**[INSERT EVENT NAME]**

### **Emergency Response and Evacuation Plan**

### Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Date and time of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Event location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Event Coordination Team

### Event Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Event Support Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Event Support Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Instructions

* Amend the template to reflect requirements of your event in consultation with your Event Coordination Team.
* Prepare a site plan with emergency assembly points and egress pathways and attach to this document.
* Provide a copy of this plan to local emergency services for their feedback.
* Complete a walk-through of the emergency response plan with event staff to ensure emergency procedures can be enacted if and when required.
* Review and update this plan on a regular basis.

The information contained herein is intended as advice and does not remove the responsibility of the management/proprietors to ensure all obligations under legislation are adhered to.

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# Important Contacts

Add important contacts you might need during the event.

**Emergency Services –** Ambulance Fire Police - Call 000

|  |  |  |
| --- | --- | --- |
| Electricity |  |  |
| Gas |  |  |
| Water |  |  |
| National Security | Hotline | 1800 123 400 |
| Interpreter Service |  | 131 450 |
| Poisons Information |  | 131 126 |
| Gas safe | Information | 1800 652 563 |
| Work Safe | Duty Officer |  |
| SES | 24 Hours | 132 500 |
| VicEmergency Hotline |  |  |
| Worksafe |  |  |
| GWMWater |  |  |
| VicRoads emergencies |  |  |
| Bureau of Meteorology |  |  |

**Event Management**

|  |  |  |
| --- | --- | --- |
| Event Coordinator |  | 04 |
| Event Support Staff |  | 04 |
| Event Support Staff |  | 04 |

# Emergency Management Structure

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 officer and other personnel.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Risk, Safety, Emergency role** | **Mobile (event day)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Service Providers**

Add the numbers of all service providers at your event.

|  |  |  |  |
| --- | --- | --- | --- |
| Marquee and Event Equipment |  |  | 04 |
| Audio and Lighting |  |  | 04 |
| Toilets |  |  | 04 |
| First Aid |  |  | 04 |
| Hydration Station |  |  | 04 |
| Security |  |  | 04 |
| Traffic Control |  |  | 04 |
| VMS Boards |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |
| Food Vendor |  |  | 04 |

# Emergency Control Organisation

The following are responsible for administering the Warden System and plans for the management of the emergencies.

|  |  |  |
| --- | --- | --- |
| Emergency Warden (Chief) |  | 04 |
| Emergency Warden (Deputy) |  | 04 |
| Communications Officer |  | 04 |
| Area Warden 1 |  | [04](tel:0401%20715%20795) |
| Area Warden 2 |  | [04](tel:0467%20637%20176) |
| Area Warden 3 |  | [04](tel:0401%20885%20481) |

# Responsibilities in the Event of an Emergency

**Chief Warden (Administrative Responsibilities)**

* Administer the warden system
* Review, in conjunction with Area Wardens, the Emergency Management Plan
* Arrange “Table Top” exercises and specific hands-on training for staff
* Ensure that there is a system in place to record all staff, visitors and contractors on site
* Ensure that a debriefing is conducted
* Ensure the Chief Warden and the Deputy Warden are not simultaneously absent from the site

**Chief Warden (Emergency Responsibilities)**

* Take control of the situation at the appropriate control point, if safe to do so
* Ensure Emergency Services are notified
* Ensure all patrons and employees are removed from the hazard area
* Hand over control to the Emergency Services on arrival
* Assist the Emergency Services as required
* Ensure management is notified
* Maintain a log of the incident

**Deputy Chief Wardens**

If the Chief Warden is not at the event grounds, the nominated Deputy Chief Warden will assume all responsibilities, duties and control. If the Chief and Deputy Chief Wardens are not available, the next ranking member of the Emergency Control Organisation on duty will assume control as Chief Warden. During an emergency the Deputy Chief Warden will be delegated tasks by the Chief Warden.

The Deputy Chief Warden, or nominated Area Warden, will provide confirmation of patrons and employees marshalling and safety, or otherwise, to the Chief Warden by runner or other appropriate communication means.

