

# APPENDIX 5

## EMERGENCY MANAGEMENT PLAN

NAME OF EVENT .....

VENUE ADDRESS .....

EVENT ORGANISER .....

DATE OF EVENT .....

PREPARED BY .....

DATE PREPARED .....

EMERGENCY PLAN OBJECTIVE .....

### VENUE / EVENT DESCRIPTION

- Provide a detailed description of any buildings and temporary structures.
- Provide a description of the intended use of the venue and event activities.
- Specify operating hours including bump in and bump out times.
- Estimate how many people will attend the event.

### SCOPE

- Specify the types of potential emergencies identified for the event. These may include, but are not limited to:
  - Medical emergency
  - Fire or explosion
  - Flood
  - Storm
  - Wind
  - Vehicle accident
  - Civil disturbance
  - Hazardous material spill / gas leak
  - Bomb threat
  - Armed or dangerous intruder/s
  - Suspicious items
  - Electrical failure
  - Lost child / missing persons
  - Person entrapment
  - Other more specific emergencies
- Detail arrangements for emergencies that do not require outside help (eg: small fires, weather, missing child / person, electrical failure).

### EMERGENCY PREPARATION AND TESTING

- Specify how emergency response personnel will be trained.
- How will the organiser ensure all personnel, including stall holders and amusement operators, are aware of emergency management procedures?
- How will you ensure electrical equipment, firefighting equipment, gas fittings and other equipment (where relevant) are safe and effective for use at the event?
- Provide a statement that the Emergency Management Plan will be reviewed immediately after the event (for recurring events only) and be submitted annually with any amendments, including changes to roles and contacts.

# APPENDIX 5

## EMERGENCY MANAGEMENT PLAN

### GENERAL ROLES AND RESPONSIBILITIES

- Identify the personnel who will be involved in an emergency response and their roles and responsibilities. Note: For large events, additional roles to those listed below may be required (eg: Deputy Chief Warden, Wardens, Communication Officer).
- Persons appointed to emergency response positions must be capable of performing the duties and be available at all times to undertake the duties. The Chief Warden must have the experience to determine the need for a total evacuation of the venue and should preferably have received formal training.

### Chief Warden (Normally Event Organiser)

Name .....

Responsibilities:

- Assume initial control of the situation
- Assess the situation and determine priorities
- Activate the relevant emergency plan
- Ensure the appropriate Emergency Service has been notified on 000
- Ensure Area Wardens are advised of the situation as appropriate
- Nominate relevant personnel to meet and direct emergency services
- Monitor the situation and ensure any action taken is recorded in an incident log
- Liaise with external Emergency Services upon arrival
- Any other actions as directed by the Senior Emergency Service Officer

### Area Wardens (Normally Senior Staff)

Name .....

Name .....

Name .....

*(List more as required)*

Responsibilities:

- Receive directions from the Chief Warden and initiate appropriate action
- Search areas to ensure all people have evacuated
- Ensure orderly flow of people into nominated assembly areas
- Assist occupants with disabilities
- Report status of required activities to the Chief Warden on completion

### First Aiders

Name .....

Name .....

*(List more as required)*

Responsibilities:

- Collect first aid kit
- Administer first aid as required

### All Staff

Responsibilities:

- Carry out tasks as instructed by the Chief Warden
- Proceed to assembly area advising all patrons to do the same
- Remain in assembly area until advised by Chief Warden or Emergency Services personnel that it is safe to leave

# APPENDIX 5

## EMERGENCY MANAGEMENT PLAN

### Identification of Wardens

*Provide detail of how Wardens will be identifiable. Helmets, caps, hats or vests may adhere to the following colour codes:*

White – Chief Warden / Deputy Chief Warden / Communication Officer

Yellow – Area Warden

Red – Warden

### Communication

How will Wardens communicate with each other?

What will be the warning method for alerting the public and staff of an evacuation?

### Emergency Evacuation Procedure

Provide details of how an evacuation will be conducted

Identify the exit paths and assembly areas (these must also be shown on the site plan)

### Procedures for Specific Emergencies

Provide details of how each identified emergency listed in the scope will be responded to (eg: fire and explosion)

### Event Site Plan

Provide a detailed site plan of the venue including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas.

Location of on-site emergency services (if applicable).

### List of Emergency Control Personnel

The following is a list of those staff at the event eg: Event Organiser, Wardens, stallholders, amusement operators and general staff who will be required to take actions in the case of an emergency.

Include **Name, Position, Contact Number**

In the event of an emergency at an event or festival, contact 000.

**Agencies to notify of the event eg: local Police, CFA, SES, First Aid** (List agencies and phone numbers).

**Agencies to be involved in your event Emergency Management Plan.**