



EMERGENCY MANAGEMENT PLAN

EVENT NAME			
EVENT DATE		EVENT TIME	
EVENT ORGANISER			
PLAN PREPARED BY		SIGNATURE	
RESPONSIBLE PERSON AT EVENT		CONTACT NUMBER	
EMAIL			

Majority of your Emergency Management will be identified in your Site Plan. However, Council may request a separate Emergency Management Plan before approval of your event. You will be notified during the assessment period if it is required.

An Emergency Management Plan identifies emergency and medical emergency procedures. It includes a site plan showing emergency access, first aid station and on-site fire extinguishers, records the evacuation procedure and how it will be communicated to event patrons, how staff are to communicate and to whom should an emergency occur, and which emergency services have been notified of the event and by whom.

Types of Emergencies relevant to the Event (e.g. Medical, Fire, Bomb Threat)



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Requirement	Applicable?	Additional Controls and Information
Traffic & Parking		
Staff have been trained in the event of an emergency (including testing of emergency procedures)	Yes / No	
Staff are aware of emergency procedures and personnel on the day of the event (e.g. pre-event briefing)	Yes / No	
All emergency response equipment are well maintained and checked	Yes / No	
Documents and procedures are reviewed and checked in the event of changes	Yes / No	
Changes are communicated to personnel	Yes / No	
General Roles and Responsibilities		
Identification of key personnel in the event of an emergency	Yes / No	
Identification of Wardens and their roles: <ul style="list-style-type: none"> • Chief Warden (White Hat - experienced/qualified) • Deputy Chief Warden/Communications Officer (White Hat) • Area Warden (Yellow Hat) Warden (Red Hat)	Yes / No	
Identification of First Aiders and/or First Aid locations	Yes / No	
Communication		
How will communication occur during an emergency		
How will communication between wardens occur		
Is an additional communication officer required		
What is the warning method or signal to alert the need for evacuation or emergency		
What is the emergency evacuation procedure		
<i>Provide details of how an evacuation would be conducted. Identify on the Site Map the exit pathways and emergency assembly points</i>		



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Requirement	Applicable?	Additional Controls and Information
Detail the emergency evacuation procedure for specific emergencies relevant to your event (e.g. fireworks explosion)		
Contact List of Emergency Personnel (e.g. wardens, event organiser, security)		

Emergency Management Plan approved by	
Name:	
Signature:	
Position:	
Date:	