



New Brighton Farmers Market

New Brighton Oval, River Street, New Brighton 2482

www.newbrightonfarmersmarket.com.au

02-6677-1345

September 2017

Emergency Management Plan

Fire, Ambulance, Police	000
SES (storms/Floods etc)	132500
Electricity Essential Energy Power Supply	132080
Water, Electricity etc Byron Council	(02) 6626 7000
Any emergency services out of hours	(02) 6622 7022
Management	
Allie Godfrey Market Manager	0424168672
Assistant Market Manager Gavin Powell	0414242630
President Rod Bruin	0418836299
VP Wally Waldron	0409291665
First Aid Officers	
Allie Godfrey	0424168672
Cecile Charrue (Peace Love & Crepes)	0434156117

Nearest Hospital	
Byron Hospital, 54 Ewingsdale Road, Byron Bay, 2481	(02) 6684 2300

In the event of an emergency, North Byron Farmers market organisers and management are responsible for evacuation and emergency response until emergency services arrive, at which point they take control and responsibility for the emergency.

Emergency Evacuation Plan & Procedure

Process for Notifying Emergencies

Please contact the Chief or Deputy Market Wardens of the emergency by phone or runner. Contact emergency services immediately on **triple zero '000'** if it's to do with the police, ambulance services, fire or explosion. In the event of extreme weather conditions, floods or trees falling contact the SES on **132500**

Alerting the Market and Communication During an Emergency

The Wardens will decide on the appropriate form of communication depending on the emergency. This will be by the following method of communication:

- Megaphone
- Microphone
- Mobile phone
- Runner depending on the situation.
- Where applicable social media and local media stations will be utilised.

Decision Making Procedure

Report immediately to the Chief Warden or Deputy Warden if not contactable. They will assess the following:

- What is the nature of the emergency and which emergency service should be called
- What is the level of risk currently (Is it getting worse, closer or further)
- Is the risk low but the consequence high?
- Call in immediate professional advice and or emergency services to evaluate
- Consult with any available NBFM Committee members and notify Showground Trust Management
- What actions are required after initial assessment.

Immediate Response

- Call emergency services
- Implement emergency evacuation procedures where required.
- Secure the area
- Offer first aid treatment
- Contact injured person's family if required
- Record any injuries

Site Evacuation

In the case of site evacuation:

- Contact emergency services, communicate to the stallholders, customers, SGT Management and entertainers through the above communication procedures.
- Stallholders must stop serving immediately, turn off all their electrical appliances, extinguish flames and secure equipment.
- Any customers at their stall must be directed to the evacuation points immediately indicated on the map.
- Please make sure no signs are obstructing the emergency vehicle access.
- Please leave in an orderly manner to the safest assembly point.
- Stallholders must be accountable for any staff working with them that day.
- The evacuated area access areas must have appointed wardens placed on entry points to the site to prevent further access.
- Danger tape should be used to secure the area until emergency services arrive
- Chief or Deputy Warden to brief stallholders on any further actions
- Direction must be taken from emergency services when they arrive.
- Returning to the market must only happen should the Chief Warden, in conjunction with the emergency services, deem this safe.

Fire

- Locate fire extinguisher/blanket from the market shed (currently safe for electrical appliances)
- Contact the **Chief/Deputy Wardens**
- If it's not easily extinguished contact emergency services on **triple '000'** and commence evacuation procedures
- Ensure fire brigade has easy access to the site
- Head to assembly point and wait for further direction

Wardens

- Make sure the area is clear of people
- Assist anyone needing help
- Do final check and head to assembly point

Electrocution

- Contact **triple '000'**, the Chief Warden and First Aid Officer
- Only if safe to do so, switch off the current (do not cut the cable)
- If you can't turn off the current, stand on rubber, blanket, newspaper and touch the person with a wooden pole, board or rope
- Make sure onlookers are kept away from any live equipment

Wardens

- Secure the area of people
- Once the current has been turned off administer First Aid immediately
- Check emergency services are on their way

