

# EMERGENCY MANAGEMENT PLAN

SOMA MUSIC & ARTS FESTIVAL 2025

The logo for Soma Music & Arts, featuring the word "Soma" in a blue, elegant script font.

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*Prepared for: Snowy Valleys Council*

MAY 2025

## DOCUMENT CONTROL

Revision	Date	Description/Notes	Prepared By
Version 1	1 May 2025	Original document - DA Submission	Tim Schmid Ben Scheffers

## REFERENCES

The following references have been used to develop this plan, and as such this plan must be read and applied in accordance with them.

Reference	Reference Description
Soma (2025a)	<i>Soma Music &amp; Arts Festival 2025 - Site Plan version 2</i>
Soma (2025b)	<i>Soma Music &amp; Arts Festival 2025 - Bushfire Management Plan version 1</i>
Soma (2025c)	<i>Soma Music &amp; Arts 2025 Festival - Risk Assessment version 2</i>
NSWHealth (2024)	<a href="#"><i>NSW Health - Guidelines for Music Festival Event Organisers: Music Festival Harm Reduction - version Oct 2024</i></a>
WHS (2025)	<a href="#"><i>Work Health &amp; Safety Act 2011 (NSW) - version 2 March 2025</i></a>
NSWGov (2025)	<a href="#"><i>State Emergency and Rescue Management Act 1989 NSW - version 1 January 2025</i></a>
NSWGov (2023)	<a href="#"><i>New South Wales State Emergency Management Plan (EMPLAN) - version December 2023</i></a>
NSWGov (2018)	<a href="#"><i>South Eastern Regional Emergency Management Plan- July 2018</i></a>
ISO31000 (2018)	<a href="#"><i>ISO Standard 31000:2018 – Risk Management: Guidelines - Edition 2 2018</i></a>
AS 3745 (2010)	<a href="#"><i>Australian Standard AS 3745-2010-Planning for Emergencies in Facilities</i></a>
ANZCTC (undated)	<a href="#"><i>Australian New-Zealand Counter-Terrorism Committee - Crowded Places Self-Assessment Tool</i></a>
NSWRFS (2019)	<a href="#"><i>Planning for Bushfire Protection - A guide for councils, planners, fire authorities and developers</i></a>
CASA (2014)	<a href="#"><i>Civil Aviation Safety Authority (CASA) (2014) Guidelines for the establishment and operation of onshore Helicopter Landing Sites. Civil Aviation Advisory Publication CAAP 92-2(2) February 2014</i></a>

## **ABBREVIATIONS**

- ANZTC - Australian-New Zealand Counter Terrorism Committee
- AZP - Asset Protection Zone
- BMP - Bushfire Management Plan
- EAA - Emergency Assembly Area
- ECC - Emergency Control Centre
- ECO - Emergency Control Organisation
- EOC - Event Operations Centre
- EMP - Emergency Management Plan
- EMT - Emergency Management Team
- ERC - Emergency Response Coordinator
- HLS - Helicopter Landing Site
- IC - Incident Controller
- NSWRFs - NSW Rural Fire Service
- SES - State Emergency Service
- SEWS - Standard Emergency Warning Signal
- SO - Safety Officer
- Soma - Soma Music & Arts Festival 2025

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## 1. INTRODUCTION

### 1.1 Aim

The purpose of this document is to outline the agreed-upon measures for initiating and managing responses to any emergency incidents that may arise during the upcoming Soma Music & Arts Festival (Soma). The event will take place from November 7 to November 10, 2025, at 3892 Snowy Mountains Hwy, Mount Adrah, NSW 2729. The safety and well-being of all attendees and staff are of the utmost importance. Effective and timely management and response to emergency incidents are critical responsibilities for the event organisers.

This document will serve as a guide for emergency response practitioners and others with similar roles and responsibilities, ensuring a coordinated and cooperative delivery of emergency response services. It also recognises the need for flexibility in emergency event management, allowing for the adaptation of specific aspects of the plan to meet the operational requirements of any particular emergency situation.

### 1.2 Objective

The broad objectives of this plan are:

- To implement measures that prevent or reduce the causes and effects of any emergency.
- To apply strategies that mitigate the impact of an emergency.
- To provide support to all staff and emergency stakeholders during a response, if required.

### 1.3 Control Statement

In the event of an emergency, the initial response and management of the incident will be the responsibility of the event Operations Manager, who will act as the Emergency Response Coordinator (ERC). This responsibility will continue until the incident is resolved or handed over to the relevant statutory emergency service, such as NSW Police, NSW RFS, NSW Ambulance, or other appropriate agencies. At that point, the ERC will offer event resources to support the external Incident Controller (IC). Wherever practical, consultation with the relevant statutory emergency service shall be undertaken.

## 2. EVENT OVERVIEW

### 2.1 Overview

**Name:** Soma Music & Arts Festival (Soma)

**Date:** November 7th - 10th 2025

**Attendance Numbers:** Up to 1100 people including patrons, staff, performers and volunteers

**Type:** Ticketed, 18 years +

### 2.2 Location

Table 2-1 Event Location

Table 2: Event Location

Location	Details									
Entry Address	3892 Snowy Mountains Hwy, Mount Adrah NSW 2729									
Event Entrance GPS Coordinates	<table><tr><th>Type</th><th>Latitude</th><th>Longitude</th></tr><tr><td>DD</td><td>-35.2330</td><td>147.9139</td></tr><tr><td>DMS</td><td>S 35° 13' 58.8"</td><td>E 147° 54' 49.9"</td></tr></table> Site Plan (Soma 2025a, Grid Reference A-2)	Type	Latitude	Longitude	DD	-35.2330	147.9139	DMS	S 35° 13' 58.8"	E 147° 54' 49.9"
Type	Latitude	Longitude								
DD	-35.2330	147.9139								
DMS	S 35° 13' 58.8"	E 147° 54' 49.9"								
Helipad Coordinates	<table><tr><th>Type</th><th>Latitude</th><th>Longitude</th></tr><tr><td>DD</td><td>-35.2367</td><td>147.9251</td></tr><tr><td>DMS</td><td>35° 14' 12.08" S</td><td>147° 55' 30.40" E</td></tr></table> Site Plan (Soma 2025a, Grid Reference K-6)	Type	Latitude	Longitude	DD	-35.2367	147.9251	DMS	35° 14' 12.08" S	147° 55' 30.40" E
Type	Latitude	Longitude								
DD	-35.2367	147.9251								
DMS	35° 14' 12.08" S	147° 55' 30.40" E								
Crown Description	Lot 1 DP1126656 Lot 8 DP447849 Lot 9 DP447849 Lot 7 DP757226 Lot 19 DP757226 Lot 23 DP757226 Lot 91 DP757226									
Local Government Area	Snowy Valleys Council									

