



BARGE CO.



Emergency and Security Management Plan

January 2017



BARGE CO.
bargeco.com.au

Introduction

This is an Emergency and Security Management Plan (ESMP) for the Barge Co. floating venue (the barge) to be moored off Elizabeth Quay, Port Beach and Coogee Beach and associated operations.

Refer to 'Operational Management Plan' document for information on ticketing and vessel management.

The plan is prepared in accordance with National Standard for Commercial Vessels (NSCV) and Australian Standard (AS) 3745-2012 Planning for Emergencies in Facilities. The Emergency and Security Management Plan also complies with the *Occupational Health and Safety Act WA (1984)*. The document details the procedures for the safety of all people both patrons and staff on the barge.

The procedures in this plan are guidelines to be used to address unanticipated emergencies and review potential risks for better processes and preparedness in the future.

This plan will be used as a 'working document' and with continued review and assessment it will allow us to ensure we operate the barge under a 'safety culture' to the very best of our ability. This working document will to the:

- Development, maintenance, review and improvement of the barge's EMSP
- Development, maintenance, review and improve any additional policies, procedures or guidelines considered necessary to help all persons that have duties and responsibilities in connection with the vessel fulfil their respective duties and responsibilities and provide for the safe operation of the vessel.
- The identification, delivery, review and improvement of induction training and ongoing learning and development initiatives for the Pilot and crew that promote currency of crew competency.
- Investigation of all incidents, accidents and Safety Management System breaches as well as follow-up with appropriate corrective action and verifying its effectiveness.

Abbreviations

- ECC – Emergency Control Centre
- EPC – Emergency Planning Committee
- ESMP – Emergency and Security Management Plan
- SMS – Safety Management System

Definitions

Assembly area/areas

The designated place/places where patrons/staff assemble in the case of an evacuation

Emergency

Any event which arises internally or from external sources which may adversely affect the safety of persons, patrons or staff in or around the vessel.

Emergency Control Organisation

A person/persons appointed by the emergency planning committee to direct the implementation of the facilities emergency response procedures.

Emergency and Security Management Plan

The written documentation of the emergency and security arrangements for a facility generally made during the planning process. It consists of the preparedness, prevention, and response activities and includes the agreed emergency and security roles, responsibilities, strategies, systems and arrangements.

Emergency Planning Committee

Persons responsible for the documentation and maintenance of an ESMP.

Evacuation

The orderly movement of people from a place of danger.

Facility

The barge, transfer vessels, service vessels, tugs, moorings or other areas such as the wharf or jetty, bound by fences, hand rails or other infrastructure, which shows the border/perimeter of the entire event area.

Minor Emergency

A “non-life-threatening” occurrence. An emergency of this type will require prompt actions to ensure a potentially more serious outcome does not occur. Examples include:

- Cuts / Minor bleeding/ Bee Sting
- Lost Child
- Sprain

Major Emergency (non-evacuation)

A major emergency can be defined as any situation, which provides an immediate threat to life and will require an urgent response. Examples include:

- Sudden unconsciousness
- Heart Attack
- Life threatening bleeding

Major Emergency (evacuation)

A major emergency can be defined as any situation, which is deemed a threat to life and will require an evacuation of the venue. Examples include:

- Fire
- Inclement Weather

- Structural Collapse
- Armed Hold Up (Ticket Box)
- Bomb Threat

Event/Venue Description

Brief event summaries will be included below for contextual purposes when referring to emergency situations and security intervention. For full event descriptions, please refer to the *Operational Management Plan*.

Typical Operating Hours (Monday - Sunday):

Trading hours will be as permitted under the Liquor Control Act 1988:

- 6.00am to 12.00 midnight Monday to Saturday; and
- 10.00am to 12.00 midnight Sunday.

Trading hours include non-patronage hours (when employees will be on the barge prior to and post opening and closing times for events). Proposed event hours per event type will be as per ESMP, with service hours in accordance with Barge Co liquor licence.

As a venue Barge Co will not open to trade during these times on every day unless there are events booked, event start and end times will vary per each event type typically-:

- Bar/restaurant days will begin at 12pm midday and close at 12am midnight.
- Private half hire events that occur upstairs during a bar/restaurant day will run for 6hrs during the bar/restaurant trading time.
- Concert events 2pm-11pm.
- Performing Arts events 3pm – 10pm.
- Weddings will be held anytime within our licensed trading times for a 6hr service time +1 hr. if ceremony is conducted on board.

Scope

This plan applies to Barge Co. Perth relating to the following Emergency Event Scenarios including but not limited to:

- Fire/smoke
- Medical emergency
- Hazardous material spill/gas leak
- Bomb threat
- Person overboard
- Collision or grounding leading to vessel damage leading to submersion
- Venue evacuation

The above-mentioned emergencies may require a variety of different responses and actions to include but not limited to:

- Evacuation
- First aid treatment / Emergency response
- Containment and Control

Emergency Planning Committee

The EPC has been formed to document and maintain the ESMP. It will ensure applicable legislative requirements are met, and should participate in emergency activities, including evacuation exercises.

The EPC shall ensure the availability of resources to include time, finance, equipment and personnel and if required the appointment of specialist advice.

The EPC shall be formed from representatives of occupant groups and shall include a Chief Warden who will be the HR & Safety Manager and others who have knowledge of the venue/event.

Structure

The EPC members are:

Name	Position	Contact Number
Guy Mouritz	Director & Licensee	0404 064 004
TBA	HR & Safety Manager	TBA
TBA	Events Manager	TBA
TBA	Operations Manager	TBA

This Committee will review the ESMP, evaluate the response to emergency situations and revise the plan as required.

Emergency Control Organisation

Purpose

The Emergency Control Organisation (ECO) for Barge Co. has been developed in accordance with the requirements of the AS 3745-2010. The primary role of the ECO is to give top priority to the safety of the occupants and visitors of the facility during an emergency. Life shall take precedence over asset protection during an emergency.

