**Emergency Management Plan**

**Template**

​Provided by the Northern Grampians Shire Council

# **[ YOUR EVENT] Emergency Management Plan**

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With any crowd gathering in a public space, it is imperative that you plan for an emergency, including how to safely evacuate attendees. The plan should be developed in accordance with:

ASNZ4360 (2004) Risk Management

AS3745 (2010) Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces

Now more than ever with events being held in a post COVID environment, event organiser need to have a well-developed Emergency Management Plan in place.

Larger events should consider engaging a qualified and experienced individual or company to develop the Emergency Management Plan.

Smaller and events who hire Northern Grampians Shire Council facilities and public spaces are required to submit an Emergency Management Plan as part of their Event registration.

This is a useful tool for the event committee to be familiar with and carry on event day. You should also forward this as part of your Event Registration and local Authorities including, CFA, Ambulance and your local Police Station.

This Event Emergency Management Plan has been provided as a guide only. It should be modified to suit your event.

**NOTE: Once the emergency services arrive on site, they assume control of the situation.**

Major and high-risk events must have a formally documented Emergency Response Plan developed in consultation with emergency services representatives. Once adopted, it should be made available to key on site event personnel, stakeholders and emergency services.

In developing the Emergency Response Plan include:

**ON THE SITE PLAN**

1 A grid plan of the venue and all services on your site plan

2 Assembly areas

3 Vehicle access for emergency vehicles and evacuation routes for the public

4 Location of on-site emergency services (if they have a presence on site)

5 First aid and ambulance areas (positioned in consultation with Ambulance Victoria)

**IN THE DOCUMENTATION**

1. Name and contacts of staff that will authorise and manage evacuation procedures
2. Details of how the event will be interrupted and people notified in the event of an emergency

3 Detailed arrangements for on-site emergencies that do not require outside help such as small fires

4 Specific arrangements to hand over control to police and emergency services as required

5 Minor first aid incidents, security to manage containable incidents

6 Details of hospitals prepared for a major incident (NOTE: many rural hospitals are not equipped to manage major incidents)

7 Detail of security arrangements

8 Detail of recovery arrangements

9 Major incident notification process to WorkSafe

**Creator of Plan**

|  |  |
| --- | --- |
| Name: |  |
| Contact number: |  |

1. **Event Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name: |  | | | | | | |
| Organisation: |  | | | Contact Person: | |  | |
| Contact Number: |  | Contact Email: | | |  | | |
| Address: |  | | | | | | |
| Event Website: |  | | | | | | |
| Event Date/s: |  | | | | | | |
| Event Start Time: |  | | Event End Time: | | | |  |
| Bump in Time: |  | | Bump Out Time: | | | |  |
| Event Location/s: |  | | | | | | |
| Expected Attendance: |  | | | | | | |
| Details of Event  *(Please list the activities occurring as part of the event; e.g. amusement rides, petting zoo, market stalls, music, busking, etc.) If this is a repeat event, and there are new activities within the event, mention this:* |  | | | | | | |

1. **Emergency Contact List & Management Structure**

All committee members and event volunteers should have this available during the event – including set up and pack down.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Role** | **Phone /**  **Radio Number** |
|  |  | Event Coordinator |  |
|  |  | Safety Officer |  |
|  |  | Chief Warden |  |
|  |  | First Aid Officer |  |
|  |  | Traffic Control |  |
|  |  | Security |  |
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|  | Committee |  |  |
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| **Name** | **Phone** | **Role** | **Radio Number** |
|  |  |  |  |
| **Police, CFA, Ambulance** | **000** |  |  |
|  |  | Local Police Station |  |
| Victorian Bushfire Information Line | 1800 240 667 |  |  |
| VicEmergency | 1800 226 226 |  |  |
|  |  | Local Hospital |  |
| SES | 132 500 |  |  |
| VicRoads Emergencies | 13 11 70 |  |  |
| Gas/Sewerage Emergencies |  |  |  |
| Power emergencies |  |  |  |
| Poisons Information | 13 11 26 |  |  |
| Worksafe | 132 360 |  |  |
| GWM Water | 1300 659 961 |  |  |
| Bureau of Meteorology (BOM) | 03 9669 4000 |  |  |
|  |  | Electrician |  |
|  |  | Venue owner/manager |  |
|  |  | Suppliers/contractors |  |
|  |  | Water/toilets |  |
|  | 03 5358 8700 | NGSC Shire Council Contact |  |

1. **Event Timeline**

List here what is happening and when or include an event program for larger events. This ensures everyone knows what is going on and where activities are taking place.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Location** |
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1. **Emergency Communications**

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| 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.  What communication system is in place between the event organisers, staff and volunteers? (Include backup systems) |
|  |
| What system will be used to communicate with event attendees at your event? (include backup systems) |
|  |
| How will event staff and contractors be briefed about the event and the emergency management processes? |
|  |
| Who is the designated Media contact? |
|  |