## 2.3 Audience Profile

Based on a review of ticket sales from previous events, we can determine that the majority of attendees at Soma are likely to be between the ages of 25 and 34. The primary methods of promoting the event will rely on our established connections with individuals who have attended our events or related events in the past.

Drawing from our past audience, we anticipate that most attendees will come from tight-knit music communities that regularly participate in listening-based music experiences. These include ambient music, live band performances, and dance music events featuring house music. At such events, there is a strong expectation for attendees to act responsibly and safely, fostering a sense of community and mutual care.

The music at Soma will range from live band performances spanning dream pop to alternative rock, alongside live acts and DJs playing ambient, house, and downtempo music. These performances are closely aligned with the tastes and culture of the described music communities.

Additionally, the target audience primarily consists of experienced campers, familiar with both event-based and general camping environments. Nevertheless, event organisers will ensure that all attendees receive essential information to help them prepare adequately.

Soma does not endorse or support the use of illicit substances; such items are strictly prohibited. However, we acknowledge the potential for both licit and illicit drug misuse. While this behaviour is not condoned, a range of harm minimisation measures will be in place to reduce potential risks. Further details on identified risks and mitigation strategies can be found in [Section 5.3.4](#) of this plan.

Given our engagement with the target audience and their associated communities, we anticipate a low occurrence of antisocial behaviour. Nonetheless, a variety of measures will be implemented to prevent and effectively respond to any inappropriate behaviour that may arise.



## 3. EMERGENCY MANAGEMENT PERSONNEL AND INFRASTRUCTURE

All planning of emergency response arrangements will be a consultative and transparent process in which event organisers will meet with all relevant state government emergency services and the Snowy Valleys Council.

### 3.1 Emergency Management Team (EMT)

To ensure effective management of Soma, an EMT will be formed. The EMT will consist of senior managers who are present at the event, including those responsible for operations, medical, security, and safety. In addition, representatives from the relevant statutory authorities or emergency services, such as the council, police, fire brigade, ambulance, SES, may also be included if necessary.

The Operations Manager for the event will organise meetings for the EMT as needed. The purpose of these meetings will be to discuss, evaluate, and plan operational and safety matters relating to the event.

A subset of the EMT known as Emergency Control Organisation (ECO) will be responsible to direct and control the implementation of the event's emergency response procedures.

### 3.2 Emergency Control Organisation (ECO)

The EMT will appoint individuals to form the ECO prior to the commencement of the event. The ECO will be responsible for directing and overseeing the implementation of the event's emergency response procedures in the event of a 'show-stopper' situation or evacuation. It is important to note that the ECO is a subset of the EMT and consists of key roles, as defined in [Table 3-1](#), including the Chief Warden, Deputy Chief Warden, Safety Officer, and Area Wardens. Their primary function is to ensure the effective execution of necessary measures during such emergencies.

### 3.3 Emergency Control Organisation Roles

Table 3-1 Description of Emergency Control Organisation (ECO) Roles

Title	Responsibilities	Reports To
Emergency Response Coordinator (ERC)	<ul style="list-style-type: none"> <li>• Command, control, coordinate and manage all emergency responses until overtaken by the relevant external stakeholder.</li> <li>• Obtain accurate information regarding emergency incidents and initiate appropriate action.</li> <li>• Initiate external emergency service involvement as appropriate.</li> <li>• In the absence of an Emergency Services IC (or representative), initiate evacuation of the site if necessary.</li> <li>• Monitor all emergency response activities and ensure that a full detail of incidents is recorded in the Incident Log.</li> <li>• Attending emergency calls including the notification of appropriate emergency services.</li> <li>• Notifying the Chief Warden of emergencies and maintaining communications between the Chief Warden and the Area Wardens.</li> <li>• <b>NOTE:</b> the ERC is responsible for delegating their role if they are absent.</li> </ul>	Event Management
Safety Officer (SO)	<ul style="list-style-type: none"> <li>• Ensures that exits, emergency access routes (both pedestrian and vehicular), and other critical life safety components, such as emergency equipment (e.g., fire extinguishers, blankets), are unobstructed and in proper working condition.</li> <li>• Continuously monitors all areas of the event to ensure compliance with the special features and conditions outlined in the Development Approval and permits (if applicable). This also involves identifying and reporting any potentially hazardous situations to EOC and providing support with compliance measures.</li> </ul>	ERC

Chief Warden	<ul style="list-style-type: none"> <li>• Manage the administration of the appointed ECO including the provision of Area Wardens and any systems associated with their duties.</li> <li>• In consultation with the ERC, initiate and control any required evacuation activities.</li> <li>• Perform activities and provide assistance as directed by any statutory emergency service (having jurisdiction) or the ERC as required.</li> <li>• Ensure that a replacement (Deputy Chief Warden) is installed during any periods of anticipated Chief Warden absence.</li> </ul>	ERC
Deputy Chief Warden	<ul style="list-style-type: none"> <li>• In the absence of the Chief Warden – assume the role and perform all duties of the Chief Warden.</li> <li>• Assist the Chief Warden in the execution of their duties as required/directed.</li> <li>• <b>NOTE:</b> In circumstances where both the Chief Warden and the Deputy Chief Warden are absent – the role will be undertaken by the ERC or their nominated delegate.</li> </ul>	Chief Warden & ERC
Area Wardens	<ul style="list-style-type: none"> <li>• Familiarise themselves with their allotted area and the general layout of the event site including all exits, assembly areas and first aid locations.</li> <li>• Know the location and monitor conditions surrounding emergency equipment i.e. fire extinguishers etc.</li> <li>• Ensure safety of patrons, employees, contractors and other persons</li> <li>• Assist (as directed) with the orderly evacuation of persons.</li> <li>• During an evacuation, perform physical checks of their allocated area to ensure all persons have been evacuated.</li> <li>• Attend briefings as required.</li> <li>• Maintain an awareness of their area of responsibility and report non-compliant matters.</li> <li>• Establish and maintain sound communications with EOC (or activated ECC).</li> <li>• Accurately complete incident reports where necessary and pass them on to the Chief or Deputy Chief Warden promptly.</li> <li>• Participate in inspections and checklists where necessary.</li> </ul>	Chief Warden & ERC