Structure

Co-coordinating Authority Police

The Water Police service as the coordinating authority will undertake the following role:

- Direct and supervise all emergency operations until the appropriate Hazard Management Agency arrives.
- Co-ordinate all emergency services in and around the venue, including emergency access for all services and patron egress.

Hazard Management Agency

The organisation, by way of legislation or expertise that is responsible for ensuring all emergency management activities pertaining to the prevention of preparedness for, response to and recover from a specific hazard undertaken (Water Police/DFES/St John Ambulance WA).

Emergency Control Centre

In case of a CODE ORANGE the following personnel should make their way to the ECC (location of ECC on barge to be advised):

- Chief Warden – HR & Safety Manager
- Deputy Warden – Operations Manager
- Area Wardens – Life Guards

Incident Management Roles & Responsibilities

Chief Warden

The Chief Warden (HR & Safety Manager) assumes total control in any emergency, makes the decision to evacuate patrons and staff and will ensure the appropriate authorities are advised. On receipt of an alarm the Chief Warden will:

- Proceed directly to the ECC to assume control
- Identify the risk and evaluate the need for evacuation as required

- Initiate evacuation if required
- Activate and coordinate Emergency Plan & Control the Venue
- Task Communication Warden with Contacting emergency services as required (please see Emergency contact table below)
- Task and Coordinate Participating Area Wardens
- Nominate relevant personnel to meet and direct emergency services
- Account for all staff and patrons/customers in liaison with area wardens and most current passenger manifest (as part of the SMS) stored in the Vessel Log
- On being notified that it is safe to return to site by the Incident Controller (Operations Manager) or senior member of Emergency Services the Chief Warden will notify of the ALL CLEAR
- Document the emergency situation inclusive of actions taken and outcomes

Deputy Warden

The Deputy Warden (Operations Manager) will proceed directly to the scene of the incident and report to the Chief Warden advising of the nature of the situation. The Deputy Warden will then remain at the incident and assist emergency services and monitor emergency operations at the scene.

Communications Officer

Will operate from the Control Point, be responsible for maintaining open lines of communication between all Wardens and outside agencies.

- Initiate contact with Emergency Services as directed by Chief Warden
- Contact all Area Wardens and other coordinators
- Relay any information received to the Chief Warden
- To act as a scribe and document all communications

Area Wardens (Allocated Senior Staff – Shift dependent)

Will be responsible for coordinating staff in specified areas to ensure appropriate emergency or evacuation procedures are adopted

Name: Master (back and forward as transfer vessel pilot between venue and jetty)

Name: Security 1 (on venue)

Name: Security 2 (at boarding Jetty)

- Receive directions from the Chief Warden
- Ensure that all personnel have been alerted
- Clear all areas as required

First Aid Response

In the first instance, either the first responder or general staff who can then bring the incident to the attention of either:

- a) The Chief Warden/Licensee, or
- b) Security in the case of emergency where senior crew cannot be reached:

- Collect First Aid Kit and proceed to assembly area
- Administer first aid as required

The Licensee understands the importance of a safety culture and the need to establish a work environment where the reporting of near misses, incidents, accidents and non-conformances is encouraged at all levels within the company and is followed up with timely and appropriate corrective action.

All Staff/Crew

All additional staff, including Responsible Service of Alcohol and first aid trained bar staff and additional security:

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all customers and patrons to do the same
- Report their presence to Chief Warden or Area Warden at the assembly area
- Not to leave assembly area unless advised by Chief Warden or Emergency Services personnel.

Identification Vests

The following staff will wear identification vests during a CODE Orange evacuation procedure.

Identification Vests:

- Chief Warden-White
- Deputy Warden-Yellow
- Area Wardens-Yellow

Maintenance of the Emergency Control Organisation

To maintain effectiveness and efficiency of the Emergency Control Organisation, a determined effort is required by all members of the EPC and person/persons in charge of the facility, to ensure the following is maintained:

- The nomination of suitable person/persons to carry out the duties of wardens;
- The above warden register containing the name, telephone number and radio contact channel of all wardens;
- Regular meetings of the EPC and the ECO;
- Appropriate training for the ECO members and exercises to practice the emergency procedures

Lifesaving Equipment Register (AMSA Standard)

Please refer to attached emergency and safety equipment list.

Emergency transfer vessels and contacts

Please see the SMS for full details about the risk categories in which the Master or Licensee is to contact an emergency large transfer vessel from either Rottnest Express or Captain Cook Cruises. Whilst we will not at any stage rely on this option and the time for potential response, this will be a routine action should we need more rapid evacuation and the need for a full water evacuation is not immediately necessary (for example when the risk or situation has been completely contained).

Emergency Preparation and Drills

Training Requirements

All staff / security and crew working in area of the areas identified in this ESMP will be fully trained and practiced in the following information:

- The key personnel and their roles and responsibilities
- Correct procedures upon hearing an alarm
- Emergency exit locations and paths
- Firefighting equipment locations, and the correct usage of such equipment
- Any written procedures applicable to the area, vessel and barge regarding emergency management
- Assembly point locations and secondary assemble points should the main points be inaccessible

This will occur upon induction with each new staff member before their first official shift, and then review sessions will occur monthly. A full training register will be kept electronically to access it from the barge or shore.

Routine Evacuation Drills

This will comprise of a walk through by the Master and the Licensee who will ensure that all crew working the event are aware of the evacuation procedure requirements.