1. **First Aid/Medical Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Provider/Service | | Contact Name | Mobile |
|  | |  |  |
| Where will they be set up? | | Arrival Time | Departure Time |
|  | |  |  |
| First aid/medical emergency response.  Work with the provider to determine:   * Incident  reporting * Vehicle  access |  | | |

*\*Include on your site map locations of the first aid stations and equipment*

1. **Traffic Control and Parking**

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| --- |
| How will vendors, staff and emergency vehicles access the site? |
|  |
| What parking is in place? (Including disabled parking) |
|  |
| If there are road closures in place, how will these be communicated to the general public? |
|  |

1. **Crowd Control and Security**

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| --- |
| Please detail any crowd control or security in place for the event. |
|  |
| What aspects of the event are the security responsible for? |
|  |
| What arrangements have been made for stolen property or lost property? |
|  |
| If there are too many attendees on site, how will this be managed? |
|  |
| What is your lost child procedure? |
|  |

**Crowded Places Security Self-Assessment**

In response to terrorist attacks in Australia the Australian-New Zealand Counter-Terrorism Committee have developed a [Crowded Places Self-Assessment tool](https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf). This is to aid in your understanding of crowded places and provides guidance on what steps to take next.

|  |  |
| --- | --- |
| Has a crowded places security self-assessment been conducted? | What score did you receive? |
|  |  |
| What follow up actions have occurred as part of the crowded places self-assessment audit? | |
|  | |

1. **Fire and All Hazards Prevention and Emergency Evacuation**

For more information on being bushfire ready head to [www.cfa.vic.gov.au](http://www.cfa.vic.gov.au)

|  |  |
| --- | --- |
| Potential Fire Sources | Prevention and Treatment Options |
|  |  |
|  |  |
| **Other Emergencies** | |
| Potential situations | Prevention and Treatment Options |
|  |  |
| Outline the emergency evacuation procedures including who will authorize an evacuation, under what circumstances and how this will be done, including how you will alert attendees. | |
|  | |
| *\* Please also indicate on your site plan emergency evacuation routes and sites.* | |

1. **Weather Monitoring and Response Plan**

|  |  |
| --- | --- |
| Please outline you weather monitoring and response plan. | |
|  | |
| Weather Conditions | Response |
|  |  |
|  |  |
|  |  |
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|  |  |

1. **Emergency Evaluation Procedures**

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

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

1. **Event Contingency Planning**

|  |
| --- |
| Outline your contingency plan if the event is cancelled, postponed, relocated, or altered on the event day. |
|  |
| How will this be communicated to the public and event attendees? |
|  |

1. **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. |
|  |

1. **Testing Training and Briefing**

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

1. **Post Event Evaluation**

|  |
| --- |
| Outline how you will evaluate the risk and emergency management plans.  Include whether the Shire and/or emergency services were required. |
|  |

1. **Site Plan**

Please include a plan of your event site including entry and exits points, first aid stations, and other relevant items you have detailed above.

1. **Incident Reports**

If there are any incidents that result in an injury or property damage this needs to be recorded on an Incident form. When an incident occurs, the event organisers must take immediate action to ensure that injured people are taken care of, nobody is in further danger and the site and equipment involved in the incident is preserved unless movement is required to provide first aid or make the site safe.

If a notifiable incident occurs, the event manager must contact WorkSafe on 132 360. Notifiable incidents are:

* A death.
* A serious injury requiring immediate medical treatment for including, but not limited to; broken bone, laceration requiring stiches or gluing or a head/eye injury including loss of consciousness.
* An injury involving a substance that requires medical attention.
* An injury requiring admission as an in-patient to hospital.
* Collapse or other malfunction of registered plant.
* Collapse of part or all of a building.
* Explosions and fires.
* Escape or spills of dangerous goods.
* The fall or release of plant, substances or objects from a height.

**Incident Form** *\*Where an incident occurs on Council managed land, please forward a copy of the completed form to the NGSC*

|  |  |  |  |
| --- | --- | --- | --- |
| Event |  | Date of Event |  |
| Contact Name |  | Contact Number |  |
| Date of Incident: |  | Time of Incident: |  |
| Person Involved: |  | Contact Number: |  |
| Address: |  | | |
| Witness (Over 18): |  | | |
| Action Taken: |  | | |
| Date of Incident: |  | Time of Incident: |  |
| Person Involved: |  | Contact Number: |  |
| Address: |  | | |
| Witness (Over 18): |  | | |
| Action Taken: |  | | |
| Date of Incident: |  | Time of Incident: |  |
| Person Involved: |  | Contact Number: |  |
| Address: |  | | |
| Witness (Over 18): |  | | |
| Action Taken: |  | | |