

Event Emergency Management Plan

This plan should be developed in consultation with a Shire of Serpentine Jarrahdale Emergency Services Representative/s. Once formalised, it should be made available to all key onsite event personnel including emergency services, first aid responders, stakeholders, and volunteers

It is the Event Organisers responsibility to ensure this plan is distributed to all Key Event Personnel (including stall holders, amusement operators and stakeholders), ensuring they are adequately trained on the necessary emergency and evacuation procedures **prior to the event.**

Emergency Contacts

Emergency Police/Fire/Ambulance	000
Local Police Assistance (Non-Emergency)	131 444
Armadale Health Service	9391 2000
SES Emergency Assistance	132 500
Health Direct	1800 022 222
Crisis Care Helpline	1800 199 008
Poisons Info Centre	13 11 26
Mundijong Police Station	9526 5111
Shire of Serpentine Jarrahdale	9526 1111

Event Details

Event Name			
Event Date			
Name of Organisation			
Name of Organiser			
Contact Number			
Email			
Location of Event			
Site/Venue Capacity			
Expected Attendance			
Event Timings	Bump In	Start:	Finish:
	Event	Start:	Finish:
	Bump Out	Start:	Finish:
Plan prepared by (if different from above)			

Event Emergency Management Plan

Key Event Personnel

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 event personnel)

Name	Position	Responsibility	On The Day Contact Number

Emergency Management

Specify the Emergency Management Plan Objective
Specify how the Event Organiser will ensure that all personnel, including stall holders, food vendors and amusement operators are aware of the emergency management procedure and evacuation plans for the event
Specify how the Event Organiser will ensure all electrical, fire extinguishing, gas fittings and other relevant equipment will be deemed safe and effective for use at the event.
Specify how the Event Organiser 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.

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First Aid 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. **Please indicate on your site plan the locations of first aid stations or equipment.**

Provider/Service	
Contact Name/s	
Contact Number/s	
Arrival Time	
Departure Time	

Closest Emergency Health Service	
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Fire Management Plan

Outline the potential sources of fire and actions to prevent fires. Include emergency procedures, equipment, and personnel responsible in the event of a fire.

Potential Fire Sources	Prevention and Treatment	Responsibility

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).

Provider/Service	
Contact Name/s	
Contact Number/s	
Arrival Time	
Departure Time	

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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. **Please indicate emergency evacuation routes, exits and muster points on your site plan**

Specify the Emergency Evacuation Procedure

Weather Monitoring and Contingency

Outline how you will monitor and respond to weather events that may impact your event (e.g., extreme heat, wind, flooding etc)

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered, or interrupted

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Communications Plan

In the case of an emergency, outline how the Event Organiser will communicate with the event team, emergency services, patrons, and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system.

Outline procedures if proposed communication system does not work due to limited phone signal, black spots, battery loss etc. (i.e. backup communications)

Outline plan to test communication systems before the event.

Outline plan to alert the patrons and members of the staff of an evacuation. (e.g. alarm, siren)

Briefing

Outline your plan to test your emergency procedures, train personnel, and brief stakeholders on event day.

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Office Use

This plan has been sighted and approved by Shire Emergency Services Representative/s

Name of Shire Emergency Services Representative

Shire Position

Signature

Date