The main objective of these monthly drills includes, but are not limited to:

- Crew understand the primary objective of the emergency procedures.
- Crew know their designated roles and responsibilities detailed in the emergency procedures.
- Crew demonstrate proficiency in fulfilling their designated roles and responsibilities through practical application during emergency drills.
- Any unforeseen issue in response or protocol can be reviewed accordingly on a regular bases

Exercise drills for emergency evacuation will be planned to occur monthly, occurring at one of 3 main locations:

- Appropriate Jetty at the main ticketing and boarding area
- The transfer vessel which ferries passengers between the above Jetty and the venue itself
- Barge Co. the venue

Maintenance and Testing of Equipment

- Maintenance and testing of all fire detection systems, smoke and heat alarms, fire alarm monitoring systems and fire blankets to be conducted in accordance with AS 1851 and be undertaken by a suitably qualified person at regular intervals as detailed within AS 1851.
- Log books will be kept of all testing and maintenance carried out and transferred to the primary Vessel Log
- The hiring and/or purchase of equipment such as fire extinguishers, fire blankets will be undertaken from a reputable company and the equipment will be tagged indicating its last service date. Similarly, installation of safety systems will only be conducted by reputable companies with previous references.

Emergency Plan Review

Utilising any previous incident logs, feedback from the staff and crew and input and comments from the ECC, a monthly review of the ESMP will take place, followed by the monthly training refresher session to ensure any amendments have been passed onto staff.

Emergency Response

All following emergency response actions are to be read in conjunction with the SMS. Specific Roles for each core complement member and general crew during different types of emergency is outlined in the SMS in **Appendix B (appropriate crew)**.

Evacuation

The Chief Warden will assess the following when determining if or when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available
- Assessment of external environmental factors (weather, water condition - for example in high winds)

Evacuation Incidents

- CODE RED Fire or Explosion
- CODE BLUE Medical Emergency
- CODE BLACK Hazardous Material Spill/Gas Leak
- CODE PURPLE Bomb Threat
- CODE YELLOW Person Overboard
- CODE BROWN Collision or Grounding leading to Vessel hull damage leading to submersion
- CODE ORANGE – EVACUATION OF ENTIRE VENUE

Emergency Procedure Responses

The following emergency procedures shall be carried out in response to the specific emergency situations:

Risk Category Determining Water or Transfer Evacuation (decided by Master and Licensee at Muster Point during emergencies):

Completely Contained (Risk Low) = Contact emergency services, contact emergency large transfer vessels, continue evacuation with two 50 person transfer vessel. Chief Warden to continually monitor risk.

Partially Contained (Risk Moderate) = Contact emergency services, contact emergency large transfer vessels, depending on time frame on vessel evacuation Licensee and Master to decide on full water evacuation.

Slightly or Not Contained (Risk High) = Contact emergency services and full water evacuation.

Code System

A CODE system is used by staff and stakeholders when controlling emergency situations in accordance with AS 3745. The purpose of the CODE system is to allow communication between staff and emergency services without causing undue panic or concern amongst the general public.

CODE RED	Fire/Smoke
CODE BLUE	Medical Emergency
CODE BLACK	Hazardous Material Spill/Gas Leak
CODE PURPLE	Bomb Threat
CODE YELLOW	Person Overboard
CODE BROWN	Collision or Grounding leading to Vessel Hull Damage leading to Submersion
CODE ORANGE	VENUE Evacuation
CODE GREEN	All Clear

Fire or Explosion – CODE RED

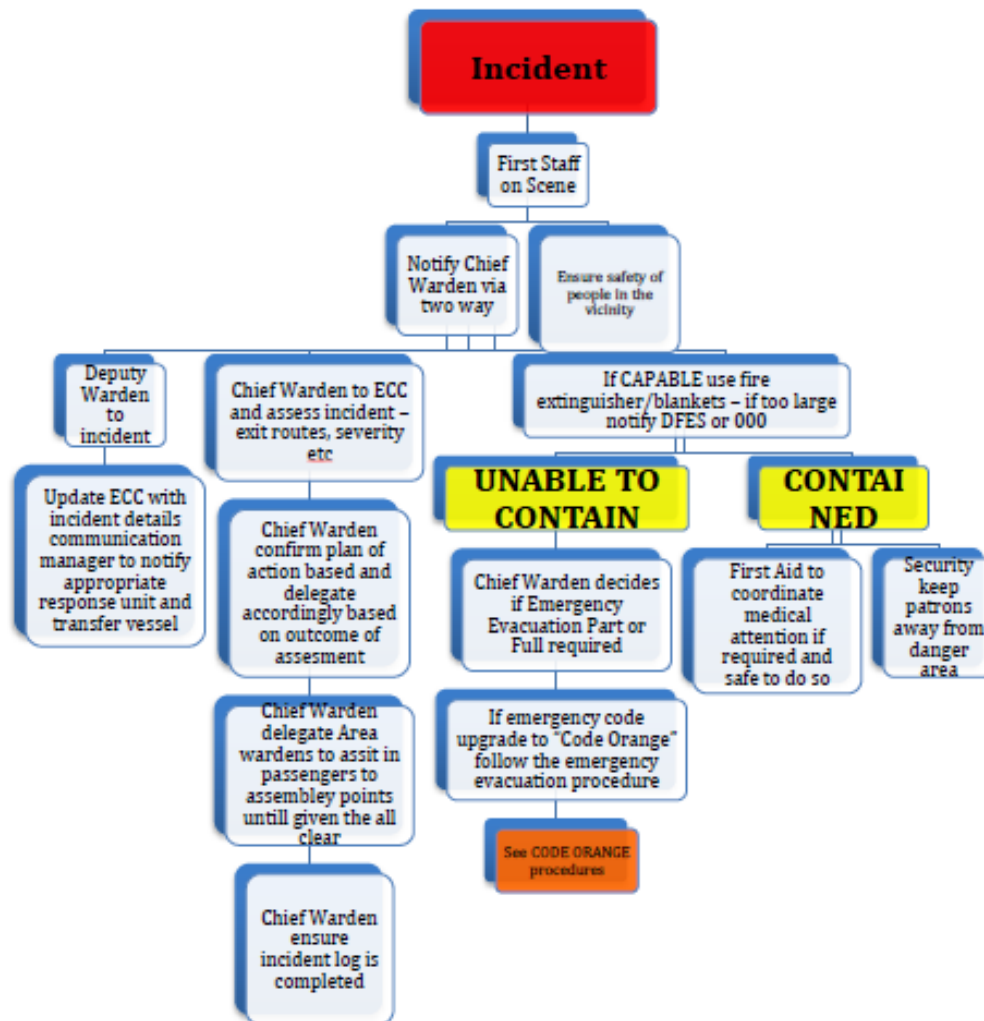
Should crew discover smoke or fire:

