



Port Fairy  
Community House

## COMMUNITY MARKET EMERGENCY MANAGEMENT PLAN 2024

### Emergency Contact List

AGENCY	PHONE	ADDRESS
Event Manager & Safety Officer – Pam McGoldrick	03 5568 2681 0493 833 086	Community House 5 Railway Place Port Fairy
Police	Triple Zero (000)	
Ambulance	Triple Zero (000)	
Fire	Triple Zero (000)	
SES	132 500	
South West Healthcare	5563 1666	33 Ryot Street, Warrnambool
Moyne Health Service	5568 0100	30-36 Villiers St, Port Fairy
VicRoads	13 11 71	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
Moyne Shire	5568 0555	<a href="http://www.moyne.vic.gov.au">www.moyne.vic.gov.au</a>
Nurse on Call	1300 24 24 60	
Mental Health Assistance Line	1300 280 737	
Poison Information Line	13 11 26	

Powercor	13 24 12	
Bushfire Information Line	1800 240 667	
Health & Safety		<a href="http://www.health.vic.gov.au">www.health.vic.gov.au</a>
Bureau of Meteorology		<a href="http://www.bom.vic.gov.au">www.bom.vic.gov.au</a>
Vic Emergency Incident & Warnings		<a href="http://www.emergency.vic.gov.au">www.emergency.vic.gov.au</a>
24 hour interpreting service	13 14 50	
Electrician	0408 527 507	

## Roles and Responsibilities

In the event of an emergency, Port Fairy Community House Market Coordinator is responsible for evacuation and emergency response until emergency services arrive, at which point they take control and responsibility for the emergency.

The responsibilities of the Market Coordinator include:

- Ensure stallholders are aware of EM procedures
- Maintain current first-aid qualifications & ensure first aid kit is complete
- Assess and assume control of the situation
- Activate the EM procedure relevant to the emergency
- Ensure emergency services has been notified
- Ensure volunteers/stallholders/patrons are advised of the emergency
- Monitor the situation
- Liaise with emergency services upon arrival
- Order evacuation if deemed necessary
- Provide advice, information and instruction on OHS issues
- Manage risks and hazards
- Report and investigate incidents, injuries and implement agreed control measures

## Risk reduction Action Plan

Compiled by:	Pam McGoldrick	Phone: 5568 2681	0493 833 086	Email:	Market@portfairycommunityhouse.com.au	
Event:	Community Markets	Event Date:	Jan – Dec 2024	Event Manager:	Pam McGoldrick – Market Coordinator	
Hazard	Risks/Potential Outcomes	Existing Risk Controls	Likelihood	Consequence	Risk Rating	Responsible Persons
<i>Electrical Storm</i>	<i>Struck by lightning</i>	Prohibit erection of marquees during storm. Ensure stallholders/patrons are under cover during a storm.	<i>Likely</i>	<i>Major</i>	<i>Extreme</i>	<i>Market Coordinator</i>
<i>High Fire Danger</i>	<i>Bushfire</i>	The Market will have a blanket permit to cover operating on days of Total Fire Ban and throughout the Summer fire period. Ensure all stallholders have a copy of the Emergency Evacuation Plan. Ensure all exits are clear at all times when market is operating.	<i>Likely</i>	<i>Major</i>	<i>Extreme</i>	<i>Market Coordinator</i>
<i>Traffic Through event</i>	<i>Vehicle collision, pedestrian injury</i>	Ensure cars are parked behind sites when setting / packing up. Car movement on Railway Place restricted to outside market operating times	<i>Likely</i>	<i>Minor</i>	<i>Moderate</i>	<i>Market Coordinator and stallholders</i>
<i>Heat</i>	<i>Collapse, sunburn, dehydration</i>	Ensure all stallholders have adequate shade and water. Apply heat policy if warranted	<i>Likely</i>	<i>Minor</i>	<i>Moderate</i>	<i>Market Coordinator</i>
<i>Severe Wind</i>	<i>Contact Injury</i>	Ensure appropriate weights are used and marquees tied down at each corner	<i>Likely</i>	<i>Minor</i>	<i>High</i>	<i>Stallholders</i>

<i>Extension Leads</i>	<i>Electrocution, tripping injury</i>	Ensure all cords are covered by tape or mat or hung overhead at the sites using power and barriers are erected to prevent access to power cord area.	<i>Possible</i>	<i>Minor</i>	<i>Moderate</i>	<i>Stallholders and Market Coordinator</i>
Marquee collapse / dislodgement	<i>Contact injury, damage to vehicles</i>	Ensure marquees are in good working order and tied/ weighted down securely at all times.	<i>Possible</i>	<i>Minor</i>	<i>Moderate</i>	<i>Stallholders</i>
Medical Emergency	<i>Death, injury</i>	Mobile phone to be carried by Market Coordinator at all times and current First Aid qualification to be maintained. Exits to remain clear at all times while market is operating	<i>Likely</i>	<i>Minor</i>	<i>Moderate</i>	<i>Market Coordinator</i>
Tripping on grass surface	<i>Injury</i>	Monitor grass surface & relocate market if becomes dangerous. Report issues to Moyne Shire.	<i>Possible</i>	<i>Minor</i>	<i>Moderate</i>	<i>Market Coordinator</i>
Anti-Social Behaviour		Patron attending the market displays aggressive or anti social behaviour. To be reported to Police & incident report completed	<i>Possible</i>	<i>Minor</i>	<i>Moderate</i>	<i>Market Coordinator</i>

## Policies and Procedures

List your policies and procedures and attached as Appendices.

Procedure/Policy	Appendix
<i>PFCH Emergency Procedure</i>	<i>1</i>

PFCH Incident Report Form	2
PFCH Market Policies and Procedures	3
Market Risk Assessment	4

## Triggers

Trigger	Action	Who
Wind forecast of 30km/hr	Check marquees are pegged in securely and are either tied in or have weights attached.	Market Coordinator
Wind forecast of 60km/hr	Ensure marquees are not erected	Market Coordinator
Severe Thunderstorm Warning	Ensure marquees are not erected during storm	Market Coordinator
Catastrophic Fire Danger for Port Fairy	Cancel market	Market Coordinator
Severe/ Extreme Fire Danger Rating	Monitor emergency.vic.gov.au	Market Coordinator
Emergency Warning	Communicate to patrons and stallholders and follow advice of emergency services	All

## Communicating during an emergency

How will you communicate to:	Method of communication:	Who will speak to:
Patrons	Loud Speaker	Market Coordinator
Staff	Mobile Phone / Face to Face	Market Coordinator
Stallholders	Loud Speaker / Face to Face	Market Coordinator / Staff
Medical Staff	Mobile Phone	Market Coordinator
Emergency personnel	Mobile Phone / Face to Face	Market Coordinator
Electricity Specialist	Mobile Phone	Market Coordinator
Volunteers	Mobile Phone / Face to Face	Market Coordinator

The Market Coordinator will monitor all weather conditions and emergency alerts for the event area. Appropriate action will be taken by Event staff to ensure all participants and are aware of any emergency situations and will take the appropriate action to ensure the safety of officials, participants and spectators.

Event Manager: \_\_\_\_\_ Pam McGoldrick \_\_\_\_\_

Signed: \_\_\_\_\_  \_\_\_\_\_ Date: 20\_\_ / 07\_\_ / 2023 \_\_\_\_\_