimmed, ensure that scrim is removed from every second panel.
- Collapsing and pack down of “pop up” marquees.
- Secure marquee walls.
- Prohibit the use of container structures.

**Level 2 – 60km/h Gusts**

- As above
- Remove exposed signage
- Remove ALL scrim from fence lines, banners from truss etc.
- Ensure that marquees are completely closed
- Stage Manager standby on two-way radio to take direction from Event Manager or Production Manager to action show stop procedure or make an announcement.
- Site Wardens on standby for Emergency Response action.
- PA towers and video wings must be de-rigged and evacuated, excluding essential staff.

**Level 3 - 60km/h Gusts**

- As above
- Show stop procedure actioned.
- Emergency Response Plan actioned.
- State Emergency Services notified if required.
- Possible cancellation.



**11. RAIN & FLOODING CONDITIONS**

In the event of flooding resulting from excessive rain or any other cause, the Venue and Event Promoters will assess the extent of the flooding and the impact on the site.

**Rain & Flooding Management Plan**

**In Construction**

- |  |  |
|--|--|
| <b>Level 1 - Light to moderate rain.</b>                   | <ul style="list-style-type: none"> <li>● Sensitive areas of the site as identified by the Site Manager will be protected with commercial grade vehicle ground protection.</li> <li>● Some areas of the site will become a no vehicle movement zone and cordoned off appropriately.</li> <li>● Minor level rescheduling may be required.</li> </ul> |
| <b>Level 2 - Heavy downpour</b>                            | <ul style="list-style-type: none"> <li>● Major level rescheduling and/or cancellations of deliveries and/or activities.</li> </ul>   |
| <b>Level 3 - Continual downpour resulting in flooding.</b> | <ul style="list-style-type: none"> <li>● Cancellation of event due to inclement weather, evacuating and securing area.</li> </ul>  |

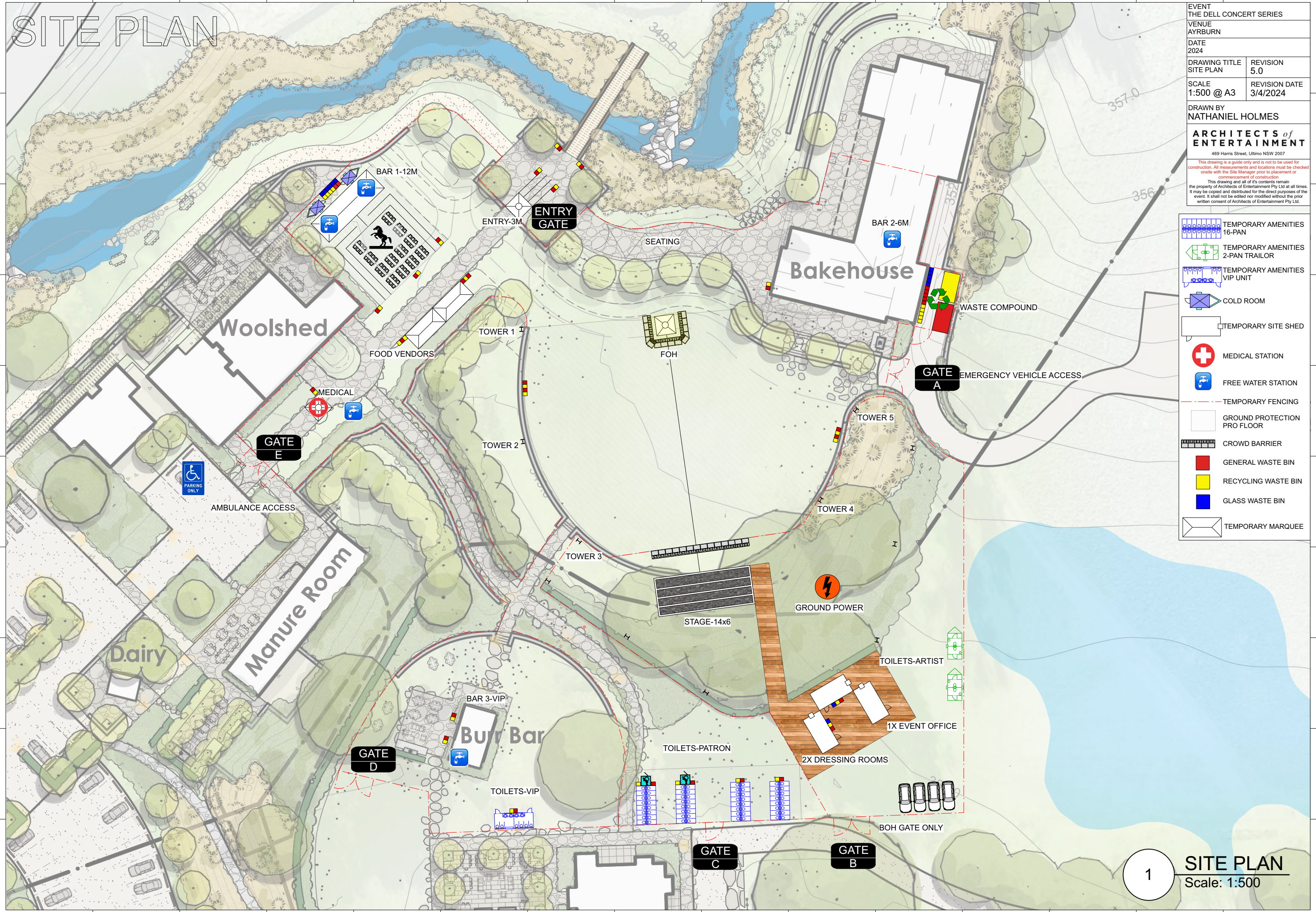
**In Show**

- |  |  |
|--|--|
| <b>Level 1 - Light to moderate rain.</b>                   | <ul style="list-style-type: none"> <li>● Security and Staff to monitor patrons.</li> <li>● Any potential electrical hazards checked and hazard minimisation action taken.</li> <li>● Stage Manager to monitor rainfall on performance area and take any necessary steps to minimize hazards to performers or crew.</li> </ul>  |
| <b>Level 2 - Heavy downpour</b>                            | <ul style="list-style-type: none"> <li>● Security and Staff to clear any areas that may be required for crowd to muster undercover.</li> <li>● Stage Manager standby on two-way radio to take direction from Event Manager or Production Manager to action show stop procedure or make an announcement.</li> <li>● Area Wardens on standby for Emergency Response action.</li> </ul> |
| <b>Level 3 - Continual downpour resulting in flooding.</b> | <ul style="list-style-type: none"> <li>● Show stop procedure actioned.</li> <li>● Emergency Response Plan actioned.</li> <li>● State Emergency Services notified.</li> <li>● Possible cancellation.</li> </ul>   |



# SITE PLAN

EVENT THE DELL CONCERT SERIES	
VENUE AYRBURN	
DATE 2024	
DRAWING TITLE SITE PLAN	REVISION 5.0
SCALE 1:500 @ A3	REVISION DATE 3/4/2024
DRAWN BY NATHANIEL HOLMES	
<b>ARCHITECTS of ENTERTAINMENT</b> 469 Harris Street, Ultimo NSW 2007	
<small>This drawing is a guide only and is not to be used for construction. All measurements and locations must be checked onsite with the Site Manager prior to placement or commencement of construction.</small> <small>This drawing and all of its contents remain the property of Architects of Entertainment Pty Ltd at all times. It may be copied and distributed for the direct purposes of the event. It shall not be edited nor modified without the prior written consent of Architects of Entertainment Pty Ltd.</small>	



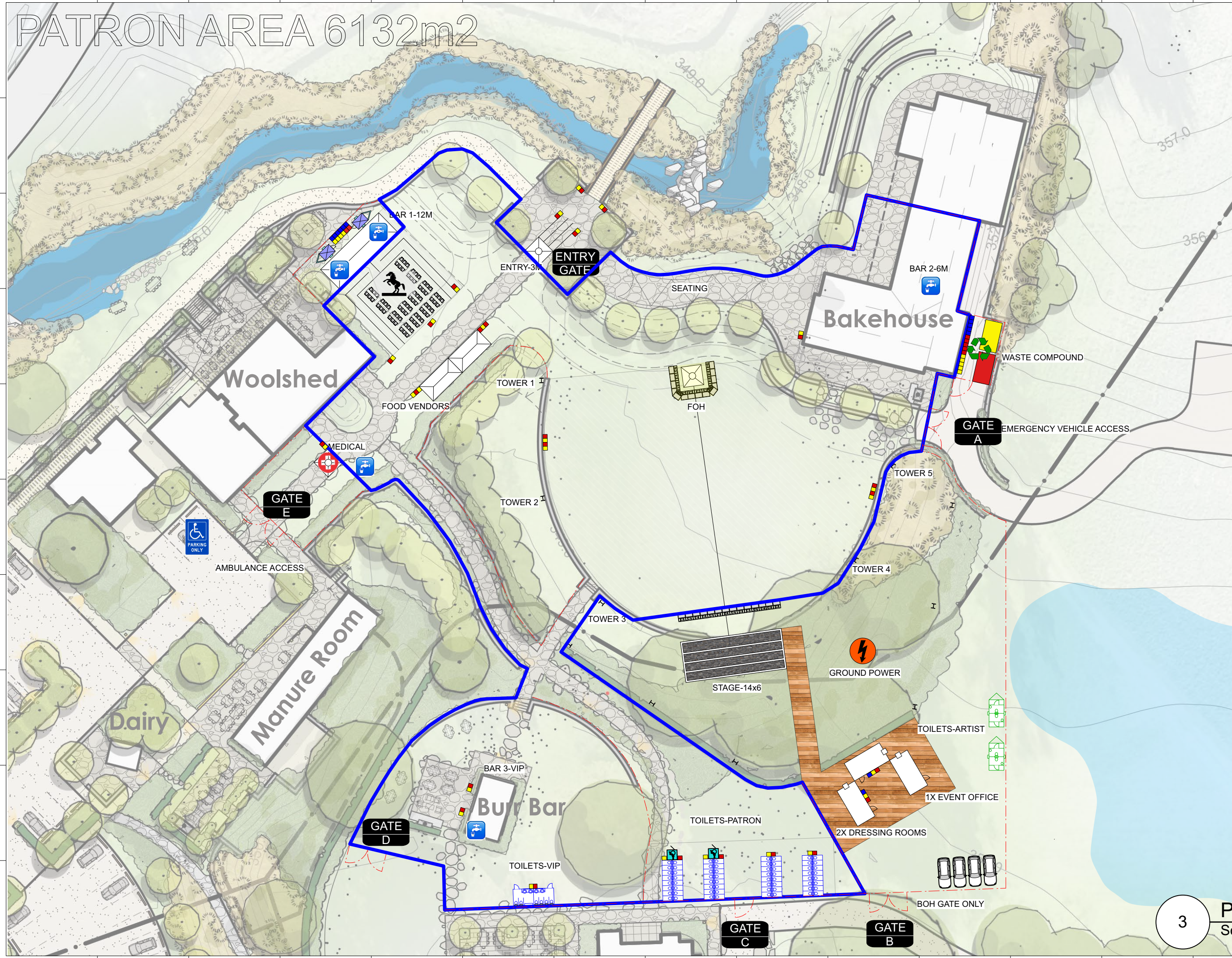
	TEMPORARY AMENITIES 16-PAN
	TEMPORARY AMENITIES 2-PAN TRAILER
	TEMPORARY AMENITIES VIP UNIT
	COLD ROOM
	TEMPORARY SITE SHED
	MEDICAL STATION
	FREE WATER STATION
	TEMPORARY FENCING
	GROUND PROTECTION PRO FLOOR
	CROWD BARRIER
	GENERAL WASTE BIN
	RECYCLING WASTE BIN
	GLASS WASTE BIN
	TEMPORARY MARQUEE

1 **SITE PLAN**  
Scale: 1:500

# PATRON AREA 6132m<sup>2</sup>

EVENT THE DELL CONCERT SERIES	
VENUE AYRBURN	
DATE 2024	
DRAWING TITLE PATRON AREA	REVISION 5.0
SCALE 1:500 @ A3	REVISION DATE 3/4/2024
DRAWN BY NATHANIEL HOLMES	
<b>ARCHITECTS of ENTERTAINMENT</b> 469 Harris Street, Ultimo NSW 2007	
<small>This drawing is a guide only and is not to be used for construction. All measurements and locations must be checked onsite with the Site Manager prior to placement or commencement of construction.</small> <small>This drawing and all of its contents remain the property of Architects of Entertainment Pty Ltd at all times. It may be copied and distributed for the direct purposes of the event. It shall not be edited nor modified without the prior written consent of Architects of Entertainment Pty Ltd.</small>	

	TEMPORARY AMENITIES 16-PAN
	TEMPORARY AMENITIES 2-PAN TRAILER
	TEMPORARY AMENITIES VIP UNIT
	COLD ROOM
	TEMPORARY SITE SHED
	MEDICAL STATION
	FREE WATER STATION
	TEMPORARY FENCING
	GROUND PROTECTION PRO FLOOR
	CROWD BARRIER
	GENERAL WASTE BIN
	RECYCLING WASTE BIN
	GLASS WASTE BIN
	TEMPORARY MARQUEE
	PATRON AREA BOUNDARY LINE



