

Emergency Response Plan

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> · Malt Public House; Injury or trauma to attendees; between 0-150 attendees; mechanism of injury (trauma).
Complete Incident Log:	<ul style="list-style-type: none"> · Record time; date; informant details; arrival of additional support; any treatment provided; patient information.
Notify:	<ul style="list-style-type: none"> · Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.
Consider:	<ul style="list-style-type: none"> · Look for risk/hazard posed for other people. If need be stop the event temporarily to allocate safety resources to the incident(s). Find an appropriate environment to treat the victim(s).
At scene	
Actions:	<ul style="list-style-type: none"> · Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).
At completion	
Debrief:	<ul style="list-style-type: none"> · In serious/critical incident trauma and medical cases, the Event staff will lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. · The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. · In a critical incident such as a death or severe (life threatening) trauma, Wor Safe NZ will need to be notified.
Reporting:	<ul style="list-style-type: none"> · Ensure an Event Incident Report is completed for any incident. · Keep a more detailed account during the incident in the event of a formal investigation.

FIRE	
Initial Action	
Ascertain details:	<ul style="list-style-type: none"> · Malt Public House; Fire; between 0 to 150 attendees; likely source of fuel includes kitchen, outdoor fireplace, and chords/technology (TV's, lighting, and sound); high level of threat to attendees if fire takes place.
Notify:	<ul style="list-style-type: none"> · Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.
Consider:	<ul style="list-style-type: none"> · Look for risks/hazards for people and property. · Close the event temporarily if necessary to allocate resources to the incident to put out or control a fire; protect people; and move to safer area.
Complete Incident Log:	<ul style="list-style-type: none"> · Record time; date; informant details; arrival of additional support; any treatment provided re patient information.
At scene	
Actions:	<ul style="list-style-type: none"> · All involved are reminded that self-preservation is a priority in any response. · People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. · Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc). · Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.
At completion	
Debrief:	<ul style="list-style-type: none"> · In serious/critical incident trauma and medical cases, the Event staff will lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded. · The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support. · In a critical incident such as a death or severe (life threatening) trauma, Work Safe NZ will need to be notified.

Reporting:	<ul style="list-style-type: none"> · Ensure an Event Incident Report is completed for any incident. · Ensure incident forms are recorded for any follow up required. · Keep a more detailed account of the incident in the event of a formal investigation.
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TSUNAMI WATCH / WARNING	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> · Make sure a Tsunami Warning or Tsunami Watch been issued by the Ministry of Civil Defence. · The Event crew should confirm this directly rather than being drawn into speculation by other parties or media. · When is the published impact time of the first tsunami, then asses how much time do you have to evacuate the coastal zone?
Notify:	<ul style="list-style-type: none"> · All event attendees.
Consider:	<ul style="list-style-type: none"> · The level of response relative to the classification of the incident (i.e. 'watch' is a lower risk threshold than 'warning'). · Ensure the level of urgency is relative to the anticipated time available to evacuate. · Find optimal evacuation routes for venue and location.
Complete incident log:	<ul style="list-style-type: none"> · If possible, record the time the incident commenced. · Keep a record of key decisions throughout the incident period.
At scene	

Actions:	<ul style="list-style-type: none"> · If there is a witnessed earthquake in the coastal zone or any unusual observations to a sudden change in sea state, (such as water levels noticeably dropping), immediately discontinue the event. · Radio the on-water safety, and ask them to direct all persons back to shore immediately (phase one - get people out of water). · Inform volunteers; officials; competitors; and spectators of a possible tsunami threat, and encourage them to enact an emergency evacuation to higher ground ASAP. Note, in a witnessed coastal earthquake event, there is insufficient time to remove equipment. · Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level (phase two - evacuate to high ground). · If the event is not witnessed, and the Tsunami Warning or Tsunami Watch indicates a longer lead-in time, in addition to evacuating the coastal zone, consider removing any available first aid or other equipment to higher ground to be used in a possible post-tsunami recovery. · Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates).
At completion	
Debrief:	<ul style="list-style-type: none"> · In the event of a tsunami, debriefs may not be appropriate, in lieu of more immediate needs. · Following any Tsunami Warning/Tsunami Threat stand-down, it is appropriate to conduct a debrief so learnings can be captured for any future incident.
Reporting:	<ul style="list-style-type: none"> · It is unlikely that a report will need to be filed to an external authority, but should be considered for internal, continuous improvement purposes.

MAJOR POLLUTION DISCOVERY / WATER QUALITY	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> · Malt Public House, oil/gas leak and sewerage. · Identify source if possible.

Notify:	<ul style="list-style-type: none"> · Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111, and request an ambulance.
Consider:	<ul style="list-style-type: none"> · What risk level might the pollution pose for people? · The implications for the general public beyond those involved with the event. · The alternative sites not affected by the water quality issue that may allow continuation of event.
Complete incident log:	<ul style="list-style-type: none"> · Record times of key decisions, number of event attendees, involved if people are sick, arrival of additional support, any treatment provided, and patient information.
At scene	
Actions:	<ul style="list-style-type: none"> · On being made aware of the issue, discontinue the events immediately, until the issue is resolved. · Contact the local pollution/water quality authority; inform them of the problem, and seek advice regarding the impact the problem may have on people. · If suitable, consider moving the event to the new site to continue the event. · Continue to monitor the situation, seek ongoing advice from experts/authorities.
At completion	
Debrief:	<ul style="list-style-type: none"> · Consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan.
Reporting:	<ul style="list-style-type: none"> · It is unlikely that a report will need to be filed to an external authority, but should be considered for internal continuous improvement purposes.