- First responding staff to notify Chief Warden of situation
- Remove anyone in the immediate vicinity if it is safe to do so
- Chief Warden to make a call on initiation of emergency procedure
- Once call has been made, crew to assemble at ECC (location of ECC on barge to be advised)
- Chief Warden to assess the situation and potential for evacuation, then confirm decision with remaining staff whilst at Muster Point
- If an evacuation call is necessary, Chief Warden to notify authorities and Emergency Services via VHF Radio

ONLY PERSONNEL TRAINED IN THE USE AND OPERATION OF FIRE FIGHTING EQUIPMENT SHOULD ATTEMPT TO FIGHT THE FIRE.

- Notify all patrons to move calmly to Evacuation Point 1 or 2 (depending on location of situation) – Public Announcement (PA) System on board can be used to assist with this
- After passengers have been notified of evacuation decision, turn off gas and electricity supply (on board generator)
- Identify injured persons (if present)
- Staff/crew to ensure that all patrons are moved to assembly points
- Chief Warden to command all passengers to don their lifesaving equipment
- Based on VHF feedback, Chief Warden to make a call to evacuate or wait for Emergency Services
- If required – Proceed to CODE ORANGE

CODE RED FLOW CHART



Fight the Fire Portable fire extinguishers are in various areas on site, as indicated on the Emergency Evacuation Diagram. TEA uses two types of extinguisher.

RED extinguishers contain **WATER**

RED with WHITE Band extinguishers contain **POWDER** (ABE)

Fire Extinguishers Fire Extinguishers are suitable for different types of fire as per below

Type of Fire, Class and Suitability						
Current	Extinguishing Agent	A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats
	Water	✓	✗	✗	✗	✗
	Powder	(ABE) ✓	✓	✓	✓	✗
		(BE) ✗	✓	✓	✓	✓

The location of the Fire Extinguishers is detailed on the attached Emergency Site map detailing location of hydrants and extinguishers.

Fire Fighting with Fire Extinguishers

- Do not panic
- Try to remain calm and think
- Warn everybody in the immediate vicinity
- Ensure someone has notified DFES
- Instruct someone to notify the Chief Warden, either via radio, mobile phone or runner
- Determine type of fire and exact location
- Select the right type of extinguisher
- If in doubt – READ THE INSTRUCTIONS
- Have another person back you up with another fire extinguisher
- Keep low to avoid smoke
- Do not get too close to the fire
- Direct the extinguisher agent at the seat of the fire, NOT at the smoke

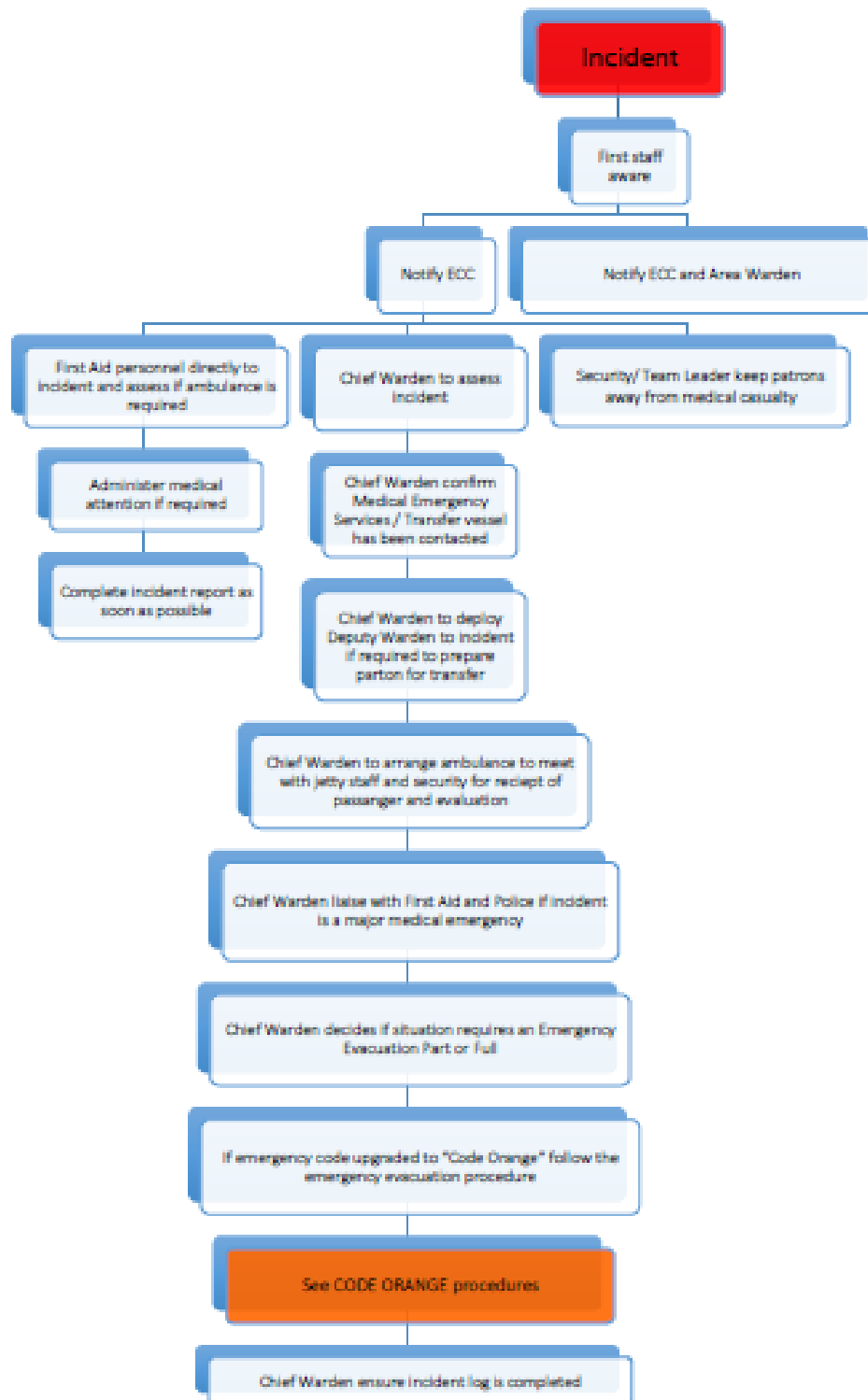
NOTE: If the Chief Warden decides that there is a need to evacuate, then the EMERGENCY CODE is upgraded to "ORANGE" and then directions for SITE EVACUATION are to be followed.

