

Breakneck Records Songwriters Studio

Emergency Management Plan (EMP)

Document Number: EMP-001

Version: 1.0

Policy Owner: Breakneck Records

Applies To: All Songwriters Studio workshops, rehearsals, performances and associated activities

Effective Date: 1 July 2026

Review Date: 1 July 2027

1. Purpose

The purpose of this Emergency Management Plan (EMP) is to provide a clear and coordinated framework for responding to emergencies that may occur during Songwriters Studio activities.

The objectives of this Plan are to:

- protect life and wellbeing;
- minimise injury and damage;
- ensure a coordinated response;
- provide clear responsibilities;
- minimise disruption to activities;
- support rapid recovery following an emergency.

The safety of participants, staff, volunteers and visitors will always take precedence over the continuation of any activity.

2. Scope

This Plan applies to all:

- workshops;
- rehearsals;
- performances;

- venue setup and pack-down;
- travel organised by Breakneck Records;
- outdoor activities;
- online activities where emergency procedures are relevant.

It applies to:

- Directors;
 - employees;
 - facilitators;
 - volunteers;
 - guest artists;
 - contractors;
 - technical crew;
 - participants;
 - parents and guardians attending activities;
 - visitors.
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3. Emergency Contacts

The Event Coordinator will maintain an up-to-date Emergency Contact List for each event.

Emergency Services: 000

Local Hospital: Kyabram District Health Service

86-96 Fenaughty Street, Kyabram VIC 3620 • Phone 03 5857 0200

Venue Manager: ___ Lisa 0419 112 540 _____

Event Coordinator: ___ Kelly Auty – 0419 138 918 _____

Director – Breakneck Records: ___ Michael Pollitt – 0415 869 658 _____

First Aid Officer(s): ___ Michael Pollitt – 0415 869 658 _____

Emergency contact information will be available at registration, backstage, production control and the first aid station.

4. Emergency Control Organisation (ECO)

Event Coordinator (Chief Warden)

Responsible for:

- directing emergency response;
 - liaising with emergency services;
 - coordinating evacuations;
 - accounting for participants;
 - determining when activities may resume;
 - completing incident reporting.
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Deputy Warden (if appointed)

Responsible for:

- assisting the Chief Warden;
 - coordinating evacuation of allocated areas;
 - checking rooms where safe to do so;
 - reporting to the Chief Warden.
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First Aid Officer

Responsible for:

- providing first aid;
 - assessing injured persons;
 - coordinating ambulance response;
 - maintaining first aid records.
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Facilitators

Responsible for:

- supervising participants;
 - leading evacuation of their group;
 - conducting head counts;
 - reporting missing persons.
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Volunteers

Responsible for:

- assisting participants;
 - directing people to assembly areas;
 - supporting emergency services as directed;
 - maintaining clear access routes.
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5. General Emergency Procedures

When an emergency occurs:

1. Stop all activities immediately.
 2. Assess the situation.
 3. Raise the alarm.
 4. Contact emergency services if required.
 5. Follow directions of the Chief Warden.
 6. Evacuate if instructed.
 7. Assist injured persons where safe.
 8. Assemble at the designated assembly point.
 9. Conduct head counts.
 10. Do not re-enter buildings until authorised.
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6. Evacuation Procedure

If evacuation is required:

- Remain calm.
- Follow facilitator instructions.
- Leave belongings unless immediately accessible.
- Use designated exits.
- Do not use lifts where applicable.
- Assist people requiring assistance.
- Proceed directly to the assembly area.
- Stay with your workshop group.
- Await further instructions.

Facilitators will:

- conduct a roll call;
 - report missing participants;
 - ensure no participant leaves the assembly area without authorisation.
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7. Fire or Smoke

If fire or smoke is detected:

1. Activate the nearest fire alarm where available.
2. Notify emergency services (000).
3. Notify the Chief Warden.
4. Evacuate immediately.
5. Only attempt to extinguish a small fire if trained and it is safe to do so.
6. Close doors where possible to reduce fire spread.
7. Proceed to the assembly area.

Do not re-enter until emergency services declare the area safe.

8. Medical Emergency

If someone becomes seriously ill or injured:

1. Stay with the injured person.
2. Notify the First Aid Officer immediately.
3. Call 000 if required.
4. Keep the area clear.
5. Follow first aid instructions.
6. Contact parent or guardian where appropriate.
7. Complete an Incident Report.

Only trained personnel should administer first aid beyond their level of competence.

9. Missing Child or Vulnerable Person

If a participant cannot be located:

1. Notify the Event Coordinator immediately.
2. Confirm attendance records.

3. Search the immediate area under the direction of the Chief Warden.
4. Maintain supervision of remaining participants.
5. Contact the parent or guardian.
6. Contact Police if the participant cannot be located promptly or if circumstances warrant.

No participant should leave the venue without facilitator approval.

10. Severe Weather

Where severe weather is forecast or occurring (e.g. thunderstorms, high winds, extreme heat, flooding):

The Event Coordinator will:

- monitor official weather warnings;
- suspend outdoor activities where required;
- relocate activities indoors where practicable;
- cancel activities if safety cannot be maintained.

Participants should:

- remain indoors where directed;
 - avoid trees and powerlines;
 - stay hydrated during hot weather.
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11. Heat Management

During periods of high temperatures:

- increase rest breaks;
- encourage regular hydration;
- provide shaded or air-conditioned areas where available;
- modify physical activities;
- monitor participants for heat stress.

