

Event and Emergency Management Plan

Event Name:

Event

Location:

Event Date/s:

Prepared by:

Organisation:

1. Event Overview

1.1 Event Details

Event Name:

Event Date:

Event Location:

Event Address:

Event Times:

Entry fee:

Overview of event:

Expected numbers:

Number of Event Staff:

Number of Volunteers:

Set up start time:

Pack up finish time:

1.2 Event Management

Name of Event

Manager:

Organisation/group:

Address:

Phone:

Email:

PL Insurance Provider:

PL Insurance expiry
date:

*Please attach copy of Public Liability Insurance.

1.3 Event Program

Please attach Event Program or provide below. See example below.

Time	Activity
10:00	<i>Meet and greet as attendees arrive</i>
10:30	<i>Performance #1</i>
10:40	<i>Performance #1</i>

2. Site Management

For any item not relevant to your event, please write N/A.

2.1 Site Map

A Site Map must be provided. This may include the location of first aid, toilets, drinking water, emergency services, entry/exits, emergency evacuation points, fire extinguishers, parking/accessible parking, stage/s, stallholders, marquee/s and amusements.

2.2 Location of Event Control

Do you have a central meeting point at the event for staff and volunteers? If yes, please include on Site Map. This may act as a place to contain all event and emergency management information.

2.3 First Aid

Please provide details of event first aid and mark on Site Map where first aid is located.

2.4 Traffic Management

Please provide map outlining your traffic management plan for the event. This may include:

- *Access for emergency vehicles*
- *Parking, including accessible parking. If parking is provided or promoted, attendees must be able to safely access the event*
- *Drop off/pick up zones*
- *Road closures and temporary road signage – this may incur a cost*

2.5 Security/Crowd Management

Please provide details of security and/or crowd management for the event.

2.5.1 Alcohol at events/ Liquor Licenses

Will you be having alcohol at your event and are you aware of factors for consideration to obtain a liquor license?

2.6 Waste Management

Please provide details of waste management for the event, including the provision of bins and removal or waste after the event.

2.7 Toilets

Please provide details of toilets available on site and mark on Site Map. Toilet numbers should comply with

2.8 Water

Is drinking water available on site? Please mark on Site Map.

2.9 Electricity

Will you be using electricity on site? If yes, please provide details of power source.

2.10 Marquees and other infrastructure

Please provide details of marquees and other infrastructure on site.

- *Will marquees be hired and set up from a contractor? If yes, please provide details.*
- *How many and what size marquees will be on site?*
- *Will you be setting up tables/chairs/display boards? If yes, please provide details.*
- *Will you be setting up a stage? If yes, please provide details.*

2.11 Audio/Visual Equipment

Will you be using audio/visual equipment on site? If yes, please provide details.

2.12 Amusements

Will the event include any amusements? This includes fairground rides, inflatables, petting zoos, etc...

2.13 Stallholders

Please provide details of any stallholder management for the event, including bump in details.

- *Will there be stallholders selling food? If yes, please ensure that each food stallholder registers at Streatrader*
- *Will there be stallholders selling/serving alcohol? If yes, please provide details of Liquor Licence*
- *Have stallholders been given information about general, electrical, gas, fire and food safety and compliance and behaviour?*
- *Have Stallholders been advised to obtain a Schedule 14 Permit and Section 40 Permit from CFA if your event is taking place during a fire danger period?*

2.14 Performers

Please provide details of any performers for the event

2.15 Accessibility

Is your event accessible to everyone? Please consider the following:

- *Are you providing accessible parking?*
- *Are accessible toilets available?*
- *Is the signage clear and directive enough for people who may have limited English?*
- *Can people with wheelchairs, mobility aids and prams be able to access the event?*
- *Will people with vision and hearing impairments be able to attend the event?*

3. Emergency Management Plan

3.1 Emergency Control Personnel

Please provide details of the persons responsible in case of an emergency. See example below.

Name	Role	Task/s
<i>John</i>	<i>Event Manager</i>	<i>Head count of staff/volunteers at evacuation point</i>

3.2 Evacuation

Please provide details of your evacuation procedures. This should outline evacuation points marked on the Site Map.

3.3 Communication

In case of emergency, how will the event management staff communicate with other staff and volunteers and members of the public? Please provide details.

3.4 Lost Children

Do you have procedures in place for lost children? Please provide details.

3.5 Risk Assessment

This should be completed as a separate document as per the Risk Assessment template provided.