Medical Emergency – CODE BLUE

Should a medical emergency occur:

- Once the emergency has been identified staff should assess the situation and notify the Chief Warden
- If significant enough (medium, high or catastrophic risk as deemed by the Risk Register) Chief Warden to notify relevant services via VHF Radio and place call for Medical Evacuation
- Administer First Aid as trained
- Organise immediately for transfer vessel to ferry injured passenger back to embarking Jetty
- Chief Warden to arrange Ambulance to meet with the jetty staff and security for transfer of passenger for evaluation
- Deputy Warden to assist in ensuring passenger is ready for transfer back to jetty
- Jetty staff and security to remain with the injured person until Emergency Services have taken receipt of the patron
- Complete an Incident Report form as soon as possible after the event.

CODE BLUE FLOW CHART



Hazardous Material Spill / Gas Leak – CODE BLACK

Hazardous substances consist of the following:

- Oils
- Gas
- Sullage/grey water/black water
- Disinfectant/Sanitiser/Cleaning products
- Fuel (generator fuel)

The procedure to be carried out in case of a spill or leak is as follows

- Staff member who finds such a spill, or is notified by a patron of such a spill is to notify the Chief Warden immediately
- Identify the source and amount of released materials and section off the area such that no one can gain entry
- Turn off operational system causing spill/leak
- Turn off electrical equipment/gas within area of the spill/leak
- Chief Warden to inform Area Wardens and other staff of situation, then if possible, contain the spill/leak
- If necessary, contact appropriate Emergency Services via VHF Radio
- Crew to conduct a perimeter assessment of the surrounding water before evacuation processes to be initiated in case the spill has leaked into the surrounding water. Refer to Operational Management Plan for further information.
- If there is no surrounding water contamination and water entry with floatation device is safe, proceed with evacuation procedures outlined above in CODE ORANGE if necessary.
- If there is surrounding water contamination, crew to move passengers to most distant point from contaminated area and conduct emergency evacuation through transfer boat, Emergency Services vessels, partner vessels and emergency on-call water taxis
- Upon direction from Emergency Services, soak up the material using appropriate spill kits and arrange for disposal to an appropriate facility
- Complete an Incident Report

Bomb Threat – CODE PURPLE

- On receipt of threat, remain calm and use the Bomb Threat Checklist to obtain and record as much information as possible. (refer to checklist below)
- Notify Chief Warden and Emergency services / Water police immediately and inform them of decision to evacuate.
- Commence evacuation procedure as outlined in CODE ORANGE moving passengers as far as possible away from the barge
- The Chief Warden may ask Area Wardens and staff to carefully check their areas for unusual/suspicious items
- If identified – the items are not to be disturbed and the area to be cordoned off
- Any suspicious items/packages are then reported to the Police upon arrival

Important issues to remember when dealing with a bomb threat:

If via telephone

- Keep Calm
- DO NOT HANG UP - Keep the caller on the telephone for as long as possible
- Let the caller speak and endeavor to record as much detail as possible

The form below MUST be completed on every instance of a bomb threat or notification.

BOMB THREAT CHECKLIST

1 Initial Actions

Time of call:	AM/PM	Do not hang up!	Keep caller talking
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2 Exact Wording of Threat

3 Questions to Ask

When is the bomb going to explode?	
Where exactly is the bomb?	
When did you put it there?	
What does the bomb look like?	
What kind of bomb is it?	
What will make the bomb explode?	



Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you?	
What is your address?	

4 Listen for

VOICE	accent / impediment / tone / speech / diction / manner
LANGUAGE	polite / incoherent / irrational / taped
NOISES	traffic / voices / machinery / music /
OTHER	sex of caller / estimated age

5 Any other remarks/notes

Do not hang up (even if caller has hung up)

6 After the Call

Note the time of the end of the call:		AM/PM
Name of recipient (print):		
Signature:		Date:
Report the call immediately to the Emergency Control Centre		

Evaluation of the Threat

The Chief Warden in consultation the Security Supervisor will:

- Following the receipt of a bomb threat, the Chief Warden, Operations Manager, Security Supervisor and Police must consider the level of threat and decide on the appropriate action. Using the Bomb Threat Report and information obtained from the occupants, attending police etc. the threat should be assessed and may be

considered:

- Nonspecific threat or low risk
Eg. Call made by child with childish laughter in the background
- Specific Threat
Eg. A call made in a calm deliberate manner

Courses of Action

- To do nothing
- To search and evacuate in the event of a suspicious object being found
- To search with partial evacuation and fully evacuate in the event of a suspicious object being discovered
- Evacuate immediately without search

The Search

If a search is decided upon, Wardens should be directed to conduct a search of their zone, and report location and description of any suspicious item

- Search public areas first, then remainder of the area
- Remember you are looking for something that doesn't belong where it is
- If you find anything suspicious

DO NOT TOUCH IT! DO NOT MOVE IT!