Medical Commander	<ul style="list-style-type: none"> <li>• Manage the Medical resource.</li> <li>• Respond to all requests for medical assistance.</li> <li>• Oversee the activities of the event Medical Team.</li> <li>• Ensure adequate equipment and supplies are on hand to meet the demand for medical services.</li> <li>• Coordinate NSW Ambulance responses.</li> <li>• Coordinate medical evacuations.</li> </ul>	ERC
Security Commander	<ul style="list-style-type: none"> <li>• Manage security and public order resources.</li> <li>• Assist with evacuation and crowd control as required.</li> <li>• Ensure seamless integration of security wardens into the evacuation and crowd flow process.</li> </ul>	ERC

In the event of an emergency situation, members of the EMT will be identifiable by high visibility vests.

### 3.5 Emergency Response Providers

A number of specialist service providers have been engaged to provide onsite emergency response services across the event site for the duration of the event. These include:

- Event medical team **Get First Aid**, under the control of the Medical Commander
- Event security team, under the control of the Security Commander
- Event staff (Soma personnel), including site crew under the control of the Event Manager and Operations Manager.

### 3.6 Event Operation Centre (EOC)

The EOC will be the central point for all communication related to the running and management of the event. The EOC will operate and be staffed 24 hours throughout the event and will handle various tasks such as managing operations, managing communications, maintaining event logs, providing weather reports, and answering general event-related questions. Key managers and staff members will seek advice from the EOC regarding general site specifics to manage their own affairs. The EOC will be managed collectively by Event Managers with guidance from the Operations Manager.

All matters related to security, safety, policing, fire, and medical response will be coordinated through the EOC. Incidents will be logged, and appropriate measures will be taken. The Operations Manager will be responsible for these matters.

The EOC will be equipped with:

- Communications equipment including UHF radio's, mobile phone's, satellite communications, and computers with internet access).
- Documentation including site maps, contact lists, all event management plans, all permits and licences.
- Emergency equipment including vests, megaphones, and backup equipment.
- Incident and event logs.

### **3.7 Emergency Control Centre (ECC)**

On becoming aware of an emergency, the Event Operations Centre (EOC) will act as Emergency Control Centre (ECC) and the Operations Manager will assume the role of the ERC and be in charge of managing the event and its responses. In the absence of the Operations Manager, a delegate Event Manager will assume this role.

### **3.8 Medical Response**

The event will have a fully equipped medical centre operational throughout the duration of the event. This centre will consist of a range of medical professionals, and will respond, retrieve and give patients the treatment they require.

### **3.9 Security Response**

The event will have a fully equipped security team operational throughout the duration of the event to manage incidents relating to crowd control and patron safety.

### 3.10 Fire Response

Fire prevention and management procedures are in place to mitigate the risk of bushfire. There will be a range of ongoing mitigation, awareness, preparedness and response actions to be implemented continuously during the event staging period.

- The land will be grazed and slashed prior to the event.
- The management of fuels within the event site will take place, ensuring APZs are maintained at the appropriate level, which will include all EAAs, camping areas and parking lots.
- Consultation with the property owner will take place in months leading into the event, to ensure the required maintenance can take place.
- The Risk Assessment (*Soma 2025c*) will be revisited in the weeks leading up to the event. If there is risk of bushfire the event will not proceed.
- Event Organisers will consult with the NSWRFs on any additional methods and strategies that can be implemented.

Any fire incidents during the event will be coordinated through the EOC (or activated ECC). Multiple fire extinguishers will be placed in areas identified as having a fire risk. An attachable trailer equipped with a full tank of water, hose, and pump will be on standby throughout the event for firefighting purposes. Weather and bushfire warnings will be monitored at regular intervals before and during the event, with all updates logged at the EOC. If further response is required, NSWRFs will be contacted via 000.

Please refer to the Soma BMP (*Soma 2025b*) for further information.

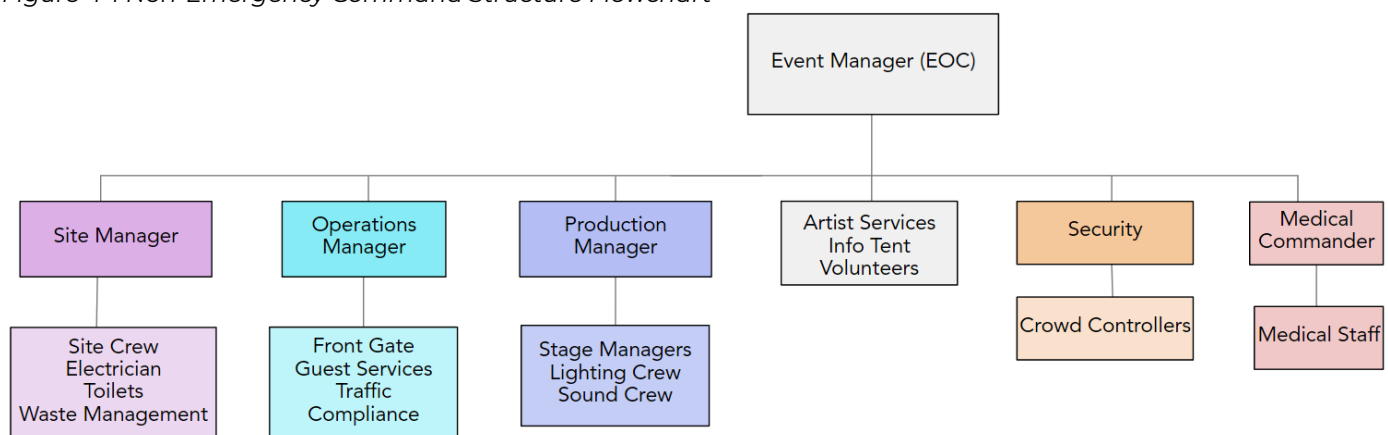
## 4. Event Command Structure

In order to achieve effective emergency response management, a clear structure is essential. The event has established two distinct command structures: one for non-emergency situations and the other for emergency situations.

