EVENT EMERGENCY RESPONSE TEMPLATE

SHIRE OF HARVEY
A Breath of Fresh Air

Event Name: ....

Event Location: ....

Event Date: .... Expected attendance: ....

Start Date/Time: .... Finish Date/Time: ....

Event Coordinator: ....

General description of activities being undertaken: ....

Who / What	Details
Chief Safety Warden	• <name> *(typically the event organiser)*
First Aiders	• <name> • <name> • <name>
Medical HQ / sick bay	• <location>
Fire Marshalls	• <name> • <name>
Fire extinguishers, fire blankets, hose reels	• <location> • <location> • <location>
All staff and volunteers	To follow instructions of the response plan (below) and direction from the Chief Safety Warden and Emergency Services.

Emergency situations that may occur and require response:

a) Medical emergency
b) Fire
c) Bomb threat
d) _____
   <event specific situation>

Emergency situations may require first aid treatment, emergency services response, threat containment, or evacuation of the area.

Example:

Emergency	Response Actions
Medical Emergency *e.g. serious injury, allergic reaction*	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

Emergency	Response Actions
a) Medical Emergency **e.g. serious injury, allergic reaction**	First on scene: Chief Safety Warden: First Aiders: Other:
b) Fire **e.g. building fire, bush fire**	First on scene: Chief Safety Warden: Fire Marshalls: Other:
c) Bomb Threat	First on scene: Chief Safety Warden: Other:
d) Event specific situation **e)g. amusement ride collapse, race car accident**	First on scene: Chief Safety Warden: Other:

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)