# m2 BY AREA

EVENT THE DELL CONCERT SERIES	
VENUE AYRBURN	
DATE 2024	
DRAWING TITLE AREAS	REVISION 5.0
SCALE 1:500 @ A3	REVISION DATE 3/4/2024
DRAWN BY NATHANIEL HOLMES	
<b>ARCHITECTS of ENTERTAINMENT</b> 469 Harris Street, Ultimo NSW 2007	
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	COLD ROOM
	TEMPORARY SITE SHED
	MEDICAL STATION
	FREE WATER STATION
	TEMPORARY FENCING
	GROUND PROTECTION PRO FLOOR
	CROWD BARRIER
	GENERAL WASTE BIN
	RECYCLING WASTE BIN
	GLASS WASTE BIN
	TEMPORARY MARQUEE

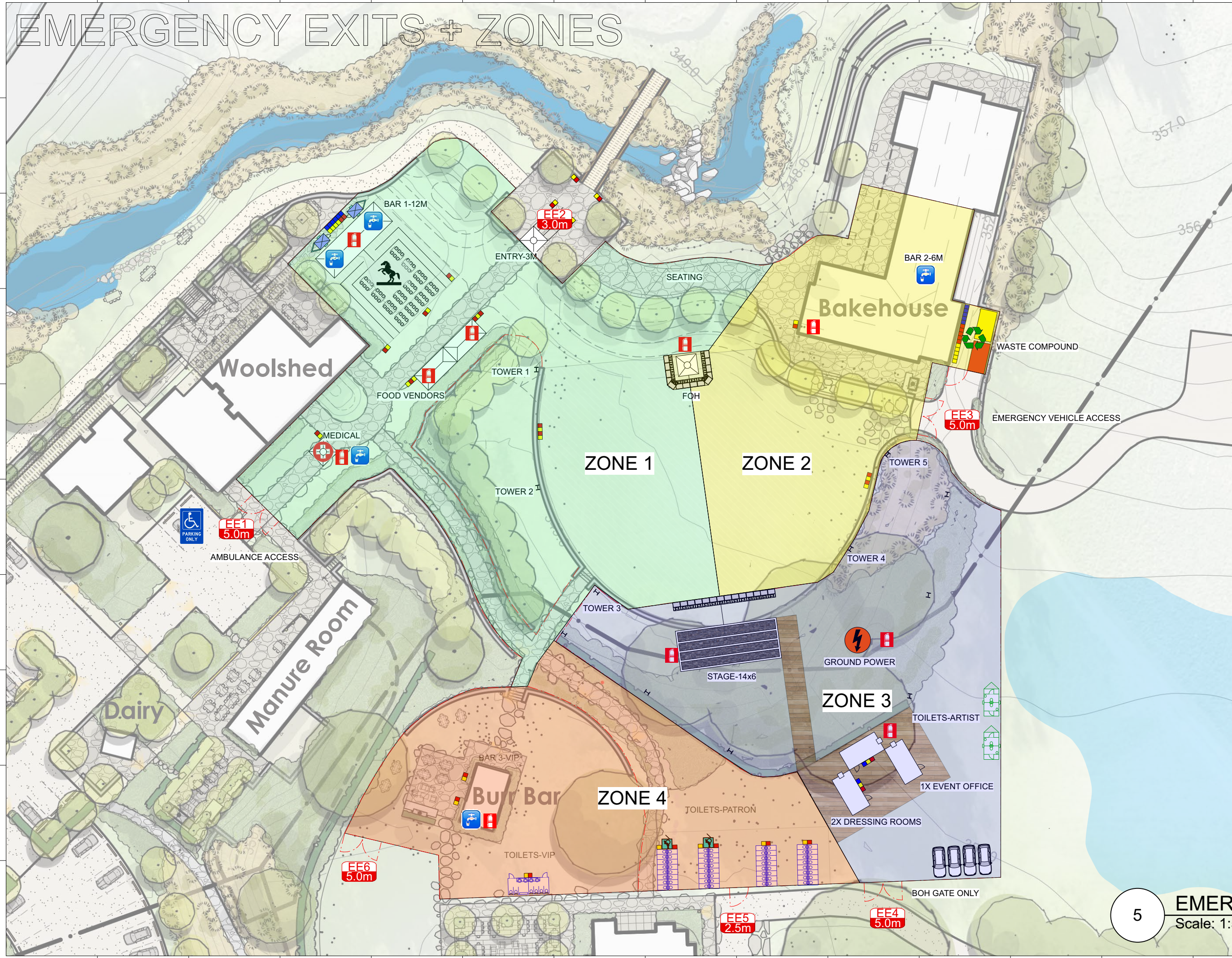


4 **AREAS**  
Scale: 1:500

# EMERGENCY EXITS + ZONES

EVENT THE DELL CONCERT SERIES	
VENUE AYRBURN	
DATE 2024	
DRAWING TITLE EMERGENCY EXIT	REVISION 5.0
SCALE 1:500 @ A3	REVISION DATE 3/4/2024
DRAWN BY NATHANIEL HOLMES	
<b>ARCHITECTS of ENTERTAINMENT</b> 469 Harris Street, Ultimo NSW 2007	
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- TEMPORARY AMENITIES 16-PAN
- TEMPORARY AMENITIES 2-PAN TRAILOR
- TEMPORARY AMENITIES VIP UNIT
- COLD ROOM
- TEMPORARY SITE SHED
- MEDICAL STATION
- FREE WATER STATION
- TEMPORARY FENCING
- GROUND PROTECTION PRO FLOOR
- CROWD BARRIER
- GENERAL WASTE BIN
- RECYCLING WASTE BIN
- GLASS WASTE BIN
- TEMPORARY MARQUEE
- EMERGENCY EXIT
- FIRE EXTINGUISHER
- ZONE 1
- ZONE 2
- ZONE 3
- ZONE 4



5 **EMERGENCY EXIT**  
Scale: 1:500





# **Emergency Management Plan**

## **Ayrburn Queenstown**

*Version 3.0*

## DISCLAIMER

Prepared by Sheridan Consulting Group Pty Ltd for Ayrburn, December 2023.

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ABN: 26 608 291 274

Prepared by Sheridan Consulting Group Pty Ltd

Authorised by Craig Sheridan APM - Managing Director

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## AMENDMENTS AND VERSION CONTROL

Version No.	Date	Description
V1.0	3/12/2023	Initial Draft
V2.0	8/12/2023	Includes feedback from Architects of Entertainment
V3.0	18/4/2024	Includes feedback from Client in some areas

## DISTRIBUTION

Name	Organisation
	Ayrburn
Nathaniel Holmes	Architects of Entertainment

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## DEFINITIONS

TERM	DEFINITION
<b>Assembly Point</b>	A location where people evacuated from a structure or area gather, generally to confirm everyone is accounted for.
<b>Control Agency</b>	The agency primarily responsible for controlling the response to an emergency.
<b>Control</b>	The overall direction of activities, agencies or individuals responding to an incident or emergency.
<b>Coordination</b>	The bringing together of agencies and individuals to ensure effective emergency management but does not include the control of agencies and individuals by direction.
<b>Emergency</b>	A non-routine occurrence (actual or imminent) that requires a significant and coordinated response, <b>and / or</b> that requires a response to more than one building / facility.
<b>Emergency Control Organisation (ECO)</b>	Comprises the authorised personnel that will initiate an appropriate response to emergency situations including assisting the Emergency Services Organisations and organising the safe movement of people.
<b>Emergency Management</b>	Involves a range of programs and arrangements designed to prevent, prepare for, respond to, and recover from the effects of hazards impacting on the community.
<b>Emergency Services</b>	Means any or all of the following: <ul style="list-style-type: none"> <li>• New Zealand Police</li> <li>• St John Ambulance</li> <li>• Fire and Emergency New Zealand</li> </ul>
<b>Evacuation</b>	The orderly process of moving people away from an area of danger.
<b>Incident</b>	A non-routine occurrence within one facility that can be managed with the resources on-site, or by first-responding emergency services.
<b>Personal Emergency Evacuation Plan (PEEP)</b>	An individualised emergency plan designed for an occupant with a disability who may need assistance during an emergency.
<b>Staging Area</b>	An area where emergency services gather resources prior to committing them to a response.

## ABBREVIATIONS

ACRONYM	MEANING
C4	Command, Control, Coordination and Communication
CBRN	Chemical, Biological, Radiological, Nuclear
CDEM	Civil Defence Emergency Management
CIMS	Coordinated Incident Management System
ECC	Event Control Centre
ECO	Emergency Control Organisation
EMP	Emergency Management Plan
FENZ	Fire Emergency New Zealand
FFE	Firefighting Equipment
IED	Improvised Explosive Device
NCDE	National Civil Defence Emergency
NZ POLICE	New Zealand Police
PEEP	Personal Emergency Evacuation Plan
PFC	Police Forward Command



## 1 INTRODUCTION

This document is an Emergency Management Plan for events hosted on Ayrburn, Queenstown, New Zealand.

This Emergency Management Plan is to be read in conjunction with other event management planning documents including but not limited to the Security Crowd Management Plan, Medical Plan, Event Risk Assessment, and Traffic Management Plan.

This document aims to centralise emergency planning documentation and provide thorough procedures that are agreed upon by all key stakeholders. The plan is prepared in accordance with *AS 3745:2010 "Planning for Emergencies in Facilities"* and is intended to meet the general legislative requirements of the *Health and Safety at Work Act 2015 (NZ)*.

## 2 SCOPE

This Emergency Management Plan applies to Ayrburn hosted events which will take place at Ayrburn and:

- Defines responsibilities for responding to emergencies.
- Sets out emergency procedures to be followed by contractors, staff, and patrons.
- Details an assessment of possible threats to Ayrburn hosted events, a basis for emergency planning.
- Outlines emergency prevention and preparedness activities.
- Outlines the resources in place, or required, to allow for effective emergency prevention, preparedness, response, and recovery.
- Acknowledges the need for post emergency recovery arrangements.

### 3 EVENT DETAILS

Ayrburn is proposing to host The Dell Concert Series.

The broader site has several buildings including the Woolshed, the Bakehouse, The Manure Room, the Burr Bar which surround the main concert area.

The event area is designed to have a capacity of 12,264 patrons across the entire patron area of 6132m<sup>2</sup> this equates to 2 persons per square metre. The event site offers carparking across from the site for 590 vehicles, carpark shuttle buses, event bus, accessibility car spaces to assist with the movement of patrons.

The event times are to be confirmed.

The event is licensed and for persons of all ages, with all persons under the age of 18 needing to be accompanied by a guardian.

The patron area of 6132m<sup>2</sup> is broken down as follows for the Dell Concert Series;

Area Description	Square Meterage
Patron Area (FOH including Bakehouse and surrounding areas of the concert dance floor area)	6132m <sup>2</sup>
Dance Floor	1477m <sup>2</sup>
VIP 2	300m <sup>2</sup>
VIP 1	1034m <sup>2</sup>
BOH	827m <sup>2</sup>