**Area Wardens**

The primary responsibility of the Area Wardens is to ensure, as far as practicable, the safety of patrons and employees and when necessary arrange their orderly evacuation from danger.

**It is not the responsibility of a warden to actively control emergencies.**

When required, Area Wardens will ensure that their areas of responsibility have been totally evacuated, if safe to do so.

**Security**

In an emergency situation Security personnel’s role is to assist the Area Wardens, as far as practicable, to ensure the safety of patrons and employees and when necessary assist with their orderly evacuation from danger.

**Other Employees**

All other employees will act as directed by an Area Warden. Specific employees may be allocated various tasks, which should only be carried out if safe to do so.

# Emergency preparation and testing

Add names of people involved in preparing this plan.

**Emergency planning committee**

|  |  |
| --- | --- |
| **Name** | **Phone number** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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 in this document.
* The key personnel and their roles and responsibilities.
* Emergency exit locations and paths.
* Assembly point locations.
* Fire fighting equipment locations.
* Any written procedures applicable to the building / venue regarding emergency management.

**Exercise drills**

These will comprise of a walk-through by the event organiser who will ensure that all staff attending the event are aware of the location of safety equipment and the evacuation procedure.

**Maintenance and testing of equipment**

* Maintenance and testing of all fire detection systems, smoke and heat alarms, fire alarm monitoring systems and fire blankets to be conducted in accordance with AS 1851 and be undertaken by a suitably qualified person at regular intervals as details within AS 1851. The committee understand that this is a responsibility of the building manager and will ask to see this documentation before holding the event.
* Log books will be kept of all testing and maintenance carried out.
* The hiring of equipment such as fire extinguishers will be undertaken from a reputable company and the equipment will be tagged indicating its last service date.

# Onsite Communication Plan

Outline plan for on-site communication here. Radios/Mobile Phones/Other

# Raising the Alarm

* Remain calm and do not panic
* Clear immediate area of patrons and staff if safe to do so.
* If necessary contact Emergency Services immediately.
* Contact the Event Control Centre and inform them of the nature of the emergency and steps you have taken up to this point.
* Await further instruction from Chief Warden or Event Control Centre
* When instructed by the Chief Warden or Event Control Centre, assist with evacuation of area to the designated assembly point.

# Emergency Services Post Locations

|  |  |  |
| --- | --- | --- |
| Service | **Post** | **Phone number** |
| Police | Offsite | Call 000 |
| Fire | Offsite | Call 000 |
| First Aid | Onsite | 2 way to wardens |
| Lost Children | Onsite – Information Marquee | 2 way to wardens |
| Ambulance | Offsite | Call 000 |
| Event Control Centre | Onsite- EMC marquee. | 2 way |

# 

# First Aid/Medical Plan

Outline the first aid or medical services in attendance at the event including numbers and type. Outline the response to a first aid or medical emergency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Provider/Service** | **Contact Name** | **Mobile** | **Arrival Time** | **Departure Time** |
| *i.e St Johns Ambulance* |  |  |  |  |

\*Please indicate on your site plan where emergency service will be located and attach to this document.

### **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.

The generic process of evaluation will be:

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

## Evacuation of Precinct

The total evacuation of one or more of the event sites will in most instances be initiated by the Chief Warden or delegated via the Area Wardens. On some occasions it may be necessary for the Area Wardens to self-initiate evacuation from the immediate area of a threat prior to notification from the Chief Warden. It should be noted that the extent of evacuation might vary from one event to the next.

Evacuations fall into two categories:

Full Results in all patrons and employees moving out of the event grounds;

PartialResults in designated patrons and employees being directed into another part of the event grounds.

The type of evacuation will depend on the nature of the emergency and will generally be determined by the Chief Warden or a delegate.

Should the Event’s resources be overwhelmed as a result of the emergency, the controlling Emergency Service will initiate the Municipal Emergency Management Plan to assist with the event and the event recovery.

