



# **EMERGENCY MANAGEMENT PLAN**

## **(External Event)**

**DULWICH HILL FESTIVAL 2025**

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## 1. Emergency Incident Control

Emergency control will be the Chief Warden (Event Manager) EXCEPT

- When external emergency service provider is on site when control will be automatically conceded to the ranking officer and the Chief Warden will move to the nearest safe assembly point.

Or

- the Chief warden delegates control to another person.

The Chief Warden (Event Manager) is a senior staff member from Inner West Council with significant event experience.

## 2. Emergency access

A 4m wide path clear of infrastructure is maintained across the site and throughout the event.

Event staff and security are responsible for maintaining clear access through the event and to clear access through the crowd if required.

The Chief Warden (Event Manager) will coordinate emergency vehicle access if required.

### 2.1. Primary access points

- Seaview Street
- Marrickville Road South (intersection with Fairfowler St)
- Marrickville Road north (intersection with New Canterbury Rd)

### 2.2.No access through

- Durham Street

## 3. Reporting

All hazards and incidents MUST be reported via **Be Safe** (access only available Inner West Council employees)

## 4. Emergency Control Point

The emergency control point is the IWC site office.

In the event this is unsafe, the Chief Warden will nominate an alternate Control Point.

NSW Police will command all serious internal and external perimeter emergencies at the Inner West Council event sites in relation to the relevant state and local area disaster plans.

## 5. Emergency Control Team

The Emergency Control Team is:

- a) Chief Warden
- b) Warden(s)

The Inner West Council (IWC) forms a temporary event Emergency Control Organisation.

Note: NSW Police will command all serious internal and external emergencies.

## 5.1. Emergency control team contacts

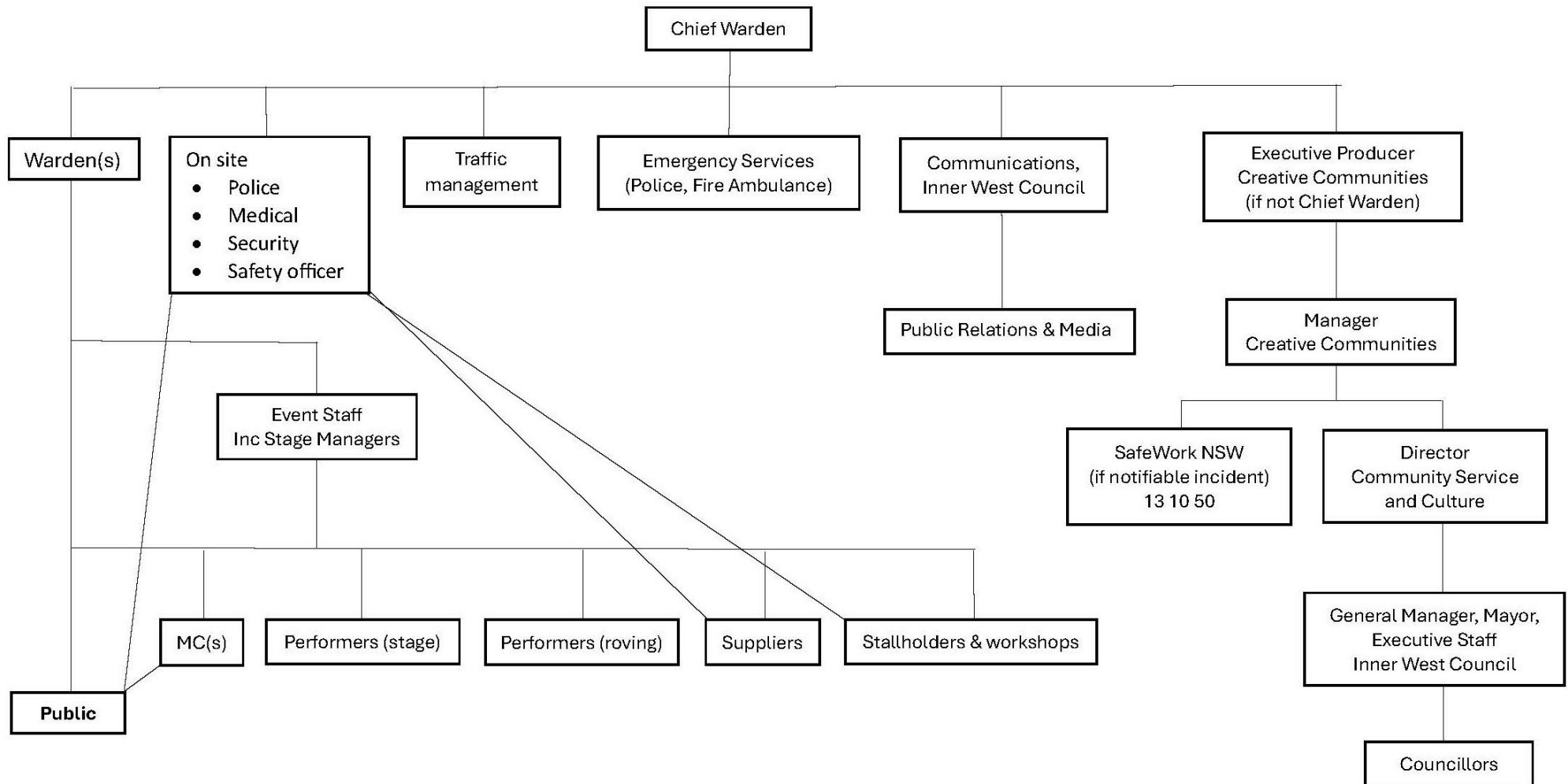
All personnel can be contact via radio channel 1

