

Nexor 441 TA XS Promotions Pty Ltd

Operations and Safety & Disaster Management for SupaDrift event at Dezzi Raceway to be hosted on the 20th and 21st July 2012.

Event Emergency Plan

Document number:	0014	Revision:	1.0
Document Owner:	Mikey Skelton	Approved by	Jim McFarlane
Department:	Venue	Implementation date:	20 th July 2012

Purpose:

The Event Emergency Plan incorporates all aspects pertaining to the management of emergency situations at Dezzi Raceway for the SupaDrift Series 05 Event.

This document offers guidelines that should there be an emergency during the event. It includes details of the responsibilities of all role players and stakeholders at each stage of an incident.

Introduction:

The Dezzi Raceway and general property has been leased from Dez Gutzeit for the hosting of this event. An understanding of agreement is in place between the parties.

This document has been compiled to act as a guideline for the Dezzi Raceway and XS Promotions (Pty) Ltd and is designed to assist with the effective management of safety and security during the event.

The Dezzi Raceway is ultimately in control of their property. XS Promotions have public liability (see addendum) in place for the event and will carry out the effective management of the event based upon an assessment of risk in conjunction with the Venue Representative, Motorsports South Africa and the Event Security Representatives.

An Operational plan is set as well as a Safety and Disaster Management Plan for the event.



Event Details:

Dates: 20-21 July 2012 Times: 08h00 – 18h00 Daily

VOC Times: An informal VOC will run during the load-in period during the event itself.

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OPERATIONS - Role Players - CONTACTS

FIRE DEPARTMENT – Local Fire Department – Beyers - 039 6882095

SAPS – Col Stephens - 082 844 5032 or 039 6881084

MEDICAL OFFICER – MEDEVAC has been notified and on standby during event times (contact Derrick De Beer - 0829401590)

DEZZI RACEWAY – have been notified of the event and on standby (contact: Dez Gutzeit – 083 257 0461

PROTECTION SERVICES - Victor Chetty - 039 688 2251 or 083 630 0331

XS PROMOTIONS (PTY) LTD – Safety and Event Managers: Mikey Skelton (082 337 1014) and Jim McFarlane (082 654 0070)

SAFETY OFFICER/MOTORSPORT SA – Wally Pappas – 073 139 3085 and XS Promotions (Pty) Ltd.

Event and Motorsports code description:

The SupaDrift Series is the premier Drift series in South Africa and operates under the auspices of Motorsport South Africa (MSA). The Series is a national tour with various stops around the country.

The event spans a day and a half with the ensuing Friday, day 1, being a practice session and Saturday, day 2, the event. Event competitors range from 16-36 depending on the venue and province.

The event schedule is attached.



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1. Objectives and Emergency Codes

1.1. Objectives

The objective of the emergency plan is to ensure the orderly handling, communication, investigation, search and evacuation of the venue, and the role of contractors, employees, tenants and visitors to the Event.

1.2. Emergency Codes

The objective of attaching codes to each of the possible occurrences or incidents is to allow the nature of the situation to be communicated to all VOC members without visitors and outsiders knowing what the occurrence is in order to prevent possible alarm and panic.

The codes to be adopted for this event will be the following:

- 1.2.1. Code "A": Armed robbery
- 1.2.2. Code "B" : Bomb Threat
- 1.2.3. Code "D": Disturbance (Unruly Crowds)
- 1.2.4. Code "E" : Explosion - gas, compressed cylinders, etc.
- 1.2.5. Code "F": Fire
- 1.2.6. Code "G": General Disasters (High Winds, Heavy Rain, Hail, Earthquake)
- 1.2.7. Code "M": Medical Emergencies (Heart Attack, Death, Serious injury)
- 1.2.8. Code "W": Water Related Emergencies (Sprinkler pipe damaged, Fire equipment, fountain overflowing, plumbing, reservoir overflowing)

2. Event VOC Protocol

- 2.1. Venue Information: The control and running of the facility is the responsibility of the venue owner and a venue representative is nominated. XS Promotions and the venue are responsible for the safety and security of its employees, contractors and visitors to the event. The appointed VOC Manager and/or the venue representative are responsible for all decisions pertaining to public safety for the event.

