

Emergency Management Plan

Fire Danger Management Plan

Project Title: Goomfest 2025 - 2029

Venue: 363 St Marys Road, Wangoom VIC 3279

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1. INTRODUCTION

This Emergency Management Plan (EMP) has been developed to ensure the safety of all patrons, staff, and contractors involved in Goomfest events. It integrates the Fire Management Plan, aligns with AS 3745-2010 standards, and addresses specific bushfire risks. The EMP has been reviewed in consultation with the CFA and updated to reflect the Australian Fire Danger Rating System (AFDRS) introduced on 1st September 2022.

2. FIRE MANAGEMENT PLAN INTEGRATION

This EMP is fully integrated with the Fire Management Plan. Specific fire management considerations include:

- On-site fire mitigation measures (e.g., short grass, water reserves, fire suppression resources).
- Site-specific fire prevention and evacuation strategies.

3. EMERGENCY MANAGEMENT COMPLIANCE WITH AS 3745-2010

This plan complies with AS 3745-2010, addressing the following:

- Formation and responsibilities of the Emergency Planning Committee (EPC).
- Establishment and training of the Emergency Control Organization (ECO).
- Detailed emergency response procedures.
- Evacuation plans.
- Regular reviews and testing of the EMP.

4. EMERGENCY PLANNING COMMITTEE (EPC)

Membership: The Emergency Planning Committee (EPC) includes the following roles:

- **Chairperson:** Event Manager and Emergency Officer [REDACTED] Responsible for overall emergency management and coordination.

- **Deputy Chairperson:** Event Coordinator ([REDACTED]).
- **Members:**
 - **Fire Safety Officer and Safety Officer:** [REDACTED]. Responsible for fire risk management and response.
 - **Fire Response Members:** [REDACTED] will serve as fire response members on-site throughout the event. They will be part of the fire crew, actively ready to respond to any fire emergencies. Both will be trained in fire safety protocols and the effective use of fire suppression resources.
 - **First Aid Officer:** First Aid is provided by St Johns Ambulance (03 8588 8546). A dedicated First Aid officer will be allocated by them in the week leading up to the event.
 - **Sound Engineer:** [REDACTED]. Ensures use of PA systems for communication.
 - **Security Manager:** Security is provided by NSA Security ([REDACTED]). Security staff and a dedicated security manager will be allocated by NSA in the weeks prior to the event.
 - **Traffic Manager:** [REDACTED]

The EPC:

1. Oversees the development, implementation, and maintenance of the EMP.
2. Identifies potential emergencies and their consequences.
3. Ensures the emergency plan is valid and updated (review cycle: annually or post-event).
4. Coordinates with external agencies (e.g., CFA).
5. Schedules and reviews emergency response exercises.

5. Emergency Control Organization (ECO)

The Emergency Control Organization (ECO) for Goomfest comprises key personnel responsible for managing on-site emergencies, ensuring patron and staff safety, and coordinating with emergency services.

Chief Warden - [REDACTED] (Managing Director / Emergency Officer)

- Holds ultimate authority over emergency decisions.
- Liaises with emergency services, including CFA, police, and paramedics.
- Ensures adherence to the Emergency Management Plan.
- Authorizes evacuations, shelter-in-place orders, and critical safety actions.

Deputy Chief Warden [REDACTED] (Second In Charge)

- Assists the Chief Warden and assumes responsibility in their absence.
- Manages communication between ECO members, festival staff, and artists.
- Ensures timely information flow during emergencies.

Area Wardens

Area Wardens are responsible for completing emergency protocols for their assigned areas, direct patrons and staff during evacuations or shelter in place, report incidents to the Chief or Deputy Chief Warden.

Stage Warden – [REDACTED] – Oversees stage and performance areas.

Campsite Warden – [REDACTED] - Manages campsites area.

Car Park Warden – [REDACTED] – Overseas car park area.

Security Warden – To be arranged by NSA security prior to the event. Supervises security operations at entry and exit points.

Vendor Warden – [REDACTED] – Manages Food Vendors and associated area.

First Aid Officers

Westvic ProMedics – To roster prior to the event.

- Provide first aid response and triage assistance.
- Communicate with emergency services when medical escalation is required.

Fire Warden

[REDACTED] Fire Safety Officer

- Monitor fire risks and implement prevention measures.
- Ensure fire extinguishers, hydrants, and suppression systems are accessible
- Coordinate Fire Response Members
- Coordinate with CFA in case of a fire-related emergency.