Position	Name	Contact	Role
Producer – Programming	Caitlin Doyle–Markwick	0478 854 314	Zone 1
Executive Producer	Elise Aspeling	0481 275 324	Zone 2
Senior Producer	Helaina Gardiner	0405 688 433	Zone 3
Producer – Stallholders	Vicky Fong	0415 522 683	Roving
Producer	Cate Woodward	0466 098 885	Roving
Security Officers [Optimum Security]	Alex Soliman	0466 660 027	Event site security
Onsite Medical [Marigold]	Kevin Huynh	0457 508 154	Event Medical Team
MC [Company TBC]			
Police (User Pays) [TBC]			
POLICE	n/a	Triple Zero “000”	Marrickville Police Station
FIRE	n/a	Triple Zero “000”	Fire and Rescue NSW Marrickville Fire Station
AMBULANCE	n/a	Triple Zero “000”	Combat Agency

## 5.2. Emergency notification contacts

Position	Name	Phone
Manager Creative Communities	Michael Daly	0432 167 925
Executive Producer, Creative Activations	Elise Aspeling	0481 275 324
Wardens	See item 5.1 Emergency Control Team Contacts	
Communications, Inner West Council	Margaret Merten	02 9392 5115
Traffic Management	Kate Bennett	0467 467 627
Police	TBC – Kayla Ross	02 9550 8139
Security	Alex Soliman	0466 660 027
Medical	Kevin Huynh	0457 508 154
Safety Officer	Andrew Constantinou	0478 351 757
SafeWork NSW	N/A	13 10 50
Emergency Services – (Police, Fire Ambulance)	N/A	Triple Zero “000”

