



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.

Please return this completed form to:

22 Nolan Street Maryborough VIC 3465

PO Box 194, Maryborough VIC 3465

Tel: 0354610610 | Fax: 03 54610666

Email: mail@cgoldshire.vic.gov.au

Event Details

Print clearly using black/blue pen only

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 at the event including numbers and types. Outline the response to a first aid or medical emergency

Provide/service	Contact Name	Mobile	Arrival time	Departure time
First aid/medical emergency response				

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

Fire Prevention and Response Plan

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

Potential fire source	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 evacuate, under what circumstances, and how this will be done.

Emergency evacuation Procedures	
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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	
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Weather conditions	Response

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	
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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.

Communications Plan	
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Other Emergencies

Include plans for specific emergencies that may arise at your event

Event Specific plans	
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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	
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Post Event evaluation

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

Post event evaluations details	
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Site Plan (please include a plan of your event site including entry and exit points, first aid and 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 of **event day** emergency contact numbers. **EXAMPLE ONLY**

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		
		Gas/sewerage emergencies			
		Power emergencies			
		Bureau of Meteorology			