### 4.1 Non-Emergency Command Structure

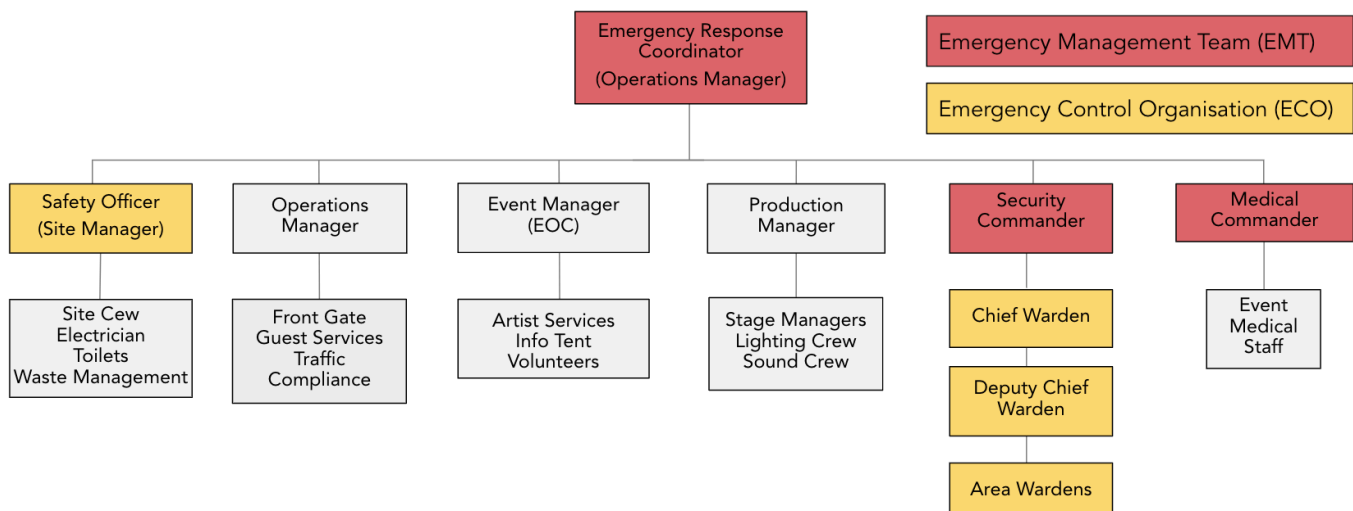
The day to day running of the event has a structure, as shown in [Figure 4.1](#), that consists of a rotating Event Manager located at EOC that will oversee all other managers. Due to the small size of the event, the Event Manager could also assume the role of other managers in their absence.

Figure 4-1 Non-Emergency Command Structure Flowchart



### 4.2 Emergency Command Structure

Figure 4-2 Emergency command structure flowchart prior to the arrival of emergency services IC



## **5. PREPAREDNESS AND PREVENTION**

By implementing proper planning and preventive measures, an event can ensure the safety of its staff and attendees without having to rely heavily on emergency response procedures. When an event is well-organised, the need for such procedures is reduced.

### **5.1 Training and Education**

To ensure the effective execution of the emergency plan, individuals assigned roles and responsibilities must possess the necessary qualifications, training, and experience. It is mandatory that all personnel, including contractors, who provide professional emergency management or response services must have the appropriate training and experience to carry out their tasks.

It is crucial that all essential event management personnel are trained on their responsibilities during an emergency. As managers of their respective areas, it is their responsibility to ensure that their staff is also trained accordingly. Soma management are committed to providing education to their staff so that emergency responses can be effectively coordinated in any situation.

All personnel working on-site at the event will have access to information and guidance regarding the emergency plan and procedures. This will be provided through various means such as formal training activities, informal meetings, and the distribution of instructions, handouts and manuals.

### **5.2 Emergency Response Exercises**

Before the event takes place, a simulated emergency response exercise will be carried out on the site, which will include various emergency scenarios such as a venue evacuation. The exercise will be attended by all members of the EMT and the EOC, as well as department managers to ensure that they have the required knowledge and skills to perform their roles effectively.



### 5.3 Hazard Review and Risk Analysis

All parties involved in the event agree that identifying, preventing, and minimising the risks of emergencies and their potential impacts is a shared responsibility, not solely that of Soma's management team. Accordingly, it is acknowledged that promoting and implementing appropriate measures—such as adopting safe work practices during the preparation stages—is a crucial aspect of delivering an event that is safe and free from risks to patrons, staff, and other participants. It is also recognised that risk minimisation is a continuous process that must be upheld throughout the entire duration of the event.

#### Hazard Review and Risk Analysis

The process of risk minimisation is ongoing and shall be reviewed throughout the event period.

During the preparation of this risk assessment, a site visit of the event site was conducted and an initial assessment carried out to identify both natural and manmade hazards that may impact the event. This initial assessment will be reviewed before commencement of bump in and again once the event site has been set up pre the event gates opening to patrons.

Risks are evaluated on a matrix using a rating of the likelihood and the scale of the possible consequence. The matrix informs what risks need to be treated and what risks are accepted. This evaluation provides a graphical representation of how serious this risk is. Please refer to Soma Risk Assessment (*Soma 2025c*) for this initial assessment. The Risk Matrix aims to ensure compliance with international standards (*ISO31000 2018*) as required by Work Health & Safety Act (*WHS 2025*). Specific mitigation and control measures are discussed in the following subsections.

