

# Emergency Management Planning for Public Events

## Introduction

For event organisers to meet their duty of care to patrons and employees, comprehensive event safety planning is required. While risks must be assessed and mitigated prior to and during an event, there will always be potential for an incident to occur.

A comprehensive Emergency Management Plan prepared prior to the event will assist you to provide a systematic response to such incidents.

This information sheet was developed to assist event organisers and their committees in preparing an Emergency Management Plan for public events and should be used as a guide only.

## Key Elements of an Emergency Management Plan

The following elements should be included in an Emergency Management Plan:

### Emergency Plan Objective

Describe the aim of the plan.

### Venue/Event Description

Provide a detailed description of:

1. the venue;
2. event activities; and
3. duration of the event.

### Scope

Outline the types of potential emergencies identified for the event for example:

1. Medical emergency
2. Fire or explosion
3. Hazardous material spill/gas leak
4. Bomb threat
5. Armed or dangerous intruder/s
6. Suspicious items
7. Electrical failure
8. Lost child/missing persons
9. Person entrapment
10. Other more specific emergencies

### Emergency Preparation and Testing

1. Training requirements;
2. Staff awareness of emergency procedures, eg staff briefing prior to event;
3. Maintenance and testing of equipment; and
4. Review of documentation (for recurring events)

### **General Roles and Responsibilities**

Identify the personnel who will be involved in an emergency response and their roles and responsibilities.

NB 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.

### **Identification of Wardens**

Describe how personnel will be identifiable to the public ie by the use of appropriately coloured helmets, caps, hats or vests as follows:

*White* - for Chief Warden/Deputy Chief Warden/Communication Officer

*Yellow* - for Area Warden

*Red* - for Warden

### **Communication**

Describe how personnel will communicate with one another and the method used to communicate with the public.

### **Emergency Evacuation Procedure**

Specify how an evacuation will be conducted and identify exit paths and assembly areas.

### **Procedures for Specific Emergencies**

Provide details of how the identified potential emergencies will be responded to.

### **Event Site Plan**

Show the layout of the venue and event activities including locations of fire fighting equipment, emergency vehicle access, first aid post, exit paths and assembly areas.

### **Emergency Management Plan Template**

When preparing your emergency management plan you may use the following template or your own format ensuring the same information is captured in the document. If you would like the template in word document format please contact Community Tourism & Events on 6323 3380.

## Emergency Management Plan

Name of Event:

Venue Address:

Event Organiser:

Date of Event:

Prepared By:

Date Prepared:

### Emergency Plan Objective

*Describe the aim of the plan*

### 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*

### Scope

*Specify the types of potential emergencies identified for the event*

### **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, fire fighting 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)*

### **General Roles and Responsibilities**

*Identify the personnel who will be involved in an emergency response and their roles and responsibilities. NB For large events additional roles to those listed below may be required (eg Deputy Chief Warden, Wardens, Communication Officer).*

#### **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)*

- Collect first aid kit
- Administer first aid as required

**All Staff**

- 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

**Identification of Wardens**

*Provide detail of how wardens will be identifiable*

Chief Warden

Area Wardens

**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

- Assess the situation and the potential for evacuation....

**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*

**List of Emergency Control Personnel**

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

Name	Position	Contact Number