**event emergency management plan**

**FOR:**

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| --- | --- |
| **Event name** |  |
| **Event date** |  |
| **Event location** |  |

1. **Plan objective**

This plan aims to clearly define the process to be followed in the event of an emergency situation occurring at the above named event. The procedures in this plan are guidelines to be used to address any unanticipated emergencies.

This plan will be used as a living document to set out the following:

* The potential emergencies that may arise.
* The written procedures developed in response to the potential emergencies.
* The staff members responsible for particular actions in an emergency situation.
* The ongoing education and training proposed as part of the overall strategy.

1. **Event description**

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| --- | --- |
| Describe any buildings being used ie/ what they are built from, their size etc. |  |
| Explain what these buildings will be used for. |  |
| Operating hours of the event. |  |
| Description of activities taking place at the event / venue. |  |

1. **Scope**

This plan applies to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(name of event)* relating to the following emergency event scenarios including:

* Medical emergency
* Fire or explosion
* Hazardous material spill / gas leak
* Bomb threat
* Armed or dangerous intruder/s
* Suspicious items
* Lost child / missing persons
* Person entrapment
* Gastroenteritis outbreak
* Storm or flood event

Other more specific emergencies may include (list any specific to your event):

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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1. **Response actions**

The above-mentioned emergencies may require one or more of the following responses:

* Evacuation of the area/building.
* Containment of the threat ie/ chemical spill, gas leak.
* First aid treatment and or Ambulance Victoria response.
* Emergency services response.

1. **Emergency preparation and testing**
   1. **Training requirements**

All personnel normally working in any of the areas identified in this plan shall be trained in the following emergency management information:

* The general information contained in this document.
* The key personnel and their roles and responsibilities.
* Emergency exit locations and paths.
* Assembly point locations.
* Fire fighting equipment locations.
* Any written procedures applicable to the building / venue regarding emergency management.
  1. **Exercise drills**

These will comprise of a walk-through by the event organiser who will ensure that all staff attending the event are aware of the location of safety equipment and the evacuation procedure.

* 1. **Maintenance and testing of equipment**
* Maintenance and testing of all fire detection systems, smoke and heat alarms, fire alarm monitoring systems and fire blankets to be conducted in accordance with AS 1851 and be undertaken by a suitably qualified person at regular intervals as details within AS 1851. The committee understand that this is a responsibility of the building manager and will ask to see this documentation before holding the event.
* Log books will be kept of all testing and maintenance carried out.
* The hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged indicating its last service date.
  1. **Emergency Plan review**

A review of the emergency plan will be undertaken immediately after the event.

1. **General roles and responsibilities**

The roles and responsibilities of personnel working at the event / venue are outlined below.

* 1. **Emergency planning committee**

The emergency planning committee consists of the following personnel:

|  |  |
| --- | --- |
| **Name** | **Phone number** |
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|  |  |

* 1. **Chief Warden**

Generally, this is the event manager or organising committee chair.

|  |  |
| --- | --- |
| **Name** | **Phone number** |
|  |  |

The Chief Warden will be responsible for:

* Evaluating the need for evacuation as required.
* Initiating evacuation if required.
* Activating the security alarm (if practical).
* Contacting the emergency services – phoning 000 – if required.
* Accounting for all staff and patrons / customers in liaison with area wardens and emergency services.
* Evaluating, in conjunction with emergency services, if the building / site is safe prior to re-entry.
* Document the emergency situation inclusive of actions taken and outcomes.
  1. **Area Wardens**

Generally, Area Wardens are senior staff or organising committee members.

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| --- | --- | --- |
| **Name** | **Phone number** | **Area responsible for** |
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Area Wardens will be responsible for:

* Receiving directions from the Chief Warden.
* Ensuring that all personnel have been alerted to the emergency.
* Clearing all areas as required.

**First aiders**

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| --- | --- |
| **Name** | **Phone number** |
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First aiders will be responsible for:

* Collecting first aid kit/s and proceeding to the assembly area.
* Administering first aid as required.
  1. **All staff**

All staff will be responsible for:

* Carrying out tasks as instructed by the Chief Warden.
* Proceeding to the assembly area advising all patrons / customers to do the same.
* Reporting their presence to the Chief Warden or Area Warden at the assembly area.
* Not leaving the assembly area unless advised by the Chief Warden or emergency services personnel.