- Notify the Chief Warden of any suspicious findings
- Look for anything:
 - That should not be there
 - That cannot be accounted for
 - That is out of place

Suspicious Objects

- Suspicious objects must be reported to Chief Warden and Safety Manager to establish the identity of the object. If ownership cannot be proven, bomb threat procedures should be initiated. Chief Warden and Police to be notified.

Evacuation

- Evacuate after the threat has been evaluated and evacuation has been decided upon
- Direct staff and patrons to leave by the nearest exit
- Patrons and staff to take ALL personal belongings
- Conduct final check of the area
- Proceed to designated Muster Point

NOTE: If the Chief Warden decides that there is a need to evacuate, then the EMERGENCY CODE is upgraded to "ORANGE" and then directions for VENUE EVACUATION are to be followed.

Person Overboard – CODE YELLOW

- First responder or general staff to radio Chief Warden and Life Guard whilst keeping a visual on patron at ALL times
- Life Guard to deploy jet ski into the water with second life guard for rescue
- Chief Warden to take over direction of Life Guards attending to patron overboard
- Chief Warden and lifeguard to supervise the retrieval of the passenger
- Passenger moved to First Aid for treatment
- Assessment on passenger completed and transfer back to jetty organised if required
- Complete Incident Report form as soon as possible after the incident

Collision or Grounding – CODE BROWN

Barge beginning to take on water / submersion

Should crew discover significant damage to the hull, a change in deck orientation, leaks or water in the barge:

- First responding staff to notify Chief Warden of situation
- Remove anyone in the immediate vicinity if it is safe to do so
- Chief Warden (Licensee or Acting Venue Manager) to make a call on initiation of emergency procedure
- Once call has been made, crew to assemble at ECC (as shown on Emergency Evacuation Diagram attached to this document)
- Trained personnel will attempt to locate the origination of the water and see if the issue can be resolved with immediate effect
- Crew to report back to Chief Warden if the situation can be contained
- Chief Warden to assess the situation and potential for evacuation, then confirm decision with remaining staff whilst at ECC
- If an evacuation call is necessary, Chief Warden to notify authorities and Emergency Services via VHF Radio
- Notify all patrons to move calmly to Evacuation Point (depending on location of situation) - PA System on board can be used to assist with this
- After passengers have been notified of evacuation decision, turn off gas and electricity supply
- Identify injured persons (if present)
- Staff/crew to ensure that all patrons are moved to assembly points
- Staff/crew to assist passengers to locate lifesaving devices
- Chief Warden to command all passengers to don their lifesaving equipment
- Based on VHF feedback, Chief Warden to make a call to evacuate or wait for Emergency Services
- If source has been contained and there is deemed to be sufficient time, the transfer vessel and assistance vessels (water taxis, Emergency Services, partner vessels) are to remove patrons in a single transfer
- Await arrival of Emergency Services and await further instruction or enter the



- water
- Chief Warden to lead passengers away from vessel in Western direction away from the direct evacuation point to allow others to enter the water
- Area Wardens to conduct head count as per prepared passenger/patron manifests, when at a safe distance

EVACUATION OF ENTIRE VENUE - CODE ORANGE

Should it appear likely that the Major Emergency will compromise the health and safety of people in the venue the Chief Warden will order the full evacuation of the venue.

Each emergency will have its own peculiarities and must be dealt with on an individual basis. At times emergencies may occur simultaneously or one emergency may result in a number of related incidents. The Chief Warden must be able to remain calm and analyse each emergency as they arise and take appropriate and immediate action.

The most likely scenario is thought to be:

- Inclement weather
- Internal Emergency
- Fire or Explosion
- OR by direction of Emergency Services

Partial Evacuation may also be used if the Chief Warden is of the opinion that the whole site does not need to be evacuated.

Alarm Raised

On becoming aware that a **major emergency requires the evacuation** of people from the facility, the Chief Warden will:

1. Use the **LL** two-way radios to instruct deputy warden to be on standby, and update security of the threat.

"Attention all staff, we have a CODE ORANGE situation. Please standby and await instruction. Please keep any radio communications to essential emergency related communications only."

(Repeat message twice)

2. Delegate to Deputy Warden to use speaker system to instruct all security staff to stand by.

Communications Officer:

"Attention all staff, Area wardens report to the ECC and standby "

Internal Emergency Procedures for Evacuation

Chief Warden – White Vest

On becoming aware of an emergency the Chief Warden shall take the following actions:

- Ascertain nature of the emergency and determine appropriate action
- Ensure the Area Warden is at the scene of incident
- If necessary initiate evacuation and control entry to affected areas
- Coordinate evacuation from the ECC – Advise Chief Warden / Transfer vessel of CODE ORANGE check their expected time of arrival
- Ensure Pan Pan distress call completed
- Ensure all Area Wardens are advised of the situation
- Delegate the notification of Emergency services to the Communications Warden – nearby water taxis/ ferry / Water police as required and provide them with the relevant information and status of the situation
- Check to ensure all patrons and staff have moved towards the assembly points ready for evacuation and are putting on lifejackets
- Proceed with evacuation as efficiently and calmly as possible onto transfer vessel and any other nearby vessels (Water taxi, ferry, etc.)
- Conduct final check to ensure venue is empty
- Brief emergency services personnel upon arrival on type, scope and location of the emergency and status of the evacuation, and, thereafter act on the Senior Officer's instructions
- Ensure the progress of the evacuation and any action taken is recorded in an incident log
- Complete all reports as required after the incident

Preparation for Evacuation

- Chief Warden Alert Area Warden to prepare site for evacuation
- Chief Warden Alert Deputy Give ECC announcement script to alert passengers and staff – based on situation

Area Warden

- Open Emergency Gates
- Remove any obstacles from Evacuation route
- Provide Chief Warden with confirmation that evacuation routes are clear

Deputy Warden – Operations manager

- Contact ECC to make announcement over the PA system
- ECC to use the Public Address system to make Announcement.



