



EMERGENCY ACTIONS POLICY

LIVESTOCK ESCAPE

In the event of livestock escaping within the confines of the Agricultural Society showgrounds:

Office staff personnel, Society committee persons, other accredited officials should:

- Notify the Show Society warden (secretary's office)
- Warden to communicate with gatekeepers to close gate exits
- Alert public in attendance via showground public address system that livestock has escaped from restraint, request public to be alert and not take action to endanger themselves, others or the livestock
- Confine or isolate if possible the area of loose livestock and evacuate the immediate area
- Seek assistance of persons skilled in handling livestock to capture loose livestock
- Seek assistance of emergency services if necessary
- Notify Show Society warden of action taken

FIRE – PUBLIC ANNOUNCEMENT

The Society secretary's office should notify the public address system announcer to deliver the following announcement **ONLY IF THE FIRE IS DEEMED TO ENDANGER THE PUBLIC**

Repeat announcement TWICE

"Here is an important announcement, there is a fire (state where)".

"People in the immediate area should move to a safe area".

"You are advised to not take any action which might endanger yourself or others".

"The incident will be brought under control as quickly as possible".

PERSONAL THREAT

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society warden
- Notify the police by dialling "000" and requesting assistance
- Do not say anything that may encourage irrational behaviour
- Alert any other emergency control personnel in your vicinity
- Initiate action to:
 1. Restrict entry to the building, or area of incident, if possible
 2. Confine or isolate the presence from building occupants, or area, if possible
- Report to Show Society warden regularly regarding the status of occupant safety
- Evacuation should be considered (only if safe to do so)
- Have as many people as possible complete the "Description of Offender" form

MEDICAL EMERGENCY

In the event of required medical assistance:

Office staff personnel or the Agricultural Society committee persons or other accredited officials should:

- Check for any threatening situation and remove or control (if safe to do so)
- Remain or ensure a responsible person remains with the casualty and provides appropriate support
- Notify first aid personnel
- Notify the warden (chief)
- Notify the ambulance service by dialling "000"
- Designate someone to meet the ambulance at the Showground main gateway (ensure ambulance is instructed to enter via.....Road entry) and direct it to the location of the casualty

Note:

- Provide support and appropriate assistance

- Arrange so that the casualty is not left alone
- Do not move the casualty unless they are exposed to a life threatening situation
- Report the incident to the designated Safety Officer if not already attended to

GAS LEAKAGE

Emergency control personnel, who should include the Agricultural Society committee members, and registered security staff employed by the Society, should:

- Notify the Show Society Warden via the secretary's office
- Isolate the gas supply at the source (if safe to do so)
- Notify the fire brigade by dialling "000" and requesting assistance
- If the leakage is indoors, shut down air conditioning to prevent spread of any flammable and/or toxic gases
- Remove all ignition sources (if safe to do so)
- Turn off electricity supply
- Report to Show Society Warden any actions taken
- Control the movement of occupants to the evacuation assembly area (if required)
- Remain at the evacuation assembly area until further advised by emergency services
- Provide as much information about the hazardous materials as possible
- If the spill is inside a building, ventilate to the open air if possible
- Notify all persons in the building or area of the spill to evacuate, under instruction from the Show Society warden (ensure evacuation assembly area is upwind)

If the spill is a suspected flammable material:

- Remove any ignition source
- Evacuate all persons in immediate danger under instruction from the Show Society warden (ensure evacuation area is 200 metres clear of building)
- Do not attempt to re-enter affected area
- Control the movement of occupants to the evacuation area (if required)
- Remain at the evacuation assembly area until advised by emergency services

LOST/SEPARATED CHILD RESPONSE GUIDE: CHILD LEFT UNATTENDED

If it is determined that a child is lost or left unattended, a staff member should try to identify and locate the parent/caregiver, according to the following procedure.

1. Reassure the child.
2. **Ensure that TWO (2) adults are with the child at all times.**
3. Walk around the area with the child, looking for the parent/caregiver and informally asking for assistance. Often other people in the area can provide information.
4. Take the child to the **Agricultural Show Society Secretaries Office** and keep them amused. A staff member is to stay with the child at all times until the parent/carer can be found.
5. Ask the child for any information they may be able to give, i.e. their name, parent/carers name/s, mobile/phone number.
6. If a mobile number is available, try calling the parent/carer.
7. If, after a reasonable time the parent/caregiver is not located, have the Secretary contact police to attend.

CHILD REPORTED LOST OR MISSING

If a parent/caregiver reports a child missing, staff are to adopt the following procedure:

1. Obtain name, age and description of the child
2. Inform staff at the **Agricultural Show Society Secretaries Office** and request their assistance in locating the child.
3. Provide a name and/or description of the child.
4. Check all areas thoroughly, including toilets.
5. With the parent/caregiver permission, have the Operation Centre contact police.
6. If the child is found, inform staff.
7. Timelines and actions may vary with the maturity of the child, the information received and the level of the child's distress.