

EVENT EMERGENCY RESPONSE PLAN TEMPLATE / 06



Event Name

Date of Event

1. PLAN OBJECTIVE

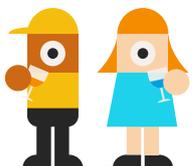
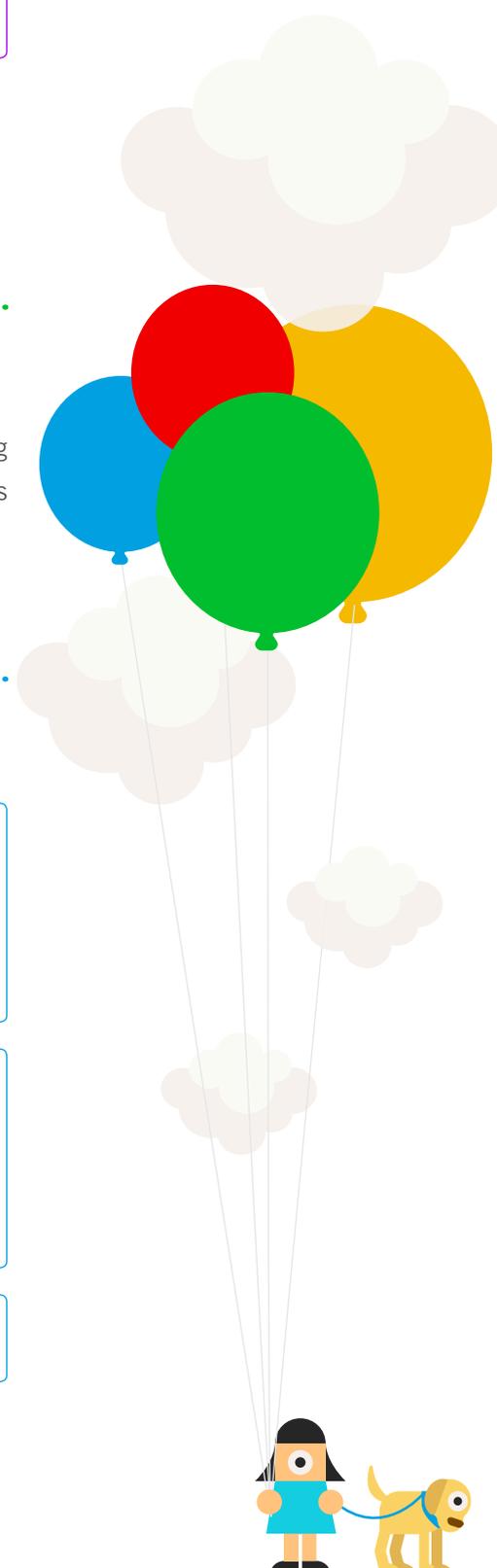
To clearly define the process to be followed in the event of an emergency situation occurring at the above listed event. The procedures in this plan are guidelines to be used to address any unanticipated emergencies.

2. EVENT DESCRIPTION

A detailed description of the event site

Description of activities taking place at the event/venue

Operating Hours



3. SCOPE

This plan relates to the following emergency scenarios including:

- › Medical emergency
- › Fire or Explosion
- › Hazardous Material Spill/Gas Leak
- › Bomb Threat

4. RESPONSE ACTIONS

The above-mentioned emergencies may require one or more of the following responses:

- › Evacuation of the area/building
- › Containment of the threat (i.e. chemical spill, gas leak)
- › First Aid treatment and/or Medical Emergency response
- › Emergency Services response

5. EMERGENCY PREPARATION AND TESTING

5.1 TRAINING REQUIREMENTS

All personnel normally working in any of the areas identified in this plan shall be trained in the following emergency management information:

