**Event Emergency Management Plan**

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| **Name / description of event:** |  |
| **Date of event:** |  |
| **Event Organiser:** |  |
| **Duration of event (days / hours):** |  |
| **Venue:** |  |

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| Although event organisers take steps to reduce or eliminate risks, and emergency management plan must be in place in case an incident occurs. To ensure the provision of a safe and healthy environment, any individual or group organising an event of any nature or size, **MUST** provide and emergency management plan for their event. The purpose of an emergency management plan is to ensure a systematic response to an emergency occurs so that the negative impact/result is reduced.The **checklist** below has been developed as a basic emergency management template to prompt elements for consideration and action. Given the nature of the event you are organising, some of the elements in this checklist will not be relevant and others may require more detail than given here. This emergency management plan and any additional information should be submitted to City of Launceston for approval. |

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| **Types of Emergencies relevant to the Event (e.g. Medical, Fire, Bomb Threat)** |
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| **Traffic & Parking** |
| **Requirement** | **Applicable?** | **Additional Controls and Information** |
| Staff have been trained in the event of an emergency (including testing of emergency procedures) | Yes / No |  |
| Staff are aware of emergency procedures and personnel on the day of the event (e.g. pre-event briefing) | Yes / No |  |
| All emergency response equipment are well maintained and checked | Yes / No |  |
| Documents and procedures are reviewed and checked in the event of changes | Yes / No |  |
| Changes are communicated to personnel | Yes / No |  |
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| **General Roles and Responsibilities** |
| **Requirement** | **Applicable?** | **Additional Controls and Information** |
| Identification of key personnel in the event of an emergency | Yes / No |  |
| Identification of Wardens and their roles:* Chief Warden (White Hat - experienced/qualified)
* Deputy Chief Warden/Communications Officer (White Hat)
* Area Warden (Yellow Hat)
* Warden (Red Hat)
 | Yes / No |  |
| Identification of First Aiders and/or First Aid locations | Yes / No |  |

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| **Communication** |
| **Requirement** | **Applicable?** | **Additional Controls and Information** |
| How will communication occur during an emergency | Yes / No |  |
| How will communication between wardens occur | Yes / No |  |
| Is an additional communication officer required | Yes / No |  |
| What is the warning method or signal to alert the need for evacuation or emergency | Yes / No |  |

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| **What is the emergency evacuation procedure** |
| *Provide details of how an evacuation would be conducted. Identify on the Site Map the exit pathways and emergency assembly points* |

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| **Detail the emergency evacuation procedure for specific emergencies relevant to your event (e.g. fireworks explosion)** |
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| **Contact List of Emergency Personnel (e.g. wardens, event organiser, security)** |
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| **Emergency Management Plan completed by** |  |  **Emergency Management Plan approved by** |
| Name: |  |  | Name: |  |
| Signature: |  |  | Signature: |  |
| Position: |  |  | Position: |  |
| Date: |  |  | Date: |  |