## 6. Emergency notification procedure



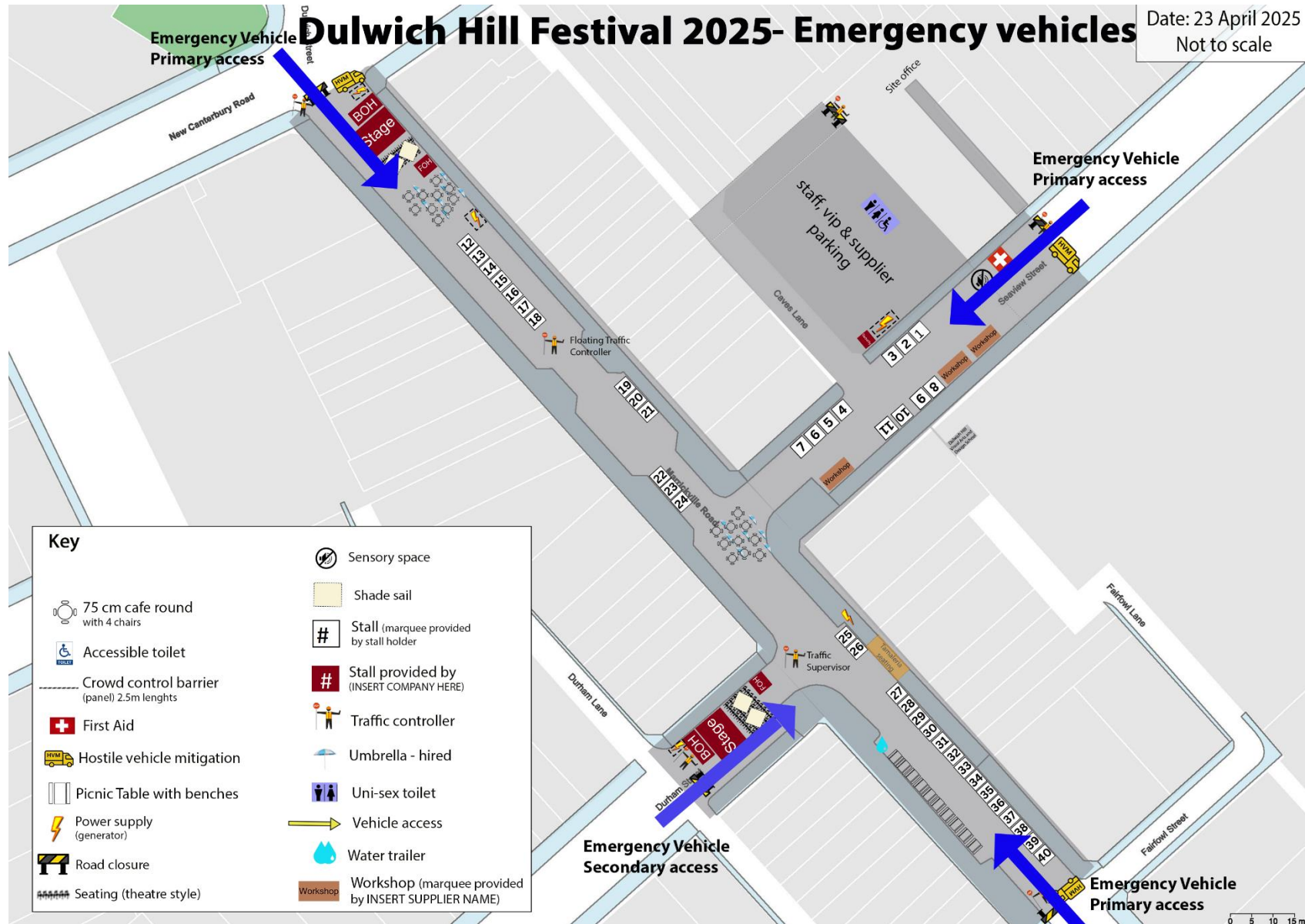
## 7. Evacuation Map



## 8. Emergency Zones Map with public announcement and fire fighting



## 9. Emergency Vehicles Map



## 10. Alerting Chief Warden and wardens of an emergency

If practical and using radio; move away from the public.

Make the following announcement: *Attention all staff, please move aside.*

Repeat and wait one minute.

Announce the nature of the emergency. The Chief Warden will then assume emergency control.