## 4 SITE PLANS



Image: Site Plan for Ayrburn - Total Licensed Area

Site Risk Assessment & Management Plan – Ayrburn, Queenstown NZ



Image: Total Patron Area for Dell Concert Series

Site Risk Assessment & Management Plan – Ayrburn, Queenstown NZ

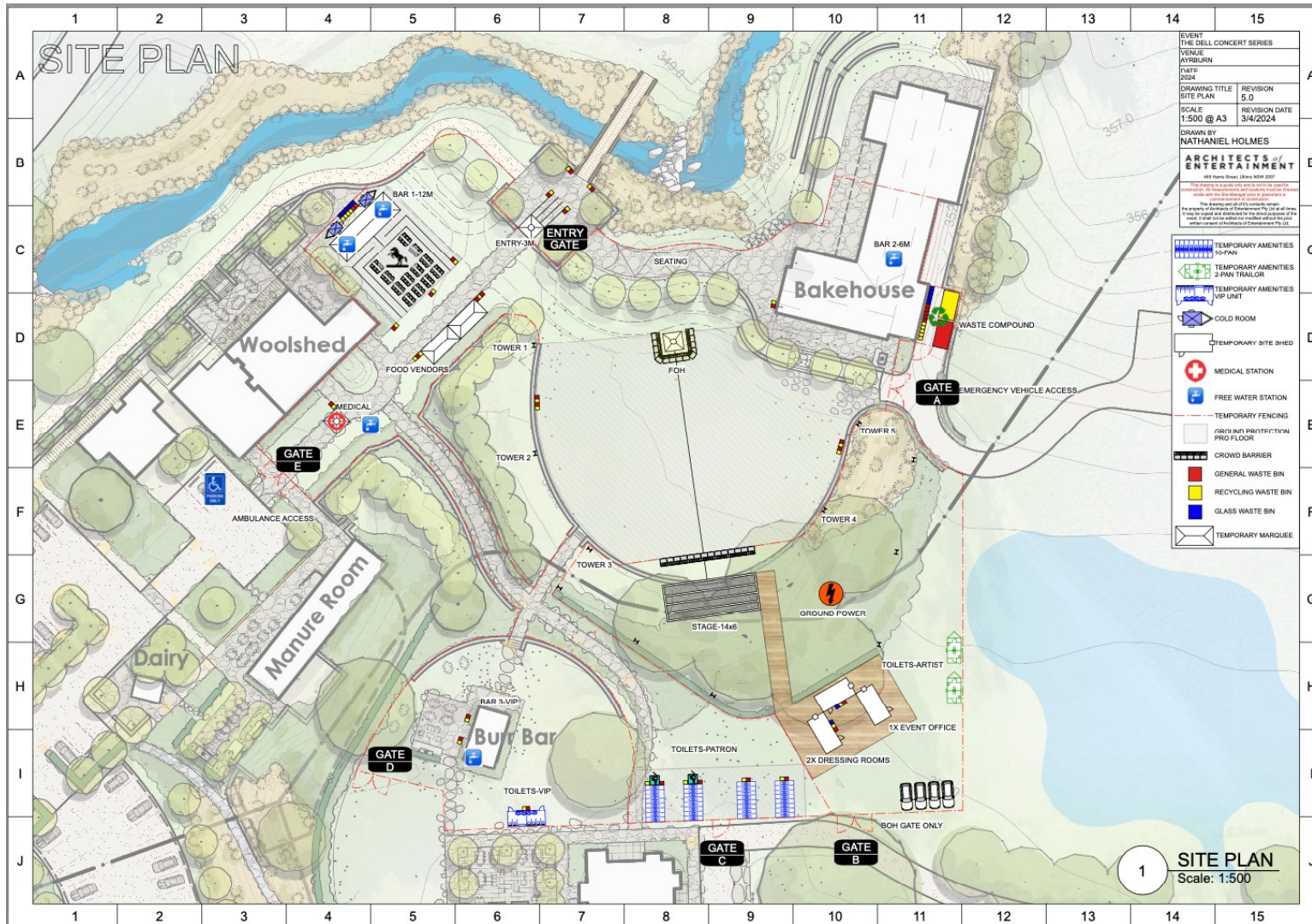


Image: The Dell Concert Series Site Plan - showing gates and infrastructure

Site Risk Assessment & Management Plan – Ayrburn, Queenstown NZ



Image: Square meterage per area within the Dell Concert Series footprint

Site Risk Assessment & Management Plan – Ayrburn, Queenstown NZ

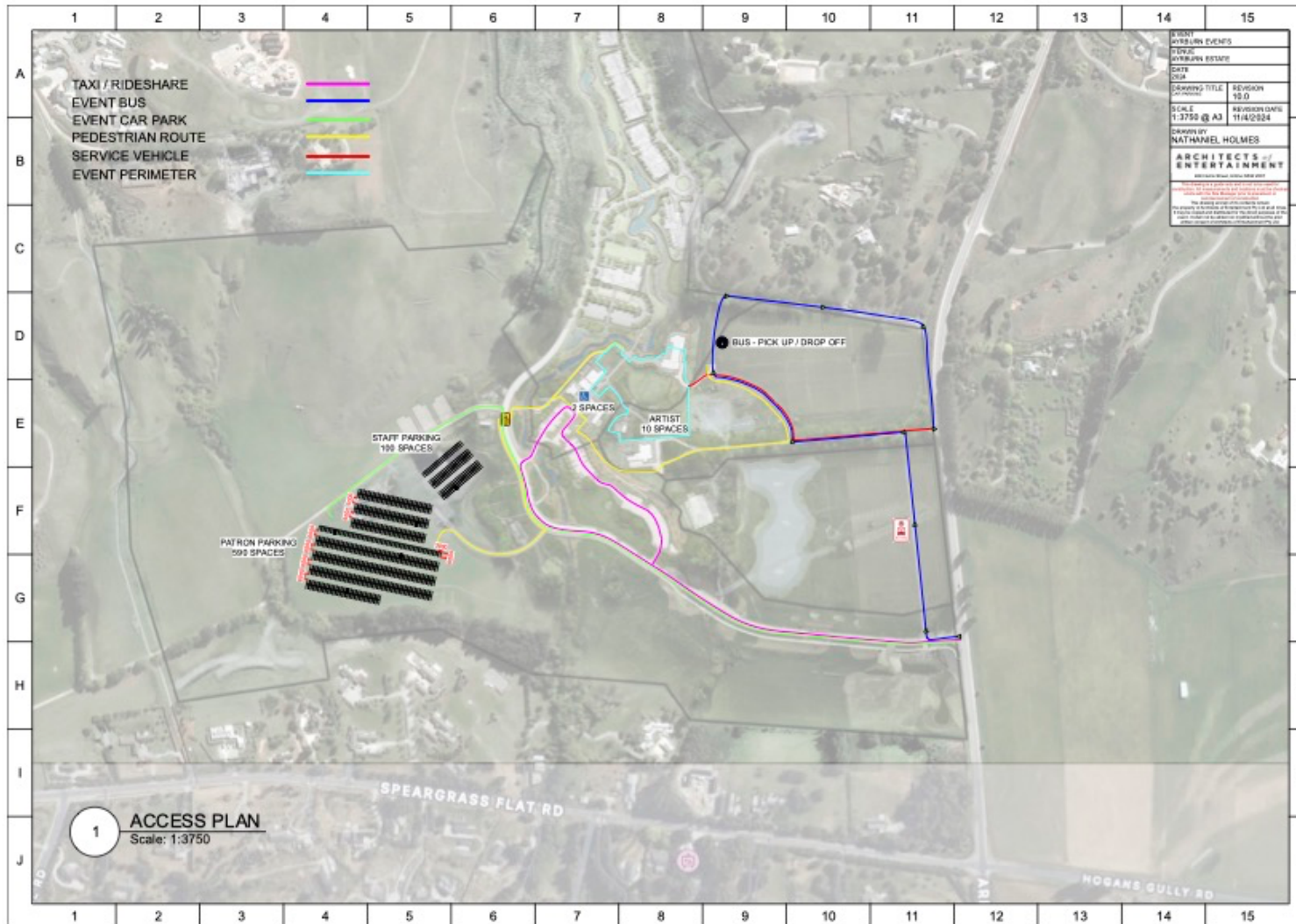


Image: Vehicle Access, parking and shuttle services for Ayrburn events

Site Risk Assessment & Management Plan – Ayrburn, Queenstown NZ

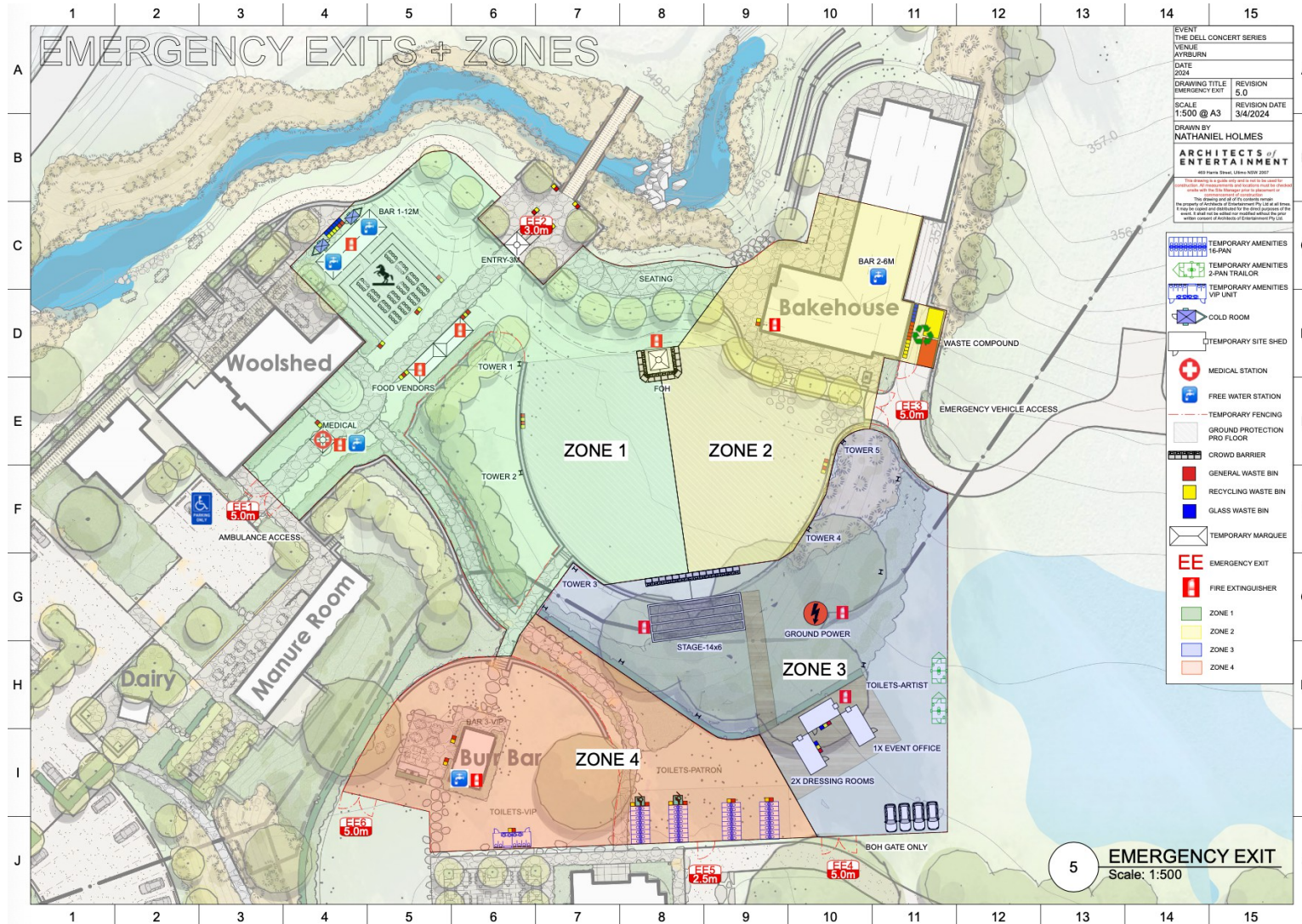


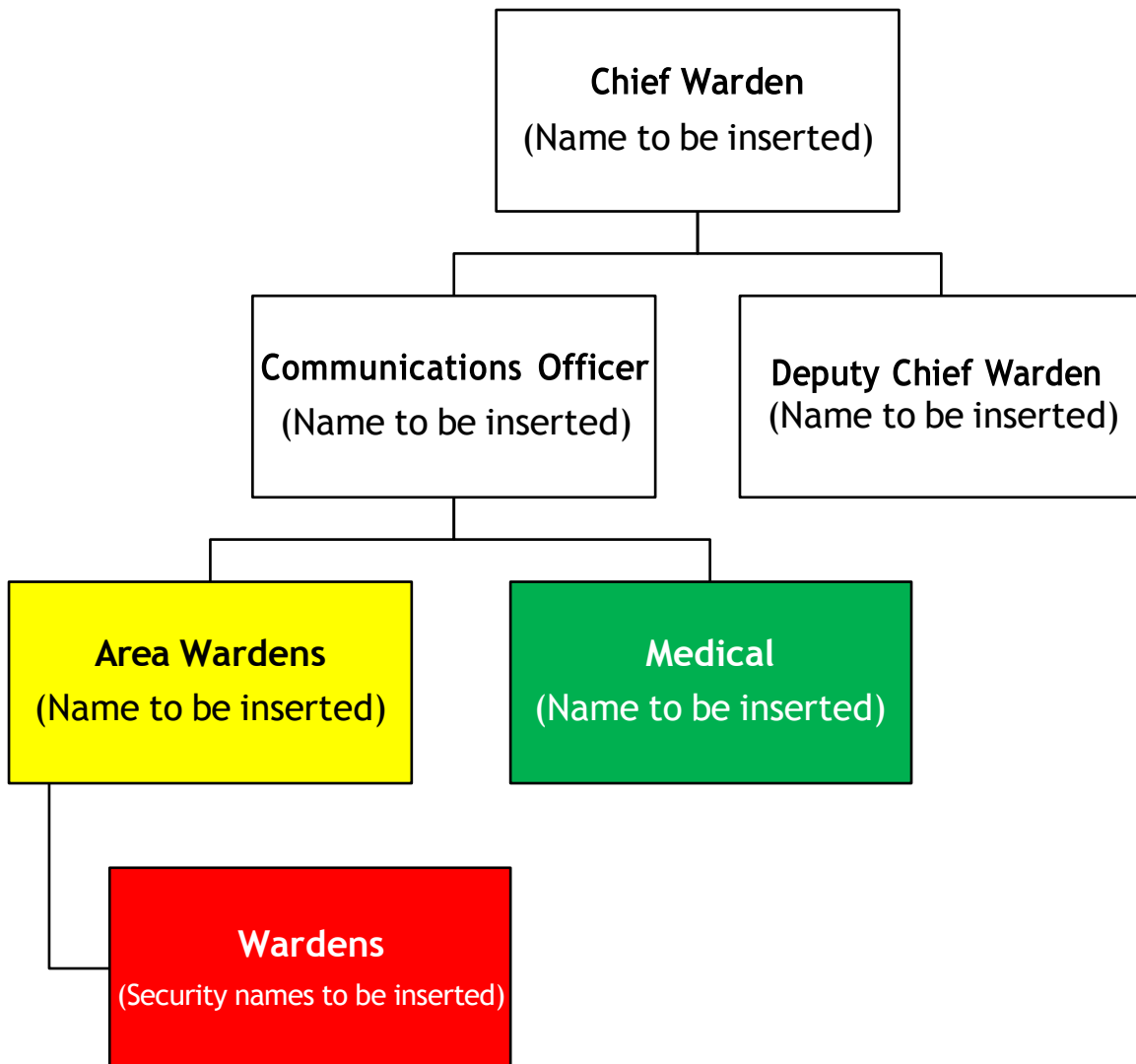
Image: Emergency Exits showing Gates EE1 - EE5, and emergency vehicle access



## 5 EMERGENCY CONTROL ORGANISATION

The Emergency Control Organisation (ECO) is to give top priority to the safety of occupants at the event site during an emergency and to action emergency procedures. The ECO is made up of stakeholders with the knowledge and ability to act or react to a variety of emergency situations.