## Evacuation Type (Full or Partial)

(Depending on the type of emergency and weather conditions)

|  |  |
| --- | --- |
| **Primary – Full Evacuation** | **Secondary – Partial Evacuation** |
| Enter location | Enter location |

## Emergency Evacuation Procedures

Outline emergency evacuation procedures including who will authorise an evacuation, under what circumstances, and how this will be done.

|  |  |
| --- | --- |
| Emergency evacuation procedures | *i.e.*  *1.Event Manager will enact evacuation by informing wardens, and telling them evacuation point.*  *2. Event manager will raise alarm and address audience.* |

\*Please indicate on your site plan emergency evacuation routes and sites and attach to this plan.

## Evacuation Announcement

1. *“Ladies and Gentlemen: You are not in any immediate danger, for your safety we need to stop the event temporarily and clear the area. Please assist us by following the directions of our wardens to the nearest safe area.”*
2. *“EVENT has been cancelled due to circumstances beyond our control. We ask you to be patient and leave in an orderly manner. Please follow the directions of our wardens to the nearest safest area.*

## Marshalling Points

Area Warden 1 INSERT LOCATION

Area Warden 2 INSERT LOCATION

Area Warden 3 INSERT LOCATION

## Delegation of Duty

If the Chief Warden is unavailable, responsibility will be delegated in the following sequence:

1. Deputy Chief Warden
2. Area Warden

**NOTE:**

*Police and Fire Brigade outrank all event management.*

*Should either give any personnel a direct order, staff should carry out the order, providing it is safe to do so.*

*Confirmation from event management is not required.*

## Mobility Impaired Persons

In the event of an evacuation Wardens should assist or arrange assistance for mobility-impaired persons.

A mobility-impaired person is any person who will require physical assistance during an evacuation.

For example: Permanent Disablement

Temporary Disablement

Deafness (full/partial)

Blindness (full/partial)

Advanced pregnancy

## Emergency Vehicle Access

LOCATION. To be met and guided by Area Wardens.

## Event Control Centre

The Event Control Centre (ECC) will be stationed XXXX. The ECC will monitor all communications and advise Area Wardens in the event of any incident. It will also be the role of the ECC to log all incidents and act as the Communications Officer in the event of an Emergency Situation.

## Crowd Control/Security Plan

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).

|  |  |  |
| --- | --- | --- |
| **Provider details (if external provider used)** | **Contact name:** | **Mobile:** |
| **Crowd control/security plan** |  | |

## 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

## 

## Fire and explosion

Should staff discover smoke or fire they will:

* 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 any.
* Staff to ensure that all patrons are moved to assembly points.
* Await the arrival of emergency services and await further instruction.
* Only re-enter the site / building when advised by emergency services or the Chief Warden that it is safe to do so.

## Types of Extinguishers and Uses

Graphical user interface, table

Description automatically generated with medium confidence

**Extinguisher Operation**

Each of the above extinguishers operates in the upright position. The extinguisher should be carried to a safe distance from the fire. Remove the safety pin, test and direct at the seat of the fire. Be aware that a fire you think is extinguished may re-ignite without notice. Never turn your back on a fire while still in close proximity.

Used extinguishers should never be replaced on their hook. They should be reported to the Area Warden so that the extinguisher is recharged and/or replaced immediately.

**Action when confronted by fire:**

* Try to remain calm and think logically
* Alert all personnel to the danger calmly
* Alert the Chief Warden and ECC, to contact Emergency services and commence evacuation of the area.
* Determine the type and extent of fire
* Select the correct type of extinguisher
* Use the extinguisher in the proper manner. If in doubt, do not attempt to fight the fire.
* Have another person back you with another extinguisher
* Keep a means of escape paramount in your mind
* Keep low to avoid heat, smoke and toxic gases
* Direct the extinguisher stream at the seat of the fire, not at the smoke
* Never use water extinguishers on fires involving electricity
* Turn off the power to the appliance or the area when the fire has been extinguished

**Location of fire extinguishers, fire blankets and hose reels:**

Fire extinguishers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire blankets

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hose reels

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*\*These locations must be shown on the building site and/or event site plans and be attached to this document.*

## 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 if required.
* Administer first aid as trained.
* Organise for a staff member to meet the ambulance outside the venue and direct 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.

