



## KATHERINE SHOWGROUNDS

# Emergency Response Manual

### Change History (MANUAL)

Has been endorsed and approved by the Katherine and District Show Society:

Version	Clause	Change description	Date
1.2	All	Correction of spelling, grammar & formatting, design, wording changes to suit KDSS operation	Feb 2017
1.3	6.5	Replacement of 'Council' with 'Committee'	October 2017
1.4	1.2	Add NT Worksafe contact number	
	Appendix I	Add Emergency numbers to map page	Pending

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# 1 Contacts

## 1.1 Internal Contact Numbers

Katherine and District Show Society 8972 1746

## 1.2 External Contact Numbers

### 24 Hour Emergency Service

Police, Fire, Ambulance 000 (Or 112 from a mobile)  
EPA 24 Hr Pollution Line 131 555

### NT Worksafe

Reportable Incidents 1800 019 115

### POLICE

Police assistance 131 444  
24 Hour Police response 131 444  
General enquiries Katherine 8973 9663

### FIRE

Fire and Rescue (general enquiries) 89 51 6680  
Katherine Fire station 89 73 8014  
NT Emergency services 89 22 3630

### AMBULANCE

Katherine administration 8972 8500

### ELECTRICITY and WATER

Power Water 1800 245 090 - Emergency  
Power Water (general enquiries) 1800 245 092 - Outage reports

### GAS

NT Gas 1800 019 112  
Origin Energy 1800 808 526

### HOSPITAL

Katherine hospital 8973 9211  
NT Health direct 1800 186 026 (Specific health advice)

### GORGE HEALTH

Medical Centre 8963 6200

### POISONS

Poisons Information centre 131126

### SNAKE CALLOUT

1800 453 210  
0407 934 252 (David Reed)

## 2 SCOPE

This emergency response manual is to ensure procedures are in place in an event that an Emergency situation occurs.

The emergency response manual is developed for the Katherine and District Show and is a living document as site conditions can possibly change, to accommodate the different emergency situations.

During the non-show period (August to June) this manual applies only to the areas under control of the KDSS. During the show period the whole of the showgrounds area under the control of KDSS (July) is covered by this manual.

Emergency drills are conducted on a minimum annually to ensure that the emergency response manual is compliant and correct procedures are in place to deal with the relevant emergencies.

Potential emergencies in the areas specified, have been identified as follows:

- General medical emergency,
- Critical medical emergency,
- Fire or explosion,
- Gas leak,
- Hazardous material spill,
- Bomb threat,
- Flood.

### 2.1 Site Description

The site location for this emergency response manual is for the Katherine show grounds and all facilities on and within the grounds during July; and for the leased areas within the show grounds during the rest of the year. Refer to lease agreement with Katherine Town Council.

## 3 RESPONSE ACTIONS

Response actions for potential emergency threats may require one or more of the following responses:

- Evacuation of the area
- Containment of threat
- First aid treatment

## 4 EMERGENCY PREPARATION AND TESTING

The initial emergency response manual is developed and makes up part of the potential emergencies relating to our sites.

Changes to the emergency response manual need to be communicated to all on-site at:

- Daily meetings,
- Purpose called site safety meetings,
- Site inductions,
- On notice boards,

The procedures are tested by:

- Site evacuation drills (minimum of one per year).

### 4.1 Training Requirements

All personnel normally working in any of the areas identified through this manual shall be trained in the following emergency management information:

- The general information contained within this document,
- The key personnel roles and responsibilities,
- Emergency exit locations and paths,
- Assembly point locations,
- Fire fighting equipment locations,
- The written procedures applicable to this site for the emergency evacuation.

### 4.2 Site Inductions

All site personnel are to be made aware of the evacuation procedure requirements.

Site inductions will comprise of either a walk through by the Show Officer or notification of the emergency evacuation process by written notification or signage showing muster points, exits etc.

### 4.3 Maintenance and Testing of Equipment

Maintenance and testing of all fire fighting equipment to be conducted in accordance with AS 1851 – 2006 and be undertaken by a suitably qualified person at intervals as detailed within AS 1851 – 2006.

Tags and registers will be kept of all testing and maintenance carried out.

- The hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged, indicating its last service date.

### 4.4 Emergency Plan Review

A review of the emergency response manual will be conducted annually; unless any change to the showgrounds site has occurred that will result in an emergency, in which case the plan will be revised immediately.

## 5 ROLES AND RESPONSIBILITIES

### 5.1 Safety and Environmental Group

Katherine & District Show Society will review the emergency response manual, evaluate response to emergency drills, and will revise the plan as required.

### 5.2 Person's Responsible

The Show Officer is the person who is responsible for controlling onsite or office personnel.

The following processes should be followed in an emergency:

- As required, evaluate the need for evacuation,
- Advise Head of Security of the situation. Head of Security will coordinate all emergency and evacuation procedures,
- As required, initiate evacuation by announcement over the PA if applicable and by any other appropriate means,
- As required, contact statutory authorities, for example Fire, Ambulance and Police,
- Ensure all areas have been evacuated by liaising with Head of Security and the Emergency Services representative,
- Evaluate, in conjunction with Emergency Services if site is safe prior to any personnel re-entering,
- Document emergency situation, what happened, what was the outcome.