### 5.1 ECO STRUCTURE



## 5.2 ECO CONTACT LIST

Role	Name	Contact	Organisation
Chief Warden			
Deputy Chief Warden			
Communications Officer			
Entry Zone Warden			
Zone 1 Warden			
Zone 2 Warden			
Zone 3 Warden			
Zone 4 Warden			
Security Manager			
Medical Provider			
Police Representative			NZ Police

As required:

- New Zealand Police
- Fire and Emergency NZ
- St John Ambulance NZ
- Local Civil Defence Emergency Management (CDEM) Group

## 5.3 ECO ESTABLISHMENT

ECO members must be agreed upon by event stakeholders and once assigned take ownership of their responsibilities.

## 5.4 ECO BRIEFINGS

All ECO positions must have appropriate training and qualifications to perform emergency management duties under AS 3745:2010.

Staff within the ECC will be appropriately briefed in the build-up to an event.

An emergency services walk through should occur the day prior to an event.

## 5.5 EVENT CONTROL CENTRE (ECC)

Ayrburn hosted events will have an Event Control Centre (ECC) established and operating within the licensed area of Ayrburn to facilitate communication between key stakeholders and the Emergency Control Organisation (ECO) during an emergency.

The ECC will have adequate office and administrative facilities to effectively function.

The ECC is made up of representatives from Ayrburn (Venue Owner), Site Operations (Event Operator), ECC Coordination, Chief Warden, Security Provider, Medical Provider, and NZ Police (if deemed necessary).

The ECC will commence at an agreed time based on the timings and requirements of an event, with the first ECC briefing occurring within an agreed time of the ECC opening. Briefings will occur every two hours or as required.

An egress planning meeting will take place approximately 2-2.5 prior to event conclusion to ensure that all required planning is finalised prior to infrastructure and resources commencing the preparations for egress. The final debrief will take place approximately one hour post event, or after the event precinct has been appropriately vacated.

## **5.6 POLICE FORWARD COMMAND**

If required NZ Police will have a Police Forward Command (PFC) set up for the event if assessed as required based on event risk profile to respond to any emergency incident or any other incident that requires a police response. New Zealand Police will have a Police Forward Command (PFC) set up within the Ayrburn ECC if to respond to any emergency incident or any other incident that requires a police response.

The Chief Warden should be in direct contact with members of the PFC.

## **5.7 MEDICAL**

Ayrburn events will have an experienced medical team onsite to provide first aid across the entire event area. The quantity and location of first aid staff should be detailed in a separate Event Medical Plan including a medical base tent, roving units and response units as well transport vehicles.

## **5.8 SECURITY**

Security services and resourcing will be based on the predicted number of patrons in attendance. Security will be first responders to manage most crowd and patron related matters and will be trained in first aid.

## 6 ROLES AND RESPONSIBILITIES

### 6.1 EMERGENCY CONTROL ORGANISATION (ECO) PURPOSE

The ECO are identified staff who respond to incidents and support external agencies when required. The ECO:

**Response:**

- Help secure people and assets to reduce risk.
- Provide initial response to the extent of skill and training.
- Manage shelter in place or evacuation.
- Monitor and support occupants throughout the event.

**Continuity & Recovery:**

- Participate in initial damage assessment and actions to make safe.
- Assist in restoring normal function.

### 6.2 CHIEF WARDEN

Will be responsible for the overall efficient and effective control and direction of the Event including all planning and direction of any response to any incidents or emergencies. The command, control and coordination are critical and shall not be challenged.

- The Chief Warden will be a member of the Ayrburn event ECO.
- Be capable of performing their duties.
- Be capable of leading and taking command.
- Display effective decision-making skills.
- Demonstrate the capability to remain calm under pressure.
- Be available to undertake their appointed duties.
- Be capable of effectively communicating with personnel and members of the public.
- Be familiar with the event and event site.
- Be able to undergo relevant training.
- The Chief Warden on becoming aware of an emergency shall respond and take control, as appropriate (pending hand-over to Control Agency).
- Ascertain the nature of the emergency and implement appropriate action.
- Ensure that the appropriate Emergency Service has been notified.
- Brief Emergency Service personnel of the situation.
- Ensure that Area Wardens and security personnel are advised of the situation and responding to their duties.
- Any other action as considered necessary or as directed by Emergency Services.

### 6.3 DEPUTY CHIEF WARDEN

Will be responsible for assisting the Chief Warden as required.

- The Deputy Chief Warden shall initiate a response to any emergency incidents including the management of event personnel and others as directed by the Chief Warden.
- The Deputy Chief Warden will generally be a Supervisor / Manager with experience in an emergency.
- The Deputy Chief Warden will act as Chief Warden in the absence of the Chief Warden.
- The Deputy Chief Warden will be managing and coordinating Area Wardens and communicating back to Chief Warden.

### 6.4 COMMUNICATIONS OFFICER

Perform the role of “scribe” during an incident. Maintain “Incident white board” and other records related to an incident.

The Communications Officer is appointed by the ECO and is responsible for assisting the Chief Warden with matters relating to communication, during an emergency. The Communications Officer should have a sound knowledge of the PA system and/or radios that exist within the precinct.

The person appointed as Communications Officer should:

- Be capable of performing their duties.
- Display effective decision-making skills.
- Demonstrate the capability to remain calm under pressure.
- Be available on site to undertake their appointed duties.
- Be capable of effectively communicating with occupants and visitors.
- Be able to undergo relevant training.

### 6.5 AREA WARDENS

Will generally be staff, security officers or experienced volunteers.

- Area Wardens will be allocated specific areas of the event site.
- Area Wardens are responsible to monitor these areas and be aware of particular risks.
- Area Wardens will be allocated for each identified Emergency Assembly Point.
- In the event of an emergency, Area Wardens should make their way to their area of responsibility if it is safe to do so. If not, then they will assist in any area of the site that they can safely access.
- Area Wardens should be identified by fluorescent vests and be equipped with audible warning devices to be utilised as an alarm if necessary.

- It is not the responsibility of Area Wardens to control an emergency.
- Area Wardens are to assist people to get to the Emergency Assembly Point in a calm orderly manner and to assist Police and Emergency Services as requested once they are at the Assembly Point.
- Area Wardens will listen to communications via radio.
- Area Wardens should have a megaphone as it will assist to be heard in an emergency.
- If the call comes to evacuate an area, then Area Wardens will follow the instructions given via the announcement or by emergency services personnel.

## 6.6 WARDENS - FIRST RESPONSE FUNCTIONS

*Security Personnel - First Response Functions* provide an immediate situation report detailing the following:

- Type of incident.
- The exact location of incident.
- Immediate safety or danger concerns such as fires, gas, petrol, chemicals, electricity, or other contamination and falling debris.
- Estimate of number of persons injured.
- Estimate of number of deceased.
- Property damage.

*Following on, Security First Response*

- Remove / rescue any persons from immediate danger (only if safe to do so).
- First Attack Fire Fighting (if safe to do so).
- Evacuate immediate area if required.
- Request emergency services i.e., Police, Fire, Ambulance.
- Crime scene / preserved scene required to be established.
- Security for crowd control.

*Assembly Point Coordinator*

- Establish the Emergency Assembly Point as directed by the Chief Warden.
- Coordinate evacuees at Emergency Assembly Point.
- Report to the Chief Warden the ongoing status of the assembly point, included person who are unaccounted or if additional assistance is required.
- Maintain as far as reasonably practicable good order and crowd control. Utilise Safety & Security Officers as required or other team members.
- Collect all checklists, notes and other paperwork from senior team members and submit to the Chief Warden at the earliest opportunity.

## 6.7 FIRST AID AND MEDICAL

**First Aid / Medical Providers:** Medical Edge will provide first aid and medical assistance / transport to injured persons. Professional first aid / medical support groups may be engaged by the Event Manager for an event, and or to provide a timely response to coincide with the extent of event activity on site at any point in time.

**Security Officers** are first aid qualified for routine and event activities and provide the ‘first response’ first aid until medical assistance arrives.

## 6.8 CONTROL AGENCIES

EMERGENCY	CONTROL AGENCY
Armed / Dangerous Offender	NZ Police
CBRNE Threat	NZ Police & Fire Emergency NZ
Bomb Threat	NZ Police
Explosion	NZ Police & Fire Emergency NZ
Extreme Weather	NZ Police & Fire Emergency NZ
Fire	Fire Emergency NZ
Flood	Fire Emergency NZ
Gas Leak	Fire Emergency NZ
Hazardous Material	Fire Emergency NZ
Transport Accident	NZ Police
Water / Food Contamination / Pandemic	Department of Health (DOH)

## 7 COMMAND, CONTROL, COORDINATION, COMMUNICATION

### 7.1 EMERGENCY INFORMATION MANAGEMENT

The ECC will coordinate the flow of information and determine what further facts are required to effectively manage the emergency.

The below diagram should be used as a guide to manage information during an incident.



### 7.2 EMERGENCY HANDOVER TO CONTROL AGENCIES

As soon as Control agencies respond to an emergency and are active on site, the Chief Warden will hand over the management of the emergency response to the relevant Control Agency (generally this is NZ Police). This handover must be formalised and recorded.

### 7.3 DEBRIEFING

Debriefing will be carried out following an emergency. Response debriefing is the responsibility of the Event Owner and Operator.

Professional services will be made available to any person who feels they require medical, counselling, or professional assistance.



## 7.4 MEDIA

Any requests to or from media must go through the Event Operator media representative. Staff must not talk to media without authorisation from the media representative.

## 7.5 COMMUNICATIONS SYSTEMS

FUNCTION / ITEM	DESCRIPTION
<b>Back-up or generator power</b>	To provide backup power to temporary event PA Systems is recommended.
<b>Chief Warden</b>	May direct staff to make emergency announcements using event PA systems. The form and wording of emergency announcements and other crowd messages must be chosen carefully to avoid misunderstood messages, or one that produces a sense of urgency or threat to personal safety or worsen the situation.
<b>Colour-Codes</b>	May be used to communicate about emergency situations with staff without raising alarm amongst patrons.
<b>Communicating with the Crowd</b>	Public announcements capable of clearly and continuously relaying essential messages to staff, emergency services and patrons in all parts of events during both normal and emergency conditions are essential to inform and manage the crowd for routine event operations and in an emergency. Patrons, staff, and contractors need to be regularly kept informed on what to expect and must have sufficient time to plan their actions. Public announcements will be made via the event PA systems, audio equipment and video screens from the stage.
<b>Communications Officer</b>	Located in the ECC, the Communications Officer provides the vital operational and communications link between the members of the ECO, control agencies, staff, and stakeholders.
<b>Emergency Communications</b>	Capable of clearly and continuously relaying essential messages to event personnel, the ECO, and Emergency Organisations emergencies is essential. Information on the status of all areas must be fast, accurate, and often. Failure to communicate effectively can lead to failure of the emergency response. In emergency situations (large and small) the emergency communication protocols must be transparent unconditionally to ensure a timely and coordinated response. The Event Manager must maintain effective emergency communications protocols to ensure a timely emergency response.
<b>Event Control Centre (ECC)</b>	Radio contact with all major stakeholders and designated staff to have access to the Emergency Channel on issued radios. In the event of an emergency, ECC will issue a command for key staff to switch to the Emergency channel. In emergency situations (large and small) the emergency radio communications protocol must be transparent to ensure a timely and coordinated response.

<b>High-noise levels</b>	May also make emergency radio or telephone communications difficult, and instructions / warnings transmitted / received this way may not be heard. The Event Manager will establish alternative SMS TEXT or communications such as WhatsApp, Signal, etc, for the ECO and key representatives of the event to ensure effective emergency communications under these circumstances.
<b>Loud Hailers</b>	Loud Hailers should be accessible to Area Wardens and crowd and security staff. They should be used as a contingency to communicate situations or isolated incidents. They also assist security to communicate information and directional assistance in an emergency.
<b>Portable 2-Way Radios</b>	2-way radios are used for event communications and includes a dedicated Security / Emergency channel. The Event Manager nominates controls and provides ECO with training in the use of the emergency radio channel. The Event Manager will maintain the stock of portable radios for issue to the ECO on demand.
<b>Pre-Scripted Emergency Announcements</b>	Will be used in most situations to ensure announcements are correct, clearly understood and do not in themselves cause panic.
<b>Variable Message Boards</b>	All message boards should be programmed with contingency messages to communicate with patrons in the event of an emergency.