If radios are not available, phone the Chief Warden directly.

## 11. Evacuation response

The total evacuation of the event site will in most instances be initiated by the Chief Warden or delegate. On some occasions it may be necessary for a Wardens or other event staff to self-initiate evacuation from the immediate area of a threat before to notification from the Chief Warden.

Evacuations fall into two types:

FULL:	All persons move out of the event site.
PARTIAL:	Affected person moving out of the incident area. Persons are likely directed into another part of the event site.

The type of evacuation will depend on the nature of the emergency and will be determined by the Chief Warden or delegate.

Follow the directions of the Chief Warden, Wardens and/or external emergency service.

- See Appendix 1 for announcement scripts.
- See Appendix 2 for site shutdown procedure.
- Further scenario procedures are provided in Appendix 4

## 12. Public address systems available on site

Location	Equipment	Personnel
Main Stage (Marrickville Road intersection with New Canterbury Road)	PA	Stage Manager & MC
Community Stage (Durham Street intersection with Durham Lane)	PA	Stage Manager & MC
Security Marquee – Seaview Street carpark	Loud Hailer	IWC Producer

Announcements will be made at the discretion of the Chief Warden.

- See Appendix 1 for announcement scripts.

## 13. Fire extinguisher locations

Type	Position
1kg dry powder & fire blanket	FOH Marquee for the Main Stage (Marrickville Road north, towards intersection with New Canterbury Road)
1kg dry powder & fire blanket	FOH marquee for the Community Stage (Durham Street west, towards the intersection with Durham Lane)
1kg dry powder & fire blanket	Security Marquee – Seaview Street carpark

## APPENDICES

### 1. Announcement scripts

## 1.1. Evacuation

May I have your attention. For your safety all persons are asked to vacate the event area.

Please follow the direction of our security and event staff.

Thank You

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## 1.2. Lightning

### Lightning strike at 40km

A thunderstorm is approaching within the hour. Consider seeking shelter.

### Lightning strike at 20km

A thunderstorm is approaching. Please take cover.

### Lightning strike at 10km

A lightning strike risk requires a temporary suspension of the event. Please take immediate cover.

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## 2. Site shut-down process

In the event of a site shut down

- All activity will stop.
- All power will be turned off.

Once the Chief Warden has announced a site shut down, the following occurs:

### Wardens

Announce the shut down and reason (temporary, permanent or evacuation) via loud hailers.

- Repeat regularly while moving through the site
- (see Appendix 8 for announcement scripts)

Alert all stall holders stop operation and power down all equipment (gas and electrical)

- Gas bottles to be closed.
- Generators shut down

Close umbrellas

Secure/pack up any light/portable items

Once all stallholders equipment is powered down/off radio to the Chief Warden *stallholder shut down of area x [describe area of responsibility] complete.*

Move to the nearest assembly point (if evacuation).

Casual event staff and event security can be tasked to assist.

### Stage Managers

- Alert MC, stage crew and performers to the shutdown.
  - Bring performance to a stop.
  - MC to announce the shut down and type (temporary, permanent or evacuation) via the PA system (see Appendix 8 for announcement scripts)
  - Coordinate the powering down all equipment.
  - Shut down stage generator (big red button).
  - Encourage MC and performers to move the nearest assembly point.
  - Once the stage is clear of performance and staff or it is no longer safe to remain, report to the Warden (if practicable – this may be in person, by phone or by radio) and then move to nearest Assembly Area.
-

## 3. Duties of a Chief Warden and a Warden.

### 3.1. Chief Warden

- Ensure the Emergency Management Plans can be activated (e.g. ECO established, wardens briefed, Assembly Area and Control Point established).
- Assume initial control.
- Assess the situation and determine priorities.
- Implement notification procedures.
- Stop the performance/event if necessary.
- Activate the relevant emergency response.
- Advise Wardens of the situation.
- Notify and liaise with external Emergency Services.
- Assign personnel to meet Emergency Services and escort through site.
- Commence evacuation if the circumstances warrant.
- Make sure all persons are removed from the hazard area. If persons refuse to move advise emergency services upon arrival.
- Receive reports from Wardens of cleared areas and/or issues.
- Hand over control to the Emergency Services.
- Provide ongoing site information for participating agencies as required.
- Report the incident in Safety Vault.
- Notify SafeWork NSW if required.