1. **Emergency response**
   1. **Evacuation**

The Chief Warden will take the following into consideration when determining if and when to evacuate:

* The severity of the incident.
* The likelihood of escalation.
* The incident becoming uncontrollable beyond the resources available.

The generic process of evaluation will be:

* Reason for evacuation realised.
* Appropriate staff assess the situation.
* Notification given to staff and patrons to evacuate to assembly points.
* Staff to render assistance as required under the direction of the Chief Warden.
* Emergency services notified of the emergency – 000 called.
* Staff to ensure venue is fully vacated including checking public areas, toilets etc.
* Await emergency services assessment.
  1. **Evacuation incidents**

The following emergency procedures shall be carried out in response to the specific emergency situations:

* Fire and explosion
* Medical emergency
* Hazardous materials spill / leak
* Bomb threat
  + 1. **Fire and explosion**

Should staff discover smoke or fire they will:

* Assess the situation and potential for evacuation.
* Remove anyone in the immediate vicinity if it is safe to do so.
* If trained, attempt to extinguish the fire with appropriate fire extinguisher.
* Turn off gas and electricity supply if able.
* Notify the Chief Warden.
* Chief Warden to assess the situation and commence evacuation if deemed necessary:
* Call 000 – emergency services.
* Notify all patrons to leave the venue calmly and proceed to assembly points.
* Notify stall, amusement and other operators of the emergency evacuation.
* Identify injured persons, if any.
* Staff to ensure that all patrons are moved to assembly points.
* Await the arrival of emergency services and await further instruction.
* Only re-enter the site / building when advised by emergency services or the Chief Warden that it is safe to do so.

***Location of fire extinguishers, fire blankets and hose reels:***

**Fire extinguishers**

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**Fire blankets**

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**Hose reels**

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*\* NB: These locations must be shown on the building site and/or event site plans and be attached to this document.*

* + 1. **Medical emergency**

Should a medical emergency occur:

* The first staff member on the scene should assess the situation and if they do not have first aid training, immediately notify the Chief Warden and/or first aid trained personnel.
* Call emergency services – 000 – and request an ambulance.
* Administer first aid as trained.
* Organise for a staff member to meet the ambulance outside the venue and direct them to the medical emergency.
* Remain with the injured person until the emergency services personnel arrive.
* Assist emergency services personnel as required.
* Complete an incident report form as soon as possible after the event.
  + 1. **Hazardous material spill or gas leak**

Hazardous substances consist of the following:

* Oils
* Gas
* Disinfectant / sanitiser / cleaning products
* Fuel from cars or service vehicles

The procedure to be carried out in case of a spill or leak is as follows:

* The staff member who finds such a spill or is notified by a patron of such a spill is to notify the Chief Warden immediately.
* At the direction of the Chief Warden, evacuate the site / building immediately if required.
* Identify the source and amount of released materials and section off the area such that no-one can gain entry.
* If necessary:
  + Contact emergency services – phone 000.
  + Attempt to evacuate any further spill or leak.
  + Turn off electrical equipment / gas within the area of the spill / leak.
* Upon direction from emergency services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
* Complete an incident form.
  + 1. **Bomb threat**
* Record the nature of the threat and as many details as possible about the caller that may assist the police in identifying them.
* Evacuate the event / site / building as per the procedures above.
* Call 000 and ask for police assistance.
* The Chief Warden may ask area wardens and staff to carefully check their areas for unusual or suspicious items.
* If identifies, the items are not to be disturbed and the area is to be cordoned off.
* Any suspicious items / packages are then reported to the police upon their arrival.
* Staff and patrons are only to re-enter the area/building when police have advised that it is safe to do so.

Important issues to remember when dealing with a bomb threat:

* Keep calm.
* Keep the caller on the telephone for as long as possible.
* Let the caller speak and endeavour to record as much detail as possible.