## 7.6 RADIO COMMUNICATION CODES

- **Emergency** - problem needs to be corrected immediately.
- **Urgent** - problem that has major and/or severe hazardous conditions.
- **Medium** - problem that is less hazardous, but still represents a concern to safety.
- **Low** - problem with minimum danger to life, but correction will enhance safety.

## 7.7 RADIO CHANNELS

CH.	NAME	USERS	MONITORED BY
1	ECC	Event Control	Event Control Comms Officer
2	Event	Ops, Ticketing, Entry, Accreditation, Guest Services	Event Comms Officer
3	Site	Site Team, Infrastructure, Suppliers, Creative	Internal Site Comms Officer
4	Security 2	Security & Crowd Management	Security Comms Officer & Crowd Response Team
5	Medical	Medical Provider Staff	Medical Comms Officer
6	Traffic	Traffic Supervisors, Traffic Controllers, Transport Providers	Transport & External Comms Officer
7	Production	Production Team	Event Comms Officer
8	Bars/ Vendors	Bars and Vendor Teams	Bar Operations Managers & Internal Site Comms Officer
9	Waste	Waste Manager, Supervisors	Internal Site Comms Officer
10	Chat 1	Informal for Event Staff and contractors	Internal Site Comms Officer
11	Chat 2	Informal for Event Staff and contractors	Internal Site Comms Officer

## 7.8 EMERGENCY CODES

AS3745 Emergency Threat Codes		
CODE	TYPE	EXAMPLE
BROWN	External Emergency	Extreme weather, earthquake, bushfire smoke
RED	Fire and or Smoke	Internal fire or smoke
YELLOW	Internal Emergency	Power failure, water or sewage failure, communications failure, hazardous material
BLUE	Medical Emergency	Injury or illness, mass casualty
BLACK	Personal Threat	Civil disorder, active shooter, violent person, hostage / siege, vehicle as a weapon
PURPLE	Bomb Threat	Bomb threat, suspicious object, IED
ORANGE	Evacuation	For all incidents and emergencies rapid removal of people from immediate danger
GREY	Lost Person	Missing child/parents, missing person

## 8 EMERGENCY & SHOW STOP PROCEDURE

### 8.1 SHOW STOP PROCEDURES

The Chief Warden/ Event Manager will implement a procedure to rapidly halt performances in the event of an incident onstage or amongst the audience which requires urgent response to protect life or prevent serious injury. A “Show Stop” will only be initiated if other mechanisms to resolve the issue are impractical or will introduce too much delay in response.

Show Stops need not always result in termination of the performance; temporary interruptions may be used to calm the audience or facilitate rescue / assistance. Wherever safe and practicable, the Crowd manager will seek to continue a performance to its normal conclusion.

### 8.2 INITIAL PREPARATION

1. Ensure Crowd Manager, Emergency Manager and Stage Manager have communicated procedures prior to doors.
2. Discuss with Stage Manager if they are comfortable in addressing the crowd.
3. During pre-show briefing, Stage Manager, security and each act to agree to a nominated individual who will communicate a Show Stop request to the act.

### 8.3 LEVELS OF ENGAGEMENT

1. Stage Manager communicates with artist rep to ask act to pass on information to the crowd.
2. Stage Manager addresses the crowd and passes on information.
3. Chief Warden/ Event Manager addresses crowd with directions.
4. Hand Control over to emergency services in the instance of a critical incident.

### 8.4 PROCEDURES

1. Stage Manager to have “voice to god” mic ready to go at all times - in regard to levels 2 - 4.
2. Stage Manager to be provided with the information that the Event Producer / Safety Officer or nominated person (i.e., Stage Manager) wishes to have conveyed to the audience.
3. Scripts for information are to be as direct and simple as possible, with no abbreviations / technical terms (stage right etc) and no slang (note: if stage manager has an accent best not to use to address audience).

## 8.5 SCRIPT EXAMPLES

1. Event Manager via Stage Manager asks artist to communicate to look after each other, not to push, crowd surf etc - unless artist can command attention this level is only remotely effective.
2. Artist is stopped and leaves the stage - Stage Manager addresses crowd - (e.g., we would like everyone to move back, we need people to look after each other etc.) - artist won't come back on until successful - Stage Manager restarts when confirmed by Event Manager.
3. Artist is stopped - Event Producer / Safety Officer - We have a medical incident - etc won't be starting until completed or issue is resolved - Stage Manager to restart when confirmed by Event Manger (note: not all acts are comfortable re-starting after lengthy stops).
4. Artist is stopped - they will not be starting again - handed to emergency services.

## 8.6 EMERGENCY MESSAGES

The public address system installed for entertainment purposes at the event site will be utilised to make emergency announcements. This system will be used to provide crowd announcements.

NO.	MESSAGE DETAILS	WHO & HOW	WHEN
1	“Attention please, attention please. This is a safety announcement. this is a safety announcement. Due to circumstances beyond our control the show will have to be stopped. Please vacate the event area as quickly and quietly as possible. Please follow the instructions of security and event staff”	Verbal from artist, Artist Management or Stage Manager. All PA channels cut except lead mic.	Any Show Stop as directed by ECC requiring evacuation.
2	Due to circumstances beyond our control the show will have to be stopped. Please vacate the event area.	<b>Visual on-stage screens.</b>	Any Show Stop as directed by ECC requiring evacuation.
3	“Attention please, attention please. This is a safety announcement. It is necessary to stop the show for a few minutes, we hope to be able to restart shortly”.	Verbal from artist, Artist Management or Stage Manager.	Any show stop directed by ECC, & any crowd action where lost time can be catastrophic with the call made by artist or security management (e.g. visible crowd crush).
4	“It is necessary to stop the show for a few minutes, we hope to be able to restart shortly”.	<b>Visual on-stage screens.</b>	Any Show Stop as directed by ECC.

5	“Attention please, attention please. This is a safety announcement. It is necessary to stop the show because of (insert reason) we will give you more information as soon as we can”.	Verbal from artist, Artist Management or Stage Manager.	Any Show Stop as directed by ECC.
6	Attention please, attention please. This is a safety announcement. For your safety we need to stop the event temporarily and clear the area. You are not in any immediate danger. Please assist us by following the directions of our staff to the nearest safe exit. (Repeat)	Verbally Chief Warden.	Temporary Localised Evacuation as directed by ECC.
7	Attention please, attention please. This is a safety announcement. This event has been cancelled due to circumstances beyond our control. We ask you to be patient and leave in an orderly manner. Please follow the directions of our staff to the nearest safe exit. (Repeat)	Verbally Chief Warden.	Non-Emergency Evacuation.
8	Attention please, attention please. This is a safety announcement. We are expecting high winds / severe electrical storms very soon. Please leave the Area now. Follow the directions of our staff to the nearest safe exit. Thank you for your cooperation.	Verbally Chief Warden.	Extreme Weather-Related Evacuation.
9	Attention please, attention please. This is a safety announcement. This is an emergency situation, please leave the Area now. Follow the directions of our staff to the nearest safe exit. Repeat: This is an emergency situation, please leave the Area now. Follow the directions of our staff to the nearest safe exit.	Verbally Chief Warden.	Emergency Incident Related Evacuation

## 8.7 EMERGENCY MESSAGES - STAGE SCREENS

Stage screens will be used in some emergency situations to support verbal communication. Prepared generic emergency stage screen files will be handed to the Production Team at the start of the event, (only to be used in the event of an emergency).

## 8.8 HANDOVER OF CONTROL

In the event of major incident or emergency the ECC will direct all staff on the site to respond appropriately to incident response protocols as per the operational manual. If the scale of the incident requires more resources than are available to the Event Operator or the nature of the incident requires strategic external influence, a structured handover of control will take place.

The Event Operator will pass control of the site to the Senior Officer of the responding agency that takes primacy. This may be a Fire Officer, or Police Officer, if the incident involves many casualties or fatalities. Under direction of that Senior Officer the ECC will continue to manage the resources at the event area until the incident is resolved or is at a less critical phase.

The show will only recommence on full agreement of all agencies in the ECC and artist's nominated representative and will incorporate the following restart procedure below:

- The performance area is ready and safe to recommence.
- All security and staff are in position and able to recommence their duties.
- There is no immediate danger or threat that could jeopardise the recommencement of any artist or their performance.

Once this is confirmed the ECC will give the signal for the artist to continue.



## 9 EMERGENCY EQUIPMENT

### 9.1 GENERAL SAFETY EQUIPMENT

The finalised map will show location of first aid kits, FFE, water retrieval equipment, additional crowd barriers, cordon tape, and other equipment identified in the event risk assessment. Area Wardens are responsible to ensure staff are aware of the equipment location and use.

### 9.2 FIRE SAFETY

Fire Fighting Equipment (FFE) will be located in close proximity to electrical areas, and it is a requirement for food / beverage stalls to have appropriate FFE on site. A walkthrough of the event site will determine the location of FFE and final inspections will be conducted by the Safety Officer.

### 9.3 PORTABLE FIRE FIGHTING EQUIPMENT

Fire Extinguishers are only suitable to use on fires in their incipient stages (small or beginning). It is important for staff to know the locations and suitability of extinguishers for use on various types of fires (e.g.) electrical, flammable liquids, ordinary combustibles.

Current	Extinguishing Agent	A	B	C	E	F	Comments
		Water Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats	
	Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires
	Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment
	Foam <sup>1</sup>	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment
	Powder	(ABE)	✓	✓	✓	✓	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
		(BE)	✗	✓	✓	✓	
	Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires
	Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons

Image: Table detailing suitability of portable fire extinguishers for first response



Image: Features of a fire extinguisher



Image: How to use a fire extinguisher

## 10 EMERGENCY ACCESS AND DISPERSAL

### 10.1 EVACUATION - CODE ORANGE

In any localised emergency situation, **Area Wardens** and **Wardens** will ensure that persons are removed from the area affected. Dependent upon the situation, the **Chief Warden** may evacuate the event site or be instructed by emergency services to evacuate the event site.

The **Chief Warden** will then:

- Coordinate the evacuation through the **Deputy Chief Warden**.
- **Under the direction of the Deputy Chief Warden, Wardens and Area Wardens** will facilitate the provision of access corridors and directions for control / emergency agency response purposes.
- **Area Wardens and Wardens** will ensure that persons are removed from the area affected and are directed to traverse **the most situationally appropriate** safe route to clear the area to emergency assembly areas or away from the site.
- Once **Area Wardens** have ensured that their area is clear of persons, they will secure it, if possible, to prevent the re-entrance of persons. They will then inform the **Deputy Chief Warden** that their area is clear and secure. The **Deputy Chief Warden** will inform the **Chief Warden** of all areas that are clear and secure.
- **Area Wardens** will then attend either the Emergency Control Centre or an emergency control Assembly Point, as directed by the **Chief** or **Deputy Chief Warden**.
- The **Communications Officer** and other suitably trained and available staff will be directed by the **Chief / Deputy Chief Warden** to make regular general and specific warning announcements concerning evacuation arrangements for the venue via public address systems. These announcements may be pre-scripted and must be read and adapted as required with acute attention to the current emergency situation and any situational developments.
- Given the size and layout of the event site, depending on the type of emergency, the **Chief Warden** may evacuate the entire event site, or just one particular area.

### 10.2 EVACUATION PROCEDURE

New Zealand Police and Emergency Services will take control in the event of an emergency situation. Emergency Services will undertake their related responsibilities in response to an emergency.

#### Chief Warden

- Ascertain the nature and scope of the emergency.
- Hand over control to the Police and emergency services.
- Stay in contact with the Control Agency to assist as requested.
- Notify ALL CLEAR after instruction from Incident Controller of the Control Agency.

**Security Emergency Responsibilities:**

- Provide support to the emergency services personnel in emergency situations.
- Liaise with emergency services personnel as appropriate.
- Maintain site security.
- Carry out other duties that are tasked by the Police or the Chief Warden during an emergency.

**Area wardens will:**

- Act in a calm, reassuring manner to minimise panic.
- Assist people in their area to follow evacuation procedures and identify the nearest emergency Assembly Point.
- Ensure they are wearing a fluorescent vest and carrying a radio and torch.
- Assist any person in immediate danger (only if safe to do so) or alert emergency services to assist.
- Assist in keeping people calm as they move to the emergency Assembly Point.

**At the Assembly Point:**

- Do your best to keep people calm and encourage them to remain at the Assembly Point.
- Follow the instructions of relevant emergency services personnel.
- Assist Police / emergency services as requested at the emergency Assembly Point until the Chief Warden notifies the ALL CLEAR.
- Take note of any incidents / injuries and fill in incident forms when able.
- Do not allow any person to re-enter the affected area until the ALL CLEAR is given.
- If the ALL CLEAR is given guide people back to the event site.

**All other people will:**

- On hearing an alarm, or on instruction of emergency services personnel, immediately cease all activity and move calmly to the nominated evacuation Assembly Point.
- Follow directions given by emergency service personnel or security and evacuate the area immediately.
- Assist any person in immediate danger (only if safe to do so).
- Assist with the evacuation of disabled people.
- Not use mobile phones.
- Do not leave the evacuation Assembly Point until the ALL CLEAR has been given.

