

Event Emergency Management Plan



Event emergency management plan - medium or high risk

1.0 - Plan Overview

This section outlines your emergency management plan objective, who it will be shared with and how.

This plan has been developed in consultation with the following Shire of Harvey Emergency Services representative/s.

Objective

Outline your emergency management plan objective. For example: "This plan outlines the key contacts, processes and procedures in place in the event of any emergency at (event name) to be held on (event dates).

Emergency procedures communication

This emergency management plan will be shared with the following key event personnel and stakeholders.

(Please tick all that apply)

- Local emergency services - fire
- Local emergency services - ambulance
- Local emergency services - SES
- Local emergency services - police
- Event first aid responders
- Event operators, vendors, security, staff
- Event volunteers
- Other (please specify)

This plan will be shared with all relevant personnel prior to the event via the following channels

(Please tick all that apply)

- Email
- Meeting
- Emergency and evacuation procedure training session
- Other (please specify)

Emergency procedures briefing

Outline how you will test emergency procedures, train personnel and brief stakeholders prior to the event

2.0 - Contact and event details

Contact person

Organisation

Address

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

Plan Prepared by

3.0 - First aid plan

This section will outline:

- The number and types of first aid or medical services in attendance at the event
- Procedures for responding to a first aid or medical emergency.

Onsite - First aid provider contact

First Aid Provider/Service

Contact Name/s

Contact Number/s

Arrival Time

Departure Time

Offsite - Emergency health service contact

Name

Location

Contact

This emergency health service has been notified of the event

Outline the type, number and location of any first aid stations or equipment on site at your event.

Please indicate the locations of first aid stations or equipment on your site plan in Section 9.0.

Outline the steps event staff will take in the event of a first aid or medical emergency.

This section will outline:

Onsite - fire management contact

Offsite - Emergency fire service contact

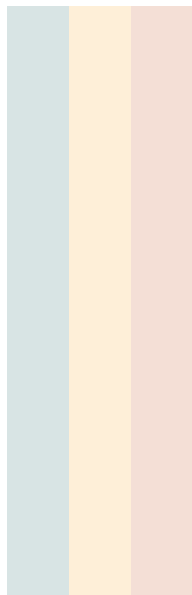
This service has been notified of the event

Please indicate the locations of fire equipment on your site plan in Section 9.0.

Risk

Low Mid High

Onsite fire management plan (continued)



Offsite fire management plan

In the event of an offsite fire emergency in the Shire of Harvey during your event, please outline the procedure to be followed to ensure the safety of all event visitors, staff and volunteers, in response to a bushfire advice, watch and act or emergency event.

Bushfire advice

Bushfire watch and act

Bushfire emergency

5.0 - Weather monitoring

This section will outline:

- Weather risks and responses

Potential weather risks

Outline how you will monitor for, and respond to, weather events that may impact your event.

Weather Event	Risk rating	Response
	Low Mid High	
Extreme Heat		
Destructive wind/ cyclone		
Flooding		
Other		

Outline your procedure for if the event needs to be cancelled, postponed, altered or interrupted at short notice.

6.0 - Security and crowd control

This section will outline:

- Key personnel
- Security and crowd control plan

Onsite - security provider

Security Service

Contact name

Contact number

Arrival time

Departure time

Offsite - Emergency police attendance contact

Name

Location

Contact

This service has been notified of the event

How many security guards will be onsite at your event?

Please indicate the locations of any security points on your site plan in Section 9.0

Any other information

Outline any other information relating to security and crowd control relevant to this plan

7.0 - Emergency Evacuation

This section outlines your emergency evacuation key contacts, triggers and procedures.

Emergency evacuation contacts

Person with authority to authorise an evacuation:

Secondary contact:

Name

Name

Role

Role

Contact

Contact

Please outline which circumstances would trigger an evacuation, their risk rating (how likely this scenario is to happen), and what procedure staff should follow.

Evacuation Trigger

Risk rating

Response

Low Mid High

Please indicate the locations of emergency evacuation routes, exits and muster points on your site plan in Section 9.0.

Campground emergency evacuation procedures

Campground location/s

Campground manager

Contact number/s

Arrival time

Departure time

If your event has an approved camping licence, outline the emergency evacuation procedures for the safe removal of all camping patrons and visitors from the area, including the removal of all camping materials if required

Please copy and paste a site plan of the campground in the box below, indicating emergency exits, muster points, and any safety equipment.

8.0 - Communications Plan

This section outlines procedures for effective communication prior to and during the event

In the event of an emergency, please indicate how you will communicate with the following stakeholder groups.

Event Team

Name

Role

Phone number

Mobile phone

Satellite phone

2-way radio

PA System

Other (please specify)

Emergency Services

Name

Service

Phone number

Mobile phone

Satellite phone

2-way radio

PA System

Other (please specify)

Event Attendees

Outline your procedure for communicating to event attendees in the event of an emergency

Alarm

Siren

PA System

Event wardens

Other (please specify)

Outline your procedure for backup communications, should your systems not work due to limited phone signal, black spots, battery loss, etc.

Outline your plan to test communications prior to the event

9.0 - Site plan

This section asks about the location and set up of your event. This is relevant to all event types.

Please copy and paste your emergency management site plan as an image on this page. As a minimum, please include the following items:

Entry and exit points

Fire safety equipment

Emergency exits and routes

First aid services

Emergency evacuation muster points

Security points or offices

10.0 - Office use only

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

Name of Shire Emergency Services Representative

Shire Position

Date

Signature

Emergency services contacts - local

Harvey Police Station 9782 4111

Australind Police Station 9797 0222

Shire of Harvey 9729 0300

Shire of Harvey Rangers 9729 0300

Harvey SES and Volunteer Fire Brigade 9729 1754

Leschenault Volunteer Fire Brigade 9797 0200

Binningup Volunteer Fire Brigade 9720 2226

Myalup Volunteer Bushfire Brigade 9720 2223

Brunswick Volunteer Bushfire Brigade 9726 1268

Eaton-Australind Volunteer Fire and Rescue Service 9725 2361

St John Ambulance Harvey 9729 3458

St John Ambulance Brunswick 9791 4999

State Emergency Service Australind 9797 2451

Emergency contacts - state

Emergency Police/Fire/Ambulance 000

Local Police Assistance (Non-Emergency) 131 444

Harvey Hospital 9782 2222

SES Emergency Assistance 132 500

Health Direct 1800 022 222

Crisis Care Helpline 1800 199 008

Poisons Info Centre 13 11 26

DFES - emergency information 1300 657 209

SES 132 500