*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**

|  |  |  |
| --- | --- | --- |
| **Event name** |   |   |
| **Name of organisation** |   |   |
| **Contact details:** |   |
| **Name** |   |   |
| **Email** |   |   |
| **Mobile** |   |   |
| **Date/s of event** |   |   |
| **Location/address of event** |   |   |
| **Site/venue capacity** |   |   |
| **Expected attendance** |   |   |
| **Event times** | **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 with 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** |   |

**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.

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| --- | --- | --- |
| **Potential fire sources** | **Prevention and treatment options** | **Responsibility** |
| Example only: Use of gas BBQ*(remove if not applicable)* | * Go through ESV gas safety checklist before using
* Use rubber mats under cooking area
* Have current fire extinguisher and fire blankets in proximity
 | Event Manager |
|  |  |  |
|  |  |  |
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**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/Company details**  | **Contact name** | **Contact number** |
|  |  |  |

How many guards? What are their roles? Is there a security plan? If so, please outline.

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|  |

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

**Weather Monitoring and Response Plan**

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

|  |  |
| --- | --- |
| **How will you monitor weather in the lead up to the event?** |  |
| **How far out from event start would you cancel/postpone the event if required?** |  |
| **Who is responsible for the final decision of event postponement/cancellation? What is their role?** |  |
| **How would you communicate an event postponement/cancellation prior to the event taking place?** |  |
| **How would you communicate an event postponement/cancellation at the event?** |  |

|  |  |
| --- | --- |
| **Weather conditions** | **Response** |
| Example: Extreme Heat | Example: Event to be postponed if forecast or temperature reaches over 38 degrees C. If under 38 but still extreme heat, the following will be done to mitigate risks: provide shaded areas, plenty of free water, free sunscreen at info point, clear signage for First Aid. |
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**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** |
|  |

**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** |
|  |

**Other Emergencies**

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

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| --- |
| **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 debriefs and whether the Shire and/or emergency services are required.

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

**Emergency Contact List**

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

|  |
| --- |
| **Emergency Contact List** |
| **Events team** |  **Emergency Services**  | **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 |  Cleaners |   |
|   |   | GWMWater | 1300 659 961 |  Security |   |
|   |   | VicRoads emergencies |   |   |   |
|   |   | Gas/sewerage emergencies |   |   |   |
|   |   | Power emergencies |   |   |   |
|   |   | Bureau of Meteorology |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
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