## Hazardous material spill or gas leak

Hazardous substances consist of the following:

* Oils
* Gas
* Disinfectant / sanitiser / cleaning products
* Fuel from cars or service vehicles

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

* The 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 site / 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 – phone 000.
  + Attempt to evacuate any further spill or leak.
  + Turn off electrical equipment / gas within the 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 form.

## 

## Bomb threat

* Record the nature of the threat and as many details as possible about the caller that may assist the police in identifying them.
* Evacuate the event / site / 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 or suspicious items.
* If identifies, the items are not to be disturbed and the area is to be cordoned off.
* Any suspicious items / packages are then reported to the police upon their 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.

### **Other emergencies not necessarily involving evacuation**

## Armed or dangerous intruders

In the event of an armed hold-up or dangerous intruder the Chief Warden is to:

* Move to an appropriate control point if safe to do so.
* Notify emergency services – phone 000 as soon as possible.
* Direct wardens and staff to remove patrons and personnel from the hazard area where possible.
* Follow the direction of the emergency services upon their arrival.
* Upon the direction of emergency services, instruct wardens to evacuate the remainder of the site.
* Handle any media-related enquiries in a professional manner confirming that you are not in a position to make any comment. Refer journalists to Victoria Police media liaison.
* Notify event management and event media liaison staff as soon as possible.
* After the incident, complete an incident report form.

## Suspicious items

On becoming aware of an unattended and/or suspicious item:

* **Do not touch the item.**
* Avoid radio and mobile phone use in the immediate area.
* Note the appearance of the item.
* Notify the Chief Warden.
* Contact emergency services – phone 000.
* Isolate the area immediately.
* Shut down any gas outlets where possible.
* Prepare to evacuate the area if instructed by emergency services.
* Give information on the location and appearance of the suspicious item upon the emergency services’ arrival.
* Await further instruction from emergency services personnel.

## Electrical failure

* Notify the Chief Warden.
* Check for trapped persons in structures such as rides.
* Contact the power company – confirm the failure and indicate priority.
* Contact event electrician if an internal fault with supply.
* Arrange emergency lighting where possible.
* Marshal patrons and staff into safe area.
* Prepare to evacuate the area if required.

Cancellation of the event may be required if the electrical supply is unable to be restored. The decision to cancel may be as a result of direction from the power supply company or emergency services.

## Lost child or missing person/s

In the event of a lost child:

* Contact the Chief Warden and advise that a child is missing or that you have found a lost child.
* If the child has been reported missing, advise Area Wardens and notify patrons via PA system announcement.
* Fill out a lost child form (see attachment to this plan)
* When found, take the lost child to the lost children post or first aid post as determined in the risk management plan.
* Stay with the child until appropriate parent, relative or friend has collected him/her.
* Complete an incident report or lost child report.
* Advice the Chief Warden of updated status.
* If the child is not found within a reasonable time frame, contact the emergency services by phoning 000.
* Assist emergency services as directed.
* Offer support to the family/friends of the missing child during the process.

**In the event of a missing person:**

* Contact the Chief Warden and advise of the situation.
* Obtain information about the missing person – age, sex, clothing and other descriptors.
* Chief Warden to organise for Area Wardens to check their areas, including toilets.
* If unable to be found, contact the emergency services by phoning 000.
* Assist emergency services as directed.
* Offer support to the family/friends of the missing person during the process.
* Complete an incident report form as soon as possible.

## Person trapped in a ride or amusement

* Turn off the machine if practical and safe to do so.
* Contact the Chief Warden.
* Remove any persons in danger if safe to do so.
* Clear and secure the area.
* Contact emergency services – phone 000.
* Await further instruction upon arrival of the emergency services.