### 3.2. Wardens

- Act as directed by Chief Warden.
- Ensure emergency vehicle access is clear.
- Request assistance from and direct others as necessary.
- Assist patrons to evacuate the event site.
- Encourage stallholders, suppliers and performers to move the assembly point(s)
- Pack up and/or secure furniture as is practicable and safe.
- Close and tie umbrellas.
- Shut down generators (big red button).
- Once Zone is clear of patrons and workers (as is practicable) or it is no longer safe to remain, move to nearest Assembly Area and report to Chief Warden.

## 4. Scenario Procedures

### 4.1. Disturbance involving member of the public.

- Contact the Chief Warden (Event Manager).
- Do not to aggravate the person.
- Take actions that do not endanger your safety, their safety or the safety of the public.
- Be deliberate about your actions.
- Observe the offender Description of Offenders Form (Appendix 10).
- If possible, move the disturbance to a less populated location.
- If the person has a microphone allow them to continue but turn the microphone off.
- Stay calm.
- Chief Warden will determine how to deal with incident, including but not limited to
  - escorting person involved offsite or contacting local police.
- Incident to be recorded via Safety Vault.

Note: Further on-site personnel should not become involved in the disturbance unless requested by management.

### 4.2. Civil disturbance involving neighbouring event.

- Contact the Chief Warden (Event Manager).
- Avoid the disturbance.
- Discourage other personnel/patrons from being bystanders.
- Avoid conflict with the group involved. Answer their queries calmly and do not respond in an aggressive manner.
- Chief Warden will determine how to deal with incident, including but not limited to
  - escorting person involved offsite or contacting local police.
- Incident to be recorded via Safety Vault.

## 4.3. Extreme Weather

### 4.3.1. Monitoring the Weather

The ECO will monitor the weather updates, including checking storm warnings, via the Bureau of Meteorology (B.O.M.) website [www.bom.gov.au](http://www.bom.gov.au)

If storm activity is likely, a weather warning service may be engaged through the B.O.M to provide regular updates.

An assessment of the predicted weather forecast for the event must be taken leading up to the event date.

### 4.3.2. Heat

Once the temperature reaches 30 to 39 degrees roving performers will, at minimum, take a break every 15 minutes, stay within shaded areas and ensure they have foot ware suitable for hot surfaces (footpaths and roads).

Roving performance will cease when temperatures reach 40 degrees no roving performances.

Water is available to all persons on site.

### 4.3.3. Wind

Wind levels are monitored by staff on site and via B.O.M.

If the wind becomes concerning, inform the Chief Warden who will implement mitigation measures if required.

The Event will be closed (partial or full) in the event of average wind speeds greater than 55 km per hour (30knots) and/or of gusts above 70 km per hour (38knots).

Event adjustment due to wind are:

- Add weight to marquees and other affected structure.
- Take marquees and other affected structures down.
- Event shut down.

### 4.3.4. Lightning

The event infrastructure at an IWC event cannot provide adequate safe cover for the expected crowd. The risk of a potential lightning producing storm will be managed as per the Event Warning Action Plan below.

In the event of thunderstorm activity and in the absence of definitive advice or recommendations from the B.O.M., the ECO should implement the 30/30 principle, as far as practicable.

This principle states that the time that elapses between the flash of lightning and the clap of thunder can be divided by three to measure how far away a storm is. For example, a flash-to-bang count of 30 seconds indicates that lightning is 10km away.

In extreme cases, a lightning detector can be used to monitor lightning strikes.