Fire Response Members – [REDACTED]

- Use of fire suppression resources to manage fires at the event.

Training and roles are documented in accordance with AS 3745-2010.

6. BUSHFIRE RISK MANAGEMENT AND TRAFFIC SAFETY

Table 1.1: Event Audience Under Emergency Management Conditions

Risk Factor	Mitigation Measures
Congested roads	Staggered evacuation timings to prevent bottlenecks.
Traffic jams	Pre-positioned traffic controllers at key junctions.
Prolonged delays	Emergency water and provisions at assembly areas.

7. AUSTRALIAN FIRE DANGER RATING SYSTEM (AFDRS) & FIRE CLOSURE TRIGGERS

The Emergency Management Plan (EMP) has been updated in accordance with the Australian Fire Danger Rating System (AFDRS), specifically for the South West fire danger region. Event closure may also be triggered by an active fire in the surrounding landscape. Detailed actions and mitigation measures for each fire danger rating are as follows:

- **Low to Moderate:** Regular monitoring; normal operations continue.
- **High:** Enhanced monitoring; additional CFA liaison.
- **Extreme (50 to 69 FBI):** Consultation with CFA District 5 regarding event continuation or closure.
- **Extreme (70+ FBI):** Event closure and preemptive evacuation.
- **Catastrophic:** Immediate event closure and evacuation.

8. ACCESS REQUIREMENTS

Access roads throughout the event footprint will be implemented to meet the following requirements:

- All-weather construction capable of accommodating a vehicle of fifteen (15) tonnes.
- Minimum trafficable width of four (4) metres with a vertical clearance of four (4) metres.
- Maximum grade of 1 in 7 (14.4%), with short sections (up to 50 metres) not exceeding 1 in 5 (20%).

- Dips in roads will have no more than a 1 in 8 (12.5%) entry and exit angle.
- Single-lane roads will include passing bays at least every 600 metres, measuring 20 metres long and 6 metres wide.
- The road network will allow emergency services access to all areas, including food vendors, stage areas, and camping grounds.
- Perimeter roads will be kept clear surrounding the camping area and car park. Each area of the site will be accessible by a 20m hose from fire suppression equipment. See emergency access roads at “GF 2025 – 2029 – Emergency Access & Fire Management Map”

9. CAMPING AREA REQUIREMENTS

Road Network:

- A road network will enable emergency vehicles to access all areas of the camping grounds.
- All parts of the camping area will be reachable within a 20-metre hose length from a fire appliance located on the road network. See emergency access roads at “GF 2025 – 2029 – Emergency Access & Fire Management Map”
- Grass to be kept less than 50mm to reduce chance of fire from hot car element or camping equipment.

Fire Protection:

- Camping areas will include extinguisher banks as detailed in the site plan, consisting of:
 - 1 x 9-litre water-type fire extinguisher
 - 1 x 9kg ABE Dry Chemical extinguisher
 - Identification signage complying with AS2444 requirements.

Layout:

- Camping areas (40m x 40m) will maintain a minimum separation of **6 metres** between each area.

10. FIRE SUPPRESSION RESOURCES

Mobile Fire Suppression

Fire suppression resources will include a 1,000L IBC trailer unit with pump and fog nozzle connected to a tractor, as well as a 1,000L IBC unit (filled to 400L) with pump and pressure washer rotating nozzle on the back of a Ute. We believe for the size of the event and the nature this is ample fire protection. Each food vendor will also be required to bring their own fire extinguisher.

As a secondary measure CFA captain [REDACTED] will be on call via direct radio throughout the event. [REDACTED]

[REDACTED] will have the Wangoom Tanker 2 stationed at his property as a secondary fire suppression measure during the event.

Fire Extinguishers

There will be multiple fire extinguishers on-site as shown in the separate document 'GF 2025 – 2029 – Emergency Access & Fire Management Map'. The extinguisher placement is as follows -

Main entrance/Car Park, Camping, Emergency Assembly Area 1, Emergency Assembly Area 2

- 1 x 9-litre water-type fire extinguisher
- 1 x 9kg ABE Dry Chemical extinguisher

Stage, Main Residence Building, Shed

- 1 x 2.5kg ABE Dry Chemical extinguisher

11. FOOD VENDOR REQUIREMENTS

- Any food vendor using LP Gas for cooking will comply with Energy Safe Victoria's Code of Practice for the Safe Use of LP Gas at Public Events in Victoria.
- Fire extinguishers with a minimum rating of 2A 40B(E) will be installed at:
 - Food preparation/cooking/dispensing stalls.
 - Electrical switchboards.
 - Flammable and combustible liquid storage areas.