#### 5.3.1 Terrorism & Vehicle Mitigation Strategy

Soma has completed the Crowded Places Self-Assessment Tool (*ANZTC undated*) to understand the likelihood of an act of terror to take place during the event.

*Table 5-1 Soma Crowded Places Self-Assessment*

Item	Score
The location is symbolic – historical, iconic, religious, cultural or political	1/7
The location attracts a large number of people at any one time	3/7
People gather at the location on a predictable basis	6/7
The density of people at the location is high	4/7
The location has significant social importance for the nation, state or territory	1/5
If the location was interrupted in its function it would have a significant economic impact upon the nation, state or territory	1/5
According to a potential attacker, the protective security at the location (people, physical, or technical) would be able to detect, control, delay or stop their access	3/5
An offender would be able to enter, attack the location and leave without detection	2/5
An offender undertaking planning for an attack could easily access information about the location – online or elsewhere	4/5
<b>Total</b>	<b>25/53</b>

A score of 25 is considered under the threshold (39) of serious concern. Soma has implemented the following strategies to combat acts of terror.

### 5.3.1.1 Vehicle Mitigation

Please refer to the *Site Plan (Soma 2015a)* for visual depiction of the below discussed areas.

To ensure the safety and security of all attendees, Soma will implement several measures to mitigate the risk of uncontrolled and hostile vehicles:

- The event will provide separate parking areas that are distinct from the camping and entertainment areas. Patrons who prefer to sleep in their vehicles can utilise a special designated 'Camping in Vehicle' area.
- There is a fence between the main carpark and camping and entertainment areas that will help prevent unauthorised vehicles from entering areas with high pedestrian

activity. The gate (*Soma 2025a, Grid Reference L-8*) between these areas will serve as an access point for select vehicles with appropriate accreditation. This access is limited to specific suppliers, event staff, artists and emergency vehicles. This gate will remain blocked at all times when not in use for authorised vehicles. Vehicles permitted to use the road beyond this during event operation hours must adhere to strict conditions, including a maximum speed limit of 5km/hr, hazard lights turned on while in motion, and having a staff verify their accreditation before granting access through the gate.

- The ticketing gate (*Soma 2025a, Grid Reference B-8*) will act as a barrier between the event site and hostile outside vehicles. The gate will remain closed outside of operating hours, except in cases of emergency. Trained security personnel will be assigned to ensure continuous monitoring and control.
- **No Passouts Policy:** To reduce the movement of cars in and out of the event site during the event, no passouts will be allowed for patrons. Once a ticket holder arrives at the event, they will be required to stay until their departure, promoting a secure and controlled environment.

#### 5.3.1.2 Bomb Threats

To ensure the safety and security of all attendees, Soma will implement several measures to mitigate the risk of bomb threats:

- EAAs have been established in the event of a shelter in place order. In the case of a bomb threat patrons will be moved to one of these areas until the threat is cleared from the event. See [Section 7.1](#) for further details of these areas.
- Any item deemed suspicious or dangerous will be referred to the police, if necessary, for further assessment.
- Neighbours are considered the highest risk regarding the potential for raising a false bomb threat. All neighbours within a 3 km radius will be notified about the event. A dedicated 24-hour hotline will be provided for complaints and concerns, and all neighbours will be given this hotline in advance.
- A physical security presence will be maintained throughout the event.

- The event is private, and there is a strict admission process for ticket holders and staff only. No unauthorised persons or vehicles will be allowed onsite. All individuals onsite will be wristbanded, and any person identified without a wristband will be referred to security and asked to leave due to trespassing.

### 5.3.4 Harm Minimisation

Soma aims to promote a safe environment for staff, guests and the broader community.

To reduce the risk of patron harm caused by illicit substances and excessive alcohol consumption, the event will implement a range of measures:

- Entry to the event will be restricted to ticketed patrons only.
- Complimentary water stations will be made available to help reduce negative effects of substance use. These stations will be clearly signposted, well lit and actively monitored to ensure their functionality.
- Static and roving first aid posts around the site.
- Based on guidance by the Department of Health (*NSWHealth 2024*), in circumstances where someone has used illicit substances, they may be more likely to experience dehydration and hyperthermia, particularly as a result of vigorous dancing, alongside being within a heated environment. To combat this, measures to ensure patrons take time away from dancing, alongside remaining hydrated, have been implemented. This includes; scheduling a variety and changes in the type of music being played, ensuring the camping area has sufficient space to accommodate physical and mental rest, alongside providing a variety of food so that patrons can replenish essential nutrients lost during long periods of dancing. In addition a relaxation tent will be set up allowing patrons to have a space to have a break from dancing and loud music. The area will be easily accessible, signposted, inviting, well lit and comfortable.
- A dedicated Safety Team, will operate from our information tent and in a roving capacity. They will play a pivotal role checking in on patrons, and offering support to those they connect with. Soma will also provide a safe space for anyone in need of a quiet, restful

and comfortable private area. Event staff will keep an eye on anyone that needs to use this space and provide support where required. Our medical team will operate close by and will be able to support in any circumstances that someone may require medical attention.

## 5.4 Site Preparation and Works

All site preparation and work will be carried out in compliance with the identified risks and hazards identified in the Soma Risk Assessment (*Soma 2025c*), with the involvement of all emergency service stakeholders and the property owner whenever required. Some of the activities that may be involved in this preparation include:

- Setting up appropriate fencing and gates.
- Creating fire breaks.
- Management of internal roads.
- Grazing and slashing of grassland prior to the event.
- The management of fuels within the event site will take place, ensuring APZs are maintained at the appropriate level, which will include all EAAs, camping areas and parking lots.
- Dead branches will be removed prior to the event to minimise risk of branch falls.

## 6. EVACUATION PROTOCOLS

According to emergency standards (*AS 3745 2010*), evacuation is defined as the movement of people from a place of danger to a place of relative safety.

