



EVENT SAFETY MANAGEMENT PLAN

Event Title:	Goomfest 2025 - 2029
Event Site:	363 Saint Marys Road, Wangoom VIC
Event Manager:	[REDACTED]
Dates:	15/2/25 – 16/2/25, 13/2/27 – 14/2/27, 17/2/29 – 18/2/29

Version Control Table

Version Number	Author	Date
5.1	[REDACTED] (Managing Director)	26.7.22
5.2	[REDACTED] (Managing Director)	25.11.22
5.3	[REDACTED] (Managing Director)	12.7.24
5.4	[REDACTED] (Managing Director)	30.8.24

EMERGENCY CONTACT LIST

EMERGENCY SERVICES		
FIRE, POLICE, AMBULANCE		000
Police		131 444
STATE EMERGENCY SERVICES (SES)		132 500
CFA South West Regional Headquarters (Mon-Fri 8am-5pm)		1800 007 499
UTILITIES		
WEATHER (BOM) COASTAL		1900 969 966
EMERGENCY STAFF		
EMERGENCY OFFICER	[REDACTED]	[REDACTED]
SAFETY OFFICER	[REDACTED]	[REDACTED]
FIRE SAFETY OFFICER	[REDACTED]	[REDACTED]
FIRST AID OFFICER	TBC	
CROWD CONTROL OFFICER	TBC	
EVENT & SITE		
EVENT MANAGER / SITE COORDINATOR	[REDACTED]	[REDACTED]
SOUND ENGINEER	[REDACTED]	[REDACTED]

Emergency Officer

The emergency officer is responsible for managing the sites overall response to an emergency.

Responsibilities include:

Prior to the event

- Working with staff to review the safety management plan.
- Ensuring a debriefing is held with staff to go over the chain of command and lines of communication in an emergency situation.
- They are familiar with the location of all first-aid and emergency response equipment. (I.e. First-Aid Kits, First-Aid Tent, Fire Extinguishers etc.)
- Briefing the fire safety team on the area and fire safety plan.

In an emergency during the event

- Attend the scene of the reported emergency
- Ensuring the appropriate emergency services have been informed
- Evacuate persons away from any hazard
- Where safe to do so, taking steps to contain and or control the hazard
- With consultation of the appropriate staff on site (crowd control, first aid, fire safety officer) decide on the need to notify the emergency services (Police, CFA, Ambulance, SES)
- Where applicable (and practicable), checking to ensure that affected areas of the site have been evacuated
- With consultation of the event and site manager decide if the event should be postponed or cancelled
- Decide whether a public announcement is required to patrons.
- Provide support to the emergency services
- Work to minimise the impact of the emergency on the running of the event

Safety Officer

The Safety Officer ensures the safety of attendees, staff, and performers at our small music festival. They implement safety protocols, manage risks, and respond to emergencies.

Key Responsibilities:

- Develop and enforce safety procedures and emergency plans.
- Conduct risk assessments.
- Monitor the event for safety compliance and manage safety equipment.
- Respond to emergencies and communicate with appropriate staff and services.
- Train staff and coordinate with security and emergency services.
- Document incidents and suggest safety improvements.

Fire Safety Officer

The Fire Safety Officer is responsible for overseeing fire safety measures at Goomfest. They ensure compliance with fire regulations, manage fire prevention efforts, and respond to fire emergencies.

Key Responsibilities:

- Develop and implement fire safety protocols and evacuation plans.
- Inspect festival areas for fire hazards and ensure fire safety equipment is in place and functional.
- Coordinate with local fire services and manage fire drills.
- Respond to fire incidents and assist with evacuations.

Standing Plans

Below are the standing plans for each of the following scenarios:

- Fire
- Medical Emergency
- Situation that threatens patron health & Safety
- Storm
- Civil Disturbance or Violent Behaviour
- Evacuation

Fire

In the event of a **FIRE** the following steps should be undertaken:

FIRST STAFF ON SCENE

1. Quickly assess the situation and raise the alarm by contacting the Emergency Officer.
2. Remove any persons in danger if safe to do so.
3. Attack fire with appropriate fire fighting equipment if trained and safe to do so.
4. Withdraw when instructed.

EMERGENCY OFFICER

1. Quickly assess the situation.
2. Remove any persons in danger if safe to do so.
3. Contact Fire Safety Team.
4. Consider evacuation.
5. Contact CFA - PHONE 000.
6. Provide CFA with updated information on the type of fire and access.
7. Establish Control Point, if safe to do so.
8. Determine appropriate evacuation route (note wind direction).
9. Identify injured persons.
10. Arrange for staff to meet and assist Emergency Services on arrival.

SPECIAL CONSIDERATIONS

- 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.

CONTROL ORGANISATION CFA – Country Fire Authority

FOR FURTHER INFORMATION REGARDING FIRE SAFETY MANAGEMENT

SEE APPENDIX A, E & F

Medical Emergency

In the event of a **Medical Emergency** the following steps should be undertaken:

FIRST STAFF AWARE

1. Quickly assess the situation
2. Notify First Aid or if trained and qualified to do so administer First Aid
 - contact Ambulance - **PHONE 000** if deemed necessary
2. Notify Emergency Officer
3. Render assistance to patient if able until the First-Aid provider arrive then assist them if required
4. First Aid provider to call ambulance if necessary PHONE 000

EMERGENCY OFFICER

1. Determine situation
2. Ensure alarm has been raised to First-Aid
3. Keep uninvolved patrons and employees away
4. Start planning Ambulance Route if applicable
5. Advise Event Manager if an Ambulance has been called
6. Arrange staff to meet and guide Ambulance to patient, arrange for security officer to remain with Ambulance and to escort Ambulance officers

SPECIAL CONSIDERATIONS

Employees involved in treating the injured should ensure they make use of personal protective equipment such as rubber gloves, facemasks etc and should only treat if trained to do so.