12. VEGETATION MANAGEMENT

To reduce fire risk and ensure a safe environment, a range of vegetation and fuel management strategies will be implemented around the Emergency Assembly Area and festival site, See 'GF 2025 – 2029 – Emergency Access & Fire Management Map'. These measures align with CFA guidelines and focus on

maintaining defensible space, minimising fuel loads, and creating effective buffer zones. The following actions will be undertaken:

- Ensuring grass height is below 100mm and leaf litter is removed around the entirety of the site.
- The grass in the emergency assembly areas, camping and parking will be under 50mm.
- Remove all cut and slashed grass to reduce fuel in the vicinity of the assembly area, further ensuring that the setback distances are adequate and comply with CFA's guidelines.
- A 7-meter buffer zone will be cleared, with vegetation slashed and fuel removed, in the neighbouring paddock to the west. The north of the site will have a 7m buffer zone up to the site perimeter. Additionally, the grass to the south and east will be cut and cleared up to the road.
- Leaves and vegetation debris will be removed.
- Flammable objects must be kept clear of vulnerable parts of buildings within 10 metres.
- Shrubs will not be located beneath tree canopies to minimise fire risk. The only exception is a small tree belt along the main entrance road to the property. Due to the limited size and spacing of these trees, the likelihood of a crown fire occurring in this area is minimal.
- Trees will not overhang or touch any building elements.
- A minimum clearance of 2 metres will be maintained between the lowest tree branches and the ground. An exception applies to the tree west of the stage, which is mostly under 2 metres; this tree will be dampened during the event to reduce the availability of fuel. To the east of the stage, a tree belt consists of trees smaller than 2 metres. The grass surrounding these trees will be cut to under 100mm, with excess fuel removed. Additionally, this area can be dampened during the event to further reduce availability of fuel. There are also some young trees on site that are under 2 metres and cannot be removed. To minimize fire risk, the grass beneath them will be kept short and green.
- Litter and rubbish will be regularly cleared from the camping area, and event-provided bins will be emptied regularly to prevent overflow and accumulation

See '2025 - 2029 GF - APPENDIX E - FIRE MANAGEMENT PLAN (FMP)' for further details.

13. DANGEROUS GOODS AND FUEL STORAGE

- Fuel storage on-site will comply with the Dangerous Goods (Storage and Handling Regulations) 2012 and WorkSafe's Guidance Note on Temporary Fuel Storage at Events.
- Any authorised/permitted fires or pyrotechnical effects will comply with the CFA Act and Regulations and all other relevant regulations.

14. EVACUATION DIAGRAMS

Evacuation diagrams have been updated to meet AS 3745-2010 requirements. Key features include:

1. Clearly marked exits and assembly points.
2. "You Are Here" indicators for orientation.
3. Locations of fire safety equipment (e.g., extinguishers, hose reels).
4. Validity date and update records.
5. Accessible placement at heights between 1200mm and 1600mm from the floor.

15. Training Requirements

ECO Training Overview

All ECO personnel will undergo training to ensure they are well-prepared for potential emergency situations. In the week leading up to the event, all ECO members will participate in an emergency briefing and practical drills to familiarize themselves with the emergency procedures and their specific responsibilities. Training will include:

- **Fire Safety & Emergency Response Training**
 - Identifying and mitigating risks.
 - Role of Area Wardens in emergencies.
 - Proper use of fire extinguishers.
 - Emergency procedures, including evacuation and shelter-in-place protocols.
 - ECO members to wear high vis vests in emergencies to increase visibility to patrons.
- **Emergency Communication**
 - Effective communication using radio systems to coordinate with staff during fire, medical, and security emergencies.
 - Understanding the chain of command and ECO activation protocols to ensure smooth coordination during emergencies.

This training will ensure all ECO members are aligned in their roles and capable of handling emergencies efficiently during the festival.

Training Schedule

There will be a ECO training session on the Friday prior to the event and the Saturday Morning of the event. Attendance and content of training will be documented.

16. WORKS CITED

- Country Fire Authority. (2023). *How fire behaves - Country Fire Authority*. Retrieved July 13, 2024, from <http://www.cfa.vic.gov.au/plan-prepare/how-fire-behaves/>
- AS 3745-2010 *Planning for emergencies in facilities*.
- WorkSafe Victoria. (2012). *Temporary Fuel Storage at Events*. Retrieved from WorkSafe Victoria