### 5.3 Head of Security

- Provide advice on the emergency situation and need for evacuation to the Show Officer,
- Open emergency gates and keep access points clear,
- Supervise evacuation of all personnel,
- Provide assistance at muster points,
- Provide crowd control during evacuation and at the muster points.

### 5.4 First Aiders

- Collect first aid kit,
- Administer first aid on personnel as required.

### 5.5 All Workers

- Report to their supervisor,
- Do not leave the evacuation area unless directed by the Show Officer,
- Carry out tasks as directed by the Show Officer,
- Contribute to debriefing.

## 6 EMERGENCY RESPONSE

The objective of the emergency response procedures is to:

- Decrease the level of risk to life and property,
- Control an incident, and minimise its effect,
- Provide the basis for training people who may be involved in a workplace emergency.

The response expected of employees, volunteers and management to potential incidents covered by this plan, include the following:

### 6.1 Evacuation Procedure

The Show Officer will take the following issues into consideration when determining if and when to evacuate:

- The severity of the emergency,
- The likelihood of escalation, and
- The emergency becoming uncontrollable beyond the resources available.

Generic process of evacuation is shown below:

1. Reason for evacuation realised.
2. Show Officer assesses situation in consultation with Head of Security,
3. Emergency Services notified of emergency.
4. An announcement will be made over the PA sound system for patrons to evacuate the area. All entertainment and trading will cease.
5. The Head of Security will instruct security guards to unlock the 3 main gates to allow for patrons to easily leave the venue and for emergency vehicles to enter.
6. Security guards, employees and management should instruct patrons to gather at the muster points (each end of the main carpark – between the front fence and Victoria Highway) as long as it is safe to do so.
7. If required, administer first aid at the muster points.
8. Show Officer to ensure site is vacated.
9. Await Emergency Services assessment.
10. No-one is to return to the venue until it is declared safe by the Emergency Services representative.

### 6.2 Fire and Explosion

#### 6.2.1 If Smoke or Fire occurs the following is to be applied:

- Assess the situation and the potential for evacuation,
- Remove anyone in the immediate vicinity, if it is safe to do so,
- Use the fire extinguishers, to try to extinguish the fire,
- Notify the Show Officer,
- Show Officer to assess situation, and commence evacuation if deemed necessary,
- Notify emergency services via 000 or 112 mobile,
- Await for Emergency Services to arrive and assess,
- If required, administer first aid at the muster points,
- Wait for the “OK” from Emergency Services before re-entering the building/ grounds.

### 6.3 Location of Fire Extinguishers, Fire Blankets, Hose Reels

The Location of fire extinguishers, hose reels is located on the site plan specific for each site displayed in Appendix 1.

### 6.4 Medical Emergency

Should a medical emergency occur, such as a heart attack, stroke, unconscious worker, burns etc:

- The first person on the scene should assess the situation and if safe render first aid, and advise someone to notify the Show Officer,
- Notify Emergency Services on 000, and request an ambulance,
- Arrange for someone to meet the Ambulance, and take them to the medical emergency,
- At least one person is to remain with the injured person until the Emergency Services personnel arrive and take control of the incident,
- Complete an Incident/Accident/Near Miss Investigation Report Form.

### 6.5 Hazardous Material Spill/Leak

Hazardous Substances stored on site, or that may come onto site for periods of time, consist of the following:

- Oils,
- Gas,
- Disinfectant/Sanitiser/Cleaning products;
- Fuel (cars and service vehicles).

**The procedure to be carried out must be as follows:**

- Employee or Committee member who finds such a spill, or is notified by any person of such a spill is to notify the Show Officer,
- The Show Officer is to determine if evacuation is required and if so, to then implement the evacuation procedures,
- Identify the source and amount of any released materials and section off the area and consider downwind impact,
- If a major spill or there is a serious threat the incident is to be immediately reported to Emergency Services by calling 000 or 112.

**Actions:**

- Notify EPA (spills greater than 5 litres),
- If safe, prevent any further spill or leak,
- If safe, turn off electrical equipment/gas within the area of the spill,
- Using spill kit, contain spilled material for disposal as appropriate (refer MSDS),
- Manager to complete an Incident/ Accident/ Near Miss Investigation Report.

### 6.6 Bomb Threat

- Record nature of threat, and as many details as possible about the caller that may assist the Police in identifying them,

- Evacuate the **building/site** as per the evacuation procedures above,
- Call 000 and ask for Police assistance,
- Should the Police request a search of the premises, the Show Officer **only** is to arrange access,
- Any suspicious packages are to be reported to the Police, and not disturbed,
- When the area is considered safe to enter, and Police advise it is safe to do so, personnel may re-enter the area.

**Important issues to remember when dealing with a bomb threat:**

- Keep calm,
- Keep the caller on the telephone as long as possible,
- Let the caller speak and endeavour to record as much detail as possible.

## 6.7 Flood

- Follow Emergency Services instructions relating to flood warnings,
- In the event of flooding, do not enter flood waters,
- If there is a risk of flooding to premises and it is safe to do so, secure the premises by sand bagging or other appropriate means,
- Evacuate the area in accordance with the evacuation procedures,
- After evacuation, move to a location that is not likely to flood.

