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| **EVENT EMERGENCY MANAGEMENT PLAN** |
| **EVENT DETAILS** |
| Name of Event |  |
| Name of Organisation |  |
| Contact Details | Name |  |
|  | Email |  |
|  | Mobile |  |
| Date/s of Event |  |
| Location/Address of Event |  |
| Site/Venue Capacity |  |
| Expected Attendance |  |
| Event Time | Set Up |  |
|  | Event Time |  |
|  | Pack Down |  |
| Event Description |  |
| **COMMUNICATION AND CONSULTATION DETAILS**  |
| *Outline who has been involved or consulted in developing your plan and any advice or information provided* |
| **Authority/Other** | **Name** | **Contact** | **Advice/Information/Comments** |
| *e.g. Venue Manager* |  |  |  |
| *e.g. Victoria Police* |  |  |  |
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| **EMERGENCY MANAGEMENT STRUCTURE** |
| *Identify the personnel who will be involved in an emergency response and their roles and responsibilities. Include chief warden, warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel. NOTE: For large events, additional roles to those listed below may be required (e.g. Deputy Chief Warden, Wardens, Communication Officer).**Persons appointed to emergency response positions must always be capable of performing the duties and be available to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.* |
| **Who/What** | **Details** |
| *Chief Safety Warden* | * *<Name and mobile> (typically event organiser)*
 |
| *First Aiders* | * *<Name and mobile>*
* *<Name and mobile>*
* *<Name and mobile>*
 |
| *Fire Marshalls* | * *<Name and mobile>*
* *<Name and mobile>*
 |
| *Other* | * *<Name and mobile>*
 |
| *Other* | * *<Name and mobile>*
 |
| *Other* | * *<Name and mobile>*
 |
| All staff and volunteers | To follow instructions of the response plan (below) and direction from the Chief Safety Warden and Emergency Services.  |
| **EMERGENCY AND RESPONSE ACTIONS** |
| *Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area. Refer to the list of potential emergencies above.*  |
| **Emergency** | **Response Actions** |
| *Medical Emergency**e.g. serious injury, allergic reaction* | *E.g. If life threatening incident – event marshal to call 000 and request Ambulance. Request immediate attendance by First Aid personnel. Remain with patient, notify Chief Warden/other marshals to meet ambulance and take to incident.**If non-life threatening, event marshal to determine whether person can get to First Aid station or whether first aid attends the person. Notify First Aid and remain with person until attended. Complete incident report form as soon as possible afterwards.* |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| <List other emergencies specific to your event> |  |
| **EMERGENCY EVACUATION PROCEDURE** |
| *Provide details of how an evacuation will be conducted; identify the exit paths and assembly areas (these must also be shown on the site plan). If held indoors, the venue may already have an evacuation procedure which can be included in this section.*  |
| Procedure | *E.g. The site may require evacuation if there is an unexpected major incident on the site or if there is a nearby emergency threatening the event. The Event Manager/Chief Warden will authorise an evacuation, where possible in conjunction with emergency services. The evacuation will be communicated by announcements over the PA system and using marshals. Marshals will communicate via radios and mobile phones. People will be evacuated away from the site of the incident/emergency. The designated evacuation routes and sites are…. People will only be allowed back to the event site when authorised by the Event Manager and emergency services*. |
| **COMMUNICATION METHOD** |
| *Communications at the event – event personnel, emergency services, event visitors and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system. Include a plan to test communication systems before the event and backup system.* |
| Communication with other wardens |  |
| Communication with all staff and volunteers |  |
| Communication with emergency services |  |
| Communication with event attendees | *E.g There will be a PA system at the event to communicate with event visitors. All equipment will be checked the day prior to the event and all batteries charged. There will be spare sets of batteries and charging facilities at the event.* |
| **TESTING, TRAINING, BRIEFING** |
| *Outline how emergency response personnel will be trained; how will the organiser ensure all personnel, including all stall holders and amusement operators, are aware of emergency management procedures?; how will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?;* |
| Details |  |
| **EVENT SITE PLAN** |
| *Provide a detailed site plan of the venue including locations of firefighting equipment, emergency vehicle access, first aid post, exit paths, and assembly areas. If held indoors, the venue may already have a site plan which includes this information that can be included in this section.* |
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| **LIST OF EMERGENCY CONTROL PERSONNEL**  |
| *List of event day emergency contact numbers.* |
| **Name** | **Organisation** | **Number** |
| *Joe Smith* | *Event Organiser* | *0400 000 000* |
| *Sally Smith* | *Venue Manager* | *0412 123 123* |
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