2.2. Event VOC protocol & lines of authority

- The Event VOC Protocol is defined as the lines of authority for the Event. The scale and nature of the incident will determine who is responsible for making final decisions. The following lines of authority are to be used at all times:

2.2.1. VOC Manager (in consultation with the Event Organiser's senior representative)

2.2.2. Venue Representative - if not the VOC Manager

2.2.3. Event Security Contractor - Representative and SAPS

2.2.4. Venue Security Representative

If an incident occurs the relevant persons listed below are to be contacted for consultation purposes and approval before a final decision is reached. The following is a list of the respective parties to be consulted:

- Officer of the Fire and Emergency Services
- SAPS – Local Branch
- SAPS – Bomb Division
- SAPS – Public Order Policing
- Fire Safety Control – Local Fire Station
- Metro Police – Traffic Control
- Designated Insurance/Legal Liaison Officer representing the Event Organiser)

3. Venue Operations Control Procedures

3.1. The Venue Operations Control (VOC)

A Venue Operations Control (VOC) and communications centre will be established for the event, the size of this VOC and the parties involved are determined as a result of the discussions held at the pre-event safety meeting, risk assessment and venue inspections.

- . 3.2. Personnel involved in the VOC
 - . When the VOC is in operation the following personnel will be involved, in order of the event VOC protocol.
- . 3.2.1. VOC Manager (in consultation with the Event Organiser's senior representative)
- . 3.2.2 Venue representative
- . 3.2.3 Superintendent of the local SAPS Branch representing the South African Police Services (or designated representative)
- . 3.2.4 Chief Officer of the local fire station (or other designated representative)
- . 3.2.5 Public Order Policing responsible for crowd control
- . 3.2.6 Superintendent of the Metro Police in control of public traffic (or designated representative)
- . 3.2.7 Supervisor for each of the event security contractors working on site for the event
- . 3.2.8 Supervisor of the venue security contractor
- . 3.3. Event VOC protocol
 - . When the VOC is in operation the VOC Manager is in control and will make the final decision on critical issues in consultation with the Event Organiser's Representative and the Venue Representative. A final decision to evacuate the venue will be made by the VOC Manager after consulting with the Venue Operations Control. The Production Manager and the Event Security Contractors will be consulted however, should the VOC Manager deem that there is insufficient time for consultation and that it is necessary to evacuate the venue, the Evacuation Procedure will be initiated. The only time that the authority of the VOC Manager may be superseded is instances when senior public services representatives assume control of a crisis situation. Should this be the case the VOC Manager will officially hand-over the incident to the relevant public service member. Which public service representative will assume control will depend upon the nature of the emergency i.e., the bomb squad in the event of a bomb threat, Fire Safety Officer in the event of a fire, the POPS in the event of rioting crowds or mass striking etc.

4. Event Pre-Planning

The event safety consultant representing the Event Organiser will ascertain the risks, hazards and dangers associated with the event in the risk assessment review process and during venue inspections. These inspections are to be carried out in conjunction with the Venue Representative, Event Security Company and relevant Public Service Members.

- . 4.1. VOC / safety meeting
 - . A VOC / Safety meeting will be held between the venue, event organiser and relevant role players to discuss the specifics of the event and the risks associated with the event. Notes of these discussions will be kept in the Event Safety File.
- . 4.2. Risk assessment
 - . XS Promotions has been asked to compile a risk review of the proposed event and associated operational and production requirements. The main area for consideration and potential concern were identified as:
 - . 4.2.1. Fire hazard – extensive theme and draping, technical/production elements
 - . 4.2.2. General trips, slips and falls – injury and damage
 - . 4.2.3. Temporary infrastructure – response to possible collapse, poor installation/design or products used
 - . 4.2.4. Technical/production related risks – causing delays or cancellation
 - . 4.2.5. Logistics/planning – scheduling issues and/or disorganisation
 - . 4.2.6. General human behaviour – consideration given to potential intoxication level of guests.
 - . 4.2.7. Potential injuries and accidents associated with general movement, conferences, workshops, awards dinners, expo, entertainment etc.
 - . 4.2.8. Overall wellbeing of staff, contractors, suppliers and guests
- . 4.3. Scope of the Risk Review Process:
 - . This is the overall planning document produced for the event. This document examines public relations and operational risks associated with

event operations. It provides generic risk identification relating to Environmental Health & Safety and Occupational Health & Safety and Public Safety operations and should be considered as an overview of the risk management applied to these areas

- . 4.4. The role of the event security contractor:
 - . 4.4.1. Ensure that all fire exits are free of obstructions,
 - . 4.4.2. It is vitally important that the security officer based at the sprinkler woodlands and loading bay areas ensures that no vehicle or obstructions are placed in front of the booster pumps or doors.

5. Event Safety File

An Event Safety File houses all the information pertaining to the risk and safety assessment carried out prior to the event. Amongst other things the safety file contains:

- . 5.1. An event emergency plan
- . 5.2. Contact details
- . 5.3. Application and approval from Traffic for the event
- . 5.4. Emergency Management Services applications and approvals
- . 5.5. General and targeted risk assessments
- . 5.6. Event policies and guidelines
- . 5.7. Occupational Health & Safety structure
- . 5.8. Incident reporting procedures and forms
- . 5.9. Bomb threat checklist
- . 5.10. Venue evacuation procedures
- . 5.11. Event floor plans and standing arrangement
- . 5.12. Event security & medical operational plans
- . 5.13. Certificates of Compliance and structural certifications

6. Incident Reporting Procedures

6.1. Reporting of general occurrences

It is the responsibility of the event security contractor to have briefed their staff in advance of the event starting to be attentive to what is happening in their areas of responsibility and to inform their supervisor should an incident occur. It is also the responsibility of the supervisor of the event security contractor to immediately report all incidents to the VOC Manager.