It is vital that the instructions given over the PA System are clear and precise. Should the PA system be inaccessible or out of action, the amplified megaphone will signal any emergency.

All Area Wardens then assist with evacuating areas under their control. See list of Area Wardens and checklist for each area below.

Areas	Area Wardens
Top Deck	Top Warden
Lower Deck	Lower Warden
Swimming pool	Pool Warden
Kitchen	Kitchen Warden
Pontoon	Pontoon Warden

The Chief Warden will determine which assembly area will be used, and notify the Deputy Warden who will complete the clearance checklist and the Site Evacuation Incident Checklist

Area Warden(s) – Yellow Vest

Responsible for the area under their direct control, Area Wardens coordinate staff in their areas to assist with evacuation.

Vacate areas in an orderly manner, ensuring all areas are checked and ensure that all personnel and general public leave the site via the dedicated evacuation route for the specific area. Mobility impaired persons are to be assisted by a staff member.

All Entry & Exit points are outlined in the site plans attached to this document. Area Managers should take time to become familiar with the nearest emergency evacuation route from each area. Any obstructions to the route should be reported to the **Deputy Warden.**

- Upon hearing the initial alarm raised send runner to ECC to get Yellow Vest
- Allocate staff to the following tasks:
 - Turn off or isolate potentially dangerous services under their control (gas, electricity etc.)
 - Secure valuables (lock tills, close service windows)

- Security to clear space in ECC for Emergency Response Team
- Assist people to leave the area from the appropriate exit in a calm and orderly manner
- Direct people to the delegated assembly point and help them with their life jackets
- Check all areas are cleared
- Notify Chief Warden / Communications Officer once areas are cleared
- As soon as areas under Area Wardens Control are cleared :
- Assemble at the evacuation point and stay with the group
- Attend to any injured persons
- Ensure no people re-enter the area until they are advised to do so

Personal Belongings

Guests should be asked to leave all belongings on site during an evacuation.

The exception to this rule is in the event of a Bomb Threat, when items need to be removed to assist in the check of the site by emergency services. Staff and guests will be advised via public announcement to remove all personal belongings when evacuating.

Liaison with Emergency Services

ECC

The Deputy Warden shall assist in coordinating the evacuation from the ECC. The Communications Officer will also be located at the ECC until all relevant transfer vessels and emergency services have been notified.

Information for Emergency Services

Emergency services will expect the following:

- Manifest of dangerous good on site and location
- Update on type, scope and location on the emergency and status of the evacuation

CODE GREEN – All Clear

In the event that the Emergency Management Officer or Chief Warden has called a CODE Orange Site Evacuation, the Chief Warden will call a CODE Green if and when the all clear has been given by the incident controller or appropriate authority. Once a CODE Green has been called the venue can be re-occupied.

Electrical Failure

In the event of an electrical generator failure:

- First responding staff/crew to notify the Chief Warden
- Check for any passengers in distress and move them to First Aid room
- Initiate back up power supply

- If back up power is also faulty, arrange emergency lighting where possible
- Chief Warden to marshal patrons and staff into safe area (Assembly Point 1 or 2 as marked on attached Emergency Evacuation Diagram)
- Discontinuance of the event may be required if the electrical supply is unable to be restored
- If event is discontinued, transfer vessel to immediately begin transfer of passengers

Lost or Found Child/Missing Persons

In the event of a Missing Person / Child:

To ensure the safety of the children, it is essential the Chief Warden is convinced that the right adult is matched with the right child whilst locating the parents.

Obtain details of the child, these should include:

- Who is missing? (name, age, ethnicity, height, hair colour, eye colour)
- What clothes the child was wearing?
- Where was the child last seen?
- Who they are with? (preferably a name but if not, their relationship, eg. mother, sister)

Reassure the parent/carer and wait with them for Security to come to your location. Remain in the location the child went missing in case the child returns to that location.

If there are more than 2 adults with the child, then one should remain at the location where the child was last seen, the other can join the search.

Immediately radio security staff and take details and record the information, including noting the time missing child was called in, also include location of where child was last seen to assist the review of CCTV footage if required. If this occurs at Jetty, immediately notify local management on site and security on duty to review CCTV on behalf of the parent.

The Chief Warden is to contact all security officers and staff via radio to keep a look out. Constant communication between jetty staff and venue staff is to occur.

Area Wardens to conduct a parameter check of the surrounding water.

Check passenger manifest from the barge log to ensure that the child was correctly boarded.

With the parents/guardians approval, an announcement over the PA can be conducted.

If the child is not found within 10 minutes of the initial report the Police are to be contacted. Emergency Services are also to be contacted.

In the event of a found child

If a child is found staff should inform the Event Manager and/or Security immediately and stay with the found child until either the Event Manager or Security come to you.

Obtain details from the child if possible, these should include:

- Name
- Age
- Mum or Dad's details
- Phone number if they know it or a quick visual to see if they have it anywhere on them

If the child's parent / carer are not found in 20 minutes contact Police.

When an adult (or older child) is found and is coming to collect the 'lost' child, if the child's reaction is that they recognise the person and runs to them this is an acceptable confirmation that the child belongs with the said adult.

If the child does not react either way to the person or seems distressed, you need to take the following details including ID:

- Name
- Address
- Contact number
- Who they are in relation to the child

Staff should monitor the reactions of the child to ensure they are not distressed going with the person.

Note: The child may be naturally distressed from fright or panic etc.

Should you have any reservations about releasing the child then contact the Chief Warden.