Anyone displaying signs of heat exhaustion will receive immediate attention.

12. Electrical Emergency

If electrical equipment becomes unsafe:

- switch off power where safe;
 - isolate the equipment;
 - keep people clear;
 - report immediately;
 - do not use damaged equipment;
 - arrange repair or replacement by qualified personnel.
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13. Gas Leak

If gas is suspected:

- stop using ignition sources;
 - evacuate immediately;
 - notify emergency services;
 - notify the venue manager;
 - do not operate electrical switches.
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14. Bomb Threat or Suspicious Item

If a bomb threat is received:

- remain calm;
- record as much information as possible;
- notify Police immediately;
- notify the Chief Warden;
- follow Police instructions.

If a suspicious package is located:

- do not touch it;
 - isolate the area;
 - notify Police immediately;
 - evacuate if instructed.
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15. Violent or Aggressive Behaviour

If aggressive behaviour occurs:

- prioritise safety;
- avoid confrontation where possible;
- notify the Event Coordinator;
- contact Police if required;
- remove participants from danger.

Physical intervention should only occur where necessary to prevent immediate harm and only by those trained and authorised to do so.

16. Lockdown Procedure

A lockdown may be initiated where there is an external or internal threat.

When instructed:

- remain inside;
- secure doors where possible;
- move away from windows;
- silence mobile phones;
- remain quiet;
- await further instructions.

Only the Chief Warden or emergency services may declare the lockdown over.

17. Communications During Emergencies

Only authorised personnel may communicate with:

- media;
- emergency services;
- parents;
- funding bodies.

Information released must be accurate, timely and protect participant privacy.

18. Post-Emergency Recovery

Following an emergency:

- account for all participants;
- provide welfare support where required;
- complete incident reports;
- review the effectiveness of the response;
- update risk assessments;
- communicate lessons learned.

Counselling or additional support may be offered following significant incidents.

19. Emergency Equipment

The following equipment should be available where appropriate:

- First Aid Kits
 - Fire extinguishers (venue supplied)
 - Fire blankets (where available)
 - Emergency contact list
 - Incident Report Forms
 - High-visibility vests for wardens
 - Torch
 - Battery-powered communication device where appropriate
 - Drinking water
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20. Training and Exercises

Prior to each Songwriters Studio event:

- staff and volunteers will receive an emergency briefing;
- facilitators will be familiar with evacuation routes;
- first aid personnel will be identified;
- assembly areas will be confirmed;
- communication methods will be reviewed.

Emergency procedures will be reviewed during event inductions and practised where appropriate.

21. Related Documents

This Plan should be read together with:

- Work Health and Safety Policy
 - Safe Work Procedures
 - Risk Management Policy
 - Incident Reporting Procedure
 - Child Safety and Wellbeing Policy
 - Responding to Child Safety Concerns Procedure
 - Volunteer Policy
 - Privacy Policy
 - Code of Conduct
 - Event Risk Register
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22. Legislative References

This Plan is informed by:

- Work Health and Safety Act and Regulations applicable in the relevant jurisdiction
 - Safe Work Australia Codes of Practice
 - Australian Standard AS 3745 – *Planning for Emergencies in Facilities*
 - National Principles for Child Safe Organisations
 - State or Territory emergency management legislation applicable to the event location
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23. Review

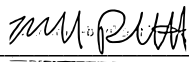
This Emergency Management Plan will be reviewed:

- annually;
 - before each Songwriters Studio event;
 - after every emergency or evacuation;
 - following changes to venues or activities;
 - after legislative or regulatory changes.
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Policy Approval

Approved by: ____Michael Pollitt____

Position: Director, Breakneck Records

Signature: ____

Date: ____1 July 2026____

Appendix A – Emergency Response Summary

Emergency	Immediate Action
Fire or smoke	Raise alarm, call 000, evacuate, assemble, conduct roll call.
Medical emergency	Provide first aid, call 000 if required, notify coordinator, contact parent/guardian if appropriate.
Missing child	Notify Event Coordinator, search immediate area, maintain supervision of others, contact Police if necessary.
Severe weather	Suspend activities, move indoors, monitor official warnings, await further instructions.
Electrical hazard	Isolate equipment if safe, keep people clear, report immediately, do not reuse until repaired.
Gas leak	Evacuate, avoid ignition sources, notify emergency services and venue manager.
Violent behaviour	Protect participants, notify coordinator, contact Police if required.
Bomb threat/suspicious package	Do not touch, notify Police, follow emergency directions.
Lockdown	Move indoors, secure rooms, remain quiet, await all-clear from emergency services or Chief Warden.

Appendix B – Event-Specific Information (to be completed before each event)

Venue Name: ____Kyabram Plaza Theatre____

Venue Address: ____241 Allan St, Kyabram VIC 3620____

Emergency Assembly Area: __Stage Load in Bay_____

Nearest Hospital: Kyabram District Health Service

86-96 Fenaughty Street, Kyabram VIC 3620 • Phone 03 5857 0200

Chief Warden: __Lisa_____

Deputy Warden: ____Ray Muller_____

First Aid Officer(s): ____Ray Muller_____

Emergency Exit Locations: __Front of building and vehicle loading bay

Fire Extinguisher Locations: __Foyer, stager left and right_____

First Aid Kit Locations: __Foyer, Admin Office_____

AED Location (if available): __ Foyer, Admin Office _____

Participant Assembly Point: __Foyer_____