

Event Emergency Response Plan

Emergency Management Plan	1							
Event Name								
Event Location								
Date of Event								
Emergency Coordinator								
Phone Number/s								
Email								
Secondary Contact								
Phone Number/s								
Email								
Coordinator cannot be contacted Details of Communication Me	then the secondary conta	plan. In the event that the Emergency ect would take on this position.						
First Aid officer								
Qualification Held	Expiry							
Location of First Aid Kit								
Signature of Event Coordinate	or							
Date of Completion								
Contact Numbers	Emergency	Local Contact						
Police	000							

Contact Numbers	Emergency	Local Contact		
Police	000			
Ambulance	000			
Fire	000			
Hospital	Enter Local Hospital Number			
SES	132500			
Other Enter Details				

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Document Name	Version Number	Date of Issue	Review Date
RISK – Event Emergency Response plan	1.0.1	24 February 2023	As Required

Emergency Site Plan

Note: This plan should be provided to key event staff and participants. If the event is within an existing facility any existing plan should be reviewed. Roles and responsibilities of event staff should be reviewed with facility staff if applicable.

The emergency site plan should include the location of

- Communication Centre
- Equipment such as fire extinguishers, power, water etc.
- Evacuation Assembly Points
- Ambulance Access Points
- First Aid Treatment Areas