## Vehicle accident on site

* Quickly assess the situation, check for entrapment.
* Turn off vehicle and apply brake if safe to do so.
* Contact the Chief Warden.
* Contact emergency services – phone 000.
* Remove any persons in danger if safe to do so.
* Clear and secure the area.
* Be aware of possible fire outbreak and have extinguishers brought to the scene.
* First aiders to administer first aid to injured people.
* Await arrival of emergency services.
* Follow the direction of emergency services.

## Wet Weather/Storm Response

In the case of wet weather a decision to cancel the Event will be made by the XXX by XXX on XXX.

If wet weather is present during the Event, the Event Coordinator/Chief Warden will closely monitor weather warnings and rain radar, and in consultation with Event Staff will make a decision to halt the event temporarily or to abandon the Event and proceed with the orderly exit of patrons from the event site. In this situation announcements will be made from XXX and Area Wardens will assist patrons to exit the park safely.

If storm conditions are present during the Event. The Event Coordinator/Chief Warden will make a decision regarding the need to stop the Event, either temporarily or indefinitely. They will then direct wardens to assist in the full or partial evacuation of the site depending on the nature of the conditions. As standard assembly points may not be appropriate in all storm conditions, the decision to direct patrons to more appropriate shelter may need to be taken.

Additionally the Chief Warden may direct Area Wardens and staff to assist to make the Event Site safe prior to the decision to evacuate. Actions taken may include:

* Clearing patrons away from areas deemed potentially hazardous or high risk.
* Briefing security about evacuation areas and assembly points
* Assisting staff to secure marquees by installing all walls
* Stowing or securing equipment/infrastructure from high winds
* Shutting down generators and assisting food vendors to ensure Catering areas are made safe and able to be abandoned should the decision to evacuate be made
* Audio Visual contractor to assist with shutting down power if necessary and making AV equipment secure and covered.
* Stage Management to assist with clearing stage of performers and equipment. Further assisting with evacuation and management of performers should it be required.

### **Cancellation of the Event**

Event Contingency - Cancellation or Postponement Plan

Outline your event contingency plan if the event needs to be cancelled, postponed, relocated, altered or interrupted on the event day.

|  |  |
| --- | --- |
| **Event contingency plan** |  |

**Announcement:**

Date  
“EVENT was due to take place on DATE. Due to bad weather this event has now been cancelled. We apologize for any inconvenience. If you would like to speak to a staff member about the event and its cancellation, please call XXX on XXX during business hours.”

### **Communications Plan**

In the case of an emergency, outline how you 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. Outline procedures if proposed communication system does not work (i.e. back up communications). Outline plan to test communication systems before the event.

|  |  |
| --- | --- |
| **Communications plan** |  |

### **Media Inquiry**

Media is a powerful communications tool. Positive media coverage should be identified and managed as required. Due diligence should be applied to managing all reactive media situations, be they positive or negative in nature.

These Media guidelines have been compiled to assist you in assessing and directing a media inquiry regarding the event.

1. Confirm you are not in a position to make a comment. Advise you will pass the inquiry on to the media liaison. Do not commit to making a comment.
2. Obtain information:

* Journalist’s name, publication and content details
* Nature of inquiry/angle of story
* Has anyone else been approached to comment?
* What information do they require?
* What is their deadline?

1. Do not give out any direct contact numbers.

**General Rules**

* Always be courteous to all media – you never know when we will need them.
* Never give a personal opinion.
* There is no such thing as “off the record”. Behave as if microphones are always ON, cameras are always rolling or ready to shoot a photo.
* Remember you are under no obligation to comment to the media about anything. Try not to let them pressure you. Try and stay calm and handle any situation in the best manner possible.