In many situations, achieving this objective is relatively straightforward, as individuals can simply sense danger and move away from it. However, in more complex scenarios, evacuation can be a necessary measure. If not properly coordinated and managed, it can pose significant risks to individuals. Evacuation activities are typically categorised into three types; Partial Evacuation, Shelter in Place and Total Evacuation.

### 6.1 Partial Evacuation

**Definition:** is the movement of people from a geographically defined area within the event site.

**Example:** moving people away from a food area.

Evacuations falling under the partial category can usually be carried out with minimal resources and are typically initiated by the Area Warden or event staff. Subsequently, other personnel, including members of the Emergency Control Organisation (ECO), may provide additional support.

### 6.2 Shelter in Place

**Definition:** is the movement of people to a predetermined location within the event area where they may seek shelter and be protected from the threat by available on-site resources. This area would be pre-prepared and isolated for this purpose only.

**Example:** Moving people to a cleared area near a dam and having fire vehicles in the area.

The shelter in place protocol also requires cooperation from all parties involved, particularly the patrons who may not fully comprehend the threat or the necessity of remaining in a specific location for an extended period.

Shelter in Place is the primary action.

### 6.3 Total Evacuation

**Definition:** is the movement of people off the event site to an external location.

**Example:** moving people to a neighbouring property.

Regardless of the situation, the decision to fully evacuate will always involve consultation with statutory emergency services such as NSW Police, NSW Ambulance, NSWRFDS, or SES. This decision will be based on a range of information that each agency possesses about the incident or threat, including its potential impact on the event site and occupants, the timing of the event, and an objective plan.

The primary action is Shelter in Place. There will be sufficient time between the determination of a total evacuation and people leaving the site, allowing ample time for patrons to be fit to drive.

### 6.4 Public Address System and Evacuation Messaging

The Production Manager has access to an emergency broadcast channel via the main stage PA System, which can be used to quickly disseminate a message to the public if necessary. In the event of an emergency, a Standard Emergency Warning Signal (SEWS) warning will first be sounded from each stage before any emergency message is broadcasted over the public address system. If necessary certain speakers will be repositioned to enable a wider and more effective distribution of the sound and message.

Megaphones will be allocated to area wardens to ensure any isolated areas, such as campsites and parking areas, can be contacted at a faster rate.

An example of an Evacuation Message:

“This is an emergency warning so please listen carefully. Please follow directions from event staff and make your way to the Emergency Assembly Area in a calm and safe manner. Everything is under control and this is for your own safety”.

### 6.5 Evacuation Control

In accordance with the guidelines outlined in emergency standards (*AS 3745 2010*) a team will be formed from the security and management personnel, whose primary responsibility during

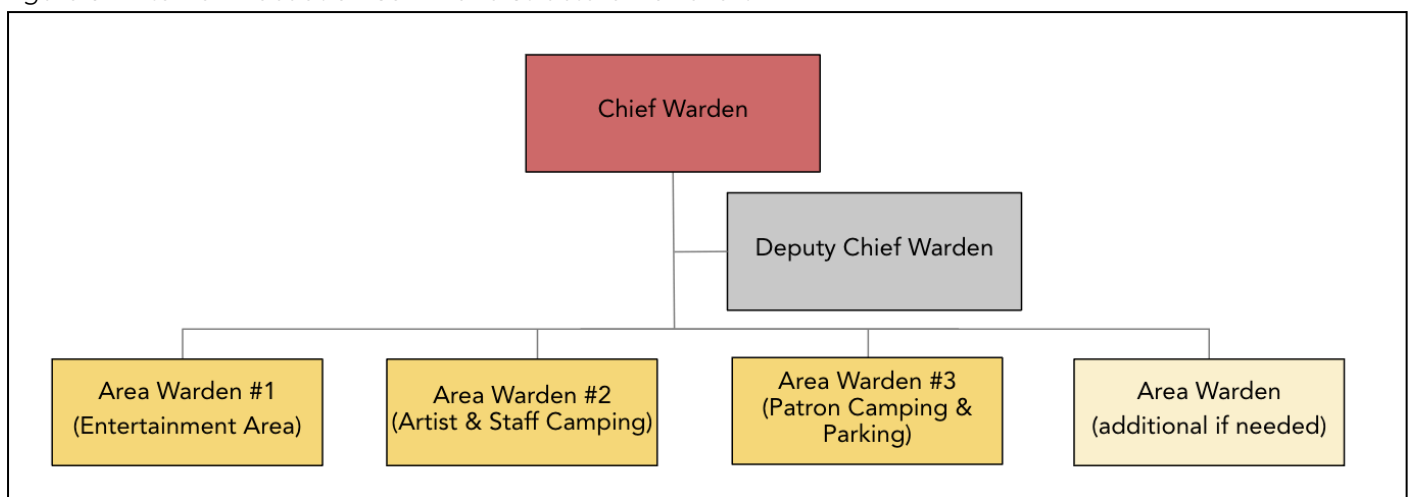
an emergency is to initiate and oversee evacuation procedures. This team will operate under the recommended structure of an ECO, as outlined in [Section 3.3](#), and will receive support from the event's EMT.

Under the direction of the ERC, the ECO will facilitate the orderly evacuation and relocation of occupants to a designated location in the event of a significant emergency that poses a threat to their safety.

## 6.6 Internal Evacuation Command Structure

[Figure 6-1](#) outlines the command structure to be followed by the ECO if internal evacuation takes place. Area Warden positions will be appointed by the Operations Manager with consultation from EMT - particularly the Security Commander. ECO appointments will be briefed and trained prior to the event.

Figure 6-1 Internal Evacuation Command Structure Flowchart










## 6.7 Emergency Colour Codes

To ensure effective communication during emergency situations, it is crucial that reports are conveyed clearly, without inducing panic among those within earshot of an event radio. Therefore, in compliance with the Australian standard (AS 3745 2010), a uniform colour code has been established for notification, identification, and response activation in the emergency response protocol, as outlined in [Table 6-1](#). All personnel using an event radio are required to adopt these colour codes when reporting and discussing incidents.