If the individual appears to be an older child, and staff are not convinced they will ensure the child's safety, then they should hold the child until an adult can be contacted.

Extreme Weather Conditions

Given that Barge Co. is an all year venue, our team is prepared to monitor the weather throughout the year. High level fundamental knowledge of all weather conditions, how to read weather reports accurately and what to predict given certain readings will form part of routine induction and ongoing training for all crew.

However, extreme weather can happen all of a sudden and may include:

- Severe Thunderstorm
- King Tide
- Heavy Rain
- High Wind
- Mini Cyclonic Conditions

As a result of any of the above additional precautionary measures need to be taken such as in the event of significant wind/weather warnings issued by the Bureau of Meteorology or other significant Emergency Services, all events will be postponed and no transfers will take place to the venue.

In the event that weather takes a sharp turn during an event:

- Ensure all equipment is secure to prevent flying debris
- Ensure all weather barriers, wind protective sides and weather roof is closed and secured
- Area Wardens to assemble passengers at Assembly Points depending on situation
- Should the Chief Warden call to evacuate, contact is to be made Emergency Services via VHF Radio
- First Aid personnel to administer First Aid to any passenger injured if possible
- Await arrival of Emergency Services and emergency transfer vessels (in extreme weather conditions, it is safer to remain on the vessel than exit into water with floatation assistance)
- Follow direction of Emergency Services

The Event Site Plan and Evacuation Plans are to be advised.

Communication Systems

Barge Co. has the following communication systems for Emergency situations

- Public Address Systems (via PA microphone) Patron Communication
- LL 2-way radios (1 channel) – Master to Venue Manager
- LL 2-way radios (1 channel) - Security Communication to venue manager
- Mobile Telephones (Contact lists to be provided) - P2P Communication
- Amplified Megaphones in case of electrical fault - Patron Communication
- Exit Signs - Patron Communication

All staff should be made aware of the communication system and instructed on the operation of specific equipment. Regular tests should be conducted for practice purposes and to identify any system faults.

In the case of an emergency all staff are to be directed by the team leader of the area

Two Way Radio Protocol

Good radio etiquette demands that all users limit their communication to essential messages

- Listen to radio communication that may indicate special instructions needed in your area
- Keep your radio with you at all times
- Avoid stepping on other transmissions

ACCEPTABLE

- Be brief and to the point. Stay off the radio unless absolutely necessary
- Listen before you begin your transmission, wait a second after pushing button

before you speak.

- Speak directly and clearly with an even tone. Speak from a distance of 3cm
- Acknowledge the receipt of all messages directed to you, regardless of how trivial

NOT ACCEPTABLE

- Talk too much. Only speak when absolutely necessary. Safety information must take priority.
- Swear. This is an open radio channel.
- Shout into the radio. This only distorts the resulting transmission.
- Interrupt another transmission. Wait to hear confirmation that a relay has ended before beginning a new transmission.

Normal Transmissions

Press radio key firmly. Hold. Pause for one second. Then begin speaking. Identify yourself and who you are directing the call to, for example "Venue Manager (self) to Life guard Pontoon (other)". Wait for acknowledgement, then state your message. At the end of your message state "over" and at the end of the communication state "out". Avoid talking over or interrupting other transmissions.

Emergency Transmissions

Switch to appropriate channel – **LL TWO WAY Channel 1**. Press radio key firmly. Hold. Pause for one second. Then begin speaking. Identify CODE e.g.: "CODE Blue, CODE Blue, CODE Blue, then your name and location.

Wait for confirmation from Security, State the incident, who is involved and all relevant information. Base will advise you how to proceed from there. All other radio chatter **MUST STOP** unless simultaneous emergencies are occurring. **Remain calm and speak clearly**

Radio Terminology

TERMINOLOGY		MEANING
Affirmative		<i>YES</i>
Acknowledge		<i>Confirm you understand my message</i>
Confirm		<i>My version is ... Is that correct ?</i>
Correction		<i>I made a mistake, correct version is ...</i>
Do you read		<i>Made more than one attempt to reach, please acknowledge</i>

GO ahead	<i>Listening, proceed with message</i>
Incident	<i>Occurrence at (DO NOT USE ACCIDENT)</i>
Negative	<i>NO</i>
Over	<i>Message completed, relay expected</i>
Stand By	<i>Busy, Please wait for a moment</i>
Out	<i>Message Completed, transmission ended</i>
CODE (colour)	<i>Colour code for incidents in accordance with AS3745</i>

Telephone Protocol

The designated Communications Officer on receipt of a CODE announcement from the Chief Warden, shall provide (if required) the following information to Emergency Services:

1. Your Name
2. Contact Number
3. Name of the Site
4. Address of the Site
5. Nature of the Emergency
6. Current Status of the Emergency
7. Any other relevant information as required by the operator.

All information must be communicated precisely to ensure that the response time by emergency services is optimized.

Type of Risks and Relevant Authorities

List of Emergency Control Personnel

The following is a list of those staff at the venue who will be the first point of contact for emergency situations:

Name	Position	Contact Number
Guy Mouritz	Director	0404064004
TBA	Event Manager	TBA
TBA	Licensee	TBA
TBA	Approved Manager	TBA
TBA	Security Manager on Duty	TBA
TBA	Operations Manager	TBA
TBA	HR & Safety Manager	

List of Emergency Contacts

Type of incident	Hazard management Authority to contact
Fire / Smoke	Fire Emergency Services / VHF CH 16
Collision / Grounding / Near Miss	Coast Radio
Bomb Threat	Police
Man Over board	Emergency services 000
Passenger Crew Injury	Water police 9442 8600 /Emergency services 000
Flood / Abandon ship / Emergency Evac	Immediate assistance VHF CH 16 COAST RADIO HF
Oil or Sewage spill (location dependent)	DFES / Marine authority / DOT / Port Master / DPAW
Nearest Hospital – RPH	(08) 9224 2244