It will be the event security contractor's responsibility to compile a report once the event is completed that details all occurrences and incidents as well as the result of all investigations. This report must be submitted to the VOC Manager for review no later than five days after the event.

6.2. Action to be taken in the event of an incident with the following codes A, B, D, E, F, G

- . 6.2.1. Evaluate the threat
- . 6.2.2. Render the affected area as safe as possible
- . 6.2.3. Report the incident in the following order:
 - Inform the supervisor of the Event Security Contractor
 - Immediately inform the VOC Manager and/or the designated the venue representative on duty.
 - The VOC Manager will evaluate the situation and decide upon a course of action.

7. Evaluation of the Situation by Officer in Charge

7.1. Assuming control

Once an emergency has been defined the VOC Manager will then take command of the situation. He or she will then ask all the relevant parties and public services to join him/her in the VOC room.

Once all the relevant parties are present the VOC Manager will inform those above him/her in the line of authority on the current status. Until such time that a higher



7.2. Steps in the evaluation of a situation

- . 7.2.1. Take into account all the information at your disposal and ask all relevant questions to ascertain the nature of the crisis.
- . 7.2.2. Make all necessary telephone calls to superior officers to advise them of the situation.
- . 7.2.3. If at all possible make sure all relevant parties are in the control room to assist with the evaluation of the situation.
- . 7.2.4. Initiate a course of action based upon the information at your disposal.
- . 7.2.5. Remember that any decision made must be a “reasonable” decision. A course of action would be considered to be reasonable provided that an individual of similar knowledge and experience might have taken a similar course of action. Stay calm at all times. +=
- . 7.2.6. Refrain from making too many telephone calls in order to keep the VOC phone free for communication.
- . 7.2.7. If you are unable to make a reasonable decision, please inform your superiors immediately so they may appoint a person to relieve you.

7.3. Decisions to be made in a crisis situation

- . 7.3.1. Take no action at all and maintain the status quo until further investigations can be carried out and additional information can be gathered.
- . 7.3.2. Initiate an investigation or search procedure to locate the problem and to diffuse the situation if possible. Utilise all trained personnel in this regard.
- . 7.3.3. Relinquish control of the VOC to individuals higher in the line of authority.
- . 7.3.4. Relinquish control of the VOC to the relevant public service member depending on the nature of the crisis.
- . 7.3.5. Initiate the Venue Evacuation Procedure.

8. Fire - Immediate response

- . 8.1. Upon discovering a fire
 - . 8.1.1. Contact the VOC immediately
 - . 8.1.2. Initiate the "event stop"
 - . 8.1.3. Guide all persons away from the affected area
 - . 8.1.4. Commence fire fighting with the nearest extinguishing equipment without endangering your own life.
 - . 8.1.6. Await instructions from your supervisor, manager or VOC Manager
- . 8.2. Control Room Actions
 - . 8.2.1. Inform VOC Manager
 - . 8.2.2. Act upon the instructions of the VOC Manager
 - . 8.2.3. Prevent the spread of fire if possible
 - . 8.2.4. Sound the evacuation alarms
 - . 8.2.5. Inform fire team
 - . 8.2.6. Keep telephone lines clear for calls
 - . 8.2.7. Await instructions from your manager or the VOC Manager
 - . 8.2.8. Once instructed to do so evacuate all areas and remove yourself and others from the control room if in danger.

If you are in danger, you must not wait for instruction but evacuate the VOC or your area of control and then assemble at the relevant Assembly Area.

8.3. Immediate response on the Event Floor - The person who discovers the fire must:

- . 8.3.1. Raise the alarm
- . 8.3.2. Remove people from effected area if possible
- . 8.3.3. Take steps to extinguish or contain the blaze if possible
- . 8.3.4. Ensure that the VOC is notified

8.3.5. Ascertain the severity of the fire and notify your Manager, the Control Room or VOC Manager:

- Low – Localised, easily extinguished
- Medium – Possible threat if not contained
- High – evacuate the building and inform EMS

8.4.6 The VOC Manager must ensure that we immediately contact the EMS operational centre through the VOC if the level is Medium or High.

