

# AGRIplex

THE **2024** BURNIE SHOW 

# EVENT MANAGEMENT PLAN



A Division of  
Burnie Agricultural & Pastoral Society  
Limited by Guarantee  
ABN 23 009 481 798



## EVENT MANAGEMENT PLAN

for

EVENT NAME      The Burnie Show and Agri-Expo

ADDRESS      329 Ridgley Highway Romaine 7320 TAS

DATE PREPARED      10-09-2024





## DESIGNATED RESPONSIBLE OFFICIAL

Name Kyle Barker

## EMERGENCY COORDINATOR

Name Kyle Barker 0498 994 417

### Other Officers:

Jodi Gardam 0438 312 541

Graham Jones 0456 008 035

Paul Smith 0407731798

Paul McGrath 0408357276

Cameron Ranson 0400 190 215

Tamsin Adams 0409184449

Carol Jackson 0418398022

Site Electrician Alpha Electrics [6435 1708](tel:64351708)

Trade Space Manager Kyle Barker 0498 994 417





## EVACUATION ROUTES

### EMERGENCY EVACUATION ASSEMBLY AREAS:

The emergency evacuation assembly areas are located at the two ticket sale points and the Site Office please familiarise yourself with these plans as appropriate.

Emergency exits at the 2 ticket sale points and site office

Locations of fire extinguishers — In each marquee and site office

Assembly points at the 2 ticket sale points and site office

Defibrillator available at Site Office and St Johns On Site





EMERGENCY PHONE NUMBERS

FIRE DEPT. 000 THEN CALL SECURITY

POLICE 000 THEN CALL SECURITY

SECURITY CALL 000 THEN CALL

Site Electrician Alpha Electrics [6435 1708](tel:64351708)

SITE MANAGER Kyle Barker 0498 994 417



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## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported to site personnel are:

- MEDICAL (Urgent call 000 then St Johns On-Site)
- FIRE (000 then Security)
- SEVERE WEATHER
- BOMB THREAT (000 Then Security)
- Extended Power Loss
- TERRORIST ACTIVITY (000 Then Security)



## MEDICAL EMERGENCY

- Call medical emergency phone number

St Johns On Site

Ambulance 000

Fire Department 000

Police 000

Provide the following information:

- A. Nature of medical emergency,
- B. Location of the emergency and
- C. Your name

«Do not move victim unless absolutely necessary.

«Call the following personnel trained in CPR and First Aid to provide the required assistance the arrival of the professional medical help:

St Johns On Site

«Before First Aid arrives, as a minimum, attempt to provide the following assistance

Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).



# AGRIPLEX

THE 2024 BURNIE SHOW

ociety

## FIRE EMERGENCY

When fire is discovered:

Notify the local Fire Brigade by calling 000

Fight the fire ONLY if:

- The Fire Brigade and Security has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to re-enter

*Designated Official, ALL CHIEF STEWARDS*

- Coordinate an orderly evacuation of all people in the Marquee
- Report any problems to the Emergency Coordinator at the assembly area.
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Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation







## TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

CALLER'S IDENTITY SEX: Male \_\_\_ Female \_\_\_ Adult \_\_\_ Juvenile \_\_\_ APPROXIMATE AGE: \_\_\_

ORIGIN OF CALL: Local \_\_\_\_\_ Telephone Booth \_\_\_\_\_ Mobile \_\_\_\_\_

VOICE CHARACTERISTICS		SPEECH		LANGUAGE	
<input type="checkbox"/> Loud	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Slow	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Deep	<input type="checkbox"/> Distinct	<input type="checkbox"/> Distorted	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<input type="checkbox"/> Raspy	<input type="checkbox"/> Pleasant	<input type="checkbox"/> Stutter	<input type="checkbox"/> Nasal	<input type="checkbox"/> Foul	_____
<input type="checkbox"/> Intoxicated	_____	<input type="checkbox"/> Slurred	_____		Other
	Other		Other		
ACCENT		MANNER		BACKGROUND NOISES	
<input type="checkbox"/> Local	<input type="checkbox"/> Not Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Angry	<input type="checkbox"/> Factory	<input type="checkbox"/> Trains
<input type="checkbox"/> Foreign	<input type="checkbox"/> Region	<input type="checkbox"/> Rational	<input type="checkbox"/> Irrational	<input type="checkbox"/> Machines	<input type="checkbox"/> Animals
<input type="checkbox"/> Race		<input type="checkbox"/> Coherent	<input type="checkbox"/> Incoherent	<input type="checkbox"/> Music	<input type="checkbox"/> Quiet
		<input type="checkbox"/> Deliberate	<input type="checkbox"/> Emotional	<input type="checkbox"/> Office	<input type="checkbox"/> Voices
		<input type="checkbox"/> Righteous	<input type="checkbox"/> Laughing	<input type="checkbox"/> Machines	<input type="checkbox"/> Airplanes
				<input type="checkbox"/> Street	<input type="checkbox"/> Party
				<input type="checkbox"/> Traffic	<input type="checkbox"/> Atmosphere





## BOMB FACTS

PRETEND DIFFICULTY IN HEARING, KEEP CALLER TALKING, IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION AS QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time remaining \_\_\_\_\_

Where is it located? Building Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package ? \_\_\_\_\_

How do you know so much about the bomb ? \_\_\_\_\_

What is your Name and Address ? \_\_\_\_\_

IF building is occupied, inform caller that detonation could cause injury or death

Call Security on 0498 994 417

Did the caller appear familiar with plant or building ( by their description of location) write out message in its entirety and any other comments on a separate sheet of paper and attach to this check list,

Notify Supervisor Immediately





## TRAINING

The following personnel have been trained to ensure a safe and orderly emergency evacuation of other employees:

All Senior Staff know evacuation procedure

Responsibility ~ Site Manager Kyle Barker

## Traffic Management

Traffic Management plan attached

There are no temporary road closures planned for this event

On-site parking is provided and attendees be directed to park their vehicles by volunteer parking attendants

There will be disabled parking be provided, Volunteer parking attendants with direct to this near the entrance of the event

## Alcohol

Alcohol Free Event

## Toilets

There will be 52 portable toilets available around the event. These are designated Unisex

## Waste Management

There are numerous Skip Bins on the ground and at least 60 wheelie Bins around the ground, these are to be emptied throughout the event