Table 6-1 Emergency Threat Colour Codes

Emergency / Threat	Code	
Fire / Smoke	Red	
Medical emergency	Blue	
Bomb threat	Purple	
Internal emergency (general)	Yellow	
Personal threat (armed or unarmed including violent incidents)	Black	
External emergency	Brown	
Evacuation	Orange	

## 6.8 Method of Communication

Internal event communications will operate through 2 way digital radios. The radios will be programmed with private frequencies through a private company, ensuring no external interference. [Table 6-2](#) outlines the proposed designated radio channels.

If required, the internal 2-way radio system will have UHF and Digital Duplex Repeaters ensuring the entire site receives coverage. This is critical in efficient running of both the event and any emergency response.

Table 6-2 Proposed Radio Channels for Soma 2025.

Channel	Department	Purpose
1	Operations (ECC)	Filtered calls for safety, security, and medical. Each stakeholder will have their own communication channel.
2	Event (EOC)	Main event channel used for info/volunteer centre, artist liaison, guest services, ticketing and traffic.
3	Site & Production	For the building and running of logistics and infrastructure including waste as well as use of PA, lighting and staging crews
4	Security	Internal security comms for security contractors
5	Spare	Extra, in case another channel needs to be split due to load.
6	Chat	General discussion that may take up air space

The medical team will be using their own internal communications, however the commander will have a 2 way radio to enable communication with the EOC (or activated ECC).

The event utilises multimodal communication systems intended to ensure the continuity of emergency response communication in the event of a failure of primary communications systems. These additional communication systems include satellite phones and public address systems (the stage PA system).

If required, there is also the human element, utilising runners to direct messaging at any moment.

The EOC and ECC will be provided with a mobile phone. This phone and corresponding phone number will be given to all stakeholders and nearby landowners in case they require speaking to event management.

A satellite phone will also be available to the EOC and ECC, this ensures complete coverage in the event of an emergency.

## 7. ASSEMBLY AREAS AND EMERGENCY ACCESS

### 7.1 Emergency Assembly Area (EAA)

To prepare for the event, on-site EAAs have been established. These areas are described in [Table 7-1](#) and can be visualised using the event Site Plan (*Soma 2025a*).

Table 7-1 Emergency Assembly Area Specifications

Name	Location	Description
EAA A	Site Plan Ref: K-6 DD: -35.23617   147.92536 DMS: 35° 14' 10.21" S   147° 55' 31.30" E	Eastern assembly area located north of general parking.
EAA B	Site Plan Ref: H-7 DD: -35.2371   147.9213 DMS: 35° 14' 13.78" S   147° 55' 16.64" E	Western assembly area located between ticketing area and parking

The designated EAAs are spacious enough to accommodate all event attendees and will be appropriately fuel-reduced to support a “defend in place strategy” if necessary. Signage indicating the EAAs will be prominently displayed. In the event of an evacuation to an EAA, fire and medical personnel, along with necessary resources, will be dispatched to provide assistance and protection to evacuees. The selection of an EAA will be based on the fire’s characteristics and location

## 7.2 Emergency Vehicle Access Routes

For a visual representation, please refer to the Site Plan (*Soma 2025a*).

Table 7-2 Emergency Access Locations

Emergency Vehicle Access GPS coordinates			
	Location	Latitude	Longitude
Emergency Access Point	3892 Snowy Mountains Hwy, Mount Adrah NSW 2729	DD: -35.2330 DMS: 35° 13' 58.82"S	DD: 147.9139 DMS: 147° 54' 49.89" E

Emergency vehicles should access the site via the designated emergency access point listed in [Table 7-2](#). Upon arrival, event staff will escort the emergency vehicle to the incident and ensure that all internal roads are clear of hazards. Emergency vehicles will have unobstructed access to all camping and entertainment areas.

Internal access, as per guidelines from NSWRFSS (*NSWRFS 2019, Table 5.3b*), will have the following properties:

- property access roads are two-wheel drive, all-weather roads;
- minimum 4m carriageway width;
- a minimum vertical clearance of 4m to any overhanging obstructions, including tree branches;
- access roads have passing bays every 200m that are 20m long by 2m wide, making a minimum trafficable width of 6m at the passing bay; and,
- provide suitable turning areas in accordance with (*NSWRFS 2019, Appendix 3*)

## 7.3 Emergency Helicopter Landing Site

A designated Helicopter Landing Site (HLS) has been set aside exclusively for emergency purposes. This location, as outlined in [Table 7-3](#), will remain free of potential hazards and will not be used for any other activities, ensuring it remains clear at all times. The HLS has been selected in accordance with the CASA Helicopter Landing Site Guidelines (*CASA 2014*).

If the helipad needs to be used, the ERC will notify the Security Commander, who will dispatch at least two personnel to the area to prevent unauthorised access by individuals or vehicles.

Additionally, if the HLS is required at night, the area will be identified and illuminated using emergency vehicles, following current service protocols, with assistance from on-site vehicles if required.

Table 7-3 Helipad Location

<b>Helipad Coordinates</b>		
<b>Location</b>	<b>Latitude</b>	<b>Longitude</b>
Site Plan (Soma 2025a, Grid Reference: K-6)	DD: -35.2367 DMS: 35° 14' 12.08" S	DD: 147.9251 DMS: 147° 55' 30.40" E

## 8. INCIDENT RESPONSE PROCEDURE

It is anticipated that the primary means of on-site reporting of emergencies will be via “passer-by” notification to an event staff member.

### 8.1 Reporting

Upon receiving information of an emergency or incident, event staff can notify the EOC (or activated ECC) via the 2 way digital radios. Event Staff are educated to say or do the following:

- Location, grid reference and or including nearest landmark
- Type of incident
- Help required
- Name of person reporting
- Stay with the person or at the scene from where you are calling from

### 8.2 Response

The EOC or ECC will deploy an appropriate response once notified. All emergency service providers will work from the same map of the event and clear instructions from the EOC or ECC will direct the response to the exact area. In most cases security will respond and assist in both fire and medical incidents.