### **Post Event Evaluation of Emergency Plan**

Outline how you will evaluate the risk and emergency management plan. Include details of post event debriefs and whether the Shire and/or emergency services are required. A review of the emergency plan will be undertaken immediately after the event.

|  |  |
| --- | --- |
| **Post event evaluation details** |  |

# 

### **Warden Instructions**

Area Wardens will take appropriate action to ensure:

* You understand your role and the information regarding safety procedures.
* Do not leave your area unattended, ensure you find a replacement if you must leave.
* Familiarise yourself with your area of responsibility, the layout of the event environs and the general locations used by patrons and employees, including the location of all first aid facilities and other emergency equipment.
* Pathways are free of obstruction.
* Fire extinguishers, safety signs and safety equipment are serviceable and accessible at all times.
* Hydrants and hose reels are accessible.
* Good housekeeping so that litter does not accumulate to increase the danger of fire.
* Hazardous materials are not stored or used incorrectly, notwithstanding the nature of work.
* Assist with Emergency Vehicle access should it be required.
* Any irregularities are reported to the Chief Warden.
* All incidents are reported on the form provided.
* Inspection checklists are completed.
* Incident report forms are to be handed to Chief Warden.
* Contact management immediately in event of any situation you think is potentially dangerous.
* Emergency services outrank Event staff. Should they give any personnel a direct order, staff should carry out the order.
* Do not perform tasks that you are not trained or able to do safely.

### **Area Warden Pre Event Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **OK** | **NOT OK** | **NA** | **Details/Actions** |
| QR codes installed |  |  |  |  |
| Hand sanitiser points installed |  |  |  |  |
| COVIDSafe messaging installed |  |  |  |  |
| Barriers in place |  |  |  |  |
| Emergency access clear |  |  |  |  |
| Extension leads and plugs |  |  |  |  |
| Fire extinguishers in position |  |  |  |  |
| Gas bottles secured |  |  |  |  |
| Hot surfaces out of public reach |  |  |  |  |
| Housekeeping –& Recycling |  |  |  |  |
| Incident /Injury Reporting Forms |  |  |  |  |
| Licensed areas |  |  |  |  |
| PA systems |  |  |  |  |
| Pedestrian access |  |  |  |  |
| Two-way radio functions |  |  |  |  |
| Safety fences in place |  |  |  |  |
| Sharp or protruding objects |  |  |  |  |
| Stage edges & steps marked |  |  |  |  |
| Steps & handrails (condition) |  |  |  |  |
| Switchboxes / generators |  |  |  |  |
| Tents / marquees secured |  |  |  |  |
| Toilets functioning |  |  |  |  |
| Tree & branches |  |  |  |  |
| Tripping hazards / pegs ropes etc. |  |  |  |  |
| Umbrellas secured |  |  |  |  |
| Warning signage |  |  |  |  |
| Weather & wind conditions |  |  |  |  |
| Other |  |  |  |  |

# 

### **Daily Incident Report Form**

**Significant Incident**

(Impacts upon or has the potential to impact upon the safety of staff, participants or visitors)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION** | **Action required** | **time** | **Routine** | **immediate** |
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**Nil Incidents to Report** 🞎

**NAME: (Print)**

**PRECINCT: (Print)**

**SIGNATURE: (Sign)**

**DATE: / / TIME:**

### **Lost/Found Child Checklist**

|  |  |
| --- | --- |
| Date: Time: | |
| **LOST CHILD** | **FOUND CHILD** |
| Questions to ask Guardian | Questions to ask Child |
| 1. What is your name? | 1. What is your name? |
| 2. What is the child’s name(s)? | 2. What is the guardian’s name(s)? |
| 3. What is the child’s age(s)? | 3. Did they tell you what to do if you got lost?  If Yes, explain |
| 4. Where did you last see the child? | 4. Where did you last see the guardian? |
| 5. When did you last see the child? | 5. When did you last see the guardian? |
| 6. What is the child’s hair coloring? | 6. What is the guardian’s age(s)? |
| 7. What clothes are they wearing? | 7. What is the guardian’s hair coloring? |
| 8. What height is the child(s)? | 8. What clothes are they wearing? |
| 9. Does the child have ID? | 9. What height is the person(s)? |
| 10. Does the child have a mobile phone?  If Yes, what number? | 10. Do they have a mobile phone?  If YES, what number? |
| 11. Where do you think the child will go? | 11. Do you know someone else’s number who would know the guardians mobile number?  If YES, what number? |
| Other information: | Other information: |
| Reported by: Signature: | |