This principle states **that the time that elapses between the flash of lightning and the clap of thunder can be divided by three to measure how far away a storm is**. For example, a flash-to-bang count of 30 seconds indicates that lightning is 10km away.

The indicators for the Chief Warden to act are (in order):

<b>Lightning strikes at 60km</b>
Notify wardens that a lightning strike is detected within 60km of the event site. No further action required.
<b>Lightning strike at 40km</b>
Notify wardens that a lightning strike is within 40km of the event site and people are advised to consider seeking shelter. (this provides approx. 1hr notice as per the <i>Recommendations for lightning protection in sport</i> *) Coordinate the following announcement: <b>"A thunderstorm is approaching within the hour. Consider seeking shelter".</b>
<b>Lightning strike at 20km</b>
Notify wardens that a lightning strike is within 20km of the event site. All people are to be asked to take cover. Coordinate the following announcement: <b>"A thunderstorm is approaching. Please take cover".</b>
<b>Lightning strike at 10km</b>
Notify wardens that a lightning strike is within 20km of the event site. All people are to be told they must take cover. Coordinate the following announcement: <b>"A lightning strike risk requires a temporary suspension of the event. Please take immediate cover".</b>

### Resumption of Activity following a lightning storm

The Chief Warden will advise onsite ECO contacts when it is safe for activities to resume. Stakeholders as outlined at Part 3 of this document will be advised activity has resumed.

A period of 30 minutes is to elapse between the last flash of lightning or peel of thunder and the resumption of activity. This reduces the risk of a nearby lightning strike. Clear sky and reduced rain are not indicators that it is safe to resume activity.

## 4.4. Fire (including explosion)

- Raise the alarm by contacting the Chief Warden and security.
- Phone 000 if necessary
- Remove any persons in danger if safe to do so.
- Ensure patrons are removed from danger or evacuated from area.
- Attack fire with appropriate firefighting equipment if trained and if safe to do so
- Withdraw when instructed.

*Do not attempt to remove debris from electrical equipment.*

*If irritating or noxious vapours are present, withdraw immediately and stop all personnel from entering the area.*

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## 4.5. Medical Incident

- Assess the incident, if safe to do so, provide initial care within the limits of your skill\*.
- Inform the Chief Warden and on site first aid assistance.
- Call an ambulance if the incident requires (dial 000)
- Keep uninvolved patrons and workers away; ask others to assist, delegate tasks.
- Chief Warden to inform Police if required and implement Emergency Access.
- Report the incident in Safety Vault.

***NB.\***Employees involved in treating the injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc.*

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## 4.6. Onsite vehicle incident

- Assess the situation, check for entrapment.
  - Turn off vehicle engine, check for fuel leaks, ensure vehicle brake applied, if safe to do so.
  - Inform the Chief Warden and on site first aid assistance.
  - Remove any persons in danger, if safe to do so
  - Keep patrons and employees away.
  - Be aware of fire outbreak, have extinguishers brought to scene.
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## 4.7. Bomb threat.

During any event (regardless of identified risk level), take note of any unusual parcels or objects. If you are suspicious of anything, contact the Event Manager. Do not use the word 'bomb' near the public, **emergency call code is purple**.

If a bomb threat has been identified as a credible risk, the following additional measures will be provided:

- External emergency services in attendance (NSW Police, SES – decision made in consultation).
- External event security.
- Identification of an evacuate site beyond a 300-metre exclusion zone if required
- Increased site maintenance area sweeps to minimise unknown articles provide by Event or Waste staff.

If you receive a bomb threat:

- Attract someone's attention to notify the Chief Warden /security or on-site emergency service.
- If it is by telephone – do not hang up.
- Find out as much as you can about the threat.
- Complete a bomb threat checklist report (Appendix 9)
- Do not create panic by telling others.
- Make detailed notes.