### 8.3 Media

In the event of an emergency or incident requiring a media release, the event management team will collaborate with emergency service providers and stakeholders to acquire a statement that accurately reflects the incident's nature and response. To ensure consistency, event staff are advised not to provide any comments regarding the incident without notifying the event management team.

### 8.4 Debrief and Emergency Planning Review

Following an incident, as determined by the ERC in consultation with event management, debriefs shall be carried out promptly. A formal debriefing will be organised after the event at a specific time, date, and location to be determined.

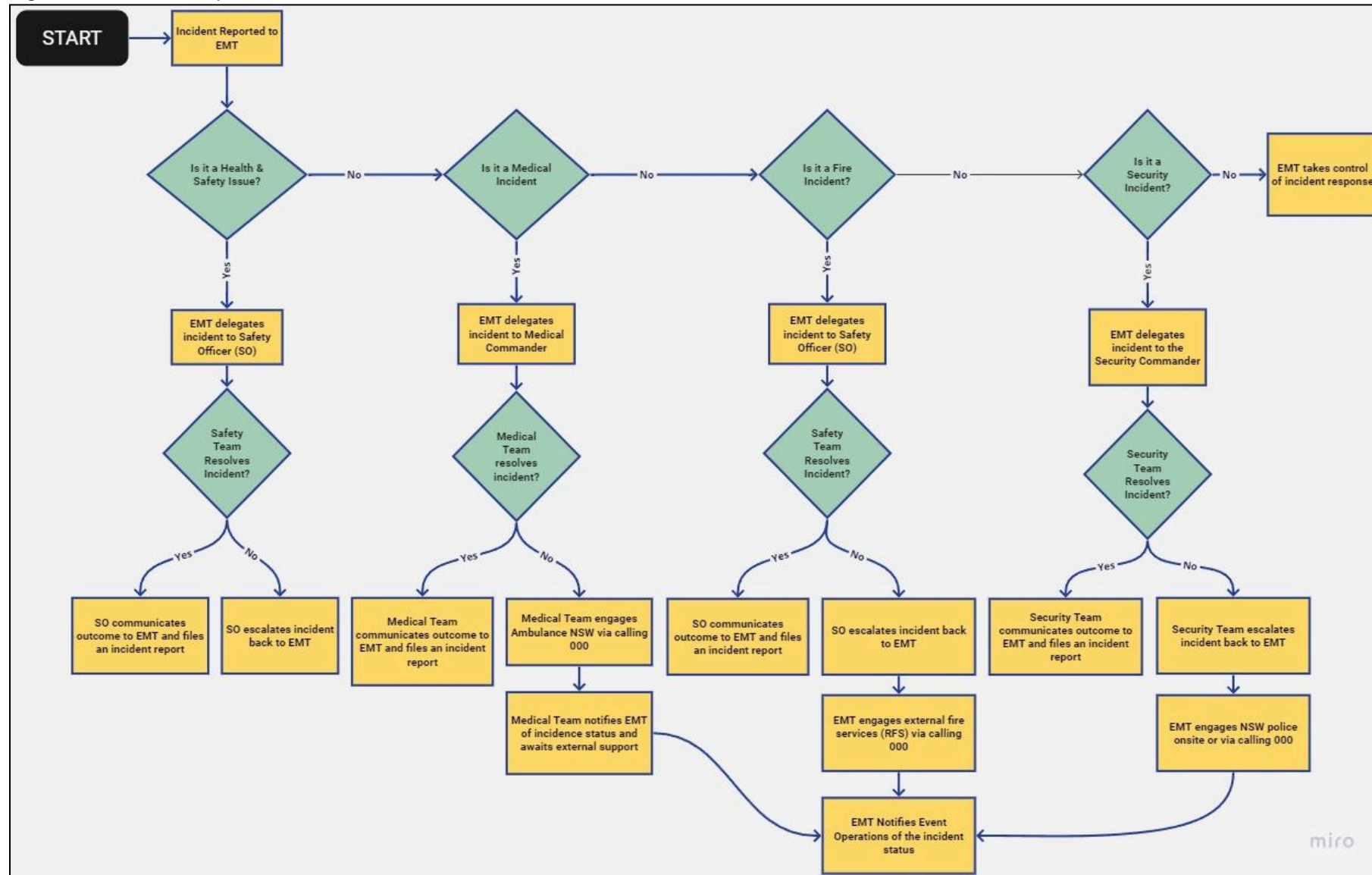
Key stakeholders will be invited to attend and participate, and they will be required to submit a comprehensive written report to Event Management, covering their activities throughout the event.

The EMP, including all sub-plans, will be reviewed following the event's completion. The review will not be restricted to any particular section of the plan but will encompass an assessment of all parts regarding their suitability, performance, relevance, effectiveness, and sustainability.

## 8.5 Incident Response Flowchart

It is essential that the EMT follows an incident response procedure in order to quickly and effectively bring incidents under control. [Figure 8-1](#) shows how the EMT at Soma will respond to any incident that may occur at any time during the event.

Figure 8-1 Incident Response Flowchart





## 9. CONTACTS AND COMMITTEE LIST

**\*Please note these Contact details will update closer to the event**

### 9.1 Emergency Management Team (EMT)

*Table 9-1 Emergency Management Team allocation*

Role	Department	Person
Emergency Response Coordinator (ERC)	Operations	Tim Schmid
Security Manager	Security	TBC
Medical Commander	Medical Team	Ryan Deale
Safety Officer	Site Team	TBC

### 9.2 Emergency Control Organisation (ECO)

*Table 9-2 Emergency Control Organisation allocation*

Role	Department	Person
Chief Warden	Security	TBC
Deputy Chief Warden	Security	TBC
Safety Officer	Site Team	TBC
Area Wardens	Security & Event Staff	TBC

### 9.3 Emergency Stakeholder Contacts

Table 9-3 Emergency Stakeholder Contact Details

Name	Role/Organisation	Email	Ph.#
TBC	Snowy Valleys Council	TBC	TBC
TBC	NSW Police	TBC	TBC
TBC	NSW Ambulance	TBC	TBC
TBC	Rural Fire Service	TBC	TBC
TBC	State Emergency Service	TBC	TBC