

# Event Emergency Management Plan Template

*This template is provided as a guide only. It may not identify all issues associated with your event and should be modified to suit your event.*

## Event Details

<b>Event name</b>			
<b>Name of organisation</b>			
<b>Contact details:</b>			
<b>Name</b>			
<b>Email</b>			
<b>Mobile</b>			
<b>Date/s of event</b>			
<b>Location/address of event</b>			
<b>Site/venue capacity</b>			
<b>Expected attendance</b>			
<b>Event time</b>	Set up	Start:	Finish:
	Event time	Start:	Finish:
	Pack down	Start:	Finish:
<b>Event description</b>			

## 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

## Emergency Management Structure

Outline the key people and their roles in your emergency management structure. *Where applicable include key person responsible (e.g. chief warden), warden/marshals, first aid/medical, security/crowd control, fire officer and other personnel.*

Name	Position	Risk, Safety, Emergency role	Mobile (event day)

## Communications Plan

In the case of an emergency, outline how you will communicate at the event with your event team, emergency services, event visitors and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system. Outline procedures if proposed communication system does not work (i.e. back up communications). Outline plan to test communication systems before the event.

<b>Communications plan</b>	
----------------------------	--

## Risk Register Plan

### RISK ANALYSIS FORMULA – Level of Risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Almost Certain)	H	H	E	E	E
B (Likely)	M	H	H	E	E
C (Moderate)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

### Legend

**E:** Extreme risk, immediate action required.

**M:** Moderate risk, management responsibility must be specified.

**H:** High risk, senior management attention needed

**L:** Low risk, manage by routine procedures.

**EXAMPLE SEE BELOW**

Function / Activity: ...Swimming Pools

Risk Compiled by: Mr Homer Simpson  
 Reviewed by: Mr Monty Burns

Date: 5<sup>th</sup> April, 2020  
 Date: 10<sup>th</sup> April, 2020

<b>The Risk:                      The source of the risk.                      What can happen and how it can happen</b>	<b>Likelihood of an event happening</b>	<b>Consequences of an event happening</b>	<b>Adequacy of existing controls</b>	<b>Consequence rating</b>	<b>Likelihood rating</b>	<b>Level of risk</b>	<b>Risk priority</b>
Diving injuries	Moderate	Catastrophic	Improvement required	5	C	High	1
Poor water quality	Moderate	Moderate	Good	3	D	Moderate	3
Chlorine gas leaks	Unlikely	Major	Good	4	D	Significant	2

**Include emergencies issues that may arise at your event.**

Function/Activity: \_\_\_\_\_

Compiled by: .....

Date: .....

Reviewed by: .....

Date: .....

<b>The Risk: The source of the risk. What can happen and how it can happen</b>	<b>Likelihood of an event happening</b>	<b>Consequences of an event happening</b>	<b>Adequacy of existing controls</b>	<b>Consequence rating</b>	<b>Likelihood rating</b>	<b>Level of risk</b>	<b>Risk priority</b>

## First Aid/Medical Plan

Outline the first aid or medical services in attendance at the event including numbers and type. Outline the response to a first aid or medical emergency.

Provider/Service	Contact Name	Mobile	Arrival Time	Departure Time
First aid/medical emergency response				

Please indicate on your site plan locations of first aid stations or equipment.

## Fire Prevention and Response Plan

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment and personnel in the event of a fire.

Potential fire sources	Prevention and treatment options	Responsibility

## Crowd Control/Security Plan

Outline crowd control and security plans, personnel numbers and roles. Where used, include details of professional security/crowd control companies (company name, number of personnel and roles).

<b>Provider details (if external provider used)</b>	<b>Contact name:</b>	<b>Mobile:</b>
<b>Crowd control/security plan</b>		

## Emergency Evacuation Procedures

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.

<b>Emergency evacuation procedures</b>	
--	--

Please indicate on your site plan emergency evacuation routes and sites.



## Weather Monitoring and Response Plan

If applicable, outline how you will monitor and respond to weather events that may impact your event (e.g. extreme heat, wind, flooding etc).

<b>Weather monitoring</b>	
---------------------------	--

<b>Weather conditions</b>	<b>Response</b>

## Event Contingency - Cancellation or Postponement Plan

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

<b>Event contingency plan</b>	
-------------------------------	--

## Testing, Training, Briefing

Outline your plan to test your emergency procedures, train personnel, and brief stakeholders on event day.

<b>Emergency procedures testing, training and briefing details</b>	
--	--

## Post Event evaluation

Outline how you will evaluate the risk and emergency management plan. Include details of post event debriefs and whether the Shire and/or emergency services are required.

<b>Post event evaluation details</b>	
--------------------------------------	--

**Site Plan** (Please include a plan of your event site including entry and exits points, first aid stations, and other relevant items.)

A large, empty rectangular box with a thin black border, intended for drawing a site plan. The box is currently blank.

## Emergency Contact List

List of **event day** emergency contact numbers. EXAMPLE ONLY

Emergency Contact List					
List Events team		Emergency contacts		Event specific emergency contacts	
		Police, CFA, Ambulance	000	Electrician	
		Vic Emergency Hotline	1800 226 226	Venue owner/manager	
		SES	13 25 00	Suppliers/contractors	
		Poisons information	13 11 26	Water/toilets	
		Worksafe	13 23 60		
		GWMWater	1300 659 961		
		VicRoads emergencies			
		Gas/sewerage emergencies			
		Power emergencies			
		Hospital (Horsham)	03 53819111		