If suspect item/bomb is found:

- Do not touch it.
- Advise the Chief Warden/security or on-site emergency service immediately.
- Do not create panic by telling others.
- Prevent other persons from going into the area near the suspect item.
- Do not use two-way radios, mobile phones or other transmitting devices (incl. radio microphones) until you receive the all clear from the ECO.

The Chief Warden or external emergency service will control any further action

## 4.8. Bomb threat telephone checklists.

### DO NOT HANG UP THE TELEPHONE

WORDING OF THE THREAT (Try to record the exact words)	CALLERS VOICE: tick all applicable	
		- Calm
	- Angry	- Stutter
	- Excited	- Lisp
	- Slow	- Raspy
	- Rapid	- Deep
	- Soft	- Ragged
	- Loud	- Clearing throat
	- Laughter	- Deep breathing
	- Crying	- Cracking voice
If voice is familiar whom did it sound like?	- Normal	- Disguised
	- Distinct	- Accent
	- Slurred	- Familiar

KEEP THE CALLER TALKING (Try to obtain as much information as possible)

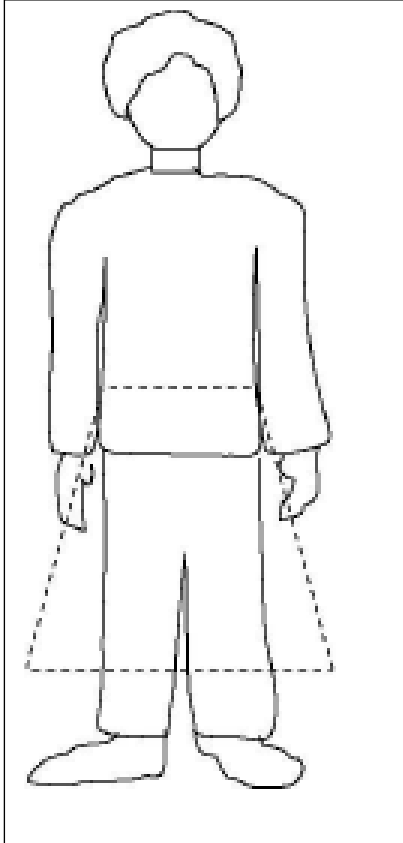
Questions to ask:	Background Sounds:	
When is the bomb going to explode	- Street noises	- Factory machinery
	- Crockery	- Animal noises
Where is the bomb right now	- Voices	- Clear line?
	- PA system	- static
What does it look like?	- Music	- Local call
	- House noises	- Long distance
What will cause it to explode?	- Motor	- Phone booth
	- Office machinery	- Aircraft
Who placed the bomb?	- Children	- other
	- other	- other
Why?	Threat Language	
	- Well spoken	- Incoherent
Where are you?	- Foul	- Irrational
	- Taped	- Message read by
What is your name?	- Educated	- Threat maker
	Remarks	
What is your address?		
Estimated age of caller		
Sex of caller?		
Intoxicated?		
<b>CALL REPORTED TO:</b>		
Name		
Phone:		
Position:		

<b>Phone number at which call was received?</b>	
Time:	
Call received by	
Date:	
Duration of call:	
Signature:	

## 5. Description of offenders form.

Number of offenders:		Vehicle Description	
Armed:		Make/Model:	
Vehicle	Yes No	Colour:	
Direction of travel:		Reg No:	

OFFENDER DESCRIPTION – DON'T GUESS – LEAVE BLANK IF UNSURE

		Person 1	Person 2
	Sex		
	Age		
	Race		
	Height		
	Build		
	Complexion		
	Eyes		
	Hair		
	Facial hair		
	Glasses		
	Tattoos etc		
	Disguise		
	Hat		
	Gloves		
	Shirt		
	Tie		
	Coat/jumper		
Trousers/skirt			
Shoes			
Bags etc			
Weapon			
Other Characteristics			

Firearm Type



Handgun



Shotgun/rifle



Automatic