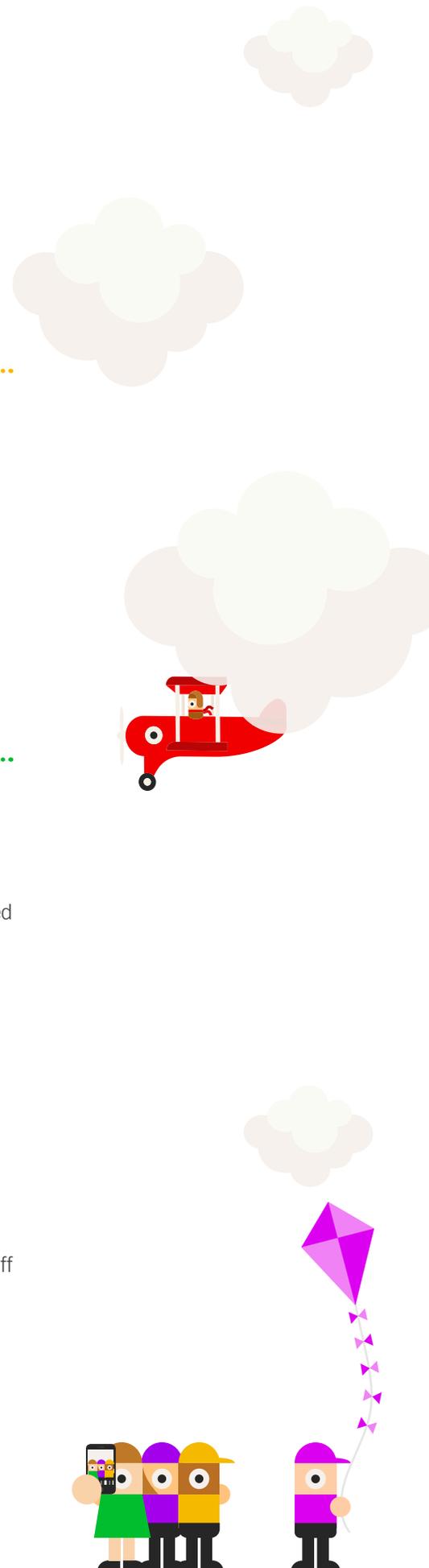
- › The general information contained within this document
- › The key personnel and their roles and responsibilities
- › Emergency exit locations and paths
- › Assembly point locations
- › Fire fighting equipment locations

5.2 EXERCISE DRILLS

Will comprise of a walk through by the event organiser who will ensure that all staff attending the event are aware of the evacuation procedure requirements.

5.3 EMERGENCY PLAN REVIEW

A review of the Emergency Plan will be undertaken immediately after the event.



6. GENERAL ROLES AND RESPONSIBILITIES

The roles and responsibilities of personnel working at the premises/event are listed below:

6.1 EMERGENCY PLANNING COMMITTEE

The Emergency Planning Committee consists of the following personnel:

This Committee will review the Emergency Plan, evaluate the response to emergency situations and revise the plan as required.

6.2 CHIEF WARDEN (NORMALLY EVENT ORGANISER)

- › Evaluate the need for evacuation as required
- › Initiate evacuation if required
- › Contact Emergency Services – i.e. 000 (as required)
- › Account for all staff and patrons/customers in liaison with area wardens and Emergency Services
- › Evaluate, in conjunction with Emergency Services, if building /area is safe prior to re entry
- › Document the emergency situation inclusive of actions taken and outcomes.

6.3 AREA WARDENS (NORMALLY SENIOR STAFF)

- › Receive directions from the Chief Warden
- › Ensure that all personnel have been alerted
- › Clear all areas as required



6.4 FIRST AIDERS

Full Name

Full Name

- › Collect First Aid kit and proceed to assembly area
- › Administer first aid as required

6.5 ALL STAFF

- › Carry out tasks as instructed by the Chief Warden
- › Proceed to assembly area advising all customers and patrons to do the same
- › Report their presence to Chief Warden or Area Warden at the assembly area
- › Not to leave assembly area unless advised by Chief Warden or Emergency Services personnel.

7. EMERGENCY RESPONSE

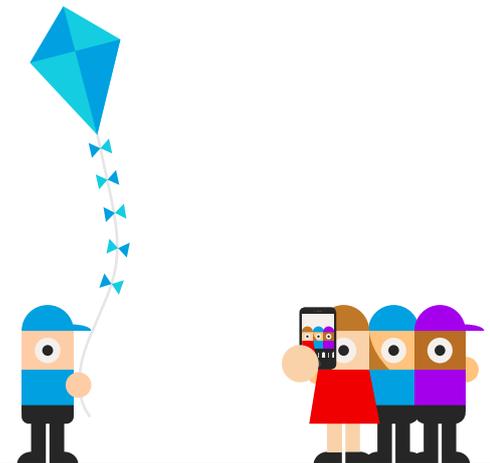
7.1 EVACUATION

The Chief Warden will take the following into consideration when determining if and when to evacuate:

- › The severity of the incident
- › The likelihood of escalation
- › The incident becoming uncontrollable beyond the resources available

Generic process of evaluation is shown below:

- › Reason for evacuation realised
- › Appropriate staff assess situation
- › Notification given to staff and patrons to evacuate to assembly points
- › Staff to render assistance as required under direction of Chief Warden
- › Emergency Services notified of the emergency – call 000
- › Staff to ensure venue is vacated including public areas, toilets etc.
- › Await Emergency Services assessment.