### 10.3 EVENT PATRONS WITH DISABILITIES

Event patrons with disabilities refers to persons unable to evacuate without assistance. Evacuation of event patrons with disabilities shall be conducted in stages whenever possible. The three stages of evacuation are:

- **Stage 1:** Remove event patrons from the immediate hazard to a place with direct access to a refuge or emergency exit (e.g., removing people from a marquee or area which is on fire or is alleged to have a bomb in it).
- **Stage 2:** Remove event patrons to a refuge.
- **Stage 3:** Complete evacuation of the area to the external Assembly Point. The resources of all available staff will be required to assist in the movement of event patrons and visitors to a safe place.

Evacuating disabled event patrons in stages may allow the evacuation to be limited to the affected area if the emergency is controlled. This minimises the disturbance to potentially vulnerable event patrons.

If safe, direct all available and capable persons to assist with the evacuation of disabled event patrons:

- Area Warden to coordinate staff assisting with the evacuation of disabled event patrons.
- Commence evacuation with those at greatest risk and progress in stages. Ambulant event patrons should be evacuated first.
- Where event patrons have varying degrees of mobility, evacuation should commence in the most affected area and give priority to:
  - Ambulant event patrons.
  - Semi-ambulant event patrons.
  - Non-ambulant event patrons.
  - Event patrons with disabilities unable to evacuate.

If circumstances prevent the evacuation of a disabled event patrons beyond any stage, a Warden should remain with the event patron as long as it is safe. The Warden shall report the situation and the disabled event patron's location and maintain regular communication with the Chief Warden.

### 10.4 SHELTER IN PLACE

Shelter in Place is an emergency response option that directs patrons to remain in place at their location, as any evacuation movement would expose patrons to a greater level of danger. This decision is made by the Chief Warden. Situations may arise where it would be advisable to remain in place. Examples may include a Hazmat situation such as an industrial gas leak, terrorism strike or a security incident where it

is necessary to keep persons away and out of sight (e.g., protestors, armed offenders, hostile vehicle attack).

## 10.5 ASSEMBLY POINTS

When advised by the **Chief Warden** or **Deputy Chief Warden**, all **Area Wardens** are to ensure that all patrons at the affected site(s) are to evacuate on an agreed route. The **Chief Warden / Deputy Chief Warden**, will take into account the following:

- Location of the emergency.
- Type of emergency.
- Wind direction / other weather factors.
- The need to avoid directing people across busy roads.
- With regards to the areas that you are evacuating, the need to avoid directing people into other busy patron areas.

Wardens will ensure there is absolutely no re-entry to secured areas prior to the Control Agency giving clear instruction that it is safe to do so. This instruction should be communicated by the Control Agency to the Chief Warden who would in turn notify the Area Wardens.

In the event of an evacuation, patrons and staff will move away from the incident area and relocate to the most appropriate Assembly Point/s.

The Assembly Points are accessible to all persons and feature good lighting, relatively level ground and access to egress routes.

The Assembly Points for the event site when operational are as follows:

<b>Assembly Point 1</b>	Located Northeast of the Top Paddock
<b>Assembly Point 2</b>	Located Southwest carpark area, southwest of the Manure Room and Woolshed

The Chief Warden in conjunction with the NZ Police Representative will decide on the most appropriate Assembly Point based on the location of the emergency incident.



Image: Proposed Assembly Areas accessed via emergency gates.

## 10.6 ASSEMBLY POINT INSTRUCTIONS

When advised by the Chief Warden, all Area Wardens are to ensure that all staff and patrons at the affected site(s) are to evacuate on an agreed route. The Chief Warden will consider the following:

- Location of the Emergency.
- Type of Emergency.
- Wind direction/other weather factors.
- The need to avoid directing people across busy roads.
- The need to avoid directing people into other busy patron areas.

Wardens will ensure there is absolutely no re-entry to secured areas prior to the Control Agency giving clear instruction that it is safe to do so. This instruction should be communicated by the Control Agency to the Chief Warden who would in turn notify the Area Wardens.

*In the event of an evacuation, it is generally expected that much of the crowd will self-evacuate along their nearest and safest route and make their way away from the incident area. Staff will relocate to the Assembly Point/s.*

## 10.7 EMERGENCY SERVICES ACCESS

Emergency services should be advised as to incident location and should be met at the pre-determined meeting point and guided to the incident by Wardens. Staff will ensure that a minimum of a 4 metre access path is created through all areas required to be accessed by emergency services vehicles.

In the event of an emergency, Event Staff must ensure there is clear passage through crowds.

Emergency service access will be via:

- Emergency Vehicle Access Gate A
- Ambulance Access via Gate D.

The configuration of road closure sites will allow for emergency service vehicles to rapidly access the area. NZ Police will have resources onsite during the event for rapid response as well as Medical Provider.

## 10.8 EVACUATION ROUTES

If an evacuation of the event site is ordered, all patrons will move in an orderly manner to the nearest exit – this may be a normal entry / exit point, or an emergency push out gate. The emergency gates are labelled as EE1 located between the Woolshed and Manure Room and then spaced clockwise around the perimeter (EE2 – EE5) finishing at EE6 located south of the Burr Bar Zone 4.

Once outside the event site, it is expected that patrons will self-evacuate along the safest and most appropriate route and disperse throughout the surrounding areas.

## 10.9 CROWD DENSITY

Effective monitoring of crowds is regarded as a significant premise of safety and security guarantee. It is vital to get the information about characteristics of a crowd, activity, security arrangement and the surrounding environment specifically areas such as stairways, exits, entrances, narrow passages, or the convergence of two opposite crowd flows, where trickle incidents might trigger accidents and injuries. Intensive monitoring needs to be conducted to provide real time parameters; crowd density and speed in monitoring areas by tracking and analysing behaviours.

## 10.10 CROWD DENSITY ESTIMATIONS

Crowd density is usually characterised by the number of people accommodated in per unit area. The greater the crowd density usually means the higher the degree of population aggregation and the larger the security risk of the crowd. Population density mainly relies on intelligent video surveillance systems for real- time monitoring of groups.



The images below show 625 square metres (with a tennis court backdrop) to give some idea of scale. 25m x 25m is 625 square metres and each grid is 5m by 5m.

Source: <https://www.gkstill.com/Support/crowd-density/625sm/Density6.html>



*Image: 0.5 people per square metre (312 people in 625 square metres)*



*Image: 1 person per square metre (625 people in 625 square metres)*



*Image: 1.5 people per square metre (937 people in 625 square metres)*



*Image: 2 people per square metre (1,250 people in 625 square metres)*



Image: 2.5 people per square metre (1,562 people in 625 square metres)

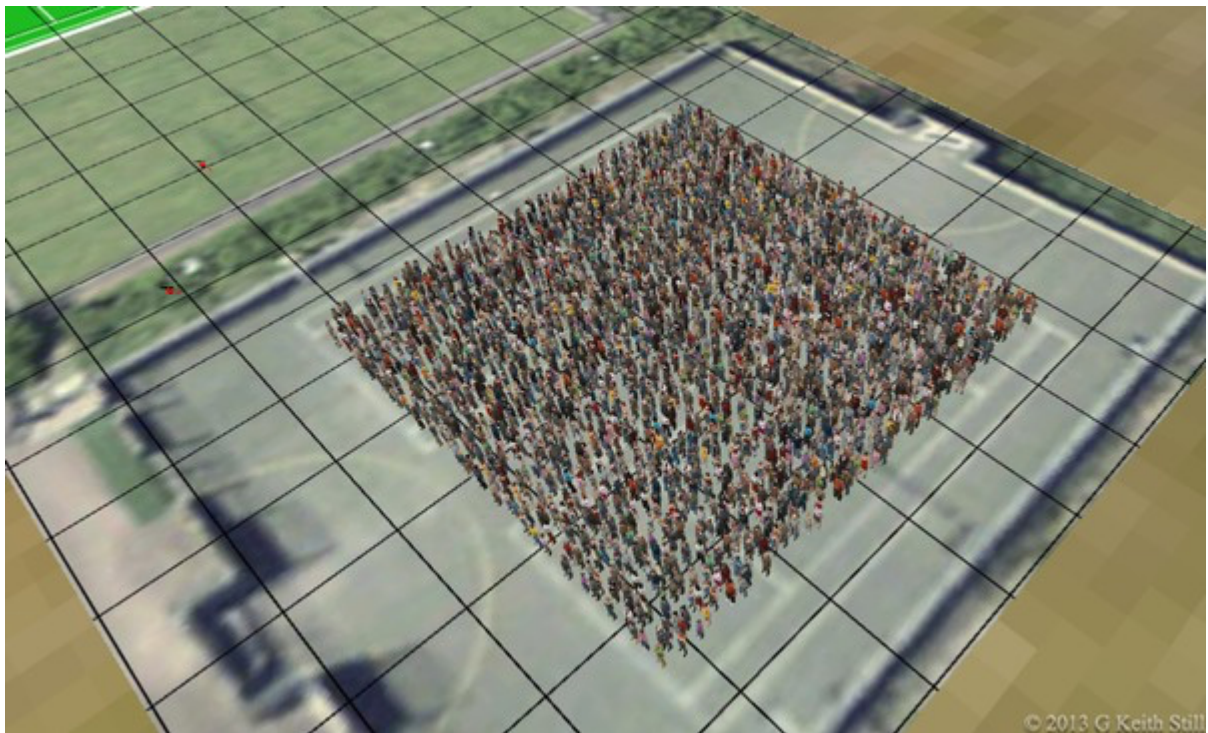


Image: 3 people per square metre (1,875 people in 625 square metres) MAIN STAGE

## 10.11 AYRBURN EVENT CAPACITY PER AREA

Area Description	Square Meterage	2pp sqm	2.5pp sqm
Patron Area (FOH including Bakehouse and surrounding areas of the concert dance floor area)	6132m2	~12265	~15,335
Dance Floor	1477m2	~2954	~3692
VIP 2	300m2	~600	~750
VIP 1	1034m2	~2068	~2585
BOH	827m2	~1654	~2067

The calculations are based off raw area capacity not considering the infrastructure or actual viewing areas with the footprint, capacities are to be based off the visible area calculations on the supplied site map displaying *square meterage per area within the Dell Concert Series footprint*.

Sheridan Consulting Group recommends that due to the style of events the venue capacity will be based on the dancefloor capacity of ~2954 pax plus the 2 x VIP areas ~2668 pax. This will allow for a comfortable presence across the site and the ability to evacuate the site in under the recommended 8 minutes using the available planned emergency evacuation gates.

## 10.12 EMERGENCY EVACUATION GATES

Grid references refer to the Emergency Management Plan diagram.

GATE NAME	GATE WIDTH	GRID REF	PLANNED EMERGENCY ASSEMBLY POINT
<b>EVENT AREA</b>			
EE1	5m	F3	EAA 2
EE2	3m	C6	EAA 1
EE3	5m	E11	EAA 1
EE4	5m	J10	EAA 1
EE5	2.5m	J8	EAA 2
EE6	5m	J4	EAA2
<b>TOTAL EMERGENCY EXIT WIDTH - 25.5 metres</b>			

### 10.13 EVACUATION CALCULATIONS

The site provides a total of 25.5 metres of usable space (gate width) for emergency egress within the event site.

According to *Section 10.10 the Guide to Safety at Sports Grounds (The Green Guide V6.0)* during an emergency evacuation, the rate of evacuation on a level surface is approximately 82 persons per metre per minute. This site has been assessed and considered to be a flat surface.

82 persons multiplied by 25.5 equals 2091 persons evacuating from the event area per minute, with a full evacuation of all 3000 patrons (maximum proposed attendance) taking approximately **1 minutes and 26 seconds** to exit the event space.

3000 divided by 2091 = 1.43 minutes (1minutes and 26 seconds)

A full evacuation of the proposed capacity of 3000 PAX will take approximately 1 minute and 26 seconds.

This is well within the 8 minutes specified within *Section 10.12 the Guide to Safety at Sports Grounds (The Green Guide V6.0)*.

#### Example B: Zone 2 travel time and emergency egress time, where the fire risk is low

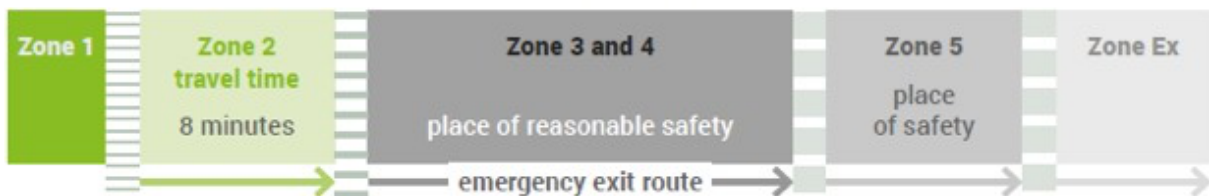


Image: Section 10.12 of the Guide to Safety at Sports Grounds (The Green Guide V6.0).

## 11 EMERGENCY RESPONSE PROCEDURES

### 11.1 FIRE - CODE RED

NZ Fire and Emergency (FENZ) will be the Control Agency in the event of an emergency involving fire or hazardous chemicals. In the event of fire emergency:

- Call 111.
- Follow closely the instructions of relevant Emergency Services personnel.
- If trained and able to attack the fire with firefighting equipment, respond with the appropriate method (i.e., portable fire extinguisher, fire hose, etc.).
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.

### 11.2 SUSPECTED EXPLOSIVE DEVICE - CODE PURPLE

NZ Police will be the Control Agency for a suspected explosive device. Explosive devices that are delivered or placed by a person or left in a nearby vehicle may present a significant threat, and everyone should be mindful of the potential risk posed by explosive devices. To assess an unattended item:

## UNATTENDED ITEMS: LOST... or **SUSPICIOUS?**



### H

#### Hidden?

- Has it been concealed or hidden from view?
- Bombs are unlikely to be left in locations such as this – where any unattended item will be noticed quickly.



### O

#### Obviously suspicious?

- Does it have wires, circuit boards, batteries, tape or putty-like substances?
- Do you think the item poses an immediate threat to life?



### T

#### Typical?

- Is the item typical of what you would expect to find in this location?
- Most lost property is found in locations where people congregate.

If a suspicious object is received, or noticed in an area where such an object would not normally be left, you should:

- Not touch or attempt to open or move the object.
- Immediately notify the onsite Police, but not by mobile telephone.
- Immediately switch off all mobile telephones, radios, pagers, etc.
- Follow closely the instructions of relevant Emergency Services personnel.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.

NZ Police will be the Control Agency in response to a bomb threat. On receipt of a bomb threat always treat the threat as genuine and:

- Notify Police as soon as possible.
- If received by phone, refer to the attached **Appendix B - Bomb Threat Checklist**.
- Remain calm and do not do or say anything that may encourage panic or irrational behaviour.
- Preserve any evidence, such as the threat document and envelope, by placing them in a plastic pocket or bag for delivery to police.
- Follow closely the instructions of relevant Emergency Services personnel.
- Switch off all mobile telephones.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.

If in vicinity of a person with a suspected bomb:

- Remain calm and do not do or say anything that may encourage irrational behaviour.
- Slowly, try to create as much distance as possible between yourself and the suspect.
- Contact Police as soon as possible.

## 11.3 CHEMICAL, BIOLOGICAL, RADIOLOGICAL OR NUCLEAR (CBRN) THREAT - CODE YELLOW

NZ Police will be the Control Agency for chemical, biological, radiological or nuclear devices that are delivered or placed on site.

These devices may present a significant threat, and everyone should be mindful of the potential risk posed by such devices.

If a suspicious envelope or package is received, or if a suspicious package and / or substance is noticed in an area where such an object would not normally be left, you should:

- Not touch or attempt to open or move the object.
- Notify onsite Police immediately.
- Make the area as secure as you can, move away from the area and do your best to keep others away until assistance arrives.
- Note as many details of the device / object as possible, including:
  - Any wording or threat.
  - Details of the container / package, especially the condition of the container / package and whether there has been any spillage.
  - Colour of any substance/material.
  - Texture of the substance / material, i.e., granulated, powder, liquid.
  - Quantity of material involved.
  - Any other relevant details or information.
- Follow closely the instructions of relevant Emergency Services personnel.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.



## 11.4 ARMED OFFENDER (INCLUDING VEHICLE AS A WEAPON) - CODE BLACK

NZ Police will be the Control Agency for armed or threatening persons.

In the event of armed and dangerous persons, stay away from the attacker and not do or say anything that may encourage irrational behaviour.

Attackers may be carrying weapons such as knives, blades, bats, firearms or using a vehicle as a weapon.

Patrons should be directed to follow the New Zealand Government guidelines that state:



[www.police.govt.nz/crowdedplaces](http://www.police.govt.nz/crowdedplaces)

- Notify the onsite Police or phone 111.
- Note carefully any instructions given by the Police.
- Direct Police to scene.
- Follow closely the instructions of relevant Emergency Services personnel,
- Attempt to isolate the area the attacker is in to restrict their movements.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.
- If shelter in place is ordered, remain in location until further instructions.

## 11.5 CIVIL DISTURBANCE OR UNLAWFUL PROTEST - CODE BLACK

NZ Police will be the Control Agency for any civil disturbances or unlawful protests. In the event of a Civil Emergency:

- Notify the onsite Police or dial 111.
- Keep well clear of the disturbance and do not do or say anything that may encourage irrational behaviour.
- Follow closely the instructions of relevant Emergency Services personnel.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.

## 11.6 UNMANNED AERIAL VEHICLE (UAV) - CODE BLACK

The Chief Warden will:

- Notify Police.
- **Safety first** - the safety of the public and first responders is paramount. Any action undertaken to interrupt the operation of an UAV must consider the safety of all persons involved.
- **Risk assessment** - is to be applied to all incidents and operations. Identify the hazard the UAV presents, assess the risks, and undertake risk controls (remove people from the area, advise Security Manager, advise event managers, postpone the event, or monitor the UAV movements).
- **Take charge** - exercise effective command and control. Where the UAV presents an immediate risk to persons, take charge and manage the incident.
- **Identify Controller** - after safety has been considered, the focus for a response involving a UAV is the identification of the controller and interruption or cessation of use.
- **Cordon and manage** - unless impractical, adopt a 'cordon and containment' approach. The UAV, in most models, requires line of sight for effective control. Allocation of security and other resources to identify the controller and negotiate the removal of the UAV should be adopted where possible in a stationary or roving cordon.
- **Controller identified** - if or when the operator is located, negotiate to gain co-operation landing or removing the UAV from the location. Where co-operation is not gained, determine an appropriate resolution strategy based on the situation. Remember, a UAV may respond in three ways if control is interrupted resulting in falling, hovering or returning to base.
- **Hazardous material / malicious intent to cause harm** - where intelligence or observation suggests hazardous material or a device is attached to the UAV, advice and assistance from the Police specialist services should be sought.

## 11.7 EXTREME WEATHER EVENT - CODE BROWN

NZ Police are the Control Agency in the event of inclement weather which includes, but is not limited to, the following:

- Lightning strikes, high speed gusts and winds, heavy rain or hail - possibly leading to area flooding, landslides and damage, electric storm or extreme heat.

In the event of a forecast or actual adverse weather event, the Chief Warden will review the potential event. The following actions can be taken:

- Limit, postpone or cancel site works.
- Alter or remove site infrastructure.
- Restrict the movement of pedestrians.
- Direct and oversee the evacuation of event areas.
- Close and reopen the site if necessary.
- In extreme cases, cancel the event.

## 11.8 STORM AND LIGHTNING PROCEDURE - CODE BROWN

NZ Police are the Control Agency in the event of a storm system, heavy rain, and lightning. The below procedure provides direction on the actions to be taken at certain trigger points.

LIGHTNING STRIKE AT 60KMS	
<b>Chief Warden</b> <b>Police Representative</b> <b>Event Manager</b>	Monitor whether a lightning strike is detected within 60km of the event site.
	Ensure warning messages are prepared in case of emergency.
LIGHTNING STRIKE AT 40KMS	
<b>Chief Warden</b> <b>Police Representative</b> <b>Event Manager</b>	Monitor whether a lightning strike is detected within 40km of the event site.
	<b>Provide the following message to patrons:</b> “Weather Warning: A thunderstorm is approaching within the hour. Please consider moving to cover or temporarily seeking cover outside the event site.”
LIGHTNING STRIKE AT 20KMS	
<b>Chief Warden</b> <b>Police Representative</b> <b>Event Manager</b>	Monitor whether a lightning strike is detected within 20km of the event site.
	<b>Provide the following message to patrons:</b> “Weather Warning: A thunderstorm is approaching. Patrons should make their way to cover or to the exits. Do not shelter under trees. Try to get indoors or into a built-up area.
LIGHTNING STRIKE AT 10KMS	
<b>Chief Warden</b> <b>Police Representative</b> <b>Event Manager</b>	Monitor whether a lightning strike is detected within 10km of the event site.
	<b>Provide the following message to patrons:</b> “Extreme Weather Warning: A lightning strike risk requires an immediate evacuation/ shelter in place (instruction on action from Chief Warden). Please exit the event site/ shelter in place at... Do not shelter under trees. Try to get indoors or into a built-up area.”

## 11.9 WIND MANAGEMENT PLAN - CODE BROWN

NZ Police are the Control Agency in the event of high and damaging winds, the below procedure provides direction on the actions to be taken at certain trigger points. Wind will be measured throughout the day via the ECC and production office, if an increase is detected, wind will be monitored at 15-minute increments.

Wind speeds must be measured based on 3-second gusts. If wind speeds reach the below thresholds the following actions will be taken.

WIND SPEEDS	ACTIONS TO BE TAKEN
<p><b>40km/h Gusts</b></p>	<ul style="list-style-type: none"> <li>Secure all loose or un-ballasted items, secure signage and strap down any potential items that may blow away in the wind.</li> <li>Where fence lines are scrimmed, ensure that scrim is removed from every second panel.</li> <li>Collapsing and pack down of “pop up” marquees.</li> <li>Secure marquee walls.</li> <li>Prohibit the use of container structures by all patrons and staff.</li> </ul>
<p><b>60km/h Gusts</b></p>	<ul style="list-style-type: none"> <li>Remove exposed signage.</li> <li>Remove ALL scrim from fence lines, banners from truss etc.</li> <li>Ensure that marquees are completely closed.</li> <li>PA towers and video wings must be de-rigged and evacuated, excluding essential staff.</li> </ul>
<p><b>80km/h Gusts</b></p>	<ul style="list-style-type: none"> <li>As above.</li> <li>Precinct should be secured to ensure that the areas are completely off-limits to members of the general public.</li> <li>Consider limiting / postponing / changing work activities (including rehearsals) that are planned for the forecast period.</li> <li>Structures must be evacuated, excluding essential staff.</li> <li>During the event if weather is to impact upon the show, it may be necessary to enact media and website messaging advising the general public of the risk and possible impacts upon the event. This will be done after consultation with all stakeholders, coordinated by the Chief Warden and Event Manager.</li> </ul>
<p><b>90km/h + Gusts</b></p>	<ul style="list-style-type: none"> <li>As above by the Chief Warden and Event Manager advising of the forecast weather and the potential impact upon the event.</li> <li>Enact media and internet messaging advising stakeholders and the general public of the risk and possible impacts upon the event. This will be done after consultation with all stakeholders, coordinated by the Chief Warden and Event Manager.</li> </ul>

## 11.10 HAZARDOUS MATERIAL SPILL - CODE YELLOW

FENZ are the Control Agency for hazardous material spills. In the event of a hazardous materials leak / spill, try to obtain as much information as possible about the identity of the material involved and its location to pass on to FRV:

- Direct Emergency Services personnel to the scene.
- Contain the incident by restricting access to the affected area.
- Assist Emergency services to isolate the source of the leak / spill (if safe to do so).
- Follow closely the instructions of relevant Emergency Services personnel.
- Render first aid to affected persons.
- If evacuation is ordered, move to the nominated Emergency Assembly Point, and do not leave the Emergency Assembly Point until advised to do so.

## 11.11 MEDICAL EMERGENCY - CODE BLUE

Medical Provider will be the initial responding agency and will call upon St John Ambulance if required. In the event of an emergency, the first person to become aware of the emergency should:

### First Staff Response

- Quickly assess the situation.
- Call an Ambulance on 111 if required.
- Notify First Aid and Event Coordinator via the ECC
- Give nature of injury, are they conscious? breathing? their approximate age?
- Give the exact location of the injured patient and your location and contact details.
- Render assistance to patient if able until First Aid arrives then assist if required.

### Chief and Deputy Chief Warden

- Determine situation.
- Ensure alarm has been raised with Ambulance if required.
- Keep uninvolved patrons and employees away.
- Start to clear immediate area and consider screening if required.
- Start planning ambulance vehicle and staff route if applicable.
- Arrange staff to meet ambulance externally and guide ambulance staff to patient.



## 11.12 LOST / FOUND CHILD - CODE GREY

### Procedures

If a staff member or member of the public finds a child that appears to be lost, or are approached by members of the public asking for your help to find a child please use the following procedures:

### Found Person/ Child

Security or Police to take charge of found person and try to obtain the following details;

- Name.
- Age.
- Name of carer or guardian.
- Suburb of carer or guardian.
- Mobile phone or contact number of carer or guardian.

### Process

1. ECC staff to make a radio announcement to advise all event supervisors, security, and police that they have a found person.
2. Security or Police to make their way to the Minors Tent with the Found Person / Child. Staff are not permitted to take the person to any other location unless directed by police or ECC.
3. ECC staff release person to custody of parent / guardian. If child/person is unwilling to go with person or the child did not come to the event with the person, event staff via ECC must contact police for assistance immediately.
4. If person is not retrieved within a reasonable time, then the responsibility for the person is to be handed to the police.

### Reporting a Lost Person

Staff and Security personnel should at all times carry a pen and paper. It is important to take accurate notes of your conversation to ensure that the information provided by the reporting person can be relayed as required.

Information to be obtained from the reporting person:

1. Reporting person's name and contact number
2. Details of the missing person:
  - a. Name
  - b. Distinguishing Features
  - c. Age
  - d. Height
  - e. Clothing

3. Last known location (confirm area they were based if different from last known location)
4. What time was the missing person last seen?
5. Is the missing person carrying a phone or other communications device?
6. Do they have a recent photo that can be provided?

When all these details have been obtained, it is important that the reporting person remains with the member of staff in their current location. This information must then be relayed to ECC immediately. ECC may have further questions or require clarification on what information has been provided, therefore it is imperative that the reporting person remains with the staff member.