CONTROL ORGANISATION Ambulance Victoria

FURTHER DETAILS IN APPENDIX A & G

REFER TO APPENDIX D FOR INCIDENT REPORT

Situation that threatens Patrons health & Safety

In the event of a **Situation that threatens Patrons health & Safety** the following steps should be undertaken:

FIRST STAFF AWARE

1. Check for any threatening situation and remove or control (if safe to do so)
2. Notify the Emergency Officer and direct them to the situation
3. Stay with Emergency Officer to describe the situation or relay directions

EMERGENCY OFFICER

1. Attempt to resolve the situation
1. Assess the situation
2. Call for First-Aid if required
3. If Emergency Officer and First Aid are unable to control the situations notify Police, CFA and/or Ambulance on **000** and describe the meeting point
4. If someone is injured remain with casualty and provide appropriate support
5. Designate person to meet ambulance/Police and direct to the location of the incident

6. Do not move a casualty unless exposed to a life threatening situation

CONTROL ORGANISATION Police and/or Ambulance Victoria

SEE APPENDIX A, B & G

REFER TO APPENDIX D FOR INCIDENT REPORT

Evacuation Assembly Area

In an emergency that deems part of the site unsafe, the Emergency Officer is to ensure that all employees and patrons at the affected site(s) are to make their way in an orderly fashion to the nominated assembly area. The Emergency Officer who will take into account the following will make the selection of the appropriate assembly area to direct patrons to:

- Location of the Emergency
- Type of Emergency
- Wind Direction

EMERGENCY ASSEMBLY AREA 1:

Location: The assembly area 1 is near the main evacuation point displayed on the 'Site Map'.

Used when danger is located in the Campsite or Carpark.

NOTE: weather conditions and size of the incident will be taken into account before the evacuation assembly area is chosen.

EMERGENCY ASSEMBLY AREA 2:

Location: The assembly area 2 is on a flat sealed area which can be protected from fire threat, point displayed on the 'Site Map'.

Used when danger is located in the main arena or external fire threat.

NOTE: weather conditions and size of the incident will be taken into account before the evacuation assembly area is chosen.

SEE APPENDIX E FOR EVACUATION PROCEDURES

First Aid

The First Aid Post is strategically positioned so as to be easily accessed by emergency services vehicles, and signposted to be obvious to the general public. The post is kept in a hygienic

condition, containing adequate medical supplies and equipment and is staffed by Health professionals. Emergency Officer and Event Management Staff will be in constant communication with the First Aid post and can direct them to a particular point in the crowd if required.

Posts are equipped with:

- Drinking water
- First Aid Equipment
- Sunscreen

At any time during the event there will be two Health Professionals on-site

See the Site Plan for the specific First-Aid post location

SEE APPENDIX G

Storm

Everything on site will be safely secured prior to the event. The Bureau of Meteorology website will be monitored leading up to the event to assess the likelihood of storms. In the case of a severe storm the following procedure will be followed by the emergency officer.

Emergency Officer

1. Secure all items, if safe to do so.
2. Monitor Bureau of Meteorology website – www.bom.gov.au
3. Shut off gas and electricity supply, if safe to do so.
4. Assist evacuation upon instructions from the event manager.
5. Patrons will be notified of evacuation plans via the Public Address System. The main sound system will still operate in the case of an emergency due to running on wind and solar.

SEE APPENDIX E FOR EVACUATION PROCEDURES

Civil Disturbances or Violent Behaviour

In the case of a civil disturbance or violent behaviour the first staff aware will radio the crowd control officer. The crowd control officer will assess whether police are to be notified.

Crowd Control Officer

1. Contact crowd control staff and request assistance.
2. Crowd Control staff will attend to the situation to the best of their ability.
3. If disturbances persist the police will be notified on 000.
4. Remain calm, do not do or say anything that will encourage irrational behaviour.

SEE APPENDIX D FOR INCIDENT REPORT

APPENDIX A

SEE ATTACHED '2025- 2029 GF - APPENDIX A - HAZARD RISK ASSESSMENT'

APPENDIX B

SEE ATTACHED '2025 - 2029 GF - APPENDIX B - RISK MANAGEMENT INSPECTION CHECKLIST (Pre-Event)'

APPENDIX C

SEE ATTACHED '2025 – 2029 GF - APPENDIX C - Traffic Management Plan (TMP)'

APPENDIX D

SEE ATTACHED '2025 – 2029 GF - APPENDIX D - INCIDENT REPORT'

APPENDIX E

SEE ATTACHED '2025 - 2029 GF - APPENDIX E - Fire Danger Management Plan (FDMP)'

APPENDIX F

SEE ATTACHED '2025 - 2029 GF - APPENDIX F - Fire Danger Rating Policy'

APPENDIX G

SEE ATTACHED '2025 - 2029 GF - APPENDIX G - First-Aid'