7.2 EVACUATION INCIDENTS

The following emergency procedures shall be carried out in response to the specific emergency situations:

- › Fire and Explosion
- › Medical Emergency
- › Hazardous Materials Spill/Leak
- › Bomb Threat

7.3 FIRE AND EXPLOSION

Should you discover smoke or fire:

- › Assess the situation and potential for evacuation
- › Remove anyone in the immediate vicinity if it is safe to do so
- › If trained – attempt to extinguish the fire with appropriate fire extinguisher
- › Turn off gas and electricity supply if able
- › Notify the Chief Warden
- › Chief Warden to assess the situation and commence evacuation if deemed necessary
- › Call 000 (Emergency Services)
- › Notify all patrons to leave the venue calmly and proceed to assembly points
- › Notify stall, amusement and other operators of the emergency evacuation
- › Identify injured persons (if present)
- › Staff to ensure that all patrons are moved to assembly points
- › Await arrival of Emergency Services and await further instruction
- › Only re enter the area/building when advised by Emergency Services or the Chief Warden that it is safe to do so.

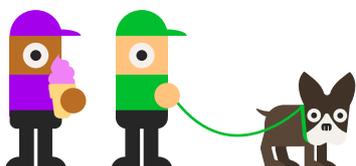
7.3.1 LOCATION OF FIRE EXTINGUISHERS, FIRE BLANKETS, HOSE REELS

Fire Extinguishers

Fire Blankets

Hose Reels

(These locations should be shown on the event Site Map)



7.4 MEDICAL EMERGENCY

Should a medical emergency occur:

- › The first staff member on the scene should assess the situation and if they do not have first aid training immediately notify the Chief Warden and/ or First Aid trained personnel.
- › Call Emergency Services – 000 and request an ambulance
- › Administer First Aid as trained
- › Organise for a staff member to meet the ambulance outside the venue and take them to the medical emergency
- › Remain with the injured person until the Emergency Services personnel arrive
- › Assist Emergency Services personnel as required
- › Complete an Incident Report form as soon as possible after the event.

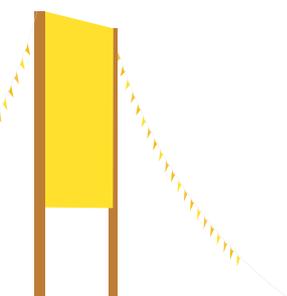
7.5 HAZARDOUS MATERIAL SPILL / GAS LEAK

Hazardous substances consist of the following:

- › Oils
- › Gas
- › Disinfectant / sanitiser / cleaning products
- › Fuel (cars and service vehicles)

The procedure to be carried out in case of a spill or leak is as follows:

- › Staff member who finds such a spill, or is notified by a patron of such a spill is to notify the Chief Warden immediately
- › At the direction of the Chief Warden evacuate the area/building immediately if required
- › Identify the source and amount of released materials and section off the area such that no one can gain entry
- › If necessary
 - Contact Emergency Services – 000
 - Attempt to evacuate any further spill or leak
 - Turn off electrical equipment/gas within area of the spill/leak
- › Upon direction from Emergency Services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
- › Complete an Incident Report



7.6 BOMB THREAT

- › Record nature of the threat and as many details as possible about the caller that may assist the police in identifying them
- › Evacuate the event/area/building as per the procedures above
- › Call 000 and ask for Police assistance
- › The Chief Warden may ask area wardens and staff to carefully check their areas for unusual/suspicious items.
- › If identified – the items are not to be disturbed and the area to be cordoned off
- › Any suspicious items/packages are then reported to the Police upon arrival
- › Staff and patrons are only to re-enter the area/building when Police have advised that it is safe to do so.

Important issues to remember when dealing with a bomb threat:

- › Keep calm
- › Keep the caller on the telephone for as long as possible
- › Let the caller speak and endeavour to record as much detail as possible

8. LIST OF EMERGENCY CONTROL PERSONNEL

The following is a list of those staff at the event i.e. event organiser, stallholders, amusement operators and general staff who will be required to take actions in the case of an emergency.

Full Name	Full Name