If the information is to be relayed to ECC via radio, the Event Staff member should preface the call with: *“I have a Code Grey to report.”* Upon hearing this, all event staff should refrain from using the radio unless urgent. Once ECC is satisfied they have all relevant information, ECC must relay the information to NZ Police.

The ECC Operator, will then complete an all-call broadcast over multiple channels on the event radio system to alert all event staff there is a missing person in the ground: *“To all staff we have a Code Grey in the ... (if known, provide location that the missing person has been based in – i.e. Stage right, amusement area, toilets, etc.)”* The follow up message will then give details of the description that has been provided during the initial report.

Event Staff and security, especially those at gates should:

- Pay attention to any child that is by themselves.
- Stop any child matching the description and anyone with them and ask them to remain in position.
- Keep any such person on site until receiving clearance from ECC.

At the same time, ECC will assist by:

1. Briefing all Security personnel and Event Staff
2. Conduct CCTV Review:
  - a. Review of the last known location of the missing person in an attempt to obtain footage of the missing person. This will provide the following:
    - i. Accurate description of what the missing person is wearing.
    - ii. Direction of travel.
    - iii. Any adverse actions such as a secondary party involvement.

Additional resources to be utilised coordinated by ECC:

- b. Medical provider: Contact the Coordinator and organise a check of all first aid rooms in the precinct. This is especially pertinent for mentally impaired (vulnerable adults)



### Record Keeping

In case of a report of a lost child, or a found child, a detailed record should be kept, detailing:

- Time child was lost/found.
- Description of activities undertaken to try and reunite parent/carer with child.
- Time that child was reunited with parent/carer.
- Details of person who found child (if relevant).
- Name and Description of parent/carer and evidence of ID shown to reclaim child.

## 12 TERMINATING EMERGENCY PROCEDURE

Chief Warden, in conjunction with the Incident Controller in charge of the Control Agency handling the incident, is the only person who can provide the ALL CLEAR declaration.

## 13 GENERAL PREVENTION STRATEGIES

It is recognised that the prevention of emergencies such as fire, hazardous materials, incidents, and medical emergencies is of paramount importance. Prevention methods employed by the Event Manager will consist primarily of:

- Compliance with current Health and Safety at Work Guidelines, and relevant Regulations and Codes of Practice.
- Continual improvement in safe systems of work associated with plant, equipment, and substances.
- Implementing plans developed as a part of the emergency risk assessment process.

## 14 EMERGENCY RISK ASSESSMENT AND OUTCOMES

An emergency may be defined as a threat, which arises internally or from external sources that may adversely affect the safety of persons. Therefore, in planning for emergencies, possible threats must be identified, and an assessment of risk associated with each threat carried out.

## 15 PROVISION OF INFORMATION

- **Staff** - Staff members will receive a briefing of this Emergency Management Plan prior to the event.
- **Emergency Services** - Relevant emergency services will be consulted in the development of the Emergency Management Plan.
- **Contractors** - Contractors will receive an overview of the Emergency Management Plan and their responsibilities during an emergency.
- **Patrons** - Patrons will be educated about emergency procedures via signs around the site which show emergency contacts and directions of what to do in an emergency. Information relating to emergencies will also be distributed via social media.

## 16 TRAINING

Staff and Area Wardens will receive training in basic evacuation procedures prior to the event.

## 17 INCIDENT REPORTING

### 17.1 INCIDENT REPORT FORMS AND REGISTER

All incidents will be recorded on the Incident Report Form. (Appendix A)

Where an incident involves an injury to a person then an Injury Report is also filled out. (Appendix A)

### 17.2 REPORTING PROCEDURE

Hardcopy Incident Report forms will be located in the Event Control Centre (ECC).

Following an incident, the relevant person in charge of that area must ensure that an incident report is filled out. It is important to capture as much detail as possible at the time of the incident, photos can be included.

It will be the responsibility of the Event Manager and Safety Officer to follow up on incidents recorded to ensure that the incident reports are filled in with as much detail as possible.

## 18 APPENDIX A - INCIDENT REPORT FORM

### **Incident Type**

- Injury/ Illness                       Near Miss                       Dangerous Occurrence  
 Property Damage    Environmental Incident

### **Incident Classification**

- Fatality                       Hospitalisation                       Lost time Injury                       Medical Treatment  
 First Aid                       Notification only

### **Incident details**

Date of incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Incident Location: \_\_\_\_\_

Incident Description:

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### **People Details**

Name of person(s) involved in incident: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Involved person address and contact details (if not staff member)

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Incident Witnessed by (name): \_\_\_\_\_

Witness contact details (telephone): \_\_\_\_\_

Incident Reported by \_\_\_\_\_ Affected Service unit \_\_\_\_\_

### **What was person doing at time of Incident**

Was a chemical(s) involved: yes  no  – name of chemicals: \_\_\_\_\_

Was plant involved: yes  no  – name of plant item \_\_\_\_\_

Was personal protective equipment required for task: yes  no  (if yes was it used) yes  no

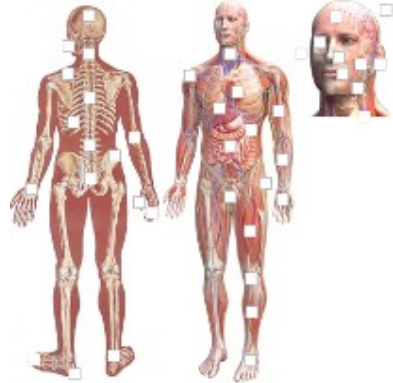
Describe what person(s) were doing at the time the incident occurred

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[Please continue over next page]

What led to the incident /injury (How it happened)			
Hitting object with body <input type="checkbox"/>	Being hit by moving/falling object <input type="checkbox"/>	Being hit by a person accidentally <input type="checkbox"/>	Being trapped or caught by moving equipment <input type="checkbox"/>
Being bitten by an animal <input type="checkbox"/>	Being exposed to vibrating machinery <input type="checkbox"/>	Exposure to noise <input type="checkbox"/>	Muscular stress while lifting or moving objects <input type="checkbox"/>
Muscular stress with no lifting or moving objects <input type="checkbox"/>	Repetitive movements no lifting <input type="checkbox"/>	Contact with chemicals <input type="checkbox"/>	Contact with biological factors <input type="checkbox"/>
Being assaulted by person or persons <input type="checkbox"/>	Slip Trip Fall <input type="checkbox"/>	Falls from height <input type="checkbox"/>	Exposure to environmental heat <input type="checkbox"/>
Exposure to environmental cold <input type="checkbox"/>	Contact with electricity <input type="checkbox"/>	Drowning or immersion <input type="checkbox"/>	Insect spider bit or sting <input type="checkbox"/>
Exposure to traumatic event <input type="checkbox"/>	Work pressure <input type="checkbox"/>	Workplace harassment or bullying <input type="checkbox"/>	Other mental stresses <input type="checkbox"/>
Vehicle accident <input type="checkbox"/>	Other <input type="checkbox"/>	If other please describe :	
What contributed to the incident /injury (What made the situation worse)			
Animals or insects <input type="checkbox"/>	Chemicals <input type="checkbox"/>	Electrical equipment <input type="checkbox"/>	Water hydrants, reticulation systems <input type="checkbox"/>
Moving plant <input type="checkbox"/>	Cutting sawing machinery <input type="checkbox"/>	Gas mains, valves etc <input type="checkbox"/>	Sewerage mains, valves etc <input type="checkbox"/>
Mobile plant – small <input type="checkbox"/>	Small transport – cars, bikes etc <input type="checkbox"/>	Other transport <input type="checkbox"/>	Powered portable equipment <input type="checkbox"/>
Hand tools non-powered <input type="checkbox"/>	Kitchen and domestic equipment <input type="checkbox"/>	Office equipment <input type="checkbox"/>	Pressure based equipment <input type="checkbox"/>
Sporting and playground equipment <input type="checkbox"/>	Outdoor surfaces <input type="checkbox"/>	Weather <input type="checkbox"/>	Floor surfaces <input type="checkbox"/>
Indoor environment steps or stairs <input type="checkbox"/>	Members of public / visitors <input type="checkbox"/>	Other staff members <input type="checkbox"/>	Children <input type="checkbox"/>
Ladders, mobile platforms and scaffolding <input type="checkbox"/>	Other <input type="checkbox"/>	If other please describe:	
Nature of injury: <i>(Describe in your own words)</i>			
<b>Initial Medical treatment provided (if any)</b> Hospitalisation <input type="checkbox"/> – Ambulance Number _____  First Aid provided: Yes <input type="checkbox"/> No <input type="checkbox"/> – Details of treatment _____ _____			
Body Location (select on picture)			
Name of person completing report _____ Signature _____ Date of report ____/____/____			
Name and signature of involved person if not the same as above			

# 19 APPENDIX B - BOMB THREAT CHECKLIST

## BOMB THREAT CHECK LIST REMEMBER TO KEEP CALM

### WHO RECEIVED THE CALL

Name: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Date call received: \_\_\_\_\_ Time received: \_\_\_\_\_

### GENERAL QUESTIONS TO ASK

1. What is it? \_\_\_\_\_
2. When is the bomb going to explode? \_\_\_\_\_  
Or  
When is the substance going to be released? \_\_\_\_\_
3. Where did you put it? \_\_\_\_\_
4. What does it look like? \_\_\_\_\_
5. When did you put it there? \_\_\_\_\_
6. How will the bomb explode? \_\_\_\_\_  
Or  
How will the substance be released? \_\_\_\_\_
7. Did you put it there? \_\_\_\_\_
8. Why did you put it there? \_\_\_\_\_

### BOMB THREAT QUESTIONS

1. What type of bomb is it? \_\_\_\_\_
2. What is in the bomb? \_\_\_\_\_
3. What will make it explode? \_\_\_\_\_

### CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is it? \_\_\_\_\_
2. How much substance is in it? \_\_\_\_\_
3. How will the substance be released? \_\_\_\_\_
4. Is the substance liquid, powder or gas? \_\_\_\_\_

### OTHER QUESTIONS TO ASK

1. What is your name? \_\_\_\_\_
2. Where are you? \_\_\_\_\_
3. What is your address? \_\_\_\_\_

### EXACT WORDING OF THE THREAT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CALLERS VOICE

Accent (specify): \_\_\_\_\_  
Any impediment (specify): \_\_\_\_\_  
Voice (Loud, Soft etc): \_\_\_\_\_  
Speech (Fast, slow etc): \_\_\_\_\_  
Diction (Clear, muffled): \_\_\_\_\_  
Manner (Calm, emotional etc): \_\_\_\_\_  
Did you recognize the caller? \_\_\_\_\_  
If so who do you think it was? \_\_\_\_\_  
Was the caller familiar with the area? \_\_\_\_\_

### THREAT LANGUAGE

Well spoken: \_\_\_\_\_  
Incoherent: \_\_\_\_\_  
Irrational: \_\_\_\_\_  
Taped: \_\_\_\_\_  
Message read by caller: \_\_\_\_\_  
Abusive: \_\_\_\_\_  
Other: \_\_\_\_\_

### BACK GROUND NOISES

Street noises: \_\_\_\_\_  
House noises: \_\_\_\_\_  
Aircraft: \_\_\_\_\_  
Voices: \_\_\_\_\_  
Music: \_\_\_\_\_  
Machinery: \_\_\_\_\_  
Other: \_\_\_\_\_  
Local Call / STD \_\_\_\_\_

### OTHER

Sex of caller: \_\_\_\_\_ Estimated age? \_\_\_\_\_

### CALL TAKEN

Duration of Call: \_\_\_\_\_  
Telephone Number called: \_\_\_\_\_

### ACTION TAKEN (Obtain Details from Supervisor)

Report call immediately to: \_\_\_\_\_  
Telephone No: \_\_\_\_\_

**DO NOT HANG UP**

## 20 REFERENCES

The procedures undertaken to prepare this document are performed in accordance with the relevant:

### **New Zealand Legislation including:**

- Civil Defence Emergency Management (CDEM) Act 2002
- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

### **Australian/ New Zealand and International Standards including:**

- AS 3745-2010 Planning for Emergencies in Facilities
- Fire and Emergency New Zealand Act 2017
- AS/NZS 1851-2012 Maintenance of Fire Safety Systems and Equipment
- AS/NZS 2444-2001 Portable Fire Extinguishers and Fire Blankets - Selection and location.
- Australian / New Zealand Standard ISO/AS/NZS 31000:2018 - Risk Management Guidelines

### **New Zealand Guidelines and Frameworks including:**

- National Emergency Management Agency - Guide to the National Civil Defence Emergency Management Plan 2015
- National Civil Defence Emergency Management Plan 2015
- CDEM Sector Guidelines

### **Australia New Zealand Counter Terrorism Committee Guidelines including:**

- ANZCTC Protecting Our Crowded Places from Attack New Zealand's Strategy
- Active Armed Offender Guidelines for Crowded Places 2017
- Improvised Explosive Device Guidelines for Crowded Places 2017
- Chemical Weapon Guidelines for Crowded Places 2023
- Hostile Vehicle Guidelines for Crowded Places 2017
- Disrupting Hostile Reconnaissance for Crowded Places 2023