8.5 Event security managers and evacuation leaders

- 8.5.1 Assess the fire and report situation to the VOC
- 8.5.2 Ensure the removal or isolation of additional fire hazards in the area of the blaze (i.e. gas cylinders, inflammable liquids, etc). Electrical appliances and gas mains to be switched off
- 8.5.3 Move occupants from the immediate danger area and take steps to ensure the safety of property.
- 8.5.4 Assist the VOC Manager with the evacuation. If the fire fighting team is forced to retreat, all doors and windows should be closed (to starve the fire of oxygen)
- 8.5.5 Report any change in the situation to the VOC Manager

9. Bomb Threat

Checklist and Search – Code “B”

9.1 Bomb threat checklist

This checklist is to be utilised when a telephonic bomb threat is received. A copy of this checklist must be stationed at the venue reception area and in the control room.

9.2 Initiating search procedures in the event of a bomb threat The VOC Manager will initiate a search procedure, either by instruction from the Bomb Disposal Unit or at Websitehis or her discretion.

Once the Bomb Disposal Unit is on site they will take over the search procedure from the VOC Manager and control the situation whilst continuing to liaise with the VOC.

The Bomb Disposal Unit in conjunction with the Dog Unit, SAPS Personnel and the Venue Security Staff and Event Contracted Security will be employed to assist in searching the venue.

When conducting the search personnel must check all areas such including cupboards, dustbins, toilets, distribution rooms etc.

10. Armed Robbery

Checklist –

Code “A” When doing an evaluation of a Code “A” (armed robbery) the following must be taken into account

- . 10.1 When a Code A occurs it is reasonably certain that it will be in the form of an armed hold-up or robbery where one or more armed persons would be involved.
- . 10.2 Do not argue or resist their demands.
- . 10.3 Do exactly as instructed.
- . 10.4 Do not try any heroics at all.
- . 10.5 Wherever possible - and without endangering yourself - try to attract someone’s attention without being seen.
- . 10.6 Once the control room has been informed of the Armed Robbery the situation must be evaluated to determine if the robbery is still in progress or not.
- . 10.7 The supervisor in the control room must immediately telephone 10111, and the local police station and inform them of the situation and ask for a response to the robbery.
- . 10.8 The VOC Manager must be informed immediately following the lines of authority.
- . 10.9 The VOC Manager will take control and follow the steps mentioned in evaluating the situation.
- . 10.10 Once the situation is given an all clear, an incident report must be filled out and a full investigation must take place.

11. Medical Responsibilities

Event Medical specialists have been appointed on the basis of their qualifications and their ability to perform the required duties at events.

11.1 The Medical Manager or Clinic Representative is responsible for the following:

- . 11.1.1 The determination and procurement of adequate medical equipment for the event;
- . 11.1.2 The effective distribution of emergency equipment throughout the complex;
- . 11.1.3 Ensuring that the medical equipment is readily accessible, yet secured and stored separately from the first aid equipment present for day-to-day use;
- . 11.1.4 That sufficient qualified medical staff are selected for the event. A copy of their appointment, duties and responsibilities must be declared in writing and supplied to the VOC manager;
- . 11.1.5 That a suitable casualty clearance area is identified. Ensure that casualty clearance areas are reflected on the floor plans and that triage operation is covered in the overall operational plan for the event
- . 11.1.6 That Medical staff are identifiable and adequately equipped to perform their duties
- . 11.1.7 That in the event of casualty situations triage is applied and that the principles are familiar to staff;
- . 11.1.8 Medical equipment must be clearly identified by means of a white cross on a red background and clearly indicated on floor plans;
- . 11.1.9 Submission of event reports on the overall medical situation to the VOC manager
- . 11.1.10 Assisting the VOC manager with planning and medical management of actual emergencies.

11.2 Immediate action of the Event Medical staff in the event of a casualty situation:

- . 11.2.1 The first person on the scene should notify the appropriate Medical staff via the VOC;
- . 11.2.2 Collect the required medical equipment and proceed to the scene;
- . 11.2.3 Assess the situation and notify the Event Medical Manager;
- . 11.2.4 If necessary, render first aid, attending to the injured, in order of seriousness. Injured persons should be removed from dangerous areas, irrespective of the seriousness of their injuries.

- . 11.2.5 Injured who can be moved without aggravating injuries, should be removed to casualty clearing areas as soon as possible;
- . 11.2.6 Keep the VOC manager informed of progress through the event medical manager
- . 11.2.7 Injured are to be categorised based upon the following basic categories:

- RED -

- YELLOW -

- GREEN -

- BLUE -

Severely injured, vital signs impaired

Vital signs normal but requires a stretcher

“Walking wounded”

Obviously deceased

12. Holding Areas:

Various areas around the property have been designated as holding areas / or Assembly Areas. Please see the Event Evacuation Plan for the Assembly Points and details of the Evacuation Procedure for this event.