Event Emergency Management Plan Template

The Event Emergency Plan 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

Event name			
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	Start:	Finish:
	Event time	Start:	Finish:
	Pack down	Start:	Finish:
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

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)

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				

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.

Consider bushfire risks:

All events held within the Fire Danger Period (usually from December to May) must complete the Colac Otway Shire Bushfire Plan. The Bushfire Plan is available on the Colac Otway Shire Website www.colacotway.vic.gov.au/Recreation-tourism/Festivals-events/Running-an-event#Next-steps-3

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).

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

Emergency Evacuation Procedures

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

Emergency evacuation procedures	

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).

Weather monitoring and response plan	

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.

Event contingency plan	

Communications Plan

In the case of an emergency outline how you will communicate <u>at the event</u> 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.

Communications plan	

Other Emergencies

Include plans for specific emergencies that may arise at your event.

Event specific plans	

Testing, Training, Briefing

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

Emergency procedures testing, training and briefing details	

Post Event evaluation

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

Post event evaluation details	

On Day Emergency Contact List

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

Emergency Contact List			
Events team		**Event specific emergency contacts**	
		Electrician	
		Venue owner/manager	
		Suppliers/contractors	
		Water/toilets	
Police, CFA, Ambulance	000		
Victorian Bushfire Information Line	1800 240 667		
SES	132 500		
VicRoads emergencies			
Gas/sewerage emergencies			
Power emergencies			
Poisons information			
Worksafe	132 360		
Barwon Water	1300 656 007		
Bureau of Meteorology (BOM)			
Relevant Govt Depts			