# 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.*

***An Emergency Management Plan is mandatory for events held on council land.***

**1. Event Details**

*Note that all other event details (including date, time, location, number of attendees) should have been provided in the event registration form.*

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| --- | --- |
| **Event name** |  |
| **Event description** |  |
| **Event contact (name / email / phone)** |  |  |

**2. Emergency Management Structure**

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

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| **Name** | **Position** | **Risk, Safety, Emergency role** | **Mobile (event day)** |
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**3. First Aid/Medical Plan**

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

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

**4. 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).*

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

**5. 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.*

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| **Potential fire sources** | **Prevention and treatment options** | **Responsibility** |
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**6. Weather Monitoring and Response Plan**

*If applicable, outline how you will monitor and respond to weather events that may impact your event (e.g., windy, thunderstorms, flood warnings, high fire danger/Catastrophic day, etc.).*

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| **Weather monitoring** |  |
| **Weather conditions** | **Response** |
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**7. Emergency Evacuation Procedures**

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

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| --- | --- |
| **Emergency evacuation procedures** |  |

**8. 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.*

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| **Event contingency plan** |  |

**9. Communications Plan**

*In 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.*

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| **Communications plan** |  |

**10. Other Emergencies**

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

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| --- | --- |
| **Event specific plans** |  |

**11. Post Event evaluation**

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

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| --- | --- |
| **Post event evaluation details** |  |

**12. Site Plan**

*Please include a plan of your event site including entry and exit points, emergency evacuation routes and sites, access for emergency vehicles, and the location of all services, including drinking water, first aid and fire safety services or equipment, and other relevant items.*

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**13. Emergency Contact List**

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

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| **Emergency Contact List** |
| **Events team** |  |  | **Event specific emergency contacts** |
|  |  | Police, CFA, Ambulance | 000 | Electrician |  |
|  |  | VicEmergency 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 |  |  |  |
|  |  | Bureau of Meteorology  |  |  |  |
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