1. **Other emergencies**

Other emergencies that may occur but do not necessarily involve evacuation are as follows:

* 1. **Armed or dangerous intruders**

In the event of an armed hold-up or dangerous intruder the Chief Warden is to:

* Move to an appropriate control point if safe to do so.
* Notify emergency services – phone 000 as soon as possible.
* Direct wardens and staff to remove patrons and personnel from the hazard area where possible.
* Follow the direction of the emergency services upon their arrival.
* Upon the direction of emergency services, instruct wardens to evacuate the remainder of the site.
* Handle any media-related enquiries in a professional manner confirming that you are not in a position to make any comment. Refer journalists to Victoria Police media liaison.
* Notify event management and event media liaison staff as soon as possible.
* After the incident, complete an incident report form.
  1. **Suspicious items**

On becoming aware of an unattended and/or suspicious item:

* **Do not touch the item.**
* Avoid radio and mobile phone use in the immediate area.
* Note the appearance of the item.
* Notify the Chief Warden.
* Contact emergency services – phone 000.
* Isolate the area immediately.
* Shut down any gas outlets where possible.
* Prepare to evacuate the area if instructed by emergency services.
* Give information on the location and appearance of the suspicious item upon the emergency services’ arrival.
* Await further instruction from emergency services personnel.
  1. **Electrical failure**

In the event of an electrical failure:

* Notify the Chief Warden.
* Check for trapped persons in structures such as rides.
* Contact the power company – confirm the failure and indicate priority.
* Contact event electrician if an internal fault with supply.
* Arrange emergency lighting where possible.
* Marshal patrons and staff into safe area.
* Prepare to evacuate the area if required.

Cancellation of the event may be required if the electrical supply is unable to be restored. The decision to cancel may be as a result of direction from the power supply company or emergency services.

* 1. **Lost child or missing person/s**

**In the event of a lost child:**

* Contact the Chief Warden and advise that a child is missing or that you have found a lost child.
* If the child has been reported missing, advise Area Wardens and notify patrons via PA system announcement.
* When found, take the lost child to the lost children post or first aid post as determined in the risk management plan.
* Stay with the child until appropriate parent, relative or friend has collected him/her.
* Complete an incident report or lost child report.
* Advice the Chief Warden of updated status ie/ the child has been located.
* If the child is not found within a reasonable time frame, contact the emergency services by phoning 000.
* Assist emergency services as directed.
* Offer support to the family/friends of the missing child during the process.

**In the event of a missing person:**

* Contact the Chief Warden and advise of the situation.
* Obtain information about the missing person – age, sex, clothing and other descriptors.
* Chief Warden to organise for Area Wardens to check their areas, including toilets.
* If unable to be found, contact the emergency services by phoning 000.
* Assist emergency services as directed.
* Offer support to the family/friends of the missing person during the process.
* Complete an incident report form as soon as possible.
  1. **Person entrapment**

Person trapped in a ride or amusement:

* Turn off the machine if practical and safe to do so.
* Contact the Chief Warden.
* Remove any persons in danger if safe to do so.
* Clear and secure the area.
* Contact emergency services – phone 000.
* Await further instruction upon arrival of the emergency services.
  1. **Vehicle accident on site**

Should a vehicle accident happen on site:

* Quickly assess the situation, check for entrapment.
* Turn off vehicle and apply brake if safe to do so.
* Contact the Chief Warden.
* Contact emergency services – phone 000.
* Remove any persons in danger if safe to do so.
* Clear and secure the area.
* Be aware of possible fire outbreak and have extinguishers brought to the scene.
* First aiders to administer first aid to injured people.
* Await arrival of emergency services.
* Follow the direction of emergency services.

1. **List of emergency control personnel**

The following is a list of those staff at the event (ie/ Chief Warden, Event Manager, stallholders, amusement operators and general staff) who will be required to take actions in the case of an emergency.

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| **Name** | **Position** | **Contact number** |
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1. **List of emergency contacts**

List your local emergency service names and numbers in this table.

|  |  |
| --- | --- |
| **Emergency service name** | **Contact number** |
| Ambulance, Police, CFA | 000 |
| SES | 132 500 |
| Local police station |  |
| Local CFA |  |
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