

EVENT EMERGENCY MANAGEMENT PLAN



This Emergency Management Plan should be developed in consultation with Emergency Service Representatives. 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 Organiser's responsibility to ensure this plan is distributed, ensuring all key event personnel are adequately trained on the necessary emergency and evacuation procedures prior to the event.

EMERGENCY CONTACTS

Emergency Police/Fire/Ambulance	000	Health Direct	1800 022 222
Local Police Assistance (Non-Emergency)	131 444	Crisis Care Helpline	1800 199 008
Nannup Police Station	9756 3555	Poisons Information Centre	13 11 26
Nannup Hospital	9756 3800	Shire of Nannup	9756 1018
SES Emergency Assistance	132 500		

EVENT DETAILS

Event Name:

Event Date:

Organisation:

Name of Organiser: Mobile:

Location of Event:

Expected Attendance:

Plan prepared by (if different to above):

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 office 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 communicate at the event with your event team, emergency services, event visitors, and other stakeholders. E.g. mobile phones, satellite phones, radios, PA system etc.

FIRST AID PLAN

Provider/Service:

Contact Name/s:

Contact Number/s:

Arrival Time:

Departure Time:

Closest Emergency Health Service:

IN THE CASE OF A FIRST AID OR MEDICAL EMERGENCY:

CROWD CONTROL / SECURITY PLAN

Provider/Service:

Contact Name/s:

Contact Number/s:

Arrival Time:

Departure Time:

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).

FIRE MANAGEMENT PLAN

Potential Fire Sources	Prevention and Treatment	Responsibility

Outline the emergency procedures, equipment and personnel responsible in the event of a fire within the Event Precinct

EXTERNAL EMERGENCY

In the case of an external emergency (e.g. bushfire) within the Shire of Nannup, outline the steps to be taken to ensure the safety of all patrons, staff and volunteers of the event.

ADVICE:

WATCH AND ACT:

EMERGENCY:

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.

EMERGENCY EVACUATION PROCEDURES

Outline the Emergency Evacuation Procedures for the Event Precinct, 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.

CAMPING - EMERGENCY EVACUATION PROCEDURES

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.

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 etc.

Outline procedures if proposed communication system does not work due to the limited phone signal, black spots, battery loss etc.

Outline plan to test communication systems before the event.

Outline plan to alert the patrons, staff and volunteers of an evacuation. E.g. alarm, siren etc.

If applicable, outline plan to alert patrons, staff and volunteers at the campground of an evacuation. E.g. alarm, siren etc.

BRIEFING

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

OFFICE USE

This plan has been sighted by a Shire of Nannup Emergency Services Representative

Name:

Position:

Signature:

Date: