

Emergency Management Plan - Low Risk

All staff and volunteers are required to follow the instructions of the response plan below, and to follow directions from the Chief Safety Warden and Emergency Services .

1.0 - Contact and event details

Event Coordinator

Mobile number

Email address

Event name

Event dates Start

Finish

Event times Start

Finish

Bump in

Bump out

Event location

Site or venue capacity

Expected Attendance

General description of activities being undertaken

2.0 - Emergency personnel and equipment

Chief Safety Warden
(typically the event
organiser)

Name

Contact Number

First Aid staff

Name

Contact Number

**Medical Headquarters/
Sick Bay**

Location

Fire Marshalls

Name

Contact Number

Fire-fighting equipment

(Type, number and location of
fire extinguishers, fire
blankets, and hose reels on
site at your event.)

3.0 - Emergency Management

Emergency situations may require first aid treatment, an emergency services response, threat containment, or evacuation of the area. Please outline your expected processes in the table below.

Risk	Response		Low	Mid	High
Example: Medical Emergency			Risk rating <div> <div></div> <div></div> <div></div> </div>		
<i>List potential emergencies, e.g.:</i>		<i>Describe what each role should do, e.g.:</i>			
Serious injury Allergic reaction Snake bite	First on scene	Apply first aid if trained; radio for first aid assistance			
	Chief Safety Warden	Assess level of medical emergency, call 000, meet and guide emergency service staff to location of emergency			
	First Aiders	Respond to call for first aid assistance; treatment on scene to level of training			
Medical Emergency			Risk rating		
First on scene					
Chief Safety Warden					
First Aiders					
Other					
Fire			Risk rating		
First on scene					
Chief Safety Warden					
Fire Marshalls					
Other					
Bomb Threat			Risk rating		
First on scene					
Chief Safety Warden					
Other					
Event Specific Situation			Risk rating		
First on scene					
Chief Safety Warden					
Other					

4.0 Training Requirements

Outline any training required for staff and volunteers in line with their responsibilities

First Aid Training (first aiders, Chief Safety Warden)

Fire Marshall Training (fire marshals, Chief Safety Warden)

Evacuation Plan Training (all staff and volunteers)

Emergency Response Training (all staff and volunteers)