Gas Leaks

- Contact the fire service immediately for any hazardous gas leaks on **triple '000'**
- Notify the Chief Warden
- Do not enter the area if there is a risk of being overcome by gas or if there is a risk of explosion
- Stallholders and customers should leave the area and head to the assembly points

Warden

- Make sure emergency services have been called and evacuation has taken place.
- Secure the area
- Only if safe to do so, isolate gas supply, remove ignition gas supply, remove ignition sources and turn off all equipment and electrical supplies
- Locate fire extinguisher or blanket in the shed if relevant
- Designate a stallholder to direct the Fire Brigade

Accidents & Serious Incidents

All incidents must be reported to the Market Manager. For all life threatening, serious injuries or if the person's condition is uncertain, **call triple '000'**

- Notify first aider and chief warden
- Make sure there is clear access for the ambulance
- Delegate someone to direct the ambulance
- For minor injuries notify the First Aid Officer and Market Manager as all incidents must be recorded.

Structural Collapse/Extreme Weather/Tree Falling

- The market manager monitors extreme weather situations and consults with the available committee members with regards to cancelling or evacuating the market
- Ensure emergency access is maintained at all times.
- It is market policy that marquees are secure at all times.
- Each corner of the marquee must be secure. Where possible always tie to a permanent structure
- In windy conditions, high risk, two people must erect the tent, please work with your neighbour.
- When winds reach up to 30km, turn off all equipment and dismantle all structures with the help of your neighbour.
- At no time must you leave your marquee unattended without securing.
- Should anyone be hurt by your marquee please contact the Market Manager/Chief Warden immediately.
- If any objects look in any danger of falling and are hazardous inform the Chief Warden immediately

Warden

- Call in expert advice immediately if there are any concerns or doubts as to the safety of a structure.
- Follow evacuation process if necessary
- Call **triple '000'** and the SES

Explosion & Suspect packages

- Contact emergency services on **triple '000'** and Chief Warden
- Identify any seriously injured people at the scene and administer first aid
- Do not move anyone deceased
- Evacuate anyone not involved in the incident and create a no-go zone around the scene.
- Ensure all efforts are made to preserve the scene
- Delegate people to shut down any equipment that could pose a problem to rescue and recovery

Crowd Behaviour Issues/Threatening Person

- Notify the police and call **triple'00'** as soon as it's safe to do so/notify Chief Warden
- Do not argue, provoke or physically subdue the person
- Move away and do not make sudden movements
- Ensure your own safety at all times
- If physically attacked you may use no more force than what is considered reasonable to protect yourself

- Observe as much as possible of the person's physical appearance and attire, the direction they went and anything else to assist police in finding this person

Lost Children Policy

Found without their parent.

- If a child appears lost gently approach them and ask them their name, age, what their parents or siblings with them look like, and where they last saw them. Circle the immediate area and if no sign or parents, take them straight to the managers tent.
- With all the information make an announcement on the PA and send staff to each end of the market to look for the parents.
- If no parents or guardians arrive in 30 minutes then call the police. (if the child does not look comfortable with the adult then ask for ID)

Parents whom have lost their child

- Ask the parents for details of child's name, age, sex, ethnic origin, hair colour, build, clothing, location last seen.
- Market staff will conduct an immediate search with the parent. Encourage the parent to report regularly back to management tent incase the child has been found or write down the parent number.
- If the child hasn't been found in 30 mins then notify the police.
- Write an incident form.

Terrorist Act/Bomb Threat

Any bomb threats or acts of terrorism are usually received by phone and must always be treated seriously. The Chief Warden should take direction from the police. It's likely a search and evacuation will take place

- If an object is found do not touch it, report it to the Chief Warden and clear the area
- Switch off mobile devices and use the megaphone if required.

Warden

- Check the area you evacuate too has no suspect parcels or vehicles
- Stallholders must turn off equipment and take personal belongings with them
- Do a final check of the buildings including toilets
- Meet everyone at the assembly points.